

## Calendar of Events 2008/9

*Diary date: AoC Annual Conference & Exhibition 2009  
17-19 November, ICC, Birmingham*

### NOVEMBER 2008

#### **AoC/LSC Income Generation Workshops**

**Date: Tuesday 25 November**

**Location: De Vere Hotel, Daresbury Park, Warrington**

**Sponsorship: No**

Income generation is the AoC support programme designed to support the Further Education Sector in developing practical solutions to the approaches developed and identified via world class skills programmes. The events utilise toolkits and provide practical workshops targeted at Curriculum Directors, Quality Managers and Finance staff to review fees policies and stimulate ideas for income generation. Attendees will be provided with a toolkit to inform and support their Further Education provider process in a fun and accessible format that can be used simply and effectively.

The training will be delivered in partnership with the Learning and Skills Council (LSC), RCU (Research and Consultancy Unit) and representation from Further Education colleges where income generation strategies have delivered quantifiable lasting results. On completing the training, the delegate will have gained the knowledge, tools and supporting documentation to lead the delivery of income generation within their college, eliminating the requirement for additional training support.

For further information or to book online please visit:

[www.aocmsevents.co.uk/incomegen0809](http://www.aocmsevents.co.uk/incomegen0809)

If you would like to be added to the mailing list or to receive more information about this event please contact [events@aoc.co.uk](mailto:events@aoc.co.uk)

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#### **AoC/LSC Income Generation Workshops**

**Date: Thursday 27 November**

**Location: Euston House, London**

**Sponsorship: No**

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provided with a toolkit to inform and support their Further Education provider process in a fun and accessible format that can be used simply and effectively.

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### **Capital Update Workshops**

**Date: Thursday 27 November**

**Location: The Malmaison Hotel, Manchester**

**Sponsorship: No**

At a time when large numbers of capital proposals are being prepared and taken forward by colleges, the seminars will provide a vital update on the many important changes to the LSC's guidance and rules that are being implemented from autumn 2008 onwards.

*The seminars are timed to cover:*

- the launch of the new LSC Capital Handbook;
- the revised policy on submitting investment appraisals;
- life cycle costs and facilities management;
- managing funding risks in a volatile market;
- the National Audit Office Report on the LSC's capital programme.

For further information or to book online please visit:  
[www.aocmsevents.co.uk/capitalupdate0809](http://www.aocmsevents.co.uk/capitalupdate0809)

If you would like to be added to the mailing list or to receive more information about this event please contact [events@aoc.co.uk](mailto:events@aoc.co.uk)

## **DECEMBER 2008**

### **Mediation Training Course**

**Date: 1 - 3, and 9 -10 December**

**Location: ACAS Offices, London**

**Sponsorship: No**

### **Learning outcomes**

By the end of the course participants will:

- understand the nature of workplace conflict

- be able to identify when internal workplace mediation is appropriate
- be able to demonstrate the skills and behaviours needed to be an effective mediator
- know the mediation model and the key tasks of each stage
- be able to manage the mediation process effectively and confidently
- know how to evaluate their own performance and that of others

#### **The award**

Participants who have successfully demonstrated their achievement of the assessment objectives via a portfolio and completed assessor records will be awarded a Certificate in Internal Workplace Mediation. This certifies that they are competent to mediate in their own organisation.

For further information and to book online, please visit:

<http://www.aocmsevents.co.uk/mediationtraining0809>

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#### **Responding to the Threat of Weapons in Colleges**

**Date: Tuesday 2 December**

**Location: Inmarsat Conference Centre, London**

**Sponsorship: No**

As part of the community it is vital that every college addresses knife possession and other types of weapon among young people, particularly those who are carrying weapons for fear of being a victim of violent crime. With an estimated 500,000 young people carrying knives on the streets it is essential for all members of staff to know the threat, the law and the weapons that may cause them harm.

#### **This one day seminar will cover:**

- The real threat from weapons within the college community
- The government's response in the form of legislation
- An outline of the powers to screen and search students and the issues this raises
- The requirement for coherent and workable in house college policies
- A practical demonstration of searching techniques and an introduction to made and adapted weapons and where they may be concealed

#### **Who should attend this conference?**

Principal/CEO, Health & Safety Officers, Quality & Curriculum Directors/Managers, Human Resources Managers and Estates Managers will all benefit from the workshops. However, other directorates who feel this topic may be of use to them are also welcome.

For further information or to book online please visit:

[www.aocmsevents.co.uk/weapons0809](http://www.aocmsevents.co.uk/weapons0809)

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### **AoC/LSC Income Generation Workshops**

**Date: Thursday 4 December**

**Location: EMFEC Conference Centre, Nottingham**

**Sponsorship: No**

Income generation is the AoC support programme designed to support the Further Education Sector in developing practical solutions to the approaches developed and identified via world class skills programmes. The events utilise toolkits and provide practical workshops targeted at Curriculum Directors, Quality Managers and Finance staff to review fees policies and stimulate ideas for income generation. Attendees will be provided with a toolkit to inform and support their Further Education provider process in a fun and accessible format that can be used simply and effectively.

The training will be delivered in partnership with the Learning and Skills Council (LSC), RCU (Research and Consultancy Unit) and representation from Further Education colleges where income generation strategies have delivered quantifiable lasting results. On completing the training, the delegate will have gained the knowledge, tools and supporting documentation to lead the delivery of income generation within their college, eliminating the requirement for additional training support.

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### **Capital Update Workshops**

**Date: Thursday 4 December**

**Location: The Kensington Marriott Hotel, London**

**Sponsorship: No**

At a time when large numbers of capital proposals are being prepared and taken forward by colleges, the seminars will provide a vital update on the many important changes to the LSC's guidance and rules that are being implemented from autumn 2008 onwards.

*The seminars are timed to cover:*

- the launch of the new LSC Capital Handbook;
- the revised policy on submitting investment appraisals;
- life cycle costs and facilities management;
- managing funding risks in a volatile market;
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## **Handling the Media**

**Date: Tuesday 9 December**

**Location: London (exact venue tbc)**

**Sponsorship: No**

### **Overview**

This workshop examines how to get the most out of the media and to give stories the best chance of being covered. Delegates will understand how the media operates so that they intervene in the right way at the right time. Consequently journalists will receive the type of material they want, when they want it.

### **Levels**

This workshop is designed for press officers who wish to develop basic press and media handling skills. The style is participative and full of practical examples and exercises.

### **Content**

- How the UK media operate
- The journalist's perspective and building relationships
- The creative bridge and finding the angle
- Selling stories
- Organising press events
- Media interviews
- Running the press office

For further information and to book online, please visit:

[www.aocmsevents.co.uk/media0809](http://www.aocmsevents.co.uk/media0809)

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## **National Impact Assessment Workshops**

**Date: Tuesday 11 December**

**Location: The Hilton London Euston Hotel**

**Sponsorship: No**

Delivering on Equality & Diversity is a Government policy and legislative priority. Specific, enforceable legal duties have been placed on colleges to ensure that they contribute actively to building a safe, just and tolerant society for everyone in the UK, regardless of their race, religion, gender, gender identity, sexual orientation, disability or age.

Promoting equality and diversity and conducting and acting on equality impact assessments are legal duties that require college compliance. OFSTED/ALI inspects college performance in this respect, rewarding creative high impact HR and learning practice.

To help you address these key strategic issues, maximise the benefits to your college and avoid litigation, we are running two workshops on Equality Impact Assessment.

These workshops follow on from the very successful workshops held in the summer of 2008.

For further information or to book online please visit:  
[www.aocmsevents.com/impactassessment0809](http://www.aocmsevents.com/impactassessment0809)

If you would like to be added to the mailing list or to receive more information about this event please contact [events@aoc.co.uk](mailto:events@aoc.co.uk)

## JANUARY 2009

### **Writing for the Media Workshop**

**Date:** Wednesday 21 January

**Location:** London (exact venue tbc)

**Sponsorship:** No

#### **Overview**

This workshop outlines how to draft professional-looking and effective press releases and other materials for the media. Delegates will appreciate the appropriate structure for a release and a feature – and when to ignore it. They will also understand the need for accurate and concise writing, and what the journalist is looking for.

#### **Level**

This workshop is designed for executives who wish to develop their media writing skills. The style is participative and based on analysing, criticising and reworking practical examples

#### **Content**

- Effective business writing: proofreading, clarity and accuracy
- Structuring press releases: the 6W's
- Headlines and hooks, quotations and finding the news angle
- Linking press releases and media coverage
- Beyond the press release: articles and emails

For further information and to book online, please visit:  
[www.aocmsevents.co.uk/media0809](http://www.aocmsevents.co.uk/media0809)

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### **Health & Safety Update: Corporate Manslaughter Workshops**

**Date:** Tuesday 27 January

**Location:** Manchester (exact venue tbc)

**Sponsorship:** No

The Corporate Manslaughter and Corporate Homicide Act 2007 is now in force. The Act was ten years in the making and will make it easier for organisations to be prosecuted and convicted for corporate manslaughter following a fatality. Boards of Directors are rightly concerned about the implications of the Act on their organisation and how their personal liability is affected.

As part of the course, senior manager duties under Section 37 of the Health and Safety at Work Act 1974 are scrutinised, with a practical focus on the human impact of an investigation on a senior postholder.

**This full day course considers:**

*Senior Manager/Director Duties*

- Prosecutions of individuals for health & safety– in what circumstances are these brought?
- Senior management responsibilities for health and safety
- Good practice leadership suggestions from the Institute of Directors

*Corporate Manslaughter*

- Where we are now
- The new duty – what do the changes mean?
- Extending the scope of liability
- Penalties and moral opprobrium
- Minimising liability – steps you can take

For further information or to book online please visit:

[www.aocmsevents.co.uk/corporateman0809](http://www.aocmsevents.co.uk/corporateman0809)

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**Health & Safety Update: Corporate Manslaughter Workshops**

**Date: Friday 29 January**

**Location: London (exact venue tbc)**

**Sponsorship: No**

The Corporate Manslaughter and Corporate Homicide Act 2007 is now in force. The Act was ten years in the making and will make it easier for organisations to be prosecuted and convicted for corporate manslaughter following a fatality. Boards of Directors are rightly concerned about the implications of the Act on their organisation and how their personal liability is affected.

As part of the course, senior manager duties under Section 37 of the Health and Safety at Work Act 1974 are scrutinised, with a practical focus on the human impact of an investigation on a senior postholder.

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## **FEBRUARY 2009**

### **AoC NILTA – Regional Policy to Practice Seminars**

**Dates: Monday 2 February & Tuesday 10 February**

**Location: Manchester and London**

**Sponsorship: Yes**

AoC NILTA will hold 2 regional events, in Manchester and London, which will examine the ways in which government and agency technology policies might best be translated into successful practice in colleges.

The aim of the events will be to explore the ILT capability of Colleges and how that capability will meet the requirements of implementing the delivery of Diplomas, Framework for Excellence, Self Regulation, QCF and the Harnessing Technology agenda. The focus will be on the key issues of integration and interoperability within Colleges and between institutions, e.g. schools, consortia and Local Authorities.

AoC NILTA is fully aware of the concern within the sector about the complexity of curriculum reform and the possible attendant data burden, and we are keen to engage senior management in developing coherent strategies and concrete solutions to the problems of implementation.

Colleagues and experts will explore shared experience in order to formulate real answers to the very real issues current in the College sector.

Venue and programme details will be forthcoming in future AoC NILTA newsletters and targeted communications from AoC Management Services.

If you would like to be added to the mailing list or to receive more information about this event please contact [events@aoc.co.uk](mailto:events@aoc.co.uk)

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### **Equality and Diversity Annual Conference 2009**

**Date: Tuesday 3 February**

**Location: Inmarsat Conference Centre, London**

**Sponsorship: Yes**

AoC's inaugural **Equality and Diversity Conference in February 2009** is being held to support colleges in meeting their duties and furthering equality and diversity in their workforce. This is a must attend event for gaining sector-specific guidance on this

important subject, including good practice in **impact assessment, equality monitoring, positive actions and religion or belief equality.**

This event provides an opportunity to hear from a range of leading experts and share good practice with key stakeholders and exhibitors.

This conference will:

- Disseminate sector-specific guidance for colleges in meeting their statutory obligations under discrimination law and the public sector duties
- Set out the resources available to colleges and work being undertaken in equality and diversity by organisations in the sector
- Provide practical advice and share good practice
- Support you in carrying out your day-to-day work on equality and diversity within your organisation
- Offer networking opportunities with peers and colleagues across the sector

**Who should attend this conference?**

The conference is aimed Governors and corporation members, Principals and Vice principals, Equality and diversity practitioners, Human resource professionals and Senior managers responsible for equality and diversity.

For further information or to book online please visit:

[www.aocmsevents.co.uk/equalityanddiversity](http://www.aocmsevents.co.uk/equalityanddiversity)

If you would like to be added to the mailing list or to receive more information about this event please contact [events@aoc.co.uk](mailto:events@aoc.co.uk)

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**Health & Safety Update: Corporate Manslaughter Workshops**

**Date: Wednesday 4 February 2009**

**Location: Newcastle (venue tbc)**

**Sponsorship: No**

The Corporate Manslaughter and Corporate Homicide Act 2007 is now in force. The Act was ten years in the making and will make it easier for organisations to be prosecuted and convicted for corporate manslaughter following a fatality. Boards of Directors are rightly concerned about the implications of the Act on their organisation and how their personal liability is affected.

As part of the course, senior manager duties under Section 37 of the Health and Safety at Work Act 1974 are scrutinised, with a practical focus on the human impact of an investigation on a senior postholder.

**This full day course considers:**

*Senior Manager/Director Duties*

- Prosecutions of individuals for health & safety- in what circumstances are these brought?
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### *Corporate Manslaughter*

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- The new duty – what do the changes mean?
- Extending the scope of liability
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- Minimising liability – steps you can take

For further information or to book online please visit:

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### **Annual Examinations Officers' Conference 2009**

**Date: Thursday 26 February & Friday 27 February**

**Location: Manchester (venue tbc)**

**Sponsorship: Yes**

#### **“Implementing the Education Reforms – What it means for you”**

This year's conference will look at the changing role of the Examinations Officer amid the new curriculum reforms. The main themes will be:

- Implementing the changes to the curriculum, to include Diplomas, the QCF and the Foundation Learning Tier
- The implications of consortium/partnership working
- Workforce development, including recruitment, retention, training and CPD
- The changing role of the Examinations Officer within the college, with consideration of the integration of the role into other areas of colleges administration

The conference will be very 'hands on', with less reliance on keynotes and more interactive workshop sessions where delegates can share their experiences and find solutions to current issues of concern. We will include the opportunity for delegates to meet with Awarding Bodies and User Groups.

Speakers to be invited include LSIS, OFQUAL, QCA and the awarding bodies.

If you would like to be added to the mailing list or to receive more information about this event please contact [events@aoc.co.uk](mailto:events@aoc.co.uk)

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### **Colleges and Local Authorities Working Together - The 16-19 Funding Transfer**

**Date: February**

**Location: London (venue tbc)**

**Sponsorship: Yes**

This conference will discuss how colleges can work with local authorities under the 16-19 transfer of funding for education and training. Find out what it means for your college.

Will it be a level playing field? How will the commissioning process work? What does this mean for capital funding? How will it affect college autonomy?

**Who should attend this conference?**

Chairs of Corporation; Chief Executives; Principals and Vice Principals; Finance Directors.

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<b>MARCH 2009</b>
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**Sexual Orientation Equality in the Further Education Sector**

**Date: Thursday 5 March**

**Location: Birmingham (venue tbc)**

**Sponsorship: No**

Legislation now outlaws discrimination on grounds of sexual orientation in employment and the delivery of good and services. What does this mean in practice for colleges? How does inequality on grounds of sexual orientation manifest itself? Recent sector research has shown high levels of homophobic bullying and harassment of lesbian, gay and bisexual (LGB) learners and staff. What do colleges need to do to ensure legal compliance, and to move beyond compliance towards excellence? This workshop will look at sector best practice and develop approaches to creating the LBG friendly college.

For further information and to book online, please visit:

[www.eventsforce.net/sexualorientation03](http://www.eventsforce.net/sexualorientation03)

For further information about this event or to be added to our mailing list please contact:

[events@aoc.co.uk](mailto:events@aoc.co.uk)

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**AoC Communications Annual Conference 2009**

**Date: Thursday 19 March**

**Location: Immarsat Conference Centre, London**

**Sponsorship: Yes**

Colleges are no strangers to change. Affected by changing Government administration and priorities; regional and local priorities and issues; as well as mergers, restructures, relocations and new buildings – communicators are central to a smooth, well managed transition. Communicators need to be able to diagnose problems, set a vision, determine objectives and implement change.

With a focus on communicating change this 2<sup>nd</sup> annual national communications conference will discuss the key issues facing the sector. Delegates will hear from a range of inspirational and topical speakers and the event will bring together key sector communications professionals and showcase best practice.

For further information and to book online, please visit:

[www.aocmsevents.co.uk/communicationsconference](http://www.aocmsevents.co.uk/communicationsconference)

For further information about this event or to be added to our mailing list please contact:  
[events@aoc.co.uk](mailto:events@aoc.co.uk)

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### **Mediation Training Course**

**Date: Monday 23 – Friday 27 March**

**Location: ACAS Offices, Leeds**

**Sponsorship: No**

### **Learning outcomes**

By the end of the course participants will:

- understand the nature of workplace conflict
- be able to identify when internal workplace mediation is appropriate
- be able to demonstrate the skills and behaviours needed to be an effective mediator
- know the mediation model and the key tasks of each stage
- be able to manage the mediation process effectively and confidently
- know how to evaluate their own performance and that of others

### **The award**

Participants who have successfully demonstrated their achievement of the assessment objectives via a portfolio and completed assessor records will be awarded a Certificate in Internal Workplace Mediation. This certifies that they are competent to mediate in their own organisation.

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### **AoC Principals' Technology Summit**

**Date: Tuesday 24 March**

**Location: London (venue tbc)**

**Sponsorship: Yes**

The 2009 AoC NILTA Principals' Summit is titled: *'Educational Reform: Exploring the gap between policy reform and practical implementation'*. The aim of the event is to bring together college Principals to debate whether colleges have the organisational agility to deal with the scale of technology implementation required by the rapid changes in educational policy.

Venue and programme details will be forthcoming in future AoC NILTA newsletters and in targeted communications from AoC Management Services.

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## **AoC Sustainability Conference for Colleges**

**Date:** tbc

**Location:** tbc

**Sponsorship:** Yes

Details to be announced shortly follow. This will be AoC's inaugural conference for those working within Colleges where sustainability is part of their day job.

If you would like to be added to the mailing list or to receive more information about this event please contact: [events@aoc.co.uk](mailto:events@aoc.co.uk)

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## **AoC and partners - Conference Focusing on Implementation of the New International Strategy for Further Education**

**Date:** tbc

**Location:** London (venue tbc)

**Sponsorship:** Yes

*Globalisation: Meeting the Challenge - The International Strategy for Further Education* which will be launched at the AoC Annual Conference and Exhibition 2008, sets out priorities for action on the part of the sector. This supports the wider DIUS international strategy, as announced in the White Paper, *Innovation Nation*.

This event will explore how the sector is working collaboratively to achieve the goals of the Strategy and what this means in practice for Colleges and other key TVET stakeholders.

### **Who should attend this conference?**

Principals; Vice-Principals; International Directors and Managers; Curriculum; Directors; representatives of other national agencies and learning providers in the TVET sector

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**APRIL 2009**

## **AoC Human Resources Conference 2009**

**Date:** Wednesday 22 & 23 April

**Location:** Hinckley Island Hotel, Leicestershire

**Sponsorship:** Yes

The AoC Human Resources Conference brings together HR professionals working in the Further Education sector with top level speakers, exhibitors and peers with whom to benchmark, share knowledge and good practice and exchange experiences. This conference is aimed at anyone involved in both operational and strategic HR issues and with top level speakers and a range of practical seminars, it is an event not to be missed.

### **Who should attend this conference?**

Chairs of Corporation; Principals; Chief Executives; HR Managers and Clerks

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## **Academies Conference 2009**

**Date:** tbc

**Location:** tbc

**Sponsorship:** No

For the second year running, hear policy updates, explore the opportunities for Further Education Colleges and share knowledge and best-practice.

### **Who should attend this conference?**

Principals; Chairs; Senior Managers; Governors; Finance Directors

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<b>MAY 2009</b>
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## **Mediation Training Course**

**Date:** Tuesday 5 & Wednesday 6 and Tuesday 12 & Thursday 14 May

**Location:** ACAS Offices, Birmingham

**Sponsorship:** No

### **Learning outcomes**

By the end of the course participants will:

- understand the nature of workplace conflict
- be able to identify when internal workplace mediation is appropriate
- be able to demonstrate the skills and behaviours needed to be an effective mediator
- know the mediation model and the key tasks of each stage
- be able to manage the mediation process effectively and confidently
- know how to evaluate their own performance and that of others

### **The award**

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**AoC Higher Education in Further Education Annual Conference**

**Date:** tbc

**Location:** Midlands (venue tbc)

**Sponsorship:** Yes

Looking at Colleges as providers, this one day conference will set out new channels of funding and delivery including progression, drawing adults back into education, and the skills agenda.

**Who should attend this conference?**

Deputy and Vice-Principals; Senior to Middle Curriculum Directors; and Managers.

If you would like to be added to the mailing list or to receive more information about this event please contact: [events@aoc.co.uk](mailto:events@aoc.co.uk)

**MAY 2008**

**The College Finance Directors' Annual Conference**

**Date:** Tuesday 2 & Wednesday 3 June 2009

**Location:** Manchester Central, Manchester

**Sponsorship:** Yes

Brought to you by the AoC in association with the College Finance Directors' Group, this year the event will move to a new location in Manchester. This is a two day residential event to share knowledge, network with peers, and hear key finance trends.

**Who should attend this conference?**

College Finance Directors and Managers; and anyone who needs to keep up-to-date with finance issues.

If you would like to be added to the mailing list or to receive more information about this event please contact: [events@aoc.co.uk](mailto:events@aoc.co.uk)

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**National Health & Safety Conference**

**Date:** tbc

**Location:** tbc

**Sponsorship:** Yes

This annual conference is the key event in the Health and Safety calendar and will set out and update delegates on the Health and Safety role within Further Education colleges.

**Who should attend this conference?**

Health & Safety Managers and Directors; Environment Managers and Directors; Estates Managers; College Governors; HR Managers and Directors.

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## **AoC NILTA CIS Conference**

**Date:** tbc

**Location:** tbc

**Sponsorship:** Yes

The annual AoC NILTA CIS Conference is a well established event that draws together current issues affecting CIS and MIS, and the relationship between educational policy reforms and implementation in colleges. The 2009 event will focus on how colleges might make best use of data for quality and efficiency improvement without increasing the burden on staff and resources.

### **Who should attend this conference?**

Quality Managers; Vice Principals; ILT Directors and Managers; MIS Managers; CIS Managers; Finance Directors

If you would like to be added to the mailing list or to receive more information about this event please contact: [events@aoc.co.uk](mailto:events@aoc.co.uk)

## **CONTACTS**

**These events are brought to you by AoC Management Services.**

**To express your interest in any of the above events, please contact** [events@aoc.co.uk](mailto:events@aoc.co.uk)

### **Consultancy and training enquiries:**

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### **Conference development/partnership opportunities:**

Heidi Roberts, Conference & Events Manager – [heidi\\_roberts@aoc.co.uk](mailto:heidi_roberts@aoc.co.uk)

### **Sponsorship enquiries:**

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