

## PROFESSIONAL DEVELOPMENT OPPORTUNITY

- Title:** 'Jobcentre Plus: Learning Difficulties, Disability & Employment'
- Date:** Thursday 22<sup>nd</sup> April 2004
- Time:** 9.15am – 3.15pm (lunch included)
- Venue:** Jobcentre Plus, 1 Theatre Street, Norwich, NR2 1RG
- Cost:** Free of charge
- Suitable for:** All Special schools, All SENCos, Teaching/Learning Support Assistants, SEN Governors, Connexions PAs, Health & Social Care Teachers/Lecturers

I am pleased to invite you and/or a colleague to the above Placement Day being hosted by Jobcentre Plus.

This event aims to give you an overview of Jobcentre Plus as a whole, looking at the wide variety of services it offers, its aims, objectives and vision for the future.

You will gain an insight into Jobcentre Plus' work on Disability & Employment, with a first-hand account of the role of its Disability Employment Advisers (DEAs).

You will also learn about Jobcentre Plus' employment programmes, including the Job Introduction Scheme, Access to Work and, in particular, WORKSTEP.

There will be plenty of opportunities for discussion, evaluation and networking.

Please see the programme overleaf for more details.

**If you would like to reserve a place, please complete and return the attached application form as soon as possible (no later than April 2<sup>nd</sup> 2004).**

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If you have any further queries or would like to find out more about Professional Development Placements for teachers and other education professionals in Norfolk, please contact Kerry French, Teacher Placements Co-ordinator at Norfolk Careers Services on 01603 215368 or [kerry.french@norfolk-careers.co.uk](mailto:kerry.french@norfolk-careers.co.uk).



Part of the Department  
for Work and Pensions

## **'JOBCENTRE PLUS: LEARNING DIFFICULTIES, DISABILITY & EMPLOYMENT'**

**A Professional Development Day for education professionals**

**Jobcentre Plus, Theatre Street, Norwich**

**Thursday 22<sup>nd</sup> April 2004**

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|---------|--|
| 9.15am  | <b>Arrival, registration and coffee</b>  |
| 9.30am  | <b>Welcome</b><br>Overview of Professional Development Placements scheme<br>Aims and objectives for the day  |
| 9.45am  | <b>Introduction to Jobcentre Plus</b><br>Overview of Jobcentre Plus and its role<br>Aims & objectives / vision for future<br>Tour of Jobcentre Plus  |
| 11.30am | <b>Coffee break</b>  |
| 11.45am | <b>Jobcentre Plus' work on Disability &amp; Employment</b><br>An insight into the role of Disability Employment Advisers (DEAs)<br>What is the Job Introduction Scheme?                              |
| 12.30pm | <b>Lunch</b>   |
| 1.15pm  | <b>Access to Work &amp; WORKSTEP</b><br>An introduction to Jobcentre Plus' Access to Work scheme<br>An in-depth look at WORKSTEP from different viewpoints:<br>providers, employers and young people |
| 2.00pm  | <b>Discussion</b>  |
| 2.45pm  | <b>Coffee break</b>  |
| 3.00pm  | <b>Evaluation</b>  |
| 3.15pm  | <b>Close</b>   |



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## APPLICATION FOR A PROFESSIONAL DEVELOPMENT DAY

### **'JOBCENTRE PLUS: LEARNING DIFFICULTIES, DISABILITY & EMPLOYMENT'**

Date: Thursday 22<sup>nd</sup> April 2004

Time: 9.15am – 3.15pm

Venue: Jobcentre Plus, 1 Theatre Street, Norwich, NR2 1RG

I would like to reserve a place on the above Professional Development Day.

Name: \_\_\_\_\_ Title: Mr / Mrs / Miss / Ms / Dr

Name of school/college: \_\_\_\_\_

School/college address: \_\_\_\_\_

School/college tel. no. \_\_\_\_\_

E-mail address: \_\_\_\_\_

Mobile / Home tel. no. \_\_\_\_\_

Position / Title: \_\_\_\_\_

Your subject area: \_\_\_\_\_

Pupils' age range: \_\_\_\_\_

Length of teaching experience/service to date: \_\_\_\_\_ years

Please circle most appropriate: Primary / Secondary / Special / FE or 6th Form college /  
Connexions / LEA / Other \_\_\_\_\_



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Have you agreed supply cover and term-time release with your line manager? Yes / No

Please indicate any special dietary requirements that you may have: \_\_\_\_\_

\_\_\_\_\_

Please indicate any special mobility access requirements that you may have: \_\_\_\_\_

\_\_\_\_\_

Would you like to receive more information about individually tailored placements in industry for teachers and other education professionals? Yes / No

Would you like to be added to our mailing list to receive more information about similar Group Placement Days running in the Spring and Summer terms? Yes / No

**Important – please read before signing this form:**

I give my permission for any information contained within this form to be shared with the host company or organisation for Professional Development Placement purposes only.

I understand that de-personalised information will also be shared with the Norfolk Education Business Exchange Ltd and the Norfolk Learning and Skills Council to enable Norfolk Careers Services to monitor and report on the progress and effectiveness of the Professional Development Placements service.

**Your signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Application authorised by:** Headteacher / Principal / Staff Development Co-ordinator

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

**Please return this form by April 2<sup>nd</sup> 2004 to:**

**Kerry French, Teacher Placements Co-ordinator, Norfolk Careers Services, 83-87 Pottergate, Norwich, Norfolk NR2 1DZ or by fax on 01603 766819.**

If you have any queries, please telephone 01603 215368 / 07887 627044 or e-mail [kerry.french@norfolk-careers.co.uk](mailto:kerry.french@norfolk-careers.co.uk)