

## How to book in-setting training for Childminder groups

- As a whole group agree who will be your 'named person'. This person will then be the main point of contact for training applications and administration with [EYC.WFD@suffolk.gov.uk](mailto:EYC.WFD@suffolk.gov.uk)
- Identify the training you would like to do by typing "insetting" into the course code search box on Suffolk CPD Online. Make sure you have a minimum of 8 childminders who want to participate.
- Think about which days/ times are best for your group. You will need to add this information to the "notes" section of your application.
- Find a suitable venue where you would like the training to take place. This must be a **public building which holds public liability insurance** and is able to accommodate a training event.
- The named person will need to make a single application for each course wanted on behalf of the whole group, up to 2 courses per term.
  - An EYC trainer will contact the named person once an application has been processed to agree a date and clarify the venue. Once the details have been agreed the event will be added to Suffolk CPD Online and you will be notified and invoiced at this point.
- Give the unique course code to your group members and tell them to book on the training via Suffolk CPD online. The named person will also need to send a list of participants to [EYC.WFD@suffolk.gov.uk](mailto:EYC.WFD@suffolk.gov.uk) so that we ensure only those who are part of the group are confirmed.
- As a group agree what you will charge each person for the training event and how you will collect this money. Remember to include all costs such as the venue, any refreshments provided as well as the actual training fee.
- There will be a cancellation fee of £50 if for any reason the training does not go ahead after it has been added to Suffolk CPD Online.