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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.

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

A CCN T a

A 90-minute opportunity which covers:

What are some key strategies to aid with emotional regulation?

Why do children (and adults) become dysregulated?

Understanding the root causes and triggers behind distressed and challenging behaviours

Modelled examples of strategies

Supporting self-regulation strategies and approaches

Cost: £27.50 + VAT per delegate

20 January 2025

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

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

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

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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

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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 DSMV 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

Early Help

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

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 th

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.

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.

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

Education Partnership

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

27 February 2025, 9.30am to 12.30pm, Worcester, course code: 10526 / 90738

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

The aims of this training are

To understand what self-regulation is and why it is important.

To gain an understanding of the curriculum

- 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

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

05 February and 05 March 2025, 3.30pm to 4.30pm, virtual delivery, course code: 10467 / 84695

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

Public Health

A template mental health policy for schools to use is being launched on 5th February 2025 in time for Time to Talk Day (6th Feb 2025). This webinar will explain the policy content and how to amend the policy so it reflects your school's ethos and approach to mental health. All schools who do not currently have a mental health and wellbeing policy are encouraged to join this webinar. Schools with a policy in place may like to join to gather ideas for their policies when they are reviewed.

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

Cost: Free

05 February 2025, 4pm to 5pm, virtual delivery, course code: 10551 / 90995

Safeguarding

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.

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

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

- Consider DfE guidance expectations and the requirements upon attendance managers.

- Explore how Ofsted consider attendance.

- Explore how data can be strategically used to assist attendance management.

- Explore self-assessment and measuring Impact.

- Provide good practice examples.

- Consider DfE guidance expectations within the Worcestershire context.

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

Cost: £60 + VAT per delegate

28 January and 04 February 2025, 10am to 11.30am, virtual delivery, course code: SCH 10434 / 90611

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

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

- Outline current guidance, responsibilities, and legislation relative to school attendance.

- Enable delegates to understand the role and responsibilities of an attendance of icer.

- Explore the importance of accurate pupil register coding and record keeping.

- Support of icers to be able to identify and action attendance patterns of concern.

- Explore good practice models of addressing persistent and severe absence.

- Enable delegates to explore the important links between attendance and safeguarding.

Audience: School attendance of icers/school-based attendance staf

Cost: £60 + VAT per delegate

30 January and 06 February 2025, 10am to 11.30am, virtual delivery, course code: SCH 10435 / 90612

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 no

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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

10 February 2025, 3.30pm to 4.45pm, virtual delivery, course code: SCH 10505 / 90334

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This workshop will support teachers to use the non-statutory teacher assessment framework to assess the end of EYF age pupil's statutory assessment th

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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 reading at the end of Year 2

Cost: £55 + VAT per delegate

22 January 2025, 9.15am to 12.15pm, Worcester, course code: 10390 / 90305

This half-day 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. Through a close

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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

04 February 2025, 3.30pm to 5pm, virtual delivery, course code: 10178 / 90363

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

Understanding best practice within early years for school leaders is a specific course for school headteachers and senior leads.

Led by Matt Potts EYFS training and advisor, this course explores current EYFS thinking including the OFSTED guidance 'Best start in life' and supports leaders to develop their understanding of the early years.

Cost: £70 + VAT

Lunch is provided - please ensure dietary needs are provided at the point of booking

10 January 2025, 9.30am to 3.30pm, Worcester, course code: 10536 / 90858

This workshop will revisit the principles of effective assessment for learning and how we can use AFL to support and evaluate pupils' learning in history. This session will support colleagues in developing a greater understanding of the 'what, when, why' of assessment and how it can be used to support pupils' learning and inform future provision.

We will identify and review a range of practical tools/strategies teachers can use to promote pupils' self-evaluation, support teacher assessment and the identification of pupils' next steps in learning.

Colleagues will be expected to bring to the session, overview of current history curriculum, examples of current assessment practices and a range of pupils' books for discussion.

Audience: Subject Leaders, ECTs, RQTs and Assessment Leads (KS1 - KS3)

Cost: £55 + VAT

21 January 2025, 1pm to 4pm, Worcester, course code: SCH 10473 / 90529

This workshop will revisit the principles of effective assessment for learning and how we can use AFL to support and evaluate pupils' learning in geography. This session will support colleagues in developing a greater understanding of the 'what, when, why' of assessment and how it can be used to support pupils' learning and inform future provision.

We will identify and review a range of practical tools/strategies teachers can use to promote pupils' self-evaluation, support teacher assessment and the identification of pupils' next steps in learning.

Colleagues will be expected to bring to the session, overview of current geography curriculum, examples of current assessment practices and a range of pupils' books for discussion.

Audience: Subject Leaders, ECTs, RQTs, Assessment Leads (KS1 - KS3)

Cost: £55 + VAT per delegate

20 January 2025, 9.15am to 12.15pm, Worcester, course code: SCH 10474 / 90530

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

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 2024 and common challenges schools experienced to further enhance your provision and assessment.

Audience: Year 6 teachers, subject leaders

Cost: £55+ VAT per delegate

30 January 2025, 9.30am to 12.30pm, Worcester, course code: 10511 / 90356

12 February 2025, 9.30am to 12.30pm, Worcester, course code: 10511 / 90357

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

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

Target Audience: New Finance Staff

Cost: £153 + VAT

10 January 2025, 9.30am to 12.30pm, Worcester, course code: 10148 / 90958

An essential course for new E5 users or existing users who will be undertaking accounts receivable processes. This includes creating customers, creating sales invoices and credit notes and processing income entry through the system.

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

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

Cost: £153 + VAT

- 14 January 2025, 09.30am to 12.30pm, Worcester, course code: 10155 / 90962

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The course will provide an overview of SFVS. Although SFVS is primarily aimed at Governors, the Financial Management and standards that it promotes are applicable to all staff involved in school finance. We will cover the Governor evaluation process, who is involved, a discussion around the 29 components of the evaluation and examine the SFVS dashboard.

Target Audience: Head teachers/Business Managers/Finance Staff /Governors

Cost: £153 + VAT

- 28 January 2025, 9.30 to 12.30pm, virtual delivery, course code: 10158 / 90964

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.

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

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

Terminated

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 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.

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:

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 Output Code

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

Please quote your invoice reference on all payments.

Please submit payment promptly in accordance with our payment methods.

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.

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.

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](#)

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