

### NPQ Facilitator Bulletin – Autumn 2023

Welcome back!

#### Autumn Term Events:

 Overview of Autumn Term Events:

NPQ	Cohort	Session Name	Mode	Facilitator 1	Facilitator 2	Date	Start	End
NPQEL	Autumn 22-23	Face to face workshop 1	Face to face	Darren Turner	Rachael Russell	01/09/2023	09:00:00	13:00:00
NPQEL	Autumn 22-23	Local Seminar 6	Online	Darren Turner	Rachael Russell	21/09/2023	15:00:00	16:30:00
NPQEL	Autumn 22-23	Face to face workshop 3	Face to face	Darren Turner	Rachael Russell	10/10/2023	09:00:00	13:00:00
NPQEL	Autumn 22-23	Local Seminar 7	Online	Darren Turner	Rachael Russell	28/11/2023	09:00:00	10:30:00
NPQEYL	Spring 22-23	Local Seminar 4	Online	Victoria Abraham	Caroline Albanese	22/09/2023	09:00:00	10:30:00
NPQEYL	Spring 22-23	Face to face workshop 2	Face to face	Victoria Abraham	Caroline Albanese	18/10/2023	13:00:00	17:00:00
NPQEYL	Spring 22-23	Local Seminar 5	Online	Victoria Abraham	Caroline Albanese	27/11/2023	09:00:00	10:30:00
NPQH	Autumn 22-23	Local Seminar 6	Online	Nicola Wells	Marion Jones	20/09/2023	15:00:00	16:30:00
NPQH	Spring 22-23	Local Seminar 4	Online	Jodie Bolter	Julie Leeman	22/09/2023	15:00:00	17:30:00
NPQH	Spring 22-23	Face to face workshop 2	Face to face	Jodie Bolter	Julie Leeman	17/10/2023	13:00:00	17:00:00
NPQH	Spring 22-23	Local Seminar 5	Online	Jodie Bolter	Julie Leeman	28/11/2023	12:00:00	13:30:00
NPQH	Autumn 22-23	Local Seminar 7	Online	Nicola Wells	Marion Jones	30/11/2023	09:00:00	10:30:00
NPQH	Autumn 22-23	Face to face workshop 3	Face to face	Nicola Wells	Marion Jones	10/12/2023	09:00:00	13:00:00
NPQLBC	Autumn 22-23	Face to face workshop 3	Face to face	Matthew Boyle	Steve Dixon	20/09/2023	09:00:00	13:00:00
NPQLBC	Autumn 22-23	Face to face workshop 1	Face to face	Matthew Boyle	Steve Dixon	01/11/2023	09:00:00	13:00:00
NPQLL	Autumn 22-23	Face to face workshop 3	Face to face	Catherine Lewis	Helen Myers	19/09/2023	13:30:00	17:30:00
NPQLL	Autumn 22-23	Face to face workshop 1	Face to face	Catherine Lewis	Helen Myers	01/10/2023	09:00:00	13:00:00
NPQLT	Autumn 22-23	Face to face workshop 3	Face to face	Richard Hall		19/09/2023	09:00:00	13:00:00
NPQLT	Autumn 22-23	Face to face workshop 1	Face to face	Richard Hall		01/12/2023	09:00:00	13:00:00
NPQLTD	Autumn 22-23	Face to face workshop 3	Face to face	Helena Tingle	Caroline Evans	18/09/2023	09:00:00	13:00:00
NPQSL	Autumn 22-23	Local Seminar 6	Online	Amanda Salisbury	Clive Sentance	19/09/2023	15:00:00	16:30:00
NPQSL	Spring 22-23	Local Seminar 4	Online	John Holmes	Amy Feeney	22/09/2023	12:00:00	13:30:00
NPQSL	Spring 22-23	Face to face workshop 2	Face to face	John Holmes	Amy Feeney	16/10/2023	09:00:00	13:00:00



NPQSL	Spring 22-23	Local Seminar 5	Online	John Holmes	Amy Feeney	27/10/2023	12:00:00	13:30:00
NPQSL	Autumn 22-23	Face to face workshop 3	Face to face	Amanda Salisbury	Clive Sentance	10/11/2023	09:00:00	13:00:00
NPQSL	Autumn 22-23	Local Seminar 7	Online	Amanda Salisbury	Clive Sentance	29/11/2023	09:00:00	10:30:00
NPQEYL	Autumn 23-24	Local Seminar 1 (face to face)	Face to face	Victoria Abraham	Caroline Albanese	13/12/2023	09:30:00	11:30:00
SOL NPQLBC	Autumn 23-24	Local Seminar 1 (face to face)	Face to face	Rena Miras-Pye	Nicolas Hayfield	06/12/2023	09:30:00	11:30:00
SOL NPQLT	Autumn 23-24	Local Seminar 1 (face to face)	Face to face	Richard Hall	Helen Dunnico	04/12/2023	09:30:00	11:30:00
SOL NPQLTD	Autumn 23-24	Local Seminar 1 (face to face)	Face to face	Caroline Evans	Helen Clare	05/12/2023	09:30:00	11:30:00

### TDT Facilitator Training:

- 🔗 This training will be mandatory for first-time facilitators, but experienced facilitators are welcome to attend as a refresher (the training now includes guidance on using Zoom).
- 🔗 **The asynchronous training on TDT Learn must be completed ahead of the online sessions, by Friday 13<sup>th</sup> October 2023.**
- 🔗 The online dates for the TDT training are:
  - Tuesday 17<sup>th</sup> October 3.30pm, or
  - Thursday 19<sup>th</sup> October 9am
- 🔗 Please contact TDT directly at [npq@teacherdevelopmenttrust.org](mailto:npq@teacherdevelopmenttrust.org) for more details.
- 🔗 Peer development sessions are offered by TDT and are not compulsory but are recommended.
  - Wednesday 22<sup>nd</sup> November 4.30-5.30pm ([Registration link here](#))
  - Thursday 1<sup>st</sup> February 4.30-5.30pm ([Registration link here](#))
  - Tuesday 30<sup>th</sup> April 4.30-5.30pm ([Registration link here](#))
  - Monday 1<sup>st</sup> July 4.30-5.30pm ([Registration link here](#))

### Tudor Grange TSH Facilitator Training:

- 🔗 We are pleased to announce we will be running supplementary facilitator training to cover logistics (including navigating the Google drive), Zoom training, session expectations and reflecting on how to make facilitation developmental for you.
- 🔗 **This training will be mandatory for first-time facilitators, but experienced facilitators are welcome to attend as a refresher.**
- 🔗 The dates for TG TSH training are:
  - [Wednesday 13<sup>th</sup> September 2023 16:00-17:00](#), or
  - [Monday 25<sup>th</sup> September 2023 16:00-17:00](#), or
  - [Wednesday 4<sup>th</sup> October 2023 16:00-17:00](#)
- 🔗 Please contact Billie at [bstewart@solihull.tgacademy.org.uk](mailto:bstewart@solihull.tgacademy.org.uk) if there is anything specific you would like her to cover.



### **TDT Assessor Training (Autumn 22 Specialist NPQs only):**

- 🔗 The assessor training for this cohort will be available on TDT Learn from w/c 25<sup>th</sup> September 2023
- 🔗 TDT are also running drop-in sessions for assessors to support with any queries:
  - Friday 15th September 2023 3.30-4pm ([Registration link here](#))
  - Monday 18th September 2023 3-3.30pm ([Registration link here](#))
  - Thursday 21st September 10-10.30am ([Registration link here](#))
  - Tuesday 26th September 12.30-1pm ([Registration link here](#))

### **Quality Assurance**

We will be undertaking joint quality assurance drop ins with TDT in October, January and June. When the sessions are confirmed, we will be in touch with further information.

Further information about the QA process will be found in the Facilitator Handbook which will be sent out separately.

### **Frequently Asked Questions**

*What do I do if one of my participants needs to change their email?*

They need to contact TDT directly at [npq@teacherdevelopmenttrust.org](mailto:npq@teacherdevelopmenttrust.org)

*What happens if one of my participants needs to defer or withdraw?*

They need to contact TDT directly at [npq@teacherdevelopmenttrust.org](mailto:npq@teacherdevelopmenttrust.org)

*How do I access resources?*

The facilitator training on the TDT Learn platform now contains information about how to access the google drive. You can find information about how to access session resources, registers and evaluations.

#### *Registers*

Please ensure you keep an accurate register of who has attended the session and have filled this in on the Google Drive within 24 hours of the session taking place.

#### *Evaluations*

Please make sure to send out the participant evaluations after each session. These can be accessed on the TDT Learn platform.

#### *Recordings*






Recordings of online sessions can only be uploaded if they contain no personal information and have been paused and restarted in the appropriate places. Please ensure that the recordings meet this criteria to support any participants with catching up if they miss a session.

#### *Using Zoom*

Here are some video guides to help with using Zoom:

- 🔗 [Basic in-meeting navigation](#)
- 🔗 [Zoom chat settings](#)
- 🔗 [Accessible features overview](#)
- 🔗 [Breakout rooms](#)



-  [Creating polls](#)
-  [Creating quizzes](#)
-  [Recording to the cloud](#)
-  [Tracking attendance](#)
-  [Further guidance](#)

### **Useful Information:**

We have collated useful documents on our website for your ease:

-  [NPQ Facilitation Materials](#)

Please let Billie ([bstewart@solihull.tgacademy.org.uk](mailto:bstewart@solihull.tgacademy.org.uk)) know if there is anything you would like added here.

