

Training course booking system

A step by step guide to booking Safeguarding and Early Help courses



Step 1 Create your My Account

Top Tip – Use the following browsers to ensure ease of access: Google Chrome  or Microsoft Edge  or IE 11

1. Register for a My Account if you have not already done so via my.croydon.gov.uk
2. Once your My Account is activated (instant email confirmation), log back in and go to 'Apply for it'

Create your account

Home / My Account / Create your account

Your information

All information below is required to create your account.

Firstname *

Surname *

Email *

Confirm email *

Password *

Why do we need this information?

To register and gain access to all the online features you will need:

- Your first name and surname
- Your email address
- A secure password

You must be 16 years old or older. Accounts with false information may be removed without notice.

We are offering as many council services as possible through My Account, and to do this we need to make sure that your information is as accurate and secure as possible.

To do this we need to check information such as your email address and postcode.

By creating an account which we can securely verify with this information, you will be able to do far more online without having to enter your details every time.

My Account

Home / My Account / Home

Apply for it

Submit your applications

- Order bins and boxes
- Book a planning appointment
- Apply for a building notice
- Apply for a retrospective building control application
- Apply for a Croydon private rented property licence
- Apply for Safeguarding & Early Help training

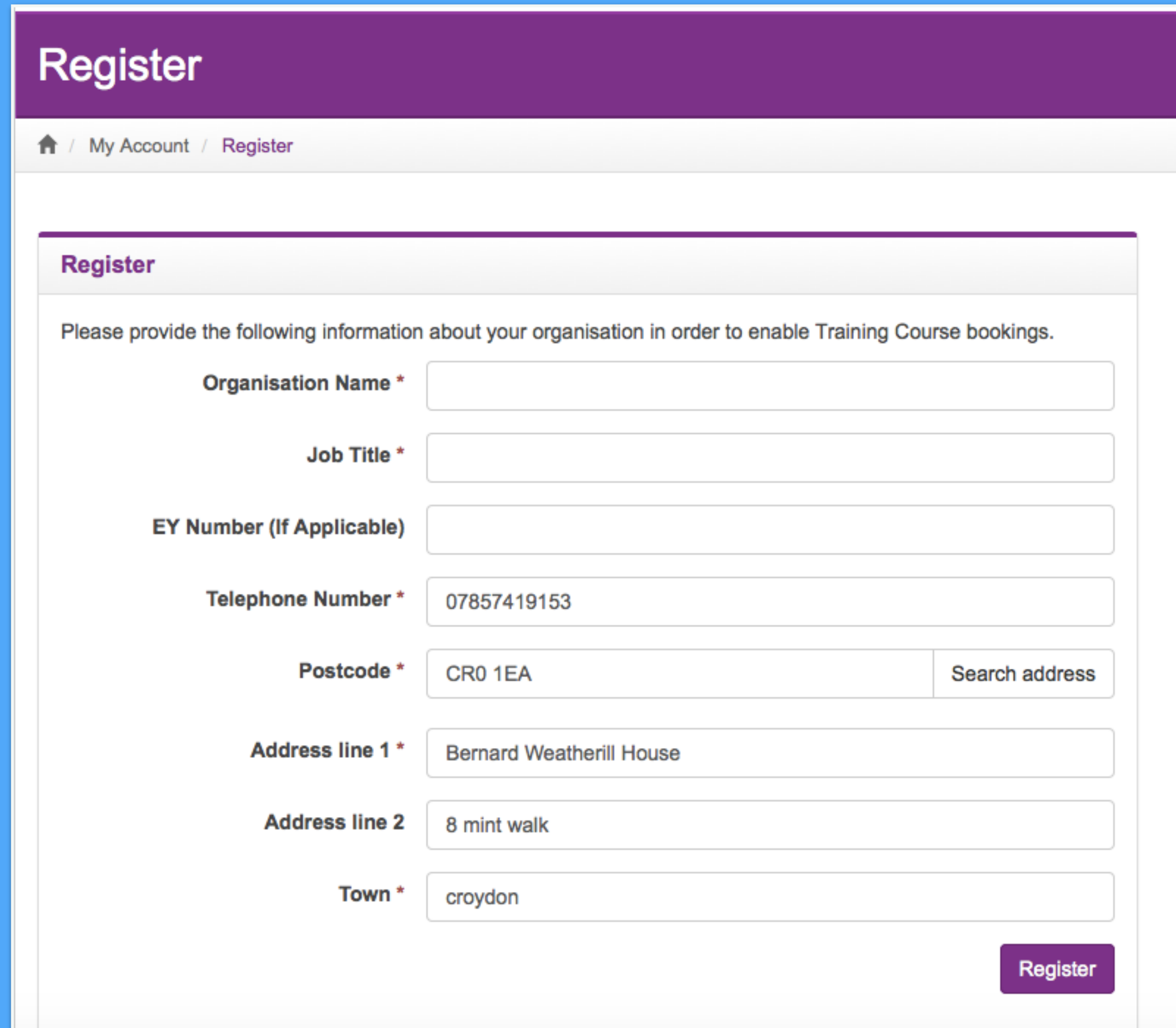
Pay for it

Complete a payment on the go

- Pay your council tax
- Pay your housing rent
- Order a bulky waste collection
- Order a white goods collection
- More services coming soon

Step 2 Register for Safeguarding Training

Top Tip – Use the following browsers to ensure ease of access: Google Chrome  or Microsoft Edge  or IE 11



Register

Home / My Account / Register

Register

Please provide the following information about your organisation in order to enable Training Course bookings.

Organisation Name *

Job Title *

EY Number (If Applicable)

Telephone Number *

Postcode *

Address line 1 *

Address line 2

Town *

1. Log-in to your My Account at my.croydon.gov.uk

Go to 'Apply for it' and Register for Safeguarding and Early Help Training

2. Complete the following fields:

- Organisation name
- Job title
- Telephone number
- Postcode
- Please note, for the purposes of accessing Safeguarding and Early Help training, your work email must be used, personal email addresses will not be accepted.

3. Once you have completed all these fields, click 'Register'

4. The training course booking team will review your credentials and aim to respond to you within 2 working days

Step 3

Event List

🏠 / My Account / Event List

Select a Course

The following courses are available in the chosen category.

CSCB Safeguarding Children (Level 3)

This course is designed to provide safeguarding training to those professionals and volunteers who work with children, young people and/or their parents/carers. The Tavistock and Portman NHS Foundation Trust Level 3 safeguarding children training is modelled on the core competencies as outlined in the Working Together to Safeguard Children, 2013; Competency Still Matters 2013; 'Safeguarding Children and Young People: Roles and Competencies for Health Care Staff' (Intercollegiate Document 2010); the London Child Protection Procedures 4th Ed., 2010; and NICE Clinical Guidance 2009: 'When to Suspect Child Maltreatment'.

Course Dates	Venue	Trainer	Cost	
11 November 2015 09:30 - 11 November 2015 16:30	8th Floor, Leon House, 233 High Street, Croydon, CR0 9XT	Sonia Appleby	£0.00	Book

Engaging Men

Engaging men is often one of the most challenging issues practitioners face when undertaking assessments. Research has consistently shown that all too often fathers and other men in families are absent in the assessment process. This one day course seeks to explore our expectations of men and fathering and to consider how we can engage men more effectively in our work.

Course Dates	Venue	Trainer	Cost	
19 October 2015 00:00 - 19 October 2015 00:00	BWH Selhurst 1.18	Gavin Swann, Head of Safeguarding	£0.00	Book

1. Once your access has been authorised you can return to My Account to view and book for events.
2. Scroll through the 'Event List' page to browse through all available courses
3. Once you have found a course you would like to attend, click the 'Book' button located on the right hand side



Step 4

Book Event

Home / My Account / Book Event

Delegate Details

Please provide details of the delegates you wish to attend this course.

Total places currently available on this course: 9

First name	Surname
Email	
-- Setting --	Organisation

Add another delegate

Total number of delegates: 1

Total Cost: £0.00 inc VAT

Please tick this box to confirm that you agree to the Terms & Conditions of the course. Non-attendance at the course without agreed notification will incur a charge. Please note late arrivals may not be permitted entry.

You should accept the terms and conditions to continue

By clicking on 'Book course', your course will be provisionally booked pending payment authorisation.

Back

Book course

Course Summary

Name :

CSCB Safeguarding Children (Level 3)

Date :

11 November 2015 09:30 - 11 November 2015 16:30

Venue :

8th Floor, Leon House, 233 High Street, Croydon, CR0 9XT

Trainer :

Sonia Appleby

Description :

This course is designed to provide safeguarding training to those professionals and volunteers who work with children, young people and/or their parents/carers. The Tavistock and Portman NHS Foundation Trust Level 3 safeguarding children training is modelled on the core competencies as outlined in the Working Together to Safeguard Children, 2013; Competency Still Matters 2013; 'Safeguarding Children and Young People: Roles and Competencies for Health Care Staff' (Intercollegiate Document 2010); the London Child Protection Procedures 4th Ed., 2010; and NICE Clinical Guidance 2009: 'When to Suspect Child Maltreatment'.

Price :

£0.00 inc VAT
per delegate

1. Enter the first name, surname and email address of the delegate who will be attending the course
2. Using the drop down option, select the appropriate 'Setting' for the delegate
3. In the 'Organisation' box enter the name of the organisation the delegate works for
4. Once you have finished adding all details, please take some time to read to the 'Terms and conditions' of the course as it contains important information e.g. cancellation policy
5. If you are happy with the T&C's please tick the checkbox to the right
6. Finally, click the 'Book course' button on the right to reserve your place(s) on the chosen course



Book Event

🏠 / My Account / Book Event

Booking confirmation

Thank you. Your booking has been confirmed. Please [click here](#) to view your booked courses or to book another course.

Book another course

Course Summary

Name :

TEST COURSE

Date :

10 November 2015 10:00 - 10 November 2015
16:00

Venue :

Heathfield House, Croydon, CR0 5RH

Trainer :

Marion Leigh

Description :

TEST COURSE

Price :

£0.00 inc VAT

per delegate

Step 5

1. Once you have booked your course you will be directed to a successful booking confirmation screen. From this screen you can either:
 - Book another course
 - View your booked course
 - A confirmation email will be sent to the email used to make the booking



After attending your training:

Once you have attended your Safeguarding Training, you will be emailed a link to provide your evaluation of the training.

Please complete this – once it is done you will receive your Training Attendance Certificate

