



BARTLETT KENDALL ASSOCIATES

PARTNERING IN EDUCATION

Primary Design and Technology CPD

Aspiring or new Co-ordinators of D&T

A one-day course

Purpose?	To develop an understanding of the role of a Design and Technology Co-ordinator.
Content?	The course will provide opportunities to <ul style="list-style-type: none">➤ look at the role of a design and technology co-ordinator➤ look at progression in Design and Technology➤ give an opportunity to assess and record pupils' attainment in Design and Technology and to explore methods of developing subject portfolio➤ explore the range of activities and materials laid down in the National Curriculum Design and Technology
Attendees?	Co-ordinators, Subject Leaders, Teachers.
Key Stages?	1,2.
Date?	Tuesday 1 st November 2011
Time?	9.30am – 3.30pm
Venue?	The Boat House, Ferry Street, Isle of Dogs, London, E14 3DT
Tutor:	Sandie Kendall, Independent Primary D&T Consultant
Cost?	£150 +VAT
Interested?	Please return the application form with the fee to: Bartlett Kendall Associates, Lilian House, 44 Davenport Road, London, SE6 2AZ. Tel: 0208 473 3002 Fax: 0208 698 5676 e-mail: sandie@bartlettkendall.co.uk



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Application form	
Aspiring or New Co-ordinator to Design and Technology	
Date 1st November 2011	
Do you have any access requirements?	Please specify
Do you have any special dietary requirements?	Please specify
Contact details	
Title:	
First Name	
Surname:	
Role in School	
School	
Address	
Postcode:	
Telephone Number	
Fax Number	
E-mail	

Please fax your completed form to: Sandie Kendall on 020 8698 5676 or post to Sandie at:
Bartlett Kendall Associates, Lilian House, 44 Davenport Road, London, SE6 2AZ.
Telephone: 020 8473 3002. e-mail: sandie@bartlett Kendall.co.uk

BKA Ltd. Terms and Conditions

- The submission of the completed application form and subsequent issue of acceptance of the application by BKA constitutes a confirmed reservation. Acceptance of applications will be made by BKA in writing. If confirmation of the application has not been received within 14 days prior to the course start date, please contact BKA on 020 8473 3002. BKA cannot be held responsible for the non-arrival of information.
- On confirmation of the reservation, unless the fee accompanies the application, the full course fee will be invoiced to the organisation submitting the application form and the fee is payable within 14 days of the date of the invoice. All course fees must be paid before the start of the course and certificates of attendance will be made available only on payment of all outstanding fees.
- All cancellations must be made in writing or by fax to be received by BKA at least 15 school term-time days before the start of the course. All cancellations are subject to an administration charge of £50+VAT per delegate which will be invoiced, or deducted from any due refund, whichever is appropriate. BKA regrets that no refund of fees can be made for cancellations received later than described above, but a substitute delegate may be nominated at no extra cost.
- In the event that insufficient applications are received for a course to proceed, full refunds of fees paid will be made to applicant organisations.
- BKA reserves the right to make changes to the programme, location and/or course leader(s) without prior notice.
- Where it is necessary to cancel a course at late notice, or on the day of the course, due to factors outside BKA's control (e.g. transport strikes, course leader illness/accident etc.) BKA will offer a new course date. BKA will not be liable for any consequential loss to any delegates or schools/applicant organisations suffered as a result of such circumstances. Delegates' cancellation rights are not affected.
- By submitting this form, applicants and their organisations agree to abide by these terms and conditions.