

BAF TRAINING PROGRAMME

Winter 2025

Introduction to Benefits

Wednesday 29th January (10.00am - 4.00pm) (Face-to-face)

Personal Independence Payment

Tuesday 25th February (10.00am - 4.00pm) (Face-to-face)

Universal Credit

(This course consists of 2 half-day sessions)

Wednesday 12th March (10.00am - 1.00pm) - Session 1 (Online)

Thursday 13th March (10.00am - 1.00pm) - Session 2 (Face-to-face)

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	£80	£50	£120	£80

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

All the face-to-face sessions will be held in Bedford at:

Bunyan Meeting, Mill Street, MK40 3EU

Tea and coffee is included on the face-to-face sessions 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 a general understanding of 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 (eg families, people with disabilities, and older people) - including an overview of Universal Credit and Pension Credit

Trainer: Dean Crofts

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

Universal Credit

This **course over 2 half-days** 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

- **Session 1 (Online)**
 - Background and overview of Universal Credit
 - Claims and payments
 - Challenges and disputes, and other Universal Credit issues
- **Session 2 (Face-to-face)** - Universal Credit calculations

Trainer: Elliott Stephenson