



Partneriaeth Plant Sir Gaerfyrddin  
Carmarthenshire Children's Partnership

## New Business Management Pilot Course - October 2010

The Children's Partnership is introducing a new four week course for childminders and Day Nurseries (businesses.) Hopefully, there will be sufficient interest to allow us to run the course and possibly add to our termly training programme.

<b>Date</b>	<b>Course</b>	<b>Provider</b>	<b>Venue</b>	<b>Time</b>	<b>Cost</b>
Tuesday 12 <sup>th</sup> October	The Role of ACAS - Employment legislation - Recruitment Procedure - Holiday Pay - Contracts - Minimum Wage - Job Description - Job Specification etc	Gill Mason Advisory, Conciliation & Arbitration Service (ACAS)	Green Room Myrtle House Myrtle Terrace Llanelli	6.30 p.m. to 8.30p.m.	£5.00
<b>Tuesday 19<sup>th</sup> October</b>	Overview of support available from Flexible Support for Local Business <b>(First Hour)</b>	Angharad Leefe Flexible Support for local business (formerly Business Eye)	Green Room Myrtle House Myrtle Terrace Llanelli	6.30 p.m. to 8.30 p.m.	£5.00
	Marketing your business <b>(Second Hour)</b>	Debbie Worth Trainer Options	Green Room Myrtle House Myrtle Terrace Llanelli		
Tuesday 2 <sup>nd</sup> November	- Paying your employees (payroll) - Business Expenses (childminders) - Sick Pay etc	Elery Roberts Inland Revenue	Conference Room, Carmarthen Leisure Centre	6.30 p.m. to 8.30 p.m.	£5.00
Tuesday 9 <sup>th</sup> November	Basic Accountancy	Margaret Grey Pembrokeshire	Conference Room, Carmarthen Leisure Centre	6.30 p.m. to 8.30 p.m.	£5.00

4 week course cost £15.00. Individual session available at £5 per night, subject to availability.