

CAPITA

LEARNING & DEVELOPMENT



Specialist Training for Schools, Colleges and Universities

Programmes for Commercial Management and Leadership

Capita Learning & Development has developed programmes to provide the commercial awareness and leadership skills school managers and governors need to fulfil their roles successfully.

Programmes for Anti-Social Behaviour

In association with a leading specialist, Capita Learning & Development has developed programmes to address anti-social behaviour within and beyond educational establishments.

Programmes for e-Safety and e-Security

Working with LINK2ICT, we provide an e-Safeguarding programme that offers a package of services to support all aspects of the Safeguarding agenda relating to the use of technology in educational establishments and their wider communities.

Programmes for Health and Safety

Working in conjunction with our leading Health and Safety experts, we can provide a full range of training and audit services.

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At Capita Learning & Development, we believe that the ever increasing demands on educational establishments - such as financial management and managing anti-social behaviour, e-Safety and e-Security - mean that continuous professional development for staff is essential. Working with industry experts on a wide range of subjects, we offer an exciting selection of innovative programmes using a range of delivery methods, to help you meet these challenges.

e-Safeguarding for Children & Adult Training Programmes

Our e-Safeguarding programmes offer a package of services to support all aspects of the Safeguarding agenda relating to the use of technology in education establishments and their wider communities. We have listed below a sample of our e-safeguarding courses:

e-Safeguarding Children and Adults for:

- Senior leaders
- Child Protection leads
- Technical staff

eSafeguarding Data for:

- Senior information risk owners
- Technical staff

Whole School sessions:

- Risks for young people
- Risk for adults working with young people
- Staff data protection responsibilities

Consultancy:

- Baseline self assessment
- Review of existing policy, processes and practice
- Identifying short, medium and long term goals
- Supported work on key aspects
- Review of progress and further development planning



Bespoke Programmes for Educational Establishments

To meet the diverse needs of our customers, we offer a range of bespoke courses:

- Health & Safety
- Anti-Social Behaviour
- Management & Leadership Skills
- Commercial Management Development
- Behavioural Change Programmes
- Difficult Conversations
- Finance for Non-Financial Management
- Training for School Governors
- Personal Development Skills
- Equality & Diversity
- Assertiveness
- Key Partnership Working
- Project Management
- Information Sharing
- Commissioning & Procurement
- Risk Management
- Stress Management
- e-Safety
- e-CAF
- Data Security

“We have developed bespoke training courses and services designed to support the needs of Head Teachers, Governors and teaching staff, which are available throughout the year”

Contact Details:

Phone Number: 07500 994128

Email: SchoolL&D@capita.co.uk



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Capita Learning & Development offers a wide range of accredited and non-accredited courses including ILM, CMI, APMG (Project Management), NVQ and BTEC. Visit our website at www.capita-ld.co.uk

Training Delivery Options

We have regionally based training centres across the UK where we deliver a range of courses covering topics such as executive leadership, management development, housing, schools, procurement, social care and project management, as well as a range of IT training courses. For educational establishments we offer INSET and briefing sessions, consultancy, targeted support and parent presentations. We will also tailor our courses to meet your specific needs.

Blended Learning Options

As well as our face to face training, Capita Learning & Development can provide e-Learning and Blended Learning solutions across a wide range of subjects.

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Working alongside:

