

Volunteer Adviser Training Programme (ATP) – March 2018

All sessions take place in our Administration office in Glenrothes. There is an expectation that a number of online courses will be completed in a volunteer's own time.

Volunteers are also required to undertake practical office experience in the weeks between group sessions.

Week	Date and time	Topics being covered
1	Thursday 15 th March 2018 9.30 am – 3.30 pm	CARF induction CAB Aims and Principles
2	Thursday 22 nd March 2018 9.30 am – 3.30 pm	The Interview Process Principles of Case Recording
3	Thursday 29 th March or 5 th April 2018 9.30 am – 3.30 pm	The Information System Using CASTLE
4	Thursday 19 th April 2018 9.30 am – 3.30 pm	Which Benefit? Ill Health and Disability Benefits
5	Thursday 3 rd May 2018 9.30 am – 3.30 pm	Debt and Money Advice
6	Thursday 17 th May 2018 9.30 am – 3.30 pm	Employment: Diagnosing the issues Employment: Options for Action
7	Thursday 31 st May 2018 9.30 am – 3.30 pm	Universal Credit Social Policy
8	Thursday 14 th June 2018 9.30 am – 3.30 pm	Carrying out a Benefit Check

Online learning covers topics such as:

- Housing and homelessness
- Consumer issues
- Discrimination
- Immigration