



NIEAS

Norfolk Integrated Education
Advisory Services



Continued Professional Development



Autumn
Term
2011

Norfolk Integrated Education Advisory Services

reliable, high-quality, responsive, collaborative and local



Welcome

Effective Professional Development has been shown to be one of the most important factors in effective schools, and an inclusive, well-focused and strategically implemented CPD strategy lies at the heart of school improvement.

We are proud to offer this programme for the coming term, confident that it contains a wide range of appropriate training and development opportunities that will help schools address the key priorities in their Development and Improvement Plan. We continue to maintain a strong focus on teaching and learning and on leadership, but we have also included many of the other things that schools have told us that they need and want to help them broaden the range of opportunities and meet the needs of all students and pupils in a more effective and inclusive way. We are confident that you will find both challenge and support in this programme and, alongside the other services that we offer, find something to help you meet your particular needs this year.

Our aim is to be a **reliable, responsive and collaborative provider of high-quality services with a local focus and a commitment to building capacity in our schools through our shared vision for the children and young people of Norfolk.** We would be pleased to talk with you about this programme, including discussing how we might incorporate your suggestions and priorities for next term and beyond. We also offer school-based consultancy and tailored school or cluster-based training and we would be happy to discuss how these approaches might be made to work for you.



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Course bookings, fees and cancellations

Course Bookings

With the exception of courses run by Governor Services and the Whitlingham Outdoor Education Centre, courses are available to book online at www.cpd.norfolk.gov.uk/sdms/

Course Fees

Unless otherwise stated all courses are charged at the following rates (per delegate):

Norfolk Local Authority Maintained Schools

- Full Day £160
- Half Day or Twilight £90

External Clients (including Academies and Free Schools)

- Full Day £180
- Half Day or Twilight £100

Please note: Course titles starting with PIPP M1 or PIPP M2 form part of the Primary Improvement Partnership Package (PIPP). Fortunately we are now able to open the courses to schools that haven't purchased a PIPP. Places will be charged at the above standard rates. However, if you have purchased a PIPP then you have pre-paid for a set number of places on PIPP courses; do not miss your opportunity to book.

Cancellation Policy

With the exception of course run by Governor Services and the Whitlingham Outdoor Education Centre, all bookings are subject to the following terms and conditions:

- For cancellations made by the school/establishment more than 28 working days prior to the course date, a £20 per person administration fee will be charged. The full fee will be charged in the case of non-attendance or for cancellations made within 28 working days of the course date.
- Courses where no fee is charged will incur a £20 per person administration fee for non-attendance or if cancelled within 10 working days of the course date.
- If we cancel the course, and in other exceptional circumstances, at the discretion of Children's Services, no charge will be made or, if the course fee has already been paid, the fee will be refunded in full or the course will be rescheduled for a mutually convenient date.

Governor Services Courses

Book online at www.norfolk.gov.uk/governors, by emailing your request to governorservices@norfolk.gov.uk or by calling Judy Trivett on **01603 303355**.

Notice of cancellation: In the event of a course attracting low numbers, Governor Services will contact participants and suggest alternative options. However, if governors want the course to continue, every effort will be made to run it, unless the Tutor feels that low numbers will compromise the effectiveness of training. Where governors cannot attend a session, they must let Governor Services know as soon as possible. Failure to notify Governor Services will result in a cancellation charge of £15 unless there are extenuating circumstances. School will be invoiced directly for any cancellation charges incurred.

Whitlingham Outdoor Education Centre Courses

For bookings and cancellation details please visit www.whitlinghamoec.co.uk, email ncc.oep@norfolk.gov.uk, or call the centre direct on **01603 632307**.

Assessment

Assessment Courses

Raising Achievement through Assessment For Learning

This series of half day workshops are designed to build on the practice and expertise of participants in deepening and extending AfL practice in their classroom, department or school. As such they are cross phase and appropriate for class teachers, subject leaders or senior leaders. There will be opportunity to work with colleagues from a similar background in each workshop.

Now over ten years old, the impact of Assessment for learning is evident in many Norfolk schools, in primary, secondary and special schools. During that time AfL has developed and evolved nationally and internationally, and these developments are seen in the most successful Norfolk Schools and acknowledged by Ofsted.

The significant impact of AfL comes when it is embedded in school practice, the move from the focusing/developing phase to establishing and enhancing AfL is the crucial step in this process.

- Workshop 1: Feedback - who says what to whom? When and why? Using feedback to develop learner confidence
- Workshop 2: What did I do well? What did you do well? Helping learners to evaluate their performance through supported peer and self evaluation
- Workshop 3: Yes but, no but..... Using questioning to explore and extend childrens' thinking
- Workshop 4: What does good look like? How will I know what I'm meant to learn? Engagement, pace, challenge and progression through creating tailored learning outcomes
- Workshop 5: Who's job is it anyway? Working together to develop the central role of teaching assistants within the AfL process.

Phase: All

Aimed at: Cross phase and appropriate for class teachers, subject leaders or senior leaders.

Date	Time	Venue	Course Code	Event Ref.
Workshops are running between 04/10/11 and 22/05/12	Half day	Norwich PDC and West Norfolk PDC	EPYG1	A to K

Assessment

Preparing for the End of Key Stage 1 Assessment for New Year 2 Teachers

By the end of the course participants will:

- be clear about requirements for the end of Key Stage 1 Assessment in 2011, including finalising Teacher Assessment;
- have gained practical experience in marking children's writing and assigning levels;
- have considered strategies for managing the assessment period.

Important Information: The full content of the course will be determined when 2011 details become available.

Phase: Primary and Special

Aimed at: Teachers who are new to Year 2 assessment or who have not carried it out for some time.

Date	Time	Venue	Course Code	Event Ref.
18/10/2011	09:15 - 15:30	Norwich PDC	EPYD1	G
19/10/2011	09:15 - 15:30	West Norfolk PDC	EPYD1	H

Curriculum Development and Innovation

Curriculum Development and Innovation Courses

Natural Wellbeing -Supporting children and young people develop emotional literacy using the natural world

A one-day course for those wanting to enrich their personal, social and emotional curriculum using the outdoors. 'Knowing the natural world elevates the very concept of life.' his concept, as expounded by evolutionary biologist E O Wilson, lies at the heart of this workshop. This day will contain strategies and techniques for working with emotional literacy in the outdoors to support learner development. Through a series of immersive creative exercises in the natural world and an open minded, calm approach, practitioners will be facilitated to consider how they can impact on learners' emotional skills. The day will look at core emotions and how the leader's own emotional intelligence impacts on the emotional literacy of their learners.

Important Information: Delegates will need to bring a packed lunch and outdoor clothing (long trousers, stout footwear, layers of warm clothing and full waterproofs).

Phase: All

Aimed at: Suitable for all practitioners who work with children in the outdoors, Forest School practitioners and SEAL co-ordinators. The course may be particularly relevant to those who work with learners with specific needs and Looked After Children.

Course Leader/s: Jon Cree from the Bishopswood Centre, Worcestershire on behalf of the Environmental and Outdoor Learning Team.

Date	Time	Venue	Course Code	Event Ref.
18/10/2011	09:00 - 17:00	Holt Hall Field Studies Centre	ECNI1	A

PIPP M2: Learning from the best - reviewing and refreshing curriculum provision

The main focus will be on sharing examples of dynamic and effective curriculum practice and exploring different models of curriculum organisation. It will draw on best practice in Norfolk and beyond.

Phase: Primary and Special

Aimed at: Practitioners and curriculum leaders interested in curriculum development.

Date	Time	Venue	Course Code	Event Ref.
04/11/2011	09:15 - 15:30	West Norfolk PDC	EPPD1	B
11/11/2011	09:15 - 15:30	Norwich PDC	EPPD1	A

Curriculum Development and Innovation

PIPP M2: Science - from scheme to excitement

With an increased emphasis on knowledge and understanding in science, there is a danger that the investigative, enquiry aspects of science may have a lower profile. This day for subject leaders and class teachers will look at innovative ways of teaching the 'difficult' aspects of science through investigation and enquiry.

Phase: Primary and Special

Aimed at: Subject Leaders and class teachers

Date	Time	Venue	Course Code	Event Ref.
10/11/2011	09:15 - 16:00	Norwich PDC	EPPE4	A
16/11/2011	09:15 - 16:00	West Norfolk PDC	EPPE4	B

PIPP M2: The book at the end of The Universe

Engage the school community with activities to support the reading experience. This session gives practical, tried and tested strategies for developing active and interactive readers. It will include presentations from a range of Norfolk schools, and examples from the national context.

Phase: Primary and Special

Aimed at: Senior managers, English subject leaders and teachers.

Date	Time	Venue	Course Code	Event Ref.
14/11/2011	09:00 - 12:30	Norwich PDC	EPPE7	A
24/11/2011	09:00 - 12:30	West Norfolk PDC	EPPE7	B

PIPP M2: Creating an international heart in your school

The content of this course includes:

- International School Award: Presentation of case studies, examples from Norfolk schools, activities, templates and evidence of success
- A Languages Day/Week: examples from our schools, to include timetables, ideas for activities and case studies.
- Comenius partnerships with Europe: case studies from Norfolk schools
- Connecting Classrooms: Linking with schools abroad- practical help with getting started and examples of good practice
- eT-winning and Video conferencing with a school abroad

Phase: Primary and Special

Date	Time	Venue	Course Code	Event Ref.
17/11/2011	09:30 - 16:00	Norwich PDC	EPPE1	A
01/12/2011	09:30 - 16:00	West Norfolk PDC	EPPE1	B

Curriculum Subjects

Drama

Drama, Learning and the Brain: How and why drama works for learning!

This one day conference is an opportunity to attend two inspirational, cross curricular drama workshops led by top national practitioners and a chance to hear a cutting edge keynote on 'Drama, Learning and the Brain' that will underpin the day.

Neuroscience is beginning to reveal why drama (imagined experience) is so effective as a learning medium. The more the links are understood, the more effective the drama and learning can become. Children need to actively imagine together in role and drama methodologies should be part of every teacher's toolbox.

Phase: All

Aimed at: Teachers teaching in Drama and through Drama.

Course Leader/s: The conference will be led by Patrice Baldwin (World President of IDEA, Chair of National Drama), Rob John (Playwright, Theatre Director and past Vice Principal of Paston College) and Pamela Bowell (Visiting Reader at Bishop Grosseteste University College Lincoln, National Drama Conferences Director).

Date	Time	Venue	Course Code	Event Ref.
23/09/2011	09:30 - 15:30	Norwich PDC	ECAP4	A

PIPP M2: Covering the curriculum through drama

Drama can be highly engaging to many children and a powerful way of approaching learning across the curriculum. The day will open with a subject update for Drama after which delegates will be led through a series of practical activities surrounding Drama 4 Learning, coming back together to reflect on the learning of the day and the implications for their own practice and next steps in their schools.

Phase: Primary and Special

Aimed at: Teachers teaching in Drama and through Drama.

Course Leader/s: Patrice Baldwin (World President of IDEA, Chair of National Drama).

Date	Time	Venue	Course Code	Event Ref.
20/10/2011	09:15 - 15:30	Norwich PDC	EPPE3	A
07/11/2011	09:15 - 15:30	West Norfolk PDC	EPPE3	B

Curriculum Subjects

English and Literacy

Primary English Subject Leadership

This course will provide an opportunity to consider how to have impact on standards of teaching and learning through self evaluation, monitoring standards, using data effectively and evaluating quality teaching.

Phase: Primary

Aimed at: KS1 and KS2 and will clarify the core purpose of subject leadership.

Date	Time	Venue	Course Code	Event Ref.
31/10/2011	09:00 - 12:00	Norwich PDC	EPCT7	A
01/11/2011	09:00 - 12:00	West Norfolk PDC	EPCT7	B

Yes but... they can't spell!

This course aims to examine the tricky bits of spelling and provide KS2 teachers with practical and fun ideas including phonics to help teach children to spell. There will also be an opportunity to explore available resources and consider whole school approaches to the teaching of spelling.

Phase: Primary

Aimed at: Teachers in KS2.

Date	Time	Venue	Course Code	Event Ref.
19/10/2011	09:00 - 12:00	Norwich PDC	EPCU3	A
21/10/2011	09:00 - 12:00	West Norfolk PDC	EPCU3	B

Yes but... they can't write in sentences!

This course is suitable for subject leaders and teachers at KS1 and KS2, and aims to provide practical strategies for teaching, practising and consolidating the skills involved in successful sentence writing.

Phase: Primary

Aimed at: Subject Leaders and teachers at KS1 and KS2.

Date	Time	Venue	Course Code	Event Ref.
21/11/2011	09:00 - 12:00	West Norfolk PDC	EPCU4	A
22/11/2011	09:00 - 12:00	Norwich PDC	EPCU4	B

Curriculum Subjects

Letters and Sounds for KS1 - Synthetic Phonics

Synthetic phonics continues to be a high priority in educational policy with the government and Ofsted advocating phonics as the primary approach to teaching children to read and spell. This course uses 'Letters and Sounds' to introduce and familiarise participants with the underlying principles and practice of high quality, effective phonics teaching.

Important Information: Please bring a copy of 'Letters and Sounds'. NB: Although this course uses Letters and Sounds as a core text it provides generic synthetic phonics subject knowledge and practical activities which will complement most synthetic phonics programmes.

Phase: Primary

Aimed at: Teachers in KS1

Date	Time	Venue	Course Code	Event Ref.
10/11/2011	09:30 - 15:30	Norwich PDC	EPCU7	A
01/12/2011	09:30 - 15:30	West Norfolk PDC	EPCU7	B

Letters and Sounds for KS2 - Synthetic Phonics

Synthetic phonics continues to be a high priority in educational policy with the government and Ofsted advocating phonics as the primary approach to teaching children to read and spell. This course uses 'Letters and Sounds' to introduce and familiarise participants with the underlying principles and practice of high quality, effective phonics teaching but with particular emphasis on how the materials can be used to support children in KS2.

Important Information: Please bring a copy of 'Letters and Sounds'. NB: Although this course uses Letters and Sounds as a core text it provides generic synthetic phonics subject knowledge and practical activities which will complement most synthetic phonics programmes.

Phase: Primary

Aimed at: Teachers in KS2.

Date	Time	Venue	Course Code	Event Ref.
23/11/2011	09:30 - 15:30	Norwich PDC	EPCU8	A
02/12/2011	09:30 - 15:30	West Norfolk PDC	EPCU8	B

Curriculum Subjects

Phonics for Teaching Assistants

Synthetic phonics continues to be a high priority in educational policy with the government and Ofsted advocating phonics as the primary approach to teaching children to read and spell. These half day courses are designed to support Teaching Assistants subject knowledge in Phonics.

Important Information: Please bring a copy of 'Letters and Sounds'. NB: Although this course uses Letters and Sounds as a core text it provides generic synthetic phonics subject knowledge and practical activities which will complement most synthetic phonics programmes.

Phase: Primary

Aimed at: Teaching Assistants.

Date	Time	Venue	Course Code	Event Ref.
16/11/2011	09:00 - 12:00	West Norfolk PDC	EPCT8	A
18/11/2011	09:00 - 12:00	Norwich PDC	EPCT8	B

Geography

Primary Geography for Subject Leaders

This is an opportunity to get together with other colleagues interested in Primary Geography. We hope this day will give you plenty of new ideas for making your geography curriculum fresh, motivating and relevant. We will use the comfortable surroundings of Holt Hall Field Study Centre to explore creative ways of teaching Primary Geography.

Important Information: We have scheduled a short 'sharing' session because of the wealth of good practice that already exists in Norfolk schools. Please bring along one or two geography resources/lessons/ideas you have found useful/successful ready for sharing on the day. Some sessions will take place outside so please bring an additional pair of outdoor shoes (walking boots or wellies), warm layers and waterproofs.

Phase: Primary

Aimed at: This course is suitable for those Primary teachers with an interest in Geography, those who are Geography subject leaders or those who wish to gather a few new ideas for teaching Geography creatively.

Date	Time	Venue	Course Code	Event Ref.
14/11/2011	09:15 - 16:00	Holt Hall Field Studies Centre	ECNI2	A

Curriculum Subjects

ICT

Google courses

Do you want to make the best use of tools already available within your school?

Google Apps for Education is a fantastic suite of communication and collaboration tools available to all Norfolk Maintained Schools through your nsix email accounts.

Overview of Google Apps for Education

This Overview Day is designed to support schools who have not yet used, or are just starting to use Google Apps for Education. The one day workshop will be a hands-on, inspiring day that will provide you with an overview of how Google Apps for Education could be used in your school by staff and pupils.

Important Information: Please bring your Norfolk NSIX email username and password.

Phase: All

Date	Time	Venue	Course Code	Event Ref.
05/10/2011	09:15 - 16:00	Norwich PDC	EPEE6	A

Getting the most out of Google Docs

This half day workshop will be a hands-on, inspiring session that will provide you with skills to make best use of Google Docs (Documents, Presentations, Spreadsheets, Forms and Drawings) in your school by staff and pupils.

Important Information: Please bring your Norfolk NSIX email username and password.

Phase: All

Date	Time	Venue	Course Code	Event Ref.
20/10/2011	13:15 - 16:00	Norwich PDC	EPEE7	A

Getting the most out of Google Email and Calendars

This half day workshop will be a hands-on, inspiring session that will provide you with skills to make best use of Google Email and Calendars in your school by staff and pupils.

Important Information: Please bring your Norfolk NSIX email username and password.

Phase: All

Date	Time	Venue	Course Code	Event Ref.
09/11/2011	13:15 - 16:00	Norwich PDC	EPEE5	A

Curriculum Subjects

Getting the most out of Google Sites

This half day workshop will be a hands-on, inspiring session that will provide you with skills to make best use of Google Sites in your school by staff and pupils.

Important Information: Please bring your Norfolk NSIX email username and password.

Phase: All

Date	Time	Venue	Course Code	Event Ref.
22/11/2011	13:15 - 16:00	Norwich PDC	EPEE8	A

Setting Up and Using Fronter for Learning, Teaching and Communication

This is a two day course designed to provide school representatives with the necessary training to set up and administer their Fronter installation as well as provide training to staff and students. Day one develops participants' understanding of the use of the learning platform with day two more focused on the administrative and technical aspects of Fronter.

Important information: Schools new to Fronter should book both days, otherwise either day may be booked individually.

Phase: All

Aimed at: Teaching/technical staff with responsibility for e-learning or ICTAC. It is also suitable for Fronter schools who want to increase the number of Fronter trained personnel.

Course Leader/s: The course is delivered by Fronter accredited trainers

Date	Time	Venue	Course Code	Event Ref.
01/11/2011 (Day 1)	09:30 - 16:30	Norwich PDC	ESGB5	A
09/11/2011 (Day 2)	09:30 - 16:30	Norwich PDC	ESGB5	B

Promoting Safe Online Behaviour in Secondary Schools

This course builds on the successful 4e's E-Safety Training and covers aspects of school policy, an overview of the tools and technical systems available, curriculum integration and, most importantly, strategies for teaching and learning.

Phase: Secondary

Date	Time	Venue	Course Code	Event Ref.
23/11/2011	09:30 - 16:30	Norwich PDC	ESGB6	A

Curriculum Subjects

Maths and Numeracy

Developing Mathematical teaching techniques for NQTs, OTTs, Non-Specialists and Returners to Teaching

This course intends to update all participants with the requirements for teaching the 2008 KS3 National Curriculum and the 2010 GCSE for mathematics. The changes in the curriculum at KS3/4 have demanded a particular style of teaching and learning within the mathematics classroom, very different to known traditional styles. This course will enable participants to grasp these changes, understand what is really required in the classroom and how to adapt their current style of teaching and learning.

Phase: Secondary

Aimed at: Teachers who are currently teaching or will be teaching KS3/4 Mathematics.

Date	Time	Venue	Course Code	Event Ref.
06/10/2011	09:15 - 16:00	Norwich PDC	ESMA2	E

Primary Mathematics Subject Leadership

The course will provide an opportunity to consider how to have impact on standards of teaching and learning through self evaluation, monitoring standards, using data effectively and evaluating quality teaching.

Phase: Primary

Aimed at: KS1 and KS2 and will clarify the core purpose of subject leadership.

Date	Time	Venue	Course Code	Event Ref.
31/10/2011	13:00 - 16:00	Norwich PDC	EPMT1	A
01/11/2011	13:00 - 16:00	West Norfolk PDC	EPMT1	B

Numbers and Patterns

This course aims to familiarise participants with the document 'Numbers and Patterns'. During this session you will have the opportunity to consider the overall structure of this resource, engage with the materials and begin to consider how you might make use of this publication to support teaching and learning.

Phase: Primary

Aimed at: Reception and Year 1 teachers.

Date	Time	Venue	Course Code	Event Ref.
07/11/2011	09:00 - 12:00	West Norfolk PDC	EPMU3	A
14/11/2011	09:00 - 12:00	Norwich PDC	EPMU3	B

Curriculum Subjects

Numbers and the Number System for Teaching Assistants

This half day course is designed to support Teaching Assistants subject knowledge in numbers and the number system. It will consider the role of language in counting, examine ways of teaching number and place value and discuss the order of numbers, their relative size and position. It will also look at examples of resources used to support the teaching of number and place value.

Phase: Primary

Aimed at: KS1 and KS2 Teaching Assistants.

Date	Time	Venue	Course Code	Event Ref.
16/11/2011	13:00 - 16:00	West Norfolk PDC	EPMT2	A
18/11/2011	13:00 - 16:00	Norwich PDC	EPMT2	B

Yes but... there isn't a worksheet for that!

This course will show you how you can make mathematics engaging and interesting. The course aims to show how everyday classroom resources can be used to support and enhance mathematical learning – without a worksheet! This is a workshop style course using some key resources you may already have at school and perhaps introducing some new ones too.

Phase: Primary

Aimed at: KS1 and KS2 teachers and subject leaders.

Date	Time	Venue	Course Code	Event Ref.
29/11/2011	09:00 - 12:00	Norwich PDC	EPMT9	A
30/11/2011	09:00 - 12:00	West Norfolk PDC	EPMT9	B

Curriculum Subjects

Modern Foreign Languages

Fun with Languages at KS1 and Early KS2

This full day course will demonstrate a range of teaching and learning resources to use in the classroom. It will provide some delightful materials to stimulate and interest young learners and will also enable teachers to engage with the excellent Dinocrocs materials for teaching languages. The session will be conducted in English with examples mainly in French, with some German and Spanish.

Phase: Primary

Aimed at: This session is for KS1 (and KS2) teachers, TAs and HLTAs who want to introduce some language learning in KS1. This session is suitable both for experienced teachers (TAs and HLTAs) and those new to teaching languages.

Date	Time	Venue	Course Code	Event Ref.
05/10/2011	09:30 - 15:30	West Norfolk PDC	EPQH5	A

Subject Leader Briefings: Maintaining and Succeeding – Next Steps with Primary Languages

A one day, locality/cluster based briefing for Primary Languages Subject Leaders (please see each event reference for your locality group). The afternoon session is optional and will provide the opportunity for primary and secondary colleagues to discuss presentations of a variety of transition ideas.

Important Information: If possible, please bring last year's BEL document.

Phase: Primary and Secondary

Aimed at: Primary Languages Subject Leaders

Fee: £160* (Norfolk LA Maintained Schools), £180 (External Clients)

Please Note Norfolk LA Maintained Schools Primary Phase only. Funding to cover primary teachers' course fee and supply for attendance at these Subject Leader briefings is currently under review. Details will be confirmed shortly.

Locality Group	Date	Time	Venue	Course Code	Event Ref.
3, 4, 5	10/10/2011	09:30 - 15:30	Norwich PDC	EPQH6	A
6, 7, 8	18/10/2011	09:30 - 15:30	Norwich PDC	EPQH6	B
1, 2	20/10/2011	09:30 - 15:30	West Norfolk PDC	EPQH6	C
9, 10	21/11/2011	09:30 - 15:30	Norwich PDC	EPQH6	D
11, 12, 13	23/11/2011	09:30 - 15:30	Norwich PDC	EPQH6	E

Curriculum Subjects

Let Early Start be the 'first voice' (French, German and Spanish)

This full day course is designed to develop and embed practice in primary languages where French/Spanish/German are mainly taught using the Early Start resource including a mixture of practical activities, some relevant theory, medium and short term planning, identifying opportunities for assessment, references to the KS2 Framework for Languages.

Important Information: This is not a language course. Colleagues wishing to improve language skills may attend a beginners'/intermediate language course.

Phase: Primary

Aimed at: The course is relevant to teachers of French, Spanish or German.

Date	Time	Venue	Course Code	Event Ref.
13/10/2011	09:30 - 15:30	Norwich PDC	EPQF7	B
09/11/2011	09:30 - 15:30	West Norfolk PDC	EPQF7	C

Let Rigolo be the 'first voice'

This full day course is designed to develop and embed practice in primary languages where French is mainly taught using the Rigolo resource. Please see the website for further information.

Important Information: This is NOT a language course. Colleagues wishing to improve language skills may attend a beginners / intermediate language course.

Phase: Primary

Date	Time	Venue	Course Code	Event Ref.
14/11/2011	09:30 - 15:30	Norwich PDC	EPQF5	E

A European Christmas Hamper

A twilight workshop to celebrate Christmas with French, German and Spanish traditions. This will include fun activities, games, music and seasonal food and recipes. Continental Christmas food and drinks will be available from 4pm, so please arrive early!

Phase: All

Aimed at: Teachers and Teaching Assistants of all language abilities.

Date	Time	Venue	Course Code	Event Ref.
09/11/2011	16:30 - 18:00	West Norfolk PDC	EPQH4	A
24/11/2011	16:30 - 18:00	Norwich PDC	EPQH4	B

Curriculum Subjects

Music

Edexcel GCSE Music - Feedback on the 2011 Examination

This course is for those teaching Edexcel GCSE Music. The course involves looking at all three units to reflect on how the first year of the new specification went: common pitfalls to avoid, looking at the exam paper and how it was received, learning lessons from the 2011 series and using exemplar materials to inform teaching for the 2012 session.

Phase: Secondary

Aimed at: Those teaching Edexcel GCSE Music.

Course Leader/s: Jonathan Martin, Edexcel Chair of Examiners for GCSE Music.

Date	Time	Venue	Course Code	Event Ref.
20/09/2011	09:30 - 16:00	Norwich PDC	ECMF5	A

PIPP M2: Covering the curriculum through music

Following recent investment in music education this course will start with a subject update and explain how Norfolk schools and children can access and benefit a range of musical opportunities both in addition to the curriculum and as part of the curriculum. Helping children to make the links between music in school, the artists they hear on the radio and the songs they download is an important theme throughout the day, along with making connections between learning in music and how it can support learning in other subjects.

A series of activities will illustrate the opportunities described with appropriate repertoire and teaching notes. All the activities are suitable for KS1 and KS2 children, all those interested or involved in music education are involved and delegates do not need to be able to read music.

Phase: Primary and Special

Date	Time	Venue	Course Code	Event Ref.
04/10/2011	09:30 - 15:30	Norwich PDC	EPPE2	A
05/10/2011	09:30 - 15:30	West Norfolk PDC	EPPE2	B

Curriculum Subjects

Harnessing the power of music to support literacy in the Early Years and KS1

Course members will experience a repertoire of songs and music activity that

- include phonological awareness, learning letters of the alphabet, consonants and vowels
- support the development of attention and listening, building vocabulary, building sentences, story telling and conversations
- support becoming fluent readers having secured word recognition skills by the end of key stage one
- let children use their imagination telling stories
- let children enjoy playing with sound, creating and inventing lines within the song
- that engage children emotionally

Phase: Primary and Special

Date	Time	Venue	Course Code	Event Ref.
24/11/2011	13:30 - 16:30	West Norfolk PDC	ECMF8	B
01/12/2011	13:30 - 16:30	Norwich PDC	ECMF8	A

Physical Education

Please note that all PE courses although they may have a practical component do not require candidates to be physical active or proficient in the areas of activity. All we ask is that you have a go – “I see, hear and do and I remember”.

Assessing Pupil Progress in PE @ KS1 / 2

Assessment in physical education remains an area of weakness nationally. Schools must ensure effective recording and reporting of standards achieved by their pupils. The Norfolk High Quality PE Chartermark Award requires effective procedures to be in place to monitor pupil achievement and attainment complete with evidence of the standards achieved.

Phase: Primary

Aimed at: All PE Subject Leaders and NPETCS qualified Teaching Assistants assuming the role of Subject Leader.

Date	Time	Venue	Course Code	Event Ref.
12/09/2011	09:30 - 16:00	Norwich PDC	ECSL8	A

Curriculum Subjects

Developing Fundamental Games Skills at KS1

This course set out to help delegates develop effective and efficient fundamental movement skills in pupils within KS1 that are appropriate to Games. This is all about physical development and pedagogy. By developing knowledge, understanding and skill - pupils will make greater progress. It also embeds elements of multi-skills.

Phase: Primary

Aimed at: Any member of school staff working with KS1 pupils.

Date	Time	Venue	Course Code	Event Ref.
15/09/2011	09:30 - 16:00	YMCA Norfolk Ltd	ECSL9	A

Teaching High Quality Gymnastics at KS1 and KS2

What to teach and how to teach it! This course is about developing an effective understanding of how to teach national curriculum gymnastics to all pupils effectively. Gymnastics remains an area of concern for many teachers and school staff who feel ill prepared to teach Gymnastics - let alone high quality gymnastics. This course is a must...

Phase: Primary

Aimed at: Increasing staff competence and confidence in teaching gymnastics and so is ideal for any practitioner in the primary phase.

Date	Time	Venue	Course Code	Event Ref.
27/09/2011	09:30 - 16:00	The Bawburgh School	ECSM6	A

Developing Transferable Games skills @ KS2

There's more to game than Football! The context of this course is the development and application of common principles of games - 'Games for Understanding'. Successful learners who can select and apply skills, tactics learnt through one game or activity to another. This course promotes thinking skills, personalisation and the high quality PE outcomes. If you are tired of delivering blocks of Football and want a new approach which will develop the knowledge, skills and transferable learning of pupils then this is for you. Games making and new ideas covered.

Phase: Primary

Aimed at: All practitioners at KS2 - QTS or Teaching Assistants (NPETCS).

Date	Time	Venue	Course Code	Event Ref.
29/09/2011	09:30 - 16:00	YMCA Norfolk Ltd	ECSM1	A

Curriculum Subjects

High Quality Gymnastics - moving apparatus, setting up and moving pupils on

Apparatus - and the use of apparatus within PE - remain an area of great concern for many teachers and school staff, some staff avoid it altogether. This course sets out to provide the guidance on its use, handling it with the pupils and its safe deployment. The course will present the authorities specific guidance and best practice, be hands on and also allow personalisation through looking specifically at individual candidates access to equipment. The course will dispel myths and rumours and leave colleagues clearer about all aspects of the safe use of apparatus in gymnastics.

Phase: Primary

Aimed at: All practitioners in the primary phase. This course is strongly recommended for anyone who feels anxious about teaching gymnastics.

Date	Time	Venue	Course Code	Event Ref.
04/10/2011	09:30 - 16:00	The Bawburgh School	ECSM2	A

Teaching High Quality Dance for Primary Schools

Dance - you either love it or hate it! Most teachers state that Dance and Gymnastics are their two greatest concerns. In the case of Dance it is about the confidence and lack of training that holds them back - 'I haven't a clue what to teach, can't dance myself and don't want to look silly in front of KS2 boys in my class who hate dance anyway!' If any of this strikes accord, then this course is for you. Developing a thorough understanding of approaches to teaching dance which do not require you to be proficient in it, exploring ways of engaging boys, developing resources and an approach which gets the pupils engaged - real hands on practical ideas to get you going!

Phase: Primary

Date	Time	Venue	Course Code	Event Ref.
10/10/2011	09:30 - 16:00	Lionwood Infant School	ECSM7	A

Curriculum Subjects

Safe Supervision of Swimming

This course allows headteachers to deploy Teaching Assistants as group leaders to cover curriculum swimming provision, whilst providing teachers with support in carrying out and fulfilling their Duty of Care. This course will provide support and training to allow Teaching Assistants to act as visit leaders for curriculum swimming - creating PPA time.

Important Information: This course is mandatory for Teaching Assistants to be deployed as visit leaders. This is a theory-based course and does not include pool time. This course is a County requirement.

Phase: All

Aimed at: Teachers or Teaching Assistants.

Date	Time	Venue	Course Code	Event Ref.
18/10/2011	09:30 - 16:00	Norwich PDC	ECSE6	F

Ensuring all Pupils are Safe in and through PE

Schools have a duty of care to ensure their pupils stay safe and PE can fill staff with a sense of anxiety. The course takes a very practical view of how to discharge your duty of care within a framework of appropriate challenge and acceptable risk. The course will look at risk management as opposed to risk aversion. Safeguarding, schools fixtures and events, general PE and OSHL will all be covered and candidates will get a real sense of the county's strategic approach to ensuring safe practice.

Phase: Primary

Aimed at: Highly suited to both QTS and Teaching Assistants working in PE or NPETCS trained.

Date	Time	Venue	Course Code	Event Ref.
01/11/2011	09:30 - 16:00	Norwich PDC	ECSM3	A

Curriculum Subjects

Get Ready to Teach High Quality Athletics at KS1/KS2

This completely practical course is designed for primary school staff. It is designed to give teachers the confidence and competence to embrace the teaching of Athletics at KS1 and KS2. High Quality Athletics means pupils understand how to run, jump and throw (e.g. how to jump for distance or height, how to run fast or for a sustained period of time).

This course is specifically designed for those who lack confidence, support or training in delivering this required area of the curriculum. It will provide a practical framework to delivering high quality athletics in school, which will challenge the traditional approach based purely on sportday preparation. The resources provided will give ideas to support teaching and learning. Teachers will be more confident and competent in delivering athletics at KS2.

Important Information: This venue can be cold so please wear layers which can be added or removed.

Phase: Primary

Aimed at: Primary school staff.

Date	Time	Venue	Course Code	Event Ref.
03/11/2011	09:30 - 16:00	YMCA Norfolk Ltd	ECSL1	B

Surviving and Teaching PE in your NQT Year - Primary

This course was highly rated by all participants last year. Specifically designed for NQT's in Norfolk Primary Schools, this course will provide practical guidance/resources to help NQT's teach, plan and assess high quality PE. It will cover all relevant health and safety implication in all teaching areas of the PE curriculum. This course is highly recommended to ensure effective practice, manage risk and ensure NQT's are competent to deliver high quality PE. A real must for any schools' NQT! NQTs will be more aware and competent in the delivery of PE in their schools.

Important Information: This course can be booked in conjunction with the NQT Package, which offers a substantial saving whilst providing a full programme of PE support across all areas of the PE National Curriculum. To book the full programme see ECSM8/A.

Phase: Primary

Aimed at: NQT's in Norfolk Primary Schools.

Date	Time	Venue	Course Code	Event Ref.
15/11/2011	09:30 - 16:00	The Bawburgh School	ECSF1	D

Curriculum Subjects

Developing Thinking Skills and Problem Solving through Outdoor Adventurous Activities (OAA)

This popular course seeks to allow teachers and Teaching Assistants to make greater use of OAA as an area of activity and to increase the learning impact. This area of activity is often forgotten by schools but potentially offers the greatest cross-curricular potential. The plan, do and review cycle of OAA is excellent for encouraging creativity and individual response.

Important Information: This course is, as the title implies, outdoors. Please wear suitable clothing for the weather. Layers of clothing are better than one thick coat.

Phase: Primary and Special

Aimed at: Teachers and Teaching Assistants

Date	Time	Venue	Course Code	Event Ref.
24/11/2011	09:30 - 16:00	Sidestrand Hall Special School	ECSF7	E

Norfolk PE Teaching Competence Standards (NPETCS) Programme

Empowering schools to provide high quality PE, this course is aimed at Teaching Assistants to equip them with the knowledge for teaching PE and ensuring the delivery of High Quality PE and School Sport. The full list of dates, venues and activity modules will be sent to delegates through the courier post or via email if requested. This course helps head to provide PPA cover through PE but also to raise standards and ensure a sustainable delivery structure. Schools who have access this course highly rate the outcomes.

The programme course will train and support teaching assistants to be able to deliver high quality PE, for the purpose of providing PPA cover or to enhance teaching and learning. This course is highly recognised both in Norfolk and nationally.

Phase: Primary and Special

Aimed at: Teaching Assistants.

Fee: £1,100 (Norfolk LA Schools), £1,200 (External Clients)

This cost is split over the two financial years to help schools budget.

Date	Time	Venue	Course Code	Event Ref.
08/12/2011 (start date)	09:30 - 16:00	Norwich PDC plus school based venues	ECSG2	C

Curriculum Subjects

Religious Education

Secondary RE Network meeting: Introducing the new agreed syllabus

This meeting takes place once a term for subject leaders and others who teach RE in the secondary phase. The focus in these meetings will be the new Norfolk Agreed Syllabus, and planning for RE at Key Stage 3. Exemplar material will be shared. There will also be an opportunity to explore current issues relating to RE both in the local and national context. Each meeting will have its own agenda, which will be circulated prior to the meeting. It is hoped to invite guests to some of our meetings, including members of the Agreed Syllabus Conference, to open up debate and discussion.

Phase: Secondary and Special

Aimed at: Subject leaders and others who teach RE in the secondary phase

Fee: There is a fee for these meetings, the first delegate booked per school will be charged the normal fee, in addition your school can then send other RE members of staff plus a Senior Manager for the price of one standard fee and you will also receive updates and early notice of other information. (£90 Norfolk LA Schools, £100 External Clients)

Date	Time	Venue	Course Code	Event Ref.
02/11/2011	14:00 - 17:00	Venue to be confirmed	EPFF4	A

Developing an Enquiry Approach in Religious Education

This course introduces the new Norfolk Agreed Syllabus for Religious Education 2012. We explore the principles of the syllabus including the emphasis on enquiry based approaches and assessment for learning.

Phase: All

Aimed at: All teachers of Religious Education in primary, secondary and special schools.

Date	Time	Venue	Course Code	Event Ref.
30/11/2011	09:30 - 16:00	Norwich PDC	EPFF3	A

Curriculum Subjects

Science

Assessment, Tracking and Monitoring In Science

The Ofsted report - Successful Science (2010) - identifies successful science departments as those where:

'More rigorous monitoring and tracking have provided a better basis for teachers to plan with individual students in mind. This development aligns with greater challenge for many students through more effective target-setting'.

Have you got a clear idea of the application of assessment for learning (AfL) principles in the context of APP and the skills and concepts of science teaching?

Have you got a clear idea of what a successful tracking and monitoring system looks like and how it could be used in relation to target setting and intervention?

Is it time to give your assessment processes an overhaul in the light of changes to GCSE?

Phase: All

Aimed at: Teachers of science in Primary, Secondary and Special Schools, TAs and HLTAs working in science.

Date	Time	Venue	Course Code	Event Ref.
07/10/2011	09:30 - 16:00	Norwich PDC	ESSD2	C
10/10/2011	09:30 - 16:00	West Norfolk PDC	ESSD2	D

Effective teaching and learning of scientific enquiry skills

The Ofsted report - Successful Science (2010) - identifies effective teaching of scientific enquiry skills as a key element of successful departments.

We have also seen the impact on progression of a close focus on the teaching and learning of scientific enquiry skills in the four Maximising Pupil Progress projects run in Norfolk in conjunction with the DfE and National Strategies over the last 5 years. There is a clear progression in skill development from KS1 to KS5 and this course aims to identify the cognitive and conceptual demands of teaching these scientific enquiry skills and to put them in the context of assessment and effective practical work. We will also examine the resources available for teaching scientific enquiry skills and look at the practical applications of the ideas and resources in the classroom.

Phase: All

Aimed at: Teachers of Science in Primary, Secondary and Special Schools, TAs and HLTAs working in science

Date	Time	Venue	Course Code	Event Ref.
18/11/2011	09:30 - 16:00	Norwich PDC	ESSD4	C

Curriculum Subjects

Developing Pupils' Writing in Science

This course builds on the issues identified and addressed in the Maximising Pupil Progress projects run in Norfolk over the last 5 years in conjunction with the DfE and National Strategies. The majority of science departments identify literacy as a key barrier to progression, and the new GCSE specification, with its requirement for longer structured answers places further demands on pupil skills. This course is an opportunity to develop cross-curricular and subject specific understanding of literacy issues centred around the science curriculum.

Science has a large subject-specific vocabulary with a range of 'everyday' words that have very specific meanings, plus a specific vocabulary linked to data and graphical knowledge and understanding. In addition there is a significant emphasis on communication skills identified in the programme of study and in the APP criteria. Successful development of these literacy skills, in both generic and specialist contexts is a major contributing factor to improved rates of progression.

Phase: Secondary

Aimed at: Science subject leaders, teachers of science, literacy coordinators, teachers of English.

Date	Time	Venue	Course Code	Event Ref.
22/11/2011	09:30 - 16:00	Norwich PDC	ESSD3	C
28/11/2011	09:30 - 16:00	West Norfolk PDC	ESSD3	D

Generic

Leading Your Subject - Generic Subject Leadership Course

The role of the subject leader is vital in developing and maintaining high-quality teaching. This course covers the skills and documentation necessary to fulfill the role of subject leader and can be applied to any core or foundation subject. This course will provide materials specific to every subject including MFL and PSHE as well as ample opportunity for participants to discuss issues with colleagues from other schools.

Phase: Primary

Aimed at: Those new to or preparing for subject leadership as well as experienced subject leaders.

Date	Time	Venue	Course Code	Event Ref.
07/10/2011	09:30 - 15:30	Norwich PDC	EPCU9	A
12/10/2011	09:30 - 15:30	West Norfolk PDC	EPCU9	B

Early Years Foundation Stage

Early Years Foundation Stage Courses

EYFS: Introduction to the Principles and Good Practice

This course will help delegates to understand the principles of the EYFS and to understand the importance and links between child initiated and adult led learning in the EYFS. It will also help you in planning effective learning experiences using the EYFS.

Aimed at: A refresher for teachers already working in YR or Nursery; NQTs working in Year R or Nursery; Teachers new to EYFS in Year R or Nursery.

Fee: There is no charge for this event; fee is supported from the Early Intervention Grant.

Date	Time	Venue	Course Code	Event Ref.
20/09/2011	09:30 - 15:30	Norwich PDC	EPRC7	A
29/09/2011	09:30 - 15:30	Norwich PDC	EPRC7	B
06/10/2011	09:30 - 15:30	West Norfolk PDC	EPRC7	C

EYFS Moderation Briefing

This briefing will update schools on information from last year's EYFSP and procedures for this year's moderation, EYFS news, initiatives, publications, the assessment of tricky scale points - focus on PSRN and PD.

Aimed at: Headteachers, EYFS Leads and Reception teachers.

Fee: There is no charge for this event as it is supported from the Moderation Grant Funding.

Date	Time	Venue	Course Code	Event Ref.
29/09/2011	16:45 - 18:15	Norwich PDC	EPRD1	A
04/10/2011	16:45 - 18:15	Norwich PDC	EPRD1	B
05/10/2011	16:45 - 18:15	West Norfolk PDC	EPRD1	C
02/11/2011	16:45 - 18:15	Norwich PDC	EPRD1	D

Writing: Creating Opportunities - Finding the Evidence (EYFS)

This course will look at the adult's role in promoting and developing writing in the EYFS, the links between adult led and child initiated writing, boys' writing experiences and working with parents to promote writing.

Aimed at: For EYFS Lead, Reception teachers, Literacy Subject Leader.

Date	Time	Venue	Course Code	Event Ref.
11/10/2011	09:00 - 12:00	West Norfolk PDC	EPRC9	A
17/10/2011	09:00 - 12:00	Norwich PDC	EPRC9	B
18/10/2011	13:00 - 16:00	Norwich PDC	EPRC9	C

Early Years Foundation Stage

EYFS: Starting from a Story

This course aims to help you to use a story to build on the children's current interests and build on children's interest in stories to extend learning through adult led activities and enhance your continuous provision

Aimed at: For teachers in Year R and mixed-age classes which include Year R.

Date	Time	Venue	Course Code	Event Ref.
13/10/2011	09:00 - 12:00	West Norfolk PDC	EPRC8	A
14/10/2011	09:00 - 12:00	Norwich PDC	EPRC8	B

Mixed-age Planning for Classes which include Year R

This course aims to:

- consider the importance of a quality learning environment that reflects the principles of the EYFS
- develop the use of the learning environment to support and challenge all the children in your class
- support you in planning effective learning experiences using the EYFS, National Curriculum and Renewed Framework

Aimed at: For teachers in mixed-age classes - YR/Y1 or YR/Y1/Y2.

Date	Time	Venue	Course Code	Event Ref.
01/11/2011	09:30 - 15:30	Norwich PDC	EPRD2	A
10/11/2011	09:30 - 15:30	West Norfolk PDC	EPRD2	B
29/11/2011	09:30 - 15:30	Norwich PDC	EPRD2	C

Playing and Observing: Supporting children engaged in child-initiated play

This course is for Teaching Assistants working in EYFS and aims to:

- develop skills of observation to identify key learning taking place
- understand how to extend and enhance children's learning during child initiated play

Aimed at: Teaching Assistants working in EYFS

Date	Time	Venue	Course Code	Event Ref.
14/11/2011	09:00 - 12:00	West Norfolk PDC	EPRD3	A
15/11/2011	09:00 - 12:00	Norwich PDC	EPRD3	B
15/11/2011	13:00 - 16:00	Norwich PDC	EPRD3	C

Early Years Foundation Stage

PSRN: Creating Opportunities - Finding the Evidence

This course is designed to help you to:-

- understand how your continuous provision can support children's learning
- understand the role of the adult in playing and observing
- consider effective links between adult led and child initiated learning

Aimed at: For EYFS Lead, Reception teachers, Maths Subject Leader.

Date	Time	Venue	Course Code	Event Ref.
23/11/2011	09:00 - 12:00	Norwich PDC	EPRD4	A
23/11/2011	13:00 - 16:00	Norwich PDC	EPRD4	B
28/11/2011	09:00 - 12:00	West Norfolk PDC	EPRD4	C

Educational Visits

Educational Visits Courses

Primary Head Teacher and Educational Visits Coordinator Update Training

This is an opportunity for Head Teachers/EVCs within schools to be updated on the latest changes for Norfolk Guidance and Procedures in line with new National Guidance. It is also an opportunity to look at current developments with EVOLVE.

Important Information: This training is mandatory for Educational Visits Coordinators.

Phase: Primary

Aimed at: Head Teachers/Educational Visits Coordinators.

Fee: There is no charge for this course.

Date	Time	Venue	Course Code	Event Ref.
14/09/2011	14:00 - 16:30	Norwich PDC	ECVB7	P
20/09/2011	17:00 - 19:30	Norwich PDC	ECVB7	Q
28/09/2011	14:00 - 16:30	West Norfolk PDC	ECVB7	R

Training for New Educational Visits Co-ordinators

It is a legal requirement for all schools to have appointed an Educational Visits Co-ordinator (EVC) which should be a senior member of staff or the role needs to be undertaken as part of a team that includes senior staff. One of the tasks of an EVC is to assess the competency of visit leaders.

Important Information: It is a legal requirement for all schools to have appointed an EVC.

Phase: All

Aimed at: A senior member of staff or the role needs to be undertaken as part of a team that includes senior staff.

Date	Time	Venue	Course Code	Event Ref.
14/10/2011	09:30 - 16:30	Norwich PDC	ECVA2	Y
05/12/2011	09:30 - 16:30	Norwich PDC	ECVA2	Z

Educational Visits

Educational Visits Leader Training

Training has been devised (and certificated by the OEAP) as one-day practical course, to give teachers and leaders and others involved in leading groups on educational visits, confidence and skills by sharing good practice. It includes active risk management, basic road safety including crossing with groups and near water safety.

Phase: All schools

Aimed at: Teachers, leaders and others involved in leading groups on educational and off-site visits.

Date	Time	Venue	Course Code	Event Ref.
08/11/2011	09:30 - 16:30	Whitlingham Outdoor Education Centre	ECVB4	M

Educational Visits Administrators Training

This is not Educational Visits Coordinator (EVC) training but is training for support/administrative staff who assist the EVC.

Phase: All

Aimed at: For all school staff involved with the administration of Educational Visits.

Date	Time	Venue	Course Code	Event Ref.
17/10/2011	09:30 - 13:00	Norwich PDC	ECVA8	H

Snowsport Course Organiser

This is a basic course designed to enable leaders to organise school, club and youth group ski courses safely, responsibly, efficiently and in such a way as to give maximum educational benefit (in skiing terms) to young people.

Important Information: It is a Norfolk County Council requirement that staff attend this training before leading a ski visit. Participants must be over 21 years of age to attend this course. No skiing experience is required to attend this course and the SCO Award does not qualify staff to supervise skiing.

Phase: Secondary

Aimed at: Snowsport Course Organisers.

Fee: £120 (Norfolk LA Schools and External Clients)

Date	Time	Venue	Course Code	Event Ref.
27/09/2011	09:30 - 16:30	Norwich PDC	ECVB6	C

Environmental and Outdoor Learning

Environmental and Outdoor Learning Courses

Creativity in the Environment - supporting outdoor play in Early Years and Key Stage 1

This course is for all practitioners working with Early Years or Key Stage 1 children who would like to explore the creative potential of the natural environment. The day will be a mix of hands-on activities and ideas to use in the outdoor environment, as well as allowing time for exploratory discussion, reflection and sharing of practice.

Important Information: Delegates will need to bring a packed lunch and outdoor clothing (long trousers, stout footwear, layers of warm clothing and full waterproofs).

Phase: Primary and Special

Aimed at: Early Years and KS1 Teachers, Early Years Practitioners, Higher Level Teaching Assistants, Art and Literacy Coordinators, Forest School practitioners.

Course Leader/s: Louise Ambrose on behalf of the Environmental and Outdoor Learning Team

Date	Time	Venue	Course Code	Event Ref.
30/09/2011	09:30 - 16:30	Holt Hall Field Studies Centre	ECNG9	B

EcoSchools: An Environmentally Friendly Way Forward for Your School

Eco-Schools is an environmental management system and award scheme developed specifically for schools. Eco-Schools puts pupil participation at the heart of the process and provides a friendly framework within which to 'green' your school.

We will use the inspirational surroundings of Holt Hall Field Study Centre (a centre also pursuing a more sustainable way of working) to explore the 'Eco-Schools' approach. During the day, we'll look at what can be achieved in an Eco-School, examine the process that needs to be in place to achieve an award and begin an action planning process to enable facilitation upon return to school.

Phase: All

Aimed at: Teachers and leaders across all phases who wish to explore how Eco-Schools can provide a motivating context for the active participation of children and young people and help your school reduce its ecological footprint.

Date	Time	Venue	Course Code	Event Ref.
03/10/2011	09:15 - 12:30	Holt Hall Field Studies Centre	ECNH7	A

Environmental and Outdoor Learning

Equality, Diversity and Community - Embedding the Global Dimension in your School

This course is aimed at Teachers, Teaching Assistants and Governors in the Primary Phase (Key Stages 1 and 2) who wish to support children and young people in developing their knowledge, attitudes and skills to enable them to fully participate in the increasingly multicultural society and interdependent world we live in, and in which children and young people will inherit.

The course will be delivered in partnership with NEAD (Norfolk Education and Action for Development). The day will focus on practical hands-on activities and ideas for use in the classroom.

Phase: Primary

Aimed at: Teachers, Teaching Assistants and Governors in the Primary Phase

Date	Time	Venue	Course Code	Event Ref.
10/10/2011	09:30 - 16:30	Holt Hall Field Studies Centre	ECNI5	A

Story Telling and Story Making in the Outdoors

A one day course for those wanting to enrich their Literacy and Outdoor Learning opportunities through story telling and story making in the outdoor environment.

The course will provide candidates with an introduction to story structure, storytelling techniques and how to use stories in the outdoors to support different learning styles and creativity in learners. We will be using natural materials to inspire and create stories and explore a range of activities which may be very appropriate for use within Forest School and other Outdoor Learning programmes to promote literacy skills.

Important Information: Delegates will need to bring a packed lunch and outdoor clothing (long trousers, stout footwear, layers of warm clothing and full waterproofs).

Phase: All

Aimed at: Suitable for Forest School Practitioners, Teachers and LSAs.

Course Leader/s: Jon Cree, from the Bishopswood Centre, Worcestershire on behalf of the Environmental and Outdoor Learning Team.

Date	Time	Venue	Course Code	Event Ref.
17/10/2011	09:00 - 17:00	Houghton Hall	ECNH1	A

Environmental and Outdoor Learning

Outdoors & Offsite - Using the Houghton Estate for inspiring outdoor learning in the EYFS and KS1

There is a wide range of evidence showing that contact with the outdoors enhances children's education, personal and social skills, health and wellbeing, leading to the development of responsible citizens. One of the current government's key reforms, set out in the Natural Environment White Paper (June 2011), is to take action to get more children learning outdoors, removing barriers and increasing schools' abilities to teach outdoors. For this course there will be a focus upon site orientation, facilities, logistics & learning potential throughout the day and, as a result, we will be outside in the beautiful Houghton grounds for extended periods of time.

Important Information: Much of the day will take place outdoors so please bring suitable outdoor wear (warm layers, full waterproofs, walking boots or similar). We will be providing hot drinks and biscuits. Having undertaken this training group leaders will be entitled to bring their classes for free repeated visits throughout the year on a self-guided basis.

Phase: Primary

Aimed at: Group leaders wishing to bring their EY or KS1 groups to visit the Houghton Estate for free self-led outdoor learning.

Course Leader/s: Louise Ambrose on behalf of the Environmental and Outdoor Learning

Date	Time	Venue	Course Code	Event Ref.
21/10/2011	13:00 - 16:00	Houghton Hall	ECNI6	A

OCN Level 1 - Introduction to Forest School

A fascinating intensive 2 day course with a third day (arranged at a later stage) observing an established Forest School. This is a nationally recognised Open College Network (OCN) Level 1 qualification.

Important Information: Delegates will need to bring a packed lunch and outdoor clothing (long trousers, stout footwear, layers of warm clothing and full waterproofs).

OCN Level 1 - Introduction to Forest School is provided by Birchwood Learning (please visit their website www.birchwoodlearning.com for further information) and is moderated by The Forest School Training Company (forestschoolltraining.co.uk)

Phase: All

Aimed at: Teachers, Learning Support Assistants, Early Years practitioners and parent helpers that will change your approach to outdoor learning!

Course Leader/s: Louise Ambrose on behalf of the Environmental and Outdoor Learning

Fee: £320 (Norfolk LA Schools), £360 (External Clients)

Date	Time	Venue	Course Code	Event Ref.
Day 1: 10/11/2011 Day 2: 11/11/2011	09:00 - 17:00	Houghton Hall	ECNG8	B

Environmental and Outdoor Learning

OCN Level 2 - Forest School Assistant Award

This is a nationally recognised Open College Network (OCN) Level 2 qualification designed for Learning Support Assistants, Early Years practitioners and parent helpers that regularly assist at an existing Forest School programme.

Important Information: Delegates will need to bring a packed lunch and outdoor clothing (long trousers, stout footwear, layers of warm clothing and full waterproofs).

OCN Level 1 - Introduction to Forest School is provided by Birchwood Learning (please visit their website www.birchwoodlearning.com for further information) and is moderated by The Forest School Training Company (forestschoolltraining.co.uk)

Phase: All

Aimed at: Learning Support Assistants, Early Years practitioners and parent helpers that regularly assist at an existing Forest School programme.

Course Leader/s: Louise Ambrose on behalf of the Environmental and Outdoor Learning Team

Fee: £800 (Norfolk LA Schools), £900 (External Clients)

Date	Time	Venue	Course Code	Event Ref.
07/11/2011 (start date)	09:00 - 17:00	Holt Hall Field Studies Centre	ECNG7	A
There are teaching and assessment components to the qualification as follows: <ul style="list-style-type: none">○ 7th - 9th Nov 2011 - 3 day intensive training○ 11th Nov 2011 - 12th March 2012 - Supporting an existing Forest School programme led by a level 3 Forest School leader (3 sessions minimum) and complete written coursework (arranged by candidate)○ 8th and 9th March 2012 - 2 day practical skills assessment				

Inclusion and Additional Needs

Behaviour Management

PIPP M2: Learning behaviours - improving outcomes

The importance of children behaving as learners is fundamental to school improvement. This course explores a range of proactive approaches, from Early Years to Year 6, to create a positive learning environment and will enable schools to examine their own policy and practice around promoting positive behaviours for learning. We will explore a range of practical strategies which can be put into use immediately across the school as well as examining the longer term planning necessary to ensure a shared vision around behaviour and learning is established.

Important Information: Delegates should bring a copy of their school's current behaviour policy as the development of policy into practice will be an important component of the day.

Phase: Primary and Special

Aimed at: Head teachers, deputy head teachers, senior leaders, teachers, staff with specific responsibilities regarding behaviour.

Date	Time	Venue	Course Code	Event Ref.
01/11/2011	09:15 - 16:00	West Norfolk PDC	EPPD4	B
08/11/2011	09:15 - 16:00	Norwich PDC	EPPD4	A

Behaviours for Learning for Cover Supervisors

This course will assist colleagues to be better prepared to engage positively with young people presenting challenging behaviour and have an increased range of effective strategies to achieve successful cover lessons.

Phase: Secondary

Aimed at: Secondary Schools' Cover Supervisors.

Date	Time	Venue	Course Code	Event Ref.
03/11/2011	09:00 - 15:30	Norwich PDC	EPKB4	A

Inclusion and Additional Needs

Developing your whole-school behaviour and discipline policy

The Education Bill 2011 is currently in passage through parliament and will set out amended and additional statutory duties and powers for schools around behaviour and discipline. With behaviour and safety being proposed as a key priority within the revised Ofsted framework, behaviour and discipline is firmly in the spotlight for schools.

With this in mind, it is imperative for schools to examine their behaviour and discipline policy and practice to reflect these changes. This course, aimed at those who have a responsibility around behaviour policy development, will assist schools with 'unpicking' what the requirements are in regard to their behaviour policy to ensure clear, coherent and effective systems and practices are in place.

Important Information: Delegates are asked to bring a copy of their current behaviour and discipline policy.

Phase: Primary, Secondary, Special and Pupil Referral Units

Aimed at: Those who have a responsibility around behaviour policy development.

Date	Time	Venue	Course Code	Event Ref.
04/11/2011	09:30 - 16:00	Norwich PDC	EPKB1	A
15/11/2011	09:30 - 16:00	West Norfolk PDC	EPKB1	B

Developing playtimes and lunchtimes

The revised Ofsted framework will look at pupils' behaviour and safety across the whole school including pupils' attitudes towards each other and adults. The contribution that well-managed playtimes and lunchtimes can make to children's social, emotional and behavioural development is crucial. This half-day course, for Leading MSAs and their managers, offers practical strategies for developing effective, fun and well-managed opportunities to enhance informal learning opportunities and which meet the requirements of Ofsted.

Phase: Primary

Aimed at: Leading MSAs and their managers.

Date	Time	Venue	Course Code	Event Ref.
07/11/2011	13:30 - 16:30	West Norfolk PDC	EPKB2	A
09/11/2011	16:00 - 19:00	West Norfolk PDC	EPKB2	B
10/11/2011	13:30 - 16:30	Norwich PDC	EPKB2	C
07/12/2011	16:30 - 19:30	Norwich PDC	EPKB2	D

Inclusion and Additional Needs

Pupil voice and developing pupil participation

Children are key stakeholders in their own education and should be listened to and their views and feelings acted on if schools want to improve the services they offer. Activities that enable pupils to participate in a meaningful way develop skills and qualities for the benefit of others, including the most vulnerable, and for the benefit of the community as a whole. This course, for those who have a responsibility for pupil participation, will assist schools in empowering and supporting children to help shape their school community and to become active and effective young citizens.

Phase: Primary

Aimed at: Those who have a responsibility for pupil participation.

Date	Time	Venue	Course Code	Event Ref.
21/11/2011	09:30 - 16:00	West Norfolk PDC	EPKB3	A
25/11/2011	09:30 - 16:00	Norwich PDC	EPKB3	B

Drugs Education

Improving knowledge and understanding of issues relating to drugs and alcohol

The problems relating to the widespread use/misuse/abuse of alcohol and drugs in society are well known. The issues and problems associated with alcohol will also be addressed. By improving their knowledge and understanding of drugs and alcohol, staff may feel more confident when addressing these issues with young people or, indeed, their parents/carers.

Phase: All

Aimed at: Those members of staff who wish to learn more about the types of drugs currently available.

Fee: There is no charge for this course as it is funded by Norfolk County Council.

Date	Time	Venue	Course Code	Event Ref.
18/11/2011	09:15 - 12:00	West Norfolk PDC	ENDA5	B
25/11/2011	09:15 - 12:00	Norwich PDC	ENDA5	A

Inclusion and Additional Needs

Developing and Reviewing School Drug Policy

It was a government target that by March 2004 all schools should have a School Drug Policy. This course will help staff with responsibility for School Drug Policy to ensure that they have a policy in line with government guidelines, will provide a model policy which schools could adopt or adapt and ensure that staff are confident that their policies effectively consider the implications of dealing with any drug-related incidents should they arise.

Important Information: All participants should bring along a copy of their current School Drug Policy.

Phase: All

Aimed at: Headteachers, Deputy Heads and Subject Leaders

Fee: There is no charge for this course as it is funded by Norfolk County Council.

Date	Time	Venue	Course Code	Event Ref.
04/11/2011	09:15 - 12:00	Norwich PDC	ENDA1	R
11/11/2011	09:15 - 12:00	West Norfolk PDC	ENDA1	S

English Language Support Service

EAL: Teaching and Learning for Pupils New to English and More Advanced Learners

This course is for subject leaders, Literacy and EAL Co-ordinators, SENCOs and teachers who want to understand the key principles of teaching and learning for pupils new to English and more advanced learners.

Phase: Secondary

Aimed at: Subject Leaders, Literacy and EAL Co-ordinators, SENCOs and teachers.

Date	Time	Venue	Course Code	Event Ref.
13/10/2011	09:00 - 13:00	Norwich PDC	ENMA7	A

Supporting School Improvement

A half day course which is based on the EAL Toolkit which explores the role of the leadership team in creating an appropriately supportive and challenging ethos in primary schools.

Phase: Primary

Aimed at: School Leadership Team.

Date	Time	Venue	Course Code	Event Ref.
20/10/2011	09:00 - 12:30	Norwich PDC	ENMB6	A

Inclusion and Additional Needs

English Baccalaureate: Overview of Community Language GCSE's

This half day course is for Heads of MFL, Exams Officers and EAL Co-ordinators and teachers who want a better understanding of the language component of the new English Baccalaureate qualification.

Phase: Secondary

Aimed at: Heads of MFL, Exams Officers and EAL Co-ordinators and teachers.

Date	Time	Venue	Course Code	Event Ref.
03/11/2011	09:00 - 13:00	Norwich PDC	ENMA8	A

Scaffolding Language and Learning in Mathematics and Science

A full day course for EAL Co-ordinators and class teachers. Exploring a range of strategies in which the language of Mathematics and Science can be scaffolded for EAL and other learners.

Phase: Primary

Aimed at: EAL Co-ordinators and class teachers.

Date	Time	Venue	Course Code	Event Ref.
24/11/2011	09:00 - 16:00	Norwich PDC	ENMB7	A

Talk as a Tool for Thinking and Bridging Talk and Text

Thinking leads to talking which leads to writing. This half day course is for subject leaders, Literacy and EAL Co-ordinators, SENCOs and teachers who want to encourage EAL pupils to develop higher level thinking skills, productive talk and therefore more effective academic writing.

Phase: Secondary

Aimed at: Subject Leaders, Literacy and EAL Co-ordinators, SENCOs and teachers.

Date	Time	Venue	Course Code	Event Ref.
30/11/2011	09:00 - 13:00	Norwich PDC	ENMA9	A

Inclusion and Additional Needs

Norfolk Steps

Norfolk Steps: 'Step On' Training

Norfolk Steps is Norfolk Children's Services BILD accredited training model.

'Step On' is a 6 hour introduction to the understanding and management of difficult, dangerous or complex behaviours.

Important Information: This course is predominately theory based with some brief exercises that will require low level physical activity so suitable clothing must be worn. 'Step On' training must be completed before Norfolk 'Step Up' Modules can be requested.

Phase: All

Aimed at: Staff members who wish to introduce planned responses to support inclusion. This course will be specifically relevant to staff joining services that already have Norfolk Steps training embedded within their culture.

Date	Time	Venue	Course Code	Event Ref.
09/11/2011	09:00 - 16:00	Norwich PDC	ENTD8	A

Norfolk Steps 'Step Up' Training Modules 1, 2 & 3

Norfolk Steps is Norfolk Children's Services BILD accredited training model.

'Step Up' provides additional skills to supplement 'Step On' training. This course meets the needs of staff working where the use of Restrictive Physical Intervention (RPI) is foreseeable. Training includes modules focusing on personal safety and safe principles applied to RPI (the use of force).

Important Information: 'Step On' training must be completed before 'Step Up' Modules can be requested. The course is an assessed course and attendance does not guarantee full accreditation.

This course focuses on specific restrictive physical intervention so applicants should consider their own physical ability and ensure suitable clothing is worn.

Phase: All

Aimed at: Staff working where the use of Restrictive Physical Intervention (RPI) is foreseeable.

Date	Time	Venue	Course Code	Event Ref.
10/11/2011	09:00 - 16:00	Norwich PDC	ENTD9	A

Inclusion and Additional Needs

Norfolk Steps 5-day Tutors Course

This course will train staff within schools and services to deliver Norfolk Steps, including Step On and Modules 1, 2 and 3 within their own setting or other services where negotiated through the Norfolk Steps office.

Important Information: It is an advantage to have a working knowledge of Norfolk Steps prior to attending this course. Completion of the course does not guarantee full accreditation to deliver training. Certification is competency based.

Phase: All

Fee: £800 (Norfolk LA Schools), £900 (External Clients)

Date	Time	Venue	Course Code	Event Ref.
10/10/2011 to 14/10/2011	09:00 - 16:00	Norwich PDC	ENTA5	C

Safeguarding

Child Sexual Abuse

This is a Multi-Agency course aimed at those with a particular responsibility for safeguarding children. It provides participants with research and practice based information that will enable them to effectively identify and manage cases of likely or actual sexual abuse and sexual exploitation of children and young people.

Phase: All

Aimed at: Those with a particular responsibility for safeguarding children.

Date	Time	Venue	Course Code	Event Ref.
21/09/11	09:00	Abbey Conference Centre	ENSB6	A

Working Together to Safeguard Children from Harm

This is a Multi-Agency course aimed at those with a particular responsibility for safeguarding children. The aim of this course is to develop knowledge, skills and the ability to work together on the processes for safeguarding and promoting the welfare of children, including those who are suffering, or are at risk of suffering, significant harm.

Phase: All

Aimed at: Those with a particular responsibility for safeguarding children.

Date	Time	Venue	Course Code	Event Ref.
29/09/11	09:00	Dereham Town FC	ENSB5	C
12/10/11	09:00	West Norfolk PDC	ENSB5	D

Inclusion and Additional Needs

Designated Professional Training for Safeguarding in Education

Schools are expected to have a process in place to keep children safe by providing a safe environment for children to learn and to identify those children at risk of significant harm.

The course will cover the legal framework and other statutory guidance, safe working practice, the content of Safeguarding in Education and Safer Recruitment 2007, learning lessons from serious case reviews, safeguarding in education self evaluation and OFSTED requirements for safeguarding.

Important Information: Senior Designated Professionals must attend this course every 2 years.

Phase: All

Aimed at: Senior member of staff with responsibility for safeguarding and child protection.

Date	Time	Venue	Course Code	Event Ref.
30/09/2011	09:00	Norwich PDC	ENSA4	G
12/10/2011	09:00	West Norfolk PDC	ENSA4	H
21/10/2011	09:00	Norwich PDC	ENSA4	J
07/11/2011	09:00	Norwich PDC	ENSA4	K
23/11/2011	09:00	Kings Centre, Great Yarmouth	ENSA4	L
08/12/2011	09:00	Norwich PDC	ENSA4	M

Domestic Violence and its Impact on Families

This is a Multi-Agency course aimed at those with a particular responsibility for safeguarding children. The aim of this course is to raise awareness of the impact of domestic abuse on children and families, and to gain confidence in responding to their needs.

Phase: All

Aimed at: Those with a particular responsibility for safeguarding children

Date	Time	Venue	Course Code	Event Ref.
18/10/11	09:00	Dereham Town FC	ENSB7	A

Inclusion and Additional Needs

Emotional Harm

This is a Multi-Agency course aimed at those with a particular responsibility for safeguarding children. The course aims to raise awareness and effectively equip practitioners with information from research and practice evidence to identify signs and symptoms of emotional harm and the impact on children.

Phase: All

Aimed at: Those with a particular responsibility for safeguarding children

Date	Time	Venue	Course Code	Event Ref.
15/11/11	09:00	West Norfolk PDC	ENSC1	A

Neglect

This is a Multi-Agency course aimed at those with a particular responsibility for safeguarding children. The course aims to raise awareness and effectively equip practitioners with information from research and practice evidence to identify signs and symptoms of neglect and the impact on children.

Phase: All

Aimed at: Those with a particular responsibility for safeguarding children

Date	Time	Venue	Course Code	Event Ref.
02/11/11	09:00	West Norfolk PDC	ENSB8	A

Physical Harm

This is a Multi-Agency course aimed at those with a particular responsibility for safeguarding children. The course aims to provide practitioners across all agencies with best practice principles for the assessment of children and young people who may have experienced physical harm.

Phase: All

Aimed at: Those with a particular responsibility for safeguarding children

Date	Time	Venue	Course Code	Event Ref.
08/11/11	09:00	Great Yarmouth Masonic Lodge	ENSB9	A

Leadership and School Management

Heads and Acting Heads

Annual Norfolk Headteacher's Conference: 'Raising Aspirations – Norfolk's Olympic Challenge'

The conference objectives are to:

- provide an inspirational and thought-provoking start to the academic year
- celebrate success and look to the future
- appreciate the values of learning across all ages and cultures
- reflect upon styles of leadership and management
- consider the wider educational and social issues.

Keynotes will be given by:

- Ade Adepitan, Paralympian, Sports Commentator and Actor
- Frank Dick OBE, Former British Athletics Federation Director of Coaching
- Prof Mick Waters, Education Consultant and Former QCA Director of Curriculum

Phase: All

Aimed at: Headteachers

Fee: £80

Date	Time	Venue	Course Code	Event Ref.
21/09/2011	09:30 - 15:45	John Innes Centre	ENLA1	B

PIPP M1: Coaching for Sustainable Leadership

Senior Leadership is challenging, relentless, at times thankless, and potentially lonely! In order to achieve the best a leader needs skill, vision, self-confidence, resilience, motivation, self-awareness, and dogged determination. Maintaining this in a constantly changing environment and holding an acceptable work/life balance is in itself a challenge!

Coaching has been increasingly identified as an approach that supports leaders in finding and maintaining direction, solving problems, and improving their own professional and personal life. Coaching gives a leader the space to think.

This course will give Headteachers the opportunity to learn about and experience coaching and create the way forward to sustain ongoing support.

Important Information: This course is exclusively for headteachers.

Phase: Primary and Special

Aimed at: This course is exclusively for headteachers.

Date	Time	Venue	Course Code	Event Ref.
17/10/2011	09:15 - 16:00	Norwich PDC	EPPB3	A

Leadership and School Management

School Leadership Team

PIPP M1: Who do we think you are? Who do we want to be? How far away are we?

The development of a school's vision provides common direction, powerfully shapes practice and binds the school and community together for the benefit of its children. This course will enable participants to reflect upon the relevance and value of their current vision and offer practical strategies to work with the school's stakeholders to raise expectations and generate energy for change.

Phase: Primary and Special

Aimed at: School Leadership Team.

Date	Time	Venue	Course Code	Event Ref.
11/10/2011	09:15 - 15:30	Norwich PDC	EPPB1	A

PIPP M1: Leading successful professional learning and development in your school

At the heart of school improvement and teacher development is effective continuous professional development (CPD). As the workforce becomes more diverse, it presents leaders and managers with a real challenge in meeting both institutional and individual needs including career development. This one day course will provide those experienced and new to leadership of CPD with an overview of the school improvement and development cycle and how to create opportunities for individual development through inter-school and inter-national professional networking.

Phase: Primary and Special

Aimed at: School Leadership Team.

Date	Time	Venue	Course Code	Event Ref.
09/11/2011	09:15 - 16:00	West Norfolk PDC	EPPB7	B
16/11/2011	09:15 - 16:00	Norwich PDC	EPPB7	A

Senior Leaders Network - Secondary

This termly network is to support schools in their drive for school improvement. The agenda will be sent out each term and usually contains briefings on key information regarding national/regional/local developments with an opportunity to discuss with peers, at least one item of 'good practice' sharing and information on CPD opportunities.

Phase: Secondary

Aimed at: Senior Leaders

Date	Time	Venue	Course Code	Event Ref.
01/12/2011	09:30 - 12:30	Norwich PDC	ESGB3	C

Leadership and School Management

School Governance

School Governance courses can be booked online at www.norfolk.gov.uk/governors, by emailing your request to governorservices@norfolk.gov.uk or by calling 01603 303355.

Getting Started

This course is essential for anyone in their first year as a governor. It will prepare governors for their responsibilities and help to build the confidence and knowledge needed to work in partnership with the school to raise standards of education.

Important Information: It is desirable, though not essential, to have attended one meeting of your governing body before attending the course.

Phase: All

Aimed at: Governors in their first year.

Fee: Cost for non subscribing schools £275

Date	Time	Venue	Course Code	Event Ref.
20/09/2011	09:30 - 16:30	Norwich PDC	EGSL2	A
17/10/2011	09:30 - 16:30	Norwich PDC	EGSL2	B
07/11/2011	09:30 - 16:30	West Norfolk PDC	EGSL2	C
12/11/2011	09:30 - 16:30	Norwich PDC	EGSL2	D
24/11/2011	09:30 - 16:30	Norwich PDC	EGSL2	E
28/11/2011	09:30 - 16:30	Great Yarmouth Area - TBC	EGSL2	F
05/12/2011	09:30 - 16:30	Norwich PDC	EGSL2	G

Performance Management

Carrying out the headteacher's annual performance review is a major responsibility of the governing body, and should really only be performed by governors who have undertaken the appropriate training. Our course covers the setting and review of performance objectives, and will include aspects of the process of reviewing the headteacher's salary.

Phase: All

Aimed at: Governors.

Fee: Charge to non subscribing schools £90.00

Date	Time	Venue	Course Code	Event Ref.
28/09/2011	10:00 - 12:00	Norwich PDC	EGSF3	W
06/10/2011	19:00 - 21:00	Norwich PDC	EGSF3	X
11/10/2011	19:00 - 21:00	West Norfolk PDC	EGSF3	Y

Leadership and School Management

The Accredited Clerk Briefing Session

Good Clerking is a contributing factor to effective governance and school improvement. 'The Accredited Clerk' is a competency based programme which provides a means for effective clerking to be developed and assessed. The scheme looks at a range of competency areas with clearly defined performance criteria, and involves the production of a portfolio of evidence.

Phase: All

Aimed at: Clerks to Governors.

Fee: Cost for briefing session for non subscribing schools £50.

Costs for 'The Accredited Clerk' are subscribing schools £90 a Clerk plus £65 per portfolio, non-subscribing schools £180 a Clerk plus £65 per portfolio.

Date	Time	Venue	Course Code	Event Ref.
04/10/2011	16:00 - 17:00	Norwich PDC	EGSL3	A
05/10/2011	13:00 - 14:00	West Norfolk PDC	EGSL3	B

Special Schools Seminar

A series of sessions looking at issues for governors in Special Schools.

Phase: Special Schools Only

Aimed at: Governors in Special Schools.

Fee: Cost to non subscribing schools £90

Date	Time	Venue	Course Code	Event Ref.
10/10/2011	16:30 - 18:30	Fred Nicholson School	EGSK6	D

Safer Recruitment

The one day course, recognised by the Children's Workforce Development Council and Children's Services, is formally assessed and governors will be awarded a certificate following successful completion. The training carries a clear message that we must make schools as safe as possible for children and young people.

Important Information: It is a requirement from October 2009 for the Headteacher and one governor to satisfactorily complete the Safer Recruitment training, either on-line or by attending a course run by Governor Services.

Phase: All

Aimed at: Headteachers and governors.

Fee: Charge to non subscribing schools £275

Date	Time	Venue	Course Code	Event Ref.
13/10/2011	09:15 - 17:00	Norwich PDC	EGSF5	W

Leadership and School Management

Supporting your school in a Critical Incident

Each year Norfolk's Critical Incident Support Team supports schools through a range of difficult incidents. The training provides an insight into the issues that schools can face in a crisis, and how best governors can provide support. It familiarises governors with the 'Red Book', which contains the Emergency Information for schools

Phase: All

Aimed at: Governors.

Fee: Charge to non subscribing schools £90

Date	Time	Venue	Course Code	Event Ref.
18/10/2011	19:00 - 21:00	West Norfolk PDC	EGSC3	R
21/11/2011	10:00 - 12:00	Norwich PDC	EGSC3	S

Church School Governance

Being a governor of a church school brings with it some significant differences to that of a non church school. Tutors will explain governors' responsibilities relating to issues such as admissions, collective worship, staffing, buildings and finance.

This is an informal workshop with time to ask questions and seek practical advice from professionals in their field, and ensure that the school maintains its unique church ethos and culture.

Phase: All

Aimed at: Governors of church schools.

Fee: Cost to non subscribing schools £90

Date	Time	Venue	Course Code	Event Ref.
18/10/2011	09:30 - 12:30	Dereham Town Football Club	EGSK3	E

Leadership and School Management

Safeguarding

The Education Act 2002 places statutory requirements upon the Local Authority and schools to safeguard and promote the welfare of children. This course will explore the legislative framework and roles and responsibilities of governors in relation to the safeguarding agenda. The session will also help governors to understand the Ofsted Framework for Inspection and the implications for safeguarding practice in schools.

Phase: All

Aimed at: Governors.

Fee: Cost to non subscribing schools £90

Date	Time	Venue	Course Code	Event Ref.
19/10/2011	10:00 - 12:00	Norwich PDC	EGSJ1	K
02/11/2011	19:00 - 21:00	West Norfolk PDC	EGSJ1	L
29/11/2011	19:00 - 21:00	Norwich PDC	EGSJ1	M

SEN Taster

Introduction to Special Educational Needs and Disabilities (SEND). A taster session introducing essential information regarding SEND is available for governors from all settings. The core responsibilities of governors in this area will be explored, alongside those activities that are deemed appropriate and those that are not appropriate, for a governor to undertake within the area of SEND. Reference will also be made to 'Support and Aspiration: A new approach to Special Educational Needs and Disability'.

Phase: All

Aimed at: Governors from all settings.

Fee: Cost to non subscribing schools £90

Date	Time	Venue	Course Code	Event Ref.
20/10/2011	19:00 - 20:30	Norwich PDC	EGSK2	G
14/11/2011	19:00 - 20:30	West Norfolk PDC	EGSK2	H
23/11/2011	19:00 - 20:30	Thetford Area - TBC	EGSK2	J

Leadership and School Management

Issues for Parent Governors

Governors elected by parents are often placed in a difficult position, because other parents fail to understand the more strategic role that the parent governor fulfils. This course examines the role of the parent governor and provides direction to enable them to play a full part in the work of the governing body.

Phase: All

Aimed at: Any parent governor.

Fee: Charge to non subscribing schools £90.00

Date	Time	Venue	Course Code	Event Ref.
01/11/2011	19:00 - 21:00	Norwich PDC	EGSE7	S

Skills for Clerks

This session is a must for all new Clerks or for those who want to brush up their skills and knowledge. It will clarify your role and responsibilities and offer helpful advice and practical tips for making the job manageable. Using material from the National Training Programme for Clerks to Governing Bodies, the session will cover all procedures from preparation to follow up for meetings, dealing with the paperwork, and generally managing the work of the governing body.

Phase: All

Aimed at: All new Clerks.

Fee: Cost to non subscribing schools £90

Date	Time	Venue	Course Code	Event Ref.
03/11/2011	09:30 - 13:00	Great Yarmouth Area - TBC	EGSH8	H
17/11/2011	09:30 - 13:00	Norwich PDC	EGSH8	J
01/12/2011	09:30 - 13:00	West Norfolk PDC	EGSH8	K

Leadership and School Management

Basic Finance

This workshop guides participants through the complexities of school finance, emphasising the relationship between the professional staff and the Finance Committee. Governors discover how budgets are built, and their involvement in monitoring finance. The workshop alerts governors to their responsibilities in relation to the legal procedures that must be in place to ensure the proper administration of school funds.

Phase: All

Aimed at: Governors.

Fee: Cost to non subscribing schools £90

Date	Time	Venue	Course Code	Event Ref.
03/11/2011	19:00 - 21:30	Norwich PDC	EGSL8	A
14/11/2011	10:00 - 12:30	Norwich PDC	EGSL8	B
28/11/2011	19:00 - 21:30	West Norfolk PDC	EGSL8	C

Educational Visits

This course is to clarify the position of Governors in relation to Off-Site visits including where they are the employers. It will explain recent National changes to guidance and how Norfolk CC uses Evolve its on-line visits planning and approval system to monitor and support effective educational Visits.

Phase: All

Aimed at: Governors.

Fee: Cost to non subscribing schools £90

Date	Time	Venue	Course Code	Event Ref.
14/11/2011	19:00 - 21:00	Norwich PDC	EGSL5	A
17/11/2011	19:00 - 21:00	West Norfolk PDC	EGSL5	B

Leadership and School Management

Taking the Chair

This course is designed especially to enable new Chairs of Governors to get to grips with their role. Using materials taken from the National Effective chairing of the governing body requires a range of skills, and involves activities that many governors are reluctant to undertake: managing the group of governors; ensuring statutory duties are carried out correctly; building and maintaining good working relationships with the school's professionals.

Important Information: A light lunch will be provided.

Phase: All

Aimed at: Mainly designed to assist new or less experienced Chairs of Governors, this session would also be extremely beneficial for anyone considering standing for election. Vice-chairs or Committee Chairs are welcome too.

Fee: Charge to non subscribing schools £275

Date	Time	Venue	Course Code	Event Ref.
09/11/2011	09:15 - 17:00	Norwich PDC	EGSB5	T

Special Educational Needs and Learning Difficulties and Disabilities (SEN/LDD) 3 sessions

Professional training package in Special Educational Needs and Learning Difficulties and Disabilities (SEN/LDD). Governor Services are pleased to announce a programme of training in SEN, LDD and inclusion. The termly sessions will lead to a 'commitment' certificate in SEN/LDD issued by Children's Services. The focus of session 1 will be upon defining SEN, LDD and inclusion and reviewing the relevant legislative framework, including proposed changes to the system of identification of SEN. In session 2, the emphasis will be upon the roles and responsibilities of SENCOs and governors within this area, and, in particular, how governors can offer rigorous challenge and support within their schools or setting. Session 3 will explore the role of self review regarding progress and impact for learners with SEN, and will include discussion on Ofsted priorities and provision mapping.

Important Information: Participants will be asked to attend all of the 3 evening sessions.

Phase: All

Aimed at: All governors.

Fee: Cost to non subscribing schools £225

Date	Time	Venue	Course Code	Event Ref.
10/11/2011 Session 1 15/03/2012 Session 2 10/05/2012 Session 3	19:00 - 21:00	West Norfolk PDC	EGSL9	A
24/11/2011 Session 1 22/03/2012 Session 2 24/05/2012 Session 3	19:00 - 21:00	Norwich PDC	EGSL9	B

Leadership and School Management

Promoting Community Cohesion

Many governing bodies struggle to understand the implications for schools in promoting Community Cohesion. This training event seeks to clarify some misunderstandings and provide helpful ideas on how to develop Community cohesion at the school, local, UK and global levels.

Phase: All

Aimed at:

Fee: Cost to non subscribing schools £90

Date	Time	Venue	Course Code	Event Ref.
11/11/2011	10:00 - 12:00	Norwich PDC	EGSM1	A

The importance of music in schools

This course will explain:

- the special value of music education in school with some examples
- how Norfolk schools and children can access and benefit from a range of musical opportunities both in addition to and as part of the curriculum
- Charganga -The Norfolk wide on-line music resource at home and in school
- how music links with and supports learning in other subjects
- funding issues and charging policies

Phase: All

Aimed at: Governors.

Fee: Cost to non subscribing schools £90

Date	Time	Venue	Course Code	Event Ref.
15/11/2011	19:00 - 21:00	Norwich PDC	EGSL4	A

Leadership and School Management

Developing effective partnership working with parents and families (Part 1)

Did you know that only 15% of a child's waking hours from 0-16 are spent in school? Doesn't it therefore make sense for all schools to work in partnership with parents in improving outcomes for children and young people? Following feedback from governors themselves, this popular training event has now been developed into two consecutive parts in which we will:

- review the significance of developing partnerships
- consider the new Ofsted requirements (as from January 2012) in relation to working with parents
- share good practice and develop ideas for partnership working with parents and families

Important Information: Governors can attend either or both sessions.

Phase: All

Aimed at: Governors.

Fee: Cost to non subscribing schools £90

Date	Time	Venue	Course Code	Event Ref.
16/11/2011	19:00 - 21:00	Norwich PDC	EGSJ7	C
22/11/2011	19:00 - 21:00	West Norfolk PDC	EGSJ7	D

Handling concerns and complaints

Handling complaints workshop is designed for all governors. It explains the LA's complaints policy and procedures, whilst emphasising the need to resolve difficult issues in a way that prevents them escalating into time consuming, and in some cases expensive complaints.

Phase: All

Aimed at: Governors.

Fee: Charge to non subscribing schools £90.00

Date	Time	Venue	Course Code	Event Ref.
23/11/2011	19:00 - 21:00	Norwich PDC	EGSF1	Q

Leadership and School Management

Achieving the Best Value

The emphasis in this workshop is on the monitoring role of the finance committee, and specifically how effort is focussed to ensure best value in meeting spending priorities. The workshop challenges participants to examine the link between the key documents which set out the future of the school and how the impact of spending decisions set out in the School Improvement and Development Plan can be translated into educational outcomes for pupils.

Phase: All

Aimed at: Governors.

Fee: Charge to non subscribing schools £90.00

Date	Time	Venue	Course Code	Event Ref.
01/12/2011	19:00 - 21:30	Norwich PDC	EGSE3	Q
06/12/2011	19:00 - 21:30	West Norfolk PDC	EGSE3	R

Equality and Diversity

The Equality Act 2010 addresses inequality and prevents discrimination against people who have a 'protected characteristic'. In addition, the Act also harmonises the previous three public sector duties which applied to schools (race, disability and gender) into a new Public sector Duty. This session will outline the main components of the act and update governors on what they need to do to make sure schools are compliant with the legislation.

Phase: All

Aimed at: Governors.

Fee: Charge to non subscribing schools £90.00

Date	Time	Venue	Course Code	Event Ref.
07/12/2011	10:00 - 12:00	Norwich PDC	EGSJ4	G
12/12/2011	19:00 - 21:00	West Norfolk PDC	EGSJ4	H

Leadership and School Management

School Management

PIPP M1: Better together - developing self improving schools

The Education Bill (January 2011) challenges schools of all sizes to consider new ways of supporting each other on the journey of school improvement. This course (for headteachers and senior leaders) will explore ways in which schools can collaborate effectively in order to get better and how clusters of schools might accept responsibility for self-improvement for the cluster as a whole. It will draw on examples of best practice in Norfolk and beyond.

Phase: Primary and Special

Aimed at: Headteachers and senior leaders.

Date	Time	Venue	Course Code	Event Ref.
22/09/2011	09:15 - 12:30	Norwich PDC	EPPC3	A

PIPP M1: Managing the whole school community to produce independent pupils and adults

Do children in your school know what they are good at? Do they take responsibility for their own improvement and act upon the feedback they are given by each other and their teachers? This course will explore both the principles and practicalities of developing assessment for learning, through pupil voice and dialogue. It will also consider what leaders must do to establish a whole school climate that positively promotes pupil responsibility and resourcefulness in learning.

This course will examine the current research and guidance on the most effective ways of developing independence, including examples of good practice within Norfolk. There will be a particular focus on ways of nurturing this through from EYFS to the end of key stage two. Participants will be able to work together across different key stages and with other schools to develop an action plan which will focus on providing broader and richer experiences for both children and adults.

Phase: Primary and Special

Aimed at: Senior Leaders, Subject Leaders and Class Teachers.

Fee: Standard if not purchased as part of a Primary Improvement Partnership Package.

Date	Time	Venue	Course Code	Event Ref.
27/09/2011	09:00 - 12:30	Norwich PDC	EPPC1	A

Leadership and School Management

PIPP M1: Planning for the strategic management and development of school staff

The Schools White Paper 2010 shows clearly that school leaders will have increasing autonomy to lead and manage their schools, within the context of continuing school improvement. As the most significant element of a school's budget is staffing costs it is essential that staff are deployed and managed effectively. Through this course school and setting leaders will examine the constituent parts that combine to make effective staff deployment which is essential to sustainable school improvement.

The course will be activity and information based with appropriate supporting materials. The key factors for effective staff deployment that will be covered are:

- performance management and engaging in professional conversations,
- staffing structures, roles and effective deployment,
- role descriptions,
- School Teachers Pay and Conditions (STPCD)
- grievance and conflict resolution.

Phase: Primary and Special

Aimed at: Senior Leaders, Subject Leaders and Class Teachers.

Date	Time	Venue	Course Code	Event Ref.
23/11/2011	09:15 - 15:30	Norwich PDC	EPPB5	A
29/11/2011	09:15 - 15:30	West Norfolk PDC	EPPB5	B

Transparency - Understanding and Using Data for School Improvement

A suite of four hands-on courses to support secondary schools:

- EPAS - narrowing the gaps and tracking other groups
- FFT - using estimates to best effect in target setting and raising expectations
- School based tracking systems; models of best practice
- New RAISEonline - interpreting and evaluating your school position

Phase: Secondary

Date	Time	Venue	Course Code	Event Ref.
06/10/2011	09:00 - 12:00	Norwich PDC	ESGB7	A
06/10/2011	13:00 - 16:00	Norwich PDC	ESGB7	B
07/10/2011	09:00 - 12:00	Norwich PDC	ESGB7	C
13/10/2011	09:00 - 12:00	Norwich PDC	ESGB7	D
02/11/2011	09:30 - 12:30	Norwich PDC	ESGB7	E
16/11/2011	09:30 - 12:30	Norwich PDC	ESGB7	F
06/12/2011	09:30 - 12:30	Norwich PDC	ESGB7	G

Leadership and School Management

Working with Parents

Investors in Families Award

Is your school already working closely with your families? Have you considered applying for a national quality mark for this? Investors in Families Quality Mark is a:

- means to celebrate what a school/ setting is achieving in working with families
- tool to enable settings to determine areas of development in parent partnership
- framework within which to place new initiatives
- method for relating support offered by schools/ settings to families directly to 'core' business, and the impact of this on raising standards

The Investors in Families Quality Mark has been running in Norfolk for 3 years; over 80 schools and settings have either gained the award, or are in process.

Investors in Families Quality Mark can support schools/ settings in the demands of the new OFSTED Framework. The quality mark provides an evidence base for consultation with all parents and carers, impact measuring of the setting's work with families, provides the framework on which settings can identify and celebrate achievements, identify the value and impact of partnership working across the whole school/ setting community and to identify areas for development in order to put processes and planning into place.

Important Information: Governors, families and pupils have a role to play in the Investors in Families process (a whole school approach is required). Schools and settings identify their own timeline as part of the evidencing process.

Phase: All

Aimed at:

Fee: Costs to schools and settings are based on pupil numbers:

Norfolk LA Schools

- Small primary schools (up to 200 pupils) - £350
- Large primary schools (over 200 pupils) - £500
- High schools - £800

External Clients

- External small primary school (up to 200 pupils)- £385
- External large primary schools (over 200 pupils) - £550
- Academies and external settings - £880

Date	Time	Venue	Course Code	Event Ref.
18/10/2011	09:15-12.30	West Norfolk PDC	EPWC2	H
20/10/2011	09:15-12.30	Norwich PDC	EPWC2	J

Leadership and School Management

Family Learning - Establishing and Running a Maths Café

As a response to schools and families who have benefited from their involvement in Story/Reading Cafés, the Maths Café will be launched autumn term 2011. Maths Café training will focus on family learning activities suitable for aged 4-7 and 7-12 pupils. Training will include practical ideas and activities to enhance the teaching of numeracy using a wide variety of resources (including those found in the home).

Phase: Primary

Aimed at: Teachers, Teaching Assistants, Parent Support Advisers, Extended School Coordinators.

Date	Time	Venue	Course Code	Event Ref.
04/10/2011	09:15	Norwich PDC	EPWC9	A
06/10/2011	09:15	West Norfolk PDC	EPWC9	B

Family Learning - Establishing and Running a Reading Café

Is your school wishing to raise standards in reading and create a wider reading culture? The Reading Café is both a process and a time either during or after the setting/school session/day in which a child and one or more family members come together with school/setting based staff in a mutually supportive environment to develop both reading and other skills for the child through a variety of enjoyable, informal learning activities. Through attendance at the Reading Café, adults are enabled to gain additional skills and confidence as co-educators, develop positive relationships with school/setting staff and spend 'quality time' with their child. The Reading Café supports the development of the school/family partnership as well as a wider reading and learning culture.

This course equips teachers and teaching assistants but also parent support advisers and extended schools co-ordinators to run successful Norfolk Reading Café © sessions in individual schools. Norfolk Reading Cafés © are used from Foundation Stage to Year 6.

Phase: Primary and Special

Aimed at: Teachers, Teaching Assistants, Parent Support Advisers, Extended School Coordinators.

Date	Time	Venue	Course Code	Event Ref.
10/10/2011	09:15	West Norfolk PDC	EPWC4	G
12/10/2011	09:15	Norwich PDC	EPWC4	H

Leadership and School Management

Family Learning - Establishing and Running a Story Café

Is your school wishing to address the issue of a large number of young children with poorly developed language skills? Have any of your school's staff been trained to run Story Cafés?

Building on the successful Norfolk Reading Café © programme, Norfolk Story Cafés © are designed to be used in EYFS and KS1. In the sessions, through a variety of enjoyable, informal learning activities as well as advice from school staff on how to develop and extend their child's speaking and listening skills, all parents/carers learn how to support their child's language development. Norfolk Story Cafés © help children develop their communication, language and literacy skills as parents are complementing at home what their children are learning at school. Cafes are also proving to be an effective means to develop the school/home partnership.

Phase: Primary and Special

Aimed at: Teachers, Teaching Assistants, Parent Support Advisers, Extended School Coordinators.

Date	Time	Venue	Course Code	Event Ref.
28/09/2011	09:15	West Norfolk PDC	EPWC6	B
29/09/2011	09:15	Norwich PDC	EPWC6	C

Schools Working with Families to Widen Aspirations

Schools report that in raising standards for all, one of the greatest challenges is the 'low aspirations' of some children and their parents which impact adversely on these pupils' motivation to succeed.

This course for headteachers, teachers and governors explores the implications for schools, parents and children of 'widening aspirations'. It also offers accessible, practical models for schools to work in partnership with families to extend aspirations for their children and themselves.

Phase: Primary and Special

Aimed at: Headteachers, teachers and governors.

Date	Time	Venue	Course Code	Event Ref.
02/11/2011	09:00	Norwich PDC	EPWC8	A

Leadership and School Management

Parent Support Accredited Training (3 day course)

The importance of training for staff working with children, young people and their families is receiving increased attention in relation to ensuring personnel receive the best possible training to enhance their roles.

This 3 day core training is compliant with the Common Core of Skills and Knowledge for Children's Workforce staff and is aligned to the Children's Workforce Development Council induction standards; linked to relevant National Occupational Standards.

The module themes consist of:

- Module 1 - Principles, values and legislation
- Module 2 - Understanding children and young people's development
- Module 3 - Building relationships and communicating with children, young people and families
- Module 4 - Keeping children and young people safe from harm
- Module 5 – Integrated working

Important Information: Delegates must attend all 3 dates. Training enables optional accreditation: Supporting Teaching and Learning; Level 3 Certificate in Work with Parents (City and Guilds). Accreditation is arranged through Adult Education – course fees currently £390 per delegate.

Phase: All

Aimed at: Parent Support Advisers, Extended Schools Coordinators, Teaching Assistants, family support workers in schools and settings, Pastoral Team Members, Voluntary sector organisation family workers and those involved in delivery of family support, family learning and transitions support.

Fee: £450 (Norfolk LA Schools) £495 (External Clients)

Date	Time	Venue	Course Code	Event Ref.
3 Days 20/09/2011 22/09/2011 30/09/2011	9:15-4.00pm	Norwich PDC	EPWC7	A

Whitlingham Outdoor Education Centre

Whitlingham Outdoor Education Centre Courses

To book courses run by the Whitlingham Outdoor Education Centre please visit www.whitlinghamoec.co.uk, email ncc.oep@norfolk.gov.uk, or call the centre direct on **01603 632307**. **Important information for all courses:** All participants will need to bring a packed lunch and change of clothes. Full joining instructions and course details will be provided.

REC Basic First Aid for Adventure Sports

Essential skills to deal with an incident and use a basic first aid kit. Designed to introduce a systematic way of administering first aid and managing casualties in the outdoors where help is close at hand. Meets BCU and RYA requirements. Includes dealing with hypothermia and drowning.

Date	Time	Venue	Event Ref.	Fee
17/09/2011	09:00 – 17:00	Whitlingham OEC	FB2	£75
29/10/2011	09:00 – 17:00	Whitlingham OEC	FB3	£75

REC Emergency First Aid for Adventure Sports

A two day (16 hour) course designed to introduce a systematic way of administering first aid, managing casualties and to develop these essential skills to deal with more difficult incidents when there is no immediate help. Meets MLTB requirements for SPA, WGL, ML.

Date	Time	Venue	Event Ref.	Fee
Two Days: 22/10/2011 23/10/2011	09:00 – 17:00	Whitlingham OEC	FE2	£125

Climbing Wall Supervisor Award

Initial training working toward supervising groups on artificial walls/towers within the Eastern region. This award is recognised by all Local Education Authorities in the Eastern Region and was developed in conjunction with the Outdoor Education Advisor's Panel and the Association of Mountaineering Instructors. Basic climbing and belaying experience is required before attending the training. **Pre-requisite:** Some climbing experience.

Date	Time	Venue	Event Ref.	Fee
Two sessions: 13/09/2011 20/09/2011	17:30 – 21:00	Whitlingham OEC	ZCT2	£85

Whitlingham Outdoor Education Centre

Climbing Wall Supervisor Award Assessment

Following CWSA training, successful completion of this assessment provides a certificate of competence for three years for supervising climbing wall sessions within the limits of the scheme. **Pre-requisite:** Delegates must have completed the Climbing Wall Supervisor Award.

Date	Time	Venue	Event Ref.	Fee
10/09/11	1000 - 1300	Whitlingham OEC	ZCA2	£65
08/10/11	1000 - 1300	Whitlingham OEC	ZCA3	£65
05/11/11	1000 - 1300	Whitlingham OEC	ZCA4	£65

Climbing Wall Supervisor Award Revalidation

Revalidation of Eastern Region Award. Observation of practical teaching, personal skills and recorded logbook experience. Revalidates the award for a further 3 years.

Pre-requisite: Delegates must have completed the Climbing Wall Supervisor Training.

Date	Time	Venue	Event Ref.	Fee
10/09/11	1330 - 1530	Whitlingham OEC	ZCR2	£45
08/10/11	1330 - 1530	Whitlingham OEC	ZCR3	£45
05/11/11	1330 - 1530	Whitlingham OEC	ZCR4	£45

MIAS Grade 1 - 2 Training in Off Road Biking (Two days)

Initial training to learn how to lead cyclists in both on and off road environments, allowing you to take groups into simple low-level terrain where help is almost immediately accessible.

Pre-requisite: Some off road biking experience.

Important Information: Course fee includes MIAS registration. Training does not result in an award; additional assessment required after a consolidation period.

Date	Time	Venue	Event Ref.	Fee
12/11/2011 13/11/2011	09:00 – 17:00	Whitlingham OEC	ZMT2	£180

British Canoe Union (UKCC) Level 2 Coach Training 17+ (4 days)

Certificate in Coaching Paddlesport - Level 2 training. This course is producing a new generation of excellent coaches. An extensive course observation, analysis, teaching and learning styles with a blend of theory and practice. **Pre-requisite:** BCU Level 1 Coach (new), BCU 3 Star, BCU Coach Registration.

Date	Time	Venue	Event Ref.	Fee
13/10/2011 To 16/10/2011	09:00 – 17:30	Whitlingham OEC	ZB2T2	£240

Whitlingham Outdoor Education Centre

British Canoe Union (UKCC) Level 2 Assessment

Coaching assessment for the BCU Certificate in Coaching Paddlesport Level 2.

Pre-requisite: New Level 2 Training, Level 2 Portfolio Foundation Safety and Rescue, 8 hr First Aid, CRB Check, 2 x3 Star Awards.

Date	Time	Venue	Event Ref.	Fee
12/10/11	0900 - 1700	Whitlingham OEC	ZB2A4	£150

RYA Dinghy Instructor Pre-Assessment - 15+

Part of the pre-requisites for RYA Dinghy Instructor Course. It must include sailing in wind strengths of force 3 or above.

Pre-requisite: Competent dinghy sailor with several season's experience or RYA Level 2 with at least one advanced module.

Date	Time	Venue	Event Ref.	Fee
09/10/2011	09:00 – 15:00	Whitlingham OEC	ZRDP	£55

RYA Dinghy Instructor (including assessment) (6 days)

For aspirant dinghy sailing instructors, this course includes both training and moderation for this nationally recognised qualification.

Pre-requisite: RYA Pre-Assessment, 8 hour First Aid, RYA Level 2 Powerboat.

Date	Time	Venue	Event Ref.	Fee
05/11/2011 06/11/2011 12/11/2011 13/11/2011 26/11/2011 27/11/2011	09:00 – 17:00	Whitlingham OEC	ZRD	£350

Advice and Support

Advice and Support

Both primary and secondary schools are able to purchase support via a 'Pay As You Go' option. We offer advice and support on a wide range of whole school issues as well as subject specific expertise across the phases. A number of courses listed in this brochure can be delivered in your school, group of schools or cluster as an Advice and Support.

Fees

Advice and Support is charged* at the following rates:

Norfolk Local Authority Maintained Schools

- Full Day £640
- Half Day £330
- Twilight £330

External Clients (including Academies and Free Schools)

- Full Day £680
- Half Day £360
- Twilight £360

***Please note:** If numbers for your advice and support event exceed 30 participants an additional cost of £10 per additional head will be charged.

Further Information and Bookings

To discuss your advice and support requirements please contact Lisa Battle or Nicola Bruce on 01603 303324.



Remember

To view full course details including who to contact in case of a query and course objectives, or to book places please visit:

www.cpd.norfolk.gov.uk/sdms/



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