

Evaluation: How did it go?

At the end of the day ...

People should be offered the opportunity to reflect on the day and the learning they have taken from it. It is also useful to ask for feedback on the balance of the day - eg between presentation, practical activities and opportunities to ask questions.

You **must** use the *Circle Solutions Training: Evaluation Form* from the trainer pack (also included on the CD), and return a copy of all the forms, together with the Training Record, to Sue Roffey Associates, 40A Rickard Avenue, Mosman NSW 2088. A stamped addressed envelope is provided.

NB - if you intend to ask us to formally register the training day with the NSW Institute of Teachers (see below), then participants should provide their Institute Accreditation Number at the foot of the form.

Complaints

In the event that someone wishes to complain about the course, then they should be asked to put that complaint in writing and send it to:
Sue Roffey Associates, 40A Rickard Avenue, Mosman NSW 2088

NSW Institute of Teachers Professional Development Accreditation

This course is approved by the NSW Institute of Teachers as Institute Registered Continuing Professional Development (course code C03074), and NSW teachers who are themselves accredited by the Institute can record attendance at this course as 6 of their required 10 hours per year of Registered CPD. In order for this to be recorded with the Institute, you need to collect the names and accreditation numbers, and send the list to Sue Roffey Associates, together with the date and venue of the course, and copies of the completed course evaluation forms.

The NSW Professional Teaching Standards addressed by the course are listed on the following page. Teachers seeking accreditation should be asked to consider these when completing the evaluation forms.