

**JS/12/43**

4 December 2012

Dear Colleague

### **Job Sizing Training**

Due to recent turn over in staff there have been requests for a further round of training for job sizing. Two one day training sessions have now been arranged to address this.

The training will take place at the COSLA Conference Centre, 19 Haymarket Yards, Edinburgh, EH12 5BH with each session scheduled to run from 10am to 4pm:

Monday 21 January 2013  
Tuesday 22 January 2013

Each council area is invited to nominate attendees from both the employers' and teachers' side as required. It is not anticipated that any council area will require more than two places for each side.

Please contact Mirren Kelly at [mirren@cosla.gov.uk](mailto:mirren@cosla.gov.uk) by Friday 21 December 2012 at the latest with the names and email addresses of the nominated attendees, along with their preferred date.

Yours sincerely

Tom Young (Employers' Side)  
Drew Morrice (Teachers' Panel)  
Stephanie Walsh (Scottish Executive)

### **Joint Secretaries**

**COSLA**  
Verity House  
19 Haymarket Yards  
Edinburgh  
EH12 5BH  
T: 0131 474 9200  
F: 0131 474 9292  
E: [tomy@cosla.gov.uk](mailto:tomy@cosla.gov.uk)

**Teachers' Panel**  
46 Moray Place  
Edinburgh  
EH3 6BH  
T: 0131 225 6244  
F: 0131 220 3151  
E: [dmorrice@eis.org.uk](mailto:dmorrice@eis.org.uk)

**Scottish Government Learning Directorate**  
2a South Victoria Quay  
Edinburgh  
EH6 6QQ  
T: 0131 244 0230  
F: 0131 244 0957  
E: [Stephanie.walsh@scotland.gsi.gov.uk](mailto:Stephanie.walsh@scotland.gsi.gov.uk)