

OCN Common Core Skills Training Course for Ofsted Registration

Courses for Ofsted Registration: To register on the Ofsted Voluntary Register (VOCR), child-carers need to meet certain requirements, one of which is undertaking training in the common core skills. Registering with Ofsted demonstrates to families you work with that you take your career and responsibilities seriously and they may also be able to benefit by receiving tax breaks.

The six common core skills are:

- Communication & Engagement
- Safeguarding the child
- Child development
- Supporting transitions
- Information sharing
- Multi-agency working

Course Details: OCN Common Core Skills Course (Level 3)—This accredited course is designed for nannies and over 8's childminders registering on the Ofsted Voluntary Register and there are two options for completing it: learners can choose whether they study this by attendance (Option 1 below) or by home study (Option 2 below).

Option 1-OCN Common Core Skills Course (by attendance) The 1 day attendance course in Kensington London, provides attendees with extensive knowledge of the 6 common core skills. Course Fee: £150 (plus £15 if learner takes the optional assessments).

Certification for the attendance course: All learners who attend the whole course will receive a 'letter of evidence' at the end of the course which they can use to prove to Ofsted that they have completed training in the common core skills. Learners also have the option to take the assessments associated with the course in order to gain an OCN certificate but this is not compulsory. Learners who take the assessments will need to pay an extra £15— full details about the assessments will be explained by the trainer at the course.

Dates for 2012 (Attendance Course):

- Saturday 7th January
- Saturday 12th May
- Saturday 13th October
- Saturday 11th February
- Saturday 9th June
- Saturday 10th November
- Saturday 10th March
- Saturday 7th July
- Saturday 8th December
- Saturday 14th April
- Saturday 8th September

Option 2-OCN Common Core Skills Course (by distance learning/home study) This course is tailored for learners who are unable to travel to London to complete the course by attendance or would prefer the flexibility of a home-study style of learning. A study pack is emailed to the learner, along with the assessments that need to be completed within four weeks of starting the course, assessments are then returned to us via email. Learners on the distance learning course can enrol on any date to suit them—there are no set start and finish dates. Learners have 4 weeks to complete the course. Course Fee: £150 (includes the assessment fee). (For learners without email we can post the study materials for an additional fee of £15, learners outside the UK should contact us for overseas postal charges).

Certification for the distance learning course: Everyone who successfully completes the assessments will receive their certificate from the OCN (Open College Network) around 6 weeks after hand-in. However to assist learners needing to register with Ofsted swiftly, we also provide a 'letter of evidence' which can be used to prove to Ofsted you have completed training in the common core skills-this letter is sent to you on receipt of your completed assessments.

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Common Core Skills Reply Slip (2012)

Please return to : MNT Training Ltd, MNT House, Lane End, Itchen Stoke, Alresford, Hampshire. SO24 0QZ. (United Kingdom)

Name: _____

Address: _____

Post Code: _____

Contact Tel No: _____ Email Address: _____

How did you hear about the course? _____ Date of Birth _____

Course you wish to complete: (please tick)

Option 1 OCN Common Core Skills (Attendance) Course - Attendance Date: _____

Option 2 OCN Common Core Skills (Distance Learning) Course - Email Option (£150)
 - Postal Option (£165)

I have read the terms and conditions overleaf and agree to them: _____ Signature

OCN COMMON CORE SKILLS TRAINING COURSE BOOKING TERMS AND CONDITIONS

1. The total cost of the Course is £150 (including VAT) if taking Option 2 (distance learning option via email) or £165 if taking Option 2 (distance learning option via post) or £150 if taking Option 1 (attendance option) PLUS £15 if optional assessments are taken. In order to apply for a course, full payment, which is non-refundable, is required along with the completed booking form. (As course places are limited and cannot always be guaranteed, it is recommended that you telephone MNT to determine course vacancies before applying in order to avoid disappointment.) If paying by credit card a 2.5 % fee will be charged in addition to the course cost.
2. In the event of a student being unable to attend a course or complete a course no refunds will be available, however students may be offered a place on a later course at the discretion of MNT subject to availability.
3. Course fees include tuition and certification fees. Liquid refreshments at break times are also included. All other costs such as travel and accommodation where needed are payable by the student.
4. It is the student's responsibility to ensure that the course is suitable for their requirements. MNT are happy to offer advice but accept no liability in the event that the content of the course does not meet individual requirements.
5. If taking Option 1 (attendance) the learner must be present for the entire course in order to receive their 'letter of evidence'. MNT reserves the right to withhold the letter of evidence if a learner does not attend for the entire course (i.e. if the learner is late). MNT also reserves the right to withhold the 'letter of evidence' if the course trainer believes the learner does not possess a reasonable standard of English and has not fully understood what has been taught on the course (in this instance no refunds will be given). It is the learners responsibility to ensure they possess a competent command of English to attend the course, translators are not permitted on the course.
6. In extreme circumstances it may be necessary for MNT to reschedule a course or cancel a course altogether due to insufficient numbers, upon which a booking has been made. If the rescheduled dates are not convenient to you, MNT's liability will be limited to a refund of the course paid.
7. MNT reserve the right to alter the advertised course venue and trainers.
8. MNT reserve the right to decline applications.
9. All intellectual property rights, including copyright, patents, design rights and know-how relating to the course or course materials provided or made available in connection with the course remain the sole property of MNT. No copies of course materials provided or any usage of or reference to MNT's name may be made unless it has been agreed in writing by MNT.
10. The course content has been carefully researched and is believed by MNT to be up-to-date and factually correct. Students are welcome to discuss with MNT any information or advice received from elsewhere of a conflicting nature if they wish to do so.

The information on the completed booking form is intended to form a complete statement of the agreement between the course applicant and MNT. Discussions, correspondence, documentations or representations prior to the submission of the completed booking form are deemed not to affect the contractual position of the parties unless otherwise expressly agreed in writing.

MNT Training Ltd, MNT House, Lane End, Itchen Stoke, Alresford, Hampshire, SO24 0QZ. United Kingdom

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