











# Administrative Staff

## Exam Officer

| Course Title and Outline   | Training Provider  |
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| <p><b>Support Work in Schools OCR Level 2 &amp; 3</b><br/>           TDA Funded<br/>           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.<br/>           Courses can be arranged for groups at any suitable location by arrangement.</p>  |  <p>Kent Adult Education Service<br/>           Tel: 0845 606 5606<br/>           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><br/>           Fully funded<br/>           Date – November 2008 – July 2009 – Timings and day to suit candidates – Based at Leigh Academy<br/>           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<br/>           Tel: 01322 620518<br/>           Website: <a href="http://www.kmtraining.org.uk">www.kmtraining.org.uk</a><br/>           Email: <a href="mailto:jwi@leighacademy.org.uk">jwi@leighacademy.org.uk</a></p> |
| <p><b>Administrators Support Work in Schools Award Level 2 (SWiS)</b><br/>           Course Fee - £200 – Duration 20 weeks consisting of 6 x 2 hour taught sessions 2 x 1 – 1 workplace assessments and self study/portfolio building.<br/>           The programme aims to equip students with the knowledge and understanding of their roles and responsibilities within their school setting. Successful achievement will enable students to progress to Level 3 SWiS.<br/>           Date – 3 October 2008 – 15 January 2009</p> |  <p>Professional Development centre at Thanet College<br/>           Tel: 01843 605018<br/>           Email: <a href="mailto:PDC@thanet.ac.uk">PDC@thanet.ac.uk</a></p>  |

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| <p><b>Administrators Support Work in Schools Award Level 3 (SWiS)</b><br/>           Course Fee – £200 – the course will be run over 1 year 1-3pm Consisting of 6 x 2 hour taught sessions 2 x 1-1 workplace assessment and self study/portfolio building.<br/>           Aim of the course is to equip with the knowledge and understanding of their roles and responsibilities within their school setting.<br/>           Date – 3<sup>rd</sup> October 2008</p>   |  <p>Professional Development centre at Thanet College<br/>           Tel: 01843 605018<br/>           Email: <a href="mailto:PDC@thanet.ac.uk">PDC@thanet.ac.uk</a></p>   |
| <p><b>Communicate with Ease</b><br/>           Course Fee - £150 per delegate<br/>           1 day Course<br/>           The course offers you techniques to reclaim natural confidence and communicate effectively with others.</p>  |  <p>Learning &amp; Development<br/>           Contact: Sue Watson<br/>           Email: <a href="mailto:learning.development2@kent.gov.uk">learning.development2@kent.gov.uk</a><br/>           Tel: 01622 221271</p> |
| <p><b>Information Governance Workshops</b><br/>           Course Fee - £40 per delegate – 1 Day only (09.00 – 15.30)<br/>           This course includes current legislation, Data Protection Act and the Freedom of Information Act, will present major challenges for all public sector agencies in the next few years. As an organisation which works with very sensitive information about people's personal lives.<br/>           Dates and venues – 17 September 2008 – Ashford North Holiday Inn<br/>           19 November 2008 – East Malling Research Centre<br/>           14 January 2009 – Aylesham Community Project<br/>           16 March 2009 – Ashford North Holiday Inn<br/>           Delegates should not have attended this workshop previously. Places will be on a first-come-first-served basis up to a maximum of 35 delegates per workshop.</p> |  <p>Learning &amp; Development<br/>           Contact: Sue Watson<br/>           Email: <a href="mailto:learning.development2@kent.gov.uk">learning.development2@kent.gov.uk</a><br/>           Tel: 01622 221271</p> |

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| <p><b>ITQ (Incorporating ECDL)</b><br/>           Course Fee – £480 per delegate – Duration – up to one year<br/>           Candidates will achieve an ECDL qualification (7 modules) and submit one further mandatory unit to achieve the full ITQ level 2. the mandatory unit demonstrates how the candidate uses IT effectively in the workplace</p>   | <br><br>Learning & Development<br>Contact: Debbie Johnson<br>Email: <a href="mailto:Debbie.johnson@kent.gov.uk">Debbie.johnson@kent.gov.uk</a><br>Tel: 01622 696242   |
| <p><b>ITQ (Incorporating ECDL) – Fully Funded</b><br/>           One year Course – 7 one day workshops for training and tests<br/>           This IT qualification is accredited by the British Computer Society. Candidates will achieve an ECDL qualification (7 modules) and submit one further mandatory unit to achieve the full ITQ level 2. The mandatory unit demonstrates how the candidate uses IT effectively in the workplaces.<br/>           Note:- You cannot already hold a Level 2 or higher qualification (e.g. 5 GCSE's/O-Levels grade A-C, Level 2 NVQ in any subject, A Levels, Degree)</p>      | <br><br>Learning & Development<br>Contact: Debbie Johnson<br>Email: <a href="mailto:Debbie.johnson@kent.gov.uk">Debbie.johnson@kent.gov.uk</a><br>Tel: 01622 696242   |
| <p><b>Business Writing Skills</b><br/>           Course Fee - £150 – One Day Course<br/>           This course is intended to help develop staff who will be required to write basic reports for Managers</p>   | <br><br>Learning & Development<br>Contact: Sue Watson<br>Email: <a href="mailto:learning.development2@kent.gov.uk">learning.development2@kent.gov.uk</a><br>Tel: 01622 221271   |
| <p><b>Business Administration</b><br/>           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.<br/>           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.<br/>           Employers recognise this, rating skilled business administrators as some of the most difficult staff to recruit. KEY offers work-based business administration qualifications.</p> | <br><br>Key Training Services<br>Freephone: 0800 731 4297<br>Email: <a href="mailto:keytrainingservices@kent.gov.uk">keytrainingservices@kent.gov.uk</a><br>Website: <a href="http://www.keytrainingservices.org.uk">www.keytrainingservices.org.uk</a> |

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| <p><b>Staff Development – Intermediate</b><br/>           Course Fee - £750 per delegate<br/>           5 ½ days Course<br/>           This generic programme has been designed in order to meet the professional development needs of all staff in KCC. Job roles in local government are becoming increasingly varied and complex and the new personal development programmes will widen your skills, encourage career development, retention and consolidate competence.</p> | <div data-bbox="1713 316 2011 375" data-label="Image"> </div> <p>Learning &amp; Development<br/>           Contact: Angie Salem<br/>           Email: <a href="mailto:angie.salem@kent.gov.uk">angie.salem@kent.gov.uk</a><br/>           Tel: 01622 696378</p> |