



It's Back!

FREE TRAINING FOR LAMBETH'S ACTIVE CITIZENS

LVAC's Active Citizens Hub

Training Programme

October 2009 - March 2010

Funded by the Government's Working
Neighbourhood Fund through
Lambeth First:



Welcome

Welcome to LVAC's Active Citizens Hub (ACH) training brochure for October 2009 to March 2010.

LVAC's ACH is a project funded by the Working Neighbourhood Fund, through Lambeth First. The aim of the Hub is to promote active citizenship throughout Lambeth and to support and empower individuals who would like to be more involved in Lambeth life.

Last year LVAC's ACH ran a very successful training programme - with all 11 courses oversubscribed, 129 participants trained and a 97% positive feedback rate.

LVAC's ACH has responded to this overwhelmingly positive feedback and produced an even more comprehensive programme for 2009-2010. We listened to your views on what training active citizens need and how they like to learn. From this we developed a series of half day workshops, 1, 2 & 3 day courses (see times on each course outline) to arm individuals with the skills and confidence to effectively represent their communities and make a real difference. Oh, we nearly forgot to say... **it's still completely FREE!!!**

We endeavour to improve the delivery of our training programme each year so if you have any requests about specific training needs or dietary requirements for refreshments, please let us know. Finally, remember to book early for any courses so you don't miss out on such good value, quality training.

The LVAC Active Citizens Hub Team

Active Citizens Hub Aim

LVAC's Active Citizens Hub (ACH) exists to support & empower local people to use their passion, time, skills and enthusiasm to improve life in Lambeth.

What is an Active Citizen?

Have you ever...

- Helped on a community based project?
- Campaigned to improve something in your neighbourhood?
- Attended a residents meeting for your local area?

Are you...

- Involved in community events?
- A volunteer for a charity or local group?
- A trustee, school governor, or committee member?

If you say **YES** to any of the above then you are already an Active Citizen!

If you say **NO** then contact us today to find out how to become an active citizen!

Key features of LVAC's Active Citizens Hub

- FREE Training - see the rest of this brochure!
- Promotion & support of Active Citizens
- Active Citizens Desk - for use by individuals
- A series of information guides on Active Citizenship
- Graduation and recognition events - to celebrate the hard work of Lambeth's Active Citizens

ACH Governance Brokerage

LVAC's Active Citizens Hub (ACH) is now operating a brokerage service aimed at supporting local residents to find the perfect Governance role.

How?

By registering individuals' skills & interests and organisations' needs at committee level we can bring together like minded people to drive forward local groups.

Benefits to Individuals

- Support & one-to-one advice from LVAC's Active Citizens Hub team
- Access to a comprehensive & coordinated list of Borough-wide opportunities
- Information and updates on the latest training & development opportunities

Benefits to Organisations

- Support & advice in identifying skills gaps on their management committee
- Access to the most coordinated network of active citizens in Lambeth
- Information and updates on the latest training & development opportunities

For more information on this service please contact a member of LVAC's ACH team:

020 7737 1419 Ext: 307
active.citizen@lambethvac.org.uk

FREE Course List

Community Advocates (3 day course - to be held twice)	14th, 15th, 16th Oct '09 22nd, 23rd, 25th Feb '10
Introduction to Being an Active Citizen	20th Oct '09
Introduction to Being a School Governor	22nd Oct '09
Introduction to Tenants & Residents Associations	3rd Nov '09
Introduction To Being a Trustee	12th Nov '09
Volunteering with Young People	24th Nov '09
Introduction to Being a Magistrate	2nd Feb '10
Public Speaking	4th Feb '10
Good Governance	10th & 11th Feb '10
Health & Social Care for Community Representatives	2nd Mar '10

Time to make a difference

Consider these questions...

- Do you want to make a difference on your housing estate?
- Fed up with the treatment of elderly people in your area?
- Think local schools need more focus?
- Want to be more involved in your community?

If you answer **yes** to any of these questions, then it's time for you to learn about the Community Advocates.

What is a Community Advocate?

Community Advocates are active citizens who speak on behalf of the community to create real positive change. Community Advocates act as a voice for the community.

Anyone who wants to influence change can be a Community Advocate

Community Advocates are often part of local Voluntary and Community Sector groups (such as Tenants and Residents Associations or local charities) and link in with the Local Authority, NHS, Housing Associations and local police. One of the main roles of a Community Advocate is to be the link between these organisations and residents in the local community.

Community Advocates - 3 Day Course

This course will be held twice due to it's popularity

**Date: 14th,15th & 16th October 2009 (Course 1)
22nd, 23rd & 25th February 2010 (Course 2)**

Time: 9.30am - 4.30pm

Overview:

This course will set out the current national and local context in which the Government and the Voluntary and Community Sector are operating together. It defines governance in relation to the sector; examines opportunities to engage in partnership working, and explores how you can become active within your community effectively.

Who should attend:

Anybody wishing to work towards positively shaping their local environment through a variety of roles such as School Governors, Magistrates and Trustees on community projects/boards.

At the end of this workshop attendees will:

- Learn the role of Community Advocates and their impact
- Gain understanding of how to work in partnership with other groups
- Be aware of funding streams and their impact on local policy
- Have the ability to affect decision making processes using positive power and influence
- Have an understanding of the current local and national environment



Introduction to Being an Active Citizen

Date: Tuesday 20th October 2009

Time: 9.30am - 1pm

What is an Active Citizen? How can I become more involved in my community?

Overview:

This session will answer both of the above questions and show the positive impact that Active Citizens can make. At the end of the session you will be able to take away information about opportunities to get more involved in Lambeth life.

Who should attend:

Anyone that wants to learn more about being an active citizen and get more involved to make a positive change in the local community.

At the end of the workshop attendees will:

- Be familiar with the sort of opportunities which are available
- Understand what to expect from the 'Active Citizen' experience
- Recognise the different ways in which people can become involved in their community and the support available
- Know how to find the right opportunity in Lambeth and beyond, and make it work for them

Introduction to Being a School Governor

Date: Thursday 22nd October 2009

Time: 9.30am - 1pm

How can I influence how my local school is run?

Overview:

This course sets out the role of a School Governor and the important part they play in raising school standards. It looks at the benefits of becoming a School Governor, the process for applying and provides some useful information on being a School Governor in Lambeth.

Who should attend:

Anyone who would like to find out more about School Governors, the role they play and the impact they can have upon a local school and its wider community.

At the end of the workshop attendees will:

- Understand the role of a School Governor
- Know the different types of School Governor and the range of schools that they may govern
- Be aware of the application process and the available support
- Have an insight into the specific issues for School Governors in the borough of Lambeth

Introduction to Tenants and Residents Associations (TRA)

Date: Tuesday 3rd November 2009

Time: 9.30am - 1pm

TRA's... what are they all about? Why should I get involved?

Overview:

This session will set out the main activities of a TRA, what the committee roles are and how they are supported. Model documents will be provided as well as top tips from some of Lambeth's long-running TRAs.

Who should attend:

Anyone who would like to find out more about Tenants and Residents Associations - whether they would like to join their local TRA or set up a new one.

At the end of the workshop attendees will:

- Have an understanding of the role of a Tenants and Residents Association
- Know where TRA's are located within Lambeth
- Be familiar with how to run a committee meeting, how to make decisions and what should go into a constitution
- Have ideas about fundraising and keeping TRA's sustainable

Introduction to Being a Trustee

Date: Thursday 12th November 2009

Time: 9.30am - 1pm

Trustee - you've heard the word... but what does it mean?

Overview:

Trustees are responsible for the overall management of the organisations within which they play a part. They may be known as Directors, Board Members, Governors or Committee Members. This session provides an introduction to the role of a trustee, the rights and responsibilities involved and the support and training that is available in Lambeth.

Who should attend:

Anyone that wants to find out more about the roles and responsibilities of a trustee. It is great for anyone thinking about taking on this role or who has recently become a trustee or committee member.

At the end of the workshop attendees will:

- Know the types of organisations that have trustees
- Understand Good Practice as a trustee
- Recognise the different terms and phrases that are used in this area
- Be able to find a trustee role, and know where to get more information

Volunteering with Young People

Date: Tuesday 24th November 2009

Time: 9.30am - 1pm

Have you got what it takes to work with young people?

Overview:

This training provides useful information and ideas for people who want to volunteer with young people. It focuses on the value of allowing young people to shape their local environment whilst questioning stereotypes and general attitudes.

Who should attend:

This workshop is for anyone interested in working with young people across a range of places such as community groups, after school clubs, mentoring projects and sports coaching.

At the end of this workshop attendees will:

- Understand some of the issues that affect young people
- Gain practical ideas for structuring sessions to get the best out of young people
- Have an insight into best practice when working with young people
- Be able to find the right placement and organisation for them

Introduction to Being a Magistrate

Date: Tuesday 2nd February 2010

Time: 9.30am - 1pm

Get involved in legal decision making!

Overview:

Magistrates are men and women with knowledge of their community and the issues that affect local people. They pass judgement on offences using this local understanding. This workshop provides general knowledge of the role of a magistrate and the process of applying.

Who should attend:

It is ideal for anyone who has ever wondered what a magistrate does, or wants to apply to become one.

At the end of the workshop attendees will:

- Understand the role of a magistrate, the responsibilities they hold and how they can use them
- Be aware of the application process and requirements
- Be able to apply the law using real life case studies

Public Speaking

Date: Thursday 4th February 2010

Time: 9.30am - 1pm

Do you get nervous speaking in public? Then read on...

Overview:

This session is all about building your confidence to speak to groups of people in public. We will look at how to structure a talk, deal with your nerves and how to get your point across clearly.

Who should attend:

Anybody who would like to speak at public events and forums, or who wishes to chair meetings and would like to build confidence in doing so.

At the end of the workshop attendees will:

- Know different communication styles and apply them effectively
- Understand different ways to get their point across
- Have developed skills to deliver a presentation/talk successfully



Good Governance - 2 day course

Date: Wednesday 10th & Thursday 11th February 2010

Time: 9.30am - 4.30pm

Governance - you don't have to be a politician to influence change!

Overview:

This course will give candidates a good understanding of how charity trustees are expected to work in the best interests of their organisation. It focuses on best practice procedures across all aspects of serving on a management committee and running a community group.

Who should attend:

Anyone who is currently a trustee or looking to become one - this is a good course for those who want to delve a little deeper into the world of governance or refresh their knowledge.

At the end of the workshop attendees will:

- Understand the key words used in the Voluntary and Community Sector, and in governance
- Be familiar with the terms 'strategic planning' and 'risk assessment' as well as the main financial terms
- Gain an understanding of the role and responsibilities of a charity trustee



Health & Social Care for Community Representatives

Health & Social Care... who does it affect?

Health and Social Care forms a major part of our lives. From healthcare professionals who work in the system as care givers, to service users or relatives of people who have experienced the system, through to an individual with an interest, we all have a unique take on Health & Social Care services.

What is a Health & Social Care (HSC) Community Representative?

Well, other than being a long title, it is a very important role! The representative influences decisions taken in health and social care. They make sure that the key decision makers listen and understand what the community and service users have experienced and want to see improved. A representative will learn how services work, and be able to influence their priorities and developments.

A HSC Community Representative may be part of a local Voluntary & Community Sector organisation, someone who uses the NHS (all of us!) or Lambeth Council Social Services, or the services of a voluntary and community organisation. Or they may be a healthcare professional with a keen interest in community development issues.

HSC Community Representatives can attend a number of public meetings and forums relating to Health & Social Care. They can feed into emerging partnership programmes such as Mental Health, Older People, Disabilities and Learning Disabilities - all of which take the lead on the development of Health & Social Care services in Lambeth.

**Please see next page for details of our HSC for
Representatives training information!**

HSC for Community Representatives - 1 Day Course

Date: Tuesday 2nd March 2010

Time: 9.30am - 4pm

Overview:

This course will set out the national Health & Social Care agenda for adults, outlining some of the key policies and the role of the main agencies responsible for delivering it. Attendees will also gain a clear understanding of the main role and key responsibilities of a Health & Social Care Community Representative and how to apply the role to a local context.

Who should attend:

Any person with an interest in community development; those with personal experience of the health system and wishing to influence change/policy; and anybody else with a passion for improving the health and wellbeing in their local environment.

At the end of this workshop attendees will:

- Understand current health & social care policies in both a national and local context, and how policies come into place
- Gain knowledge on the role of Foundation NHS Trusts
- Know how to identify routes for community involvement and influence local health & social care services
- Be able to define the role of a Community Representative relating to the Health & Social Care sector

Booking Terms - Please Read

- Places will be allocated on a first come, first served basis. All places will be confirmed at least 72 hours before the course starts, and usually before.
- LVAC requires a refundable deposit to secure your place on a training course. This will be returned in full on the day of the training.
- It is important to respect other people's training needs, and lateness is not tolerated for this reason. Course attendants must plan to arrive at least five minutes before the course begins.
- If you need to cancel your booking, you must contact LVAC as soon as possible.
- Occasionally, LVAC may have to cancel a course, or change the tutor, date or venue. If this happens, we will inform you immediately.
- Refreshments are provided for each course. You are, of course, welcome to bring your own food or drink. Please let us know if you have any special food requirements and we will endeavour to assist
- Photographs will be taken for LVAC publicity use only. If you do not wish to be photographed, please inform a staff member at the start of the course.

Training Venue

All training workshops and courses will be held at:
Lambeth Voluntary Action Council
95 Acre Lane, Brixton, London, SW2 5TU

For more information about our training programme, and further bespoke courses we may be delivering, please call 020 7737 1419 ext 307 or email: active.citizen@lambethvac.org.uk

Contact LVAC's

We hope you have enjoyed reading through the 2009/2010 training programme by LVAC Active Citizens Hub.

If you would like to attend any of the training courses on offer; are interested in the governance brokerage service - as an individual or representing an organisation; or any other services then please contact us as soon as possible at the below details:

**LVAC's Active Citizens Hub
Lambeth Voluntary Action Council
95 Acre Lane
Brixton
London
SW2 5TU**

**020 7737 1419 Ext: 307
Active.Citizen@lambethvac.org.uk**

**Erin Wright – Active Citizens Hub Officer
Rav Gehlon – Active Citizens Hub Manager**



Developing, Supporting and Empowering Lambeth's Voluntary and Community Sector

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