

# Children's Services Finance – Training Course Bookings

All course bookings must now be completed on the new booking website. The website can be accessed from the CS Finance website under C in the A to Z menu or by following the link below:

<http://www.eficts.norfolk.gov.uk/Finance/Training/booking/courses.asp>

## The Booking System

On the first page you will be provided with a list of courses, split between the three course categories; Finance for Leadership, School Finance Administration and Standalone Finance Courses.

**Financial Services Training Courses Information**

- [Finance Training Home Page](#)

This page provides details of all the courses we currently run. Select one of the options below to view the courses.

- [View the training calendar which details all future courses in calendar form](#)
- [View a list of all the courses we run](#)
- [Book a training course.](#)

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**Course List**

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Here is a list of the courses currently on offer. Click on the course for more information, and to find out what dates this course is scheduled for and what venues the course will be held at. Click on the categories below to view a list of the courses relating to a specific area.

- [Finance For Leadership Programme](#)
- [School Finance Administration Programme](#)
- [Standalone Finance Courses](#)

Click on the column heading to sort the list by course name or category.

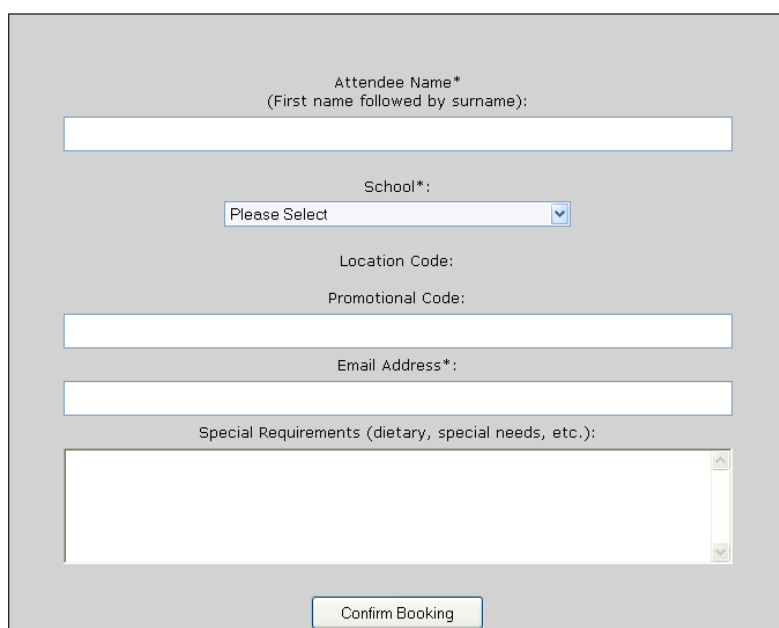
Course Category^	Course Title^
Finance For Leadership Programme	<a href="#">Capital Funding</a>
Finance For Leadership Programme	<a href="#">Introduction to Managing School Finance</a>
Finance For Leadership Programme	<a href="#">Financing Your School</a>
Finance For Leadership Programme	<a href="#">Building Your Budget</a>
Finance For Leadership Programme	<a href="#">Financial Returns</a>
Finance For Leadership Programme	<a href="#">Managing Your Staff Through Change</a>
Finance For Leadership Programme	<a href="#">Reducing the Risk of Fraud</a>
Finance For Leadership Programme	<a href="#">Keeping Control of Your Finances</a>
Finance For Leadership Programme	<a href="#">Achieving Best Value</a>
School Finance Administration Programme	<a href="#">Accounting for Expenditure</a>
School Finance Administration Programme	<a href="#">Income &amp; Banking</a>

By clicking on a category, you can see all courses available for that particular programme. Clicking on a course title will take you to the Course Detail screen where you will find course content, description, prices, target audience and available dates.

## Booking

Bookings can be made from the individual Course Detail screens or by using the 'Book a Training Course' option from the Main Menu.

The Course Booking Form now looks like this:

A screenshot of a web form for booking a course. The form is set against a light gray background. It contains several input fields: a text box for 'Attendee Name\*' with a sub-label '(First name followed by surname):'; a dropdown menu for 'School\*' with 'Please Select' as the current selection; a text box for 'Location Code:'; a text box for 'Promotional Code:'; a text box for 'Email Address\*:'; and a larger text area for 'Special Requirements (dietary, special needs, etc.):'. At the bottom of the form is a button labeled 'Confirm Booking'.

Once you have completed the form and clicked 'Confirm Booking', an email will be sent to Children's Services Finance to complete your booking. You will be sent a Booking Confirmation email usually within 24 hours to the email address you supply on the form.

## Promotional Codes

Courses can be purchased individually or as part of a package. If your school is purchasing one of the two available packages, you must use a promotional code when making your bookings:

- For the Finance For Leadership Package use code: **FINLEAD**
- For the School Finance Administration Programme use code: **FINADMIN**

## Brochure

For further information about the courses and booking, please see the Programme Brochures.