**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**You must complete all pages of this form.

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| --- | --- |
| **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
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| SENDCo Code of practice  | * SENDCo Role-Code of Practice and NASENDCo Qualification Standards
* SENDCo in the school, daily challenges and long term plans
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| EPEPs  | * How to use the Slough EPEP
* Who does what?
* RAG rating of PEPs
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| Roles & Responsibilities of the Designated Teacher | * Roles and responsibilities of the DT
* Support for Slough DTs
* Development opportunities for DTs
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| 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
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| 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
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