

V-BASE TRAINING INFORMATION

V-Base training gives you information on how to use and make the most of our volunteering management software V-Base and how to advertise your volunteering opportunities on www.do-it.org.uk.

The training covers:

- Introduction to YouthNet and do-it.org.uk;
- How to log-in and navigate V-Base;
- How to do the data entry for volunteers, opportunities and organisations;
- How to advertise your opportunities on www.do-it.org.uk;
- How to import volunteer applications;
- How to use reports, mail merge, activity log, filters and pivot tables so you can manage your volunteers and opportunities more effectively;
- Q&A.

Requirements to attend the training

In order to attend the training it is required that delegates have a good understanding of Microsoft Word and Excel and are comfortable using a computer.

We also strongly recommend that organisations make the most of the training session by encouraging participants to take their knowledge back to their office and train other members of staff/volunteers. This is because the demand for training is high and it may take few months before we will be able to train you again.

Request Form

If you are interested in attending a V-Base training session, please complete the V-Base Training Request Form and send it back to us (address is on the form).

NB: We will be unable to consider a training request unless we receive a completed Request Form.

Locations and dates

V-Base training sessions can be held at YouthNet's office in London or at your own location. Please note that the cost varies accordingly (see cost and payment below).

Organisations can indicate on the V-Base training request form their preference regarding location.

We will do our best to group organisations in the same area and your co-operation with the grouping is much appreciated. For example, you could enquire if other V-Base users in your area require training so that you can be trained together.

Tailored Training

We also offer tailored training for your organisation only. The cost per delegate is the same but a minimum of **6 places** must be booked for tailored training at YouthNet, and a minimum of **8 places** must be booked for tailored training at your premises. If you would like to organise tailored training please [contact us](#).

Organising a venue

If the training is held outside YouthNet's office, a representative of one of the organisations involved will work in co-operation with YouthNet in order to book an external venue and make sure all the technical requirements are met.

This means some commitment will be needed as the person in charge will be responsible for the booking, making sure all the training computers have been loaded with the files supplied and invoicing the participating organisations for the cost of the venue (if there is a cost involved).

External training rooms need to comfortably accommodate all delegates, have a projector available and a white screen or surface to project and at least one computer per every two people.

Please note: It is strongly advisable that the computers you are going to use for the training are separate training computers and not the ones that you normally use for V-Base since we will need to install a training version of V-Base and dummy data for the training session.

Cost and Payment

Free training

Volunteer Centres are entitled one free V-Base training session for up to three delegates.

Organisations using their free training session will however be charged for travel expenses (see travel expenses) and accommodation if needed (see accommodation).

Paid training

The payment bands are as follows:

	Uploader		Non-Uploader	
	YouthNet office	On-site	YouthNet office	On-site
Voluntary Sector	£65 per delegate	£70 per delegate	£75 per delegate	£80 per delegate
Public Sector and Social Enterprises	£75 per delegate	£80 per delegate	£85 per delegate	£90 per delegate

NB. The above prices are exclusive of VAT

We will send you a confirmation including dates and cost your organisation will incur two weeks prior to the training date.

You do not need to send payment before the training; we will invoice your organisation after the training has taken place.

Travel expenses

In the case of on-site training the travel expenses will be split amongst the number of organisations participating. Organisations entitled to a free training session will be charged for travel expenses accordingly.

Travel expenses include any travel costs that YouthNet trainer will incur to reach the training venue (this will normally be a return train ticket from London and any taxi fares if applicable).

Accommodation

If the training location happens to be more than three hours away from London, it might be necessary for the trainer to stay overnight. In this case accommodation cost will split amongst the number of organisations participating (including organisations with free training). This will only be done with your agreement and always taking your budget into account.

Cancellation policy

Our cancellation policy is dependent on the notice period before the event as follows:

Notice period before training	Cancellation fee
7 working days or more	No fee
Less than 7 working days	50% of cost the organisation would have incurred if attending plus travel expenses where appropriate.

The cancellation fee will be waived if cancellation is due to causes beyond reasonable control.

Notification of cancellation has to be given in writing by email: training@v-base.org or by post: Partnerships Team, YouthNet, First Floor, 50 Featherstone Street, London EC1Y 8RT.

How to book a training session

Organisations wishing to attend a training session will have to fill in a V-Base Training Request Form and send it back to us by email to training@v-base.org or by post to Partnerships Team, YouthNet, First Floor, 50 Featherstone Street, London EC1Y 8RT

When we receive your request form, you will be put in a waiting list and we'll contact you regarding possible dates. Once date and location is agreed, we will send you a confirmation.

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