

















Pupil Support Staff




Midday Supervisor




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>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>Dining Room Management 3 hour Course - £55 per delegate Contact details: janet.stein@kent.gov.uk This course is designed to give the people entrusted with the responsibility of our children over the lunchtime period, the skills and knowledge to contribute to an enjoyable, healthy lunchtime experience. Various dates and locations.</p>	 
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<p>CIEH Level 1 Award in Food Safety Awareness in Catering Half Day Course - £55 per delegate Contact details: janet.stein@kent.gov.uk This course includes basic awareness in food safety hazards and responsibilities, contamination, cleaning and personal hygiene. Various dates and locations.</p>	 
<p>CIEH Level 2 Award in Nutrition & Health of School Aged Children Course Fee - £295 Contact details: janet.stein@kent.gov.uk The qualification provides caterers with the fundamental principles of nutrition and the necessary knowledge to effect real change in the eating habits of the nation.</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 Tel: 01322 620518 Website: www.kmtraining.org.uk Email: jwi@leighacademy.org.uk</p>




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<p>Support Work in Schools OCR Level 2 Certificate for mid-day supervisors Approx £335 certificate (4 units) £270 Award (3 units) Monthly workshops (1 per month, over 5 months) plus assessment in workplace by ind. Arrangement. Start October 2008 (Wednesdays) for 3 hours time tba. We initially want to target Mid-day supervisors in Romney Marsh schools. We want to develop a further Certificate or award for kitchen staff as a follow – on in March 2009 hopefully in Folkestone area.</p>	 <p>South Kent College Tel: 01303 858 431 Email: julia.fullick@southkent.ac.uk</p>
<p>The Healthy Tuck Shop 2 Hour course - £25 per delegate Contact details: janet.stein@kent.gov.uk This course will support schools in promoting healthier eating across the school day.</p>	 
<p>CIEH Level 2 Award in Food Safety in Catering One Day Course - £100 per delegate Contact details – janet.stein@kent.gov.uk Safety training is a key ingredient in preparing and preserving essential skills in the work place. Food safety competence is fundamental in enabling employees to deliver high quality food to customers safely.</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>	 <p>Professional Development centre at Thanet College Tel: 01843 605018 Email: PDC@thanet.ac.uk</p>
<p>Course Title and Outline</p>	<p>Training Provider</p>

<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>	 <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>	 <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>	 <p>Contact Central Admissions Office at Thanet College Tel: 01843 605049 Email: student_admissions@thanet.ac.uk</p>

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<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>

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<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>

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<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>	 Learning & Development Contact: Sue Watson Email: learning.development2@kent.gov.uk Tel: 01622 221271
<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>	 Learning & Development Contact: Sue Watson Email: learning.development2@kent.gov.uk Tel: 01622 221271
<p>Childcare 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. 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. KEY can offer work based training qualifications to individuals who have, or would like to pursue, a career in childcare.</p>	 Key Training Services Freephone: 0800 731 4297 Email: keytrainingservices@kent.gov.uk Website: www.keytrainingservices.org.uk

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<p>Support Work in Schools (SWiS)</p> <p>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.</p> <p>Support Work in Schools training is often Free to access for both employers and learners.</p> <p>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.</p> <p>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>	<div data-bbox="1787 336 1995 432" data-label="Image"> </div> <p>Key Training Services Freephone: 0800 731 4297 Email: keytrainingservices@kent.gov.uk Website: www.keytrainingservices.org.uk</p>