

CENTRA is an Education and Training Company with charitable status providing services to a broad range of clients

CENTRA Education services includes:

- Seminars on current issues at venues nationwide
- In-house training customised to client needs
- Consultancy
- Conferences
- Event Management
- CENTRA Dyslexia Centre

ABC Awards has in excess of 300 qualifications on the National Qualifications Framework and a range of customised provision throughout the UK.

CENTRA Education and Training
Duxbury Park
Duxbury Hall Road
Chorley
Lancashire PR7 4AT

Telephone: 01257 241428
Facsimile: 01257 260357
E-mail: enquiries@centra.org.uk
Website: www.centra.org.uk



INVESTOR IN PEOPLE



Quality Standard 3200/02

Choice Adviser Qualification (ABC Level 2 Award for School Choice Advisers)

Tuesday 15 June 2010

**Duxbury Park
Chorley**



CENTRA

Choice Adviser Qualification (ABC Level 2 Award for School Choice Advisers)

■ This seminar will be of interest to

- Those who are actively providing a Choice Advice service for parents and carers.

■ About this seminar

Choice Advisers are making the school admissions process clearer, fairer and more equitable by supporting those families most in need of help in making a decision about secondary school preferences. This help will ensure that those children most at risk of slipping through the net will have the best possible chance of a good start to their secondary school careers.

This seminar has been developed to:

- Focus on the key skills and knowledge involved in the Choice Adviser role and identify how this maps to the ABC Awards Level 2 Award for School Choice Advisers
- Involve simulation exercises that draw on a particular combination of skills and knowledge base required to target and communicate with hard to reach groups
- Give Choice Advisers the confidence to start building up their portfolio of work evidence and the ability to recognise the type of evidence required
- Make Choice Advisers aware of the relevant legislation, policies and information which they will need to research in order to perform their role and successfully complete the on-line test associated with the qualification.

■ The benefits of attending

- Start on the process of gaining a qualification in Choice Advice which is part of the National Qualifications Framework (NQF)
- Provides an introduction to the knowledge and understanding required to provide independent, impartial, realistic, quality advice to parents and carers
- Reviews best practice methods in engaging with hard to reach families
- Spend a day with the trainer who will be supporting you after the training day when you are compiling your portfolio
- Meet and network with other Choice Advisers who are working in a similar role to you

■ Presenter

Pat Wellock

Pat has been centrally involved with the development and running of the day sessions for preparation for the Choice Advice qualification since the very first series and she has successfully supported candidates through the challenging task of compiling the portfolio of evidence. Pat started her career within the legal sector with a change of direction to teaching in 1992. She has a degree in education. Her insight into teaching and training for NVQs, both in the workplace and in college, has enabled her to develop an approach which addresses the training needs of companies and employees. Pat identifies communication as being the key to successful training, with all parties being actively involved to ensure a successful outcome.

■ Programme content

The seminar begins at 9.30am, with registration from 9.00am and will finish at 4.00pm

- The day provides workshop activities which give Choice Advisers opportunities to enhance their skills in active listening and questioning and how to identify obstacles
- Gives an opportunity to discuss what should be included in a pack for parents
- Gives an opportunity to undertake a SWOT analysis of the key client groups helped by Choice Advisers
- Gives an opportunity to discuss how case notes should be kept
- Gives a comprehensive review of the award and evidence collection guidance

■ How to register

Register on line at www.centra.org.uk and follow the link to the seminar calendar or complete the registration form and either post it or fax it to us by the closing date of **Friday 19 June 2009**.

Confirmation of places, joining instructions and maps will be despatched 10 days before the seminar. If you have not received your confirmation letter one week before the seminar date, please telephone to check we have received your registration form.

£385 fee including £35 awarding body registration fee. This also includes the cost of seminar materials, refreshments and lunch.

This seminar can also be delivered in-house, customised to meet your requirements.

■ Terms and Conditions

Applications are accepted on the understanding that applicants agree to the following booking terms and conditions.

Your compliance with the terms and conditions allows CENTRA, a not for profit charitable status company, to offer a cost effective service to all its customers. All course fees remain payable once a registration is received by CENTRA. CENTRA's terms of payment are 30 days from date of invoice.

CANCELLATIONS - All cancellations must be made in writing

Cancellation before closing date - £30.00; Cancellation after closing date - full fee. Substitutions may be made at any time.

CENTRA reserves the right to amend the published programme if necessary.