



Dear Applicant,

Re: Kagan In-School Trainer course

We are excited about your wish to apply for the 4-Day 'Training the Kagan In-School Trainer' course, presented by Gavin Clowes, scheduled 1st – 4th July 2019 at the Deanwater Hotel, Woodford, Cheshire.

Below is the process you will need to follow in order to apply to become certified as a Kagan In-School Trainer. This is the next step in building the capacity within your own school/establishment and as the course content and training is protected by copyright you will need to sign and return the copyright agreement along with your application.

Successful completion of the course will permit you to present workshops at your own school, to participants who are also employees of your own school without violating Kagan's copyright. Trainers employed by a school with more than one site must nominate a site at which the training will take place and only employees based at that site should be permitted to attend the training.

Kagan In-School Trainer Certification

Process

The Kagan in-School Trainer Certification programme has been re-structured to support elements of effective staff development and school improvement. The real goal of staff development is to create systematic change that positively impacts student learning over time. It is essential that any new innovation be part of a structured school improvement process that includes training, monitoring, support, and resources.

The primary focus of the trainer certification programme will be to train school trainers in schools/educational establishments where Cooperative Learning has been chosen as a school/establishment-wide initiative with the full support of the Head and Senior Management Team and the school/establishment has been trained in at least Day 1 by a T2TUK/KaganUK trainer.

Careful consideration has been given to research on staff development. The set of components below enhances the transfer of skills from the workshop to implementation in the classroom. This provides the foundation and the credence for those wishing to transfer their skills and present training workshops to their school/establishment's staff.

This process must be completed within 4 years

Components:

- Completion of Kagan Cooperative Learning Days 1- 4 (within the last four years)
- Use of the structures and content of the training with students in a classroom for a minimum of one year
- Evidence of that teaching e.g. written evidence/observations by another member of staff/ certified National Trainer observation or video (10-15mins)*
- Evidence of demonstrating/sharing expertise of a structure to colleagues e.g. written evidence/observation by National Trainer or video (10-15mins)*
- Evidence of Kagan Cooperative Learning Structures being within the School/establishment's Development Plan *
- A short written paragraph on the candidates personal reflection or observation of their use and the impact of Kagan Cooperative Learning Structures
- Your Teaching Staff must have completed a Whole Staff Day 1 Workshop with a certified International / National Kagan Trainer.

*These components will be determined by the professional judgment of Gavin Clowes - Certified International Trainer - T2TUK/KaganUK

Next Steps

To proceed please fill in the attached Application Form, sign the copyright agreement and send to:

Joanna Clowes,
Teacher to Teacher UK Ltd
Suite F6.3(B), 1st Floor,
Adelphi Mill, Grimshaw Lane,
Bollington,
Cheshire,
SK10 5JB

Additional Information

Attendance at the course is by application only. Please do not make any travel or accommodation arrangements until you have received confirmation that your application has been successful.

All Applicants must bring the new Kagan Cooperative Learning Book to the training. Visit www.T2Tuk.co.uk, or contact the T2TUK Office to purchase your copy.

Your certification will last for a period of three years after which you will be required to attend a re-certification course to renew your status as a Kagan in-School trainer if you wish to continue training within your school.

If you do have any questions whatsoever, please do not hesitate to contact us.

Kind Regards

Teacher to Teacher UK Limited



Application Form

T2T UK

Teacher To Teacher (UK) Limited
Professional Development



Training the Kagan in-school Trainer

1st – 4th July 2019

£610.00 + VAT

(ie £732.00 inc. VAT)

1. Personal Details	
*Surname:	*Title (<i>Mr, Mrs, Miss, Ms, etc</i>):
*First Names:	Previous Surname (<i>if applicable</i>):
*Home Address:	
*Postcode:	*Country of Permanent Residence:
Home telephone:	Mobile:
Email:	Dietary Requirements:
2. Certification Details	
T2TUK/Kagan Training & dates	
Evidence of 1 year's classroom practice	
Evidence of sharing expertise with colleagues	
Evidence of CL being in your school/establishment's Development Plan	
3. Employment	
Position/status _____	Type of school/setting (<i>please tick as appropriate</i>):
School/Educational Establishment address: _____ _____	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary
_____ Postcode: _____	<input type="checkbox"/> Early Years <input type="checkbox"/> Special
Employer's telephone number: _____	<input type="checkbox"/> Pupil Referral Unit <input type="checkbox"/> Secure Unit
Age range taught: _____	<input type="checkbox"/> Other
	Number of years teaching experience: _____

4. Payment Information - £610.00 plus VAT (£732.00)

Send your registration form and additional documents to:

Teacher to Teacher (UK) Limited
Suite F6.3(B), 1st Floor
Adelphi Mill,
Grimshaw Lane,
Bollington,
Cheshire,
SK10 5JB

If your application is successful we will contact your Finance Office to arrange payment. Please provide the following information:

Finance Officer Name: _____

Finance Officer email address : _____

Contact Phone Number: _____

Part I: Protected Professional Development Services

Kagan Professional Development is committed to excellence. We invest heavily in the research, writing, design, and marketing of our workshops and courses. We hire only top trainers, and keep our Nationally Certified Kagan Training Team continually updated with the latest training methods and Kagan content. When teachers, schools, and districts receive training from Kagan, they receive the finest trainers with the highest levels of abilities. Others have provided trainings in ways which make them appear to be endorsed by or affiliated with Kagan when they were not. In some cases, the trainings have not represented our commitment to excellence. Kagan Professional Development has earned a positive reputation and will, if necessary, take legal steps to protect it.

A) Permitted Use of Kagan Structures and Content

Professional development in the Kagan approach is designed to improve teachers' skills.

Teachers attending Kagan workshops are welcome to use the Kagan methodology to teach their own students in their own classes. Sharing Kagan with other teachers is encouraged within specific guidelines, but sharing beyond the permitted guidelines without Kagan Certification may constitute a copyright violation.

B) For-Profit Professional Development

Kagan licenses its courses and intellectual property to professional development organizations and universities whose instructors have been trained and certified by Kagan. Teaching Kagan theory, methods, and Structures to others in the form of staff development, workshops, trainings, courses, and seminars on a for-profit basis without a license agreement with Kagan is strictly prohibited and is subject to prosecution and damages. If your organization is interested in offering Kagan courses for a fee, please contact Kagan for licensing and franchise information.

C) Guidelines for Educators Who Are Not Certified Kagan Trainers

Educators who wish to share Kagan with others, but have not been certified by Kagan may do so on a limited basis only with prior written permission from Kagan. Any use of Kagan copyrighted content without prior written permission from Kagan is strictly prohibited and is subject to prosecution

D) Guidelines for Certified School Trainers

Certified Kagan School Trainers may conduct extensive Kagan trainings using the required training materials. Kagan's training materials are designed to increase the quality of the training as well as avoid copyright infractions. The following guidelines describe the materials required for consecutive or cumulative hours.

Under 1.5 Hours. A single overview session under 1.5 hours is permitted without any special permission from Kagan.

Over 1.5 Hours. The following book and course workbook are required:

- a. **Workbook:** Kagan Cooperative Learning Training Booklets

Part 2: Agreement to Copyright policy

By my signature below I indicate understanding and agreement of the following:

1. I will comply with all Kagan Policies, whether published, advertised or communicated to me, relating to their Intellectual Property Rights at all times
2. I agree not to make copies of any pages in the manual by any means for any reason.
3. I agree not to give the manual or copies made from the manual to any individual for any reason.
4. I agree not to use the manual or course content now or in the future outside my presently employed school.

I understand and agree to the above conditions.

Signature

Date