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Feb 24-Jul 24

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**At Entrust, we are passionate about training and skills development and understand your needs are constantly changing and evolving.**

That is why we provide a range of training schemes and courses, across a variety of service areas, to help develop your skills and improve outcomes for you and your school.

Click on the subject areas below to view our courses...

[Education Technologies](#)

[School's Finance](#)

[Governor Services](#)

[SEN and Inclusion](#)

[School Improvement](#)

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[Outdoor Education](#)

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### **Next steps...**

To book your place or find more information, please visit [\*\*SLA online\*\*](#) and search for your course using the course code. Alternatively, please call us on 0333 300 1900 (option 3) or email us at [\*\*enquiries@entrust-ed.co.uk\*\*](mailto:enquiries@entrust-ed.co.uk)



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# School Resource Management **FREE** Training

**Entrust is once again this year offering free training and guidance to senior staff and governors to help schools and academies ensure that they manage resources effectively, maximising efficiency and, where relevant, ensuring compliance.**

On behalf of the Department for Education (DfE), Entrust will be delivering a series of webinars covering:

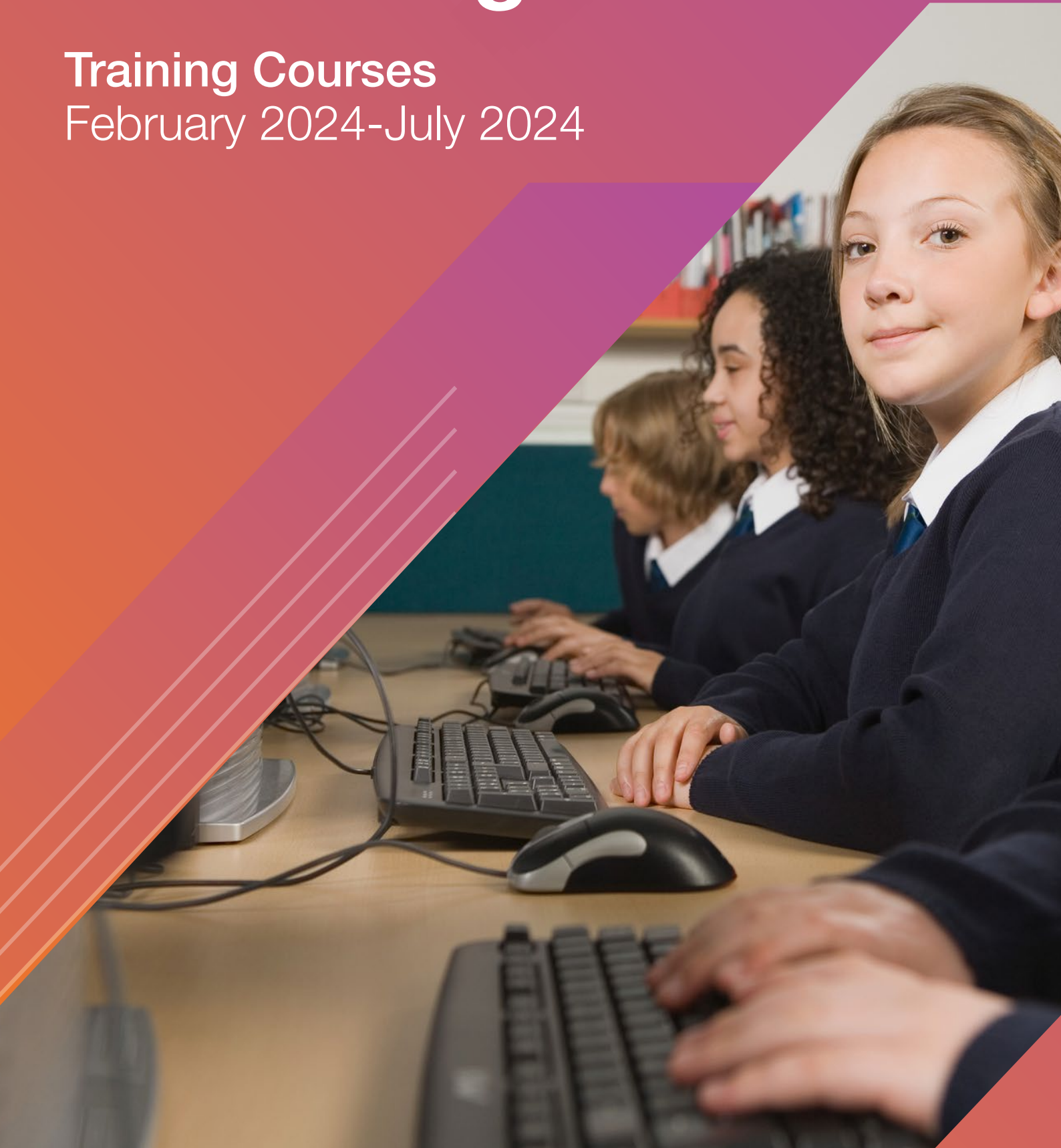
- Integrated curriculum financial planning (ICFP) practical examples
- Funding and financial management
- Strategic financial planning
- Procurement: compliance and maximising value
- Strategic estate management
- Getting the right technology in place
- Strategic workforce planning
- Staff wellbeing and engagement



[www.schoolresourcemanagement.co.uk](http://www.schoolresourcemanagement.co.uk)

# Education Technologies

Training Courses  
February 2024-July 2024



## Discover the power of Microsoft Learning Accelerators

Microsoft 365 solutions for education can help students catch up, keep up and get ahead. Learning Accelerators tools are designed to help educators unlock the full potential of every student with tools that support foundational and future-ready skills, allowing educators to give individual students more opportunities to learn, practice, and receive targeted coaching instantly in an inclusive environment to support ongoing improvement.

**Date:** 08/05/2024 **Course code:** LTTL-OM-0524-T003 **Time:** 09:30-15:30 **Venue:** Virtual delivery **Cost:** £239

## Filtering and monitoring

The designated safeguarding lead should have lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place), the SEND lead may work closely with the DSL to ensure that vulnerable pupils are included in risk assessments and device suitability for filtering and monitoring systems has been considered and is appropriate to meet their needs.

**Date:** 06/03/2024 **Course code:** LTTL-OM-0324-T006 **Time:** 09:30-11:30 **Venue:** Virtual delivery **Cost:** £110

**Date:** 20/05/2024 **Course code:** LTTL-OM-0524-T006 **Time:** 13:00-15:00 **Venue:** Virtual delivery **Cost:** £120

## An introduction to Minecraft for education

This course is designed for teachers with little or no experience in using Minecraft for Education. It will introduce you to the basics of Minecraft, its educational edition, and how to set up and manage a Minecraft classroom. You will also learn how to access and use the ready-made curriculum content that covers various topics such as cyber security, online safety, coding, math, science, history, art, and more.

**Date:** 23/04/2024 **Course code:** LTTL-OM-0424-T002 **Time:** 13:30-16:00 **Venue:** Virtual delivery **Cost:** £120

## Preparing for a deep dive in computing

Prepare for a deep dive process and be ready to explain your school's intent, implementation and impact of computing. Develop an awareness of the stages involved in a deep dive to prepare you to discuss how computing has been planned across the school, the rationale behind it, how the children learn it and how you know this.

The session will include:

- National Curriculum mapping across the three strands of computing
- Computing Curriculum intent, implementation and impact
- Developing strategies for work scrutiny and the use of digital portfolios
- Pupil progress
- Example questions Ofsted may ask

**Date:** 28/02/2024 **Course code:** LTTL-OM-0224-T008 **Time:** 13:30-15:30 **Venue:** Virtual delivery **Cost:** £110

**Date:** 12/06/2024 **Course code:** LTTL-OM-0624-T003 **Time:** 13:30-15:30 **Venue:** Virtual delivery **Cost:** £120

## Booking your place

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## Leading computing in a primary school

Computing subject leaders should raise the profile of computing in school and take the lead on improving computing teaching and learning. Ensuring confident and consistent delivery of computing, which supports individual pupil need and is focused on improving pupil outcomes should be the aim of your computing subject leadership. This course will support the development of your subject leadership for computing at primary level through discussing aspects such as:

- developing your computing curriculum offer across the school
- monitoring and evidencing progress
- providing support and professional development to others
- strategies and best practice examples that will help you to identify strengths and areas of development for computing in your school.

**Date:** 18/03/2024 **Course code:** LTTL-OM-0324-T005 **Time:** 09:30-15:30 **Venue:** Virtual delivery **Cost:** £220

**Date:** 10/07/2024 **Course code:** LTTL-OM-0724-T001 **Time:** 09:30-15:30 **Venue:** Virtual delivery **Cost:** £239

## Artificial Intelligence (AI) and Machine Learning (ML)

This course will explore the principles of Machine Learning and Artificial Intelligence, what it is and how it uses big data. We will discuss some of the everyday uses and explore some of the exciting projects that are utilising Artificial Intelligence and Machine Learning for real life benefits, such as Alexa and Google Home and many more. The best way to understand the capabilities and implications of Artificial Intelligence and Machine Learning is being able to use the technology yourself. During this session you will learn how to create a simple Smart Home by training IBM's Watson to turn fans and lights on/off through a simple Scratch project. In addition, these skills will help you deliver the Yr6 Unit, on Artificial Intelligence, Machine Learning and Big Data through Entrust Computer Scheme of work. During the session, we will discuss and consider social, moral, and ethical implications surround AI and ML.

**Date:** 18/06/2024 **Course code:** LTTL-OM-0624-T002 **Time:** 13:00-15:30 **Venue:** Virtual delivery **Cost:** £120

## Cyber security steps to take

The 10 steps to Cyber Security advice from the National Cyber Security Centre will be the focus of this session, looking at adopting security measures to reduce the likelihood of cyber-attacks occurring, and minimising the impact to your organisation. The session will also include recommended cyber hygiene practices and common cyber threats and the layers of defence that could be adopted to support you to identify and protect your organisation from cyber threats, detect when a cybercriminal has breached your defences, and strengthen your position when responding to and recovering from a breach.

**Date:** 18/03/2024 **Course code:** LTTL-OM-0324-T003 **Time:** 09:30-16:00 **Venue:** Virtual delivery **Cost:** £220

**Date:** 02/07/2024 **Course code:** LTTL-OM-0724-T004 **Time:** 09:30-15:00 **Venue:** Virtual delivery **Cost:** £239

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## Scratch programming for beginners

This half course will introduce staff to the basic functions of scratch and exploring the different coding blocks available. We will then look at the progression needed and examples of how scratch could be used in teaching programming at KS2. This course is for teachers or teaching assistants who are new to scratch. This course will help staff gain the knowledge and skills needed to teach pupils to produce stories, games, and animations to give them a solid basis in programming techniques, an important strand of the computing curriculum. Scratch Programming for Beginners is designed for non-subject-specialist primary teachers, you do not need any prior experience of programming to take part.

**Date:** 26/02/2024 **Course code:** LTTL-OM-0224-T010 **Time:** 13:30-15:30 **Venue:** Virtual delivery **Cost:** £110

**Date:** 22/05/2024 **Course code:** LTTL-OM-0524-T008 **Time:** 13:30-15:30 **Venue:** Virtual delivery **Cost:** £120

## Moving to the cloud - helping your reach your destination

The learning objectives of the course are to help you gain insights needed to optimize your on-premises to cloud migration. Using guidance from the DfE, you will consider why cloud migration is important, what you should consider, benefits for schools, GDPR, communication tools, core applications and more. Many schools began their 'journey to the cloud', in terms of the adoption of cloud-based education technologies, long before the pandemic.

However, the impact of the pandemic and the associated interventions made by the DfE undoubtedly accelerated the adoption of a broad range of tools, technologies and practice. Whilst you may feel that your journey has started, many schools are still unsure what constitutes a destination – and whether in the ever-changing world of EdTech a school can ever really consider its final destination reached.

**Date:** 04/07/2024 **Course code:** LTTL-OM-0724-T002 **Time:** 13:30-15:30 **Venue:** Virtual delivery **Cost:** £120

## Digital pop art masterclass

The remote practical session will teach you all the necessary skills to use Keynote to produce a piece of digital artwork in the style of Andy Warhol's Pop Art. Digital tools open up new possibilities for art and allow for more experimentation with techniques and colour. Creating digitally saves time and if you make a mistake on a digital drawing you can press the undo and start again. Colours can be changed easily, and the position and resizing of objects can be done in seconds. Digital tools in art can increase artistic development and creativity.

Participants will be taken through 5 easy steps to complete the task. You will learn to:

- capture or import an image and position it.
- trace a line drawing.
- add colours.
- export individual images from Keynote to Photos.
- import, arrange and save your masterpiece.

**Date:** 28/02/2024 **Course code:** LTTL-OM-0224-T009 **Time:** 13:00-15:00 **Venue:** Virtual delivery **Cost:** £110

**Date:** 10/06/2024 **Course code:** LTTL-OM-0624-T009 **Time:** 13:00-15:00 **Venue:** Virtual delivery **Cost:** £120

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## Strategic guidance for governors to meet their statutory responsibility for online safeguarding

Governing bodies and proprietors should ensure online safety is a running and interrelated theme whilst devising and implementing their whole school or college approach to safeguarding and related policies and procedures. They should also ensure their school or college has appropriate filtering and monitoring systems in place and regularly review their effectiveness.

**Date:** 15/05/2024 **Course code:** LTTL-OM-0524-T002 **Time:** 13:00-15:30 **Venue:** Virtual delivery **Cost:** £120

## Move your schools newsletter to the cloud using Microsoft Sway

Break the barriers to online communication with Sway, an easy to use online tool that has a range of built in tools and features, available to all that use Office 365, Windows 10 & 11, Entrust Launch and WeLearn365. Accessible via mobile devices and most modern web browsers for parents to easily read including accessibility tools. During this session participants will get to grips with the basics of Sway and go away with the ability and knowledge how to create and share their own schools newsletters or reports. An idea cloud tool saving schools money and time.

**Date:** 16/04/2024 **Course code:** LTTL-OM-0424-T003 **Time:** 13:00-15:30 **Venue:** Virtual delivery **Cost:** £120

## Essential online safeguarding training for DSLs and deputy DSLs

As part of the session, discussions include identifying vulnerable pupils and understanding motivations to be online that are often driven by some offline vulnerabilities. Acknowledging the specific risks children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident, as DSL, you have the knowledge to support young people to stay safe online. Strategies and best practice for managing online safety in schools will be shared.. As part of the course, you will explore issues, guidance, and responsibilities for online safety in schools to ensure they meet the requirements of the latest "Keeping Children Safe in Education" guidance.

**Date:** 27/02/2024 **Course code:** LTTL-OM-0224-T002 **Time:** 09:30-15:30 **Venue:** Virtual delivery **Cost:** £220  
**Date:** 07/05/2024 **Course code:** LTTL-OM-0524-T007 **Time:** 09:30-15:30 **Venue:** Virtual delivery **Cost:** £239

## Introduction to 360 Degree Safe - online safety self review tool

The 360 Degree Safe Online Safety Audit is intended to help schools review their online safety policy and practice, celebrate their strengths and identify their areas for development. This course will show key members of SLT/DSL.

- How your school benchmarks nationally against other schools against online safety.
- How to address and complete each of the elements, strands and aspects within the tool.
- Learn how to generate a school action plan for online safety.
- Delegates will be given real life examples and discuss what is crucial and what can be utilised in terms of being effective by saving time and work.
- Certification is provided as you progress through the audit tool.

**Date:** 25/06/2024 **Course code:** LTTL-OM-0624-T010 **Time:** 09:30-12:00 **Venue:** Virtual delivery **Cost:** £120

## Booking your place

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## Microsoft Minecraft for education - accreditation for 101/201/301

Minecraft: Education Edition is a game-based learning platform that promotes creativity, collaboration and problem-solving in an immersive digital environment. Educators around the world use Minecraft: Education Edition to engage students across subjects and bring abstract concepts to life. Three twilight sessions that will focus on using Minecraft: Education Edition as a teaching and learning tool to support strong pedagogical practices in the learning environment. The modules are presented at three levels intended for beginner, progressing to intermediate and advanced.

**Dates:** 14/05/2024, 11/06/2024 & 02/07/2024 **Course code:** L TTL-OM-0524-T005 **Time:** 15:30-17:00

**Venue:** Virtual delivery **Cost:** £239

## Online safety in the primary curriculum

During this session, you will examine the statutory online safety elements from Keeping Children Safe in Education and consider the Relationships and Health Education requirements alongside the programmes of study for computing in a primary school.

**Dates:** 13/03/2024 **Course code:** L TTL-OM-0324-T002 **Time:** 13:30-15:30 **Venue:** Virtual delivery **Cost:** £110

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# School's Finance

Training Courses  
February 2024-July 2024



## My finance new starter training

The training is a one day course designed to help you to input and understand financial data in the SCC School Finance system. It will include the following: Navigation through the system screens and transactions - Income Banking - Purchasing - Invoicing - Basic Reporting - This is a hands on training session where delegates will work through exercises in each subject area in a training version of the live system.

**Date:** 18/04/2024 **Course code:** FS-0424-T001 **Time:** 09:30-15:30 **Venue:** Entrust, Riverway Centre, Riverway, Stafford, ST16 3TH **Cost:** £370

## Schools financial value standard (SFVS)

This is an interactive course designed to support schools in completing their 2023/24 SFVS return.

**Date:** 23/02/2024 **Course code:** FS-OM-0224-T002 **Time:** 09:30-12:30 **Venue:** Virtual delivery **Cost:** £135

**Date:** 07/03/2024 **Course code:** FS-OM-0324-T002 **Time:** 09:30-12:30 **Venue:** Virtual delivery **Cost:** £135

## Booking your place

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# Governor Services

Training Courses  
February 2024-July 2024



## Clerking for school and academy governors (4 day course)

The Clerking for School & Academy Governors course is based on the competencies outlined in the DfE Clerking Competency Framework. The four introductory sessions form the foundation for anyone new to the role of Governance Professional/Clerk. Four live online half-day training sessions:

- Day 1: Understanding Governance.
- Day 2: The Role of the Clerk in Supporting Effective Governance.
- Day 3: Administrative Skills and Duties.
- Day 4: The Role of the Clerk as Advisor and Key Relationships.

### Spring 2024

- Day 1 of 4:** 19/02/2024 **Time:** 09:30-12:30 **Venue:** Virtual delivery
- Day 2 of 4:** 21/02/2024 **Time:** 09:30-12:30 **Venue:** Virtual delivery
- Day 3 of 4:** 26/02/2024 **Time:** 09:30-12:30 **Venue:** Virtual delivery
- Day 4 of 4:** 28/02/2024 **Time:** 09:30-12:30 **Venue:** Virtual delivery

**Course code:** GS-OM-0224-T006 **Cost:** £600

### Summer 2024

- Day 1 of 4:** 01/05/2024 **Time:** 09:30-12:30 **Venue:** Virtual delivery
- Day 2 of 4:** 03/05/2024 **Time:** 09:30-12:30 **Venue:** Virtual delivery
- Day 3 of 4:** 08/05/2024 **Time:** 09:30-12:30 **Venue:** Virtual delivery
- Day 4 of 4:** 10/05/2024 **Time:** 09:30-12:30 **Venue:** Virtual delivery

**Course code:** GS-OM-0524-T005 **Cost:** £600

- Day 1 of 4:** 17/06/2024 **Time:** 09:30-12:30 **Venue:** Virtual delivery
- Day 2 of 4:** 19/06/2024 **Time:** 09:30-12:30 **Venue:** Virtual delivery
- Day 3 of 4:** 24/06/2024 **Time:** 09:30-12:30 **Venue:** Virtual delivery
- Day 4 of 4:** 26/06/2024 **Time:** 09:30-12:30 **Venue:** Virtual delivery

**Course code:** GS-OM-0624-T005 **Cost:** £600

## Complaints - the role of governors

The training will examine the different stages in the complaints procedure, looking at DfE best practice guidance at the various stages. You will have the opportunity to gain greater awareness of how complaints arise and develop your confidence in handling and resolving complaints by adapting your school's procedure to address different types of complaints.

**Date:** 13/05/2024 **Course code:** GS-OM-0524-T001 **Time:** 18:00-20:00 **Venue:** Virtual delivery **Cost:** £120

## Booking your place

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## Is your board ready for ofsted?

This is a course designed to familiarise governors with the process and expectations of an Ofsted Inspection. The course will equip governors with the knowledge and understanding to engage in meaningful conversations with inspectors.

**Date:** 02/05/2024 **Course code:** GS-OM-0524-T003 **Time:** 18:00-20:00 **Venue:** Virtual delivery **Cost:** £120

## Effective headteacher and staff performance management

Governors will leave the session more aware of the appraisal processes, regulations and the requirements for Headteachers & staff. Governors should be able to identify the next steps to improve their skills and knowledge of this aspect of Governance, know how to monitor performance management systems and reflect on the key questions that need to be asked during this process.

**Date:** 10/07/2024 **Course code:** GS-OM-0724-T002 **Time:** 18:00-20:00 **Venue:** Virtual delivery **Cost:** £120

## Evaluating the use of pupil premium and recovery funding

Exploring why there is such a focus on the performance of disadvantaged pupils, which interventions are the most effective, what data is available to support Governors and what schools need to publish on their website about pupil premium funding. All of these questions will be answered and we will look at key documents and websites to support Governors in challenging and supporting their school leaders, one of them being the Education Endowment Foundation Teaching and Learning Toolkit.

**Date:** 17/06/2024 **Course code:** GS-OM-0624-T003 **Time:** 18:00-20:00 **Venue:** Virtual delivery **Cost:** £120

## Exclusions - the role of governors

This course covers current government advice on exclusion legislation, behaviour and discipline, good practice in handling pupil exclusion cases, current statutory processes, the role of the headteacher, the role of the governor discipline committee.

**Date:** 27/02/2024 **Course code:** GS-OM-0224-T001 **Time:** 18:00-20:00 **Venue:** Virtual delivery **Cost:** £110

## Finance for governors - academies

This training is aimed at new and existing academy governors. It explains the roles and responsibilities of governors in relation to finance and talks through the budget process. Testimony: 'The training provided was extremely relevant to the role of the finance governor and I felt met the aims set out at the beginning.'

**Date:** 22/02/2024 **Course code:** GS-OM-0224-T007 **Time:** 18:00-19:00 **Venue:** Virtual delivery **Cost:** £99

**Date:** 14/05/2024 **Course code:** GS-OM-0524-T006 **Time:** 18:00-19:00 **Venue:** Virtual delivery **Cost:** £107

## Booking your place

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## Finance for governors - maintained

This training is aimed at new and existing maintained school governors. It explains the roles and responsibilities of governors in relation to finance, how schools are funded and talks through the budget process. Testimony: 'The training provided was extremely relevant to the role of the finance governor and I felt met the aims set out at the beginning.'

**Date:** 20/02/2024 **Course code:** GS-OM-0224-T005 **Time:** 18:00-19:00 **Venue:** Virtual delivery **Cost:** £99

**Date:** 08/05/2024 **Course code:** GS-OM-0524-T004 **Time:** 18:00-19:00 **Venue:** Virtual delivery **Cost:** £107

## How do you know your board is effective?

This interactive session is designed to support governors, particularly Chairs or Vice Chairs of Governing Boards or Committees, to make the most of their meeting time. Do your meetings drag or run over time? Do you feel that you could have achieved more in your meeting? Are you confident that your meetings demonstrate that the Board is delivering on the three core functions of governance? If the answer to any of these questions is no, this session is for you. Our expert trainer will deliver a session which will help you to: identify the key aspects to planning an efficient meeting; confidently eliminate common time wasting activities; focus on strategic not operational issues and share best practice.

**Date:** 26/06/2024 **Course code:** GS-OM-0624-T002 **Time:** 18:00-20:00 **Venue:** Virtual delivery **Cost:** £120

## Preparing for Ofsted - special schools

This is a course designed to familiarise governors with the process and expectations of an Ofsted Inspection. The course will equip governors with the knowledge and understanding to engage in meaningful conversations with inspectors.

**Date:** 20/03/2024 **Course code:** GS-OM-0324-T001 **Time:** 18:00-20:00 **Venue:** Virtual delivery **Cost:** £110

## SEND in mainstream schools - the role of governors

This course will cover the responsibilities of governance boards in respect of children with special educational needs and disabilities and how effective provision is made in schools. You will explore in detail the governors' role in monitoring and evaluating the impact of the school's provision for children with special educational needs and disabilities.

**Date:** 14/03/2024 **Course code:** GS-OM-0324-T004 **Time:** 18:00-20:00 **Venue:** Virtual delivery **Cost:** £110

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## Understanding your school's curriculum for governors

This training will provide governors with the opportunity to explore their own school's curriculum offer in the light of current Ofsted recommendations and help them identify and recognise positive examples of impact when visiting their schools or talking with school leaders.

**Date:** 05/03/2024 **Course code:** GS-OM-0324-T002 **Time:** 18:00-20:00 **Venue:** Virtual delivery **Cost:** £110

## Welcome to being a governor part 1

This course will explore, with other new Governors, the roles and responsibilities of a Governor, the Governing Board and the Headteacher. We will begin to discuss the techniques that can be used to give confidence in fulfilling this new role, whilst also giving Governors the opportunity to seek advice, ask questions and understand effective practice.

**Date:** 19/02/2024 **Course code:** GS-OM-0224-T002 **Time:** 18:00-20:00 **Venue:** Virtual delivery **Cost:** £110

**Date:** 30/04/2024 **Course code:** GS-OM-0424-T001 **Time:** 18:00-20:00 **Venue:** Virtual delivery **Cost:** £120

**Date:** 06/06/2024 **Course code:** GS-OM-0624-T004 **Time:** 18:00-20:00 **Venue:** Virtual delivery **Cost:** £120

## Welcome to being a governor part 2

This course will enable your confidence and knowledge to grow regarding your Governor role. We will explore how you can get to know your school. In addition, we will delve into some of the key activities of the Governing Board and explore how some Governor roles, such as the challenging Governor can lead to effective practice when holding school leaders to account.

**Date:** 06/03/2024 **Course code:** GS-OM-0324-T003 **Time:** 18:00-20:00 **Venue:** Virtual delivery **Cost:** £110

**Date:** 15/05/2024 **Course code:** GS-OM-0524-T002 **Time:** 18:00-20:00 **Venue:** Virtual delivery **Cost:** £120

**Date:** 02/07/2024 **Course code:** GS-OM-0724-T003 **Time:** 18:00-20:00 **Venue:** Virtual delivery **Cost:** £120

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# SEN & Inclusion Services

Training Courses  
February 2024-July 2024



## SENCo update

This course includes the following: welcome and introductions, breaking news items, key information topics, DfE updates & statutory requirements, resources & tools to develop practice, guest speakers, the opportunity to speak to other SENCos and ask questions in a supportive forum.

**Date:** 13/03/2024 **Course code:** SENIS-OM-0324-T001 **Time:** 13:30-15:30 **Venue:** Virtual delivery **Cost:** £110

**Date:** 20/03/2024 **Course code:** SENIS-OM-0324-T002 **Time:** 15:30-17:30 **Venue:** Virtual delivery **Cost:** £110

**Date:** 19/06/2024 **Course code:** SENIS-OM-0624-T001 **Time:** 13:30-15:30 **Venue:** Virtual delivery **Cost:** £120

**Date:** 26/06/2024 **Course code:** SENIS-OM-0624-T002 **Time:** 15:30-17:30 **Venue:** Virtual delivery **Cost:** £120

## Induction for new SENCOs (Special Educational Needs Coordinators)

This short introductory course will provide new or aspiring SENCOs with an overview of the role. The course covers statutory requirements and some approaches to support you as a SENCO.

**Date:** 24/04/2024 **Course code:** SENIS-OM-0424-T001 **Time:** 15:00-17:00 **Venue:** Virtual delivery **Cost:** £120

## Grief recovery

This four-week webinar teaches those who support children how to manage their feelings in a healthy way. Adults will learn how to help children identify and give a voice to undelivered communications they need to take the actions necessary to begin the recovery process. There is homework which consists of reading short passages and honest feedback. Facilitated by an Advanced Grief Recovery Specialist each participant must commit to the four sessions and to be open, honest upholding confidentiality.

**Dates:** 05/06/2024, 12/06/2024, 19/06/2024 & 26/06/2024 **Course code:** SENIS-OM-0624-T003

**Time:** 15:45-17:45 **Venue:** Virtual delivery **Cost:** £428

## An introduction to sensory issues

Our life is full of sensory experiences, and we respond to that information to help us make sense of the world. Sometimes we seek out sensory information for example a cuddle and sometimes we avoid the experience as it makes us feel overloaded like loud noises. Sensory experiences have a direct impact upon how we feel, think, and behave. If we have difficulties interpreting this information, we may pay too much attention to some information and not enough to other, possibly vital information. Children and young people may display difficulties in terms of managing their sensory world. This can impact greatly on their ability to manage their feelings and emotions. We need to be aware of how children may respond to the sensory environment and think of alternative ways of supporting them in school.

**Dates:** 20/03/2024 **Course code:** SENIS-0324-T001 **Time:** 09:00-12:00 **Venue:** Entrust, Riverway Centre, Riverway, Stafford, ST16 3TH **Cost:** £110

## Booking your place

To book your place or find more information, please visit [SLA online](#) and search for your course using the course code. Alternatively, please call us on 0333 300 1900 (option 3) or email us at [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

## Bespoke SEN & Inclusion Training Opportunities



### Respectful restrictive engagement

#### Overview – brief description of training

- Behaviour management with disengagements and restrictive physical intervention
- Understand how and why behaviours escalate and identify triggers.
- Minimise risk through rational approaches.
- De-escalation and increased personal safety. Increased personal safety using disengagement skills. Last resort and least restrictive holding skills to keep everyone from harm.
- Implement post crisis debriefing.

**Suitable for** key members of staff who may experience aggression and violence to minimise harm and keep everyone safe **Delivery:** Full day face to face - staff inset training in Staffordshire and Stoke on Trent **Length:** Inset 2 whole days

### Respectful engagement with disengagements

#### Overview – brief description of training

- Understand how and why behaviours escalate and identify triggers.
- Minimise risk through rational approaches.
- De-escalation and increased personal safety using disengagement skills.
- Implement post crisis debriefing.

**Suitable for:** All staff working with children of any ages **Delivery:** Full day face to face - staff inset training in Staffordshire and Stoke on Trent **Length:** 1 whole day **Cost:** £645

### LEGO for inclusion

#### Overview – brief description of training

Using LEGO or Duplo encourages children to express their thoughts, ideas, and feelings symbolically, which is a more playful, creative and hands-on way of engaging pupils of all abilities. The method ensures a secure and non-judgemental process for solving problems, expressing personal feelings and breaking down barriers that can affect achievement in curriculum based topics for the future. Children use the bricks as a tool for communication, it gives opportunities for staff to utilise the child's interest by using sensitive questioning to gain an insight into the inner world of the child.

**Suitable for:** All staff working with children of any ages **Delivery:** Full day face to face - staff inset training in Staffordshire and Stoke on Trent. **Length:** 1 whole day **Cost:** £645

### How to book

To book your place or find more information, please email [information@entrust-ed.co.uk](mailto:information@entrust-ed.co.uk)

## LEGO for inclusion

### Overview – brief description of training

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**Suitable for:** All staff **Delivery:** Face to face whole staff meeting in Staffordshire and Stoke on Trent **Length:** 2 hours **Cost:** £335

## Attachment and trauma training

### Overview – brief description of training

- Brief look at the theory
- Focus on strategies to support

**Suitable for:** All staff **Delivery:** Face to face staff meeting in Staffordshire and Stoke on Trent or webinar delivery nationally **Length:** 2 hours **Cost:** £335

## Understanding ADHD

### Overview – brief description of training

- Brief look at the theory
- Focus on strategies to support

**Suitable for:** All staff **Delivery:** Face to face staff meeting in Staffordshire and Stoke on Trent or webinar delivery nationally **Length:** 2 hours **Cost:** £335

## Positive behaviour management

### Overview – brief description of training

- Brief look at the theory.
- Focus on strategies to support.

**Suitable for:** All staff **Delivery:** Face to face staff meeting in Staffordshire and Stoke on Trent or webinar delivery nationally **Length:** 2 hours **Cost:** £335

## How to book

To book your place or find more information, please email [information@entrust-ed.co.uk](mailto:information@entrust-ed.co.uk)

## De-escalation training

### Overview – brief description of training

- A look at where behaviour starts,
- Identify how behaviour can contribute to a crisis
- Explore techniques to de-escalate behaviour

**Suitable for:** All staff in school including admin **Delivery:** Face to face staff meeting in Staffordshire and Stoke on Trent or webinar delivery nationally **Length:** 2 hours **Cost:** £335

## Autism in school

### Overview – brief description of training

Autism is a lifelong condition that affects the way a person makes sense of the world. An over-view of the Autism Spectrum and areas of impairment in schools.

**Suitable for:** All staff **Delivery:** Face to face staff meeting in Staffordshire and Stoke on Trent or webinar delivery nationally **Length:** 1.5-2 hours **Cost:** £335

## An introduction to restorative practice

### Overview – brief description of training

- To provide an understanding of Restorative
- To practice effective communication skills to support children of all ages
- To provide an option to school using punitive approaches for behaviour

**Suitable for:** All staff **Delivery:** Face to face staff meeting in Staffordshire and Stoke on Trent or webinar delivery nationally **Length:** 1.5-2 hours **Cost:** £335

## An introduction to sensory issues

### Overview – brief description of training

Children often display difficulties in managing their sensory behaviour. If children have sensory deficits this can impact upon their potential to access the learning opportunities offered in school: A brief-overview of the attachment theory, sensory issues observed in the classroom and discuss strategies.

**Suitable for:** All staff **Delivery:** Face to face staff meeting in Staffordshire and Stoke on Trent or webinar delivery nationally **Length:** 1.5-2 hours **Cost:** £335

## How to book

To book your place or find more information, please email [information@entrust-ed.co.uk](mailto:information@entrust-ed.co.uk)

## Supporting EAL children and those new to the country

### Overview – brief description of training

- To gain an understanding and overview of EAL
- Identify barriers to learning
- Know how to support EAL and refugee children in school

**Suitable for:** All staff **Delivery:** Face to face staff meeting in Staffordshire and Stoke on Trent or webinar delivery nationally **Length:** 1 hour **Cost:** £199

## Meeting the needs of EAL pupils with SEND

### Overview – brief description of training

- To develop a better understanding of the needs of pupils with EAL
- To provide an overview of how to identify pupils with EAL and SEN
- To provide a way forward to address the needs of pupils with EAL and SEN

**Suitable for:** All staff **Delivery:** Face to face staff meeting in Staffordshire and Stoke on Trent or webinar delivery nationally **Length:** 1 hour **Cost:** £199

## Supporting the development of vocabulary in EAL learners

### Overview – brief description of training

- To understand why teaching vocabulary is important
- How vocabulary can be built and taught
- Strategies for building vocabulary in the classroom

**Suitable for:** All staff **Delivery:** Face to face staff meeting in Staffordshire and Stoke on Trent or webinar delivery nationally **Length:** 1 hour **Cost:** £199

## Nurture training

### Overview – brief description of training

- Background of nurture
- Theory of nurture
- Identify pupils in need of nurture
- Use of the assessment tool for targets and tracking
- Environment
- Timetable/curriculum content
- 1 telephone support session following the training

**Suitable for:** Key staff **Delivery:** In school whole school inset training in Staffordshire and Stoke on Trent or webinar delivery nationally **Length:** 1 day **Cost:** £645

### How to book

To book your place or find more information, please email [information@entrust-ed.co.uk](mailto:information@entrust-ed.co.uk)

## Reasonable adjustments

### Overview – brief description of training

- To understand your role and responsibility in meeting the needs of SEN pupils in line with the SEND Code of Practice
- To learn practical strategies for including all learners in lessons through reasonable adjustments

**Suitable for:** All staff Primary or Secondary offer **Delivery:** Face to face staff meeting in Staffordshire and Stoke on Trent or webinar **Length:** 1 hour **Cost:** £199

## Becoming a dyslexia friendly/inclusive school

### Overview – brief description of training

- To enhance own knowledge and influence practice on dyslexia friendly and inclusion approaches
- To consider strategies to develop dyslexia friendly approaches in the classroom

**Suitable for:** All staff **Delivery:** Face to face staff meeting in Staffordshire and Stoke on Trent or webinar delivery nationally **Length:** 1 hour **Cost:** £199

## How to book

To book your place or find more information, please email [information@entrust-ed.co.uk](mailto:information@entrust-ed.co.uk)

# School Improvement

Training Courses  
February 2024-July 2024





## Primary English networks 2024

This session will provide you with an opportunity to hear all the latest news, receive practical ideas and network with colleagues from a range of schools. These primary meetings focus on sharing up to date news and advice; you will also leave the meeting with ideas for a recommended text that can be used to inspire learning across the primary phase.

### Spring 2024

**Date:** 20/02/2024 **Course code:** SIS-OM-0224-T003 **Time:** 13:30-15:00 **Venue:** Virtual delivery **Cost:** £110

### Summer 2024

**Date:** 21/05/2024 **Course code:** SIS-0524-T001 **Time:** 13:00-16:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £120

**Date:** 23/05/2024 **Course code:** SIS-OM-0524-T001 **Time:** 13:30-15:00 **Venue:** Virtual delivery **Cost:** £120

**Date:** 06/06/2024 **Course code:** SIS-OM-0624-T002 **Time:** 13:30-15:00 **Venue:** Virtual delivery **Cost:** £120

## Primary mathematics network 2024

Network meetings are a great opportunity to keep up to date with news and current issues in Mathematics. They are also a chance to meet colleagues and share good practice. You will be involved in setting future agendas and the sessions will also offer opportunities for you to ask questions, raise concerns and share ideas and resources.

### Spring 2024

**Date:** 12/03/2024 **Course code:** SIS-0324-T004 **Time:** 13:00-16:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £120

**Date:** 14/03/2024 **Course code:** SIS-OM-0324-T003 **Time:** 13:00-15:00 **Venue:** Virtual delivery **Cost:** £120

### Summer 2024

**Date:** 04/06/2024 **Course code:** SIS-0624-T001 **Time:** 13:00-16:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £120

**Date:** 05/06/2024 **Course code:** SIS-OM-0624-T003 **Time:** 13:00-15:00 **Venue:** Virtual delivery **Cost:** £120

## Progression in writing

This course will enable you to understand the journey of writing across the primary phase. You will have the opportunity to interact with exemplification and engage in professional discussions around writing.

**Date:** 05/03/2024 **Course code:** SIS-0324-T001 **Time:** 09:00-12:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 06/03/2024 **Course code:** SIS-OM-0324-T002 **Time:** 13:00-16:00 **Venue:** Virtual delivery **Cost:** £110

## Booking your place

To book your place or find more information, please visit [SLA online](#) and search for your course using the course code. Alternatively, please call us on 0333 300 1900 (option 3) or email us at [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

## End of KS1 assessment

This interactive course provides guidance on the correct and effective use of the optional SATs materials and assessment approach. The course will explore provision and expectations in reading, writing and mathematics and will provide practical activities and strategies to implement in the classroom.

**Date:** 22/02/2024 **Course code:** SIS-OM-0224-T004 **Time:** 09:00-12:00 **Venue:** Virtual delivery **Cost:** £110

## End of KS2 assessment and moderation training

This course is devised and delivered by the moderation managers for Staffordshire County Council who oversee the external moderation process for Staffordshire. Teachers will leave the course feeling confident in their ability to assess pupils at the end of KS2. They will receive a refresher and update on information regarding statutory assessment requirements including the administration of tests, teacher assessment and external moderation. We will also give some brief practical ideas and strategies.

**Date:** 21/03/2024 **Course code:** SIS-OM-0324-T004 **Time:** 09:00-12:00 **Venue:** Virtual delivery **Cost:** £110

**Date:** 20/03/2024 **Course code:** SIS-0324-T002 **Time:** 09:00-16:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £220

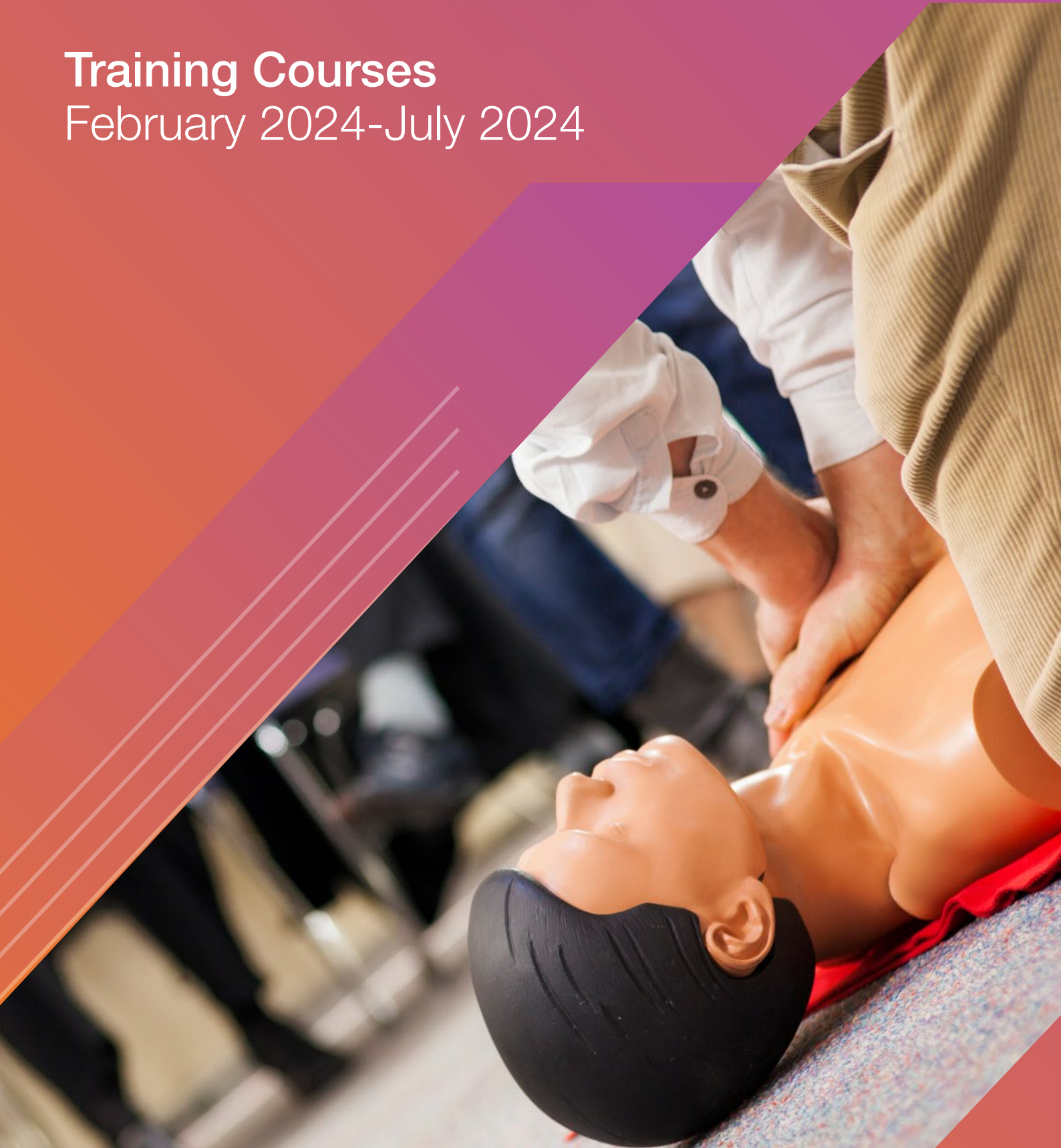
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# First Aid

Training Courses

February 2024-July 2024



## Did you know?

We can offer bespoke first aid training at your school?

Contact us touch to find out more.



### QA Level 3 Award in Paediatric First Aid (RQF) blended learning

This course is ideal for anyone who cares for children in a professional or non-professional capacity. You will gain the necessary skills to administer safe and effective treatment for a range of Paediatric First Aid situations. Including, assessing an emergency situation, dealing with an unresponsive infant or child, CPR, choking, meningitis, head and spinal injuries, anaphylaxis, asthma and more.

**Date:** 21/02/2024 **Course code:** OES-0224-T004 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 08/03/2024 **Course code:** OES-0324-T004 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 12/03/2024 **Course code:** OES-0324-T005 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 27/03/2024 **Course code:** OES-0324-T006 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 12/04/2024 **Course code:** OES-0424-T001 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 23/04/2024 **Course code:** OES-0424-T002 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 30/04/2024 **Course code:** OES-0424-T011 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 03/06/2024 **Course code:** OES-0624-T001 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 24/06/2024 **Course code:** OES-0624-T002 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 02/07/2024 **Course code:** OES-0724-T001 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

### Booking your place

To book your place or find more information, please visit [SLA online](#) and search for your course using the course code. Alternatively, please call us on 0333 300 1900 (option 3) or email us at [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

## Qualsafe QA Level 3 Award in Paediatric First Aid (RQF)

Over a two day period, learners will develop the skills and knowledge needed to deal with a range of paediatric first aid situations, including:

- assessing an emergency situation
- dealing with an unresponsive infant or child
- CPR, choking, meningitis
- head and spinal injuries
- anaphylaxis
- asthma and more

The day will consist of several practical assessments and depending on which course you have booked onto one or two multi choice assessments at the end of the day. The result from this will be given to you on the day.

**Dates:** 26/02/2024 and 27/02/2024 **Course code:** OES-0224-T005 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Dates:** 21/03/2024 and 22/03/2024 **Course code:** OES-0324-T007 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Dates:** 12/06/2024 and 13/06/2024 **Course code:** OES-0624-T004 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

## Qualsafe Level 3 Award in Emergency First-Aid at Work (EFAW)

Over a day of training learners will develop the skills and knowledge to deal with a range of first-aid incidents and situations associated with a the work environment. The course will enable the learner to: deal with an unresponsive casualty, perform CPR, recognise and deal with a casualty having a seizure, provide aid for both minor and major injuries etc. AED usage is also covered on the course.

**Date:** 04/06/2024 **Course code:** OES-0624-T009 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 10/06/2024 **Course code:** OES-0624-T010 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 28/06/2024 **Course code:** OES-0624-T011 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 01/07/2024 **Course code:** OES-0724-T004 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 25/07/2024 **Course code:** OES-0724-T005 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 30/07/2024 **Course code:** OES-0724-T006 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

## Booking your place

To book your place or find more information, please visit [SLA online](#) and search for your course using the course code. Alternatively, please call us on 0333 300 1900 (option 3) or email us at [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

## Qualsafe Level 3 Award in First-Aid at Work Requalification (RAFW)

Over 2 days of training, learners will refresh the skills and knowledge required to deal with a range of first-aid incidents and situations associated with a the work environment. The course will update the learner on:

- dealing with an unresponsive casualty, perform CPR
- recognising and dealing with a casualty having a seizure
- providing aid for both minor and major injuries

This course will also enable the learner to recognise and better deal with a range of common medical conditions including diabetes, heart problems, asthma, anaphylaxis etc. AED usage is also covered on the course.

The day will consist of several practical assessments and depending on which course you have booked onto one or two multi choice assessments at the end of the day. The result from this will be given to you on the day.

**Dates:** 18/03/2024 and 19/03/2024 **Course code:** OES-0324-T003 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £210

**Dates:** 11/07/2024 and 12/07/2024 **Course code:** OES-0724-T002 **Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £210

### Booking your place

To book your place or find more information, please visit [SLA online](#) and search for your course using the course code. Alternatively, please call us on 0333 300 1900 (option 3) or email us at [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

# Outdoor Education

Training Courses  
February 2024-July 2024



## Education visits co-ordinators revalidation course

The course is provided by the Outdoor Education Advisory Panel and delivered on their behalf by the Entrust Educational Visits Advisors. The revalidation and refresher will give the EVC up to date guidance and good practice to enable their establishment to continue to deliver Learning Outside the Classroom experiences including curriculum-based visits, adventurous activities, residential and overseas visits. The participant must have completed a full OEAP Educational Visits Coordinator Training course within the last 4 years (the trainer may require Evidence of this).

**Date:** 21/02/2024 **Course code:** OES-0224-T007 **Time:** 09:00-12:30 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £90

**Date:** 05/03/2024 **Course code:** OES-0324-T010 **Time:** 09:00-12:30 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £90

**Date:** 18/04/2024 **Course code:** OES-0424-T007 **Time:** 09:00-12:30 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £90

**Date:** 20/05/2024 **Course code:** OES-0524-T005 **Time:** 09:00-12:30 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £90

**Date:** 12/06/2024 **Course code:** OES-0624-T008 **Time:** 09:00-12:30 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £90

## OAEP educational visits co-ordinator training course (EVC)

The course is provided by the Outdoor Education Adviser's Panel and delivered by the Entrust EVA's, who are OEAP Course directors, and will follow OEAP guidelines and core messages. It will give an overall insight into the benefits of Learning Outside the Classroom experiences including curriculum based visits, adventurous activities, residential and overseas visits. The attendees will be shown how and where to access guidance and be given examples of good practice. This will include information on formulating school and academy policies and procedures including legal requirements, visit planning, use of providers, assessing competency of staff, risk benefit assessments, monitoring visits and evaluating outcomes. It is aimed at people who have been assigned the role of EVC at their establishment but is also a useful course for heads of establishments who are responsible for approving visits. Attendees should have experience of delivering or assisting with educational visits although this is not essential. If an attendee does not have this experience, it is advised that they have a colleague back at their establishment who does have extensive visit experience and can assist the EVC with their role. (Please see guidance on [www.oeapng.info](http://www.oeapng.info) Document 3.4j, Educational Visits Coordinator. The course will consist of PowerPoint presentations with interactive tasks and discussions spread throughout the day to enhance the presentations and attendees learning. Please note, although we will refer to Evolve throughout the course, THIS IS NOT AN EVOLVE TRAINING COURSE.

**Date:** 14/03/2024 **Course code:** OES-0324-T008 **Time:** 09:00-16:30 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £190

**Date:** 24/04/2024 **Course code:** OES-0424-T004 **Time:** 09:00-16:30 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £190

**Date:** 14/05/2024 **Course code:** OES-0524-T002 **Time:** 09:00-16:30 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £190

**Date:** 17/06/2024 **Course code:** OES-0624-T006 **Time:** 09:00-16:30 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £190

## Booking your place

To book your place or find more information, please visit [SLA online](#) and search for your course using the course code. Alternatively, please call us on 0333 300 1900 (option 3) or email us at [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)



## Outdoor education advisers panel visit leader training

Do you lead visits for children from your school? Do you have the skills to manage your team and the children in the delivery of high quality Learning Outside the Classroom activities? Can you manage risk effectively? This course will allow you to investigate these questions and learn how to lead effectively and safely. It is delivered by Outdoor Education Advisers Panel Trainers and will cover a number of elements including the theory of planning and leading a visits, choosing suitable venues and providers and practical outdoor leadership skills using a number of outdoor locations around the venue. The course is designed for all potential visit leaders across all aspects of education from nursery to secondary and will outline good planning and leadership skills along with examples of good practice.

**Date:** 28/02/2024 **Course code:** OES-0224-T006 **Time:** 09:00-16:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £75

**Date:** 09/04/2024 **Course code:** OES-0424-T005 **Time:** 09:00-16:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £75

**Date:** 16/04/2024 **Course code:** OES-0424-T006 **Time:** 09:00-16:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £75

**Date:** 01/05/2024 **Course code:** OES-0524-T003 **Time:** 09:00-16:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £75

**Date:** 09/05/2024 **Course code:** OES-0524-T004 **Time:** 09:00-16:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £75

**Date:** 04/06/2024 **Course code:** OES-0624-T007 **Time:** 09:00-16:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £75

## Booking your place

To book your place or find more information, please visit [SLA online](#) and search for your course using the course code. Alternatively, please call us on 0333 300 1900 (option 3) or email us at [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

# People Solutions

Training Courses  
February 2024-July 2024



## Handling difficult conversations

The course covers the importance of addressing difficult conversations in a timely manner, and the consequences of failing to address issues. We will also discuss tools and techniques to use to encourage positive conversations, and outcomes.

**Date:** 01/02/2024 **Time:** 09:30-12:00 **Venue:** Virtual delivery **Cost:** Clients: £75+VAT / Non-Clients: £95+VAT

To book your place click [here](#)

## HR for trustees and governors

To provide an overview of key HR procedures and develop knowledge of employment matters relevant to the roles of governors & trustees.

**Date:** 31/01/2024 **Time:** 17:00-19:30 **Venue:** Virtual delivery **Cost:** Clients: £75+VAT / Non-Clients: £95+VAT

To book your place click [here](#)

**Date:** 28/02/2024 **Time:** 17:00-19:30 **Venue:** Virtual delivery **Cost:** Clients: £75+VAT / Non-Clients: £95+VAT

To book your place click [here](#)

## HR for senior leaders

Provides an introduction to common HR issues and provides delegates with an understanding of HR best practice and an overview of what the managers' key HR responsibilities are likely to be.

**Date:** 06/02/2024 **Time:** 09:30-12:00 **Venue:** Virtual delivery **Cost:** Clients: £75+VAT / Non-Clients: £95+VAT

To book your place click [here](#)

**Date:** 14/03/2024 **Time:** 09:30-12:00 **Venue:** Virtual delivery **Cost:** Clients: £75+VAT / Non-Clients: £95+VAT

To book your place click [here](#)

## Managing absence

An overview of the absence management process to enable managers to confidently deal with issues in school.

**Date:** 28/02/2024 **Time:** 13:30-15:30 **Venue:** Virtual delivery **Cost:** Clients: £75+VAT / Non-Clients: £95+VAT

To book your place click [here](#)

**Date:** 13/03/2024 **Time:** 10:00-12:00 **Venue:** Virtual delivery **Cost:** Clients: £75+VAT / Non-Clients: £95+VAT

To book your place click [here](#)

## Managing capability

Provides an understanding of capability and how line managers should handle this.

**Date:** 30/01/2024 **Time:** 09:30-12:00 **Venue:** Virtual delivery **Cost:** Clients: £75+VAT / Non-Clients: £95+VAT

To book your place click [here](#)

## Performance management and appraisal

Provides an understanding of how effective performance management contributes to organisational performance, and includes a timely refresher on conducting end of year employee appraisals.

**Date:** 07/03/2024 **Time:** 09:30-12:00 **Venue:** Virtual delivery **Cost:** Clients: £75+VAT / Non-Clients: £95+VAT

To book your place click [here](#)

## Recruitment pre-employment checks and the single central record

Those who are involved in the administration of pre-employment checks and the single central record.

**Date:** 29/02/2024 **Time:** 09:30-12:00 **Venue:** Virtual delivery **Cost:** Clients: £75+VAT / Non-Clients: £95+VAT

To book your place click [here](#)

## Safer recruitment full course

Accredited course for managers, governors, trustees and those involved in the recruitment and selection of staff.

**Date:** 31/01/2024 / 07/02/2024 **Time:** 09:30-12:00 **Venue:** Virtual delivery **Cost:** Clients: £150+VAT / Non-Clients: £175+VAT

To book your place click [here](#)

**Date:** 12/03/2024 / 19/03/2024 **Time:** 09:30-12:00 **Venue:** Virtual delivery **Cost:** Clients: £150+VAT / Non-Clients: £175+VAT

To book your place click [here](#)

## Safer recruitment refresher

For those who have completed the safer recruitment training and need to refresh their knowledge. Delivered by an accredited trainer.

**Date:** 28/02/2024 **Time:** 09:30-12:00 **Venue:** Virtual delivery **Cost:** Clients: £150+VAT / Non-Clients: £175+VAT

To book your place click [here](#)

**Date:** 26/03/2024 **Time:** 09:30-12:00 **Venue:** Virtual delivery **Cost:** Clients: £150+VAT / Non-Clients: £175+VAT

To book your place click [here](#)

## Become a Mental Health First Aider (MHFAider®)

A two day training course which teaches you how to identify, understand and help someone who may be experiencing a mental health issue.

**Date:** 13/03/2024 and 14/03/2024 **Time:** 08:30-16:30 **Venue:** Capita Entrust, Riverway Centre, Riverway, Stafford, ST16 3TH **Cost:** £325+VAT

To book a place on this training course, please email us at: [Training-Education@capita.co.uk](mailto:Training-Education@capita.co.uk)

# Flexible Working

Training Courses  
February 2024-July 2024



Capita, funded by the Department for Education (DfE), are delivering a programme to promote flexible working practices in Multi-Academy Trusts and schools, which includes a series of free training and support webinars.

Webinar and resource topics will include, amongst others, implementing flexible working, best practice and case studies, diversity in the workforce and co leadership and job sharing.

## Flex your way to the top: working part-time and flexibly at middle leadership level

FREE

Join us for this panel discussion where we hope to “bust” key myths around flexible working at middle leadership level. Our panellists of middle leaders, all work flexibly or part-time and they will share their practical tips to overcome the challenges, based on their experiences. The webinar will be particularly helpful for current and aspiring middle leaders. However, anyone with an interest in this area is welcome to attend.

**Date:** 22/02/2024 **Time:** 10:00-11:00 **Venue:** Virtual delivery

## Flexi-timetabling: does everyone need to be off on Fridays?

FREE

In this hour-long session join Michael Scott, Flexible Working Ambassador from Newport Girls' High School Academy Trust, to learn different ways to best align staff flexible working requests with staffing, curriculum and timetabling models. There will be lots of practical hints/tricks provided irrespective of the software you may/may not use.

**Date:** 26/02/2024 **Time:** 16:00-17:00 **Venue:** Virtual delivery

## Flexible working: helping to recruit and retain staff

FREE

A session for Governors/Trustees to develop understanding of how flexible working can help to recruit and retain staff in primary schools. There will be an opportunity to look at how flexible working can happen in practice, through sharing effective examples.

**Date:** 05/03/2024 **Time:** 11:00-12:00 **Venue:** Virtual delivery

## Supporting career-changers to work and train flexibly

FREE

What are the various options for flexible initial teacher training? Why may career changers need/want flexibility? These are just a couple of the questions we will be exploring in this one-hour session focused on supporting career changers. We will be providing practical guidance for requesting flexible working and encouraging you to think creatively about flexible working patterns which benefit schools and your needs. This session will be helpful for school leaders that are keen to attract more career changers, as well as career changers themselves. Anyone with an interest in this area is welcome to attend.

**Date:** 14/03/2024 **Time:** 10:00-11:00 **Venue:** Virtual delivery

To out more about flexible working and to book your place visit:  
[www.flexibleworkingineducation.co.uk](http://www.flexibleworkingineducation.co.uk)

## Learning to lead flexible working - effective mindsets for new school leaders

FREE

Supporting new and established leaders, this one-hour session will focus on learning to lead the implementation of flexible working. After exploring the wider context of flexible working, the webinar will consider how the flexible working toolkit can be used to bring about positive change. During the session we will discuss practical tips and strategies through two unique case studies. The first of which considers the unique experience of an experienced headteacher, now working flexibly, and the second on leading change as a new school leader in a large secondary school.

**Date:** 20/03/2024 **Time:** 15:30-16:30 **Venue:** Virtual delivery

## Using flexible working to attract and retain local talent

FREE

This session aims to support you in attracting and retaining talent in your local context and to create a sustainable workforce that supports your community. You will hear from two schools working in areas of high disadvantage who have actively sought to diversify their workforce to enable and encourage more employees from their local community to gain employment with them.

**Date:** 21/03/2024 **Time:** 10:00-11:00 **Venue:** Virtual delivery

To out more about flexible working and to book your place visit:  
[www.flexibleworkingineducation.co.uk](http://www.flexibleworkingineducation.co.uk)



Please click [here](#) to view our courses in more detail or alternatively, contact us on 0333 300 1900 or [information@entrust-ed.co.uk](mailto:information@entrust-ed.co.uk) for more information about our bespoke training solutions.