



Dear Sir or Madam,

NEW YEAR TRAINING OFFER – 20% off

The Hamlet is a registered charity that has been working in Norfolk for over 44 years with families and carers of children with disabilities and complex health needs. Our Early Explorers Pre-school was graded Outstanding by Ofsted. We provide a range of activities and support from birth to 29 years of age and a social club for adults with a disability from 16 onwards.

We are now launching our own specialist training provision for professionals, parents and carers as we want to share the expertise and skills we have gained over the years. All our tutors are experienced practitioners who understand the needs of people with disabilities and continue to work on a day to day basis in our settings, whether that is with early years children or young people and adults. We are on the Norfolk County Council list of approved training providers.

Do you have children within your setting who have communication or behaviour difficulties? They may benefit from staff, family and friends having specialist training such as Signalong, Sensory Play or Disability Awareness. We now also offer Proloquo2go training.

We provide a high-quality training service, offering good value for money. Courses are run from our training base or centres in the city and we can run the course at your setting.

If you would like to find out more about our offer, please contact:  
Alex Wolsey or Michelle Dungar our Quality Assurance and Training Managers on 01603 765405 or email [trainingteam@thehamletcharity.org.uk](mailto:trainingteam@thehamletcharity.org.uk)

Details on current training opportunities are available on our website [www.thehamletcharity.org.uk/our-services/learning-and-development/](http://www.thehamletcharity.org.uk/our-services/learning-and-development/)

**Please quote training17 to take advantage of our new year offer – courses must be booked by 27<sup>th</sup> January 2017 to receive 20% off any training place.**

We look forward to hearing from you and providing you and your team with training and support for working with people with disabilities and complex health needs.

Yours sincerely

**The Hamlet**, Head Office  
221 St Leonards Road,  
Norwich, NR1 4JN

**T** 01603 765405  
**E** [admin@thehamletcharity.org.uk](mailto:admin@thehamletcharity.org.uk)  
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**Patrons:** Gerry Blyth, Peter Jarrold, Viscountess Sheelin Knollys, June Thoburn, Sir William Utting.  
The Hamlet Centre Trust is a charity and a company limited by guarantee, registered in England and Wales.  
Company No: 2518973 Charity No: 1000653 Registered Office: 221 St Leonards Road, Norwich NR1 4JN.



Data Protection Act 1998



## Disability Awareness Training

This course is aimed to inform the learner what disability means, who can be affected and how it can affect their everyday life. The course is an interactive 3 hour session giving the learner an insight to disability, learners will take part in practical activities and discussions which encourage the learner to think about ways of behaving and communicating with those who may have a disability.

### COURSE OBJECTIVES

- To identify types and causes of disability.
- To understand the social and medical models of disability.
- To consider the effect of a disability on each individual person.
- To participate and show understanding and consider the effects of disability and how to overcome and minimize their effect.

|   |  |
|---|--|
| <b>Venue: The Hamlet, Head Office, 221 St. Leonards Road, NR1 4JN</b> |  |
| <b>Disability Awareness Training</b>                                  |  |
| Date: <b>1<sup>st</sup> Feb 2017</b>                                  | Date: <b>6<sup>th</sup> March 2017</b>   |
| Time : 5:00pm – 8:00pm  | Time: 6:30pm – 9:30pm  |
| Closing Date: 18 <sup>th</sup> January 2017                           | Closing Date: 20 <sup>th</sup> February 2017   |
|   |  |
| <b>Cost:</b>  | £25.00 per person  |
| <b>Maximum number of Learners:</b>                                    | 20 learners  |
| <b>Contact Details:</b>   | Alex Wolsey / Michelle Dungar – 01603 765405<br><a href="mailto:Trainingteam@thehamletcharity.org.uk">Trainingteam@thehamletcharity.org.uk</a> |



## Manual Handling – using hoists to move people

This course is suitable for anyone who works in the care sector and has no previous training within manual handling. The aim of this course is to learn why manual handling is important within the care sector and to be able to demonstrate correct manual handling techniques.

### COURSE OBJECTIVES

- To identify legislation in relation to manual handling.
- To consider the causes of back pain in relation to manual handling.
- To complete a Manual Handling risk assessment
- To perform correct techniques and recognize poor techniques of others.
- To know how to use equipment and what procedures to follow when using any manual handling equipment.

|   |   |
|---|---|
| <b>Venue: The Hamlet, Adult's Service, Ella Road, Norwich, NR1 4BP</b><br><b>Day: Saturday</b><br><b>Time: 9:00am-3:30pm</b>  |   |
| Manual Handling - using hoists to move people   | Manual Handling – using hoists to move people |
| Date: <b>21<sup>st</sup> January 2017</b>   | Date: <b>18<sup>th</sup> March 2017</b>       |
| Closing Date: 7 <sup>th</sup> January 2017  | Closing Date: 4 March 2017                    |
|   |   |
| <b>Cost: £65.00 per person</b><br><b>Maximum number of Learners :12</b>   |   |
| <b>Contact Details:</b> Alex Wolsey / Michelle Dungar – <a href="mailto:trainingteam@thehamletcharity.org.uk">trainingteam@thehamletcharity.org.uk</a> 01603 765405 |   |



## Proloquo2Go Training

This course is aimed at learners who are working with children and young people who are moving onto or already use Prologue2Go – (which is a symbol based communication app). The course will inform the learner how to use the communication app Proloquo2Go, from setting up to customizing it to suit the child or young person.

### COURSE OBJECTIVES

- To outline the Crescendo vocabulary system – Proloquo2go uses a tiered system, each one focusing on core words - which we need to make up most of what we say.
- To create a new user and customize vocabulary content for that user including creating new buttons and folders.
- Customizing and using the grammar support feature for proloquo2go
- Adapting the Proloquo2Go app so it meets the individual needs visual, motor and cognitive needs.
- Creating and working with user backup files.

| Venue: The Hamlet, Head Office, 221 St. Leonards Road, NR1 4JN |  |
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| Proloquo2Go Training   |  |
| Date: <b>30<sup>th</sup> Jan 2017</b>                          | Date: <b>30<sup>th</sup> March 2017</b>  |
| Time : 5:00pm – 7:00pm   | Time: 5:00pm – 7:00pm  |
| Closing Date: 16 <sup>th</sup> January 2017                    | Closing Date: 16 <sup>th</sup> March 2017  |
|  |  |
| <b>Cost:</b>   | £25.00 per person  |
| <b>Maximum number of Learners:</b>                             | 10 learners (cannot run with less than 8)  |
| <b>Contact Details:</b>  | Alex Wolsey / Michelle Dungar – 01603 765405<br><a href="mailto:Trainingteam@thehamletcharity.org.uk">Trainingteam@thehamletcharity.org.uk</a> |

**IMPORTANT** - Learners are required to bring their own iPad – with Proloquo2Go installed prior to attending. This course is practical based and learners are required to follow steps and experiment with the program to understand all functions.



## Sensory Play Training

This course is aimed at learners who are working with children and young people. The aim of the course is to develop knowledge of the senses and the way sensory information can be processed. To understand the importance of sensory play in learning and development learners will be taking part in practical activities, which will explore potential barriers and ways of overcoming these.

### COURSE OBJECTIVES

- To develop knowledge of the senses and the way sensory information can be processed.
- To understand the importance of sensory play in learning and development.
- To explore some of the potential barriers to play.
- To explore and discuss the individual needs of children or adults and the need to understand and respect sensory integration disorders.
- To investigate a variety of resources- specialist, natural and heuristic. Discuss and explore the possible uses and accessibility of these.
- To emphasize that by gaining a fuller understanding of a child's or adult's needs, likes and dislikes, each worker can play a more significant part in releasing their full potential.
- To explore briefly the potential barriers to accessing the wider community with sensory integration disorders.
- To identify relevant professionals and procedures to refer to when additional support may be required.

| Venue: The Hamlet, Head Office, 221 St. Leonards Road, NR1 4JN |  |
|--|--|
| Sensory Play Training  |  |
| Date: <b>9<sup>th</sup> February 2017</b>                      | Date: <b>16<sup>th</sup> March 2017</b>  |
| Time: 2:00pm – 4:00pm  | Time: 5:00pm – 7:00pm  |
| Closing Date: 26 <sup>th</sup> January 2017                    | Closing Date: 2nd March 2017   |
|  |  |
| <b>Cost:</b>   | £25.00 per person  |
| <b>Maximum number of Learners:</b>                             | 12 learners (cannot run with less than 8)  |
| <b>Contact Details:</b>  | Alex Wolsey / Michelle Dungar – 01603 765405<br><a href="mailto:Trainingteam@thehamletcharity.org.uk">Trainingteam@thehamletcharity.org.uk</a> |



## Signalong Foundation -Phase 1

This is an accredited course and suitable for anyone who provides support for those who use Signalong as part of their communication. It aims to develop the skills learners already have and to understand the communication process and develop their ability to communicate with those who have communication impairment.

### COURSE OBJECTIVES

- To discuss the early development of language, social interaction and communication.
- To consider how sign supported communication supports children and adults with speech, language and communication needs.
- To practice using signing skills and signs to interact and communicate with others.

### Course Details

**Date:** Saturdays – January 21st, 28<sup>th</sup> and 4<sup>th</sup> February

**Time:** 10am – 4pm

**Location:** 221 St Leonards Road, Norwich, Norfolk, NR1 4JN

**Duration:** 15 hours

**Who should attend:** Anyone working / supporting someone with a communication impairment

**Certification:** Accredited Certificate (if failure of examine at end a Certificate of attendance will be given)

**Cost:** £85.00 per learner plus £19 for a Signalong phase 1 book

**Maximum number of Learners:** 12 learners

**Examination:** All learners will be required to complete a written test at the end of the course and throughout the course their practical work will be observed.

**Contact Details:** Alex Wolsey/Michelle Dungar – 01603 76540 [trainingteam@thehamletcharity.org.uk](mailto:trainingteam@thehamletcharity.org.uk)



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- To discuss the early development of language, social interaction and communication.
- To consider how sign supported communication supports children and adults with speech, language and communication needs.
- To practice using signing skills and signs to interact and communicate with others.

### Course Details

**Date:** Mondays -20th, 27<sup>th</sup> February and 6<sup>th</sup> March

**Time:** 10am – 4pm

**Location:** 221 St Leonards Road, Norwich, Norfolk, NR1 4JN

**Duration:** 15 hours

**Who should attend:** Anyone working / supporting someone with a communication impairment

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### COURSE OBJECTIVES

- To discuss the early development of language, social interaction and communication.
- To consider how sign supported communication supports children and adults with speech, language and communication needs.
- To practice using signing skills and signs to interact and communicate with others.

### Course Details

**Date:** Tuesdays (5 consecutive Tuesdays) - 28<sup>th</sup> February, 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> March

**Time:** 6pm – 9pm

**Location:** 221 St Leonards Road, Norwich, Norfolk, NR1 4JN

**Duration:** 15 hours

**Who should attend:** Anyone working / supporting someone with a communication impairment

**Certification:** Accredited Certificate (if failure of examine at end a Certificate of attendance will be given)

**Cost:** £85.00 per learner plus £19 for a Signalong phase 1 book

**Maximum number of Learners:** 12 learners

**Examination:** All learners will be required to complete a written test at the end of the course and throughout the course their practical work will be observed.

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