























# Site Team





## Farm Manager

Course Title and Outline	Training Provider
<p><b>Health &amp; Safety in the Workplace CIEH Level 2</b>            One Day Course - £62            An introduction to health &amp; safety issues in the workplace            Venues – Ashford, Canterbury, Dover, Maidstone, Sittingbourne, Sheppey, Dartford, Gravesend and Swanscombe.</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>Principles of Manual Handling CIEH Level 1</b>            Half Day Course - £36            Does not include lifting people.            Venues - Ashford, Canterbury, Dover, Maidstone, Sittingbourne, Sheppey, Dartford, Gravesend and Swanscombe.</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 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>CIEH Level 2 Award in Principles of COSHH</b>            Half Day Course - £55 per delegate            Contact details: <a href="mailto:janet.stein@kent.gov.uk">janet.stein@kent.gov.uk</a>            This qualification will benefit anyone working with hazardous substances in a workplace. The programme focuses on the information employees need to know regarding substance hazards and their control.            Various dates and locations.</p>	  <p>SCHOOL FEAST  <small>Food Excellence and Skills Training</small></p> <p>Client Services  <small>School Meals &amp; School Cleaning            Tel. 01622 696050</small></p>

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<p><b>CIEH Level 2 Award in Principles of Risk Assessment</b>            One Day Course - £100 per delegate            Contact details: <a href="mailto:janet.stein@kent.gov.uk">janet.stein@kent.gov.uk</a>            This qualification is designed to raise awareness of risk assessment, and thereby, improve occupational health and safety in the workplace. The course is suitable for any employee. Various dates and locations.</p>	 
<p><b>CIEH Level 3 Award in Risk Assessment Principles &amp; Practices</b>            One Day Course + work based assignment            Course Fee - £115 per delegate            Contact details: <a href="mailto:janet.stein@kent.gov.uk">janet.stein@kent.gov.uk</a>            Employers and the self employed have a legal duty to assess health &amp; safety risks. Anyone carrying out a risk assessment needs to have the necessary knowledge and skills. This qualification ensures that supervisors and managers have the necessary depth of understanding to enable them to carry out risk assessments. Various dates and locations.</p>	 
<p><b>CIEH Level 1 Award in Principles of Manual Handling</b>            Half Day Course - £55 per delegate            Contact details: <a href="mailto:janet.stein@kent.gov.uk">janet.stein@kent.gov.uk</a>            This qualification introduces candidates to the hazards and risks involved in manual handling and outlines what to expect from a manual handling assessment. It will enable employees to develop safer manual handling techniques in the workplace. Various dates and locations.</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>

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<p><b>The New Manager</b>            4 to 5 months – 8 workshops in total            Attendance at all workshops required, approx 2 full days per month            Course Fee - £1000            The course will widen their knowledge and skills in management theory and practice, gain a greater understanding of local government and update their management skills to meet best practice and national standards</p>	 <p>Learning &amp; Development            Contact: Helen Blackaby            Tel: 01622 694 722            Email: <a href="mailto:helen.blackaby@kent.gov.uk">helen.blackaby@kent.gov.uk</a>            Or contact: Dawn Foxwell            Tel: 01622 221 269            Email: <a href="mailto:dawn.foxwell@kent.gov.uk">dawn.foxwell@kent.gov.uk</a></p>
<p><b>Appraisee Training</b>            One Day Course            Course Fee - £150 per delegate            For further information or booking details contact Sue Watson.            To provide staff with the necessary tools to ensure the effective delivery of appraisal. You will have gained a greater understanding of the importance of appraisal, and the benefits both to the individual and the organisation.</p>	 <p>Learning &amp; Development            Contact: Sue Watson            Tel: 01622 221 271            Email: <a href="mailto:learning.development2@kent.gov.uk">learning.development2@kent.gov.uk</a></p>
<p><b>CIEH Level 2 Award in Health and Safety in the Workplace</b>            One Day course - £100 per delegate            Contact details – <a href="mailto:janet.stein@kent.gov.uk">janet.stein@kent.gov.uk</a>            Employers are responsible for providing safe and healthy workplace conditions and the right systems and methods for safe activities. But employees also have a vital part to play in the equation. They need the right knowledge and the right attitude, which demands proper training in the basics of health and safety, as well as specific training for individual tasks.</p>	 
<p><b>Conflict Resolution and Negotiation Skills</b>            Course Fee - £150 per delegate            1 Day Course            This course teaches the practical skills, not just the theory. Learn the essential skills for a better working environment for everybody. If you have previously been afraid of conflict, you will come out of this course with a range of effective techniques for handling conflict in a positive way.</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>




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<p><b>Creating an impact and Acting Assertively</b>            Course Fee - £150 per delegate            ! Day Course            This course is for all staff who would find it beneficial to develop their assertiveness, confidence and communication skills in the workplace.</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>NVQ Level 2 or 3 Award in Support Work in School</b>            Work based training.            An application will be made for Government funding            Contact: <a href="mailto:janet.stein@kent.gov.uk">janet.stein@kent.gov.uk</a>            Everyone who works in a school has a part to play in raising standards and giving children a better start in life. If you are one of the 20,000+ school support staff in Kent. The SWiS qualification could help you do your job more effectively and gives you a nationally recognised award, certificate or diploma.</p>	 
<p><b>Making Behaviours Work For Staff</b>            Course Fee - £75 per delegate – ½ day Course            This half day workshop for staff puts the behaviours into a work place context. Through the use of practical examples you will be able to apply all the above objectives in your day to day role.</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>Positive Action in Recruitment</b>            Course Fee - £80 – ½ day session 09.30-12.30 – 1.30-4.30pm            To provide KCC recruiters with an understanding of the key fundamentals of Positive Action in recruitment and the benefits to the organisation, community and KCC expectations and facilities. The course is designed to ensure that Managers are confident about the process and their obligations as required by legislation and the organisation.</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>Positive Management of Mental Health</b>            Course Fee - £100 per delegate – One Day Workshop            This course is designed to inform managers about the different medical and psychological challenges that employees may have to learn to live with. Moreover, its designed to help managers not only identify employees who may be in need of professional assistance but also to help determine, realistically, what they should not be doing for their staff in order to improve well being and efficiency.</p>	  Learning & Development Contact: Angie Salem Email: <a href="mailto:angie.salem@kent.gov.uk">angie.salem@kent.gov.uk</a> Tel: 01622 696378
<p><b>Recruitment &amp; Selection</b>            Course Fee - £250 per delegate            2 Day Course            This course has been designed for managers and supervisors involved in recruiting and selecting staff. It will cover the knowledge and skills to manage the selection process from agreement to recruiting through to final selection. It will cover legislation and how this links to the process as well as interviewing skills.</p>	  Learning & Development Freecall: 7000 1271 Tel: 01622 221271 Email: <a href="mailto:learning.development@kent.gov.uk">learning.development@kent.gov.uk</a>
<p><b>Cleaning – NVQ – Distance Learning</b>            Course Fee - £550 – including registration and certification            Cleaners do a vital job removing everyday dirt and grime from a wide variety of buildings, making them safer, healthier and more pleasant to work or live in. A City and Guilds NVQ in Cleaning and Support Services can help staff move up the career ladder and demonstrate their skills to employers and customers.            Dates – Flexible to suit the candidate.</p>	  Contact Business Services at Thanet College Tel: 01843 605032 Email: <a href="mailto:wfdt@thanet.ac.uk">wfdt@thanet.ac.uk</a>
<p><b>NCFE Level 2 Certificate in Nutrition &amp; Health</b>            Course Fee – £25            Date – Flexible – Expected to take 16-18 weeks to complete the programme            This is a short self-study programme suitable for staff who wish to extend their knowledge of health and safety issues within the workplace. It is a self-study programme, consisting of 4 units: Introduction to the Health &amp; Safety at Work Act (1974), Hazards, risks and risk assessment, Electricity, hazardous substances (COSHH) and fire and safety, Work equipment (PUWER), personal protective equipment (PPE) and first aid.</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>

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<p><b>Support Work in Schools Award Level 2 (SWiS)</b>            Course Fee - £195 – Funding may be available to cover the full cost of this course – please enquire.            20 weeks consisting of 6 x 2 hour taught sessions 2 x 1-1 workplace assessments and self study/portfolio building            Start Date – to follow            This nationally recognised qualification is suitable for school support staff. 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</p>	<div data-bbox="1756 301 1980 424" data-label="Image"> </div> <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>Support Work in Schools Award Level 3 (SWiS)</b>            Course Fee - £200 – Funding may be available to cover the full cost of this course – please enquire.            One year course consisting of 6 x 2 hour taught sessions 2 x 1-1 workplace assessment and self study/portfolio building.            Start Date- 3<sup>rd</sup> October 2008.            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</p>	<div data-bbox="1756 628 1980 751" data-label="Image"> </div> <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>Staff Development – Advanced (with accreditation)</b>            Course Fee - £775 per delegate plus option of OCN Level 4 accreditation at extra charge of £50            5 Day Course            This generic programme has been designed in order to meet the professional development needs of senior support staff. Job roles are becoming increasingly varied and complex and the advanced programme will widen your skills, encourage career development, retention and consolidate competence.</p>	<div data-bbox="1677 922 1980 983" data-label="Image"> </div> <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>Interviewing Skills</b>            Course Fee - £150 – includes course materials, lunch and refreshments.            One Day Course – 09.00 – 15.00            The course focuses on the selection interview part of the recruitment process. The session deals with the preparation involved, drafting good, incisive questions linked directly to the person specification for the post and skills required for a successful selection interview. The course also deals with children safeguarding and builds on the understanding gained from the Safer Recruitment training. Essential for all staff involved in selection interviews.            Dates - 26<sup>th</sup> September 2008 – The Holiday Inn, Chatham            10<sup>th</sup> October 2008 – Eastwell Manor            11<sup>th</sup> November 2008 – The Holiday Inn, Manston            3<sup>rd</sup> December 2008 – Hadlow Manor</p>	<div data-bbox="1720 300 1966 432" data-label="Image"> </div> <p>Schools' Personnel Service            Contact: Geraldine Hill            Email: <a href="mailto:Geraldine.hill@kent.gov.uk">Geraldine.hill@kent.gov.uk</a>            Tel: 01227 598763</p>
<p><b>Safer Recruitment</b>            Course Fee - £150 – includes course materials, lunch and refreshments.            One Day Course – 09.00 – 15.00            Run jointly with the Children's Safeguard Team, is nationally accredited alternative to the on-line training. The DSCF have stated that it will be a requirement for recruitment panels in schools to have at least one person trained in safe recruitment.            Dates - 2<sup>nd</sup> October 2008 – Ramada Hotel, Maidstone            7<sup>th</sup> November 2008 – Hadlow Manor            25<sup>th</sup> November 2008 – Eastwell Manor</p>	<div data-bbox="1720 756 1966 888" data-label="Image"> </div> <p>Schools' Personnel Service            Contact: Geraldine Hill            Email: <a href="mailto:Geraldine.hill@kent.gov.uk">Geraldine.hill@kent.gov.uk</a>            Tel: 01227 598763</p>
<p><b>PM Reviewer Skills, including Pay recommendations</b>            Course Fee - £150 – includes course materials, lunch and refreshments.            One Day Course – 09.00 – 15.00            This course will prepare PM reviewers with the skills, information and management approach to ensure a successful end of year review. The course covers all aspects of the PM process with particular emphasis on the Reviewer's role in monitoring and assessing performance, including making recommendations on pay progression. The session deals with the new regulations for teachers and the TCP requirement for support staff.            Date - 30<sup>th</sup> September 2008 – Eastwell Manor</p>	<div data-bbox="1720 1078 1966 1211" data-label="Image"> </div> <p>Schools' Personnel Service            Contact: Geraldine Hill            Email: <a href="mailto:Geraldine.hill@kent.gov.uk">Geraldine.hill@kent.gov.uk</a>            Tel: 01227 598763</p>

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<p><b>Managing Staff Absence</b>            Course Fee - £110 – 09.00 – 12.30 – includes course materials, light buffet lunch and refreshments.            ½ Day Course            This course will give school leaders and managers the techniques, tools and processes to support staff to attain high standards of attendance. The course covers return to work interviews, data monitoring and how to progress individual cases as speedily as possible towards a satisfactory conclusion.            Dates - 21<sup>st</sup> October 2008 – Hadlow Manor            20<sup>th</sup> November 2008 – The Holiday Inn, Manston</p>	<div data-bbox="1720 300 1966 432" data-label="Image"> </div> <p>Schools' Personnel Service            Contact: Geraldine Hill            Email: <a href="mailto:Geraldine.hill@kent.gov.uk">Geraldine.hill@kent.gov.uk</a>            Tel: 01227 598763</p>
<p><b>Key Personnel Procedures and Potential Pitfalls</b>            Course Fee - £110 – 09.00 – 12.30 – includes course materials, light buffet lunch and refreshments.            ½ Day Course            This is a new course for recently appointed school leaders and managers. This course provides an overview of the important aspects of key Personnel procedures, including responsibilities, individual rights as well as potential pitfalls and how to avoid them.            Date – 5<sup>th</sup> November 2008 – Ramada Hotel, Maidstone</p>	<div data-bbox="1720 659 1966 791" data-label="Image"> </div> <p>Schools' Personnel Service            Contact: Geraldine Hill            Email: <a href="mailto:Geraldine.hill@kent.gov.uk">Geraldine.hill@kent.gov.uk</a>            Tel: 01227 598763</p>
<p><b>Managing Under-performing Staff</b>            Course Fee - £110 – 09.00 – 12.30 – includes course materials, light buffet lunch and refreshments.            ½ Day Course            This course is dealing with the process and skills involved in managing and supporting staff effectively to attain required standards of performance. The course focuses on the practical techniques and procedures, informal and formal to support school improvement and staff development in a way that is fair, lawful but effective.            Dates - 7<sup>th</sup> October 2008 – The Holiday Inn, Manston            14<sup>th</sup> November 2008 – Ramada Hotel, Maidstone</p>	<div data-bbox="1720 983 1966 1115" data-label="Image"> </div> <p>Schools' Personnel Service            Contact: Geraldine Hill            Email: <a href="mailto:Geraldine.hill@kent.gov.uk">Geraldine.hill@kent.gov.uk</a>            Tel: 01227 598763</p>

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<p><b>Employment Law Update for School Leaders</b>            Course Fee - £110 – 09.00 – 12.30 – includes course materials, , light buffet lunch and refreshments.            ½ Day Course            This course provides an essential update on recent development in employment legislation, relevant case law decisions, plus the implications that this has for schools.            Date - 15<sup>th</sup> October 2008 – Ramada Hotel, Maidstone</p>	<div data-bbox="1715 300 1962 432" style="text-align: right;">             Schools' Personnel Service  <small>Specialist advice and support for schools</small> </div> <p>Schools' Personnel Service            Contact: Geraldine Hill            Email: <a href="mailto:Geraldine.hill@kent.gov.uk">Geraldine.hill@kent.gov.uk</a>            Tel: 01227 598763</p>
<p><b>Dealing with Difficult Staffing Issues</b>            Course Fee - £150 – includes course materials, lunch and refreshments.            One Day Course – 09.00 – 15.00            This course deals with the full range of difficult staffing issues that may arise in key Personnel procedures. The course also deals with how you can change the terms of employment contracts and also how you can deal with awkward uncooperative staff fairly but firmly. The session uses case studies for analysis and there is scope for discussion and advice on individual cases.            Date – 5<sup>th</sup> December 200 – Ramada Hotel, Maidstone</p>	<div data-bbox="1715 624 1962 756" style="text-align: right;">             Schools' Personnel Service  <small>Specialist advice and support for schools</small> </div> <p>Schools' Personnel Service            Contact: Geraldine Hill            Email: <a href="mailto:Geraldine.hill@kent.gov.uk">Geraldine.hill@kent.gov.uk</a>            Tel: 01227 598763</p>
<p><b>Bespoke Session for Your School or Cluster</b>            Training can be delivered specifically to meet the needs of your school or cluster at a date and location to suit. This typically could be a one-off session for a large staff group or as part of a development programme for managers or a particular level of staff. Invariably this is a more cost-effective and focussed way of delivering essential people management training. Please contact Gary Edwards to discuss your particular requirements.</p>	<div data-bbox="1715 948 1962 1080" style="text-align: right;">             Schools' Personnel Service  <small>Specialist advice and support for schools</small> </div> <p>Schools' Personnel Service            Contact: Gary Edwards            Tel: 01227 598751</p>