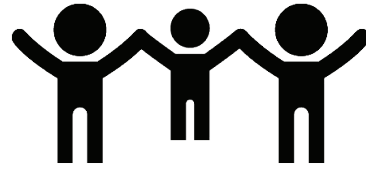


communicate-ed



supporting special needs in education

Online Training...

- ✧ All Aspects of Access Arrangements
- ✧ Exams Invigilation
- ✧ Assessment
- ✧ Supporting Students with Special Needs

Our online video courses can be accessed...

- ✓ in the workplace or home
- ✓ at any time convenient to the delegate
- ✓ individually or in a group
- ✓ with no need to travel, saving time and transport costs
- ✓ with lower costs, allowing us to pass savings on to delegates
- ✓ with significant reductions available for multiple delegates

Comments from our delegates:

"This was a fantastic course and a brilliant idea to have online. I like the way you can see the course tutor on the screen, just like a face to face course. There was time to digest the information and go back if I needed to check anything or misheard something." (SENCo)

"I was nervous about doing training online, but this was so well organised, and surprisingly similar to the experience of attending a live course. I will be encouraging my colleagues to consider online training." (Teaching Assistant)

"£60 to train all my readers, scribes and invigilators? It sounded too good to be true! But the course was perfect – thank you." (Exams Officer)

For more information about online courses please go to <http://www.communicate-ed.org.uk/onlinetraining> to view a sample presentation. www.communicate-ed.org.uk has more information about course content & tutors.

Timings stated include watching the course presentations once plus recommended consolidation activities.

Examination Access Arrangements (General Qualifications) - For New Delegates (EAA1)

Caroline Read 5 hours *EB £115 *SR £125

(40/50% discount for 2nd/3rd delegate) +£10 for validated assessment of your knowledge of JCQ regulations and procedures

This course is for everyone involved in Examination Access Arrangements including Specialist Teachers, SENCos, Inclusion Co-ordinators, Examination Officers and Educational Psychologists working at school and FE level. The course will incorporate changes for this year's JCQ regulations, including changes to the 'Access Arrangements Online' and Modified Papers systems.

Examination Access Arrangements - Update/Refresher for this year's regulations (EAA2)

Caroline Read SASC APPROVED 3 hours *EB £79 *SR £89

(up to 5 delegates 10% discount, more than 5 delegates 20% discount) £120/£130 for EAA2 + EAAET +£10 for validated assessment of your knowledge of JCQ regulations and procedures

This short course will cover the current JCQ regulations with special reference to the changes for the current year, including updates to the 'Access Arrangements Online'. Please note: This is not a basic course and will assume a level of knowledge and experience. Delegates will be required to confirm that they have a good knowledge of the current JCQ regulations.

Access Arrangements for General Qualifications: Regulations, Assessment & Report Writing (AA RARW)

Caroline Read, Sarah Beard SASC APPROVED 6 hours *EB £115 *SR £125

(40/50% discount for 2nd/3rd delegate)

This course is designed to support assessors working in the area of Access Arrangements who need SASC approved CPD. It is presented in 3 sessions: Principles for Educational Testing (selecting reliable and appropriate tests, terminology and the ethics of assessment), JCQ Regulations and Documentation followed by Case Studies, giving an opportunity to put into practice what you have learned.

Extra Time in Exams - how to assess the need (EAAET)

Caroline Read 2.5 hours *EB £65 *SR £75

(40/50% discount for 2nd/3rd delegate) £120/£130 for EAA2 + EAAET

The Joint Council for Qualifications requires centres to apply for candidates needing 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 given, and incorporates the changes to the current regulations. The course will cover issues concerning extra time for candidates with learning difficulties, physical disabilities, sensory impairments and other difficulties.

Selecting, Using and Interpreting Standardised Tests - Principles in Educational Testing (STPET)

Sarah Beard, Caroline Read, Sheena Bell SASC APPROVED 10 hours *EB £220 *SR £230

(40/50% discount for 2nd/3rd delegate)

The course will cover key aspects for consideration when choosing standardised tests and the correct administration and interpretation of these tests. There will be the opportunity to consider in depth the following tests: WRIT, WRAT 4, GORT 5, DASH, CToPP 2, DRA and Access Reading Test. The following options can be substituted on request: AAB, WIAT 2TUK, Working Memory (TOMAL 2 & WRAML 2), TOWRE, SDMT, BPVS, Dyslexia Portfolio, YARC.

Postgraduate Award of Proficiency in Assessment for Access Arrangements (PAPAA) in association with Include-ed

Sarah Beard, Caroline Read, Abi James ACCREDITED COURSE approx 115-120 hours £1,250

This course leads to a qualification that meets the JCQ criteria for an Access Arrangements Assessor. Please see www.communicate-ed.org.uk/papaa for more information. A blended learning option (with some of the training face to face) is also available.

Assessing Adult Students for the Disabled Student's Allowance: Tests, Interpretation & Report Writing (ASAS)

Ros Lehany SASC APPROVED 5 hours *EB £115 *SR £125

(40/50% discount for 2nd/3rd delegate; £350 for large groups)

A course for Specialist Teachers assessing students for the DSA, or anyone interested in knowing more about the requirements of the DSA. (Approved by SASC for CPD when renewing Assessment Practising Certificates).

Training for Adults acting as Oral Language Modifiers in Exams (OLM) in partnership with CIEA

ACCREDITED COURSE 5 hours (PLUS TASKS) *EB £160 *SR £170

The course will cover the main issues encountered by Oral Language Modifiers, equipping delegates to make modifications to the carrier language of exams without advantaging or disadvantaging the candidate. Now with the option of signing (BSL) and subtitles.

Small Byte CPD (SBCPD)

Various Tutors SASC APPROVED Each course 1+ hours from £17.50 per course
(40/50% discount for 2nd/3rd delegate)

A range of short courses about assessing for Access Arrangements and the administration and interpretation of a range of tests. More information at: www.communicate-ed.org.uk/smallbytecpd

Training for Readers, Scribes, Invigilators and other Adult Helpers in Exams (TRS)

Caroline Read 1.25 hours *EB £60 *SR £70 (to train an unlimited number of staff†)

A short training course for Teaching Assistants and other adults supporting candidates as e.g. readers/scribes in exams for General Qualifications (GCSE, GCE, FS etc.) including invigilators. This course will explain the regulations and help staff to understand how their role in the classroom differs from their role in the exam. With a practical video of a reader/scribe at work with a candidate and updated for this year's regulations.

Training for Invigilators in Exams (TIE)

Claire Greeves 1.5 hours *EB £50 *SR £60 (to train an unlimited number of staff†)

The JCQ regulations state: 'A training session must be held for new invigilators, with an update meeting each year for the existing team so that they are aware of any changes. Centres should make sure that invigilators know what is expected of them'. This course is based on the JCQ 'Instructions for Conducting Examinations' (ICE) booklet.

An Overview of Access Arrangements (EAAO)

Caroline Read 40 minutes *EB £45 *SR £55 (to train an unlimited number of staff†)

During this 40 minute course, which is suitable for tutors, subject teachers, managers and support assistants, Caroline gives a brief overview of Access Arrangements for General Qualifications (GCSE, GCE, FS, EL etc). She outlines the rationale, describes the arrangements which are available to students and explains the responsibility to implement arrangements in lessons.

SUPPORTING STUDENTS WITH SPECIAL NEEDS AND DISABILITIES

We offer a range of courses about supporting students with various special needs

4 to 6 hours *EB £110 *SR £120

Run a staff inset day for an unlimited number of staff from the same centre for £110†

Supporting Students with Asperger Syndrome (SSASP) Maggie Anderson

Supporting Students with ADD and ADHD (SSADH) Ronnie Young

Supporting Students with Behavioural Difficulties (SSBD) Ronnie Young

Supporting Students with Dyslexia (SSD) Sarah Beard

Supporting Students with Dyscalculia (SSDC) Sarah Beard

Supporting Students with Dyspraxia (SSDP) Sarah Beard

Supporting Students with a Hearing Impairment (SSHI) Derek Heppenstall

Supporting Students with a Visual Impairment (SSVI) Joanne Fallon

*EB = Early Bird rate (for bookings received up to 2 weeks before your chosen course date).

*SR = Standard rate (for bookings received within 2 weeks of your chosen course date).

†For TRS, TIE, EAAO and 'Supporting Students with...' courses, the fee will allow all members of staff in a centre to view the course during the login period. There is no charge for additional delegates.

www.communicate-ed.org.uk



supporting special needs in education

Communicate-ed Online Courses

Debbie Pollard
 PO Box 2652
 Maidenhead, SL6 8ZL

Tel: 0845 331 1492
 Fax: 0871 918 2330
 Email: online@communicate-ed.org.uk

1. Course selection: Please indicate the course you would like to attend.																													
A) Name of Course																													
Course Code (e.g. BAA1)																													
B) Name of Course																													
Course Code																													
Please indicate the start date you would like to have access to the course. You will have 30 consecutive days from your start date to complete the course (20 days for STPET/OLM).																													
2. Delegate details.																													
Title:			Forename:			Surname:																							
The Update/Refresher for Access Arrangements course is only available to delegates who have a good knowledge of the current JCQ regulations. We will be unable to allocate a place without this information.					I confirm that I have a good working knowledge of the JCQ regulations.		Yes	✓	No	X																			
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:																													
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Delegate email:																													
Please check your email address as we will use this to send your confirmation and login details. Thanks.																													
3. Course fees.																													
Please post payment or give a purchase order number to the value shown for the course (in the attached flyer*), made payable to 'Communicate-ed' (places cannot be confirmed without payment or a purchase order). An invoice can be provided on request.								Purchase order number																					
*DISCOUNTS: NB Discounts below are available for most courses. Refer to the specific course information in this flyer.																													
I wish to claim 40% discount as I am the second delegate from my centre booking the same course for the same date.					I wish to claim 50% discount as I am the third or subsequent delegate from my centre booking the same course for the same date.																								
Please insert the email address of your finance office to enable us to send the invoice to the correct recipient. Thank you.																													
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Finance office email:																													
Application completed by:					Date:																								
Delegates will need a good broadband internet connection to access the courses. By completing this application you are confirming that you have this available.																													

- Applications received within 2 weeks of the chosen 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 their chosen course date, the invoiced course fee will be payable.
- Cancellations before this date will incur a nominal administration fee of £15.
- Changes to login details/dates 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 not available.

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