

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

Functional Skills

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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OCR GCSE English – New specification for first teaching 2010

GCSE English 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 English (3911): **Get started** – understanding the correct marking standards and administrative procedures

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher

Overview

This **full day course** will:

- Consider post-summer results documentation, such as question papers, reports and mark schemes
- Explain the administrative procedures for assessment of coursework and/or testing
- Review exemplar candidate work
- Offer helpful guidance on how to mark the Entry Level English components.

Please read the subject specification before attending the course.

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	Wed 13 Jan 10	OENF1	01
Nottingham	Mon 18 Jan 10	OENF1	02
Cambridge	Thurs 21 Jan 10	OENF1	03
Birmingham	Tues 26 Jan 10	OENF1	04
Manchester	Wed 3 Feb 10	OENF1	05
London	Mon 8 Feb 10	OENF1	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

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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 GCSE English (1900/1901): **Get started** – successful first delivery

Aimed at

New Practitioners
Experienced Practitioners seeking a refresher

Overview

This **full day course** will:

- Consider post-summer results documentation, such as question papers, reports and mark schemes
- Explain the administrative procedures for assessment of coursework and/or testing
- Offer helpful advice on preparing candidates for the external assessment.

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	Wed 4 Nov 09	OENF2	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 English (1900/1901): **Get ahead** – getting the coursework right

Aimed at

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

Overview

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

- Demonstrate standards for the internal assessment of coursework
- Review exemplar candidate work
- Consider suitable texts and tasks for coursework
- Allow you to share good practice and ideas on new approaches.

Please read the subject specification before attending the course.

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	Wed 13 Jan 10	OENF3	01 (pm)

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

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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 GCSE English (1900): **Get ahead** – raising standards through examination feedback

Aimed at

Experienced Practitioners
Experienced Practitioners seeking a refresher
Heads of Department

Overview

This **full day course** will:

- Discuss practical approaches for preparing candidates for the external examination
- Review exemplar candidate work
- Provide helpful feedback on 2009 examinations using script evidence
- Consider post-summer results documentation, such as question papers, reports and mark schemes.

Please read the subject specification before attending the course.

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	Wed 11 Nov 09	OENF4	01
Birmingham	Tues 17 Nov 09	OENF4	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

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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.

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 English Literature (1901): *Get ahead* – raising standards through examination feedback

Aimed at

Experienced Practitioners
Experienced Practitioners seeking a refresher
Heads of Department

Overview

This **full day course** will:

- Provide helpful feedback on 2009 examinations using script evidence
- Consider post-summer results documentation, such as question papers, reports and mark schemes
- Discuss practical approaches for preparing candidates for the external examination.

Please read the subject specification before attending the course.

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	Tues 10 Nov 09	OENF5	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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To book a course

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OCR A2 Level English Literature (H471): **Get started** – towards successful delivery of the new specification

Aimed at

New Practitioners
Experienced Practitioners
Heads of Department

Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Review exemplar candidate work
- Review the support and resources available from OCR
- Examine other useful resources and provision of support.

Please read the subject specification before attending the course.

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 1 Oct 09	OENF6	01
London	Tues 6 Oct 09	OENF6	02
London	Wed 7 Oct 09	OENF6	03
Newcastle	Thurs 15 Oct 09	OENF6	04
Manchester	Fri 6 Nov 09	OENF6	05
London	Thurs 19 Nov 09	OENF6	06
London	Fri 20 Nov 09	OENF6	07
Bristol	Mon 18 Jan 10	OENF6	08
London	Mon 1 Feb 10	OENF6	09
Cambridge	Wed 10 Mar 10	OENF6	10
London	Tues 16 Mar 10	OENF6	11

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 AS Level English Literature (H071): *Get ahead – ideas and approaches for successful teaching*

Aimed at

New Practitioners
Experienced Practitioners
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
- Allow delegates to share good practice and ideas on new approaches
- Review the support and resources available from OCR
- Consider post-summer results documentation, such as question papers, reports and mark schemes
- Review exemplar candidate work.

Please read the subject specification before attending the course.

Where and When

Location	Date	Course Code	Event Code
London	Thurs 8 Oct 09	OENG1	01
London	Fri 9 Oct 09	OENG1	02
Birmingham	Fri 16 Oct 09	OENG1	03
Newcastle	Tues 3 Nov 09	OENG1	04
Manchester	Tues 10 Nov 09	OENG1	05
London	Mon 23 Nov 09	OENG1	06
London	Tues 24 Nov 09	OENG1	07
Bristol	Wed 2 Dec 09	OENG1	08
London	Thurs 10 Dec 09	OENG1	09
Cambridge	Thurs 11 Mar 10	OENG1	10
London	Wed 17 Mar 10	OENG1	11

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

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OCR AS Level English Language and Literature (H073): *Get ahead – ideas and approaches for successful delivery*

Aimed at

New Practitioners
Experienced Practitioners
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
- Review innovative teaching and learning materials
- Provide helpful feedback on 2009 examinations using script evidence
- Review the support and resources available from OCR
- Demonstrate standards for the internal assessment of coursework, and externally assessed components.

Please read the subject specification before attending the course.

Note: questions and topics for discussion can be submitted via the e-community at <http://community.ocr.org.uk/community/>

Where and When

Location	Date	Course Code	Event Code
London	Tues 6 Oct 09	OENF7	01
Manchester	Wed 20 Jan 10	OENF7	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 AS Level English (H069): **Get ahead** – effective delivery of the new AS specification

Aimed at

New Practitioners
Experienced Practitioners
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
- Demonstrate standards for the internal assessment of coursework, and externally assessed components
- Review the support and resources available from OCR.

Please read the subject specification before attending the course.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Wed 11 Nov 09	OENF8	01
London	Tues 2 Mar 10	OENF8	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 A2 Level English Language and Literature (H473): **Get started** – *successful first delivery*

Aimed at

New Practitioners
Experienced Practitioners
Heads of Department

Overview

This **full day course** will:

- Offer valuable advice on preparing candidates for the external assessment
- Enable you to network and share ideas for best practice
- Review the support and resources available from OCR
- Answer teachers' questions linked to the teaching of the standards
- Consider the collation of appropriate evidence for portfolio building.

Please read the subject specification before attending the course.

Note: questions and topics for discussion can be submitted via the e-community at <http://community.ocr.org.uk/community/>

Where and When

Location	Date	Course Code	Event Code
London	Wed 7 Oct 09	OENF9	01
Manchester	Thurs 21 Jan 10	OENF9	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>

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

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OCR A2 Level English (H469): **Get started** – towards successful delivery of the new A2 specification

Aimed at

New Practitioners
Experienced Practitioners
Heads of Department

Overview

This **full day course** will:

- Present the structure and content of the new specification
- Consider useful approaches to, and suggest best practice for, first delivery
- Review the support and resources available from OCR.

Please read the subject specification before attending the course.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Thurs 12 Nov 09	OENG2	01
London	Wed 3 Mar 10	OENG2	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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By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

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OCR Functional Skills Entry Level English (6923): **Get started** – towards successful 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
London	Wed 4 Nov 09	OFSF2	01
Leeds	Fri 13 Nov 09	OFSF2	02
Birmingham	Wed 20 Jan 10	OFSF2	03
Bristol	Wed 10 Mar 10	OFSF2	04
Manchester	Fri 2 Apr 10	OFSF2	05

Fee

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

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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 Functional Skills Levels 1 and 2 English (6775/6776): **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
Bristol	Wed 11 Nov 09	OFSF3	01
Manchester	Tues 17 Nov 09	OFSF3	02
Leeds	Mon 23 Nov 09	OFSF3	03
London	Fri 11 Dec 09	OFSF3	04
Birmingham	Tues 15 Dec 09	OFSF3	05
London	Wed 28 April 10	OFSF3	06

Fee

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

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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 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.

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

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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

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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	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.		

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.

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Code	Title
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MSESW	Dyslexia: The Diagnosis And Remediation Of Dyslexia- An Introduction
MSESW	TWILIGHT: Dyslexia: The Diagnosis And Remediation Of Dyslexia- An Introduction
MSETR	Teaching Reading: What Teachers And Teaching Assistants Need To Know
MSETT	Teaching The Techniques Of Learning To Spell
MSETT	TWILIGHT: Teaching The Techniques Of Learning To Spell
MCREL	Improving Students Performance In GCSE English Literature

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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).

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