

National Resource Centre for Supplementary Education

# Open training programme Summer 2008

Free learning opportunities for supplementary  
and mother-tongue schools

The National Resource Centre for Supplementary Education (NRC) aims to work with supplementary schools to raise standards, raise their profile, raise the achievements of children who attend them and raise funds.

You can become a member of the NRC, and gain access to a wide range of free materials, a funding database and discounts on other resources. Membership is free of charge. Join online or call us for an application form (see details below).

As a member of the NRC, you will sign the Code of Practice for Supplementary Schools and can work towards a Management Certificate and Quality Framework Awards at Bronze, Silver and Gold levels. Our training programme is designed to help you gain awards and improve the provision in your supplementary school. Contact us to find out more:

National Resource Centre for Supplementary Education (NRC),  
356 Holloway Road, London N7 6PA

Tel: 020 7700 8189 Fax: 020 7700 8128 Email: [training.admin@continyou.org.uk](mailto:training.admin@continyou.org.uk)

Website: [www.supplementaryeducation.org.uk](http://www.supplementaryeducation.org.uk)



**continyou**  
National Resource Centre for  
Supplementary Education

# Summer 2008 training programme

## Open training programme content and schedule

Our open training programme can help you work towards your Quality Framework Award, and so for each course below we have indicated the area of the Code of Practice that it relates to.

This summer the NRC is piloting three regionally-based courses, to be held in Birmingham, Manchester and Leeds, as well as continuing to offer training at our London office. All enquiries and bookings should be made through the NRC in London.

## Training in Leeds and Birmingham

### Manage finances wisely

#### Basic fundraising skills

12 June: 9.30am to 4pm  
(full-day, incl lunch) at Leeds  
Metropolitan University

Course facilitator: Zen Malik,  
Fundraising Training Consultant,  
Fit 4 Funding

14 June: 9.30am to 4pm  
(full-day, incl lunch) at Thinktank,  
Birmingham Science Museum

Course facilitator: Vipin Chauhan,  
Fundraising Training Consultant

This course will explore useful tools and exercises to introduce you to fundraising and increase your chances of raising funds. The course will explore:

- identifying your project needs
- identifying your organisation's selling points
- the expectations of funders
- top tips on putting together your application.

## Training in Manchester

### Make sure children are safe

#### Child protection awareness

7 June: 9.30am to 3.30pm  
(full-day, incl lunch) at Manchester  
Metropolitan University

Course facilitator: The National  
Council for Voluntary Youth Services

You will gain the confidence and knowledge to understand and deal with child protection issues and concerns, and to tackle situations that may arise in schools. The course will explore:

- values and attitudes, facts and definitions of child abuse
- child protection legislation
- responding to and reporting abuse, and the role of other agencies.

## Training in London

All London courses will be held at the NRC.

### Create an effective learning environment

#### Effective classroom management

22 May: 9.30am to 4pm  
(full-day, incl lunch)

Course facilitator: David Taubman,  
Education Consultant

Classroom management is crucial for a positive learning environment. It makes teaching and learning much more satisfying for both teacher and pupil. In this session participants will have the opportunity to look closely at the various aspects of classroom management and how these can be used to foster constructive learning conditions. Participants will explore:

- behaviour management strategies that promote a positive learning environment
- the importance of utilising space, resources and time in creating a well-managed classroom.

## Open College Network (OCN) accredited training

### Effective Management Skills in Supplementary Schools (three credits at Level 2)

Effective Management Skills in Supplementary Schools is an OCN Level 2 course worth three credits for supplementary school co-ordinators, trustees, managers and volunteers. It supports the Quality Framework and covers:

- the local and national context of supplementary education
- what constitutes an effective learning environment
- the welfare needs of students
- essential policies and procedures
- partnerships and relationships
- monitoring and evaluation.

OCN credits are accepted by colleges, trainers and employers for entry to further study and training. Level 2 is comparable to NVQ 2, Intermediate GNVQ and GCSE grades A\*-C.

If you are a local authority interested in running this course for your supplementary schools, you can hire a trained tutor through the NRC and sign up to ContinYou's accreditation service, where you will be guided through the process from start to finish. Please visit [www.supplementaryeducation.org.uk](http://www.supplementaryeducation.org.uk) to find out more about the course and to view a guide price, which is based on recruiting fifteen learners and using ContinYou's accreditation service.

## Teach effectively

### Introduction to the British education system

26 June: 9.30am to 4pm  
(full-day, incl lunch)

Course facilitator, Dr Tozun Issa,  
London Metropolitan University

The course introduces the national curriculum, and explains its requirements across all key stages and assessment for language learning on reading, writing, speaking and listening. The session will explore:

- the key UK education acts
- various planning models and activities
- the education of ethnic minority children.

### Effective lesson planning

1 July: 9.30am to 4pm  
(full-day, incl lunch)

Course facilitator: Sandra Teacher,  
Extended Services Consultant,  
ContinYou

You will gain a clear understanding of how planning benefits you, as well as your pupils. Easy-to-use planning models will be explained, and as a result of this course you will be able

to adapt plans effectively for your own teaching circumstances. The course will look at:

- the challenges and benefits of planning
- what an effective lesson plan includes
- planning models that you can use in your classroom.

### Drama – tools and techniques for classroom teaching

8 July: 9.30am to 4pm  
(full-day, incl lunch)

Course facilitator: Sally Lawrence, Drama and Education Practitioner, Outloud Productions

This workshop will offer some practical tools and techniques on how to teach other subjects effectively through the use of drama. You will use drama exercises to explore:

- English
- maths
- languages
- history.

### Sing Up – helping children to find their voice

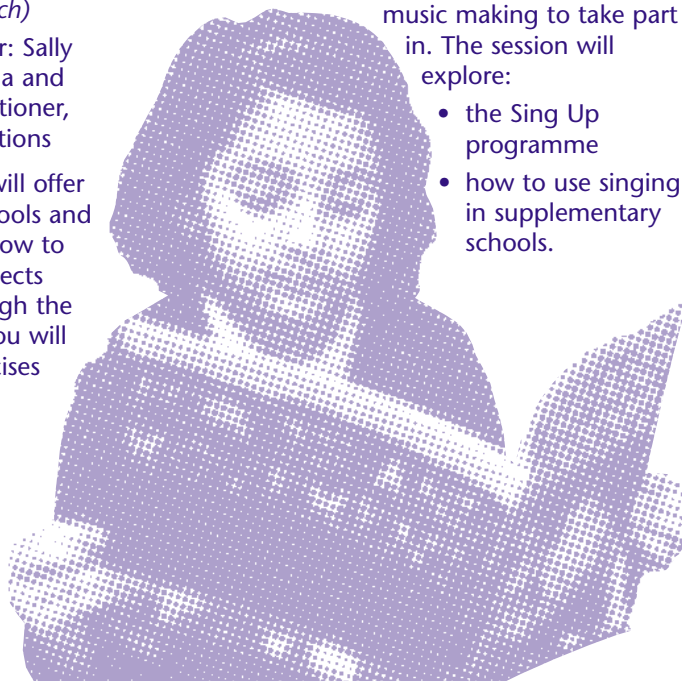
10 July: 9.30am to 4pm  
(full-day, incl lunch)

Course facilitator: Edward Milner,  
Workforce Development Strand  
Director, Sing Up

This course introduces Sing Up, the Music Manifesto's national singing programme, and explains the many projects happening all over England and how people can get involved.

There will be plenty of singing and music making to take part in. The session will explore:

- the Sing Up programme
- how to use singing in supplementary schools.



## NRC Summer 2008 booking form

Please complete one form per trainee.

Please write course title(s) below. Tick the box(es) if you have included your £15 refundable deposit cheque for each course booked. See our booking conditions overleaf for more details.

Course title(s)

		Name:	
		Job title:	
		Organisation:	
		Address:	
		Postcode:	
		Tel:	
		Mobile:	
		Fax:	
		Email:	

## Select and support staff and volunteers

### An introduction to employment law for staff and volunteers

19 June: 9.30am to 4pm  
(full-day, incl lunch)

Course facilitator: Feride Baycan,  
BAMER Outreach HR Officer, London  
Voluntary Service Council (LVSC)

This course will explore legal issues about employing staff on a sessional basis, and is suitable for people who are managing/supervising volunteers and paid staff. The session will focus on:

- contractual issues
- employment rights and entitlements of teaching staff
- your responsibilities as employers and managers.

## Make sure children are safe

### Child protection – developing your policy

3 June: 9.30am to 4pm  
(full-day, incl lunch)

Course facilitator: Tony McKenzie,  
Training Consultant, The National  
Council for Voluntary Youth Services  
(NCVYS)

The course will help you to gain the confidence and knowledge to be able to understand and develop child protection policies and procedures for your organisation. Participants must have had some basic child protection training before attending this course. Topics covered will include:

- what to include in your policy and procedures
- the policy-writing process.

### Health and safety – developing your policy

10 June: 9.30am to 4pm  
(full-day, incl lunch)

Course facilitator: Claire Standring,  
Training and Development Consultant

This session will give you an overview of health and safety law and equip you with the practical skills and knowledge necessary to produce a health and safety policy for your organisation. You will explore:

- risk assessments
- health and safety checklists
- recording and reporting accidents
- the contents of an effective health and safety policy.

## Booking conditions

Please book early! Places are allotted on a 'first come, first served' basis. To book a place on a course, complete a booking form and post it to us with a deposit cheque of £15 per person per course booked, made payable to ContinYou (for example, to book three courses, please send three cheques). If you fax your confirmation, we will hold a place for one week, subject to receipt of your deposit.

We will send you an email confirming your registration, followed by a course outline and details of the venue ten days prior to the course. Please provide the email address by which you can be most easily reached.

We will return your deposit cheque at the end of the training course. If you do not attend the course, you will forfeit your £15 deposit.

If you cancel more than seven days prior to the course, we will refund your deposit cheque. If the cancellation is made less than seven days before the course is due to run, and we are not able to fill your place, this will also result in the forfeit of your £15 deposit.

Trainees who have attended the whole course will receive a certificate of attendance.

## Mailings

- So that we can keep you informed about other NRC events and opportunities, your details will be added to our mailing list. Your details will be kept confidential and not passed on to any third parties. If you do not wish to be added to our mailing list, please tick the box.

## Photos

- We will occasionally take photographs in NRC training sessions, for possible inclusion in our publications, in other publicity materials, or on our website. If you do not wish to be photographed for any of our publicity materials, please tick the box.

Do you have any special dietary needs? (please specify)

Do you have any mobility needs? (please specify)

Signature:

Please post or fax this form back to the NRC's central office:

National Resource Centre for Supplementary Education,  
356 Holloway Road, London N7 6PA

Fax: 020 7700 8128

Email: [training.admin@continyou.org.uk](mailto:training.admin@continyou.org.uk)

Website: [www.supplementaryeducation.org.uk](http://www.supplementaryeducation.org.uk)

**continyou**  
National Resource Centre for  
Supplementary Education

Registered charity no: 1097596  
Company limited by guarantee.  
Registered in England and Wales: 4652378