

**The Portage Workshop – A Small Steps Approach to learning for Children with SEND**

* The Portage Workshop is designed to be delivered over two full days plus a Follow-Up Session 1-2 months after the workshop. It is also possible to deliver the workshop over three shorter days plus a Follow-Up Session. Other delivery options may also be possible and should be discussed with the Chair of Training.
* The Follow-Up Session aims to ensure participant’s learning becomes embedded into their day-to-day practice. It is also an opportunity to share information about further NPA support, training and CPD opportunities.
* Participants need to attend all of the workshop days (including the Follow-Up Session) and complete the individual assignment in order to gain the certificate of attendance.
* Completion of the workshop offers the opportunity for the participants to study further in order to gain a Level 3 qualification in Portage.
* Participants who are working in a Portage service will have the opportunity to study further to gain a Portage Home Visitor Certificate. This will be done within their service.
* The Portage Workshop is designed for 24 participants.The number of participants should be no less than 12**.**

**It is the responsibility of 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

**The NPA will:**

* Provide at least one NPA Accredited Trainer 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
* Advertise the workshop on the NPA website (if required)
* Provide NPA certificates to all who successfully complete the workshop (including the Follow-Up session)

**The cost of the Workshop is £6,000.** Please note that this is a flat fee – there are no hidden or additional costs. With the recommended number of 24 participants, this equates to a cost of £250 per person.