

CONTACTS:-

For Youth Work Staff &
Connexions PAs

Youth Work Development Unit
School Lane
Sprowston
NORWICH NR7 8TR

Tel: 01603 485999 option 0

For Voluntary Sector Staff:

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School Lane
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NORWICH NR7 8TR

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This document is available in Large Print, Braille, Widget and other languages

This booklet has been produced by

Children's Services,

Youth Work Development Team

&

Norfolk Council for Voluntary Youth Services

in partnership with

The Matthew Project,



Training for Quality Youth Work

Children's Services

Collaborative Training Programme April 2009 to March 2010

For Volunteers and Staff Working with Young People Supporting Youth Work in Norfolk





Norfolk Council for Voluntary Youth Services

Norfolk Council for Voluntary Youth Services is committed to supporting people who deliver youth work in Norfolk, whether paid or voluntary. It provides a range of training opportunities tailored to meet the needs of those working with young people in the county. The voluntary service works in collaboration with Children's Services Youth Work Development Unit and the courses are generally free to participants. Training courses are held in venues across Norfolk, at a variety of times, to make them as accessible as possible.

The Matthew Project

The Matthew Project provides counselling, information and support services for young people particularly in the area of drugs, alcohol, anxiety, relationships and other issues. It also provides outreach work through specialist drug youth workers in mobile units and on the streets. The project works in partnership with a range of other agencies, communities and groups and is pleased to be part of the collaborative training group.

Adult Education

Youth Work Development are pleased to work with adult education to provide qualification training and other specific youth work courses.

Working with Young People

COLLABORATIVE TRAINING APPLICATION FORM

First name		Last Name	
Job title			
Team			
Work Location <i>(please tick as appropriate)</i>	Areas – please also circle one of these if applicable Central / Eastern / Northern / Southern / Western <input type="checkbox"/> Commissioning & Performance <input type="checkbox"/> Early Intervention, Prevention and Specialist Services <input type="checkbox"/> Early Years, Schools and Communities <input type="checkbox"/> Voluntary organisation: Name _____ <input type="checkbox"/> YCS Schedule Number: _____		
Address for correspondence			Postcode:
Telephone			
Mobile			
Email			
Special requirements <i>(eg dietary, access)</i>			

1st Course

Title of Course	
Course Code	Date/s
Venue	Cost

APPLICANT'S STATEMENT (COMPULSORY FOR CHILDREN'S SERVICES EMPLOYEES)

What skills/knowledge will you gain from participating in the training requested?
How will you use these in your work?
How will your learning benefit (a) your service users and (b) your team?
Which of your appraisal targets, competencies or identified development needs does this training relate to?

The Library

All youth workers, counsellors and other Youth Work Development Unit users can borrow the resources. This includes, practise & theory books, resource packs, games, videos, CD ROMS, and journals.

No membership is needed.
Loans are for 1 month
Self service booking

Collection and returns can be arranged via your Area Office or nearest public library. The library's catalogue is a guide to resources that are constantly under revision. It can be found via the Youth Work Development intranet site under Resources or a paper version is held at each Area Office.



☎: Kate Doran-Smith on 01603 485999 option 0
(Thursday and Friday 9.00 to 14.00)
or email: kate.doran-smith@norfolk.gov.uk

The Youth Work Development Unit

The Youth Work Development Unit provides an excellent training venue at School Lane, Sprowston, Norwich that includes a comprehensive reference library. The aim is to support youth work development through a wide range of services.

The training facilities can be hired by outside groups for, full or ½ days, meetings or training events. The large training room caters for 30 people and can be divided into two rooms of 15. There is also a third room that can be used as a break out syndicate room or purely as a training meeting venue for 12-14 people.

All rooms have white boards and flipcharts with other equipment available i.e. power point projector, DVD player, video and TV, OHP and screen. The main training room now has an interactive whiteboard that can be used with any of the above. Equipment and light refreshments must be pre-booked and are inclusive of the room hire fee.

☎: Anne Clark Monday to Wednesday am or Kirsty Rutland, Wednesday pm to Friday on 01603 485999 option 0
or email: anne.clark@norfolk.gov.uk or kirsty.rutland@norfolk.gov.uk

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☼ = NEW COURSE

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☼ = NEW COURSE



Norfolk Drug & Alcohol Action Team
To find out more about Drug and Alcohol services, issues and training go to the website: www.nordat.org.uk
or contact :
☎ 01603 677577 Mike Hutchinson
email: michael.hutchinson@norfolk.gov.uk

CTD
Their full training programme is at www.ctd-training.co.uk
The main categories are:

- ✦ Performance Management
- ✦ Customer Focus
- ✦ Skill Development
- ✦ Core Management Skills

You can contact their training team on:
☎ 01603 223414
email: ctdtraining@norfolk.gov.uk

Norfolk Sexual Health Training Partnership
Some of the other courses provided are:

- ✦ Boys Talk
- ✦ Some of my Best Friends are Gay
- ✦ Genie in a Bottle

To find out more details contact:
☎ 01603 221815
email:shtraining@norfolk.nhs.uk

Connexions
See their full training programme at:
www.connexions-norfolk.co.uk/gateway/reference/trainingevents/
or contact:
☎ 01603227081 Sandra Bateman
email: sbateman@connexions-norfolk.co.uk

Whitlingham Outdoor Education Centre
There are many various sporting activities available including, sailing, windsurfing, canoeing, climbing, & archery.
Find more information at:
www.whitlinghamoec.co.uk
or ☎ 01603 632307

Norfolk Parent Partnership
Supporting parents and carers of children with special educational needs



We offer information and training to parents, professionals and volunteers around disability and educational issues.

We provide an OCN level 2 qualification course in supporting parents of children with learning difficulties and disabilities for volunteers.



Interested in Volunteering?

Please phone us for more information
Tel. 01603 704070 or

email: parent.partnership@norfolk.gov.uk

www.norfolkparentpartnership.org.uk



Duke of Edinburgh Assessor Award		Tutor Joanna Hogarth	
For anyone interested in assessing expeditions, this is now a requirement. NB It is a pre-requirement that you have completed the D Of E Introduction day before you can complete the assessor award			
218EXT	Wednesday 14 th October 2009	Youth Work Development Unit	9.30 to 16.00
Contact Caroline on 01603 744888		Fee £15	

Youth Work National Qualifications			
There may be periodic opportunities for support toward gaining a national qualification. Please contact the Youth Work Development Unit to discuss 01603 485999 option 5			
219YWD	Register of interest		

Working with Children & Young People:- Attachment		Tutor Akamas	
Learning Outcomes:			
<ul style="list-style-type: none"> ✦ Recognition of the impact of unmet needs ✦ Understand the requirements for adaptation and recovery ✦ Considered ways to help recovery and adaptation 			
220YWD	Wednesday 29 th April 2009	Youth Work Development Unit	10.00 to 16.00
Recommended Locality/Youth Workers Lead Youth Support Workers		No Fee	

Working with Children & Young People:- Beyond Childhood		Tutor Akamas	
Learning Outcomes:-			
<ul style="list-style-type: none"> ✦ Recognition of the links between successful transitions & resilience ✦ Set resilience in the context of the ecology of human development ✦ Work with a model for assessing resilience and use this to develop plans with young people making the transition to adult life 			
221YWD	Friday 22 nd May 2009	Youth Work Development Unit	10.00 to 16.00
Recommended Locality/Youth Workers Lead Youth Support Workers		No Fee	

Working with Children & Young People:- Life Story Work		Tutor Akamas	
Learning Outcomes:-			
<ul style="list-style-type: none"> ✦ Understand the creation of personal narrative through out the 7 steps of attachment. ✦ Link life story work to the 7 dimensions of child development ✦ Recognise the importance of both formal and informal life story work ✦ Considered strategies to enable the traumatised to form strong and positive personal narrative. 			
222YWD	Friday 26 th June 2009	Youth Work Development Unit	10.00 to 16.00
Recommended Locality/Youth Workers Lead Youth Support Workers		No Fee	

Section 1: Beginning to Work with Young People

An Introduction to Alcohol & Drugs; Working with Young People			Tutor: Graeme Stewart
Learning Outcomes:			
<ul style="list-style-type: none"> ✦ Have an awareness of the general effects of common recreational drugs. ✦ Have an understanding of the legal classification of drugs. ✦ Understand some of the issues relating to young people and drug use. ✦ Know whom to contact for advice and further information. 			
115YWD	Thursday 26 th November 2009	Youth Work Development Unit	19.00 to 21.00
116YWD	Thursday 25 th March 2010	Youth Work Development Unit	19.00 to 21.00
Highly Recommended: for all Volunteers and Youth Support Workers in training No Fee			

Basic Food Hygiene		Tutor: Ivor Bartram	
Learning Outcomes:			
<ul style="list-style-type: none"> ✦ Gain an appreciation of the fundamentals of good food hygiene practise. ✦ Have understanding of the causes of food poisoning and prevention of food contamination. ✦ Gain knowledge of relevant legislation. 			
117VYS	Saturday 13 th June 2009	Youth Work Development Unit	9.30 to 17.00
118VYS	Saturday 19 th September 2009	Youth Work Development Unit	9.30 to 17.00
119VYS	Saturday 5 th December 2009	Youth Work Development Unit	9.30 to 17.00
120VYS	Saturday 20 th March 2010	Youth Work Development Unit	9.30 to 17.00
Compulsory only for those directly preparing food: Volunteers, Youth Support Worker, Lead Youth Support Worker, Youth Worker, Senior/Locality Youth Worker, Team Leader. £14.00 fee for certification			

Dealing with Conflict		Tutor: Sam Webbon	
Learning Outcomes:			
<ul style="list-style-type: none"> ✦ Know how to provide ground rule settings. ✦ How to deal with challenging people. ✦ How to helping the group deal with conflict. ✦ Understanding of the possible reasons for underlying conflict. 			
121VYS	Saturday 16 th May 2009	Youth Work Development Unit	10.00 to 13.00
122VYS	Saturday 5 th September 2009	Youth Work Development Unit	10.00 to 13.00
Recommended: Volunteers and Youth Support Workers		No Fee	

Emergency Life Support REC (Appointed Person) Recommended update every 3 years		Tutor: Mike Roper	
Learning Outcomes:			
<ul style="list-style-type: none"> ✦ Gain a practical experience of treating injuries in an outdoor environment and guidance for those who work with those who do hazardous activities. ✦ Practised the life saving techniques of dealing with bleeding, choking, collapse, rescue breathing and CPR ✦ An awareness and understanding of the responsibilities of the first aider in the youth work setting, including reporting and equipment 			
123YWD	Saturday 27th February 2010	Whitlingham Outdoor Education Centre	9.30 to 16.30
Compulsory : Lead Youth Support Worker, Youth Worker, Locality Youth Worker.			
Recommended: Team Leaders			No Fee

Emergency Life Support (Appointed Person) Recommended update every 3 years		Tutor: St John Ambulance	
Learning Outcomes:			
<ul style="list-style-type: none"> ✦ Practised the safe and effective treatment of conscious and unconscious casualties. ✦ Practised the life saving techniques of dealing with bleeding, choking, collapse, rescue breathing and CPR. ✦ Gained an insight into Health and Safety First Aid Regulations 			
124VYS	Saturday 9 th May 2009	St John Training Centre King St., Norwich	9.30 to 16.30
125VYS	Saturday 14 th November 2009	St John Training Centre Great Yarmouth	9.30 to 16.30
126VYS	Saturday 30 th January 2010	St John Training Centre Meridian Way, Norwich	9.30 to 16.30
127VYS	Saturday 6 th March 2010	St John Training Centre Kings Lynn	9.30 to 16.30
Compulsory : Lead Youth Support Worker, Youth Worker, Senior/Locality Youth Worker.			
Recommended: Team Leaders			No Fee

Section 3 – Continued Personal Development

Basic Expedition Leaders Award (Duke of Edinburgh)		Tutor: Joanna Hogarth	
This course is run in conjunction with Adult Education			
Learning Outcomes:			
<ul style="list-style-type: none"> ✦ To be able to lead young people on expeditions or training them for expeditions. ✦ Cover what is recognised by the Duke of Edinburgh Award as Normal or Open suitable for Bronze and Silver expeditions. ✦ Gain a nationally recognised qualification moderated by the British Sports Trust. Focus on the requirements to lead The Duke of Edinburgh Award Groups. 			
Application closing date 20th December 2009			
Code 215EXT	Wednesdays 2010 20/27 th January 3/10/24 th February 3/10/17 th March 26/27/28 th February 12/13/14 th March	Youth Work Development Unit 1 st Weekend Trimmingham 2 nd Weekend Holt	19.00 to 22.00 12.00 to 12.00 Friday/Sunday
Compulsory: Staff leading camping residential events			
Contact Caroline 01603 744888			Fee £250

Climbing Wall Supervision Award	Tutor: To be confirmed
The scheme is designed for people who intend to supervise groups on climbing walls in the eastern region and not intended as an introduction to climbing. It is expected that applicants will have some basic knowledge and details of previous experience will be required. The training is delivered in 2 x 3 hour sessions, followed by a period of consolidation to apply techniques learned, prior to presenting for a 3 hour assessment. Telephone 01603 632307 more information can be found at www.whitlinghamoec.co.uk or	

Developing Youth Work VRQ3 Distance Learning	Tutor YMCA George William College	
This course is a requirement for all Lead Youth Support workers. It is also available for personal development, after completion of the VRQ2 Beginning Youth Support Work, for all those working to support young people, This distance learning course is run in conjunction with the YMCA George William College, you can find more details on www.ymca.ac.uk (Foundation Studies in Informal and Community Education) or contact the Youth Work Development Unit on 01603 485999 option 5		
216YWD	Register of interest	Periodically
Compulsory for Lead Youth Support Workers		No Fee

Duke of Edinburgh Introduction	Tutor Joanna Hogarth		
For those interested in running an award group, or for those already running a group who wish to keep up to date with developments of the award.			
217EXT	Wednesday 16 th September 2009	Youth Work Development Unit	9.30 to 16.00
Contact Caroline on 01603 744888			Fee £15

Sexual Health: Let's Wait a While (3 spaces per course)		Tutors: Andy Mazzei /Suki Dell Becky Oliver/Molly Potter	
Learning Outcome:			
<ul style="list-style-type: none"> + An introduction to delivering effective Sex and Relationships Education. (SRE) + An opportunity to experience some tried and tested SRE group work activities. + Up to date knowledge on condoms and their role in maintaining sexual health. 			
Code 211EXT	Tuesday/Wednesday 9/10 th June 2009	Norwich to be confirmed	10.00 to 16.00
Compulsory : Lead Youth Support Worker, Youth Worker			
Recommended: Volunteers, Team Leaders,			
Cost £20 (Non Children's Services youth work applicants contact NSHTP page 22)			

The Law & Racial Equality (Diversity training)		Tutor: Michael Clarke	
Learning Outcome:			
<ul style="list-style-type: none"> + Understand the impact of racism through a drama presentation. + Know what the expectation is and how to report racial incidents. 			
Codes 212YWD	Wednesday 18 th November 2009	Youth Work Development Unit	9.30 to 13.00
213YWD	Wednesday 17 th March 2010	Youth Work Development Unit	9.30 to 13.00
Compulsory: Area Team Leaders, Locality Workers			
Recommended: Volunteers, Lead and Youth Support Workers, No Fee			

Working with Young Carers		Tutor: Alison Thorley	
Learning Outcome:			
<ul style="list-style-type: none"> + Understand the issues relating to young carers. + Explore ways of meeting their needs. + Exchange of programme ideas and resources. 			
Code 214YWD	Monday 22 nd February 2010	Youth Work Development Unit	17.30 to 21.00
Recommended: All those interested in or are working with young carers No Fee			

Emergency Life Support (not appointed person)		Tutor: St John Ambulance Recommended update every 3 years	
Learning Outcomes:			
<ul style="list-style-type: none"> + Practised the safe and effective treatment of conscious and unconscious casualties. + Practised the life saving techniques of dealing with bleeding, choking, collapse, rescue breathing and CPR. 			
128VYS	Saturday 30 th May 2009	St John Training Centre, Gt. Yarmouth	9.30 to 16.30
129VYS	Saturday June 20 th 2009	St John Training Centre, Meridian Way Norwich	9.30 to 16.30
130VYS	Saturday 4 th July 2009	St John Training Centre, Kings Lynn	9.30 to 16.30
131VYS	Saturday 26 th September 2009	St John Training Centre, Meridian Way, Norwich	9.30 to 16.30
132VYS	Saturday 17 th October 2009	St John Training Centre, Cromer	9.30 to 16.30
133VYS	Saturday November 28 th 2009	St John Training Centre, Meridian Way Norwich	9.30 to 16.30
134VYS	Saturday 5 th December 2009	St John Training Centre, Gt. Yarmouth	9.30 to 16.30
135VYS	Saturday 16 th January 2010	St John Training Centre, Meridian Way Norwich	9.30 to 16.30
136VYS	Saturday 6 th February 2010	St John Training Centre, Kings Lynn	9.30 to 16.30
137VYS	Saturday 27 th March 2010	St John Training Centre, Meridian Way Norwich	9.30 to 16.30
Compulsory: Youth Support Worker.			
Recommended: Volunteers.			

Entry Level Certificate in Youth Work		Tutor: TBC	
This course is provided in conjunction with Adult Education			
This 30 hour level 1 course is a very basic introduction for volunteer youth work staff and 16 – 18 year olds who are playing leadership roles within a youth work setting. It can be run as a mixture of days/ weekends. It consists of working through 2 units and a self-assessment. The production of a personal portfolio is submitted for certification.			
Learning Outcomes:			
<ul style="list-style-type: none"> ✦ Begin to understand some of the key issues involved in working with young people in a local environment. ✦ Develop and understand the contribution you can make to local youth work. 			
Codes	Registration of interest	Central Area Norwich	To be confirmed
138YWD			
139YWD	Registration of interest	Eastern Area, Gt Yarmouth	To be confirmed
140YWD	Registration of interest	Northern Area, Nth Walsham	To be confirmed
141YWD	Registration of interest	Southern Area, Diss	To be confirmed
142YWD	Registration of interest	Western Area, Kings Lynn	To be confirmed
Recommended: Volunteers and Youth Support Workers			No Fee

Risk Assessment		Tutor: Mike Roper	
Learning Outcomes:			
<ul style="list-style-type: none"> ✦ The 5 steps of risk assessment. ✦ Formal risk assessment. ✦ Dynamic risk assessment. ✦ How risk assessment relates to health & safety for all. 			
143VYS	Thursday 4 th June 2009	Youth Work Development Unit	19.00 to 21.30
144VYS	Thursday 11 th February 2010	Youth Work Development Unit	19.00 to 21.30
Recommended: Volunteers, Lead and Youth Support Workers			No Fee

NCC Mini Bus Assessments (Due for Renewal every 7 years)
Contact your local area administration team to arrange an assessment.
Compulsory for: Youth Service Staff and Volunteers who want to drive the County Council Minibus and transport young people

Self-Harm Part 1 An Introduction		Tutors: Corinne Rowe & Penny Edwards	
Learning Outcome:			
<ul style="list-style-type: none"> ✦ Recognising self-harm and the types of self-harm. ✦ Understanding the self-harmer and how to deal with them. ✦ Consider whether it is attention seeking or psychopathology. ✦ Look at the reasons for self-harm: is it addiction or psychological disorder? 			
Codes	Friday 29 th January 2010	Youth Work Development Unit	10.00 to 15.00
204YWD			
205YWD	Friday 19 th February 2010	Youth Work Development unit	10.00 to 15.00
Recommended: Volunteers and All Youth Workers			No Fee

Self-Harm Part 2 Further Exploration (must have completed part one)		Tutors: Corinne Rowe & Penny Edwards	
Learning Outcome:			
<ul style="list-style-type: none"> ✦ Having explored our own reactions to self-harm, recognise the impact that these will have on the young people we work with ✦ Be familiar with some specific ways of working with a young person to help them explore their self-harm in more depth 			
Code	Friday 19 th March 2010	Youth Work Development Unit	10.00 to 15.00
206YWD			
Recommended: Volunteers and All Youth Workers			No Fee

Sexual Health Condomotion		Tutors: Andy Mazzei/Suki Dell	
Learning Outcomes:			
<ul style="list-style-type: none"> ✦ Gain an understanding of the importance of condoms in sexual health protection. ✦ Gain an insight into the safety and quality of condoms. ✦ Discuss strategies for overcoming the barriers to condom use. ✦ Clarify how to access condoms through the Norfolk Condom Scheme. 			
Codes	Tuesday 7 th July 2009	Youth Work Devel- opment Unit	9.30 to 16.00
207EXT			
208EXT	Tuesday 29 th September 2009	Providence St. Kings Lynn	9.30 to 16.00
209EXT	Friday 20 th November 2009	Thetford Youth Venue	9.30 to 16.00
210EXT	Wednesday 10 th February 2010	The Priory Great Yarmouth	9.30 to 16.00
Compulsory : Lead Youth Support Worker, Youth Worker,			
Recommended: Volunteers, Youth Support Workers, Locality Worker, Team Leaders			
Fee £10 (Non Children's Services Youth Work applicants contact NSHTP page 22)			

Listening and Counselling Skills Further Development			Tutor: Lynn Rutherford
Learning Outcome:			
<ul style="list-style-type: none"> + Further exploration of counselling skills' + 'Making use of our 'selves' and our 'skills', in relationships with young people' 			
Code	Tuesdays	Youth Work Development Unit	19.00 to 21.30
200YWD	2 & 9 th February 2010		
Recommended: For anyone with an interest in developing counselling skills No Fee			

Mental Health and Young People			Tutor: Brenda Bingham
Learning Outcome:			
<ul style="list-style-type: none"> + An overview of mental health and young people. + An increased understanding of anxiety and depression. + An increased understanding of trauma and anger. 			
Code	Wednesday	Youth Work Development Unit	9.30 to 12.30
201YWD	10 th March 2010		
Recommended: Volunteers, Lead and Youth Support Workers No Fee			

Mental Health Depression and Trauma and Young People (Aimed at those with case loads)			Tutor: Brenda Bingham
Learning Outcome:			
<ul style="list-style-type: none"> + Understand the impact of trauma in the brain + Understand the condition of traumatic stress and how to treat it + Understanding the cycle of depression with appropriate therapeutic interventions for recovery. 			
Code	Wednesday	Youth Work Development Unit	10.00 to 16.00
202YWD	4 th November 2009		
Recommended: Practitioners and Connexions/Youth workers who have case loads that contain young people with mental health issues No Fee			

Mental Health: Depression and Trauma and Young People. (For mixed levels who work with young people)			Tutor: Brenda Bingham
Learning Outcome:			
<ul style="list-style-type: none"> + Understand the impact of trauma in the brain and how trauma affects young peoples behaviour and ability to engage with age appropriate activities + Understand the cycle of depression and gain the ability to distinguish between those you can support and those who need to be referred for specialist assistance 			
Code	Wednesday	Youth Work Development Unit	9.30 to 12.30
203YWD	25 th November 2009		
Recommended: All youth workers and volunteers No Fee			

Safeguarding Children		Tutor Various from LSCB	
Learning Outcomes:			
<ul style="list-style-type: none"> + Raised awareness of Child Protection and the referral process. + Roles and Responsibilities. + Being able to recognise the signs and how to deal with any concerns. 			
Codes	Saturday	Youth Work Development Unit	9.30 to 13.00
145EXT	25 th April 2009	Sproston, Norwich	
146EXT	Saturday	The Howard Junior School,	9.30 to 13.00
	9 th May 2009	Parkway, Kings Lynn	
147EXT	Wednesday	Youth Work Development Unit	18.00 to 21.00
	20 th May 2009	Sproston, Norwich	
148EXT	Saturday	Abbey Neighbourhood Centre,	9.30 to 13.00
	13 th June 2009	Exeter Way, Thetford	
149EXT	Saturday	Shrublands Youth & Community	9.30 to 13.00
	13 th June 2009	Centre, Gorleston	
150EXT	Saturday	The Howard Junior School,	9.30 to 13.00
	20 th June 2009	Parkway, Kings Lynn	
151EXT	Saturday	Youth Work Development Unit	9.30 to 13.00
	27 th June 2009	Sproston, Norwich	
152EXT	Saturday	Youth Work Development Unit	9.30 to 13.00
	26 th September 2009	Sproston, Norwich	
153EXT	Wednesday	Youth Work Development Unit	18.00 to 21.00
	7 th October 2009	Sproston, Norwich	
154EXT	Saturday	The Howard Junior School,	9.30 to 13.00
	10 th October 2009	Parkway, Kings Lynn	
155EXT	Saturday	Abbey Neighbourhood Centre,	9.30 to 13.00
	10 th October 2009	Exeter Way, Thetford	
156EXT	Saturday	Shrublands Youth Centre,	9.30 to 13.00
	17 th October 2009	Gorleston	
157EXT	Saturday	Youth Work Development Unit	9.30 to 13.00
	14 th November 2009	Sproston, Norwich	
158EXT	Saturday	The Howard Junior School,	9.30 to 13.00
	21 st November 2009	Parkway, Kings Lynn	
Recommended: Volunteers and Youth Support Workers			
Fee £30 Non Children Services Youth Work applicants contact Helen Stubbs on 01603 228966			

Starting Out: Level 1 Sexual Health and Young People (Recommended update every 3 years)		Tutors: Andy Mazzei or Vickie Mitchell	
Learning Outcomes:			
<ul style="list-style-type: none"> ✦ Tips for working with young people around sexual health. ✦ An opportunity to discuss and clarify issues around confidentiality. ✦ An overview of local and some national services for referrals. ✦ To discuss and clarify issues regarding the Sexual Offences Act and Fraser Guidelines. 			
159EXT	Tuesday 26 th May 2009	Thetford Youth Venue	9.30 to 13.00
160EXT	Wednesday 15 th July 2009	Youth Work Development Unit, Norwich	9.30 to 13.00
161EXT	Tuesday 15 th September 2009	The Priory Great Yarmouth	9.30 to 13.00
162EXT	Tuesday 10 th November 2009	Provident Street, Kings Lynn	9.30 to 13.00
163EXT	Wednesday 13 th January 2010	Diss Children's Centre	9.30 to 13.00
164EXT	Tuesday 9 th March 2010	To be confirmed	9.30 to 13.00
Compulsory: Youth Support Worker, Lead Youth Support Worker, Youth Worker, Senior/Locality Youth Worker			
Recommended: Volunteers, Team Leaders		Fee £10.00	

Youth Club Workers New to Youth Club Work.		Tutor: Penny Clark	
Learning Outcome:			
<ul style="list-style-type: none"> ✦ To explore the skills programme planning ✦ To explore effective communication ✦ To identify personal skills 			
165YWD	Thursday 25 th June 2010	Youth Work Development Unit	18.30 to 21.00
166YWD	Thursday 4 th February 2010	Youth Work Development Unit	18.30 to 21.00
Highly Recommended Youth Support Workers and Volunteers			
No Fee			

Gateway Information and Advice		Tutors: Sam Mason(YWD) , Marie Peck (CAB), Pete Bainbridge (CAB)	
Learning Outcome:			
<ul style="list-style-type: none"> ✦ Gain a basic knowledge around issues affecting young people. ✦ Enhance your advice giving skills. 			
What you will cover over 11 sessions			
Education			
To include discipline at school, responsibilities of parents and financial help.			
Employment			
To include employment contracts, National Minimum Wage and different types of dismissal.			
Consumer			
To include Sale of Goods Act, Supply of Goods and Services Act, CSN.			
Debt			
Devising budgets, maximising income and enforcement for creditors.			
Housing			
To include homelessness, housing registers and practical help in finding accommodation.			
Law			
To cover types of court and their functions, responsibility for criminal acts and police records.			
Welfare Benefits 1/2			
Income Support, the Social Fund, disability benefits, Jobseekers Allowance and The New Deal.			
Advocacy and Course Summary			
Knowing your limits, who to refer to and inter-agency working. Issues arising, where do we go from here.			
Code 196YWD	Tuesdays 2009 15/22/29 th September 6/13/20/27 th October 3/10/17/24 th November	Youth Work Development Unit	10.00 to 13.00
Compulsory: Potential Advice Workers			
Recommended: Volunteers, Youth Support Worker, Lead Youth Support Worker, Youth Worker, Senior/Locality Youth Worker, Team Leaders.			No Fee
Listening and Counselling Skills		Tutor: Lynn Rutherford	
Learning Outcome:			
<ul style="list-style-type: none"> ✦ Basic introduction to counselling skills and exploration of active listening skills. ✦ Making use of these skills in relationship to working with young people. 			
Code 197YWD	Tuesdays 13 & 20 th October 2009	Youth Work Development Unit	19.00 to 21.30
Recommended: For any one with an interest in counselling skills			No Fee

First Aid at Work 4 Day Courses 2009 (3 days from October 2009)(Only Prior to Leading a Residential Event)		Tutors: St John Ambulance	
Learning Outcome:			
<ul style="list-style-type: none"> + Obtain the knowledge and confidence to deal with any first aid emergency or illness. + Use first aid kit and complete simple record keeping. 			
More dates are available; contact the Youth Work Development Unit			
Codes	Tuesday to Friday 2009	St John Training Centre, King St Norwich	9.00 to 16.30
177EXT	19 to 22 nd May		
178EXT	23 to 26 th June		
179EXT	15 to 18 th September		
180EXT	28 th to 30 th October (Wed to Friday)		
181EXT	Monday to Thursday 2009	St John Training Centre Great Yarmouth	9.00 to 16.30
182EXT	11 to 14 th May		
183EXT	15 to 18 th June		
	27 to 29 th October (Tue to Thursday)		
184EXT	Monday to Thursday 2009	St John Training Centre Kings Lynn	9.00 to 16.30
185EXT	18 th to 21 st May		
186EXT	15 th to 18 th June		
	13 to 15 th October (Tue to Thursday)		
Compulsory (Prior to Leading a Residential Event) for: Lead Youth Support Worker, Youth Worker, Senior/Locality Youth Worker, Team Leaders			
Fee:£205 + vat (Non Children's Service youth work applicants contact 01603 431639)			

First Aid at Work Re-qualification 2009 certificate) Recommended update every 3 years		Tutor: St John Ambulance	
Learning Outcome:			
<ul style="list-style-type: none"> + Refresh and update knowledge of all areas of first aid. + Refresh/practise skills. + Time for revision in preparation of final assessment. 			
More dates are available; contact the Youth Work Development Unit			
Codes	Tuesday/Wednesday	St John Ambulance King's Street Norwich	9.00 to 16.30
187EXT	1 to 2 nd October		
188EXT	19 to 20 th November,		
189EXT	3 to 4 th December		
190EXT	Wednesday/Thursday	St John Ambulance Great Yarmouth	9.00 to 16.30
191EXT	7 to 8 th October,		
192EXT	4 to 5 th November		
	2 to 3 rd December,		
193EXT	Wednesday/Thursday	St John Ambulance Kings Lynn	9.00 to 16.30
194EXT	21 to 22 nd October		
195EXT	4 to 5 th November		
	2 to 3 rd December		
Compulsory (Prior to Leading a Residential Event): Lead Youth Support Worker, Youth Worker, Senior/Locality Youth Worker, Team Leaders			
Fee: £140+ VAT (Non Children's Service youth work applicants contact 01603 431639)			

Developing Your Skills With Young People

Beginning Youth Work VRQ2

This vocational related qualification in youth work can be completed within 12 months. Learners need to attend tutor led training, be supervised in the work place and supported by a training supervisor. Production of a portfolio of activities to show you are competent will be required for submission to the awarding body. The total allocation of time is 180 hours: 109 hours supervised practise, 51 hours of tutored training and 20 hours attending training supervision meetings.

Course	Beginning Youth Support Work VRQ2	Tutors TBC
This course is run in conjunction with Adult Education		
Code 170YWD	The course starts September 2009. The process to allocate places will begin June/July 2009. Please send in an application form to register your interest.	
Compulsory: Youth Support Worker		
Recommended: Volunteers		No Fee

Bereavement: Basic Training Handling Grief		Tutor: To be confirmed	
Learning Outcomes:			
<ul style="list-style-type: none"> + Look at the different stages of grief. + Considered young people's understanding of death + Understand confidentiality Issues 			
168VYS	Thursday 9 th July 2009	Youth Work Development Unit	19.00 to 21.00
169VYS	Saturday 27 th February 2010	Youth Work Devel- opment Unit	10.00 to 12.00
Recommended : Volunteers, Youth Support Workers, Lead Youth Support Workers			
No Fee			

Bullying - Together we can reduce it (8 Places)		Tutor: Rita Adair	
Learning Outcomes:			
<ul style="list-style-type: none"> + Be aware of the background to the Anti Bullying Alliance and anti bullying work in Norfolk. + Know the definition, types and prevalence of bullying. + Learn the characteristics of bullies and victims. + The breadth of preventative strategies & responses to supporting being bullied. 			
Code 171YWD	Wednesday 3rd June 2009	Youth Work Development Unit	10.00 to 15.00
Recommended: Volunteers, Lead Youth and Youth Support Workers No Fee			

Child Protection LSCB Multi Agency: Working Together to Safeguard the Welfare of Children (Recommended update every 3 years)			
Learning Outcomes:			
<ul style="list-style-type: none"> ✦ Understand your own role and responsibilities with regard to safeguarding children within the wider context of working to support children and families. ✦ Show an awareness of the relevant sections of the Children Act and it's Associated Guidance. Understand the concept of significant harm. ✦ BOOK DIRECT via www.acpc.norfolk.gov.uk or call.01603 224228 			
Compulsory: Lead Youth Support Worker, Youth Worker, Locality Youth Worker			
Fee due Non Children's Services Contact 01603 224228			

Common Assessment Framework for Multi Agency Teams			
BOOK DIRECT VIA www.everychildmatters-isa/home.asp			
By the end of the training session delegates will have a good working knowledge of the CAF process; how to decide if a CAF is necessary; how to gain informed consent; how to complete the assessment; who to involve; when to share information and how to plan next steps. All delegates will be given a comprehensive information pack.			
NB: BOTH THE E-LEARNING MODULES AND ISA ONE DAY COURSE MUST BE COMPLETED BEFORE COMPLETING A CAF			
Compulsory: Youth Workers, Senior/Locality Youth Workers, Team Leaders			
Recommended: Lead Youth Support Workers, Youth Support Workers No Fee			

Cyber Bullying			Tutor: Rita Adair
Learning Outcomes			
<ul style="list-style-type: none"> ✦ Have sufficient knowledge and understanding of the usage and potential abuse of social networking sites relevant for children and young people ✦ Have explored resources available for staff and feel confident using them to tackle cyber bullying 			
Code 172YWD	Wednesday 11 th November 2009	Youth Work Development Unit	9.30 to 12.30
Compulsory: Youth Workers, Senior/Locality Youth Workers, Team Leaders			
Recommended: Volunteers, Lead Youth and Youth Support Workers No Fee			

Disability and Discrimination		Tutor: Stephanie Ash	
Learning Outcomes:			
<ul style="list-style-type: none"> ✦ An understanding of the Disability Act and how it works. ✦ Considered how to ensure that Youth Services are accessible. 			
Codes 173YWD	Thursday 22 nd October 2009	Youth Work Development Unit	10.00 to 13.00
174YWD	Thursday 11 th March 2010	Youth Work Development Unit	10.00 to 13.00
Compulsory:- Youth Support. Worker, Lead Youth Support Worker, Youth Worker, Senior/Locality Youth Worker, Team Leader, Senior Management Team			
Recommended for: Volunteers, Administration and Clerical Staff No Fee			

Drug and Alcohol Training Courses Multi Agency (Recommended you refresh every 3 years)			
BOOK DIRECT Via www.nordat.org.uk all levels of training courses for Drug and Alcohol Use and Young People as well as information on SID (Support and Information on Drugs) go to the above website or contact Michael Hutchinson on 01603 677577			
Compulsory Youth Support Workers, Lead Youth Support, Youth and Locality Workers, Area Team Leaders No Fee			

Educational Events & Visits		Tutor: Educational Visits Advisor	
Learning Outcomes:			
<ul style="list-style-type: none"> ✦ Understand the roles/responsibilities of the local authority within educational visits. ✦ Gained an increased awareness of planning and risk management ✦ Know how to access support, having received practical advice. ✦ Know the EVC's expectation and carry out the role as stated in the guidelines. ✦ Learn how to use Evolve 			
For more training dates and information go to the NCC Intranet:- http://schools.norfolk.gov.uk/go/educationalvisits			
Codes 175YWD	Tuesday 15 th September 2009	Norwich PDC	9.15 to 16.30
176YWD	Tuesday 3 rd November 2009	West Norfolk PDC	9.15 to 16.30
Compulsory: Team Leaders, Designated Person in Youth Work Team			
Fee £135			