

Booking Course Places

If you wish to book training places for any events, we have a new web-based booking system. This will enable staff to book their own places or for your school CPD coordinator to book on behalf of all staff.

Please visit www.bookwhen.com/nwlp

Below is a test version of the homepage and all courses will appear on the left side of the screen in a calendar and when a specific course is selected the information will then appear on the right:

The screenshot shows the homepage of the North West Learning Partnership booking system. The header features the logo with the text 'Inspire Support Achieve' and 'Rising together to...' above the 'North West Learning Partnership' name. Below the header is a 'SCHEDULE' section with a calendar view for April 2022. The calendar shows two events: 'TEST - Headteacher Briefing' on Friday, 1 April 2022, and 'TEST CPD Course - EYFS Network Day 1' on Wednesday, 2 April 2022. To the right of the calendar, the details for the 'TEST - Headteacher Briefing' are displayed, including the date and time (Friday, 1 April '22, 10am - 12pm GST) and the location (Mercure St Helens Hotel, Linkway West, St Helens, Saint Helens, WA10 1NG). The 'INFORMATION' section provides details about the event: 'ECM Compliance briefing for Headteachers covering OFSTED updates and Leadership messages.' The 'TICKETS' section shows a price of £50.00 and a 'Select' button. A 'View details' button is also present at the top right of the details panel.

Once a course has been selected it will appear in the basket at the top right of the screen. To complete the booking you will need the following information to hand in order to complete the screen below

Attendee details

1ST ATTENDEE Change attendee

Participant Name * First name Last name

Participant email *

School Name *

Invoice email for payment

Purchase Order reference

Postcode of School *

Once this has been completed the booking system will record and then send confirmation emails to appropriate the personnel.

We also have a new email address for the bookings which all the NWLP staff can access and monitor which will make communication with us even better.

The bookings email address is: nwlp.bookings@three-saints.org.uk



Fees and Cancellation

A 25% discount will be given to NWLP schools on all CPDL opportunities unless stated otherwise. One free place per school is offered for all NWLP schools on Subject Leader networks (excluding EYFS network) and Leadership briefings.

The cancellation policy is as follows:

30-14 days: charged at 25%

7-1 days: charged at 50%

Less than 1 day: Charged at full training rate

Please note all cancellation must be in writing via email to nwlp.bookings@three-saints.org.uk. A confirmation of your cancellation will be sent to you once processed. Should you be in a position to supply a substitute delegate please inform the NWLP team.

NWLP reserves the right to cancel any courses that have not reached sufficient delegate numbers to ensure financial viability. Schools that have booked any places will be notified by email of the cancellation with at least 5 days notice before the course is taking place. The cancellation email will be sent to the address of the original course booking.

For associated course costs, please see individual packages.