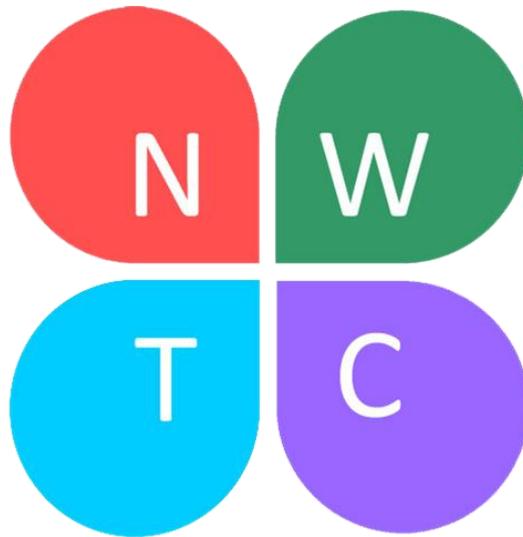


North West Training Centre

Annual Report from the Trustees 2015/2016



Learning never stops

**North West Training Centre Association
Chairperson's Annual Report for the year ending 31 August 2016**

Scottish Charity Number: SC019802

Current Trustees at date of approval of Report:

Allan Cunningham, Sheila Frazer, Debbie Gunn, Margaret Meek, Jean Mackay, Donald Fisher, and Phillipa Edwards, John Wood.

Contact Address: Kinlochbervie High School, Manse Road, Kinlochbervie, Lairg, Sutherland IV27 4RG.



Recruitment & Appointment of Trustees

Trustees are appointed or reappointed by the members at the Annual General Meeting. Any resident of the Kinlochbervie High School catchment area could be nominated when there is a vacancy. Any casual vacancy can be filled by the Committee and any person appointed to fill such a casual vacancy shall hold office until the conclusion of the next Annual General Meeting of the Association and shall be eligible for election at that meeting.

Governing Document

The Association is a charitable unincorporated association and the purposes and administration arrangements are set out in our constitution.

Charitable Purposes

Our purposes, as recorded in our constitution, are to advance for the public benefit the education of young people and adults primarily within the Achfary, Durness, Kinlochbervie and Scourie areas.

Activities & Achievements

Following the restructuring of the training centre in the last operating year we have continued to attract learners to the courses and workshops we have offered indicating we are meeting the requirements and interests of the community.

Funding

The search for funding will always remain a priority for the Centre to maintain its continued existence and develop its facilities. During this year financial support was received from the following:-

Funder	Amount	Objective
Westminster Foundation	£5,000	Running costs.
Highland Council - WDF	£5,000	Running costs.
Highlife Highland	£4,000	Provision of adult learning.
Community Councils	£500	Provision of adult learning.
TOTAL	£14,500	

The Training Centre strives to maintain a strategy of maximising revenue to achieve greater sustainability through earned income. North West Training Centre maintained its status as approved ILA Scotland Training Provider offering courses for which learners could access ILA funding (up to £200 per year during 2015/2016 depending on the learner's means).

Economic & Political Environment

The North West Training Centre continues to find itself operating within a fragile local economy with a limited range of employment and a short season for tourism related jobs and activities.

The training centre has been pleased to receive continuing support from the Westminster Foundation and Highland Council through the Ward Discretionary Fund, as well as attracting additional funding from new sources. We also received funding from Kinlochbervie Community Council and Scourie Community Council which demonstrates the value the local communities place in the training centre.

North West Training Centre has continued as a member of the Sutherland Learning Centre Network maintaining this useful link for sharing best practice.

Successes



Learning Open Day and Exhibition of Works (Dec 2015) & Geology & Landscape Field Trip (March 2016).

The year started in September 2015 and we held our learning open day in December. Details of planned courses were provided and explained prompting positive responses on the enrolment sheets as well as compiling a list of requests for new courses and workshops.

We offered a range of one-day courses over the winter period including First Response First Aid, a very popular bread-making workshop and mixed media fabric painting day. We also offered a five week evening course on the subject of Geology and Landscape which was well received and which culminated in two field trips at which the students were able to put their new-gained knowledge and techniques into practice.



Bread-Making Workshop (March 2016) & Mixed Media Fabric Painting (Jan 2016).

In response to requests from the community we ran a two-day Business Start-up Workshop in association with Business Gateway which proved very successful and also the one-day REHIS Elementary Food Hygiene course which was orientated towards the local hospitality businesses.

As we are subject to inspection by HMIE as part of the learning community we continue to self-evaluate and closely monitor feedback from learners. We continue to use individual learning plans and evaluations and measure learner progression by whether learner's aims were met and if further learning/employment was accessed as a result of a learning episode.

Courses

In the period 1 September 2015 to 31 August 2016 the following courses were delivered:-

Adult Learning Courses

Venue	Subject	Sessions	Total Hours	Student No.s
Kinlochbervie	First Response First Aid	2	4	18
Kinlochbervie	Geology & Landscape	5	10	35
Various	Geology Field Trips	2	14	10
Total		9	28	63

Recreational Courses

Venue	Subject	Sessions	Total Hours	Student No.s
Kinlochbervie	Fabric Crafting Group	10	25	45
Kinlochbervie	Mixed Media Fabric Painting	1	3	4
Kinlochbervie	Bread Making Workshop	1	6	6
Total		12	34	55

Vocational Learning

Venue	Subject	Sessions	Total Hours	Student No.s
Kinlochbervie	REHIS Elementary Food Hygiene	1	7	7
Kinlochbervie	Business Start-Up Workshop	2	7	15
Kinlochbervie	1-to-1 IT/Computer Training	2	2.5	2
Total		5	16.5	24

Summary

Training Sessions Run	2015/2016	2014/2015	Days of Training Delivered (Total Course Hrs/6)	2014/2015	No of Students Accessing Course	2014/2015
Adult Learning Courses	3	3	5	4	63	21
Recreational Courses	3	16	6	37	34	137
Vocational Courses	3	1	3	1	42	7
TOTAL	9	20	43	41	142	165

The North West Training Centre continues to provide valuable and much needed learning and training opportunities for people living in the North West of Sutherland. We are continually moving forward, assessing our population's needs and answering them with relevant accessible training. We have once again achieved our main objective as found in our constitution: *'the advancement for the public benefit of the education of young people and adults, primarily within the Achfary, Durness, Kinlochbervie and Scourie areas.'*

We are very grateful for the support we have received from all of our funders.

Trustees Remuneration & Expenses

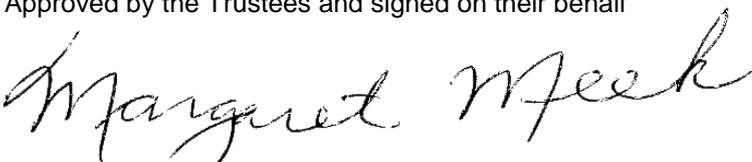
The Trustees do not receive any remuneration or expenses payments.

Reserves

Future funding from other sources remains unknown particularly in light of the current recession and the impact this will have on grant-making bodies. We will endeavour to hold sufficient cash funds to meet all expenditure due and anticipated during a 6 month period.

Thanks are expressed to the Committee Members and Staff for all their valuable contributions throughout the year.

Approved by the Trustees and signed on their behalf



Margaret Meek - Chairperson

1 March 2017

North West Training Centre
Kinlochbervie High School
Manse Road, Kinlochbervie
By Lairg, Sutherland IV27 4RR
Tel. 01971 521238 Regd. Charity SCO019802



Bread Making Workshop

Join Kirsty for a hands-on workshop where you will learn all about making your own bread!

Saturday, 19 March 2016, from 10am till 4pm at Kinlochbervie High School.

Course Fee: £20 per person.



For more details on this course, or to make a booking, contact Gary Sutherland on 01971 521238 or email northwest.tc@virgin.net



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First Response First Aid Training Course

Monday 14 & Tuesday 15 December 2015, 7-9pm.
At Kinlochbervie High School.

Learn the essential first aid skills needed if you're the first on the scene when someone has an accident.

Please contact the training centre on 01971-521238 for more details or to reserve a place, or email northwest.tc@virgin.net



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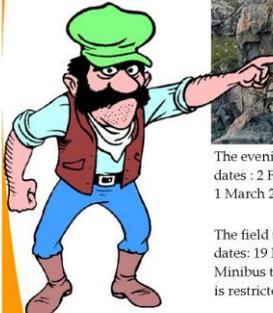


Geology & Landscape

Join Chartered Geologist Donald Fisher for a series of 5 evening talks covering the geology of the North West Highlands and culminating in two day-long field-trips.

This course is suitable for people who have attended our previous geology courses as well as those who are new to the subject.

Topics to be covered include geological time, plate tectonics, rock identification methods, and glacial processes.



The evening sessions will be held on Tuesdays on the following dates: 2 February 2016, 9 February 2016, 23 February 2016, 1 March 2016, and 15 March 2016. From 7pm till 9pm.

The field trips will take place on Saturdays on the following dates: 19 March 2016 and 26 March 2016. From 10am till 5pm. Minibus transport for the field trips is included in the fees but is restricted to the first 15 bookings.

All-Inclusive Course Fee: £72 per person.
Evening Sessions Only: £36 per person.
50% payable upon booking.



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Elementary Food Hygiene

Wednesday, 23 March 2016

This one-day course provides a general introduction to Food Hygiene and satisfies the requirements of the Food Safety Act and other associated legislation.

- Food Pests, Bacteria
- Food Premises, Equipment and Utensils
- Food Poisoning, Cleaning and Disinfection
- Personal Hygiene,
- Food Hygiene Law

The course concludes with an examination, after which you will receive a certificate of achievement. The fee is £85 per person.

ILA funding is available for this course. Contact Skills Development Scotland on 0800 9178000 or visit their website at www.myworldofwork.com



For more information or to book a place on this course please contact Gary Sutherland on 01971 521238 or email northwest.tc@virgin.net