













# Learning Support Staff

## Teaching Assistant


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>NVQ in Children’s Care, Learning &amp; Development CACHE Levels 2 &amp; 3</b>            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: <a href="http://www.apps.kent.gov.uk/e&amp;l/adulted/">www.apps.kent.gov.uk/e&amp;l/adulted/</a>
<p><b>NVQ in Playwork CACHE Levels 2 &amp; 3</b>            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: <a href="http://www.apps.kent.gov.uk/e&amp;l/adulted/">www.apps.kent.gov.uk/e&amp;l/adulted/</a>



Course Title and Outline	Training Provider
<p><b>Counselling Children and Young People AQA Level 2 Certificate</b>            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: <a href="http://www.apps.kent.gov.uk/e&amp;l/adulted/">www.apps.kent.gov.uk/e&amp;l/adulted/</a>
<p><b>Teaching Assistant – Specific Learning Difficulties – Level 3 OCN</b>            Course Fee £195            Examines the impact of a range of learning difficulties on children’s learning.            Venues in Broadstairs, Dartford and Dover</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>Teaching Assistant – Behaviour Management – Level 3 OCN</b>            Course Fee £195            Explores issues involved in supporting children with challenging behaviour.            Venues in Broadstairs, Dartford and Dover</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>

Course Title and Outline	Training Provider
<p><b>Level 1 Teaching Assistant NOCN</b>            Course Fee £144            For Volunteers or those without any qualifications. Covers how children learn and strategies for supporting them with literacy and numeracy.            Countrywide in Adult Education Centres.</p>	 Kent Adult Education Service Tel: 0845 606 5606 Website: <a href="http://www.apps.kent.gov.uk/e&amp;/adulded/">www.apps.kent.gov.uk/e&amp;/adulded/</a>
<p><b>NVQ Supporting Teaching &amp; Learning Levels 2 &amp; 3. OCR VRQ Certificate in Supporting Teaching &amp; Learning Level 2</b>            National qualifications for Teaching Assistants supporting in schools.            NVQ – Train to Gain Funding available for those without Level 2 qualifications. Courses can be provided for groups at any suitable location by arrangement.            VRQ – Course Fee £439. Venues - Ashford, Dover, Gravesend, Dartford, Sittingbourne, Sheppey, Maidstone, Tunbridge Wells &amp; Swanscombe.</p>	 Kent Adult Education Service Tel: 0845 606 5606 Website: <a href="http://www.apps.kent.gov.uk/e&amp;/adulded/">www.apps.kent.gov.uk/e&amp;/adulded/</a>
<p><b>Teaching Assistant – Specific Learning Difficulties – Level 3 OCN</b>            Course Fee £195            Examines the impact of a range of learning difficulties on children's learning.            Venues – Broadstairs, Dartford &amp; Dover.</p>	 Kent Adult Education Service Tel: 0845 606 5606 Website: <a href="http://www.apps.kent.gov.uk/e&amp;/adulded/">www.apps.kent.gov.uk/e&amp;/adulded/</a>
<p><b>Teaching Assistant – Behaviour Management – Level 3 OCN</b>            Course Fee £195            Explores issues involved in supporting children with challenging behaviour.            Venues – Broadstairs, Dartford &amp; Dover.</p>	 Kent Adult Education Service Tel: 0845 606 5606 Website: <a href="http://www.apps.kent.gov.uk/e&amp;/adulded/">www.apps.kent.gov.uk/e&amp;/adulded/</a>

Course Title and Outline	Training Provider
<p><b>Auditory &amp; Visual Perception</b>            Course Fee £115 – includes handouts, refreshments and lunch            Date - Friday 21<sup>st</sup> 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>	<p>Laleham Gap Staff Development Centre            Laleham Gap School            1 South Cliff Parade            Broadstairs            Tel: 01843 608140            Fax: 01843 608141            Website: <a href="http://www.laleham-gap.kent.sch.uk">www.laleham-gap.kent.sch.uk</a>            Email: <a href="mailto:course-administrator@laleham-gap.kent.sch.uk">course-administrator@laleham-gap.kent.sch.uk</a></p>
<p><b>It's not always ASD</b>            Course Fee £115 - – includes handouts, refreshments and lunch            Date - Wednesday 8<sup>th</sup> 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>	<p>Laleham Gap Staff Development Centre            Laleham Gap School            1 South Cliff Parade            Broadstairs            Tel: 01843 608140            Fax: 01843 608141            Website: <a href="http://www.laleham-gap.kent.sch.uk">www.laleham-gap.kent.sch.uk</a>            Email: <a href="mailto:course-administrator@laleham-gap.kent.sch.uk">course-administrator@laleham-gap.kent.sch.uk</a></p>
<p><b>Autism? Aspergers? Social Communication Disorders</b>            Course Fee £115 – includes Manual, refreshments and lunch            Date - Wednesday 5<sup>th</sup> November 2008, at Oakwood House, Maidstone – between 09.30 – 16.15            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.</p>	<p>Laleham Gap Staff Development Centre            Laleham Gap School            1 South Cliff Parade            Broadstairs            Tel: 01843 608140            Fax: 01843 608141            Website: <a href="http://www.laleham-gap.kent.sch.uk">www.laleham-gap.kent.sch.uk</a>            Email: <a href="mailto:course-administrator@laleham-gap.kent.sch.uk">course-administrator@laleham-gap.kent.sch.uk</a></p>




Course Title and Outline	Training Provider
<p><b>Dyslexia in the Classroom</b>            Course Fee - £115 – includes handouts, refreshments and lunch            Date – Thursday 18<sup>th</sup> 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: <a href="http://www.laleham-gap.kent.sch.uk">www.laleham-gap.kent.sch.uk</a>            Email: <a href="mailto:course-administrator@laleham-gap.kent.sch.uk">course-administrator@laleham-gap.kent.sch.uk</a></p>
<p><b>Dyspraxia (DCD)</b>            Course Fee - £115 – includes handouts, refreshments and lunch            Date - Friday 26<sup>th</sup> 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: <a href="http://www.laleham-gap.kent.sch.uk">www.laleham-gap.kent.sch.uk</a>            Email: <a href="mailto:course-administrator@laleham-gap.kent.sch.uk">course-administrator@laleham-gap.kent.sch.uk</a></p>
<p><b>Developing Friendship &amp; Social Understanding in children with an Autistic Spectrum Disorder</b>            Course Fee £115 – Includes handouts, refreshments and lunch.            Date – Wednesday 19<sup>th</sup> 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: <a href="http://www.laleham-gap.kent.sch.uk">www.laleham-gap.kent.sch.uk</a>            Email: <a href="mailto:course-administrator@laleham-gap.kent.sch.uk">course-administrator@laleham-gap.kent.sch.uk</a></p>


Course Title and Outline	Training Provider
<p><b>Getting the Message Across</b>            Course Fee - £115 – includes handouts, refreshments and lunch            Date: Wednesday 26<sup>th</sup> 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: <a href="http://www.laleham-gap.kent.sch.uk">www.laleham-gap.kent.sch.uk</a>            Email: <a href="mailto:course-administrator@laleham-gap.kent.sch.uk">course-administrator@laleham-gap.kent.sch.uk</a></p>
<p><b>Handwriting Difficulties in Children</b>            Course Fee - £115 – Includes handouts, refreshments and lunch            Date – Wednesday 1<sup>st</sup> 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: <a href="http://www.laleham-gap.kent.sch.uk">www.laleham-gap.kent.sch.uk</a>            Email: <a href="mailto:course-administrator@laleham-gap.kent.sch.uk">course-administrator@laleham-gap.kent.sch.uk</a></p>
<p><b>HLTA 9 Day Programme</b>            Local Authority Funded            The HLTA 9 day Course covers all the national standard requirements. Candidates will explore and reflect in some depth a number of important issues underpinning successful classroom practice.            Starts 4<sup>th</sup> March 2009 until 3<sup>rd</sup> June 2009 at Chatham Campus            Also coming soon..... HLTA 9 day programme with EAL specialism planned to start in September 2009            To secure funding – in the first instance at <a href="mailto:supportstafftraining@kent.gov.uk">supportstafftraining@kent.gov.uk</a>            To secure a place on the course contact Jane Lingham details as shown</p>	<div style="text-align: right;">  </div> <p>Tel: 01227 782781            Contact: Jane Lingham            Email: <a href="mailto:jane.lingham@canterbury.ac.uk">jane.lingham@canterbury.ac.uk</a>            Website: <a href="http://www.canterbury.ac.uk">www.canterbury.ac.uk</a></p>




Course Title and Outline	Training Provider
<p><b>HLTA with Foundation degree (Fd)</b>  Local Authority Funded  HLTA with Fd &amp; PE (in Canterbury): starts 17<sup>th</sup> September 2008  HLTA with Fd &amp; SEN (in Canterbury): starts 15<sup>th</sup> September 2008  HLTA with Fd &amp; PML (in Broadstairs): starts 6<sup>th</sup> March 2009  HLTA with Fd (Ashford): 9<sup>th</sup> January 2009  To secure funding – in the first instance at <a href="mailto:supportstafftraining@kent.gov.uk">supportstafftraining@kent.gov.uk</a>  To secure a place on the course contact Jane Lingham details as shown</p>	 <p>Tel: 01227 782781  Contact: Jane Lingham  Email: <a href="mailto:jane.lingham@canterbury.ac.uk">jane.lingham@canterbury.ac.uk</a>  Website: <a href="http://www.canterbury.ac.uk">www.canterbury.ac.uk</a></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>
<p><b>Support Work in Schools Award Level 3 (SWiS)</b>  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 – 3<sup>rd</sup> October 2008</p>	 <p>Professional Development centre at Thanet College  Tel: 01843 605018  Email: <a href="mailto:PDC@thanet.ac.uk">PDC@thanet.ac.uk</a></p>





Course Title and Outline	Training Provider
<p><b>Vocabulary Development</b>  Course Fee - £115 per delegate – includes handouts, refreshments and lunch  Main Topics – Oral language – acquisition &amp; development  Effective Vocabulary learning – word list/communication  Strategies for improving - recall &amp; retention  Voc Topics Lists – prioritisation and adaptation  Wednesday 17<sup>th</sup> 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: <a href="http://www.laleham-gap.kent.sch.uk">www.laleham-gap.kent.sch.uk</a>  Email: <a href="mailto:course-administrator@laleham-gap.kent.sch.uk">course-administrator@laleham-gap.kent.sch.uk</a></p>
<p><b>Order! Order!</b>  Course Fee - £115 per delegate – Includes handouts, refreshments and lunch.  Date – Wednesday 22<sup>nd</sup> 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: <a href="http://www.laleham-gap.kent.sch.uk">www.laleham-gap.kent.sch.uk</a>  Email: <a href="mailto:course-administrator@laleham-gap.kent.sch.uk">course-administrator@laleham-gap.kent.sch.uk</a></p>
<p><b>Appointed Persons</b>  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 884 1980 1007" data-label="Image"> </div> <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></p>




Course Title and Outline	Training Provider
<p><b>First Aid at Work</b>            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</p>	<div data-bbox="1756 301 1980 424" data-label="Image"> </div> <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></p>
<p><b>NCFE Level 2 Certificate in Occupational Health and Safety</b>            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 628 1980 751" data-label="Image"> </div> <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></p>
<p><b>Move on Course – Numeracy Or Literacy</b>            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>	<div data-bbox="1756 952 1980 1075" data-label="Image"> </div> <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>            Or contact the Essential Skills team            Tel: 01843 605066</p>

Course Title and Outline	Training Provider
<p><b>Support Work in School Award 2 (SWiS)</b>            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 – 10<sup>th</sup> October 2008            14<sup>th</sup> January 2009</p>	 <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>Beyond Blue Depression in the workplace Programme</b>            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 &amp; Development            Contact: Angie Salem            Email: <a href="mailto:angie.salem@kent.gov.uk">angie.salem@kent.gov.uk</a>            Tel: 01622 696378</p>
<p><b>Deaf Awareness</b>            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 &amp; Development            Contact: Angie Salem            Email: <a href="mailto:angie.salem@kent.gov.uk">angie.salem@kent.gov.uk</a>            Tel: 01622 696378</p>

Course Title and Outline	Training Provider
<p><b>Developing the Team</b>            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 &amp; Development            Tel: 01622 221271 (Freecall 7000 1271)            Email: <a href="mailto:learning.development@kent.gov.uk">learning.development@kent.gov.uk</a></p>
<p><b>Diversity in the Workplace – E.Learning Module</b>            Course Fee - £5 per delegate – 1 hour with a multi choice test            An innovative solution form 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 &amp; Development            Contact: Angie Salem            Email: <a href="mailto:angie.salem@kent.gov.uk">angie.salem@kent.gov.uk</a>            Tel: 01622 696378</p>
<p><b>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</b>            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: <a href="mailto:PDC@thanet.ac.uk">PDC@thanet.ac.uk</a></p>

Course Title and Outline	Training Provider
<p><b>CPD Behaviour Management Course</b>            Course Fee - £52 – Includes lunch, materials, refreshments and registration fees            One Day Course            Inclusion has presented many challenges to behaviour management with the increase in disaffected learners and the knock-on effect upon all participants. Opportunities for practical planning and discussion of specific situations will be given.            Date – Code: M2266 DA – 6<sup>th</sup> November 2008 between 09.30 – 16.30            Code: M2266 DB – 5<sup>th</sup> March 2009 between 09.30 – 16.30</p>	 <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>Supporting Primary Maths and English</b>            Course Fee - £75 – You will need a folder, pen/pencil and paper            5 week course            This is a course for those who wish to brush up on their own skill whilst learning more about current trends in maths and Literacy to enable effective support in the classroom.            Date – Maths - 3<sup>rd</sup> November 2008 between 10.00 to 12.00 (2 hrs)            12 January 2009 between 10.00 to 12.00 (2 hrs)</p>	 <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 2 (SWiS)</b>            Course Fee - £195 (Funding may be available to cover the full cost of this course – please enquire)            20 weeks course consisting of 6 x 2 hour taught sessions 2 x 1-1 workplace assessments and self study/portfolio building.            This 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.            Date – Info to follow</p>	 <p>Professional Development centre at Thanet College            Tel: 01843 605018            Email: <a href="mailto:PDC@thanet.ac.uk">PDC@thanet.ac.uk</a></p>

Course Title and Outline	Training Provider
<p><b>Support Work in Schools Award Level 3 (SWiS)</b>            Course Fee - £200 (Funding is available to cover the full cost of this course – please enquire)            The course will run over 1 year – Consisting of 6 x 2 hour taught sessions 2 x 1-1 workplace assessment and self study/portfolio building.            This 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.            Date – 3<sup>rd</sup> October 2008 – 1-3pm</p>	 <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>Supporting Teaching and Learning NVQ Level 2</b>            Course Fee £450 – 33 weeks Course – you will need a folder pen/pencil and paper.            Free tuition is available to those in receipt of certain means tested benefits or to their unwaged dependants. If you are not on benefits but find it difficult to pay any course related costs because of financial hardship, contact Student Welfare on <b>01843 605048</b> to make an appointment with a welfare advisor.            This course is for Teaching Assistants who wish to gain a nationally recognised qualification.            Date – 30<sup>th</sup> September 2008 1-4pm OR 1<sup>st</sup> October 2008 09.30-12.30</p>	 <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>Asset Languages</b>            Course is funded by Advisory Service Kent            Contact: Christine Bailey – email: <a href="mailto:christine.bailey@kent.gov.uk">christine.bailey@kent.gov.uk</a>            One year Course            To support teachers and TA’s in primary schools who need to teach/support teaching of languages to primary school pupils – French, German, Spanish or Italian at level 1/Preliminary.</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>Learning to Say ‘NO’</b>            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 &amp; Development            Contact: Sue Watson            Email: <a href="mailto:learning.development2@kent.gov.uk">learning.development2@kent.gov.uk</a>            Tel: 01622 221271</p>

Course Title and Outline	Training Provider
<p><b>Planning your Retirement</b>            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 &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>Support Work in Schools (SWiS)</b>            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.            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: <a href="mailto:keytrainingservices@kent.gov.uk">keytrainingservices@kent.gov.uk</a>            Website: <a href="http://www.keytrainingservices.org.uk">www.keytrainingservices.org.uk</a></p>
<p><b>Supporting Teaching &amp; Learning n Schools Level 2/3</b>            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.            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.            This Course are for individuals providing teaching/learning support in any type of school.</p>	 <p>Key Training Services            Freephone: 0800 731 4297            Email: <a href="mailto:keytrainingservices@kent.gov.uk">keytrainingservices@kent.gov.uk</a>            Website: <a href="http://www.keytrainingservices.org.uk">www.keytrainingservices.org.uk</a></p>