

# Working with single parents?

**NEW!**  
**OCT-DEC 2009**  
**INTRODUCTORY &**  
**INTERMEDIATE**  
**FREE PLACES**



Find out  
**All you need to know**  
**about tax credits**  
**... and how they're impacting**  
**on your work!**

These courses are **FREE** for professionals working in the voluntary and community sector. There are limited places, offered on a first come, first served basis.

If you are working for a local authority, NHS Trust, PCT or private company, then please see details of our commissioned courses inside.

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**“ Excellent course, extremely useful  
and the best training course I've  
attended in a long time! ”**

**Gingerbread**  
Single parents, equal families

# Working with single parents? Need to know more about tax credits?

## TWO COURSE LEVELS TO MEET YOUR NEEDS!

Now in its seventh year, our programme of Lone Parents and Tax Credits courses has been consistently popular.

In response to demand, we will be running further courses this autumn in various locations across the country. Places on the courses (listed on page 4 of this flyer) are **free** for anyone working in the voluntary or community sector.

Please note that as there are a limited number of places, we generally allow only two participants per organisation per course.

**Training can also be provided on a commissioned basis** if you are a statutory or private sector organisation. For more information please see the section on commissioning courses opposite.

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## Lone Parents and Tax Credits

### ONE DAY COURSES

#### INTRODUCTORY

**You do not need to have prior knowledge of tax credits to attend this course; it is not intended for welfare rights experts. We aim to equip anyone working with single parents with a basic sound knowledge of tax credits.**

This course is designed to give participants an understanding of:

- > the basic conditions of entitlements to Child and Working Tax Credit;
- > how tax credits are made up;
- > how the means test works;
- > what changes need to be reported and when;
- > how childcare costs are treated;
- > the process for making final decisions on awards at the end of the tax year;
- > an exploration of the possibility of making a challenge to a decision on tax credits.

#### INTERMEDIATE

**This course is aimed at individuals who have been working with clients who are claiming tax credits, and who want to extend their existing knowledge. Attendees need to have had some practical experience of working for at least six months with clients who are claiming tax credits to benefit from attending. This is a stand-alone course and is not a progression from the Introductory course.**

Course content:

- > review of conditions of entitlement and how the means test works;
- > a more in depth calculation of entitlement, to enable attendees to understand how an award is made up;
- > the mechanism for challenging an award;
- > understanding an award notice.

# How to apply for a FREE place

If you are working or volunteering in the voluntary and community sector, you are eligible for a free place on one of the courses listed overleaf.

Tax credits courses are consistently popular with organisations such as Sure Start, Home Start, Citizen's Advice Bureaux, single parent groups and community organisations. If you need to get to grips with tax credits for single parents, then this is a unique opportunity to get up to speed. Courses fill up quickly so please book early to avoid disappointment!

## Making an application

If your work involves providing information or advice to single parents, whether as a paid member of staff or volunteer, you can apply for a place today by posting or faxing the application form overleaf. Alternatively you can apply directly on our website. We are unable to take applications over the phone. If there is more than one applicant from your organisation, they will each need to complete a separate application form. Photocopies are acceptable.

### Send your application by post to:

Gingerbread, 255 Kentish Town Road,  
London NW5 2LX

### Or fax to:

020 7482 4851 (attention of Practitioner Training)

### Or apply online:

[www.gingerbread.org.uk](http://www.gingerbread.org.uk)

All courses are expected to start promptly at 10:00am and finish at 4:30pm. There will normally be a maximum of 16 participants per course.

If you have any specific application enquiries, please call Gingerbread on 0870 224 1373 or email [training@gingerbread.org.uk](mailto:training@gingerbread.org.uk)

## Important information – please read!

- > Free places are available only for voluntary and community sector employees and volunteers.
- > We cannot guarantee places as demand is likely to be very high. Places are allocated on a strictly 'first-come, first-served' basis. If successful we will email to offer you a place.
- > We reserve the right to limit the number of places allocated to individual organisations.
- > Booked and confirmed places which are not taken up are subject to a 'no show' fee. Please see application form for details.
- > Lunch will not be provided. However, as far as possible venues will be provided with refreshments and conveniently located for both food and transport.

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## In-house training?

Commissioned courses for statutory organisations, local authorities, private sector companies and voluntary sector organisations.

Currently the funding we receive from HMRC only covers courses for voluntary or community sector employees. If you DON'T fall into these categories but are interested in tax credits training, then you could consider commissioning a course through Gingerbread. We can offer the same high-quality training at very competitive rates. You would need to provide a suitable venue and make catering arrangements if you require lunch for the participants.

## Costs for commissioned courses are as follows:

- > **Voluntary/community sector organisation**  
Free
- > **Statutory organisation/local authority**  
£1,285 + VAT + trainer expenses
- > **Private sector/limited company**  
£1,495 + VAT + trainer expenses

If you are interested in finding out more about commissioning a course then **please call the training team on 0870 224 1373 or email [training@gingerbread.org.uk](mailto:training@gingerbread.org.uk)**

# APPLICATION FORM

## Lone Parents and Tax Credits courses

Please complete the application form CLEARLY and in BLOCK CAPITALS. Failure to do so may delay your application  
PLEASE USE A SEPARATE FORM FOR EACH APPLICATION

### Participant details

NAME

JOB TITLE

ORGANISATION

ADDRESS

POSTCODE

EMAIL

DAYTIME TELEPHONE NUMBER

FAX

ACCESS, OR OTHER SPECIAL NEEDS THAT YOU HAVE

### Your organisation

Voluntary / Charity / Community

Local Authority / Statutory

Private / Individual

### How did you first learn of these courses?

Gingerbread website

This course flyer

Together magazine advert

Colleague

Other

Please indicate your preferred location and date clearly by ticking the appropriate box below

### INTRODUCTORY COURSES

LONDON 3 Nov 2009

LONDON 1 Dec 2009

BIRMINGHAM 14 Oct 2009

MIDDLESBROUGH 12 Nov 2009

SWANSEA 4 Nov 2009

NOTTINGHAM 11 Nov 2009

MANCHESTER 18 Nov 2009

PLYMOUTH 24 Nov 2009

SOUTHAMPTON 26 Nov 2009

GLASGOW 10 Dec 2009

### INTERMEDIATE COURSES

LONDON 22 Oct 2009

BIRMINGHAM 19 Nov 2009

### Stay informed

Please tick this box if you DO NOT wish to be kept informed about news and future training opportunities and offers from Gingerbread.  
We respect your privacy and will not share information.

### Statement of good faith

PLEASE READ: I understand that demand for course places is again likely to be high. I therefore agree that, should I fail to take up a place that has been confirmed for me, or if I fail to inform Gingerbread in writing or by email at least 48 hours in advance that I will be cancelling my place, or sending a substitute, then I/my employer will be required to pay the full course fee of £125 + VAT upon receipt of invoice. I also understand that if I do not sign below then my application will not be considered.

SIGNED

DATE