

- 56 delegates passed Manual Handling training
- 60 delegates took part in Language Link training
- 73 teaching staff attended ASD\ Autism Awareness training
- 56 Learner Support staff attended BSquared training
- 71 delegates accessed virtual training provided by the EPS

Mae'r ddogfen yma ar gael yn y Gymraeg / This document is available in Welsh.

Mae croeso i chi gyfathrebu â ni yn y Gymraeg / You are welcome to communicate with us in Welsh.

Training Brochure 2020 - 2021

Access & Inclusion Service

01443 744333

Introduction

Access and Inclusion is pleased to share with you this year's Training brochure. We have been reviewing our training offer to adapt and develop as much of our training as possible to online delivery. We hope that this will allow schools to continue to access high quality training in the current challenging circumstances.

The ALN reforms start to take effect from January with the ALNCo role becoming statutory and the wider introduction of the reforms from September 2021. We have enhanced our SENCo/ALNCo Forum offer throughout this year. We are also hoping to secure funded training from outside organisations for schools. Details of this will be shared as soon as they are approved.

We offer training through both a range of centrally organised courses and as a menu of training, which can be requested for in school delivery as a twilight session or part of an INSET day. We are happy to provide training for all school staff, governors or parents.

If you cannot see the training that meets your requirements, please contact Ryan Phillips who will be able to advise on other CPD options available through Access and Inclusion Service.

Kate Hill
Head of Learner Support Service.

Please note that from this year, all training opportunities\ courses must be booked online using the new training booking form.

This can be found on the A&I section of the RCT website to book any of your course needs:

<https://forms.office.com/Pages/ResponsePage.aspx?id=urld5xeqAE6ITjrUN9dAniCI7CrY74pDmrZsfMIP8AxUM05YTIJCSTM1Vk0wSVpEVVJNV0FSWjJISy4u>



Autumn Term Training Virtual sessions to take place on Microsoft Teams

Dates	Course	Cost
20th October & 3rd December	SENCo Forum	Free
6 th November	Meeting your duties under the Equalities Act for Learners with Physical and Medical Needs (half day)	£60
23 rd November	Risk assessing for physically disabled pupils - a guide for senior leaders	£25
10th & 11th November	Handling pupils with Special needs	£250
12 th November	Handling pupils with Special needs - Refresher	£130
13rd October	Creating an enabling environment for sensory learners (VI)	£60—Free to schools with pupils at category C support
8 th October	Supporting staff in raising standards for pupils with hearing loss.	£60—Free to schools with pupils at category C support
23rd October	Attention Autism (full day)	£130
17 th November	Complex LD in mainstream classroom LSA's	£60
26 th November	Supporting children who present with ADHD	£60
2 nd November	Developing and evidencing an effective school based graduated response for pupils presenting with Social, Emotional and Behavioural Difficulties (SEBD).	£60
27th November	Alternatives to Exclusion	£60
19 th November	Excellent primary school practice to facilitate behaviour for learning	£60
22 nd October 10 th December	De-escalation strategies for members of staff in schools	£60

Spring Term Training -

Face-to-face training subject to the lifting of government restrictions - (however plans are in place for virtual delivery)

Dates	Course	Cost
9 th February, 11 th March	SENCo Forum	Free
14 th January 8 th March	Meeting your duties under the Equalities Act for Learners with Physical and Medical Needs (half day)	£60
4 th February	Risk assessing for physically disabled pupils - a guide for senior leaders	£25
TBC	Handling pupils with Special needs	£250
TBC	Handling pupils with Special needs – Refresher	£130
2 nd February	Creating an enabling environment for sensory learners (VI)	£60—Free to schools with pupils at category C support
4 th February	Supporting staff in raising standards for pupils with hearing loss.	£60—Free to schools with pupils at category C support
11 th February	Good Autism Practice (full day)	£130
26 th January	Good Autism Practice (half day)	£60
19 th March	Attention Autism (full day)	£130
26 th February	Social Communication: Early Years Milestones and Strategies (full day)	£130
5 th March	ASD in Secondary Schools (half day)	£130
10 th February	POPAT – English medium	£180 plus additional £50 resources fee
12 th February	POPAT – Welsh medium	£180 plus additional £50 resources fee
19 th February	DEST-2 / Hands on Literacy	£60
23 rd February, 25 th February, 16 th March, 18 th March	Literacy Launch Pad - 5 sessions	£340 for all 5 sessions (trainees must attend all 5 sessions)
20 th April	Maths strategies for struggling learners (pilot)	£130
3 rd February	ALK	£130
January 14th	EAL supporting learners (new course)	£60
21 st January & 18 th March	Supporting children who present with ADHD	£60
14 th January & 4 th March	Developing and evidencing an effective school based graduated response for pupils presenting with Social, Emotional and Behavioural Difficulties (SEBD).	£60
4th February 25th March	Alternatives to Exclusion	£60
7 th January	Excellent primary school practice to facilitate behaviour for learning	£60
28 th January, 25 th March	De-escalation strategies for members of staff in schools	£60

Summer Term Training

**Face-to-face training subject to the lifting of government restrictions
(however plans are in place for virtual delivery)**

Dates	Course	Cost
14 th May & 24 th June	SENCo Forum	Free
TBC	Meeting your duties under the Equalities Act for Learners with Physical and Medical Needs (half day)	£60
10 th May	Risk assessing for physically disabled pupils - a guide for senior leaders	£25
TBC	Handling pupils with Special needs	£250
TBC	Handling pupils with Special needs – Refresher	£130
6 th May	Creating an enabling environment for sensory learners (VI)	£60—Free to schools with pupils at category C support
4 th May	Supporting staff in raising standards for pupils with hearing loss.	£60—Free to schools with pupils at category C support
13 th May	Good Autism Practice (full day)	£130
20 th April	Good Autism Practice (half day)	£60
9 th July	Attention Autism (full day)	£130
28 th May	Social Communication: Early Years Milestones and Strategies (full day)	£130
2 nd July	ASD in Secondary Schools (half day)	£130
	DEST-2 / Hands on Literacy	£60
12 th July Central Training)	Literacy Launch Pad - 5 sessions	£340 for all 5 sessions (trainees must attend all 5 sessions)
20 th April	Maths strategies for struggling learners (pilot)	£130
12 th April	Dyslexia friendly strategies in mainstream classroom	£60
17 th June	Supporting children who present with ADHD	£60
6 th May & 1 st July	Developing and evidencing an effective school based graduated response for pupils presenting with Social, Emotional and Behavioural Difficulties (SEBD).	£60
17 th June	Alternatives to Exclusion	£60
10 th June, 8 th July	Excellent primary school practice to facilitate behaviour for learning	£60
13 th May, 15 th July	De-escalation strategies for members of staff in schools	£60

Learner Support Service—Bespoke Training (available on request)

Down's Syndrome Awareness Training

IEP Training

Wordshark (including or excluding resource disk)

Numbershark (including or excluding resource disk)

Autism Awareness

Welsh Complex Needs

English Complex Needs

Tackling Bullying in schools (1/2 day)

The ADHD Classroom (1/2 day – am)

Creating Positive Classroom Environments to Engage All (Primary) (1/2 day am)

Creating Positive Classroom Environments to Engage All (Secondary) (1/2 day pm)

Promoting positive behaviour during lunchtimes (1/2 day)

Cost of Bespoke Training:

Full day - £500 (8 hours delivery time and preparation time) per delivering teacher

Half day - £260 (up to 4 hours delivery time and preparation time) per delivering teacher

Per hour - £65 per delivering teacher

Please liaise with your Behaviour Support Teacher to discuss further.

ALNCO Forums

The ALN Transformation Lead, local authority inclusion officers and schools will collaborate to ensure that the professional learning programme will cover the following:

- Effective universal provision and the definition of 'ALN'
- LA IDP pilots
- Identification of cluster priorities from ALN Act school-readiness surveys and Developing as a P-C organisation
- Analysis of school judgments on strategic preparations for the role of the ALNCo
- Provision management (leading to provision mapping)
- Strategic school planning for the ALNCo role
- ALN framework for self-evaluation and improvement planning
- Accountability
- Reporting to governors

ASD Training

Supporting Pupils with Autism

Half day course

Supporting pupils with Autism overview

...a half day overview training course for SNSAs & LSAs working with children in primary schools, supporting children with Autism or social communication difficulties.

What is taught?

- Practical strategies that can be used in the classroom
- Visual strategies that work for the pupil and you
- The power of the motivators
- Social Stories
- Help, break and wait

Cost: £60

Good Autism Practice

Full day course

Good Autism Practice overview

...a full day of training; providing teachers with practical strategies for children with autism or social communication difficulties.

What is taught?

- An overview of the history of autism
- Exploration of the four key areas of difference and the implications for practice
- Practical strategies that can be used in the classroom including visuals; rewards; social stories; social groups; behaviour scales and sensory activities
- Activities to support teachers to reflect on and improve their own practice

Cost: £130

Social Communication: Early Years Milestones and Strategies

Full day course

Early Years Milestones and Strategies overview

...a full day of training; providing staff with practical strategies for children with autism or social communication difficulties

What will be covered?

- A brief overview of autism
- Exploration of the key areas of difference and the implications for practice - including diagnostic criteria
- Social Communication milestones and how to begin to bridge the gap
- Identifying and working with sensory sensitivities
- Practical strategies that can be used in the classroom including visuals; rewards; social stories; PECS and sensory activities
- Activities and ideas to support teachers to reflect on and improve their own practice

Cost: £130

Attention Autism

Full day course

Attention Autism overview

...a day of training, providing teachers with highly engaging and motivating activities for children with autism or social communication difficulties.

What is taught?

- An overview and demonstration of the four stages of attention autism
- Opportunity to practice activities that can be implemented with small groups of children
- How to plan and implement the intervention
- Attention autism ideas for stage 2 and 3

Cost: £130

Autism in Secondary schools

Half day course

Autism in Secondary schools overview

...a full day of training; providing staff with practical strategies for children with autism or social communication difficulties

What will be covered?

Planning a successful transition- managing the move from Primary to Secondary.

Managing the pupils day - strategies for transition between lessons, classroom environments, classroom management strategies, planning for recovery if things go wrong. Behavioural strategies – considering the impact of sensory needs, use and understanding of language and its impact on behaviours, peer influences.

Developing relationships and friendships, strategies to build pupil support networks, social groups and strategies for resolving conflict.

Cognition & Learning

Literacy Launch Pad

Four dates plus central training day

This course will consist of a combination of centrally held training and school based mentoring and appraisal over a period of approximately 4-5 months. Successful candidates will receive a certificate of achievement, recognised by the LA.

Aims of the course:

To equip trainees to provide effective literacy intervention for pupils at SA and SA+ stages of the SEN Code of Practice

To provide trainees with the knowledge and understanding of how to administer and interpret diagnostic literacy assessments

To enable trainees to plan appropriate learning targets (e.g. IEP targets) and goals, based upon outcomes of diagnostic assessments

To learn how to plan and structure effective tailor-made group and 1:1 literacy intervention sessions

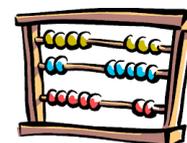
To experience a hands-on approach to discovering a wide range of multi-sensory strategies and resources for learning

Trainee will be expected to work with a group of pupils for the course period

Attendees are required to attend all 4 dates and central training.

Support visits & resources can be provided in Welsh for Welsh medium schools

Cost: £340



POPAT - Welsh & English medium

Two full days

Part one: A structured, developmental, sequential teaching programme that supports the acquisition of literacy by enabling pupils to identify and manipulate sounds within words, before the introduction of letters.

When used with a whole class from Nursery/Reception onwards it can identify learners who are at risk of experiencing literacy difficulties and provides strategies to minimise that risk.

It can be used diagnostically as an intervention programme for older pupils (FP +KS2) who are already experiencing literacy difficulties and can be a useful tool in identifying appropriate IEP targets.

Part two: A structured approach to addressing high frequency words and spelling conventions.

Cost: £230 (includes resources)



DEST-2 / Hands on literacy

Hands on Literacy is a screening and intervention tool which provides early identification of children in foundation phase who are at risk of having weaknesses in their literacy development and provides effective intervention for those learners.

Refresher training on how to use the DEST-2 to assess and plan intervention for children in reception who are at risk of literacy difficulties.

Cost: £60

Dyslexia friendly strategies in mainstream classroom

Half day

(Central training/School based) - Trainees will have an introduction to a range of strategies and activities that can be used to support pupils with dyslexia/literacy difficulties in the mainstream classroom.

Cost: £60

Complex LD in mainstream classroom LSA's

Half day

This half day course will aim to raise awareness of the needs of pupils with complex learning difficulties in the mainstream classroom. It will provide:

- An understanding of complex learning difficulties and appropriate support strategies and resources for mainstream classes
- An understanding of the related social and emotional issues

Cost: £60

Active Literacy Kit Intervention

Half day

A step-by-step introduction to using the Active Literacy Kit which provides a series of timed exercises that build the foundation skills necessary for automatic, fluent and accurate reading and spelling. Based on the outcomes of a diagnostic placement test children work through carefully structured activities covering alphabet knowledge, letter names and sounds, rhyme and alliteration and basic reading and spelling.

For age groups 5+ (KS2, KS3, KS4)

Suitable for individual and group teaching

Cost: £150 (includes resources)

Maths Strategies for struggling learners (pilot training)

Central training only – This course will consist of a combination of centrally held training and school based mentoring. It aims to equip trainees to assess pupils and interpret the assessment to plan appropriate learning targets based on assessment outcomes. To learn how to plan and structure effective tailor-made group and 1:1 maths intervention sessions using a wide range of multisensory resources.

Cost: £130

Handling Pupil's with Special Needs

Handling Pupils with Special Needs

Course Details

Facilitator: Learner Support Service

Phase: Primary, Secondary, Specialist Provision

Target: LSAs, SNSAs

Cost: £250

Course Description

A two day course dealing with moving and handling children and young people with impaired movement. It is designed to cover all of the theoretical and practical requirements of the MHO regulations 1992 and other legislation relevant to manual handling within mainstream schools.

The theory and practical information offered on the course will help Learning Support Assistants perform their pupil handling duties safely and comfortably.

There is also refresher training available for this course run over a single day. It is designed to refresh theoretical knowledge from core training, with a large part devoted to practical handling, reflecting the needs of the participant with a problem solving approach.

To find out more about the dates and availability of the course please contact:

ManualHandling@rctcbc.gov.uk

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Annual Refresher Course - Handling Pupils with Special Needs

Course Details

Facilitator: Learner Support Service

Phase: Primary, Secondary, Specialist Provision

Target: LSAs, SNSAs

Cost: £130

To find out more about the dates and availability of the course please contact:

ManualHandling@rctcbc.gov.uk



Supporting staff in raising standards for pupils with hearing loss.

Course details

Facilitator: Learner Support Service

Target: Teachers and support staff

Cost : Free for schools who have HI pupils on the RCT Sensory team Monitoring list (or will following transition).
Otherwise £60.

Course description:

This half day course will aim to improve staff understanding of the needs of pupils with Hearing Loss.

Deaf awareness tips

Ensuring the learning environment meets the needs of Hearing Impaired pupils

Basic knowledge of hearing loss/ testing

Use of hearing aids



Meeting your duties under the Equalities Act for Learners with Physical and Medical Needs

Course Details

Facilitator: Learner Support Service

Phase: Primary, Secondary

Target: Teachers, SLT, SENCOs

Cost: £60

Note - this is not a course for manual handling

Course Description

This half day course will aim to raise awareness of the needs of pupils with physical and medical difficulties and the implications for learning.

- Duties under the Equality Act 2010
- Policies and procedures - LA and school responsibilities
- Challenges faced by families
- Seating and equipment
- Personal care, medication and individual programmes

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Behaviour Support Service

Supporting children who present with ADHD

Rationale:

Audience:

Course Outline:

- What do we know? What do we see?
- Impact of ADHD on overall functioning
- Classroom modifications
- Lesson delivery
- Strategies for managing behaviour

Course Duration: 3 Hours

Course delivery by Behaviour Support.

De-escalation Strategies for members of staff in schools.

Rationale:

Developing de-escalating strategies that facilitate dignified relationships to continue into the future.

Audience:

Tailored courses for SLT and all primary/secondary practitioners.

Course Outline:

The course aims to develop participants' skills in order to safely diffuse and de-escalate potentially difficult situations without the use of restrictive physical intervention. With regular reference to the conflict spiral, participants will gain an understanding the pivotal role emotions play in all our behaviours which can greatly affect the decision making process.

Course Duration: 3 Hours

Course delivery by Behaviour Support.

Excellent primary school practice to facilitate behaviour for learning

Rationale:

Emphasis placed on mind-set of staff to provide an environment conducive to learning through a structured approach to behaviour management. Strategies highlighted incorporating the need for continuity in approach based on rules, routines, consequences and modelling good behaviour.

Audience:

LSAs and Teachers.

Course Outline:

1. The need for structure in our classrooms
2. Flexibility around the structure to get the best out of people
3. Planning for behaviour/ the pro-active environment
4. Behaviour monitoring
5. Rapport, Relationships and Role Modelling

Course Duration: 3 Hours

Course delivery by Behaviour Support.

Alternatives to Exclusion

Rationale:

An exclusion has many consequences for the child and family. It is a serious decision for a head teacher to make. This course outlines the alternative strategies available to schools that can be explored prior to considering exclusions.

Audience: LSAs and Teachers.

Course Outline:

The course aims to develop participants' knowledge of the alternative strategies available as part of the graduated response to exclusion. At the end of this course, participants will be able to recognise:

- The need for quality, person centred Pastoral Support Plans in the first instance
- The need for restorative conversations including post-incident meetings
- The use and effectiveness of internal exclusions
- The managed move process
- Independent Exclusion Appeal process

Course Duration: 3 Hours

Course delivery by Behaviour Support.

Developing and evidencing an effective school based graduated response for pupils presenting with Social, Emotional and Behavioural Difficulties (SEBD).

Rationale:

The course will stress the whole school mind-set to behaviour modification and how tailored and targeted interventions can benefit individual pupils and the whole school in general. Participants will develop an understanding of the credibility of evidence required to demonstrate the effectiveness of the graduated response.

Audience: Tailored courses for SLT and all primary/secondary practitioners.

Course Outline:

Course participants will be able to identify an effective graduated response for children presenting with SEBD. The course aims to develop participants' knowledge in the need for a flexible approach to teaching children who present with SEBD. Participants will be asked to bring an anonymised file of their current graduated response of interventions.

Course Duration: 3 Hours

Course delivery by Behaviour Support.

Supporting children who present with ADHD

Audience: Teachers/ LSAs

Course Outline:

- What do we know? What do we see?
- Impact of ADHD on overall functioning
- Classroom modifications
- Lesson delivery
- Strategies for managing behaviour

Course Duration: 3 Hours

Educational Psychology Service

The Educational Psychology Service offer a range of courses, primarily aimed at school based staff, from governors and senior management to teachers and teaching assistants, however many of these can be adapted for use with other Council staff generally.

Available bespoke courses:

- Understanding Attachment and Attunement in Children
- Emotion Coaching training
- Understanding Neurodevelopmental Conditions (ADHD, ASD)
- Understanding Additional Learning Needs (ALN)
- Developing Person Centred Practice (PCP)
- Preparing for Additional Learning Needs (ALN) Reform
- Critical Incident Preparation and Planning for Schools
- Understanding Bereavement & Loss
- Understanding Suicide and Self-harm (in conjunction with Cwm Taf Morgannwg Local Safeguarding Board and partners in the Eye to Eye counselling service)
- Emotional Literacy Support Assistant (ELSA) training
- ELSA for Teachers
- ELSA for Early Years
- PERMA Wellbeing Framework
- Active Listening and Motivational Interviewing
- Understanding Anxiety and School Refusal
- ELSA – Good Practice Guidelines for SMT
- Mindfulness for Schools
- Youth Mental Health First Aid (YMHFA) Training
- Anxiety and CBT

The ELSA (Emotional Literacy Support Assistant) training is 6 days spread over a term. It costs £350 per delegate and ELSA supervision is provided (2 hours every half term). To book please contact Ryan Phillips.

All other training can be bespoke, with times arranged to suit. With the exception of ELSA training, all course costs can be arranged directly with the EPS and would depend on the number of delegates, venue price and resources.

Emotion Coaching

A half-day introduction for Primary Teachers. We will explore:

- Why we need Emotion Coaching
 - What Emotion Coaching is
 - How we do Emotion Coaching
-

Mindfulness in Schools

Course Details

Facilitator: EPS Phase: Primary, Secondary

Target: Teachers, LSAs, ALNCOs & SMT

Cost: £75

Course Description

This is a 1/2 day training exploring the application of mindfulness approaches in schools can enhance wellbeing and promote positive education experiences for teachers and learners.

Supporting Learners Positive Self Esteem

Course Details

Facilitator: EPS

Phase: Primary, Secondary

Target: Teachers, LSAs, ALNCOs

Cost: £75

Course Description

This half-day training that explores the development of self-esteem and considers its impact on learning. The session will include practical activities/resources to help raise pupil self-esteem, enhance their resilience and improve outcomes.

Attachment in the Classroom

Course Details

Facilitator: EPS

Phase: Primary, Secondary

Target: Teachers, LSAs, ALNCOs & SMT

Cost: £75

Course Description

This is a 1/2 day training to enhance staff understanding of the impact of adverse early childhood experiences and insecure attachments. Psychological theory and research will be considered in relation to everyday classroom experiences. The session will include practical activities/ideas to support pupils in the classroom environment.

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Call 01443 744333 for further information

Access and Inclusion Service —Terms and Conditions

The following terms and conditions relate to the Training Schedule provided for this academic year. Receipt of the course booking forms confirms acceptance of these conditions.

Payment terms

The cost of each course is indicated alongside the relevant course. The booking fee takes into account fees incurred to facilitate room hire, refreshments and administration costs.

****Please note—booking fees are completely non-refundable once a place on the course has been confirmed. Cheque book schools will receive an external invoice from RCT. Non cheque book schools will note a deduction via a journal transfer completed by Education**

Finance. Please ensure you clearly identify which budget area the training is to be charged to**

Confirmation of booking

Bookings can be made online by filling in the relevant booking form on the website.

<https://www.rctcbc.gov.uk/EN/Resident/SchoolsandLearning/AccessandInclusiontoEducation/Training/Training.aspx>

Confirmation of allocated places will be confirmed via email and sent to the email address provided on the completed booking form.

Cancellation or Non attendance

In the event that an attendee cannot attend the course please notify the Service on 01443 744333 as soon as possible. Course fees will not be reimbursed. However schools are able to send an alternative representative at no extra charge.

All cancellations must be confirmed via email.

Cancelling courses

The Service reserves the right to cancel a training course or substitute the named facilitator. If a course is cancelled, attendees will be sent notification using the contact details on the booking form.

Transfer

Under no circumstances can delegates transfer booking fees from one course to another.

Evaluations

All delegates will be requested to complete a training evaluation form; the information provided will help to improve the training offered and future delivery of the training. Some course delegates will be sent a Post Training Evaluation form, the term following the training course to measure the impact of the training they have received.