**Advice First Aid Network - Training**

**When?**

**Session 1 Thursday 7 November 10.00 – 16.30**

**Session 2 Friday 8 November 10.00 – 16.30**

*Lunch will be provided*

**Where?**

**Citizens Advice Wandsworth, Battersea Library, 265 Lavender Hill, SW11 1JB**

**About the Advice First Aid Training**

The aim of the training is to equip volunteers and staff members in partner organisations with the knowledge and skills to provide information and refer people who are facing hardship and crisis to appropriate local services.

The training programme will consist of two sessions delivered over 2 days in November 2019. Following this training, participants will have the opportunity to join a more advanced training programme to become Citizens Advice Wandsworth-accredited Assessors, and/or join quarterly workshops to share knowledge and experiences with other Advice First Aid cohorts and receive additional information and training.

Advice First Aiders will use their knowledge and skills in their volunteer or paid role with their partner organisations, to support people they work with. They will keep records of the support they provide and be committed to sharing their experiences.

**Advice First Aid Training Modules**

Module 1: Introduction to Welfare Benefits and Debt

Module 2: Introduction to Housing and Homelessness

Module 3: Introduction to Debt

Module 4: Minimising Expenditure and Maximising Income

Module 5: Resources and Referrals

**Advice First Aider Criteria and commitments**

Advice First Aiders should:

* Apply in conjunction with a partner organisation
* Be aged 16+
* Be able to communicate effectively verbally and in writing
* Be able to keep an accurate record of activity
* Be willing to commit to delivering Advice First Aid with their partner organisation for at least 1 year

**About Advice First Aider Network**

Establishing the Advice First Aider Network is part of Citizens Advice Wandsworth’s Help Through Hardship Crisis Project, funded by the Big Lottery Fund. Our experience is that networks and organisations embedded deep inside our communities are often the first point of contact when people experience hardship. They are best placed to identify those in need and the Advice First Aider Network will develop the knowledge and skills of partner organisations to support or refer people to appropriate services.

**How to apply**

* Complete attached application form (Advice First Aider and Partner organisation) and send to: [crisis@cawandsworth.org](mailto:crisis@cawandsworth.org) by **Friday 11 October.**



**Advice First Aid Training Application Form**

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| **Name of Organisation** |  |
| **Trainee Details**  Name  Position  Email address  Contact number  How long have you worked or volunteered with the partner organisation?  How often do you work/volunteer with the  partner organisation | (eg. full time work/part time  work/volunteer once a week/twice a week) |
| **Superviser Details**  Name  Position  Email address  Contact number |  |
| Are you able to commit to working/volunteering with your partner organisation for 1 year | Yes/No |
| Are you able to commit to keeping a written record of your Advice First Aid activity? | Yes/No |
| Please detail any dietary requirements |  |
| Signed (Trainee)  Date |  |
| Signed (Superviser)  Date |  |