

BSA
PROFESSIONAL DEVELOPMENT PROGRAMME

TRAINING COURSES AND QUALIFICATIONS FOR BOARDING STAFF

**Professional Practice Certificate
(Boarding Staff)
Level HE1**

This certificate is designed primarily for non-graduate boarding school staff

**Professional Development Certificate
(Boarding Education)
Level HE3**

Participants should have a minimum of two years full-time experience of Higher Education, or the equivalent. This certificate is designed primarily for teachers and other graduates.

2010-2011

Each Certificate comprises two component parts.
Students must complete the common Part 1 module and one of the Part 2 modules.

What do the Certificates consist of?

Professional Practice Certificate (<i>non-graduate staff at level HE1</i>)	
PART 1	Boarding Welfare and Pastoral Care
PART 2	<i>Either</i> Health and Development in Childhood and Adolescence <i>Or</i> Studies in Boarding Management <i>Or</i> Nursing Issues in Boarding Schools

Professional Development Certificate (<i>graduate staff at level HE3</i>)	
PART 1	Pastoral Care and Young People
PART 2	<i>Either</i> Management Issues in Boarding Schools <i>Or</i> Health and Development Issues affecting Young People <i>Or</i> Nursing Issues in Boarding Schools

What do these Course Modules consist of?

For more information on each Module see the separate information sheets.

What are the Course Objectives?

- *to raise awareness of key issues of importance to boarding;*
- *to increase confidence and competence (especially for those with little boarding experience);*
- *to bring boarding staff up to date with recent changes and developments;*
- *to provide opportunities to share experience and good practice with colleagues;*
- *to encourage reflection and critical evaluation of boarding practice and professional issues;*
- *to provide opportunities to study and develop expertise in specific areas of interest;*
- *to contribute towards school improvement and raising standards of pastoral care and welfare;*
- *to enhance a professional career path in boarding;*
- *to provide a university qualification in recognition of successful completion of the courses.*

How are these Certificates delivered?

This comprises of five study days which are arranged on a regional basis so that students are able to select the location which best suit their needs. Students must attend all five sessions of each course These Study Day sessions will be tutored by a variety of specialist contributors as well as experienced boarding staff. Many sessions will benefit from joint contributions and discussion between non-teaching and teaching staff participants. Students are also expected to read in and around the key topics and to carry out research.

Where and when are the courses run?

The Programme of courses for 2010-2011 are shown at the end on this leaflet. These are arranged on a regional basis with the Study Day sessions being held in one (or in some cases two) locations. The first date of each Regional course is key as it includes the essential introduction to the whole course/module.

Who can apply?

Participants should be working in a boarding role in a school or college normally in membership of the ISC or SBSA.

How is the Course Assessed?

HE 1 CERTIFICATE	
PART 1	completion of a 3,500 word Portfolio , reflecting the learning and understanding that has been developed in relation to course themes and the participant's learning.
PART 2	compilation of a Resource Pack on a chosen boarding/health and development theme, incorporating appropriate investigation and evaluation in school.

HE 3 CERTIFICATE	
PART 1	compilation of a 3,500 word Diary , reflecting the learning and understanding in relation to the themes of the course and the participant's professional development.
PART 2	will be assessed by the completion of an extended piece of written work (3,500-4,000 words), in the form of a short research project or an essay on a issue of importance and relevance to the participant.

How long will it take?

Most participants will complete the two parts of the course in sequence, but it is possible to complete Part 2 before Part 1 if participants have had prior experience of working in a boarding setting. It is expected that most participants will complete both parts of the certificate during a two-year period, but some may be able to complete the whole course within a shorter time span.

What support will be available to me?

Each course will be supported by a team of tutors and participants should have the support of a mentor (approved and appointed by the Head), who is likely to be a senior colleague in a position to support, encourage and assist the participant in day-to-day work, and in his/her progress through the course. The mentor will be briefed by BSA and will receive appropriate training and guidance. The course tutors for the taught components of the Certificates will also provide on-going support and help with the self-study units and assessment tasks.

Participants are able to gain access Roehampton's Library and Resource Centre, and to reference sources at universities around the UK, as well as on-line reference material. Reading lists will be provided for each module of the course; schools are expected to provide such reference materials for their participants.

Course Attendance and Costs (2010-2011)

Each Part of the Course costs **£690** comprising a registration and certification fee of £165 and £105 per study day for each of the five taught sessions.

Delegates who attend the HsMs conference or the Matrons and Medical Staff conference will only need to pay for four study days; the conference fee entitles you to one free Study Day. Costs of attending conferences vary, and are published separately.

NB: that all participants are required to attend all five study days for a given course.

Participants from **schools not in membership of BSA** are liable for a 25% surcharge on all training fees.

How do I enrol for one of these Certificates?

Staff wishing to enrol on any of these courses should send their registration forms and the School Support/Mentor proforma (available on the BSA website) to the Director of Training, Boarding Schools' Association, Grosvenor Gardens House, 35-37 Grosvenor Gardens, London SW1W 0BS, telephone 0207 798 1580, fax 0207 798 1581, e-mail: training@boarding.org.uk.

Schools MUST include payment with the application in order to guarantee a place on a course. No student will be able to commence if the fees have not been paid.

Further Information on BSA CPD and Training

BSA's website at www.boarding.org.uk. In case of doubt about the most appropriate course or certificate, please contact the BSA Director of Training at training@boarding.org.uk

COURSES/MODULES AVAILABLE DURING THE ACADEMIC YEAR 2010- 2011

Participants are expected to attend all five days of each course.

Code	Course	Module	Venue	Dates (inclusive)	Cost
10/4	BSA Conference for Matrons/ Medical Staff	Pastoral Care	London	7 Oct 10, 25 Nov 10, 9 Feb 11, 28 Apr 11, 14 Jun 11	£690 (Exception: £585 if attending conference)
SCIS 2010	Regional Course (Scotland)	Pastoral Care	Edinburgh	2/3 Nov 10, 27/28 Jan 11, 3 May 11	£690
10/5	Regional Course (North)	Pastoral Care	The Mount School, York (TBC)	28 Sep 10, 23 Nov 10, 7 Feb 11, 29 Apr 11, 29 Jun 11	£690
10/6	Regional Course (London)	Pastoral Care	Baden Powell House, London	7 Oct 10, 25 Nov 10, 9 Feb 11, 28 Apr 11, 14 Jun 11	£690
10/7	Regional Course (London)	Health & Development	Park Crescent Conference Centre, London	7 Oct 10, 25, Nov 10, 9 Feb 11, 28 Apr 11, 14 Jun 11	£690
10/8	Regional Course (London)	Nursing Issues	Park Crescent Conference Centre, London	7 Oct 10, 25 Nov 10, 9 Feb 11, 28 Apr 11, 14 Jun 11	£690
10/9	Regional Course (South)	Boarding Management	Downe House, Newbury Radley College, Oxford	14 Oct 10, 11 Feb 11, 22 Jun 11 30 Nov 10, 10 May 11	£690
10/10	Regional Course (Midlands)	Boarding Management	Old Swinford, Stourbridge Trent College, Nottingham	16 Nov 10, 17 Mar 11, 28 Jun 11 2 Feb 11, 12 May 11	£690
10/11	Regional Course (South/London)	Boarding Management	Licensed Victualler's Sch, Ascot Baden Powell House, London	25/26 Oct 10 2 Dec 10, 8 Mar 11, 16 Jun 11	£690
11/1	BSA Housemasters/mistresses	Pastoral Care	Park Crescent Conference Centre, London	10 Feb 11, 29 Mar 11, 10 Jun 11, 21 Sep 11, 8 Nov 11	£690 (Exception: £585 if attending conference)
11/2	Regional Course (West)	Pastoral Care	Wycliffe College, Gloucs Clifton College, Bristol	27 Jan 11, 7 Jun 11 23 Mar 11, 23 Sep 11, 15 Nov 11	£690
11/3	Residential Easter Course	Boarding Management	Dauntsey's School, Wiltshire Baden Powell House, London	4/5/6 Apr 11 23 Jun 11, 16 Sep 11, 10 Nov 11	(4/5/6 Apr 11 – counts as two study days) £480 + residential fee

Mentor Training Dates: 2010 – 2011

M104	Mentor Training	Edinburgh	Friday 24th September 2010
M105	Mentor Training	Baden Powell House, London	Friday 1st October 2010
M106	Mentor Training	Baden Powell House, London	Friday 19th November 2010
M111	Mentor Training	Baden Powell House, London	Thursday 17th February 2011
M112	Mentor Training	Birmingham	Friday 25th March 2011
M113	Mentor Training	Baden Powell House, London	Friday 20th May 2011