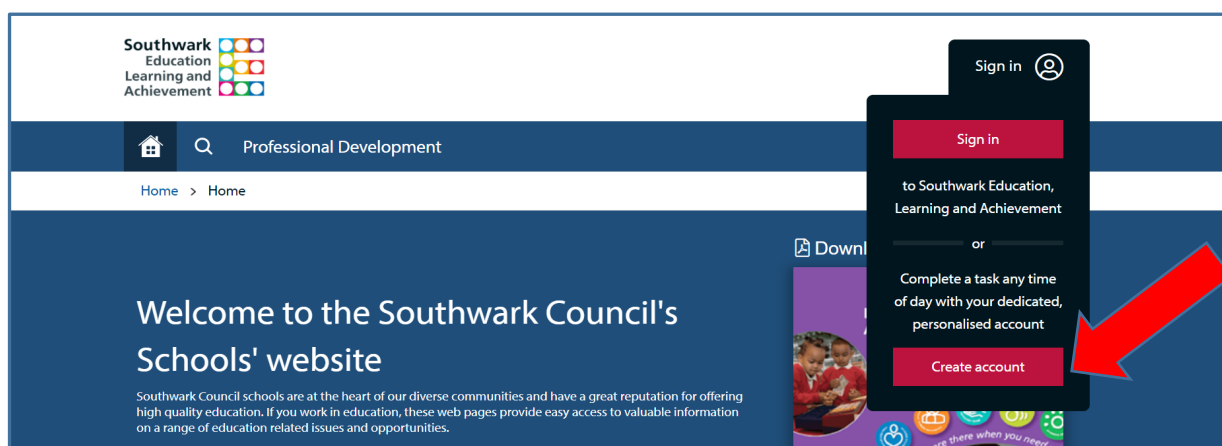


How to book and pay for your Southwark Early Years PVI training

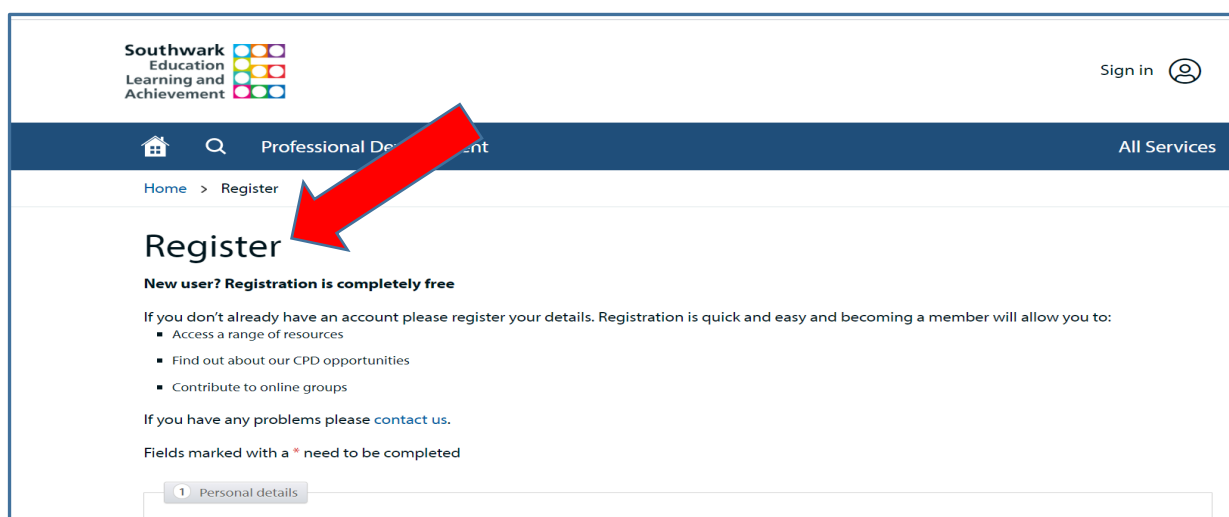
1 - Go to: <https://schools.southwark.gov.uk> and **Sign in**.



2 - If you do not have an account, you will need to click **'create an account'**



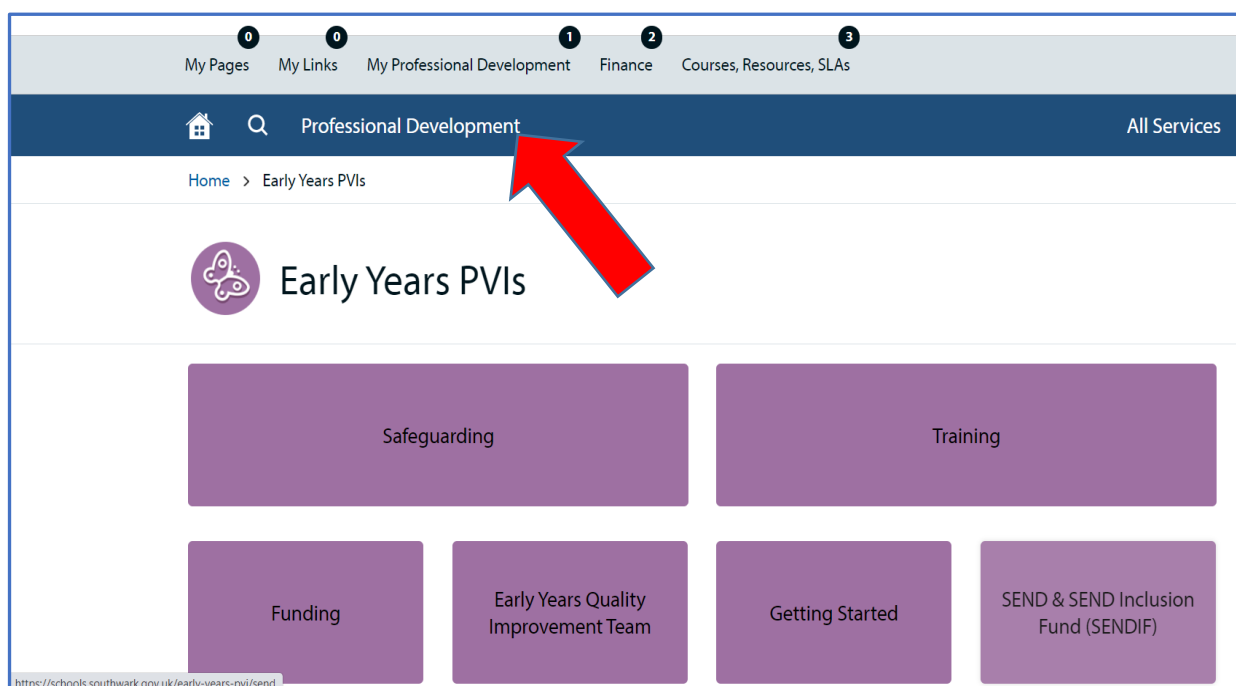
3 - Register your details. **ALL childminders** should register their 'school/organisation' as the first option from the list, which is: **'No Associated Organisation'**.



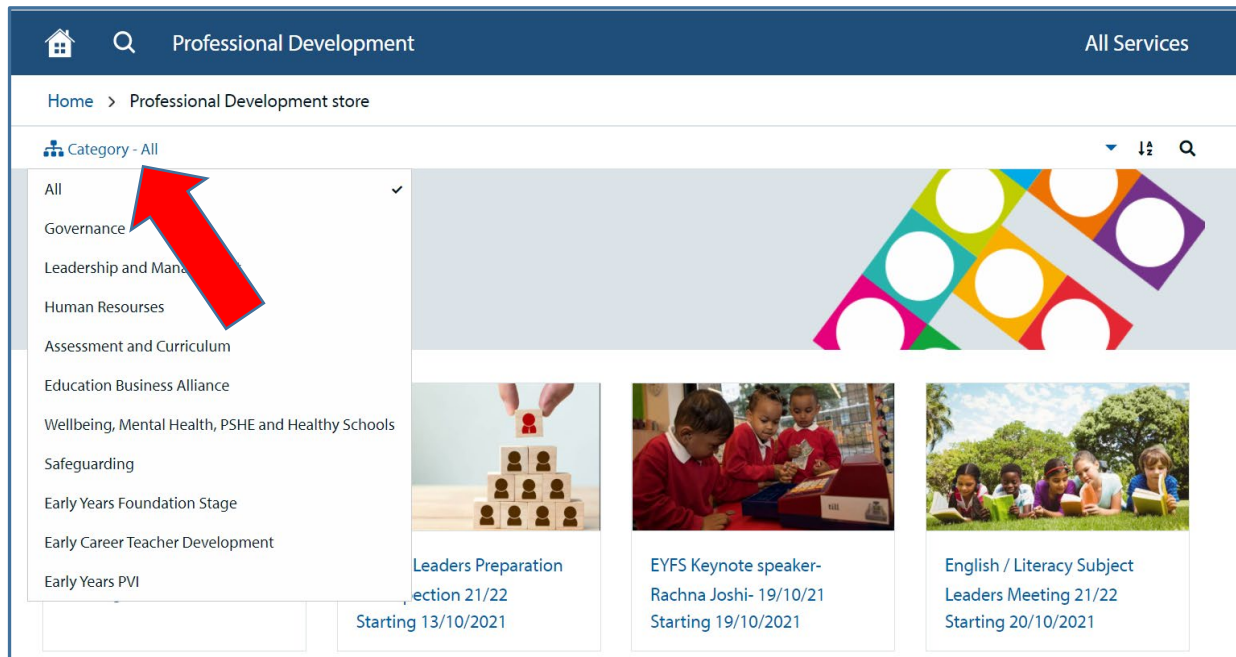
4 - Once registered and /or signed in, click on the **'Early Years PVI'** portal, which is represented by the purple butterfly icon.



5 - Click on to the **'Professional Development'** banner.



6 - Click on to 'Category All' and it will highlight to yellow



Professional Development

All Services

Home > Professional Development store

Category - All

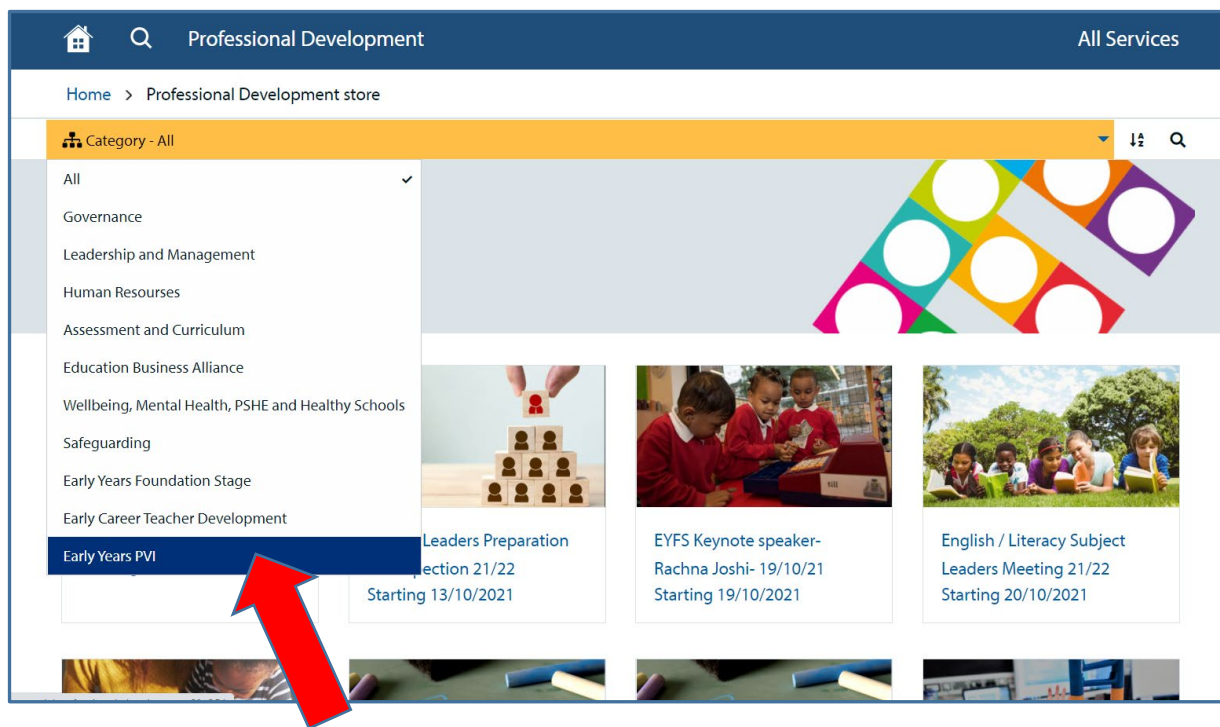
- All
- Governance
- Leadership and Management
- Human Resources
- Assessment and Curriculum
- Education Business Alliance
- Wellbeing, Mental Health, PSHE and Healthy Schools
- Safeguarding
- Early Years Foundation Stage
- Early Career Teacher Development
- Early Years PVI

Leaders Preparation
Section 21/22
Starting 13/10/2021

EYFS Keynote speaker-
Rachna Joshi- 19/10/21
Starting 19/10/2021

English / Literacy Subject
Leaders Meeting 21/22
Starting 20/10/2021

7 - Click on the 'Early Years PVI' link at the bottom of the list.



Professional Development

All Services

Home > Professional Development store

Category - All

- All
- Governance
- Leadership and Management
- Human Resources
- Assessment and Curriculum
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Starting 20/10/2021

8 - Scroll through the pages of courses available and click on the course of your choice

Category - Early Years PVI

Early Years PVI

[Early Years PVI: Getting Ready for Inspection - Practitioners only \(22.11.21\)](#)
Starting 22/10/2021

Early Years PVI: How to use open-ended questions in the early years
Starting 26/10/2021

Early Years PVI - Child Protection: Level 1 & 2
27/10/2021
Starting 27/10/2021

Early Years PVI: Safeguarding: Child protection level 1&2 (06.11.21)
Starting 06/11/2021

[v.uk/professional-development/early-years-pvi/getting-ready-for-inspection-practitioners-only](#)

9 - At the top of the page you will see:

- 1 – what course page you are on
- 2 - who the trainer is
- 3 – how much the course costs
- 4 – how many hours the course runs for
- 5 – the address

Early Years PVI: Safeguarding: Child protection level 1&2 (06.11.21)

★ ★ ★ ★ ★

Add your review for this course

Price	£20.00 per	Total hours	6.5
Category	Early Years PVI	Type	1:1 / 1:2 / 1:5
Target audience	Early Years Practitioners	Code	EYV1005
CPD points	0		

Aims

At the end of the course staff will:

- Know and recognise the different types of child abuse
- Understand the statutory legislation for safeguarding children as an early years practitioner
- Familiarise themselves with national safeguarding guidance
- Be aware of why abuse may happen
- Know the different agencies in Southwark to support children and families
- Understand how to make an appropriate referral
- Know the expectations after a referral has been made.

Trainer:
Wendy Heller
Southwark Council Early Years Quality Improvement

Course Administrator:
Wendy Heller

Provider:
Southwark Education, Learning and Achievement

Address:
EYQIT Zoom
x
x
x
x

On the map

10 - Scroll down the page to 'BOOK'. Here you can book for yourself or book for staff members on to the course.

It introduces the legal, policy and procedural frameworks which aim to safeguard and promote the welfare of children (and their families) and inform practitioners of some of the reasons why child abuse happens looking at the local authority arrangements for the management of safeguarding children by considering recent.

How practitioners support managers and designated safeguarding leads in making an assessment of children's needs based on the knowledge of their key children.

It then looks at how this knowledge informs which is the most appropriate service to make a referral to in Southwark and what to expect once the referral is made.

1 Bookings available


NOV
06
Sat 09:30

EYQIT Zoom, x, x, x, x

Session 1: 06 November 2021 - 9:30AM > 4:00PM

BOOK STAFF MEMBERS

BOOK



When you click on 'BOOK' you will be asked to confirm your booking. Once you click 'BOOK' again, the 'BOOK' tab will turn yell to tell you that your request is being processed and a green pop up will appear on the bottom left of the page to say that your booking is confirmed and that your manager will be alerted. If you are a registered childminder, **you** are the manager of your setting so an email will be sent to the email that is registered to your account. In all other cases, a confirmation email will be sent to the manager / strategic lead for the setting to notify them a booking has been made and to make payment to approve the booking. At this point all bookings are shown to the Early Years Quality Improvement team as 'provisional'.

1 Bookings available

NOV
06
Sat 09:30

EYQIT Zoom, x, x, x, x

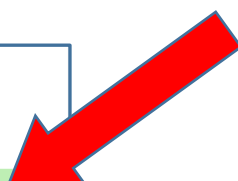
Session 1: 06 November 2021 - 9:30AM > 4:00PM

BOOK STAFF MEMBERS

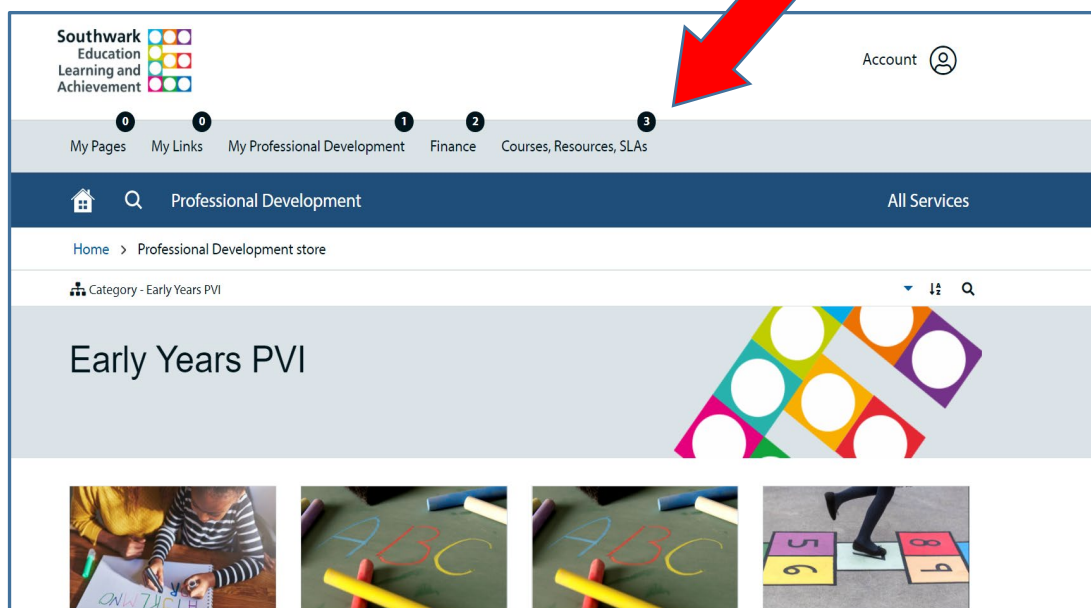
Request being processed

Upcoming related courses

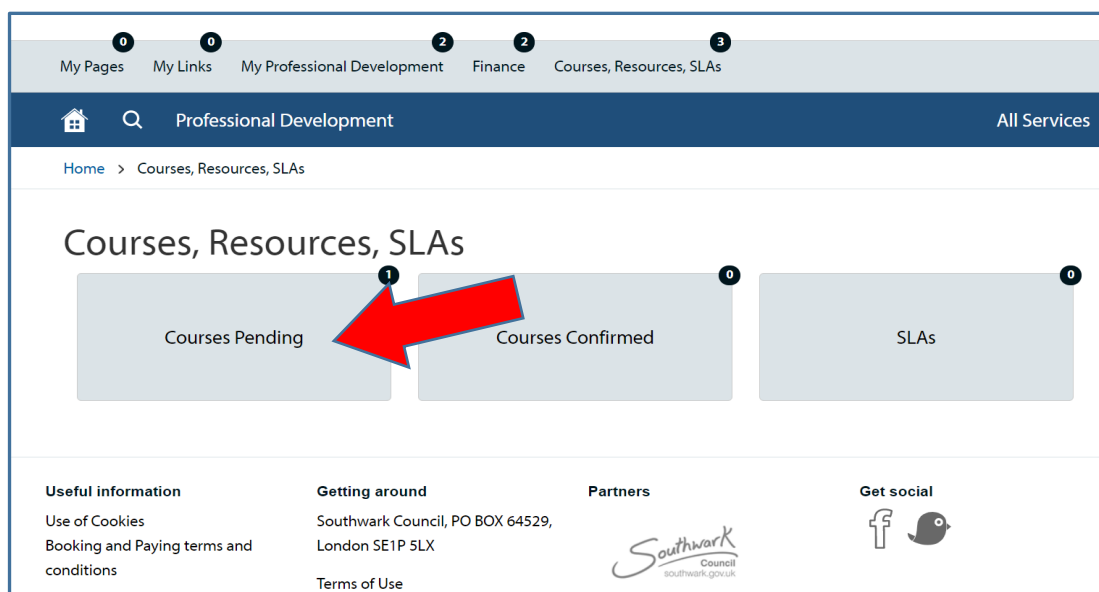
Early Years
PVI:Safeguarding:
Child protection level
1&2 (06.11.21)
6.5 Hours
06/11/2021 09:30:00,
Has been booked
Your manager will be alerted



11- To make a payment for the 'BOOKED' course you need to click onto, **'Courses, Resources, SLA's'**



12 - From here, click **'Courses Pending'**.



13 - If you have more than one course booked, check that the details are correct and that this is the course you wish to pay for and click on to 'Pay'

The screenshot shows the 'Courses Pending Payment' page. At the top, there are navigation links: My Pages, My Links, My Professional Development, Finance, and Courses, Resources, SLAs. Below this is a search bar and a 'Professional Development' header. The main content area is titled 'Courses Pending Payment' and includes a warning: 'All courses need to be paid within 72 hours of booking otherwise they will be automatically removed for your course list. Please note that courses will not be confirmed until payment has been taken.' Below the warning is a table with columns: Date booked, Payment due, For, Booked by, Course, Date, Time, Cost, and Actions. A red arrow points to the 'Pay' button in the Actions column for the first course.

Date booked	Payment due	For	Booked by	Course	Date	Time	Cost	Actions
11/10/2021	2 days and 23 hours remaining	Heller Wendy (No Associated Organisation)	Heller Wendy (No Associated Organisation)	Early Years PVI:Safeguarding: Child protection level 1&2 (06.11.21)	06/11/2021	9:30am	£20.00 0 cr	Pay Reject

Useful information: Use of Cookies, Booking and Paying terms and conditions

Getting around: Southwark Council, PO BOX 64529, London SE1P 5LX

Partners: Southwark Council

Get social: Facebook, Twitter

14 - You will be redirected to a payment screen where you will need to input your card details. Once you have inserted your card details press continue and your bank will go through the process of authorising your payment. Once your payment has gone through your status on our portal will change from 'provisional' to 'approved'. Only once you are approved is your place confirmed.

The Early Years Quality Improvement Team have the right to remove your booking if you have not paid within 5 days of your provisional booking. This allows others to book and pay for the course to ensure it is viable to go ahead.

The screenshot shows the payment screen. At the top, there is a 'Southwark Council' logo and an 'Accessibility' link. Below this is a navigation bar with icons for location, search, and home. The main content area is titled 'Do it online > Pay for it'. It features logos for VISA, Mastercard, and VISA Electron. Below the logos, it says 'All fields marked * are mandatory' and 'Amount £20.00'. The form has three main sections: 'Card Number*' with a text input field, 'Expiry Date*' with two date input fields, and 'Security Code*' with a text input field. At the bottom, there are 'Reset', 'Back', and 'Continue' buttons. A note at the bottom states: 'Note: Clicking on the links below will open a new browser window.' Below the note are logos for 'MasterCard SecureCode' and 'Verified by VISA'.