

Developing Information, Advice & Guidance Skills (4 day course)

**28th & 29th September 2010
4th & 5th November 2010**

9.00 a.m. – 4.30 p.m.

**Corporate Training Development Centre,
County Hall, Norwich**

Background

This course is for school/college staff who support young people with their 14-19 choices as part of their tutoring/mentoring roles. **The course leads to a Level 2 OCN Award comprising of 2 units that aim to develop understanding and skills in IAG work.**

Aims

This course will enable staff to:

- Build their knowledge, understanding and confidence to provide information, advice and guidance (IAG) with 14-19 learners
- Develop the skills required to be able to assist young people to make well informed choices and to support progression and transition
- Share good practice to improve the quality of IAG in schools and colleges

Target Groups

Personal Tutors, Learning Mentors, Careers/IAG staff

Requirements

In order to achieve the Award, learners will be expected to attend the full four teaching days and must complete two written assignments in their own time.

To find out more about the course and assignment requirements before applying please contact Sarah Lawrence on 01842 855808.

Cost

The cost for this course will be £100. This includes registration fees, assessment, certification, lunches and refreshments.

Application

To apply please complete the form overleaf and return **as soon as possible** to Zoe Stark either by fax (01603 227070) or by post: IYS Strategy Team, Childrens Services, 1st Floor Jarrold Stand, Norwich City Football Club, Carrow Road, Norwich, NR1 1HU.

Please be aware that we only have a **limited number of spaces** available.

Application form overleaf...

APPLICATION FORM

Course Title: Developing Information, Advice & Guidance Skills

Course Dates: **4 full days:**
28th September, 29th September, 4th November,
5th November 2010.

Applicant Name: _____

Job Title: _____

Organisation: _____

Address: _____

Tel No: _____ **Mobile** _____

e-mail address: _____

Please state if you have any special requirements
(e.g. access, dietary or any learning needs) _____

I wish to apply for a place on this 4 day training course. I confirm that I will be able to attend each day of the course in full.

I enclose payment of £100 / an authorised purchase order (please delete as appropriate).

Signature of applicant: _____

Date: _____

Signature of line manager: _____

Date: _____

Please complete and return to:

Zoe Stark
IYS Strategy Team, Childrens Services, 1st Floor Jarrold Stand,
NCFC, Carrow Road, Norwich, Norfolk, NR1 1HU

Tel: 01603 215369

Fax: 01603 227070

e-mail: zstark@connexions-norfolk.co.uk