

Welcome to the DACVS Learning  
Development programme  
September 2010 to June 2011

**For further information on any  
of the courses listed please  
see [www.dacvs.org.uk](http://www.dacvs.org.uk) or  
contact your local CVS - details  
overleaf.**

**Half day courses:**  
£25 (CVS members)  
£50 (non members)  
**One day courses:**  
£50 (CVS members)  
£75 (non members)

**Concessions are available  
please contact  
your local CVS for details.**

Formed in 2004, DACVS brings together local Councils for Voluntary Service who work to support the voluntary and community sector (VCS) develop and improve its contribution to the lives of citizens in the county. The Partnership adopts the working principle of 'local focus, county voice.'

## Your Local CVS

### East Devon CVS

Ridgeway House, Ridgeway, Ottery St Mary EX11 1DT  
01404 549045  
Email: [angie.garner@edvsa.org.uk](mailto:angie.garner@edvsa.org.uk)  
Website: [www.edvsa.org.uk](http://www.edvsa.org.uk)

### Exeter CVS

Wat Tyler House, King William Street, Exeter EX4 6PD  
01392 202055  
Email: [cvs@exetercvs.org.uk](mailto:cvs@exetercvs.org.uk)  
Website: [www.exetercvs.org.uk](http://www.exetercvs.org.uk)

### Involve - Mid Devon CVS

Raymond Penny House, Phoenix Lane, Tiverton EX16 6LU  
01884 255734  
Email: [duncan@involve-middevon.org.uk](mailto:duncan@involve-middevon.org.uk)  
Website: [www.involve-middevon.org.uk](http://www.involve-middevon.org.uk)

### North Devon Voluntary Services

149 High Street, Ilfracombe, EX34 9EZ  
01271 866300  
E-mail: [admin@ndvs.org.uk](mailto:admin@ndvs.org.uk)  
Website: [www.dacvs.org.uk/ndvs](http://www.dacvs.org.uk/ndvs)

### South Hams CVS

The Cottage, Follaton House, Plymouth Road, Totnes TQ9  
5NE  
01803 862266  
Email: [cvs@southhamscvs.org.uk](mailto:cvs@southhamscvs.org.uk)  
Website: [www.southhamscvs.org.uk](http://www.southhamscvs.org.uk)

### Teignbridge CVS

Forde House, Brunel Road, Newton Abbot TQ12 4XX  
01626 215907  
Email: [office@teigncvs.org.uk](mailto:office@teigncvs.org.uk)  
Website: [www.teigncvs.org.uk](http://www.teigncvs.org.uk)

### Torrige Voluntary Services

14 Bridgeland Street, Bideford EX39 2QE  
01237 420 130  
Email: [administrator@torridgecvs.org.uk](mailto:administrator@torridgecvs.org.uk)  
Website: [www.torridgecvs.org.uk](http://www.torridgecvs.org.uk)

### West Devon CVS

13 East Street, Okehampton EX20 1AS  
01837 53392  
Email: [info@westdevoncvs.org.uk](mailto:info@westdevoncvs.org.uk)  
Website: [www.westdevoncvs.org.uk](http://www.westdevoncvs.org.uk)



## Learning Programme 2010 / 2011



**Local training  
for voluntary  
and community  
groups**

[www.dacvs.org.uk](http://www.dacvs.org.uk)

## PRACTICAL & PERSONAL DEVELOPMENT SKILLS

**Emergency First Aid at work** **One day**  
A practical course leading to the HSE recognised qualification which is valid for three years.

Mid Devon - 04/11/10  
Exeter - 12/01/11 & 20/04/11  
West Devon - 17/02/11  
Teignbridge - 15/06/11

**Paediatric First Aid** **One day**  
If you look after children, you need specialist skills to care for them in an emergency.

Exeter - 09/02/11

**Manual Handling** **Half day**  
Poor lifting techniques can turn simple tasks into serious accidents. Make sure you/your staff are up to speed with the regulations.

Torrige - 27/11/10  
Exeter - 28/04/11  
Mid Devon - 18/05/11

**Minute Taking** **Half day**  
Good minute taking will consolidate both formal and informal meetings. Learn how to record accurate notes in a clear and easy format.

East Devon - 30/11/10  
South Hams - 19/01/11  
Exeter - 26/01/11  
Teignbridge - 23/02/11  
Mid Devon - 19/04/11

**Planning & Running Events** **One day**  
Learn How to plan and manage events both large and small. With the right preparation, the day can only go well.

South Hams - 24/02/11  
Exeter - 06/04/11  
North Devon - 11/05/11

**Marketing your Group/Organisation** **One day**  
Increase your group's profile to attract more funding, support and volunteers.

Teignbridge - 14/10/10  
Mid Devon - 27/01/11  
Exeter - 02/03/11  
Torrige - 17/05/11  
South Hams - 14/06/11

**Chairing Meetings** **Half day**  
Learn the skills to ensure your meetings run to time and encourage people to have their say.

There will be opportunities for discussion during the day.

Exeter - 26/01/11  
Mid Devon - 19/04/11

**Understanding Mental Health** **One day**  
One in four people are affected by mental illness at any one time - understanding and sensitivity to the effects of this will benefit you in work or social situations.

Exeter - 02/12/10  
North Devon - 24/03/11 (Half Day)

## TRUSTEES

**Roles & Responsibilities of Trustees** **One day**  
No charity or voluntary organisation can operate without its Trustees. Learn how to develop clear relationships with your governing body.

Torrige - 24/11/10  
West Devon - 20/01/11  
Exeter - 09/03/11

**Improving Funding Applications** **One day**  
Make sure your organisation doesn't miss out on the funding it deserves - learn to 'talk the talk' and ensure your applications are relevant and compelling.

Exeter - 03/11/10  
West Devon - 27/01/11  
Teignbridge - 02/03/11

## VOLUNTEER MANAGEMENT

**Volunteers and the Law** **One day**  
Understand the law as it relates to volunteers and develop a legal and ethical 'volunteer policy' for your organisation

Exeter - 2/11/10 & 16/02/11  
North Devon - 08/03/11  
South Hams - 09/03/11  
West Devon - 06/04/11  
Mid Devon - 22/06/11

**Volunteer Recruitment** **One day**  
Recruit and keep the right volunteers by learning how to implement fair and appropriate advertising and recruitment policies.

Teignbridge - 16/11/10  
Torrige - 23/02/11  
Exeter - 30/03/11

**Volunteer Management and Support** **One day**

The indispensable course for third sector managers: learn how to effectively communicate, support, motivate and review your volunteers.

Teignbridge - 25/01/11  
West Devon - 01/03/11 & 29/06/11  
North Devon - 29/03/11  
Exeter - 13/04/11

**Supporting Volunteers with Support Needs** **Half day**

Explore what constitutes 'support needs', how people with these needs can benefit from volunteering and how best to manage them.

East Devon - 25/01/11  
Torrige - 15/03/11  
South Hams - 22/03/11  
Exeter - 18/05/11