

OCR offers a comprehensive programme of training events to provide valuable support in the delivery and assessment of OCR qualifications.

Eventbooker

New for 2009/10 – the OCR online booking service

This year, to make our service more convenient, we have launched a new online search and book system. Visit www.ocr.org.uk/eventbooker to check availability and book training.

This booklet contains training courses on:

Entry Level

GCSE

AS/A Level

STEP

Functional Skills

See inside for course details and how to book.

2009/10
training

OCR – a leading UK awarding body

OCR (Oxford Cambridge and RSA Examinations) is a leading UK awarding body. We offer a wide range of general and vocational qualifications that equip learners with the knowledge and skills they need for their future.

We develop our qualifications in close consultation with teachers, industry leaders and government to ensure that they are relevant for learners today and meet requirements set by QCA.

We support providers in a range of ways to deliver our qualifications. As well as the professional training outlined in this booklet, our customers have access to support materials, publications, telephone contact with OCR advisors and online guidance on our websites.

Choosing the right course for you

Led by trainers who are experts in their field, our carefully planned courses provide valuable support for the delivery and assessment of OCR qualifications.

They fall into four broad categories, each of which is designed to suit a different requirement:

- **'Get ready'** courses, providing an overview of new OCR specifications. They are suitable for anyone with an interest in finding out more about our specification.
- **'Get started'** courses for teachers preparing to deliver, or already delivering, OCR specifications. They are suitable as a next step to attending a 'Get ready' course or as a first-stage training session.
- **'Get ahead'** courses for teachers wanting to improve delivery and assessment of a current OCR specification. They are designed for experienced practitioners.
- **'Lead the way'** courses to encourage creativity and innovation. These are created with experienced practitioners in mind.

Other Events – In addition to the above training courses, OCR may organise a wide range of subject specific events and conferences. We will notify centres of these events and details can also be found on the events page of the OCR website www.ocr.org.uk/events

Cambridge Assessment events may also be of interest. These can be found on www.cambridgeassessment.org.uk/ca/events

Cost-effective in-house courses

If a particular OCR course would suit a number of people at your centre, we could come to you and run it in-house, as a cost-effective alternative. It could also be tailored to meet your specific needs.

We can provide any of the courses in this booklet at your centre. Alternatively, if there is one that is not mentioned here that you would be interested in, please contact us to talk about it.

OCR can offer a **£50 early booking discount** for In-house courses booked 3 months before the event. Please call 024 76 496398 to discuss an in-house booking.

Mill Wharf Training & Consultancy

OCR is pleased to provide a full programme of CPD training and development through Mill Wharf Training. Please see the inside back cover for details.

Contents

Entry Level	3
GCSE	5
AS/A Level	7
STEP	12
Functional Skills	13
Booking form	15
Booking terms and conditions	16

OCR GCSE Mathematics – New specification for first teaching 2010

GCSE Maths is changing and new specifications will be published for first teaching in September 2010.

OCR will be providing a comprehensive programme of training events for these new specifications. Details will be published in the summer and will be available at our **GCSE Expo Events**:

North West	Weds 1 July 09	OEXP2 01
North East	Fri 3 July 09	OEXP2 02
London	Mon 6 July 09	OEXP2 05
Midlands	Fri 10 July 09	OEXP2 03
South West	Tues 14 July 09	OEXP2 04

Book now to avoid disappointment www.ocr.org.uk/eventbooker using course code **OEXP2**

If you miss the Expo Events then check our website for updates of GCSE training and events – www.ocr.org.uk/training

How to book

There is a range of convenient ways for you to book.

New EventBooker

This year, for the first time, you can view and book your training event online by visiting our new EventBooker service at

www.ocr.org.uk/eventbooker

EventBooker is easy to use and you can search for a course in a number of ways. It also provides the most up-to-date listing of all our events.

Please note: if you wish to be invoiced you will need your centre number in order to book online with EventBooker.

Other ways to book OCR courses

By email: use the booking form on **www.ocr.org.uk** and email it to: **training@ocr.org.uk**

By fax: please complete and return the booking form towards the back of this booklet to: 024 7649 6399

By post: please complete and return the booking form towards the back of this booklet to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

Please note: we cannot take telephone or provisional bookings.

Confirming your booking

We will write to you to confirm your booking at least two weeks before a course and send you a venue map. If you have not received a letter within 10 working days of the course, please contact us.

If you book on EventBooker, you will receive an automated booking confirmation.

Additional Information

Register Your Interest

If you see 'Register your interest' on any of the course pages in this booklet and you would be interested in that particular course or location, please contact OCR by emailing **training@ocr.org.uk** with the following details:

Your name

Centre name and address

Email

Course title

Location

If enough interest is expressed, we will aim to accommodate the requests.

We would also like to find out how we can further support our customers, and would be pleased to hear from you if you are interested in any courses and/or locations that are not featured in this booklet. Please email your suggestions to **training@ocr.org.uk**

Please note: where extra courses are added to our programme, these will be listed on EventBooker, so please keep checking the website.

Typical course times

- Full day courses: 9.45am to 4.00pm
- Half day morning courses: 9.45am to 12.30pm ending with lunch
- Half day afternoon courses: 1.00pm to 4.00pm starting with lunch
- Twilight courses: 4.30pm to 7.00pm starting with light refreshments.

Ways to pay

- We can invoice your centre for payment
- By credit card (available online only)

Need extra training information?

To download further copies of the OCR training programmes available, please visit **www.ocr.org.uk/training** and search by subject. Alternatively, telephone our Customer Contact Centre on 01223 553998.

Please note: training programmes are correct at time of going to print. Please visit EventBooker at **www.ocr.org.uk/eventbooker** to search for the most up-to-date event details.

We look forward to seeing you at our training events this year.

OCR Entry Level Certificate in Mathematics A (3910): **Get ahead** – *improving delivery and assessment*

Aimed at

New Practitioners
Experienced Practitioners seeking a refresher

Overview

This **full day course** will:

- Demonstrate standards for the internal assessment of coursework, and externally assessed components
- Provide a useful overview of key issues relating to the planning, delivery and assessment of this specification
- Allow you to share good practice and ideas on new approaches
- Review innovative teaching and learning materials
- Advise on resources and offer guidance on the use of teacher support materials
- Provide detailed advice on marking several sample scripts.

*Please read the subject specification and look at the information on our website before attending the course:
http://www.ocr.org.uk/qualifications/entrylevel/mathematics_a/index.html*

*Please bring the subject specification with you on the day.
Copies can be obtained from our website www.ocr.org.uk*

Where and When

Location	Date	Course Code	Event Code
Manchester	Fri 6 Nov 09	OMAF1	01

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

Online: you can view and book your training event online by visiting our new EventBooker service at www.ocr.org.uk/eventbooker

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

By fax: please complete and return the booking form to: 024 7649 6399

By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

Please note: we cannot take telephone or provisional bookings.

Please note: training programmes are correct at time of going to print. Please visit EventBooker at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

OCR Entry Level Certificate in Mathematics B (3913): **Get ahead** – *improving delivery and assessment*

Aimed at

New Practitioners
Experienced Practitioners seeking a refresher

Overview

This **full day course** will:

- Provide a useful overview of key issues relating to the planning, delivery and assessment of this specification
- Allow you to share good practice and ideas on new approaches
- Examine other useful resources and provision of support
- Provide detailed advice on marking several sample scripts.

Please read the subject specification before attending the course and bring a copy with you on the day.

Note: this course is an updated version of the sessions that ran in previous years.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Mon 9 Nov 09	OMAF2	01
London	Wed 2 Dec 09	OMAF2	02

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

Online: you can view and book your training event online by visiting our new EventBooker service at www.ocr.org.uk/eventbooker

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

By fax: please complete and return the booking form to: 024 7649 6399

By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

Please note: we cannot take telephone or provisional bookings.

Please note: training programmes are correct at time of going to print. Please visit EventBooker at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

OCR GCSE Mathematics C (Graduated Assessment) (J517): *Get ahead – improving delivery and assessment*

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher
Heads of Department

Overview

This **full day course** will:

- Provide a useful overview of key issues relating to the planning, delivery and assessment of this specification
- Address enquiries concerning the requirements of the qualification
- Discuss helpful approaches for preparing candidates for the external examination
- Review the support and resources available from OCR.

Please read the subject specification before attending the course and bring a copy with you on the day.

Course materials and 2009 question papers will be provided on CD-ROM on the day.

Note: this course is an updated version of the sessions that ran in previous years.

Where and When

Location	Date	Course Code	Event Code
London	Thurs 26 Nov 09	OMAF3	01
Birmingham	Thurs 4 Feb 10	OMAF3	02

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

Online: you can view and book your training event online by visiting our new EventBooker service at www.ocr.org.uk/eventbooker

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

By fax: please complete and return the booking form to: 024 7649 6399

By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

Please note: we cannot take telephone or provisional bookings.

Please note: training programmes are correct at time of going to print. Please visit EventBooker at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

OCR GCSE Mathematics C (Graduated Assessment) (J517): **Get ahead** – raising standards through examination feedback

Aimed at

New Practitioners
Experienced Practitioners
Heads of Department

Overview

This **half day (morning) course** will:

- Consider post-summer results documentation, such as question papers, reports and mark schemes
- Provide valuable feedback on 2009 examinations using script evidence
- Review exemplar scripts for the external examination of units B281 and B282
- Discuss approaches for preparing candidates for the external examination.

Please read the subject specification before attending the course and bring a copy with you on the day.

Course materials and 2009 question papers will be provided on CD-ROM on the day.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Wed 18 Nov 09	OMAF4	01 (am)

Fee

Includes refreshments, lunch and course materials.

£103 if you book before 31 July 09

£119 standard course rate

£151 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

Online: you can view and book your training event online by visiting our new EventBooker service at www.ocr.org.uk/eventbooker

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

By fax: please complete and return the booking form to: 024 7649 6399

By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

Please note: we cannot take telephone or provisional bookings.

Please note: training programmes are correct at time of going to print. Please visit EventBooker at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

OCR AS/A Level Mathematics (3890/7890): **Get ahead** – raising standards through examination feedback

Aimed at

Heads of Department
New Practitioners
Experienced Practitioners

Where and When

Location	Date	Course Code	Event Code
Birmingham	Thurs 8 Oct 09	OMAF5	01

Overview

This **full day course** will:

- Consider post-summer results documentation, such as question papers, reports and mark schemes
- Provide valuable feedback on 2009 examinations using script evidence
- Provide an opportunity to network and share ideas for best practice
- Support less experienced teachers by providing ideas for teaching specific topics.

Please read the subject specification before attending the course.

Note: the day will be divided into half day sessions with the following workshops:

- **Workshop A: Core and Further Pure Maths – am**
- **Workshop B: Core and Further Pure Maths – pm**
- **Workshop C: Decision Maths – pm**
- **Workshop D: Probability and Statistics – am**

You will, therefore, be able to attend two workshops out of the three.

Fee

Includes refreshments, lunch and course materials.

£173 if you book before 31 July 09

£189 standard course rate

£221 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

Online: you can view and book your training event online by visiting our new EventBooker service at www.ocr.org.uk/eventbooker

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

By fax: please complete and return the booking form to: 024 7649 6399

By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

Please note: we cannot take telephone or provisional bookings.

Please note: training programmes are correct at time of going to print. Please visit EventBooker at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

OCR AS Level Mathematics (3890): *Get ahead* – improving delivery and assessment of Probability and Statistics 1

Aimed at

New Practitioners
Experienced Practitioners seeking a refresher

Overview

This **full day course** will:

- Give guidance on the delivery of Probability and Statistics 1
- Provide an opportunity to network and share ideas for best practice
- Support less experienced teachers by providing ideas for teaching specific topics.

Please read the subject specification before attending the course.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Fri 6 Nov 09	OMAF6	01

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

Online: you can view and book your training event online by visiting our new EventBooker service at www.ocr.org.uk/eventbooker

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

By fax: please complete and return the booking form to: 024 7649 6399

By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

Please note: we cannot take telephone or provisional bookings.

Please note: training programmes are correct at time of going to print. Please visit EventBooker at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

OCR AS Level Mathematics (3890/7890): **Get ahead** – improving delivery and assessment of Core Mathematics 1 and 2

Aimed at

New Practitioners
Experienced Practitioners seeking a refresher

Overview

This **full day course** will:

- Give guidances on the delivery of Core Mathematics 1 and 2
- Provide an opportunity to network and share ideas for best practice
- Support less experienced teachers by providing ideas for teaching specific topics.

Please read the subject specification before attending the course and bring a copy with you on the day.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Thurs 5 Nov 09	OMAF7	01

Fee

Includes refreshments, lunch and course materials.

£140 if you book before 31 July 09

£173 standard course rate

£205 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

Online: you can view and book your training event online by visiting our new EventBooker service at www.ocr.org.uk/eventbooker

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

By fax: please complete and return the booking form to: 024 7649 6399

By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

Please note: we cannot take telephone or provisional bookings.

Please note: training programmes are correct at time of going to print. Please visit EventBooker at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

OCR A2 Level Mathematics (7890): *Get ahead* – improving delivery and assessment of Decision 1 and Decision 2 (Units 4736 and 4737)

Aimed at

New Practitioners
Experienced Practitioners seeking a refresher

Overview

This **full day course** will:

- Give guidance on the delivery of Decision 1 and Decision 2
- Provide an opportunity to network and share ideas for best practice
- Support less experienced teachers by providing ideas for teaching specific topics.

Please read the subject specification before attending the course.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Tues 17 Nov 09	OMAF8	01

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

Online: you can view and book your training event online by visiting our new EventBooker service at www.ocr.org.uk/eventbooker

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

By fax: please complete and return the booking form to: 024 7649 6399

By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

Please note: we cannot take telephone or provisional bookings.

Please note: training programmes are correct at time of going to print. Please visit EventBooker at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

OCR A2 Level Mathematics (7890): **Get ahead** – improving delivery and assessment of Probability and Statistics 2

Aimed at

New Practitioners
Experienced Practitioners seeking a refresher

Overview

This **full day course** will:

- Give guidance on the delivery of Probability and Statistics 2
- Provide an opportunity to network and share ideas for best practice
- Support less experienced teachers by providing ideas for teaching specific topics.

Please read the subject specification before attending the course.

Where and When

Location	Date	Course Code	Event Code
London	Wed 11 Nov 09	OMAF9	01

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

MEI CPD for Teachers of Secondary School Mathematics

Mathematics in Education and Industry (MEI) is an independent body for mathematics that works alone and in partnership with a variety of organisations, including government.

MEI offers a range of continuing professional development courses aimed at enabling teachers to teach A Level Mathematics and the FSMQ Additional Mathematics with confidence.

Popular courses include:

- An introduction to Decision Mathematics 1
- An introduction to Mechanics 1
- An introduction to Statistics 1
- Effective use of ICT in A Level Mathematics
- Enriching the curriculum at Key Stage 4

For further details, including the courses planned for 2009/10, look under CPD on www.mei.org.uk or email bernard.murphy@mei.org.uk

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

Online: you can view and book your training event online by visiting our new EventBooker service at www.ocr.org.uk/eventbooker

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

By fax: please complete and return the booking form to: 024 7649 6399

By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

Please note: we cannot take telephone or provisional bookings.

Please note: training programmes are correct at time of going to print. Please visit EventBooker at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

OCR STEP Mathematics (9645/9470/9475): *Get ahead – techniques, resources and skills*

Aimed at

New Practitioners
Experienced Practitioners seeking a refresher

Overview

This **full day course** will:

- Discuss helpful approaches for preparing candidates for the external examination
- Review exemplar candidate work
- Examine other useful resources and provision of support
- Describe the main features of the specification
- Give you an opportunity to discuss example questions
- Look at worked solutions of some past questions.

Please read the subject specification before attending the course and bring a copy with you on the day.

Note: this course is an updated version of the sessions that ran in previous years.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Thurs 5 Nov 09	OMAG1	01
London	Tues 19 Jan 10	OMAG1	02
Leeds	Wed 3 Mar 10	OMAG1	03

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

Online: you can view and book your training event online by visiting our new EventBooker service at www.ocr.org.uk/eventbooker

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

By fax: please complete and return the booking form to: 024 7649 6399

By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

Please note: we cannot take telephone or provisional bookings.

Please note: training programmes are correct at time of going to print. Please visit EventBooker at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

OCR Functional Skills Entry Level Mathematics (6923): **Get started** – *towards successful first delivery*

Aimed at

New Practitioners
Heads of Department
Centre Assessors

Overview

This **full day course** will:

- Explain the requirements of the functional skills standards
- Explain OCR's assessment requirements
- Review example candidate work
- Explain the administration procedures
- Review support and resources available from OCR
- Identify links with Skills for Life qualifications.

Please read the subject specification before attending the course.

Please bring a copy of the Functional Skills Standards and Centre Handbook with you on the day. These can be downloaded from OCR's website, www.ocr.org.uk/qualifications/functionalskills.

Where and When

Location	Date	Course Code	Event Code
Manchester	Tues 10 Nov 09	OFSF5	01
Birmingham	Fri 27 Nov 09	OFSF5	02
Bristol	Fri 4 Dec 09	OFSF5	03
London	Tues 8 Dec 09	OFSF5	04
London	Wed 10 Feb 10	OFSF5	05
Leeds	Thurs 18 Mar 10	OFSF5	06

Fee

This course is free includes refreshments, lunch and course materials.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

Online: you can view and book your training event online by visiting our new EventBooker service at www.ocr.org.uk/eventbooker

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

By fax: please complete and return the booking form to: 024 7649 6399

By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

Please note: we cannot take telephone or provisional bookings.

Please note: training programmes are correct at time of going to print. Please visit EventBooker at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

OCR Functional Skills Levels 1 and 2 Mathematics (06924/06925): *Get started – towards successful first delivery*

Aimed at

New Practitioners
Heads of Department
Centre Assessors

Overview

This **full day course** will:

- Explain the requirements of the functional skills standards
- Explain OCR's assessment requirements
- Consider the assessment of candidates with a review of sample assessment materials
- Explain the administration procedures
- Identify links with key skills and Skills for Life qualifications
- Review support and resources available from OCR.

Please read the subject specification before attending the course.

Please bring a copy of the Functional Skills Standards with you on the day. These can be downloaded from OCR's website, www.ocr.org.uk/qualifications/functionalskills.

Note: this course is similar to the sessions that ran in previous years, but the work will be different.

Where and When

Location	Date	Course Code	Event Code
Manchester	Fri 6 Nov 09	OFSF4	01
Birmingham	Thurs 12 Nov 09	OFSF4	02
London	Thurs 21 Jan 10	OFSF4	03
Bristol	Tues 9 Feb 10	OFSF4	04
Leeds	Fri 7 May 09	OFSF4	05

Fee

This course is free includes refreshments, lunch and course materials.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

Online: you can view and book your training event online by visiting our new EventBooker service at www.ocr.org.uk/eventbooker

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

By fax: please complete and return the booking form to: 024 7649 6399

By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

Please note: we cannot take telephone or provisional bookings.

Please note: training programmes are correct at time of going to print. Please visit EventBooker at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

OCR Training, Customer Support Division
Progress House, Westwood Way, Coventry CV4 8JQ
Tel: 024 7649 6398 Fax: 024 7649 6399

Mill Wharf Training
Progress House, Westwood Way, Coventry CV4 8JQ
Tel: 024 7649 6396 Fax: 024 7649 6397

Your completion and submission of this booking form is taken as your acceptance of our terms and conditions. Please complete *all sections*. We will write to you regarding your booking status no later than 14 days before the course date. For special access needs please contact us at the above address/numbers. No refund will be given if a late booking is cancelled.

Delegate details	1	Surname
		Mr/Mrs/Ms/Miss/Dr/Other
		Forename
		Emergency Telephone Contact No.**
		Email Address
		Job title (please circle) Principal/Headteacher/Deputy Head/Assistant Head/Vice Principal/ Head of Department/Head of Year/Exams Officer/ LA Representative/Teacher/Trainer/Training Co-ordinator
		Dietary need* (please circle) Vegetarian/Vegan/Nut-free/Dairy-free/Gluten-free/Halal/Kosher
	2	Surname
		Mr/Mrs/Ms/Miss/Dr/Other
		Forename
		Emergency Telephone Contact No.**
		Email Address
		Job title (please circle) Principal/Headteacher/Deputy Head/Assistant Head/Vice Principal/ Head of Department/Head of Year/Exams Officer/ LA Representative/Teacher/Trainer/Training Co-ordinator
		Dietary need* (please circle) Vegetarian/Vegan/Nut-free/Dairy-free/Gluten-free/Halal/Kosher

* Please refer to our terms and conditions relating to dietary and special access needs. Contact us direct regarding the latter.
 ** In the event of cancellation/venue change.

Organisation details	National centre no. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (if applicable)
	Centre name
	Full centre address
 Postcode
	Tel No. Fax No. <small>(include STD code)</small>
	Preferred method of communication (please tick one)
	Delegate 1 <input type="checkbox"/> Email <input type="checkbox"/> Post Delegate 2 <input type="checkbox"/> Email <input type="checkbox"/> Post

NB: Your preferred method of communication will be used to notify you of your booking status, course cancellations, additional dates or new courses from OCR and Mill Wharf Training. We recommend you select the email option.

Course details	Course code (please specify exact code from the booklet)
	Course title
	Course date Course location
	Code/date/location of 2nd preference*
	Additional information, e.g. workshop choice (if applicable)

* See terms and conditions

Financial details	Please invoice <input type="checkbox"/> (✓)
	Online booking is now available. Online payments can be made, you will be booked automatically onto your chosen event (subject to availability), please check www.ocr.org.uk/eventbooker or www.mill-wharf-training.co.uk for updates.

Terms and conditions

By submitting your booking, you are agreeing to:

1. The booking process

- **Online booking is now available at www.ocr.org.uk or www.mill-wharf-training.co.uk. If you choose to book by this method, confirmation of your place will be automatically generated, subject to availability. Other methods of booking are by fax, post and email.**
- **We do not accept provisional or telephone bookings.**
- Complete all relevant sections of the form. Purchase orders alone cannot be accepted without a booking form.
- We will always confirm your place to you by letter or email, as specified on your booking form. Please do not assume you have a booked place until you have received confirmation from us. You are responsible for checking that you have received this. If you do not have notice of your confirmed place 10 working days before an event, please contact us to resend it.
- If your first chosen date is full, we will automatically book you onto the next available date in your chosen location and confirm via letter or email (as specified on your booking form). If there are no other dates available in your specified location, we will automatically place you on a waiting list and confirm as above. If we add an additional date in your specified location, we will automatically transfer you to this date and confirm your place as above. However, if you provide a second preference, we will automatically book you on that date and will confirm via letter or email. **Please check your confirmation details carefully.**
- All bookings are processed on a first come, first served basis.
- We try to meet the special access and dietary needs stated on your booking form, but we cannot guarantee to meet all requests.
- We will make such adjustments as are reasonable under the Disability Discrimination Act.

2. Payment process and adjustments to standard course fees

- For approved OCR centres, bookings for charged events will be invoiced. If booking online you can pay with a credit or debit card.
- The price of charged events is dependent on when the booking is received. For most events there is a three-tier pricing structure: an early booking event fee, a standard fee, and a late booking fee for places booked within seven days of an event. See individual event advertising for further details.
- No refund will be possible if a late booking is cancelled.

3. Cancellations and transfers

- **Cancellations and transfers will only be accepted in writing by post, fax or email within appropriate timescales (see below). Working days are classed as Monday to Friday. We will confirm to you that we have received notice of your cancellation.**
- **The percentage of course fee refundable is final under any circumstances: refer to Table A.**

Table A: Percentage of course fee refundable if you cancel or transfer

Cancellation received by our training department prior to course at:	% of course fee refundable
10+ working days	100%
0–9 working days	Nil

- If you fail to attend for any reason, you must pay the advertised fee in accordance with when your booking was received.
- Free OCR Training events will not incur any penalty fees; but so that we can offer your place to another delegate, please ensure that you notify us in good time of your course cancellation.

4. Cancellation of courses

- We aim to provide you with reasonable notice should we have to cancel or change an event, but we reserve the right to amend or cancel an event at any time without liability for any travel or other cost incurred by the delegate. Please consider this when making your arrangements. We strongly recommend, for example, that you take out travel and/or accommodation insurance in case of cancellation.
- We will not refund the event fee or other costs should you book a course place in error and fail to provide adequate cancellation notice.

Freshthinking...

New Mathematics courses
from Mill Wharf available for
booking NOW!

Code	Title
MBSTA	Effective Strategies To Deliver As Level Maths
MBSTH	Effective Strategies To Deliver Higher Tier GCSE Maths
MEJLM	Leading Your Maths Department
MEJTP	Lively Maths At KS3
MEJML	Practical Strategies For Stimulating The Maths Underachiever
MEJPM	Promoting Maths In The Department And Across The Curriculum
MBSTG	Teaching KS4 Maths for the Non-Specialist

Mill Wharf Consultancy

Mill Wharf Consultancy brings you expertise and support direct to your school or college.

Please contact us for a FREE consultation to see how Mill Wharf Consultancy can make a difference.

For more information call

0845 409 4570

or visit our website:

www.mill-wharf-training.co.uk



Mill Wharf
Professional development in education

Training programmes available

Business Studies, Economics & Accounting	K726	ICT	K733
Basic and Key Skills	K753	Leisure and Tourism	K742
Citizenship	K743	Mathematics	K734
Classics	K727	Media Studies	K735
Creative Arts and Media (inc Music)	K1311	Modern Foreign Languages	K736
Critical Thinking	K744	OCR Nationals	K1310
Design and Technology	K728	Physical Education	K739
English	K729	Religious Studies	K740
Functional Skills	K1313	Science	K741
General Studies	K747	Social Science: Government Politics and Law	K749
Geography	K730	Social Science: Psychology and Sociology	K748
Health and Social Care	K745	Teacher/Trainer Qualifications	K750
History and Humanities	K731	Vocational Business, Finance and Administration	K752
Home Economics	K732	Vocational IT	K718

Please note: training programmes are correct at time of going to print. Please visit **EventBooker** at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

For extra copies of any of the above booklets:

- Visit our website www.ocr.org.uk/training to download your copy
- Telephone our Customer Contact Centre, giving the booklet code (telephone numbers below).

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509
Facsimile 024 76 851633
Email vocational.qualifications@ocr.org.uk

General qualifications

Telephone 01223 553998
Facsimile 01223 552627
Email general.qualifications@ocr.org.uk

OCR

1 Hills Road, Cambridge CB1 2EU
Telephone 01223 552552
Facsimile 01223 553377



FS 27093