

Implementing Access Arrangements for SEN Students

Achieving the best possible support for your students

1st October 2019	Central London	Thistle City, Barbican
13th November 2019	Birmingham	Venue TBC
20th November 2019	Manchester	Venue TBC
26th November 2019	Central London	Venue TBC

£259.99 +
VAT

**** CONFIRMED: NICK LAIT WILL BE SPEAKING ****

We are delighted to announce that Nick Lait, Head of Examination Services at the Joint Council for Qualifications (JCQ), will be speaking!

Hear from the person in charge of making the regulations that you have to follow.

Don't miss this rare opportunity!

SENCO's and Exams Officers have a major role in organising access arrangements for their SEN students. Equip yourself with time-saving techniques and get advice on cases specific to you

This one-day course will help you:

- **Gain** an overview of Access Arrangements
 - **Prepare** for 2019/2020
- **Understand** the logistics and practicalities
 - **Develop** time-saving procedures
 - **Manage** parental expectations
- **Accurately** assess the needs of individual students

[View full agenda →](#)

"The course was far better than I anticipated, if only I had come sooner! So much time-saving, logical information

"Exceeded my expectations - thank you"

9.00 - 9.30

Registration and refreshments

9.30 - 11.00

An overview of access arrangements

- Changes for 2019/2020
- Supervised rest breaks
- Extra time of up to and more than 25%
- Readers and scribes
- Word processors and transcripts
- AAO (Access Arrangements Online)
- Other access arrangements
- Getting ahead for 2019/2020

11.00 - 11.15

Mid-morning refreshments

11.15- 12.30

Logistics and practicalities

- Working as a team – achieving best practice
- Involving teaching staff in the process
- Working with assessors
- Managing staffing implications - successful strategies
- Monitoring and supporting your students
- Compiling evidence - hints, tips, advice and examples

12.30 - 13.30

Lunch (please note afternoon tea is served during sessions)

13.30 - 14.15

Effectively managing access arrangements logistics

- Ensuring rooming arrangements meet candidates' needs
- Successfully meeting minimum requirements
- Training invigilators
- Best practice tips to support exam anxiety

14.15 - 14.45

Managing Access Arrangement Expectations

- Being proactive in managing access arrangements
- Involving staff in the process
- Helping parents understand the complexities

14.45 - 15.15

Accurately assessing the needs of individual students

- Identifying the need
- Using appropriate tests
- Case studies and practical exercises

15.15 - 15.30

Open forum & end

The trainers

Nick Lait is the Head of Examination Services at the Joint Council for Qualifications (JCQ). This is a fantastic and unique experience to learn from someone who writes the regulations, including the JCQ publication Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations!

Sam Garner has been involved in education for over 15 years. She has been a SENCO and Examinations Officer in a large secondary school of approximately 2000 students. Sam has also been a regular presenter at national international training events for SENCOs and exams officers, as well as conducting individual training with SENCOs. Sam is also working towards improving mental health support in schools.

“ The trainer was excellent and was able to provide valuable examples! ”

“ Superb - really beneficial, great opportunity to share ideas. ”

Implementing Access Arrangements for SEN Students- book now!

This course is just £259.99 + VAT per person - we offer discounts for multiple bookings so please contact us for prices: t: 020 8611 2605 e: rta-training@forumbusinessmedia.co.uk w: www.rta-training.co.uk

Please book me a place on the **Implementing Access Arrangements for SEN Students** seminar:

- | | | |
|--------------------------|--|------------------|
| <input type="checkbox"/> | London, Thistle City Barbican 01.10.2019 £259.99 + VAT = £311.99 Total | REF: 950608/3890 |
| <input type="checkbox"/> | Birmingham, Venue TBC 13.11.2019 £259.99 + VAT = £311.99 Total | REF: 950610/3890 |
| <input type="checkbox"/> | Manchester Venue TBC 20.11.2019 £259.99 + VAT = £311.99 Total | REF: 950611/3890 |
| <input type="checkbox"/> | London, Venue TBC 26.11.2019 £259.99 + VAT = £311.99 Total | REF: 950609/3890 |

DELEGATE INFORMATION

Title	First name	Last name	Job title	Email address
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Organisation name: _____ Telephone number: _____

Address: _____ PO number: _____

Finance officer name: _____ Finance dept email address: _____

At RTA we have exciting new products and training events in your sector that we think you might like to hear about. We will use your information to send you details about these new services relevant to your interests and role. We will treat your data with respect and will never share your information with third parties. You can stop receiving these updates at any time. Let us know if you would prefer not to receive these messages by email by telephone by mobile

Terms and conditions: Where a discounted price is offered for early booking, the discount will only apply to bookings paid for by the date specified on the booking form. Failure to make payment by the specified date will mean that the full price of the seminar is due. Venue details: will be made available on our websites (www.forumbusinessmedia.co.uk or www.rtatraining.co.uk) at least one month before the event. Non-Attendance: is subject to the full cost of the event. Cancellations: if you wish to cancel your booking and there are more than 28 days prior to the event, then a charge of £90.00 + VAT per delegate will apply. If you cancel within 28 days of the event a 100% charge will apply (even in cases such as Short Notice Ofsted Inspections, inability to book the time off work, inclement weather or travel disruption). Requests to cancel must be made in writing (i.e. email, letter or fax). These cancellation terms also apply to all last-minute bookings. We reserve the right to cancel the training course with 10 working days' notice (a full refund will be made where payment has been received). Getting to the event: Forum Business Media Ltd does not accept liability for any transport disruption or individual transport delays and in such circumstances our normal cancellation terms and conditions apply. All transport costs (including car parking) and any overnight accommodation costs are the delegate's responsibility to arrange and pay for. Substitute delegates: if you are unable to attend, but would like to send a substitute participant, please notify us before the event. Content and venue: for reasons beyond the control of the organisers, it may be necessary to alter the course content, timing or venue. Content delivered on the day will reflect the latest information available. Please note, The Regional Training Agency (RTA) was acquired by Forum Business Media Ltd in June 2015. They continue to trade as RTA Training from

our London office. Cheques and remittances should be made payable to Forum Business Media Ltd.