

VIRTUAL COURSE ATTENDANCE POLICY

**This policy applies to all events delivered virtually
Managers if you are booking training for your staff please
ensure they are aware of the following information.**

By signing up to a course/event offered by the Early Years Inclusion and Childcare Service you are providing consent to the email address you provide at the point of booking being shared with the training provider who maybe 'internal' to the Local Authority or an external 'commissioned' training provider.

This is to enable the trainer to contact you regarding the specific course only.

Information for all delegates:

All learners/delegates are expected to attend by video call with cameras on during the delivery unless otherwise stated by the trainer.

Courses are interactive so please expect to contribute and take part in full.

Interactions will be in a variety of ways – group discussion, chat function, polls and other interactive feature such as thumbs up.

To ensure courses start on time and without disruption please join the course 10 minutes prior to course commencement and put your name and setting name (CM of Childminders) in the chat. This will help the trainer to complete the mandatory register and start and finish the course on time.

Trainers will be on hand to trouble shoot and help anyone who maybe unfamiliar with the software for 10 minutes prior to course commencement.

Please be aware latecomers may have to wait until an appropriate time for the trainer to admit entry to the course.

Each ticket bought is for one person only and ideally each delegate should access the training on an individual device (even if you're at the same setting). Trainers will use polls and breakout rooms it is therefore not suitable for delegates to share a device.

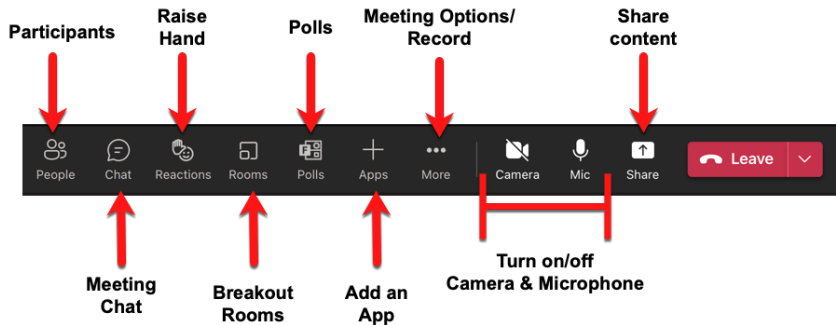
Trainers are required to feedback to the Local Authority course delegates professional conduct, engagement and participation with the training, trainer and delegates, the Local Authority may wish to feed this back to your setting manager.

Prepare for your training/event

- Check you have the link to join the live session
- Check your device is up to date (software/operating system)*
- Use a PC/Laptop if possible
- Phone/Tablet use may impact on the functionality of the PowerPoint etc
- Please respect the trainer and other delegates by applying the same behaviours as you would at a face to face event
- If you are unfamiliar with virtual learning platforms ensure you login 10 minutes prior to course commencement so the trainer can support you before the course starts
- We have created user guides for [Microsoft Teams MS Teams User Guide](#) and [Zoom User Guide](#)

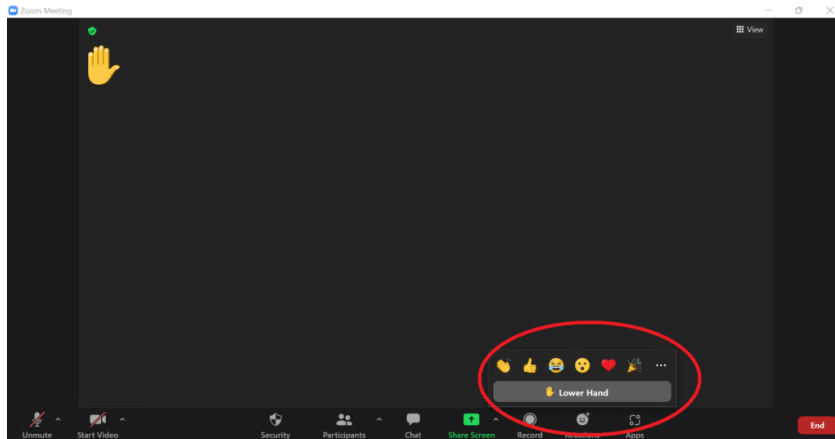
**some users are experiencing issues caused by out of date software/operating system.*

Functions MS Teams/Zoom



MS Teams

Function buttons will be at the top of your screen



Zoom

Function buttons will be at the bottom of your screen

Your screen may look different but the function buttons will look the same

Please share any feedback

- Email us eytraining@leics.gov.uk
- Or call the duty desk **0116 305 7136**

