



**BEDFORD**  
BOROUGH COUNCIL

# Physical Education/Sport and Outdoor Learning

## Training Courses



## Introduction

Welcome to the Bedford Borough Council's PE, Sport and Outdoor Learning Portfolio of professional development and training courses that are being offered between September 2011 and March 2012.

### The professional development programme aims to:

- raise the quality of teaching and learning in PE and school sport by helping schools to deliver a broad, balanced and inclusive curriculum;
- improve schools' understanding of how they can use high quality PE and sport as a tool for whole school improvement and to support healthy lifestyles and physical activity;
- encourage schools to interpret the PE curriculum in a creative and innovative way, so that they meet the needs of pupils better and enhance achievement;
- develop cross-phase continuity and support a whole school approach to improvement and raising standards;
- support teachers in meeting the National Core Standards;
- embed Learning Outside the Classroom as a powerful tool to make the experiences of young people meaningful;
- enable schools to comply with their statutory responsibilities with respect to Educational Visits and Journeys.

**Ian Roberts**

**Bedford Borough Council – Strand leader for PE and Outdoor Learning**

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## Physical Education/Sport and Outdoor Learning Programme 2011-2012

<b>Date</b>	<b>Timings</b>	<b>Course</b>	<b>Venue</b>
15 September 2011	16:30 pm – 7:30 pm	IRB Rugby Ready	Bedford Athletic Rugby Club
11 October 2011	4:00 pm – 6.00pm	Making Cross Country Running Fun	Bedford International Athletics Stadium
13 October 2011	9:15 am – 3:15 pm	Teaching High Quality Gymnastics at KS1 and 2	Beauchamp Middle School
20 October 2011	9:15 am – 12:30 pm	Middle and Upper Schools – Specialist Physical Education PSG	To be confirmed
31 October 2011	9:15 am – 3:15 pm	STA Pool Safety	St John's Special School
09 November 2011	3:30 pm – 6:00 pm	Lower Schools Physical Education Co-ordinators PSG	Venue in Bedford – to be confirmed
16 November 2011	3:30 pm – 6:00 pm	Lower Schools Physical Education Co-ordinators PSG	Venue in North Bedfordshire – to be confirmed
23 November 2011	1:30 pm – 4.30 pm	Teaching High Quality Dance in the Primary School	Goldington Green Lower School
24 November 2011	9:15 am – 3:15 pm	NQT High Quality Physical Education for Newly Qualified Teachers/Returning Teachers (Primary)	To be confirmed
30 November 2011	9:00 am – 3:30 pm	An Introduction to Learning Outside the Classroom	To be confirmed
06 December 2011	3:30 pm – 6:00 pm	Planning Your First Ski Trip	To be confirmed
03 January 2012	9:15 am – 3:15 pm	ASA Certificate for Teaching School Swimming (Key Stages 1 and 2)	St Johns Special School
11 January 2012	9:15 am – 12:30 pm	Middle and Upper Schools – Specialist Physical Education PSG	To be confirmed
27 January 2012	9:15 am – 4:00 pm	Subject Leadership in Physical Education	To be confirmed
08 February 2012	12:30 pm – 4:00 pm	NQT High Quality Physical Education for Newly Qualified Teachers/Returning Teachers	To be confirmed

21 February 2012	1:30 pm – 4:30 pm	Learning Maths Outside the Classroom	Scott Lower School
23 February 2012	9:15 am – 3:30 pm	Educational Visits Co-ordinator training/revalidation	To be confirmed
29 February 2012	9:15 am – 3.15 pm	Teaching High Quality Gymnastics in the Primary Phase – Moving on to the next level	To be confirmed
13 March 2012	3:30 pm – 6:00 pm	Lower Schools Physical Education Co-ordinators PSG	Venue in Bedford – to be confirmed
14 March 2012	3:30 pm – 6:00 pm	Lower Schools Physical Education Co-ordinators PSG	Venue in North Bedfordshire – to be confirmed
20 March 2012	9:15 am – 3:15 pm	Visit Leader Training	To be confirmed
28 March 2012	4.00 pm – 5.45pm	Athletics Judging for Teachers	Bedford International Athletics Stadium

# Section 1

## Courses relating to PE and Sport

The specialist adviser offers bespoke training, support and guidance on all aspects of Physical Education and outdoor learning. This can be from policy advice and curriculum to safe practice. Training can be whole-school, departmental or individual and any time of day and for any key stage.

### Support could include:

- subject and curriculum advice for all school phases;
- practical training courses for teachers;
- support for subject leadership in key stage 3 and 4, curriculum design, innovative practice, digital technology, vocational PE, advice on resources, equipment and PE facilities, support for departmental reviews, writing departmental SEFs and support for PE subject inspections;
- advice, guidance and support on health and safety;
- policy writing, safe practice, writing risk assessments, quality assurance of AOTT/SLs and TAs, best practice advice on swimming, trampolines, gymnastics, lifting, handling and setting out of gymnastics equipment.

Please contact Ian Roberts to discuss your school's needs.

**Ian Roberts**  
**Bedford Borough Council – Strand leader for PE and Outdoor Learning**



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01234-836143

## Course Title: IRB Rugby Ready

**Date:** Thursday 15 September 2011  
**Timings:** 4:30 pm – 7:30 pm  
**Venue:** Bedford Athletic Rugby Club

### Target Audience:

This course is **a minimum expectation** for any teacher in a Bedford school who is teaching rugby with young people where there is likely to be an element of contact.

### Course Description:

The IRB Rugby Ready programme is intended to raise awareness of good practice and help stakeholders manage the inherent risks of the sport by putting appropriate safeguards in place.

### By the end of this course, teachers will have:

- an understanding of how to deliver a safe and enjoyable practical session;
- knowledge of how to coach and improve contact skills and particularly the tackle;
- knowledge of how to coach and improve scrummage engagement skills;
- knowledge of contact skills.

### Course Fee:

£18.50 per delegate for all schools. This includes all associated resources.

### Further Information:

**Booking onto this course must be made to the RFU directly and not through Bedford Borough Council.**

**David Marshall - Community Rugby Coach, Bedfordshire**  
**Mobile: 07733 053407**      [DaveMarshall@RFU.com](mailto:DaveMarshall@RFU.com)

## **Course Title: Making Cross-Country Running fun**

**Date:** 11 October 2011  
**Timings:** 4:00 pm – 6:00 pm  
**Venue:** Bedford International Athletics Stadium

### **Target Audience:**

Any teacher, coach or assistant in Key Stage 2, 3 or 4, who is seeking ideas to enhance their teaching of cross country running in schools.

### **Course Description:**

This practical workshop will equip teachers with the knowledge and ideas to be able to deliver cross country type activities in an innovative, inclusive and challenging way.

### **By the end of this course, teachers will:**

- have a range of strategies to make cross country running an engaging component of PE;
- be able to apply the National Curriculum of Physical Education range and content through cross country running (outwitting, accurate replication, exploring and communicating ideas and emotions, maximal performance, problem solving, safe exercise);
- understand some strategies for the safe supervision of pupils during sustained running lessons;
- receive a 'making cross country running fun' resource pack;

### **Course Fee:**

- £20 to Bedford Borough maintained schools
- £30 to academies, independent schools and other LAs

## **Course Title: Teaching High Quality Gymnastics at Key Stage 1 and 2 – The basics**

**Date:** 13 October 2011  
**Timings:** 9:15 am – 3:15 pm  
**Venue:** Beauchamp Middle School

### **Target Audience:**

Any teacher, coach or assistant in Key stage 1 or 2 who teaches gymnastics activities.

### **Course Description:**

This practical course will look at good practice for the delivery of gymnastics in Key Stage 1 and 2. It will offer guidance about fundamental gymnastics materials and their application in a school setting. There will also be guidance on safe practice in this setting.

### **By the end of this course, teachers will:**

- have further understanding of the National Curriculum requirements for gymnastics activities in the primary phase;
- have explored ways of using and developing activities suitable for Key Stage 1 and 2;
- be familiar with TOPS gymnastics resources and be confident in their use;
- have a bank of ideas and resources that they can use to develop gymnastic activities in schools;
- have ideas to challenge all children and evaluate the impact;
- be aware of the health and safety implications when teaching gymnastics;

### **Course Fees:**

- £60 to Bedford Borough maintained schools
- £90 to academies, independent schools and other LAs

The above fee includes all associated resources, refreshments and lunch.

All teachers will receive a set of TOPS Gym resource cards and teachers handbook.

### **Further Information:**

This is a practical workshop – teachers are expected to be suitably dressed.

**Course Title: Middle and Upper Schools Specialist  
Physical Education PSG**

**Autumn:** 20 October 2011  
Venue: To be confirmed

**Spring:** 11 January 2012  
Venue: To be confirmed

**Timings:** 9:15 am – 12:30 pm

**Target Audience:**

This curriculum and innovation group is aimed at PE Specialists working across the secondary phase.

**By the end of these workshops teachers will:**

- have further opportunities to network and share practice with colleagues;
- have further opportunities to be given up-to-date and cutting edge information related to HQ Physical Education;
- have greater awareness of policies, practices and procedures in relation to health and safety in PE;
- have opportunities to address the issues of transition through networking with colleagues across phases.

**Course Fees:**

- 1 free place available to Bedford Borough maintained schools and £25 per additional delegate
- £50 to academies, independent schools and other LAs

## **Course Title: STA Pool Safety Award**

**Date:** 31 October 2011  
**Timings:** 9:15 am – 3:15 pm  
**Venue:** St Johns Special School

**Target Audience:** Primary phase

### **Aims of the course:**

#### **Introduction to Pool Rescue:**

- Understand the importance of the relevance of duty of care
- Outline Health and Safety Legislation
- List the topics of the Pool Safety Operating Procedures (PSOP) which includes the Normal Operating
- Procedures (NOP) and Emergency Action Plan (EAP)
- Outline the steps of risk assessment
- Evaluate Pool Features
- Identify causes of spinal injuries and list the priorities of managing a spinal injury
- Outline rescue procedures used from the poolside
- State the personal safety aspects a rescuer should be aware
- State the guidelines for safe lifting
- State the pool alarm systems in common use
- State the pool signage in common use
- State the pool rescue aids in common use
- State the hazards found in and around swimming pools
- Demonstrate rescuing using various rescue aids
- Demonstrate recovering a simulated body from the deepest part of the pool
- Demonstrate rescuing various simulated casualties

#### **Basic Life Support and Aquatic First Aid:**

- Outline the Aims and Priorities of First Aid
- List the sequence for managing an emergency
- Outline the guidance for Basic Life Support (BLS)
- Demonstrate handling a live simulated casualty
- Demonstrate CPR on an adult and child manikin
- Demonstrate the management of a suspected spinal injury casualty

#### **Course Fees:**

- £40 to Bedford Borough maintained Schools
- £60 to academies, independent schools and other LAs

**Please note: The maximum number of places for this course is 12.**

**Course Title: Lower Schools – Physical Education  
Co-ordinators PSG**

**Autumn Dates:** 9 November 2011  
Venue in Bedford – to be confirmed

16 November 2011  
Venue in North Bedfordshire – to be confirmed

**Please choose ONE of the above**

**Spring Dates** 13 March 2012  
Venue in Bedford – to be confirmed

14 March 2012  
Venue in North Bedfordshire – to be confirmed

**Please choose ONE of the above**

**Timings:** 3:30 pm – 6:00 pm - timings are for all of the above

**Target Audience:**

This course is aimed at Lower Schools' PE Co-ordinators and replaces primary link teacher training days.

**Course Description:**

This course will be delivered as a twilight workshop, largely in a classroom setting, but could involve some practical work on a needs driven basis.

**By the end of these workshops teachers will:**

- have further opportunities to network and share practice with colleagues;
- have further opportunities to be given up to date and cutting edge information related to HQ Physical Education;
- have greater awareness of policies, practices and procedures in relation to health and safety in PE;
- have clear understanding of what is meant by High Quality PE.

**Course Fee:**

- 1 free to Bedford Borough maintained Schools and £25 per additional delegate
- £50 per delegate to academies, independent schools and other LAs

**Course Title: Teaching High Quality Dance at KS1 and KS 2**

**Date:** 23 November 2011  
**Timings:** 1:30 pm – 4:30 pm  
**Venue:** Goldington Green Lower School

**Target Audience:**

Any teacher, coach or assistant in Key stage 1 or 2 who is seeking ideas to enhance their teaching of dance activities.

**Course Description:**

This practical course will equip teachers with the technical knowledge to be able to teach more innovative dance type activities confidently and effectively.

**By the end of this course teachers will:**

- have a clear understanding of how to write a scheme of work for dance;
- be able to develop dances which will incorporate the key elements of composing, performing and appreciating;
- be able to develop their own ideas to meet pupil expectations for the relevant age groups taught;
- have a bank of innovative practical ideas and resources that they can implement in schools.

**Course Fee:**

- £50 to Bedford Borough maintained.
- £75 to academies, independent schools and other LAs

This includes all associated resources, refreshments.

**Further Information:**

This is a practical workshop – teachers are expected to be suitably dressed.

## **Course Title: High Quality Physical Education for NQTs/Returning teachers**

**Day one Date:** 24 November 2011 Venue to be confirmed  
**Timings:** 9:15 am – 3:15 pm

**Day two Date:** 8 February 2012 Venue to be confirmed  
**Timings:** 12:30 pm – 4:00 pm

### **Target Audience:**

This course is for NQTs and those teachers returning to the profession in the primary phase who want to develop their understanding of the National Curriculum of Physical Education, health and safety implications and how to deliver high quality PE.

### **Course Description:**

This course will look at good practice for the delivery of High Quality PE in Key Stages 1 and 2. It will offer guidance about teaching and learning, assessment and some innovative materials for ensuring lessons are inclusive. There will also be guidance on safe practice in this setting. Session 2 will be largely a practical workshop considering high quality PE through games.

All teachers will receive a copy of TOPS Games cards and teacher's booklet.

This is a two day course.

### **By the end of this course, teachers will:**

- have further understanding of the National Curriculum requirements and expectations in the primary phase;
- be aware of policies, practices and procedures in relation to health and safety in PE;
- have a bank of ideas and resources that they can use in schools;
- have ideas to challenge all children and evaluate the impact;
- have clear understanding of what is meant by High Quality PE.

### **Course Fee:**

- £70 per delegate to Bedford Borough maintained schools
- £100 per delegate to academies, independent schools and other LAs

The above fees include attendance at both dates and all associated resources.

**Please note, lunch will be provided on Day 1.**

## **Course Title: ASA Certificate for Teaching School Swimming (Key Stages 1 and 2)**

**Date:** 3 January 2012  
**Timings:** 9:15 am – 3:15 pm  
**Venue:** St Johns Special School

### **Target Audience:**

The Certificate for Teaching School Swimming (Key stages 1 and 2) is open to any person working within a primary school swimming programme. In addition students involved in initial teacher training may also attend.

### **Course Description:**

The Certificate for Teaching School Swimming (Key Stages 1 and 2) is part of the ASA National Curriculum Training Programme and is recognised by the Department for Education (DfE) and by the Association for Physical Education.

### **Aims:**

Once qualified the holder of the ASA/NCTP Module 1 (School Swimming – Key Stages 1 and 2) will be equipped to actively assist and/or support a more qualified teacher in the teaching of a range of core aquatic skills to a small group of similar ability within the context of a school swimming programme.

### **Further Information:**

Candidates must be at least 16 years of age at the start of the training programme.

Candidates under the age of 18yrs are required to have achieved one of the following:

- The Sports Leaders award
- The ASA Helper Certificate
- The ASAUKCC Level 1 Certificate
- Any reasonable equivalent – qualifications in this category must be agreed with the ASA prior to enrolment on the course.
- Candidates who have completed the NCTP module 1 which was in place prior to the October 2008 revision are eligible to attend module 2 of this programme.

Candidates are also required to hold a current (normally less than 3 yrs old) CRB certificate. In those circumstances where a school has in place requirements relating to CRB certificates which are different from the above those applicable to the school should apply

### **Course Fee:**

- £40 to Bedford Borough maintained Schools
- £60 to academies, independent schools and other LAs

## **Course Title: Subject Leadership in Physical Education**

**Date:** 27 January 2012  
**Timings:** 9:15 am – 4:00 pm  
**Venue:** To be confirmed

### **Target Audience:**

This course is for specialist PE teachers who are wishing to clarify their role, or seeking opportunities to attain responsibility for curriculum/departmental leadership.

### **Course Description:**

This course will assist teachers in gaining further understanding of what an outstanding PE department is and how leaders achieve and sustain this outstanding performance. It has been developed in response to the many challenges that the modern day Head of Physical Education has to face.

### **By the end of this course, teachers will:**

- know the extent of the role of the Head of Physical Education;
- recognise the need for ongoing development within a department and some of the issues associated with managing change;
- be empowered to under-take an initial review of current provision and identified areas for development.

### **Course Fee:**

- £60 to Bedford Borough maintained schools
- £90 to academies, independent schools and other LAs

This includes all associated resources, refreshments and lunch.

**Course Title: Teaching High Quality Gymnastics in the Primary Phase – Moving on to the next level**

**Date:** 29 February 2012  
**Timings:** 9:15 am – 3:15 pm  
**Venue:** To be confirmed

**Target Audience:**

Any teacher, coach or assistant in Key stage 1 or 2 who teaches gymnastics activities.

**Course Description:**

This practical course will equip teachers with the technical knowledge to be able to teach more advanced gymnastic skills and activities confidently and effectively.

**By the end of this course, teachers will:**

- have explored ways of teaching key skills within gymnastics;
- have explored a range of gymnastic activities – for example Rhythmic Gymnastics, setting sequences to music and basic acrobatic gymnastics;
- understand the principles of setting up a club within their school.

**Course Fee:**

- £70 to Bedford Borough maintained schools
- £100 to academies, independent schools and other LAs

## **Course Title: Athletics Judging for Teachers**

**Date:** 28 March 2012  
**Timings:** 4:00 pm – 5:30 pm  
**Venue:** Bedford International Athletics Stadium

### **Target Audience:**

This course is **strongly recommended** for any teacher who is teaching athletics. It is also available to pupils over the age of 14 who may wish to further develop their knowledge as part of a vocational course such as BTEC or Sports Leadership.

### **Course Description:**

The BBC AJT workshop is intended to raise awareness of good practice and help teachers manage the inherent risks of athletics by putting appropriate safeguards in place.

### **By the end of these training teachers will have:**

- an understanding of how to judge athletics in a safe and enjoyable way;
- knowledge of how to manage young people in and around athletics competition;
- knowledge of the rules of athletics and risk management processes;

### **Course Fee:**

- £20 per delegate to Bedford Borough maintained schools and Children's Services
- £30 per delegate to academies, independent schools and other LAs

This includes all associated resources

# Section 2

## Courses relating to Educational Visits and Journeys

The Specialist Adviser offers bespoke training, support and guidance on all aspects of Learning outside the Classroom. This can be from policy advice and curriculum to safe practice. Training can be whole school, or individual and any time of day and any key stage.

**Support could include:**

- Bespoke support with the planning of educational visits and journeys
- Advice and training on risk assessment protocols
- The adviser offers advice, guidance and support on health and safety
- Advice, guidance and training over the use of EVOLVE, the LA online planning tool for educational visits

Please contact the adviser to discuss your school's needs.

**Ian Roberts**  
**Bedford Borough Council – Strand leader for PE and Outdoor Learning**

✉ [ian.roberts@bedford.gov.uk](mailto:ian.roberts@bedford.gov.uk)

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**Course Title: An Introduction to Learning Outside the Classroom (LOTC)**

**Date:** 30 November 2011  
**Timings:** 9:00 am – 3:30 pm  
**Venue:** Venue to be confirmed

**Target Audience:**

This course is for all teachers who wish to learn more about how teaching and learning can be enhanced through LOTC.

**Course Description:**

This workshop will consider a range of approaches for LOTC, and their application across all curricular areas. There will be a combination of classroom discussion and practical application.

**By the end of this course, teachers will have more ideas to:**

- provide all young people with a wide range of experiences outside the classroom;
- manage activities safely and efficiently;
- make a strong case for learning outside the classroom, so there is widespread appreciation of the unique contribution these experiences make to young people's lives;
- provide easy access to information, knowledge, expertise, guidance and resources;
- offer learning experiences of high quality;
- identify ways of engaging parents, carers and the wider community in learning outside the classroom.

**Course Fee:**

- £60 to Bedford Borough maintained Schools
- £90 to academies, independent schools and other LAs

This fee includes a copy of a range of LOTC resources for each teacher.

## **Course Title: Planning your First Ski Trip**

**Date:** 6 December 2011  
**Timings:** 3:30 pm – 6:00 pm  
**Venue:** Venue to be confirmed

### **Target Audience:**

Teachers who anticipate planning and leading their first overseas ski-holiday for school groups.

### **Course Description:**

This workshop will consider good practice for the organisation of Skiing experiences for young people. It will offer guidance some of the planning protocols such as money organisation, management of down-time, risk management and preliminary visits.

### **By the end of this course, teachers will:**

- have further understanding of the mechanisms in place when planning an overseas/residential school visit;
- be aware of policies, practices and procedures in relation to health and safety;
- have the opportunity to seek the support from a more experienced teacher who has organised regular ski-trips;
- understand the value and necessity of a preliminary visit.

### **Course Fee:**

- £20 per delegate to Bedford Borough Maintained Schools
- £30 per delegate to Academies, independent schools and other LAs

### **Please note:**

This does not replace the mandatory Ski Course Organiser that school teachers must attend. It is a preliminary/supplementary workshop that will be of immense value to teachers who have never run a ski-trip before

## **Course Title: Learning Maths outside the Classroom**

**Date:** 21 February 2012  
**Timings:** 1:30 pm – 4:30 pm  
**Venue:** Scott Lower School

### **Target Audience:**

This course is for all teachers who wish to explore the possibilities for facilitating mathematics learning outside the classroom.

### **Course Description:**

This workshop will consider the potential of the mathematically rich environment around you, thinking about how the school grounds might relate to areas of maths.

### **By the end of this course, teachers will have more ideas to:**

- apply mathematical skills to everyday contexts;
- make a strong case for learning outside the classroom, so there is widespread appreciation of the unique contribution these experiences make to young people's learning;
- be liberated from the sometimes restrictive expectations of the classroom;
- offer opportunities to discover the exciting world of mathematics in a safe and easily accessed environment.

### **Course Fee:**

- £40 per delegate to Bedford Borough maintained schools
- £60 per delegate to academies, independent schools and other LAs

This includes a copy of a range of LOTC resources for each teacher.

## **Course Title: EVC Training**

**Date:** 23 February 2012  
**Timings:** 9:15 am – 3:30 pm  
**Venue:** To be confirmed

### **Target Audience:**

This one day DfE approved certificated course covers the management checks and procedures for visits required by DfE and the Local Authority/employer. It is relevant in all educational settings within Children's Services including Schools, Pupil Referral Units and Youth Services.

### **Course Description:**

Every school must have an accredited EVC in place.

### **By the end of the course, EVCs will:**

- have up-to date information, and greater understanding of the legal aspects, and employer responsibilities for Educational Visits and Journeys;
- have informed guidance about the management of the Educational Visits and Journeys mechanism in schools and children's services;
- have greater awareness of policies, practices and procedures in relation to educational visits and journeys.

### **Course Fee:**

- £100 per delegate to Bedford Borough maintained Schools and Children's Services
- £150 per delegate to academies, independent schools and other LAs

This fee includes all associated resources, refreshments and lunch.

## **Course Title: Visit Leader Training**

**Date:** 20 March 2012  
**Timings:** 9:15 am – 3:15 pm  
**Venue:** To be confirmed

**Target Audience:** Visit Leaders

### **Course Description:**

This is a one-day practical, certificated course that will give teachers and other staff involved in leading groups on educational visits the confidence and to plan, organise and manage visits successfully.

### **By the end of these training delegates will:**

- have up-to date practical guidance about leading a visit or journey involving groups of young people;
- have informed guidance about the planning of the Educational Visits and Journeys mechanism in schools and children's services;
- have greater awareness of active risk management with a particular focus on issues such as working with groups near water.

### **Course Fee:**

- £75 per delegate to Bedford Borough maintained Schools
- £100 per delegate to academies, independent schools and other LAs

This includes all associated resources, refreshments and lunch.

# To book on a course:

If you are interested in booking onto a course detailed in this booklet, please contact:



**01234 836170**



**[schoolimprovement@bedford.gov.uk](mailto:schoolimprovement@bedford.gov.uk)**

If you have any queries relating to any of the courses please contact:



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