



## **Schools / Academy training offer**

July 2025 to June 2026

Edition A (correct 18.07.2025)

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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@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

### **An introduction to Emotional Regulation for Autistic Learners**

An introduction to Emotional Regulation for Autistic Learners 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

Each delegate will:

- Identify underlying reasons for behaviour using best practice tools
- Apply a range of proactive strategies to promote positive behaviour
- Learn about a range of strategies and resources to support young people
- Learn how to support pupils through stressful situations

Cost: £38 + VAT per delegate

- 24 September and 01 October, 4pm to 5pm, virtual delivery, course code 10075 / 92075
- 15 and 22 April 2026, 4pm to 5pm, virtual delivery, course code 10075 / 92076

### **An introduction to meeting significant communication and interaction needs in a mainstream Early Years/Key stage 1 classroom \*NEW\***

A 30- minute introduction to the resources and strategies that may help support children with significant communication and interaction needs in a mainstream classroom specifically for Early Years / Key Stage 1

Cost: Free

- 17 September 2025, 4pm to 4.30pm, virtual delivery, course code: 10615 / 92042

### **Autism and Play in the Early Years \*NEW\***

A look at play development in relation to autism, with specific reference to some of the challenges that autistic individuals may face, particularly in the Early Years, and some of the strategies that can be used to develop their playskills.

Cost: £28.50 + VAT per delegate

- 22 October 2025, 4pm to 5.30pm, virtual delivery, course code: 10617 / 90244
- 10 June 2026, 4pm to 5.30pm, virtual delivery, course code: 10617 / 92045

## 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.

Each delegate will: Develop and/or enhance their awareness and understanding of autism.

Cost: Free

- 08 October 2025, 4pm to 5.30pm, virtual delivery, course code: 10003 / 92022
- 03 December 2025, 5pm to 6.30pm, virtual delivery, course code: 10003 / 92023
- 04 February 2026, 6pm to 7.30pm, virtual delivery, course code: 10003 / 92024
- 18 March 2026, 4pm to 5.30pm, virtual delivery, course code: 10003 / 92025
- 13 May 2026, 5pm to 6.30pm, virtual delivery, course code: 10003 / 92026
- 01 July 2026, 6pm to 7.30pm, virtual delivery, course code: 10003 / 92027

## 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: £21 + Vat per delegate

- 11 November 2025, 4pm to 5pm, virtual delivery, course code; 10005 / 92038
- 20 April 2026, 4pm to 5pm, virtual delivery, course code; 10005 / 92039

## 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: £28.50 + VAT per delegate

- 15 October 2025, 4pm to 5.30pm, virtual delivery, course code: 10078 / 92018
- 03 June 2026, 4pm to 5.30pm, virtual delivery, course code: 10078 / 92019

## How to make scripts to help in social situations

A 60-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: £21 + Vat per delegate

- 22 October 2025, 4pm to 5pm, virtual delivery, course code: 10083 / 92040

## 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

- 19 November 2025, 4pm to 5.30pm, virtual delivery, course code 10424 / 92035
- 22 April 2026, 4pm to 5.30pm, virtual delivery, course code 10424 / 92036

## Meeting significant communication and interaction needs in a mainstream Early Years / Key Stage 1 classroom \*NEW\*

A 60-minute informal discussion session with the autism team for all queries relating to supporting pupils with significant communication and interaction needs in a mainstream setting specifically focusing on Early Years / Key Stage 1 classrooms

Cost: Free

- 01 October 2025, 4pm to 5pm, virtual delivery, course code: 10616 / 920433



## 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

- 17 September 2025, 4pm to 5.30pm, virtual delivery, course code: 10116 / 92020
- 04 February 2026, 4pm to 5.30pm, virtual delivery, course code: 10116 / 92021

## 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

- 11 December 2025, 4pm to 5pm, virtual delivery, course code: 10168 / 92028
- 11 February 2026, 6pm to 7pm, virtual delivery, course code: 10168 / 92029
- 25 March 2026, 5pm to 6, virtual delivery, course code: 10168 / 92030
- 20 May 2026, 4pm to 5pm, virtual delivery, course code: 10168 / 92031
- 08 July 2026, 6pm to 7pm, virtual delivery, course code: 10168 / 92032

## Using visual tools to reflect on social situations

A 60-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: £21 + Vat per delegate

- 21 January 2026, 4pm to 5pm, virtual delivery, course code: 10175 / 92041

## 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 place per school

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

- 08 and 15 October 2025, 4pm to 5pm, virtual delivery, course code: 10426 / 92033
- 04 and 11 February 2026, 4pm to 5pm, virtual delivery, course code: 10426 / 92034

## 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 \(worcestershire.gov.uk\)](https://www.worcestershire.gov.uk/coursesearchcitizen), 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.

## Play Matters: The 8 Principles of Playwork

During the course delegates will explore what Wrap Around Care is and understand the value of play, unpick and dissect the 8 Principles of Playwork, and how to implement them into their setting to ensure play matters.

During the course delegates will be able to:

- List the 8 Principles of Playwork.
- Describe & explain why the 8 Principles of Playwork are important in Play
- Participate in activities that empower your own understanding of why play matters
- Identify & explain how the Playwork Principles will be used in your setting.

**Audience:** Specifically for practitioners working with primary school age children in wraparound provision. Open to both schools / settings who offer wrap around provision (before / after school or holiday clubs)

**Cost:** The training is fully funded via the National Wraparound Programme, part of the DfE.

**Specific non-attendance charge:** When delegates do not attend, do not cancel in line with terms & conditions, and / or contact the training team on the day to explain their non-attendance then a charge of £30 + VAT per delegate will be applied

### Cohort 8

- 24 Sept, 01, 08, 15 and 22 October
- All sessions 7pm to 9pm
- CPD code: 10583 / session code: 91695

### Cohort 9

- 12, 19, 26 November and 03, 10 December
- All sessions 7pm to 9pm
- CPD code: 10583 / session code: 91696

### Cohort 10

- 24 Sept, 01, 08, 15 and 22 October
- All sessions 12.45pm to 2.45pm
- CPD code: 10583 / session code: 92058

## Cohort 11

- 13, 20, 27 November and 04, 11 December
- All sessions 9.30am to 11.30am
- CPD code: 10583 / session code: 92059

## Level 3 Award in Transition to Playwork

**Take your career in childcare or education to the next level with our brand-new bespoke Skills Bootcamp in Transition to Playwork**

Worcestershire County Council's Children's Services, in collaboration with Adult Learning Worcestershire, are offering a bespoke Skills Bootcamp in Transition to Playwork, designed specifically for individuals currently working in the childcare or education sector.

This fully funded Level 3 qualification is ideal for those already in roles such as childminders, teaching assistants, early years practitioners, or other similar positions. It's a great opportunity to progress into playwork settings or embed The Playwork Principles into your current role.

You'll develop a deeper understanding of playwork theories and practices – perfect for those with existing experience in childcare looking to expand their skills and career opportunities

### Eligibility:

- This bespoke Skills Bootcamp is currently open to individuals who are employed or self-employed and working in the childcare or education sector, as a workplace assessment will need to be carried out as part of the qualification criteria.
- A full Level 3 competency-based qualification in Childcare or Education is required, along with a minimum of 2 years' experience in a relevant role.
- Open to those aged 19+, living in England, with the legal right to work in the UK.

**Funding:** Skills for Life Skills Bootcamps are funded by the Department for Education. To access this funding, we are required to collect additional information after booking to confirm eligibility and monitor usage. We will only request what is necessary and handle your data in line with our privacy notice. Without this information, we may not be able to confirm your place. By participating, you are helping us continue to deliver accessible, high-quality training to Worcestershire's professional childcare and education workforce.

### Course duration:

- 16 weekly sessions starting September and ending February 2026, avoiding half terms and holidays
- Each session is 4 hours
- Wednesday's course starting 24 September is 5.30pm to 9.30pm
- Thursday's course starting 25 September is 10am to 2pm
- All sessions are delivered virtually via MS Teams

Register your member of staff's interest on the Level 3 Award in Playwork via CPD. Search CPD code: 10588

Please ensure correct contact information is provided (email / telephone), their details will be passed to Jessica Harris within WCC Adult Learning to discuss the funding / eligibility.

## 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.

## 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

### An Introduction to ADHD \*NEW\*

An introduction to ADHD - what it is, how it is diagnosed, the impact it has, and how it can be treated and supported at home and school.

Cost: £35 + VAT

- 02 February 2026, 3.30pm to 5pm, virtual delivery, course code: 10360 / 91691

### 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

## **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

- 21 October and 09 December 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

## Energy Training

WCC's Energy Team are pleased to share the following free webcast - Great British Energy Solar for Schools.

A 30-minute webcast specifically for schools in Worcestershire that offers an introduction and Q&A on solar energy, and covers what they are responsible for, costs and much more.

GB Energy are working with a pilot group of Worcestershire schools, as such you may receive an email from either GB Energy / Robert Edwards with the opportunity to access free solar panels. There is a very tight timeline involved of two weeks to become involved.

Over the 25/26 academic year the WCC Energy Team will be sharing a range of free webcasts that support Energy efficiency for schools.

To watch the webcast search the following course code on CPD: 10626

## Governor 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
- 08 October 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
- 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> September (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
- 10 and 12 September 2025, 9.30am 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
- Autumn date to be confirmed
- 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
- 17 October 2025, 10am 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

### Asthma Management in Schools Webinar \*NEW\*

This webinar will support schools in implementing the recent ICB Guidance on the Management of Asthma in Schools.

It will allow schools to understand the actions needed to safely manage asthma in school including what steps to take in the event of an asthma attack, management of inhalers and spacers, prevention and monitoring.

Once received the new ICB Guidance on the Management of Asthma in Schools will be

shared with delegates via CPD.

Cost: Free

- 22 September 2025, 3.40pm to 4.30pm, virtual delivery, course code: 10605 / 91927
- 03 October 2025, 9.15am to 10.15am, virtual delivery, course code: 10605 / 91928



## Introducing the 6-week Trauma-Informed Parents' Journey in your school - how to get involved

Following a highly successful 6-week pilot at a trauma-informed first school in Worcestershire, we are excited to introduce this transformative course. Designed to support parents in adopting a trauma-informed approach with their children, this initiative is now being expanded to more schools, **fully funded by Public Health**.

This **opportunity** is available to **Worcestershire First and Primary schools/settings** that have engaged with the **TIS UK diploma**, funded by Worcestershire Virtual School.

Schools/settings with a **trauma-informed practitioner** are invited to express interest in joining the **Parents' Journey project**.

In **2025/26**, there will be **three opportunities** for practitioners to receive training, equipping them to deliver the parents' course within their school or setting.

To find out more, we highly recommend attending our **free 30-minute webinar**, designed to provide a comprehensive overview of the project. Please note that spaces are limited, and only a select number of schools/settings can be included in this offer.

In this webinar, you'll learn about:

- The **background** of the project
- The parents' course content
- The **resources** available to support delivery in schools
- The **dates and venues** for practitioner training
- How to **express interest** in a training place

Cost: Free

- 18 November 2025, 4pm to 4.30pm, virtual delivery, course code: 10593

## 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

### 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: £40 + 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 £55 +VAT for both sessions in total, a saving of £15 (full price for both sessions prior to discount is £70 + VAT)

- 12 November 2025, 9.30am to 12pm, Worcester, course code: 10283 / 91894
- 04 February 2026, 9.30am to 12pm, Worcester, course code: 10283 / 91895
- 10 June 2026, 9.30am to 12pm, Worcester, course code: 10283 / 91896

### 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: £30 + 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 £55 +VAT for both sessions in total, a saving of £15 (full price for both sessions prior to discount is £70 + VAT)

- 12 November 2025, 1pm to 3pm, Worcester, course code: 10284 / 91897
- 04 February 2026, 1pm to 3pm, Worcester, course code: 10284 / 91898
- 10 June 2026, 1pm to 3pm, Worcester, course code: 10284 / 91899

## School Improvement Training

### **Adaptive Teaching – revisiting “Purpose, Plans and Provision” to meet learners needs.**

This session offers an opportunity to revisit the role of adaptive teaching to meet the needs of all learners and strategies in the classroom drawn from proven classroom practice and current research.

Attendees will be encouraged to revisit, reflect upon and share examples of effective practice and areas for further consideration.

- Cost: £29 + VAT per delegate
- 03 November 2025, 3.30pm to 4.30pm, Virtual Delivery, course code: 10599

### **An Introduction to Coaching for Improving Teaching and Learning**

How effective is your current CPD model in supporting colleagues' continuous professional development?

Come along and join us as we revisit and explore how developing a 'coaching' approach can be transformative!

We will review the principles of coaching, consider different models and approaches and explore how to establish a whole school approach to developing a coaching culture in school, based on effective practice and current research to further enhance colleagues teaching

Cost: £45 + VAT per delegate

- 10 November and 08 December 2025, 3.30pm to 5pm, virtual delivery, course code: 10559

### **Assessing Maths at the End of KS1: using the non-statutory teacher assessment framework**

This workshop will support teachers to use the non-statutory teacher assessment framework to assess mathematics at the end of Key Stage 1. Whilst statutory assessment at the end of KS1 is no longer required, you may wish to use this framework to quality assure assessment and the impact of your maths curriculum.

This workshop will revisit the non-statutory assessment framework and support schools to consider how we evidence progress and attainment in maths and will support internal

assessment at the end of KS1. Colleagues will be expected to bring along a sample of pupils' books/planning to support professional discussion and reflection.

We will share with you a toolkit of activities that can be used to provide further evidence to support non-statutory teacher assessment in maths at the end of Year 2

Cost: £58 + VAT per delegate

- 19 January 2026, 9.15am to 12.15pm, Worcester, course code: 10390 / 91879

## **Assessing Reading at the End of KS1: using the non-statutory teacher assessment framework**

This workshop will support teachers to use the non-statutory teacher assessment framework to assess reading at the end of Key Stage 1. Whilst statutory assessment at the end of KS1 is no longer required, you may wish to use this framework to quality assure assessment and the impact of your reading curriculum.

This workshop will revisit the non-statutory assessment framework and support schools to consider how we evidence progress and attainment in reading and will support internal assessment at the end of KS1. Colleagues will be expected to bring along a sample of pupils' books/reading records/planning to support professional discussion and reflection.

We will share with you a toolkit of activities that can be used to provide further evidence to support non-statutory teacher assessment in reading at the end of Year 2.

Cost: £58 + VAT per delegate

- 13 January 2026, 9.30am to 12.30pm, Worcester, course code: 10389 / 91878
- **DISCOUNT** Attend both Assessment of Reading sessions on 13 January and save £16 – each workshop will be charged at £50 + VAT. Please note it does not need to be the same delegate per session.

## **Assessing Reading in KS2**

This workshop will support teachers and leaders of reading to revisit the NC for reading in KS2 and consider what pupils need to know and be able to do in relation to reading by the end of LKS2 and UKS2.

Focusing on how to assess pupils' achievement and progress in reading and will consider how to plan appropriate opportunities to assess their reading. We will look at a range of strategies that can be used to check for understanding, comprehension and fluency and share range of tools to evidence children's learning.

We will also consider the end of KS2 SAT's reading tests and how, throughout the key stage, teachers build pupils' resilience, automaticity, and comprehension to secure success!

We will share with you a toolkit of activities that can be used to provide further evidence teacher assessment in reading.

Cost: £58 + VAT per delegate

- 13 January 2026, 1.30pm to 4pm, Worcester, course code: 10603 / 91887
- **DISCOUNT** Attend both Assessment of Reading sessions on 13 January and save £16 – each workshop will be charged at £50 + VAT. Please note it does not need to be the same delegate per session.

## Building a robust reading curriculum

Building a Robust Reading Curriculum is designed for primary schools to empower teaching staff and additional adults with the knowledge and tools to confidently plan and teach reading fluency and comprehension. This course is essential for fostering competent, confident, and independent readers.

This course will:

- Further your understanding of specific stages of reading development, including reader identity, comprehension, fluency, stamina, and word reading.
- Explore the attitudes, knowledge, skills, and strategies children need to progress as readers.
- Explore a diverse range of texts to help children make stronger connections with books and reading, supporting different aspects of reading development.
- Share a range of quality children's literature and evidence-based teaching methods to enhance reading skills and strategies.
- Support colleagues to gain insight into continuing to develop pupils' reading fluency once they can decode accurately, as highlighted in the Ofsted English Subject Report 2024.

Cost: £115 + VAT per delegate

- 25 November 2025, 9.30am to 3.30pm, Worcester, course code: 106002 / 91876

## Dictation and Transcription in the Primary Classroom

This session offers an overview of effective strategies to support children across both KS1 and KS2 classrooms, with a focus on dictation and transcription. A range of strategies and approaches will be introduced, based on proven classroom practice and current research. Discussion will be led by subject specialists, equipping you with the necessary knowledge to build upon within your setting

Cost: £29 + VAT per delegate

- 26 November 2025, 3.30pm to 4.30pm, virtual delivery, course code: 10557

## Editing and Revising Writing

This session offers an overview of effective strategies to support children across both KS1 and KS2 classrooms when it comes to editing and revising writing. A range of strategies and approaches will be introduced, based on proven classroom practice and current research. Discussion will be led by subject specialists, equipping you with the necessary knowledge to build upon within your setting.

Cost: £29 + VAT per delegate

- 10 December 2025, 3.30pm to 4.30pm, virtual delivery, course code: 10559

## English Subject Leaders Network Meeting

Primary English Leads, come together to form a county-wide network!

Join us in building a vibrant network of subject leaders to support and inspire school leadership. Our meetings offer a chance to stay updated on national priorities, collaborate with peers, and share best practices. You'll also gain access to valuable resources to enhance your work.

Sessions include LA guidance, statutory updates, CPD from WCC representatives, and insights from guest speakers.

Collaborate on curriculum challenges and explore solutions with new peers, all whilst staying informed on local and national updates to strengthen your role as an English Subject Leader. Reflect on your progress, adapt to current circumstances, and share ideas with colleagues.

This is a fantastic opportunity to work together on key aspects of curriculum and pedagogy.

Cost: £115 + VAT per delegate

Over 4 sessions:

- Session 1: 23 September, 1pm to 3pm, Worcester
- Sessions 2, 3 and 4: 08 January 2026, 21 April 2026 and 02 July 2026, 1pm to 3pm virtual delivery

Course code 10226

## Feeding back to feed forward – revisiting effective feedback for learning

This session offers an opportunity to revisit how formative feedback supports pupils' learning, drawing upon proven classroom practice and current research. Attendees will be encouraged to revisit, reflect upon and share examples of effective practice and areas for further consideration.

Cost: £29 + VAT per delegate

- 02 December 2025, 3.30pm to 4.30pm, virtual delivery, course code: 10600

## How do we know they are learning? Checking for understanding

This session offers an opportunity to revisit the role adaptive teaching plays in the inclusive classroom to ensure the needs of all pupils are met.

We will refer to principles and strategies drawn from effective classroom practice and current research. Attendees will be encouraged to revisit, reflect upon and share examples of effective practice and areas for further consideration

- £29 + VAT per delegate
- 09 October, 3.30pm to 4.30pm, virtual delivery, course code: 10598

## Key Stage 1 Assessment of Writing (Years 1 & 2)

This workshop will support teachers and subject leaders to consider how they assess attainment in writing in Years 1 and Year 2. We will revisit the NC objectives and consider writing opportunities that will support teacher assessment. We will review the non-statutory teacher assessment framework for writing at the end of KS1 and review previous exemplar materials to support our internal moderation of pupils' work and ensure assessment is robust and reliable.

Colleagues will be expected to bring along a sample of pupils' books/planning to support professional discussion and reflection.

Audience: KS1 and teachers of mixed age classes, subject leaders, assessment lead

Cost: £115+ VAT per delegate

- 30 September 2025, 9.30am to 3.30pm, Worcester, course code: 10509 / 91880

## Lower Key Stage 2 (Years 3 and 4) Assessment of Writing

This workshop will support teachers and subject leaders to consider how they assess attainment in writing in Year 3 and Year 4. We will revisit the NC objectives and consider writing opportunities that will support teacher assessment. We will review a collection of exemplar materials (non-statutory) to discuss and consider how to ensure our assessment is robust and reliable.

Colleagues will be expected to bring along a sample of pupils' books/planning to support professional discussion and reflection.

Audience: LKS2, teachers of mixed age classes Yr.3/4, subject leaders/assessment leader

Cost: £115 + VAT

- 21 October 2025, 9.30am to 3.30pm, Worcester, course code: 10510 / 91881

## New to Year 6

We are offering this course to support colleagues who are 'New to Year 6' or who are returning to KS2 assessment of writing after a number of years.

This course will support delegates to accurately assess attainment in writing and develop teacher's understanding of each standard (WTS, EXS AND GDS) at the end of KS2. This course will support colleagues to plan writing opportunities and gather evidence to support teacher assessment.

Colleagues will receive a pack of resources and planning materials to support their end of Key Stage 2 assessment and in-school moderation.

Cost: £220 + VAT per delegate

- 01 and 23 October 2025, 9.30am to 3.30pm, Worcester, course code: 10213 / 91884

- 11 November and 04 December 2025, 9.30am to 3.30pm, Worcester, course code: 10213 / 91885

## **Pupil Premium Leads Network Meetings**

Come along and join our Pupil Premium Leaders Network Meeting.

Our Pupil Premium network meetings bring together Pupil Premium champions and inclusion leads to provide an opportunity to share effective practice and gain updates and information on Pupil Premium related topics.

In addition to providing meaningful opportunities for networking with leaders from other schools/settings, these termly half day Pupil Premium Network meetings cover the following:

- the latest national and local legislation, information and updates
- solution focussed strategies to responding to learner needs
- access to exemplar templates, tools and materials
- sharing and discussion of effective practice
- additional support services and agencies that provide specialist support and guidance
- development of partnership working or peer to peer support and challenge
- continuing professional development opportunities

Cost: £55 + VAT per person

- Delivered as three sessions:
  - Session 1: 13 October, 3.30pm to 5pm, virtual
  - Session 2: 10 March 2026, 1pm to 4pm, Worcester
  - Session 3: 06 July 2026, 1pm to 4pm, Worcester
- Course Code: 10518

## **SENCo Leadership Development Programme \*NEW\***

Our SENCo leadership programme has been designed and developed around the SEN Code of Practice, Ofsted Education Inspection Framework and evidence-based research to ensure schools are well informed about their statutory duties and how best to provide highly effective support for children and young people with SEND.

The programme will equip participants with skills to develop a strategic approach to leading SEND/Inclusion. Participants will be encouraged to reflect on current practices and consider how approaches can be adapted to greater influence the quality of provision, pupil outcomes and develop a wholly inclusive culture.

This programme has been designed to provide practical support to SENCos/Inclusion Leaders in their role, to gain:

- a secure understanding of their leadership role and influence in developing whole school policy, practice and culture



- leadership knowledge, skills and confidence to engage purposefully with school leaders and wider partners, providing support within an accountability framework
- access to a range of practical tools, approaches and resources to implement the Graduated Response and monitor and evaluate the impact of provision on pupil outcomes
- an understanding of how the SENCo can drive improvement to address the local and national agenda to ensure high quality education for all

The Leadership Programme is designed to cater for all levels of experience, whether you are a member of your school's Inclusion Team, an aspiring SENCo, newly appointed SENCo or more experienced SENCo looking for a refresher course.

The Programme is focussed on the practical and dynamic nature of the role and compliments the National Award for SEN Coordination qualification and NPQ SENCo. Time is allocated within each session for professional discussion and sharing practice with colleagues.

Cost: £362 + VAT per delegate

Dates / Times:

- 6 sessions: 23 September, 06 and 21 October, 11 and 25 November and 09 December 2025
- All sessions are 9am to 12pm
- Worcester
- CPD Code: 10287

## Strategies to support spelling

This session offers an overview of effective spelling strategies to support children across both KS1 and KS2 classrooms. A range of strategies and approaches will be introduced, based on proven classroom practice and current research. Discussion will be led by subject specialists, equipping you with the necessary knowledge to build upon within your setting.

Cost: £29 + vat per delegate

- 16 October 2025, 3.30pm to 4.30pm, virtual delivery, course code: 10555

## Strategies to support handwriting

This session offers an overview of effective handwriting strategies to support children across both KS1 and KS2 classrooms. A range of strategies and approaches will be introduced, based on proven classroom practice and current research. Discussion will be led by subject specialists, equipping you with the necessary knowledge to build upon within your setting.

Cost: £29 + vat per delegate

- 13 November 2025, 3.30pm to 4.30pm, virtual delivery, course code: 10556

## The Art of Modelling - creating a learning narrative

This session offers an opportunity to revisit effective modelling strategies in the classroom, drawn from proven classroom practice and current research. Attendees will be encouraged to revisit, reflect upon and share examples of effective practice and areas for further consideration.

Cost: £29 + VAT per delegate

- 20 November 2025, 3.30pm to 4.30pm, Virtual delivery, course code: 10505

## The WOVEN Project: Worcestershire's Oracy and Voice in Education Network

The WOVEN Project offers a collaborative, cost-effective CPD programme designed to embed high-quality oracy education across Worcestershire schools. Through expert-led training, peer coaching, and practical resources, school leaders and educators will gain the tools to empower every child with a confident, articulate voice.

Specifically for Primary and First Schools working across KS1 and KS2.

### What is included in the WOVEN project

- Access to 3 CPD session - total 12 hours
- Access to a peer coaching network
- Practical resources and implementation guides
- School-based support and consultancy (2-hour visit)
- Opportunities to showcase and share best practice
- A quality assurance document
- Summer term virtual catch up with the WOVEN group

### Why Join?

- Build sustainable oracy practices tailored to your school
- Access affordable, high-impact CPD and coaching
- Join a supportive network of like-minded schools
- Equip staff to deliver transformative communication skills
- Together, we're weaving stronger voices for Worcestershire's future.

Cost: £480 + VAT per school for the whole project and includes two places on the CPD training

- Delivered over three sessions
  - Session 1: 17 September, 9.30am to 3.30pm, Worcester
  - Session 2: 18 November, 9.30am to 12.30pm, Worcester
  - Session 3: 12 February 2026, 9.30am to 12.30pm, Worcester
- Course code: 10606

## Year 6 Greater Depth in Standard Writing

This course is designed to support both Year 6 teachers (and English Leads involved in the assessment of writing) to consider the 'Greater Depth Standard' (GDS) in pupil writing, as well as establishing inspiring writing opportunities. This course will be delivered in two parts.

During session one, we will undertake a forensic analysis of the Teacher Assessment Framework (TAF) and exemplification material, so delegates will be equipped to identify GDS accurately and confidently in their pupils' writing.

Session two will focus on how we support and plan opportunities to support pupils who are our potential GDS writers. Delegates will be introduced to rich, quality texts and reflect on how best to use these to support writing sequences. These sessions 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.*

Audience: Subject leaders, Year 6 teachers)

Cost: £115+ VAT per delegate

- 22 and 29 January 2026, 1pm to 4pm, Worcester, course code: 10222 / 91883

## Year 6 Refresher training: Assessment of Writing

This is an ideal opportunity to refresh your knowledge and skills around KS2 Teacher Assessment in writing. The session will revisit and 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.

**If you have attended the NEW to Year 6, you do not need to attend this session.**

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 2025 and common challenges schools experienced to further enhance your provision and assessment.

Audience: Year 6 teachers / Subject leaders

Cost: £58 + VAT per delegate

- 05 February 2026, 9.30am to 12.30pm, Worcester, course code: 10511 / 91882

## 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