



## Schools and academies training directory

February to July 2024

Edition 17 (correct 12.02.2024)

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## Training team availability

### Availability

- The training team will be available to speak to directly on Monday / Tuesday / Wednesday and Thursday 8.30am to 4pm by calling 01905 844 420. Any voicemails received outside of these days will be responded to accordingly based on date / time.
- If we are not available, we highly recommend emailing [workforcesupport@worcechildrenfirst.org.uk](mailto:workforcesupport@worcechildrenfirst.org.uk). All emails will be responded to based on date / time of enquiry and will be dealt when the team is available.

### Reminders

- Please ensure spam / junk boxes are checked for confirmations if they are not present in your inbox.
- On receipt of your confirmation from CPD please check that joining instructions have been received. If they are not present, please contact the training team immediately by emailing [workforcesupport@worcechildrenfirst.org.uk](mailto:workforcesupport@worcechildrenfirst.org.uk) and they will be re-sent. If for any reason this is not possible, please notify the team within 5 working days of the course to have them re-sent. The training team cannot guarantee availability on the day of the course joining instructions are required for.
- For training courses that are virtual delivery and have extremely high delegates numbers booked to attend (for example the EY managers Forums / DSL forums and over 80 places booked) a reminder email with joining instructions will be sent from CPD approx. a week before.

### Recommendations

- Download the CPD user guide (from the CPD home page) to provide support in relation to bookings, cancellations, accessing certificates and completing evaluations.
- The CPD user guide is also available from our [Education Services training website \(opens in new window\)](#)
- Always check with your CPD leader (the person who booked your training) that they've been forwarded the confirmation with any attachments to you.

## Virtual course joining instructions

We would like to remind delegates if you are due to attend a virtual training course, and you have not received your joining instructions please contact the training team a **minimum of 5 days** before your course is due to take place. The training team cannot guarantee that they will be available the 24 hours before your course to be able to reissue joining instructions and/ or provide support. The training team can be contacted on 01905 844 420 or email [workforcesupport@worcechildren.org.uk](mailto:workforcesupport@worcechildren.org.uk)

## Autism / CCN Training

### An introduction to Emotional Regulation for Autistic Learners

A 90-minute opportunity which covers:

- What are some key strategies to aid with emotional regulation?
- Why do children (and adults) become dysregulated?
- Understanding the root causes and triggers behind distressed and challenging behaviours
- Modelled examples of strategies
- Supporting self-regulation strategies and approaches

Cost: £27.50 + Vat per delegate

- 08 May 2024, 4pm to 5.30pm, virtual delivery, course code: SCH 10075 / 83900

### Autism and Puberty

An overview of the issues facing autistic students as they enter puberty and what to consider when designing/delivering sex education lessons in school. A 60-minute opportunity for High Schools, which covers:

- Public/Private
- Hygiene
- Gender identity
- Protective behaviours

Cost: £20 + VAT per delegate

- 14 May 2024, 4pm to 5pm, virtual delivery, course code: 10001 / 83901

### Autism with Demand Avoidance caused by Anxiety

A 90-minute opportunity which covers:

- How demand avoidance may present in your setting
- What are some key strategies to aid with demand avoidance
- Modelled examples of strategies

Cost: £27.50 + Vat per delegate

- 11 March 2024, 4pm to 5.30pm, virtual delivery, course code: 10005 / 83903

## Girls and Autism

A 90-minute opportunity which covers:

- 'Typical' presentations of girls with autism
- How to support “masking” behaviour
- How to support girls with autism in your classroom
- How to support girls with autism with their self-esteem

Cost: £27.50 + Vat per delegate

- 05 June 2024, 4pm to 5.30pm, virtual delivery, course code: SCH 10078 / 83898

## How to make scripts to help in social situations

A 90-minute opportunity which covers:

- Overview of autism and its impact on a young person’s social skills
- A look at strategies to support social understanding.
- How to use scripts to prepare for a new situation
- When to use a script
- How to write a script
- How to make scripts effective

Cost: £27.50 + Vat per delegate

- 21 February 2024, 4pm to 5.30pm, virtual delivery, course code: 10083 / 83904

## Masking and autism

A 90-minute opportunity which covers:

- What is masking?
- What are some key strategies to help children who may be masking
- Examples of strategies

Cost: FREE to Worcestershire Local Authority / Academy and Free – Schools

Max: 2 places per school

Cost: Independent Schools and other settings: £35 + VAT per delegate

- 04 March 2024, 4pm to 5.30pm, virtual delivery, course code: SCH 10424 / 83906
- 26 June 2024, 4pm to 5.30pm, virtual delivery, course code: SCH 10424 / 83907

## Primary Schools: Creating an autism-friendly classroom

A 90-minute opportunity which covers:

- What is autism?
- How does autism present typically in schools?
- Top tips for teaching and supporting autistic pupils

Cost: Free

- 04 June 2024, 4pm to 5.30pm, virtual delivery, course code: 10116 / 83913

## Secondary Schools: Creating an autism-friendly classroom.

A 90-minute opportunity which covers:

- What is autism?
- How does autism present typically in schools?
- Top tips for teaching and supporting autistic pupils.

Cost: Free

- 22 April 2024, 4pm to 5.30pm, virtual delivery, course code: 10159 / 83909

## Understanding and Supporting Sensory Processing Differences in the Classroom

Understanding and Supporting Sensory Processing Differences in the Classroom is a 2-hour course delivered over two parts and will cover

- Key sensory processing differences in autistic children and young people and how this may present in a school setting.
- The importance of sensory differences in the DSM V Criteria.
- Strategies and tools to gather information and make reasonable adjustments.

Cost: FREE to Worcestershire Local Authority / Academy and Free – Schools

Max: 2 places per school

Cost: Independent Schools and other settings: £35 + VAT per delegate

- 01 and 15 May 2024, 4pm to 5pm, virtually delivery, course code: SCH 10426 / 83920

## Using visual tools to reflect on social situations.

A 90-minute opportunity which covers:

- Overview of autism and its impact on a young person's social skills
- What tools are available to reflect visually on social situations?
- When to use these tools
- How to make these tools effective

Cost: £27.50 + Vat per delegate

- 15 April 2024, 4pm to 5.30pm, virtual delivery, course code: SCH 10175 / 83908



## Early Help training

The following courses are available on the WCC Learning & Development site: [CourseSearchCitizen \(worcestershire.gov.uk\)](https://www.worcestershire.gov.uk/coursesearch), free for schools to access.

They are being offered on a rolling programme of dates so please check the site regularly to find out more and to book one of the below courses

- Completing an Early Help Assessment (EHA)
- Holding a Team Around the Family (TAF)
- How to creatively gather the child's voice
- What is Early Help?

Instructions for completing:

Do you have an account – No thanks / Course price – as the course is free click in public circle / Select organisation from dropdown box – Public / Put in your address / Then click book course

**If you require support with booking, please contact WCC Learning & Development team directly on 01905 844 544 or email [LDAdmin@worcestershire.gov.uk](mailto:LDAdmin@worcestershire.gov.uk)**

## Early Years training

We have a range of early years training suitable for those working in nurseries or pre-schools either privately / voluntary / independently ran or school ran. This training is delivered by our early years improvement advisers, inclusion team and nursery education funding team. This training can be found in the [Early Years training directory \(opens in new window\)](#)

Our early years training for those working in Reception and / or school ran nurseries is currently being organised and will be available in this document.

## Educational Psychology training

### ADHD

An introduction to ADHD and strategies that might be beneficial to children and young people with ADHD.

Cost: £28 + VAT

- 19 June 2024, 3.30pm to 5pm, virtual delivery, course code 10360 / 84690

### An Introduction to the Zones of Regulation curriculum and framework

The aims of this training are

- To understand what self-regulation is and why it is important.
- To gain an understanding of the Zones of Regulation framework and curriculum
- To explore how the Zones of Regulation can be applied within the classroom and whole school environment

Cost £18 + VAT

- 22 February 2024, 2pm to 3pm, virtual delivery, course code 10288 / 81590
- 18 February 2025, 2pm to 3pm, virtual delivery, course code 10288 / 84694

### Managing change and transitions

This course aims to:

- Describe some of the reasons transitions and change can be difficult for CYP.
- Explore how we can support CYP with change and transitions in school and the theory that underpins this.
- Apply learning to think about what your setting already does to support transitions for CYP and what you might do moving forward

Cost: £20 + VAT

- 21 May 2024, 3.30pm to 4.30pm, virtual delivery, course code 10466 / 84689

### On Wednesdays we wear pink

The psychology of friendship. Mean girls, BFF, frenemies, bromances and everything in between.

- To use psychological theory to support our understanding of friendship in young adolescents (aiming at Year Groups 5 to 8 ).
- To provide some strategies and suggestions for form tutors/pastoral staff/year heads/teaching assistants around supporting students experiencing challenges with friendship

Cost: £20 + VAT

- 03 October 2024, 1pm to 2pm, virtual delivery, course code 10357 / 84691
- 03 October 2024, 3.30pm to 4.30pm, virtual delivery, course code 10357 / 84692

## Using Solution-Focused approaches with children and young people

This workshop will focus on training staff to implement an intervention based upon the Solution-focused brief therapy (SFBT) approach. SFBT is a short-term, goal-focused evidence-based therapeutic approach, which incorporates positive psychology principles and practices. It helps support a young person to meet their goals by constructing solutions rather than focusing on problems.

This intervention can be used to support young people with a variety of skills such as building more positive relationships, developing confidence, and managing emotions. It is a flexible approach that can be used with a range of goals, is motivating and can be creative by incorporating art, sand trays or physical activity if wanted.

Through this training, you will learn how to deliver this intervention, be given a toolkit to support you to implement this intervention and discuss how you can use the approach across interactions with young people throughout the day.

Cost: £28+ VAT

- 15 November 2024, 2pm to 3.30pm, virtual delivery, course code: 10358 / 84693

## ELSA: ELSA: Emotional Literacy Support Assistants

The ELSA programme has been widely adopted as an evidence-based early intervention for children and young people in over 100 local authorities in the UK. ELSAs attend training days and group supervision sessions led by EP's. They will be trained to plan and deliver individualised programmes of support for children to develop their emotional literacy, including; Awareness of own and other people's emotions, Management of stress, grief, anger and conflict, Development of social interaction skills and Promotion of a realistic self-concept and self-esteem.

The initial training is a mix of psychological theory and application of theory to support children and young people. The training involves discussion, activities and sharing of helpful resources. Resources to support work as an ELSA are shared. The initial training covers the following areas of emotional literacy:

- Day 1 – An Introduction to ELSA and emotional literacy: please note:
- Day 2 – Security and affiliation (sense of belonging)
- Day 3 – Self-esteem, motivation and developing feelings of competency and self-efficacy.
- Day 4 – Loss and bereavement
- Day 5 – Managing emotions and social/friendship skills.
- Day 6 – Active listening, therapeutic stories and measuring outcomes.

Cost: £630 + VAT per person - this includes two supervision sessions (which are planned at the end of the course). Lunch is provided please ensure any dietary needs are included at the point of booking.

- Dates: 18 September, 02 October, 16 October, 06 November, 20 November, and 04 December 2024
- Each session runs 09:30am to 3:30pm and takes place in Worcester.
- CPD Course code: SCH 10351 / 84554

## Governors training

We offer a range of training to suit chairs, clerks and governors in their roles. The [governor services training directory is available on our website \(opens in new window\)](#). Delegates will need to ask their clerk to make the booking on their behalf via [CPD \(opens in new window\)](#). If you wish to discuss the governor services SLA, then please contact the team on 01905 846 400 or email [governorservices@worcschildrenfirst.org.uk](mailto:governorservices@worcschildrenfirst.org.uk)

## Learning Support Team

### What is going on in the World of EAL

A 90-minute session to support staff working in schools / nurseries that support children with EAL. The session will be comprised of three parts - training, updates and sharing of good practice.

Cost: £21.50 + VAT

- 11 March 2024, 3pm to 4.30pm, Worcester, course code: SCH 10449 / 84272

### Supporting children's Emotional Health and Wellbeing in the classroom

This course is aimed at teachers and teaching assistants, in helping to support children who are experiencing difficulties accessing the school day. There is an increase in children who are struggling with their emotional wellbeing, which is impacting them and all those around them.

During the 90 minutes, we will be looking at everyday practical strategies, that can be easily implemented and used, to help not only those children who dysregulate, but all children in the classroom. The strategies will help adults to support those children who require a different approach, in order to make their school day more successful and a positive experience.

It is important that children are emotionally regulated and understand their emotions, which in turn will not only positively impact their educational experience but will also help support a productive classroom environment.

Cost: £27.50 + VAT

- 23 April 2024, 4pm to 5.30pm, Worcester, course code: 10350 / 81579

## Safeguarding training

We offer a range of Safeguarding training suitable for the Designated Safeguarding Lead and their deputies, as well as supporting those who have a focus on supporting Mental Health, Peer Mentoring, Recruitment and Family Support work in Schools.

This training is offered via the Safeguarding SLA - details of the training can be found in the [specific safeguarding training directory on our website \(opens in new window\)](#), and if you are interested in purchasing the Safeguarding SLA then please do so via [EStore \(opens in new window\)](#) or contact Mark / Clare to find out more and confirm price on 01905 844 300.

## School Attendance Training

### Managing School Attendance – Supporting Senior Leaders and Attendance Leads

This course is designed to support attendance leaders to embed the requirements of the DfE 'Working together to Improve School Attendance' practices and drive the requirement of attendance becoming everyone's business as part of school culture.

**The course will be delivered as two virtual sessions, via teams and will:**

- Consider DfE guidance expectations and the requirements upon attendance managers.
- Explore how Ofsted consider attendance.
- Explore how data can be strategically used to assist attendance management.
- Explore self-assessment and measuring Impact.
- Provide good practice examples.
- Consider DfE guidance expectations within the Worcestershire context.

**Audience:** School based Attendance Leads/Senior leaders with attendance responsibility

**Cost:** £60 + VAT per delegate

- 08 and 15 March 2024, 10am to 11.30am, virtual delivery, course code: SCH 10434 / 84006
- 11 and 18 June 2024, 10am to 11.30am, virtual delivery, course code: SCH 10434 / 84007

### New to Attendance/Attendance Refresher - for School Attendance Officers/staff

This course is designed to support attendance officers new to the role, or experienced officers seeking a refresher to ensure good practice and compliance with the updated DfE 'Working Together to Improve School Attendance' expectations.

**The course will be delivered as 2 virtual sessions, via teams and will:**

- Outline current guidance, responsibilities, and legislation relative to school attendance.
- Enable delegates to understand the role and responsibilities of an attendance officer.
- Explore the importance of accurate pupil register coding and record keeping.
- Support officers to be able to identify and action attendance patterns of concern.
- Explore good practice models of addressing persistent and severe absence.
- Enable delegates to explore the important links between attendance and safeguarding.

This course, booked in conjunction with 'Attendance Themes and Effective Casework' would enhance new Attendance Officers CPD opportunities during their first 12 months.

**Audience:** School attendance officers/school-based attendance staff

**Cost:** £60 + VAT per delegate

- 06 and 13 March 2024, 10am to 11.30am, virtual delivery, course code: SCH 10435 / 84009
- 13 and 20 June 2024, 10am to 11.30am, virtual delivery, course code: SCH 10435 / 84010

## School's training

### Book and Brew! Planning reading and writing opportunities from a rich text

Come along to these sessions to be introduced to a rich text that can support your children's reading and writing. Each term we will share a different text that is appropriate for a key stage and through professional discussion, will discuss how to plan a sequence of learning from it! These sessions will focus on planning sequences that will quickly and effectively generate lots of reading and writing opportunities. You will also be invited to bring along a book you would recommend and share with the group.

Cost: £45 + VAT per delegate

*Upper Key Stage 2 – Years 5 and 6*

- 26 April 2024, 1.45pm to 3.45pm, virtual delivery, course code: 10388 / 83553

### Creating effective partnerships with parents and pupils to promote learning

This session will provide an opportunity for you to consider how you develop professional relationships with parents and carers and engage them with their children's learning. We will review the key messages from the research undertaken by the EEF and also a range of strategies to engage the hard-to-reach parents.

Cost: £45 + VAT per delegate

- 20 March 2024, 1.30pm to 3pm, virtual delivery, course code: 10255 / 83562

### Effective deployment of Teaching Assistants

This is a practical, 2-part course designed for Teaching Assistants to enhance their inclusive practices within the classroom and beyond.

Aims:

- Understanding the role of the TA using evidence informed approach.
- Exploring ways of working effectively in and beyond the classroom to maximise support for all pupils.
- Exploring ways to promote independence in children's learning.
- Providing opportunities for self-reflection and auditing skill set - Promoting collaboration and sharing practice, what works well?

Cost: £100 + VAT

- 08 and 22 May 2024, 9am to 12pm, Worcester, course code: SCH 10406 / 83747

## EEF Five a Day Principles: Flexible Groupings

Flexible grouping is one of a group of five teaching strategies that we can consider emphasising for pupils with SEND. **Aims of the session:** Flexible grouping: what is it and why use it? Exploring the importance of group work in supporting the learning of pupils with SEND.

Who is it aimed at: SENCOs/Inclusion Leaders/Teachers/ECTs/Support Staff. Phase: Primary/Secondary (Mainstream)

Cost: £28 + VAT per person

Offer: If schools book a delegate to attend all of the power hour workshops then the final one will be free. The delegate does not need to be the same per workshop

- 20 February 2024, 4pm to 5pm, virtual delivery, course code: SCH 10413 / 83969

## EEF Five a Day Principles: Metacognition and self-regulation

Metacognition and self-regulated learning is one of a group of five teaching strategies that we can consider emphasising for pupils with SEND

Aims of the session:

- Defining what metacognition and self-regulated learning are.
- Exploring practical strategies for explicitly teaching pupils to use metacognition
- Exploring practical strategies for explicitly teaching pupils to use self-regulation strategies

Who is it aimed at: SENCOs/Inclusion Leaders/Teachers/ECTs/Support Staff Phase: Primary/Secondary (Mainstream)

Cost: £28 + VAT per person

Offer: If schools book a delegate to attend all of the power hour workshops then the final one will be free. The delegate does not need to be the same per workshop.

- 05 March 2024, 4pm to 5pm, virtual delivery, course code: SCH 10414 / 83970

## EEF Five a Day Principles: Use of Technology

The use of technology is one of a group of five teaching strategies that we can consider emphasising for pupils with SEND.

Aims of the session: What types of technology can we use to enhance our practice? How do teachers effectively use technology in the classroom?

Who is it aimed at: SENCOs/Inclusion Leaders/Teachers/ECTs/Support Staff  
Phase: Primary/Secondary (Mainstream)

Cost: £28 + VAT per person

Offer: If schools book a delegate to attend all of the power hour workshops then the final one will be free. The delegate does not need to be the same per workshop.

- 19 March 2024, 4pm to 5pm, virtual delivery, course code: SCH 10415 / 83971

## Greater Depth in Writing at KS1

This half-day course is designed to support both Year 2 teachers and English Leads involved in the assessment and recognition of 'Greater Depth Standard' (GDS) in pupil writing, as well as establishing inspiring writing opportunities.

Through a close analysis of the Teacher Assessment Framework (TAF) and exemplification material, delegates will be equipped to identify GDS accurately and confidently in their pupils' writing, as well as consider teaching and learning opportunities to further enhance the writing process. Furthermore, delegates will be introduced to rich, quality texts and reflect on how best to use these to support whole class writing opportunities.

The session will also allow delegates to share current pieces of their cohorts, and work collaboratively to identify effective next steps in their teaching and learning. If you have attended the New to Year 2 course, you do not need to attend this one.

Cost £100 + VAT

- 13 March 2024, 1pm to 4pm, Worcester, course code: 10233 / 83581

## Greater Depth in Writing in Year 6

This half-day course is designed to support both Year 6 teachers and English Leads involved in the assessment and recognition of 'Greater Depth Standard' (GDS) in pupil writing, as well as establishing inspiring writing opportunities.

Through a close analysis of the Teacher Assessment Framework (TAF) and exemplification material, delegates will be equipped to identify GDS accurately and confidently in their pupils' writing, as well as consider teaching and learning opportunities to further enhance the writing process.

Furthermore, delegates will be introduced to rich, quality texts and reflect on how best to use these to support whole class writing opportunities. The session will also allow delegates to share current pieces of their cohorts, and work collaboratively to identify effective next steps in their teaching and learning. If you have attended the New to Year 6 course, you do not need to attend this one.

Cost: £100 + VAT

- 20 February 2024, 1pm to 4pm, Worcester, course code: 10261 / 83580



## Noisy Classrooms make for learning classrooms

**'Talk is the sea upon which all else floats' James Britton.** How powerful is this quote? When reflecting upon how children learn and demonstrate their understanding, without a doubt talk is a powerful vehicle. Children use talk to make sense of their learning, to reason, justify, question, persuade explore, describe and explain. Without talk as a tool for developing understanding and expressing oneself much learning may be lost or never consolidated.

These workshops will enable participants to recognise the value and importance of talk and oracy in the classroom to support learning, will enable colleagues to be confident in planning and developing opportunities to promote oracy and talk for learning through a range of practical strategies/activities and seeks to deepen colleagues understanding of progression and expectations in using talk and oracy to promote learning. This course/session will revisit the value and importance of talk and oracy in the classroom to support learning. Between sessions colleagues will be expected to undertake a gap task between session one and two.

Cost: £130 + VAT per delegate

- 01 March and 19 April 2024, 09.30am to 12.30pm, virtual delivery, course code: 10391 / 83582

## Refresher Year 6

This is an ideal opportunity to refresh your knowledge and skills around KS2 Teacher Assessment in writing. The session will explore assessing writing at the 3 standards (WTS, EXS, GDS) and give delegates the opportunity to look at new materials produced by the Standards and Testing Agency.

Course leaders will outline expectations, share planning ideas to support the gathering and generating of evidence in readiness for making an end of year judgement and will provide a brief overview of the LA moderation process.

The training will highlight what went well in the moderation cycle 2023 and common challenges schools experienced to further enhance your provision and assessment.

Cost: £70 + VAT

Max per course 40

- 23 February 2024, 09.30 to 12.30, Worcester, course code: SCH 10308 / 84585
- 27 February 2024, 1pm to 4pm, Worcester, course code: SCH 10308 / 84586
- 05 March 2024, 1pm to 4pm, Worcester, course code: SCH 10308 / 84587

## SENCo Locality Meetings

These sessions will include opportunities for CPD (informed by locality requirements), phase specific workshops and facilitated networking.

The purpose of these groups will be to facilitate peer-to-peer support through a solutions-focused approach encouraging SENCos to discuss specific cases to obtain ideas from colleagues and other professionals in the room in order to move things forward for the child or young person.

Cost: Free to attend - we encourage delegates to attend the meeting for their district within the county.

- Redditch & Bromsgrove: 13 March 2024, 1.30pm to 4pm, Redditch, course code: SCH 10421 / 84390
- Worcester & Malvern: 14 March 2024, 1.30pm to 4pm, Worcester, course code: SCH 10421 / 84391
- Wyre Forest & Wychavon: 18 March 2024, 1.30pm to 4pm, Nr Ombersley North Worcester, course code: SCH 10421 / 84392

## SENCo Network Meetings

The SENCO Network is led by Louisa Jones (Principal EP and Interim Group Manager of SEND Support Service), Helen Pretty (School Improvement Advisor) and Lorraine Petersen OBE as a collaborative project between Worcestershire Children First and Chadsgrove Training School.

National and local SEND updates to ensure SENCos are aware of the latest information and initiatives to support delivery of high quality SEND provision in schools and settings. This will also include input from partners and schools across Worcestershire.

There will be time for questions and answers and opportunities to discuss specific areas of focus.

Cost: Free

- 07 May 2024, 3.30pm to 5pm, virtual delivery, course code: 10178 / 83867

## Schools Finance Training

The following Schools Finance Training courses are **ONLY** open to Local Authority Schools.

### Module 1: Purchase Management and Accounts Payable

An essential course for new E5 users. The course will give you an overview of all Purchase Management transactions including creating suppliers, raising purchase orders, goods receipting, and processing and paperclipping invoices. You will also be shown how to run Purchase Order reports, Goods Receipts Reports and Accounts Payable reports to investigate invoice status and how to deal with held invoices.

Target Audience: New Finance Staff

Cost: £146 + VAT

- 11 April 2024, 9.30 to 12.30pm, Worcester, course code: 10148 / 83481

### Module 2: Accounts Receivable

An essential course for new E5 users or existing users who will be undertaking accounts receivable processes. This includes creating customers, creating sales invoices and credit notes and processing income entry through the Cash receipting transaction. A member of the Accounts Receivable team will also attend to help you understand the Debt recovery process.

Target audience: All new finance staff

Cost: £146 + VAT

- 23 April 2023, 09.30 to 12.30pm, virtual delivery, course code: 10151 / 83504

### Module 3: Reporting and House Keeping

An essential course for new E5 users to assist them with reporting to leadership and governors. This includes how to run CFR format reports, Transactions by Account code and the Governor Template. The course includes an overview of Virements and Journals. We also go through the importance of housekeeping tasks such as checking central charges, salary reconciliation, monitoring commitments which are all essential for accurate budget monitoring and are an audit requirement and should be carried out monthly.

Target Audience: New Finance Staff

Cost: £146 + VAT

- 30 April 2024, 09.30 to 12.30pm, virtual delivery, course code: 10153 / 83508

## Budget Preparation and CP Budget Setting Overview

To provide an overview of Financial standards in school, budget planning, funding from the Local Authority, CFR and Benchmarking. To look at expected Expenditure and Income and where to budget. Management of school surplus balances and budget deficits. Finally, an overview of the Collaborative Planning, Budget Setting Model which is used by maintained schools to set their budgets

Target Audience: Headteachers, Business Managers and Finance Staff who prepare the schools Budget

Cost: £146 + VAT

- 05 March 2024, 9.30 to 12.30pm, virtual delivery, course code: 10136 / 83494

## Complete Overview of School Finance

Provide the knowledge and principles to assist in the role in school financial administration. It is recommended that Headteachers, Business Managers and Finance staff, who are new to School finance attend. However, existing finance staff are also welcome to attend for reassurance that they are following best practice. The course will cover Roles and responsibilities, Finance policy, Schools Financial Value Standard (SFVS), School Funding, virements, monitoring and reporting, purchasing controls and responsibilities, Income controls and responsibilities including collection and banking, Inventories and safeguarding assets, overview of school funds, and an overview of Imprest accounts.

Target Audience: Head teachers/Business Managers/Finance Staff

Cost: £291 + VAT

- 18 April 2024, 9.30 to 3pm, Worcester, course code: 10142 / 83484

## CP Budget Monitoring

It is essential that all schools carry out Budget Monitoring on a monthly basis. This course will ensure you have the necessary skills to complete the budget monitoring through Collaborative Planning

Target Audience: Head teachers/Business Managers/Finance Staff

Cost: £146 + VAT

- 11 June 2024, 9.30am to 12.30pm, Worcester, course code: 10138 / 83491

## Getting the Most from E5

This course is aimed at school finance staff who have been using E5 for a while although new users are welcome. The aim of the course is for you to be able to find your way around E5 more efficiently and to get you to the right destination by the quickest route. We cover the main areas of E5 including – General Ledger Reporting, Order Management, Accounts Payable, Accounts Receivable & Sales Invoice Reports and Housekeeping. There are so many hints and tips that we would like to share, including how to save your favourite reports, code switch to see names of Nominals and quick access to reports and transactions.

Target Audience: Business Manager/Finance Staff

Cost: £146 + VAT

- 06 June 2024, 09.30 to 12.30pm, Worcester, course code: 10144 / 83488

## Imprest Accounts

To provide a complete overview of the Imprest Account process and how this integrates with the E5 system. Schools will receive practical instruction and be guided on both theoretical aspects, whilst also being able to see the process displayed on E5 itself. The course will explain the purpose of the Imprest Account, administration, and security, making purchases and obtaining receipts, accounting for VAT, reconciliation, and completing claims.

Target Audience: Business Manager/Finance Staff

Cost: £102 + VAT

- 28 February 2024, 10am to 12pm, virtual delivery, course code: 10146 / 83496
- 21 June 2024, 10am to 12pm, virtual delivery, course code: 10146 / 83497

## Overview and reporting for New Authorisers

This course is essential for new Head teachers or Business Managers who will be authorising in E5 and will cover reporting and monitoring. The course includes an overview of E5, explaining the chart of accounts and CFR, and shows how to release purchase orders and held invoices on the system. We also cover the reporting transactions including – CFR, Transactions by Account code, Governor's template, Accounts payable and Accounts Receivable reporting. Plus we will outline the housekeeping tasks that should be carried out by the school so that accurate budget monitoring can be carried out.

Cost: £146 + VAT

- 16 April 2024, 9.30 to 12.30pm, virtual delivery, course code: 10155 / 83511

## School Fund

To provide an overview of the administration and audit requirements to run your school fund. This will cover a definition of school funds, responsibility and control, general management of school funds, appropriate expenditure, VAT procedures, accounting & auditing requirements, insurance and school fund packages.

Target Audience: Business Manager/Finance Staff

Cost: £102 + VAT

- 18 June 2024, 10am to 12pm, virtual delivery, course code: 10156 / 83499

## Schools Finance Management: A good practice guide for governors

This session will provide an understanding of financial management in schools. It is recommended that all new finance governors attend. The course will include links to the 'Schools Financial Value Standard' (SFVS), overview of School Funding, roles and responsibilities of Governors and School Staff, financial planning and budget setting, budget monitoring and reporting, Consistent Financial Reporting (CFR) and Benchmarking, value for money (purchasing & resources), and processes and Controls (audits, systems, inventories etc.).

Target Audience: Governors

Cost: £146 + VAT

- 07 May 2024, 9.30 to 12.30pm, virtual delivery, course code: 10157 / 83501

## Virtual School training offer

Worcestershire Virtual School is dedicated to ensuring that all education settings within Worcestershire are Trauma Informed and Attachment Aware Settings (TIAAS). TIAAS improves academic outcomes, attendance, and wellbeing. The [Virtual School offer can be found on our website \(opens in new window\)](#). Delegates will need to ask the CPD Leader of the school to make the booking on their behalf via [CPD \(opens in new window\)](#). If your school is interested in further information about TIAAS please contact Worcestershire Virtual School:

[virtualschool@worcschildrenfirst.org.uk](mailto:virtualschool@worcschildrenfirst.org.uk)

## Booking information

### How to book using CPD online:

1. Visit [WCF: CPD](#)
2. Enter your email and password
3. Select the course via searching for a key word or under all course types the category
4. Find the course and press select on the date you wish to book
5. Press Book on Course
6. Check the details of the person booking the course aka the CPD leader are correct
7. Confirm if the place is for the CPD leader or another member of staff and press next
8. If it's for the CPD leader, then you skip to step 10.
9. If it's for another member of staff complete all the fields
10. Press submit
11. Confirmation is IMMEDIATELY issued to the delegate email provided

### Problems with CPD online

Technical problems, account queries, password re-sets, staff not attached to your establishment, staff that have left, duplicate staff, and any questions regarding booking training then contact training team, telephone 01905 844 420 or email [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)

### Confirmation

All course confirmations occur at the time of the booking on CPD online therefore no further joining instructions will be sent out. It is the responsibility of those booking training to ensure that all cancellations and transfers follow our terms and conditions.

Please ensure that any handouts attached to the confirmation email are brought along to the training.

### Waiting lists

We operate waiting lists for all our courses. As places become available, they will be allocated based upon the date and time of your original booking. You will be contacted by telephone/email to offer you the available place.

### Respect for others

When attending any training all delegates are politely requested to give their full attention to the trainer and follow their instructions regarding the use of mobile phones. Inappropriate conduct at training events will be reported to setting managers and/or registered providers

### Certificates

Once a course is marked as held (bearing in mind a trainer has 10 days to return a register), certificates are immediately issued via email to the delegate email provided for this course. With the exclusion of specific Mental Health / Safeguarding courses where they are issued via either the awarding body or ourselves once received.

## Replacement certificates

To obtain a certificate for a course that took place before August 2022 then please do the following:

- Email [workforcesupport@worcschildrenfirst.org.uk](mailto:workforcesupport@worcschildrenfirst.org.uk)
- Confirm the course title and course date
- Confirm the name(s) of the delegate(s) you are requiring certificates for (please note registers will be checked)

Any request received will be actioned with 10 days of receipt. The only exception is if you are due Ofsted and you have been informed you are expecting an inspection within that week – please ensure this is shared with the team at the point of enquiry.

## Service delivery: COVID-19 statement

Our priority is to continue to deliver high quality educational support to schools and settings, whilst maintaining focus on the health, safety and wellbeing of our employees and colleagues. We are working in partnership with the local authority, monitoring the spread of COVID-19 and variants, and government guidelines in order to react to the dynamically changing situation and adapt our measures accordingly.

### Venues being hired:

- Our venues have been carefully considered with your safety in mind.
- We are only using venues that can comply with appropriate government guidance, social distancing requirements and safely operate with suitable measures in place, to ensure the health and wellbeing of our staff and delegates.
- A copy of the venues risk assessment to ensure the health and wellbeing of our staff and delegates has been requested by the training team.

### Delegates:

- Attending events in-person are encouraged to feel safe and as such if this means wearing a mask / glove, bringing your own hand sanitizer, cup and equipment please do so.
- Hand sanitizer and/or hand washing facilities will be available.

### Managing risk:

If any of the statements below apply to you, then we ask that you do not attend your training course (if being held at a venue) and contact the training team 01905 844 420 or email

[WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk) where we will organise a transfer to another course:

- You are experiencing symptoms of the virus
- You are required to care for or isolate with someone in your family who has virus symptoms
- You are required to care for someone in your family because their usual care provision has been disrupted due to the virus, i.e. school or facility closure

## Terms and conditions

All bookings must be made using Worcestershire Children First CPD online.

All confirmation emails must be forwarded to the delegate accordingly.



If needed a booking can be transferred to an alternative date with advance notice, to do this contact the relevant team below.

- Early Years, telephone: 01905 844 420, email: [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)
- Schools, telephone: 01905 844 420, email: [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)
- Conferences, telephone: 01905 844 030, email: [Conferences@worcschildrenfirst.org.uk](mailto:Conferences@worcschildrenfirst.org.uk)

## Invoices

Invoices are requested after the training course or conference has taken place. This does not affect your terms and conditions or cancellation rights.

Invoices are issued in one of two ways:

1. via the Children's Services Portal (CSP)
2. via email to the main email address given, therefore it is essential that these emails are not sent to junk or spam folders.

Further information regarding invoices, disputes and payment are detailed below.

## Cancellations

All cancellations must be made on CPD online. If you wish to supply additional information in support of your cancellation, then please email the relevant team.

Cancellation charge and reason:

- **No cancellation charge applied** = When the cancellation is made with 15 working days \*\* or more notice
- **No cancellation charge applied** = Under extreme circumstances i.e., Ofsted, bereavement, hospitalisation, and we ask that you inform us immediately
- **No cancellation charge applied** = Due to COVID-19 and variants, which has meant staff have had to be re-deployed to ensure the school / setting can open and run.
- **Full course fee applied** = When the cancellation is made within 0 – 14 working days of the start date of the course (event) and there is no take up from waiting list
- **Full course fee applied** = On return of the register where delegates did not attend and no notice for this was received

\*\* Working days are defined as Monday to Friday

## VAT

Worcestershire Children First is a VAT registered entity. Therefore, VAT at the prevailing rate will be added to all invoices. This is in line with HMRC rules and is consistent with services you may currently be purchasing from other external parties. In most cases the input VAT can be claimed back. Please seek independent financial advice should you be unsure about your VAT status.

### VAT Code Explanation

- Code: S = Standard Rated Output VAT
- Code: L = Lower Rated Output VAT
- Code: LE = Exempt from Output VAT
- Code: O = Outside the scope of Output VAT

- Code: Z = Zero Rated Output VAT

## Payment methods

Please quote your invoice reference on all payments.

Please submit payment promptly in accordance with our payment methods.

### Bacs or bank transfer

- Sort Code: 20-98-87
- Account Number: 33962148
- Account Name: WCF

This is the most reliable, simple and secure way to make a payment. Please reference the invoice number from your Remittance Advice. If you are paying more than one invoice, quote your customer number as your reference.

## Queries

Please have your account number and invoice reference ready.

We are open Monday to Friday 8:30am - 5:00pm

Any enquiries regarding the invoiced service contact

- training, telephone: 01905 844420, email: [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)

For enquiries regarding payment please contact

- telephone: 01905 843400 or email: [wccaccountsreceivable@worcestershire.gov.uk](mailto:wccaccountsreceivable@worcestershire.gov.uk)

To contact by letter: Worcestershire Children First, County Hall, Spetchley Road, Worcester WR5 2NP