



HOSTING YOUR ASSOCIATE SCHOOLS CPD DAY

Each Lead Associate School is able to book two core CPD days at no cost during the academic year. Subject to availability, additional CPD can be booked by a LAS or Associate Schools at a cost of £400. Please arrange your CPD days **at least** 6 weeks ahead of your required date.

Content of the day

After speaking with your RSC contact and agreeing the date, focus of the day and play choice(s), you will be put in contact with an Associate Learning Practitioner (ALP) to discuss the content and any particular requirements needed.

Informing Participants

As well as detailing the date, venue, times and parking arrangements for participants before the day we would suggest that you also include the following:

- A brief outline of the day (this can be provided by the RSC practitioner)
- Advice on appropriate clothing: as the work is practical we recommend that participants wear loose, comfortable clothing and flat, soft-soled shoes.

The minimum number of participants that we prefer to work with for a day is 12. The maximum we can work with is 28. This may include two or three staff members from your Associate Regional Theatre partner (where relevant). Please check with the theatre who wishes to attend.

Training Space

- The date and venue for your CPD should be agreed with your Lead Associate School or Associate Regional Theatre partner (where relevant) as well as the RSC.
- RSC training is practical and active and the room where the session is due to take place should be a large empty space with good light. Normally training days take place in a drama studio or school hall and ideally somewhere that is not a thoroughfare for students and staff. We would recommend that the space be no smaller than 10m x 10m (33ft x 33ft) for a group of 15 participants. A bigger space is required for larger groups.
- Sometimes the ALP may require access to a projector and screen, but they will agree this with you in advance.
- It is helpful if any refreshment areas are outside of the training space, although we appreciate that this may not always be possible.



Refreshments

- We encourage that catering is provided by the venue. This should include tea/coffee (available first thing, mid-morning and afternoon break).
- Please inform attendees if they need to bring their own lunch.
- Please have water available in the room for participants all day.
- If you are providing catering, we ask that you include the practitioner in the arrangements and check the dietary requirements of all participants.

Structure of the day

Below is the structure for a typical RSC training day:

09.00 - 09.30	Registration period with coffee/tea
09.30 - 11.00	First practical training session
11.00 - 11.15	Break with refreshments
11.15 - 12.45	Second practical training session
12.45 - 13.45	Lunch
13.45 - 15.15	Third practical training session
15.15 - 15.30	Plenary/evaluation completion

Precise timings for your day should be confirmed with your ALP.

Resources

Your ALP will bring all resources required for the day, unless they specify otherwise. A set of detailed notes, containing all the activities used during the day, will be emailed to participants after the training within two weeks of the training.

Booking and cancellation timeframe

Our practitioners are all freelance and have other commitments. In order for us to find the right practitioner to run your CPD day, please let us know your chosen date **at least** 6 weeks in advance.

Please also note that if CPD days or workshops are cancelled within two weeks of the date, the RSC is obliged to pay the practitioner their full fee.

Many thanks for organising this CPD for your Associate Schools. Any questions please contact your RSC Lead contact.