

VOLUNTARY SECTOR TRAINING COURSES JANUARY – JUNE 2012

Bexley Voluntary Service Council has collated details of various training courses from information provided by several training venues. This training is aimed at front line staff and volunteers of local community/voluntary groups. If you are interested in any of the training sessions as detailed below, please telephone the relevant organisation as listed for up to date availability. *Please note that waiting lists may apply.*

Course Title	Date	Time/Cost	Provider/Contact	Venue	Comments
First Aid Emergency 1-Day	9 Feb 22 March	£90	Adult Education Bexley Marion Chivers 020 8269 8943	Sidcup Adult Education Centre	Please contact Provider to book a place.
First Aid at Work 2-Day Requalification	8 & 15 March	£107	Adult Education Bexley Marion Chivers 020 8269 8943	Sidcup Adult Education Centre	Please contact Provider to book a place.
First Aid at Work 3 Day	19, 26 Jan & 2 Feb	£188	Adult Education Bexley Marion Chivers 020 8269 8943	Sidcup Adult Education Centre	Please contact Provider to book a place.
First Aid 12 Hour Paediatric	23 Feb 1 March	£107	Adult Education Bexley Marion Chivers 020 8269 8943	Sidcup Adult Education Centre	Please contact Provider to book a place.
First Aid Emergency 1-Day Course	9 Jan 16 Jan 24 Jan 30 Jan 4 Feb 6 Feb 16 Feb 17 Feb 20 Feb 1 March 5 March	£108 +vat £144 +vat £108 +vat £144 +vat £108 +vat £108 +vat £108 +vat £144 +vat £108 +vat £144 +vat £108 +vat	British Red Cross Customer Service 0844 871 1111 www.redcross.org.uk	Gravesend Bromley Maidstone Chislehurst Gravesend Maidstone Gravesend Chislehurst Maidstone Bromley Maidstone	Please contact Provider for full address of venues and how to book.

	16 March 19 March 26 March 28 March 28 March 13 April 16 April 24 April 30 April 1 May 4 May 11 May 18 May 31 May 1 June	£108 +vat £144 +vat £108 +vat £144 +vat £108 +vat £108 +vat £108 +vat £144 +vat £108 +vat £144 +vat £144 +vat £108 +vat £108 +vat £108 +vat £144 +vat		Gravesend Chislehurst Maidstone Bromley Gravesend Gravesend Maidstone Bromley Gravesend Bromley Chislehurst Maidstone Gravesend Maidstone Chislehurst	
First Aid at Work 2-Day Requalification Course (HSE Approved)	9-10 Jan 19-20 Jan 25-26 Jan 1-2 Feb 7-8 Feb 9-10 Feb 13-14 Feb 20-21 Feb 21-22 Feb 8-9 March 8-9 March 12-13 Mch 2-3 April 3-4 April 19-20 April 19-20 April 3-4 May 14-15 May 17-18 May 17-18 May 24-25 May 6-7 June 11-12 June	£175 +vat £205 +vat £175 +vat £205 +vat £175 +vat £175 +vat £205 +vat £175 +vat £175 +vat £205 +vat £175 +vat £205 +vat £175 +vat £175 +vat £205 +vat £175 +vat £175 +vat £175 +vat £205 +vat £175 +vat £175 +vat £175 +vat £175 +vat	British Red Cross Customer Service 0844 871 1111 www.redcross.org.uk	Maidstone Bromley Maidstone Bromley Maidstone Gravesend Chislehurst Gravesend Maidstone Bromley Gravesend Chislehurst Maidstone Chislehurst Gravesend Gravesend Maidstone Bromley Chislehurst Maidstone Gravesend Maidstone Gravesend	Please contact Provider for full address of venues and how to book.

Course Title	Date	Time/Cost	Provider/Contact	Venue	Comments
First Aid at Work Appointed Person 1-Day	Please contact Provider	Please contact Provider	St John Ambulance www.sja.org.uk 0844 770 4800	Venue on enquiry	Basic knowledge for emergencies in the work place. Also covers life-threatening situations
First Aid at Work Requalification 2-Day Course	Please contact Provider	Please contact Provider	St John Ambulance www.sja.org.uk 0844 770 4800	Venue on enquiry	For current First Aiders who already hold a valid Certificate
First Aid at Work Full Certificate 4-Day Course	Please contact Provider	Please contact Provider	St John Ambulance www.sja.org.uk 0844 770 4800	Venue on enquiry	Intended for people who are required to act as the Designated First Aider at their workplace.
Manual Handling Regulation 3-hour Course	Please contact Provider	Please contact Provider	Workforce Development Bexley College 01322 444924	Venue on enquiry. Also available for in-house booking.	For those who undertake manual handling risk assessments.
People Handling Regulation ½-Day Course	Please contact Provider	Please contact Provider	Workforce Development Bexley College 01322 444924	Venue on enquiry. Also available for in-house booking.	Certificated course for those who undertake people handling risk assessments.
Moving & Handling (CIEH) Certificated 1-Day Course	Please contact Provider	Please contact Provider	Workforce Development Bexley College 01322 444924	Venue on enquiry. Also available for in-house booking.	Full Certificate combining the above two ½ day courses.
Health & Safety Fire Warden ½ -Day Course	Please contact Provider	Please contact Provider	Bexley Council Organisational Dev Team 020 8303 7777 x 4083	Bexley Council Hillview Road Welling Kent	Gives Fire Wardens skills that ensure they are competent to carry out their duties.
Health & Safety at Work – Risk Assessment ½ Day Course	Please contact Provider	Please contact Provider	Bexley Council Organisational Dev Team 020 8303 7777 x 4083	Howbury Centre Slade Green Rd Erith, Kent	This session is suitable for Managers & Supervisors who undertake risk assessments.
Food Hygiene – CIEH Foundation Certificate 1-Day Course	19 Jan 22 Mch 16 May	£70	Bexley Council The Development & Public Protection Dept) 020 8308 7634 or email: foodsafety @bexley.gov.uk	Civic Offices Broadway Bexleyheath Kent	Course aimed at people who handle / work in food trade. Includes causes of food poisoning, storage, cleaning, pest control, food law, food hazards & personal hygiene.
Safeguarding Children	Please contact Provider	Please contact Provider	Bexley Council Area Child Protection Committee 01322 356372	Venue on enquiry	These courses are for staff & volunteers across the borough who work with children and young people.

Course Title	Date	Time/Cost	Provider/Contact	Venue	Comments
Safeguarding Children (including Introductory Courses)	Please contact Provider	Please contact Provider NO CHARGE	Jackie Collen Bexley Council Organisational Dev Team 020 8836 8098	Venue on enquiry	These courses are aimed at staff & volunteers across the borough who work with children & young people.
Various Childcare Training courses	Please contact Provider	Please contact Provider NO CHARGE	Jackie Collen Bexley Council Organisational Dev Team 020 8836 8098	Venue on enquiry	Please contact Provider
Various Childcare Training courses	Please contact Provider	Please contact Provider	Adult Education Bexley Marion Chivers 020 8269 8943	Venue on enquiry	Please contact Provider
Various Safe-guarding Adults Awareness Training	Please contact Provider to arrange	Please contact Provider	Bexley Council Organisational Dev Team 020 8836 8014	Please contact Provider to arrange	For course content please contact Provider.
Health Matters Training & Organisational Training courses	Please contact Provider to arrange	Please contact Provider	Lin Talbot Training 01622 662680 lin@linalbottraining.co.uk	Venue on enquiry or can be arranged In-house	Includes First Aid, Stroke, MS, Visual & Hearing Impairment, Moving & Handling, , Parkinson's Stroke Disease, Dementia
Various NVQ Level 2 Qualifications	Please contact Provider	NO CHARGE	Bexley College 01322 444924	Venue on enquiry or can be arranged in-house	NVQ Level 2 for Cleaning, Customer Svs, Health & Social Care, Children's Care, Business & Admin and IT.
Vocationally Recognised Qualifications	Please contact Provider	NO CHARGE	Bexley College 01322 444924	On site training 1-1 assessor support	Please contact Provider for details of various courses
Recognised Qualifications e.g. Office Skills, Business Admin	Please contact Provider	Please contact Provider	Adult Education Bexley Marion Chivers 020 8269 8943	Venue on enquiry	Please contact Provider

If you would like BVSC to include details of training offered by your organisation, please contact Kim Rabe at BVSC on 020 8304 0911 or email krabe@bvsc.co.uk (*Subject to space availability*).

BVSC would appreciate any feedback on courses attended to ensure the advertisement of relevant training.