



Limited places available so please book as soon as possible to avoid disappointment.

FREE COURSES for volunteers and staff of Voluntary and Community Organisations

Number	Course	Day & Date	Time	Venue
N1743H	Better Bid Writing*	Mon 18/01/10	10:00 - 14:00	BTC
N1744H		Mon 08/02/10	09:30 - 13:30	BTC
N1767H	Mental Health Awareness	Thurs 21/01/10	09:30 - 16:30	TBA
N1768H		28/01/10	09:30 - 16:30	TBA
N1746H	An Introduction to Project Management**	Wed 02/12/09	09:30 - 16:30	BLC
N1747H		Fri 12/03/10		BTC
N1748H	Equality & Diversity*	Wed 09/12/09	09:30 - 16:30	BLC
N1749H		Fri 12/03/10		BTC
N1750H	CIEH Level 2 Health and Safety in the Workplace*	Thurs 03/12/09	09:30 - 16:30	BIBC
N1751H		Wed 10/02/09		BTC
N1752H	CIEH Award in Food Safety in Catering*	Mon 25/01/10	09:30 - 16:30	BTC
		Mon 15/03/10		BIBC
N1754H	Emergency 1 st Aid at Work	Thurs 19/11/09	09:30 - 16:30	BIBC
N1755H		Thurs 21/01/10		BIBC
N1756H	Microsoft Word - Tips and Tricks	Monday PM 23/11/09 &	13:30 - 16:30	BTC

* Courses are free of charge for eligible learners, however a cancellation charge of £50 will apply for non attendance or cancellation within 5 working days of the course date unless a suitable substitute is nominated.

** An Introduction to Project Management is free of charge for eligible learners, however a cancellation charge of £100 will apply for non attendance or cancellation within 5 working days of the course date unless a suitable substitute is nominated.

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	Beginners	30/11/09		
N1757H	Microsoft Word - Tips and Tricks Intermediate	Monday PM 7/12/09 & 14/12/09	13:30 - 16:30	BTC
N1758H	Email- Tips and Tricks Beginners	Tuesday PM 05/01/10 & 12/01/10	13:30 - 16:30	BLC
N1759H	Email- Tips and Tricks Intermediate	Tuesday PM 19/01/09 & 26/01/10	13:30 - 16:30	BLC
N1760H	PowerPoint - Tips and Tricks Beginners	Tuesday PM 02/02/10 & 9/02/10	13:30 - 16:30	BLC
N1761H	PowerPoint - Tips and Tricks Intermediate	Tuesday PM 23/02/10 & 02/03/10	13:30 - 16:30	BLC
N1762H	British Sign Language Unit 1	Thus 07/01/1 - 04/02/10	14:30 - 16:30	BTC
A1527H	PTLLS - Preparing to Teach in the Lifelong Learning Sector City & Guilds Level 3/4	Thurs 14/01/10	18:00 - 21:00	BTC
A1526H		Fri 15/01/10	09:30 - 12:30	BLC
A1529H		Thurs 22/04/10	18:00 - 21:00	BTC
A1528H		Fri 23/04/10	09:30 - 12:30	BLC

To book please contact the Learner Services Team on 01202 451950

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