**Staff Development**

**Brochure**

**Winter**

**2021**

**ALL COURSES ARE DELIVERED BY WEBINAR ON TEAMS UNLESS OTHERWISE STATED**

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**Tutor and LSA Tea Room on ACL Teams**

**Meet Me Here – pop along to have a chat or ask a question to Jo Loss and Karen Gowlett:** 8th Jan 2pm, 12th Jan 10am, 18th Jan 6pm, 29th Jan 2pm.



[This Photo](http://commons.wikimedia.org/wiki/File:Graduation_Thinker_LuMaxArt.png) by Unknown Author is licensed under [CC BY-SA](https://creativecommons.org/licenses/by-sa/3.0/)

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| **Accessibility Training (Mandatory)**  [This Photo](http://edtechpicks.org/2017/06/ipad-accessibility-apps/) by Unknown Author is licensed under [CC BY-SA-NC](https://creativecommons.org/licenses/by-nc-sa/3.0/)  Who is this training for? All staff that create learner resources  Description:  Complete the online training course to understand our legal obligations and how to make resources. Click here to go to: [Accessibility training](https://moodle.essexacl.ac.uk/course/view.php?id=1160)or access the VLE and go to Staff areas – Online CPD- Accessibility Training (enrolment key ‘Accessibility’)  This training is mandatory all staff who make resources and share these with learners through our online systems. Fractional/Sessional staff will be paid two hours to complete this training.  You do not need a Staff Development application form to complete this training.  Contact: For any further information please contact Jo Loss ([jo.loss@essex.gov.uk](mailto:jo.loss@essex.gov.uk)). |
| **ACT (Action Counters Terrorism) training** [This Photo](http://ugandajournalistsresourcecentre.com/uganda-anti-terrorism-amendment-bill-2015-and-related-reporting-resources/) by Unknown Author is licensed under [CC BY-NC](https://creativecommons.org/licenses/by-nc/3.0/)  Who is this training for? All Staff – Mandatory training  Description:  Learn how to spot the signs of suspicious behaviour and understand what to do in the event of a major incident.  ACT instructions:   * When you click on the link, please click ‘Start a new Training Session’ (**we are already registered as an organisation, please don’t register us again**) * On the next page click on ‘I am learning as part of a registered organisation’ * If you need to leave the training you need to make a note of your Attempt ID and when you go back in enter this on the first page under where it says:  to resume a previous session enter your Attempt ID below. * Your attempt ID will appear when you click on the blue button saying ‘Save Progress’ on the top right of the module page. **This is vital to going back into the course and advised to write this down at the start of the course.**   This is [the link](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fct.highfieldelearning.com%2F&data=04%7C01%7C%7C41714c047cf84517955008d887b622c6%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637408563616650776%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=dLsOz%2B2PyBzo2l6Pw9jKzOEx8qRynFmKV9KjdQqVrmE%3D&reserved=0)  to the training, you will need to enter the following PIN code: **417362**  **Please send the certificate to** [**Klaudia.Ratajczak@essex.gov.uk**](mailto:Klaudia.Ratajczak@essex.gov.uk) **or contact her if there are any issues.** |
| **Apprenticeships** [This Photo](http://www.joewilsons.net/2016/05/the-training-levy-in-england.html) by Unknown Author is licensed under [CC BY](https://creativecommons.org/licenses/by/3.0/)  **Who are these courses for?**  For ACL staff wishing to partake in continuing professional development and gain a recognised national qualification whilst working in their role. You will develop your current practice, or work towards employment progression.  **Description:**  **Level 2 Customer Service** – suitable for anyone customer facing, which could include canteen and site staff and new student services teams.  **Level 3 Customer Service** – for those with higher levels of responsibility who work with customers and wish to improve their practice, for example, student service teams.  **Level 3 Business Administration** – those who wish to develop their practice from basic administration tasks, perhaps those that have completed a level 2 and wish to progress.  **Level 3 Team Leading** – ideal for those taking their first steps into a management role and leading a team. Suitable for anyone new to management.  **Level 4 Project Management** – for those with roles based around developing, managing and delivering projects on time and on budget.  **Level 5 Operational Management** – ideal for those moving into a management role that requires them to achieve operational/departmental goals against an organisational strategy.  **Level 5 Coaching Professional** - Do you have to coach as part of your role with either your own team or your learners?  This is an excellent opportunity to develop your coaching skills and apply what you learn to your daily practice. This programme is paid for out of the Essex County Council apprenticeship levy.  **For further information please contact:**  The business development team: [acl.businessdevelopment@essex.gov.uk](mailto:acl.businessdevelopment@essex.gov.uk) |
| **ATS (Advanced Teacher Status)**  [This Photo](https://cft.vanderbilt.edu/guides-sub-pages/pedagogy-for-professional-schools-and-students/) by Unknown Author is licensed under [CC BY-NC](https://creativecommons.org/licenses/by-nc/3.0/)  **Who is this training for?**  Tutors who wish to advance their teaching mastery.  **Description:** ATS is seen as a highly - valued badge of professionalism that demonstrates mastery levels of teaching and learning.  The ETF have changed the eligibility criteria for teaching professionals to achieve this status.  Please see the link below for further information.  <https://set.et-foundation.co.uk/professionalism/ats/>  Should you have any questions please contact Terry Norris @ [Teresa.Norris@essex.gov.uk](mailto:Teresa.Norris@essex.gov.uk).  If you wish **to apply,** please complete a staff development form and send it to your manager to be authorised and then forward this to Teresa Ablewhite. |
| **Autism Training**  **Autism Awareness**, 2.5 hours 9.30-12.00  **Who is this course for?**  This course is for all staff who have customer facing roles, as well as, practitioners who are involved in the delivery of teaching, learning and assessment (tutors, assessors and learning support assistants).  Mandatory for frontline staff, SL tutors and LSA’s  **Description:** A basic awareness of autism including autistic behaviours and strategies for supporting  **Venue:** Online, Date: 14/01/2021  **Supporting learners on the Autistic Spectrum**, 2 hours 10:00-12.00pm.  **Who is this course for?**  **Description:** Further tips on how to support learners who are autistic in the class, unless you have already completed an Autism Awareness training you will need to do this first.  **Venue:** Online, 10/02/2021  only available to staff who have completed Autism Awareness (Mandatory for SL tutors and LSA’s)  **Contact:** Jill Newton jill.newton2@essex.gov.uk for further information.  To book please contact Klaudia Ratajczak [Klaudia.ratajczak@essex.gov.uk](mailto:Klaudia.ratajczak@essex.gov.uk) |
| [This Photo](http://alabamaschoolconnection.org/2013/07/03/what-you-need-to-know-about-alabamas-waiver-and-how-student-achievement-will-now-be-measured/) by Unknown Author is licensed under [CC BY](https://creativecommons.org/licenses/by/3.0/) **Award / Certificate in Assessing Vocational Achievement Level 3** **Who is this course for?**  This course is for staff who need to gain a L3 Award qualification for their role, to support with the development of assessment practice for teaching and learning.  **Description:**  This qualification is aimed at staff who carry out assessments and quality assurance in most  learning environments including FE, Adult Learning, Employers and Third Sector. It is designed for staff who need a L3 Award for their role to support with the development of assessing and carrying out quality assurance in all occupational sectors. There are two units to the qualification, Understanding the Principles and Practices of Assessment which is knowledge based (301). The second unit Assess vocational skills, knowledge and understanding (302) is the competency unit.  **Contact:**  Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk) for further information. |
| **Award / Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice Level 4** **Who is this course for?**  This course is for staff who require a Level 4 qualification who are starting their journey as an internal quality assurance practitioner, or for staff that need to know about internal quality assurance but who are not carrying out quality assurance themselves. This course is suitable for experienced assessors or managers, HR or quality assurance personnel.    **Description**  **401 Understanding the principles and practices of internally assuring the quality of assessment (knowledge-based unit)**  A knowledge-only Award for those who are starting their journey as an internal quality assurance practitioner, or for those who need to know about internal quality assurance but who are not carrying out quality assurance themselves. This might be people such as experienced assessors or centre managers, HR or quality assurance personnel.  **402 Internally assure the quality of assessment**  For practitioners who conduct internal quality assurance of the assessment process from within a centre or organisation, by sample planning, monitoring and advising on the practice of assessors.  **403 Plan, allocate and monitor work in own area of responsibility**  For practitioners who lead the internal quality assurance process within a centre/organisation and have a responsibility for managing the quality of the assessment process, practice and the performance of assessors. They may also develop systems and lead on visits from outside agencies such as awarding organisations.  **Contact:** Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk) for further information |
| **Difficult Discussions with Learners** **Who is this course for?** Tutors  **Description**  Topics that relate to inequality, religious beliefs, or political ideologies can be challenging to facilitate but can also be great learning opportunities.  It is easy to divert the discussion in the classroom when you sense discomfort, hopefully this course will help you commit to riding out the discussion or to challenge inappropriate comments next time you need to.  The content refers to discussions about racism, but the methods and strategies discussed in the training are relevant for a wide range of subjects.  Outcomes:  ■ Develop an awareness of own biases  ■ Be able to establish clear ground rules for respectful discussion  ■ Be more able to make use of teaching opportunities in the moment  ■ Gain an understanding of TA.  ■ Use questioning to demonstrate active listening  ■ Understand how to respond to racist comments  **Date:** 26/01/2021 **Time:** 13:30-15:30  **Contact:**  If you would like to book on one of those dates please contact Klaudia Ratajczak [Klaudia.Ratajczak@essex.gov.uk](mailto:Klaudia.Ratajczak@essex.gov.uk) or for any further information contact Jill Newton [Jill.newton2@essex,gov.uk](mailto:Jill.newton2@essex,gov.uk) |
| **Digital Online Courses, Education Training Foundation**  **Who are these courses for?**  These are bite sized online courses for tutors and trainers working in the Further Education and Training sector. These courses are suitable for individual CPD and they can also be used as signposting for areas of development following observations of teaching and learning.  **Module overview**  Please click on the icon below to open the full details.    **Contact:**  Please contact Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk) for further information and please ensure you cc to [jo.loss@essex.gov.uk](mailto:jo.loss@essex.gov.uk) |
| **Education Training Foundation (ETF) CPD courses** **Description:**  The ETF runs a wide range of courses for practitioners, many are online and free. If you wish to develop your teaching and assessment skills in English, Maths, ESOL or Digital Technologies there are many courses you can complete.  <https://www.et-foundation.co.uk/supporting/courses/>  <https://www.et-foundation.co.uk/wp-content/uploads/2019/06/ETF19008__PROF_8PP_BOOK_WEB.pdf>  Browse over 7000 teaching resources here:  <https://www.excellencegateway.org.uk/>  **ETF**  **Online courses to support online delivery for tutors - NEW!**  The Enhance Digital Teaching Platform from the Education and Training Foundation (ETF) hosts two fully subsidised training offers to support teachers and trainers in using educational technology (EdTech) and developing their digital skills.  <https://enhance.etfoundation.co.uk/content/pages/walkthrough> |
| **EIF training (Ofsted Inspection Framework)**  **Who is this course for?**  This workshop is mandatory for all staff who are involved in the delivery of teaching, learning and assessment at ACL. If you have already attended a classroom-based session you do not need to attend this one as well. If attending outside of normal working hours you may claim attendance at basic rate.  **Description:**  There are key changes to the way teaching and learning will be inspected with areas such as, behaviours and attitudes, personal development and character of learners contributing a significant part.  This training aims to familiarise practitioners with the implications of its three components (Curriculum Intent, Implementation and Impact) on teaching and learning for ACL. This session will also focus on the concept of deep learning (deep dives) and how this can be applied and evidenced in our teaching and learning practice.  THERE ARE PRE-TASKS TO COMPLETE FOR EACH SESSION ATTENDED SO PLEASE ALLOW YOURSELF TIME TO DO THESE.  Cohort 1  Session A - 19/01/2021, 14:00 – 17:00  Session B - 21/01/2021, 14:00 – 16:30  Cohort 2  Session A - 03/02/2021, 10:00-13:00  Session B - 05/02/2021, 10:00-12:30  Cohort 3  Session A -15/02/2021, 13:00 -16:00  Session B -19/02/2021, 13:00 -15:30  Cohort 4  Session A - 09/03/2021, 15:00 – 18:00  Session B - 11/03/2021, 15:30 – 18:00  Cohort 5  Session A - 29/02/2021, 09:30 – 12:30  Session B - 31/03/2021, 09:30 – 12:00  **Please note, you must book for both dates of a cohort**  **Booking:** To book please contact Lianne Smith [lianne.smith@essex.gov.uk](mailto:lianne.smith@essex.gov.uk)  **For further information:** please contactTerry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk). |
| [This Photo](https://proactivetraining.co.uk/courses/qnuk-level-3-award-in-emergency-first-aid-at-work-rqf/) by Unknown Author is licensed under [CC BY-NC](https://creativecommons.org/licenses/by-nc/3.0/) **Emergency First Aid Training at Work**  **Who is this course for?**  This is an accredited course for staff who are to become first aiders in their centres, where the need arises. This will provide centres with extra support staff in order to fulfil our legal responsibilities in keeping all staff and learners safe.  **Description:**  The Level 3 Award in Emergency First Aid at Work (RQF) qualification is designed for individuals who are required to act as an emergency first aider in their workplace. Upon successful completion of this qualification, candidates will be equipped with the essential skills needed to give safe, prompt and effective first aid in emergency situations.  BLENDED delivery, webinars and face-to-face VENUES: COLCHESTER / CHELMSFORD / BRENTWOOD. Dates TBC  **Contact:**  Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk) for further information.  **Description:**  Once you have completed an initial assessment, with the guidance and support of our experienced Digital Skills Tutor, you will have identified the appropriate starting point for the learning of your new digital skills.  **The five digital skills:**  1.Using devices and managing and storing information  2.Creating and editing documents  3.Communicating and sharing online  4.Transacting – using online services and buying securely online.  5.Being safe and responsible online  For further information or dates Contact: Emma Hodgkinson, Curriculum Lead, Digital & Science - [Emma.Hodgkinson@essex.gov.uk](mailto:Emma.Hodgkinson@essex.gov.uk) |
| **First Aid at Work**  **Who is this course for?**  The QA Level 3 Award in First Aid at Work (RQF) qualification is specifically designed for staff who are required to act as a first aider in their workplace. Successful candidates will learn how to manage a range of injuries and illnesses that could occur at work and will be equipped with the essential skills needed to give emergency first aid.  **Description:**  This 3-day course is for staff who are required to become a first aider at ACL.  The Health and Safety (First Aid) Regulations 1981 require all employers to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. This includes carrying out a risk assessment, appointing a suitable amount of first aiders and providing appropriate first aid training. However, having the correct first aid provision in the workplace is not just a legal requirement, it is incredibly important for the safety of all members of staff.  BLENDED delivery, webinars and face-to-face VENUES: COLCHESTER / CHELMSFORD / BRENTWOOD. Dates TBC  **Contact:**  Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk) for further information. |
| **First Aid at Work (requalification)**  **Who is this course for?**  This course is designed for staff who already have the First Aid at Work certificate.  This qualification must be renewed within 3 years of the certification date.  **Description:**  For staff with a current First Aid at Work qualification with an Awarding Organisation, you can update with a two-day requalification course. This covers all the topics in the First Aid at Work and includes the changes that have been instigated in the last 3 years. You will need to show your certificate on the first day of course.  BLENDED delivery, webinars and face-to-face VENUES: COLCHESTER / CHELMSFORD / BRENTWOOD. Dates TBC  **Contact:**  Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk) for further information. |
| **First Aid Risk Assessment Training**  **Who is this course for?**  This course is for staff who work in centres and have first aid responsibilities.  **Description:**  First Aid Risk Assessment is run as a half day course.  This course will enable the person to carry out a First Aid Risk Assessment for their venue to ensure that sufficient resources are available, and that First Aiders are present at all times, having the appropriate level of training required. This includes using information on numbers of users, lone workers, and known medical conditions.  BLENDED delivery, webinars and face-to-face VENUES: COLCHESTER / CHELMSFORD / BRENTWOOD. Dates TBC  **Contact:** Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) |
| [This Photo](https://news.schoolsdo.org/2016/08/kids-with-food-allergies-more-likely-asthmatic/) by Unknown Author is licensed under [CC BY-SA-NC](https://creativecommons.org/licenses/by-nc-sa/3.0/) Food Allergy training **Who is this course for?**  This is suitable for any members of staff who want to learn more about food allergies. Staff who work with learners on Employability courses in the kitchens or cafes and learners can complete this course.  **Description:**  This is a FREE interactive online version of the Food Standards Agency's update training for local enforcement officers, who are responsible for food hygiene and standards.  **What you will learn:**   * Improve awareness of food allergies * Enable officers to communicate five simple messages about food allergies during a food business inspection * Enable officers to audit allergen control measures during an inspection * Raise awareness of allergens as part of any hazard analysis system and to demonstrate allergen control that can be built into such a system * Raise awareness of sources of information on food allergies   **Benefits:**   * Food Allergy CPD certificate * Evidence your competency to employers * Further your personal and professional development * Improve your knowledge, skills and behaviours in Food Allergy   Register your interest to enrol on the online course below:  <https://allergytraining.food.gov.uk/>  Contact: Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk) for further information. |
| [This Photo](https://www.flickr.com/photos/eltpics/10071730824/) by Unknown Author is licensed under [CC BY-NC](https://creativecommons.org/licenses/by-nc/3.0/) **Food Safety Training Level 2** **Who is this course for?**  This course is suitable for staff canteen and premises staff as well as staff that work with learners in the preparation or handling of food, such as, the Employability Café, (tutors, Learning Support Assistants).  **Description:**  This is a one-day accredited Level 2 course. The Level 2 Award in Food Safety in Catering  is a regulated and nationally recognised qualification for people working, or planning to work, in the food catering industry. The qualification is also ideal for those who come into contact with food handling areas due to the nature of their work, such as pest control officers and delivery personnel.  **Contact:**  Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk) for registration details. |
| **Health & Safety** |
| **Anaphylaxis Awareness Training - NEW!**    **Who is this course for?**  This is course is for all staff at ACL and on behalf of ACL at external premises, (Facilities staff / Centre Leads and commissioned Providers), particularly those working with someone with serious allergies or working with learners.  **Description:**   * This is a 2 - hour course which will provide you with an introduction to what anaphylaxis (and isn’t) and helps you to understand the common causes of anaphylactic shock.   Learning outcomes:   * How to identify anaphylaxis signs and symptoms * How to administer essential first aid * How to administer an auto-injector * Assist employers in meeting legal requirements and promote improved standards of health and safety within their organisation   WEBINAR  11/01/2021 10:00 – 12:00  02/02/2021 12:00 – 14:00  03/03/2021 10:00 – 12:00 |
| **COSHH Awareness Training**  **Who is this course for?**  This is course is for staff at ACL who have a responsibility for, or work with, substances hazardous to health at ACL and on behalf of ACL at external premises, (Facilities staff / Centre Leads and commissioned Providers).  **Description:**  This is three - hour course which will provide you with the knowledge to conduct a COSHH risk assessments, common ill-health effects from working with hazardous substances, and safe working methods.  **Learning outcomes:**   * Know how to identify hazardous substances in the workplace. * Understand the ill-health effects that hazardous substances can cause. * Understand COSHH legal regulations, including the responsibilities of employers and employees. * Know what to consider for a COSHH risk assessment. * Understand the importance of health surveillance for employees who work with hazardous substances.   WEBINAR  19/01/2021 10:00 – 13:00  17/02/2021 13:00 – 16:00  11/03/2021 10:00 – 13:00 |
| **Fire Awareness - NEW!**  A short online course which refreshes your knowledge of fire awareness.  This Trainng can be forund on the my learning system:  <https://myessex.csod.com/ui/lms-learning-details/app/course/e2697b50-b365-40f0-82d7-606f37739952> |
| Manual Handling  This training can be found on the My Learning system:  [**https://myessex.csod.com/ui/lms-learning-details/app/course/5f702408-b86c-4a13-8077-c045bda631e1**](https://myessex.csod.com/ui/lms-learning-details/app/course/5f702408-b86c-4a13-8077-c045bda631e1) |
| **Hints & Tips for Online Pedagogy** **Who is this training for?**  Tutors  **Description:**  This training will look at the emerging pedagogical trends of delivering online.  The three sessions will look at flipped learning, planning for blended delivery and some hints and tips for delivering online effectively.  You need to book the three sessions. Please book session A first, since there is a logical progression. Session B and C can then be booked on other dates. For example, session B in October and session C in November. The sessions run for 1.5hrs.  A = Best Practice for Online Delivery  B = Flippin the Learning  C = Planning Your Blend  PLEASE NOTE THERE ARE PRE-TASKS TO COMPLETE FOR EACH SESSION ATTENDED SO PLEASE ALLOW YOURSELF TIME TO DO THESE.  Date: Session: Time:  18/01/2021 A 09:30 – 11:00  20/01/2021 B 09:30 – 11:00  22/01/2021 C 09:30 – 11:00    09/02/2021 A 13:00 – 14:30  11/02/2021 B 13:00 – 14:30  13/02/2021 C 13:00 – 14:30    22/02/2021 A 16:30 - 18:00  24/02/2021 B 16:30 - 18:00  26/02/2021 C 15:00 - 16:30    15/03/2021 A 10:00 - 11:30  17/03/2021 B 10:00 - 11:30  19/03/2021 C 10:00 - 11:30  **To book these sessions please contact** [**Lianne.Smith@essex.gov.uk**](mailto:Lianne.Smith@essex.gov.uk)  **For further information please contact:** Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk) for further information. |
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| [This Photo](http://afro-ip.blogspot.com/2013/05/a-warm-welcome-to-two-new-blog-team.html) by Unknown Author is licensed under [CC BY](https://creativecommons.org/licenses/by/3.0/) **Induction Workshop for Tutors and Assessors at ACL**  **Who is this course for?**  This course is for tutors and assessors who are new to ACL and will be delivering teaching, learning and assessment on their programmes.  **Description:**  This six-hour workshop is delivered over two days and is designed as a supplement to the induction provided by Curriculum Learning Managers. The workshop provides an organisational overview of ACL and Essex County Council as well as setting out the expectations of ACL for practitioners in the context of teaching, learning and assessment. In addition, an overview of the VLE is provided and other IT resources than can be used to support you in your practice.  **Dates: If you require this training please contact Teresa Norris to arrange dates.**  **Booking:** To book please contact frontline/customer services.  **For further information:** please contactTerry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk). |
| **Information, Advice & Guidance (online course) accredited Level 2**  **Who is this course for?**  This course is for all staff that provide Information, Advice or Guidance to customers/learners/stakeholders. It will build knowledge and understanding of the key principles of information, advice or guidance and you will be able to apply these within the context of your job role.  **Description:**  This is a blended/online course, designed with an induction session where you will meet your tutor and other members of the cohort. The induction will provide an overview of the course outcomes as well as the introduction to the e–portfolio and resources.    Offering clear and accurate information, advice or guidance and knowing what can be shared legally and professionally can greatly improve outcomes for a business. There are some fundamental rules for successful information sharing and ensuring that staff are aware of these, is key.  **What you will learn:**   * Information, Advice or Guidance in Practice * Developing Interaction Skills for Information, Advice or Guidance   **Benefits:**   * Achieve a nationally recognised Level 2 qualification (NCFE) * Evidence your competency * Further your personal and professional development * Improve your knowledge, skills and behaviours in IAG * Increase understanding of accurate record-keeping, effective signposting and referral * Improve your understanding of effective communication techniques   **Induction session:** 23/03/2021 **Interim support session:** 14/04/21  **Duration:** Approx. 16 weeks **Course code:** TBC  **Contact:**  Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk) for further information. |
| **Makaton** **Who is this course for?**  These courses are suitable for staff and other professionals working with adults and children with communication difficulties.  **You will need to send a staff development form for approval.  Please agree training with your manager and then complete the application process which is detailed at the end of the brochure.**  These courses will only be available through staff development for those that require it for their role.  **Description:**  **The Foundation course** provides a detailed introduction to Makaton and combines a practical approach with theory and technical information. This is a **level 1** course. No previous knowledge of Makaton is required, but an understanding of early communication difficulties is expected. Participants will receive a Makaton attendance certificate on successful completion of all sections of the course.  **The Enhancement course** is for learners who have completed the Foundation Makaton course and concentrates on improving and developing signing and symbol skills. You will need to provide a copy of the Foundation certificate.  **LEVEL 1 & 2**  **Date:** 14/01/20 **Time:** 17:00 – 19:00 **Venue:** Witham **Course code:** JWC4C40Y20  **LEVEL 3**  **Date:** 05/01/21 **Time:** 18:00 – 20:00 **Venue:** Colchester **Course code:** EWM2C42Y20  **Date:** 06/01/21 **Time:** 10:00 – 12:00 **Venue:** Clacton **Course code:** ECC3A42Y20  **Date:** 28/03/21 **Time:** 17:00 – 19:00 **Venue:** Witham **Course code:** JWC4C43Y20  **Booking:** To book please contact frontline/customer services once you have your approval.  **Contact:** Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk) for further information. |
| **Mandatory Corporate Modules**  [This Photo](http://www.picpedia.org/highway-signs/m/mandatory.html) by Unknown Author is licensed under [CC BY-SA](https://creativecommons.org/licenses/by-sa/3.0/)  **Who are these courses for?**  These online modules are for all new staff working at ACL.  All these modules can be found on the ECC intranet via the Learn link on the VLE.  However, not all staff have to complete all modules.  Please check with your line manager which modules you need to complete.  <https://myessex.csod.com/samldefault.aspx>  There are a number of ECC mandatory eLearning modules which you will need to complete:   1. Anti-bribery and money laundering 2. Anti-fraud and corruption 3. Equality and Diversity\* 4. GDPR: an introduction Module 1 5. GDPR: an introduction Module 2 6. Health and Safety\* 7. How we behave 8. Information governance\* 9. Who we are and how we operate     \***Tutors/assessors/LSAs** who are unable to access the intranet only have to complete Equality & Diversity, Health & Safety and Information Governance and can download the course info and assessment in the files below.  When you have read these documents, please complete the assessments and email them directly to: [corporategovernance.elearning@essex.gov.uk](mailto:corporategovernance.elearning@essex.gov.uk) |
| **Safeguarding and Prevent**  Further information and resources can be found in the [Staff Safeguarding and Prevent area](http://moodle.essexacl.ac.uk/course/view.php?id=780) of the VLE.   * [Prevent: eLearning Module](https://moodle.essexacl.ac.uk/mod/resource/view.php?id=29105)  Safeguarding Refresher: This is mandatory training which staff need to complete every 2 years.  If you have been informed by Klaudia Ratajczak or your manager that you are due for the refresher, please contact [Klaudia.Ratajczak@essex.gov.uk](mailto:Klaudia.Ratajczak@essex.gov.uk) for the instructions. |
| [This Photo](http://vasukimahal.blogspot.com/2010_05_01_archive.html) by Unknown Author is licensed under [CC BY-NC-ND](https://creativecommons.org/licenses/by-nc-nd/3.0/) **Online Safety & What is cyber bullying, Mandatory for tutors**  **Who are these courses for?**  These are mandatory staff development courses and all tutors should complete these modules without exception. It is the responsibility of each individual to ensure that this is done.  **Description:** This online course has been developed to increase the awareness of staying safe online.  **Outcomes**: By the end of the course you will:   * Have an awareness of online safety and further develop an understanding of the impact this has on both learners and staff. * Have explored digital values and their relationship to organisation and individual practice. * Have developed an understanding of your responsibilities in protecting learners from radicalisation.   Have explored some of the issues and identified ways of supporting staff in keeping safe online.  **Location of training:**  Training can be found in the Safeguarding & Prevent Area of the Staff section of the VLE or by clicking [here](https://moodle.essexacl.ac.uk/course/view.php?id=780). You will need to login to gain access to the staff areas of the VLE, if you do not have a password please contact Jo Loss ([Jo.Loss@essex.gov.uk](mailto:Jo.Loss@essex.gov.uk)).  **Contact:**  Jill Newton ([jill.newton2@essex.gov.uk](mailto:jill.newton2@essex.gov.uk)) or Klaudia Ratajczak ([Klaudia.Ratajczak@essex.gov.uk](mailto:Klaudia.Ratajczak@essex.gov.uk)) for further information. |
| [This Photo](http://www.techzim.co.zw/2013/06/microsoft-office-365-now-available-but-not-available-in-9-more-countries/) by Unknown Author is licensed under [CC BY-NC-ND](https://creativecommons.org/licenses/by-nc-nd/3.0/) **Office 365 and VLE training** **Who is this training for?** Tutors and LSA's  **Description:** One-hour training sessions for the application tools for tutors and LSA's. To book on any of these sessions or for more information please contact Jo Loss. [Jo.Loss@essex.gov.uk](mailto:Jo.Loss@essex.gov.uk) |
| **Tools for giving visual and verbal feedback.**  Give personalised feedback using Qwiqr, screen recording and Flipgrid  Tutor: Karen Gowlett  **Date Time**  11/01/2021 13:00  19/01/2021 09:00  22/02/2021 11:00 |
| **Collaborative whiteboard tools**  Watch and assess learners as they collaborate on whiteboards and grids.  Tutor: Karen Gowlett  **Date Time**  27/01/2021 10:00  01/02/2021 16:00  22/02/2021 13:00 |
| **Using Assignments in Teams**  It’s time to make assessment simpler! Set, mark and give great feedback to learners using Teams and rubrics  Tutor: Matt Harrington  **Date Time**  09/01/2021 11:30  04/02/2021 15:30 |
| **New features for using PowerPoint**  Learn the features of PowerPoint including, coach live and annotating live  Tutor: Lorraine Harding  **Date Time**  20/01/2021 14:00  19/02/2021 10:00 |
| **Nearpod – the answer to live assessment! – NEW!**  Nearpod can provide an interactive learning experience for your learners, along with the capability of capturing individual, peer, self and group interactive assessment activities.  Tutor: Claire Kirby  **Date Time**  26/02/2021 10:00  02/03/2021 18:00 |
| **Class Notebook**  Use the different spaces to maximise individual and collaborative learning.  Tutor: Jo Loss  **Date Time**  25/01/2021 14:00  24/02/2021 10:00 |
| **Using Polls to Gauge Feedback and Understanding**  Find out about some of the tools and apps available for instant polling of your learners.  Tutor: Jo Loss  **Date Time**  28/01/2021 14:00  22/02/2021 13:00 |
| **Breakout Rooms in Teams – NEW!**  **They have arrived!**  Learn how to use the breakout room function rather than channels in Teams for small group work.  Tutor: Jo Loss  **Date Time**  05/01/2021 14:00  06/01/2021 18:00  08/01/2021 09:00  25/01/2021 15:00 |
| **Microsoft Insights – NEW!**  **Are your learners engaging with you?**  Learner analytics:  Identify how and when students are engaging with you, materials and how they are performing on assignments. Reflect on how the inputs are supporting achievement for students, determine areas for growth and where assistance is required. Take action to provide feedback on growth areas, modify teaching strategies and identify support needed.  Tutor: Jo Loss  **Date Time**  25/02/2021 12:00  16/03/2021 15:00 |
| [This Photo](https://mylifeandkids.com/keep-kids-safe-cough-cold-flu-season/) by Unknown Author is licensed under [CC BY-NC-ND](https://creativecommons.org/licenses/by-nc-nd/3.0/) **Paediatric First Aid Training**  **Who is this course for?**  This two-day course is for staff who work in an Early Years setting**.**  Those who have gained a level 2 and/or level 3 childcare qualification and have entered into an early years setting and wish to be included in the staff to child ratios to comply with EYFS requirements.  Registered childminders and assistants who are required to hold a current and full paediatric first aid certificate in order to comply with the EYFS requirements.  Anyone who has a non-professional involvement with infants and children, such as parents, grandparents and want to learn key paediatric first aid skills.  **Description:**  The Early Years Foundation Stage (EYFS) Statutory Framework requires all early years providers in England to have at least one person who has a current and full paediatric first aid certificate on the premises and available at all times when children are present. Providers should also take into account the number of children, staff and layout of the premises and increase their paediatric first aid provision accordingly to ensure that a paediatric first aider is available to respond to emergencies quickly.  Successful candidates will learn the roles and responsibilities of the paediatric first aider and will be equipped with the necessary skills to administer safe and effective treatment when dealing with a range of paediatric first aid situations.  BLENDED delivery, webinars and face-to-face VENUES: COLCHESTER / CHELMSFORD / BRENTWOOD. Dates TBC  **Contact:**  Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk) for further information. |
| **Pick up your PD for Session Visits****(Professional Discussion)- NEW!** **Who is this course for?**  For all staff who carry out session visits.  **You must attend both session A & any following session B to complete the course.**  During the meeting you will share experiences of conducting remote sessions visits, review the key elements of the professional discussion and then try out ideas with a practical session.  Cohort 1  Session A - 11/01/2021, 08:30-11:00  Session B - 13/01/2021, 08:30-10:30  Cohort 2  Session A - 25/01/2021, 15:00-17:30  Session B - 27/01/2021, 15:00-17:00  Cohort 3  Session A -16/02/2021, 10:00 -12:30  Session B -18/02/2021, 10:00 -12:00  **For further information please contact Terry Norris:** [**Teresa.norris@essex.gov.uk**](mailto:Teresa.norris@essex.gov.uk)  **To book please email:** [**lianne.smith@essex.gov.uk**](mailto:lianne.smith@essex.gov.uk) |
| **Qualified Teaching Learning & Skills qualification**  **Who is this course for?**  Run by the Education Training Foundation (ETF).  This course is for practitioners who deliver teaching, learning and assessment.  Qualified Teacher Learning and Skills (QTLS) is the badge of professionalism for practitioners in the Further Education and Training sector. You need to be a member of The Society for Education & Training (SET) to complete this course.  **Description:**  QTLS is a nationally recognised status that you can gain by successfully completing a “professional formation” process, enabling you to develop and demonstrate your skills and knowledge through your practice.  Achieving QTLS signals to employers and colleagues your commitment to excellence and brings additional impact to your teaching.  <https://www.et-foundation.co.uk/membership/qtls-2/>  **Contact:** Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk) for further information. |
| [This Photo](http://fatfplatform.org/risk-assessment/) by Unknown Author is licensed under [CC BY-NC-ND](https://creativecommons.org/licenses/by-nc-nd/3.0/) **Risk Assessment Training**  **Who is this course for?**  This is course is for staff at ACL who have a responsibility to conduct risk assessments at ACL and on behalf of ACL at external premises, (Facilities staff / Centre Leads and commissioned Providers).  **Description:**  This is a two - hour course which will provide you with an overview of how to conduct risk assessments.  **Learning outcomes**:   * Understand the 5 steps of the risk assessment process. * Feel confident to carry out suitable and sufficient risk assessments within the workplace and work activities. * Assist employers in meeting legal requirements and promote improved standards of health and safety within their organisation   **Venue: Webinar, Date: 28/01/2021, Time: 10:00 – 12:30**  **Venue: Webinar, Date: 19/02/2021, Time: 12:00 – 14:30**  **Venue: Webinar, Date: 09/03/2021, Time: 14:00 – 16:30**  **Contact:** Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk) or Claire Maynard claire.maynard@essex.gov.uk for further information |
| Visual Awareness E-Learning for employment professionals – NEW! RNIB **Who is this training for?**  Anyone can complete this course. The course is online, completely free and takes about forty minutes to complete.  It can be done in your own time and at your own pace.  **Description:**  Do you want to know more about sight loss?  Does your team help people with sight loss to find work?  Our "Understanding Sight Loss for Employment Professionals" e-Learning course will give you the knowledge and tools to help.  The course includes: the facts about sight loss; common eye conditions and their functional effects; things to consider when talking about jobs; how to physically guide someone with sight loss; and resources to help you.  **For further information: Contact Terry Norris** [**Teresa.norris@essex.gov.uk**](mailto:Teresa.norris@essex.gov.uk) |
| **Staff Wellbeing**Digital Wellbeing Do digital technologies affect our wellbeing? Explore the concepts of health, relationships and society in the digital age.  Future Learn brings you a 3 - week course with 3 hours of study a week from the University of York.  <https://www.futurelearn.com/courses/digital-wellbeing> My Wellbeing The ECC My Learning system has a good array of courses that can be accessed through the link below. Go to the ‘My Learning’ tab (top left) and select My Wellbeing from the menu.  <https://myessex.csod.com/samldefault.aspx> Mindfulness Welcome to this short online course to help you develop your knowledge and skills on Mindfulness. Mindfulness training encourages you to have a calmer mind and provides strategies to help you cope in everyday life and the current situation. Available in the Staff CPD area on the VLE, please click the link:  [Mindfulness Course](https://moodle.essexacl.ac.uk/course/view.php?id=1253) Free Mental Health training including resource pack <https://www.virtual-college.co.uk/courses/professional/mental-health-resource-pack>  Active Essex  Remember! 30 minutes for 30 days of free online exercises for everyone.  <https://www.activeessex.org/keep-essex-active/>  Workstation  Wellbeing when working from home and setting up your workstation.  Take a look at the guidelines from the HSE and complete the DSE self – assessment form if you have not already done so.  **Double click to open the workstation assessment form**    ECC have put an offer in place for people currently working from home (see allowance PDF below – **double click to open the document**). If you require any equipment whilst working from home, please contact your manager to discuss this. |
| **Additional Information**   * If you have any ideas or requests for additional CPD please email Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) and/or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk) * Applications for attendance at training must be submitted in advance, using the Staff Development process.   This includes your line managers authorisation and budgetary authorisation. * Attendance at staff development training is not payable unless otherwise stated. Travel expenses incurred are only refundable for some training and must be approved in advance. * For support with in-class equipment in your area please contact Luke, Gary or Chris. N.B. *Each centre has different equipment so you may need to seek advice for each centre, please double click the guide below to see who covers your centre.*     To book onto training please contact the Front Line with the course code, or where required complete the application form after gaining approval from your manager. For further information please contact Terry Norris [teresa.norris@essex.gov.uk](mailto:teresa.norris@essex.gov.uk) and/or Jaimie Huckfield [jaimie.huckfield@essex.gov.uk](mailto:jaimie.huckfield@essex.gov.uk)  **Further internal training can be accessed via the ECC Learning & Development site on the intranet:** Learning and Development ECC (My Learning) ​The Learning and development team in ODP and Service Design function provides support to further develop and strengthen the critical capabilities ECC requires to achieve its strategic agenda and become a learning organisation. To do this we work with different services and teams across the organisation to share and build internal expertise, knowledge and skills.  We are constantly increasing the learning and development opportunities we offer to the organisation, so make sure you frequently check [My Learning](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmyessex.csod.com%2Fsamldefault.aspx&data=02%7C01%7C%7C63101ebcf0484f386aa408d79a79df50%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637147720538512306&sdata=kAs37oDNdowQuhplU0z2ayG7sXXPnJ8IF3DrdFooeuA%3D&reserved=0) to find the latest resources, sessions and development opportunities available for you, including:  [https://intranet.essex.gov.uk/Pages/Central\_Learning\_and\_Development.aspx](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fintranet.essex.gov.uk%2FPages%2FCentral_Learning_and_Development.aspx&data=02%7C01%7C%7C63101ebcf0484f386aa408d79a79df50%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637147720538522303&sdata=8goqAvneUqyilCr248vj%2BfVdlq4EgbonSn3W6aOk4XE%3D&reserved=0)  My Performance Development system for recording and tracking your personal development  ECC have launched the new My Performance Development system, a place to record your check-in notes, keep track of your objectives, build development plans and share feedback.  https://onenews.essex.gov.uk/new-system-for-performance-development/ Staff Development Application Process - NEW From **January 1st 2021** staff development applications should be completed following the process below and using this new online form [Online CPD application form](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fconsultations.essex.gov.uk%2Fworkforce-development-1%2F6bd9eab7&data=04%7C01%7C%7C5f7a8d8b28f74f63c6ab08d8a5aaa99e%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637441499695189851%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=AwC%2ByT1cx4uQE9GdtgDZ1NaEtB%2B7dfml7hJz3kGaMlM%3D&reserved=0)  This form should be used for all staff development including conferences, formal training, teacher training, accredited learning etc.  It is not required for mandated training such as Safeguarding.   1. Applicant to complete Online Staff Development form [Online CPD application form](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fconsultations.essex.gov.uk%2Fworkforce-development-1%2F6bd9eab7&data=04%7C01%7C%7C5f7a8d8b28f74f63c6ab08d8a5aaa99e%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637441499695189851%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=AwC%2ByT1cx4uQE9GdtgDZ1NaEtB%2B7dfml7hJz3kGaMlM%3D&reserved=0).   Please ensure you have your line managers approval before completing your application.   1. Applications will be acknowledged within one working week and a decision on budget approval given. 2. Applicant informed that training can be booked. 3. Applicant is responsible for course booking using the guidance below. 4. At the end of your staff development event/training you will need to complete an evaluation form [Online CPD Evaluation form](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fconsultations.essex.gov.uk%2Fworkforce-development-1%2F6fb37aff&data=04%7C01%7C%7C5f7a8d8b28f74f63c6ab08d8a5aaa99e%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637441499695199846%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=mTFVYXJwl98QO04MGeXns8PdbERlvAe2Qg9ibgVHpUQ%3D&reserved=0) .   **ACL Courses**  All: Enrol through student services using budget holder’s approval email as confirmation of funding.  Student services register applicant on Terms using Staff Development payment method.  **Essex Learning and Development & Courses**  All: Book via the Intranet through Learn:  <http://intranet.essex.gov.uk/Pages/Training_and_development.aspx>  **External**  Tutors: Once a request is approved line managers will be requested to raise a purchase order through the online portal and book you a place on the training.  Service staff: Once a request is approved raise a purchase order (PO) number through the online portal and book your place on the training.  **ESCB/ESAB or EYC**  (ECC Internal Learning Opportunities) Enrol direct via their websites, or for EYC complete the EYC booking form and forward to earlyyearsCPD@essex.gov.uk  This information can also be found on the ACL VLE under Staff Development.  **Additional reading materials**  **Double click to open a PDF.** ETF Hearing impairment Resources Guide Feb19  ETF Dyslexia Resources Guide Feb19  ETF Autism Resources Guide Feb19 |