

Training Factsheet

Commissioning an NPA Accredited Training Workshop - UK

This document outlines information and costings for commissioning a training workshop from the NPA in the UK (please refer to the **Factsheet- International Training available from the NPA** if you are from outside the United Kingdom)

THE PORTAGE WORKSHOP - A Small Steps Approach to learning for Children with SEND

Course content

- Using the Portage Principles and putting these into practice
- Using small steps to break down tasks
- Setting targets and how to record and achieve them
- The importance of Play
- Children's behaviour and emotional responses
- Receive an NPA certificate

What participants will learn

- How the Portage approach can be used in all areas of Early Years
- How to plan effectively to support a child's learning
- How to break tasks down into small achievable steps
- How to write clear achievable targets
- How to support children's learning using different strategies and approaches.

Additional course information

- The Portage Workshop is designed to be delivered over two full days plus a follow-Up Session 1-2 months later. Other delivery options are possible and should be discussed with the Chair of Training.
- Participants need to attend all the workshop days (including the Follow-Up Session) and complete an individual assignment to gain the 'certificate of attendance'.
- Completion of the workshop offers the opportunity for the participants to study further to gain a Level 3 Open Awards qualification in Portage.

The Portage 2-day workshop with two trainers for 12 -24 participants, including a follow up session is £5,000 (this includes all trainer expenses).

A non-refundable deposit of 10% will be required at the time of booking.

Cancellations

Any cancellations must be received in writing and emailed to administrator@portage.org.uk and the following charges will apply:

- 6 weeks or more the 10% deposit will remain payable
- between 4-6 weeks 50% of workshop cost.



- between 2-4 weeks 75% of workshop cost.
- within 2 weeks of the workshop 100% (full cost of workshop)

It is the responsibility of the Organisation requesting the training (referred to from here on as 'The Provider') to:

- Print workshop manuals for participants (the workshop materials will be sent to the provider in an ordered pdf format)
- Provide and cover the costs of a venue with seating and tables for participants.
- Provide IT facilities for PowerPoint projection and sound.
- Manage the booking process for the workshop, produce an attendance register for each day and provide name badges for participants and trainers.
- Make arrangements for refreshments for participants and lunch (optional) and liaise with the NPA Accredited Trainer regarding timings etc.

The NPA will:

- Provide two NPA Accredited Trainers to deliver the workshop.
- Ensure the trainer liaises with the Provider to arrange mutually convenient dates, workshop start/finish times, refreshment and lunch breaks.
- Provide an electronic version of the workshop participant's manual for the Provider.
- Provide NPA certificates to all who successfully complete the workshop (including the Follow-Up session)

If you would like to make a booking, please complete form **UKCT01 - Commissioning Training from the NPA** and return to administrator@portage.org.uk