

**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:

**GCSE**

**AS/A Level**

**Diploma**

**Exercise and Fitness**

**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](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 GCSE Physical Education (J086/J586): **Get started** – guidance for first delivery

**NEW  
Specification  
2009**

### 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
- Explain the administration procedures
- Consider the assessment of candidates by reviewing sample assessment materials
- Enable you 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	Tues 6 Oct 09	OPEF1	01
London	Mon 12 Oct 09	OPEF1	02
Plymouth	Wed 4 Nov 09	OPEF1	03
Newcastle	Thurs 12 Nov 09	OPEF1	04

### Fee

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

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

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

### To book a course

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## OCR GCSE Physical Education (J086/J586): *Get ahead* – ideas and approaches for successful first 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
- Demonstrate standards for the internal assessment of coursework, and externally assessed components
- Allow you to share good practice and ideas on new approaches
- Focus on the new unitised approach for OCR GCSE Physical Education and different ways of organising the delivery of the specification to make the best use of the flexible approach.

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

### Where and When

Location	Date	Course Code	Event Code
Nottingham	Fri 9 Oct 09	OPEF2	01
London	Thurs 15 Oct 09	OPEF2	02
Manchester	Mon 16 Nov 09	OPEF2	03
Bristol	Fri 20 Nov 09	OPEF2	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.

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## OCR GCSE Physical Education (1970/1971/1071): **Get ahead** – raising standards through examination and coursework feedback

### Aimed at

Experienced Practitioners  
Heads of Department

### Overview

This **full day course** will:

- Provide feedback on 2009 examinations using script evidence
- Discuss approaches for preparing candidates for the external examination
- Allow you to share good practice and ideas on new approaches
- Provide useful feedback on 2009 coursework from the Principal Moderator.

*Please read the subject specification before attending the course*

**Note: this course is similar to the 2008/09 sessions, but with different work.**

### Where and When

Location	Date	Course Code	Event Code
London	Tues 15 Sep 09	OPEF3	01
Manchester	Wed 23 Sep 09	OPEF3	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 AS Level Physical Education (H154 – Unit G451): **Get ahead** – ideas and approaches for successful teaching

### Aimed at

New Practitioners  
Experienced Practitioners  
Heads of Department

### Overview

This **full day course** will:

- Provide focused feedback on the three theory sections: anatomy and physiology, acquiring and performing movement skills and socio-cultural studies
- Offer feedback from the Principal Examiner entitled 'From knowledge and understanding to critical evaluation' on what candidates did well in January and June 2009
- Show how candidates can improve their answers and achieve higher grades
- Help with ideas for your classroom on ongoing assessment, teaching for learning, giving high-quality feedback to candidates, and on the subject 'What about the 10-mark questions?'
- Let you share/discuss ideas with colleagues and have your questions answered
- Provide helpful new ideas for the classroom.

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

### Where and When

Location	Date	Course Code	Event Code
London	Mon 9 Nov 09	OPEF4	01
Leeds	Wed 18 Nov 09	OPEF4	02
Birmingham	Tues 24 Nov 09	OPEF4	03
Exeter	Fri 4 Dec 09	OPEF4	04

### 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.

**Register your interest now for a date in Belfast.**

**By email:** [training@ocr.org.uk](mailto:training@ocr.org.uk)

**By fax:** 024 7649 6399

**By post:** OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

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## OCR AS/A Level Physical Education (H154/H554): **Get ahead** – successful delivery of the practical for AS and A2

### 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
- Consider the step up from AS to A2
- Advise on resources and offer guidance on the use of teacher support materials
- Discuss the acceptability of various types of evidence.

Please read the subject specification before attending the course.

### Where and When

Location	Date	Course Code	Event Code
Nottingham	Thurs 5 Nov 09	OPEF5	01
Manchester	Tues 17 Nov 09	OPEF5	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.

**Register your interest now for dates in Spring 2010 in London and Bristol.**

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**By fax:** 024 7649 6399

**By post:** OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

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## OCR A2 Level Physical Education (H554 – Unit G453): **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
- Consider the assessment of candidates by reviewing sample assessment materials
- Enable you 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	Fri 13 Nov 09	OPEF6	01
London	Tues 17 Nov 09	OPEF6	02
Manchester	Wed 25 Nov 09	OPEF6	03
Cardiff	Thurs 3 Dec 09	OPEF6	04

### 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.

**Register your interest now for a date in Belfast.**

**By email:** [training@ocr.org.uk](mailto:training@ocr.org.uk)

**By fax:** 024 7649 6399

**By post:** OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

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## OCR Diploma in Sport and Active Leisure: **Get ready** – preparing for implementation

### Aimed at

New Practitioners  
Experienced Practitioners  
Heads of Department  
Curriculum Managers  
Centre Assessors

### Overview

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

- Examine the structure of the new specification
- Consider delivery models and curriculum planning
- Review the support and resources available from OCR
- Answer teachers' questions linked to the teaching of the standards
- 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
London	Wed 23 Sep 09	ODIF8	01 (am)
Bristol	Fri 9 Oct 09	ODIF8	02 (am)
Manchester	Fri 30 Oct 09	ODIF8	03 (am)
Birmingham	Fri 27 Nov 09	ODIF8	04 (am)
London	Fri 15 Jan 10	ODIF8	05 (am)
Newcastle	Sat 20 Feb 10	ODIF8	06 (am)
Plymouth	Wed 24 Feb 10	ODIF8	07 (am)

### Fee

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

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### To book a course

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## OCR Diploma in Sport and Active Leisure: **Get started** – successful first delivery

### Aimed at

New Practitioners  
Experienced Practitioners  
Heads of Department  
Curriculum Managers  
Centre Assessors

### Overview

This **full day course** will:

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

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

### Where and When

Location	Date	Course Code	Event Code
London	Fri 19 Mar 10	ODIF9	01
Birmingham	Wed 28 Apr 10	ODIF9	02
Manchester	Fri 30 Apr 10	ODIF9	03
Bristol	Fri 14 May 10	ODIF9	04
London	Wed 16 Jun 10	ODIF9	05
Newcastle	Fri 25 Jun 10	ODIF9	06

### Fee

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## OCR VRQ Level 2 Certificate in Instructing Exercise and Fitness: **Get started** – *getting to grips with delivery and assessment*

### Aimed at

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

### Where and When

**This event is scheduled for Summer 2010, please check [ocr.org.uk/eventbooker](http://ocr.org.uk/eventbooker) for updates.**

### Fee

### Overview

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

- Examine the structure of the new specification
- Provide valuable guidance on the assessment model
- Compare the old and new assessment material and new resources available
- Offer a great opportunity to network and share best practice ideas.

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

**Note: this is the same course as last year.**

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## OCR VRQ Level 3 Certificate in Advanced Instructing Exercise and Fitness (Gym): **Get started** – *getting to grips with delivery and assessment*

### Aimed at

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

### Where and When

**This event is scheduled for Summer 2010, please check [ocr.org.uk/eventbooker](http://ocr.org.uk/eventbooker) for updates.**

### Fee

### Overview

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

- Examine the structure of the qualification
- Outline the assessment model and examine the assessment material
- Review the support and resources available to you online
- Offer sound advice on preparing candidates for assessment
- Provide useful advice on the administrative procedures
- Offer a great opportunity to network and share best practice ideas.

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

*Handouts, including the course PowerPoint presentation and a hard copy of assessment documentation will be provided.*

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## OCR Level 2 Nationals in Sport (3704): **Get started** – *successful first delivery*

Register  
your  
interest

### Aimed at

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

### Overview

This **full day course** will:

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

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## OCR Level 2 Nationals in Sport (3704): *Get ahead – enhancing delivery for experienced practitioners*

Register  
your  
interest

### Aimed at

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

### Overview

This **full day course** will:

- Provide a useful overview of key issues relating to the planning, delivery and assessment of this specification
- Allow you to share good practice and ideas on new approaches
- Discuss the acceptability of various types of evidence
- Provide an excellent opportunity to look at candidate evidence and clarify assessment issues
- Examine resources and provision of support.

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

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*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 Level 3 Nationals in Sport (3705): **Get started** – *successful first delivery*

Register  
your  
interest

### Aimed at

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

### Overview

This **full day course** will:

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

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

### To book a course

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## OCR 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

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**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 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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**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.*

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## OCR VRQ Level 2 Certificate in Instructing Exercise and Fitness: **Get Started** – getting to grips with delivery and assessment

### Aimed at

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

### Overview

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

- Examine the structure of the new specification
- Give guidance on the assessment model, comparing the old and new assessment material and new resources available
- Enables an opportunity to network and share ideas for best practice.

*Please look at the 06512 scheme documentation on the OCR website before attending the course and bring the centre handbook with you on the day along with any queries/questions.*

**Note: this course is similar to the 2008/09 sessions, but with different work.**

### Where and When

Location	Date	Course Code	Event Code
Birmingham	Mon 17 May 10	OEFF1	01
London	Tues 25 May 10	OEFF1	02
Manchester	Wed 16 Jun 10	OEFF1	03

### Fee

Includes refreshments, lunch and course materials.

**£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 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 VRQ Level 3 Certificate in Advanced Instructing Exercise and Fitness(Gym): **Get Started** – *getting to grips with delivery and assessment*

### Aimed at

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

### Overview

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

- Examine the structure of the new specification
- Give guidance on the assessment model, comparing the old and new assessment material and new resources available
- Enables an opportunity to network and share ideas for best practice.

A handout from the day's Powerpoint presentation and a hard copy of assessment documentation will be provided on the day.

*Please look at the 06487 scheme documentation on the OCR website before attending the course and bring the centre handbook with you on the day along with any queries/ questions.*

**Note: this course is similar to the 2008/09 sessions, but with different work.**

**NEW COURSE**

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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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.

### Where and When

Location	Date	Course Code	Event Code
Birmingham	Mon 17 May 10	OEFF2	01
London	Tues 25 May 10	OEFF2	02
Manchester	Wed 16 Jun 10	OEFF2	03

### Fee


Includes refreshments, lunch and course materials.

**£119** standard course rate

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



# 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.

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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> .....
		<b>Email Address</b> .....
		<b>Job title (please circle)</b> ..... Principal/Headteacher/Deputy Head/Assistant Head/Vice Principal/ Head of Department/Head of Year/Exams Officer/ LA Representative/Teacher/Trainer/Training Co-ordinator
		<b>Dietary need* (please circle)</b> ..... 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> .....
		<b>Email Address</b> .....
		<b>Job title (please circle)</b> ..... Principal/Headteacher/Deputy Head/Assistant Head/Vice Principal/ Head of Department/Head of Year/Exams Officer/ LA Representative/Teacher/Trainer/Training Co-ordinator
		<b>Dietary need* (please circle)</b> ..... 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> ..... <b>Fax No.</b> .....
	(include STD code)
	<b>Preferred method of communication (please tick one)</b>
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) .....
	<b>Course title</b> .....
	<b>Course date</b> ..... <b>Course location</b> .....
	<b>Code/date/location of 2nd preference*</b> .....
	<b>Additional information, e.g. workshop choice (if applicable)</b> .....

\* 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.



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For more information call  
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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
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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

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Facsimile 024 76 851633

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

### General qualifications

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Facsimile 01223 552627

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

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1 Hills Road, Cambridge CB1 2EU

Telephone 01223 552552

Facsimile 01223 553377



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