



# Workforce Professional Development

Our centrally based programme of courses and conferences is intended to support continuing professional development for schools and the education workforce.

This course directory provides details of all courses published up to Sunday 26 May 2019.

New courses will appear in the directory when added to CPD Online.

For viewing course details and for making a booking please log onto [www.babcock-education.co.uk/4Scpd](http://www.babcock-education.co.uk/4Scpd)

If you have queries about a training course, please email the relevant admin contact as shown in the course details on CPD Online. Alternatively, please contact the Training & Conferencing Team by email ([course.bookings@babcockinternational.com](mailto:course.bookings@babcockinternational.com)) or by telephone (0800 073 4444 ext 835008).

## Adult Mental Health First Aid (Two Day)

Mental Health First Aid (MHFA) is an internationally recognised training course that teaches people how to spot the signs and symptoms of mental ill health and provide help on a first aid basis. MHFA won't teach you to be a therapist, but just like physical first aid, it will teach you to listen, reassure and respond, even in a crisis.

Learning takes place over 2 days through a mix of group activities, presentations and discussions.

It is delivered by a quality assured instructor who has attended MHFA England Instructor Training, which is accredited by the Royal Society for Public Health. Instructors are trained to keep people safe and supported while they learn.

PLEASE NOTE LUNCH IS NOT PROVIDED ON THIS COURSE. Delegates are welcome to bring their own or there are cafes/shops locally to purchase food.

Code	Date	Time	Venue
19T/14844	Monday 10 June 2019	09:30 - 17:00	Reigate Baptist Church, Reigate, RH2 7LR
	Tuesday 11 June 2019	09:30 - 17:00	Reigate Baptist Church, Reigate, RH2 7LR

**£300**

£360 inc VAT

## Redeployment - Job Search Training

Employees who are subject to redundancy and/or restructuring processes are likely to need support to build the necessary confidence and skills in order to engage effectively in recruitment, particularly if they have been away from the employment market for some time. This workshop is aimed at all employees who are vulnerable due to changes in their working environment and are seeking new employment. The focus of the session is to provide the necessary understanding and skills in order to engage with recruitment processes with confidence. The workshop provides the opportunity to reflect on their job search and to ensure they are focussed on the right employment opportunities, which will be informed by their experience and strengths. They will develop their understanding of the expectations of employers in the recruitment process and how best to present their experience and skills from the CV/application process through to interviews.

Code	Date	Time	Venue
18T/14742	Wednesday 12 June 2019	09:30 - 12:30	Therfield School (SESSET), Dilston Road, KT22 7NZ

**£125**

£150 inc VAT

## Introduction to Education HR for Admin Officers - PART TWO

In this course the focus is on the HR administration processes and procedures for teachers, including teachers' pay and conditions and leadership pay, as well as defining a school group size. Additional topics include absence management, sick pay arrangements and the range of family care entitlements that are available such as maternity leave and flexible working.[See part 1 for support staff HR administration]

Code	Date	Time	Venue
19T/14809	Thursday 13 June 2019	09:30 - 15:00	Therfield School (SESSET), Dilston Road, KT22 7NZ

**£170**

£204 inc VAT

## Managing and Processing DBS Checks

This course is aimed at Primary Applicant Managers/Applicant Managers/ID Checkers/DBS System Users who manage and process DBS checks. The session includes:

- \*Safeguarding Legislation
- \*Who requires a DBS check?
- \*Workforce, miscellaneous terminology and processing requirement
- \*DBS Update Service
- \*Single Central Record
- \*Risk Assessments (pre-employment positive disclosures)

Code	Date	Time	Venue
19T/14810	Wednesday 19 June 2019	09:30 - 15:00	Therfield School (SESSET), Dilston Road, KT22 7NZ

**£170**

£204 inc VAT

## Training for Appraisers - Teachers

Being an appraiser, reviewing and assessing the performance of teachers can be quite a daunting process, especially if this is the first time that you are performing this role or have not performed this role in a long time. Whilst there is the annual appraisal meeting itself, there is also the ongoing assessment of performance throughout the year, which has implications for any pay recommendations. In this workshop, the key areas are reviewed within the overall context of school policies, the appraisal regulations and Teacher Standards. There is ample opportunity to discuss and explore the role and responsibilities of the appraiser and appraisee and practice the setting of robust objectives. Likewise, the necessary skills and other essential tools will be reviewed to ensure the successful engagement of the appraisee before and during the appraisal meeting itself.

Code	Date	Time	Venue
19T/14858	Thursday 20 June 2019	09:30 - 12:30	Therfield School (SESSET), Dilston Road, KT22 7NZ

**£125**

£150 inc VAT

## Training for Appraisers - Support Staff

Being an appraiser, reviewing and assessing the performance of a teaching assistant, administration, finance and/or facilities staff can be quite a daunting process, especially if this is the first time that you are performing this role or have not performed this role in a long time. Whilst there is the annual appraisal meeting itself, there is also the ongoing assessment of performance throughout the year.

In this workshop, the key areas are reviewed within the overall context of National Occupational Standards. There is ample opportunity to discuss and explore the role and responsibilities of the appraiser and appraisee and practice the setting of robust objectives.

Likewise, the necessary skills and other essential tools will be reviewed to ensure the successful engagement of the appraisee before and during the appraisal meeting itself.

Code	Date	Time	Venue
19T/14857	Wednesday 26 June 2019	09:30 - 12:30	Therfield School (SESSET), Dilston Road, KT22 7NZ

**£125**

£150 inc VAT

## Safer Recruitment for School Managers

THIS IS NOT A COURSE FOR GOVERNORS - please search "Safer Recruitment - A Strategic Overview"

Safeguarding and promoting the welfare of children starts with ensuring that staff and volunteers in education settings are selected and vetted in line with statutory requirements intended to robustly assess their suitability to work with children and young people. This workshop is aimed at all those with a responsibility for recruitment, including those who may be shortlisting and interviewing staff as well as those responsible for undertaking vetting checks. Whilst the focus is predominantly on safer recruitment, we also consider the employment law context and best practice principles in selection and appointment to ensure a broader understanding of the risks associated with getting the process wrong. Although there is certain minimum content to be covered, there is an opportunity to focus in on particular areas of the process according to delegates' roles.

Undertaking this training meets the requirements of the School Staffing (England) Regulations 2009 for at least one panel member who conducts an interview in a maintained school to have undertaken safer recruitment training.

Code	Date	Time	Venue
19T/14859	Tuesday 2 July 2019	09:30 - 12:30	Leatherhead (venue to be confirmed), Surrey, KT22

**£150**

£180 inc VAT

## Academy HR Briefing

This briefing is intended to provide the latest updates on HR matters of relevance to those responsible for the administration and management of HR in academies.

11.15 am - HR update on key topics

12 noon - Payroll update (SCC Payroll Services)

12.30 pm – Finish

Please note that if you like to attend the Finance Academy Workshop (course code: 19T/14798) please book separately.

Code	Date	Time	Venue
19T/14804	Wednesday 3 July 2019	11:15 - 12:30	Leatherhead Golf Club, Leatherhead, KT22 0EE

**£100**

£120 inc VAT