



SIPS Annual Training Brochure

2024 - 2025

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Introduction



Welcome to SIPS Education's training brochure, showcasing our entire training offer specifically designed for schools, academies and multi academy trusts.



We have a wide range of high-quality training opportunities for the whole school that are designed to support and aid the drive for continuous school improvement. With the pace of change in education showing little sign of slowing, we have tailored our courses to provide you with the knowledge and skills needed to create the right conditions for high performance in your school.



Hopefully you will find a course to suit you, however if there are any topics for which we can provide training and assistance that are not featured in this brochure, then we are happy to provide bespoke training sessions for you and your school. For further details contact **training@sips.co.uk**



All training can be booked through the SIPS Learning platform with some exciting innovations coming soon that will enhance our training provision. To access SIPS Learning please contact **training@sips.co.uk**

Governor Training



We believe that good quality and relevant training is essential if Governing Boards and Trust Boards are to discharge their responsibilities effectively and efficiently.

SIPS Education offers a training programme for Governors and Trustees of all levels and experience and draws on both the Maintained Schools Governance Guidance and the Academy Trust Governance Guide to support your journey as a Governor or Trustee.

If you are a new governor or trustee, we strongly recommend that you complete our new e-learning induction training as the best way of giving you a good understanding in what it means to be a school Governor or Trustee.

If you are more experienced you may feel that you know your role well, however, as guidance, legislation and policy are constantly changing it is useful to keep yourself up to date by attending ongoing training regularly.

In addition to training courses, we hold termly Chairs Briefings – preparing for the term, these are open to all governors and trustees and will include a termly agenda briefing and cover local and national changes and developments you need to be aware of. It will also provide an opportunity to network with other governors/trustees.

NEW for this year we have added training on admissions, school attendance, Prevent and a suite of SEND courses (aimed to build on your SEND knowledge as you progress through the academic year).

All training courses are held virtually via MS Teams.

*Please note if your school has purchased the Governor and Trustee Training Programme all courses except Bitesize, Safer Recruitment and Awareness of First Aid for Mental Health Level 1 are included in the price.

Bespoke Training

We can also offer bespoke training for your Governing Board or Trust Board.

Sometimes, your training needs will be bespoke to the needs of your board and may require the involvement of all Governors or Trustees. We are able to provide school-based expert led training sessions to meet your needs.

The cost of this type of training will be bespoke to each session and prices are available on request.

Please contact training@sips.co.uk for more information.

Course Prices (All prices are exclusive of VAT)

	Cost £	
Full Training Package (Provides unlimited access for all governors)	£850.00	Excludes Bitesize, Safer Recruitment, Safer Recruitment Refresher and First Aid Mental Health Level 1 (these will be charged separately)
Bitesize	£50.00	Per delegate
Safer Recruitment	£110.00	Per delegate
Safer Recruitment Refresher (NEW)	£60.00	Per delegate (training for delegates that have completed the whole day course previously)
Pay As You Go	£130.00	If you do not wish to purchase the training package, you can access training courses on a 'pay as you go' bases. These are charged per session, per Governor
Bespoke (per 2-hour session)	£375.00	
Bespoke (per 1-hour session)	£265.00	

Governor Training



Autumn Term 2024						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
Compliance	An Introduction to SEND for Governor and Trustees	Governor/Trustee's	12/09/2024	5.30pm - 7.00pm	Adam Boddison	Online
Compliance	Safeguarding Level 1	Governor/Trustee's	18/09/2024	10.00am - 12.00pm	Ella Savell-Boss	Online
People	Head Teacher/Principal Appraisal	Governor/Trustee's	19/09/2024	10.00am - 11.30am	Kim Whiting	Online
Strategic Leadership	Leading from the Chair	Governor/Trustee's	24/09/2024	10.00am - 12.00pm	Lara Angell	Online
Compliance	Safer Recruitment (Day 1 of 2) delegates need to attend both sessions	Governor/Trustee's	26/09/2024	10.00am - 1.00pm	Kate Shadwell	Online
Compliance	Safer Recruitment (Day 2 of 2) delegates need to attend both sessions	Governor/Trustee's	01/10/2024	10.00am - 1.00pm	Kate Shadwell	Online
Strategic Leadership	Introduction to Vision, Culture, Ethos and Strategic Direction	Governor/Trustee's	03/10/2024	5.30pm - 7.00pm	Governance Team	Online
Governance Structures	Role of Link Governors and Visits into School (Bitesize)	Governor/Trustee's	10/10/2024	12:00pm - 12.45pm	Lara Angell	Online
Accountability	Introduction to the Governance Guides	Governor/Trustee's	15/10/2024	6.00pm - 6.45pm	Lara Angell	Online
Strategic Leadership	School Attendance	Governor/Trustee's	17/10/2024	5.30pm - 7.00pm	Louise Morris	Online
Compliance	School Admissions - Governor Role	Governor/Trustee's	22/10/2024	10.00am - 11.00am	Jenna Hodgetts	Online
Compliance	SEND and Accountability for Governors and Trustees	Governor/Trustee's	23/10/2024	10.00am - 11.00am	Adam Boddison	Online
Strategic Leadership	Effective Relationships with Senior Leaders	Governor/Trustee's	06/11/2024	10.00am - 11.00am	Kim Whiting	Online
Compliance	Prevent	Governor/Trustee's	13/11/2024	5.30pm - 7.00pm	Justin Nixon	Online
People	Role of the Health and Safety Governor	Governor/Trustee's	18/11/2024	10:00am - 12.30pm	Sally Woodvine	Online
Accountability	Performance Accountability	Governor/Trustee's	21/11/2024	5.30pm - 7.00pm	Kim Whiting	Online
Strategic Leadership	Governors' Role - Dealing with Complaints	Governor/Trustee's	28/11/2024	6.00pm - 7.30pm	Lara Angell	Online

Governor Training



Autumn Term 2024						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
People	Awareness of First Aid for Mental Health - Level 1	Governor/Trustee's	02/12/2024	9.30am - 2.00pm	Sally Woodvine	Online
Compliance	GDPR	Governor/Trustee's	03/12/2024	10.00am - 11.30am	Chenille Tennant	Online
People	Chairs Briefing - Preparing for the Spring Term	Governor/Trustee's	05/12/2024	10.00am - 11.00am	Lara Angell	Online
People	How to be an effective Committee Chair	Governor/Trustee's	09/12/2024	5.30pm - 7.00pm	Lara Angell	Online
Accountability	Ofsted - Are you Ready?	Governor/Trustee's	11/12/2024	6.00pm - 7.30pm	Susan Lowry	Online
Compliance	Relationships, Sex and Health Education (RSHE)	Governor/Trustee's	17/12/2024	10.00am - 11.30am	Emily Morgan	Online

Governor Training



Spring Term 2025						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
Accountability	Decision Making	Governor/Trustee's	09/01/2025	5.30pm - 7.00pm	Governance Team	Online
People	Staff Workload and Wellbeing (Bitesize)	Governor/Trustee's	14/01/2025	6.00pm - 6.45pm	Lara Angell	Online
People	Managing Difficult Conversations	Governor/Trustee's	16/01/2025	10.00am - 11.30am	Lara Angell/Kate Shadwell	Online
Compliance	Online Safety - Digital Resilience and Cyber Security	Governor/Trustee's	28/01/2025	10.00am - 12.00pm	Nicola Rudge	Online
Compliance	Pupil Exclusions and Appeals	Governor/Trustee's	30/01/2025	10.00am - 11.30am	Lara Angell	Online
Strategic Leadership	School Attendance	Governor/Trustee's	03/02/2025	10.00am - 11.30am	Louise Morris	Online
Compliance	Safeguarding Level 1	Governor/Trustee's	06/02/2025	6.00pm - 8.00pm	Ella Savell Boss	Online
Compliance	School Admissions - Governor Role	Governor/Trustee's	11/02/2025	5.30pm - 6.30pm	Jenna Hodgetts	Online
Compliance	Prevent	Governor/Trustee's	13/02/2025	10.00am- 11.30am	Justin Nixon	Online
Accountability	Financial Management and Monitoring	Governors	25/02/2025	5.30pm - 7.00pm	Kim Whiting/Marc Wilson	Online
Compliance	Governance for Special Schools and Specialist Settings	Governor/Trustee's	26/02/2025	5.30pm - 7.00pm	Adam Boddison	Online
Accountability	Data Analysis	Governor/Trustee's	06/03/2025	5.30pm - 7.00pm	Kim Whiting	Online
Strategic Leadership	Governors Role - Dealing with Complaints	Governor/Trustee's	11/03/2025	10.00am - 11.30am	Lara Angell	Online
People	Chairs Briefing Ready for Summer Term	Governor/Trustee's	18/03/2025	11.00am - 12.00pm	Lara Angell	Online
Strategic Leadership	Overview of Grievance, Disciplinary and Capability	Governor/Trustee's	20/03/2025	10.00am - 12.00pm	Kate Shadwell	Online
Strategic Leadership	Introduction to Vision, Culture, Ethos and Strategic Direction	Governor/Trustee's	25/03/2025	6.00pm - 7.30pm	Governance Team	Online
Accountability	Pupil Premium - Funding, Tracking , Evaluation and Accountability	Governor/Trustee's	27/03/2025	10.00am - 11.30am	Kim Whiting	Online
Compliance	Working Effectively with SENCOs and School Leaders	Governor/Trustee's	02/04/2025	10.00am - 11.30am	Adam Boddison	Online
Compliance	Safer Recruitment	Governor/Trustee's	03/04/2025	9.30am - 3.30pm	Kate Shadwell	Online
Compliance	Equality, Diversity and Inclusion	Governor/Trustee's	08/04/2025	12.30pm - 1.30pm	Simon Bond	Online
People	How to ensure your governing board works effectively as a team	Governor/Trustee's	10/04/2025	5.30pm - 7.00pm	Governance Team	Online

Governor Training



Summer Term 2025						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
Accountability	Ofsted - Are you Ready?	Governor/Trustee's	07/05/2025	10.00am - 11.30am	Susan Lowry	Online
Compliance	GDPR	Governor/Trustee's	15/05/2025	6.00pm - 7.30pm	Chenille Tennant	Online
Accountability	Performance Accountability	Governor/Trustee's	21/05/2025	10.00am - 11.30am	Kim Whiting	Online
Compliance	Safeguarding Level 1	Governor/Trustee's	03/06/2025	10.00am - 12.00pm	Ella Savell-Boss	Online
Compliance	School Admissions - Governor Role	Governor/Trustee's	05/06/2025	10.00am - 11.00am	Jenna Hodgetts	Online
Evaluation	Undertaking a SEND Review	Governor/Trustee's	11/06/2025	5.30pm - 7.00pm	Adam Boddison	Online
Compliance	Prevent	Governor/Trustee's	16/06/2025	5.30pm - 7.00pm	Justin Nixon	Online
Compliance	Online Safety - Digital Resilience and Cyber Security	Governor/Trustee's	19/06/2025	5.30pm - 7.00pm	Nicole Rudge	Online
Strategic Leadership	School Attendance	Governor/Trustee's	25/06/2025	5.30pm - 7.00pm	Louise Morris	Online
Compliance	Safer Recruitment (Day 1 of 2) delegates need to attend both sessions	Governor/Trustee's	26/06/2025	10.00am - 1.00pm	Kate Shadwell	Online
Compliance	Safer Recruitment (Day 2 of 2) delegates need to attend both sessions	Governor/Trustee's	01/07/2025	10.00am - 1.00pm	Kate Shadwell	Online
Accountability	Decision Making	Governor/Trustee's	03/07/2025	10.00am - 11.30am	Governance Team	Online
People	Chairs Briefing Ready for Autumn Term	Governor/Trustee's	08/07/2025	11.00am - 12.00pm	Lara Angell	Online
Compliance	Academy Trust Handbook	Governor/Trustee's	10/07/2025	6.00pm - 6.45pm	Lara Angell	Online
Accountability	Data Analysis	Governor/Trustee's	14/07/2025	5.30pm - 7.00pm	Kim Whiting	Online

Our HR Service offers flexible, tailored support when you need it to ensure that your people are engaged and motivated to deliver. We know that running a busy school involves recruiting and developing your teaching and support staff, so they make a real difference to pupil attainment and achievement. HR issues can be time consuming and need to be resolved as quickly as possible. We offer quality HR training delivered by experienced HR professionals to equip you with the HR skills you need. Training can be delivered remotely or face-to-face and can be bespoke to meet your individual requirements.

Course Prices (All prices are exclusive of VAT)

	Cost £	
Safer Recruitment	£110.00 - 2 for 1 special offer (£110.00 for 2 delegates)	Per delegate
Safer Recruitment Refresher	£60.00 - 2 for 1 special offer (£60.00 for 2 delegates)	Per delegate – training for delegates that have completed the whole day course previously
A Practical Guide to the Schools' Single Central Record	£95.00	Per delegate
All other course sessions	£60.00	Per delegate

Autumn Term 2024						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
HR Consultancy	Safer Recruitment Refresher (2 for 1 on all bookings)	School/Academy/MAT Business/Office/HR Manager, Head Teacher/Principal and other staff with recruitment responsibilities	12/09/2024	10.00am - 1.00pm	Kate Shadwell	Online
HR Consultancy	Safer Recruitment - 2 day session (2 for 1 on all bookings)	School/Academy/MAT Business/Office/HR Manager, Head Teacher/Principal and other staff with recruitment responsibilities	26/09/2024 and 01/10/2024	10.00am - 1.00pm	Kate Shadwell	Online
HR Transactional	A Practical Guide to the Schools' Single Central Record	School/Academy/MAT Business/Office/HR Manager, Head Teacher/Principal and other staff with recruitment responsibilities	02/10/2024	09:30am - 1.00pm	Tony Lampert	Online
HR Consultancy	Managing Performance and Appraisals	School/Academy/MAT Business/Office/HR Manager, Head Teacher/Principal and other staff with appraisal responsibilities	08/10/2024	10.00am - 12.00pm	Kate Shadwell	Online
HR Consultancy	Behaviours at work - understanding the unacceptable	School/Academy/MAT Business/Office/HR Manager, Head Teacher/Principal and other staff with management responsibilities	07/11/2024	10.00am - 12.00pm	Kate Shadwell	Online
HR Consultancy	Dealing with Conduct and Disciplinary Issues	School/Academy/MAT Business/Office/HR Manager, Head Teacher/Principal and other staff with management responsibilities	21/11/2024	10.00am - 12.00pm	Jo Griffiths	Online
HR Consultancy	Dealing with Requests for Flexible Working	School/Academy/MAT Business/Office/HR Manager, Head Teacher/Principal and other staff with management responsibilities	26/11/2024	10.00am - 12.00pm	Kate Shadwell	Online

Spring Term 2025						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
HR Consultancy	Essentials for Emerging/Aspiring Managers	All Schools (Emerging/Aspiring Managers)	20/01/2025	10.00am -12.00pm	Kate Shadwell/Jo Griffiths	Online
HR Consultancy	Managing Low Level Concerns (KCSIE)	School/Academy/MAT Business/Office/HR Manager, Head Teacher/Principal and other staff with management/safeguarding responsibilities	03/03/2025	10.00am -12.00pm	Kate Shadwell	Online
HR Consultancy	Recruitment and Selection	School/Academy/MAT Business/Office/HR Manager, Head Teacher/Principal and other staff with recruitment responsibilities	11/03/2025	10.00am -12.00pm	Lauren Richardson	Online
HR Consultancy	Overview of Grievance, Disciplinary and Capability	Governors	20/03/2024	10.00am - 12.00pm	Kate Shadwell/Jo Griffiths	Online
HR Consultancy	Courageous Conversations	School/Academy/MAT Business/Office/HR Manager, Head Teacher/Principal and other staff with management responsibilities	24/03/2025	10.00am -12.00pm	Jo Griffiths	Online
HR Consultancy	Menopause and the Workplace	School/Academy/MAT Business/Office/HR Manager, Head Teacher/Principal and other staff with management responsibilities	02/04/2025	10.00am -12.00pm	Kate Shadwell	Online
HR Consultancy	Safer Recruitment - 1 day session (2 for 1 on all bookings)	School/Academy/MAT Business/Office/HR Manager, Head Teacher/Principal and other staff with recruitment responsibilities	03/04/2025	9.30am - 3.30pm	Kate Shadwell	Online
HR Consultancy	Managing Sickness Absence	School/Academy/MAT Business/Office/HR Manager, Head Teacher/Principal and other staff with management responsibilities	08/04/2025	10.00am -12.00pm	Jo Griffiths	Online
Summer Term 2025						
HR Consultancy	Safer Recruitment - 2 day session (2 for 1 on all bookings)	School/Academy/MAT Business/Office/HR Manager, Head Teacher/Principal and other staff with recruitment responsibilities	26/06/2025 and 03/07/2025	10.00am - 1.00pm	Kate Shadwell	Online

IT



SIPS IT is a team of qualified and experienced support specialists, each of whom individually excel in their field of expertise, while collectively uniting to work together to support every member of your staff. We currently support over 250 schools in 14 local authorities across The Midlands. We focus on maximising the potential of your technology, and help you understand and use your data to improve outcomes for your staff and pupils. We have a “can-do” attitude and work hard to consistently exceed expectation, with a hands-on approach, we offer prompt responses and excellent customer service with every one of the team involved with customer support.

The IT support team currently consists of 26 staff. We offer a comprehensive support service, not just a Service Desk. We offer a range of courses, either online or face to face. We can also offer bespoke or tailored training for your school. Please contact IT@sips.co.uk for more information.

Course Prices (All prices are exclusive of VAT)

BasePlus+ Customers – all IT courses are included as part of your subscription

Base Customer – Course Prices		
	Full Day	Half Day
On-site	£120.00	£90.00
Virtual	-	£90.00

Non-Subscribing Customer – Course Prices		
	Full Day	Half Day
On-site	£150.00	£110.00
Virtual	-	£110.00

Autumn Term 2024

School Pupil Census: Thursday 3 October 2024

School Workforce Census: Thursday 7 November 2024

Course Category	Course Title	Target Audience	Date		Time	Facilitator
All Schools	Arbor - student and guardian profiles	All Arbor Schools	03/09/2024	10.00am - 12:00pm	Mark Simner	Online
All Schools	Arbor - attendance management	All Arbor Schools	05/09/2024	10.00am - 12:00pm	Mark Simner	Online
All Secondary Schools	SIMS.net - Day to Day Changes in Academic Management	All SIMS Secondary Schools	10/09/2024	2.00pm - 4.00pm	Tracey Richards	Online
All Schools	SIMS.net Introduction to Assessment	All SIMS Schools	11/09/2024	2.00pm - 4.00pm	Tracey Richards	Online
All Secondary Schools	Arbor -Day to Day changes in Timetable Administration	All Arbor Secondary Schools	12/09/2024	2.00pm - 4.00pm	Tracey Richards	Online
Secondary Establishments with Post 16 Students	SIMS.net - Post 16 Learning Aims and Sixth Form Funding	Secondary Establishments with Post 16 Students	16/09/2024	9:30am - 12:00pm	Carole Greensill	Online
All Secondary Schools	SIMS.net - Day to Day Changes in NovaT6	All SIMS Secondary Schools	16/09/2024	2.00pm - 3.30pm	Tracey Richards	Online
All Secondary Schools	SIMS.net - Exams Organiser	All SIMS Secondary Schools	18/09/2024	9.30am - 4.00pm	Tracey Richards	Guardian House
All Primary Schools	SIMS.net - Pupil Census Update	All SIMS Primary Schools	20/09/2024	10.00am - 11.30am	Jacqui Smith	Online
All Primary Schools	SIMS.net - Pupil Census Update	All SIMS Primary Schools	23/09/2024	2.00pm - 3.30pm	Jacqui Smith	Online
All Secondary Schools	SIMS.net - Pupil Census Update	All SIMS Secondary Schools	24/09/2024	10.00am - 11.30am	Jacqui Smith	Online
All Primary Schools	SIMS.net - Pupil Census Update	All SIMS Primary Schools	25/09/2024	10.00am - 11.30am	Jacqui Smith	Online
All Secondary Schools	Arbor - Examinations	All Arbor Secondary Schools	25/09/2024	1.30pm - 3.30pm	Carole Greensill	Online
All Schools	Arbor - Introduction to Summative Assessment	All Arbor Schools	26/09/2024	10.00am - 12:00pm	Mark Simner	Online
All Secondary Schools	Arbor - Internal Exams	All Arbor Secondary Schools	01/10/2024	10.00am - 12:00pm	Carole Greensill	Online
All Schools	Arbor Custom Report Writer	All Arbor Schools	07/10/2024	10.00am - 12:00pm	Mark Simner	Online
All Schools	SIMS.net - School Workforce Census	All SIMS Schools	09/10/2024	1.30pm - 3.30pm	Jacqui Smith	Online
All Schools	SIMS.net - School Workforce Census	All SIMS Schools	11/10/2024	10.00am - 12:00pm	Jacqui Smith	Online
All Schools	SIMS.net - Overview of Attendance Reporting	All SIMS Schools	14/10/2024	10.00am - 12:00pm	Mark Simner	Online
All Schools	Arbor - Personnel Profiles	All Arbor Schools	16/10/2024	10.00am - 12:00pm	Jacqui Smith	Online
All Schools	SIMS.net - School Workforce Census	All SIMS Schools	17/10/2024	10.00am - 12:00pm	Jacqui Smith	Online
All Schools	SIMS.net - School Workforce Census	All SIMS Schools	23/10/2024	2.00pm - 4.00pm	Jacqui Smith	Online
All Schools	Arbor - Single Central Record	All Arbor Schools	15/11/2024	10.00am - 12:00pm	Jacqui Smith	Online
All Secondary Schools	Nova-T6 (Day 1 of 2)	All Secondary Schools	04/12/2024	9.30am - 4.00pm	Tracey Richards	Guardian House
All Secondary Schools	SIMS.net - Exams Organiser	All SIMS Secondary Schools	11/12/2024	9.30am - 4.00pm	Tracey Richards	Guardian House
All Secondary Schools	Nova-T6 (Day 2 of 2)	All Secondary Schools	18/12/2024	9.30am - 4.00pm	Tracey Richards	Guardian House

Spring Term 2025						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
School Pupil Census: Thursday 16 January 2025						
All Primary Schools	SIMS.net Pupil Census Update	All SIMS Primary Schools	06/01/2025	10.00am - 11.30am	Jacqui Smith	Online
All Primary Schools	SIMS.net Pupil Census Update	All SIMS Primary Schools	09/01/2025	10.00am - 11.30am	Jacqui Smith	Online
All Secondary Schools	SIMS.net Pupil Census Update	All SIMS Secondary Schools	10/01/2025	10.00am - 11.30am	Jacqui Smith	Online
All Secondary Schools	SIMS.net Exams Organiser	All SIMS Secondary Schools	13/01/2025	9.30am - 4.00pm	Carole Greensill	Guardian House
All Schools	SIMS.net Intro to Assessment	All SIMS Schools	14/01/2025	2.00pm - 4.00pm	Tracey Richards	Online
All Secondary Schools	Arbor - Examinations	All Arbor Secondary Schools	15/01/2025	1.30pm - 4.00pm	Tracey Richards	Online
All Secondary Establishments	SIMS.net Cover for New Users / Refresher	All SIMS Secondary Schools/Establishments	21/01/2025	9:30am - 12:00pm	Mark Simner	Online
All Secondary School Establishments	Arbor - Day to Day changes in Timetable Administration	All Arbor Secondary Schools	27/01/2025	2.00pm - 4.00pm	Tracey Richards	Online
All Secondary Establishments	NovaT6 (Day 1 of 2)	All Secondary Establishments	29/01/2025	9.30am - 4.00pm	Tracey Richards	Guardian House
All Schools	Arbor Student and Guardian Profiles	All Arbor Schools	28/01/2025	10.00am - 12:00pm	Mark Simner	Online
All Secondary Establishments	SIMS.net - Day to Day Changes in Academic Management	All SIMS Secondary Schools	31/01/2025	10.00am - 11.00am	Tracey Richards	Online
All Secondary Establishments	SIMS.net - Day to Day Changes in NovaT6	All SIMS Secondary Schools	03/02/2025	2.00pm - 3.30pm	Tracey Richards	Online
All Secondary Establishments	NovaT6 (Day 2 of 2)	All Secondary Establishments	05/02/2025	9.30am - 4.00pm	Tracey Richards	Guardian House
All Schools	Arbor Attendance Management	All Arbor Schools	04/02/2025	10.00am - 12:00pm	Mark Simner	Online
All Schools	SIMS.net Single Central Record	All SIMS Schools	06/02/2025	1.30pm - 3.30pm	Jacqui Smith	Online
All Schools	SIMS.net Personnel Manager & Reporting	All SIMS Schools	07/02/2025	10.00am - 12:00pm	Jacqui Smith	Online
All Schools	Arbor Custom Report Writer	All Arbor Schools	25/02/2025	10.00am - 12:00pm	Mark Simner	Online
All Schools	Arbor Behaviour Management	All Arbor Schools	04/03/2025	10.00am - 12.00pm	Mark Simner	Online
All Schools	Arbor - Introduction to Summative Assessment	All Arbor Schools	11/03/2025	10.00am - 12.00pm	Mark Simner	Online

Summer Term 2025
School Pupil Census: Thursday 15 May 2025

Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
All Arbor Schools	Arbor: Student and Guardian Profiles	All Arbor Schools	01/05/2025	10.00am - 12:00pm	Mark Simner	Online
SIMS Primary Schools	SIMS.net KS1/KS2/EYFS Statutory Returns Update	All SIMS Primary Schools	06/05/2025	10.00am - 12:00pm	Mark Simner	Online
All Secondary Schools	SIMS.net Pupil Census Update	All SIMS Secondary Schools	08/05/2025	10.00am - 11.30am	Jacqui Smith	Online
All Arbor Schools	Arbor Attendance Management	All Arbor Schools	08/05/2025	10.00am - 12:00pm	Mark Simner	Online
All Primary Schools	SIMS.net Pupil Census Update	All SIMS Primary Schools	08/05/2025	2.00pm - 4.00pm	Jacqui Smith	Online
All Primary Schools	SIMS.net Pupil Census Update	All SIMS Primary Schools	09/05/2025	10.00am - 12:00pm	Jacqui Smith	Online
All Primary Schools	SIMS.net Pupil Census Update	All SIMS Primary Schools	12/05/2025	2.00pm - 4.00pm	Jacqui Smith	Online
All Secondary Establishments	NovaT6 (Day 1 of 2)	All Secondary Establishments	13/05/2025	09.30am - 4.00pm	Tracey Richards	Guardian House
All Secondary Establishments	Arbor Day to Day changes in Timetable Administration	All Arbor Secondary Establishments	14/05/2025	2.00pm - 4.00pm	Tracey Richards	Online
All Schools	SIMS.net Intro to Assessment	All SIMS Schools	15/05/2025	2.00pm - 4.00pm	Tracey Richards	Online
All Schools	SIMS.net Overview of Attendance Reporting	All SIMS Schools	20/05/2025	10.00am - 12:00pm	Mark Simner	Online
All Secondary Establishments	NovaT6 (Day 2 of 2)	All Secondary Establishments	20/05/2025	09.30am - 4.00pm	Tracey Richards	Guardian House
All Secondary Establishments	SIMS.net - Day to Day Changes in NovaT6	All Secondary Establishments	21/05/2025	2.00pm - 3.30pm	Tracey Richards	Online
All Arbor Schools	Arbor Customer Report Writer	All Arbor Schools	22/05/2025	10.00am - 12:00pm	Mark Simner	Online
All SIMS Schools	SIMS.net Single Central Record	All SIMS Schools	05/06/2025	10.00am - 12:00pm	Jacqui Smith	Online
All Arbor Schools	Arbor Personnel Profiles	All Arbor Schools	09/06/2025	1.30pm - 3.30pm	Jacqui Smith	Online
All SIMS Schools	SIMS.net Personnel Manager with Reporting in Personnel	All SIMS Schools	10/06/2025	10.00am - 12:00pm	Jacqui Smith	Online

Summer Term 2025						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
All SIMS Schools - Primary & Secondary	SIMS.net Pastoral End of Year Update	All SIMS Schools - Primary & Secondary	12/06/2025	10.00am - 12:00pm	Jacqui Smith	Online
All SIMS Secondary Schools	SIMS.net Academic Management (End of Year)	All SIMS Secondary Schools	13/06/2025	10.00am - 12:00pm	Mark Simner	Online
All SIMS Schools - Primary & Secondary	SIMS.net Pastoral End of Year Update	All SIMS Schools - Primary & Secondary	16/06/2025	10.00am - 12:00pm	Jacqui Smith	Online
All SIMS Schools - Primary & Secondary	SIMS.net Pastoral End of Year Update	All SIMS Schools - Primary & Secondary	26/06/2025	10.00am - 12:00pm	Jacqui Smith	Online
Using School Fund Manager V8	Fund Manager V8 End of Year Closedown	Using School Fund Manager V8	26/06/2025	1.30pm - 3.30pm	Wendy Woodhouse	Online
All SIMS Schools - Primary & Secondary	SIMS.net Pastoral End of Year Update	All SIMS Schools - Primary & Secondary	30/06/2025	10.00am - 12:00pm	Jacqui Smith	Online
All SIMS Schools with Post 16 Provision	SIMS.net Course Manager & Post 16 Learning Aims	All SIMS Schools with Post 16 Provision	01/07/2025	9:30am - 12:00pm	Carole Greensill	Online
All Arbor Schools	Arbor Single Central Record	All Arbor Schools	03/07/2025	10.00am - 12:00pm	Jacqui Smith	Online
All SIMS Secondary Schools	SIMS.net Managing Exam Results Day	All SIMS Secondary Schools	07/07/2025	9:30am - 12:00pm	Carole Greensill	Online
All SIMS Secondary Schools	SIMS.net Managing Exam Results Day	All SIMS Secondary Schools	09/07/2025	9:30am - 12:00pm	Carole Greensill	Online
All SIMS Schools - Primary & Secondary	SIMS.net Planning Ahead For the Workforce Census	All SIMS Schools - Primary & Secondary	10/07/2025	10.00am - 11:00am	Jacqui Smith	Online
All SIMS Secondary Schools	SIMS.net Managing Exam Results Day	All SIMS Secondary Schools	14/07/2025	9:30am - 12:00pm	Carole Greensill	Online

Music



An important part of our role as Sandwell Music Education Hub (SIPS Music and Arts Service) is to provide opportunities for teachers to take part in specialist training and networking to support their CPD and meet the requirements of the National Curriculum for Music, Model Music Curriculum and National Plan for Music Education June 2022.

We offer a range of centralised training courses all **FREE** to Sandwell schools and delivered by highly skilled music educators.

We recognise that not every school is able to employ a teacher with a music specialism and so we take this into consideration through providing a variety of support packages.

For a staff meeting or bespoke Music CPD in your school, we are able to deliver to your whole team, focusing on specific aspects of music teaching and music pedagogy. We can also deliver fun activities and well-being sessions for team building activities through fun musical experiences.

Please contact music.arts@sips.co.uk for more information.

Autumn Term 2024						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
All Schools	Writing a School Music Development Plan	All Schools	24/09/2024	4.00pm - 5.00pm	Tonya Shaikh	Online
All Schools	OFSTED and Deep Dives in Music	All Schools	15/10/2024	4.00pm - 5.00pm	Tonya Shaikh	Online
Spring Term 2025						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
All Schools	Music Subject Knowledge	All Schools	21/01/2025	4.00pm - 5.00pm	Tonya Shaikh	Online
All Schools	Active Listening	All Schools	04/03/2025	4.00pm - 5.00pm	Tonya Shaikh	Online
All Schools	Music Notation	All Schools	06/05/2025	4.00pm - 5.00pm	Tonya Shaikh	Online
Summer Term 2025						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
All Primary Schools	Understanding the Model Music Curriculum	All Primary Schools	10/06/2025	4.00pm - 5.30pm	Tonya Shaikh	Online

Professional support from SIPS Safety Management Services

A premier professional service provider committed to helping ensure your learning environment is as safe as it can be. With unique access to SIPS professionals, you are not alone. Health & Safety, skills, experience and support are never far away...

SIPS experienced team interpret technical and complex information to offer timely, specialist, professional advice, making it relevant to your unique learning environment and to empower you to confidently manage safety.

Training courses may be included as part of one of our Safety Management Services support packages for schools. Our comprehensive portfolio of virtual training, delivered primarily via Teams, may also be purchased independently, see page 18 for details of course prices.

Flexible/Bespoke Learning

We offer flexible learning through Health, Safety & Facilities Bitesize sessions. The demands of the 'day job' can make it challenging to leave site to attend a course. SIPS can come to you on site, through a 'no fuss' pre-agreed time that is convenient to you.

Bitesize sessions deliver knowledge that covers a broad range of subjects to groups of up to 15 delegates. Subjects include but are not exclusive to: General H&S, Infection control and protocol for dealing with bodily spills, Safe selection and use of step ladders, Principles of manual handling, Stress self-awareness.

eLearning - Online training and eLearning management system platform



New! Health and Safety eLearning

Our online training has been carefully selected to enable you to offer comprehensive and relevant training to all your school staff. Chosen to complement our face-to-face learning our package comprises five of the most requested essential Health and Safety topics. Your clickHSE School Account offers a learning management platform to monitor and record all your H&S training, with up to 75 licenses per topic – a total 375 learning opportunities.

- Manual handling
- Slips, trips and falls
- Dealing with violence and aggression
- Working with display screen equipment (DSE)
- Safe working at heights

These additional specialised courses can be purchased individually or in bulk.

- Legionella awareness
- Electrical safety at work
- Anaphylaxis awareness and Epi-pen safe use (autoinjectors)
- Food hygiene Level 1

Fire Safety in Schools – In the Line of Fire

An online, award winning and Fire Brigade approved eLearning online training course helps staff understand the key fundamentals of fire safety awareness in schools.

SIPS Safety Management Services are pleased to offer at a very competitive price your online Fire Safety for Schools training (known as In the line of Fire).

Upon purchasing your licenses (available in bundles of 45, 75 or 150 licences), you will receive access to the online learning management platform to monitor and record all your fire training.

For any eLearning queries, you will receive a unique log in for direct technical support from our eLearning provider via their intuitive cloud based learning management system.

With a duration of around 60 minutes, certification and CPD points are achieved upon successful completion.

Course Prices (All prices are exclusive of VAT)

Accredited First Aid Courses		Cost £ per Delegate
Emergency First Aid	1 day	£ TBC
First Aid at Work Requalification	2 days	£ TBC
First Aid at Work	3 days	£ TBC
Paediatric First Aid	2 days	£ TBC
Schools First Aid	½ day	£ TBC
Resuscitation Refresher	½ day	£ TBC

Accredited Health and Safety Courses		Cost £ per Delegate
CIEH Intermediate Certificate for Health and Safety (Level 2)	1 day	£170
CIEH Intermediate Certificate for Health and Safety (Level 3)	3 days	£310

		Cost £ per Delegate
Training Course Session	½ day	£60
GDPR Bitesize Course Session	-	£75
Bespoke Training Sessions	½ day or 1 Full day	Available upon request

Bitesize Online Sessions

Bitesize sessions are included in your flexible support and can be arranged for delivery in school, for up to 15 delegates.

Safety Management



Autumn Term 2024						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
All Schools	CIEH Intermediate Certificate in Occupational Health and Safety - Level 3 Qualification 3 days (DAY 1 of 3)	All Schools	12/09/2024	9.30am - 3.30pm	Sally Woodvine	Guardian House
All Schools	CIEH Intermediate Certificate in Occupational Health and Safety (Level 3) (DAY 2 of 3)	All Schools	19/09/2024	9.30am - 3.30pm	Sally Woodvine	Guardian House
All Schools	General Risk Assessment	All Schools	20/09/2024	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	CIEH Intermediate Certificate in Occupational Health and Safety (Level 3) (DAY 3 of 3)	All Schools	26/09/2024	9.30am - 4.30pm	Sally Woodvine	Brasshouse Community Centre
All Schools	Manual Handling principles and practical training	All Schools	03/10/2024	9.30am - 12.30pm	Sally Woodvine	Brasshouse Community Centre
All Schools	DSE assessment and Workstation set up	All Schools	09/10/2024	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Portable Electrical Appliance user check	All Schools	09/10/2024	1.30pm - 3.00pm	Sally Woodvine	Online
All Schools	Asbestos Awareness and Duty to Manage	All Schools	10/10/2024	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Fire Safety Management	All Schools	14/10/2024	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Incident Investigation	All Schools	15/10/2024	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Fire Safety Management (Annual Refresher)	All Schools	16/10/2024	9.30am - 11.30am	Sally Woodvine	Online
All Schools	CIEH Foundation Certificate in Occupational Health and Safety Level 2 Qualification	All Schools	17/10/2024	9.30am - 4.30pm	Sally Woodvine	Brasshouse Community Centre
All Schools	Stress Awareness	All Schools	06/11/2024	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Understanding COSHH	All Schools	19/11/2024	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Completion of Premise Log Book	All Schools	20/11/2024	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Working with Contractors	All Schools	21/11/2024	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Completion of COSHH Log and Risk Assessments	All Schools	26/11/2024	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Legionella Awareness	All Schools	28/11/2024	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Asbestos awareness and duty to manage - annual refresher (NEW)	All Schools	03/12/2024	9.30am - 11.30am	Sally Woodvine	Online
All Schools	A Guide to RIDDOR	All Schools	10/12/2024	9.30am - 12.30pm	Sally Woodvine	Online

Safety Management



Spring Term 2025						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
All Schools	General Risk Assessment	All Schools	14/01/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Fire Safety Management	All Schools	15/01/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	CIEH Intermediate Certificate in Occupational Health and Safety Level 3 Qualification 3 days. (DAY 1 of 3)	All Schools	16/01/2025	9.30am - 3.30pm	Sally Woodvine	Online
All Schools	Understanding COSHH	All Schools	21/01/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Fire Safety Management (Annual Refresher)	All Schools	22/01/2025	9.30am - 11.30am	Sally Woodvine	Online
All Schools	CIEH Intermediate Certificate in Occupational Health and Safety (Level 3) (DAY 2 of 3)	All Schools	23/01/2025	9.30am - 3.30pm	Sally Woodvine	Online
All Schools	Asbestos Awareness and Duty to Manage	All Schools	28/01/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	CIEH Intermediate Certificate in Occupational Health and Safety (Level 3) (DAY 3 of 3)	All Schools	30/01/2025	9.30am - 4.30pm	Sally Woodvine	Brasshouse Community Centre
All Schools	Completion of COSHH Log and Risk Assessments	All Schools	04/02/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	DSE assessment and Workstation set up	All Schools	11/02/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Manual Handling principles and practical training	All Schools	12/02/2025	9.30am - 12.30pm	Sally Woodvine	Brasshouse Community Centre
All Schools	CIEH Foundation Certificate in Occupational Health and Safety Level 2 Qualification	All Schools	13/02/2025	9.30am - 4.30pm	Sally Woodvine	Brasshouse Community Centre
All Schools	Working with Contractors	All Schools	25/02/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Asbestos awareness and duty to manage annual refresher (NEW)	All Schools	26/02/2025	9.30am - 11.30am	Sally Woodvine	Online
All Schools	Stress Awareness	All Schools	27/02/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Completion of Premise Log	All Schools	04/03/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	A Guide to RIDDOR	All Schools	04/03/2025	1.30pm - 3.30pm	Sally Woodvine	Online
All Schools	Incident Investigation	All Schools	19/03/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	General Risk Assessment	All Schools	20/03/2025	9.30am - 12.30pm	Sally Woodvine	Online

Safety Management



Summer Term 2025						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
All Schools	Fire Safety Management	All Schools	02/04/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Manual Handling principles and practical training	All Schools	08/04/2025	9.30am - 12.30pm	Sally Woodvine	Brasshouse Community Centre
All Schools	Asbestos Awareness and Duty to Manage	All Schools	09/04/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	CIEH Intermediate Certificate in Occupational Health and Safety Level 3 Qualification - 3 days. (DAY 1 of 3)	All Schools	07/05/2025	9.30am - 3.30pm	Sally Woodvine	Online
All Schools	Understanding COSHH	All Schools	13/05/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	CIEH Intermediate Certificate in Occupational H&S Level 3 (Day 2 of 3)	All Schools	14/05/2025	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	Completion of COSHH Log and Risk Assessment	All Schools	20/05/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	CIEH Intermediate Certificate in Occupational H&S Level 3 (Day 3 of 3)	All Schools	21/05/2025	9.30am - 4.30pm	Sally Woodvine	Brasshouse Community Centre
All Schools	Fire Safety Management (Annual Refresher)	All Schools	22/05/2025	9.30am - 11.30am	Sally Woodvine	Online
All Schools	A Guide to RIDDOR	All Schools	03/06/2025	1.30pm - 3.30pm	Sally Woodvine	Online
All Schools	CIEH Foundation Certificate in Occupational Health and Safety Level 2 Qualification	All Schools	19/06/2025	9.30am - 4.30pm	Sally Woodvine	Brasshouse Community Centre
All Schools	Completion of Premise Log	All Schools	24/06/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Portable Electrical Appliance user check	All Schools	02/07/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Legionella Awareness	All Schools	03/07/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Fire Safety Management	All Schools	09/07/2025	9.30am - 12.30pm	Sally Woodvine	Online
All Schools	Non-technical inspection of Playgrounds	All Schools	10/07/2025	9.30am - 12.30pm	Sally Woodvine	Online

Autumn Term 2024						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
GDPR	GDPR Refresher	All Schools	09/10/2024	9.30am - 11.30am	Chenille Tennant	Online
GDPR	How to Handle a data breach	All Schools	06/11/2024	9.30am - 11.30am	Chenille Tennant	Online
GDPR	How to handle a subject access request	All Schools	04/12/2024	9.30am - 11.30am	Chenille Tennant	Online
Spring Term 2025						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
GDPR	GDPR Refresher	All Schools	05/02/2025	9.30am - 11.30am	Chenille Tennant	Online
GDPR	How to handle a subject access request	All Schools	05/03/2025	9.30am - 11.30am	Chenille Tennant	Online
GDPR	How to Handle a data breach	All Schools	02/04/2025	9.30am - 11.30am	Chenille Tennant	Online
Summer Term 2025						
Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
GDPR	GDPR Refresher	All Schools	21/05/2025	9.30am - 11.30am	Chenille Tennant	Online
GDPR	How to Handle a data breach	All Schools	18/06/2025	9.30am - 11.30am	Chenille Tennant	Online
GDPR	How to handle a subject access request	All Schools	02/07/2025	9.30am - 11.30am	Chenille Tennant	Online

Schools Finance



The Schools Finance Team are an accredited support team for SIMS FMS (ESS) and Access Education Budget & Finance. As part of the support, they provide excellent software training for SIMS FMS, Access Education Finance and Access Education Budgets. The training courses provided cover all functionalities for all the systems that are supported by the Schools Finance Team

We also provide an outstanding Finance Support Service helping Schools/Academies to set budgets, manage budgets, produce comprehensive financial reporting, and provide informed guidance and advice to all our customers.

Course Prices (All prices are exclusive of VAT)

Bespoke training is also available to our customers and non-customers. Our prices are as follows:

		Cost £
Training / Consultancy	½ day	£250
Training / Consultancy	1 day	£500

Schools Finance



Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
Autumn Term 2024						
All Schools	FMS Basic	All Schools	10/09/2024	9.30am - 12.00pm	Marc Wilson	Online
All Schools	Access Education Finance - Basic	All Schools	11/09/2024	9.30am - 12.00pm	Marc Wilson	Online
All Schools	FMS Intermediate	All Schools	24/09/2024	9.30am - 12.00pm	Marc Wilson	Online
All Schools	Access Education Finance - Intermediate	All Schools	25/09/2024	9.30am - 12.00pm	Marc Wilson	Online
All Schools	Access Education Budgets	All Schools	01/10/2024	9.30am - 12.00pm	Marc Wilson	Online
Spring Term 2025						
All Schools	FMS Basic	All Schools	07/01/2025	9.30am - 12.00pm	Marc Wilson	Online
All Schools	Access Education Finance - Basic	All Schools	08/01/2025	9.30am - 12.00pm	Marc Wilson	Online
All Schools	Access Education Budgets	All Schools	22/01/2025	9.30am - 12.00pm	Marc Wilson	Online
All Schools	FMS Intermediate	All Schools	28/01/2025	9.30am - 12.00pm	Marc Wilson	Online
All Schools	Access Education Finance - Intermediate	All Schools	29/01/2025	9.30am - 12.00pm	Marc Wilson	Online
All Schools	FMS - Year End (Maintained Schools Only)	All Schools	11/02/2025	9.30am - 12.00pm	Marc Wilson	Online
All Schools	Access Education Finance - Year End (Maintained Schools Only)	All Schools	12/02/2025	9.30am - 12.00pm	Marc Wilson	Online
Summer Term 2025						
All Schools	Access Education Finance - Basic	All Schools	08/04/2025	9.30am - 12.00pm	Marc Wilson	Online
All Schools	FMS Basic	All Schools	29/04/2025	9.30am - 12.00pm	Marc Wilson	Online
All Schools	Access Education Finance - Intermediate	All Schools	30/04/2025	9.30am - 12.00pm	Marc Wilson	Online
All Schools	FMS Intermediate	All Schools	13/05/2025	9.30am - 12.00pm	Marc Wilson	Online
All Schools	Access Education Budgets	All Schools	14/05/2025	9.30am - 12.00pm	Marc Wilson	Online
All Schools	FMS - Year End (Academics Only)	All Schools	17/06/2025	9.30am - 12.00pm	Marc Wilson	Online
All Schools	Access Education Finance - Year End (Academics Only)	All Schools	18/06/2025	9.30am - 12.00pm	Marc Wilson	Online

Cancellation Charges



SIPS Education reserves the right to cancel or arrange an alternative date for a course. In such circumstances SIPS will endeavour to provide notice of cancellation or change to all delegates via the email address this booking confirmation has been sent to or any additional contact information we have been given permission to hold on the delegate.

More than 14 days' notice of cancellation: NO CHARGE

More than 7 days' notice of cancellation: 50% OF THE COURSE FEE

Less than 48 hours' notice of cancellation: 100% OF THE COURSE FEE

If a course is not attended on the day the full cost of the training will be charged.

Please note that this includes all courses even those that are part of a package.

This applies to both contract and pay-as-you-go options.

First Aid Courses

Cancellation charges will apply for First Aid courses cancelled **less than 14 calendar days** prior to the course date. If you do not give notice and do not attend on the date of the course, you will be charged the **full amount**.

All cancellations should be made in **writing/via email** to training@sips.co.uk

Please note verbal cancellations will not be accepted.

SIPS: Here to help.....

Tel: 0121 296 3000

email: training@sips.co.uk

www.sips.co.uk