

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:

GCSE Leisure and Tourism

AS/A Level Leisure Studies

AS/A Level Travel and Tourism

OCR Nationals in Travel and Tourism

Diploma in Travel and Tourism

Diploma in Hospitality and Catering

Project/Extended Project

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.

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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 GCSE Leisure and Tourism (J444/J488): **Get started** – guidance for first delivery

**NEW
Specification
2009**

Aimed at

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

Overview

This **full day course** will:

- Offer useful advice on preparing candidates for the external assessment
- Discuss the presentation of candidates' portfolios
- Explain the administration procedures for assessment of coursework and/or testing
- Provide an excellent opportunity to network and share ideas for best practice
- Answer teachers' questions linked to the teaching of the standards.

Please read the subject specification before attending the course.

Please bring examples of students' work/portfolios and sample coursework tasks if available, with you on the day.

Note: this course is similar to the 2008/09 sessions, but the exemplar candidate work will be different.

Where and When

Location	Date	Course Code	Event Code
London	Thurs 5 Nov 09	OLTF1	01
Birmingham	Tues 10 Nov 09	OLTF1	02
Manchester	Tues 17 Nov 09	OLTF1	03
Bristol	Tues 24 Nov 09	OLTF1	04
London	Tues 8 Dec 09	OLTF1	05

Fee

This course is free until December 2009.

Training dates from January 2010 will be subject to a fee. Please check EventBooker for an update on fees and availability.

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

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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.

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OCR AS/A Level Leisure Studies (H128/H528): **Get ahead** – enhancing delivery for experienced practitioners

Aimed at

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

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
- Discuss helpful strategies for developing candidates research and report writing skills
- Consider the step up from AS to A2
- Discuss helpful approaches for preparing candidates for the external examination.

Please read the subject specification before attending the course.

Please bring examples of students' work/portfolios and sample coursework tasks if available, with you on the day.

Note: this course is similar to the 2008/09 sessions, but the exemplar candidate work will be different.

Where and When

Location	Date	Course Code	Event Code
London	Thurs 24 Sep 09	OLTF2	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.

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OCR AS/A Level Travel and Tourism (H189): *Get ahead* – enhancing delivery for experienced practitioners

Aimed at

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

Where and When

Location	Date	Course Code	Event Code
London	Wed 4 Nov 09	OLTF3	01
Birmingham	Thurs 26 Nov 09	OLTF3	02

Overview

This **full day course** will:

- Provide an 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
- Discuss strategies for developing candidates' research and report writing skills
- Consider the step up from AS to A2
- Discuss approaches for preparing candidates for the external examination.

Please read the subject specification before attending the course.

Please bring examples of students' work/portfolios to the course.

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.

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OCR Level 1 Nationals in Leisure and Tourism (3701): **Get started** – *successful first delivery*

Aimed at

New Practitioners
Heads of Department
Centre Assessors
Centres new to delivering OCR Nationals

Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Consider the collation of appropriate evidence for portfolio building
- Explain the administration procedures
- Review the support and resources available from OCR
- Provide an excellent opportunity to network and share ideas for best practice.

Please read the subject specification before attending the course.

This course applies to the following qualifications only:

- 03701 OCR Level 1 National First Award in Leisure and Tourism
- 03702 OCR Level 1 National Award in Leisure and Tourism
- 03703 OCR Level 1 National Certificate in Leisure and Tourism

Where and When

Location	Date	Course Code	Event Code
Birmingham	Thurs 12 Nov 09	OLTF4	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

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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.

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OCR Level 2 Nationals in Travel and Tourism (6597): **Get started** – successful first delivery

Aimed at

New Practitioners
Heads of Department
Centre Assessors
Centres new to delivering OCR Nationals

Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Consider the collation of appropriate evidence for portfolio building
- Explain the administration procedures
- Review the support and resources available from OCR
- Provide an excellent opportunity to network and share ideas for best practice.

Please read the subject specification before attending the course.

This course applies to the following qualifications only:

- 06597 OCR Level 2 National Award in Travel and Tourism
- 03724 OCR Level 2 National Certificate in Travel and Tourism

Where and When

Location	Date	Course Code	Event Code
Birmingham	Tues 17 Nov 09	OLTF5	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.

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

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OCR Level 2 Nationals in Travel and Tourism (6597): **Get ahead** – enhancing delivery for experienced practitioners

Aimed at

Experienced Practitioners
Experienced Practitioners seeking a refresher
Heads of Department
Curriculum Managers
Centre Assessors

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
- Discuss the acceptability of various types of evidence
- Provide a valuable opportunity to look at candidate evidence and clarify assessment issues
- Examine other useful resources and provision of support.

Please read the subject specification before attending the course and bring examples of students' work/portfolios with you on the day.

This course applies to the following qualifications only:

- 06597 OCR Level 2 National Award in Travel and Tourism
- 03724 OCR Level 2 National Certificate in Travel and Tourism

Where and When

Location	Date	Course Code	Event Code
Birmingham	Thurs 10 Dec 09	OLTF6	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.

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OCR Level 3 Nationals in Travel and Tourism (3725): **Get started** – successful first delivery

Aimed at

New Practitioners
Heads of Department
Centre Assessors
Centres new to delivering OCR Nationals

Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Consider the collation of appropriate evidence for portfolio building
- Explain the administration procedures
- Review the support and resources available from OCR
- Provide an excellent opportunity to network and share ideas for best practice.

Please read the subject specification before attending the course.

This course applies to the following qualifications only:

- 03725 OCR Level 3 National Certificate in Travel and Tourism
- 03726 OCR Level 3 National Diploma in Travel and Tourism
- 03727 OCR Level 3 National Extended Diploma in Travel and Tourism

Where and When

Location	Date	Course Code	Event Code
Birmingham	Wed 25 Nov 09	OLTF7	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

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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 Diploma Travel and Tourism: **Get ready** – preparing for implementation

Aimed at

New Practitioners
Experienced Practitioners
Heads of Department
Curriculum Managers
Centre Assessors

Overview

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

- Examine the structure of the new specification
- Consider delivery models and curriculum planning
- Review support and resources available from OCR
- Answer teachers' questions linked to the teaching of the standards
- Enable you to network and share ideas for best practice.

Where and When

Location	Date	Course Code	Event Code
London	Tues 15 Sept 09	ODIG1	01 (am)
Manchester	Thurs 29 Oct 09	ODIG1	02 (am)
Birmingham	Tues 10 Nov 09	ODIG1	03 (am)
Bristol	Mon 11 Jan 10	ODIG1	04 (am)
London	Tues 9 Feb 10	ODIG1	05 (am)
Newcastle	Thurs 29 April 10	ODIG1	06 (am)
Lincoln	Tues 11 May 10	ODIG1	07 (am)
Plymouth	Thurs 17 June 10	ODIG1	08 (am)

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

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OCR Diploma Travel and Tourism: **Get started** – successful first delivery

Aimed at

New Practitioners
Experienced Practitioners
Heads of Department
Curriculum Managers
Centre Assessors

Overview

This **full day course** will:

- Offer helpful advice on preparing candidates for the external assessment
- Explain the administration procedures
- Discuss the presentation of candidate-controlled assessment evidence
- Enable you to network and share ideas for best practice
- Review support and resources available from OCR.

Where and When

Location	Date	Course Code	Event Code
London	Thurs 28 Jan 10	ODIG2	01
Manchester	Fri 26 Feb 10	ODIG2	02
Birmingham	Tues 9 Mar 10	ODIG2	03
Bristol	Thurs 20 May 10	ODIG2	04
Newcastle	Tues 29 June 10	ODIG2	05
London	Thurs 8 July 10	ODIG2	06

Fee

This course is Free. Includes refreshments, lunch and course materials.

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OCR Diploma in Hospitality and Catering (H818/H819/H820): **Get ready** – *preparing for implementation*

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher
Heads of Department
Curriculum Managers
Centre Support Staff

Overview

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

- Examine the structure of the new specification
- Outline the assessment model and examine assessment material
- Consider helpful delivery models and curriculum planning
- Examine other useful resources and provision of support
- Provide support materials designed to aid practitioners in the delivery and assessment of candidates' work.

Please read the subject specification before attending the course.

Where and When

Location	Date	Course Code	Event Code
London	Fri 6 Nov 09	ODIH1	01
Manchester	Fri 13 Nov 09	ODIH1	02
London	Fri 20 Nov 09	ODIH1	03
Birmingham	Fri 27 Nov 09	ODIH1	04

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 Levels 1 and 2 Diploma in Hospitality and Catering (H818/H819): **Get started** – successful first delivery

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher
Heads of Department
Curriculum Managers
Centre Support Staff

Overview

This **full day course** will:

- Explain the administration procedures for assessment of coursework and/or testing
- Outline the assessment model and examine assessment material
- Answer teachers' questions linked to the teaching of the standards
- Provide an opportunity to network and share ideas for best practice
- Examine other useful resources and provision of support
- Provide support materials designed to aid practitioners in the delivery and assessment of candidates' work.

Please read the subject specification before attending the course.

Where and When

Location	Date	Course Code	Event Code
London	Fri 4 Dec 09	ODIH2	01
Manchester	Fri 11 Dec 09	ODIH2	02
London	Fri 15 Jan 10	ODIH2	03
Birmingham	Fri 22 Jan 10	ODIH2	04

Fee

This course is Free. Includes refreshments, lunch and course materials.

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OCR Level 3 Diploma in Hospitality and Catering (H820): **Get started – successful first delivery**

Aimed at:

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher
Heads of Department
Curriculum Managers
Centre Support Staff

Overview

This **full day course** will:

- Explain the administration procedures for assessment of coursework and/or testing
- Outline the assessment model and examine assessment material
- Answer teachers' questions linked to the teaching of the standards
- Provide an opportunity to network and share ideas for best practice
- Examine other useful resources and provision of support
- Provide support materials designed to aid practitioners in the delivery and assessment of candidates' work.

Please read the subject specification before attending the course.

Where and When

Location	Date	Course Code	Event Code
London	Fri 29 Jan 10	ODIH3	01
Manchester	Fri 5 Feb 10	ODIH3	02
London	Fri 12 Feb 10	ODIH3	03
Birmingham	Fri 26 Feb 10	ODIH3	04

Fee

This course is Free. Includes refreshments, lunch and course materials.

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OCR Levels 1 and 2 Project (H854/H855): **Get started** – successful first delivery

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher

Overview

This **full day course** will:

- Review exemplar candidate work
- Consider the collation of appropriate evidence for portfolio building
- Discuss the presentation of candidate portfolios
- Explain the administration procedures.

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	Tues 29 Sep 09	ODIG3	01
London	Tues 13 Oct 09	ODIG3	02
Manchester	Wed 18 Nov 09	ODIG3	03

Fee

This course is Free. Includes refreshments, lunch and course materials.

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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 Level 3 Extended Project (H856): **Get started** – successful first delivery

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher

Overview

This **full day course** will:

- Review exemplar candidate work
- Consider the collation of appropriate evidence for portfolio building
- Discuss the presentation of candidate portfolios
- Explain the administration procedures.

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 15 Oct 09	ODIG4	01
London	Tues 10 Nov 09	ODIG4	02
Manchester	Thurs 3 Dec 09	ODIG4	03

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>

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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. (if applicable)

Centre name

Full centre address

Postcode

Tel No. (include STD code) Fax No.

Preferred method of communication (please tick one)

Delegate 1 Delegate 2

Email Post Email 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)

Financial details

Please invoice (✓)

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.

Fresh thinking...

A photograph of three people in a meeting. A man with dreadlocks, wearing a white shirt and suspenders, is leaning over a table, pointing at something. Two women are sitting at the table, looking at him and smiling. The background is a bright, modern office space with a grid ceiling.

Mill Wharf Consultancy brings you expertise and support direct to your school or college - no need to make do with training that only partially addresses your needs or for you to wait for the right course to come along.

For a **FREE** consultation to see how Mill Wharf Consultancy can make a difference please call 0845 409 4570 or visit our website:

www.mill-wharf-training.co.uk



Mill Wharf
Professional development in education

Trainers - we need you!

Mill Wharf supports schools and colleges with high quality, independent training and consultancy.

With the spotlight on teaching standards and continuing professional development (CPD), our service is about 'how to teach', not 'what to teach', and is suited to any awarding body or specification and delivered by an expert team of experienced educationalists.

Mill Wharf is currently recruiting new trainers for the 09/10 academic year, so if you think that you have an exciting new course idea which is relevant to teachers today, why not join our team? It couldn't be simpler!

All you have to do is write a 500 word summary of your course ideas and email it to **information@mill-wharf-training.co.uk** along with your CV and you could be helping solve both:-

- Non-curriculum CPD issues
- Curriculum-specific CPD issues

For more information call

0845 409 4570

or visit our website:

www.mill-wharf-training.co.uk



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Take a look at the latest courses available and book online via our website:

www.mill-wharf-training.co.uk

For more information call
0845 409 4570



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

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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



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