



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 9 December 2018.

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

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) or by telephone (0800 073 4444 ext 835008).

Designated Safeguarding Lead - New to Role

An introductory course for Designated Safeguarding Leads in schools who are new to the DSL role.

The required education section must be done in addition to the Surrey Safeguarding Children Board (SSCB) multi-agency modular courses. This course may be done at any time whilst the person is completing the SSCB modules.

Code	Date	Time	Venue
18T/14257	Tuesday 8 January 2019	09:30-16:00	Babcock Conference Centre, Bay Tree Avenue, KT22 7UE

£180

£216 inc VAT

Designated Safeguarding Lead Training - Update

An update course for Designated Safeguarding Leads in schools (to be repeated every two years).

The required education section must be done in addition to the Surrey Safeguarding Childrens Board multi-agency modular courses. This course may be done at any time whilst the person is completing the SSCB modules.

Code	Date	Time	Venue
18T/14509	Wednesday 9 January 2019	09:30 - 13:00	Babcock Conference Centre, Bay Tree Avenue, KT22 7UE

£125

£150 inc VAT

Designated Safeguarding Lead - New to Role

An introductory course for Designated Safeguarding Leads in schools who are new to the DSL role.

The required education section must be done in addition to the Surrey Safeguarding Children Board (SSCB) multi-agency modular courses. This course may be done at any time whilst the person is completing the SSCB modules.

Code	Date	Time	Venue
18T/14576	Wednesday 6 February 2019	09:30-16:00	Thatcher's Hotel, Guildford Road, KT24 6TB

£180

£216 inc VAT

Designated Safeguarding Lead Training - Update

An update course for Designated Safeguarding Leads in schools (to be repeated every two years).

The required education section must be done in addition to the Surrey Safeguarding Childrens Board multi-agency modular courses. This course may be done at any time whilst the person is completing the SSCB modules.

Code	Date	Time	Venue
18T/14577	Thursday 7 February 2019	09:30 - 13:00	Thatcher's Hotel, Guildford Road, KT24 6TB

£130

£156 inc VAT

Designated Safeguarding Lead Training - Whole Day Refresher

A whole day refresher course for Designated Safeguarding Leads in schools that covers everything included in our half day update course together with the latest updates in online safety, more time to review curriculum resources and a 'train the trainer' session to enable participants to deliver basic safeguarding awareness to staff based on 'Working Together' guidance.

The required education section must be done in addition to the Surrey Safeguarding Childrens Board multi-agency modular courses. This course may be done at any time whilst the person is completing the SSCB modules.

Following the New to Role training DSLs must then complete Update training through Babcock 4S every two years. It is at this point that delegates have the option of either choosing to attend the standard half day Update session or the whole day Refresher session - you are NOT required to complete both.

Code	Date	Time	Venue
18T/14274	Friday 8 February 2019	09:30-16:00	Babcock Conference Centre, Bay Tree Avenue, KT22 7UE

£180

£216 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
18T/14625	Wednesday 13 February 2019	09:30 - 15:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£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
18T/14628	Tuesday 26 February 2019	09:30 - 15:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£170

£204 inc VAT

Designated Safeguarding Lead Training - Update

An update course for Designated Safeguarding Leads in schools (to be repeated every two years).

The required education section must be done in addition to the Surrey Safeguarding Childrens Board multi-agency modular courses. This course may be done at any time whilst the person is completing the SSCB modules.

Code	Date	Time	Venue
18T/14516	Thursday 28 February 2019	09:30 - 13:00	Reigate Baptist Church, Reigate, RH2 7LR

£130

£156 inc VAT

Designated Safeguarding Lead - New to Role

An introductory course for Designated Safeguarding Leads in schools who are new to the DSL role.

The required education section must be done in addition to the Surrey Safeguarding Children Board (SSCB) multi-agency modular courses. This course may be done at any time whilst the person is completing the SSCB modules.

Code	Date	Time	Venue
18T/14513	Tuesday 12 March 2019	09:30-16:00	Babcock Conference Centre, Bay Tree Avenue, KT22 7UE

£180

£216 inc VAT

Designated Safeguarding Lead Training - Update

An update course for Designated Safeguarding Leads in schools (to be repeated every two years).

The required education section must be done in addition to the Surrey Safeguarding Childrens Board multi-agency modular courses. This course may be done at any time whilst the person is completing the SSCB modules.

Code	Date	Time	Venue
18T/14514	Wednesday 13 March 2019	09:30 - 13:00	Babcock Conference Centre, Bay Tree Avenue, KT22 7UE

£130

£156 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
18T/14743	Thursday 14 March 2019	09:30 - 12:30	Babcock 4S Training Room A, Bay Tree Avenue, KT22 7UE

£125

£150 inc VAT

Designated Safeguarding Lead Training - Update

An update course for Designated Safeguarding Leads in schools (to be repeated every two years).

The required education section must be done in addition to the Surrey Safeguarding Childrens Board multi-agency modular courses. This course may be done at any time whilst the person is completing the SSCB modules.

Code	Date	Time	Venue
18T/14515	Wednesday 20 March 2019	09:30 - 13:00	Babcock Conference Centre, Bay Tree Avenue, KT22 7UE

£130

£156 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	Tuesday 7 May 2019	09:30 - 12:30	TBC, N/A, N/A

£125

£150 inc VAT

Annual Employee Health and Wellbeing Conference (*EARLY BIRD: £160+VAT valid until 25 Jan)

Organisational success rests on the essential bedrock of a committed and engaged workforce which ultimately makes school life a better experience for both children and staff. Schools and colleges are all at different stages in the journey when it comes to embedding wellbeing into everyday working life.

This fourth annual one day conference focusses on workplace wellbeing providing practical guidance on how to embed health and wellbeing within your school. Delegates will have the opportunity to explore strategic and operational approaches to building a healthy workplace in key areas such as stress management, mental health and resilience.

By raising awareness of the critical importance of employee wellbeing as a key priority, this conference aims to encourage employers to take a preventative approach to both build and sustain a healthy workplace.

Early bird price: £160+VAT. Valid until 25th January 2019.

Full Conference price: £210+VAT

Code	Date	Time	Venue
19T/14766	Friday 17 May 2019	09:00-16:00	High Ashurst Outdoor Learning Centre, Headley Lane, RH5 6DQ

£160

£192 inc VAT