

Online learning matters

Extending your organisation's learning provision

Thursday 12 March 2009

Enterprise Park, Derby College, Prince Charles Avenue, Mackworth, Derby DE22 4LR

Background

Community based adult learning is delivered in a variety of locations and involves an assortment of learning arrangements, styles, and learning methods. Given this variety, the online environment presents another opportunity for adult learning providers to engage learners in new and exciting ways. Online learning offers adult learners greater flexibility to learn at their own pace, at any time, and location of their choice.

NIACE has designed the one-day training event 'Online learning matters – extending your organisation's learning provision', and a publication carrying the same title, for community based adult learning providers who want to develop and incorporate a cross-organisational approach to online learning and courses.

Aims

- To explore online learning opportunities and to begin to develop a practical plan for providing learning online
- To support and guide participants in developing online learning provision.

Objectives

At the end of the training day, participants will have:

- Explored different approaches to learning and teaching online
- Considered different needs of learners when learning online

- Developed a plan for providing online learning provision
- Identified appropriate technology for delivering the online learning provision
- Identified effective approaches to providing learner support online
- Identified further development needs in terms of teaching staff's skills and knowledge.

Who should participate?

These one-day training events are aimed at post-16 teaching staff, especially those working in a community setting, who want to develop their own online learning provision. Practical support and step-by-step guidance will be offered to those who are experts in teaching and learning but who now want to extend their learning provision. Participants will also have the opportunity to join an ongoing self-directed online networking area to share their experiences with incorporating online methodologies and to offer peer support.

Guidance

- Applicants are advised that basic IT skills are required to attend this training day
- This training day is targeted at teaching staff who are new to online learning delivery
- The training day is targeted at individuals and organisations who want to extend their learning provision.

Thursday 12 March 2009
Enterprise Park, Derby College, Derby

Event Information

- Arrival and Registration is at 9:15am for a 9:45am start. The event will end at 4:30pm.
- Event Fee per person: **£195**
(includes lunch, tea/coffee and a free copy of the publication *Online learning matters*)
NB: NIACE does not charge VAT on conference and course fees
- If you wish us to invoice your employer we require a copy of the Purchase Order
- Please note that the absence of a Purchase Order / Order Number will delay the processing of your application form
- Only application forms with the payments section completed will be processed
- Places are limited and will be allocated on receipt of completed application forms, on a 'first-come, first-served' basis
- Completed and signed application forms must be faxed or posted to NIACE by the closing date. Reservations by telephone cannot be accepted
- Application forms are individually acknowledged by e-mail. Joining instructions, including map and directions, will be posted out one week before the event
- If you have not received an e-mail confirming your attendance and joining instructions 4 working days before the event please contact:

Raksha Kanani

Tel: 0116 204 2811

Fax: 0116 285 9670

Minicom: 0116 255 6049

E-mail: courses@niace.org.uk

Application Conditions

Event: Thursday 12 March 2009

Closing Date: Thursday 5 March 2009

- Cancellations will only be accepted if received in writing before the closing date and will be subject to an administration fee of £50
- The full fee is payable prior to the event
- Substitutions are to be advised **5 working days** prior to the event
- A **10 working days** notice period is required for provision of palantypists, sign language interpreters and translation to Braille.

NIACE, the National Institute of Adult Continuing Education, was founded in 1921. The National Institute seeks to secure an education system responsive to the diversity of adults' needs and aspirations as learners, and in particular to those who benefited least from initial education. It is our belief that a system fit for adults of all ages and in all their complexity will work better for all learners.

The National Institute is active in many areas - in research, development, publishing, seminars, conferences and training courses, and has an active individual membership.

NIACE is a company limited by guarantee.
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NIACE Events Team
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Website: <http://www.niace.org.uk>



INVESTOR IN PEOPLE

niace
promoting adult learning



Please complete and return the full application form

Application Form

My organisation has authorised my attendance on:

Thursday 12 March 2009, Derby

Participant's details

Title _____ Full name _____

Job title _____ Organisation _____

Daytime tel no. _____ Mobile no. _____

Fax _____

Email _____

Address (for pre-event papers) _____

_____ Postcode _____

This is my Home address Work address

Payment

The signatory is responsible for payment.

Event Fee: £195

(includes lunch, tea/coffee and a free copy of the publication *Online learning matters*)

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I enclose a cheque for £..... made payable to NIACE

Please send me a receipt

I enclose Purchase Order No. _____
 and request you to invoice my employer for £.....

Please note that the absence of a Purchase Order/ Order Number will delay the processing of your application form.

Invoice address:

Please debit my credit/debit card number with the value of £.....

We do not accept payment by AMEX

Valid from: / Expires on: /

Three digit security code on reverse of card:

Issue No: (Switch/Maestro)

Name as it appears on the card:

 Cardholder's signature:

Cardholder's address:

Participant's requirements

- I will require a hearing loop
- I will require a sign language interpreter (indicate type)

- I will need a palantypist and/or note taker
- I will be using a wheelchair
- I will be bringing an assistance dog
- I have a visual impairment
- I require event material in a specified format (please indicate format)

Any additional requirements (please specify)

I have the following dietary requirements

NIACE requires a 10 working days notice period to make arrangements for palantypists, sign language interpreters and translation to Braille

NIACE membership (please indicate)

- Individual Member
- Corporate Member
- Honorary Life Member

Agreement

By signing the form the individual agrees to NIACE's Terms and Conditions in respect of applying for a place at a NIACE event.

Signature

PRINT First (given) and family names

Date

Equality and Diversity monitoring

Please tick the appropriate boxes below

- Asian**
- Bangladeshi British Chinese
 - Indian Pakistani Sri Lankan
 - Other: _____

- Black**
- African British Caribbean
 - Other: _____

- Dual Heritage**
- White and Black Caribbean White and Black African
 - White and Asian Other: _____

- White**
- British European Other: _____

Any other ethnic group
Please specify: _____

- Gender**
- Female Male

- Age**
- Under 30 31-50 51+

Sectoral monitoring

Please tick the appropriate box below (* please specify)

- Adult Ed. College
- Children's Trusts
- College, FE or HE (inc. Universities)
- Community Education Provider
- Government Department
- Information/ Guidance Provider
- Libraries and Museums
- Learning and Skills Councils
- Local Government (inc. Education Authority)
- Local Authority, Housing
- Local Authority, Children's Services
- Primary healthcare
- Prison/Probation Service
- Supported Employment
- Trade Union
- Voluntary Sector and Charities
- Work-based Learning (inc. SSCs)
- Other* _____

C1789/0209

Event Date: Thursday 12 March 2009
Closing Date: Thursday 5 March 2009

Send to: Raksha Kanani

NIACE Events Team
Renaissance House, 20 Princess Road West, Leicester LE1 6TP
Fax: 0116 285 9670

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