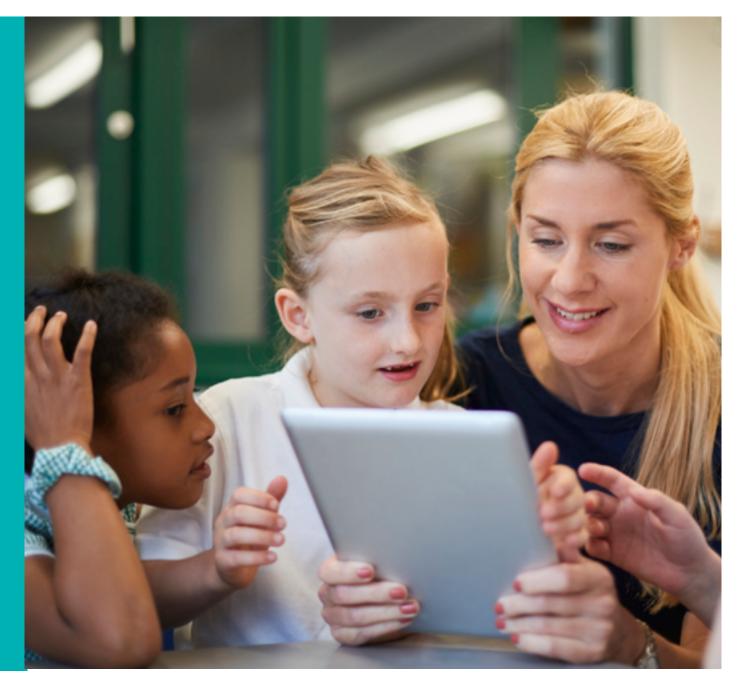# Entrust Training Courses
## June- Sept 2023

An extensive range of training courses designed to develop your skills and inspire learners.

Call **0333 300 1900** Email **information@entrust-ed.co.uk** or visit **www.entrust-ed.co.uk** to find out more about our services.

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**At Entrust, we are passionate about training and skills development and understand your needs are constantly changing and evolving.**
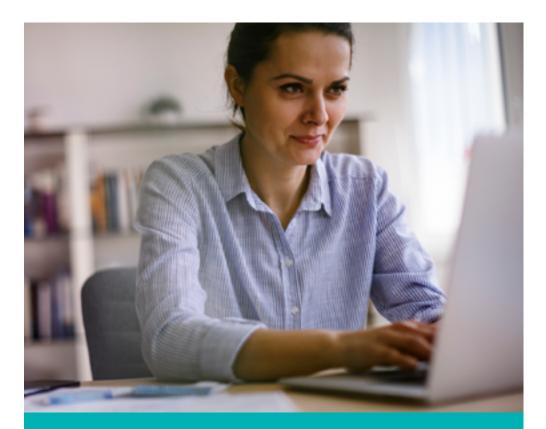
That is why we provide a range of training schemes and courses, across a variety of service areas, to help develop your skills and improve outcomes for you and your school.

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

| | |
|---|---|
| Education Technologies | School Improvement |
| School's Finance | First Aid |
| Governor Services | Outdoor Education |
| SEN and Inclusion | Property Services |

## Discover SLA Online

SLA Online is our e-commerce platform (also known as our Online Buying Portal) which allows you to book onto training courses, register for events, renew service level agreements and purchase pay-as-you-go products. You can access SLA Online at: http://entrust.education/

### SLA Online bite-size training videos

Need help with using SLA Online? Our handy, bite-sized videos will help you to understand key functions and how you can get the most out of the platform.

CLICK **HERE** TO ACCESS TRAINING VIDEOS

Entrust Training Courses
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# Education Technologies

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## Writing Development Plans for the new academic year

This webinar will explore how to go about writing your development plans for the new academic year. The review session will provide an opportunity to:

-identify priorities for improvement and where to source these
-list your objectives as a whole school and identify how these feed into curriculum area plans
-create and manage the activities and how to delegate responsibility
-recording evidence of progress and providing progress updates
-producing strategic and action plans
Come along and see how this webinar will support you with your planning.

Webinar outcomes:

-This session will support you through the process and guide you on how to collaborate to write and complete your development planning.

This webinar is suitable for all staff within schools who are involved with improvement planning.
Both webinars require involvement from participants to take part in online activities and discussion.

**Dates:** 22/06/2023  **Eventbrite event:** Click here to book
**Time:** 15:45-16:30 **Venue:** Virtual delivery

**FREE**

## Narrow the reading gap with Reading Progress and Reading Coach through Microsoft Teams

Reading Progress in Microsoft Teams builds pupils fluency through independent reading practice. Teachers can assign text for students to read at their own pace to empower and encourage pupils to read.

**Date:** 19/06/2023 **Course code:** LTTL-OM-0423-T001 **Time:** 13:30-15:30
**Venue:** Virtual delivery **Cost:** £105

## Keeping Children Safe in Education 2023: Online Safeguarding Focus

Technology continues to play a key role within a young person's life and therefore can present additional challenges, risks and issues to navigate accordingly. It can also be the vehicle for child-on-child/adult-on-child abuse concerns. Therefore, schools and colleges should effectively embedded online safety into their whole school/college approach through policies, procedures, and an inclusive and preventative curriculum. The DSL has overall responsibility for online safety and should be supported by Governors. Over the past 2 years, within Keeping Children Safe in Education, the profile of online safeguarding has increased as the safeguarding concerns involving young people and technology grow. Join us to find out what the Keeping Children Safe in Education 2023 guidance contains regarding online safeguarding responsibilities for schools and colleges.

**Date:** 13/07/2023 **Eventbrite event:** Click **here** to book **Time:** 09:30-10:30
**Venue:** Virtual delivery

**Date:** 18/07/2023 **Eventbrite event:** Click **here** to book **Time:** 14:00-15:00
**Venue:** Virtual delivery

**Date:** 14/09/2023 **Eventbrite event:** Click **here** to book **Time:** 11:00-12:00
**Venue:** Virtual delivery

**Date:** 18/09/2023 **Eventbrite event:** Click **here** to book **Time:** 09:30-10:30
**Venue:** Virtual delivery

**FREE**

## Using Google Sync to organise and manage your Google Workspace

oin us for some recommendations on how to use Wonde Google Sync to help organise and manage your Google Workspace for Education end of year procedures to avoid things like; old Classrooms not being archived - Group, Classroom and OU membership updates - new user provisioning and more. This training is suitable for users of class teachers, school technical staff and users of Google Workspace for Education

**Date:** 06/07/2023 **Eventbrite event:** Click **here** to book **Time:** 15:45-16:30
**Venue:** Virtual delivery

**FREE**

## Moving to the cloud

Many schools began their 'journey to the cloud 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. Join us to discuss what Entrust Education Technologies believe to be the major stops on that journey – from quick wins to paradigm shifts; covering teaching, learning and the administration of school life.

**Date:** 15/06/2023 **Eventbrite event:** Click **here** to book **Time:** 13:30-14:30
**Venue:** Virtual delivery

**Date:** 13/09/2023 **Eventbrite event:** Click **here** to book **Time:** 13:30-14:30
**Venue:** Virtual delivery

**FREE**

## 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**

## Online Safety for Designated Safeguard Leads

As part of the session, discussions include identifying vulnerable pupils and how the online world affects vulnerabilities along with additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation. Strategies and best practice for managing online safety in schools will feature. 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:** 26/09/2023 and 28/09/2023 **Course code:** LTTL-OM-0923-T003 **Time:** 13:00-15:30 **Cost:** £155

## Purple Mash: Computing Lead Support

This webinar will help provide you with advice and information on how to use the tools within Purple Mash to help develop your role of computing lead, including:
- Using the Subject Leader Toolkit.
- How to monitor and track progress in computing.
- Demonstrating ways to engage pupils, teachers and parents with computing at your school.

**Date:** 15/06/2023 **Eventbrite event:** Click here to book **Time:** 15:45-16:30 **Venue:** Virtual delivery

**FREE**

## Leading Computing in a Primary School

The course content includes:

**Webinar 1:** Accountability of the role for leading computing in a primary school. A deep dive approach into evaluating the provision of computing as a discrete and cross-curricular subject.

**Webinar 2:** Curriculum development, planning and progression. Includes coverage of the national curriculum objectives and how these are used to devise a consolidating and progressive curriculum across the key stages. Other factors around staff subject knowledge, access to resources and assessment of learning will also be discussed.

**Webinar 3:** Safeguarding and Online Safety. Understanding the statutory online safety responsibilities and provision of online safety education. Reflecting on national benchmarks in the area of online safety in schools.

**Date:** 13/06/2023, 20/06/2023 and 27/06/2023 **Course code:** LTTL-OM-0623-T002 **Time:** 13:30-15:30 **Venue:** Virtual delivery **Cost:** £155

## Monitoring and Feedback using J2E

During this webinar session, the Just2easy Education team will cover: QR code for sharing files, learning conversations, making specific teaching classes, using pupil files and j2review, using j2stars, creating assessment resources using j2e5 and j2pdf, using j2homework and using j2webby for showcasing.

**Date:** 29/06/2023 **Eventbrite event:** Click here to book **Time:** 15:45-16:30 **Venue:** Virtual delivery
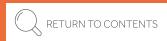
**FREE**

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# Finance
# Services

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## Payroll Bureau Service Demo

The demo will explore how the payroll bureau service works and how it can benefit your school/setting. Payroll bureau benefits include:

- People management – easily manage employee leave, sickness, and expenses
- Employee records – letters and contracts are stored in a central place
- Document library – cut down on administration and automatically download letters, contracts and more
- Over 150 reports – hundreds of reports that can be automatically scheduled and analysed in your personalised dashboard
- Statutory returns – workforce census and pension returns are made easy
- Self-serve – employees can download their payslips, amend their information and more
- Cloud based – can be accessed anywhere at any time.

**Date:** 12/06/2023 **Eventbrite session:** Click **here** to book **Time:** 14:30-15:30
**Venue:** Virtual delivery

**Date:** 04/07/2023 **Eventbrite session:** Click **here** to book **Time:** 10:30-11:30
**Venue:** Virtual delivery

**Date:** 13/09/2023 **Eventbrite session:** Click **here** to book **Time:** 14:30-15:30
**Venue:** Virtual delivery

**FREE**

## 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 My Finance system.  It will include the following:

•Navigation through the system screens and transactions
•Income Banking
•Purchasing
•Invoicing
•Basic Reporting

**Date:** 14/09/2023 **Course code:** FS-0923-T001 **Time:** 09:30-15:30
**Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £395.00

Entrust Training Courses
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# Governor Services

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# Governor Services

## 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:** 27/06/2023 **Course code:** GS-OM-0623-T004 **Time:** 18:00-20:00
**Venue:** Virtual delivery **Cost:** £110

## 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:** 22/06/2023 **Course code:** GS-OM-0623-T002 **Time:** 18:00-20:00
**Venue:** Virtual delivery **Cost:** £110

## 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:** 13/06/2023 **Course code:** GS-OM-0623-T005 **Time:** 18:00-20:00
**Venue:** Virtual delivery **Cost:** £110

## Using Pupil Premium Effectively

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:** 11/07/2023 **Course code:** GS-OM-0723-T001 **Time:** 18:00-20:00
**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**

## Effective Headteacher and Staff Performance Management

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:** 21/06/2023 **Course code:** GS-OM-0623-T003 **Time:** 18:00-20:00
**Venue:** Virtual delivery **Cost:** £110

## Using Pupil Premium Effectively

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:** 11/07/2023 **Course code:** GS-OM-0723-T001 **Time:** 18:00-20:00
**Venue:** Virtual delivery **Cost:** £110

## Clerking for School and Academy Governors

As stated in the DfE Clerking Competency Framework, professional-quality clerking is about much more than taking minutes to record the discussions and decisions of the board. It is also about providing governing boards with expert advice on governance, procedures and compliance. Professional clerking has a vital role to play in meeting the administrative and procedural requirements of boards and enabling efficient and effective discussion and decision making. Effective clerks have mastery of the skills, knowledge and effective behaviours in four areas of competence: Understanding Governance, Administration, Advice and Guidance and People and Relationships. Our course is delivered over four x 0.5 days under the following headings:

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.

Learners will be required to complete a short assessment following the sessions.

**Dates:** 12/06/2023, 14/06/2023, 19/06/2023 and 21/06/2023
**Course code:** GS-OM-0623-T001 **Time:** 09:30-12:30 **Venue:** Virtual delivery
**Cost:** £590

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# SEN & Inclusion Services

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## Working with children diagnosed with ADHD in KS1 and KS2.

The course will examine the issues associated with children who have a diagnosis of ADHD or ADHD traits, acknowledging the demands on our skills as practitioners. There will be opportunities to share experiences and to learn from each other in a supportive learning environment.
We will consider strategies which facilitate effective and supportive environments.

**Date:** 26/09/2023 **Course code:** SENIS-0923-T001 **Time:** 09:00-12:00
**Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

## SENCo Update Summer Term 2023

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:** 21/06/2023 **Course code:** SENIS-OM-0623-T001 **Time:** 13:30-15:30
**Venue:** Virtual delivery **Cost:** £110

**Date:** 28/06/2023 **Course code:** SENIS-OM-0623-T002 **Time:** 15:30-17:30
**Venue:** Virtual delivery **Cost:** £110

## LEGO© to Support Inclusion

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:** 27/06/2023 **Course code:** SENIS-0623-T001 **Time:** 09:00-12:00
**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**

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# School
# Improvement

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## Primary Mathematics Network Summer 2023

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.

**Date:** 15/06/2023 **Course code:** SIS-OM-0623-T007 **Time:** 13:30-15:00
**Venue:** Virtual delivery **Cost:** £110

## Religious Education Network Meeting

Topics to be covered include- The revised agreed syllabus, planning, resources, and assessment ideas.

**Date:** 13/06/2023 **Course code:** SIS-0623-T002 **Time:** 16:00-18:00
**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**

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# First Aid

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## 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.

The Paediatric First Aid Blended training course will require 6 hours of home learning to be completed prior to the face-to-face element.
The face to face day will consist of several practical assessments the result from this will be given to you on the day.

**Date:** 19/06/2023 **Course code:** OES-0623-T008 **Time:** 08:45-17:00
**Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 27/06/2023 **Course code:** OES-0723-T002 **Time:** 08:45-17:00
**Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 06/09/2023 **Course code:** OES-0923-T003 **Time:** 08:45-17:00
**Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

## Did you know...

We can offer bespoke first aid training at your school? Contact us touch to find out more.

**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**

# First Aid

## Level 3 Award in First-Aid at Work (FAW)

Over 3 days of training learners will develop the skills and knowledge to deal with a range of first-aid incidents and situations associated with a 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 and provide aid for both minor and major injuries.

**Dates:** 14/06/2023, 15/06/2023 and 16/06/2023 **Course code:** OES-0623-T006
**Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £320

**Dates:** 19/09/2023, 20/09/2023 and 21/09/2023 **Course code:** OES-0923-T001
**Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £320

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

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 and providing aid for both minor and major injuries.

**Dates:** 25/07/2023 and 26/07/2023 **Course code:** OES-0723-T003
**Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £220

## 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:** 23/06/2023 **Course code:** OES-0623-T005 **Time:** 08:45-17:00
**Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Date:** 15/09/2023 **Course code:** OES-0923-T002 **Time:** 08:45-17:00
**Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

## 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 and dealing with an unresponsive infant or child.

**Dates:** 18/07/2023 and 19/07/2023 **Course code:** OES-0723-T001
**Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Dates:** 11/09/2023 and 12/09/2023 **Course code:** OES-0923-T004
**Time:** 08:45-17:00 **Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £110

**Dates:** 26/09/2023 and 27/09/2023 **Course code:** OES-0923-T005
**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**

Entrust Training Courses
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# Outdoor Education

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## OEAP Educational Visits Coordinator Training Course (EVC)

The course is provided by the Outdoor Education Adviser's Panel and delivered by the Entrust EVA following 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.

**Date:** 29/06/2023 **Course code:** OES-0623-T002 **Time:** 09:15-16:30
**Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £190

## Education Visits Coordinators 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:** 15/06/2023 **Course code:** OES-0623-T003 **Time:** 08:30-13:00
**Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £90

**Date:** 03/07/2023 **Course code:** OES-OM-0723-T001 **Time:** 09:00-12:30
**Venue:** Entrust, The Riverway Centre, Stafford, ST16 3TH **Cost:** £90

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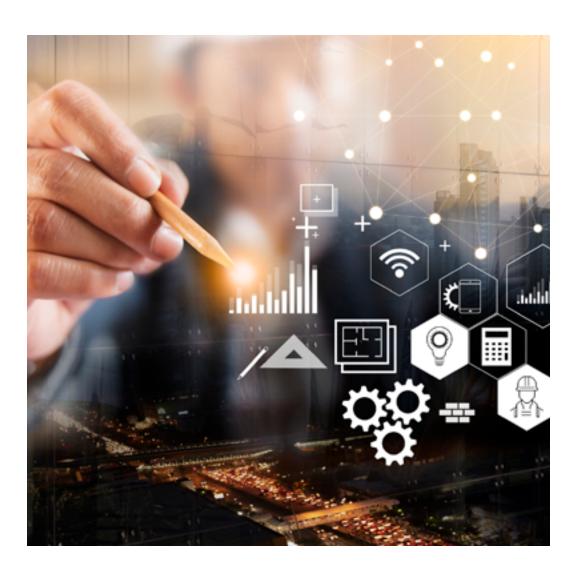June - Sept 2023

# Property
# Services

## Total Asset Management (TAM) Demo

Join us for a tour of TAMS, our web-based software solution designed for schools, academies and MATs, delivering a single, safe and secure system for all your property related activity. Using our TAMS software allows you to manage your school estate effectively and will help you save money to ensure a healthy, safe and sustainable school environment and more.

**Date:** 15/06/2023 **Eventbrite event:** Click **here** to book **Time:** 13:00-14:30
**Venue:** Virtual delivery

**Date:** 12/07/2023 **Eventbrite event:** Click **here** to book **Time:** 13:00-14:30
**Venue:** Virtual delivery

**FREE**

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