

OCR offers a comprehensive programme of training events to provide valuable support in the delivery and assessment of OCR qualifications.

Eventbooker

New for 2009/10 – the OCR online booking service

This year, to make our service more convenient, we have launched a new online search and book system. Visit www.ocr.org.uk/eventbooker to check availability and book training.

This booklet contains training courses on:

Entry Level

GCSE

AS/A Level

Diplomas

Functional Skills

OCR Nationals

See inside for course details and how to book.

2009/10
training

OCR – a leading UK awarding body

OCR (Oxford Cambridge and RSA Examinations) is a leading UK awarding body. We offer a wide range of general and vocational qualifications that equip learners with the knowledge and skills they need for their future.

We develop our qualifications in close consultation with teachers, industry leaders and government to ensure that they are relevant for learners today and meet requirements set by QCA.

We support providers in a range of ways to deliver our qualifications. As well as the professional training outlined in this booklet, our customers have access to support materials, publications, telephone contact with OCR advisors and online guidance on our websites.

Choosing the right course for you

Led by trainers who are experts in their field, our carefully planned courses provide valuable support for the delivery and assessment of OCR qualifications.

They fall into four broad categories, each of which is designed to suit a different requirement:

- **'Get ready'** courses, providing an overview of new OCR specifications. They are suitable for anyone with an interest in finding out more about our specification.
- **'Get started'** courses for teachers preparing to deliver, or already delivering, OCR specifications. They are suitable as a next step to attending a 'Get ready' course or as a first-stage training session.
- **'Get ahead'** courses for teachers wanting to improve delivery and assessment of a current OCR specification. They are designed for experienced practitioners.
- **'Lead the way'** courses to encourage creativity and innovation. These are created with experienced practitioners in mind.

Other Events – In addition to the above training courses, OCR may organise a wide range of subject specific events and conferences. We will notify centres of these events and details can also be found on the events page of the OCR website www.ocr.org.uk/events

Cambridge Assessment events may also be of interest. These can be found on www.cambridgeassessment.org.uk/ca/events

Cost-effective in-house courses

If a particular OCR course would suit a number of people at your centre, we could come to you and run it in-house, as a cost-effective alternative. It could also be tailored to meet your specific needs.

We can provide any of the courses in this booklet at your centre. Alternatively, if there is one that is not mentioned here that you would be interested in, please contact us to talk about it.

OCR can offer a **£50 early booking discount** for In-house courses booked 3 months before the event. Please call 024 76 496398 to discuss an in-house booking.

Mill Wharf Training & Consultancy

OCR is pleased to provide a full programme of CPD training and development through Mill Wharf Training. Please see the inside back cover for details.

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OCR GCSE ICT – New specification for first teaching 2010

GCSE ICT is changing and new specifications will be published for first teaching in September 2010.

OCR will be providing a comprehensive programme of training events for these new specifications. Details will be published in the summer and will be available at our **GCSE**

Expo Events:

North West	Weds 1 July 09	OEXP2 01
North East	Fri 3 July 09	OEXP2 02
London	Mon 6 July 09	OEXP2 05
Midlands	Fri 10 July 09	OEXP2 03
South West	Tues 14 July 09	OEXP2 04

Book now to avoid disappointment www.ocr.org.uk/eventbooker using course code **OEXP2**

If you miss the Expo Events then check our website for updates of GCSE training and events – www.ocr.org.uk/training

How to book

There is a range of convenient ways for you to book.

New EventBooker

This year, for the first time, you can view and book your training event online by visiting our new EventBooker service at www.ocr.org.uk/eventbooker

EventBooker is easy to use and you can search for a course in a number of ways. It also provides the most up-to-date listing of all our events.

Please note: if you wish to be invoiced you will need your centre number in order to book online with EventBooker.

Other ways to book OCR courses

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

By fax: please complete and return the booking form towards the back of this booklet to: 024 7649 6399

By post: please complete and return the booking form towards the back of this booklet to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

Please note: we cannot take telephone or provisional bookings.

Confirming your booking

We will write to you to confirm your booking at least two weeks before a course and send you a venue map. If you have not received a letter within 10 working days of the course, please contact us.

If you book on EventBooker, you will receive an automated booking confirmation.

Additional Information

Register Your Interest

If you see 'Register your interest' on any of the course pages in this booklet and you would be interested in that particular course or location, please contact OCR by emailing training@ocr.org.uk with the following details:

Your name

Centre name and address

Email

Course title

Location

If enough interest is expressed, we will aim to accommodate the requests.

We would also like to find out how we can further support our customers, and would be pleased to hear from you if you are interested in any courses and/or locations that are not featured in this booklet. Please email your suggestions to training@ocr.org.uk

Please note: where extra courses are added to our programme, these will be listed on EventBooker, so please keep checking the website.

Typical course times

- Full day courses: 9.45am to 4.00pm
- Half day morning courses: 9.45am to 12.30pm ending with lunch
- Half day afternoon courses: 1.00pm to 4.00pm starting with lunch
- Twilight courses: 4.30pm to 7.00pm starting with light refreshments.

Ways to pay

- We can invoice your centre for payment
- By credit card (available online only)

Need extra training information?

To download further copies of the OCR training programmes available, please visit www.ocr.org.uk/training and search by subject. Alternatively, telephone our Customer Contact Centre on 01223 553998.

Please note: training programmes are correct at time of going to print. Please visit EventBooker at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

We look forward to seeing you at our training events this year.

OCR Entry Level Certificate in Information Communication and Technology (3912): **Get ahead** – *improving delivery and assessment*

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher
Heads of Department
Curriculum Managers
Centre Support Staff

Where and When

Location	Date	Course Code	Event Code
Birmingham	Mon 9 Nov 09	OITF1	01
London	Thurs 19 Nov 09	OITF1	02
Leeds	Wed 13 Jan 10	OITF1	03

Overview

This **full day course** will:

- Provide a useful overview of key issues relating to the planning, delivery and assessment of this specification
- Review exemplar candidate work
- Allow you to share good practice and ideas on new approaches
- Explain the administration procedures.

Please read the subject specification before attending the course.

Support materials, designed to aid practitioners in the delivery and assessment of candidates' work will be provided.

Note: questions and topics for discussion can be submitted via the e-community at <http://community.ocr.org.uk/community/>

Fee

Includes refreshments, lunch and course materials.

£140 if you book before 31 July 09

£173 standard course rate

£205 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

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By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

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OCR GCSE ICT A (1094/1994): *Get ahead* – improving delivery and assessment of Units 2357 and 2358

Aimed at

New Practitioners
Experienced Practitioners

Overview

This **full day course** will:

- Focus on units 2357 and 2358 and looking at different strategies for the planning, delivery and assessment of these units
- Provide an excellent opportunity to look at candidate evidence and clarify assessment issues
- Review exemplar candidate work
- Provide useful feedback on 2009 examinations using script evidence
- Discuss helpful approaches for preparing candidates for the external examination.

Please read the subject specification before attending the course.

A pack which includes a CD of exemplar materials will be provided on the day.

Note: this course is an updated version of the sessions that ran in previous years.

Where and When

Location	Date	Course Code	Event Code
Manchester	Wed 4 Nov 09	OITF2	01
Birmingham	Fri 13 Nov 09	OITF2	02
Leeds	Mon 30 Nov 09	OITF2	03
London	Thurs 10 Dec 09	OITF2	04

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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OCR GCSE ICT A (1994): **Get ahead** – improving delivery and assessment of Units 2359 and 2360

Aimed at

New Practitioners
Experienced Practitioners

Overview

This **full day course** will:

- Focus on units 2359 and 2360 and looking at different strategies for the planning, delivery and assessment of these units
- Provide an excellent opportunity to look at candidate evidence and clarify assessment issues
- Review exemplar candidate work
- Provide feedback on 2009 examinations using script evidence
- Discuss helpful approaches for preparing candidates for the external examination.

Please read the subject specification before attending the course.

A pack which includes a CD of exemplar materials will be provided on the day.

Note: this course is an updated version of the sessions that ran in previous years.

Where and When

Location	Date	Course Code	Event Code
Leeds	Wed 30 Sep 09	OITF3	01
Birmingham	Wed 7 Oct 09	OITF3	02
Manchester	Mon 12 Oct 09	OITF3	03
London	Mon 9 Nov 09	OITF3	04
Coventry	Wed 18 Nov 09	OITF3	05
Bristol	Thurs 26 Nov 09	OITF3	06

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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Please note: we cannot take telephone or provisional bookings.

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OCR GCSE ICT (1095/1995): *Get ahead* – improving delivery and assessment

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher
Centre Assessors

Overview

This **full day course** will:

- Provide a useful overview of key issues relating to the planning, delivery and assessment of this specification
- Consider post-summer results documentation, such as question papers, reports and mark schemes
- Demonstrate standards for the internal assessment of coursework, and externally assessed components
- Address enquiries concerning the requirements of the qualification.

Please read the subject specification before attending the course.

A CD with past papers, mark schemes, exemplar materials and guidance documentation, plus hard copies of exemplar materials will be provided on the day.

Note: this course is an updated version of the sessions that ran in previous years.

Where and When

Location	Date	Course Code	Event Code
London	Mon 28 Sep 09	OITF4	01
Bournemouth	Wed 7 Oct 09	OITF4	02
Birmingham	Tues 10 Nov 09	OITF4	03
Manchester	Fri 20 Nov 09	OITF4	04
Newcastle	Thurs 26 Nov 09	OITF4	05
Cambridge	Fri 22 Jan 10	OITF4	06

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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OCR GCSE Applied ICT (1494): *Get ahead* – improving delivery and assessment

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher

Where and When

Location	Date	Course Code	Event Code
Birmingham	Thurs 15 Oct 09	OITF5	01

Overview

This **full day course** will:

- Provide a useful overview of key issues relating to the planning, delivery and assessment of this specification
- Demonstrate standards for the internal assessment of coursework, and externally assessed components
- Allow you to share good practice and ideas on new approaches.

Please read the subject specification before attending the course.

A CD of exemplar materials will be provided on the day.

Note: this course is similar to the 2008/09 sessions, but with updated materials.

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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OCR AS Level ICT (H117): **Get started** – successful first delivery

Aimed at

New Practitioners
Centre Assessors

Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Offer helpful advice on preparing candidates for the external assessment
- Consider post-summer results documentation, such as question papers, reports and mark schemes
- Review the support and resources available from OCR
- Consider the collation of appropriate evidence for portfolio building.
- Provide support for the teaching associated with the June 2010 structured tasks
- Enable teachers to mark the coursework consistently
- Provide an opportunity to discuss the requirements of the structured tasks
- Enable you to share good practice in relation to the delivery, supervision and marking of the structured tasks.

Please read the subject specification before attending the course.

A CD to supplement the delegate pack will be provided.

Where and When

Location	Date	Course Code	Event Code
London	Thurs 1 Oct 09	OITF6	01
Belfast	Fri 6 Nov 09	OITF6	02
Birmingham	Wed 11 Nov 09	OITF6	03
Manchester	Mon 23 Nov 09	OITF6	04
London	Tues 8 Dec 09	OITF6	05

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

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By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

Please note: we cannot take telephone or provisional bookings.

Please note: training programmes are correct at time of going to print. Please visit EventBooker at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

OCR AS Level ICT (H117): **Get started** – improving assessment of the structured tasks (Unit G062)

Aimed at

New Practitioners
Experienced Practitioners
Centre Assessors

Overview

This **full day course** will:

- Consider the collation of appropriate evidence for portfolio building
- Discuss the presentation of candidate portfolios
- Review the support and resources available from OCR
- Explain the administration procedures
- Provide support for the teaching associated with the June 2010 structured tasks
- Enable teachers to mark the coursework consistently
- Provide an opportunity to discuss the requirements of the structured tasks
- Enable you to network and share good practice in relation to the delivery, supervision and marking of the structured tasks.

This course will be the same as the course which ran during Spring/Summer 2009

Where and When

Location	Date	Course Code	Event Code
London	Fri 6 Nov 09	OITF7	01
Birmingham	Mon 16 Nov 09	OITF7	02
Leeds	Wed 9 Dec 09	OITF7	03
London	Wed 16 Dec 09	OITF7	04

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

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OCR A2 Level ICT (H517): **Get started** – successful first delivery

Aimed at

New Practitioners
Centre Assessors

Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Offer helpful advice on preparing candidates for the external assessment
- Discuss the presentation of candidate portfolios
- Review the support and resources available from OCR
- Consider the collation of appropriate evidence for portfolio building.

A CD with exemplar materials and guidance documentation, plus hard copies of exemplar materials, will be provided on the day.

Where and When

Location	Date	Course Code	Event Code
London	Mon 12 Oct 09	OITF8	01
Birmingham	Tues 3 Nov 09	OITF8	02
Manchester	Tues 17 Nov 09	OITF8	03
London	Fri 4 Dec 09	OITF8	04
Belfast	Mon 11 Jan 10	OITF8	05

Fee

Includes refreshments, lunch and course materials.

£140 if you book before 31 July 09

£173 standard course rate

£205 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

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By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

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OCR AS Level Applied ICT Single Award (H115): *Get ahead – improving delivery and preparing for change*

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher
Heads of Department
Curriculum Managers
Centre Assessors

Overview

This **full day course** will:

- Focus on units 1–3 and look at different strategies for the planning, delivery and assessment of these units
- Review exemplar candidate work
- Address enquiries concerning the requirements of the qualification.

Please read the subject specification before attending the course.

Note: this course is similar to the sessions that ran in previous years but will focus on the redeveloped specification.

Where and When

Location	Date	Course Code	Event Code
Manchester	Mon 28 Sep 09	OITF9	01
Birmingham	Thur 1 Oct 09	OITF9	02
London	Wed 14 Oct 09	OITF9	03
Belfast	Mon 2 Nov 09	OITF9	04
Newcastle	Tues 3 Nov 09	OITF9	05
Coventry	Tues 10 Nov 09	OITF9	06
Bristol	Tues 1 Dec 09	OITF9	07
Manchester	Mon 8 Mar 10	OITF9	08
London	Tues 9 Mar 10	OITF9	09

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

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By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

Please note: we cannot take telephone or provisional bookings.

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OCR AS Level Applied ICT Double Award (H315): **Get ahead** – improving delivery and preparing for change

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher
Heads of Department
Curriculum Managers
Centre Assessors

Overview

This **full day course** will:

- Focus on units 4–8 and look at different strategies for the planning, delivery and assessment of these units
- Review exemplar candidate work
- Address enquiries concerning the requirements of the qualification.

Please read the subject specification before attending the course.

Note: this course is similar to the sessions that ran in previous years but will focus on the redeveloped specification.

Where and When

Location	Date	Course Code	Event Code
Manchester	Mon 5 Oct 09	OITG1	01
Birmingham	Wed 11 Nov 09	OITG1	02
London	Thurs 26 Nov 09	OITG1	03

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

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Please note: we cannot take telephone or provisional bookings.

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OCR A2 Level Applied ICT Single Award (H515): **Get ahead** – improving delivery and preparing for change

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher
Heads of Department
Curriculum Managers
Centre Assessors

Overview

This **full day course** will:

- Focus on units 9–14 and look at different strategies for the planning, delivery and assessment of these units
- Review exemplar candidate work
- Address enquiries concerning the requirements of the qualification.

Please read the subject specification before attending the course.

Assessment commentaries looked at during the day will be provided on CD.

Note: this course is similar to the sessions that ran in previous years but will focus on the redeveloped specification.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Wed 30 Sep 09	OITG2	01
Manchester	Thurs 8 Oct 09	OITG2	02
London	Thurs 15 Oct 09	OITG2	03
Belfast	Tues 3 Nov 09	OITG2	04
Newcastle	Wed 4 Nov 09	OITG2	05
Manchester	Fri 13 Nov 09	OITG2	06
Leeds	Tues 17 Nov 09	OITG2	07
Nottingham	Tues 17 Nov 09	OITG2	08
Birmingham	Wed 18 Nov 09	OITG2	09
Bristol	Wed 2 Dec 09	OITG2	10
London	Tues 8 Dec 09	OITG2	11
Coventry	Thurs 11 Mar 10	OITG2	12
Leeds	Thurs 11 Mar 10	OITG2	13
London	Tues 16 Mar 10	OITG2	14

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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OCR A2 Level Applied ICT Double Award (H715): **Get ahead** – improving delivery and preparing for change

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher
Heads of Department
Curriculum Managers
Centre Assessors

Overview

This **full day course** will:

- Focus on units 15–20 and look at different strategies for the planning, delivery and assessment of these units
- Review exemplar candidate work
- Address enquiries concerning the requirements of the qualification.

Please read the subject specification before attending the course.

A CD with marks and commentaries on the work will be provided on the day.

Note: this course is similar to the sessions that ran in previous years but will focus on the redeveloped specification.

Where and When

Location	Date	Course Code	Event Code
Belfast	Wed 11 Nov 09	OITG3	01
London	Thurs 12 Nov 09	OITG3	02
Leeds	Wed 18 Nov 09	OITG3	03
Birmingham	Tues 1 Dec 09	OITG3	04
London	Thurs 29 Apr 10	OITG3	05

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

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OCR AS/A Level Computing (H047/H447): **Get ahead** – ideas and approaches for successful teaching

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher
Heads of Department
Curriculum Managers
Centre Assessors

Overview

This **full day course** will:

- Provide an overview of key issues relating to the planning, delivery and assessment of this specification
- Provide an excellent opportunity to look at candidate evidence and clarify assessment issues
- Review exemplar candidate work.

Please read the subject specification before attending the course and bring a copy with you on the day.

A pack including a CD of exemplar materials will be provided.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Fri 2 Oct 09	OITG4	01
London	Tues 13 Oct 09	OITG4	02
Birmingham	Thurs 19 Nov 09	OITG4	03
London	Wed 2 Dec 09	OITG4	04

Fee

Includes refreshments, lunch and course materials.

£140 if you book before 31 July 09

£173 standard course rate

£205 if you book within 7 days of the course date.

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OCR Functional Skills Entry Level Information and Communication Technology (6777): **Get started** – towards successful first delivery

Aimed at

New Practitioners
Heads of Department
Centre Assessors

Overview

This **full day course** will:

- Explain the requirements of the functional skills standards
- Explain OCR's assessment requirements
- Review example candidate work
- Explain the administration procedures
- Review support and resources available from OCR
- Identify links with Skills for Life qualifications.

Please read the subject specification before attending the course.

Please bring a copy of the Functional Skills Standards and Centre Handbook with you on the day. These can be downloaded from OCR's website, www.ocr.org.uk/qualifications/functionalskills.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Fri 6 Nov 09	OFSF6	01
Manchester	Thurs 28 Jan 10	OFSF6	02
London	Fri 5 Feb 10	OFSF6	03
Bristol	Fri 26 Feb 10	OFSF6	04
Leeds	Fri 30 April 10	OFSF6	05

Fee

This course is free includes refreshments, lunch and course materials.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

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OCR Functional Skills Levels 1 and 2 Information and Communication Technology (6778/6779): **Get started** – towards successful first delivery

Aimed at

New Practitioners
Heads of Department
Centre Assessors

Overview

This **full day course** will:

- Explain the requirements of the functional skills standards
- Explain OCR's assessment requirements
- Consider the assessment of candidates with a review of sample assessment materials
- Explain the administration procedures
- Identify links with key skills and Skills for Life qualifications
- Review support and resources available from OCR.

Please read the subject specification before attending the course.

Please bring a copy of the Functional Skills Standards with you on the day. These can be downloaded from OCR's website, www.ocr.org.uk/qualifications/functionalskills.

Note: this course is similar to the sessions that ran in previous years, but the work will be different.

Where and When

Location	Date	Course Code	Event Code
Leeds	Tues 24 Nov 09	OFSF7	01
Manchester	Wed 2 Dec 09	OFSF7	02
Birmingham	Mon 14 Dec 09	OFSF7	03
London	Fri 5 Feb 10	OFSF7	04
Bristol	Mon 1 Mar 10	OFSF7	05

Fee

This course is free includes refreshments, lunch and course materials.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

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OCR Diploma Levels 1 and 2 in ICT (H824/H825): **Get started** – preparing for successful delivery

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher
Heads of Department
Curriculum Managers
Centre Assessors

Overview

This **full day course** will:

- Explain the administration procedures
- Review the support and resources available from OCR
- Consider the assessment of candidates by reviewing sample assessment materials
- Provide an opportunity to network and share ideas for best practice
- Offer helpful advice on preparing candidates for the external assessment.

Please read the subject specification before attending the course.

Where and When

Location	Date	Course Code	Event Code
York	Tues 10 Nov 09	ODIF3	01
Bristol	Tues 24 Nov 09	ODIF3	02
Manchester	Tues 9 Mar 10	ODIF3	03
London	Tues 23 Mar 10	ODIF3	04

Fee

This course is free includes refreshments, lunch and course materials.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

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OCR Diploma Level 3 in ICT (H826): **Get started** – preparing for successful delivery

Aimed at

New Practitioners
Experienced Practitioners
Experienced Practitioners seeking a refresher
Heads of Department
Curriculum Managers

Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Offer helpful advice on preparing candidates for the external assessment
- Examine other useful resources and provision of support
- Explain the administration procedures
- Provide an opportunity to network and share ideas for best practice.

Please read the subject specification before attending the course.

Where and When

Location	Date	Course Code	Event Code
York	Tues 10 Nov 09	ODIF4	01
Bristol	Fri 5 Feb 10	ODIF4	02
Manchester	Tues 23 Mar 10	ODIF4	03
London	Mon 26 Apr 10	ODIF4	04

Fee

This course is free includes refreshments, lunch and course materials.

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OCR Nationals Level 1 in ICT: *Get started* – successful first delivery

Aimed at

New Practitioners
Centre Assessors

Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Review exemplar candidate work
- Explain the administration procedures
- Review the support and resources available from OCR
- Provide an opportunity to network and share ideas for best practice.

Please read the subject specification before attending the course, and bring with you any OCR model assignments on the day.

Where and When

Location	Date	Course Code	Event Code
London	Wed 7 Oct 09	OITG5	01
London	Tues 3 Nov 09	OITG5	02
Coventry	Wed 4 Nov 09	OITG5	03
Leeds	Thurs 12 Nov 09	OITG5	04
Birmingham	Mon 7 Dec 09	OITG5	05
Manchester	Mon 1 Mar 10	OITG5	06
Coventry	Wed 10 Mar 10	OITG5	07
London	Thurs 18 Mar 10	OITG5	08

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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OCR Nationals Level 1 in ICT: *Get ahead* – improving delivery and assessment of Units 1, 2 and 4

Aimed at

Experienced Practitioners
Experienced Practitioners seeking a refresher
Centre Assessors

Overview

This **full day course** will:

- Allow you to share good practice and ideas on new approaches
- Provide the opportunity to look at candidate evidence and clarify assessment issues
- Review exemplar candidate work
- Review the support and resources available from OCR
- Advise on resources and offer guidance on the use of teacher support materials.

Please read the subject specification before attending the course, and bring with you any OCR model assignments on the day.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Tues 6 Oct 09	OITG6	01
Leeds	Wed 2 Dec 09	OITG6	02
London	Fri 11 Dec 09	OITG6	03

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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OCR Nationals Level 2 in ICT: **Get started** – successful first delivery

Aimed at

New Practitioners
Centre Assessors

Overview

This **full day course** will:

- Consider the assessment of candidates by reviewing sample assessment materials
- Review exemplar candidate work
- Explain the administration procedures
- Review the support and resources available from OCR
- Provide an opportunity to network and share ideas for best practice.

Please read the subject specification before attending the course and bring any OCR model assignments with you on the day.

A CD with exemplar candidate material and assessment commentaries will be provided on on the day.

Where and When

Location	Date	Course Code	Event Code
London	Mon 12 Oct 09	OITG7	01
London	Fri 23 Oct 09	OITG7	02
Coventry	Tues 10 Nov 09	OITG7	03
Birmingham	Tues 1 Dec 09	OITG7	04
Leeds	Thurs 10 Dec 09	OITG7	05
London	Thurs 25 Feb 10	OITG7	06
Manchester	Wed 3 Mar 10	OITG7	07
London	Wed 10 Mar 10	OITG7	08
Coventry	Mon 15 Mar 10	OITG7	09

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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OCR Nationals Level 2 in ICT: *Get ahead* – improving delivery and assessment of Units 1, 3 and 5

Aimed at

Experienced Practitioners
Experienced Practitioners seeking a refresher
Centre Assessors

Overview

This **full day course** will:

- Allow you to share good practice and ideas on new approaches
- Provide an excellent opportunity to look at candidate evidence and clarify assessment issues
- Review exemplar candidate work
- Review the support and resources available from OCR
- Advise on resources and offer guidance on the use of teacher support materials.

Please read the subject specification before attending the course and bring any OCR model assignments with you on the day.

A CD with exemplar candidate material and assessment commentaries will be provided on the day.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Tues 29 Sep 09	OITG8	01
London	Thurs 3 Dec 09	OITG8	02
Leeds	Fri 4 Dec 09	OITG8	03

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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OCR Nationals Level 2 in ICT: **Get ahead** – improving delivery and assessment of Units 2, 20 and 21

Aimed at

Experienced Practitioners
Experienced Practitioners seeking a refresher
Centre Assessors

Overview

This **full day course** will:

- Allow you to share good practice and ideas on new approaches
- Provide an excellent opportunity to look at candidate evidence and clarify assessment issues
- Review exemplar candidate work
- Review the support and resources available from OCR
- Advise on resources and offer guidance on the use of teacher support materials.

Please read the subject specification before attending the course and bring any OCR model assignments with you on the day.

A CD with exemplar candidate material and assessment commentaries will be provided on the day.

Where and When

Location	Date	Course Code	Event Code
London	Tues 6 Oct 09	OITG9	01
Leeds	Fri 20 Nov 09	OITG9	02
Birmingham	Wed 25 Nov 09	OITG9	03

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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OCR Nationals Level 2 in ICT: **Get ahead** – improving delivery and assessment of Units 4, 22 and 23

Aimed at

Experienced Practitioners
Experienced Practitioners seeking a refresher
Centre Assessors

Overview

This **full day course** will:

- Allow you to share good practice and ideas on new approaches
- Provide an excellent opportunity to look at candidate evidence and clarify assessment issues
- Review exemplar candidate work
- Review the support and resources available from OCR
- Advise on resources and offer guidance on the use of teacher support materials.

Please read the subject specification before attending the course and bring any OCR model assignments with you on the day.

A CD with exemplar candidate material and assessment commentaries will be provided on the day.

Where and When

Location	Date	Course Code	Event Code
Leeds	Wed 14 Oct 09	OITH1	01
London	Fri 13 Nov 09	OITH1	02
Birmingham	Mon 14 Dec 09	OITH1	03

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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OCR Nationals Level 2 in ICT: *Get ahead* – improving delivery and assessment of Units 6 and 7

Aimed at

Experienced Practitioners
Experienced Practitioners seeking a refresher
Centre Assessors

Overview

This **full day course** will:

- Allow you to share good practice and ideas on new approaches
- Provide an excellent opportunity to look at candidate evidence and clarify assessment issues
- Review exemplar candidate work
- Review the support and resources available from OCR
- Advise on resources and offer guidance on the use of teacher support materials.

Please read the subject specification before attending the course and bring any OCR model assignments with you on the day.

A CD with exemplar candidate material and assessment commentaries will be provided on the day.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Thurs 5 Oct 09	OITH2	01
London	Thurs 22 Oct 09	OITH2	02
Leeds	Thurs 26 Nov 09	OITH2	03

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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OCR Nationals Level 2 ICT: *Get ahead* – improving delivery and assessment of Units 8 and 13

Aimed at

Experienced Practitioners
Experienced Practitioners seeking a refresher
Centre Assessors

Overview

This **full day course** will:

- Allow you to share good practice and ideas on new approaches
- Provide an excellent opportunity to look at candidate evidence and clarify assessment issues
- Review exemplar candidate work
- Review the support and resources available from OCR
- Advise on resources and offer guidance on the use of teacher support materials.

Please read the subject specification before attending the course and bring any OCR model assignments with you on the day.

A CD with exemplar candidate material and assessment commentaries will be provided on the day.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Tues 13 Oct 09	OITH3	01
London	Thurs 15 Oct 09	OITH3	02
Leeds	Mon 7 Dec 09	OITH3	03

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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OCR Nationals Level 3 in ICT (06502/06503/06504): **Get started** – *guidance for first delivery*

Aimed at

New Practitioners
Heads of Department
Curriculum Managers

Overview

This **full day course** will:

- Review exemplar work for the mandatory units 1, 2, 3 and 4.
- Explain the administration procedures
- Consider the collation of appropriate evidence for portfolio building
- Review exemplar candidate work
- Provide an opportunity to network and share ideas for best practice.

Please read the subject specification before attending the course.

Exemplar candidate material and assessment commentaries will be provided on CD.

Where and When

Location	Date	Course Code	Event Code
Manchester	Mon 21 Sep 09	OITH4	01
Coventry	Thurs 1 Oct 09	OITH4	02
London	Mon 12 Oct 09	OITH4	03
York	Thurs 5 Nov 09	OITH4	04
Bristol	Tues 10 Nov 09	OITH4	05
Birmingham	Mon 1 Mar 10	OITH4	06

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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OCR Nationals Level 3 in ICT (06502/06503/06504): **Get ahead** – *improving delivery and assessment for units 3, 5 and 6*

Aimed at

New Practitioners
Experienced Practitioners
Heads of Department
Curriculum Managers

Overview

This **full day course** will:

- Focus on units 3, 5 and 6 and look at different strategies for the planning, delivery and assessment of these units
- Review exemplar candidate work
- Discuss the acceptability of various types of evidence
- Allow you to share good practice and ideas on new approaches.

Please read the subject specification before attending the course.

A CD with exemplar candidate material and assessment commentaries will be provided on the day.

Where and When

Location	Date	Course Code	Event Code
Manchester	Thurs 15 Oct 09	OITH5	01
London	Wed 18 Nov 09	OITH5	02
Coventry	Tues 19 Jan 10	OITH5	03

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

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By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

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Please note: training programmes are correct at time of going to print. Please visit EventBooker at www.ocr.org.uk/eventbooker to search for the most up-to-date event details.

OCR Nationals Level 3 in ICT (06502/06503/06504): **Get ahead** – *improving delivery and assessment for units 4, 10 and 11*

Aimed at

New Practitioners
Experienced Practitioners
Heads of Department
Curriculum Managers

Overview

This **full day course** will:

- Focus on units 4,10 and 11 and look at different strategies for the planning, delivery and assessment of these units
- Review exemplar candidate work
- Discuss the acceptability of various types of evidence
- Allow you to share good practice and ideas on new approaches.

Please read the subject specification before attending the course.

A CD with exemplar candidate material and assessment commentaries will be provided on the day.

Where and When

Location	Date	Course Code	Event Code
Birmingham	Tues 17 Nov 09	OITH6	01
London	Thurs 26 Nov 09	OITH6	02
Manchester	Thurs 18 Mar 10	OITH6	03

Fee

Includes refreshments, lunch and course materials.

£119 if you book before 31 July 09

£140 standard course rate

£173 if you book within 7 days of the course date.

To find out what materials are available to help you run OCR qualifications, call the Publications Orderline on 0870 770 6622 or order online at <http://publications.ocr.org.uk>

To book a course

You can view and book your training event online by visiting our new EventBooker service at **www.ocr.org.uk/eventbooker**

By fax: please complete and return the booking form to: 024 7649 6399

By post: please complete and return the booking form to: OCR Training, Progress House, Westwood Way, Coventry CV4 8JQ

By email: use the booking form on www.ocr.org.uk and email it to: training@ocr.org.uk

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OCR Training, Customer Support Division
Progress House, Westwood Way, Coventry CV4 8JQ
Tel: 024 7649 6398 Fax: 024 7649 6399

Mill Wharf Training
Progress House, Westwood Way, Coventry CV4 8JQ
Tel: 024 7649 6396 Fax: 024 7649 6397

Your completion and submission of this booking form is taken as your acceptance of our terms and conditions. Please complete *all sections*. We will write to you regarding your booking status no later than 14 days before the course date. For special access needs please contact us at the above address/numbers. No refund will be given if a late booking is cancelled.

Delegate details	1	Surname
		Mr/Mrs/Ms/Miss/Dr/Other
		Forename
		Emergency Telephone Contact No.**
		Email Address
		Job title (please circle) Principal/Headteacher/Deputy Head/Assistant Head/Vice Principal/ Head of Department/Head of Year/Exams Officer/ LA Representative/Teacher/Trainer/Training Co-ordinator
		Dietary need* (please circle) Vegetarian/Vegan/Nut-free/Dairy-free/Gluten-free/Halal/Kosher
	2	Surname
		Mr/Mrs/Ms/Miss/Dr/Other
		Forename
		Emergency Telephone Contact No.**
		Email Address
		Job title (please circle) Principal/Headteacher/Deputy Head/Assistant Head/Vice Principal/ Head of Department/Head of Year/Exams Officer/ LA Representative/Teacher/Trainer/Training Co-ordinator
		Dietary need* (please circle) Vegetarian/Vegan/Nut-free/Dairy-free/Gluten-free/Halal/Kosher

* Please refer to our terms and conditions relating to dietary and special access needs. Contact us direct regarding the latter.
** In the event of cancellation/venue change.

Organisation details	National centre no. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (if applicable)
	Centre name
	Full centre address
 Postcode
	Tel No. Fax No.
	(include STD code)
	Preferred method of communication (please tick one)
Delegate 1 Delegate 2	
<input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Post	
NB: Your preferred method of communication will be used to notify you of your booking status, course cancellations, additional dates or new courses from OCR and Mill Wharf Training. We recommend you select the email option.	

Course details	Course code (please specify exact code from the booklet)
	Course title
	Course date Course location
	Code/date/location of 2nd preference*
	Additional information, e.g. workshop choice (if applicable)

* See terms and conditions

Financial details	Please invoice <input type="checkbox"/> (✓)
	Online booking is now available. Online payments can be made, you will be booked automatically onto your chosen event (subject to availability), please check www.ocr.org.uk/eventbooker or www.mill-wharf-training.co.uk for updates.

Terms and conditions

By submitting your booking, you are agreeing to:

1. The booking process

- **Online booking is now available at www.ocr.org.uk or www.mill-wharf-training.co.uk. If you choose to book by this method, confirmation of your place will be automatically generated, subject to availability. Other methods of booking are by fax, post and email.**
- **We do not accept provisional or telephone bookings.**
- Complete all relevant sections of the form. Purchase orders alone cannot be accepted without a booking form.
- We will always confirm your place to you by letter or email, as specified on your booking form. Please do not assume you have a booked place until you have received confirmation from us. You are responsible for checking that you have received this. If you do not have notice of your confirmed place 10 working days before an event, please contact us to resend it.
- If your first chosen date is full, we will automatically book you onto the next available date in your chosen location and confirm via letter or email (as specified on your booking form). If there are no other dates available in your specified location, we will automatically place you on a waiting list and confirm as above. If we add an additional date in your specified location, we will automatically transfer you to this date and confirm your place as above. However, if you provide a second preference, we will automatically book you on that date and will confirm via letter or email. **Please check your confirmation details carefully.**
- All bookings are processed on a first come, first served basis.
- We try to meet the special access and dietary needs stated on your booking form, but we cannot guarantee to meet all requests.
- We will make such adjustments as are reasonable under the Disability Discrimination Act.

2. Payment process and adjustments to standard course fees

- For approved OCR centres, bookings for charged events will be invoiced. If booking online you can pay with a credit or debit card.
- The price of charged events is dependent on when the booking is received. For most events there is a three-tier pricing structure: an early booking event fee, a standard fee, and a late booking fee for places booked within seven days of an event. See individual event advertising for further details.
- No refund will be possible if a late booking is cancelled.

3. Cancellations and transfers

- **Cancellations and transfers will only be accepted in writing by post, fax or email within appropriate timescales (see below). Working days are classed as Monday to Friday. We will confirm to you that we have received notice of your cancellation.**
- **The percentage of course fee refundable is final under any circumstances: refer to Table A.**

Table A: Percentage of course fee refundable if you cancel or transfer

Cancellation received by our training department prior to course at:	% of course fee refundable
10+ working days	100%
0–9 working days	Nil

- If you fail to attend for any reason, you must pay the advertised fee in accordance with when your booking was received.
- Free OCR Training events will not incur any penalty fees; but so that we can offer your place to another delegate, please ensure that you notify us in good time of your course cancellation.

4. Cancellation of courses

- We aim to provide you with reasonable notice should we have to cancel or change an event, but we reserve the right to amend or cancel an event at any time without liability for any travel or other cost incurred by the delegate. Please consider this when making your arrangements. We strongly recommend, for example, that you take out travel and/or accommodation insurance in case of cancellation.
- We will not refund the event fee or other costs should you book a course place in error and fail to provide adequate cancellation notice.

Freshthinking...

New ICT courses from Mill Wharf available for booking NOW!

Code	Title
MCSUX	Exploring Creativity And Using ICT : A Hands-on Course
MPKUI	Using ICT for 'Next Generation' Learning in Geography
MPRID	OCR Level 2 Nationals In ICT: Using Dreamweaver To Enhance Delivery
MPRIN	OCR Level 2 Nationals in ICT: Using Fireworks to Enhance Delivery
MPRIF	OCR Level 2 Nationals in ICT: Using Flash to Enhance Delivery
MPRIP	OCR Level 2 Nationals in ICT: Using Photoshop to Enhance Delivery
MCSPP	Progress and Change in ICT at KS3 and KS4
MTGUC	How To Use Cubase (SE, SL, SX, Studio)
MPRPZ	Intermediate Photoshop: A Hands-on Course
MDSDI	Strategies for Effective Delivery of ICT

For more information call

0845 409 4570

or visit our website:

www.mill-wharf-training.co.uk



Mill Wharf
Professional development in education

Training programmes available

Business Studies, Economics & Accounting	K726	ICT	K733
Basic and Key Skills	K753	Leisure and Tourism	K742
Citizenship	K743	Mathematics	K734
Classics	K727	Media Studies	K735
Creative Arts and Media (inc Music)	K1311	Modern Foreign Languages	K736
Critical Thinking	K744	OCR Nationals	K1310
Design and Technology	K728	Physical Education	K739
English	K729	Religious Studies	K740
Functional Skills	K1313	Science	K741
General Studies	K747	Social Science: Government Politics and Law	K749
Geography	K730	Social Science: Psychology and Sociology	K748
Health and Social Care	K745	Teacher/Trainer Qualifications	K750
History and Humanities	K731	Vocational Business, Finance and Administration	K752
Home Economics	K732	Vocational IT	K718

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For extra copies of any of the above booklets:

- Visit our website www.ocr.org.uk/training to download your copy
- Telephone our Customer Contact Centre, giving the booklet code (telephone numbers below).

www.ocr.org.uk
OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509
Facsimile 024 76 851633
Email vocational.qualified@ocr.org.uk

General qualifications

Telephone 01223 553998
Facsimile 01223 552627
Email general.qualified@ocr.org.uk

OCR

1 Hills Road, Cambridge CB1 2EU
Telephone 01223 552552
Facsimile 01223 553377



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