

Training comes in all shapes and sizes

The Sky's the limit in cafe makeover



Sky staff all set for work in St Monans

Staff from Sky's Customer Group Change recently spent the day in St Monans at the Harbour Howff cafe, run by mental health charity ENeRGI (East Neuk Resource Group Initiative). Starting the day with a training meeting on the premises, the team, who work at Sky's offices in Livingston and Dunfermline, then got stuck in to a complete redecoration of the popular bistro.

Claire Eaglesham, Project Manager, Sky Customer Group Change, said: "We thoroughly enjoyed the day helping at the ENeRGI café and received a very warm welcome. It was great to roll our sleeves up and see that we'd made such a big difference at the end of the day – we felt a huge sense of achievement. It's wonderful that we can take time out from our regular jobs at Sky to lend a helping hand to charities and community groups like ENeRGI."

Elaine Fox, Project Manager for ENeRGI, said: "We are very pleased with the café's new décor. Thanks to Volunteer Centre Fife for their co-ordination of the whole event, and obviously thanks to the staff from Sky for their sheer hard graft on the day."

To organise a similar Community Challenge or to find out more, please call Volunteer Centre Fife on 01383 732136. [a](#)

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www.volunteeringfife.org

College-based Training

Elmwood Local Community Learning provides a range of training opportunities to initiate or increase your computer skills and increase your self confidence and belief in your abilities. Elmwood Local brings learning to your doorstep by offering classes in various venues from St Andrews to Tayport. The courses on offer range from:

- Beginners computing 1, 2 & 3
- Internet/Email
- Intermediate PC's
- Digital Photography enhancement
- Desktop Publishing
- European Computer Driving Licence
- Online Computer Basics
- Digital Skills
- Website Design
- Internet based Family History (Scotland)



Classes can be delivered in a classroom environment or by flexible learning at a time and location to suit you.

Individual Learning Account (ILA) can offer £200 towards the cost of your training. If your individual income does not exceed £22,000 per annum you may be entitled to receive the funding. For further details call ILA Scotland on 0808 100 1090 or visit www.ilascotland.org.uk

For further details of dates and costs on any of the classes and many more on offer please contact Linda Murray on 01334 658868 or by email lmurray@elmwood.ac.uk

Step In – A Return to Study



When Anne Wallace joined the Step In course at Adam Smith College, she began a journey of self -discovery. Step In is a practical, fun, part-time course to help you find a new direction in life. It offers a range of taster activities to help you discover your talents.

One of the projects on the course was an art class and at first Anne was nervous as she began painting her own portrait on canvas in black and white. However, with the guidance of the tutor, she found that she had an eye for detail and an artistic talent. She really enjoyed the classes and found that painting was very relaxing.

It has now become her hobby and she attends an art class each week with the aim of creating artwork to decorate her own home.

For more information call the Adam Smith Course Hotline on **0800 413280**.

2 Through 'Community Challenge', employees offer their skills and experience to help groups or organisations in their locality. For more information on how Volunteer Centre Fife can help please contact your local office.

Eco-friendly Training

Greener Kirkcaldy



Community charity Greener Kirkcaldy runs a range of projects helping local people to reduce their carbon footprints and fuel bills. Their advice centre at 254a High Street, Kirkcaldy is open each Friday and Saturday and gives free information and support on energy (saving energy or generating your own), eco-friendly food choices and greener transport options. They also run a wide range of events, give talks and workshops to community groups, and have stalls at festivals, markets and open days.

If you would like to get involved, Greener Kirkcaldy is looking for volunteers in various roles

- in the advice centre helping visitors to save energy and money
- help out with admin
- marketing – e.g. distributing posters around town or promoting events and campaigns
- online
- run stalls – chatting to members of the public about environmental issues

The charity has a volunteer development programme to help you develop your skills and experience and all volunteers are given an induction session to introduce them to the organisation and its aims. For example, advice centre volunteers will be given training to allow them to give advice to households on energy efficiency – they will learn about different heating and hot water systems, insulation and even an introduction to the psychology of behaviour change. Some volunteers go on to gain a City & Guilds qualification in Energy Awareness.



Fraser Nicol, who has volunteered with Greener Kirkcaldy for the last 18 months, helping out in the advice centre, said “The training was excellent... everyone was very supportive”.

This is an excellent opportunity for someone interested in the environment to gain experience of promoting green issues to the public, working within a small, friendly organisation. In addition, formal student placements are available for the right candidate.

For more information please contact **01592 858458** or info@greenerkirkcaldy.org.uk

Do you have a volunteer story we could feature in a future edition of the Newsletter?
Do you have any new developments we could highlight?
Contact cupar@volunteeringfife.org

Volunteer Centre Fife

Training has been defined as 'organised activity aimed at imparting information and/or instructions to improve the recipient's performance or to help him or her attain a required level of knowledge or skill' (www.businessdictionary.com). Training for volunteers, volunteer managers or organisations today is more co-operative and interactive, although this is not a new way of working. Way back around 500B Chinese philosopher, Confucius, stated: "I hear and I forget. I see and I remember. I do and I understand."



**Volunteering Development Co-ordinators
Stephen Adamson, Sarah Latto and Tom Scott**

September saw the re-launch of Volunteer Centre Fife's increasingly popular Volunteer Management training programme, and it's had a bit of a face-lift! Following the retirement of our training coordinator Mary Ray in May this year, the 3 Volunteering Development Coordinators are now charged with delivering the 11-course programme.

The course literature and materials have also recently been updated by Volunteer Development Scotland, giving us the perfect opportunity to review how the courses are delivered here in Fife. The overhead projector slides have been sent to the great big recycling bin in the sky, and gone are the old Health and Safety videos (filmed in the early 1990s judging by the fashion on display!).

Several things will remain the same, however. The training programme is still FREE, and we will continue to use venues all across Fife. We also recognise the high standard of training delivery in the past by Mary, and we have been working hard to ensure that our training programme remains a high quality and worthwhile learning opportunity.

The programme will be delivered in full once per year, which works out at approximately one course per month. Course one was delivered at the end of September.

Training Programme

Course Programme

1. Planning Strategically for Volunteer Involvement
Held September 2011
2. Effective Volunteer Recruitment
27 October 2011, Dunfermline - venue to be confirmed
3. Matching Volunteers to Roles and Tasks
29 November 2011, Kirkcaldy - venue to be confirmed
4. Increasing Volunteer Effectiveness
5. Supporting and Supervising Volunteers
6. Creating positive staff volunteer relations
7. Promoting Diversity
8. Managing Youth volunteering
9. Developing Volunteer Portfolios
10. Motivation, Retention and Development of Volunteers
11. Health & Safety and Risk Management



To check dates and venues for future courses please visit the Training page on our website www.volunteeringfife.org or contact Kate Lax on 01383 732136, kate.lax@volunteeringfife.org

Bespoke In-house Training

Mary Ray has agreed to stay with us on a sessional basis, providing bespoke in-house training to target specific issues. For more information contact our manager Ron Nugent on 01592 645542 or email ron.nugent@volunteeringfife.org

Did you know you could volunteer as a minibus driver, teller, gardener, administrator, playworker or cafe assistant? For details of these and many more volunteering opportunities see www.volunteeringfife.org

Life-Changing Training

Aspire

Bringing up children on your own can be difficult and many lone parents can feel isolated, overwhelmed or just lacking in confidence. A new group programme is helping to change that for many Fifers.



Fife Gingerbread has just launched an exciting, new, targeted group programme across the county. This programme aims to give lone parents confidence and skills and help them to move on to other opportunities. The group, ASPIRE, is free to anyone bringing up children alone and is tipped to be a hugely innovative programme.

Jo Milligan, Fife Gingerbread's Team Leader, said: "We are really excited about our new programme. A lot of work went into its development to ensure that it was specifically tailored to the needs and wants of lone parents. As well as a varied programme, the lone parents who come along to our groups can take advantage of all the services Fife has to offer as well as building their skills and confidence, thus allowing them to change their lives for the better."

After completing the programme, there are opportunities for further progression to other groups and services or into the Fife Gingerbread Buddy Project.

For more information, or to become a member of Fife Gingerbread for free, call us on 01333 303124, by email at info@fifegingerbread.org.uk or by liking us on Facebook.

Lifesaving Epilepsy Training



A good training programme can save lives. Epilepsy Scotland delivers comprehensive training in epilepsy awareness and emergency medication. Our courses are interactive and informal.

Feedback from delegates is very positive including from course attendee, Dr Onwelmulo, who said: "*I have never seen epilepsy taught so well and in such detail. At first, I was not sure what to expect from the course but I must say I got my money's worth as the content of the course was so valuable*".

As Scotland's leading epilepsy charity, we are committed to providing accessible epilepsy training throughout Scotland. That's why we've reduced our training prices. From this September 2011 a full day training in managing difficult epilepsy will cost £99 per person. Anyone from any background can sign up and we train individuals either at our course open days or in your own venue - wherever and whenever is suitable for you.

To find out more, call the training team on 0141 427 4911, email us at lcushen@epilepsyscotland.org.uk or visit our website www.epilepsyscotland.org.uk

From Mountainbiking to Filming!

adult training
...EVERYDAY ADVENTURE



EAST SCOTLAND REGION

If you're looking for variety, volunteering with the Scouts could be for you! Scouting, as the world's largest co-educational youth organisation, relies on volunteers to deliver its programme of activities for young people aged 6 to 25.

In Fife 600 adult volunteers offer everyday adventure to over 3,000 young people. Scouting offers training to all its volunteers starting with Young Leader Training for 14-18 year olds, supporting those who choose to carry out volunteering in Scouting as part of their Duke of Edinburgh's Award or other such scheme.

All our Adult volunteers, whether uniformed leaders, skills instructors or administrative supporters have a programme of modular training to complete and are supported through this by a personal training adviser. The training scheme recognises prior learning or experience and after the learning has been done, the volunteer must validate the learning by putting the newly learnt skills into practice, supported by experienced volunteers.

All of our uniformed Leaders must have a valid Incident Management or First Aid Certificate (renewed every three years) and must have completed a Safeguarding Awareness (Child Protection) Course every five years. In addition every Leader, after completing the 19 standard modules in the Adult Training Scheme, must complete a minimum of five hours' ongoing learning each year. Courses that have been organised recently for ongoing learning include Food Hygiene; Minibus and Trailer Driving; Bellboating Certificates and Mountain Bike Trail Leader Courses.

All training provided by East Scotland Regional Scout Council for our volunteers in Fife is offered free of charge and a full calendar of training opportunities is published each year. Scouting would welcome opportunities to share specialist training – for example, First Aid / Food Hygiene / Activity Certification - with other organisations. If interested contact Callum Farquhar (Assistant Regional Commissioner, Adult Training) by email on callumfarquhar@yahoo.co.uk or on 07785-304845.

FILM NEWS.....FILM NEWS.....FILM NEWS.....FILM NEWS.....FILM NEWS.....FILM NEWS.....



The Give Something Back (GSB) project has secured funding from Fairer Scotland to run a course at Adam Smith College, Leven. Entitled "Lights, Camera, Action!" the course is being delivered by Billy Caulfield, a tutor at Adam Smith and involves writing, filming and editing a marketing DVD for GSB. Eight budding Steven Spielbergs have been out and about in central Fife filming and interviewing organisations including the Express Group, Link Living, the Ecology Centre and Step In asking their opinions and experiences of being involved with Give Something Back. Once the course has finished, the DVD will be marketed throughout Fife. The volunteers taking part have gained so much from the course, not only in terms of the skills required in putting a film together from start to finish, but also increased self-confidence and self-belief.

Volunteer Centre Fife News

Celebrating Fife's Voluntary Sector 2011

Wednesday 23 November, 6.30 - 9.00pm

Roths Halls, Glenrothes



*It's that time of year again
when Fife celebrates the
amazing contribution
and achievements
of the voluntary sector
in the Kingdom*



*In addition to awards for the winning Organisations and Volunteers and the **MV Award** for young volunteers, the **Volunteer Friendly Award** will be presented for the first time.*

*This year's guest speaker is film director and former member of The Skids, **Richard Jobson**, and keeping the evening ticking along is compere and two-time UK Public Speaking Champion, **Tony Scott**.*

Attendance at the event is by invitation only and limited to nominated individuals, organisations and their nominees so keep an eye on our website for details!

VC Fife - Keeping You Informed

Volunteers Managers' Network meetings 2011: Next two meetings scheduled for late October and December. Details of precise dates, venues and themes will be advised in due course.

Support into volunteering: To find out about the **Give Something Back** project in Central and West Fife contact Jacquie Mellon on 01592 645540 gbscentral@volunteeringfife.org or Biff McMahon on 01383 732136 gbs@volunteeringfife.org

MV Awards/16+ Learning Choices: Linda Turnbull, youth@volunteeringfife.org

For general enquiries: contact your local Volunteer Centre Fife office.

www.volunteeringfife.org

8 For information on every aspect of volunteering - advice about benefits, expenses, Disclosures/PVG, preparing to volunteer, links to other voluntary organisations and volunteering opportunities throughout Fife