

4 June 2009

## BAC Best Practice Seminars

Dear Colleague,

The next seminar in the series of BAC best practice seminars is:

### **Integrating Overseas Staff**

Jun 30 2009 from 11:00 to 16:00

This seminar will offer a significant insight into the opportunities and challenges of integrating overseas staff into the English educational system. It will cover the institutional background to the employment of overseas staff, preparations before they come to the organisation, orientation and integration into the individual institution, pitfalls and how they can be avoided.

More particularly we will examine:

- Employing overseas staff – who decides and why
- Clear expectations and mutual understanding
- Qualification equivalence, health, references, CVs and criminal records
- What the organisation can offer
- Cultural and institutional orientation
- Maintaining and raising professional standards – knowledge and skill bases
- Assessing performance against professional standards
- Professional development
- HR issues

Pauline and Steven Hill are English curriculum specialists who have worked in schools and sixth form colleges in the north of England and in the Midlands in curriculum and senior management. Steve has worked as a Lead Moderator for OCN for a number of years and both are experienced examiners for UK and international examinations. They work under the auspices of a local university validating the qualifications and teaching competence of overseas teachers seeking recognition to practise in the UK. Both have been involved in the process of document validation and equivalence and most importantly in lesson observation of overseas teachers.

President: Lord Watson of Richmond CBE

Chairman: Mr Tim Cox  
Chief Inspector: Ms Sheila Needham

Chief Executive: Dr Gina Hobson  
Head of Inspection Services: Prof Steve Bristow



I hope that you and your colleagues will take this chance to attend what promises to be a very useful and informative seminar. Since places are limited to 15 by the capacity of the Council Room, I would urge you to book early. Each place will cost £70 (or £60 when booking four or more places for your institution at once), which includes lunch and refreshments. Any questions you may have about this seminar should be directed to Tom Richards by emailing [events@the-bac.org](mailto:events@the-bac.org) or calling 020 7447 2584. Registration for this seminar will begin half an hour before the start time shown above.

Yours sincerely,

Dr Gina Hobson,  
Chief Executive

## BAC Best Practice Seminars

BAC Council Room, 44 Bedford Row, Holborn, London, WC1R 4LL

Date:

Title:

First name:

Surname:

Email address:

Phone number:

Institution:

There are vegetarian options provided for lunch, but if you have any other dietary requirements, please describe them here:

I would like to attend the following seminars (tick all that apply, see above for dates):

- |                          |                                    |       |
|--------------------------|------------------------------------|-------|
| <input type="checkbox"/> | Improving a University Partnership | Date: |
| <input type="checkbox"/> | Introduction to Accreditation      | Date: |
| <input type="checkbox"/> | Managing Quality                   | Date: |
| <input type="checkbox"/> | Health and Safety Matters          | Date: |
| <input type="checkbox"/> | Engagement with Overseas Staff     | Date: |
| <input type="checkbox"/> | Business Law for Colleges          | Date: |

Places will be allocated on a first come, first served basis. If you have any requirements which you feel will require us to make special arrangements, please contact us directly.

Please complete this form and return it to the BAC with a cheque made out to "The British Accreditation Council" for £70 for each seminar that you wish to attend, or £60 if booking more than four places for your institution at once. Cancellations made more than one week before the seminar will mean a full refund; cancellations after that date will attract a charge equivalent to the cost of the seminar.