Alcohol Focus Scotland is the national charity for alcohol issues. We are committed to improving the quality of people’s lives by changing Scotland’s drinking culture – promoting responsible drinking behaviour and discouraging drinking to excess. Our work includes providing a range of information, providing alcohol-related training for a range of professionals and organisations, and working to influence national policy.

Our courses and workshops include

**DrinkWise**
We offer an extensive range of DrinkWise training workshops which have been developed for those who would like to understand more about alcohol and also for those working with someone who has an alcohol or addiction problem.

**Counsellor Training**
Alcohol Focus Scotland is offering COSCA training for people seeking to introduce counselling skills or to consolidate their use of counselling skills within a voluntary or professional setting. Alcohol Focus Scotland also offers Fast Track Training for those with existing qualifications in counselling who wish to specialise in alcohol counselling.

**ServeWise**
ServeWise provides training for the licensed trade in Scotland. ServeWise aims to set professional, responsible standards for all those involved in the sale of alcohol, with courses available for all levels, from staff to Licensing Board members.

AFS is now an approved ILA (Individual Learning Account) Scotland learning provider.

You could get up to £200 towards the cost of training.

To book any course please contact Alcohol Focus Scotland on **0141 572 6703**

We work with a network of experienced professional trainers. We have been training people for over 30 years and thousands of people with alcohol problems have benefited from our support.

Over the years, 89% of DrinkWise participants have rated our trainer’s skills and knowledge as excellent.

Evaluations from 2008 workshops have found that 98% of our participants find our workshops either useful or extremely useful and have left each course feeling motivated, reassured and ready to put their new skills into practice.

The per person price for all DrinkWise courses are £95 per day or £50 per half day.

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**Title:** DrinkWise Trauma and Addictions  
**Date:** 1 September  
**Trainer:** John McCormack

**Description:** This one-day course examines the link between past trauma and other issues such as self-harm, drug and alcohol problems often co-existing with mental health problems. The course will explore the cluster of clues that point to past trauma, the spectrum of associated effects, and the difficulties these can pose in the helping relationship.

**Would benefit:** This course is for participants in helping roles. It will allow them to explore relevant issues arising from their own client groups and experiences, gaining knowledge and informing practice.

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**Title:** DrinkWise Mental Health Recovery and Addictions  
**Date:** 3 September  
**Trainer:** John McCormack

**Description:** This one-day training session includes effective approaches for understanding and working with mental health problems and how this links to problem drinking. Target is to improve understanding and joint working between those in addictions and those in mental health.

**Would benefit:** This course is for participants in helping roles. It will allow them to explore relevant issues arising from their own client groups and experiences, gaining knowledge and informing practice.
DrinkWise Alcohol and Substances
Title: DrinkWise Alcohol and Substances
Date: 8 September
Trainer: Bridie McKenzie
Description: This workshop will explore the facts and implications involved in working with people who are drinking and using other substances including cocaine. The workshop will look at health and wellbeing and will also link to relapse.
Would benefit: Health and care practitioners, counsellors and social workers.

DrinkWise Rory - helping children understand parental alcohol problems (half day)
Title: DrinkWise Rory - helping children understand parental alcohol problems
Date: 10 September
Trainer: John Marletta
Description: This workshop will further participants' knowledge and understanding of how best to use the Rory book and resource pack and effectively communicate emotional support and information when helping children affected by alcohol problems within the family home.
Would benefit: Teachers, social workers, people who work with young children and people interested in using the Rory material.

DrinkWise Women and Alcohol – The Female Unit
Title: DrinkWise Women and Alcohol – The Female Unit
Date: 15 September
Trainer: Gillian Ferguson
Description: This workshop aims to explore issues relating to women and alcohol and the impact of their own and other's drinking, to consider the social, cultural and personal context of alcohol for women and to consider effective ways of working with women affected by alcohol problems.
Would benefit: Anyone involved with helping women with alcohol problems.

DrinkWise Motivational Interviewing
Title: DrinkWise Motivational Interviewing
Date: 28 September
Trainer: Tricia Joyce
Description: New approaches to this seemingly complex process that allows participants to build on existing skills and yet keeps it simple enough to be effective.
Would benefit: Health and care practitioners, counsellors and social workers, and anyone interested in adding to their communication skills when working with problem drinkers.

DrinkWise Using Alcohol Brief Interventions in a non-medical setting
Title: DrinkWise Using Alcohol Brief Interventions in a non-medical setting
Date: 6 October
Trainer: John Marletta
Description: This workshop shares the principles and practices of undertaking Alcohol Brief Interventions with any adult. Would also be useful to help better understand how to identify people with an alcohol problem.
Would benefit: Non-medical helpers of people with an alcohol problem such as family members, friends, home helps, housing officers.

DrinkWise Integrating Cognitive Behavioural Therapy (CBT) mindfulness in relapse prevention
Title: DrinkWise Integrating Cognitive Behavioural Therapy (CBT) mindfulness in relapse prevention
Date: 20 October
Trainer: Bridie McKenzie
Description: This workshop is based on Alan Marlatt’s program of mindfulness and relapse prevention. It will introduce participants to practical strategies to help them support people who are dealing with urges and cravings.
Would benefit: All who are working towards health behaviour change with their service users.
COSCA Counsellor Training

Alcohol Focus Scotland has been training people to become alcohol counsellors for over thirty years. During this time hundreds of people have undertaken training to become volunteer alcohol counsellors.

No prior knowledge of alcohol misuse problems or counselling is required and no academic or professional qualification is necessary. Places for this course are limited. Preference will be given to those who demonstrate:

• A genuine interest in helping people with alcohol problems
• A commitment to attend training
• A commitment to providing a minimum of 3-4 hours counselling per week after completion of basic training

We now offer COSCA Counselling Skills, modules 1-4, at our training suite in Glasgow city.

The course welcomes people seeking to introduce counselling skills or to consolidate their use of counselling skills within a voluntary or professional setting. Alcohol Focus Scotland will include information around alcohol as part of this training.

No prior knowledge of drinking misuse problems or counselling is required.

Duration of each Module: 5 Days
Sessions will run from 9.30am to 5.00pm on Saturdays and 10am to 5.00pm on Sundays.
Cost: £225 each module

Entry is by application and interview
Dates for all 4 modules will be given on application
Fast Track Counsellor Training

Alcohol Focus Scotland is offering the Fast Track training Programme for those wishing to become volunteer alcohol counsellors. Fast Track Training is for those with existing qualifications in counselling who wish to specialise in alcohol counselling.

Candidates should have both of the following.

1. Undertaken the recruitment and selection process for their Local Council on alcohol and
2. (a) Completed a COSCA Counselling Skills Certificate (or equivalent) or
2. (b) Be undertaking the COSCA Counselling Skills Certificate currently.

The Fast Track training costs £500 per person.

Sessions will run from 9.30am to 5.00pm on Saturdays and 10.00 to 5.00pm on Sundays.

Please note this is a six session programme. You must be available on all of the following dates:

• Day 1: Sunday 13 September
• Day 2: Sunday 25 October
• Day 3: Sunday 15 November
• Day 4: Sunday 13 December
• Day 5: Sunday 24 January
• Day 6: Sunday 21 February

ServeWise is a range of courses provided by Alcohol Focus Scotland for the licensed trade in Scotland. ServeWise aims to set professional, responsible standards for all those involved in the sale of alcohol, with courses available at all levels from staff to Licensing Board members.

ServeWise courses are always well received by the licensed trade as recent surveys show that 97% of trainees rated the course as either excellent or good and a perfect 100% would recommend the course to a colleague.

Each ServeWise course is conducted by one of our expert trainers. Our recent evaluation results show how highly our trainees rate the knowledge of the trainer. Each ServeWise course is conducted by one of our expert trainers. Our recent evaluations show that 99% of candidates rated our trainer as excellent or good, with 83% going for excellent.

ServeWise was launched in 2001 and is now one of the largest providers of training to the licensed trade in Scotland.

“ServeWise aims to set professional, responsible standards for all those involved in the sale of alcohol.”
<table>
<thead>
<tr>
<th>Title:</th>
<th>ServeWise Certificate for Scottish Personal Licence Holders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Requirements:</td>
<td>The Licensing (Scotland) Act 2005 requires all personal licence holders in Scotland to hold an accredited licensing qualification.</td>
</tr>
<tr>
<td>Date:</td>
<td>On-Licence – 5th, 13th, 24th August / 14th, 29th September / 5th, 21st October / 2nd, 18th November / 1st, 14th December</td>
</tr>
<tr>
<td></td>
<td>Off-Licence – 11th August / 16th September / 7th October / 3rd November / 2nd December</td>
</tr>
<tr>
<td>Course dates subject to change. New dates will be added if demand is high.</td>
<td></td>
</tr>
<tr>
<td>Price:</td>
<td>£130 per person</td>
</tr>
<tr>
<td>Trainer:</td>
<td>Trainers who have achieved the ServeWise Trainers’ Qualification.</td>
</tr>
<tr>
<td>Description:</td>
<td>The 6 hours of training includes:</td>
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<tr>
<td></td>
<td>• The licensing process and roles and responsibilities of the individuals and organisations involved</td>
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<td></td>
<td>• Focus on issues specific to the management of premises</td>
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<tr>
<td></td>
<td>• Legal responsibilities of the licence holder</td>
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<td></td>
<td>• Alcohol awareness</td>
</tr>
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<td></td>
<td>• Principles of creating an environment in licensed premises that is compatible with the 5 licensing objectives.</td>
</tr>
<tr>
<td>Would benefit:</td>
<td>All Personal Licence Holders are required by law to have a Personal Licence Holder certificate. This course would also benefit hospitality students or people wishing to have a future in hospitality.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Title:</th>
<th>ServeWise Certificate for Staff Working in Scottish Licensed Premises</th>
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</thead>
<tbody>
<tr>
<td>Legal Requirements:</td>
<td>The Licensing (Scotland) Act requires all staff, including part-time and casual staff, to have at least 2 hours training, covering a specified syllabus.</td>
</tr>
<tr>
<td>Date:</td>
<td>On-Licence – 17th August, 4th September, 2nd October, 4th November</td>
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<tr>
<td></td>
<td>Off-Licence – 9th October, 11th November</td>
</tr>
<tr>
<td>Course dates subject to change. New dates will be added if demand is high.</td>
<td></td>
</tr>
<tr>
<td>Price:</td>
<td>£65 per person</td>
</tr>
<tr>
<td>Trainer:</td>
<td>Trainers who have achieved the ServeWise Trainers’ Qualification.</td>
</tr>
<tr>
<td>Description:</td>
<td>Candidates will receive an accredited certificate after completing the course, recognised throughout Scotland. There are 2 versions of this course available, on-licence and off-sales.</td>
</tr>
<tr>
<td>Would benefit:</td>
<td>All staff who serve or sell alcohol. This course would also benefit students wishing to work in the hospitality environment.</td>
</tr>
<tr>
<td>Alternatives:</td>
<td>For those staff who do not wish to undertake a full qualification two alternative training products are available</td>
</tr>
<tr>
<td></td>
<td>1) the ServeWise online course will shortly be available. This course takes around 3 hours to complete online and may be completed over one or multiple sessions. Candidates are provided with an official record of training. For information on this course and its availability check <a href="http://www.servewise.co.uk">www.servewise.co.uk</a></td>
</tr>
<tr>
<td></td>
<td>2) the staff workbook, launched by ServeWise and City &amp; Guilds can be used to train staff in the required syllabus areas and to provide a record of training. Both of the above meet the staff training requirements of the Licensing (Scotland) Act 2005.</td>
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</tbody>
</table>
ServeWise Trainers’ Qualification

Legal
Requirements: ServeWise Trainers’ Qualification is a recognised training qualification under the Licensing (Scotland) Act 2005.

Date:
- 14th – 16th October
- 8th – 10th December

Price: £575 per person

Trainer: Linda Bowie

Description:
The ServeWise Trainers’ Qualification is for experienced people who wish to deliver the ServeWise personal licence holder and staff courses.

On-going support and updates are provided to ServeWise Trainers.

The course requires 6 hours home study, 2 ½ day course, approximately 10 hours of post course work assessment and ongoing continuous professional development. The 2 ½ day course consists of:

- Training theory and trainer skills
- Aims and philosophy of ServeWise courses
- Content of personal licence holders and staff courses
- Presentation and delivery methods used in the courses

The course is assessed by post-course written work. To reach Approved status, Trainer must be observed delivering a course and assessed against core competencies.

Would benefit: Persons who wish to deliver the ServeWise personal licence holder and staff courses.

ServeWise Licensing Standards Officers’ Qualification

Legal
Requirements: All Licensing Standards Officers must undertake an accredited training qualification.

Date: 18th-20th August

Price: £550 per person

Trainer: Linda Bowie

Description:

The 3 day course consists of:

- Overview of Licensing (Scotland) Act 2005
- Role and responsibilities for Licensing Standards Officer
- Alcohol Awareness
- Premises, Personal and Occasional licenses
- Conflict – Managing and recognising
- Offences
- Social responsibility

The course is assessed with a 50 question Multiple choice exam.

Would benefit: Licensing Standards Officers and those wishing to apply for the position.
Title: ServeWise Licensing Board Members’ Qualification

Legal Requirements: The Licensing (Scotland) Act 2005 requires all Licensing Board members to undertake an accredited training qualification within 3 months of being elected to the Licensing Board.

Date: Arranged as required

Price: £180 per person plus travelling expenses (minimum of 6 people). May be offered as individual tuition prices vary.

Trainer: Various

Description: The 1 day course consists of:

- Overview of Licensing (Scotland) Act 2005
- Definition, effects and myths about alcohol
- Details of the Licensing Board, Local Licensing Forums, LSO and Licensing Policy
- Types of licences
- Best practice and good standards of social responsibility

The course is assessed with a 40 question Multiple choice exam.

Courses can be provided on a one-to-one basis to enable councils to meet the statutory requirements for training Licensing Board members.

Would benefit: Licensing Board Members and local authority licensing staff.

Custom Training

In addition to the courses listed in this brochure, Alcohol Focus Scotland creates training to meet the requirements of different types of organisations. These include:

- The Scottish Centre for Healthy Working Lives – Alcohol Focus Scotland created a short course for managers on how to identify and manage substance misuse issues in the workplace
- The Scottish Football League – Created a short alcohol awareness raising session for young players aged 13 to 19
- Essentia – Created training for telephone helpline operators and many more.

If you feel you may have a training need relating to any aspect of alcohol or alcohol misuse then contact us for discussion.

Contact Alcohol Focus Scotland on 0141 572 6703