



Enfield College



CAPACITY BUILDING TOOLBOX FOR THE VOLUNTARY AND COMMUNITY SECTOR

The Creative Collective is a partner in this innovative pan-London European Social Fund project co-financed by the London Learning and Skills Council (LSC) and led by Enfield College. With our partners, we will be working with 300 managers from over 150 voluntary and community groups London-wide to develop their capacity to provide services, work with government, promote economic sustainability and create jobs. The initiative is part of a £30 million programme managed by ECOTEC Research and Consulting Ltd.

The programme will:

- Develop a 'capacity building toolbox' containing 10 customisable leadership and management training packages and six activity-based 'toolkits'
- Develop an accreditation framework at Level 4
- Deliver five training programmes in different London locations
- Provide mentoring and consultancy to individuals and groups in support of training received and activities undertaken.

ESF funding means that this professional training and support is free to participating organisations and we anticipate that there will be a huge demand for places on the five training programmes to be run over the next 18 months to December 2006.

For further information or to register your interest in this exciting project, give us a call or send an email. We are particularly keen to hear from groups who want to establish or further develop a social enterprise.

WHO ARE OUR PARTNERS?

To find out more, please click the links below:

[Enfield College](#)

[Triangle Fusion](#)

[SP Housing](#)

[Faith in London](#)

[Happy Computers](#)



For more information about the current £30m pan-London LSC/ESF programme managed by ECOTEC Research and Consulting Limited, of which this project a part, [click here](#).

THE TRAINING PROGRAMMES

The Project will deliver five training programmes. Each programme consists of three days training on each of the ten topics. We would expect you to send two or three existing or future managers to sign up for two to four topics that correspond to their roles and responsibilities. However, it is possible to attend all ten topics or just one.

THE TOPICS

1. The Role of the Manager
2. Project Planning and Delivery
3. Partnerships and Positioning
4. Marketing and Publicity
5. Systems, Monitoring and Evaluation
6. Quality: meeting client needs
7. Developing Team Capabilities
8. Making effective use of limited IT resources
9. Positive organisation, positive staff
10. Establishing a social enterprise

LOCATION

The training programmes will be held in north, south, east, west and central London. Training on units eight and nine will be held at Happy Computers in Aldgate. Most participants will attend their local programme, but it will be possible to attend programmes in other areas.

The units are pitched at Level 4 of the National Qualifications Framework. Level 4 covers the application of knowledge and skills in a broad range of complex, technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Level 4 qualifications are at a standard equivalent to Certificates of Higher Education. This means that all participants should have good communication skills and must be able to participate fully in the training. Limited funding for childcare and travel expenses is available.

THE TOOLKITS

Our six toolkits will be a 'how-to' guide on topics linked to one or more of the training units, but will deal with specific aspects of a more general topic. They will be stand-alone guides although they could underpin some of the mentoring and consultancy provided by the Project.

WHAT TOPICS WILL THE TOOLKITS COVER

1. Developing and running training programmes
2. Policies and procedures
3. Consultation and representation
4. Conference and event promotion and management
5. Appropriate work/life balance
6. Sustainability planning

Each toolkit will include:

- An overview of the topic
- Checklists
- Flowcharts and other organisational aids
- Suggested activities
- Sources of further information and useful contacts

MENTORING AND CONSULTANCY

The first 150 participating groups will receive mentoring and consultancy support from the Project. (We will try to provide more informal support to all groups.)

We will collaborate with you on how we can best assist you to develop your capacity to deliver your services and products.

This could be a specific direct intervention, an 'action learning' exercise or more general help and advice. In fact this means anything which we jointly agree and is possible within our own considerable resources or those of our partners and the Project funding.

This support is free to participating organisations.

ACCREDITATION

We intend for the first seven of our sector-specific and innovative training units to be accredited at Level 4 by a nationally recognised accrediting body. This means the training will have value and currency right across the voluntary and community sector. Going for accreditation is just an option, it is not compulsory.

Assessment will be made proportionate to the scope of the training. Its exact form will be negotiated between the participant and the assessor/verifier. This may take the form of a simple portfolio of evidence or documented work completed as part of your normal function together with your analytical commentary on that work.