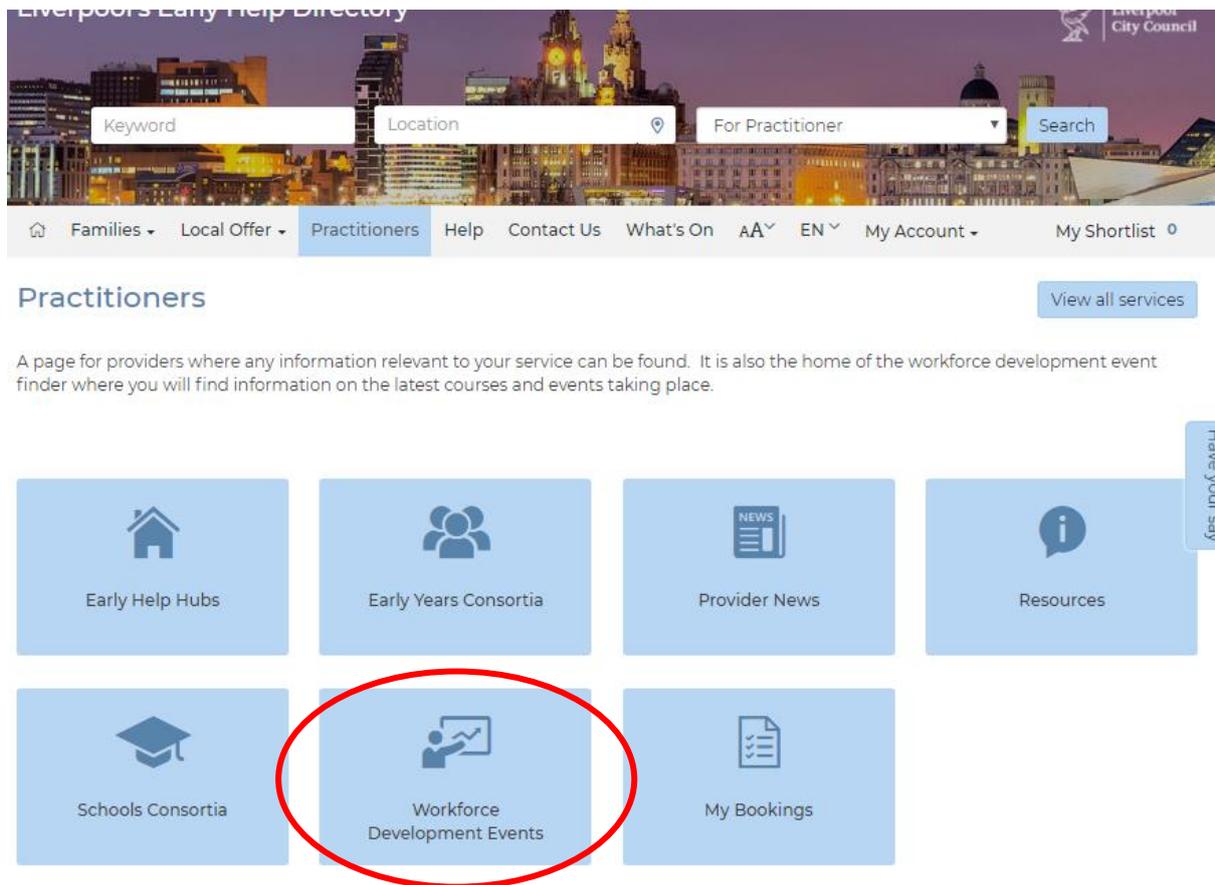


Early Help Directory: Workforce Developments Events

To book, search or view the Workforce Development Events you need to sign into Practitioners or create an account. For help with signing in, resetting your password or creating an account see the appropriate guide in 'A compilation of user guides' on the EHD homepage.

When signed into Practitioners select Workforce Development Events.



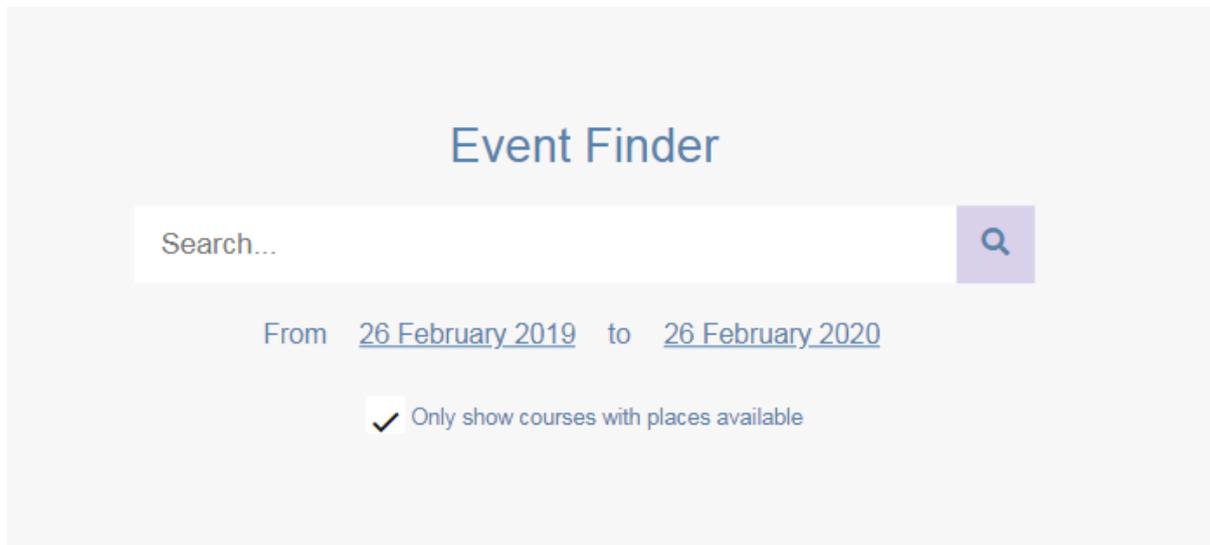
This will open the workforce development homepage.



From here you have two options, 'Specific Events / Foster Carers' or Multi Agency Section.

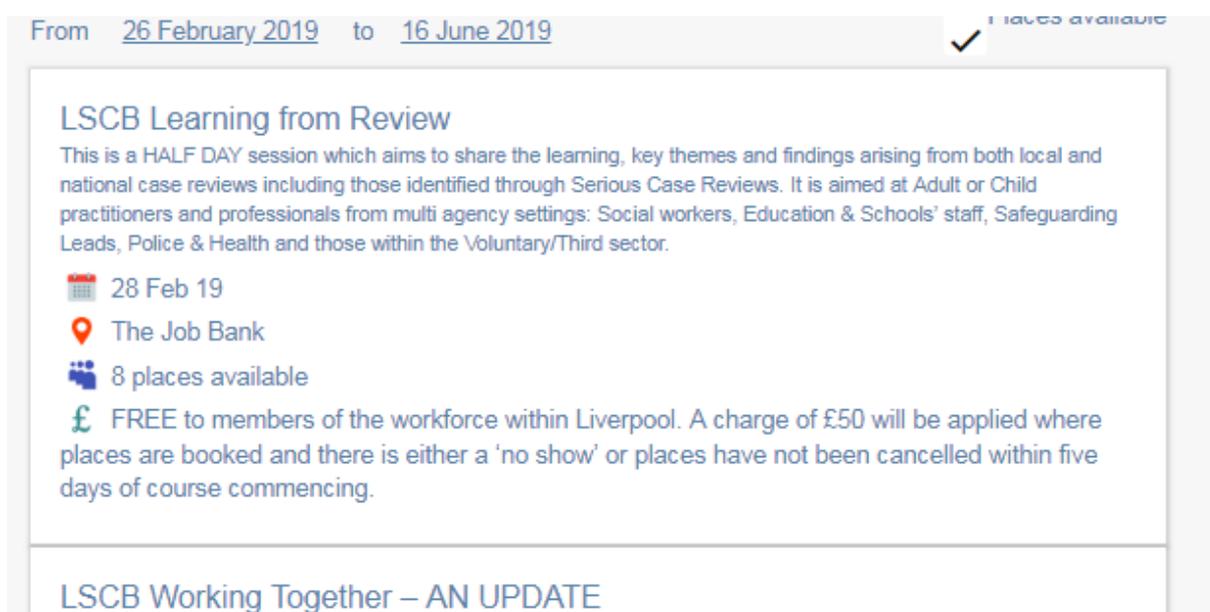
Specific Events / Foster Carers are normally targeted events that are passphrase protected (you need a passphrase to book) which is normally provided by the organiser and is aimed at a specific audience only. The idea behind the passphrase is to stop the events becoming fully booked leaving places for the targeted audience. If you think the event is appropriate you should contact the 'Booking Contact' or the 'Facilitator' for more information. The booking process is the same as below, except for the need of the passphrase.

Selecting Multi Agency Section will open up the 'Event Finder'



The screenshot shows the 'Event Finder' search interface. At the top, the title 'Event Finder' is displayed in a large blue font. Below the title is a search bar with the placeholder text 'Search...' and a magnifying glass icon on the right. Underneath the search bar, there are date selection options: 'From 26 February 2019 to 26 February 2020'. At the bottom of the search area, there is a checkbox that is checked, with the text 'Only show courses with places available'.

To search for an event, enter the name of the event into the search field, or select a date when the event is taking place or select a date range to search within. For all search types click on the magnifying glass to return a list of results. The default list will only show events that have places, to see events that are fully booked, remove the tick.



The screenshot shows a search result for an event. At the top, the date range is 'From 26 February 2019 to 16 June 2019' and a checked checkbox indicates 'Only show courses with places available'. The event title is 'LSCB Learning from Review'. The description states: 'This is a HALF DAY session which aims to share the learning, key themes and findings arising from both local and national case reviews including those identified through Serious Case Reviews. It is aimed at Adult or Child practitioners and professionals from multi agency settings: Social workers, Education & Schools' staff, Safeguarding Leads, Police & Health and those within the Voluntary/Third sector.' The event details include: '28 Feb 19', 'The Job Bank', and '8 places available'. The cost is listed as '£ FREE to members of the workforce within Liverpool. A charge of £50 will be applied where places are booked and there is either a 'no show' or places have not been cancelled within five days of course commencing.' At the bottom of the listing, there is a link: 'LSCB Working Together – AN UPDATE'.

When you have found the event required select it from the list and more information about the event will open up, toward the bottom of this page is where you can make your booking. **Please note that the event may require you to print off handouts etc. ready to bring along to the venue.**

View in Google Maps

Facilitator

Liverpool Safeguarding Children Board – Training coordinator
0151 233 0510

Documents

Please print and bring to the course

Learning From Review Handout

My Bookings

Name	Date	Additional Requirements
Ste Test Cog	19/02/2019	Cancelled

Booking

First Name *

Last Name *

Email Address *

Phone Number

Organisation

Sector - Please complete this field

Job Title - Please Complete this field

Any Additional Requirements

Book now

Complete the required information and select 'Book now'. An email confirmation will be sent to the email address of the user account used to make the booking.

Stephen Coughlin

Your booking onto **LSCB Learning from Review** has been successful, the course starts on the **28/02/2019**. Thank you for using the Workforce Development Booking System

If you need any more information please email fsd@liverpool.gov.uk

For help amending or cancelling a booking please see EHD: My Bookings in 'A compilation of user guides' on the homepage.

If you require any assistance with booking an event please contact the 'Booking contact' or the event facilitator.