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| **Placing children first** | One-Day Workshop**In Birmingham** | \\FA-FS01\HOME\Broajo\Desktop\FA_logo_Strap_COL_RGB.jpg |
|  Panel Administrators |
| Wednesday, 2 October 2019 |
| **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 will e-mail, prior to the training, the comprehensive handbook 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 including acting as a Panel Chair for 7 years. She is an experienced trainer and manager, having previously worked for BAAF for over 12 years. Nicky has a consultancy role as ADM for an independent agency.**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.
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| **Venue**  **The Hub Hazelwell** 318 Vicarage Road Kings Heath Birmingham B14 7NHTel: 0121 441 5500 | **Timing**9.30am Registration 9.45am Start 4.30pm Finish  Refreshments & light lunch provided |
| Family Action Training and Consultancy Services, 55 Stevens Avenue, Bartley Green, Birmingham, B32 3SDT: 07469 660 479 E: 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 AdministratorsWednesday, 2 October 2019 |
| **Fee** **£95.00** (+VAT £19.00) **=** **£114.00** * Remittance enclosed – cheque (including VAT) payable to *‘Family Action’*
* Please invoice
* To pay by credit/debit card please follow this link to our Eventbrite page:

[*https://paneladministrators-birmingham-02oct2019.eventbrite.com*](https://paneladministrators-birmingham-02oct2019.eventbrite.com)In the event of cancellation, a cancellation fee is chargeable, as detailed below.* If you **WOULD** like us to contact you by e-mail in the future, with more information about our courses, services and activities, please **TICK** this box. You can see our privacy policy by following this link:[*Privacy Policy*](https://www.family-action.org.uk/content/uploads/2018/07/Family-Action-Privacy-Notice-TC.docx)
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| 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 Tel: 07469 660 479 www.family-action.org.uk/trainingRegistered Charity no: 264713. Registered Company Limited in England and Wales: 01068186 |