

# Training Calendar 2009 - 2010



# 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 certifying learners.

Date	Time	Location
Wed 23 September 09	10.00-11.30am	Belfast
Tues 20 October 09	10.00-11.30am	Belfast
Wed 18 November 09	10.00-11.30am	Antrim
Tues 15 December 09	10.00-11.30am	Belfast
Wed 10 February 10	10.00-11.30 am	Omagh
Tues 20 April 10	10.00-11.30 am	Belfast
Wed 27 May 10	10.00-11.30 am	Belfast

**VENUE DETAILS TO BE CONFIRMED**

## 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	Location
Tues 11 August 09	10.00-1.00pm	Belfast
Tues 22nd September 09	10.00-1.00pm	Belfast
Wed 21st October 09	10.00-1.00pm	Belfast
Tues 17th November 09	2.00-5.00pm	Omagh
Wed 9th December 09	10.00-1.00pm	Belfast
Tues 19th January 10	10.00-1.00pm	Belfast
Wed 17th February 10	2.00-5.00pm	Antrim
Wed 10th March 10	10.00-1.00pm	Belfast
Tues 13th April 10	10.00-1.00pm	Belfast
Wed 12th May 10	2.00-5.00pm	Belfast
Wed 16th June 10	10.00-1.00pm	Belfast

**VENUE DETAILS TO BE CONFIRMED**

## 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	Location
Tues 15 September 09	10.00-1.00pm	Belfast
Wed 14 October 09	10:00-1:00pm	Belfast
Tues 17 November 09	10.00-1.00pm	Omagh
Tues 8 December 09	10.00-1.00pm	Belfast
Thurs 14 January 10	10.00-1.00pm	Belfast
Wed 17 February 10	10.00-1.00pm	Antrim
Tues 23 March 10	10.00-1.00pm	Belfast
Thurs 15 April 10	10.00-1.00pm	Belfast
Wed 12 May 10	10.00-1.00pm	Belfast
Tues 15 June 10	10.00-1.00pm	Belfast

**VENUE DETAILS TO BE CONFIRMED**

## In House Training

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

Please contact a member of the Customer Services 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. Details of these will be posted on our website and emailed to centres.

# BOOKING INFORMATION

Training events can be booked via our website [www.ocnni.org.uk](http://www.ocnni.org.uk) by clicking on the training events button, alternatively please complete the following booking form.

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  
1st Floor, Unit 17  
Pilot's View  
Heron Road  
Sydenham Business Park  
Belfast, BT3 9LE  
Telephone: (028) 9046 3990  
Fax: (028) 9046 0573

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