

# BAF TRAINING PROGRAMME

## Spring 2023

### Introduction to Benefits

Tuesday 16<sup>th</sup> May (10.00am - 4.00pm)

### Universal Credit

Wednesday 7<sup>th</sup> June (10.00am - 4.00pm)

### Personal Independence Payment

Thursday 13<sup>th</sup> July (10.00am - 4.00pm)

See overleaf for further details of the courses

A **booking form** is attached

Course Fees	BAF members		Non-BAF members	
	Standard rate	Lower rate	Standard rate	Lower rate
Fees for each course	£75	£40	£150	£80

The **lower rate** fees are for volunteers (up to a maximum of 2 volunteers per organisations per course)

All three courses will be held in Bedford at:

**Bunyan Meeting**, Mill Street, MK40 3EU – for course on 16<sup>th</sup> May

**CVS**, 43 Bromham Road, MK40 2AA – for courses on 7<sup>th</sup> June and 13<sup>th</sup> July

Tea and coffee is included on the courses but lunch is **not** provided

## Introduction to Benefits

This **full-day course** is for staff or volunteers who need a basic understanding of benefits. It is aimed at new or trainee advisers who want to give advice on benefit issues to clients, and other people who need to understand the benefit system. No previous knowledge of benefits is required.

**Course level:** Introductory

### Course content

- Overview of the benefit system – including the types of benefits, benefit authorities, and benefit terminology
- Basic details of the main benefits available for different client groups – including families, people with disabilities, and older people
- Basic details of key benefits including an overview of Universal Credit

**Trainer:** Dean Crofts

## Universal Credit

This **full-day course** is for staff and volunteers who need a good understanding of Universal Credit. It is aimed at advisers, or other people, who have no or little knowledge of Universal Credit, or who need a refresh. No previous knowledge of Universal Credit is required, although a basic understanding of the benefit system is desirable.

**Course level:** Introductory / Intermediate

### Course content

- Background and overview of Universal Credit
- Universal Credit calculations
- Claims and payments
- Other Universal Credit issues and disputes

**Trainer:** Elliott Stephenson

## Personal Independence Payment

This **full-day course** is for staff and volunteers who need a good understanding of PIP. It is aimed at advisers who are working with people who have disabilities or long-term illnesses, or for people who need a general understanding of PIP. No specific knowledge of PIP is required, although a basic understanding of the benefits system is desirable.

**Course level:** Introductory / Intermediate

### Course content

- General entitlement rules for PIP
- Disability conditions for Daily Living Component and Mobility Component
- Claiming PIP
- Challenging PIP decisions
- Overview of other benefits for people with disabilities and their carers

**Trainer:** Karen Banfield