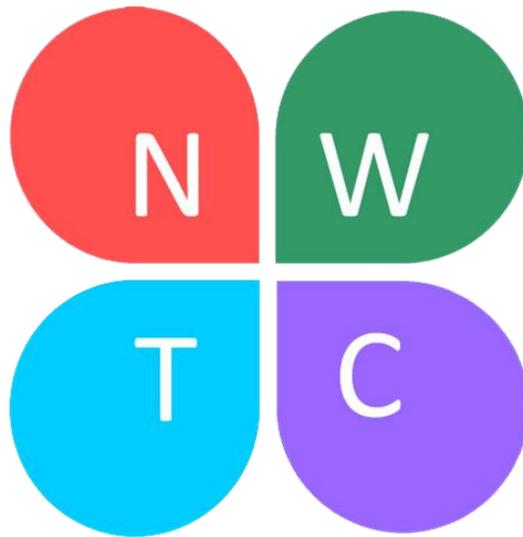


North West Training Centre Association

Annual Report from the Trustees 2017/2018



Learning never stops

**North West Training Centre Association
Chairperson's Annual Report for the year ending 31 August 2018**

Scottish Charity Number: SC019802

Current Trustees at date of approval of Report:

Margaret Meek, Jean Mackay, Sheila Frazer, and Allan Cunningham.

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 can 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

The training centre continues 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 Robertson Trust	£5,000	Training centre courses and running costs.
Highland Council	£1,000	Training centre courses and running costs.
TOTAL	£6,000	

The training centre strives to maintain a strategy of maximising revenue to achieve greater sustainability through earned income. It was decided to withdraw from participation in the Individual Learning Accounts scheme due to fundamental changes in the way the scheme is operated.

Economic & Political Environment

The training centre continues to find itself operating within a fragile local economy with a limited range of employment opportunities 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 that allows it 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 courses.

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 2017 during which we held a learning open day which we shared with the local branch of the Citizens Advice Bureau, Community Bus Association, and Community Development Company. Details of planned courses were presented 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 and workshops as well as two longer language courses in German and Gaelic.

Over the autumn and winter months we ran a very popular German language course, finishing-off the year with an art workshop involving the use of poured acrylics. We also ran the Emergency First Aid in the Workplace which was well supported by the local business community.

In the New Year we ran a bread-baking class where people learned how to bake a variety of different types of bread. Making good use of our new computers we ran a short Introduction to Microsoft Excel., and returning to languages we ran a course for people wanting to learn Gaelic.



In association with Age Scotland we hosted a free Early Stage Dementia Awareness workshop. With an aging and often isolated population we believed this to be a very important subject and this was reflected by the number of people that attended it.

As we approached the start of the tourist season we ran a one-day training course for people involved in the Hospitality Industry. This was a new course for us and was in response to requests from businesses involved in tourism and hospitality. The course was well-attended and a great success.



Another computer workshop was presented at the end of March. This time the topic was Windows 10, a new version of the popular computer operating system that differs in many ways from its predecessors.

Later in the year we ran another regular course: Elementary Food Hygiene. This certificated course is very important to people and businesses involved in the production and serving of food, such as hotels and restaurants.

Another new course followed: Basic Car Maintenance. This was a half-day course combining classroom and hands-on learning, and was written as a response to changes in the UK practical driving test.

Creative writing is a popular past-time and there is a local writers group, so we held a free Creative Writing workshop in June with a visiting author to present it.

For business people who require a license to sell or serve beers, wines, or spirits it is required that they possess the Scottish Certificate for Personal License Holders. This was a one-day intensive course including an examination.

Our final course for the programme was an Introduction to Bee-Keeping. We had been specifically asked for this and were very pleased with the number of people who attended this one-day course. The course covered all aspects of bee-keeping, the equipment involved, and keeping their bees safe and healthy. It is expected that several new hives will be setup as a result of the course and hope to see locally produced honey for sale.

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 2017 to 31 August 2018 the following courses were delivered:-

Adult Learning Courses

Venue	Subject	Sessions	Total Hours	Student No.s
Durness	German Language Classes	10	20	13
Kinlochbervie	Gaelic Language Classes	10	20	5
Kinlochbervie	Bread Baking Workshop	1	6	6
Kinlochbervie	Getting Started with Windows 10	1	3	4
Kinlochbervie	Introduction to MS Excel	1	3	4
Total		23	52	32

Recreational Courses

Venue	Subject	Sessions	Total Hours	Student No.s
Kinlochbervie	Poured Painting Workshops	2	12	12
Kinlochbervie	Knit'n'Natter	13	26	12
Kinlochbervie	Elementary Car Maintenance	1	3	4
Kinlochbervie	Creative Writing Workshop	1	2	8
Kinlochbervie	Introduction to Bee Keeping	1	6	11
Total		18	49	47

Vocational Learning

Venue	Subject	Sessions	Total Hours	Student No.s
Kinlochbervie	Emergency First Aid @ Work	1	7	6
Kinlochbervie	Early State Dementia Awareness	1	4	12
Durness	Hospitality Industry Training	1	5	8
Kinlochbervie	REHIS Elementary Food Hygiene	1	7	9
Kinlochbervie	Scottish Cert. for Personal License	1	7	1
Total		5	30	36

Summary

Training Sessions Run	2017/2018	2016/2017	Days of Training Delivered (Total Course Hrs/6)	2016/2017	No of Students Accessing Course	2016/2017
Adult Learning Courses	5	5	8.67	4.75	32	40
Recreational Courses	5	4	8.16	6.3	47	23
Vocational Courses	5	4	5	5	36	29
TOTAL	15	13	22	16	115	92

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

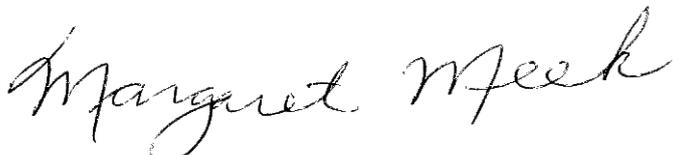
The Trustees do not receive any remuneration or expenses payments.

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

21 January 2019