

To: Federation Secretaries

cc: NFWI Wales Office  
Board of Trustees  
Senior Staff  
Federation Cookery & Preservation Contacts

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Date: 17 April 2015

Dear Federation Secretary

### **The new NFWI Baking & Preserves Certificates**



On behalf of the NFWI Cookery Committee, I am pleased to write and invite suitable representatives from your federation to attend an Information Day and find out more about 2 new courses which can be delivered in federations; the NFWI Baking & Preserves Certificates.

Following an extremely successful pilot, the committee would like federations to take up this new opportunity and offer both courses locally; part of the Information Day will include hearing how the 2 tutors, who piloted the courses, have successfully achieved this.

Information Days have been organised to take place at:

- |   |                      |
|---|----------------------|
| • Somerset Federation Office, Taunton, TA1 4PT      | Tuesday 16 June 2015 |
| • Westerham Village Hall, Quebec Avenue, Kent, TN16 | Monday 22 June 2015  |
| • Derbyshire Federation Office, Derby               | Tuesday 30 June 2015 |
| • Durham Federation Office, Spennymoor              | Friday 3 July 2015   |

The day will start at 10am and finish by 3pm (exact times to be confirmed) and a light lunch and refreshments will be provided. The day is free to attend although members will be expected to cover the cost of their travel.

Members with an interest in tutoring either the baking or preserves certificate are invited to attend, otherwise all federations are encouraged to send at least one member who would be willing to cascade the information of the courses back to your federation and members.

Both pilot courses have been a great success and demand from members to offer the courses nationally has been high; we hope these Information Days will not only help to recruit more suitable tutors but also raise the profile of these new courses.

Please find included with this memo:

- Course details (for both courses)
- Job description
- Tutor Application Form
- Information Day Attendance Form

The Attendance Form must be completed and returned to myself at the NFWI Unit in order to secure you place. If you wish to be considered for training to become a Tutor, please complete the Tutor Application Form and ensure it is attached to your Attendance Form.

Details of these Information Days will also be available to download from the WI Moodle/General/Home Economics.

For further details, or if you have any questions, please do not hesitate to contact Diane Sanderson, NFWI Home Economics Adviser at the NFWI Unit on [d.sanderson@nfwi-unit.org.uk](mailto:d.sanderson@nfwi-unit.org.uk).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Helen Neal', with a horizontal line underneath the name.

Helen Neal  
Administrative Secretary, NFWI Unit