

Hosting a Standard One Day D&T Course in Your School

Thanks for your interest in hosting a course in your school. We run a number of different types of courses and each has different requirements. This information covers the requirements for a standard one day course

As well as standard one day courses we also run one day Roadshows. These are more like mini conferences so they have more complex requirements which you can view at <https://goo.gl/s4ppi7>.

In addition, we run D&T:Connect meetings which are 2 hour after school pop up events which are free. The requirements for a D&T:Connect are very similar to the information on this sheet but with a few differences. Please see the separate information sheet at <https://goo.gl/s4ppi7> for more details.

The following are a rough idea of our requirements for a standard one day course. Don't worry if you can't meet all criteria as it may be possible to change elements of the day.

What is a standard one day course?

- A school often offers to host a standard one day course because someone from their school would like to attend a course and this is a way of reducing costs such as travel fees. The type of course a school hosts is up to them and it's often linked to the CPD needs of a delegate in the host school. For examples of current courses visit <https://goo.gl/hcaSxK>; bespoke courses might also be available. Courses are usually run by Paul and Julie Boyd together. Schools should note that offering to act as host is no guarantee that a course will go ahead, and courses will need a minimum number of delegates to make them cost effective. With this in mind host schools are asked to promote the event locally e.g. through local networks.
- The course is usually held during the week, although some are on Saturdays or during holidays. There are usually approximately 4 – 15 delegates. The timings are usually 10am – 4pm, although these can be flexible, and we would need access to the room from around 8am and until 5pm in order to set up and pack away.
- The venue should be in an area where there's likely to be demand for a course and where there are good road and rail links (and preferably on site parking).

What are the rooming requirements?

- Most courses don't need a specialist D&T room as we can bring equipment with us. A D&T space is a bonus but usually a meeting space or standard classroom works well. The room would need to be suitable for D&T type activities, including cutting and using a range of materials, as well as using equipment. Ideally, the room will have plenty of electrical sockets, as well as access to water nearby.
- The room would need to be suitable for approximately 15 delegates sitting at tables of four, as well as having additional space for delegates to move around in and space for a few resources to be displayed.
- The room would need access to a projector and screen (and preferably sound and internet) although we can bring our own laptop. The room would also ideally have access to male and female toilets close by.
- Ideally the school will provide basic refreshments as well as a basic cold buffet lunch (all of which we pay for).
- We pay for room hire, although where a delegate attends from the school this is often provided for free in agreement for a discounted delegate fee.

What does the host do?

- The school can choose to have a member of staff attend the course or can just act as a host venue, without getting involved in the day itself. Teaching schools, for example, often act as a host without sending any of their own staff on the course because of their roles as centres of excellence.
- In most cases for a standard day course there's limited work for the host to do, apart from being a point of contact. The host gets permission for the course to go ahead and often give us contact details of someone in school who deals with venue bookings and much of the coordination is then done direct with them. We're responsible for all of the admin work, including bookings, contacting delegates and collecting fees.
- A discounted course fee may be possible for a delegate from the host school to attend the course, but this will depend on the course being run, as well as on any venue hire fee.
- It may be possible for a host school to pay a set rate for us to deliver a course and then for the school to charge local schools to attend. Schools often do this when several staff from the school want to attend a course as this can be a way for the school to reduce their costs. For this type of arrangement the school takes on all of the organisation of the course, including taking bookings and fees, as well as contacting delegates. Details on fees for this type of arrangement can be given on request.

Email julie@julieboyd.co.uk to express an interest in hosting a standard one day course at your school, including in your email details of the type of course you would like to host.