



BOOK HR TRAINING COURSES – FROM JANUARY 2024

Guidance for: School staff

Relevant to: Maintained Schools, Academies and MATs

With effect from January 2024 we are moving to **a new booking system for HR training.**

This is the same system currently used for training for Juniper Software products such as Sonar, Otrack, Pupil Asset and Sisra.

Timescale

Please use this system to book any HR course running on or after **1 March 2024.**

If you have already booked on a course which runs on or after 1 March 2024, we will transfer your booking so you do not need to do anything.

For any courses running before that date please continue to book via the current junipercpd.org/cpd/portal. Details of up-coming course and dates can be found here on HR News January 2024.

Exceptions

For Safer Recruitment full day accredited course please continue to book via junipercpd.org/cpd/portal. Safer Recruitment Refresher should however be booked via the new system.

Registration

You do not have to register on this system to book onto our courses. Anyone can access and book following the link below.

Accessing the new booking system

The new system can be accessed here: [Juniper Education Webinar Booking](#).

Select Education HR in the box below to see all available courses

Choose a product to help you find courses:

Education HR

How to book

You can book for yourself or someone else.

Click on the course you want to attend and select the date at the bottom of the page.

You will then be required to enter certain details in the Training Agreement. You must put something in ALL boxes (except PO Number).

These are:

- School (or MAT) name
- Local Authority Area (Location of head office for MATs)
- DFE Number (or Unique or Group Identifier or UK provider refence number)
- School postcode (head office for MATs)

0345 200 8600

enquiries@junipereducation.org

junipereducation.org

- P.O number (optional)
- Invoice contact number and email
- Delegate name and email.

You must then tick the T&Cs box, enter your name and email and click on Submit.

What happens once you have booked?

You will automatically receive an email confirmation with a link to the Teams Meeting in which the training will take place. The email will contain any instructions for the training event and if applicable any pre-course material.

A copy of the booking confirmation will also go to the person identified as the “invoice contact”.

Please ensure that the Teams Link is copied to the delegates calendar as reminders will not be sent.

If you need to cancel or transfer a booking to another date, please email: EducationHR@junipereducation.org as soon as possible to avoid charges. Charges will apply for late cancellations and no-shows.

If the customer is booked on as part of induction you will need to go on to the register website and untick the billing box please put in the notes section below that the training is part of the induction course which has already been billed.

Attending the training

Simply follow the Teams link on the day to join the training and follow any instructions provided in the booking confirmation.

After the training

Within a few days of the training taking place, delegates will receive an email with a copy of the training slides and a link to a feedback form.

Attendance Certificates

Attendance Certificates will be sent automatically on completion of the feedback form.

Help and Assistance

If you have any difficulties using the new system or you need to amend a booking please contact the HR Advice Line at EducationHR@junipereducation.org or on 01245 968378