

# TRAINING CALENDAR

## 1 OCTOBER 2017 – MARCH 2018

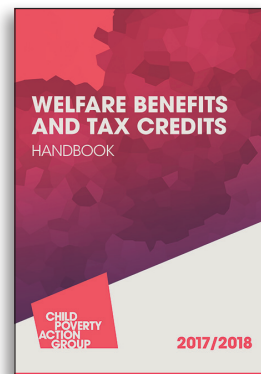
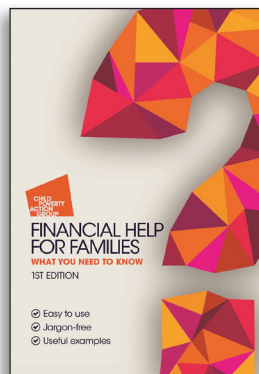
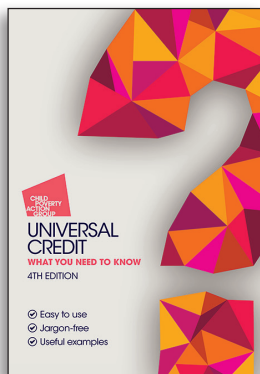
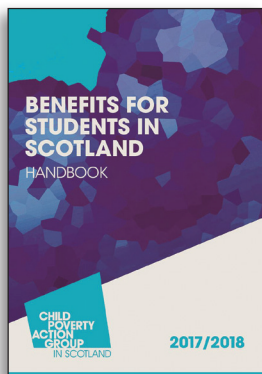
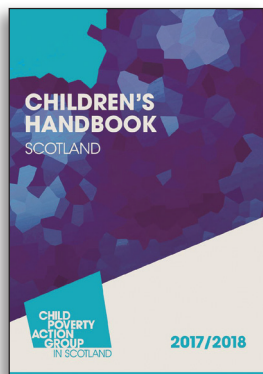
### Benefits, tax credits and universal credit

CPAG in Scotland's experience in welfare rights is unrivalled. Our training, handbooks and guides are the definitive aids for those working in advice, support and advocacy – to make sure that low income families get the financial support they need.

With the roll out of universal credit, the introduction of a 'two child limit' in key benefits, and further devolution of certain benefits in Scotland, stay up-to-date with all the latest changes with our courses and publications.

You can view our Scottish handbooks, factsheets and ebulletins for free online at:  
[www.cpag.org.uk/scotland](http://www.cpag.org.uk/scotland)

You can also buy CPAG's publications to support your work from our online shop:  
[www.shop.cpag.org.uk](http://www.shop.cpag.org.uk)



0141 552 3303

[staff@cpagscotland.org.uk](mailto:staff@cpagscotland.org.uk)

[www.cpag.org.uk/scotland](http://www.cpag.org.uk/scotland)

 @CPAGScotland

## CPAG IN SCOTLAND TRAINING COURSES

Our courses are set at **different levels**, from basic courses for workers who want to help their clients maximise their income, to courses for experienced welfare rights workers.

### BASIC

For frontline workers who do not work specifically in welfare rights but want to know about benefit issues relevant to their clients to give basic advice or refer on.

### INTRODUCTORY

For people new to benefit advice work, or who have little or no experience of the subject covered by the course.

### STANDARD

For people with a working knowledge of the benefit system, or the subject covered by the course. These are suitable for people wanting a refresher, or to update skills or information.

### EXPERIENCED

For more experienced benefit advisers, who are confident about covering issues in more, and sometimes complex, detail.

## ACCREDITATION

Many of our courses help meet the Scottish National Standards (SNS) for information and advice providers. SNS were developed to set a standard for delivering effective information and advice which meets the needs of service users. Our courses help you to do this by covering knowledge requirements in the Competences for Advisers. CPAG in Scotland is also an accredited CPD training provider for the Faculty of Advocates.

## FEES AND BOOKING INFORMATION

FEES 2017/2018	CABx	Voluntary organisations	Statutory/other organisations
Half-day	£83	£94	£133
One-day	£116	£138	£195
Two-day	£189	£220	£315
Five-day	£357	£395	£575

The courses at the special price of £45 per person are for organisations in Scotland.

## IN-HOUSE TRAINING

We can provide our training courses in-house at your premises or a venue that suits you for up to 20 people. We provide the expert tutor and all the training materials. Holding a course in-house can be more cost-effective, saving on time, travel and accommodation. For further information please phone us on **0141 552 3303** or email [lmurphy@cpagscotland.org.uk](mailto:lmurphy@cpagscotland.org.uk).

## FREE ELEARING COURSES

We run FREE basic level elearning modules on **Universal Credit**, **Scottish Welfare Fund** and **Surviving the Appeals Process** as well as a knowledge check on **Paying for Funerals**.

You can create an elearning account for free at <http://elearning.cpag.org.uk>. Our courses take on average one hour to complete. Once you have completed the course and submitted your evaluation, you can then print off your certificate.

## MEMBERSHIP

You can support us by becoming a member ([www.cpag.org.uk](http://www.cpag.org.uk)). We offer a range of membership levels which include discounts on CPAG publications, public programme training courses and events.

## ROOM HIRE IN GLASGOW

We have a spacious, comfortable and fully accessible meeting room available for hire in Glasgow city centre for up to 25 people at affordable rates. For further information contact us on **0141 552 3303** or visit [www.cpag.org.uk/scotland](http://www.cpag.org.uk/scotland).

## CALENDAR OF CPAG IN SCOTLAND COURSES OCTOBER 2017 – MARCH 2018

The courses below will be held at our offices in Glasgow, unless otherwise stated. You can book our training courses online at: [www.cpag.org.uk/scotland/training](http://www.cpag.org.uk/scotland/training)

### OCTOBER 2017

2-6	Introduction to welfare rights
<b>NEW</b> 10	UC for people with ill health and disabilities
11	Benefits and tax credit law update
12	Care leavers and the benefits system
26	Scottish Welfare Fund - effective applications

### NOVEMBER 2017

1	Universal credit - refresher
2-3	Representing at the First-tier Tribunal
7	Students and benefits – an update
<b>NEW</b> 8	Universal credit - full service
9	Universal credit for tenants in social housing <b>INVERNESS</b>
9	Income maximisation for older people
14-15	Benefits for people from abroad
16	Housing benefit and rent arrears
21	Introduction to benefits for student advisers
23	Supporting vulnerable clients
28	ESA and the work capability assessment – an introduction
30	Overpayments of benefit

### DECEMBER 2017

5-6	Training for trainers
<b>NEW</b> 7	Universal credit – supporting clients <b>EDINBURGH</b>

### JANUARY 2018

18	Sanctions
24	Universal credit – full service <b>EDINBURGH</b>
25	PIP and attendance allowance – an introduction

### FEBRUARY 2018

1	Challenging PIP decisions
6	Universal credit and students
20	Childcare support for working families <b>SPECIAL OFFER £45</b>
21	Universal credit – full service <b>ABERDEEN</b>
22	Using legislation and caselaw
27	Students and benefits – eligibility
28	Universal credit - refresher

### MARCH 2018

8	Universal credit for tenants in social housing
13	Benefits for disabled children from age 16 <b>SPECIAL OFFER £45</b>
15	Benefits and tax credits law update
<b>NEW</b> 20	Universal credit – full service
21	Income maximisation for families <b>SPECIAL OFFER £45</b>
<b>NEW</b> 28	UC for people with ill health and disabilities <b>INVERNESS</b>