



## **Schools / Academy training offer**

April to December 2025

Edition 36 (correct 24.04.2025)

## Table of contents

Training team availability .....	5
Virtual course joining instructions.....	5
Autism / CCN Training .....	6
Autism in the Early Years .....	6
Autism with Demand Avoidance caused by Anxiety .....	6
Girls and Autism .....	6
Masking and autism.....	7
Primary / Secondary Schools: Creating an autism-friendly classroom .....	7
Transition in the Early Years.....	7
Understanding and Supporting Sensory Processing Differences in the Classroom .....	8
What is the SCERTS approach for EYFS / Reception? .....	9
Early Help training .....	10
Early Years training .....	10
Emotional Literacy Early Years modules .....	11
Understanding emotional literacy and developing active listening skills in an Early Years setting.....	11
Developing self-esteem with early years children .....	11
How to write Social Stories and therapeutic stories for early years practitioners .....	11
Supporting attachment and security within an early years setting. ....	12
Supporting early years children with social and friendship skills.....	12
Introduction to ELSA - Becoming an emotional literacy support assistant within an early years setting.....	12
Early Years Webcasts .....	13
Building an Effective Early Years Curriculum.....	14
Planning an effective learning walk.....	15
Preparing for your Early years Ofsted Inspection .....	15
Educational Psychology training .....	16
Behaviour is Communication *NEW* .....	16
ELSA: Emotional Literacy Support Assistants.....	16
Homunculi Intervention: Supporting Social and Emotional Wellbeing for 7–16-year-olds *NEW* .....	17
Low-Intensity Cognitive Behavioural Therapy (LI-CBT) *NEW* .....	17
Person centred approaches and planning.....	18

Precision Teaching *NEW*	18
Webcast: Taking a person-centred approach to preparing for adulthood	18
Governors training	18
Health & Safety Training	19
Emergency First Aid	19
First Aid at Work certificate with Paediatric First Aid Combined (3 day course)	19
Paediatric First Aid	19
Visit Leader	19
Educational Visit Coordinator	19
Fire Warden Training (for Schools)	20
IOSH Managing Safely	20
Heights Training (Ladders and step ladders)	20
Public Health training	21
Applying the Mental Health Policy template to your school	21
Including breastfeeding learning in your PSHE curriculum: webinar for secondary schools - why and how?	21
Safeguarding training	22
Schools Attendance Training	22
Effective Governance to Support School Attendance *NEW*	22
Using legal action to address pupil absence: Guidance for schools	23
Court Process & Writing Effective Witness Statements: Guidance for schools	24
School's training	25
Book and Brew for Primary Teachers	25
KS2: Year 6 Writing Moderation Surgery	25
Moderation - progress and assessment in Reception *NEW*	25
SENCo Network Meeting	26
Schools Finance Training	26
Module 1: Purchase Management and Accounts Payable	26
Module 2: Accounts Receivable	26
Module 3: Reporting and House Keeping	27
Complete Overview of School Finance	27
CP Budget Monitoring	27
Overview and reporting for New Authorisers	28
School Fund	28
Schools Finance Management: A good practice guide for governors	28

Virtual School training offer .....	28
Booking information .....	29
How to book using CPD online: .....	29
Confirmation .....	29
Problems with CPD online .....	29
Waiting lists.....	29
Respect for others .....	29
Certificates .....	30
Service delivery: COVID-19 statement .....	30
Terms and conditions .....	30
Invoices.....	31
Cancellations.....	31
VAT.....	32
Payment methods .....	32
Queries .....	33

## 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@worcestershire.gov.uk](mailto:workforcesupport@worcestershire.gov.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@worcestershire.gov.uk](mailto:workforcesupport@worcestershire.gov.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

The CPD user guide is in the form of an FAQ section and can be found on our main website [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@worcschildren.org.uk](mailto:workforcesupport@worcschildren.org.uk)

## Autism / CCN Training

### Autism in the Early Years

An overview of how autism presents in Early Years Settings and a raft of strategies to support young children with a diagnosis.

A 90-minute session which covers:

- What is autism?
- What you might see in Settings.
- Top tips for teaching and supporting autistic pupils.

Cost: Free

- 14 May 2025, 4pm to 5.30pm, virtual delivery, course code: 10003 / 90163
- 02 July 2025, 6.30pm to 8pm, virtual delivery, course code: 10003 / 90164

### Autism with Demand Avoidance caused by Anxiety

A 60-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: £20 + Vat per delegate

- 21 May 2025, 4pm to 5pm, virtual delivery, course code: 10005 / 90197

### 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

- 07 May 2025, 4pm to 5.30pm, virtual delivery, course code 10078 / 90193

## 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

- 14 May 2025, 4pm to 5.30pm, virtual delivery, course code: SCH 10424 / 90171

## Primary / 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

- 02 June 2025, 4pm to 5.30pm, virtual delivery, course code: 10116 / 90170

## Transition in the Early Years

An overview of the issues impacting autistic children as they transition to Reception. This 60-minute delivery covers:

- Key issues for transition.
- The importance of transition planning.
- Strategies to support the 5 elements of a good transition plan.
- Resources such as the Transition Plan Template and the EY Transition Pack. Each delegate
- will develop the confidence to implement a robust transition.

Cost: Free

- 10 April 2025, 4pm to 5pm, virtual delivery, course code: 10168 / 90167
- 05 June 2025, 6pm to 7pm, virtual delivery, course code: 10168 / 90168

## 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

- 11 and 25 June 2025, 4pm to 5pm, virtually delivery, course code: SCH 10426 / 90176



## What is the SCERTS approach for EYFS / Reception?

SCERTS: Social Communication Emotional Regulation Transactional and Support

SCERTS is an evidence-based framework for assessing children who need support with their social communication and emotional regulation skills, including autistic children. Transactional support is the support given to children to reach their goals and achieve their potential.

The SCERTS approach is not a prescriptive curriculum, and it works alongside practice in settings and home. Designed to be collaborative and to value the contributions made by settings and families to a child's development, setting goals to reflect what the child can do with the right support. A strengths-based approach, so it starts with what a child can do instead of what they can't do.

Why are we using this approach in Worcestershire?

- SCERTS values the support given to children by their communication partners in settings and at home and gives ideas for how best to support their development through Transactional Support.
- SCERTS can be used with a wide range of approaches settings are already familiar with.
- SCERTS does not require expensive equipment or resources to be purchased.
- SCERTS is a neurodiversity affirming approach, and it intends to support children to develop their skills while celebrating children's unique strengths and interests.
- SCERTS can be used in lots of different types of setting

Stage 1: Is specific for EYFS / Reception

Cost: Free

Course code on CPD: 10462 – please only request Stage 1 for your lead SENCo / manager within your setting or school, it is their responsibility to share with the team.

Once you have requested the webcast you will receive an email from CPD with all the links required for Stage 1.

## Early Help training

The following courses are available on the WCC Learning & Development site:

[CourseSearchCitizen \(worcestershire.gov.uk\)](#), 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.

## Emotional Literacy Early Years modules

- Each Module is £35 + VAT
- Early Years Providers can use their Early Years Inclusion Funding to pay for training to enable staff to better support specific children with SEND.
- Audience: All modules are suitable for Early Years practitioners working within the EYFS in PVI nurseries, pre-schools, Childminders or School ran/ governor-led nurseries across Worcestershire.
- If an Early Years setting / school wishes to have a member of staff train to become an Early Years ELSA then they must attend and complete ALL modules listed below.

### Understanding emotional literacy and developing active listening skills in an Early Years setting

Within this session, attendees will consider the need to belong, will be introduced to key theories that underpin belonging and will explore the factors that contribute to feelings of belonging. By the end of the session attendees will have a developed understanding of what can be done to promote belonging in children

Cost: £35 + VAT

- 30 April 2025, 9.15am to 12.15pm, Virtual Delivery, course code: EY10543 / 90930

### Developing self-esteem with early years children

Within this session, attendees will develop an understanding of what is meant by self-esteem, the importance of self-esteem and will be introduced to the foundational blocks needed for self-esteem to develop. Alongside this, attendees will be introduced to the term's competence and self-efficacy and will learn about their importance and the role they have in child development. The session will allow for opportunities for attendees to think about and reflect on practical ways to develop the self-esteem of the children they work with.

Cost: £35 + VAT

- 21 May 2025, 9.15am to 12.15pm, Virtual Delivery, course code: EY 10544 / 90931

### How to write Social Stories and therapeutic stories for early years practitioners

During this session, attendees will learn what Social Stories and therapeutic stories are. By the end of the session, they will understand the structure of both techniques, know what situations they are useful in and have practiced writing a Social Story and a therapeutic story.

Cost: £35 + VAT

- 04 June 2025, 9.15am to 12.15pm, Virtual Delivery, course code: EY 10545 / 90933

## **Developing strategies to support early years children with managing emotions**

Within this session attendees will develop an understanding of how thoughts, emotions, behaviours and psychological responses are linked. Attendees will be given opportunities throughout the session to think about how this relates to their own practice, alongside opportunities to explore practical tools and resources.

Cost: £35 + VAT per delegate

- 16 July 2025, 9.15 to 12.15pm, Virtual Delivery, course code: EY10546 / 90934

## **Supporting attachment and security within an early years setting.**

Through this training session, attendees will learn about the importance of attachment and will develop an understanding of some key theories underpinning this. We will then explore how staff can support children with their attachment through developing relationships and promoting feelings of security.

Cost: £35 + VAT

- 17 September 2025, 9.15am to 12.15pm, Virtual Delivery, course code: EY 10547 / 90935

## **Supporting early years children with social and friendship skills**

Throughout this session, attendees will learn about interpersonal communication, the skills needed for communication, and social communication skills. Attendees will be given opportunities to reflect on the skills of the children they work with, how to support children to learn these skills and time to plan opportunities to promote developing social and friendship skills.

Cost: £35 + VAT

- 01 October 2025, 9.15am to 12.15pm, Virtual Delivery, course code: EY 10548 / 90936

## **Introduction to ELSA - Becoming an emotional literacy support assistant within an early years setting**

In this session, staff will learn about the role and requirements of an Emotional Literacy Support Assistant. Building upon the knowledge gained in the previous sessions, we will also explore how to set targets and monitor progress when conducting interventions. This session is for staff members who have attended all training sessions and wish to be accredited as an ELSA. The ELSA role requires a commitment to half-termly group supervision with the Educational Psychology Service which is chargeable.

Cost: FREE

- 15 October 2025, 9.15am to 12.15pm, Virtual delivery, course code: EY 10549 / 90937

## Early Years Webcasts

The early years team are developing a range of webcasts that be accessed for your whole setting (only one license needs to be purchased)

What will happen / how do I get the webcast information?

- Book your place (only the manager needs to book a place) as you would do normally
- Once your place is booked you will receive a confirmation email which will clarify how to access the webcast - this is via a google drive. All links and steps are in the confirmation email. Access the webcast as many times as you require by your team - there is no limit.
- The training team on a weekly basis will process invoices for the webcast
- If you encounter issues accessing the webcast via the google drive link provided, please contact the training team by emailing [workforcesupport@worcestershire.gov.uk](mailto:workforcesupport@worcestershire.gov.uk)
- Once you / your team have watched the webcast if you have questions then please contact the early years team directly by emailing [eycc@worcestershire.gov.uk](mailto:eycc@worcestershire.gov.uk)

## Building an Effective Early Years Curriculum

When we think of the term Curriculum, we can sometimes feel daunted, however it needn't be this way. Having the freedom to develop and deliver your own personalised early years curriculum can be so very empowering. By recognising and celebrating our uniqueness we can be proud of what we stand for and how we deliver the EYFS effectively.

This 90-minute webcast is designed to watch with your teams as we break down the elements of what forms a good curriculum. A curriculum which meets the needs of your children, families, staff and wider community. For early years settings due inspection this can be a great reflective tool to ensure you can articulate your settings curriculum during inspection.

We suggest this webcast is watched over a period of sessions to make full use of the reflection activities which thread through the presentation.

This webcast is aimed at early years settings caring for children aged 0-4 years old and is suitable for schools who provide early years provision prior to reception class.

Cost: £30 + VAT per webcast purchase - this is for your whole staff team regardless of numbers

Cost specifically for Childminders: £22.50 + VAT

Course code on CPD: EY 10458

Once you have purchased the webcast you will receive an email with clarification on how to access the webcast.

## Planning an effective learning walk

The learning walk can sometimes cause unwanted stress and anxiety for early years leaders as they prepare for inspection. However, if this is well planned for it can be a wonderful opportunity to communicate the uniqueness of your early years setting and illustrate the difference you make to children and families in your care.

This 55-minute webcast walks you through how to tell the unique story of your setting in a meaningful and effective way. Accompanied by the 'Learning walk: Telling your story tool' you will have the tools required to plan and deliver your bespoke learning walk effectively and confidently.

Please note it is recommended that this webcast is watched in conjunction with 'Building an Effective Early Years Curriculum' to achieve maximum impact on inspection day.

This webcast is suitable for early years group settings and nursery provision in schools.

Cost: £25 + VAT per webcast purchase - this is for your whole staff team regardless of numbers

Cost – childminders: £17.50 + VAT

Course code on CPD: EY 10464

Once you have purchased the webcast you will receive an email with clarification on how to access the webcast.

## Preparing for your Early years Ofsted Inspection

When preparing for your early years Ofsted inspection it can sometimes feel overwhelming as you navigate all the advice and guidance available. This 65-minute webcast has been designed to pull all this information into one place allowing you to reflect, plan and take actions to ensure you get the inspection outcome you deserve.

Whether this is your first experience of inspection, or you have experienced inspections before, this webcast will refresh your understanding of what to expect and give you and your team the confidence to showcase what you do every day for children and families.

This webcast is suitable for early years group settings.

Cost: £20 + VAT per webcast purchase - this is for your whole staff team regardless of numbers

Course code on CPD: EY 10480

Once you have purchased the webcast you will receive an email with clarification on how to access the webcast.

## Educational Psychology training

### Behaviour is Communication \*NEW\*

Behaviour is communication of an unmet need - this course draws on psychological theories and knowledge to explore this thinking and to consider the benefits of adopting a relational approach to behaviour.

Functional Behavioural Assessment and Analysis is introduced/revisited as a tool to enable support staff to better understand what a child or young person's behaviour might be communicating.

Suitable for anyone working with children / young people from Early Years through to Secondary School / College.

Cost: £29 + VAT per delegate

- 11 September 2025, 3.30pm to 5pm, virtual delivery, course code: 10580 / 91509

### ELSA: Emotional Literacy Support Assistants

The Educational Psychology Service are excited to be able to continue to offer ELSA (Emotional Literacy Support Assistants) training and supervision for practitioners working in Primary / First / Middle Secondary schools across Worcestershire.

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 Educational Psychologists's. They will be trained to plan and deliver individualised programmes of support for children to develop their emotional literacy, within a range of different areas. 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 and all delegates will be provided with a copy of the book "Emotional Wellbeing: An Introductory Handbook" within the price of the course.

The initial training covers the following areas of emotional literacy:

- Day 1 – An Introduction to ELSA and emotional literacy: **please note: The line-manager or headteacher will be required to join their ELSA(s) for the morning of Day 1.**
- 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



The school/setting will nominate their LSA(s) (identified as having the necessary prerequisite skills to train as an ELSA, see job specification) who will then be released for the training sessions and for on-going half-termly supervision sessions. A member of the teaching staff should be nominated to line-manage the ELSA(s) to support them with the referral process, setting targets and reviewing the intervention. **The line-manager or headteacher will be required to join their ELSA(s) for the morning of Day 1. This requirement is important to help them understand the parameters of the ELSA role and the line-manager's role in supporting ELSAs.**

Cost: £630+ VAT per person and includes two supervision sessions in Spring 2026.

- Date: 23 September, 07 October, 21 October, 11 November, 25 November and 08 December 2025.
- Time: 09: 30 to 15:30
- Location: Worcester - lunch is provided please ensure any dietary needs are included at the point of booking
- Course code: 10351

### **Homunculi Intervention: Supporting Social and Emotional Wellbeing for 7–16-year-olds \*NEW\***

The 'Homunculi Intervention' is a well-researched approach to help children and young people between the ages of 7-16 to identify and manage difficult thoughts and feelings such as anger or fear, and to explore tricky situations such as bullying or transitions.

The approach is neurodiversity friendly and involves creating miniature agents with gadgets and problem-solving missions which are personalised to the child's needs. We will explore the theory and how to deliver this intervention using the published book.

Specifically for school staff working with 7- to 16-year-olds

Cost: £35 + VAT per delegate

- 11 November 2025, 3.30pm to 5pm, virtual delivery, course code: 10585

### **Low-Intensity Cognitive Behavioural Therapy (LI-CBT) \*NEW\***

This course aims to give you an understanding of low-intensity cognitive behavioural therapy (LI-CBT) interventions.

By the end of the session you should understand which presentations these interventions might be useful for and how to implement LI-CBT based interventions within your settings.

Audience: Those working with reception age children upwards.

Cost: £35 + VAT

- 03 December 2025, 3.30pm to 5pm, virtual, course code: 10586

## Person centred approaches and planning.

A two-part twilight session to explore how person-centred approaches can be used in schools to help meet the needs of every learner. Sessions will be practical and offer a range of ideas that can be put into practice in all settings.

Cost: £40 + VAT per delegate

- 14 May and 11 June 2025, 3.30pm to 4.30pm, virtual delivery, course code: 10467 / 84695

## Precision Teaching \*NEW\*

This course aims to give you an understanding of what Precision Teaching is and which pupils it would benefit.

It will enable you to implement Precision Teaching programmes for reading, spelling and numeracy skills. We will also briefly discuss the learning theory that underpins Precision Teaching.

Due to how the training is delivered, we recommend that at least two people from each school attend to support activities

Cost: Delegate 1: £70+ VAT per delegate

Cost: Delegate 2: £50 + VAT per delegate

- 16 September and 04 November 2025, 3.30pm to 5pm, virtual delivery, course code: 10584 / 91645

## Webcast: Taking a person-centred approach to preparing for adulthood

A free 25-minute webcast looking at Taking a person-centred approach to preparing for adulthood. By the end of this webcast, you will understand:

- SEND Code of Practice expectations in relation to Preparation for Adulthood
- Person-centred approaches to use with children and young people

Audience: All educational settings, especially secondary schools, high schools and Post 16 section

- Cost: Free
- Duration: 25 minutes
- CPD Course code: Search 10540

## 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@worcestershire.gov.uk](mailto:governorservices@worcestershire.gov.uk)

## Health & Safety Training

### Emergency First Aid

Anyone identified as needing to undertake first aid duties. In emergencies, Emergency First Aiders can act to prevent situations becoming major issues and can limit the potential consequences through prompt action until a fully qualified First Aider or Paramedic is available. For Employees identified by their managers as needing to complete an Emergency First Aid course and not the three-day First Aid at Work certificate.

*Please note this course is a one-day emergency first aid at work course.*

- Cost: £76 per delegate
- 22 May 2025, 9.30am to 4.30pm, Worcester
- To book please do so by emailing: [healthandsafety@worcestershire.gov.uk](mailto:healthandsafety@worcestershire.gov.uk)

### First Aid at Work certificate with Paediatric First Aid Combined (3 day course)

Those identified and nominated by the office in charge/manager/Head of school to act as a designated first aider. Successful completion of this course enables delegates to be the designated first aider for the school or unit.

- Cost: £185 per delegate
- 28 April, 30 April and 01 May 2025 (3 days), 9am to 4.30pm, Worcester
- 16, 17 and 23 June 2025 (3 days), 9am to 4.30pm, Worcester
- To book please do so by emailing: [healthandsafety@worcestershire.gov.uk](mailto:healthandsafety@worcestershire.gov.uk)

### Paediatric First Aid

This course is aimed at people who work with children aged 18 and under. This course also meets the requirements of the Early Years Foundation Stage.

- Cost: £89 per delegate
- 15 and 16 May 2025, 9am to 4.30pm, Worcester
- 19 and 20 June 2025, 9am to 4.30pm, Worcester
- To book please do so by emailing: [healthandsafety@worcestershire.gov.uk](mailto:healthandsafety@worcestershire.gov.uk)

### Visit Leader

This course is for staff nominated to lead off-site visits, at their school/establishment.

- Cost: £68 per delegate
- 20 May 2025, 10am to 1.30pm, Worcester
- To book please do so by emailing: [healthandsafety@worcestershire.gov.uk](mailto:healthandsafety@worcestershire.gov.uk)

### Educational Visit Coordinator

This course is for experienced visit leaders who have been given the duty of co-ordinating off-site visits, with sufficient status within a school/establishment to influence the working practices of their colleagues.

***Eligibility criteria: As of September 2012, all delegates attending EVC Training must have attended the OEAP standard Visit Leader Training within the previous 3 years***

- Cost: £81 per delegate
- 18 June 2025, 9am to 3.30pm, Worcester
- To book please do so by emailing: [healthandsafety@worcestershire.gov.uk](mailto:healthandsafety@worcestershire.gov.uk)

### **Fire Warden Training (for Schools)**

School Staff that have been identified by their managers as needing to operate as fire wardens for their building.

- Cost: £71 per delegate
- 18 June 2025, 9am to 3.30pm, Worcester
- To book please do so by emailing: [healthandsafety@worcestershire.gov.uk](mailto:healthandsafety@worcestershire.gov.uk)

### **IOSH Managing Safely**

This three-day course is designed for managers and supervisors. This course will help delegates get up-to-speed on the practical actions they need to take and gain the knowledge and tools to tackle the safety and health issues they are responsible for. Managing Safely makes a powerful case for safety and health being an integral part of day-to-day management and business

- Cost: £214 per delegate
- 05, 12 and 19 June (3 days), 9.30am to 4pm, Worcester
- To book please do so by emailing: [healthandsafety@worcestershire.gov.uk](mailto:healthandsafety@worcestershire.gov.uk)

### **Heights Training (Ladders and step ladders)**

This training is delivered on site to schools directly, for further information and to book email: [health@safety@worcestershire.gov.uk](mailto:health@safety@worcestershire.gov.uk)

- £226 – half day on-site (plus mileage)
- £386 – full day on-site (plus mileage)

## Public Health training

### Applying the Mental Health Policy template to your school

This webinar will explain the policy content and how to amend the policy, so it reflects your school's ethos and approach to mental health. All schools who do not currently have a mental health and wellbeing policy are encouraged to join this webinar. Schools with a policy in place may like to join to gather ideas for their policies when they are reviewed.

The webinar will include the mental health policy audit tool. This is an excellent opportunity to ask questions and understand the flexibility of the template in preparation for your policy review and development.

The webinar will be delivered by Public Health Practitioners in the Children and Young People and Mental Wellbeing Teams at WCC Public Health.

Cost: Free

- 01 July 2025, 4pm to 5pm, virtual delivery, course code: 10551 / 91414

### Including breastfeeding learning in your PSHE curriculum: webinar for secondary schools - why and how?

A webinar to share teaching resources designed to raise awareness and normalise breastfeeding for use in secondary school.

The webinar will also include why teaching about breastfeeding is important for young people and the health of future generations.

Learning outcomes:

- Understand the data about breastfeeding nationally and locally
- Why teach breastfeeding?
- Understand where breastfeeding learning fits into the curriculum
- Feel confident to deliver breastfeeding sessions as part of PSHE lessons in safe and non-judgemental environments
- Deliver breastfeeding teaching sessions

Cost: Free

- 18 June 2025, 3.45pm to 4.35pm, virtual delivery, course code: 10572 / 91415

## 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.

## Schools Attendance Training

### Effective Governance to Support School Attendance \*NEW\*

This training course explores the role of governors in ensuring schools are meeting their statutory duties relative to attendance. As all schools are required to deliver new statutory expectations to meet DfE 'Working Together to Improve School Attendance' requirements, this course will enable governors to provide support and challenge to drive improvement.

The course aims to assist governors to:

- Explore the governance core functions and their relevance to attendance
- Review how DfE attendance expectations and statutory duties are met
- Champion and support the promotion of attendance through policy and ethos
- Review data, challenge trends and support leaders to focus on strategies towards improvement
- Ensure staff receive adequate training and access to good practice guidance

Cost: £60 + VAT per delegate

- 01 May 2025, 6pm to 8pm, virtual delivery, course code: 10429 / 91363

## Using legal action to address pupil absence: Guidance for schools

This training session is intended for Worcestershire school-based staff who may need to instigate a request for legal proceedings as part of their school attendance escalation process.

The training will explore when a request for legal proceedings maybe appropriate and the requirements upon schools in making such requests. The session will focus on unauthorised pupil absence (including unauthorised leave in term time) and will provide delegates with the latest information and appropriate resources to demonstrate what is required in order for the Local Authority to consider the issuing of a penalty notice or undertake a prosecution.

Audience: School Attendance Leads, Head teachers, School Attendance Officers, or any other school based associated staff with a key role in addressing pupil attendance, absence and welfare would be most welcome.

Cost: £38 + VAT per delegate

**Discount:** Book a delegate to attend both Using Legal & Witness Statements on the same day (does not need to be the same delegate per session but must be the same school) then pay only £51 +VAT for both sessions in total, a saving of £15 (full price for both sessions prior to discount is £66 + VAT)

- 25 June 2025, 9.30am to 12pm, Worcester, course code: 10283 / 90446

## Court Process & Writing Effective Witness Statements: Guidance for schools

This training session will inform school staff regarding court processes and equip them with sufficient knowledge and resources to complete witness statements effectively for prosecution of cases under s444(1)/ (1)A of the Education Act 1996 for unauthorised absences.

School Attendance Leads, Head teachers, School Attendance Officers, or any other school based associated staff with a key role in addressing pupil attendance, absence and welfare would be most welcome.

Candidates are advised to have a good working knowledge of or, completed the Using Legal Action to Address Pupil absence: Guidance for schools training, for a better understanding of this session.

Cost: £28 + VAT per delegate

**Discount:** Book a delegate to attend both Using Legal & Witness Statements on the same day (does not need to be the same delegate per session but must be the same school) then pay only £51 +VAT for both sessions in total, a saving of £15 (full price for both sessions prior to discount is £66 + VAT)

- 25 June 2025, 1pm to 3pm, Worcester, course code: 10283 / 90442



## School's training

### Book and Brew for Primary Teachers

As part of a series of 'Power Hour' webinars designed to raise the attainment in English, this informal session offers a chance to explore a range of texts (new and old) to support English in the primary classroom. Discussion will explore what makes a quality text, and subject specialists will share the opportunities texts can generate - be it writing, reading or oracy. We bring the books; you bring the brew!

Cost: £28 + VAT per delegate

- 01 May 2025, 3.30pm to 4.30pm, virtual delivery, course code: 10558 / 91232

### KS2: Year 6 Writing Moderation Surgery

This session will give you the opportunity to bring the work of 3 pupils for our team of moderators to look at. They will be able to guide you as to whether you are presenting enough evidence, the right sort of evidence and what more might be needed. Whilst this is not formal moderation, the team will be able to consider judgements and offer support and guidance.

Cost: £43.50 + VAT per delegate

- 20 May 2025, 2.30pm to 4pm, Worcester, course code 10371 / 91508
- 20 May 2025, 4.15pm to 5.45pm, Worcester, course code 10371 / 91519

### Moderation - progress and assessment in Reception \*NEW\*

This session supports the quality assurance of teacher assessment judgements and provides a valuable opportunity for professional discussion and development through collaboration with colleagues. "It is important for teachers to build a shared understanding of the ELG's and the EYFS statutory framework."

These sessions for teachers will enable Head teachers to meet their duty for ensuring their teachers attend training courses and moderation meetings within schools and with other schools and to use quality assurance processes to ensure that the data accurately reflects the attainment of the current cohort of children.

The sessions will provide an opportunity to discuss and gain a shared view of the consistency and accuracy of judgements being made. They are also an opportunity to discuss different ways to share information with Year 1 colleagues of the children's strengths and areas of development so that colleagues can meet their needs and carry on their learning.

Cost: £45 + VAT per delegate

- 04 June 2025, 9am to 11.30am, Worcester, course code: 10581 / 91559
- 04 June 2025, 1pm to 3.30pm, Worcester, course code: 10581 / 91560
- 05 June 2025, 9am to 11.30am, Worcester, course code: 10581 / 91561

- 05 June 2025, 1pm to 3.30pm, Worcester, course code: 10581 / 91562

## SENCo Network Meeting

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

- 20 May 2025, 3.30pm to 5pm, virtual delivery, course code: 10178 / 90364

## 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: £158 + VAT

- 06 May 2025, 1.30pm to 3.30pm, virtual delivery, course code: 10148 / 91521

### 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: £158+ VAT

- 13 May 2025, 09.30 to 12.30pm, virtual delivery, course code: 10151 / 91522

## 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: £158 + VAT

- 19 May 2025, 09.30 to 12.30pm, virtual delivery, course code: 10153 / 91527

## 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, School 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: £316 + VAT

- 20 May 2025, 09:30am to 3pm, Worcester, course code: 10142 / 91525

## 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: £158 + VAT

- 12 June 2025, 09.30am to 12.30pm, Worcester, course code: 10138 / 91528

## 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: £158 + VAT

- 09 May 2025, 09.30am to 12.30pm, virtual delivery, course code: 10155 / 91523

## 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: £110 + VAT

- 17 June 2025, 10am to 12pm, Virtual Delivery, course code: 10156 / 91524

## 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: £158 + VAT

- 15 May 2025, 6pm to 9pm, virtual delivery, course code: 10157 / 91526

## 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@worcestershire.gov.uk](mailto:virtualschool@worcestershire.gov.uk)

## Booking information

### How to book using CPD online:

1. Visit [WCC 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.

### 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.

If for any reason you need your joining instructions to be re-sent please contact the training team a **minimum of 5 days** before your course is due to take place. The training & conference team can be contacted on 01905 844 420 or email [workforcesupport@worcestershire.gov.uk](mailto:workforcesupport@worcestershire.gov.uk)

### 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 & conference team, telephone 01905 844 420 or email [Workforcesupport@worcestershire.gov.uk](mailto:Workforcesupport@worcestershire.gov.uk)

### 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.

## 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 & conference team 01905 844 420 or email [Workforcesupport@worcestershire.gov.uk](mailto:Workforcesupport@worcestershire.gov.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 [CPD online](#)
- All confirmation emails are issued directly to the delegate and CPD leader. We recommend CPD Leaders forward copies to delegates accordingly.
- If necessary, a booking can be transferred to an alternative date with advance notice
- Name changes (substitutions) can be made at any point after booking

To make changes to a booking contact training & conference team:

- Email: [workforcesupport@worcestershire.gov.uk](mailto:workforcesupport@worcestershire.gov.uk)
- Telephone: 01905 844420
- Telephone: 01905 844030

## Invoices

Invoices are normally requested after the training course or conference has taken place. Please note that training / conferences during the month of March we do invoice upfront due to end of financial year. This does not affect your terms and conditions or cancellation rights.

Invoices are issued in one of two ways:

- via the Children's Services Portal (CSP)
- 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 14 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 – 13 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

## VAT

Worcestershire County Council 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: 53583147  
Account Name: WCC County Fund Account

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.

### Automated telephone payments

Call [0300 4562206](tel:03004562206). You will need your invoice number and debit or credit card details to hand. Your privacy and security are our prime concern, and our payments system encrypts your personal information. Calls will be charged at the local call rate. If you have a calling plan which includes free local calls, then 0300 calls are also free and if you have a mobile contract, they are also included as part of any free minutes.

### Internet payment facility

Pay your invoice online at any time using your debit or credit card. We accept Delta, JCB, Maestro, MasterCard, Solo, Switch, Visa Electron and Visa.

To make a payment online go to [Worcestershire County Council](#) and click on 'Pay'. Go to the [secure online payments site](#) link and Select Debtor Invoices. When making online payments you can add multiple invoice numbers by selecting " add to list". Your privacy and security online are our prime concern, and our payments system encrypts your personal information.

Website: [Are online payments safe](#)



## Queries

Please have your account number and Invoice reference ready.

We are open Monday to Friday 8:30am to 4:00pm

Any enquiries regarding the invoiced service contact:

Training & conference team:

- Email: [workforcesupport@worcestershire.gov.uk](mailto:workforcesupport@worcestershire.gov.uk)
- Telephone: 01905 844420
- Telephone: 01905 844030

For enquiries regarding payment please contact:

- Email: [wccaccountsreceivable@worcestershire.gov.uk](mailto:wccaccountsreceivable@worcestershire.gov.uk)  
Phone: [01905 843400](tel:01905843400)

To contact by letter: Worcestershire County Council, Wildwood, Wildwood Way, Worcester,  
WR5 2PT