

REGISTERED COMPANY NUMBER: 03142188 (England and Wales)
REGISTERED CHARITY NUMBER: 1051662

Report of the Trustees, Financial Statements and Annual Report
for the year ended 31 March 2015
for Training Link

Latham Lambourne Ltd
First Floor, East Wing
Priory Buildings
Church Hill
Orpington
Kent
BR6 0HH

[Training Link](#)

Contents of the Financial Statements and Annual Report
for the Year Ended 31 March 2015

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Training Link

Report of the Trustees for the Year Ended 31 March 2015

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03142188 (England and Wales)

Registered Charity number

1051662

Registered office

54-56 Phoenix Road
London
NW1 1ES

Trustees

B Goring-Moore
F Yakup Bedirhan
Dr E Arnold
L Felix Stanislas
M Alva

Company Secretary

P D Lush

Independent examiner

John Lambourne
FCA
Latham Lambourne Ltd
First Floor, East Wing
Priory Buildings
Church Hill
Orpington
Kent
BR6 0HH

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its memorandum and articles of association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

ACHIEVEMENT AND PERFORMANCE

This report should be read in conjunction with the Training Link Annual Report, included as an annex to this document.

FINANCIAL REVIEW

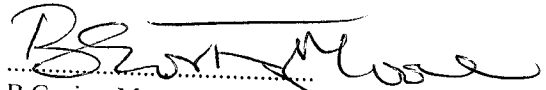
Reserves policy

It is expected that reserves of at least £10,000 should be held to maintain an appropriate level of working capital and to protect the future operations of Training Link from the effects of any variations in its income or expenditures as identified in the Risk Policy and any unforeseen events.

Training Link

Report of the Trustees
for the Year Ended 31 March 2015

Approved by order of the board of trustees on 8 July 2015 and signed on its behalf by:


.....
B Goring-Moore - Trustee

Independent Examiner's Report to the Trustees of
Training Link

I report on the accounts for the year ended 31 March 2015 set out on pages four to nine.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



John Lambourne
FCA
Latham Lambourne Ltd
First Floor, East Wing
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Date: 13/7/15

Statement of Financial Activities
for the Year Ended 31 March 2015

		31.3.15	31.3.14
	Unrestricted fund	Restricted funds	Total funds
	Total funds	Total funds	Total funds
Notes	£	£	£
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income	819	-	819
Investment income	29	1	30
Incoming resources from charitable activities			
Training fees	3,045	16,301	19,346
Services etc	7,723	66,196	73,919
Room hire	100	-	100
	<u>11,716</u>	<u>82,498</u>	<u>94,214</u>
Total incoming resources	11,716	82,498	94,214
RESOURCES EXPENDED			
Charitable activities			
Services etc	4,097	68,186	72,283
Governance costs	<u>480</u>	<u>800</u>	<u>1,280</u>
Total resources expended	<u>4,577</u>	<u>68,986</u>	<u>73,563</u>
NET INCOMING RESOURCES	7,139	13,512	20,651
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>14,447</u>	<u>4,264</u>	<u>18,711</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>21,586</u></u>	<u><u>17,776</u></u>	<u><u>39,362</u></u>

Training Link

Balance Sheet
At 31 March 2015

		Unrestricted fund	Restricted funds	31.3.15 Total funds	31.3.14 Total funds
	Notes	£	£	£	£
CURRENT ASSETS					
Debtors	6	61	601	662	1,265
Cash at bank		<u>23,354</u>	<u>17,660</u>	<u>41,014</u>	<u>26,440</u>
		23,415	18,261	41,676	27,705
CREDITORS					
Amounts falling due within one year	7	(1,828)	(486)	(2,314)	(8,994)
		<u>21,587</u>	<u>17,775</u>	<u>39,362</u>	<u>18,711</u>
NET CURRENT ASSETS					
		<u>21,587</u>	<u>17,775</u>	<u>39,362</u>	<u>18,711</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>21,587</u>	<u>17,775</u>	<u>39,362</u>	<u>18,711</u>
NET ASSETS					
		<u>21,587</u>	<u>17,775</u>	<u>39,362</u>	<u>18,711</u>
FUNDS					
Unrestricted funds	8			21,587	14,447
Restricted funds				<u>17,775</u>	<u>4,264</u>
TOTAL FUNDS					
				<u>39,362</u>	<u>18,711</u>

The notes form part of these financial statements

Training Link

Balance Sheet - continued

At 31 March 2015

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2015.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2015 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 8 July 2015 and were signed on its behalf by:



.....
B Goring-Moore -Trustee

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. INVESTMENT INCOME

	31.3.15	31.3.14
	£	£
Deposit account interest	<u>30</u>	<u>16</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2015 nor for the year ended 31 March 2014.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2015 nor for the year ended 31 March 2014.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2015

4. STAFF COSTS

	31.3.15	31.3.14
	£	£
Wages and salaries	<u>36,461</u>	<u>37,480</u>

The average monthly number of employees during the year was as follows:

	31.3.15	31.3.14
Director	1	1
IT Coordinator	1	1
Office manager	1	1
Cleaner	1	1
Admin. assistant	<u>1</u>	<u>-</u>
	<u>5</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

5. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
At 1 April 2014 and 31 March 2015	<u>12,884</u>
DEPRECIATION	
At 1 April 2014 and 31 March 2015	<u>12,884</u>
NET BOOK VALUE	
At 31 March 2015	<u>-</u>
At 31 March 2014	<u>-</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.15	31.3.14
	£	£
Trade debtors	-	115
Other debtors	<u>662</u>	<u>1,150</u>
	<u>662</u>	<u>1,265</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.15	31.3.14
	£	£
Bank loans and overdrafts	489	601
Payments on account	-	7,500
Trade creditors	-	(1)
Taxation and social security	6	137
Other creditors	<u>1,819</u>	<u>757</u>
	<u>2,314</u>	<u>8,994</u>

8. MOVEMENT IN FUNDS

	At 1.4.14	Net	At 31.3.15
	£	movement in	£
		funds	
		£	
Unrestricted funds			
General fund	14,447	7,140	21,587
Restricted funds			
Phoenix Rising Project	977	-	977
LB Camden Voluntary & Community Sector (C&E)	-	6,750	6,750
Lloyds TSB Foundation	3,287	(1,491)	1,796
City Bridge Trust	<u>-</u>	<u>8,252</u>	<u>8,252</u>
	4,264	13,511	17,775
	<u>18,711</u>	<u>20,651</u>	<u>39,362</u>

Net movement in funds, included in the above are as follows:

	Incoming	Resources	Movement in
	resources	expended	funds
	£	£	£
Unrestricted funds			
General fund	11,716	(4,576)	7,140
Restricted funds			
Big Lottery Fund	49,177	(49,177)	-
LB Camden Voluntary & Community Sector (C&E)	17,883	(11,133)	6,750
Lloyds TSB Foundation	7,186	(8,677)	(1,491)
City Bridge Trust	<u>8,252</u>	<u>-</u>	<u>8,252</u>
	82,498	(68,987)	13,511
	<u>94,214</u>	<u>(73,563)</u>	<u>20,651</u>

[Training Link](#)

Detailed Statement of Financial Activities
for the Year Ended 31 March 2015

	31.3.15	31.3.14
	£	£
INCOMING RESOURCES		
Voluntary income		
Donations	819	375
Investment income		
Deposit account interest	30	16
Incoming resources from charitable activities		
Service programme income	4,868	3,065
Grants	<u>88,497</u>	<u>70,219</u>
	<u>93,365</u>	<u>73,284</u>
Total incoming resources	94,214	73,675
RESOURCES EXPENDED		
Charitable activities		
Staff costs	36,461	37,480
Water Rates	297	274
Insurance	595	608
Light and heat	1,466	1,784
Telephone	452	412
Postage and stationery	918	930
Advertising	4,144	2,548
Sundries	2,957	643
Computer expenses	635	689
Exam fees	1,869	1,282
Teaching	15,520	19,080
Volunteers costs	49	839
Staff Training	124	11
Subscriptions	504	696
Beneficiary costs	282	-
Cleaning	1,200	1,385
Repairs	2,285	943
Sundry	-	-
Consultants	540	-
Rates	1,374	1,342
Corporation tax	6	7
Placements	522	632
Bank charges	<u>83</u>	<u>-</u>
	72,283	71,585
Governance costs		
Accountancy	620	580
Independent examination	660	660
Bank charges	<u>-</u>	<u>92</u>
	<u>1,280</u>	<u>1,332</u>
Total resources expended	73,563	72,917

This page does not form part of the statutory financial statements

Training Link

Detailed Statement of Financial Activities
for the Year Ended 31 March 2015

	31.3.15	31.3.14
	£	£
Net Income	_____	_____
	<u>20,651</u>	<u>758</u>



Annual Report 2014–15

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Company Information

Training Link
54-56 Phoenix Road, London NW1 1ES
Charity Registration Number: 1051662
Limited Company: 3142188
Telephone: 020-7383-5405
Fax: 0871-971-2099
Email: director@traininglink.org.uk
Website: www.traininglink.org.uk

Auditors: Latham Lambourne, First Floor, East Wing, Priory Buildings, Church Hill, Orpington, Kent BR6 0HH

Adolfo Gaspar award

We are pleased to announce that the joint winners of this award for 2014–15 are Tasbin Anwar, Shakhera Akhtar, Maria Freitas and Kerry Webb. The award is given, in memory of Adolfo, who was a management committee member and trustee of Training Link until he died in November 2008, to the learner who the IT tutors consider has made the most progress during the past year.

Funders

We would like to thank the following organisations who funded us during 2014–15: The Big Lottery Fund, Lloyds Bank Foundation, the Corporation of London's charity – City Bridge Trust, London Borough of Camden Community and Third Sector team, London Borough of Camden Economic Development team through Somers Town BME Employment project BEET group, UK Online (English My Way) and Volunteer Centre Camden. We would also like to thank Camden Adult Community Learning for their support.

Management Committee & Trustees

Trustees: Brenda Goring Moore, Maya Alva, Elaine Arnold, Faize Yakup Bedirhan, Louisa Felix Stanislas (formerly known as Louisa Jean Baptiste).

Management Committee: Brenda Goring-Moore (Chair), Maya Alva (Vice-Chair), Kathleen Hayes (Treasurer), Elizabeth Ajith, Faye Barnes, Heidi Blakey (from July 2014), Colin Flower, Rosemary Maxwell (to September 2014) and Monica Wilson.

Our Annual Review is available on request from Training Link, 54-56 Phoenix Road, London NW1 1ES.

Chair's Report

Welcome to our 30th anniversary report. We celebrate the foresight and generosity of spirit of our founders who have gifted us a deeply relevant mission to provide access for those little or none. We celebrate to our continuing health as an organisation well supported by our staff team and volunteers including our trustees and management committee members. We extend our gratitude to our funders for demonstrating their continuing faith in us. But most of all we celebrate the successes and advances of our clients and their families and community who are ultimately the beneficiaries of their study, increased knowledge, skills and work.

Reflecting on the past year, we have continued our organic growth; growth in the number of people we are responding to in the face of a continuing contraction in funding for basic training and indeed limited mainstream provision for adults who need it. There continues to be a pool of adults whose education and training have been disrupted for one reason or another, be it illness, wars, migration, economic dislocation or family breakdown. Such factors often trap them, isolated in their condition; stops them achieving their potential to be independent and resourceful contributors to their families and communities. It is difficult for people with nothing to get that first step up, the most vital one to help them turn their lives round; the one step that lies between further deterioration and in the long term, the need for more expensive rescue services.

Training Link is proud to make the difference and delighted to see those first turning steps make strides as our learners become more confident in interacting, writing, speaking; become work ready, skilled IT users, acquire jobs and or go onto further training. We know how important this is to the health and wellbeing of these individuals, their families and community. That is why Training Link supports the development of our local community and remains committed with working with partners to ensure that residents benefit from the regeneration on their doorstep.

Training Link has always been and continued to be a developer of developers. We back our staff and volunteers in their own development; we are passionate about lifelong learning and enabling people at all levels to make a difference. We are proud that our management committee includes learners and are delighted to acknowledge the continuing interest and support received from our "alumni" and associates. It is perhaps the tribute to the late Adolfo Gaspar which best sums up what Training Link is about: recalling his own words about his experience of the organisation: "I first got involved as a learner ... I didn't know how to switch a computer on ... I was developing my skills... I did different courses" Adolfo became an IT teacher, and later a member of Training Link's management committee until his untimely death from cancer in 2008. So we are pleased again this year to congratulate recipients of the Adolfo Gaspar Award which Training Link inaugurated in his honour, to recognise the progress they have made in their life and learning journey.

It has been inspiring chairing Training Link in its 30th year. Long may Training Link and its community continue to inspire life enhancing changes.

Brenda Goring-Moore

Management Committee and Trustees

The Trustees met twice during the year, and the Management Committee met on five occasions. We also held the Annual General Meeting in July 2014. All meetings were quorate.

During the year, Heidi Blakey joined the Management Committee, and we invited Mary Celeste Nri and Sean Murray to attend a couple of meetings as guests prior to standing for the Committee in the future.

Director's Report

During the past year, Training Link has continued to provide training courses for a wide variety of learners. While our principal activity remains the provision of basic skills training and adult education, we are also active in the local community to highlight the issue of training and adult education provision. We work with other local groups to develop new projects for people seeking work, and aim to ensure that training is included in them.

Our aims and objectives are summarised in our mission statement: "To relieve poverty, advance education and advance employment opportunities for black and ethnic minority and socially excluded people, by facilitating access to training to enhance employment opportunities."

Objectives

Our objectives for 2014–15 were to continue to ensure that we met our targets for learners completing courses; to continue to build the Get into Catering project; to develop our ESOL (English as a Second or Other Language) programme with the funding we received from City Bridge Trust; to involve new volunteers and learners in the Adult Literacy project; to ensure that management Committee and Trustee meetings were held regularly; to secure new funding and to be involved in the local community.

Achievements

Our main funder remains the **BIG Lottery Fund** Reaching Communities programme, and that programme is the core of our activities. The main courses are:

- Level 2 Business Administration
- Level 2 Food Safety & Hygiene Certificate
- Customer Care
- Introduction to First Aid
- Touch Typing
- Listening Skills

The Business Administration course had nine learners. We had to restructure the course because only Level 2 units could be included, following a change in the regulations for these courses. Previously, two Level 1 units could be included in a Level 2 course. We included Time Management and Decision Making in place of the Filing Skills unit, and taught Excel at Level 2. We encouraged learners who had limited experience of Excel to do courses with Camden Adult Community Learning to improve their skills and knowledge before the course started. Some learners were unable to attend every class due to child care commitments, and we tried to ensure that they were given additional 1–1 support. We are currently reviewing the course to consider if any changes are required for the 2015–16 class.

The online courses in Food Safety & Hygiene, Customer Care and Introduction to First Aid continued to be popular. However, we find that the First Aid course, although a useful skill, is less immediately useful for learners applying for jobs, and it has not been included in our BIG Lottery Fund continuation bid for 2016 to 2019. Nevertheless, our partnership with Virtual College has worked very well, and the flexibility of these courses for learners has been very beneficial.

The touch typing course is mainly for beginners. The British Computer Society is withdrawing the qualification in 2015, which was useful for more experienced learners. Again, while this has been useful for learners, because we no longer run an Introduction to Computers course, we are not including this course in our new BIG Lottery bid. We expect to meet the target for the number of learners by March 2016.

The Listening Skills course for women from BME backgrounds was again very popular. We have worked for a long time with the South Sudan Women's Development Trust (previously the Sudan Women's Association) and look forward to continuing to collaborate with them in the future. The course was again facilitated by Sam Llewellyn.

Our **London Borough of Camden** funded courses continued until December 2014. We completed an Entry 2 ESOL class, which then became an Entry 3 class when the City Bridge Trust funding started in October 2014. We continued the Introduction to Computers classes, but found that some learners were booked onto the course by their keyworkers or employment advisers, but then did not turn up. Despite this, the classes were useful for those who did attend.

Our Camden Council funding also paid for the Adult Literacy project, where learners work 1–1 with a volunteer at their own pace, to develop their reading, writing, spelling and grammar skills. This project is very demanding in terms of resources, but also very rewarding for both learners and volunteers. We now have funding from **Volunteer Centre Camden** to continue this project in a smaller form, encouraging people who face obstacles to volunteering to be able to do so.

The **Get into Catering** project, funded by Lloyds Bank Foundation, continued throughout the year, and will come to a conclusion in June 2015. Again, this is a very demanding project to manage, with learners completing two online courses, doing a work placement, being given support by David Hermanstein, a very experienced employment adviser from West Euston Partnership, and other support if they get a job or job interview. The work placements at Somers Town Community Centre cafe have been very valuable in showing some learners the reality of life in a commercial kitchen, and we would like to thank the staff at the cafe and the Community Centre for their support.

We worked with the English my Way project. Although some learners undoubtedly benefitted from the project, we experienced many problems with it, and have no plans to work with the group who ran it again. Hayley Dansey worked very hard as a volunteer ESOL tutor, and I would like to thank her for her contribution to the project.

We continue to host computer classes run by **Camden Adult Community Learning** on Wednesdays. We are consulted about what courses are run; they are well attended and are very well taught by Tracey Hamilton. After some difficulties in the past, we now have a very solid relationship with Camden ACL, and Maria has attended their Adult Learning Partnership meetings.

We have continued to work with Camden Council tenants and residents associations to provide training for committees or for officers. This is funded by the Council, and as well as being beneficial for the associations also gives us new contacts throughout the borough. It is also a small additional source of income, which is always welcome.

Local activity and publicity

Brenda Goring-Moore has attended meetings about the future of the Francis Crick Institute Healthy Living Centre on our behalf. I concentrated on the Business, Education, Employment and Training (BEET) Group which met regularly during the year. It focussed on developing the Job Hub at Somers Town Community Centre, and we worked regularly with Julia Marcus, the Hub's employment adviser. The Employment project also funded an accredited Internet & Email course at Training Link. Although the course was initially well attended, some learners found doing three units at once very challenging, and we would probably not run the course in this format again.

I also attended some meetings about the 'Big Local', a BIG Lottery funded project which aims to bring funding to deprived communities which often do not receive as much funding as they should. This project requires a group of local residents to co-ordinate and support it. However, there have been various difficulties in establishing this, which is disappointing. I attended a number of meetings about this, and will continue to support this as the need arises.

Our Open Days at the start of term continue to be successful. We leaflet the local area, now have a network of local groups, employment advisers, hostel key workers etc who are also sent leaflets, and we put an advert in the *Camden New Journal*. We also attended the Choices Days organised by Camden Adult Community Learning, various employment and volunteering fairs, and any other events where we felt that we could meet new learners.

People and partnerships

The Management Committee and Trustees play a crucial part in the life of Training Link. During the past year, Heidi Blakey has joined the Management Committee, and we are hoping to recruit a couple of new members in 2015–16. No one left from the staff team during the year; and we benefitted from Natalia Rahman joining us to provide additional administrative support, which was very valuable. I would also like to thank Chris Carr for continuing to provide high level ESOL teaching, and Sean Kelly for teaching Excel on the Business Administration course.

Our volunteers are also very valuable for us. Nana Amma has worked with Natalia and me to bring our filing up to date, and ensure that it matches our database of learners. Sally Holroyd has done some very valuable work preparing our 30th anniversary event and contributed her HR experience to some policy work.

Keith Edwards did some excellent computer maintenance for us. The IT Learning Assistants continue to contribute a great deal to the Tuesday afternoon drop-in sessions. Volunteering will always be important for us, and we used the revamped Do-It website to recruit most of our volunteers.

The partnerships we are involved with are listed elsewhere in this report. Most are either local to Somers Town, or the borough of Camden. We also have longstanding partnerships with course providers, such as NOCN and Virtual College. One that will come to an end at the end of 2015 is with the British Computer Society. Although we have had some very enthusiastic learners who have done ECDL, there has been a gradual decline in the numbers. Taking that into account, and the dropping of the E-Type typing course, the Management Committee have decided that we will no longer affiliate to BCS after the end of 2015, due to the cost compared to the fees we receive from ECDL.

Facilities and fundraising

We continue to care for our building, and ensure that the basic servicing is kept up to date. We had our five-yearly electrical installations inspection this year, which led to work to fit a new fuse box and other minor repairs. We carry out a quarterly health and safety inspection. Both Maria and I have First Aider qualifications which are up to date.

We continue to raise some funds through regular donations and other small-scale fundraising initiatives. While these are always welcome, and we have done some work to promote them, our main funding will always come from trusts and funders. During 2014–15 we initiated applying for a three-year continuation grant for our BIG Lottery funding, and that is crucial to our future.

There is an ongoing demand for our services. In these hard times we shall continue to strive to equip local people with new qualifications and skills to help them develop their potential to the full.

Peter Lush

Projects and courses

Get into Catering

This project started in June 2013, and was funded for two years by the Lloyds Bank Foundation. It offers support to learners who are looking for work in catering or other food related work. Learners do the Food Safety & Hygiene and Customer Care courses, and then can receive employment advice, do a voluntary work placement and receive other support if they get an interview for a job. I would like to thank Lloyds Bank Foundation for their support.

Maria Trimikliniotis has organised the project, including booking participants in for the courses, arranging the work placements and employment advice sessions. That a complex project has generally run smoothly is very much to her credit.

The targeted employment advice and help in drawing up a CV is provided by David Hermanstein from West Euston Partnership. We are fortunate to have been able to involve such an experienced employment adviser. Each participant can have up to four sessions of employment advice. Most of the participants are from Camden, with a few from neighbouring boroughs.

The placements offer experience for learners who do not have any experience of catering in a commercial context. To provide them, we have a partnership with Somers Town Community Centre, who run a community cafe round the corner from Training Link. Most participants go for just a week. I would like to thank Frances Holloway (the Community Centre's deputy director), Nicola and Elizabeth at the cafe for all their help and support with the placements. The target for the project is 50 participants, and we have achieved that figure. We are currently doing a survey of learners for the project final report which is due in July 2015. Nine participants did work placements in 2014–15; there were 65 employment advice sessions in 2014–15, which included helping people develop their CVs.

From the survey, one learner said that he "Found the project very helpful; employment advice excellent" and the Training Link staff were "Very friendly ... very helpful". Another said "I think the project was helpful to me in order to do the Food Hygiene certificate and have the chance to do a one week work placement to see how it feels to work in this industry. Also how flexible it was with my other duties."

We are incorporating some of our experience from this project into our new Big Lottery funding bid, and hope to continue this type of project in the future.

Adult Literacy

Until the end of December, the Adult Literacy project was funded by the London Borough of Camden. It continued to be a very demanding project to run, with both learners and volunteers needing support. We developed a new assessment tool for learners so that we can provide their volunteer tutor with appropriate teaching materials.

We had the opportunity to develop some training material for volunteers working with Maxine Burton, one of our volunteers who has a great deal of experience in English and ESOL teaching. Sadly this was cut short when she had to move out of London, but it was still valuable working with her, and a guidance document for volunteers was produced from this work.

In January 2015, the funding switched to the Volunteer Centre. The emphasis of their funding is to encourage volunteering by people who find it difficult to volunteer. Volunteers on the project must have family, caring or child care responsibilities, which has restricted the numbers. However, we have recruited six volunteers so far. There is an ongoing demand for this service, and we have included it in our new BIG Lottery funding bid. Maria has also run this project, and done some work promoting the Six Book Challenge (a national project to read six books or articles) which links with it and the Reading Group we are setting up.

ESOL and Beginners English

Our previous ESOL programme, funded by the London Borough of Camden finished in July 2014. Our Entry 2 class was successful, with 11 learners completing the course.

We then received funding in October 2014 for a three year ESOL programme from City Bridge Trust. We started an Entry 3 class, based around the 2013–14 Entry 2 group, and also recruited some new learners.

However, because the funding started after the beginning of the academic year, we were unable to recruit enough learners for our planned Entry 1 class for it to be viable. We agreed with the funders to postpone this class until later in the project.

Chris Carr continues to teach all our ESOL classes, and works very well with the wide diversity of learners who participate in the classes.

We also received funding from the English My Way project. This was national government funding administered by UK Online. We experienced various difficulties with this project, which was aimed at learners who were at 'pre-entry' level. However, those learners who did attend benefitted from the classes, and we were able to refer some other learners to ESOL classes. Some of the learners should also join a future Entry 1 class. A volunteer, Hayley Dansey, taught the class, and handled it very well. She has completed the CELTA ESOL teaching qualification and the classes gave her valuable teaching experience.

IT courses

We received funding to run an Internet and Email course from the Somers Town BME Employment Project. The course was taught by Nelly Pineda, and was an NOCN accredited course. The structure of the course involved the learners studying three units, which proved to be quite challenging for some of them, and the course had to be continued into the next term to give them time to complete it. If we receive funding in the future for this area of work, we will make it simpler to run, maybe just focussing on the Internet or on Email.

ECDL: We continue to have a small number of ECDL learners. They study through distance learning and usually work very hard. We also had a couple of learners who came to us having completed part of the course and were able to finish it with us. However, the MC now considers that the cost of affiliation to the British Computer Society, £500 per annum, is no longer justified given that this will be the only course we will offer from BCS, and we will not re-affiliate in January 2016.

Introduction to Computers: Nelly taught this course for two terms, but often the attendance was not as high as we hoped. Once learners started they benefitted from the course, but some were encouraged to apply by their support workers and did not actually materialise. Again, we will not run this course in the immediate future, but will offer support to beginners at our weekly Drop-in sessions.

Peter Lush

Partnerships

Local partnerships

Age UK Camden
Arlington House (One Housing Group)
Basement Dance Studio
Broadway St Mungo's
Camden Adult Community Learning
Elfrida Rathbone Camden
Hopscotch Asian Women's Centre
Islington Working for Parents
London Borough of Camden (Tenant & Leaseholder Engagement Team)
London Borough of Camden (Voluntary & Community Sector)
New Horizon Youth Centre
Origin Housing Group
Our Camden
Regent High School
Single Homeless Project
Somers Town Community Centre
Somers Town Neighbourhood Forum Business, Education, Employment & Training Group
South Sudan Women's Development Trust
Surma Centre
University College London Union – Volunteering Services Unit
Voluntary Action Camden
Volunteer Centre Camden
West Euston Partnership
Working Men's College

National partnerships

BIG Lottery Fund
British Computer Society
Charity Evaluation Services
City Bridge Trust (Corporation of London)
Lloyds Bank Foundation
London Training & Employment Network
National Open College Network
Supporting Relationships and Families (SRF)
St Giles Trust
UK Online

Camden Adult Community Learning courses

Tracey's courses on Wednesdays at Training Link continue to be very popular with our learners. Tracey looks back on some learners' achievements over the past year: "Kerry Webb has successfully completed and achieved all my MS Word courses, over the last two terms. I am nominating her for the ACL award which will be given to her at the British Library ACL Learner Celebrations Event. She also has a positive attitude to learning and progress, and always helps other people in my classes.

Layne Comarasawmy has made very good progress with building his community music website from scratch that is actually going to be published. Samantha Gardner progressed very well in the classes and developed a great PowerPoint Presentation. Delia Luz Cardona really worked hard to learn MS Office skills and showed very good progress in class.

Nahma Aden Mohamed is learning MS Office Word and Excel and although she was new to the programmes in the beginning, has shown great determination and picks up skills really quickly."

Course statistics

Big Lottery Fund courses

Business Administration	9 learners
Food Safety & Hygiene	48 learners
Introduction to First Aid	42 learners
Customer care	30 learners
Listening Skills	8 learners
Touch Typing	14 learners

LB Camden Voluntary & Community Cohesion & Equality courses

Adult Literacy (To Dec 2014)	20 learners
ESOL Entry 2 (To July 2014)	12 learners
Introduction to Computers (To Dec 2014)	14 learners

City Bridge Trust ESOL class

ESOL Entry 3	11 learners
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English my Way

20 learners participated in the project.

Lloyds Bank Foundation Get into Catering project

30 learners registered for the second year of the project. 26 of them completed the Food Safety & Hygiene course. 18 completed the Customer Care course. They all received employment advice and support on developing their CVs.

Volunteer Centre Camden Adult Literacy project

Six learners were involved in the project from January to March 2015.

Camden Adult Community Learning courses

Tracey Hamilton teaches these courses. The following were run at Training Link:

Summer term 2014:

Introduction to PowerPoint
Digital Cameras and image editing for beginners
Create your first website

Autumn term 2014:

Introduction to Word
Introduction to Spreadsheets
Desktop Publishing with Word

Spring term 2015:

Introduction to PowerPoint
Excel - Next Steps
Create your own website

Free Internet cafe and Drop-in

These sessions were held each week on Tuesday afternoons. Between five and 10 learners attend, and are supported by Nelly Pineda and IT Learning Assistant volunteers.

Financial Information

Income:

Our main sources of income in 2014–15 were from the Big Lottery Fund, L.B. Camden (VCS), English My Way, City Bridge Trust, Lloyds Bank Foundation and Volunteer Centre Camden.

Other income came from course fees for ECDL, donations, room hire and providing training for Camden Council tenants and residents associations.

Expenditure:

The main items of expenditure were: Staff salaries, Course costs, including freelance tutors, Publicity and Maintenance & repairs.

Overall, we have made a small surplus from this year's activities.

We transferred our reserve fund to a bank that paid a better rate of interest, and are putting a small monthly payment into our reserve fund to ensure that it keeps up with inflation.

We would like to thank everyone who has made donations to Training Link over the past year.

Training Link was founded in 1985 as Women's Training Link. Thirty years on, we are still working to fulfil our mission statement:

“To relieve poverty, advance education and advance employment opportunities for black and ethnic minority and socially excluded people, by facilitating access to training to enhance employment opportunities.”

You can support our work by:

- Becoming a volunteer on one of our projects – contact us via our website.
- Making a donation – see our website for access to the MyDonate facility, or email director@traininglink.org.uk for information about setting up a monthly donation.
- Supporting us when you shop on line, by registering to support Training Link with www.easyfundraising.org.uk

www.traininglink.org.uk