**Training and Development**

We will continue to deliver our training offer to schools during 2024/2025, set out below. Over the coming year, we will also further our training offer to Governors.

As feedback consistently indicates this to be convenient for school-based delegates, we will continue to deliver our short courses on-line, primarily via MS Teams. Additionally, we will further develop our face-to-face (F2F) training program to provide schools with options regarding attendance. We will schedule face-to-face training throughout the year, but can offer bespoke, school-based training for groups of staff upon request.

Our training events are subject to additional charge, typically on a per delegate basis. For bespoke, whole school or school-based training for groups of staff, we will provide an individualised quote, following discussion of your requirements.

**Breakfast Briefings and Bitesize Courses**

These sessions have proved to be useful and beneficial to school leaders/line managers throughout 2023/24 and will continue to be offered free of charge to subscribing schools.

**Cancellation and postponement**

If there are insufficient numbers of attendees, we reserve the right to postpone and/or reschedule a training event. We aim to give delegates at least 48 hours’ notice of the same.

**Non-attendance**

Where a school or delegate provides less than 2 working days’ notice of their non-attendance on a training course, we reserve the right to levy an administration charge of half of the course cost, per non-attending delegate.

| **Course Title** | **Online Cost**  **(per delegate)** | **F2F Cost**  **(per delegate)** |
| --- | --- | --- |
| **Single Central Record Audit**  This audit is conducted on-site by HR Advisors in line with the statutory requirements of KCSiE.  The audit focuses on ensuring that confidential personnel records for staff, governors, contractors and volunteers are recorded and stored appropriately.  A review of a representative sample of personnel files will be undertaken to ensure that record keeping is robust and in line with the requirements of an Ofsted inspection.  Please contact your HR Advisor to discuss the audit process in more detail and/or to book a date. | N/A | £250 for ½ day on school site. |
| **Managing Absence (2x half day or 1 day)**  Sickness and absenteeism costs organisations money and time and can potentially decrease workplace cohesion. This course will explore how you can reduce absence, create an attendance culture, and improve workplace productivity. | £75 | £100 |
| **Essential Conversations (full day)**  Practical one-day course designed to help develop the essential tools, knowledge, and techniques required to effectively address performance issues with staff. | N/A | £140 |
| **Safer Recruitment (full day accredited / half day refresher)**  Meets the requirements of Keeping Children Safe in Education and the School Staffing Regulations 2009. The refresher course meets the minimum requirements and provides an ongoing update annually. The full day course offers a more interactive and practical session. | £75  (half day) | £140  (full day) |
| **Single Central Record – Best Practice (2 hours)**  Covers the legislative and procedural updates set out in Keeping Children Safe in Education. Aimed at those responsible or who have delegated responsibility for maintaining the school’s Single Central Record. | £55 | £85 |
| **When things go wrong - managing disciplinary, grievance and capability issues (half day)**  How to carry out robust investigations and understand how to differentiate between conduct and capability. Gives an understanding of possible causes of conflict and how to reduce the risks. | £75 | £100 |
| **Performance Management & Appraisal (half day)**  Aims to cover the key skills necessary for carrying out appraisals, and to produce structured performance plans. | £75 | £100 |
| **Conflict Resolution in the Workplace (half day)**  Aims to give Schools the confidence in dealing with and resolving workplace conflict internally using early interventions and when to use external Mediation support. | £75 | £100 |
| **Pay and Conditions of Employment (half day)**  An overview of pay and terms and conditions of employment for school leaders, teachers and support staff. | £75 | £100 |
| **HR Essentials for School Leaders & Governors**  Aimed at Governors and leaders who have a role or function in respect of HR processes and procedures. Delivered workshop style with the opportunity to ask questions and share best practice. | £75 | £100 |