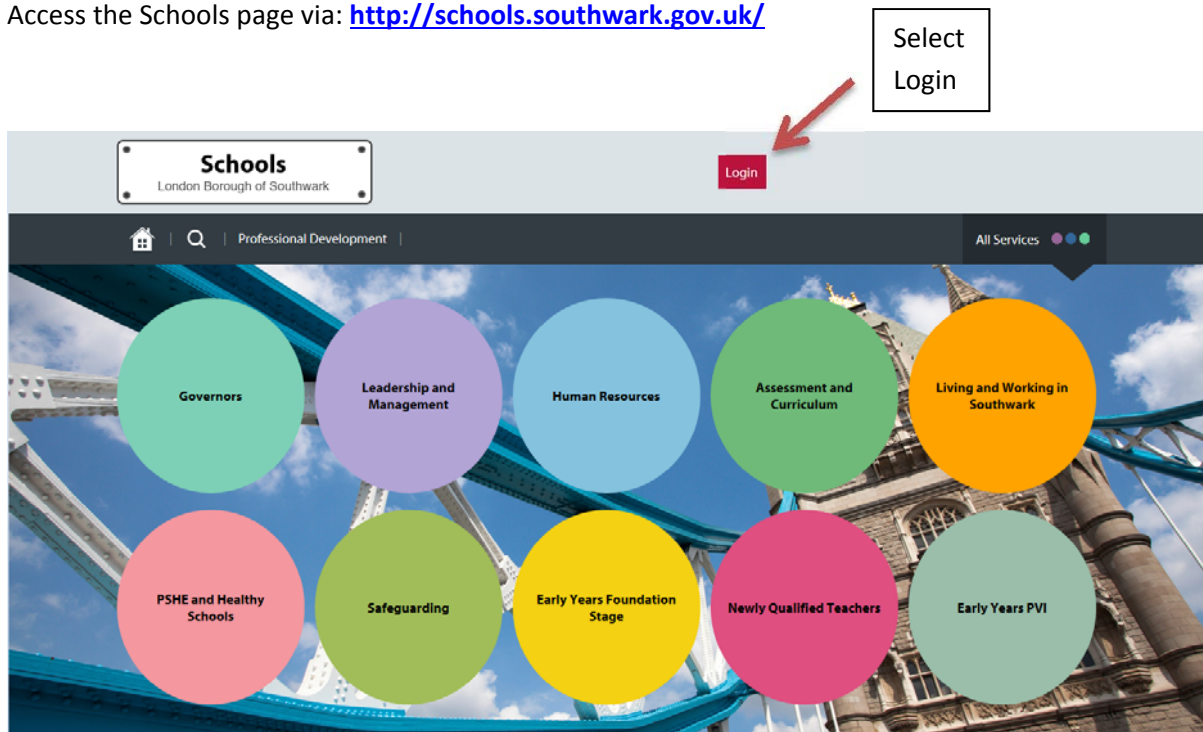


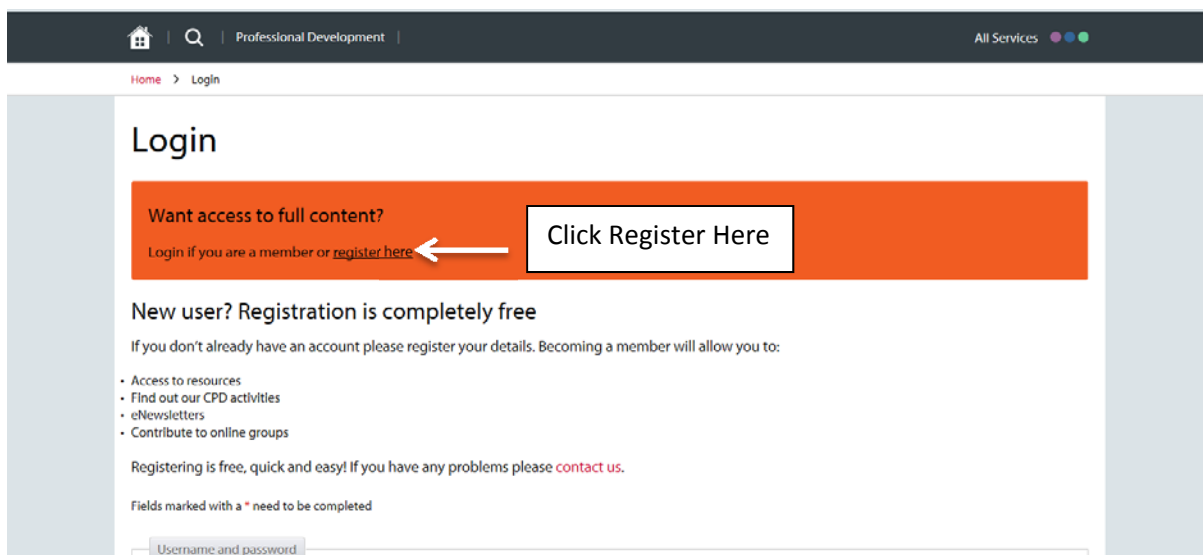
Schools registration manual: Early Years PVI

This manual is a guide for new users to register on the London Borough of Southwark's Schools Page to access the Early Years PVI Portal.

Access the Schools page via: <http://schools.southwark.gov.uk/>



Once on the home page click **'log in'** at the top right which will open the login/registration page.



Click **'register here'** to create a new account.

Register

New user? Registration is completely free

If you don't already have an account please register your details. Registration is quick and easy and becoming a member will allow you to:

- Access a range of resources
- Find out about our CPD opportunities
- Contribute to online groups

If you have any problems please [contact us](#).

Fields marked with a * need to be completed

1 Personal details

Register;

Note: All staff members are required to register for access to the Early Years PVI portal in order to attend training programme provided by the Early Years Quality Improvement Team.

Begin the registration process by completing the prompt boxes within the **'personal details'** section.

Staff members are advised to use their personal email address as their main email to login, this will enable individuals to have independent access to the site to make course bookings, and keep up to date with their training record.

Note: Setting managers or 'strategic leads' will still be required to approve booking requests made by staff members. Managers are also able to select another staff member to be a strategic lead for their setting in case of absents etc. please note the additional strategic lead **must** have the authority to approve **and** pay for courses. To do this strategic leads (managers) need to select the **'School Staff'** tab on the home page and then select either teaching or non-teaching staff, which will generate a list of the staff members within the chosen area. Once the chosen staff member has been located select **'Make strategic lead'** and this will save the selection and give the user access rights to approve and pay for course bookings etc.

2 Work related information

School/Organisation *

--- Select ---

Phase *

--- Select ---

Select work positions: *

- Class teacher
 Chair of Governors
 Governor
 Principal
 Assistant Principal
 Assistant Head
 Head of School
 Head of Faculty
- Head of Year
 Middle Leader
 Learning Mentor
 Newly Qualified Teacher
 Teaching Assistant
 Early Years Educator
 Business Manager
- SENCo
 Office Staff
 Midday supervisor
 Advisor
 Member of SACRE
 External organisation-other
 External consultant
- Southwark Local Authority- other
 Early Years Foundation Stage Leader
 Deputy Headteacher
 Senior Leader
 Headteacher

Within the work related information section;

Select the setting you are linked to within the School/organisation drop down menu, and then within the phase menu select EYFS- for Early Years.


Select your work position by checking the box which best fits your job description eg. Early years educator etc.

Note: If you are a **Childminder** ensure to select '**No Associated Organisation**' within the School/organisation dropdown menu, and within the work position area select '**External organisation-other**'.

3 Access to areas on this website

Choose which sections of the website you would like to access: *

Please note that some areas are traded services and access will only be granted once you have bought into these areas.

- Governors
- Leadership & Management
- Human Resources
- Assessment & Curriculum
- PSHE & Healthy Schools
- Safeguarding
- Early Years Foundation Stage
- Newly Qualified Teachers
- Early Years PVI  Select: Early Years PVI
- Living and working in Southwark

Access to areas on this website;

Select the area you require access to; for all Early Years settings and providers this will be the 'Early Years PVI' area.

4 Other details

Please note that this section is optional and are only used for when booking a course or programme.

Dietary requirements

Accessibility requirements:

- Hearing impaired
- Learning impaired
- Mobility Impaired
- Visually impaired

In 'other details' please list any relevant information which may require additional assistance when you are attending training.

5 Terms and Conditions

Please check the box below to confirm you have read the **terms and conditions**.

I have read the terms and conditions

Clear
Submit

Submitting your registration;

Once you have completed the relevant information above please review the terms and conditions and check the 'I have read the terms and conditions' box and click 'submit'.

After submission your user profile will need to be approved and activated by the CPD team before you can access the Early Years PVI page.

Please note the approval process can take up to two working days.

How to make a course booking:


On the home page select the '**Professional Development**' tab to open the course page.

My Pages | My Links | My Professional Development


Home > Professional Development

Professional Development


Leadership and Management See more




School Business Managers Meeting



Schools' Safeguarding Forum



Working at Height Briefing



Asbestos Awareness

Scroll to bottom of the page and select the **Early Years PVI programme** to view the courses available for Early Years Practitioners and providers.



Select 'see more' to view the full training schedule.

Note: Courses can also be found on the CPD scroll at the top of the Early Years PVI page.

Once you have found a course of interest select the preview to view further details.

Home > Professional Development > Early Years PVI > Early Years PVI- Getting Ready for Inspection- Group Day Care 30.10.18

Early Years PVI- Getting Ready for Inspection- Group Day Care 30.10.18

#Early Years PVI

★★★★★

NEW

Price :	£40.00 ^{ex}	Total hours :	6.5
Target audience :	Early Years PVI	Type :	1 session/s
CPD points :	1	Code :	5198

Aims

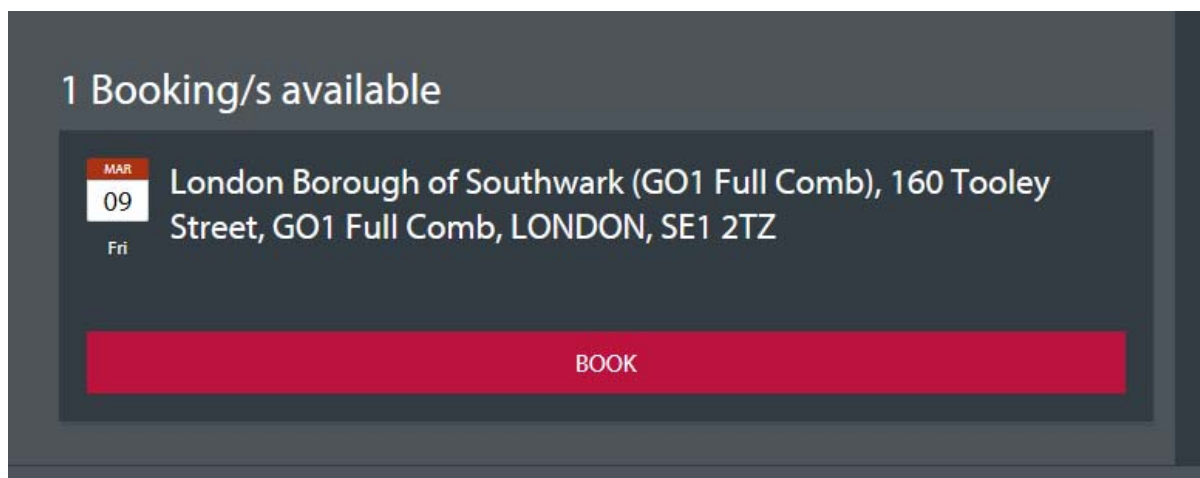
This 1 day workshop will give participants an overview of what Ofsted will be looking for at the time of inspection so it is predominantly for managers and leaders in group based settings and registered childminders as the key focus of this training is reflection and change management.

Trainer:
Sally Fraser

Course Administrator:
Myrtle Walker

Here you will see the course description, cost, target audience and venue information.

To make a booking scroll to the bottom of the page and select 'Book', this will submit your booking request.



Please note the course example above is a test course- do not use this information as venue information

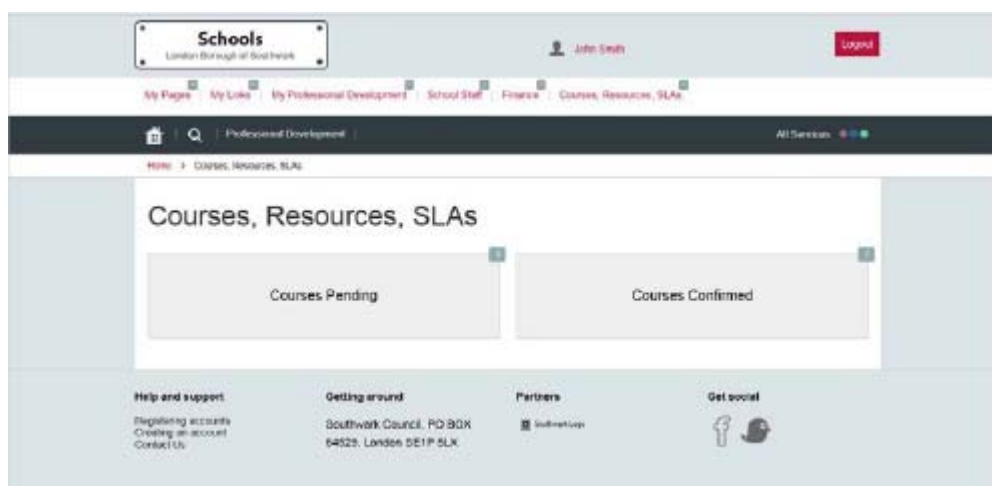
Course confirmation/ cancellation:

Users will receive an email acknowledgement of their booking request, which will have been sent as a notification to their setting's strategic lead. Staff will only receive confirmation of their booking once it has been approved and paid for by the setting's strategic lead via email confirming or declining the booking.

Note: booking requests that are not reviewed and confirmed/declined by the strategic lead within **72 hours** of the request will be automatically **cancelled** -you will be notified of this by email.

Strategic Leads; How to approve, pay & confirm a booking:

The strategic lead is required to approve and pay for course bookings utilising a credit/debit card in order to confirm and secure a place on the attendance register for their staff member.



Begin by selecting the **'Courses, Resources SLA'** tab on the homepage, select **'Courses Pending'** to view new and outstanding course requests that require approval/rejection and payment. You can also view the courses which have already been approved and paid for within the **'Courses Confirmed'** section. To view how much you have spent on courses select the **'Finance'** tab which will give you a break down of the courses your staff members have attended and the cost of each course.

Within **'Courses Pending'** next to the new course request;

To approve a booking select the **approve button** which will take you to the online payment page where you will be required to make a card payment before the booking can be confirmed. Once completed your staff member will then receive an automated booking confirmation email- please check with your staff member that they have received this.

The screenshot shows a web browser window with the URL 'http://www.southwark.gov.uk'. The page header includes the Southwark logo and 'Accessibility'. Below the header, there are navigation icons for a user profile, search, and home. The main content area features a warning message: 'WARNING - This website is for internal testing only. You cannot buy or pay for goods or services here.' Below the warning are logos for MasterCard, VISA, VISA, VISA, and American Express. A note states 'All fields marked * are mandatory'. The amount to be paid is 'Amount £90.00'. The form contains three fields: 'Card Number*' (with a yellow border), 'Expiry Date*' (with two input boxes), and 'Security Code*' (with one input box). At the bottom of the form are three buttons: 'Reset', 'Back', and 'Continue'. A footer note says 'Note: Clicking on the links below will open a new browser window.' and there is a 'Verified by' logo.

To reject the booking select the **Reject button** this will alert the staff member that their booking request has been declined.

To make a course cancellation the strategic lead for your setting needs to notify the Administrative Support Office via email at ehsadmin@southwark.gov.uk as soon as possible. **Please note** if you or your staff member is unable to attend a booked course, please provide **two** working days notice to allow the place to be filled. The booking fee is **non-refundable** if you fail to give notice within the allotted time or fail to turn up.