







Pupil Support Staff

Learning Mentor




Course Title and Outline	Training Provider
<p>Emergency First Aid 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: www.apps.kent.gov.uk/e&l/adulted/
<p>First Aid – Babies & Children 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: www.apps.kent.gov.uk/e&l/adulted/
<p>NVQ in Children’s Care, Learning & Development CACHE Levels 2 & 3 Train to gain funding available to those without a level 2 qualification. Venues in Thanet, Canterbury, Swale, Dover, and Ashford. Playwork training available from January 2009.</p>	 Kent Adult Education Service Tel: 0845 606 5606 Website: www.apps.kent.gov.uk/e&l/adulted/
<p>NVQ in Playwork CACHE Levels 2 & 3 Train to gain funding available to those without a level 2 qualification. Venues in Thanet, Canterbury, Swale, Dover, and Ashford. Playwork training available from January 2009.</p>	 Kent Adult Education Service Tel: 0845 606 5606 Website: www.apps.kent.gov.uk/e&l/adulted/




Course Title and Outline	Training Provider
<p>Counselling Children and Young People AQA Level 2 Certificate Course Fee £230 An Introduction to counselling skills and theory with emphasis on their application to children and young people. . For more details please contact your local centre. Venues in Dartford, Dover, Gravesend and Maidstone.</p>	 Kent Adult Education Service Tel: 0845 606 5606 Website: www.apps.kent.gov.uk/e&l/adulted/
<p>Support Work in Schools OCR Level 2 & 3 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: www.apps.kent.gov.uk/e&l/adulted/
<p>Auditory & Visual Perception Course Fee £115 per delegate – includes handouts, refreshments and lunch Date - Friday 21st November 2008 at Laleham Gap School. Between 09.30 – 15.30 Children who see and hear things differently. Understanding of problem and how affects child's abilities and self esteem. Practical session – experience of difficulties. Strategies – to overcome and minimise perceptual disorders.</p>	Laleham Gap Staff Development Centre Laleham Gap School 1 South Cliff Parade Broadstairs Tel: 01843 608140 Fax: 01843 608141 Website: www.laleham-gap.kent.sch.uk Email: course-administrator@laleham-gap.kent.sch.uk
<p>It's not always ASD Course Fee £115 per delegate – includes handouts, refreshments and lunch Date - Wednesday 8th October 2008 at Laleham Gap School. A whistle-stop tour of developmental disorders, learning and emotional difficulties in children. Discussions, practical sessions and information about assessment tools and processes.</p>	Laleham Gap Staff Development Centre Laleham Gap School 1 South Cliff Parade Broadstairs Tel: 01843 608140 Fax: 01843 608141 Website: www.laleham-gap.kent.sch.uk Email: course-administrator@laleham-gap.kent.sch.uk





Course Title and Outline	Training Provider
<p>Autism? Aspergers? Social Communication Disorders Course Fee £115 per delegate– includes Manual, refreshments and lunch What they are and some things that can be done about them. Strategies of intervention to help these children access the curriculum and develop social competency. Date - Wednesday 5th November 2008, at Oakwood House, Maidstone between 09.30 – 16.15</p>	<p>Laleham Gap Staff Development Centre Laleham Gap School 1 South Cliff Parade Broadstairs Tel: 01843 608140 Fax: 01843 608141 Website: www.laleham-gap.kent.sch.uk Email: course-administrator@laleham-gap.kent.sch.uk</p>
<p>Dyslexia in the Classroom Course Fee - £115 per delegate – includes handouts, refreshments and lunch Date – Thursday 18th September 2008, at Oakwood House, Maidstone – between 09.30 – 15.30 The aim of the course is to promote a wider understanding of Dyslexia and provide practical approaches for use in the classroom.</p>	<p>Laleham Gap Staff Development Centre Laleham Gap School 1 South Cliff Parade Broadstairs Tel: 01843 608140 Fax: 01843 608141 Website: www.laleham-gap.kent.sch.uk Email: course-administrator@laleham-gap.kent.sch.uk</p>
<p>Dyspraxia (DCD) Course Fee - £115 per delegate – includes handouts, refreshments and lunch Date: Friday 26th September 2008, at Laleham Gap School, Broadstairs – between 09.30 – 15.30 Introduction to Dyspraxia and its relevance to staff both Primary and Secondary. Useful strategies to use - Practical workshop – experience difficulties.</p>	<p>Laleham Gap Staff Development Centre Laleham Gap School 1 South Cliff Parade Broadstairs Tel: 01843 608140 Fax: 01843 608141 Website: www.laleham-gap.kent.sch.uk Email: course-administrator@laleham-gap.kent.sch.uk</p>




Course Title and Outline	Training Provider
<p>Developing Friendship & Social Understanding in children with an Autistic Spectrum Disorder Course Fee £115 per delegate – Includes handouts, refreshments and lunch. Date – Wednesday 19th November 2008, at Oakwood House, Maidstone – between 09.30 – 15.30 The course will aim to provide a detailed breakdown of the range of skills necessary to establish and sustain a friendship and offer some strategies for their application.</p>	<p>Laleham Gap Staff Development Centre Laleham Gap School 1 South Cliff Parade Broadstairs Tel: 01843 608140 Fax: 01843 608141 Website: www.laleham-gap.kent.sch.uk Email: course-administrator@laleham-gap.kent.sch.uk</p>
<p>Getting the Message Across Course Fee - £115 per delegate – includes handouts, refreshments and lunch Date: Wednesday 26th November 2008, at Oakwood House, Maidstone – Between 09.30 – 16.15 Looking at ways of making classroom language more accessible to children with a range of additional needs. Development of Active Listening to reduce confusion and sense of failure.</p>	<p>Laleham Gap Staff Development Centre Laleham Gap School 1 South Cliff Parade Broadstairs Tel: 01843 608140 Fax: 01843 608141 Website: www.laleham-gap.kent.sch.uk Email: course-administrator@laleham-gap.kent.sch.uk</p>
<p>Handwriting Difficulties in Children Course Fee - £115 per delegate – Includes handouts, refreshments and lunch Date – Wednesday 1st October 2008, at Oakwood House, Maidstone – between 09.30 – 15.30 This course will explore the component skills involved in handwriting and provide practical ideas and strategies for assessment and intervention.</p>	<p>Laleham Gap Staff Development Centre Laleham Gap School 1 South Cliff Parade Broadstairs Tel: 01843 608140 Fax: 01843 608141 Website: www.laleham-gap.kent.sch.uk Email: course-administrator@laleham-gap.kent.sch.uk</p>
<p>Support work in Schools Level 2 & Level 3 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 & Medway TRAINING Quality Teaching for Quality Learning Kent & Medway Training Tel: 01322 620518 Website: www.kmtraining.org.uk Email: jwi@leighacademy.org.uk</p>

Course Title and Outline	Training Provider
<p>Vocabulary Development Course Fee - £115 per delegate – includes handouts, refreshments and lunch Main Topics – Oral language – acquisition & development Effective Vocabulary learning – word list/communication Strategies for improving - recall & retention Voc Topics Lists – prioritisation and adaptation Wednesday 17th September 2008, at Laleham Gap School, Broadstairs – between 09.30 – 16.00</p>	<p>Laleham Gap Staff Development Centre Laleham Gap School 1 South Cliff Parade Broadstairs Tel: 01843 608140 Fax: 01843 608141 Website: www.laleham-gap.kent.sch.uk Email: course-administrator@laleham-gap.kent.sch.uk</p>
<p>Order! Order! Course Fee - £115 per delegate – Includes handouts, refreshments and lunch. Date – Wednesday 22nd October 2008, at Laleham Gap School, Broadstairs – between 09.30 – 15.30 Practical ways to help bring an increased sense of order to those children with additional educational needs who find the world a confusing place.</p>	<p>Laleham Gap Staff Development Centre Laleham Gap School 1 South Cliff Parade Broadstairs Tel: 01843 608140 Fax: 01843 608141 Website: www.laleham-gap.kent.sch.uk Email: course-administrator@laleham-gap.kent.sch.uk</p>
<p>Support Work in Schools Award Level 3 (SWiS) 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 – 3rd October 2008</p>	<div data-bbox="1765 884 1989 1007" data-label="Image"> </div> <p>Professional Development centre at Thanet College Tel: 01843 605018 Email: PDC@thanet.ac.uk</p>

Course Title and Outline	Training Provider
<p>Appointed Persons 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="1756 300 1980 424" style="text-align: right;">  </div> <p>Contact Central Admissions Office at Thanet College Tel: 01843 605049 Email: student_admissions@thanet.ac.uk</p>
<p>First Aid at Work 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="1740 628 1964 753" style="text-align: right;">  </div> <p>Contact Central Admissions Office at Thanet College Tel: 01843 605049 Email: student_admissions@thanet.ac.uk</p>
<p>NCFE Level 2 Certificate in Occupational Health and Safety 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="1756 952 1980 1077" style="text-align: right;">  </div> <p>Contact Central Admissions Office at Thanet College Tel: 01843 605049 Email: student_admissions@thanet.ac.uk</p>

Course Title and Outline	Training Provider
<p>Move on Course – Numeracy Or Literacy 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: student_admissions@thanet.ac.uk Or contact the Essential Skills team Tel: 01843 605066</p>
<p>Support Work in School Award 2 (SWiS) 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 – 10th October 2008 14th January 2009</p>	 <p>Professional Development centre at Thanet College Tel: 01843 605018 Email: PDC@thanet.ac.uk</p>
<p>Beyond Blue Depression in the workplace Programme 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 & Development Contact: Angie Salem Email: angie.salem@kent.gov.uk Tel: 01622 696378</p>

Course Title and Outline	Training Provider
<p>Deaf Awareness Course Fee - £100 per delegate One Day Course The course will include lip reading and lip speaking, an introduction to sign language, Deaf Culture, talks about environment aids and equipment etc.</p>	 <p>Learning & Development Contact: Angie Salem Email: angie.salem@kent.gov.uk Tel: 01622 696378</p>
<p>Developing the Team 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 & Development Tel: 01622 221271 (Freecall 7000 1271) Email: learning.development@kent.gov.uk</p>
<p>Diversity in the Workplace – E.Learning Module Course Fee - £5 per delegate – 1 hour with a multi choice test An innovative solution from 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 & Development Contact: Angie Salem Email: angie.salem@kent.gov.uk Tel: 01622 696378</p>
<p>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 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: PDC@thanet.ac.uk</p>

Course Title and Outline	Training Provider
<p>Learning to Say 'NO' 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 & Development Contact: Sue Watson Email: learning.development2@kent.gov.uk Tel: 01622 221271</p>
<p>Planning your Retirement 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 & Development Contact: Sue Watson Email: learning.development2@kent.gov.uk Tel: 01622 221271</p>
<p>Support Work in Schools (SWiS) KEY aims to ensure that we find the most cost-effective solution. One of our Marketing & 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: keytrainingservices@kent.gov.uk Website: www.keytrainingservices.org.uk</p>