

Active Education

Continuing Professional
Development Programme

Training Portfolio

April 2011 – March 2012

INTRODUCTION

Building on the success of the CPD portfolio provided to schools over the last 6 years as part of the National Programme of Continued Professional Development we would like to welcome schools to the first Active Education portfolio of Physical Education and School Sport related CPD courses that are being offered to teachers, teaching assistants and adults other than teachers between April 2011 and August 2012.

Active Education is a team of educational and sports specialists, including PE teachers, with many years of Early Years, Primary and Secondary age experience. The team of highly qualified tutors has the knowledge, resources and skills to inspire, motivate and empower your staff. We believe passionately in the difference that physical education can make to the lives of young people and how it can be used to bring about whole school improvement, addressing the wider issues such as health, behaviour confidence and self-esteem. Active Education is an accredited Quality in Study Support (QiSS) provider and is committed to providing a high quality service.

In addition to the courses offered within this portfolio there is also the flexibility to tailor make training to suit the individual needs of schools which can be delivered in a format best suited to the needs of the school. To access individualised bespoke training please contact the administration assistant or a member of the Active Education team with details of your requirements and we will endeavour to meet your needs and assign a tutor accordingly.

There is a delegate, admin and resource fee for all courses provided. Individual course and cancellation fees are detailed on each course page.

In addition, details of Active Education partner schools packages are detailed below:

Early Years Core	Standard	Enhanced	Enhanced Plus
One day of bespoke CPD, consultancy or support for curriculum development	1 x bespoke course delivered in school	2 x bespoke courses delivered in school	2 x bespoke courses delivered in school
	Equivalent of 1 day team teaching support	Equivalent of 3 days team teaching support	Equivalent of 6 days team teaching support
	3 half days central PE subject leaders network meeting/ training	3 half days central PE subject leaders network meeting/ training	3 half days central PE subject leaders network meeting/ training
Preferential rate on all Active Education delivered courses.	Preferential rates on all Active Education delivered courses, including additional bespoke courses delivered in school		

Toni Chivers
Active Education Manager

Active Education CPD Programme Course Booking Form

Name of School: _____

Address: _____

_____ Tel No: _____

E-mail Address: _____

Please reserve places on the following courses:

Course Code	Name of course	Date of course	Name (BLOCK CAPITALS)	Cost of course

Headteacher's Signature: _____ Date: _____

Please complete & return with a cheque made payable to Active Luton for the cost of the course(s) to: The CPD Administrator, Active Luton, Wigmore Hall, Eaton Green Road, Luton LU2 9JB
Tel: 01582 400272 Fax: 01582 459086

Closing date for applications for each course is four working weeks prior to the course date. You are encouraged to apply as early as possible as places will be allocated on a first come first served basis.

Please see individual course details for cancellation policy

For Office Use Only: CPD53150

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Early Years/Foundation Stage Programme of Courses

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29/09/11	CIEH2	Chartered Institute of Food Safety level 2 Award in Food Safety in Catering	8.45-5.30	11
04/10/11 05/10/11	PFA	Paediatric First Aid (Child carers)	9.30-4.30	12
07/10/11	HQPA	Teaching High Quality Physical Activity in the Early Years	9-4	13
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27/10/11	CIEH1	Chartered Institute of Food Safety level 1 Award in Food Safety in Catering	8.45-5.30	15
03/11/11	PL	Practical ideas for delivering Dance in Early Years	1-3 4-6 (repeat)	16
17/11/11	CIEH2	Chartered Institute of Food Safety level 2 Award in Food Safety in Catering	8.45-5.30	11
12/12/11 13/12/11	PFA	Paediatric First Aid (Child carers)	9.30-4.30	12
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16/11/11 15/03/12	KS2PE	Teaching PE at Key Stage 2	9-4	40
17/11/11	CIEH2	Chartered Institute of Food Safety level 2 Award in Food Safety in Catering	8.45-5.30	34
30/11/11	LIA	Energising English; Literacy in Action	9-4	41
05/12/11 – 09/12/11	ASA/UKC C1	Level 1 Certificate for Teaching Aquatics (Swimming)	9.30-6.30	25
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19/01/12	CIEH1	Chartered Institute of Food Safety level 1 Award in Food Safety in Catering	8.45-5.30	37
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22 /07/11	NRT1	National Rescue Award for Swimming Teachers and Coaches (1 day)	10-6.30	56
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22/08/11- 26/08/11	ASA/UKCC 1	Level 1 Certificate for Teaching Aquatics (Swimming)	9.30-6.30	54
02/09/11	NRT1	National Rescue Award for Swimming Teachers and Coaches (1 days)	10-6.30	56
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02/09/11	BFA	Basic First Aid: An Introduction	9.30-11.30	59

08/09/11 09/09/11	FAAWR	First Aid at Work Refresher	9-5	60
13/09/11- 15/09/11	FAAW	First Aid at Work	9-5	61
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29/09/11	CIEH2	Chartered Institute of Food Safety level 2 Award in Food Safety in Catering	8.45-5.30	62
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08/11/11- 10/11/11	FAAW	First Aid at Work	9-5	61
17/11/11	CIEH2	Chartered Institute of Food Safety level 2 Award in Food Safety in Catering	8.45-5.30	62
21/11/11	EFAW	Emergency First Aid at Work	9-5	57
05/12/11- 09/12/11	ASA/UKCC 1	Level 1 Certificate for Teaching Aquatics (Swimming)	9.30-6.30	54
19/12/11	NRT1	National Rescue Award for Swimming Teachers and Coaches (1 day)	8.30-5	56
19/01/12	CIEH1	Chartered Institute of Food Safety level 1 Award in Food Safety in Catering	8.45-5.30	63

Bespoke Individualised Setting/School Based CPD

In addition to the courses offered within this portfolio there is also the flexibility to tailor-make training to suit the individual needs of settings and schools which can be delivered on a whole setting/school basis at a time to suit the staff, for example on a training day or as a series of twilight sessions. The minimum delivery for any school based TOPs training is 3 hours, usually broken down into two one and a half sessions.

To access individualised training please contact the CPD administrator or a member of the Active Education team with details of your requirements and we will endeavour to meet your needs and assign a tutor accordingly.

Detailed below is a list of possible courses that could be delivered in this manner, however this is not exhaustive and settings/schools should contact the CPD administrator to discuss individual specific needs.

- Save a Baby's Life First Aid training
- Paediatric First Aid
- Emergency First Aid Training
- TOP Dance
- TOP Gym
- TOP Games (KS2)
- TOP Play (KS1)
- TOP Activity
- TOP Athletics
- TOP OAA
- TOP Sportsability
- Playground games
- Midday supervisors training
- Assessment in PE
- Health and safety
- Literacy in Action
- Numeracy in Action

Cost:	
The individual cost of bespoke courses may vary depending upon the course content and resources supplied however please use the following rates as a guide.	
Preferential rate for Partners: £400 per full day course £200 per half day course £100 per Twilight course	Standard rate: £500 per full day course £250 per half day course £150 per Twilight course
This includes all course material/resources and certificates of attendance.	

Early Years/Foundation Stage Programme of Courses

EFAW Emergency First Aid at Work

Target Group:	This introductory level HSE accredited course is ideal for anyone working in a teaching or coaching environment with first aid responsibilities who does not require the full First Aid at Work certificate.		
Dates of Courses	Venue	Times	Closing date for applications
22/07/11	Lewsey Squash Centre	9.30-4.30pm	24/06/11
20/09/11	Lewsey Squash Centre	9.30-4.30pm	23/08/11
Course Description	<p>This course is designed to equip delegates with the skills and knowledge to undertake basic first aid and emergency action until further qualified medical assistance is available.</p> <p>By the end of the course delegates will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> understand the aims of first aid and the role of the first aider <input type="checkbox"/> be able to recognise and treat a range of miscellaneous medical conditions <input type="checkbox"/> be able to recognise and treat a range of sport specific injuries <input type="checkbox"/> be able to manage an unconscious casualty <input type="checkbox"/> be able to give basic life support (CPR) to both adults and children <input type="checkbox"/> be able to control bleeding including basic bandaging techniques <input type="checkbox"/> be able to recognise and treat fractures and dislocations <input type="checkbox"/> be able to treat burns and scalds <input type="checkbox"/> be able to treat sprains and strains <p>No previous first aid experience is required.</p> <p>All delegates must be at least 16 years of age at the commencement of the course</p>		

Cost:	
Preferential rate for Partners: £85 per delegate	Standard rate: £102 per delegate
<p>This includes all course material, assessment fee and HSE accredited certificate.</p> <p>Please note Lunch is not provided.</p>	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

BFA Basic First Aid: An Introduction

Target Group:	This qualification will benefit anyone working with children who has little or no first aid experience		
Dates of Courses	Venue	Times	Closing date for applications
02/09/11	TBC	9.30-11.30am	05/08/11
Course Description	<p>A tailor made workshops, which has been developed to give candidates a 'taster' of basic first aid skills and situations.</p> <p>Examples of the training content include – Casualty handling, How to call for assistance and the Emergency Services, What action to take if someone stops breathing, How to deal with a choking casualty and the Control of bleeding.</p> <p>There is no age restriction to this training</p>		

Cost:	
Preferential rate for Partners: £10 per delegate	Standard rate: £12 per delegate
This includes all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

CIEH2 Chartered Institute of Food Safety Level 2 Award in Food Safety in Catering

Target Group:	This qualification will benefit anyone working in a situation where food is being prepared, cooked or served. It is relevant for all catering operations.		
Dates of Courses	Venue	Times	Closing date for applications
29/09/11	Stockwood Park Golf Club	8.45-5.30pm	01/09/11
17/11/11	Stockwood Park Golf Club	8.45-5.30pm	20/10/11
Course Description/ Objectives	<p>Successful completion of the training programme and assessment will enable delegates to understand:</p> <ul style="list-style-type: none"> ❑ the terminology used in food safety ❑ the laws that apply to food businesses and food handlers ❑ the concepts of food hazards and how the risk of food poisoning can be contained ❑ how to take product and equipment temperatures ❑ how temperature plays a key role in food safety ❑ the importance of utilising appropriate storage conditions for different types of food ❑ the importance of cleanliness in food premises ❑ the need for high standards for structure and equipment to promote good hygiene in food premises. <p>The course structure includes a multiple choice assessment paper and the qualification gained is valid for 3 years.</p> <p>All candidates must be 16 years of age at the commencement of the course.</p>		

Cost:	
Preferential rate for Partners: £65 per delegate	Standard rate: £78 per delegate
<p>This includes all course material, exam fee and certificate.</p> <p>Please note Lunch is not provided.</p>	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

PFA Paediatric First Aid (Child Carers)

Target Group:	This accredited course is ideal for Child Carers and those working with children or babies.		
Dates of Courses	Venue	Times	Closing date for applications
04/10/11 & 05/10/11	Wardown Swimming & Leisure Centre	9.30- 4.30pm	06/09/11
12/12/11 & 13/12/11	Wardown Swimming & Leisure Centre	9.30- 4.30pm	14/11/11
Course Description	<p>This qualification has been developed to deliver the skills recommended by Ofsted and the National Child minders Association for those people responsible for taking First Aid action where a child or baby is involved.</p> <p>The course aims to equip candidates with the skills and knowledge to carry out basic First Aid until qualified medical assistance arrives at the scene.</p> <p>By the end of the course delegates will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> have an understanding of accident prevention and safety <input type="checkbox"/> be able to recognise and treat a range of miscellaneous medical conditions <input type="checkbox"/> be able to recognise and know the treatment of a range of common childhood illnesses and infectious diseases <input type="checkbox"/> be able to manage an unconscious child <input type="checkbox"/> be able to give basic life support (CPR) to both a child and an infant <input type="checkbox"/> be able to control bleeding including basic bandaging techniques <p>Courses can be delivered in settings and tailored to meet the needs of the delegates, please contact the CPD administrator for further details.</p>		

Cost:	
Preferential rate for Partners: £120 per delegate	Standard rate: £144 per delegate
<p>This includes all course material, assessment fee and accredited certificate.</p> <p>Please note Lunch is not provided.</p>	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

HQPA Planning and Teaching High Quality Physical Activity in the Early Years

Target Group:	This course is for any teacher, assistant or early years practitioner in the foundation stage who wants to plan, deliver and measure the impact of high quality physical activity. Analysing, translating and presenting the outcomes of evidence to the group.		
Dates of Courses	Venue	Times	Closing date for applications
07/10/11	High Town Community Sports & Arts Centre, Luton	9-4	09/09/11
Course Description	<p>By the end of the course, delegates will:</p> <ul style="list-style-type: none"> ❑ have refreshed their understanding of the early years physical activity targets, reviewed the statements from the prime areas of learning and looked at the 'at risk of delay' indicators relating to their setting/school under the EYFS and profile tracker (where profile trackers are used). ❑ be aware of the 10 high quality outcomes and how these relate to P.E in the foundation stage. ❑ understand how to measure outcomes and record observational impact as well as non-tangible criteria ❑ we will recap on health & safety, looking at space and content of delivery; equal opportunities and touch on safeguarding issues around these ❑ have a firm understanding of how to plan and evaluate a session, produce evidence and impact of outcomes using a variety of tools. Following that be able to translate the results to the group. ❑ asses participants own personal level of physical competency in order to be able to deliver through signposting onto other more practical courses where necessary ❑ be able to deliver high quality practical sessions using ongoing evaluation. 		

Cost:	
Preferential rate for Partners: £135	Standard rate: £175
This includes lunch, all course material and certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

PL Practical Activities to develop Basic Physical Literacy

Target Group:	This course is for any teacher, assistant or early years practitioner in the foundation stage who want to gain a better understanding of physical literacy and how this forms the under-pinning of the early years success in physical development.
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Dates of Courses	Venue	Times	Closing date for applications
18/10/11	High Town Community Sports & Arts Centre, Luton	4-6	20/09/11

Course Description	<p>By the end of the course, delegates will:</p> <ul style="list-style-type: none"> ❑ have refreshed their understanding of the EYFS targets. ❑ a brief introduction of early years physical development from birth and the innate progression of physical literacy in 0-5's ❑ be aware of the importance of fundamental movement skills, the impact on the child's development and how it relates to health for life. ❑ have received a variety of practical ideas to support their delivery of core skills relating to basic movement ❑ have a good understanding of ways to establish the foundation of physical literacy in the early years and how to plan this as progression over the course of the year ahead ❑ have discussed how these elements can be applied in P.E lessons, the outdoor area, the classroom and at home. ❑ be able to deliver high quality practical sessions which clearly demonstrate the focus on basic fundamental movement or core movement, as it is also known.
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Cost:	
Preferential rate for Partners: £67.50	Standard rate: £87.50
This includes refreshments, all course material and certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

CIEH1 Chartered Institute of Food Safety Level 1 Award in Food Safety in Catering

Target Group:	Suitable for a variety of candidates, including new employees, or those with minimal or no prior food safety knowledge who may be involved in the preparation of food such as snacks within a school or setting.		
Dates of Courses	Venue	Times	Closing date for applications
27/10/11	Stockwood Park Golf Club	10 – 2pm	29/09/11
19/01/12	Stockwood Park Golf Club	10 – 2pm	22/12/11
Course Description	Successful completion of the training programme and assessment will enable delegates to understand: <ul style="list-style-type: none"> ❑ food safety (food hygiene, hazards and responsibilities) ❑ personal hygiene ❑ cleaning ❑ contamination 		

Cost:	
Preferential rate for Partners: £35 per delegate	Standard rate: £42 per delegate
This includes all course material, assessment fee and Chartered Institute of Environmental Health accredited certificate.	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

EYG Practical Ideas for Delivering Dance in Early Years

Target Group:	This course is for any teacher, assistant or early years practitioner in the foundation stage who wants to plan and deliver a dance lesson in the early years.		
Dates of Courses	Venue	Times	Closing date for applications
03/11/11	High Town Community Sports & Arts Centre, Luton	1-3 4-6 (repeat)	06/10/11
Course Description	<p>By the end of the course, delegates will:</p> <ul style="list-style-type: none"> ❑ have refreshed their understanding of the EYFS targets. ❑ have received a variety of practical ideas to support their delivery of dance. ❑ have been give opportunities to investigate music and share ideas for dance. ❑ have explored a variety of cultural dances along with age appropriate delivery ❑ know how to make delivery fun, engaging and focussed ❑ understand the benefits of dance upon behaviour though inclusive delivery. ❑ have been given opportunities to discuss a variety of resources available. ❑ be able to identify outcomes – particularly looking at language, communication, creative & social/personal benefits. ❑ have used a variety of teaching techniques during delivery of dance ❑ be able to deliver high quality practical dance sessions. 		

Cost:	
Preferential rate for Partners: £67.50	Standard rate: £87.50
This includes refreshments, all course material and certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

EYG Practical Ideas for Delivering Games in Early Years

Target Group:	This course is for any teacher, assistant or early years practitioner in the foundation stage who wants to plan, deliver and measure the impact of high quality games multi-skills, in an age appropriate way.		
Dates of Courses	Venue	Times	Closing date for applications
11/01/11	High Town Community Sports & Arts Centre, Luton	1-3 4-6 (repeat)	14/12/11
Course Description	<p>By the end of the course, delegates will:</p> <ul style="list-style-type: none"> ❑ have refreshed their understanding of the EYFS targets. ❑ take away a bank of ideas for early years games ❑ have discussed benefits of working in partnership participating in games which early years children are able to cope with, understand their challenges ❑ have looked at developing a mini-sports day to include these age appropriate games & multi-skills challenges ❑ have looked at the benefits of multi-skills and games in the early years ❑ have discussed a range of approaches to delivering games and the challenges of giving a set of instructions to early years children ❑ have looked at games appropriate for parents and children and the possible opportunities of offering these fun days in your schools/settings ❑ be able to deliver high quality practical games / multi-skills sessions. 		

Cost:	
Preferential rate for Partners: £67.50	Standard rate: £87.50
This includes refreshments, all course material and certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

EYGY Practical Ideas for Delivering Gym in Early Years

Target Group:	This course is for any teacher, assistant or early years practitioner in the foundation stage who wants to plan, deliver and measure the impact of high quality gym, (delivering physical activity leading to gym) in an age appropriate way.		
Dates of Courses	Venue	Times	Closing date for applications
23/01/11	High Town Community Sports & Arts Centre, Luton	1-3	26/12/11
		4-6 (repeat)	
Course Description	<p>By the end of the course, delegates will:</p> <ul style="list-style-type: none"> ❑ have refreshed their understanding of the EYFS targets. ❑ have received a variety of practical ideas to support their delivery of core skills and activities leading to gymnastics. ❑ be aware of safe practises when delivering gymnastics sessions. ❑ have looked at the fun aspects of using apparatus/equipment, travelling, linking shapes and linking these to creative statements ❑ have gained an idea of age appropriate equipment to use during gym sessions ❑ have discussed how these elements can be applied in P.E lessons, the outdoor area, the classroom and at home. ❑ be able to deliver high quality practical gym sessions. 		

Cost:	
Preferential rate for Partners: £67.50	Standard rate: £87.50
This includes refreshments, all course material and certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

PDBC Physical Development and Brain Cognitive Workshop

Target Group:	This course is for any teacher, assistant or early years practitioner in the foundation stage who wants to develop the link between physical activity and healthy brain development either in the classroom or in a more structured physical activity session. We will be exploring the various benefits of encouraging children to use both left and right side of the brain during activity and other initiatives which support this healthy approach to early years physical activity.
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Dates of Course	Venue	Times	Closing date for applications
10/02/12	High Town Community Sports & Arts Centre, Luton	9am – 4pm	13/01/12

Course Objectives	<p>By the end of the course, delegates will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> have refreshed their understanding of the EYFS targets. <input type="checkbox"/> have discussed and understand the different functions of the brain <input type="checkbox"/> have looked at healthy cerebellum growth and brain development - understand how we, as practitioners can impact upon this, particularly with children who are more challenged <input type="checkbox"/> understand the benefits of giving children the opportunity to use language in the early years, when participating in physical activity. <input type="checkbox"/> understand the sensory stimulus within early years children during physical activity and the importance of tapping into their individual learning style <input type="checkbox"/> have examined various practices and techniques in delivery <input type="checkbox"/> have examined cross curriculum opportunities which can be used during physical activity <input type="checkbox"/> be able to deliver high quality practical sessions
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Cost:	
Preferential rate for Partners: £135	Standard rate: £175
This includes lunch, all course material and certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

EYCCL Cross Curricular learning; delivering the Prime areas through Physical Activity

Target Group:	This course is for any teacher, assistant or early years practitioner in the foundation stage who want to develop a dynamic cross curricular approach to their delivery. We will be exploring the benefits of cross curricular during delivery and how this can be built into our planning, delivering and evaluation.
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Dates of Courses	Venue	Times	Closing date for applications
22/03/12	High Town Community Sports & Arts Centre, Luton	9-12	23/02/12

Course Description	<p>By the end of the course, delegates will:</p> <ul style="list-style-type: none"> ❑ have refreshed their understanding of the EYFS targets and breakdown of statements across prime areas of learning. ❑ have discussed the benefits of crossing over into other areas of learning while participating in PE/ physical activity ❑ have examined the benefits of taking the learning outcomes back into the classroom and/or playground after delivery ❑ be able to plan a session and deliver to the group demonstrating a cross curricular physical activity lesson / session which encompasses all aspects of learning ❑ understand the benefits of this approach with children who are not physically competent or have a dislike to physical activity ❑ be able to deliver high quality practical sessions which demonstrate a well planned thought out programme of delivery.
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Cost:	
Preferential rate for Partners: £67.50	Standard rate: £87.50
This includes refreshments, all course material and certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

PEC Early Years and Primary Physical Education Conference

Target Group:	This conference is for any teacher, coach, nursery nurse or assistant who works in an early years setting or within the Foundation stage.		
Dates of Course	Venue	Times	Closing date for applications
27/03/12	TBC	9am – 4pm	28/02/12
Course Objectives	<p>This is a great opportunity for colleagues to network and be updated on national and local initiatives and issues.</p> <p>There will be a programme of workshops, key note addresses and practical sessions. A more detailed programme will be circulated to schools and settings in the new year.</p> <p>Please put this date in your diary and send your booking form in now to secure your place!!</p>		

Cost:	
Preferential rate for Partners: £135 per delegate	Standard rate: £175 per delegate
This includes refreshments, all conference material and certificate of attendance.	

Cancellation policy: For cancellations of less than 7days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

PAE Innovative Ways of Using Equipment to Support the Delivery of High Quality Physical Activity in the Early Years

Target Group:	This course is for any teacher, assistant or early years practitioner in the foundation stage who want to develop fine and gross motor skills through engaging children in physical activity using a range of tools, equipment and malleable materials.
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Dates of Course	Venue	Times	Closing date for applications
18/05/12	High Town Community Sports & Arts Centre, Luton	9-12	20/04/12

Course Objectives	<p>By the end of the course, delegates will:</p> <ul style="list-style-type: none"> ❑ have refreshed their understanding of the EYFS targets. ❑ understand how introducing equipment can change the dynamics of physical activity for the early years child ❑ have discussed exploratory play, active play and imagination during manipulation of various equipment and how this benefits the outcomes of physical activity ❑ understand how to share and choose equipment to make activity more challenging ❑ have experience of sharing resources and age appropriate equipment ❑ have a bank of innovative ways to use equipment during delivery ❑ be able to deliver high quality practical sessions.
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Cost:	
Preferential rate for Partners: £67.50	Standard rate: £87.50
This includes refreshments, all course material and certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

PAI Delivering High Quality Inclusive Physical Activity in the Early Years using a Range of Innovative Strategies

Target Group:	This course is for any teacher, assistant or early years practitioner in the foundation stage who want to update their approach of delivery and keep abreast of latest initiatives in the early years practice. We will look at local and government initiatives happening within Early Years and how these link into and relate to our practice. We will look at alternative approaches and established practices locally. There will be opportunities for signposting and referrals to other agencies if desired.
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Dates of Course	Venue	Times	Closing date for applications
14/06/12	High Town Community Sports & Arts Centre, Luton	9am – 4pm	17/05/12

Course Objectives	<p>By the end of the course, delegates will:</p> <ul style="list-style-type: none"> ❑ Have refreshed their understanding of the EYFS targets. ❑ Have talked about what is going on in the world of 'early years' and shared successes and latest up to date methodology ❑ Have discussed the importance of making delivery inclusive and equal. ❑ Have looked at alternative strategies and approaches to delivery ❑ Have shared the various initiatives and early years programmes established in our settings/schools and the benefits/outcomes of these ❑ Be able to deliver high quality practical sessions using alternative and different approaches
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Cost:	
Preferential rate for Partners: £135	Standard rate: £175
This includes refreshments, lunch, all course material and certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

Key Stage 1 and 2 CPD programme of Courses

ASA/UKCC1 Level 1 Certificate for Teaching Aquatics (Swimming)

Target Group:	This qualification is aimed at all aspiring swimming teachers and will equip delegates with the knowledge and tools to actively support a more senior qualified, experienced teacher of aquatics, at any level, in the delivery of a pre-prepared session.		
Dates of Courses	Venue	Times	Closing date for applications
16/07/11 – 20/07/11	Wardown Swimming & Leisure Centre	9.30-6.30pm	18/06/11
22/08/11 – 26/08/11	Wardown Swimming & Leisure Centre	9.30-6.30pm	25/07/11
05/12/11 – 09/12/11	Wardown Swimming & Leisure Centre	9.30-6.30pm	07/11/11
Course Description	<p>This course leads to a vocational qualification designed to provide delegates with an introduction to the knowledge, skills and understanding of the safe and ethical principles for effective teaching practices in aquatics.</p> <p>On successful completion of this qualification delegates will be able to:</p> <ul style="list-style-type: none"> ❑ Promote and establish working relationships and high standards of behaviour with participants, other teachers, parents and officials in the overall development of aquatics ❑ Demonstrate an ability to safely prepare, support and conclude aquatic teaching sessions/activities using pre-planned session plans ❑ Demonstrate an understanding of generic teaching skills, sport specific teaching skills, teacher and performer/participant development, good practice in teaching ethics, health and safety and basic introduction to aquatics. ❑ Demonstrate an ability to identify and adapt aquatic teaching sessions/activities for a variety of different age groups and abilities ❑ Identify an awareness of further personal development opportunities in this discipline, including teaching, administration and officiating. <p>This qualification is endorsed by UKCC and sits on the <u>Qualifications and Credit Framework (QCF)</u></p>		

Cost:

Preferential rate for Partners:
£395 per delegate

Standard rate:
£474 per delegate

This includes all course material, assessment fee and upon successful completion the ASA UKCC Level 1 Award in Teaching Aquatics (QCF).

Please note Lunch is **not** provided.

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

EFAW Emergency First Aid at Work

Target Group:	This introductory level HSE accredited course is ideal for anyone working in a teaching or coaching environment with first aid responsibilities who does not require the full First Aid at Work certificate.		
Dates of Courses	Venue	Times	Closing date for applications
22/07/11	Lewsey Squash Centre	9.30-4.30pm	24/06/11
20/09/11	Lewsey Squash Centre	9.30-4.30pm	23/08/11
Course Description	<p>This course is designed to equip delegates with the skills and knowledge to undertake basic first aid and emergency action until further qualified medical assistance is available.</p> <p>By the end of the course delegates will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> understand the aims of first aid and the role of the first aider <input type="checkbox"/> be able to recognise and treat a range of miscellaneous medical conditions <input type="checkbox"/> be able to recognise and treat a range of sport specific injuries <input type="checkbox"/> be able to manage an unconscious casualty <input type="checkbox"/> be able to give basic life support (CPR) to both adults and children <input type="checkbox"/> be able to control bleeding including basic bandaging techniques <input type="checkbox"/> be able to recognise and treat fractures and dislocations <input type="checkbox"/> be able to treat burns and scalds <input type="checkbox"/> be able to treat sprains and strains <p>No previous first aid experience is required.</p> <p>All delegates must be at least 16 years of age at the commencement of the course</p>		

Cost:

Preferential rate for Partners:
£85 per delegate

Standard rate:
£102 per delegate

This includes all course material, assessment fee and HSE accredited certificate.

Please note Lunch is **not** provided.

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

BFA Basic First Aid: An Introduction

Target Group:	This qualification will benefit anyone working with children who has little or no first aid experience		
Dates of Courses	Venue	Times	Closing date for applications
02/09/11	TBC	9.30-11.30am	05/08/11
Course Description	<p>A tailor made workshops which has been developed to give candidates a 'taster' of basic first aid skills and situations.</p> <p>Examples of the training content include – Casualty handling, How to call for assistance and the Emergency Services, What action to take if someone stops breathing, How to deal with a choking casualty and the Control of bleeding.</p> <p>There is no age restriction to this training</p>		

Cost:	
Preferential rate for Partners: £10 per delegate	Standard rate: £12 per delegate
This includes all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

ASA/UKCC2 Level 2 Certificate for Teaching Aquatics (Swimming)

Target Group:	This qualification is aimed at anyone who wishes to deliver swimming lessons and who has already gained the ASA UKCC L1 award or equivalent.		
Dates of Courses	Venue	Times	Closing date for applications
02/09/11 – 25/09/11 plus teaching assessment	Wardown Swimming & Leisure Centre	TBC	05/08/11
Course Description	<p>This ASA UKCC Level 2 accredited course comprises of eight units. Four are generic across all Level 2 Aquatic awards whilst the remaining four are more focused on the technical aspects of the discipline and its delivery.</p> <p>Each unit has specific learner outcomes and assessment criteria which must be followed and met in order to achieve successful completion of a unit.</p> <p>Learners are required to plan prepare, deliver and evaluate a minimum of 6 coaching/teaching sessions.</p>		

Cost:	
Preferential rate for Partners: £680 per delegate	Standard rate: £816 per delegate
<p>This includes all course material, assessment fee and upon successful completion the ASA UKCC Level 2 Award in Teaching Aquatics (QCF).</p> <p style="text-align: center;">Please note Lunch is not provided.</p>	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

FAAWR First Aid at Work Refresher

Target Group:	This course is suitable for anyone who holds a valid First Aid at work certificate that is due for revalidation.		
Dates of Courses	Venue	Times	Closing date for applications
08/09/11 & 09/09/11	Wardown Swimming & Leisure Centre	9am-5pm	11/08/11
Course Description	<p>This course has been approved by the Health and Safety Executive as complying with the requirements of the Health and Safety (First Aid) Regulations 1981.</p> <p>This is a refresher course aimed at up-skilling and equipping candidates with the skills and knowledge required to carry out first aid within the workplace. Candidates will review the training completed on their FAAW Course and through both theory and practical sessions recognise the importance of personal safety and hygiene. Candidates will be trained to use first aid equipment safely and effectively during an emergency situation within the workplace environment, being able to records accurately details of any incident/action taken. This course will also ensure that candidates have a thorough understanding of the legislation and employers duties associated with the Regulations.</p>		

Cost:	
Preferential rate for Partners: £120 per delegate	Standard rate: £144 per delegate
<p>This includes all course material, exam fee and HSE accredited certificate.</p> <p>Please note Lunch is not provided.</p>	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

FAAW First Aid at Work

Target Group:	This accredited qualification will benefit anyone who is required to hold a First Aid at Work qualification within their designated workplace or wishes to expand on the skills they have already attained.		
Dates of Courses	Venue	Times	Closing date for applications
13/09/11-15/09/11	Wardown Swimming & Leisure Centre	9am-5pm	16/08/11
08/11/11 – 10/11/11	Wardown Swimming & Leisure Centre	9am-5pm	11/10/11
Course Description	<p>This comprehensive course will equip candidates with the skills and knowledge required to carry out first aid within the workplace. This qualification has been approved by the Health and Safety Executive as complying with the Health and Safety (First Aid) Regulations 1981. Candidates will recognise the importance of personal safety and hygiene and be trained to use first aid equipment safely and effectively during an emergency situation within the workplace environment, being able to records accurately details of any incident/action taken. Re-assessment is required every 3 years however candidates can renew by attendance at a Refresher course (12 hours contact) providing that their existing qualification is still in date.</p> <p>No previous first aid experience is required.</p> <p>All candidates must be at least 16 years of age at the commencement of the course.</p>		

Cost:	
Preferential rate for Partners: £210 per delegate	Standard rate: £252 per delegate
<p>This includes all course material, exam fee and HSE accredited certificate.</p> <p>Please note Lunch is not provided.</p>	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

TGY TOP GYM

Target Group:	This course is for any teacher, coach or assistant in Key Stage 1 and 2 who wants to improve the quality of pupils' learning and attainment in gymnastic activities.		
Dates of Courses	Venue	Times	Closing date for applications
19/09/11 & 03/10/11	TBC	4-6pm	12/09/11
Course Description	By the end of this course, delegates will: <ul style="list-style-type: none"> ❑ have practically experienced TOP gym resource ❑ be familiar with the TOP Gym resource and have an understanding of how it can be integrated into their schemes of work for gymnastics ❑ have explored ways of using and developing activities suitable for Key Stage 1 and 2 gymnastics in their school ❑ be fully aware of the health and safety implications when teaching gymnastics 		

Cost:	
Preferential rate for Partners: £75	Standard rate: £100
This includes refreshments, all course material, including a set of TOPs Cards and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

KS1PE Teaching PE at Key Stage 1

Target Group:	This module is for any teacher or teaching assistant involved in the delivery of Physical Education to children at Key Stage 1.		
Dates of Courses	Venue	Times	Closing date for applications
26/09/11 & 13/01/12	High Town Community Sports & Arts Centre, Luton	9-4	12/09/11
Course Description	<p>This is a two day course; delegates will need to attend both days.</p> <p>By the end of this 2 day course, delegates will:</p> <ul style="list-style-type: none"> ❑ have looked at the areas of physical activity to be delivered ❑ understand the 4 aspects of the national Curriculum ❑ have looked the expectations and the 10 QCA high quality outcomes of PE ❑ be aware of policies, practices and procedures in relation to health and safety in PE ❑ have identified what they need to do to help their pupils make better progress and achieve more in PE lessons ❑ have explored how children use skills to express themselves creatively ❑ have a bank of ideas that they can use to develop activities in their school <p>There are practical elements to both days.</p>		

Cost:	
Preferential rate for Partners: £175	Standard rate: £225
This includes attendance at both days, lunch, all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

CIEH2 Chartered Institute of Food Safety Level 2 Award in Food Safety in Catering

Target Group:	This qualification will benefit anyone working in a situation where food is being prepared, cooked or served. It is relevant for all catering operations.		
Dates of Courses	Venue	Times	Closing date for applications
29/09/11	Stockwood Park Golf Club	8.45-5.30pm	01/09/11
17/11/11	Stockwood Park Golf Club	8.45-5.30pm	20/10/11
Course Description/ Objectives	<p>Successful completion of the training programme and assessment will enable delegates to understand:</p> <ul style="list-style-type: none"> ❑ the terminology used in food safety ❑ the laws that apply to food businesses and food handlers ❑ the concepts of food hazards and how the risk of food poisoning can be contained ❑ how to take product and equipment temperatures ❑ how temperature plays a key role in food safety ❑ the importance of utilising appropriate storage conditions for different types of food ❑ the importance of cleanliness in food premises ❑ the need for high standards for structure and equipment to promote good hygiene in food premises. <p>The course structure includes a multiple choice assessment paper and the qualification gained is valid for 3 years.</p> <p>All candidates must be 16 years of age at the commencement of the course.</p>		

Cost:	
Preferential rate for Partners: £65 per delegate	Standard rate: £78 per delegate
<p>This includes all course material, exam fee and certificate.</p> <p>Please note Lunch is not provided.</p>	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

LPM Training for Lunchtime Play Managers

Target Group:	This course is for prospective and current lunchtime play managers accompanied by the lead teacher with responsibility for lunchtime activity in Key stage 1 and 2		
Dates of Course	Venue	Times	Closing date for applications
21/10/11	Luton Regional Sports Centre	9-4	23/09/11
Course Objectives	<p>This training is part of a programme to support schools to develop more active and enjoyable lunchtimes</p> <p>By the end of this course delegates will</p> <ul style="list-style-type: none"> ❑ Have a clear understanding of the roles of the play manager and the lead teacher ❑ Have a clear understanding of the benefits of effective play management during lunchtime ❑ Be able to design, plan and deliver a range of play opportunities to meet the needs of all young people ❑ Have a bank of practical ideas and resources for use during lunchtimes ❑ Have a clear vision of how they can work with their lead teacher to implement a successful strategy for lunchtime play in their school <p>Please note: To access this course Play Managers must be accompanied by a Lead Teacher from their school who will be required to attend the morning session.</p>		

Cost:	
Preferential rate for Partners: £135	Standard rate: £175
This includes refreshments, lunch, all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

CIEH1 Chartered Institute of Food Safety Level 1 Award in Food Safety in Catering

Target Group:	Suitable for a variety of candidates, including new employees, or those with minimal or no prior food safety knowledge who may be involved in the preparation of food such as snacks within a school or setting.		
Dates of Courses	Venue	Times	Closing date for applications
27/10/11	Stockwood Park Golf Club	10 – 2pm	29/09/11
19/01/12	Stockwood Park Golf Club	10 – 2pm	22/12/11
Course Description	Successful completion of the training programme and assessment will enable delegates to understand: <ul style="list-style-type: none"> ❑ food safety (food hygiene, hazards and responsibilities) ❑ personal hygiene ❑ cleaning ❑ contamination 		

Cost:	
Preferential rate for Partners: £35 per delegate	Standard rate: £42 per delegate
This includes all course material, assessment fee and Chartered Institute of Environmental Health accredited certificate.	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

TD TOP DANCE

Target Group:	This course is for any teacher, coach or assistant in Key Stage 1 and 2 who wants to improve the quality of pupils' learning and attainment in dance activities.		
Dates of Courses	Venue	Times	Closing date for applications
07/11/11 & 14/11/11	High Town Community Sports & Arts Centre, Luton	4-6	10/10/11
Course Description	<p>Delegates are expected to attend both sessions.</p> <p>By the end of this course, delegates will:</p> <ul style="list-style-type: none"> ❑ have practically experienced TOP Dance resource ❑ be familiar with the TOP Dance resource and have an understanding of how it can be used to develop schemes of work for dance in their school ❑ have a bank of ideas and resources that they can use in their school 		

Cost:	
Preferential rate for Partners: £75	Standard rate: £100
This includes refreshments, all course material, including a set of TOPs Cards and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

EVC Educational Visits Co-ordinators Training

Target Group:	This course is suitable for any newly appointed Educational Visits Co-ordinators.		
Dates of Courses	Venue	Times	Closing date for applications
08/11/11	Wigmore Hall, Luton	9am-4pm	08/10/11
Course Description	By the end of the course, delegates will: <ul style="list-style-type: none"> ❑ have an understanding of the role of the Educational Visits Co-ordinator ❑ have an understanding of the principles of safe practice ❑ be able to maintain and develop the programme of Educational Visits in Luton ❑ to develop the provision of high quality off-site experiences for young people. 		

Cost:	
Preferential rate for Partners: £135	Standard rate: £175
This includes refreshments; lunch all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

GYM Teaching High Quality Gymnastics at Key Stages 1 and 2

Target Group:	This course is for any teacher, coach or assistant in Key Stage 1 and 2 who wants to improve the quality of pupils' learning and attainment in gymnastic activities.		
Dates of Course	Venue	Times	Closing date for applications
11/11/11	Foxdell Junior School, Luton	9-4	13/10/11
Course Objectives	<p>By the end of this course, delegates will:</p> <ul style="list-style-type: none"> ❑ have an understanding of the national curriculum requirements and expectations for gymnastics at Key Stage 1 and 2 ❑ have explored ways of using and developing activities suitable for Key Stage 1 and 2 ❑ be familiar with the TOP Gym resource and have an understanding of how it can be integrated into a scheme of work for gymnastics ❑ have a bank of ideas and resources that they can use to develop gymnastic activity in their school ❑ have identified what they need to do to help their pupils make better progress and achieve more in gymnastic activities and be able to evaluate the impact. ❑ be fully aware of the health and safety implications when teaching gymnastics 		

Cost:	
Preferential rate for Partners: £135	Standard rate: £175
This includes refreshments, lunch, all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

KS2PE Teaching PE at Key Stage 2

Target Group:	This course is for any teacher or assistant in Key Stage 2 who wants to improve the quality of pupils' learning and attainment in PE		
Dates of Courses	Venue	Times	Closing date for applications
16/11/11 & 15/03/11	High Town Community Sports & Arts Centre, Luton	9 - 4	19/10/11
Course Description	<p>This is a two day course; delegates will need to attend both days.</p> <p>By the end of this 2 day course, delegates will:</p> <ul style="list-style-type: none"> ❑ have looked at the areas of physical activity to be delivered ❑ understand the 4 aspects of the national Curriculum ❑ have looked the expectations and the 10 QCA high quality outcomes of PE ❑ be aware of policies, practices and procedures in relation to health and safety in PE ❑ have a bank of practical ideas that they can use to develop activities in their school <p>There are practical elements to both days.</p>		

Cost:	
Preferential rate for Partners: £175	Standard rate: £225
This includes attendance at both days, lunch, all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

LIA Energising English; Literacy in Action

Target Group:	This course is for any teacher in Key Stage 1 and 2 who wants to improve pupils' learning and attainment in Literacy through using practical activities		
Dates of Courses	Venue	Times	Closing date for applications
30/11/11	High Town Community Sports & Arts Centre, Luton	9 - 4	02/11/11
Course Description	<p>By the end of this course, delegates will:</p> <ul style="list-style-type: none"> □ have an understanding of the benefits of literacy in action and how it can be used to meet the different learning styles of their children □ experience a range of practical activities in all the areas of the PE curriculum that naturally have links to literacy □ examine existing good practice and have raised confidence to increase practical activity to support the delivery of the Literacy National Curriculum 		

Cost:	
Preferential rate for Partners: £135	Standard rate: £175
This includes refreshments, lunch, all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

DN Teaching and Delivering High Quality Dance at KS1 & 2

Target Group:	This course is for any teacher, coach or assistant in Key Stage 1 and 2 who wants to improve the quality of pupils' learning and attainment in dance activities.		
Dates of Course	Venue	Times	Closing date for applications
05/12/11	TBC	9am – 4pm	07/11/11
Course Objectives	<p>By the end of this course, delegates will:</p> <ul style="list-style-type: none"> □ 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 core tasks to meet pupil expectations for the relevant year groups they teach □ have a bank of practical ideas and resources that they can take away with them 		

Cost:	
Preferential rate for Partners: £135	Standard rate: £175
This includes refreshments, lunch, all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

TPG TOP Play/TOP Games

Target Group:	This course is for any teacher or assistant in Key Stage 1 and Key Stage 2 who wants to improve the quality of pupils' learning and attainment in games activities.		
Dates of Course	Venue	Times	Closing date for applications
25/01/12 & 08/02/12	TBC	4 - 6	16/12/11
Course Objectives	<p>This course is delivered over 2 twilight sessions. Participants need to attend both sessions.</p> <p>By the end of this course delegates will</p> <ul style="list-style-type: none"> □ Have an understanding of the national curriculum requirements and expectations for PE at Key Stages 1 and 2 □ Have identified what they need to do to help their pupils achieve in games activities □ Have a bank of ideas and resources that they can use to develop games activities in their school <p>Key Stage 2 delegates will receive a copy of the TOPs Games cards and Key Stage 1 delegates will receive a copy of TOPs Play cards.</p>		

Cost:	
Preferential rate for Partners: £75	Standard rate: £100
This includes refreshments, all course material, including a set of TOPs Cards and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

NIA Maths in Motion; Numeracy in Action

Target Group:	This course is for any teacher in Key Stage 1 and 2 who wants to improve pupils' learning and attainment in Numeracy through using practical activities		
Dates of Course	Venue	Times	Closing date for applications
29/02/12	High Town Community Sports & Arts Centre, Luton	9 - 4	01/02/12
Course Objectives	By the end of this course, delegates will: <ul style="list-style-type: none"> ❑ have an understanding of the benefits of numeracy in action and how it can be used to meet the different learning styles of their children ❑ experience a range of practical activities in all the areas of the PE curriculum that naturally have links to numeracy ❑ examine existing good practice and have raised confidence to increase practical activity to support the delivery of the Numeracy National Curriculum 		

Cost:	
Preferential rate for Partners: £135	Standard rate: £175
This includes refreshments, lunch, all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

LOC Learning Outside the Classroom

Target Group:			
Dates of Course	Venue	Times	Closing date for applications
05/03/12	Dell Farm, Whipnade	9-4	03/02/12
Course Objectives	By the end of this course, delegates will: <ul style="list-style-type: none"> have developed simple transferable techniques for working outdoors have greater understanding of basic visit leader responsibilities broaden Science and Geography skills understand how Learning outside the Classroom can enhance the curriculum share current good practice have had a practical, active day have had some fun! 		

Cost:	
Preferential rate for Partners: £135	Standard rate: £175
This includes refreshments, lunch, all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

ATH Certificate in Teaching Primary Athletics

Target Group:	This course is for any teacher or assistant in Key Stage 2 who wants to improve the quality of pupils' learning and attainment in athletics activities.		
Dates of Course	Venue	Times	Closing date for applications
19/03/12	High Town Community Sports & Arts Centre, Luton	9 - 4	20/02/12
Course Objectives	<p>By the end of the course delegates will:</p> <ul style="list-style-type: none"> ❑ have an understanding of safe and inclusive teaching methodology ❑ have an understanding of how to develop competency in the fundamental movement skills that underpin athleticism ❑ have the knowledge to apply these skills to running, jumping and throwing events. ❑ have an awareness of the additional programmes and resources available to support delivery, measurement and assessment <p>All candidates who attend this training will need to bring with them the <i>Elevating Athletics</i> resource that all schools received last year (Available to purchase for £20 if required)</p> <p>This course is subsidised by England Athletics</p>		

Cost:	
Preferential rate for Partners: £45	Standard rate: £60
This includes refreshments, lunch, all course material, and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

PEC Early Years and Primary Physical Education Conference

Target Group:	This conference is for any teacher, coach or assistant in the Foundation, Key Stage 1 and Key Stage 2 phases.		
Dates of Course	Venue	Times	Closing date for applications
27/03/11	TBC	9am – 4pm	28/02/12
Conference Objectives	<p>This is a great opportunity for colleagues to network and be updated on national and local initiatives and issues.</p> <p>There will be a programme of workshops, key note addresses and practical sessions. A more detailed programme will be circulated to schools in the new year.</p> <p>Please put this date in your diary and send your booking form in now to secure your place!!</p>		

Cost:	
Preferential rate for Partners: £135 per delegate	Standard rate: £175 per delegate
This includes refreshments, all conference material and certificate of attendance.	

Cancellation policy: For cancellations of less than 7days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

CCL Cross Curricular Learning through PE at Key Stage 1

Target Group:	This course is for any teacher, coach or assistant in key stage 1 who wants to use PE to raise attainment in other curriculum areas.		
Dates of Course	Venue	Times	Closing date for applications
20/06/12	High Town Community Sports & Arts Centre, Luton	9-4	23/05/12
Course Objectives	<p>By the end of this course, delegates will:</p> <ul style="list-style-type: none"> □ have a clear understanding of how engaging children in activities where they move to learn makes the learning more accessible and memorable □ have a bank of practical ideas for cross curricular learning experiences with movement as the central theme □ explore how they can increase children's participation in high quality physical activity by sharing how curriculum areas other than PE can be delivered through physical activities. 		

Cost:	
Preferential rate for Partners: £135	Standard rate: £175
This includes refreshments, lunch, all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

This is a practical course; delegates are expected to wear suitable clothing.

SLNM PE Subject Leader Network Meetings

Target Group:	All PE co-ordinators/subject leaders (new and existing) in the primary phase		
Dates of Course	Venue	Times	Closing date for applications
23/09/11	TBC	9-13	24/08/11
02/02/12	High Town Community Sports & Arts Centre, Luton	9-12	05/01/12
27/06/12	High Town Community Sports & Arts Centre, Luton	9-12	30/05/12
Course description/ Objectives	<p>These network meetings will provide an opportunity for discussion and training in relation to current developments around Physical Education and School Sport. Each meeting will address a training opportunity, chance to network and will provide subject leaders with additional ideas to take back to colleagues in school.</p> <p>By the end of the sessions, delegates will have:</p> <ul style="list-style-type: none"> ❑ gained an update and some training on current developments within PE and School Sport ❑ had opportunities to network and share good practice with colleagues <p>There may be practical elements to these sessions in which case delegates will be expected to wear suitable and appropriate clothing. Specific details of each session will be circulated nearer the time.</p>		

Cost:	
Preferential rate for Partners: £0 funded as part of AE package	Standard rate: £87.50
This includes refreshments, all course material and certificate of attendance.	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

Being an Effective Subject Leader in PE

Target Group:	This course is for all new PE co-ordinators/subject leaders at Key Stage 1 and 2.		
Dates of Course	Venue	Times	Closing date for applications
11/10/11 & 17/01/12	High Town Community Sports & Arts Centre, Luton	9-4	13/09/11
Course description/ Objectives	<p>This is a 2-day course. Participants need to attend both days.</p> <p>By the end of the course, delegates will:</p> <ul style="list-style-type: none"> ❑ have reviewed current PE policies and have a clear understanding of how to write effective policies. ❑ be able to recognise the characteristics of high quality PE and Sport ❑ explain what makes a balanced curriculum and OSHL programme and identify strategies to improve these. ❑ have a clear understanding of the statutory requirements for Assessment in PE and the key features of assessment for learning. ❑ be able to identify the characteristics of high quality teaching and learning within and beyond the curriculum. ❑ be able to recognise a range of approaches for analysing and evaluating teaching and learning and identify the principles of providing effective feedback. 		

Cost:	
Preferential rate for Partners: £175	Standard rate: £225
This includes attendance at both days, refreshments, lunch, all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

NQT Delivering High Quality Physical Education for Newly Qualified Teachers/Returning Teachers

Target Group:	This course is for newly qualified teachers and those teachers returning to the profession working in the primary phase who want to develop their understanding of the national curriculum requirements for PE, health and safety implications and how to deliver high quality lessons.		
Dates of Course	Venue	Times	Closing date for applications
04/11/11 & 24/02/12	Day 1 – Wigmore Hall, Luton Day 2 - TBC	9am – 4pm	07/10/11
Course Objectives	<p>This is a 2-day course. Participants need to attend both days.</p> <p>By the end of session 1, delegates will:</p> <ul style="list-style-type: none"> □ have an understanding of the national curriculum requirements and expectations for PE at Key Stages 1 and 2 □ be aware of policies, practices and procedures in relation to health and safety in PE □ have a clear understanding of the PESSYP strategy and how the 10 QCA high quality outcomes can be realised in their planning and delivery of lessons <p>Session 2 will be a practical session looking at how to deliver an identified area of activity. All delegates will receive a copy of the appropriate TOPs cards.</p>		

Cost:	
Preferential rate for Partners: £175	Standard rate: £225
This includes attendance at both days, refreshments, lunch, all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

EAC Education Awareness Course
Delivering High Quality Physical Education and School Sport for
Adults other than Teachers who Support Learning

Target Group:	This course is for those adults other than teachers who support the delivery of high quality PE and school sport in the Primary phase. AOTTSLs may include parents, coaches, sports development officers and volunteers.		
Dates of Course	Venue	Times	Closing date for applications
20/09/11	Wigmore Hall, Luton	9am – 4pm	23/08/11
Course Objectives	By the end of the course, delegates will: <ul style="list-style-type: none"> □ have an understanding of the national curriculum requirements and expectations for PE at Key Stages 1 and 2 □ have a full understanding of the county policy on the use of adults other than teachers supporting learning in schools □ have an understanding of the strategic developments in PE and School Sport and how to ensure the high quality outcomes are achieved through the work they do □ be aware of county policies relating to health and safety 		

Cost:	
Preferential rate for Partners: £135	Standard rate: £175
This includes refreshments, lunch, all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 7 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

Key Stage 3 & 4 CPD Programme of Courses

ASA/UKCC1 Level 1 Certificate for Teaching Aquatics (Swimming)

Target Group:	This qualification is aimed at all aspiring swimming teachers and will equip delegates with the knowledge and tools to actively support a more senior qualified, experienced teacher of aquatics, at any level, in the delivery of a pre-prepared session.		
Dates of Courses	Venue	Times	Closing date for applications
16-20/07/11	Wardown Swimming & Leisure Centre	9.30-6.30pm	18/06/11
22-26/08/11	Wardown Swimming & Leisure Centre	9.30-6.30pm	25/07/11
05-09 /12/11	Wardown Swimming & Leisure Centre	9.30-6.30pm	04/11/11
Course Description	<p>This course leads to a vocational qualification designed to provide delegates with an introduction to the knowledge, skills and understanding of the safe and ethical principles for effective teaching practices in aquatics.</p> <p>On successful completion of this qualification delegates will be able to:</p> <ul style="list-style-type: none"> ❑ Promote and establish working relationships and high standards of behaviour with participants, other teachers, parents and officials in the overall development of aquatics ❑ Demonstrate an ability to safely prepare, support and conclude aquatic teaching sessions/activities using pre-planned session plans ❑ Demonstrate an understanding of generic teaching skills, sport specific teaching skills, teacher and performer/participant development, good practice in teaching ethics, health and safety and basic introduction to aquatics. ❑ Demonstrate an ability to identify and adapt aquatic teaching sessions/activities for a variety of different age groups and abilities ❑ Identify an awareness of further personal development opportunities in this discipline, including teaching, administration and officiating. <p>This qualification is endorsed by UKCC and sits on the <u>Qualifications and Credit Framework (QCF)</u></p>		

Cost:

Preferential rate for Partners:
£395 per delegate

Standard rate:
£474 per delegate

This includes all course material, assessment fee and upon successful completion the ASA UKCC Level 1 Award in Teaching Aquatics (QCF).

Please note Lunch is **not** provided.

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

NRT1 National Rescue Test Award for Swimming Teachers and Coaches

Target Group:	This qualification is aimed at anyone who helps out at a programmed swimming session, whether that is in the capacity of a helper, volunteer, teacher or coach
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Dates of Courses	Venue	Times	Closing date for applications
22/07/11	Wardown Swimming & Leisure Centre	10am-6.30pm	24/06/11
02/09/11	Wardown Swimming & Leisure Centre	8.30am-5pm	05/08/11
19/12/11	Wardown Swimming & Leisure Centre	8.30am-5pm	18/11/11

Course Description	<p>This course will equip candidates with the skills and knowledge required to supervise programmed activities in the swimming pool. The course recognises the unique combination of lifesaving skills required by swimming teachers and coaches to ensure that swimmers are able to undertake their activities in the safest environment possible.</p> <p>Candidates must be 16 years of age at the time of assessment and must be able to meet the following basic fitness criteria:</p> <ul style="list-style-type: none"> • Enter the water safely • Exit the water safely • Swim 20m on the front • Swim 20m on the back • Reach the pool floor using a safe and effective method <p>Please note there are practical elements to this course.</p>
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Cost:	
Preferential rate for Partners: £75 per delegate	Standard rate: £90 per delegate
<p>This includes all course material, assessment fee and upon successful completion the RLSS Lifesavers Award – National Rescue Award for Swimming Teachers & Coaches</p> <p>Please note Lunch is not provided.</p>	

<p>Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.</p>

EFAW Emergency First Aid at Work

Target Group:	This introductory level HSE accredited course is ideal for anyone working in a teaching or coaching environment with first aid responsibilities who does not require the full First Aid at Work certificate.
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Dates of Courses	Venue	Times	Closing date for applications
22/07/11	Lewsey Squash Centre	9.30-4.30pm	24/06/11
20/09/11	Lewsey Squash Centre	9.30-4.30pm	23/08/11
21/11/11	Lewsey Squash Centre	9.30-4.30pm	17/10/11

Course Description	<p>This course is designed to equip delegates with the skills and knowledge to undertake basic first aid and emergency action until further qualified medical assistance is available.</p> <p>By the end of the course delegates will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> understand the aims of first aid and the role of the first aider <input type="checkbox"/> be able to recognise and treat a range of miscellaneous medical conditions <input type="checkbox"/> be able to recognise and treat a range of sport specific injuries <input type="checkbox"/> be able to manage an unconscious casualty <input type="checkbox"/> be able to give basic life support (CPR) to both adults and children <input type="checkbox"/> be able to control bleeding including basic bandaging techniques <input type="checkbox"/> be able to recognise and treat fractures and dislocations <input type="checkbox"/> be able to treat burns and scalds <input type="checkbox"/> be able to treat sprains and strains <p>No previous first aid experience is required.</p> <p>All delegates must be at least 16 years of age at the commencement of the course</p>
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Cost:	
Preferential rate for Partners: £85 per delegate	Standard rate: £102 per delegate
This includes all course material, assessment fee and HSE accredited certificate.	
Please note Lunch is not provided.	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.
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ASA/UKCC2 Level 2 Certificate for Teaching Aquatics (Swimming)

Target Group:	This qualification is aimed at anyone who wishes to deliver swimming lessons and who has already gained the ASA UKCC L1 award or equivalent.		
Dates of Courses	Venue	Times	Closing date for applications
02-25/09/11 plus teaching assessment	Wardown Swimming & Leisure Centre	tbc	05/08/11
Course Description	<p>This ASA UKCC Level 2 accredited course comprises of eight units. Four are generic across all Level 2 Aquatic awards whilst the remaining four are more focused on the technical aspects of the discipline and its delivery.</p> <p>Each unit has specific learner outcomes and assessment criteria which must be followed and met in order to achieve successful completion of a unit.</p> <p>Learners are required to plan prepare, deliver and evaluate a minimum of 6 coaching/teaching sessions.</p>		

Cost:	
Preferential rate for Partners: £680 per delegate	Standard rate: £816 per delegate
<p>This includes all course material, assessment fee and upon successful completion the ASA UKCC Level 2 Award in Teaching Aquatics (QCF).</p> <p>Please note Lunch is not provided.</p>	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

BFA Basic First Aid: An Introduction

Target Group:	This qualification will benefit anyone working with children who has little or no first aid experience		
Dates of Courses	Venue	Times	Closing date for applications
02/09/11	TBC	9.30- 11.30am	05/08/11
Course Description	<p>A tailor made workshops which has been developed to give candidates a 'taster' of basic first aid skills and situations.</p> <p>Examples of the training content include – Casualty handling, How to call for assistance and the Emergency Services, What action to take if someone stops breathing, How to deal with a choking casualty and the Control of bleeding.</p> <p>There is no age restriction to this training</p>		

Cost:	
Preferential rate for Partners: £10 per delegate	Standard rate: £12 per delegate
This includes all course material and a certificate of attendance.	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

FAAWR First Aid at Work Refresher

Target Group:	This course is suitable for anyone who holds a valid First Aid at work certificate that is due for revalidation.		
Dates of Courses	Venue	Times	Closing date for applications
08-09/09/11	Wardown Swimming & Leisure Centre	9am-5pm	11/08/11
Course Description	<p>This course has been approved by the Health and Safety Executive as complying with the requirements of the Health and Safety (First Aid) Regulations 1981.</p> <p>This is a refresher course aimed at up-skilling and equipping candidates with the skills and knowledge required to carry out first aid within the workplace. Candidates will review the training completed on their FAAW Course and through both theory and practical sessions recognise the importance of personal safety and hygiene. Candidates will be trained to use first aid equipment safely and effectively during an emergency situation within the workplace environment, being able to records accurately details of any incident/action taken. This course will also ensure that candidates have a thorough understanding of the legislation and employers duties associated with the Regulations.</p>		

Cost:	
Preferential rate for Partners: £120 per delegate	Standard rate: £144 per delegate
<p>This includes all course material, exam fee and HSE accredited certificate.</p> <p>Please note Lunch is not provided.</p>	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

FAAW First Aid at Work

Target Group:	This accredited qualification will benefit anyone who is required to hold a First Aid at Work qualification within their designated workplace or wishes to expand on the skills they have already attained.		
Dates of Courses	Venue	Times	Closing date for applications
13-15/09/11	Wardown Swimming & Leisure Centre	9am-5pm	16/08/11
08-10/11/11	Wardown Swimming & Leisure Centre	9am-5pm	11/10/11
Course Description	<p>This comprehensive course will equip candidates with the skills and knowledge required to carry out first aid within the workplace. This qualification has been approved by the Health and Safety Executive as complying with the Health and Safety (First Aid) Regulations 1981. Candidates will recognise the importance of personal safety and hygiene and be trained to use first aid equipment safely and effectively during an emergency situation within the workplace environment, being able to records accurately details of any incident/action taken. Re-assessment is required every 3 years however candidates can renew by attendance at a Refresher course (12 hours contact) providing that their existing qualification is still in date.</p> <p>No previous first aid experience is required.</p> <p>All candidates must be at least 16 years of age at the commencement of the course.</p>		

Cost:	
Preferential rate for Partners: £210 per delegate	Standard rate: £252 per delegate
<p>This includes all course material, exam fee and HSE accredited certificate.</p> <p>Please note Lunch is not provided.</p>	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

CIEH2 Chartered Institute of Food Safety Level 2 Award in Food Safety in Catering

Target Group:	This qualification will benefit anyone working in a situation where food is being prepared, cooked or served. It is relevant for all catering operations.		
Dates of Courses	Venue	Times	Closing date for applications
29/09/11	Stockwood Park Golf Club	8.45-5.30pm	01/09/11
17/11/11	Stockwood Park Golf Club	8.45-5.30pm	20/10/11
Course Description/ Objectives	<p>Successful completion of the training programme and assessment will enable delegates to understand:</p> <ul style="list-style-type: none"> ❑ the terminology used in food safety ❑ the laws that apply to food businesses and food handlers ❑ the concepts of food hazards and how the risk of food poisoning can be contained ❑ how to take product and equipment temperatures ❑ how temperature plays a key role in food safety ❑ the importance of utilising appropriate storage conditions for different types of food ❑ the importance of cleanliness in food premises ❑ the need for high standards for structure and equipment to promote good hygiene in food premises. <p>The course structure includes a multiple choice assessment paper and the qualification gained is valid for 3 years.</p> <p>All candidates must be 16 years of age at the commencement of the course.</p>		

Cost:	
Preferential rate for Partners: £65 per delegate	Standard rate: £78 per delegate
<p>This includes all course material, exam fee and certificate.</p> <p>Please note Lunch is not provided.</p>	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.

CIEH1 Chartered Institute of Food Safety Level 1 Award in Food Safety in Catering

Target Group:	Suitable for a variety of candidates, including new employees, or those with minimal or no prior food safety knowledge who may be involved in the preparation of food such as snacks within a school or setting.		
Dates of Courses	Venue	Times	Closing date for applications
27/10/11	Stockwood Park Golf Club	10 – 2pm	29/09/11
19/01/12	Stockwood Park Golf Club	10 – 2pm	22/12/11
Course Description	Successful completion of the training programme and assessment will enable delegates to understand: <ul style="list-style-type: none"> ❑ food safety (food hygiene, hazards and responsibilities) ❑ personal hygiene ❑ cleaning ❑ contamination 		

Cost:	
Preferential rate for Partners: £35 per delegate	Standard rate: £42 per delegate
This includes all course material, assessment fee and Chartered Institute of Environmental Health accredited certificate.	

Cancellation policy: For cancellations of less than 28 days the full course fee is payable, unless the place can be resold, in which case a refund of 80% of the course fee will be repaid. Please note that you will be charged the full course fee if you are booked onto the course and fail to turn up.