

## ISA CAF and Lead Professional Learning Together Workshop Dates

To book onto a training session, please read the 7 simple steps at the end of this document and complete the booking form supplied and return to the ISA team (details at the end of this document). You will be sent details of the session and preparatory worksheets once your booking has been received.

**Can't attend these dates? Let us know! This is the ninth round of CAF training and we have decided to hold a limited number of sessions in LPCs that have historically had high demand. We continually monitor attendance by LPC and take decisions about where to hold CAF training based on where we feel the need still remains. If you or others in your team still need training but can't attend any of these sessions, it's very important that you let us know so that we can ensure we can provide the training that you need later in the year.**

*Please note – to use CAF you need to have an active Children Index account – if you don't have one, or can't access your existing account, please get in touch with the ISA team before your CAF training to arrange it.*

Area	Venue	Learning Together Workshops ISA 1 and ISA2 (please note: you must be able to attend both sessions)	
Hastings/ St Leonard's	Hornty Park	ISA1 12 <sup>th</sup> January 2009 ISA2 9 <sup>th</sup> February 2009	9.30AM - 1PM 9.30AM - 1PM
Eastbourne	Bishopbell School <b>*FULLY BOOKED*</b>	ISA1 14 <sup>th</sup> January 2009 ISA2 11 <sup>th</sup> February 2009	9.30AM - 1PM 9.30AM - 1PM
Hastings/ St Leonard's	Hornty Park	ISA1 20 <sup>th</sup> April 2009 ISA2 18 <sup>th</sup> May 2009	1PM - 4.30PM 1PM - 4.30PM
Eastbourne	Bishopbell School	ISA1 21 <sup>st</sup> April 2009 ISA2 19 <sup>th</sup> May 2009	9.30AM - 1PM 9.30AM - 1PM
Hastings/ St Leonard's	Hornty Park	ISA1 8 <sup>th</sup> June 2009 ISA2 6 <sup>th</sup> July 2009	1PM - 4.30PM 1PM - 4.30PM
Eastbourne	Bishopbell School	ISA1 12 <sup>th</sup> June 2009 ISA2 10 <sup>th</sup> July 2009	9.30AM - 1.00PM 9.30AM - 1.00PM

### Seven Simple Steps to CAF readiness:

1. **Choose a course from the table** making sure you have chosen a course in the area in which you work; you are able to attend both workshops, and that you will be able to find an hour before each workshop to complete preparatory tasks. If you cannot find a course you can attend, please let us know that you still need CAF training.
2. **Complete booking form** and return to isa@eastsussex.gov.uk, or post to ISA (CAF Bookings), East H, County Hall, St. Anne's Crescent, Lewes, BN7 1SF. *Please tell us if you are not able to receive emails and ensure we have a direct phone number for you.*

3. **We will send you a confirmation email** or contact you to tell you the course is full - if you have not received confirmation three weeks before the course starts, please let us know by emailing [isa@eastsussex.gov.uk](mailto:isa@eastsussex.gov.uk) or phoning 01273 481810
4. **Complete the ISA1 pre-course materials** Where people have completed pre-course activities they have said they were useful and helped them to get the most out of the course. We have a lot to cram into two half-day sessions, and if people have done the pre-course work we can fit more into the session
5. **Come to your first workshop** - Please endeavour to arrive on time, and try to let us know if you are going to be late, and make sure you can stay for the whole session wherever possible. if you are not able to attend for any reason, please let us know, and rebook onto both sessions.
6. **Complete the ISA2 pre-course materials** by completing a CAF, ideally with a child or family with whom you are working.
7. **Come to your second workshop** – bringing your questions about completing CAF

We really welcome your feedback - If you have any comments or suggestions about the training, or feedback for the ISA Team, please contact us with the date and venue of the workshop, **Contact the ISA Team**

email [isa@eastsussex.gov.uk](mailto:isa@eastsussex.gov.uk)

address: ISA Team, East H, County Hall, St. Anne's Crescent, Lewes, BN7 1SF

phone no: 01273 481810 (or call corporate service desk on 01273 481234 for Children Index help)