

# Community Group Training

## Price list

Name of course	Price for regular CPD certified course	Price with formal accreditation through National Awarding Body and secure posting of certificate.
<b>Committee Members / Trustees</b>		
Committee Skills	£20 pp + VAT (£24)	£45 pp + VAT (£54)
Organisational finance for Voluntary and Community Groups	£20 pp + VAT (£24)	£45 pp + VAT (£54)
The Role of a Chairperson	£15 pp + VAT (£18)	£40 pp + VAT (£48)
The Role of a Secretary	£15 pp + VAT (£18)	£40 pp + VAT (£48)
The Role of a Treasurer	£15 pp + VAT (£18)	£40 pp + VAT (£48)
<b>Induction Essentials</b>		
Communication Skills	£15 pp + VAT (£18)	£40 pp + VAT (£48)
GDPR – The Essentials (Data protection)	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Equality and Diversity	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Lone Working for Staff	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Professional Boundaries	£15 pp + VAT (£18)	£40 pp + VAT (£48)
<b>Administration Courses</b>		
Engagement and Participation	£20 pp + VAT (£24)	£45 pp + VAT (£54)
Fundraising Skills	£20 pp + VAT (£24)	£45 pp + VAT (£54)
How to run Effective Meetings	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Manging Money	£20 pp + VAT (£24)	£45 pp + VAT (£54)
Taking Minutes	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Time Management	£15 pp + VAT (£18)	£40 pp + VAT (£48)
<b>Team Leader / Volunteer Management Courses</b>		
An Introduction to Management	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Developing a Staff Volunteer Policy	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Lone working for Managers	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Providing effective Support and Supervision	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Recruitment and Selection process	£15 pp + VAT (£18)	£40 pp + VAT (£48)
<b>Safeguarding courses</b>		
Safeguarding Adults Awareness Level 2	£15pp + VAT (£18)	£40 pp + VAT (£48)
Safeguarding Children Awareness Level 2	£15pp + VAT (£18)	£40 pp + VAT (£48)

Online • On time • On budget

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Safeguarding Designated Person	£20 pp + VAT (£24)	£45 pp + VAT (£54)
Safeguarding Policy and Procedure	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Safeguarding Practice	£60p + VAT (£72)	£145pp + VAT (£174)
<b>Health and Safety Courses</b>		
Alcohol and drug awareness	£15 pp + VAT (£18)	£40 pp + VAT (£48)
An Introduction to Risk Management	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Asbestos Awareness Cat A	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Control of substances hazardous to health (COSHH)	£15 pp + VAT (£18)	£40 pp + VAT (£48)
DSE Awareness	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Emergency and Fire Awareness	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Fire Warden	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Food Hygiene in Catering Level 2	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Health and Safety at Work Level 2	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Ladder Safety	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Manual Handling for Employees/Volunteers	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Manual Handling for Managers	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Sharps awareness	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Slips, Trips and Falls	£15 pp + VAT (£18)	£40 pp + VAT (£48)
Working at Height	£15 pp + VAT (£18)	£40 pp + VAT (£48)

**Formal accreditation through National Awarding Body costs more because of registration fees with the Awarding Body, recorded delivery of certificate and individual tutor feedback on your learner file.**

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