

Children's Services
Norfolk Advisory Service
Professional Development Centre
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Dear Headteacher

We have successfully operated our current 'INSET Opportunities' website since January 2002 and 89% of Norfolk schools have used the site to book on-line.

I am now writing to inform you that we will shortly be introducing a new course management system, which will include a new website, offering schools an improved range of facilities including:

- links to venue maps
- viewing enrolled delegates and waiting lists
- viewing applications made
- viewing staff training history
- replacing/withdrawing course delegates on-line.

With effect from early March the new website will be operational, containing the 2007/08 Professional Learning and Development Programme. Schools should also receive this in printed copy, during the week commencing February 19th.

A few courses previously advertised on the 'old' site will continue to be available there so, for a limited period of time we will be running 2 web sites.

- The current website, 'INSET Opportunities', will contain courses which have already been advertised with course reference nos. beginning with a '6'.
- The new website, 'Opportunities for Professional Learning and Development', will contain the new courses advertised in the annual programme, with reference nos. beginning with an 'E'.

Both sites will be accessible via <http://advisoryservice.norfolk.gov.uk> or via Esinet.

We are looking forward to the introduction of the new system, and would like to thank you in advance for your co-operation over the next few months, whilst the implementation of the new system takes effect.

We'll be writing again shortly with details of how to access and use the site but, in the meantime, please don't hesitate to contact me if you have questions, or need further information.

Yours sincerely

David Orsborne
Principal Adviser, Primary