



Schools / Academy training offer

March to September 2026

Edition M (correct 09.03.2026)

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Training team availability

Availability

The training team will be available to speak to directly on Monday / Tuesday / Wednesday and Thursday 8.30am to 4pm by calling 01905 844 420. Any voicemails received outside of these days will be responded to accordingly based on date / time.

If we are not available, we highly recommend emailing workforcesupport@worcestershire.gov.uk. All emails will be responded to based on date / time of enquiry and will be dealt when the team is available.

Reminders

Please ensure spam / junk boxes are checked for confirmations if they are not present in your inbox.

On receipt of your confirmation from CPD please check that joining instructions have been received. If they are not present, please contact the training team immediately by emailing workforcesupport@worcestershire.gov.uk and they will be re-sent. If for any reason this is not possible, please notify the team within 5 working days of the course to have them re-sent. The training team cannot guarantee availability on the day of the course joining instructions are required for.

For training courses that are virtual delivery and have extremely high delegates numbers booked to attend (for example the EY managers Forums / DSL forums and over 80 places booked) a reminder email with joining instructions will be sent from CPD approx. a week before.

Recommendations

For support with using our booking system CPD visit:

- www.worcestershire.gov.uk/education
- Click on the tab called “Training, Conferences and Continuing Professional Development (CPD)”

Always check with your CPD leader (the person who booked your training) that they’ve been forwarded the confirmation with any attachments to you if you have not received it directly.

Virtual course joining instructions

We would like to remind delegates if you are due to attend a virtual training course, and you have not received your joining instructions please contact the training team a **minimum of 5 days** before your course is due to take place. The training team cannot guarantee that they will be available the 24 hours before your course to be able to reissue joining instructions and/ or provide support. The training team can be contacted on 01905 844 420 or email workforcesupport@worcschildren.org.uk

Autism / CCN Training

A Resource Package for Children with Complex Communication Needs in Early Years *NEW*

A suite of resources to support pre-school children with significant communication and interaction needs in a mainstream setting. This package contains resources to support all areas of the EYFS, in the form of short webinars, advice sheets and resources. It has been designed to be used by SENCOs to develop their own knowledge/resources, or as a way of settings facilitating training with staff on a range of strategies. These include:

The unique child:

- Using the SCERTS approach
- Developing early communication
- Objects of reference

Positive relationships:

- Developing positive relationships
- Intensive interaction
- Copy box
- What's in the box

Enabling Environments:

- Meaningful activities
- Now/Next
- Sensory circuits - coming soon

Learning and development:

- Music
- Designing a sensory curriculum
- Song signifiers

All resources are short and supported with written advice sheets and the materials needed for implementation.

Cost: Free

Course code on CPD: 10691 – please only request Stage 1 for your lead SENCo / manager within your setting or school, it is their responsibility to share with the team.

An introduction to Emotional Regulation for Autistic Learners

An introduction to Emotional Regulation for Autistic Learners which covers:

- What are some key strategies to aid with emotional regulation?
- Why do children (and adults) become dysregulated?
- Understanding the root causes and triggers behind distressed and challenging behaviours
- Modelled examples of strategies
- Supporting self-regulation strategies and approaches

Each delegate will:

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

Cost: £38 + VAT per delegate

- 15 and 22 April 2026, 4pm to 5pm, virtual delivery, course code 10075 / 92076

Autism and Play in the Early Years *NEW*

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

Cost: £28.50 + VAT per delegate

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

Autism in the Early Years

An overview of how autism presents in Early Years Settings and a raft of strategies to support young children with a diagnosis.

A 90-minute session which covers:

- What is autism?
- What you might see in Settings.
- Top tips for teaching and supporting autistic pupils.

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

Cost: Free

- 18 March 2026, 4pm to 5.30pm, virtual delivery, course code: 10003 / 92025
- 13 May 2026, 5pm to 6.30pm, virtual delivery, course code: 10003 / 92026
- 01 July 2026, 6pm to 7.30pm, virtual delivery, course code: 10003 / 92027

Autism with Demand Avoidance caused by Anxiety

A 60-minute opportunity which covers:

- How demand avoidance may present in your setting
- What are some key strategies to aid with demand avoidance
- Modelled examples of strategies

Cost: £21 + Vat per delegate

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

Girls and Autism

A 90-minute opportunity which covers:

- 'Typical' presentations of girls with autism
- How to support "masking" behaviour
- How to support girls with autism in your classroom
- How to support girls with autism with their self-esteem

Cost: £28.50 + VAT per delegate

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

Webcast: Supporting significant communication and interaction needs in a mainstream Reception / KS1 classroom

This package of resources is aimed at all staff specifically working with Reception / Key Stage 1 children who have significant communication and interaction needs.

The range of resources designed to support staff knowledge and understanding alongside practical resources, which can be tailored to suit individual children.

Our support package includes:

- A range of short webcasts on a variety of topics
- Advice sheets
- Resources

Online mentoring/problem solving workshops supported by the Complex Communications Needs (CCN) team.

Audience: All staff working with Children within Reception / Key Stage 1 who have significant communication needs.

Cost: FREE

Course code on CPD: 10634

What is the SCERTS approach for EYFS / Reception?

SCERTS: Social Communication Emotional Regulation Transactional and Support

SCERTS is an evidence-based framework for assessing children who need support with their social communication and emotional regulation skills, including autistic children. Transactional support is the support given to children to reach their goals and achieve their potential.

The SCERTS approach is not a prescriptive curriculum, and it works alongside practice in settings and home. Designed to be collaborative and to value the contributions made by settings and families to a child's development, setting goals to reflect what the child can do with the right support. A strengths-based approach, so it starts with what a child can do instead of what they can't do.

Why are we using this approach in Worcestershire?

- SCERTS values the support given to children by their communication partners in settings and at home and gives ideas for how best to support their development through Transactional Support.
- SCERTS can be used with a wide range of approaches settings are already familiar with.
- SCERTS does not require expensive equipment or resources to be purchased.
- SCERTS is a neurodiversity affirming approach, and it intends to support children to develop their skills while celebrating children's unique strengths and interests.
- SCERTS can be used in lots of different types of setting

Stage 1: Is specific for EYFS / Reception

Cost: Free

Course code on CPD: 10462 – please only request Stage 1 for your lead SENCo / manager within your setting or school, it is their responsibility to share with the team.

Once you have requested the webcast you will receive an email from CPD with all the links required for Stage 1.

Co-Production training *NEW*

We are delighted to announce the launch of the Worcestershire Co-production Training Offer, designed to support meaningful participation and co-production across education, health, social care, and voluntary sector services.

All sessions are free of charge and open to:

- Staff and volunteers working in the Local Area Partnership, across education, local authority, health, social care, and the voluntary sector in Worcestershire
- Young people and parent carers who wish to attend and contribute

To access the Co-Production training directory, visit www.worcestershire.gov.uk/education

- Click on Training, Conferences and Continuing Professional Development (CPD)
- Click on Training Directories

Early Help training

The following courses are available on the WCC Learning & Development site:

[CourseSearchCitizen \(worcestershires.gov.uk\)](http://CourseSearchCitizen(worcestershire.gov.uk)), free for schools to access.

They are being offered on a rolling programme of dates so please check the site regularly to find out more and to book one of the below courses

- Completing an Early Help Assessment (EHA)
- Holding a Team Around the Family (TAF)
- How to creatively gather the child's voice
- What is Early Help?

Instructions for completing:

- Do you have an account – No thanks
- Course price – as the course is free click in public circle
- Select organisation from dropdown box – Public
- Put in your address
- Then click book course

If you require support with booking, please contact WCC Learning & Development team directly on 01905 844 544 or email LDAdmin@worcestershires.gov.uk

Educational Psychology training

Webcast Annual reviews and Preparation for Adulthood

Over 20 minutes the Annual Reviews and Preparation for Adulthood webcast will ensure that settings:

- Understand what children and young people want from their AR
- Understand how to make ARs person-centred and accessible
- Understand what makes a quality AR
- Know about the Year 9 AR toolkit

Cost: Free

The Annual Reviews and Preparation for Adulthood webcast can be watched.

- Per person as they wish - booked as per normal via your CPD Leader
- Whole school staff team - booked via your CPD Leader with one personally requesting the links and sharing across the team

CPD code: 10612

Energy Training

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

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

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

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

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

Governor training

We offer a range of training to suit chairs, clerks and governors in their roles. Delegates will need to ask their clerk to make the booking on their behalf via [CPD \(opens in new window\)](#). If you wish to discuss the governor services SLA, then please contact the team on 01905 846 400 or email governorservices@worcestershire.gov.uk

To access the Governor Services training directory, visit www.worcestershire.gov.uk/education

- Click on Training, Conferences and Continuing Professional Development (CPD)
- Click on Training Directories

Health & Safety Training

Emergency First Aid at Work

Anyone identified as needing to undertake first aid duties. In emergencies, Emergency First Aiders can act to prevent situations becoming major issues and can limit the potential consequences through prompt action until a fully qualified First Aider or Paramedic is available. For Employees identified by their managers as needing to complete an Emergency First Aid at Work course and not the 3-day First Aid at Work certificate. **Please note this course is a one-day adult only emergency first aid at work course (with no Paediatric element)**

- 11 June 2026, 9.30am to 4.30pm, Worcester
- Cost: £79 + VAT per delegate
- To book please do so by emailing: healthandsafety@worcestershire.gov.uk

Paediatric First Aid

This course is aimed at people who work with children aged 18 and under. This course also meets the requirements of the Early Years Foundation Stage.

- 02 and 03 July 2026, 9.30am to 4.30pm, Worcester | Cost: £92 + VAT per delegate
- To book please do so by emailing: healthandsafety@worcestershire.gov.uk

First Aid at work certificate with Paediatric First Aid combined

Those identified and nominated by the office in charge/manager/Head of school to act as a designated first aider. Successful completion of this course enables delegates to be the designated first aider for the school or unit. This certificate is valid for 3 years

- 27, 30 April and 01 May 2026. 9.30am to 4.30pm, Worcester | Cost: £185 + VAT per delegate
- 6, 9 and 10 July 2026, 9.30am to 4.30pm, Worcester | Cost: £192 + VAT per delegate
- Delegates MUST attend all three dates
- To book please do so by emailing: healthandsafety@worcestershire.gov.uk

IOSH MANAGING SAFELY (3-day course)

This course is designed for managers and supervisors. This course will help delegates get up-to-speed on the practical actions they need to take and gain the knowledge and tools to tackle the safety and health issues they are responsible for. Managing Safely makes a powerful case for safety and health being an integral part of day-to-day management and business.

- 7, 14 and 22 May 2026, 9.30am to 4.30pm, Worcester
- Delegates MUST attend all three dates
- Cost: £214 + VAT per delegate
- To book please do so by emailing: healthandsafety@worcestershire.gov.uk

Fire Warden Training

School Staff that have been identified by their managers as needing to operate as fire wardens for their building. Valid for 3 years.

- For future dates please email healthandsafety@worcestershire.gov.uk

Visit Leader

This course is for staff nominated to lead off-site visits, at their school/establishment.

- 20 March 2026. 9.30am to 1pm, Worcester | Cost: £70 per delegate
- 19 June 2026, 9.30am to 1pm, Worcester | Cost: £73 per delegate
- To book please do so by emailing: healthandsafety@worcestershire.gov.uk

Educational Visit Coordinator

This course is for experienced visit leaders who have been given the duty of co-ordinating off-site visits, with sufficient status within a school/establishment to influence the working practices of their colleagues.

Eligibility criteria: As of September 2012, all delegates attending EVC Training must have attended the OEAP standard Visit Leader Training within the previous 3 years

27 March 2026, 9.30am to 3.30pm, Worcester

- Cost: £81 per delegate (including £10 OEAP admin charge)

25 September 2026, 9.30am to 3.30pm, Worcester

Cost: £84per delegate (including £10 OEAP admin charge)

To book please do so by emailing: healthandsafety@worcestershire.gov.uk

Refresher Educational Visit Coordinator

This course is for experienced EVC's who have previously completed the full day EVC course and their EVC Certificate is due for renewal. It is for those who have been given the duty of coordinating off-site visits, with sufficient status within a school/ establishment to influence the working practices of their colleagues

Eligibility criteria: All delegates must be an experienced EVC, have previously completed the EVC full day course and their EVC Certificate is due for renewal.

11 December 2026, 10am to 1.30pm, Worcester

- Cost: £74 per delegate (including £10 OEAP admin charge)

- To book please do so by emailing: healthandsafety@worcestershire.gov.uk

Public Health training

TI Parents Journey Reflection and Support group session

This session is for practitioners who have attended the Trauma Informed Parents' Journey half day course that ran in Sept, Jan and March 2026

It is an opportunity to drop in and ask questions about delivery, evaluation or discuss any other issues that have arisen when delivering the course. It is also a place to discuss getting started and explore any barriers to delivering the course.

Practitioners can drop in at any time in the afternoon to talk to an Educational Psychologist or Public Health Practitioner about the course. It is an open session so practitioners from multiple schools can also learn from each other's experiences.

Cost: Free

- 16 March, 1pm to 4pm, virtual delivery, course code: 10642 / 93144
- 04 June, 3.45pm to 4.45pm, virtual delivery, course code: 10642 / 92472

Trauma Informed parents Journey: Trainers' review, feedback, support and networking webinar

This session is for practitioners who have attended the Trauma Informed Parents' Journey half day course.

The aim of this 45-minute session is to share experiences, discuss possible amendments to the course and celebrate success.

It is also an opportunity to gain support and ask questions; this will be an open facilitated session led by the attendees.

Cost: Free

- 16 June, 4pm to 4.45pm, virtual delivery, course code: 10690 / 92990
- 17 June, 4pm to 4.45pm, virtual delivery, course code: 10690 / 92991

Togetherness (The Solihull Approach)

Worcestershire County Council, Best Start, is offering free online training for professionals working with young children and families in early years settings, schools Worcestershire. You can access free, high-quality online training to strengthen your understanding of emotional development and relationships

Created by psychologists and professionals from the NHS Solihull Approach, these self-directed, 24/7 eLearning courses are designed for flexible learning. They combine the latest research in child psychology and neuroscience with practical techniques that can be used in real-world settings supporting a trauma-informed approach

The training is offered via The Solihull Approach known as Togetherness for Worcestershire

Support Children's Emotional Development modules

The three core courses cover:

- **understanding trauma** – recognising the impact of trauma, supporting recovery and resilience
- **understanding brain development** – from pregnancy to adolescence, and its influence on mental and emotional wellbeing
- **understanding attachment** – how strong, secure relationships help children feel safe, connected and ready to learn

There are three modules available, each taking up to 4 hours to complete and can be completed as a staff team or individually.

How to book onto one of the modules:

- Go to [Togetherness - Professional Online Learning](#)
- Complete the registration form
- Include the following access code: PARENTSROCK_PRF

Facilitation Skills for Trainers

This short 2-hour course is about delivering face to face training, but many principles apply to training via video as well.

For further information and to access the training visit - [Facilitation skills for trainers - Togetherness](#)

Safeguarding training

We offer a range of Safeguarding training suitable for the Designated Safeguarding Lead and their deputies as well as those who are involved with Recruitment or the Single Central Record.

This training is offered via the Safeguarding SLA - details of the training can be found in the Safeguarding Training Directory available by visiting www.worcestershire.gov.uk/education

- Click on Training, Conferences and Continuing Professional Development (CPD)
- Click on Training Directories

If your School is interested in find out more about the Safeguarding SLA or 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.

A copy of the Traded Directory which includes details of the Safeguarding SLA please visit www.worcestershire.gov.uk/education click on Education Services Directory

School Attendance Training

Using legal action to address pupil absence: Guidance for schools

This training session is intended for Worcestershire school-based staff who may need to instigate a request for legal proceedings as part of their school attendance escalation process.

The training will explore when a request for legal proceedings maybe appropriate and the requirements upon schools in making such requests. The session will focus on unauthorised pupil absence (including unauthorised leave in term time) and will provide delegates with the latest information and appropriate resources to demonstrate what is required in order for the Local Authority to consider the issuing of a penalty notice or undertake a prosecution.

Audience: School Attendance Leads, Head teachers, School Attendance Officers, or any other school based associated staff with a key role in addressing pupil attendance, absence and welfare would be most welcome.

Cost: £40 + VAT per delegate

Discount: Book a delegate to attend both Using Legal & Witness Statements on the same day (does not need to be the same delegate per session but must be the same school) then pay only £55 +VAT for both sessions in total, a saving of £15 (full price for both sessions prior to discount is £70 + VAT)

- 10 June 2026, 9.30am to 12pm, Worcester, course code: 10283 / 91896

Court Process & Writing Effective Witness Statements: Guidance for schools

This training session will inform school staff regarding court processes and equip them with sufficient knowledge and resources to complete witness statements effectively for prosecution of cases under s444(1)/ (1)A of the Education Act 1996 for unauthorised absences.

School Attendance Leads, Head teachers, School Attendance Officers, or any other school based associated staff with a key role in addressing pupil attendance, absence and welfare would be most welcome.

Cost: £30 + VAT per delegate

Discount: Book a delegate to attend both Using Legal & Witness Statements on the same day (does not need to be the same delegate per session but must be the same school) then pay only £55 +VAT for both sessions in total, a saving of £15 (full price for both sessions prior to discount is £70 + VAT)

- 10 June 2026, 1pm to 3pm, Worcester, course code: 10284 / 91899

School Finance Training

Training specifically for Local Authority Maintained Schools

Complete Overview of School Finances

FOR MAINTAINED SCHOOLS ONLY Target Audience: Head teachers/Business Managers/Finance Staff

Provide the knowledge and principles to assist in the role in school financial administration. It is recommended that Headteachers, Business Managers and Finance staff, who are new to School finance attend. However, existing finance staff are also welcome to attend for reassurance that they are following best practice.

The course will cover Roles and responsibilities, Finance policy, Schools Financial Value Standard (SFVS), School Funding, virements, monitoring and reporting, purchasing controls and responsibilities, Income controls and responsibilities including collection and banking, Inventories and safeguarding assets, overview of school funds, and an overview of Imprest accounts.

Cost - £316 +VAT

13 March 2026, 9.30am to 3pm, Worcester, course code: 10142

Schools Finance management - A good practice guide for governors

This session will provide an understanding of financial management in schools.

It is recommended that all new finance governors attend.

The course will include links to the 'Schools Financial Value Standard' (SFVS), overview of School Funding, roles and responsibilities of Governors and School Staff, financial planning and budget setting, budget monitoring and reporting, Consistent Financial Reporting (CFR) and Benchmarking, value for money (purchasing & resources), and processes and Controls (audits, systems, inventories etc.).

Cost: £158 + VAT

- 26 March 2026, 6pm to 9pm, virtual delivery, course code 10157

School Improvement Training

EYFS Best practice – Headteachers briefing *NEW*

This half day session will support Headteachers of first and primary schools in understanding the latest national and local agenda, sharing key guidance, best practice and ideas to develop early years settings further.

Led by Matt Potts, Emily Bishop and Vicky Dunn, these early years advisors will support Headteachers in understanding the early years in a deeper way, and ensuring that Headteachers have the information, tools and support to further develop settings within their schools.

Cost: Free

- 28 September 2026, 9am to 12pm, Worcester, course code: 10696 / 93127
- 29 September 2026, 9am to 12pm, Worcester, course code: 10696 / 93128

EYFS Leaders session: developing exceptional settings *NEW*

This half day session will support Early Years Leaders in developing their settings further. Led by Matt Potts, Emily Bishop and Vicky Dunn our early years advisors and will include a free leaders toolkit. The session will focus on the latest national and local agenda, develop leadership and include highly practical tips, ideas and materials to develop early years leadership.

Cost: Free

- 28 September 2026, 1pm to 4pm, Worcester, course code: 10697 / 93129
- 29 September 2026, 1pm to 4pm, Worcester, course code: 10697 / 93130

Empowering Early Writers: Implementing the Writing Framework in Reception

Are your youngest learners ready to become confident, capable writers?

This **Power Hour** is designed to equip Reception teachers, Early Years Leaders, English Leaders and Head teachers with clear, practical ideas and the opportunity to explore the key messages contained in the Writing Framework and build strong foundations for all children.

What You'll Learn:

- What the Writing Framework means for writing practice in Early Years
- How to balance high quality child-led learning with explicit teaching of phonics, writing and handwriting
- How to develop vocabulary and oracy
- Accurate assessment of writing in Reception

Audience: Reception Teachers, EYFS Leads, Literacy co-ordinators

Cost: £29 + VAT per delegate

- 12 March 2026, 3.30pm to 4.30pm, virtual delivery, CPD code: 10650 / 92958

KS2 Writing Booster

Do you have pupils who are performing at nearly the next judgement in writing but don't know how to boost them between now and June?

Those children who have elements of the next standard, but you are finding it difficult to convert their writing into a secure fit. Then this session is for you!

For the first part of the session, you will have chance to gain some quick win ideas about how to boost your writers in a short period of time, as well as receiving some planning that can be easily implemented to maximise progress and evidence.

In the second part of the session LA qualified moderators and advisers will work alongside you to review up to 3 pupils work and discussing with you what techniques could boost them to the next level.

It doesn't matter what standard the children are, we are happy to look and advise on up to 3 pupils per delegate. Please note this is not a moderation or a surgery.

Cost: £58 + VAT per delegate

- 26 March, 1pm to 4pm, Worcester, course code: 10702

KS2: Year 6 Writing Moderation Surgery

This session will give you the opportunity to bring the work of 3 pupils for our team of moderators to look at. They will be able to guide you as to whether you are presenting enough evidence, the right sort of evidence and what more might be needed. Whilst this is not formal moderation, the team will be able to consider judgements and offer support and guidance.

Cost: £43.50 + VAT per delegate

- 19 May 2026, 3pm to 5pm, Worcester, course code: 10371 / 93173

Level 3 Award in Transition to Playwork

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

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

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

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

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

Pathways

- **Non-Accredited pathway:** For staff not qualified to level 3 in Education or Childcare - this route compliments your existing experience. You will gain a CPD certificate, letter of achievement once completed and hold a full portfolio of completed assignments.
- **Accredited Pathway:** For staff already qualified to level 3 in Education or Childcare, and you can gain an accredited Level 3 Transition into Playwork qualification once completed as well as hold a full portfolio of completed assignments to use.

Eligibility:

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

Course duration:

- Online course via Microsoft Teams
- 14 weekly sessions starting w/c 13 April and ending w/c, 13 July 2026 including Bank Holiday 04 May evening and May half term session.
- Induction session on week commencing 23rd March
- Each session is 4 hours per week
- Cohort 3 Monday evening course starts 13 April 5.30pm – 9.30pm
- Cohort 4 Wednesday day course starts 15 April 10am – 2pm
- Cohort 5 Runs Mon and Weds evening starting 13 and 15 April 7.30pm – 9.30pm
- An adult Learning MS Teams account will be set up for you, and assignments will be completed via Word online.

Register your member of staff's interest on the Level 3 Award Transition in Playwork via CPD. Search CPD code: 10588 and choose the cohort your member of staff would prefer to attend

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

Play Matters: The 8 Principles of Playwork

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

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

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

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

Cohort 22, 29 April and 06, 13, 20 May 2026

- All sessions 7pm to 9pm
- CPD code: 10583 / session code: 92851

Reception Moderation and Progress Check * NEW*

This session supports the quality assurance of teacher assessment judgements and provides a valuable opportunity for professional discussion and development through collaboration with colleagues. “It is important for teachers to build a shared understanding of the ELGs and the EYFS statutory framework.”

These sessions for teachers will enable Head teachers to meet their duty for ensuring their teachers attend training courses and moderation meetings within schools and with other schools and to use quality assurance processes to ensure that the data accurately reflects the attainment of the current cohort of children.

The sessions will provide an opportunity to discuss and **gain a shared view of the consistency and accuracy of judgements** being made. They are also an opportunity to discuss different ways to share information with Year 1 colleagues of the children’s strengths and areas of development so that colleagues can meet their needs and carry on their learning.

Cost: £47 + VAT per delegate

- 11 May 2026, 9am to 11.30am, Worcester, Course code: 10581 / 92419
- 11 May 2026, 1pm to 3.30pm, Worcester, Course code: 10581 / 92420
- 12 May 2026, 9am to 11.30am, Worcester, Course code: 10581 / 92421
- 12 May 2026, 1pm to 3.30pm, Worcester, Course code: 10581 / 92422

SENCo Locality Meeting

These valuable, termly in-person sessions will include opportunities for professional development (informed by locality requirements), phase specific workshops and facilitated networking with SENCo colleagues, WCC SEND/Inclusion teams and wider partners.

Peer-to-peer support will be facilitated through a solutions-focused approach, encouraging SENCos to discuss specific ‘hot topics’ and/or CYP’s needs to obtain ideas from colleagues and other professionals through addressing challenges and sharing effective practices to move things forward.

Cost: Free to attend - we encourage delegates to attend the termly meeting for their area.

- 16 March 2026, 1pm to 4pm, Redditch, course code: 10421 / 92193
- 23 March 2026, 1pm to 4pm, Worcester, course code: 10421 / 92194

SENCo Network Briefings

The SENCO Network is led by Louise Oland (Principal EP and Head of Inclusion Support Services), Helen Harris (School Improvement Advisor) and Lorraine Petersen OBE (Education Consultant).

National and local SEND updates are routinely provided to ensure SENCOs are aware of the latest information and initiatives to support delivery of high quality SEND provision in schools and settings. Briefings also include input from partners and schools across Worcestershire in response to area needs. Time will be allocated for questions and answers where appropriate.

Cost: Free

- 05 May 2026, 3.30pm to 5pm, virtual delivery, course code: 10178 / 92190

Strengthening Phonics and Early Reading Power Hours

This virtual CPD series is designed to support educators in enhancing their phonics and early reading provision. Each session is led by experienced advisers and focuses on a key aspect of phonics practice, from foundational principles to inclusive strategies and leadership. The series is ideal for classroom practitioners, EYFS staff, SEND specialists, and reading leaders seeking to strengthen their knowledge and improve outcomes for all learners.

Foundations of Effective Phonics Teaching

This session will focus on the core principles of systematic synthetic phonics and how to maintain fidelity to your chosen programme. We'll explore embedding phonics within the wider reading curriculum and using audit tools to evaluate current practice. Perfect for teachers seeking clear, actionable steps to strengthen classroom delivery.

Cost: £29 + VAT

- 11 March 2026, 3.30pm to 4.30pm, virtual delivery, course code: 10662

Phonics in the Early Years – Building Strong Foundations

This session will focus on developmentally appropriate phonics in EYFS, creating language-rich environments, and supporting oral blending through play. We'll also look at continuous provision and smooth transitions into formal phonics teaching. Ideal for nursery and reception practitioners aiming to lay strong foundations for future success.

Cost: £29 + VAT

- 17 March 2026, 3.30pm to 4.30pm, virtual delivery, course code: 10663

Leading Phonics and Early Reading Across the School

This session will focus on the role of phonics and reading leaders in driving whole-school improvement. We'll cover monitoring, coaching, assessment, and preparing for the Year 1 Phonics Screening Check. Perfect for leaders who want to build consistency and impact across their school.

Cost: £29 + VAT

- 14 April 2026, 3.30pm to 4.30pm, virtual delivery, course code: 10664

Sustaining a Reading-Rich Environment: Tools for Teachers and Leaders *NEW*

Creating a culture where reading is valued and enjoyed is essential for academic success but sustaining that culture requires strategic planning and practical tools. This CPD course is designed for primary and middle school teachers, English leads, and reading coordinators who want to embed reading for pleasure into everyday practice while ensuring all pupils develop fluency and comprehension.

Why attend?

- **Whole-School Strategy:** Learn how to develop and maintain a reading-rich environment that motivates and engages every learner.
- **Support Struggling Readers:** Explore targeted approaches to help all pupils access and enjoy reading.
- **Practical Toolkit:** Gain evidence-based strategies to foster reading for pleasure across the curriculum.
- **Expand Text Knowledge:** Access curated recommendations of high-quality, diverse texts that resonate with young readers.
- **Enhance Fluency and Comprehension:** Understand how to move beyond decoding and develop confident, independent readers.

By the end of this course, you'll leave with actionable strategies, a deeper understanding of reading development, and the confidence to lead a sustainable reading culture in your school.

Cost: £115 + VAT per delegate

- 24 March 2026, 9.30am to 3.30pm, Worcester, course code: 10602 / 91876

Virtual School training offer

Trauma Informed and Attachment Aware Settings (TIAAS) Training programme

Worcestershire Virtual School is dedicated to ensuring that all education settings within Worcestershire are Trauma Informed and Attachment Aware Settings (TIAAS). TIAAS improves academic outcomes, attendance, and wellbeing.

Delegates will need to ask the CPD Leader of the school to make the booking on their behalf via [CPD \(opens in new window\)](#). If your school is interested in further information about TIAAS please contact Worcestershire Virtual School: virtualschool@worcestershire.gov.uk

To download the TIAAS Virtual School training directory, visit www.worcestershire.gov.uk/education

- Click on Training, Conferences and Continuing Professional Development (CPD)
- Click on Training Directories

Booking information

How to book using CPD online:

1. Visit [WCC CPD](#)
2. Enter your email and password.
3. Select the course via searching for a key word or under all course types the category.
4. Find the course and press select on the date you wish to book.
5. Press Book on Course
6. Check the details of the person booking the course aka the CPD leader are correct.
7. Confirm if the place is for the CPD leader or another member of staff and press next
8. If it's for the CPD leader, then you skip to step 10.
9. If it's for another member of staff complete all the fields
10. Press submit.
11. Confirmation is IMMEDIATELY issued to the delegate email provided.

Confirmation

All course confirmations occur at the time of the booking on CPD online therefore no further joining instructions will be sent out. It is the responsibility of those booking training to ensure that all cancellations and transfers follow our terms and conditions.

Please ensure that any handouts attached to the confirmation email are brought along to the training.

If for any reason you need your joining instructions to be re-sent please contact the training team a **minimum of 5 days** before your course is due to take place. The training & conference team can be contacted on 01905 844 420 or email workforcesupport@worcestershire.gov.uk

Problems with CPD online

Technical problems, account queries, password re-sets, staff not attached to your establishment, staff that have left, duplicate staff, and any questions regarding booking training then contact training & conference team, telephone 01905 844 420 or email Workforcesupport@worcestershire.gov.uk

Waiting lists

We operate waiting lists for all our courses. As places become available, they will be allocated based upon the date and time of your original booking. You will be contacted by telephone/email to offer you the available place.

Respect for others

When attending any training all delegates are politely requested to give their full attention to the trainer and follow their instructions regarding the use of mobile phones. Inappropriate conduct at training events will be reported to setting managers and/or registered providers

Certificates

Once a course is marked as held (bearing in mind a trainer has 10 days to return a register), certificates are immediately issued via email to the delegate email provided for this course.

Service delivery: COVID-19 statement

Our priority is to continue to deliver high quality educational support to schools and settings, whilst maintaining focus on the health, safety and wellbeing of our employees and colleagues. We are working in partnership with the local authority, monitoring the spread of COVID-19 and variants, and government guidelines in order to react to the dynamically changing situation and adapt our measures accordingly.

Venues being hired:

- Our venues have been carefully considered with your safety in mind.
- We are only using venues that can comply with appropriate government guidance, social distancing requirements and safely operate with suitable measures in place, to ensure the health and wellbeing of our staff and delegates.
- A copy of the venues risk assessment to ensure the health and wellbeing of our staff and delegates has been requested by the training team.

Delegates:

- Attending events in-person are encouraged to feel safe and as such if this means wearing a mask / glove, bringing your own hand sanitizer, cup and equipment please do so.
- Hand sanitizer and/or hand washing facilities will be available.

Managing risk:

If any of the statements below apply to you, then we ask that you do not attend your training course (if being held at a venue) and contact the training & conference team 01905 844 420 or email Workforcesupport@worcestershire.gov.uk where we will organise a transfer to another course:

- You are experiencing symptoms of the virus
- You are required to care for or isolate with someone in your family who has virus symptoms
- You are required to care for someone in your family because their usual care provision has been disrupted due to the virus, i.e. school or facility closure

Terms and conditions

- All bookings must be made using [CPD online](#)
- All confirmation emails are issued directly to the delegate and CPD leader. We recommend CPD Leaders forward copies to delegates accordingly.
- If necessary, a booking can be transferred to an alternative date with advance notice
- Name changes (substitutions) can be made at any point after booking

To make changes to a booking contact training & conference team:

- Email: workforcesupport@worcestershire.gov.uk
- Telephone: 01905 844420
- Telephone: 01905 844030

Invoices

Invoices are normally requested after the training course or conference has taken place. Please note that training / conferences during the month of March we do invoice upfront due to end of financial year. This does not affect your terms and conditions or cancellation rights.

Invoices are issued in one of two ways:

- via the Children's Services Portal (CSP)
- via email to the main email address given, therefore it is essential that these emails are not sent to junk or spam folders.

Further information regarding invoices, disputes and payment are detailed below.

Cancellations

All cancellations must be made on CPD online. If you wish to supply additional information in support of your cancellation, then please email the relevant team.

Cancellation charge and reason:

- **No cancellation charge applied** = When the cancellation is made with 14 days or more notice
- **No cancellation charge applied** = Under extreme circumstances i.e., Ofsted, bereavement, hospitalisation, and we ask that you inform us immediately
- **No cancellation charge applied** = Due to COVID-19 and variants, which has meant staff have had to be re-deployed to ensure the school / setting can open and run.
- **Full course fee applied** = When the cancellation is made within 0 – 13 days of the start date of the course (event) and there is no take up from waiting list
- **Full course fee applied** = On return of the register where delegates did not attend and no notice for this was received

VAT

Worcestershire County Council is a VAT registered entity. Therefore, VAT at the prevailing rate will be added to all invoices. This is in line with HMRC rules and is consistent with services you may currently be purchasing from other external parties. In most cases the input VAT can be claimed back. Please seek independent financial advice should you be unsure about your VAT status.

VAT Code Explanation

- Code: S = Standard Rated Output VAT
- Code: L = Lower Rated Output VAT
- Code: LE = Exempt from Output VAT
- Code: O = Outside the scope of Output VAT
- Code: Z = Zero Rated Output VAT

Payment methods

Please quote your invoice reference on all payments.

Please submit payment promptly in accordance with our payment methods.

Bacs or bank transfer

- Sort code: 20-98-87
Account number: 53583147
Account Name: WCC County Fund Account

This is the most reliable, simple and secure way to make a payment. Please reference the invoice number from your remittance advice. If you are paying more than one invoice, quote your customer number as your reference.

Automated telephone payments

Call [0300 4562206](tel:03004562206). You will need your invoice number and debit or credit card details to hand. Your privacy and security are our prime concern, and our payments system encrypts your personal information. Calls will be charged at the local call rate. If you have a calling plan which includes free local calls, then 0300 calls are also free and if you have a mobile contract, they are also included as part of any free minutes.

Internet payment facility

Pay your invoice online at any time using your debit or credit card. We accept Delta, JCB, Maestro, MasterCard, Solo, Switch, Visa Electron and Visa.

To make a payment online go to "www.worcestershire.gov.uk and search "pay an invoice" or alternatively 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.

For further information on are online payments safe visit www.worcestershire.gov.uk and search "pay an invoice".

Queries

Please have your account number and Invoice reference ready.

We are open Monday to Friday 8:30am to 4:00pm

Any enquiries regarding the invoiced service contact:

Training & conference team:

- Email: workforcesupport@worcestershire.gov.uk
- Telephone: 01905 844420
- Telephone: 01905 844030

For enquiries regarding payment please contact:

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

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