



Schools / Academy training offer

January to December 2025

Edition 33 (correct 14.02.2025)

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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. 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 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

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

- 05 March 2025, 4.30pm to 6pm, virtual delivery, course code: 10003 / 90967
- 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 and Puberty

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

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

Cost: £20 + VAT per delegate

- 10 March 2025, 4pm to 5pm, virtual delivery, course code: 10001 / 90195

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

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: £20 + Vat per delegate

- 10 March 2025, 4pm to 5pm, virtual delivery, course code: SCH 10175 / 90207

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

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 and supporting sense of belonging with early years children

During this training session, attendees will learn what emotional literacy is, why it's important and how they can support children to develop their understanding and expression of emotions. We will then explore active listening, learning about how we can actively listen to children and practicing using these skills with each other.

Cost: £35 + VAT

- 11 March 2025, 9.15am to 12.15pm, Virtual Delivery, course code: EY 10542 / 90929

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
- 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

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

Annual reviews and preparing for adulthood ***NEW***

SENCOs from all settings will understand how to start planning for adulthood from the earliest years for those CYP with EHC Plans, and how to use person-centred approaches for their Annual Reviews. The co-constructed toolkit for annual reviews, which includes a focus on how to support Year 9 reviews onwards, will be shared and explored. There will be time for networking and sharing of good practice to enable settings to start planning person centred annual reviews for their children and young people with EHC Plans. The session will be interactive, and refreshments will be provided

Cost: Free – funded via the DBV grant

- 24 March 2025, 9.30am to 12.30pm, Worcester, course code: 10526 / 90739

An Introduction to the Zones of Regulation curriculum and framework

The aims of this training are

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

Cost £28 + VAT

- 25 February 2025, 2pm to 3.30pm, virtual delivery, course code 10288 / 84694

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

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

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

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)

- 02 April 2025, 9.30am to 12pm, Worcester, course code: 10283 / 90445
- 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)

- 02 April 2025, 1pm to 3pm, Worcester, course code: 10283 / 90441
- 25 June 2025, 1pm to 3pm, Worcester, course code: 10283 / 90442

School's training

Art of Modelling - cultivating a learning narrative

This webinar will revisit the principles of an effective modelling' strategy to support and promote pupils' learning. We will review current research and its' implications for effective classroom practice.

Colleagues will be encouraged to share examples of their modelling practices too. Colleagues will take away a toolkit of strategies/resources to support this practice in their classroom.

Cost: £28 + VAT per delegate

- 17 March 2025, 3.30pm to 4.45pm, virtual delivery, course code: SCH 10505 / 90334
** revised date to previously advertised.

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

Dictation and Transcription in the Primary Classroom

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: £28 + VAT per delegate

- 04 March 2025, 3.30pm to 4.30pm, virtual delivery, course code: 10556 / 91230

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: £28 + VAT per delegate

- 20 March 2025, 3.30pm to 4.30pm, virtual delivery, course code: 10559 / 91233

SENCO Locality Meeting

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

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

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

- 24 March 2025, 1pm to 4pm, Redditch, course code: 10421 / 90430
- 25 March 2025, 1pm to 4pm, Worcester, course code: 10421 / 90431

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

Strategies to support handwriting

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: £28 + VAT per delegate

- 13 March 2025, 3.30pm to 4.30pm, virtual delivery, course code: 10557/ 91231

Strategies to support spelling

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: £28 + VAT per delegate

- 01 April 2025, 3.30pm to 4.30pm, virtual delivery, course code: 10555 / 91229

Schools Finance Training

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

Budget Preparation and CP Budget Setting Overview

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

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

Cost: £153 + VAT

- 11 March 2025, 09.30am to 12.30pm, Worcester, course code: 10136 / 90961

Imprest Accounts

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

Target Audience: Business Manager/Finance Staff

Cost: £107 + VAT

- 04 March 2025, 10am to 12pm, virtual delivery, course code: 10146/ 90966

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

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

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

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 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
- 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
- Telephone: 01905 844420
- Telephone: 01905 844030

For enquiries regarding payment please contact:

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

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