

In-house training

Can't come to us? We'll come to you! Anywhere from Lands End to John O'Groats!

Supporting clients with mental health issues

Motivational interviewing

Managing change and developing personal resilience

Presenting and speaking well in public NEW

Outcomes focus – what is it and how can we achieve it?

Commissioning

Welfare benefits and income maximisation NEW

Case and file management

Working with substance misuse – drug and alcohol awareness

Coaching and mentoring

Introduction to money advice for

Business Planning for Advice Services

Local Authorities and Housing Associations

Charges: Advice UK members £700 | Voluntary sector £750 + VAT | All others £800 + VAT

Learning & Skills Promise - Our commitment to you...

Sign up for a training course or qualification with us and this is what we promise you:

- A personal service: We are a small & friendly centre and we pride ourselves on the supportive relationships that we cultivate with our learners
- Learning that meets your needs: Your development is our priority and we take extra care to design our programmes to fit your needs
- A focus on quality: Our suite of programmes are always developing and growing; we don't rest on our laurels! In 2011 we were delighted to be awarded a City & Guilds Medal for Excellence.
- Trainers who deliver with passion: Our trainers and assessors are accredited to national standards and use the latest tools and techniques to ensure that learning really 'sticks'.
- If you're happy, tell us! Furthermore, if you think we could be doing something better or differently, we really want to know. Your views matter as they help us to improve our service.

We look forward to supporting you on your learning journey!

Our courses and qualification programmes work!

"It has really helped me to focus and structure my workload better."

(Nicky Smith from Croydon Mencap, a level 3 Advice and Guidance learner)

Terms and conditions

Payment

To maintain our competitive rates, we need to ask you to pay in advance for all courses and programmes. You can pay by BACS or cheque. If we haven't received payment by the start of the course, we may not be able to let you attend.

We issue invoices well in advance of a course, so to avoid disappointment, please pay any invoice promptly.

Transfer of places

You can transfer your place to someone else in your organisation, free of charge. If you cancel your place or change your course dates, we may need to make a charge.

If you cancel a course within fourteen working days or less, then the full course fee is liable. For Vocational Qualifications, fees cannot be refunded after registration.

To find out more about AdviceUK courses and qualifications and to download booking forms, please visit www.adviceuk.org.uk/training
email training@adviceuk.org.uk
or call **0300 7770108**.

advice UK

advice UK

Learning and Skills

Training and Qualifications 2015



Money and debt

Advice and guidance qualifications

Employment law

Welfare benefits

Courses and Diplomas for managers

Reception skills

Difficult client situations

Courses for trainers

Making the most of volunteers

... and much more!

Learning and skills for the independent advice sector

www.adviceuk.org.uk

training@adviceuk.org.uk

0300 7770108

Learning to Advise 10 days

Covers: Advice Skills, Introductions to Welfare Benefits, Money & Debt, Employment Law and Housing/Homelessness.

This course runs on ten consecutive Mondays. 2015 programmes start on 19 January, 18 May and 21 September.

AdviceUK members £525 | Voluntary sector £675 + VAT | All others £795 + VAT

Housing modules are kindly provided free by the NHAS: a partnership of Shelter and CAB

Individual Modules

| Course | Duration | Calendar | AdviceUK members | Voluntary sector | All others |
|---------------------------------------|----------|--|------------------|------------------|------------|
| Advice Skills | 3 days | - 19 & 26 January, 23 March - 18 & Tues 26 May, 20 July - 21 & 28 September, 23 November | £255 | £345 + VAT | £375 + VAT |
| Introduction to Welfare Benefits | 2 days | - 2 & 9 February - 1 & 8 June | £190 | £220 + VAT | £250 + VAT |
| Introduction to Money and Debt Advice | 2 days | - 16 & 23 February - 15 & 22 June - 19 & 26 October | £190 | £220 + VAT | £250 + VAT |
| Introduction to Employment Law | 1 day | 2 March 29 June | £120 | £140 + VAT | £160 + VAT |

Bundles

Money, Debt and Welfare Bundle 4 days

Special offer: AdviceUK members £275 | Voluntary sector £310 + VAT | All others £340 + VAT

Short Courses

| Course | Duration | Calendar | AdviceUK members | Voluntary sector | All others |
|--|----------|----------------------------------|------------------|------------------|------------|
| Introduction to Immigration Law * | 4 hours | 11 December 2014, 2015 dates tbc | £75 | £85 + VAT | £85 + VAT |
| Immigration Law Update * | 4 hours | 24 February | £75 | £85 + VAT | £85 + VAT |
| Dealing with Difficult Client Situations | 1 day | 25 February & 28 October | £100 | £115 + VAT | £135 + VAT |
| Key Skills for Reception Workers | 1 day | 11 March & 14 October | £100 | £115 + VAT | £135 + VAT |
| Train the Trainer | 2 days | 15 & 16 April | £230 | £265 + VAT | £330 + VAT |
| Effective Supervision for Managers & Supervisors | 2 days | 25 & 26 March / 21 & 22 October | £230 | £265 + VAT | £330 + VAT |
| Become a Brain Friendly Trainer! | 1 day | 14 May | £100 | £115 + VAT | £135 + VAT |
| Making the most of your volunteers | 1 day | 8 October | £100 | £115 + VAT | £135 + VAT |
| Advanced Skills in Advice | 1 day | tbc | £100 | £115 + VAT | £135 + VAT |

* The immigration training is provided in partnership with Community Law Service (Northampton and County)

Courses for Trainers

| Programme | Calendar | AdviceUK members | Voluntary sector | All others |
|---------------------------------------|---|---|---|---|
| Become a Vocational Assessor! | 18 & 19 March 6 & 7 October | £485 | £535 + VAT | £595 + VAT |
| Become an Internal Verifier! | Flexible – please contact us for more details. | IV Award - £500 Lead IV Certificate - £550 | IV Award - £550 Lead IV Certificate - £600 | IV Award - £600 Lead IV Certificate - £650 |
| Level 3 Award in Education & Training | Offered as an in-house programme. Please contact us for more details. | Contact us for details | Contact us for details | Contact us for details |
| Fast-TRAC Programme for Trainers | Flexible – please contact us for more details. | Contact us for details | Contact us for details | Contact us for details |

Vocational Qualifications for the Advice Sector: Awards, Certificates & Diplomas

| Advice & Guidance | AdviceUK members | Voluntary sector | All others |
|--|------------------|------------------|-------------|
| Level 3 Certificate | £1174 | £1247 + VAT | £1450 + VAT |
| Level 4 Diploma | £1471 | £1603 + VAT | £1840 + VAT |
| Management | | | |
| Level 3 Certificate | £1540 | £1815 + VAT | £2225 + VAT |
| Level 5 Diploma | £1680 | £1990 + VAT | £2450 + VAT |
| Legal Advice | | | |
| Level 2 Certificate | £1260 | £1380 + VAT | £1560 + VAT |
| Level 3 Award | £700 | £750 + VAT | £800 + VAT |
| Level 3 Certificate | £1360 | £1495 + VAT | £1690 + VAT |
| NVQ Certificate in Customer service | | | |
| Level 2 Certificate | £1253 | £1359 + VAT | £1560 + VAT |

Training and Qualification/Accreditation Packages

| Programme | Calendar | AdviceUK members | Voluntary sector | All others |
|-------------------------------|--|--|------------------|------------|
| Working with Substance Misuse | Flexible – please contact us for more details. | £500 | £550 + VAT | £600 + VAT |
| Team Days and Team Building | Flexible – please contact us for more details. | Various packages – please contact us for more details. | | |

If you have other areas you would like covered please call us on 0300 7770108 to discuss your needs - we'll do all we can to help.

All our courses attract CPD hours through the Solicitors' Regulatory Authority (formerly the Law Society) reference BTI/FIAC.