

## Study Support Service

**Training Opportunities  
September 2003 – August 2004**

The training offered by the Study Support Service is:

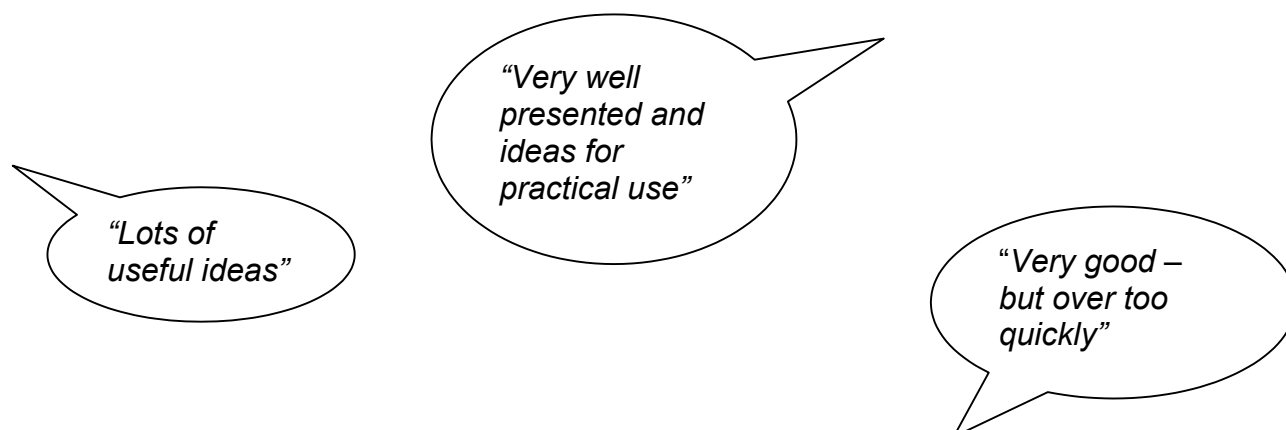
- **open to all adults who are involved in out of school hours learning**
- **aimed to support exciting effective learning opportunities out of school hours**
- **applicable to learning at all times**
- **based on Brain Friendly learning principles**

Some training programmes are:

- **FREE**
- **designed for both adults and young people working as Peer Tutors**

Training for individual schools and organisations can be organised  
(*Expression of interest form and scale of charges included*)

### Comments on previous courses



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## Whole Day Training

<b>Course title:</b>	<b><u>Study Support Co-ordinator Training</u></b>
<b>Course description:</b>	Designed for new co-ordinators, includes: <ul style="list-style-type: none"><li>• setting up Study Support</li><li>• creative ideas</li><li>• finance and budgets</li><li>• Health and Safety</li><li>• monitoring and evaluation</li><li>• introduction to Brain Friendly learning</li><li>• links to other initiatives</li></ul>
<b>Course number:</b>	120
<b>Date:</b>	16 <sup>th</sup> September 2003
<b>Time:</b>	9:15am for 9:30am - 3:30pm
<b>Venue:</b>	Colman Room, County Hall, Norwich
<b>Cost:</b>	Free
<b>Special requirements:</b>	None
<b>Aimed at:</b>	Study Support Co-ordinators

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<b>Course title:</b>	<b><u>Focus on the Learner</u></b>
<b>Course description:</b>	This course explores approaches that are centred on the individual learner including: <ul style="list-style-type: none"><li>• Multiple Intelligences theory</li><li>• learning styles</li><li>• development of positive learning environments</li></ul> These will be linked to behaviour management and KS3 strategy
<b>Course number:</b>	040
<b>Date:</b>	20 <sup>th</sup> October 2003
<b>Time:</b>	9.15am for 9.30am – 3.30pm
<b>Venue:</b>	NYCS Training Unit, Sprowston, Norwich
<b>Cost:</b>	£60 per person, £50 for UFA partner schools and organisations
<b>Special requirements:</b>	None
<b>Aimed at:</b>	All welcome

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**Course title:** **Focus on the Learner**

**Course description:** This course explores approaches that are centred on the individual learner including:

- Multiple Intelligences theory
- learning styles
- development of positive learning environments

These will be linked to behaviour management and KS3 strategy

**Course number:** 140

**Date:** 19<sup>th</sup> May 2004

**Time:** 9:15am for 9:30am - 3:30pm

**Venue:** Carrow Abbey, Norwich

**Cost:** £60 per person, £50 for UFA partner schools / organisations

**Special requirements:** None

**Aimed at:** All welcome

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**Course title:** **Ready for Revision**

**Course description:** Gives practical methods to support and inform students with their revision. This includes:

- using knowledge of your learning styles
- creating a brain friendly study environment
- mind mapping
- visualisation
- memorisation

**Course number:** 080

**Date:** 20<sup>th</sup> January 2004

**Time:** 9.30am for 9.45am – 3.45pm

**Venue:** Carrow Abbey, Norwich

**Cost:** £65 per person, £55 for UFA partner schools and organisations  
Price includes a **FREE COPY of the UFA Brain Friendly Revision book** for each participating school. This book is full of practical activities and photocopiable materials to use with students

**Special requirements:** None

**Aimed at:** Of particular interest to all working with students at KS2, 3 and GCSE level

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**Course title:** **Study Support Co-ordinator Training Phase 2**

**Course description:** Explores developing high quality study support:

- an opportunity to share and create innovative ideas for study support activity
- reviews sustainability issues
- investigates the process of measuring the impact of study support

**Course number:** 121

**Date:** 3<sup>rd</sup> March 2004

**Time:** 9.15am for 9.30am – 5.00pm

**Venue:** Cranworth Room, County Hall, Norwich

**Cost:** Free

**Special requirements:** None

**Aimed at:** Study Support Co-ordinators

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**Course title:** **Study Support Co-ordinator Training Phase 2**

**Course description:** Explores developing high quality study support:

- an opportunity to share and create innovative ideas for study support activity
- reviews sustainability issues
- investigates the process of measuring the impact of study support

**Course number:** 122

**Date:** 16th March 2004

**Time:** 9.15am for 9.30am – 5.00pm

**Venue:** Caister High School, Caister-on-Sea, Great Yarmouth

**Cost:** Free

**Special requirements:** None

**Aimed at:** Study Support Co-ordinators

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**Course title:** **Emotional Intelligence and Positive Lunchtimes**

**Course description:** Investigates the ways to make lunchtimes positive for students and staff using:

- emotional intelligence theory
- positive behaviour management
- role of peer support systems

**Course number:** 130

**Date:** 13<sup>th</sup> May 2004

**Time:** 9:15am for 9:30am - 3:30pm

**Venue:** Carrow Abbey, Norwich

**Cost:** £60 per person, £50 for UFA partner schools / organisations

**Special requirements:** None

**Aimed at:** Study Support Co-ordinators, PSHE co-ordinators

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## Half Day Training

<b>Course title:</b>	<b><u>Planning for Multiple Intelligences in and out of school</u></b>
<b>Course description:</b>	Explores Howard Gardner's "Multiple Intelligence" theory including: <ul style="list-style-type: none"><li>• games and exercises</li><li>• practical application in the classroom</li><li>• use in out of school hours learning</li></ul>
<b>Course number:</b>	070
<b>Date:</b>	10 <sup>th</sup> February 2004
<b>Time:</b>	1.15pm for 1.30pm – 5.00pm
<b>Venue:</b>	Edwards Room, County Hall, Norwich
<b>Cost:</b>	£40 per person, £35 for UFA partner schools and organisations
<b>Special requirements:</b>	Comfortable clothes for an active session
<b>Aimed at:</b>	Of particular interest to primary and secondary teachers, KS3 strategy co-ordinators

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<b>Course title:</b>	<b><u>Multi-sensory Learning and the Learning Environment</u></b>
<b>Course description:</b>	Practical applications of multi-sensory learning: <ul style="list-style-type: none"><li>• impact on learning and recall</li><li>• implications for developing the learning environment</li></ul>
<b>Course number:</b>	100
<b>Date:</b>	24 <sup>th</sup> February 2004
<b>Time:</b>	1.15pm for 1.30pm – 5.00pm
<b>Venue:</b>	Edwards Room, County Hall, Norwich
<b>Cost:</b>	£40 per person, £35 for UFA partner schools and organisations
<b>Special requirements:</b>	None
<b>Aimed at:</b>	Of particular interest to all involved with learning in and out of school hours

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**Course title:** **Using Music to Support Learning**

**Course description:** Explores the ideas behind why music can support learning and investigates:

- Why do 70% of students listen to music while studying?
- How does music affect memory and recall?
- How can music be used to support positive behaviour?
- Why does music help create a readiness to learn?
- What music would I use for reviewing learning with learners?

**Course number:** 150

**Date:** 5<sup>th</sup> May 2004

**Time:** 1.45pm for 2.00pm – 3.30pm

**Venue:** Colman Room, County Hall, Norwich

**Cost:** £40 per person, £35 for UFA schools / organisations

**Special requirements:** None

**Aimed at:** All welcome

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## Twilight Training

<b>Course title:</b>	<b><u>Brain Friendly Learning and Peer Tutor Training</u></b>		
<b>Workshops will cover:</b>	Creating a team to deliver revision programmes for KS3 and GCSE students. Elements covered include: <ul style="list-style-type: none"><li>• peer tutor skills</li><li>• learning styles</li><li>• creating a brain friendly study environment</li><li>• preparation for exams</li><li>• mind mapping</li><li>• visualisation and memorisation</li><li>• planning your revision programme</li></ul>		
<b>Course number:</b>	010		
<b>Date:</b>	Three Sessions	5 <sup>th</sup> November 2003	
		12 <sup>th</sup> November 2003	
		19 <sup>th</sup> November 2003	
<b>Time:</b>	4.30pm for 5.00pm – 8.00pm		
<b>Venue:</b>	Notre Dame High School, Norwich		
<b>Cost:</b>	£130 for a team of <b>3 students and 1 teacher</b> Price includes a <b>FREE COPY of the UFA Brain Friendly Revision book</b> for each participating school. This book is full of practical activities and photocopiable materials to use with students		
<b>Special requirements:</b>	Comfortable clothes for 3 active sessions <b><i>N.B. It is advisable that students training as peer tutors are at least a year older than those they peer tutor</i></b>		
<b>Aimed at:</b>	Of particular interest to teachers and youth workers with young people interested in developing effective out of hours revision programmes supported by peer tutors		

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**Course title:** **Parachute Games**

**Course description:** Provides an opportunity to play parachute games:

- offers practical tips on leading games
- investigates applications for games across the curriculum and in the playground
- covers Health and Safety implications

**Course number:** 020

**Date:** 2<sup>nd</sup> October 2003

**Time:** 4.00pm for 4.15pm – 5.15pm

**Venue:** Flegg High School, Martham, Great Yarmouth

**Cost:** Free

**Special requirements:** Comfortable clothes and safe footwear for an active session

**Aimed at:** All welcome

\*\*\*\*\*

**Course title:** **Parachute Games**

**Course description:** Provides an opportunity to play parachute games:

- offers practical tips on leading games
- investigates applications for games across the curriculum and in the playground
- covers Health and Safety implications

**Course number:** 021

**Date:** 14<sup>th</sup> October 2003

**Time:** 4.15pm for 4.30pm – 5.30pm

**Venue:** Breckland District Resource Base, Dereham

**Cost:** Free

**Special requirements:** Comfortable clothes and safe footwear for an active session

**Aimed at:** All welcome

\*\*\*\*\*

**Course title:** **Parachute Games**

**Course description:** Provides an opportunity to play parachute games:

- offers practical tips on leading games
- investigates applications for games across the curriculum and in the playground
- covers Health and Safety implications

**Course number:** 022

**Date:** 17<sup>th</sup> November 2003

**Time:** 4.15pm for 4.30pm – 5.30pm

**Venue:** King's Lynn District Resource Base

**Cost:** Free

**Special requirements:** Comfortable clothes and safe footwear for an active session

**Aimed at:** All welcome

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**Course title:** **More Fun, Games and Learning**

**Course description:** A follow up course with new games to extend the popular 'Fun, Games and Learning'. In this practical session new icebreakers, name games and team-building games will be played. How to link learning and games will be emphasised.

**Course number:** 030

**Date:** 13<sup>th</sup> October 2003

**Time:** 4.00pm for 4.15pm – 5.30pm

**Venue:** NYCS Training Unit, Sprowston, Norwich

**Cost:** Free

**Special requirements:** Comfortable clothes for an active session

**Aimed at:** All welcome

\*\*\*\*\*

**Course title:** **More Fun, Games and Learning**

**Course description:** A follow up course with new games to extend the popular 'Fun, Games and Learning'. In this practical session new icebreakers, name games and team-building games will be played. How to link learning and games will be emphasised.

**Course number:** 031

**Date:** 15<sup>th</sup> October 2003

**Time:** 4.00pm for 4.15pm – 5.30pm

**Venue:** Long Stratton High School, Long Stratton, Norwich

**Cost:** Free

**Special requirements:** Comfortable clothes for an active session

**Aimed at:** All welcome

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**Course title:** **More Fun, Games and Learning**

**Course description:** A follow up course with new games to extend the popular 'Fun, Games and Learning'. In this practical session new icebreakers, name games and team-building games will be played. How to link learning and games will be emphasised.

**Course number:** 032

**Date:** 3<sup>rd</sup> November 2003

**Time:** 4.00pm for 4.15pm – 5.30pm

**Venue:** Breckland District Resource Base, Dereham

**Cost:** Free

**Special requirements:** Comfortable clothes for an active session

**Aimed at:** All welcome

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**Course title:** **More Fun, Games and Learning:**

**Course description:** A follow up course with new games to extend the popular 'Fun, Games and Learning'. In this practical session new icebreakers, name games and team-building games are played. How to link learning and games will be emphasised.

**Course number:** 033

**Date:** 19<sup>th</sup> April 2004

**Time:** 4.00pm or 4.15pm – 5.30pm

**Venue:** King's Lynn District Resource Base

**Cost:** Free

**Special requirements:** Comfortable clothes for an active session

**Aimed at:** All welcome

\*\*\*\*\*

**Course title:** **More Fun, Games and Learning**

**Course description:** A follow up course with new games to extend the popular 'Fun, Games and Learning'. In this practical session new icebreakers, name games and team-building games will be played. How to link learning and games will be emphasised.

**Course number:** 034

**Date:** 26<sup>th</sup> April 2004

**Time:** 4.00pm for 4.15pm – 5.30pm

**Venue:** NYCS Training Unit, Sprowston, Norwich

**Cost:** Free

**Special requirements:** Comfortable clothes for an active session

**Aimed at:** All welcome

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**Course title:** **Writing a Study Support Policy**

**Course description:** A facilitated workshop:

- examines what is required in a study support policy
- gives practical help and activities
- supports planning a policy for your school / organisation

**Course number:** 050

**Date:** 16<sup>th</sup> October 2003

**Time:** 3.45 for 4.00 – 6.00pm

**Venue:** NYCS Training Unit, Sprowston, Norwich

**Cost:** Free

**Special requirements:** Bring an example of your school / organisation's style of policy

**Aimed at:** Study Support Co-ordinators, senior managers

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**Course title:** **Four Linked Study Support Sessions**

**Course description:** Includes ideas, information and sharing experiences about:

- exploring the brain and learning
- young people's involvement in out of school hours learning
- positive behaviour management and the celebration of success
- Health and Safety
- evaluation and monitoring

**Course number:** 060

**Date:** 4<sup>th</sup> November 2003, 11<sup>th</sup> November 2003  
18<sup>th</sup> November 2003, 25<sup>th</sup> November 2003

**Time:** 4.00pm for 4.15pm – 5.30pm

**Venue:** King's Lynn District Resource Base

**Cost:** Free

**Special requirements:** None

**Aimed at:** All adults involved in out of school hours learning

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**Course title:** **Four Linked Study Support Sessions**

**Course description:** Includes ideas, information and sharing experiences about:

- exploring the brain and learning
- young people's involvement in out of school hours learning
- positive behaviour management and the celebration of success
- Health and Safety
- evaluation and monitoring

**Course number:** 061

**Date:** 6<sup>th</sup> November 2003, 13<sup>th</sup> November 2003  
20<sup>th</sup> November 2003, 27<sup>th</sup> November 2003

**Time:** 4.00pm for 4.15pm – 5.30pm

**Venue:** NYCS Training Unit, Sprowston, Norwich

**Cost:** Free

**Special requirements:** None

**Aimed at:** All adults involved in out of school hours learning

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**Course title:** **Two Hour Revision Course**

**Course description:** Gives ideas to:

- make revision sessions more brain friendly
- make revision sessions more effective
- make revision manageable

**Course number:** 090

**Date:** 9<sup>th</sup> February 2004

**Time:** 3.45pm for 4.00pm – 6.00pm

**Venue:** NYCS Training Unit, Sprowston, Norwich

**Cost:** £45

Price includes a **FREE COPY of the UFA Brain Friendly Revision book** for each participating school. This book is full of practical activities and photocopiable materials to use with students

**Special requirements:** None

**Aimed at:** Of particular interest to all working with students at KS2, 3 and GCSE level

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**Course title:** **Two Hour Revision Course**

**Course description:** Gives ideas to:

- make revision sessions more brain friendly
- make revision sessions more effective
- make revision manageable

**Course number:** 091

**Date:** 4<sup>th</sup> February 2004

**Time:** 3.45pm for 4.00pm – 6.00pm

**Venue:** Long Stratton High School, Long Stratton, Norwich

**Cost:** £45

Price includes a **FREE COPY of the UFA Brain Friendly Revision book** for each participating school. This book is full of practical activities and photocopiable materials to use with students

**Special requirements:** None

**Aimed at:** Of particular interest to all working with students at KS2, 3 and GCSE level

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**Course title** **Two Hour Revision Course**

**Course description:** Gives ideas to:

- make revision sessions more brain friendly
- make revision sessions more effective
- make revision manageable

**Course number:** 092

**Date:** 2<sup>nd</sup> February 2004

**Time:** 3.45pm for 4.00pm – 6.00pm

**Venue:** King's Lynn District Resource Base

**Cost:** £45

Price includes a **FREE COPY of the UFA Brain Friendly Revision book** for each participating school. This book is full of practical activities and photocopiable materials to use with students

**Special requirements:** None

**Aimed at:** Of particular interest to all working with students at KS2, 3 and GCSE level



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**Course title:** **Make the Most of Memory**

**Course description:**

- investigates how we remember and why we forget
- introduces some memory techniques
- looks at memory improvement

**Course number:** 110

**Date:** 1<sup>st</sup> March 2004

**Time:** 4.00 for 4.15 – 5.30pm

**Venue:** Breckland District Resource Base, Dereham

**Cost:** Free

**Special requirements:** None

**Aimed at:** Of particular interest to those who want to help learners to improve their memory skills

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**Course title:** **Make the Most of Memory**

**Course description:**

- investigates how we remember and why we forget
- introduces some memory techniques
- looks at memory improvement

**Course number:** 111

**Date:** 9<sup>th</sup> March 2004

**Time:** 4.15pm for 4.30pm – 5.45pm

**Venue:** North Walsham District Resource Base

**Cost:** Free

**Special requirements:** None

**Aimed at:** Of particular interest to those who want to help learners to improve their memory skills

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**Course title:** **Make the Most of Memory**

**Course description:**

- investigates how we remember and why we forget
- introduces some memory techniques
- looks at memory improvement

**Course number:** 112

**Date:** 8<sup>th</sup> March 2004

**Time:** 4.00pm for 4.15pm – 5.30pm

**Venue:** NYCS Training Unit, Sprowston, Norwich

**Cost:** Free

**Special requirements:** None

**Aimed at:** Of particular interest to those who want to help learners to improve their memory skills

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## Training Courses Available Sept. 2003 – July 2004

**Name(s):** \_\_\_\_\_

**School/organisation:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Dietary Requirements:**

**Please indicate below, which course(s) you would like to attend:**

[illegible]**CLOSING DATE**

The closing date for all courses is TWO weeks prior to the start of the course

**For chargeable courses please complete the following:**

**SCHOOLS, OTHER N.C.C. DEPTS.** Please sign to authorise a journal transaction for £

**Please state your accountancy code**    \_ \_ \_ \_ \_  
  **(Location)**                         **(Subjective)**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Other AGENCIES, please send a cheque made payable to Norfolk County Council.**

**Lorraine Crabb – Clerical Assistant**

Norfolk Study Support Service, Room 117, County Hall  
Martineau Lane, Norwich, NR1 2DL. Tel: 01603 222458 Fax: 01603 228983

## Cancellation Policy

- If a participant cancels two weeks before the commencement of the training a refund will be given.
- There will be no refund if a cancellation occurs after the closing date.
- There will be no refund if a delegate fails to attend on the day.
- It is possible at any time to nominate a substitute delegate. Please inform us of any substitution.
- Training will not run if there are not enough participants. Refunds will be given.



**Current free twilight sessions:**

- **Brain Friendly Revision – generic revision techniques**
- **Fun, Games and Learning**
- **Make the Most of Memory**
- **Mind Mapping**
- **Focus on Out of Hours Learning – 4 linked twilight sessions on study support**

**Please list any suggestions for further twilight sessions**

▪ Expression of interest for School INSET Training

<u>Training Focus</u>	<u>Whole/half day, twilight</u>	<u>School</u>	<u>Contact name and number</u>
Peer Tutoring			
Accelerated Learning and Planning the Curriculum			
Brain Friendly Revision – generic revision techniques			
Developing the Learning Environment in the School Context			
Emotional Intelligence and Positive Lunchtimes			
Emotional Intelligence and Positive Behaviour			
Fun, Games and Learning			
Focus on the Learner – Brain friendly practice			
Learning Styles, the Teacher and the Learner			
Memory techniques			
Mind Mapping			
Multiple Intelligences			
Study Support and School Improvement			
Other			

**Please return to:**

Elaine Abbott, Study Support Training Manager  
 Education Department, County Hall, Martineau Lane, Norwich NR1 2DL  
 Telephone: 01603 222390  
 Fax: 01603 228983  
 E-mail: elaine.abbott@norfolk.gov.uk

**Training Costs**

£450 – whole day – UFA partners £405  
 £250 – half day – UFA partners £202  
 £200 – Twilight – UFA partners £135

There may be an additional resource pack charge for groups over 20 delegates.