**New to the role of DSL/DT/ SENDCo Training Application Form**

Please complete a separate application form for each course and attendee, ensuring all details are completed with authorisation from your line manager. The form should be scanned and/or emailed to:

**2nd Floor East, St. Martin’s Place, 51 Bath Road, Slough, SL1 3UF |Email:**[**CPDapplications@slough.gov.uk**](mailto:CPDapplications@slough.gov.uk)You must complete all pages of this form.

|  |  |
| --- | --- |
| **Full name of Applicant:** |  |
| **Job Title:** |  |
| **Name of setting:** |  |
| **Line Manager:** |  |
| **Work Place Address:** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |

**The day will spilt into workshops relevant to your job role in the afternoon. You will attend 2 workshops as part of the day. Please identify 2 workshops that you would like to attend by numbering them as 1 & 2.**

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| --- | --- | --- |
| **Workshop** | **Outcome of workshop** | **Workshop Preference** |
| Roles & Responsibilities of the SENDCo | * SEND in Slough an overview of the service and local data * Forms and paperwork including referral processes * SENDCo support |  |
| SENDCo Code of practice | * SENDCo Role-Code of Practice and NASENDCo Qualification Standards * SENDCo in the school, daily challenges and long term plans |  |
| EPEPs | * How to use the Slough EPEP * Who does what? * RAG rating of PEPs |  |
| Roles & Responsibilities of the Designated Teacher | * Roles and responsibilities of the DT * Support for Slough DTs * Development opportunities for DTs |  |
| Roles & Responsibilities of the Designated Safeguarding Lead | * Roles and responsibilities of the of DSL’s * Support and referral processes for Slough DSL’s * DSL networking and support |  |
| Case Conference | * How to prepare for case conferences * Understand the Slough model of Signs of Safety case conferences * Understand your role and function at conference |  |

