

## Managing Inclusive Classrooms – SEN Training Audit

### Online Form Instructions

Using either your work based or your home computer, these are the two ways to access the ‘**Managing Inclusive Classrooms**’ Website:

1. To go directly to the website, please type the following web address (URL) into your web browser: <http://www.wirral-mbc.gov.uk/inclusive/>
- or
2. Go to the Wirral Learning Grid homepage at <http://www.wirral-mbc.gov.uk/> then click on the link called ‘**Inclusion**’, on the next page click on the link ‘**Managing Inclusive Classrooms**’

You are now at the beginning of the form.  
(Please note nil returns on this form provide valuable information)

Please read the Data Protection statement and indicate that you have read it by clicking in the tick box at the end of the statement.

Follow the on-screen instructions and complete the ‘**Your Details**’ section of the form. *Please note that this section is compulsory.*

Once you have completed the ‘**Your Details**’ section you can move to the next stage. On the left-hand side of the screen you will see a list of links as follows:

- Cognition and Learning
- Behaviour, Emotional & Social Development
- Communication & Interaction
- Sensory and/or Physical Needs
- Other Vulnerable Groups

Choose any of the links that are relevant to your qualifications/area of expertise and your previous training experiences and enter the information for each.

After you have completed these areas you can let us know of any further training requirements you think would be of use to you by clicking on

#### ‘Training Requirements’

You can choose up to 5 courses (ranked by order of priority) and the level of qualification(s) required. This will help us target training at the areas you identify as the most urgent/important to you.

You have now almost completed the form. Click on the link ‘**Submit your Form**’.  
Before you finally submit your form carefully check the information you have provided. You can return to any page to amend information at any time before you submit the form. ***Important: This cannot be done afterwards.***

If you have any suggestions/comments about this process enter them in the comments box on the final page.

When you are happy with the information you can submit the form by clicking on the ‘**Submit This Form**’ button.

You have now completed the form. Thank you for your valued time.

Helpline: open 9 a.m. – 4.30 p.m.

You can get help and advice on how to use this form by calling the numbers below:

Technical enquiries

Susan Warwick (0151) 666 5595

Wayne Richardson (0151) 666 4292

For general enquiries

John Williamson - Inclusion Officer (0151) 346 6616