Oldham Specialist Support Service Training Policy

May 2025

Central Training

* The services will continue to provide opportunities for central based training, many of these sessions will be free as part of the core ‘free at the point of delivery’ offer of all services
* This will be advertised via a central SEND Workforce training calendar and will cover the full offer from QEST, EP and SAPSS services.
* This will be emailed to all headteachers and SENCos, included in the weekly briefing for headteachers and placed on SENCO Space (SENCO webspace) by the start of each academic year
* An additional calendar for MHiE team will be available as this is coordinated with our health colleagues and Mental Health Support Teams
* All sessions will be bookable on Connect (whether they are free or costed) [Oldham Connect | Support Services](https://oldhamconnect.uk/)
* Where virtual, session links not already available on the calendar, will be emailed to whoever has booked onto the session.
* In the event you do not receive a virtual link please contact [acns@oldham.gov.uk](mailto:acns@oldham.gov.uk) in the first instance
* Where costed, costings will be advertised for each session
* On occasion these sessions may be delivered at a lower cost as part of offers advertised by the services and so prices may vary

Individual/bespoke School Training

* Requests for EP/Advisory Teacher/MHiE training should be discussed **first** with your link EP/AT/Advisor to explore the request and ensure that the proposed delivery and content is suited to the needs of the school
* Following initial agreement, you will be invited to submit the attached form to [ossstraininingrequests@oldham.gov.uk](mailto:ossstraininingrequests@oldham.gov.uk). *Please do* ***not*** *send anything to this address without having first discussed it with your link person as this email is not routinely monitored and so requests may not be followed up*
* At present requests for VI/HI should be via your link officer or the team manager.
* Bespoke training will be delivered dependent on capacity and where the services feel they have appropriate expertise to deliver.
* All individual / bespoke requests will carry a cost where delivered by EP or Advisory Teacher. Variations may apply from other services (VI/HI/MHiE). Please see the coting table for details
* Individual / bespoke requests will usually be delivered face to face. A discount may be applied (10%) where Teams is agreed as an alternative.
* The professional delivering will retain the right to determine if teams/face to face is more appropriate for the content of the session
* Costs are inclusive of delivery time, personalisation of delivery, preparation & associated administration, including follow up communication / provision of certificates, where appropriate.
* All training sessions by any service include a mandatory review session 6-8 weeks after the training to explore and support implementation of learning.
* Additional review/support sessions can be arranged at the start and/or can be requested after the training.
* All resources will be provided electronically for all training. It will be the responsibility of the setting to provide copies for staff ahead of the session.

Oldham Specialist Support Service Training Request Form

**Please ensure you have discussed the request with your link Advisory Teacher / Educational Psychologist or Mental Health in Education Advisor before completing and returning this form**

|  |  |
| --- | --- |
| **School name** |  |
| **Staff member making request** |  |
| **Contact details** |  |
| **Number of staff** |  |
| **Roles of staff** |  |
| **Training topic requested** |  |
| **Previous training in this area** |  |
| **Reason for training request** |  |
| **Preferred timescale/dates** |  |

Following receipt of this request a member of the team will be in touch to finalise delivery details. Please give at least a term’s notice if you have a specific date in mind

|  |  |
| --- | --- |
| **Agreed dates and duration** |  |
| **Agreed cost** |  |
| **LA Officer signature/agreement** |  |
| **Business Manager / SLT signature/agreement** |  |

Oldham Specialist Service Training costs 2025/2026

In-house/bespoke sessions

Please refer to our SEND Workforce training calendar for an overview of centrally available training and charges where relevant.

Where your setting would like any training from this to be delivered specifically in your setting for your whole / a cohort of staff; or where there are other areas you would like to access more bespoke training, this can be arranged at a cost.

For simplicity and to support school budget planning we have established a standard, subsidised cost which is lower than that previously charged by the services for in-house / bespoke training.

This is applicable to training delivered by Educational Psychologists and Advisory Teachers only at this time.

Please note services are likely to need a minimum of a term’s notice, so if you have a date in mind when planning your inset for the year, please get in touch as soon as possible.

|  |  |
| --- | --- |
| Training delivery duration | Costings |
| One hour (e.g. staff meeting training) | £100 |
| 90 minutes | £150 |
| Half day (up to 3 hours) | £250 |
| 1 full day (up to 6 hours) | £500 |
| Additional review/support meetings | £50 |
| Discount for Teams training | 10% |