

Managing Voluntary and Community Organisations

Fully Funded Course (NOCN Level 2 accredited)

We are pleased to be able to offer this popular course free again, but this time as individual topics and modules.


The Managing Voluntary and Community Organisations Course is an Open College Network (NOCN) Level 2 (equal to a NVQ level 2) qualification and develops the skills and competencies of people:

- who are or intending to become managers or committee members/trustees of voluntary and / or community organisation
- who would like to develop professionally within their current role
- who work or volunteer in the voluntary and community sector but not necessarily in a management role
- who work with the voluntary sector
- who would like to start up a community or voluntary group.

You can undertake individual modules from the course even if you do not want to go forward for accreditation. Many of the exercises and worksheets you complete during the course however will help in developing your accreditation portfolio.

A full list of the modules and their content is provided in this brochure, together with a booking form.

For further information please contact Tracy Ray at SAVO:

 01473 275198

 tracy.ray@savo.co.uk

Accreditation

The course, modules and all accreditation costs are free thanks to funding from Neighbourhood Learning in Deprived Communities (NLDC) administered through Suffolk County Council. You will be able to gain accreditation in individual modules, if you wish, rather than have to undertake the whole course.

There are no entry requirements, but learners wanting to gain accreditation will need to complete the minimum amount of guided learning hours for each course. There are no exams or tests to sit at the end of each module to gain the qualification. The credits/qualification are gained by completing tasks set during the course sessions. These may be worksheets or quizzes or notes of discussion topics.

A few modules may include one short assignment of approximately 500 words, done in your own time. For level 2 you are not judged on spelling and grammar (although we will encourage you to proof read your work before handing it in!).

All assignment questions are set on the subject topics that you would have learnt during the course. All learners who want to go for accreditation will also get one to one support.

A full level 2 qualification has to total 18 credits - there are 4 mandatory (or compulsory) units listed in the chart of modules - 1 x 6 credits, 3 x 3 credits. You will also need to complete ONE of the optional units (your choice) to make up the 18 credits. Even if you only decide to take one or two modules, you will still receive a certificate for the modules you pass.

Booking

If you would like to gain accreditation for a module or series of modules, you MUST register your interest by December 15th 2008. This is because the course in its present form is going to be revised during 2009 and students for the present course must be registered on the OCN system by December 31st this year.

All the modules will run in Ipswich and will also run in Bury St Edmunds and Lowestoft, according to demand. Those modules running in Ipswich before Christmas could therefore run in other parts of the county after Christmas.

Please indicate which modules you would like to book on, whether you would like to go for accreditation and what would be the best day, time, length and location for you. Sessions could also run at weekends or in the evenings, if people find this easier.



NLDC funding is provided by the Learning and Skills Council and is managed in Suffolk by Suffolk County Council in association with the Suffolk Learning Consortium



Course Outline and Timetable

Title of Unit	Content
Introduction to Running a Voluntary Organisation (MANDATORY) 6 Credits	<ul style="list-style-type: none"> • Different structures of voluntary organisations & content of a constitution • Committee powers & rights, responsibilities & roles of committee members • Charitable purposes and completing a charity registration • Writing a basic business plan & basic book keeping • Resources you may need • Health and safety, risk assessment, data protection, employment legislation and equal opportunities policies • How to write a press release and leaflet and promote your organisation
Business Planning for Voluntary and Community Organisations (MANDATORY) 3 Credits	<ul style="list-style-type: none"> • The purpose & content of a business plan • The stages of business planning, who to involve & the writing process • Structure, length and layout • Risk assessment issues, researching the need & PEST analysis
Strategic Management in Voluntary and Community Organisations (MANDATORY) 3 Credits	<ul style="list-style-type: none"> • How to define your organisation's mission, goals, objective and vision • The strategic planning process • Influences affecting strategic management • SWOT analysis • How to complete a stake holder analysis
The Legal Status and Obligations of Voluntary Organisations (MANDATORY) 3 Credits	<ul style="list-style-type: none"> • Importance & objectives of an organisation's governing document • Advantages/disadvantages of charity status & legal requirements • The charity registration process • The duties of charity trustees and trustees' legal requirements • Advantages/disadvantages of becoming a company & company roles



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Title of Unit	Content
Financial Planning in Voluntary and Community Organisations (OPTIONAL) 3 Credits	<ul style="list-style-type: none"> • Financial terms used • Financial procedures - safeguarding your organisation • How to write a budget & cash flow forecasts • Identifying possible financial problems • Annual accounts
Funding Strategies and Bid Writing for Voluntary and Community Organisations (OPTIONAL) 3 Credits	<ul style="list-style-type: none"> • Principal sources of fundraising & different methods of DIY fundraising • Fundraising and the law • How to develop a fundraising strategy & identify forgotten/hidden costs • What makes an application successful • Constructing a letter to a grant making trust • Completing a funder's application form
Recruitment and Selection of Volunteers (OPTIONAL) 3 Credits	<ul style="list-style-type: none"> • Writing an advertisement for volunteers • The recruitment process for volunteers • How to write a volunteer agreement • How to prepare for the interview • Developing role descriptions for volunteers
Supporting and Developing Volunteers (OPTIONAL) 3 Credits	<ul style="list-style-type: none"> • What should be included in a volunteer induction programme • How to supervise volunteers • What support a volunteer may need • what should be included in a volunteer training programme



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Booking Form (Please print details)

Name:			
Organisation:			
Address: (Home or work)			
County:		Post Code:	
Telephone:			
Email:			

The Modules I would like to study:



Title of Module	Introduction	Business Planning	Strategic Management	Legal Obligations	Financial Planning	Funding Strategies	Recruitment	Supporting / Developing
Wish to book (Please tick)								
Accreditation (YES or NO)								

Preferred Location	Ipswich	Bury St Edmunds	Lowestoft
(please tick)			

Best Days / Times: (please tick as many as possible)

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM 09:30-13:30							
PM 13:00-16:30							
EVE 18:00-21:30							

Please send your booking form to: tracy.ray@savo.co.uk or post to:
Tracy Ray, SAVO, Dickson House, 43a Woodbridge Rd East, Ipswich. IP4 5QN

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