



Training Calendar 2008 - 2009



"The training session provided me with the information required to register and certificate learners accurately. OCN procedures were clearly explained, well presented and delivered in a relaxed atmosphere."

Administration Training
Participant

"I have gained a greater understanding/insight into the Internal Verification process. It offered me guidance in relation to record keeping, standardisation and mechanisms for effective feedback to assessors."

Internal Verification
Training Participant

"I found the training very practical and participative. The information pack provided proved invaluable for future assessment activities within my organisation."

Assessment Training
Participant



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Fax: (028) 9065 5200
Website: www.ocnni.org.uk

Licensed by



Administration Training: Learner Registration & Certification

These sessions are suitable for those who work as an examinations officer or administrator in one of our approved centres. The sessions will provide support and guidance on registering and certificating learners.

Date	Time
Tues 23 Sept 08	10.00-11.30am
Thurs 23 Oct 08	10.00-11.30am
Wed 19 Nov 08	10.00-11.30am
Wed 17 Dec 08	10.00-11.30am
Tues 10 Feb 09	10.00-11.30 am
Thurs 23 April 09	10.00-11.30 am
Wed 27 May 09	10.00-11.30 am

Internal Verifier Training

These sessions will look at NOCN's requirements for Internal Verification practice in OCN accredited centres and will update key centre staff on how to meet the quality assurance requirements. These sessions will examine Internal Verifier activity including assessor support, IV sampling, IV record keeping and internal and regional standardisation.

Date	Time
Thurs 25 Sept 08	10.00-1.00pm
Tues 28 Oct 08	10.00-1.00pm
Tues 25 Nov 08	10.00-1.00pm
Tues 16 Dec 08	10.00-1.00pm
Tues 27 Jan 09	10.00-1.00pm
Tues 24 Feb 09	10.00-1.00pm
Tues 31 Mar 09	10.00-1.00pm
Tues 28 Apr 09	10.00-1.00pm
Tues 26 May 09	10.00-1.00pm
Tues 16 June 09	10.00-1.00pm

Assessment Training

This training session highlights evidence requirements at different levels and covers assessment methods and portfolio building. There will be opportunities to share good practice and experience of assessment with other assessors.

Please bring along a copy of the assessment strategy or strategies you are using. This will provide the starting point for activities during the workshop.

Date	Time
Thurs 18 Sept 08	10.00-1.00pm
Thurs 16 Oct 08	10:00-1:00pm
Thurs 20 Nov 08	10.00-1.00pm
Thurs 22 Jan 09	10.00-1.00pm
Wed 25 Feb 09	10.00-1.00pm
Tues 24 Mar 09	10.00-1.00pm
Wed 22 Apr 09	10.00-1.00pm
Thurs 21 May 09	10.00-1.00pm
Wed 17 June 09	10.00-1.00pm

In House Training

OCN NI can provide in house training and advice sessions for Centres delivering OCN courses/qualifications. For example, tutor teams delivering the same course on different sites could benefit from a customised assessment/standardisation workshop, or IV teams requiring a specific QA workshop to plan their centre's quality activity.

Please contact a member of the Business Development Team to arrange this service.

Additional Network Training

OCN NI will be offering network training workshops in a range of courses aimed at supporting centre training and delivery. These will be posted on our website and will run through the autumn and spring 2008/9.

BOOKING FORM

PLEASE NOTE THAT A CANCELLATION FEE OF £25 MAY BE CHARGED FOR NON-ATTENDANCE / LATE CANCELLATION (WITHIN THREE DAYS OF THE TRAINING EVENT)

Please complete a separate form for each individual attending.
Please photocopy as required

Name:

Organisation:

Correspondence Address:

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Postcode:.....

Telephone:

Email:.....

Training event:..... Date:.....

Training event:..... Date:.....

Training event:..... Date:.....

I accept and agree to abide by the booking terms and conditions contained therein:

Signature..... Date:

Please post or fax to:
OCN NI
Building 3
212-218 Upper Newtownards Road
Belfast, BT4 3ET
Telephone: (028) 9065 0200
Fax: (028) 9065 5200

Training events can also be booked via our website www.ocnni.org.uk