

Assessor training

A fast-track session for OCN assessors

COURSE DATES

Tuesday September 21st 2010
9.30am - registration/refreshments
10.00am to 4.30pm

DESIGNED FOR

Tutors with little or no experience of delivering Open College Network accredited courses or those that feel a refresher would be useful

COURSE CONTENT

- * Understand the language of OCN terminology
- * Avoid the pitfalls of setting poor assessments
- * Understand what constitutes good evidence for your learners' portfolios
- * How to write an effective observation or witness testimony
- * Learn how to differentiate activities to suit different levels of learners
- * See examples of how to and how NOT to do it as identified by OCN external moderators

BENEFITS TO YOU/YOUR ORGANISATION

Better equipped tutors with the skills required to deliver OCN accredited courses to your learners
Increased confidence in supporting learners to achieve their certificates
Can count towards individual annual CPD (Continuous Professional Development) requirements

TUTOR

Jacky Elliott, External Relations Manager at Open College Network, East Midlands Region

VENUE

Open College Network, 10 Newmarket Court, Newmarket Drive, off Ascot Drive, Derby, DE24 8NW

COST

Funding has been secured to allow DLDC to offer this course FREE of charge. However places booked and then not taken will incur a charge of £35 per person. No further fee-free training is planned for 2010 so take advantage of this opportunity now.

BOOKINGS

EARLY BOOKING IS ADVISED

Places are limited and will be allocated on a first come, first served basis. Please complete the booking form overleaf.

FURTHER ENQUIRIES

Contact Julie Lewis at the Derbyshire Learning & Development Consortium if you would like further information on 01332 265960.

Booking Form

COMPLETING THIS FORM

*If you have any difficulty completing this form please contact
Derbyshire Learning and Development Consortium*

| Course Title | Date & Time | Fee to Pay |
|------------------------------------|--|--|
| Assessor Training (non accredited) | Tuesday 21st September 2010 9.30am til 4.30pm | FREE! Non attendance will incur a charge of £35 |

PERSONAL DETAILS (Please write in block capitals)

Full Name: _____

Job Title: _____

Name & Address of Organisation: _____

Post Code: _____ Tel No: _____

Email: _____

In what capacity do you work with the above named organisation? i.e. volunteer, employee

Please let us know if you have any particular training or accessibility needs:

Bookings will only be made on receipt of the completed booking form.

- I enclose a cheque (made payable to Derbyshire Learning and Development Consortium)
- Please invoice me

Booking fees will not be refunded for cancellations notified less than 3 weeks from the start date of the course. Please note that payment via invoice will be claimed whether or not you attend the course if 3 weeks notice is not given.

How did you hear about this course? _____

Signature: _____ **Date:** _____

If you would like more information about becoming a member of Derbyshire Learning & Development Consortium please tick box for a membership pack.

Please return your booking form to Hilary Slater, Derbyshire Learning & Development Consortium, 32 Charnwood Street, Derby, DE1 2GU