












# Pupil Support Staff



## Careers Adviser

Course Title and Outline	Training Provider
<p><b>Support Work in Schools OCR Level 2 &amp; 3</b>            TDA Funded            A new qualification for anyone working in a support role in school. The course consists of a range of optional units to suit most work roles.            Courses can be arranged for groups at any suitable location by arrangement.</p>	 <p>Kent Adult Education Service            Tel: 0845 606 5606            Website: <a href="http://www.apps.kent.gov.uk/e&amp;l/adulted/">www.apps.kent.gov.uk/e&amp;l/adulted/</a></p>
<p><b>Support work in Schools Level 2 &amp; Level 3</b>            Fully funded            Date – November 2008 – July 2009 – Timings and day to suit candidates – Based at Leigh Academy            These qualifications aim to develop candidates skills and knowledge in a practical way that is relevant to work context.</p>	 <p>Kent &amp; Medway Training            Tel: 01322 620518            Website: <a href="http://www.kmtraining.org.uk">www.kmtraining.org.uk</a>            Email: <a href="mailto:jwi@leighacademy.org.uk">jwi@leighacademy.org.uk</a></p>
<p><b>Support Work in Schools Award Level 3 (SWiS)</b>            Course Fee - £200 (Funding is available to cover the full cost of this course – please enquire)            The course will be run over 1 year 1-3pm consisting of 6 x 2 hour taught sessions 2x 1-1 workplace assessment and self study/portfolio building.            The award is designed to develop an awareness of school values, policies and procedures in relation to the pupils' needs. Participants will have the opportunity to explore their own role in this area in order to provide effective support.            Start – 3<sup>rd</sup> October 2008</p>	 <p>Professional Development centre at Thanet College            Tel: 01843 605018            Email: <a href="mailto:PDC@thanet.ac.uk">PDC@thanet.ac.uk</a></p>

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<p><b>Appointed Persons</b>            Course Fee - £90 – No concessions            A short one day course covering essential life saving First Aid skills and how to respond in an emergency situation. Ideal for those wishing to know the basics in first aid for home, community and work situations. There is no examination, However, attendance of the complete course with full participation is required to obtain an attendance certificate.            Date- flexible</p>	<div data-bbox="1832 300 2051 424" style="text-align: right;">  </div> <p>Contact Central Admissions Office at Thanet College            Tel: 01843 605049            Email: <a href="mailto:student_admissions@thanet.ac.uk">student_admissions@thanet.ac.uk</a></p>
<p><b>First Aid at Work</b>            Course Fee - £160 – No concessions            This course is for people who require a 'First Aid at Work' qualification.            4 days between 09.30 – 16.30            Date - Flexible</p>	<div data-bbox="1832 651 2051 775" style="text-align: right;">  </div> <p>Contact Central Admissions Office at Thanet College            Tel: 01843 605049            Email: <a href="mailto:student_admissions@thanet.ac.uk">student_admissions@thanet.ac.uk</a></p>
<p><b>NCFE Level 2 Certificate in Occupational Health and Safety</b>            Course Fee - £25            16-18 weeks to complete the course            This course suitable for staff who wishes to extend their knowledge of health and safety issues within the workplace. It is self-study programme, consisting of four units: Introduction to the Health and Safety at Work Act (1974), hazards, risks and risk assessment, electricity, hazardous substances (COSHH) and fire safety and Work equipment (PUWER), personal protective equipment (PPE) and first aid.            Date – Flexible</p>	<div data-bbox="1832 975 2051 1099" style="text-align: right;">  </div> <p>Contact Central Admissions Office at Thanet College            Tel: 01843 605049            Email: <a href="mailto:student_admissions@thanet.ac.uk">student_admissions@thanet.ac.uk</a></p>

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<p><b>Move on Course – Numeracy Or Literacy</b>            Course and registration Free – you will need pens/pencils and paper            This course follows on from either the Taster Day, or the On Track Course, but you can join without having been on either. If you want to develop/continue to develop all areas of number and word skills, and is suitable for anyone who would like to 'brush up' their numeracy skills to achieve a National qualification.            Date - Flexible</p>	 <p>Contact Central Admissions Office at Thanet College            Tel: 01843 605049            Email: <a href="mailto:student_admissions@thanet.ac.uk">student_admissions@thanet.ac.uk</a>            Or contact the Essential Skills team            Tel: 01843 605066</p>
<p><b>Support Work in School Award 2 (SWiS)</b>            Course Fee - £200 (Funding is available to cover the full cost of this course – please enquire)            20 week course consisting of 6 x 2 hour taught sessions 2 x 1-1 workplace assessments and self study/portfolio building.            The aim of the course to give an understanding of their roles and responsibilities within their school setting. Successful achievement will enable students to progress to Level 3 SWiS            Date – 10<sup>th</sup> October 2008            14<sup>th</sup> January 2009</p>	 <p>Professional Development centre at Thanet College            Tel: 01843 605018            Email: <a href="mailto:PDC@thanet.ac.uk">PDC@thanet.ac.uk</a></p>
<p><b>Beyond Blue Depression in the workplace Programme</b>            Fully funded by The Mindful Employer Initiative            ½ day workshop            This highly successful depression programme developed in Australia is now being piloted in the UK by the Sainsbury Centre for Mental Health. The impact in Australia has reduced absenteeism, increased recovery, increased productivity and reduced costs to the employer.            Content of course to give people awareness of depression and anxiety, understand how common these are, signs and symptoms as they apply to the workplace.            For further information or booking details please contact Angie Salem.</p>	 <p>Learning &amp; Development            Contact: Angie Salem            Email: <a href="mailto:angie.salem@kent.gov.uk">angie.salem@kent.gov.uk</a>            Tel: 01622 696378</p>

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<p><b>Developing the Team</b>            Course Fee - £1500 (for a team of up to 12 delegates fully inclusive of all activities)            1 or 2 Days (Depending on needs)            The course is ideal if you have a new team, or your team just needs to refocus on the business and deal with a plethora of changes, why not have a team building day which is enjoyable and fun but will bring a focus to team working. Depending on what you want the focus to be you can choose from a range of facilitated workshops with enjoyable and challenging activities – either indoor or outdoor – and can incorporate business planning or team values.</p>	 <p>Learning &amp; Development            Tel: 01622 221271 (Freecall 7000 1271)            Email: <a href="mailto:learning.development@kent.gov.uk">learning.development@kent.gov.uk</a></p>
<p><b>Diversity in the Workplace – E.Learning Module</b>            Course Fee - £5 per delegate – 1 hour with a multi choice test            An innovative solution form Learning and Development using the on line tool at your desk or via a laptop with internet access. The course Diversity in the Workplace has been produced especially for staff as an introduction to Diversity and Equalities.</p>	 <p>Learning &amp; Development            Contact: Angie Salem            Email: <a href="mailto:angie.salem@kent.gov.uk">angie.salem@kent.gov.uk</a>            Tel: 01622 696378</p>
<p><b>Short courses available for:- Asperger's syndrome, Dyslexia, Dyspraxia, ADHD, Autism, Anxiety disorders, mood disorders, Epilepsy, Every Child Matters, Enhancing learning through play and Selective Mutism</b>            Course Fee - £20 – throughout the year – 3 hour sessions            These short taster sessions are for those who teach and or support students/pupils with any of the above.</p>	 <p>Professional Development centre at Thanet College            Tel: 01843 605018            Email: <a href="mailto:PDC@thanet.ac.uk">PDC@thanet.ac.uk</a></p>

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<p><b>Learning to Say 'NO'</b>            Course Fee - £150 per delegate – One Day Course            This workshop focuses on what does the word NO actually mean, what is the impact of saying/not say no, and a variety of different approaches to saying NO or other alternatives.</p>	 <p>Learning &amp; Development            Contact: Sue Watson            Email: <a href="mailto:learning.development2@kent.gov.uk">learning.development2@kent.gov.uk</a>            Tel: 01622 221271</p>
<p><b>Planning your Retirement</b>            Paid by Directorates – ½ day – including lunch – 1.00 lunch, 1.30 – 4.45pm            This programme is fully-funded by the Directorates. If you are to retire in the coming year or considering early retirement, this programme will provide impartial advice to plan ahead. The session takes place in the afternoon, following on from the separate Pensions Financial Planning event in the morning.</p>	 <p>Learning &amp; Development            Contact: Sue Watson            Email: <a href="mailto:learning.development2@kent.gov.uk">learning.development2@kent.gov.uk</a>            Tel: 01622 221271</p>
<p><b>Support Work in Schools (SWiS)</b>            KEY aims to ensure that we find the most cost-effective solution. One of our Marketing &amp; Development Advisors will discuss the best option for you.            Support Work in Schools training is often Free to access for both employers and learners. Courses are run regularly throughout the year, they do not depend on term-times so have flexible start dates. The location can be chosen from one of our five training centres across Kent.            The Support Work in Schools Certificate is an excellent way to enhance the skills of staff providing pupil support in a wide variety of roles.</p>	 <p>Key Training Services            Freephone: 0800 731 4297            Email: <a href="mailto:keytrainingservices@kent.gov.uk">keytrainingservices@kent.gov.uk</a>            Website: <a href="http://www.keytrainingservices.org.uk">www.keytrainingservices.org.uk</a></p>