

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

AS/A Level

Diploma in Society, Health and Development

NVQ in Leadership and Management for Care Services

OCR Nationals

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.

Contents

GCSE	3
AS/A Level	5
Diplomas	8
NVQ	10
OCR Nationals	11
Project/Extended	16
Booking form	19
Booking terms and conditions	20

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 Health and Social Care (1493): **Get ahead** – improving delivery and assessment

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:

- Provide a useful overview of key issues relating to the planning, delivery and assessment of this specification
- Review exemplar candidate work
- Allow you to share good practice and ideas on new approaches
- Demonstrate standards for the internal assessment of coursework, and externally assessed components.

Please read the subject specification before attending the course.

Support materials will be provided at these events, designed to aid practitioners in the delivery and assessment of candidates' work.

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
Birmingham	Thurs 3 Dec 09	OHSF1	01
London	Tues 8 Dec 09	OHSF1	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

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

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

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

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

Please note: we cannot take telephone or provisional bookings.

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

OCR GCSE Health and Social Care (J406/J412): **Get started** – towards successful delivery of the new specification

**NEW
Specification
2009**

Aimed at

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

Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Review exemplar candidate work
- Examine other useful resources and provision of support
- Provide an opportunity to network and share ideas for best practice
- Explain the administration procedures for assessment of coursework and/or testing.

Where and When

Location	Date	Course Code	Event Code
London	Fri 25 Sep 09	OHSF2	01
Birmingham	Thurs 15 Oct 09	OHSF2	02
Manchester	Fri 13 Nov 09	OHSF2	03
Bristol	Mon 16 Nov 09	OHSF2	04
London	Fri 27 Nov 09	OHSF2	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

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

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

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

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

Please note: we cannot take telephone or provisional bookings.

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

OCR AS Level Health and Social Care (Single Award) (H103): *Get ahead – improving delivery and assessment*

Register
your
interest

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:

- Provide a useful overview of key issues relating to the planning, delivery and assessment of this specification
- Review exemplar candidate work
- Allow you to share good practice and ideas on new approaches
- Demonstrate standards for the internal assessment of coursework, and externally assessed components.

Please read the subject specification before attending the course.

Support materials will be provided at these events, designed to aid practitioners in the delivery and assessment of candidates' work.

Where and When

Location	Date	Course Code	Event Code
London	Thurs 19 Nov 09	OHSF3	01
Birmingham	Tues 1 Dec 09	OHSF3	02
York	Register your interest		

Fee

Includes refreshments, lunch and course materials.

£140 if you book before 31 July 09

£173 standard course rate

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

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

To book a course

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

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

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

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

Please note: we cannot take telephone or provisional bookings.

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

OCR AS Level Health and Social Care (Double Award) (H103/H303): *Get ahead – improving delivery and assessment*

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:

- Provide a useful overview of key issues relating to the planning, delivery and assessment of this specification
- Review exemplar candidate work
- Allow you to share good practice and ideas on new approaches
- Demonstrate standards for the internal assessment of coursework, and externally assessed components.

Please read the subject specification before attending the course.

Support materials will be provided at these events, designed to aid practitioners in the delivery and assessment of candidates' work.

Where and When

Location	Date	Course Code	Event Code
Leeds	Mon 5 Oct 09	OHSF4	01
Belfast	Fri 9 Oct 09	OHSF4	02
Birmingham	Tues 13 Oct 09	OHSF4	03
London	Mon 9 Nov 09	OHSF4	04

Fee

Includes refreshments, lunch and course materials.

£140 if you book before 31 July 09

£173 standard course rate

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

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

To book a course

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

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

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

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

Please note: we cannot take telephone or provisional bookings.

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

OCR A2 Level Health and Social Care (H503–H703): *Get ahead – improving delivery and assessment*

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:

- Provide a useful overview of key issues relating to the planning, delivery and assessment of this specification
- Review exemplar candidate work
- Allow you to share good practice and ideas on new approaches
- Demonstrate standards for the internal assessment of coursework, and externally assessed components.

Please read the subject specification before attending the course.

Support materials will be provided at these events, designed to aid practitioners in the delivery and assessment of candidates' work.

Where and When

Location	Date	Course Code	Event Code
Leeds	Mon 28 Sep 09	OHSF5	01
Birmingham	Fri 2 Oct 09	OHSF5	02
London	Wed 4 Nov 09	OHSF5	03
Belfast	Mon 7 Dec 09	OHSF5	04

Fee

Includes refreshments, lunch and course materials.

£140 if you book before 31 July 09

£173 standard course rate

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

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

To book a course

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

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

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

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

Please note: we cannot take telephone or provisional bookings.

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

OCR Diploma Levels 1 and 2 Society Health and Development (H842/H843): **Get started** – towards successful delivery of the new specification



Aimed at

New Practitioners
Experienced Practitioners
Heads of Department
Curriculum Managers
Centre Support Staff

Overview

This **full day course** will:

- Explain the administration procedures for the assessment of internally assessed and/or externally assessed units
- Outline the assessment model and examine assessment material
- Review exemplar candidate work
- Answer teachers' questions linked to the teaching of the standards
- Enable you to network and share ideas for best practice
- Examine other useful resources and provision of support.

Support materials will be provided at these events, designed to aid practitioners in the delivery and assessment of candidates' work.

Where and When

Location	Date	Course Code	Event Code
Leeds	Thurs 10 Dec 09	ODIF1	01
London	Tues 15 Dec 09	ODIF1	02
Bristol	Wed 24 Feb 09	ODIF1	03
Birmingham	Tues 16 Mar 09	ODIF1	04
Cambridge	Register your interest		
Plymouth	Register your interest		

Fee

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

Centre Support Managers are available to make visits to consortia who are interested in offering Diplomas with OCR. If you are interested in a visit please email: diplomas@ocr.org.uk.

Note: the Centre Support Managers are not subject specialists but are able to discuss the Diplomas, Functional Skills and support available. They are also able to arrange free visits from subject specialists.

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 Diploma Level 3 Society Health and Development (H844): **Get started** – towards successful delivery

Register your interest

Aimed at

New Practitioners
Experienced Practitioners
Heads of Department
Curriculum Managers
Centre Support Staff

Overview

This **full day course** will:

- Explain the administration procedures for the assessment of coursework and/or testing
- Outline the assessment model and examine assessment material
- Review exemplar candidate work
- 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.

Please read the subject specification before attending the course.

Support materials will be provided at these events, designed to aid practitioners in the delivery and assessment of candidates' work.

Where and When

Location	Date	Course Code	Event Code
London	Wed 7 Oct 09	ODIF2	01
Newcastle	Wed 25 Nov 09	ODIF2	02
Reading	Thurs 14 Jan 10	ODIF2	03
Birmingham	Wed 3 Feb 10	ODIF2	04
Cambridge	Register your interest		
Plymouth	Register your interest		

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 Level 4 NVQ in Leadership and Management for Care Services (04639): **Get ahead** – getting to grips with delivery and assessment

Aimed at

New Practitioners
Experienced Practitioners
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
- Provide an excellent opportunity to look at candidate evidence and clarify assessment issues
- Discuss the acceptability of various types of evidence
- Address enquiries concerning the requirements of the qualification
- Allow you to share good practice and ideas on new approaches.

Please read the subject specification before attending the course.

Where and When

Location	Date	Course Code	Event Code
London	Wed 16 Sep 09	OMCF1	01
Birmingham	Thurs 1 Oct 09	OMCF1	02

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

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

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

To book a course

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

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

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

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

Please note: we cannot take telephone or provisional bookings.

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

OCR Level 1 Nationals in Health and Social Care (03651/03652/03653): *Get ahead – improving delivery and assessment*

Aimed at

New Practitioners
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
- Discuss innovative teaching and learning materials
- Allow you to share good practice and ideas on new approaches
- Review exemplar candidate work
- Review the support and resources available from OCR
- Provide helpful advice on how to improve candidate performance
- Offer guidance on delivery within a vocational context.

Please read the subject specification before attending the course.

A CD with exemplar candidate material and assessment commentaries will be provided on the day.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Tues 10 Nov 09	OHSF6	01
London	Wed 2 Dec 09	OHSF6	02

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

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

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

To book a course

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

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

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

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

Please note: we cannot take telephone or provisional bookings.

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

OCR Level 2 Nationals in Health and Social Care (06342/03654): **Get started – successful first delivery**

Aimed at

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

Overview

This **full day course** will:

- Review exemplar candidate work
- Consider the collation of appropriate evidence for portfolio building
- Explain the administration procedures
- Review the support and resources available from OCR
- Provide an opportunity to network and share ideas for best practice
- Consider planning issues
- Offer guidance on delivery within a vocational context.

Please read the subject specification before attending the course.

A CD with exemplar candidate material and assessment commentaries will be provided on the day.

Where and When

Location	Date	Course Code	Event Code
London	Tues 13 Oct 09	OHSF7	01
Birmingham	Mon 16 Nov 09	OHSF7	02
Sheffield	Mon 16 Nov 09	OHSF7	03
Leeds	Thurs 3 Dec 09	OHSF7	04
London	Wed 16 Dec 09	OHSF7	05

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

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

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

To book a course

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

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

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

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

Please note: we cannot take telephone or provisional bookings.

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

OCR Level 2 Nationals in Health and Social Care (06342/03654):

Get ahead – improving delivery and assessment

Aimed at

New Practitioners
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
- Discuss innovative teaching and learning materials
- Allow you to share good practice and ideas on new approaches
- Review exemplar candidate work
- Review the support and resources available from OCR
- Provide helpful advice on how to improve candidate performance
- Offer guidance on delivery within a vocational context.

Please read the subject specification before attending the course.

A CD with exemplar candidate material and assessment commentaries will be provided on the day.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Wed 11 Nov 09	OHSF8	01
London	Wed 18 Nov 09	OHSF8	02
Sheffield	Wed 20 Jan 10	OHSF8	03

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

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

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

To book a course

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

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

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

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

Please note: we cannot take telephone or provisional bookings.

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

OCR Level 3 Nationals in Health, Social Care and Early Years (03655/03656/03657): **Get started** – successful first delivery

Aimed at

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

Overview

This **full day course** will:

- Review exemplar candidate work
- Consider the collation of appropriate evidence for portfolio building
- Explain the administration procedures
- Review the support and resources available from OCR
- Provide an opportunity to network and share ideas for best practice
- Consider planning issues
- Offer guidance on delivery within a vocational context

Please read the subject specification before attending the course.

A CD with exemplar candidate material and assessment commentaries will be provided on the day.

Where and When

Location	Date	Course Code	Event Code
Coventry	Mon 2 Nov 09	OHSF9	01
Birmingham	Wed 4 Nov 09	OHSF9	02
London	Thurs 5 Nov 09	OHSF9	03

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

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

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

To book a course

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

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

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

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

Please note: we cannot take telephone or provisional bookings.

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

OCR Level 3 Nationals in Health, Social Care and Early Years (03651/03652/03653): **Get ahead** – improving delivery and assessment

Aimed at

New Practitioners
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
- Discuss innovative teaching and learning materials
- Allow you to share good practice and ideas on new approaches
- Review exemplar candidate work
- Review the support and resources available from OCR
- Provide helpful advice on how to improve candidate performance
- Offer guidance on delivery within a vocational context.

Please read the subject specification before attending the course.

Exemplar candidate material and assessment commentaries will be provided on CD.

Where and When

Location	Date	Course Code	Event Code
Coventry	Tues 24 Nov 09	OHSG1	01
Birmingham	Fri 27 Nov 09	OHSG1	02
London	Fri 11 Dec 09	OHSG1	03

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

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

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

To book a course

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

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

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

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

Please note: we cannot take telephone or provisional bookings.

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

OCR 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

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>

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.

Fresh thinking...



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

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

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

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

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

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

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

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

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

* See terms and conditions

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

Terms and conditions

By submitting your booking, you are agreeing to:

1. The booking process

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

2. Payment process and adjustments to standard course fees

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

3. Cancellations and transfers

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

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

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

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

4. Cancellation of courses

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

Fresh thinking...

Mill Wharf supports schools and colleges with high quality independent training and consultancy. With the spotlight on teaching standards and on continuing professional development (CPD), our service is about "how to teach", not "what to teach", and is suited to any awarding body or specification.

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

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

For extra copies of any of the above booklets:

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

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

General qualifications

Telephone 01223 553998

Facsimile 01223 552627

Email general.qualifications@ocr.org.uk

OCR

1 Hills Road, Cambridge CB1 2EU

Telephone 01223 552552

Facsimile 01223 553377



FS 27093