



SEND and inclusion universal training for educational settings

Training for PVI, early years,
schools and colleges 2024/25



HILLINGDON
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This guide sets out the training provided by the SEND and Inclusion Service which is available to early years settings, schools and colleges who attend an education setting within Hillingdon.

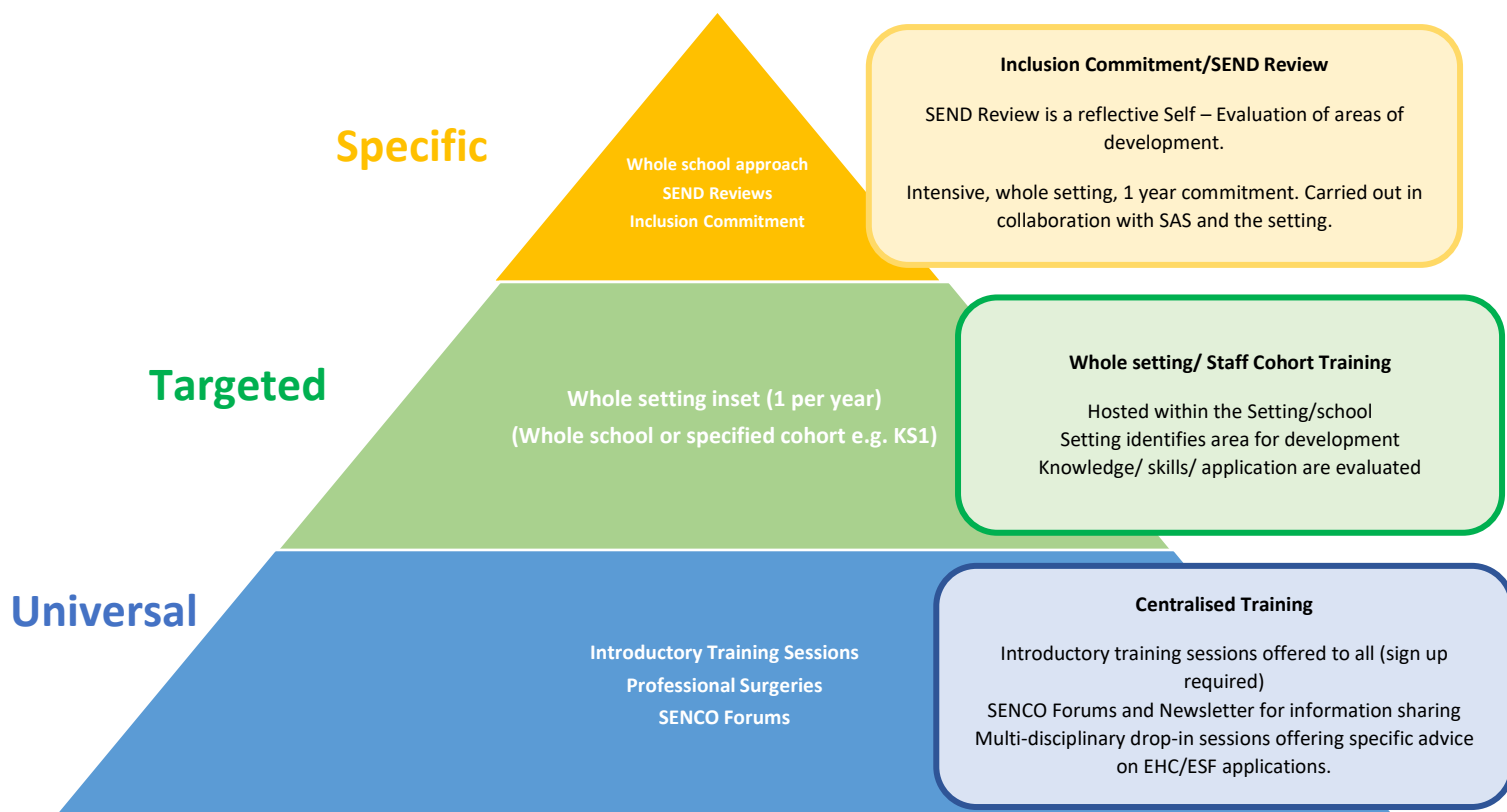
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SAS Training offer 2024/2025

The SAS 2024/2025 training offer consists of 3 levels of training as illustrated in the triangle below. This guide displays **UNIVERSAL** training that is on offer. For targeted training please contact your linked advisor.

If you are interested in **SPECIFIC**, holistic and a complete programme of training, please register your interest for the Inclusion Commitment by emailing for schools/post-16 Sharon Gill (Principal SEND Advisor) sgill@hillington.gov.uk, for PVI's Sandy Atwal (Principal SEND Advisor) satwal@hillington.gov.uk



[Terms and conditions apply](#)

Terms and conditions of booking for Central/Universal training offered by SEND Advisory Service

The following terms and conditions relate to the courses listed in this guide and others provided by the SEND and Inclusion Service which arise during the academic year.

Making a booking

Bookings for Universal training must be made on [Learning Zone](#). To find your course please log in to your Learning Zone account and type in the exact training course title in to the course search bar. All training delivered by the SEND Advisory Service can also be found under the category Education/SEND. If you do not have a log in for Learning Zone please visit the [Learning Zone home page](#) and click on 'support and login instructions'.

Bookings should be made at least four weeks in advance of the training date, as bookings will close two weeks prior to the training date. If uptake is low, the course may be subject to cancellation. Similarly, courses that are popular and booked out, please join the waitlist. If there are any cancellations, you will be contacted.

A confirmation email will be sent to you by noreply@learningpool.com. If you have not received confirmation of your place on a course, please contact sastraining@hillingdon.gov.uk

Payment terms

Many courses are available without charge to attendees. However, some courses are chargeable to cover costs of accreditation, textbooks for attendees or because they are offered by a traded service. Payment must be made in advance of course attendance and refunds are not permitted in the case of non-attendance. These training sessions are heavily subsidised.

Cancellation or non-attendance

If an attendee cannot attend the course, please cancel your place on Learning Zone 2 weeks before the training date. This will allow us to contact those on the waitlist. Settings, schools or individuals who do not attend courses and do not provide sufficient notice to allow others to take their place may be prevented from attending training in the future.

If the service is required to cancel a training course, attendees will be notified in advance of the training session using the contact details listed on the booking form.

Evaluations and Certificates

All delegates will be requested to complete an evaluation form once they have attended the training. The information provided will help to improve the training offer and future delivery of the training. Once the evaluation forms have been completed on Learning Zone, certificates will automatically be available to download.

Contact details

Please email sastraining@hillingdon.gov.uk for any queries

Course updates and announcements

All course advertisements and updates can be found in the SEND and inclusion newsletter.

Training for PVIs and Early Years by SEND Advisory Service

Attention Hillingdon One Day Refresher

Course description

1 day refresher is ideal for settings who regularly deliver the intervention and have already accessed the 2-day course at some point. Are you looking for new ideas or have lost your way a bit? Attention Hillingdon activities will support the development of some of the Early Learning Goals 2021. Do you want to know how to link Early Learning Goals to the delivery model? This 1-day course aims to boost confidence and empower delegates to incorporate their own ideas into the lesson plan, effectively monitor and record pupil progress and understand what is required to become a Champion setting.

Course date, time and location

Thursday 13th February 2025, 9.30am-4.00pm, Committee Room 3, Civic Centre, Uxbridge

Wednesday 23rd April 2025, 9.30am-4.00pm, Committee Room 3, Civic Centre, Uxbridge

Thursday 12th June 2025, 9.30am-4.00pm, Committee Room 3, Civic Centre, Uxbridge

Click here to book

[Learning Zone](#)

Foundation Level 1 Two-Day Attention Hillingdon

Course description

This two-day course equips attendees with the skills to set up and run the 4 Stage Attention Autism programme. The training focuses on understanding social communication and how that may impact on attention and listening skills. This workshop provides practical hands-on activities, along with lessons plans and pupil progress tracker.

Course date, time, and location

Thursday 24th & Friday 25th October 2024, 9.30am-4.00pm, Civic Centre, Uxbridge

Click here to book

[Learning Zone](#)

Role of the Inclusion Coordinator

Course description

The essential training for Early Years Inclusion Coordinators working in preschool settings only. This training has been updated to reflect the new Send Advisory Service and covers current guidance to applying for referrals and funding. This training takes place over four sessions and participants are required to attend all 4 sessions.

Course date, time, and location

Thursday 19th, 26th September and 3rd, 10th October 2024, 9.30am-12.30pm, Civic Centre, Uxbridge

Tuesday 4th, 11th, 18th and 25th March 2025, 1.00pm-4.00pm, Civic Centre, Uxbridge

Wednesday 18th, 25th June and 2nd, 9th July 2025 9.30am-12.30pm, Civic Centre, Uxbridge

Click here to book.

[Learning Zone](#)

Autism Education Trust (AET) Making Sense of Autism in the Early Years

Course description

"Making sense of autism in the Early Years" has been created to help leaders and practitioners understand the distinctive strengths and learning needs of autistic children. The materials provide pointers to teaching approaches, methods, and resources to use in educational provision and practice for this group of learners.

Course date, time, and location

Thursday 21st November 2024, 9.30am-3.00pm, Committee Room 4, Civic Centre, Uxbridge

Thursday 27th February 2025, 9.30am-3.00pm, Committee Room 3, Civic Centre, Uxbridge

Tuesday 20th May 2025, 9.30am-3.00pm, Committee Room 3, Civic Centre, Uxbridge

Click here to book

[Learning Zone](#)

Speech, Language and Communication Carousel in Early Years – Virtual Sessions

Course description

Session 1: What is Speech and Language?, Session 2: Play and Social Communication, Session 3: Stammering, Session 4: Speech Sounds, Session 5: Using Language

Course date, time and location

This course is run over 5 weeks. You must attend Session 1 before booking on to any of the other 4 sessions. Please note this course will be virtual. A link will be shared with you prior to the training.

Spring Term

Monday 6th, 13th, 20th, 27th January, and 3rd February 2025, 10.00am-11.30am

Click here to book

[Learning Zone](#)

Early Years - Ordinary Available Provision

Course description

This training will provide delegates with an awareness and overview of Hillingdon's OAP document. It demonstrates the importance of inclusive practices and the use of visual supports within the classroom to support all children and expands on some of the key OAP strategies; not only to support children and young people with SEND but also to embed for the whole classroom.

Course date, time and location

Wednesday 13th November 2024 9.30am-12.30pm, Civic Centre, Uxbridge

Tuesday 1st April 2025, 1.00pm – 4.00pm, Civic Centre, Uxbridge

Tuesday 10th June 2025, 9.30am-12.30pm, Civic Centre, Uxbridge

Click here to book

[Learning Zone](#)

Training delivered by Children Centres for Early Years

Little Tasters – Training for staff

Course description

This course is for staff who would like to deliver the 4-week course to parents. Staff do not need to deliver the course and can simply take the information from it. It covers sensory sensitivities, and the difficulties children can have with eating. It provides staff with an overview of the course and some good practical ideas to share with parents.

Course date, time and location

10th September 2024, 1.00pm-3.00pm, Oak farm Children's Centre

[Click here to book](#)

Home learning for staff

Course description

An opportunity for staff to further develop their understanding about the importance of Home Learning and how this can be shared with families.

Course date, time and location

10th October 2024, 3.00pm-4.00pm, Virtual

[Click here to book](#)

My Support plan training

Course description

This training will support nurseries in successfully completing referrals into SEND Advisory Service and completing specific sections of a My Support Plan. During the training we will support practitioners with the following: Completing the background Information; what has taken place over the last 12 months, what is working well for the child and their family and identifying what are the child's and family's priorities; Support in identifying children's Strengths and Special Educational Needs; Identifying SMART outcomes for the Plan and Do aspect of the cycle; Planning interventions/strategies to achieve the outcome and Completing the attached Provision Map for children whose support is placed above the Ordinary Available Provision.

Course date, time and location

Monday 11th November 2024, 9.30am-12.30pm, Committee Room 4, Civic Centre, Uxbridge

Thursday 13th March 2025, 12.30pm-3.30pm, Committee Room 4, Civic Centre, Uxbridge

Tuesday 17th June 2025, 9.30am-12.30pm, Committee Room 4, Civic Centre, Uxbridge

Click here to book

[Learning Zone](#)

Signalong for professionals - foundation course

Course description

This accredited 4 session course will equip learners with the skills they need to use Signalong. Signalong is a sign supported communication system for children with additional needs to support them in developing their speaking and understanding. This course is designed both for beginners and experienced signers. The foundation course consists of theory and practical based learning. We will cover symbolic understanding and generalisation.

There will be a written and practical assessment during the last session which will be assessed.

You will be required to pay a fee of £6:00 for your certificate. Please ensure this has been paid prior to starting the course, please click on the link to pay: <https://www.hillingdon.gov.uk/article/12381>

If you wish to purchase your own training manual please go to the Signalong website and purchase the book below:

Basic Vocabulary Phase 1 | Signalong

These will be available to use during the session only

Course date, time and location

18th, 20th, 25th and 27th March 2025, 4.00-8.00pm, Civic Centre, Uxbridge

Click here to book

[Learning Zone](#)

Speech, Language and Communication

Building Blocks Intervention

Course description

The course will provide delegates with an understanding of the benefits of Lego Therapy, how to identify children who may benefit from this intervention and to have a greater understanding of how to set up and run this intervention.

Course date, time and location

Monday 2nd December 2024, 9.30am-11.30am, Civic Centre, Uxbridge

Click here to book

[Learning Zone](#)

An introduction to Speech, Language and Communication

Course description

The course will cover what is Speech, Language and Communication (SLCN), how children with SLCN may present in the classroom and a range of strategies to implement in the classroom.

Course date, time, and location

Monday 7th October 2024, 10.00am-11.30am, Committee Room 4, Civic Centre, Uxbridge

Click here to book

[Learning Zone](#)

An introduction to Communication using Intensive Interaction Techniques

Course description

This course will give attendees the ability to understand what intensive interaction is, who can use it/benefit from it, how to baseline with example activities to consolidate what they have learnt.

Course date, time and location

Monday 4th November 2024, 10.00am-11.30am, Committee Room 4, Civic Centre, Uxbridge

Click here to book

[Learning Zone](#)

Speech, Language and Communication Carousel

Course description

This course is over 5 weeks

Week 1: What is Speech, Language and Communication

Week 2: Colourful Semantics

Week 3: Blanks Levels of Language

Week 4: Vocabulary

Week 5: The memory friendly classroom

Course date, time, and location

Monday 3rd, 10th, 17th, 24th and 31st March, 10.00am-11.30am, Committee Room 4, Civic Centre, Uxbridge

Click here to book

[Learning Zone](#)

ELKLAN 5-11

Course description

A practical training course for those of you teaching or supporting children in primary schools, providing you with:
A wealth of information and an opportunity to share experiences with other teachers and teaching assistants (TAs) working with children of the same age with similar communication challenges

Practical advice and strategies which are easy to implement in the classroom and wider school or environment.

Language Builders for 5-11s, a practical resource containing an abundance of tips, ideas and strategies.

Registration with OCN London to enable you to achieve accreditation at level 2 or 3 (accredited courses only)

There is a cost for this course: £24 non accredited £101.50 - accredited

Attendance to all 3 sessions is mandatory.

If you are completing the course at level 2 or 3 you will be expected to undertake work in your learning journal every week.

Course date, time, and location

Monday 28th April, 19th May, 23rd June 2025, 9.00am-4.30pm, Civic Centre, Uxbridge

How to book

[Learning Zone](#)

Autism Training for Schools/Post-16

Autism Education Trust (AET): Making Sense of Autism

Course description

The AET 'Making Sense of Autism' training is designed to raise awareness for all staff working in a school community. This training offers an introduction to autism and the reasonable adjustments that may be required when working with autistic students.

Course date, time, and location

Wednesday 9th October 2024, 9.00am-12.00pm, Civic Centre Uxbridge

Monday 5th February 2025, 9.30am-12.30pm, Civic Centre Uxbridge

Wednesday 7th May 2025, 9.30am-12.30pm, Civic Centre Uxbridge

Click here to book

[Learning Zone](#)

Autism Education Trust (AET): Good Autism Practice

Course description

The 'Good Autism Practice' training is suitable for those who have an understanding of autism and would like more practical strategies in working with autistic students. The training provides guidance on developing a pupil centred approach and how to effectively plan for the autistic pupils. Overall, the training aims to promote a more inclusive and positive learning environment for autistic students as well as empowering the practitioners working with them.

Course date, time, and location

Wednesday 20th November 2024, 9.00am-3.00pm, Committee Room 3, Civic Centre, Uxbridge

Wednesday 12th March, 9.00am-3.00pm, Committee Room 4, Civic Centre Uxbridge

Thursday 3rd June 2025, 9.00am-3.00pm, Committee Room 3a Civic Centre, Uxbridge

Click here to book

[Learning Zone](#)

Attention Deficit and Hyperactivity Disorder (ADHD) and Autism

Course description

This training will give delegates an insight into what the conditions are as well as how they are identified and diagnosed. The training also provides strategies to support children and young people who are autistic and/or ADHD.

Course date, time and location

Wednesday 19th March 2025, 9.30am-3.30pm, Committee Room 3a, Civic Centre, Uxbridge

Click here to book

[Learning Zone](#)

Autism in Girls

Course description

This session aims to give delegates an understanding of how autistic girls present differently and equip them with strategies to support.

Course date, time and location

Wednesday 18th September 2024, 1.00pm-4.00pm, Committee Room 3, Civic Centre, Uxbridge

Click here to book

[Learning Zone](#)

Autism and Sensory Differences

Course description

An awareness of the sensory differences that autistic people may experience and how this can impact a child or young person's learning and behaviour and suggested strategies to support them

Course date, time and location

Wednesday 4th December 2024, 9.00am-12.30pm, Civic Centre, Uxbridge

Click here to book

[Learning Zone](#)

Ordinary Available Provision (OAP) and Inclusive Environments

Course description

This training will provide delegates with an awareness and overview of Hillingdon's OAP document. It demonstrates the importance of inclusive practices and the use of visual supports within the classroom to support all children and expands on some of the key OAP strategies; not only to support children and young people with SEND but also to embed for the whole classroom.

Course date, time and location

Thursday 17th October 2024, 9.30am-12.30pm, Committee Room 3, Civic Centre, Uxbridge

Thursday 16th January 2025, 12.30pm-3.30pm, Committee Room 3a, Civic Centre, Uxbridge

Thursday 5th June 2025, 9.00am-12.00pm Committee Room 3, Civic Centre, Uxbridge

Click here to book

[Learning Zone](#)

Vision Impairment Training

For settings/Schools

How to book: Please send an email to sassensory@hillingdon.gov.uk

Location: Please note all trainings listed below are held virtually

Any bespoke training with schools/settings can be arranged please contact sassensory@hillingdon.gov.uk

Vision Impairment awareness, Meet the Team

Wednesday 18th September 2024, 8am – 8.45am

Curriculum Access and strategies to support a VI pupil in class

Wednesday 9th July 2025, 8am– 8.45am

VI: Exams Access Arrangements

Wednesday 20th November 2024, 8am – 8.45am

Assistive technology to support curriculum access

Wednesday 5th March 2025, 8am – 8.45am

Specific Vision Conditions and what is Functional Vision Assessment

Wednesday 7th May 2025, 8am – 8.45am

Signposting, charities support offered, Wakelet, DLA and DAF

Wednesday 22nd January 2025, 8am– 8.45am

Hearing Support Training

These shorter training sessions are designed to minimise disruption to school timetables and remove the need to approve classroom cover to attend this extremely beneficial training. Each session will enable you to develop understanding of good practice, strategies and support required for D/deaf children and young people in your settings through discussion, demonstration, and practical activities. All sessions will be held virtually.

To book on please [click here](#) or scan the QR Code

Registration of interest for
'Bitesize' D/deaf Awareness
Sessions - Autumn 2024



Supporting D/deaf Awareness

Course description

This short session offers a brief overview of Deafness, its causes and the effects on education.

Course date, time and location

Thursday 10th October 2024, 8.00am-8.40am

Access to learning with relation to hearing loss

Course description

This short session offers an explanation of the various technology available to support children in education; how the classroom can be adjusted to support access; and what aspects of the curriculum may need particular focus.

Course date, time and location

Thursday 24th October 2024, 8.00am-8.40am

Understanding hospital reports

Course description

This short session offers an explanation of Audiological reports and functional assessments; what we would expect to find; and the implications of the results.

Course date, time and location

Thursday 7th November 2024, 8.00am-8.40am

Questions and Signposting

Course description

This session offers an opportunity to raise any specific questions that you might have regarding hearing and the implications of deafness.

Course date, time and location

Thursday 21st November 2024, 8.00am-8.40am

Developing professional understanding of D/deafness in the SEND field

Course description

This 2-hour session will enable colleagues across LBH's SEND pathway to develop understanding of good practice, strategies and support required for D/deaf children and young people in the educational setting through discussion, demonstration, and practical activities. Areas to be covered will include how we hear, different types of hearing needs, the role of specialist equipment, the impact of deafness on learning and development, what a D/deaf friendly learning environment looks like, our referral pathways, and signposting to other D/deaf related services.

Course date, time and location

Thursday 24th April 2025, 9.30am-11.30am, Civic Centre, Uxbridge

Registration of interest:
Developing Professional
Knowledge of D/deafness in the



EPS Traded

Hillingdon Educational Psychology Service (EPS) have developed a comprehensive offer of support to our community of schools and other settings. This includes our traded EPS offer that provides a number of 'packages of support' that can be purchased to meet the individual needs of schools and other settings.

Attached is an [overview of the EPS traded offer](#) that schools / settings can access in the 2024 / 2025 academic year.

EPS Training

Hillingdon EPS delivers bespoke training for schools, and this can be discussed with the school's link EP and/or please email educationalpsychologyservice@hillington.gov.uk for more details. We have previously delivered training sessions to various schools on topics such as literacy difficulties, Selective Mutism, Metacognition skills, Bereavement and loss, Understanding and supporting Children with Down's Syndrome, Behaviour support, Transition to secondary school, Precision Teaching, Trauma informed strategies, Motivational Interviewing, Executive Functioning skills to name a few.

In addition, we offer systemic training to schools via ELSA training programme (details below) and group interventions such as Cool Connections, Therapeutic Story Writing, Sandwell Well-being Project etc. (details below):

ELSA (Emotional Literacy Support Assistant) - The ELSA project is an initiative designed to help schools meet the needs of emotionally vulnerable pupils from within their own resources. 5 days training and half termly group supervision sessions for 2 hours

What is (an) ELSA?

- ELSAs are emotional literacy support assistants working in schools.
- ELSAs help children recognise, understand and manage emotions to increase success.
- ELSAs plan and deliver individual (and small group) support programmes.
- ELSAs receive training and supervision from educational psychologists.

ELSA Training:

- Emotional literacy in schools/raising emotional awareness.
- Self-esteem/active listening and communication skills.
- Anger management/working with puppets
- Social skills/autistic spectrum difficulties and social stories.
- Friendship skills/writing therapeutic stories.

Group Interventions

Therapeutic Story writing group - 10 sessions

Research shows that Therapeutic Story writing Groups help pupils:

Process difficult feelings

Develop social skills.

Improve emotional resilience.

Improve writing skills

Group Size

4-6 children aged 7- 11 with emotional difficulties, particularly suitable for those on the SEN register or with SEMH difficulties. Think carefully about group dynamics, mix of girls and boys, think about balancing challenging pupils with more withdrawn pupils. **Children should be able to write a story independently and express their thoughts on paper.**

Cool Connections intervention - 10 sessions

Cool Connections is a fun, engaging group intervention that provides a cognitive behavioural therapy (CBT) approach to positively modifying the everyday thoughts and behaviours of children and young people aged 9 to 14. Combining a summary of CBT principles and step-by-step guidelines on how to use the materials appropriately with a mixture of games, handouts, home activities and therapeutic exercises, "Cool Connections" is designed to encourage resilience and self-esteem and reduce feelings of anxiety.

Group size

4- 6 children who would benefit from understanding the link between their thought's feelings and behaviour.

Transition Group (2-5 sessions)

Strengths-based programme supporting children who are in Y6 and are transitioning to secondary school, where the following activities would take place (depending on the suitability of the group and the number of sessions):

- Tree of Life
- Ideal School
- Exploration of their strengths
- Exploration of what the children are looking forward to
- Problem-solving scenarios as a group
- Discussions around friendships, social influence and asking for help

Sandwell Well-being intervention

The Sandwell Well-being Charter Mark is a school's opportunity to commit to improving the mental health and well-being of everyone connected with the school.

The Charter Mark is made up of three elements:

- [The Charter Mark School Audit](#)
- [The Healthy Mind, Happy Me Curriculum](#)
- [The Pupil Well-being Survey](#)

[About the Sandwell Well-being Charter Mark | Sandwell Council](#)

SEND Statutory Service

How to make a request for an Education, Health and Care Needs Assessment

All referrals relating to Children and Families are now managed through our Stronger Families Hub. If you are a professional and are requesting EHCNA please follow the link below to request a statutory assessment for special educational needs. Please attach the EHC Needs Assessment Application Template from Information for SEND professionals Hillingdon Council referring through: [https://www.hillingdon.gov.uk/stronger families](https://www.hillingdon.gov.uk/stronger_families)

EHC Needs Assessment Application Template: [https://www.hillingdon.gov.uk/send Professionals](https://www.hillingdon.gov.uk/send_professionals)

If you support a parent to make a request for a statutory assessment for special educational needs please contact: Email: strongerfamilieshub@hillington.gov.uk
Phone: 01895 556 006. Alternatively complete the referral form online:

[https://www.hillingdon.gov.uk/send support](https://www.hillingdon.gov.uk/send_support)