

thinking about childcare for your own children ?

thinking about training to gain more qualifications so that you can progress your existing childcare career ?

thinking about childcare as a career, becoming a childminder or playworker, or setting up in business as a nursery or out of school playscheme ?

thinking about providing childcare for your employees ?

whatever you're thinking
about childcare or early years
education call the
Norfolk Childcare Information Service
on **01603 62 22 92**



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training news

information update

Welcome to April 2002 edition of the Training Newsletter

I hope that you all had an enjoyable Easter break.

It has been a very busy term with courses in early years, childcare, playwork and foundation stage well attended. There has been a huge demand for first aid training in Norwich therefore 5 further courses have been booked and people who have applied will be contacted in the next few weeks.

I would like to take this opportunity to remind you that the training newsletter must be shared. One copy is sent to every childcare setting, please remember to share it with staff and colleagues.

Best wishes

Pauline Jackson
Training & Recruitment Manager

In this issue:

- details of new short courses for early years, childcare and playwork
- future courses
- 'I Came with Apprehension and Left with Inspiration' – all is revealed inside
- booking form

Reminder

Please remember and share the Training News with your staff and colleagues to ensure that they have up to date information.

"I came with apprehension and left with inspiration"

'I came with apprehension and left with inspiration' said a delegate after Zoe Rhydderch-Evans' 'Nurturing the Young Mathematician' training day, reflecting the views of all the delegates on the course.

In the coming year the EYDCP needs to provide two day's training for all foundation stage practitioners in the non-maintained sector. Last year the EYDCP focused on areas identified in recent Ofsted inspections, including planning & assessment, practical maths & problem solving, development of writing and involving parents. Advisory teachers Peter Bates, Jo Mixer and Clare Scott led 10 planning & assessment sessions, followed up by visits to settings.

Marian Whitehead, a leading authority on early years literacy, ran joint sessions with Paul Jackson, our excellent local storyteller. Marian looked at opportunities to develop writing skills to give children confidence, without imposing adult pressures and delegates were able to see marvellous examples of what children can do when given the freedom. Paul shared some storytelling secrets and left delegates keen to try his techniques.

Zoe Rhydderch-Evans message 'Maths is exciting and fun' focussed on overcoming 'bad experiences' of Maths and enabling children to develop unpressured. Zoe will run further courses in Norfolk – see inside for details.

Margy Whalley talked about her Early Excellence Centre at Penn Green in Corby and how to involve parents in their children's learning. The simple message was: 'find a way!'

Evaluation forms consistently indicated the training will have a positive influence on delegates' own practices, demonstrating that quality training from the EYDCP will lead to high quality early years practice in Norfolk.



Training News Round-up

Job Vacancies

We send our job vacancy list to approximately 250 people each week and the database is continually expanding.

If you would like to receive our vacancy list, please phone the Training and Recruitment Team on 01603 622292 or email nicola.howlett.edu@norfolk.gov.uk

You will receive the list by post on a weekly basis until you inform us that you no longer wish to receive a copy.

If you would like to advertise a vacancy, follow the simple steps below:

1. Contact the Training and Recruitment Team on 01603 622292 or email nicola.howlett.edu@norfolk.gov.uk for a vacancy authorisation form.
2. Complete the form, including a closing date, and return it either by post, email or fax by 5pm on Wednesday for your vacancy to appear the following week.
3. Your vacancy will appear on the Norfolk Early Years Development and Childcare Partnership website [www.childcarelink.gov.uk] as well as on our weekly vacancy list.
4. We will contact you shortly after the closing date to find out whether the post has been filled and if not, whether you would like to re-advertise, possibly changing the advert.
5. To help us evaluate the effectiveness of this service, we will send you an evaluation form after the closing date and would be grateful for your comments.

Certificate

If anyone knows or works with Hugh Murphy could they please contact Nicola Howlett at the Training and Recruitment Team on 01603 622292 as she has a certificate to send him and requires his contact details.

"Making Choices" Course

If you know someone who would like to work with children but is not sure of which age group or what kind of childcare would suit them, "Making Choices" is probably a good place to start. This course, developed by the Early Years National Training Organisation and the Playwork Unit at SPRITO (The National Training Organisation for Sports Recreation and Allied Occupations), is designed to help people decide whether childcare is the right career choice and what type of childcare to choose. It is an informal course where you will be able to meet other people who are also interested in working with children in your area. The course looks at career opportunities across the range of early years and childcare services and will include discussions, activities and visiting speakers.

"Making Choices" is a free course that runs for 6 weeks (with a two and a half hour session each week). Courses will be coming soon to **Norwich, Great Yarmouth, Thetford and Harleston.**

If you know someone who may be interested, ask them to contact Nicola Howlett at the Training and Recruitment Team on 01603 622292 for further information or an application form.

Senco Conference

A one-day conference for all setting Sencos 'Early Years Matters' will take place on Monday 24 June at the John Innes Centre. Programme and booking forms will be forwarded to setting Sencos in April.

Norfolk Quality Kitemark Scheme

Are you interested in promoting and improving the quality of childcare? Have you got a few hours to spare in a week? If so, join the scheme as a mentor/verifier. Information sessions to be held in Norwich and King's Lynn. Training will be given. For further information contact Pauline Jackson or Shona Nelson on 01603 62 22 92.

Foundation Stage Training

Two more training days have been organised for **Mathematical Development**. These are on 8th July in the Sports Village, Norwich and 9th July in the Knightshill Hotel, King's Lynn, from 9.30am – 2.30pm. **Please note that these days are for settings who were unable to attend previous training days.**

Three **storysack workshops** have been organised for May. Details are as follows:

13th May	West Norfolk PDC, King's Lynn
15th May	Barnham Broom, Norwich
17th May	The Imperial Hotel, Great Yarmouth

Please note that the storysack workshops will only be half day sessions and run from 9.30am – 12 noon. Letters and booking forms will be forwarded to all settings delivering the foundation stage.

Congratulations

Congratulations to the 18 students who have successfully completed their Developing Childminding Practice with City College. All students have enjoyed studying so much that they have decided to complete the Extending Childminding Practice or, where they change their career, the NVQ. Well done to everyone.

Introduction to childminding practice (ICP)

A regular programme of ICP courses is organised through the year across the county by the NCCMA. If you require a booking form please contact Judy Freeman on 01603 615667.

If you would like more information on becoming a childminder contact the Childcare Information Service on 01603 622292 for details of information sessions.

New Short Courses – Norfolk Childcare Training Project

The European Social Fund (ESF) pays for these short courses that are available free to people who are working in the early years or childcare sector in Norfolk, either in paid employment or as a volunteer. **(These courses are not available to people working in the maintained sector).**

Places are allocated on a first come, first served basis, so please send your booking form in immediately. We apologise that some of the short courses do not show dates and venues; this is because in some cases it has been difficult to confirm these. At times we have to change the date of short courses due to the availability of presenters. If you would like to attend a short course, please complete the booking form and we will contact you with full details **3 weeks prior to the course start date.**

If you are attending a course, you can claim the costs of your supply cover, travel and childcare expenses. Expense claim forms will be available from your course tutor.

Course Title	Storytelling 0-5
Training Provider	Paul Jackson
Aimed At	All Childcare and Early Years Workers
Venue	Thorpe St Andrew High, Norwich
Date and Duration	8th May 2002, 7 – 9pm
Venue	Neathered Community High, Dereham
Date and Duration	13th May 2002, 7 – 9pm
Course Aim	A "hands on" storytelling workshop

Course Title	Storytelling 5-14
Training Provider	Paul Jackson
Aimed At	All childcare and Early Years Workers
Venue	Neathered Community High, Dereham
Date and Duration	7th May 2002, 7 – 9pm
Venue	Thorpe St Andrew High, Norwich
Date and Duration	14th May 2002, 7 – 9pm
Course Aim	A "hands on" storytelling workshop

Course Title	Performance Management
Training Provider	Matrix
Aimed At	Managers and Supervisors
Venue	Ecotech Centre, Turbine Way, Swaffham
Date and Duration	23rd April 2002, 9.30am – 4.30pm
Course Aim	To examine ways in which you can build upon team performance, e.g. coaching, counselling and the use of an appraisal scheme

Course Title	Building A Successful Team
Training Provider	Matrix
Aimed At	Managers and Supervisors
Venue	Ecotech Centre, Turbine Way, Swaffham
Date and Duration	14th May 2002, 9.30 – 4.30pm
Course Aim	To explore ways in which managers can support and improve their team's performance, looking at key management skills and motivation

Course Title	Assertiveness
Training Provider	Matrix
Aimed At	All Early Years and Childcare Workers
Venue	Ecotech Centre, Turbine Way, Swaffham
Date and Duration	Saturday 8th June 2002, 9.30am – 4.30pm
Course Aim	Develop an understanding of the value of assertive behaviour and the difference between assertive and aggressive/passive behaviours. Identify your preferred style and how to make appropriate use of this technique at work and socially

Course Title	Understanding and Building Children's Self-esteem
Training Provider	National Early Years Network
Aimed At	All Early Years Workers
Venue	Area Team Office, Great Yarmouth
Date and Duration	11th June 2002, 9.45am – 4.30pm
Venue	St Bennetts Hall, North Walsham
Date and Duration	12th June 2002, 9.45am – 4.30pm
Venue	St Augustine's Healthy Living Centre, King's Lynn
Date and Duration	13th June 2002, 9.45am – 4.30pm
Course Aim	To enable adults who work with young children to develop their understanding of children's self-esteem and how it can be enhanced

Course Title	Child Protection
Aimed At	All Early Years and Childcare Workers
Training Provider	Norfolk Early Years Support Network
Venue	Hewett School, Norwich
Date and Duration	23rd April 2002, 6.30 – 9pm
Venue	Alderman Jackson School, King's Lynn
Date and Duration	29th April 2002, 6.30 – 9pm
Training Provider	Norfolk County Childminding Association
Venue	Fakenham Early Years Centre, Fakenham
Date and Duration	15th May 2002, 6.30 – 9pm
Venue	St Nicholas Children's Centre, Great Yarmouth
Date and Duration	18th June 2002, 6.30 – 9pm
Course Aim	Introduction to child protection

Course Title	First Aid for Children
Training Provider	St John's Ambulance
Aimed At	All Early Years Workers
Venue	St Augustine's Healthy Living Centre, King's Lynn
Date and Duration	11th May 2002, 9.30am – 1.30pm
Venue	Fakenham Community Centre, Fakenham
Date and Duration	15th June 2002, 9.30am – 1.30pm
Course Aim	Priorities of first aid, resuscitation, control of bleeding, treatment of unconscious casualty, burns and scalds, treatment of common emergencies relating to children, contents of a first aid box

Course Title	Basic Food Hygiene
Training Provider	Norwich City Council
Aimed At	All Early Years and Childcare Workers
Venue	Assembly Rooms, Norwich
Date and Duration	29th May 2002, 9am – 5pm
Course Aim	Successful applicants will receive the Chartered Institute of Environmental Health Basic Food Hygiene Certificate. There will be a written test at the end of the course

Course Title	Helping Young Children to Play Together (All Together Module) 2 modules
Training Provider	Norfolk Early Years Support Network
Aimed At	All Early Years Workers
Venue	Hewett School, Cecil Road, Norwich
Date and Duration	Managing Children's Behaviour – 6 week course starting 23rd April 2002, 6.30pm – 9pm Playing Together – 6 week course starting 11th June 2002, 6.30pm – 9pm
Course Aim	To give an understanding of how to provide an inclusive provision for ALL children. The first module aims to provide learners with an opportunity to consider their own role within the management of children's behaviour and strategies for encouraging acceptable behaviour. The second module looks at meeting the needs of children with disabilities, the Special Educational Needs Code of Practice and where to access support and information

Course Title	Committees Training
Training Provider	Norfolk Early Years Support Network
Aimed At	New and existing committee members
Venue	Taverham High School, Taverham
Date and Duration	6 week course starts 15th April 2002, 7pm – 9pm
Course Aim	Playgroup committees – roles and responsibilities; account procedures

Course Title	More than a Book
Training Provider	Norfolk Early Years Support Network
Aimed At	All Childcare and Early Years Workers
Venue	Diss High School, Diss
Date and Duration	23rd April 2002, 7pm – 9pm
Venue	Long Stratton High School, Long Stratton
Date and Duration	16th May 2002, 7pm – 9pm
Course Aim	Information workshop: how to use books and storytelling

Course Title	Risk Assessment
Training Provider	Norfolk Early Years Support Network
Aimed At	All Childcare and Early Years Workers
Venue	Taverham High School, Taverham
Date and Duration	2nd May 2002, 7pm – 9pm
Venue	Hewett School, Cecil Road, Norwich
Date and Duration	22nd May 2002, 7pm – 9pm
Course Aim	Identifying hazards within a setting with regard to health and safety. The steps involved in producing a risk assessment

Course Title	Behaviour Management in Out of School Clubs – "Why Should I? I don't have to be here"
Training Provider	Sarah Kiln
Aimed At	All Childcare Workers in Out of School Clubs
Venue	First Floor, St Andrew's House, Norwich
Date and Duration	17th May 2002, 10am – 1pm
Course Aim	The workshop will be interactive and participants will be able to discuss particular issues that are relevant to their settings while recognising the need for confidentiality of individuals

Course Title	Behaviour Management in Out of School Clubs –Consulting with Children
Training Provider	Sarah Kiln
Aimed At	All Childcare Workers in Out of School Clubs
Venue	Wensum Lodge, Norwich
Date and Duration	28th June 2002, 10am – 1pm
Course Aim	The workshop will give you an opportunity to explore ways of communicating with children and to share some of your successes as well as looking to a wider perspective from the UK and Europe

Course Title	Arts and Crafts – Creative workshops for 5-14yr olds
Training Provider	Arts of Minds
Aimed At	All Childcare Workers in Out of School Clubs
Venue	Assembly Rooms, Norwich
Date and Duration	21st May 2002, 9.30am – 4pm
Venue	Healthy Living Centre, King's Lynn
Date and Duration	20th June 2002, 9.30am – 4pm
Course Aim	To give participants the theoretical approach required to enable children to gain confidence in art and craft activities. To underpin the implementation of equal opportunities in child care practice

Course Title	Developing Quality Play
Training Provider	Norfolk County Childminding Association
Aimed at	Childminders and Early Years Workers
Venue	Sprowston High School, Norwich
Date and Duration	11th May 2002, 9.30am – 1.30pm
Course Aim	Includes 4 workshops on music, messy play ideas, mixing the ages and co-operative games. A "hands on" experience with lots of opportunity to share ideas with others

Course Title	Behaviour Management
Training Provider	Norfolk County Childminding Association
Aimed At	Childminders and Early Years Workers
Venue	Sprowston High School, Norwich
Date and Duration	18th May 2002, 9.30am – 1.30pm
Venue	Abby Farm Middle School, Thetford
Date and Duration	27th July 2002, 10am – 2pm (creche provided)
Course Aim	To explore what is acceptable behaviour and how to deal with unacceptable behaviour as well as expectations from parents

Course Title	Child Development
Training Provider	Norfolk County Childminding Association
Aimed At	Childminders and Early Years Workers
Venue	Alderman Jackson School, King's Lynn
Date and Duration	5th June 2002, 9.30am – 1.30pm
Course Aim	Offers a tour through basic child development from birth to eight and explains the importance of recognising different developmental ranges, gaining ideas from appropriate play provision for each stage

Course Title	Equal Opportunities
Training Provider	Norfolk County Childminding Association
Aimed At	Childminders and Early Years Workers
Venue	Sprowston High School, Norwich
Date and Duration	15th June 2002, 9.30am – 1.30pm
Course Aim	To recognise different developmental ranges and plan appropriate play activities for 0 – 7 age range

Course Title	Meeting Children's Medical Needs
Training Provider	Norfolk County Childminding Association
Aimed At	Childminders and Early Years Workers
Venue	Sprowston High School, Norwich
Date and Duration	6th July 2002, 9.30am – 1.30pm
Course Aim	Prepares childcare workers to care for children with medical needs, and how to recognise signs and symptoms of some e.g. epilepsy, meningitis, febiule convulsions, asthma

Course Title	Behind the Scenes
Training Provider	Pre School Learning Alliance
Aimed At	Committee Members
Venue	Thorpe St Andrew High School
Date and Duration	22nd May 2002 for 7 weeks, 7.30pm – 9.30pm
Venue	Wicklewood, TBA
Date and Duration	May 2002 – TBA
Course Aim	The workshops will provide knowledge, understanding and skills for people on pre-school committees. Each workshop is a stand alone session so they can be attended singly or as a whole course.

Course Title	Business
Training Provider	Norfolk County Childminding Association
Aimed At	Childminders
Venue	Sprowston High School, Norwich
Date and Duration	13th July 2002, 9.30am – 1.30pm
Course Aim	To update your business skills and share new ideas with other childminders

Course Title	Caring for Children After School
Training Provider	Norfolk County Childminding Association
Aimed At	Childminders and Childcare Workers in Out of School Clubs
Venue	Hewett School, Norwich
Date and Duration	20th July 2002, 9.30am – 2.30pm
Course Aim	Workshop session on how to deal with caring for children across a wide age range and how to meet the specific needs of school aged children

Course Title	Growing Your Pre-school
Training Provider	Pre-school Learning Alliance
Aimed At	Pre-school Groups wishing to expand their childcare provision
Venue	Norwich – TBA
Date and Duration	May 2002 – TBA
Venue	Flitcham (near King's Lynn) – TBA
Date and Duration	May 2002 – TBA
Venue	Great Yarmouth – TBA
Date and Duration	May 2002 – TBA
Course Aim	Many pre-schools are aware that the world of childcare is developing rapidly and want to be part of that development but are unsure of how to proceed. This course will help you through the various stages of expansion

Course Title	Basic Business Planning
Training Provider	EYDCP
Aimed At	All Settings
Venue	Unit 5, North Lynn Business Village, King's Lynn
Date and Duration	1st May 2002, 7pm – 9pm 11th July 2002, 7pm – 9pm 2nd October 2002, 7pm – 9pm 5th February 2003, 7pm – 9pm
Venue	St Andrew's House, Norwich
Date and Duration	8th May 2002, 7pm – 9pm 9th October 2002, 7pm – 9pm 12th February 2003, 7pm – 9pm
Venue	Havenbridge House, Great Yarmouth
Date and Duration	22nd May 2002, 7pm – 9pm 10th October 2002, 7pm – 9pm 13th February 2003, 7pm – 9pm
Venue	Norwich/Great Yarmouth – TBA
Date	15th July 2002, 7pm – 9pm
Course Aim	The sessions will cover both business planning and tips on fundraising

Courses leading to Qualifications – Norfolk Childcare Training Project

The European Social Fund (ESF) pays for these courses that are available free to people working in the early years or childcare sector in Norfolk, either in paid employment or as a volunteer. **(These courses are not available to people working in the maintained sector).**

We are planning to run the following qualification courses in September:

Level II Certificate in Playwork – For people over 16 working with school-aged children who have at least 50 hours playwork experience. The certificate covers: role of the playworker, health and safety, equal opportunities, legal responsibilities and other relevant legislation, teamwork, planning and promoting play, playwork in practice, building relationships with children, parents and other staff and monitoring and evaluation. Involves 40 hours of classroom-based learning, plus 40-60 hours of study in your own time.

Developing Childminding Practice - Unit 2 of the certificate in childminding practice. Covers the broad range of skills needed by all childminders. It will help you look at and build on your current knowledge, skills and practice. It explores topics such as: children’s development, play and learning, caring for children across a range of ages, relationships with parents, equal opportunities and child protection. Involves a 60 hour unit assessed through coursework assignments.

If you are interested in either of the above courses, please contact Pauline Jackson or Shona Nelson, or complete the booking form and return it to the Training and Recruitment Team immediately.

Remember, you can claim the cost of your travel and childcare expenses.

Important note: If you are a member of staff in an early years or childcare setting where less than 50% of staff are qualified, please register your interest as soon as possible by contacting the Training and Recruitment Team on 01603 622292.

NVQ2/NVQ3/NVQ4 – Early Years Care and Education	Level 2 Certificate in Pre-School Practice
NVQ2/NVQ3 – Playwork	Level 2 Certificate in Playwork
Level 3 Diploma in Pre-School Practice	

If you have applied for a course leading to a qualification, please bear with us as we are in the process of passing names onto the relevant colleges and we will update you as soon as possible.

Courses leading to Qualifications (Not funded by ESF)

Course Title	NVQ 2 & NVQ 3	Course Title	NVQ 2, NVQ 3 & NVQ 4
Venue	TBA	Venue	Open Learning
Course Aim	NVQ 2 for assistants and NVQ 3 for deputies and supervisors with full support in your normal working environment. Observation visits and key skills support if necessary	Course Aim	NVQ 2 for assistants, NVQ 3 for deputies and supervisors and NVQ 4 for managers with full support in your normal working environment. Observation visits and key skills support if necessary
Cost	Free for those under 23 and employed in a childcare setting	Cost	TBA
Contact Details	For further information contact Gary Howard on 01603 223414/224420 at Norfolk County Council Corporate Training and Development	Contact Details	For further information contact Gary Howard on 01603 223414/224420 at Norfolk County Council Corporate Training and Development

Other courses (Not funded by ESF)

DYSPRAXIA CONFERENCE

Title	Dyspraxia Developmental Co-ordination Disorder from Childhood to Adulthood
Venue	UEA, Norwich
Date and Duration	Saturday 6th July 2002, 9am – 4pm
Key Speaker	Dr Amanda Kirby
Aimed At	Professionals and parents
	For further information or to book contact Swee on 01603 593091 or email r.meehan@uea.ac.uk

Business Planning Clinics

Stacey Beddows-Wilkinson, the Business and Finance Manager for the Early Years Development and Childcare Partnership will be available on the following days in the following areas to offer general business and finance support to all settings. Support can either be given in area team offices or on site visits can be arranged. **Settings wishing to access support from Stacey should book through the Area Team Offices.** Details are as follows:

Venue	Unit 5, North Lynn Business Village, King's Lynn
To Book Contact	01553 667620
Date and Duration	1st May 2002, 10.00am – 4.30pm
	11th May 2002, 10.30am – 2.45pm
	11th June 2002, 10.00am – 4.30pm
	15th June 2002, 10.30am – 2.45pm
	3rd July 2002, 10.00am – 4.30pm
	4th September 2002, 10.00am – 4.30pm
	14th September 2002, 10.30am – 2.45pm
	2nd October 2002, 10.00am – 4.30pm
	6th November 2002, 10.00am – 4.30pm
	16th November 2002, 10.30am – 2.45pm
	4th December 2002, 10.00am – 4.30pm
	8th January 2003, 10.00am – 4.30pm
	5th February 2003, 10.00am – 4.30pm
	5th March 2003, 10.00am – 4.30pm
	8th March 2003, 10.30am – 2.45pm
Venue	St Andrews House, Norwich
To Book Contact	01603 598484
Date and Duration	10th April 2002, 10.00am – 4.30pm
	8th May 2002, 10.00am – 4.30pm
	25th May 2002, 10.30am – 12.15pm
	12th June 2002, 10.00am – 4.30pm
	29th June 2002, 1.15pm – 4.30pm
	10th July 2002, 10.00am – 4.30pm
	11th September 2002, 10.00am – 4.30pm
	28th September 2002, 10am – 12.15pm
	9th October 2002, 10.00am – 4.30pm
	13th November 2002, 10.00am – 4.30pm
	30th November 2002, 1.15pm – 4.30pm
	11th December 2002, 10.00am – 4.30pm
	15th January 2003, 10.00am – 4.30pm
	12th February 2003, 10.00am – 4.30pm
	12th March 2003, 10.00am – 4.30pm
	15th March 2003, 1.15pm – 4.30pm

Venue	Havenbridge House, Great Yarmouth
To Book Contact	01493 335740
Date and Duration	24th April 2002, 10.00am – 4.30pm
	22nd May 2002, 10.00am – 4.30pm
	25th May 2002, 1.15pm – 4.30pm
	13th June 2002, 10.00am – 4.30pm
	29th June 2002, 10am – 12.15pm
	15th July 2002, 10.00am – 4.30pm
	25th September 2002, 10.00am – 4.30pm
	28th September 2002, 1.15pm – 4.30pm
	10th October 2002, 10.00am – 4.30pm
	27th November 2002, 10.00am – 4.30pm
	30th November 2002, 10am – 12.15pm
	12th December 2002, 10.00am – 4.30pm
	29th January 2003, 10.00am – 4.30pm
	13th February 2003, 10.00am – 4.30pm
	15th March 2003, 1.1.5pm – 4.30pm
	26th March 2003, 10.00am – 4.30pm

BOOKING FORM

First Name: Surname: Title: Mr/Mrs/Miss/Ms

Name of Setting: Type of Setting:

Your Address:

Post Code:

Contact Phone No: Email address:

Booking

If you require more than one form, please photocopy as many as you need and return completed forms to the Training and Recruitment team at the address below. Please remember to write the course date in your diary at the time of booking. Unfortunately places are limited, so if you do not hear from us you should assume you have not got a place. Please see future editions of training news for further course dates.

Please tick the box of the type of course you wish to sign up for and complete the table:

☐ New Short Courses (see pages 4, 5, 6 & 7)

Course Title	Date	Venue

Places on short courses will be allocated on a first come, first served basis. We will be in touch with joining instructions 3 weeks prior to the course, if you have been successful.

☐ New Courses Leading To Qualifications (see page 8)

Course Title	Date	Venue

☐ Qualification Courses (Not funded by ESF) (see page 9)

Course Title	Date	Venue

Signed: Date:

Please return to: Training & Recruitment Team, St Andrews House, St Andrews Street, Norwich NR2 4UH, tel. 01603 622292