



# Two major courses for Autumn 2010

September 27: Bristol • September 29, September 30, October 1: London

October 5: Peterborough • October 6: Leeds • October 7: Manchester • October 8: Birmingham

## Examination Access Arrangements (Half day am) *Update/Refresher Course (General Qualifications)*

**We invite you to join us for a half day refresher course in JCQ Access Arrangements which will cover the current regulations with special reference to the changes for 2010/11, including updates to the 'Access Arrangements Online' and Modified Papers systems.**

The course tutor is **Caroline Read**. Caroline is a Specialist Teacher who has practical experience in all areas of the Access Arrangements process and trains for LAs, Universities and SEN Services. Caroline's book 'Assessment Guidance for Access Arrangements' was published by GL Assessment, and she contributed to the PATOSS/JCQ publication 'Dyslexia: Assessing the need for Access Arrangements'. Her work has also been published by the TES and the RNIB, and she has worked with various publishers to develop tests. She was part of the working party which set up 'Access Arrangements Online' and the new Modified Papers tool, and has been involved with other QCDA training and policy projects.

**Please note:** This is not a basic course and will assume a level of knowledge and experience. Attendees **must** have previously attended a full day's training in JCQ Access Arrangements and be able to give details of that course. In November we will be running full day introductory day courses in London, Birmingham and Leeds. From mid-October these half day courses, and the full day course will be available via the Internet. Please email [admin@communicate-ed.org.uk](mailto:admin@communicate-ed.org.uk) for more details.

## Extra Time in Examinations (Half day pm)

### *How to assess the need*

**This half day course is for everyone involved in Examination Access Arrangements including Specialist Teachers, Inclusion Managers, SENCos, Examination Officers and Educational Psychologists working at school and FE level.**

The Joint Council for Qualifications require centres to apply for candidates to have extra time using the Access Arrangements Online System. Applications must be supported by appropriate evidence. This course will equip delegates to judge when extra time is appropriate and how much time should be allowed (10%, 25% or more than 25%).

The course tutor is **Sarah Beard**. Sarah is a Specialist Teacher who runs the OCR Level 5 and 7 Courses in SpLD, and offers teaching and assessment of dyslexic learners of all ages, through her company, **dittas SpLD Training**. She is also an External Verifier for the OCR SpLD/Dyslexia suite of courses, and lectures locally and nationally on the subject of Dyslexia and SpLD.

The course will cover issues concerning extra time for candidates with learning difficulties, physical disabilities, sensory impairments and other difficulties:

- Who can carry out assessments?
- How to record the evidence
- How much time should be granted?
- When are rest breaks more appropriate?
- Group assessments for screening
- Equipping your learners to benefit from extra time
- Individual assessments to confirm the need for extra time

Full details of these and other upcoming courses may be found on our website [www.communicate-ed.org.uk](http://www.communicate-ed.org.uk)

**'Early Bird' Rate** for bookings received 3 weeks before course date **£79 half day/£145 full day**  
**Standard Rate** for bookings received after this date **£89 half day/£160 full day**

# What people say about us...

**Communicate-ed is a company specialising in the training of education professionals who work in the area of special needs.**

*Here are some comments from previous delegates:*

## **Attending courses given by Caroline Read**

*Excellent presentation and content (Specialist Teacher)*

*Excellent and clear, good coverage of the subject. (Educational Psychologist)*

*Excellent – Caroline practises what she preaches and understands how this works ‘on the ground’, giving her words credence. (Advisory teacher of the Deaf)*

*Very thorough and very appropriate (Exams Officer)*

*This is a very useful course; I would highly recommend it. (Leader of Diversity and Inclusion Team)*

*Caroline is an inspiring presenter (SENCo)*

*Speaker is superb, clear, articulate, interesting and time conscious presenter. (Educational Advisor)*

*An excellent training day – the most practical bit of training I’ve done all year! (Learner Services Manager FE)*

*Detailed, practical, succinct, relevant, up to date. (Head of SEN service)*

*The best course I have been to. (Specialist Teacher)*

## **Attending courses given by Sarah Beard**

*It opened a whole new world! (Literacy Consultant)*

*Really enjoyed the course and found it very useful. (Teacher)*

*I have a clearer understanding...(Learning Support Tutor)*

*Great course...(Assistant SENCO)*

*Overall an excellent course. (FE College tutor)*

*Very useful indeed – thank you (Head of Educational Support)*

*A fantastic and very relevant course...I fully intend to attend future courses (Special Needs Teacher)*

## Terms & Conditions

- A course booking cannot be confirmed in writing without payment or a purchase order
- Applications received within 3 weeks of the course date will be invoiced at the Standard rate
- Applications can only be made using the application form, places cannot be reserved by email/telephone
- If delegates cancel within 2 weeks of the course date, the invoiced course fee will be payable
- Cancellations before this date will incur a nominal administration fee of £15
- Delegates from the same institution may be substituted at any time
- Payment will be refunded if the course is cancelled
- An invoice can be provided on request.

**Please check on the status of your course booking if you have not received any communication from us within 3 weeks of application.**



supporting special needs in education

## Examination Access Arrangements (Half day)

Update/Refresher Course (General Qualifications)

## Extra time in Examinations (Half day)

How to assess the need

Please complete fully and return with payment to course administrator specified on the reverse of this form

**PLEASE PRINT CLEARLY.**

### 1. Please tick the course(s) you would like to attend

Course location/date	Examination Access Arrangements (am)	Examination Access Arrangements (pm)	Extra Time in Examinations (pm)
Bristol Mon Sept 27 <sup>th</sup>	✓		✓
London: Wed Sept 29 <sup>th</sup>	✓		✓
London: Thur Sept 30 <sup>th</sup>	✓	✓	✓
London Fri Oct 1 <sup>st</sup>	✓	✓ TBC*	✓
Peterborough Tues Oct 5 <sup>th</sup>	✓		✓
Leeds Wed Oct 6 <sup>th</sup>	✓		✓
Manchester Thur Oct 7 <sup>th</sup>	✓		✓
Birmingham Fri Oct 8 <sup>th</sup>	✓		✓

\* We may run this extra afternoon Examinations Access Arrangements course in London as an 'overflow' option. Please indicate your willingness to attend if your first choice should be oversubscribed.

The Update/Refresher for Access Arrangements course is only available to delegates who have attended a full day's training in JCQ Access Arrangements. Please indicate the course you have attended. **We will be unable to allocate a place without this information.**

Approximate course date and venue:

Name of course tutor:

### 2. Delegate details

Title:	Forename:	Surname:
Position (please circle): SENCo / Inclusion Co-ordinator / Specialist Teacher / Educational Psychologist / Exams Officer / Teaching Assistant Other (please specify):		
Name of School / Service / College:		
School / Service / College type and age range:		
Address:		Postcode:
Tel:	Ext:	Fax:
Email:		
Please check your email address and print clearly as we will use this to send you confirmation and travel details. Thanks.		
Are you named to carry out assessments for Access Arrangements in your centre?		
Do you have any special access requirements?		

### 3. Course fees

Please enclose payment or purchase order to the value shown below, made payable to **Communicate-ed** (places cannot be confirmed without this). An invoice can be provided on request.

'Early Bird' Rate for bookings received 3 weeks before course date £79 half day/£145 full day

Standard Rate for bookings received after this date £89 half day/£160 full day

Signature:

# Course & Contact Details

**All AM courses:** 9.30am to 12.30pm **All PM courses:** 1.15pm to 4.00pm

**Please note:** As our administrators all work part time, you are likely to get a quicker response if you can email them with any queries.

## **Monday September 27<sup>th</sup>**

Leigh Court, (near Junction 19: M5) **Bristol**

Examination Access Arrangements AM

Extra Time in Examinations PM

**Contact:** Debbie Pollard, Communicate-ed, 5 Russet Rd, Maidenhead, Berks. SL6 3HL

Tel: 0845 33 11 492 Fax: 0871 918 2333 Email: debbie@communicate-ed.org.uk

## **Wednesday September 29<sup>th</sup>, Thursday September 30<sup>th</sup>, Friday October 1<sup>st</sup>**

Birkbeck College, **Central London**

Examination Access Arrangements AM Thursday 30<sup>th</sup> PM (overflow course *TBC* Friday 1<sup>st</sup> PM)

Extra Time in Examinations PM

**Contact:** Steve Briggs, Communicate-ed, 24 Great Hill Crescent, Maidenhead. Berks. SL6 4RF

Tel: 0845 33 11 492 Fax: 0871 918 2337 Email: steve@communicate-ed.org.uk

## **Tuesday October 5<sup>th</sup>**

Kingsgate Centre, **Peterborough**

Examination Access Arrangements AM

Extra Time in Examinations PM

**Contact:** Angela King, Communicate-ed, PO Box 2652, Maidenhead, Berks. SL6 8ZL

Tel: 0845 33 11 492 Fax: 0871 918 2332 Email: angela@communicate-ed.org.uk

## **Wednesday October 6<sup>th</sup>**

Holiday Inn, Garforth, **Leeds**

Examination Access Arrangements AM

Extra Time in Examinations PM

**Contact:** Sue Pole, Communicate-ed, 18 St Peters Close, Burnham, Bucks. SL1 7HT

Tel: 0845 33 11 492 Fax: 0871 918 2338 Email: sue@communicate-ed.org.uk

## **Thursday October 7<sup>th</sup>**

Manchester University, **Central Manchester**

Examination Access Arrangements AM

Extra Time in Examinations PM

**Contact:** Melanie Ward, Communicate-ed, Whitcliffe, Horsebridge, Minsterley, Shrops. SY5 0AJ

Tel: 0845 33 11 492 Fax: 0871 918 2335 Email: melanie@communicate-ed.org.uk

## **Friday October 8<sup>th</sup>**

The Council Building, Victoria Square, **Central Birmingham**

Examination Access Arrangements AM

Extra Time in Examinations PM

**Contact:** Hazel Maul, Communicate-ed, 10 Fern Drive, Taplow, Maidenhead, Berks. SL6 0JS

Tel: 0845 33 11 492 Fax: 0871 918 2334 Email: hazel@communicate-ed.org.uk