



# STAFF INDUCTION

## Training

We require all staff to complete some statutory training as part of their induction.

The Safeguarding and Prevent Training is listed on the Safeguarding page.



## National College Training

We use the National College training portal for a variety of online training courses. These are video modules and can be completed with breaks in between and require a short quiz at the end. Your certificates are saved on the portal for school to access directly.

**You can access the training here:**

<https://nationalcollege.com/auth/login>

Email: [firstname.surname@wps.318education.co.uk](mailto:firstname.surname@wps.318education.co.uk)

Request a password reset for the first time logging.

Please work through the following courses (or any other relevant to your role from the Statutory Training document above) during your induction and first month of employment:

- Annual certificate for **Fire Safety** for Primaries & Academies
- Certificate in **Equality, Diversion & Inclusion** for Primary Schools & Academies
- Certificate in Understanding **Female Genital Mutilation (FGM)** for Primary Schools & Academies
- Annual certificate in **Online Safety** for Primary Schools & Academies (Please choose the course relevant to your role Teaching /Support/DSL/ICT lead)
- Annual certificate in **Cyber Security** for Staff for Primary Schools & Academies

You are welcome to complete any other National College Training of your choice at any time.

## Continued Professional Development Training & Qualifications

The 3-18 Education Trust is committed to developing and retaining staff and provides a variety of opportunities to upskill staff and forge a desired career path such as training courses and coaching, network groups, mentoring and shadowing, Trust Consultant expertise roles, the annual Staff Conference and completing recognised professional qualifications. You can discuss training with your Line Manager at your Line Manager meetings or at any opportune time.

Our Staff Conference video can be watched [here](#)