








# Specialist and Technical Staff

## ICT Technician

Course Title and Outline	Training Provider
<p><b>Emergency First Aid</b>            4 hour course - £48            Venues in Ashford, Dover, Dartford, Maidstone, Canterbury, Gravesend, Sittingbourne, and Tunbridge Wells by arrangement.</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><b>First Aid – Babies &amp; Children</b>            12 hour course - £74            Those who work with children leading to a Paediatric First Aid certificate.            Venues in Ashford, Dover, Dartford, Maidstone, Canterbury, Gravesend, Sittingbourne, and Tunbridge Wells by arrangement.</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><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>	 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><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>	 Kent & 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>

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<p><b>Information Governance Workshops</b>            Course Fee - £40 per delegate – 1 Day only (09.00 – 15.30)            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.            Dates and venues – 17 September 2008 – Ashford North Holiday Inn            19 November 2008 – East Malling Research Centre            14 January 2009 – Aylesham Community Project            16 March 2009 – Ashford North Holiday Inn            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            Contact: Sue Watson            Email: <a href="mailto:learning.development2@kent.gov.uk">learning.development2@kent.gov.uk</a>            Tel: 01622 221271</p>
<p><b>ITQ (Incorporating ECDL)</b>            Course Fee – £480 per delegate – Duration – up to one year            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>	 <p>Learning &amp; Development            Contact: Debbie Johnson            Email: <a href="mailto:Debbie.johnson@kent.gov.uk">Debbie.johnson@kent.gov.uk</a>            Tel: 01622 696242</p>
<p><b>ITQ (Incorporating ECDL) – Fully Funded</b>            One year Course – 7 one day workshops for training and tests            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.            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>	 <p>Learning &amp; Development            Contact: Debbie Johnson            Email: <a href="mailto:Debbie.johnson@kent.gov.uk">Debbie.johnson@kent.gov.uk</a>            Tel: 01622 696242</p>