



Portsmouth Safeguarding Children Partnership have launched a new online training course booking system – available at...

pscbtraining.portsmouthscb.org.uk

WHAT IS IT?

A new online booking system enabling you to manage your own booking for safeguarding children training

There is a function for organisations who have one central person to book training for other members of staff.

THE 4 EASY STEPS & 2 REMINDERS

1. **Register with your name and email**
2. **Create a password**
3. **Pre-course:**
 - Search for the course you would like to book
 - Complete Pre – Evaluation form
 - Book onto the course
 - You will receive a series of emails before the course (confirmation, course instructions, reminder etc.)
4. **Post-course:**
 - Delegates to complete Post-course evaluation
 - Delegates can download attendance certificate and post-course material
 - 3 months following the training course you will be invited to complete a post course evaluation to help PSCP measure the impact of learning on practice.

WHY ARE WE DOING THIS?

To streamline the booking process

- To make booking training more efficient
- For the user to be able to manage their own bookings
- For PSCP to improve evaluation and measurement of impact on practice

IMPORTANT INFORMATION

- To be able to access the learning on the training courses available, delegates will need to have a basic understanding of Safeguarding Children. Basic Safeguarding Children Training is available for all members of the community.
- We have a range of masterclasses both suitable for DSLs and Managers. However upon booking, please check that the masterclass is relevant to your role and that it is not specifically targeted to one type of delegate (For example: School Staff Only)
- It is a requirement to complete pre-course evaluations before booking is confirmed
- It is a requirement to complete post course evaluations to receive your attendance certificate and post course material

For single agency / inset training please email pscptraining@portsmouthcc.gov.uk

KEY CONTACTS

- For Single Agency / inset bookings contact: pscptraining@portsmouthcc.gov.uk / 02392 834404
- For enquiries: pscptraining@portsmouthcc.gov.uk / 02392 834404
- For help: pscptraining@portsmouthcc.gov.uk / 02392 834404