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| **Placing children first** |  | | \\FA-FS01\HOME\Broajo\Desktop\FA_logo_Strap_COL_RGB.jpg |
| **One-Day Workshop**  **Panel Administrators** | | | |
| Tuesday 26 September 2017 Birmingham | | | |
| **Focus**  Panel Administrators perform a key function in ensuring that Fostering and Adoption panels are run effectively for the Agency. This is a complex role which requires administrative, organisational and interpersonal skills.  This workshop will benefit both experienced administrators and those who are new to the role, by identifying legislative requirements for the operation of panels, effective processes for arranging panel meetings and taking minutes and quality assurance mechanisms that will assist panels to improve their performance.  We will share best practice and provide comprehensive handbooks with formats to assist panel administrators to fulfil their role. | | **Target Group**  Experienced Panel Administrators and those new to the role in Fostering and Adoption Agencies, minute takers for Fostering and Adoption Panels, Panel Advisers with responsibility for managing administrative staff.  **Trainer**  Nicky Probert is a Training Manager for Family Action with over 30 years of social work experience. She is an experienced trainer and manager, having worked for BAAF for over 12 years, and currently chairs a fostering panel.  **Learning Outcomes**  By the end of the workshop participants will be able to:   * Name the current legislation, regulations, guidance and standards relating to the operation of panels; * Identify policies and procedures that ensure panels are managed effectively; * Apply templates for minute taking; * Review current quality assurance mechanisms; * Identify strategies to deal with difficulties that may arise in the panel process. | |
| **Venue**    **The Saffron Centre**  256 Moseley Road  Highgate  Birmingham, B12 0BS  Tel: 0121 446 3029 | **Timing**  9.30am Registration  9.45am Start  4.30pm Finish    Refreshments  & light lunch provided |
| Family Action, 55 Stevens Avenue, Bartley Green, Birmingham, B32 3SD  T: 07469 660 479 E: [joy.broadhurst@family-action.org.uk](mailto:joy.broadhurst@family-action.org.uk) [www.family-action.org.uk](http://www.family-action.org.uk)/training | | | |

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| **Registration**  **Form** | One-Day Workshop   Panel AdministratorsTuesday 26 September 2017 | | |
| **Fee**    **£85.00** (+VAT £17.00) **=** **£102.00**     * Remittance enclosed – cheque (including VAT) payable to *‘Family Action Enterprises Ltd.’* * Please invoice * To pay by credit/debit card please follow this link to our Eventbrite page:   [*https://paneladministratorsbirmingham26september2017.eventbrite.com*](https://paneladministratorsbirmingham26september2017.eventbrite.com)  In the event of cancellation, a cancellation fee is chargeable, as detailed below.   * We will store your details and may want to contact you in the future with more information about our services and   activities. Please tick here if you do **NOT** want us to do this. We will not pass your information on to a third party  without your permission. Data Protection Act 1998. | | | |
| Name: | |  | Agency name & address: |
| Position/Role: | |  |  |
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| Requirements  (eg: dietary, disability access): | |  |  |
|  |
| Telephone: | |  | Post code: |
| E-mail: | |  | Billing e-mail *(if different):* |
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| **We will confirm your place and send joining**  **instructions via e-mail, so please write clearly** | |  | Your purchase order number: |
| **Substitutions and cancellations**  Completion of this booking form is a binding agreement. Substitutions are welcome at any time. Family Action reserves the right to levy a fee in the event of your cancellation. More than 6 weeks prior to the event 25% of the fee; between 2 and 6 weeks 50%; less than 2 weeks 100%. In the event that you wish to transfer your booking to another workshop date, we reserve the right to levy a 25% administration fee, if you then cancel your place, the previous cancellation fee would also apply. | | | |
| **Please e-mail/post completed form (indicating your method of payment) to:-**  **Joy Broadhurst**  **Family Action**  **55 Stevens Avenue, Bartley Green, Birmingham, B32 3SD**  E-mail: [Joy.broadhurst@family-action.org.uk](mailto:Joy.broadhurst@family-action.org.uk)  Tel: 07469 660 479 www.family-action.org.uk/training  Registered Company Limited in England and Wales: 01514576 VAT Registration no. 355 1974 35  Family Action Enterprises Limited is a fully owned subsidiary of Family Action, a Registered Charity no: 264713 | | | |