

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 2016
for Training Link

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

[Training Link](#)

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Training Link

Report of the Trustees
for the Year Ended 31 March 2016

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 2016. 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 Stanislas
M F F 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 2016

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

A handwritten signature in black ink, appearing to read 'B Goring-Moore', written over a dotted line.

B Goring-Moore - Trustee

I report on the accounts for the year ended 31 March 2016 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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21 July 2016

Statement of Financial Activities
for the Year Ended 31 March 2016

	Notes	Unrestricted fund £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		498	-	498	819
Investment income	2	80	5	85	30
Incoming resources from charitable activities					
Training fees		2,763	-	2,763	19,346
Services etc		500	68,684	69,184	73,919
Room hire		-	-	-	100
Total incoming resources		3,841	68,689	72,530	94,214
RESOURCES EXPENDED					
Charitable activities					
Services etc		3	62,575	62,578	72,283
Governance costs		-	1,240	1,240	1,280
Total resources expended		3	63,815	63,818	73,563
NET INCOMING RESOURCES BEFORE TRANSFERS					
		3,838	4,874	8,712	20,651
Gross transfers between funds	8	9,560	(9,560)	-	-
Net incoming/(outgoing) resources		13,398	(4,686)	8,712	20,651
RECONCILIATION OF FUNDS					
Total funds brought forward		21,587	17,775	39,362	18,711
TOTAL FUNDS CARRIED FORWARD		34,985	13,089	48,074	39,362

Training Link

Balance Sheet

At 31 March 2016

	Notes	Unrestricted fund £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
CURRENT ASSETS					
Debtors	6	-	-	-	662
Cash at bank		<u>36,154</u>	<u>13,086</u>	<u>49,240</u>	<u>41,014</u>
		36,154	13,086	49,240	41,676
CREDITORS					
Amounts falling due within one year	7	<u>(1,166)</u>	-	<u>(1,166)</u>	<u>(2,314)</u>
NET CURRENT ASSETS		<u>34,988</u>	<u>13,086</u>	<u>48,074</u>	<u>39,362</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>34,988</u>	<u>13,086</u>	<u>48,074</u>	<u>39,362</u>
NET ASSETS		<u><u>34,988</u></u>	<u><u>13,086</u></u>	<u><u>48,074</u></u>	<u><u>39,362</u></u>
FUNDS					
Unrestricted funds	8			34,988	21,587
Restricted funds				13,086	<u>17,775</u>
TOTAL FUNDS				48,074	<u><u>39,362</u></u>

The notes form part of these financial statements

Training Link

Balance Sheet - continued
At 31 March 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 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 January 2015).

The financial statements were approved by the Board of Trustees on 18 / 7 / 16 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

	31.3.16	31.3.15
	£	£
Deposit account interest	85	30
	<u> </u>	<u> </u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015 .

4. STAFF COSTS

	31.3.16	31.3.15
	£	£
Wages and salaries	36,140	36,461
	<u> </u>	<u> </u>

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

	31.3.16	31.3.15
Director	1	1
IT Coordinator	1	1
Office manager	1	1
Cleaner	1	1
Admin. assistant	1	1
	<u> </u>	<u> </u>
	5	5
	<u> </u>	<u> </u>

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

5. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
At 1 April 2015 and 31 March 2016	12,884
	<u> </u>
DEPRECIATION	
At 1 April 2015 and 31 March 2016	12,884
	<u> </u>
NET BOOK VALUE	
At 31 March 2016	-
	<u> </u>
At 31 March 2015	-
	<u> </u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Other debtors	-	662
	<u> </u>	<u> </u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Bank loans and overdrafts	-	489
Taxation and social security	2	6
Other creditors	1,164	1,819
	<u> </u>	<u> </u>
	1,166	2,314
	<u> </u>	<u> </u>

8. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	Transfers between funds £	At 31.3.16 £
Unrestricted funds				
General fund	21,587	3,841	9,560	34,988
Restricted funds				
Phoenix Rising Project	977	-	-	977
Volunteer Centre Camden	6,750	(3,496)	(3,254)	-
Lloyds TSB Foundation	1,796	(491)	(1,305)	-
City Bridge Trust	8,252	1,374	(5,001)	4,625
NatWest Bank Skills & Opportunities Fund	-	7,484	-	7,484
	<u>17,775</u>	<u>4,871</u>	<u>(9,560)</u>	<u>13,086</u>
TOTAL FUNDS	<u><u>39,362</u></u>	<u><u>8,712</u></u>	<u><u>-</u></u>	<u><u>48,074</u></u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	3,841	-	3,841
Restricted funds			
Big Lottery Fund	49,826	(49,826)	-
Volunteer Centre Camden	2	(3,498)	(3,496)
Lloyds TSB Foundation	-	(491)	(491)
City Bridge Trust	11,377	(10,003)	1,374
NatWest Bank Skills & Opportunities Fund	7,484	-	7,484
	<u>68,689</u>	<u>(63,818)</u>	<u>4,871</u>
TOTAL FUNDS	<u><u>72,530</u></u>	<u><u>(63,818)</u></u>	<u><u>8,712</u></u>

Training Link
Detailed Statement of Financial Activities
for the Year Ended 31 March 2016

INCOMING RESOURCES

Voluntary income

Donations	498	819
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Investment income

Deposit account interest	85	30
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Incoming resources from charitable activities

Service programme income	2,763	4,868
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Grants	69,184	88,497
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	71,947	93,365
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Total incoming resources	72,530	94,214
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RESOURCES EXPENDED

Charitable activities

Staff costs	36,140	36,461
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Water Rates	216	297
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Insurance	472	595
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Light and heat	1,450	1,466
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Telephone	466	452
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Postage and stationery	1,672	918
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Advertising	1,954	4,144
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Sundries	840	2,957
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Computer expenses	608	635
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Exam fees	4,181	1,869
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Teaching	11,105	15,520
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Travel	240	-
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Volunteers costs	121	49
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Staff Training	-	124
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Subscriptions	-	504
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Beneficiary costs	53	282
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Cleaning	140	1,200
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Repairs	1,062	2,285
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Sundry	-	-
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Consultants	360	540
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Rates	1,406	1,374
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Corporation tax	-	6
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Placements	-	522
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Bank charges	92	83
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	62,578	72,283
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Governance costs

Accountancy	580	620
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Independent examination	660	660
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	1,240	1,280
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Total resources expended	63,818	73,563
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Training Link

Net income

8,712

20,651



Annual Report 2015–16

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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

Independent Examiners: 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 2015–16 are Hajana Kamara, Eugenia Adjei and Priscilla Domingo. 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 2015–16: The Big Lottery Fund, Lloyds Bank Foundation, the Corporation of London’s charity – City Bridge Trust, London Borough of Camden Communities team, The Fitzdale Trust, NatWest Skills and Opportunities Fund, Origin Housing Group and Volunteer Centre Camden. We would also like to thank Camden Adult Community Learning for their support.

Management Committee and Trustees

Trustees: Brenda Goring Moore, Maya Alva, Elaine Arnold, Faize Yakup Bedirhan, Louisa Emillien Felix Stanislas.

Management Committee: Brenda Goring Moore (Chair), Maya Alva (Vice-Chair), Kathleen Hayes (Treasurer), Elizabeth Ajith, Faye Barnes, Heidi Blakey, Colin Flower, Sally Holroyd and Monica Wilson.

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

Chair's Report

It could be said that every ending heralds a beginning. We ended last year with a rousing AGM as we celebrated 30 years of service to our community here in Somers Town and in Camden. Rousing because we were able through our joint working and valued networks, to secure and showcase a community choir and local band both appearing in public for the first time. And how they played and sung for us. I hope their appearance for us gives them wings as they were both entertaining and a great pleasure to listen to, a fitting way to say 'thank you' to all who supported us through the years, past learners and their families, all those who joined us in networking and eating the lovely cake baked for us. And so it's that time again a quieter time as we move to the next 30.

It gave us an opportunity to commit anew to ensuring a lasting legacy of support for our community. To that end we have maintained our links with Camden to ensure that they are always aware of the needs of our learners and their families. I was delighted to receive a certificate of recognition for my contribution as a volunteer. But we never forget that any contribution to Training Link is effectively a contribution to the wider locale of Camden. We were also pleased to welcome the Lady Mayor and the Deputy Lieutenant (Camden) on their round of visits to charitable organisations in the borough.

Apart from continuing our work with learners, a major part of our focus this year has been on funding and new partnerships. To this end we welcome the trust shown in us by NatWest Bank, our newest funding partner. The director and I were pleased to go along to the South Bank to meet their representatives and other recipients who like us are working across the country to make a difference, however small, to the communities around us. The funds they have awarded us will go to help people into work in areas of demand locally.

This year has also seen work with our partners in the Crick Consortium come to fruition when the consortium was awarded the contract to run the community's Healthy Living Centre located in the World class building, a monument to the work of Sir Francis Crick, in Kings Cross. The powerful inter-connectedness of learning, work and health has been recognised. Our work and experience over time bears this out. So the centre is an important addition to the community's efforts to be a strong and vibrant place to live, learn, work and play. We are thankful to our partners in the consortium for their hard work particularly Sarah Elie who knitted things together and was a key part in our successful bid and will be in the work of the coming months in preparation for the launch of the centre next year.

I want to say 'thank you' to our Trustees and Management Committee members who have supported the organisation over the year; to our Director, staff and volunteers who have done a great job keeping things on track. Most of all I offer my congratulations to our learners and their families on their success with us. Special congratulations to our joint winners of the Adolfo Gaspar Award, his was a special talent that Training Link were privilege to help discover in his role as learner, as tutor and finally as member of our Management Committee. I hope your success at Training Link this year is just the start for you in discovering your special talent. Be the best that you can be.

Brenda Goring Moore
July 2016

Management Committee & Trustees

The Management Committee and Trustees met regularly. We recruited two new members, Mary Celeste Nri and Sally Holroyd. However, Mary had to resign in July 2015 for personal reasons. We are currently looking for one or two male MC members to make the committee more representative. I would like to thank all the Management Committee members and Trustees for their input into Training Link.

Support our work

Training Link was founded in 1985 as Women's Training Link. Over 30 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

Director's Report

In July 2015 we celebrated our 30th anniversary. We had a musical evening with the Somers Town Choir and Camden Community Blues. Unfortunately, it clashed with a strike on the Underground, but was still well attended and enjoyed by everyone who came. Both the choir and the band were performing in public for the first time, and everyone enjoyed their performances. We would like to thank them for entertaining us, the Goldington Estate TRA for letting us use their hall for free, Sally Holroyd for organising the event, Frances Shank from Origin HG for putting us in contact with the choir and band and Kathy Pykett for making a wonderful cake.

We also took the opportunity to recognise some of the dedicated work that our volunteers and staff do. People who received awards included Louisa Emillien Stanislas, our founding director, Brenda Goring Moore, who has served us for many years, Nana Amma, a very loyal and hard-working volunteer, Tracey Hamilton who has taught classes at Training Link for Camden Adult Community Learning for over 10 years and Sally Holroyd, who organised the event.

We continued to provide a variety of courses for the local community. Some learners only come once to do an online course, others come every week to do an English course or Business Administration. The feedback we get from our learners is very positive. They like the small classes and support that is available to them at Training Link, which they feel they would probably not receive in the same way at a larger institution. We also work in the local community and in Camden promoting adult education and training.

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 in 2015–16 were to continue to ensure that we met our targets for learners completing courses funded through our Big Lottery grant; to continue and develop our ESOL programme funded by City Bridge Trust and to continue our Adult Literacy programme and Reading Group, funded by Volunteer Centre Camden and Origin Housing Group respectively. We also wanted to ensure that the Trustees and Management Committee met regularly; to secure new funding and to remain involved in activities in the local community.

Achievements

Our main funder for 2015–16 was the BIG Lottery Fund Reaching Communities programme. The courses funded were:

- Level 2 Business Administration
- Level 2 Food Safety & Hygiene (online)
- Customer Care (online)
- Introduction to First Aid (online)
- Computer & keyboard skills
- Listening Skills

The details of these courses are covered in the Projects and Courses section of this report. After reviewing the Business Administration course, we felt that in future we should change the format of the course to allow us to tackle particular topics in more depth. We also believe that there is potential demand for a Level 1 version of the course. This could act as a feeder course for learners to move onto Level 2, but could also be useful for learners in its own right. It could prepare people for receptionist roles, including a module on this area of work.

For the online courses, we were funded both by the BIG Lottery grant and the Fitzdale Trust. There is an ongoing demand for the Food Safety & Hygiene course, which is an important part of preparing people for work in the catering and food retail industries. Customer Care and First Aid were both popular. There is a demand for more specialist vocational courses, particularly in the hospitality sector, and we hope to provide these in the future.

The ESOL (English as a Second or Other Language) courses we run are funded by City Bridge Trust. This grant continues until 2017, and gives learners a chance to progress. For 2016–17 we are planning for our current Level 1 group to move to a Function English Level 2 course, funded by the NatWest Skills and Opportunities Fund. The City Bridge Trust funding will pay for courses at Entry 2 and Entry 3, providing a progression route for the learners in our current Entry 1 and Entry 2 classes. We held the Entry 2 class at Conway House in Kilburn, a hostel for homeless men run by Sapphire Independent Housing. I would like to thank the staff there, in particular Gosia Glinska, for their support.

The Adult Literacy project continued until December 2015, funded by Volunteer Centre Camden. Both learners and volunteers benefitted from the project, and we hope to run this again in the future, although it is very demanding in terms of staff resources. We also ran a Reading Group, which met regularly for around six months, funded by Origin HG.

The Get into Catering project continued until the end of June 2015. This included running a couple of Starting Work workshops, and learners completing online courses. Overall, this project was successful. Some learners found work, others got professional catering experience through the work placements at Somers Town Community Centre café.

Training Link

We continued our long term partnership with Camden Adult Community Learning. I was also involved in a working group to develop the Choices Day that they run each year in July. We were also represented at Camden Adult Learning Partnership events.

We continued to provide training for some Camden Tenants and Residents Associations, through the Council's Tenant and Leaseholder Engagement team. This has the benefit of putting us in contact with residents throughout the borough.

Local activity and publicity

As well as the activities listed in the Diary section of this report, Brenda Goring Moore represented us at the Living Centre Consortium meetings. I am pleased to say that the Consortium's bid was successful, and the Living Centre will open in 2016–17. A considerable amount of time has been spent on this, first by me with the Working Group, and then by Brenda in developing the Consortium. It is satisfying to see that the Living Centre will be run by groups with a long history of work in the Somers Town area.

I attended the Somers Town Business, Education, Employment & Training (BEET) meetings and various meetings organised by Big Local – now known as Somers Town Futures. The latter group experienced various problems, but has now developed a stable committee with the support of the Big Local consultant, John Ord. We hope to continue to work with both groups in the future.

Funding

A great deal of work went into our bid for three more years funding from the BIG Lottery Fund Reaching Communities programme, and it was extremely disappointing that we did not receive approval for the bid. While we are currently financially viable, having made one member of staff redundant, and reduced the hours of another, securing funding remains our top priority. However, with the cuts to local authority funding, more and more groups are approaching trusts and foundations, as well as the BIG Lottery Fund. This makes bidding for funds very competitive, with larger groups having the advantage of using professional bid writers.

However, we continue to make other bids regularly. We are also looking for more support in this work. We are trying to find other sources of income and use our building more effectively to produce more income.

Staff

After having a stable staff team for some years, two members of staff left at the end of March 2016. Maria Trimikliniotis joined Training Link in April 2011 as Office Manager. The post developed in her time with us, particularly when she took over running the Adult Literacy Project and the Reading Group. She also did a lot of work on the online courses, arranging for learners to come in, and following up people who did not keep their appointments. Maria contributed a lot to Training Link and it was with great regret that she had to leave us. However, her post was fully funded by the BIG Lottery and the funding ended. We would like to thank her for all her work for us.

Natalia Rahman originally came to Training Link as a volunteer. She was given a short-term contract to do the administration on the English My Way project. When this finished, we kept her on to do other administrative tasks. Her contract expired at the end of March 2016. Natalia had found another job in retail and we would like to thank her for her hard work at Training Link.

I would like to thank both of them for their contribution. I would also like to thank Nelly Pineda, Chris Carr and Kim Cooper for all their hard work. Tom Benson does a very good job as our Internal Verifier for the NOCN courses, and while Tracey Hamilton is employed by Camden Adult Community Learning she is also an important part of the team at Training Link.

Volunteers

Our chair, Brenda Goring Moore, was nominated for an Award from Camden at their event to recognise volunteers. She didn't 'win' in that category, but was given a certificate in recognition of her contribution to Training Link and Camden.

Our volunteers are very valuable to us. Without them we could not have run the Adult Literacy Project. Nana Amma is our most long-serving volunteer, and comes each week to help with the office administration. We were pleased to be able to recognise her input to Training Link when we gave her an award at our 30th Anniversary celebration.

Partnerships

Our partnership work is very important to us. As a small organisation it gives us the chance to have an input into larger projects, such as the Living Centre and the Somers Town Job Hub. Another new initiative in 2015–16 was working with Conway House and the Sapphire Independent Housing staff.

We withdrew from membership of the British Computer Society after many years membership. At £504 for a year, we could not cover the costs without increasing our fees for ECDL enormously, which then would have made us uncompetitive compared to other centres.

Facilities and fundraising

Our building is in fairly good condition. We did two sessions of painting during the year, and will probably organise another one this summer. We have bought some new chairs, including two for the office. We are slowly getting more interest in other groups hiring our rooms, which could be an important source of income in the future.

We raise some funds through small regular donations, and through the 'Easyfundraising' website, where people register, and when they shop on line a small percentage of what they have spent goes to Training Link. For this to have any real effect on our finances we would need to get more people involved, but the money raised is still useful for us. Thanks as well to everyone who supports us through monthly donations.

We are working hard to attract more funding, and are approaching a variety of trusts and foundations. We are doing this systematically and regularly, but – as outlined above – competition is very tough.

Peter Lush

June 2016

Projects and courses

Level 2 Business Administration

We made some changes to the Business Administration course. We dropped the Time Management module, and replaced it with Employment Rights and Responsibilities. We had found that the Time Management course was a bit abstract for the learners as most did not have the sort of work experience where it is useful, although similar skills are used in raising a family and running a home.

Unfortunately, Easter was very early this year, which made the spring term only 10 teaching weeks. It was therefore very difficult to develop the Employment Rights & Responsibilities module because it had to be taught in six weeks. It was not possible, for example, to do role plays or similar activities. This meant that the course had too much emphasis on contracts and procedures, something we hope to change when we teach it again.

Excel at Level 2 is also very demanding, including functions and procedures that are rarely used in day-to-day work. Again, it was a struggle to complete all the course work in 10 weeks, and extra sessions were arranged for learners who missed classes.

We had a tutors meeting at the end of the course, and decided to recommend to the Management Committee that in future we would run Business Administration courses with less modules, both at Level 1 and Level 2. This would mean we could go into the topics in more depth, and develop learners' understanding of them.

We originally recruited 15 learners for the course. Of these, five left the course because they got jobs, and another dropped out for health reasons. Eight learners passed the course, which was disappointing given the numbers that we had recruited.

English as a Second or Other Language

The Entry 3 class that started in October 2014 concluded successfully in July 2015. For the 2015–16 academic year, we ran three classes: Entry 1, Entry 2 and Level 1. Attendances at the classes were fairly consistent, and we hope that many of the learners will move onto the next level in 2016–17.

Online vocational courses

These courses, which are provided by Virtual College, continued to be popular. Food Safety & Hygiene, in particular, is much in demand. Some of the learners who did this course went on to volunteer in a community café as a next step towards finding work. Other learners found work very quickly once they had this qualification.

The Customer Care course was also popular. The training it provides is applicable to a wide variety of jobs, including reception, retail and call centre work. We received additional funding during the year from the Fitzdale Trust for these courses.

We continued to offer the Introduction to First Aid course. While this is a useful – and important – life skill, it does not lead directly to employment and was less in demand. We will use up all the courses we have left, but do not plan to offer this course again in the future. We are looking to offer a wider variety of online vocational courses, particularly for work in the hospitality industries, along with those aimed at care and health work funded by the NatWest Skills and Opportunities Fund.

The flexibility of these courses works very well for our learners. They can do the course in one day, or come a number of times to complete it. They can work at their own pace, and immediately being given a certificate when passing the course makes them more confident in their own abilities.

Adult Literacy

This project was funded by Camden Volunteer Centre until December 2015. We achieved the target in recruiting volunteers, and recruited some others because of the demand by learners. The project needs a lot of staff resources to manage, and was run by Maria Trimikliniotis. We are not planning to run it again in the immediate future, but may return to it in the future if we have the staff resources for it.

Training Link

Reading Group

This project was funded by Origin Housing Group's Community Development department, and the group met at Basil Jellicoe Hall on Drummond Crescent, near Training Link. We hoped to find a volunteer to co-ordinate the group, but this did not happen, so Maria ran it. The learners who did attend enjoyed it, and some also took part in the Six-Book challenge. We were supported in this by Camden Council's libraries, who provided some books.

Maria also organised for the group to do a walk around Somers Town, guided by Bob Boyton, who is a local author.

Listening Skills

We were unable to hold this course at Abbey Community Centre in June and July as we had done in previous years, so ran it at Training Link in September and October. The women who attended enjoyed it. We had planned to develop an 'Empowering Women' course as a follow-up, but this was part of our bid that was not funded by the BIG Lottery. We hope to return to this in the future.

Computer Skills group and ECDL

We continued to run the Computer Skills group. This is aimed at learners who can use particular programmes, such as Word or Excel, but want to improve their skills, often for a particular project such as developing a CV. We also offer support to learners who want to improve their typing skills. Although the numbers are not huge, we believe that this class does serve a useful purpose. The group is run by our IT Co-ordinator, Nelly Pineda.

Three learners completed ECDL during the year. Because of the small numbers we decided to withdraw from membership of the British Computer Society, and therefore ceased to offer ECDL after December 2015. It was with some regret that we made this decision, but the annual membership fee of £504 did not justify continuing in membership with such small numbers completing ECDL.

Camden Adult Community Learning Computer courses

We continued to work in partnership with Camden Adult Community Learning to run computer courses on Wednesdays. The courses are ably taught by Tracey Hamilton, who is a very popular tutor. Classes this year included Create Your Own Website, Word, Excel, PowerPoint and Introduction to I-Pads and I-Phones. This was the first time we had run this course, and it was mainly attended by older men, who are usually a difficult group to recruit.

Camden also upgraded the computers and internet link during the year, which made them much faster for learners to use.

Partnerships

Local partnerships

Age UK Camden
Arlington House (One Housing Group)
Broadway St Mungo's
Camden Adult Community Learning
Hopscotch Asian Women's Centre
Living Centre Consortium
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
Sapphire Independent Housing
Single Homeless Project
Somers Town Community Association & Somers Town Community Centre
Somers Town Futures (Big Local)
Somers Town Neighbourhood Forum Business, Education, Employment & Training (BEET) Group
South Sudan Women's Skills Development
Surma Centre
University College London Union – Volunteering Services Unit
Voluntary Action Camden
Volunteer Centre Camden
West Euston Partnership
Working Men's College

Training Link

National partnerships

BIG Lottery Fund
British Computer Society (to December 2015)
City Bridge Trust
Lloyds Bank Foundation
National Open College Network
NatWest Skills and Opportunities Fund
Small Charities Coalition
Supporting Relationships and Families (SRF)
St Giles Trust
UK Online
Virtual College

Course statistics

Big Lottery Fund courses

Business Administration	8 learners
Food Safety & Hygiene	48 learners
Introduction to First Aid	21 learners
Customer care	18 learners
Listening Skills	5 learners
Computer skills & Typing	5 learners

City Bridge Trust ESOL class

ESOL Entry 1 8 learners
ESOL Entry 2 10 learners
ESOL Level 1 8 learners

Volunteer Centre Camden Adult Literacy project

12 learners were involved in the project from April to December 2015. They were supported by volunteers working with them one-to-one once a week.

Camden Adult Community Learning courses

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

Summer term 2015:

Introduction to Excel
Word – Next Steps
Create your first website

Autumn term 2015:

Excel – Next Steps
Word – Skills for work and life
Introduction to using the Internet & Email

Spring term 2016:

Create your own website
Word – Next Steps
Introduction to using iPads and iPhones

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 total income for 2015–16 was £72,530. This was made up of £68,689 in grant or project funding and £3,841 in other income.

Expenditure:

Our expenditure for 2015–16 was £63,818. Some funding is carried forward to 2016–17.

Our total funds at the end of 2015–16 were £48,074, of which £13,086 is restricted funding for specific projects.

Our biggest funders for 2015–16 were the Big Lottery Fund, City Bridge Trust and NatWest Skills and Opportunities Fund, although all of the latter was brought forward to 2016–17 because the work on the project started in April 2016.

The biggest item of expenditure was staff costs at £36,140, although this was a small reduction from the previous year. Other large items were tutors, exam fees, advertising, postage & stationery and light & heat.