

## Group Training Courses available from CA Plus

This is a brief summary of the courses we can offer. We are able to tailor any of these courses to suit your needs – for example, designing more advanced courses, or combining topics to make a full day. All courses can be delivered as either a half day session or a more in-depth full day.

We usually deliver these group training courses through partner organisations – for example a local CVS, or as bespoke courses for specific events. For individual groups based in Nottinghamshire requiring one to one support, please contact us directly, as you may be entitled to free or subsidised support.

To discuss any of these courses, and our prices, please contact Jeanette or Andrew.

### Finance Training – contact Jeanette Stafford on 0115 947 8943

Basic Training Courses:	Description:
Introduction to Trustee responsibilities	This course is suitable for new or existing Trustees looking to gain a basic understanding of the main responsibilities; Internal controls, accounting regulations, reporting and monitoring, record keeping, year-end requirements.
Basic manual book keeping	A practical session that covers entering transactions, writing off un-presented cheques and bank-reconciliations, ideal for those in smaller groups new to accounting or in need of a refresher course.
Fund accounting & reserves	This course gives an understanding of unrestricted, restricted and designated funds; how to account for them through your accounting records, what effect they have on your free reserves, calculating your free reserves and producing a reserves policy.
Basic budgeting & reporting	Budgets are an essential tool for monitoring the finances throughout the year and making informed decisions. This is a practical session which will enable the participant to produce a simple budget and create useful reports that can be taken to the committee.
Costing, pricing and full cost recovery	This practical session, ideally over a full day, will enable the participant to allocate costs to various projects or activities and services, develop strategies for working out prices and budget scenarios.
Forward planning (Business planning)	A step by step guide in producing an informative and useful business plan which will not only be a guide for your own organisation but a supplement to funding applications and information for other stakeholders.

## Employment Training – contact Andrew Monroe on 0115 947 8942

Basic Training Courses:	Description:
Introduction to Employment: Responsibilities for new employers	This course is suitable for new (or existing employers) looking to gain a basic understanding of the main employment responsibilities; recruitment, contracts of employment, annual leave, sick leave/pay, PAYE tax and National Insurance.
Drafting contracts of employment	The Contract of Employment is the single most important document and needs careful drafting to ensure legal compliance. This course looks at the main terms and conditions necessary to establish a “fair and reasonable” contract for both parties.
Guide to employees statutory rights	In addition to “contractual” rights established by the contract of employment, employees are entitled to many other “statutory rights. This course looks at those main rights such as; part time workers, fixed term employees, National Minimum wage, annual paid holiday, sick pay, maternity/adoption/paternity leave and pay and family friendly rights.
Drafting Equal Opportunity Policies	With discrimination legislation protecting employees even before employment begins, this course provides an essential understanding of the UK’s age, sex, race, disability, sexual orientation, religion or belief regulations. These then need to be communicated to all staff in a clear concise policy.
Guide to employing self-employed or casual/temporary staff	Within the charitable and voluntary sector, non-typical working is often the norm. This course looks at the differing treatment needed for either employing self-employed workers, or employing casual/temporary employees and the employment rights they are entitled to.
Guide to employing part-time or fixed-term staff	Within the charitable and voluntary sector, non-typical working is often the norm. This course looks at the differing treatment needed for either employing part-time employees or those employed on time limited contracts and the employment rights they are entitled to.
Introduction to the Working Time Regulations and paid annual holiday rights	The Working Time Regs, provide statutory rights relating to annual leave, daily/weekly rest breaks, maximum working week etc. This course looks at those rights and what employers have to do to be compliant.
Introduction to good recruitment and interview techniques	With the UK’s comprehensive discrimination laws it is imperative that everyone involved with recruitment, understands their role and legal obligations. This course will look at good recruitment practice and various interview techniques that can be used.
Introduction to good induction practices for new employees	The first few weeks of any new employment can be crucial to establishing a good working relationship with employees. Good induction processes need to be more comprehensive than just “where are the loos and coffee machine”. This course looks at conveying the job description into achievable targets and objects.
Forthcoming new employment legislation 2010 onwards	Keeping up to date is an essential part of being a good employer. This course looks at recent new introductions of employment law and their implications for both employer and employee. Plus a look at recent important case law decisions as well as forthcoming legislation.