

**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](http://www.ocr.org.uk/eventbooker) to check availability and book training.*

This booklet contains training courses on:

**Entry Level**

**GCSE**

**AS/A Level**

**Diploma in Engineering**

**Diploma in Manufacturing**

**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](http://www.ocr.org.uk/events)

Cambridge Assessment events may also be of interest. These can be found on [www.cambridgeassessment.org.uk/ca/events](http://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](http://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](http://www.ocr.org.uk)** and email it to: **[training@ocr.org.uk](mailto: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](mailto: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](mailto: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](http://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](http://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 D&T: Food Technology (3960); Graphic Products (3961); Resistant Materials (3962); Textiles Technology (3964): *Get ahead – improving delivery and assessment*

### Aimed at

New Practitioners  
Experienced Practitioners  
Experienced Practitioners seeking a refresher

### Where and When

Location	Date	Course Code	Event Code
Birmingham	Thurs 8 Oct 09	ODTF1	01

### Overview

This **full day course** will:

- Provide a useful overview of key issues relating to the planning, delivery and assessment of this specification
- Review exemplar candidate work
- Give teachers an introduction to the new suite of entry level D&T specifications, available for first teaching from 2010.

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

### 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](http://www.ocr.org.uk/eventbooker)

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## OCR GCSE D&T Electronic Products (1953): **Get ahead** – ideas and approaches for successful teaching

### Aimed at

Experienced 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
- Discuss helpful approaches for preparing candidates for the external examination
- Assess exemplar work provided on the course CD
- Provide information on the new specification.

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

*A CD with guidance notes, exemplar work and work assessed on the day will be provided.*

**Note: this course is similar to the session that ran in previous years, but with different candidate exemplar work. This is the last INSET for the legacy specification.**

### Where and When

Location	Date	Course Code	Event Code
Birmingham	Tues 13 Oct 09	ODTF2	01
London	Thurs 19 Nov 09	ODTF2	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.

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## OCR GCSE Electronics and Control Systems (J301): **Get started** – successful first delivery

**NEW  
Specification  
2009**

### Aimed at

New Practitioners  
Experienced Practitioners  
Heads of Department  
Centre Assessors

### Overview

This **full day course** will:

- Offer helpful advice on preparing candidates for the external assessment
- Consider the collation of appropriate evidence for portfolio building
- Review the support and resources available from OCR
- Provide an opportunity to network and share ideas for best practice.

*Please read the subject specification before attending the course.*

### Where and When

Location	Date	Course Code	Event Code
Birmingham	Wed 13 Jan 10	ODTF3	01
London	Tues 2 Feb 10	ODTF3	02
Nottingham	Thurs 18 Mar 10	ODTF3	03

### 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.

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## OCR GCSE D&T Food Technology (1954): *Get ahead – improving delivery*

### Aimed at

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

### Overview

This **full day course** will:

- Provide feedback on 2009 examinations using script evidence
- Consider post-summer results documentation, such as question papers, reports and mark schemes'

**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	Wed 4 Nov 09	ODTF4	01
London	Wed 9 Dec 09	ODTF4	02

### 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.

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## OCR GCSE D&T Food Technology (J302): *Get started* – successful 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 helpful advice on preparing candidates for the external assessment
- Consider the collation of appropriate evidence for portfolio building
- Review the support and resources available from OCR
- Provide an opportunity to network and share ideas for best practice.

*Please read the subject specification before attending the course.*

### Where and When

Location	Date	Course Code	Event Code
Birmingham	Thurs 5 Nov 09	ODTF5	01
London	Tues 24 Nov 09	ODTF5	02

**This course is free until December 2009.**

### Where and When

Location	Date	Course Code	Event Code
Leeds/Bradford	Thurs 21 Jan 10	ODTF5	03
Cambridge	Wed 10 Feb 10	ODTF5	04
Newcastle	Tues 9 Mar 10	ODTF5	05
London	Wed 24 Mar 10	ODTF5	06

### 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.

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## OCR GCSE D&T Graphic Products (1955): *Get ahead – ideas and approaches for successful teaching*

### Aimed at

New Practitioners  
Experienced 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
- Demonstrate standards for the internal assessment of coursework, and externally assessed components
- Discuss helpful approaches for preparing candidates for the external examination
- Give teachers an opportunity to look at candidate evidence and clarify assessment issues.

*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 24 Nov 09	ODTF6	01
London	Wed 2 Dec 09	ODTF6	02

### 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.

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## OCR GCSE D&T Graphics (J303): **Get started** – successful first delivery

**NEW  
Specification  
2009**

### Aimed at

New Practitioners  
Experienced Practitioners  
Experienced Practitioners seeking a refresher

### Overview

This **full day course** will:

- Offer helpful advice on preparing candidates for the external assessment
- Consider the collation of appropriate evidence for portfolio building
- Provide an opportunity to network and share ideas for best practice
- Review support and resources available from OCR.

*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
Manchester	Mon 23 Nov 09	ODTF7	01
Birmingham	Fri 4 Dec 09	ODTF7	02
Plymouth	Tues 8 Dec 09	ODTF7	03
London	Wed 9 Dec 09	ODTF7	04
Newcastle	Mon 14 Dec 09	ODTF7	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.

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## OCR GCSE D&T Resistant Materials (1956): *Get ahead – improving delivery and assessment*

### Aimed at

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

### 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
- Demonstrate standards for the internal assessment of coursework, and externally assessed components
- Address enquiries concerning the requirements of the qualification.

*Please read the subject specification before attending the course.*

### Where and When

Location	Date	Course Code	Event Code
London	Wed 4 Nov 09	ODTF8	01
Birmingham	Thurs 12 Nov 09	ODTF8	02

### 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.

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## OCR GCSE D&T Resistant Materials (J306/J046): **Get started** – getting to grips with delivery and assessment

**NEW  
Specification  
2009**

### Aimed at

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

### Overview

This **full day course** will:

- Offer helpful advice on preparing candidates for the external assessment
- Discuss the presentation of candidate portfolios
- Consider the assessment of candidates by reviewing sample assessment materials
- Consider the collation of appropriate evidence for portfolio building.

*Please read the subject specification before attending the course.*

### Where and When

Location	Date	Course Code	Event Code
Newcastle	Tues 17 Nov 09	ODTF9	01
London	Fri 27 Nov 09	ODTF9	02
York	Thurs 3 Dec 09	ODTF9	03
Birmingham	Tues 15 Dec 09	ODTF9	04

**This course is free until December 2009.**

### Where and When

Location	Date	Course Code	Event Code
London	Wed 13 Jan 10	ODTF9	05
Birmingham	Fri 5 Feb 10	ODTF9	06

### Fee

Includes refreshments, lunch and course materials.

**£140** if you book before 31 July 09

**£173** standard course rate

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## OCR GCSE D&T Systems and Control Technology (1957): *Get ahead – improving delivery and assessment*

### Aimed at

New Practitioners  
Experienced Practitioners  
Heads of Department

### Overview

This **full day course** will:

- Provide helpful feedback on 2009 examinations using script evidence
- Look at the structure and content of the question paper
- Offer practical advice on managing the course, including structuring the coursework project
- Provide a valuable introduction to the new specification.

*A CD containing exemplar work will be provided 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	Wed 4 Nov 09	ODTG1	01

### Fee

Includes refreshments, lunch and course materials.

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**£173** standard course rate

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## OCR GCSE D&T Textiles Technology (1958): *Get ahead* – improving delivery

### Aimed at

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

### Overview

This **full day course** will:

- Provide feedback on 2009 examinations using script evidence
- Consider post-summer results documentation, such as question papers, reports and mark schemes.

*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	Tues 13 Oct 09	ODTG2	01
London	Mon 9 Nov 09	ODTG2	02

### 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>

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## OCR GCSE D&T Textiles Technology (J307): *Get started – successful 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 helpful advice on preparing candidates for the external assessment
- Consider the collation of appropriate evidence for portfolio building
- Review the support and resources available from OCR
- Provide an opportunity to network and share ideas for best practice.

*Please read the subject specification before attending the course.*

### Where and When

Location	Date	Course Code	Event Code
Bristol	Mon 7 Dec 09	ODTG3	01

**This course is free until December 2009.**

### Where and When

Location	Date	Course Code	Event Code
Birmingham	Mon 11 Jan 10	ODTG3	02
London	Mon 8 Feb 10	ODTG3	03
Leeds/Bradford	Wed 3 Mar 10	ODTG3	04
Cambridge	Thurs 18 Mar 10	ODTG3	05

### 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](http://www.ocr.org.uk/eventbooker)

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## OCR GCSE D&T Industrial Technology (1959): *Get ahead* – ideas and approaches for successful teaching

### Aimed at

Experienced 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
- Discuss helpful approaches for preparing candidates for the external examination
- Provide information on the new specification.

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

*A CD with guidance notes, exemplar work and work assessed on the day will be provided.*

**Note: this course is similar to the session that ran in previous years, but with different work. This is the last INSET for the legacy specification.**

### Where and When

Location	Date	Course Code	Event Code
Birmingham	Tues 6 Oct 09	ODTG4	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.

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## OCR GCSE D&T Industrial Technology (J304/J044): **Get started** – successful first delivery

**NEW  
Specification  
2009**

### Aimed at

New Practitioners  
Experienced Practitioners  
Experienced Practitioners seeking a refresher

### Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Offer helpful advice on preparing candidates for the external assessment
- Consider the collation of appropriate evidence for portfolio building
- Discuss the presentation of candidate portfolios.

*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	Wed 14 Oct 09	ODTG5	01
London	Wed 11 Nov 09	ODTG5	02

### 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.

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## OCR GCSE D&T Product Design (J900/J901): *Get ahead* – improving delivery and assessment

### Aimed at

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

### 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
- Demonstrate standards for the internal assessment of coursework, and externally assessed components
- Address enquiries concerning the requirements of the qualification.

*Please read the subject specification before attending the course.*

### Where and When

Location	Date	Course Code	Event Code
London	Wed 4 Nov 09	ODTG6	01
Birmingham	Tues 10 Nov 09	ODTG6	02

### 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.

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## OCR GCSE D&T Product Design (J305/J045): **Get started** – *getting to grips with delivery and assessment*

**NEW  
Specification  
2009**

### Aimed at

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

### Overview

This **full day course** will:

- Offer helpful advice on preparing candidates for the external assessment
- Consider the assessment of candidates by reviewing sample assessment materials
- Review exemplar candidate work
- Examine other useful resources and provision of support.

*Please read the subject specification before attending the course.*

### Where and When

Location	Date	Course Code	Event Code
Birmingham	Fri 13 Nov 09	ODTG7	01
York	Thurs 26 Nov 09	ODTG7	02
Manchester	Tues 8 Dec 09	ODTG7	03
London	Wed 16 Dec 09	ODTG7	04

**This course is free until December 2009.**

### Where and When

Location	Date	Course Code	Event Code
Leicester	Thurs 14 Jan 10	ODTG7	05
Newcastle	Wed 3 Feb 10	ODTG7	06
London	Thurs 11 Feb 10	ODTG7	07

### 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.

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## OCR GCSE Engineering (J322/J344): **Get started** – towards successful delivery

**NEW  
Specification  
2009**

### Aimed at

New Practitioners  
Experienced Practitioners  
Experienced Practitioners seeking a refresher

### Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Discuss the presentation of candidate portfolios
- Offer helpful advice on preparing candidates for the external assessment
- Provide an opportunity to network and share ideas for best practice.

*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	ODTG8	01
Newcastle	Wed 18 Nov 09	ODTG8	02
Bristol	Tues 15 Dec 09	ODTG8	03

### 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.

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## OCR GCSE Manufacturing (J505/J510): **Get started** – *towards successful delivery*



### Aimed at

New Practitioners  
Experienced Practitioners  
Experienced Practitioners seeking a refresher

### Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Discuss the presentation of candidate portfolios
- Offer helpful advice on preparing candidates for the external assessment
- Provide an opportunity to network and share ideas for best practice.

*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	Wed 7 Oct 09	ODTG9	01
Bristol	Tues 3 Nov 09	ODTG9	02
Newcastle	Thurs 3 Dec 09	ODTG9	03

### Fee

**This course is free until December 2009.**

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## OCR AS/A Level D&T Product Design (H053/H453): **Get ahead** – ideas and approaches for successful teaching

### Aimed at

New Practitioners  
Experienced Practitioners  
Heads of Department

### Overview

This **full day course** will:

- Provide an opportunity to share good practice and technical aspects in respect of e-portfolios
- Prepare you for the A2 question papers: resources, current websites and the OCR standard text
- Allow you to share good practice in respect of the Advanced Innovation Challenge
- Prepare teachers for the the A2 units.

**Note: a CD containing additional teaching materials will be provided on the day.**

### Where and When

Location	Date	Course Code	Event Code
Birmingham	Thurs 8 Oct 09	ODTH1	01
London	Wed 4 Nov 09	ODTH1	02
Leeds	Thurs 19 Nov 09	ODTH1	03
Bath	Thurs 26 Nov 09	ODTH1	04
London	Thurs 3 Dec 09	ODTH1	05
Birmingham	Tues 8 Dec 09	ODTH1	06
Belfast	Thurs 28 Jan 10	ODTH1	07

### 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>

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## OCR AS/A Level Electronics (H065/H465): *Get ahead – ideas and approaches for successful teaching*

### Aimed at

New Practitioners  
Experienced Practitioners  
Heads of Department

### Overview

This **full day course** will:

- Review Summer 2009 AS question papers
- Deal with “stretch and challenge” in the A2 question papers
- Provide guidance on organising and running AS and A2 coursework.

*Note: a CD containing course materials and teaching aids will be provided on the day.*

### Where and When

Location	Date	Course Code	Event Code
Birmingham	Wed 10 Mar 10	ODTH2	01
London	Tues 23 Mar 10	ODTH2	02

### 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.

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### To book a course

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## OCR Levels 1 and 2 Diploma in Principal Learning in Engineering (H809/H810): **Get ready** – for successful first delivery

### Aimed at

New Practitioners  
Experienced Practitioners  
Experienced Practitioners seeking a refresher

### Overview

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

- Examine the structure of the new specification
- Outline the assessment model and examine assessment material
- Summarise the benefits of the OCR specification
- Review the additional support and resources available from OCR.

*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 8 Oct 09	ODIH4	01 (am)
Bristol	Tues 13 Oct 09	ODIH4	02 (am)
Newcastle	Thurs 15 Oct 09	ODIH4	03 (am)
Birmingham	Wed 4 Nov 09	ODIH4	04 (am)
London	Thurs 14 Jan 10	ODIH4	05 (am)
London	Thurs 21 Jan 10	ODIH4	06 (am)

### Fee

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

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## OCR Level 1 and 2 Diploma in Principal Learning in Engineering (H809/H810): **Get started** – successful first delivery

### Aimed at

New Practitioners  
Experienced Practitioners  
Experienced Practitioners seeking a refresher

### Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Offer helpful advice on preparing candidates for the external assessment
- Explore the role of the Internal Moderator
- Enable you to network and share ideas for best practice.

*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
London	Thurs 11 Feb 10	ODIH6	01
Bristol	Thurs 25 Feb 10	ODIH6	02
Birmingham	Wed 3 Mar 10	ODIH6	03
Birmingham	Tues 9 Mar 10	ODIH6	04
London	Thurs 11 Mar 10	ODIH6	05
Newcastle	Wed 17 Mar 10	ODIH6	06

### Fee

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

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## OCR Level 3 Diploma in Principal Learning in Engineering (H811): *Get ready – successful first delivery*

### Aimed at

New Practitioners  
Experienced Practitioners  
Experienced Practitioners seeking a refresher

### Overview

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

- Examine the structure of the new specification
- Outline the assessment model and examine assessment material
- Summarise the benefits of the OCR specification
- Review the additional support and resources available from OCR.

*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 8 Oct 09	ODIH5	01 pm
Newcastle	Thurs 15 Oct 09	ODIH5	02 pm
London	Thurs 5 Nov 09	ODIH5	03 pm
Bristol	Tues 10 Nov 09	ODIH5	04 pm
Birmingham	Thurs 3 Dec 09	ODIH5	05 pm
London	Thurs 7 Jan 10	ODIH5	06 pm

### Fee

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

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### To book a course

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## OCR Level 3 Diploma in Principal Learning in Engineering (H811): *Get started – successful first delivery*

### Aimed at

New Practitioners  
Experienced Practitioners  
Experienced Practitioners seeking a refresher

### Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Offer helpful advice on preparing candidates for the external assessment
- Explore the role of the Internal Moderator
- Provide an opportunity to network and share ideas for best practice.

*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	Mon 8 Feb 10	ODIH7	01
Newcastle	Thurs 11 Feb 10	ODIH7	02
London	Thurs 25 Feb 10	ODIH7	03
Bristol	Thurs 25 Mar 10	ODIH7	04
London	Thurs 22 April 10	ODIH7	05
Birmingham	Wed 28 April 10	ODIH7	06

### Fee

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

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## OCR Level 1 and 2 Diploma in Principal Learning in Manufacturing (H830/H831): **Get ready** – for successful first delivery

### Aimed at

New Practitioners  
Experienced Practitioners  
Experienced Practitioners seeking a refresher

### Overview

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

- Examine the structure of the new specification
- Outline the assessment model and examine assessment material
- Summarise the benefits of the OCR specification
- Inform delegates of the additional support and resources available from OCR.

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

### Where and When

For details of dates and locations please check EventBooker [www.ocr.org.uk/eventbooker](http://www.ocr.org.uk/eventbooker)

### Fee

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

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## OCR Level 1 and 2 Diploma in Principal Learning in Manufacturing (H830/H831): **Get started** – for successful delivery

### Aimed at

New Practitioners  
Experienced Practitioners  
Experienced Practitioners seeking a refresher

### Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Offer advice on preparing candidates for the external assessment
- Explore the role of the internal moderator
- Enable you to network and share ideas for best practice.

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

### Where and When

For details of dates and locations please check EventBooker [www.ocr.org.uk/eventbooker](http://www.ocr.org.uk/eventbooker)

### 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](http://www.ocr.org.uk/eventbooker)

**By email:** use the booking form on [www.ocr.org.uk](http://www.ocr.org.uk) and email it to: [training@ocr.org.uk](mailto: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](http://www.ocr.org.uk/eventbooker) to search for the most up-to-date event details.

## 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

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## 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>

### 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](http://www.ocr.org.uk/eventbooker)

**By email:** use the booking form on [www.ocr.org.uk](http://www.ocr.org.uk) and email it to: [training@ocr.org.uk](mailto: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](http://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.

<b>Delegate details</b>	<b>1</b>	<b>Surname</b> .....
		<b>Mr/Mrs/Ms/Miss/Dr/Other</b> .....
		<b>Forename</b> .....
		<b>Emergency Telephone Contact No.**</b> .....
		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
	<b>2</b>	<b>Surname</b> .....
		<b>Mr/Mrs/Ms/Miss/Dr/Other</b> .....
		<b>Forename</b> .....
		<b>Emergency Telephone Contact No.**</b> .....
		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.

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

<b>Course details</b>	<b>Course code</b> (please specify <b>exact</b> 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

<b>Financial details</b>	<b>Please invoice</b> <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 <a href="http://www.ocr.org.uk/eventbooker">www.ocr.org.uk/eventbooker</a> or <a href="http://www.mill-wharf-training.co.uk">www.mill-wharf-training.co.uk</a> 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](http://www.ocr.org.uk) or [www.mill-wharf-training.co.uk](http://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 Design and Technology  
Thinking courses from Mill Wharf  
available for booking NOW!

Code	Title
<b>MBDPH</b>	Pop-up! A Hands-on Approach: Simple Techniques For Making Complex Paper Mechanisms
<b>MGMRM</b>	KS3 Resistant Materials: Basic Skills And Projects To Improve Pupil Motivation: A Hands-on Workshop
<b>MCSUX</b>	Exploring Creativity And Using ICT: A Hands-on Course
<b>MPKUI</b>	Using ICT for 'Next Generation Learning' in Geography
<b>MPRID</b>	OCR Level 2 Nationals In ICT: Using Dreamweaver To Enhance Delivery
<b>MPRIN</b>	OCR Level 2 Nationals in ICT: Using Fireworks to Enhance Delivery
<b>MPRIF</b>	OCR Level 2 Nationals in ICT: Using Flash to Enhance Delivery
<b>MPRIP</b>	OCR Level 2 Nationals in ICT: Using Photoshop to Enhance Delivery
<b>MCSP</b>	Progress and Change in ICT at KS3 and KS4
<b>MTGUC</b>	How To Use Cubase (SE, SL, SX, Studio)
<b>MPRPZ</b>	Intermediate Photoshop: A Hands-on Course
<b>MDSDI</b>	Strategies for Effective Delivery of ICT
<b>MFAPT</b>	Putting the Food Back into Food Technology

For more information call

**0845 409 4570**

or visit our website:

**[www.mill-wharf-training.co.uk](http://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

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**For extra copies of any of the above booklets:**

- Visit our website [www.ocr.org.uk/training](http://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](http://www.ocr.org.uk)

OCR customer contact centre

**Vocational qualifications**

Telephone 024 76 851509

Facsimile 024 76 851633

Email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

**General qualifications**

Telephone 01223 553998

Facsimile 01223 552627

Email [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

**OCR**

1 Hills Road, Cambridge CB1 2EU

Telephone 01223 552552

Facsimile 01223 553377



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