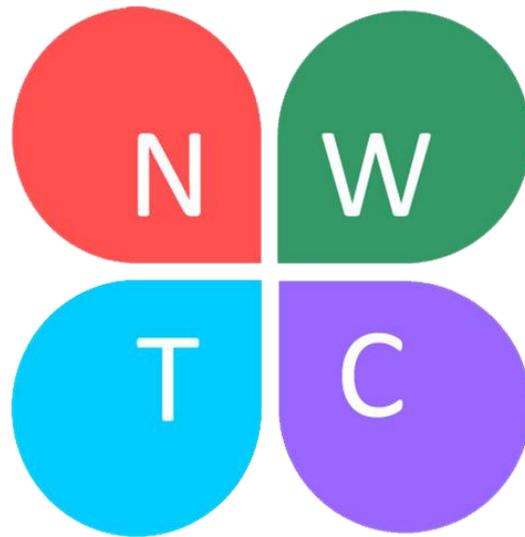


North West Training Centre

Annual Report from the Trustees 2016/2017



Learning never stops

**North West Training Centre Association
Chairperson's Annual Report for the year ending 31 August 2017**

Scottish Charity Number: SC019802

Current Trustees at date of approval of Report:

Jean Mackay, Margaret Meek, Sheila Frazer, Allan Cunningham, Debbie Gunn, and Donald Fisher.

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 to the Committee 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
The Westminster Foundation	£10,000	Training centre courses and running costs.
The Robertson Trust	£4,000	Training centre courses and running costs.
Anne Duchess of Westminster's Charity	£3,450	Purchase of new computer equipment.
Bord na Gaidhlig	£1,000	Provision of Gaelic language classes.
TOTAL	£18,450	

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 2016/2017 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 is pleased to receive continuing support from The Westminster Foundation and The Robertson Trust, and from Highland Council via the Ward Discretionary Fund. This enabled us to continue employing a part-time office administrator who handles the day to day running of the training centre as well as planning and presenting training courses.

Funding was also received from the Anne Duchess of Westminster's Charity that allowed us to replace our very old computers and so offer computing and IT-related courses once again. Funding was also received from Bord na Gaidhlig for the purpose of running courses in the Gaelic language.

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

Successes

The year started in September 2016 and we held our learning open day in towards the end of that month. 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.

In association with Business Gateway we presented two half-day Digital Boost workshops aimed at local businesses. The first of these was an Introduction to Social Media and the second was Developing a Social Media Strategy, reflecting the growing importance of social media to businesses.



Archaeology of the Highlands

We offered a range of one-day courses over the winter period including Emergency First Aid at Work which is a certificated course recognised by the Health and Safety Executive.

As the year drew to a close we ran a very popular Stained Glass Workshop at which learners gained the skills to create beautiful Christmas tree decorations working with stained glass and copper foil.

At this time the training centre also became involved with the Generations Working Together organisation which aims to encourage inter-generations learning and interaction – something we feel is especially important in our geographical area.

In the new year we launched a series of weekly sessions entitled Knit'n'Natter that encourages people to meet in a social group and engage in activities in order to share and expand their skills with knitting, stitching, crochet, and knotting. This proved popular and the group continued to meet throughout the rest of the year.



Stained glass workshop and Pottery and Ceramics workshop.

Throughout the remainder of the spring and summer we offered a variety of craft-related, educational, and vocational courses including Ceramics and Pottery, Geology and Landscape, Art & Relief Printing, Elementary Food Hygiene, Archaeology, and an Introduction to Adobe Photoshop Elements utilising our newly purchased computers and

software.

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 2016 to 31 August 2017 the following courses were delivered:-

Adult Learning Courses

Venue	Subject	Sessions	Total Hours	Student No.s
Kinlochbervie	Geology & Landscape	4	8	44
Kinlochbervie	Bread and Baking	1	7	6
Kinlochbervie	Introduction to Photoshop Elements	1	3.5	5
Kinlochbervie	Beginner's Gaelic	6	6	36
Scourie	Archaeology	1	4	12
Total		13	28.5	103

Recreational Courses

Venue	Subject	Sessions	Total Hours	Student No.s
Kinlochbervie	Stained Glass Workshop	1	6	7
Durness	Pottery and Ceramics	3	18	12
Kinlochbervie	Art and Relief Printing	2	12	12
Kinlochbervie	Knit'n'Natter	12	2	84
Total		18	38	115

Vocational Learning

Venue	Subject	Sessions	Total Hours	Student No.s
Kinlochbervie	Emergency First Aid at Work	1	6.5	6
Kinlochbervie	Digital Boost Workshops	2	7	12
Kinlochbervie	REHIS Elementary Food Hygiene	1	6.5	9
Various	1-to-1 IT/Computer Training	7	10	7
Total		11	30	37

Summary

Training Sessions Run	2016/2017	2015/2016	Days of Training Delivered (Total Course Hrs/6)	2015/2016	No of Students Accessing Course	2015/2016
Adult Learning Courses	5	3	4.75	5	103	63
Recreational Courses	4	3	6.3	6	115	34
Vocational Courses	4	3	5	3	37	42
TOTAL	13	9	16	14	255	139

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

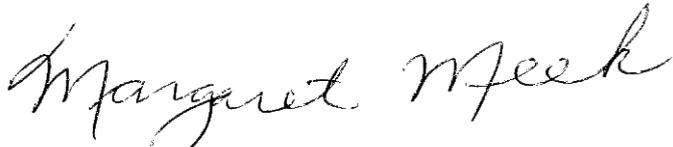
The Trustees do not receive any remuneration or expenses payments.

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

A handwritten signature in black ink that reads "Margaret Meek". The signature is written in a cursive, flowing style.

Margaret Meek - Chairperson

26 February 2018