

Course Bookings

All course bookings must be made via the **Resource Centre** which requires a **username** and **password** to access. These details have been administered to each school. **This is not applicable to Wrexham delegates.**

There is now only **one log on per school** which is to be used to book onto all our courses. It is for the school to determine how this is administered. All staff and governors could be given the log on details so individuals can book themselves on to courses or it could remain with the school office so all bookings would need to be made through them.

It is very easy to do - once you have logged in to the **Resource Centre** go to **Department for Education >> Training & CPDF Programme** then click the appropriate section on the left of the page. Here you will find a list of all our courses, simply click on the course you wish to attend and complete the booking form stating any special requirements as requested.

We cannot take any course bookings by telephone or email except for Wrexham.

Please ensure you complete the form accurately as we will use this information for contacting attendees with details of the programme. The booking links are **case sensitive**. If you cannot access the form using the link, this may be due to your internet security. Please try to complete using an alternative computer or mobile device/tablet.

Once you have booked on to a course you will not receive an automatic booking confirmation so please ensure you make a note of the name, date and time of the course you have booked on to. You will, however, receive an email nearer to the time to confirm your attendance from education@dioceseofsalford.org.uk.

All attendees must secure a place on courses using our online booking system and process above. If, for any reason, you cannot attend, please email your apologies to education@dioceseofsalford.org.uk and this will be noted.

Due to the pandemic, the Cathedral Centre will be closed for face-to-face courses. Details of our courses can be found in the Resource Centre.

As per the updated terms of our Core Offer, if you book on to a standard session and do not attend or you cancel your place without prior notice of at least 3 working days, you will be charged a cancellation fee of £50.00 per person / per session. If you book onto a conference or residential you will be invoiced for the cost of your place.