

Free training specially for your area: Process, roles and responsibilities

This document is to help you understand the process for organising a training course specifically for your Big Local area or partnership, including who is responsible for the different tasks involved.

Things you will need to think about:

- What skills are you trying to develop through the training? Or what challenge are you facing? Don't worry if you don't know exactly what training you need, the trainers can discuss this with you.
- Who is the training for? Is it for your partnership, or a wider group in your area?
- Is it for your area alone, or for several Big Local areas?
- When are the people who will go on the course available? This will determine if the course needs to be on a weekday, a weekend, or two half days, for example.
- Do you want the course to be in your area, or somewhere else?

The process

If you would like to organise a training course the first thing to do is to get in touch with us directly. Please contact Alice on **020 3588 0569** or programmes@localtrust.org.uk

We will put you in contact with one of the training providers that we work with. These are **Directory of Social Change**. Please note that we do not pay for funding with other trainers.

Our trainer will be able to talk to you to about your training needs and agree a topic with you. Then there are the following tasks:

- venue and catering
- promotion
- bookings.

We have outlined who is responsible for these tasks below.

Roles and responsibilities

The trainer

The trainer is responsible for talking to you about your training needs and agreeing the topic with you. They will agree with you a mutually convenient date and time to deliver the training and let you know the maximum number of people who can attend (usually up to 16).

Once the topic and date is agreed the trainer will confirm the details with us and we will put a contract in place.

The training provider will let you know who will deliver your training on the day and provide you

with a contact phone number.

You (the Big Local area)

While your Big Local rep may be willing to lend a hand, it is not their responsibility to arrange the training for you.

Course topic

You are responsible for agreeing the topic with the trainer and agreeing when the course will take place, depending on availability.

Venue and catering:

If the course is just for your area and you would like it to take place within your area then we expect you to choose and find the date with an appropriate venue. We pay for catering (hot drinks and a hot lunch) but you are responsible for organising and booking this. When you have the venue booking details, please send these to us and we will make payment to confirm your booking.

If the course involves several Big Local areas then we can source and book a venue in an easy to reach location and organise the catering. Please contact Alice Calder to discuss this (**020 3588 0569** or programmes@localtrust.org.uk)

For a course for 16 people the cost for the venue and the catering is usually no more than £1,000 including VAT. We use venues which are of reasonable cost such as community spaces, universities, learning or educational venues, and museums rather than hotels or corporate conference centres.

Bookings and promotion

If the course is for your area then we expect you to do your own promotion and take your own bookings.

In advance of the course you will need to let everyone know the date, timings and full address. Please also let the trainer know who is taking part and if anyone needs anything extra to enable them to participate.

If the course is open to more than just your area then we can help to promote it. We will take the bookings for you and send out the details.

The cost

There is no cost to you or the participants for taking part in this training. We cover the cost of the course as part of our training offer to Big Local areas and will pay for the venue and the catering directly. Lunch and refreshments will be free and we can provide financial support for travel, childcare and other care costs to residents in Big Local areas. We can also book and pay for travel in advance.