



## TRAINER/TEACHER TRAINING



### Preparing to Teach in the Lifelong Learning Sector City and Guilds 7303 (PTLLS) And Lantra Awards Instructional Techniques

Our PTLLS programme  
is delivered through a  
registered

**City & Guilds**  
Centre

#### Course description

This is our flag ship five day fast track course to achieve both awards for one great price. We have been delivering the Lantra Awards qualification for over five years and have qualified hundreds of instructors. We have been delivering the PTLLS award since it was introduced in 2007 and we have enabled nearly 350 satisfied candidates to complete the award. Here are a couple of candidate comments, there are more in the testimonial section of our web site:-



*“An excellent course, one of the best I have ever attended in respect of team working from fellow students and quality of trainer. Trainer was supportive throughout and made a fabulous contribution to everyone’s development”.*

*“A thorough learning experience. An excellent course delivered to a very high standard. Felt at ease and relaxed due to tutor being so friendly and approachable”.*

From first contact you have our total support which will absolutely guarantee your success by the end of the programme. There is a little pre course work and reading, we supply everything you will need and as much guidance as you want, if required.

We then get together for the five day event in a picturesque rural location with plenty of free parking and lots of local accommodation. We use the latest interactive adult friendly learning techniques to explore the course content, so you can relax and enjoy the experience.

#### So what do I get?

We know we are not the cheapest but what you get from us is the benefit of our experience. You are totally guaranteed success with our support in the most efficient and stress free way. An example of this is our highly structured portfolio. We have used our experience to create a skeleton portfolio that is simple and easy



to construct, and we help with **every single piece of paper** that needs to go in there to evidence your learning and competence, we know what needs to be in there, and more importantly what does not, so you don't need to think about it- that's our job.

We have also developed strategies for session planning, writing session plans and delivery that are simple, easy to remember and cannot fail to make you look extremely professional during planning and delivery - guaranteed.

By now we hope that you are realising that you pay for what you get – total support and success, your achievement is our job.

## NVQ Assessors Award



We noticed that we get a lot of candidates who require this award as well as the trainer's awards so we decided to become a one stop shop. One great price for all three awards, just ask us and we can make this happen.

### Open Trainer/Teacher Courses 2011

**Venue –** South Staffordshire College  
Rodbaston Campus  
Penkridge  
Staffordshire  
ST19-5PH  
Tel – 01785-712209

### Open Course dates 2011 - 5 day courses

28 <sup>th</sup> Feb – 4 <sup>th</sup> March	
4 <sup>th</sup> – 8 <sup>th</sup> April	
4 <sup>th</sup> – 8 <sup>th</sup> July	
26 <sup>th</sup> – 30 <sup>th</sup> September	
5 <sup>th</sup> – 9 <sup>th</sup> December	– Now Full
12 <sup>th</sup> – 16 <sup>th</sup> December	– <b>New dates places available</b>

### Our Pledge

We aim to deliver our programmes being reactive to your needs. We will be flexible and helpful for all, and develop individual ways for everyone to succeed. We will ultimately strive to ensure that you feel valued, safe and stress free. We believe that you should also

enjoy the process, achieve maximum learning, and meet all of the criteria with total support from us, and anyone else we work with.

## **Our one stop shop for both trainer awards** **And the NVQ Assessors qualification**

If you require it we can provide all of these qualifications for one great price. You can do all awards together, or one after the other, whichever suits. You will be given the opportunity to register for some or all of the awards on your registration form.

### **Prices**

Combined Lantra Awards and 7303 PTLLS	Your investment	£595.00
NVQ Assessors Award	Your investment	£700.00
Combined awards	Your investment	£1295.00

Please note VAT may apply



### **Further information below**

Registration Form			
7303 PTTLS plus Lantra Awards	Yes/No	NVQ Assessors Award	Yes/No
<b>Personal Details – Please fill in all of this part</b>		<b>Course/start date</b>	
<b>Surname:</b>			
<b>Forenames</b>			
<b>Date Of Birth:</b>		<b>Male</b> <input type="checkbox"/>	<b>Female</b> <input type="checkbox"/> <b>Please delete</b>
<b>Company and Address:</b> Invoice address Yes <input type="checkbox"/> No <input type="checkbox"/> please delete			
<b>IMPORTANT – VAT registered</b> Yes/No Please delete			
<b>Home address</b> Invoice address Yes <input type="checkbox"/> No <input type="checkbox"/> please delete			
<b>Daytime Phone Number</b>		<b>Other Phone Number</b>	
<b>E-mail address -</b>			
<b>Emergency contact details -</b>			
Please comment on any additional support required to assist with your learning, any health, special or dietary needs please discuss with us prior to your course.			
<b>Please indicate that you have read our terms and conditions (In the information pack) Yes/No</b>			
<b>Allocated tutor – Mike Green</b>			

**Official use only**

Invoice:	Data base	I.V. Planner	Folder:
E.V.Tracking:	Details:	Reg:	

## LOCAL HOTELS

<b>Cheap but clean individual student rooms may be booked at the college, subject to availability</b>	01785-712209
The Bridge Hotel Penkridge	01785 714426
The Moat House Hotel Acton Trussel	01785 712217
The Garth Hotel Stafford	01785 256124
Holiday Inn Dunston, Stafford	0800 405060
Oak Farm Hotel Cannock	01543 462045
The Roman Way Hotel	01543 572121
The Travel Inn	0870 1977048

**We do not particularly recommend any hotel on this list, which is not exhaustive, and advise you to do your own research to ensure your personal standards are met**

## TERMS AND CONDITIONS

### Contracts

Our contract will usually be in the form of a detailed proposal, including aims, activities, costs, timescales and desired objectives. The quality of our service and the value of our support provide the only true basis for continuity.

### Fees

Our fees are always competitive for what we provide, which is high quality, tailored, specialised service. As such we do not generally offer arbitrary discounts, a reduction in price is only enabled by reducing the level or extent of services to be delivered. That said we always try to propose solutions which accommodate our clients' available budgets and timescales. Wherever possible we agree our fees and basis of charges clearly in advance, so that we and our clients can plan reliably for what lies ahead.

### Payment

We aim to be as flexible as possible in the way that our services are charged. Some clients prefer fixed project fees, others are happier with retainers. We try to fit in with what will be best for the client. We make no attempt to charge interest on late payments, so we expect payments to be made when agreed. Our terms are generally payment prior to service delivery. Whilst we will strive to accommodate our clients in the event of cancellation we reserve the right to payment.

Our normal cancellation fees are within a fortnight 75% returned, within 1 week 50% returned, non attendance 25% returned.



Mike Green