

## How to book onto Canterbury Diocese Children, Schools and Young People courses via Thinkific - Canterbury Diocese Training Platform September 2021

### Instructions for Business managers / Finance and Leadership teams

- Every Church of England school in Canterbury Diocese will be sent a temporary coupon code to enable your staff to access all the training and pre-recorded videos. This coupon will start working on 1<sup>st</sup> September and stop working on 31<sup>st</sup> October 2021.
- **CSC Schools** (Schools who pay their core- service contribution)  
When we have received receipt that you have paid your core-service contribution, you will receive a new coupon code to enable your staff to access all of the training, network meetings and pre-recorded videos at no cost for the academic year 2021-22.  
This code is NOT to be shared with any other school, even if you are federated or part of a MAT.
- **Non- CSC Schools** (Schools who do not pay their core-service contribution)  
An invoice will be sent to the school for each session or training video accessed by staff from 1<sup>st</sup> September 2021 to 31<sup>st</sup> October 2021.  
From 1<sup>st</sup> November 2021 - 31<sup>st</sup> July 2022, schools will have to pay at the time of booking, through a secure online payment platform before being able to access training sessions or videos.
- Please can you ensure that you share your code with Clergy and Governors who would like to access training or pre-recorded videos as part of their school role.
- Every member of staff and member of clergy and governing body must create a personal login for the Thinkific training platform.

### Step by step guide for booking courses for staff

1. Go to the training platform home page [Canterbury Diocese Training \(thinkific.com\)](https://thinkific.com)
2. Click on sign in (Top right hand of the page)  
Create a personal account and login. EVERY teacher will need to create their own login to access courses, network events and pre-recorded training videos. Please DO NOT share logins or have one login for a whole school team.



3. Once signed in, Click on Children, Schools and Young People to view all the training sessions and pre-recorded videos.



Children, Schools and Young People



Mission and Ministry

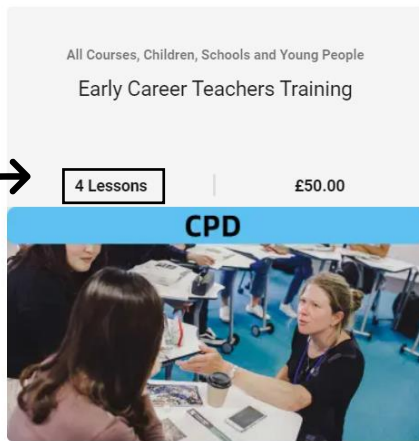


Safeguarding

#### 4. View all the training on offer

This does NOT mean there are 4 lessons or sessions – this figure refers to the number of resources included with the training.

Some courses do have more than one session – you will find this information when you click on the course itself.



The cost on each course is for Church schools that DO NOT pay their core-service contribution and for community schools.

For schools who do pay their core-service contribution see information about charging below.

5. Click on the course / pre-recorded training video you would like to access. Click on Buy. This will take you through to the payment page. If you haven't created an account or logged in, it will ask you to do this now.



6. You will then be asked to complete your purchase. If your school pays their core-service contribution, click on 'Have a coupon' and input your coupon code. (This will be given to you by your school finance team)

### Complete your purchase

Rebooting RE Leadership £50.00 GBP

Total Price £50.00 GBP

[Have a coupon?](#)

Card Information

Card number

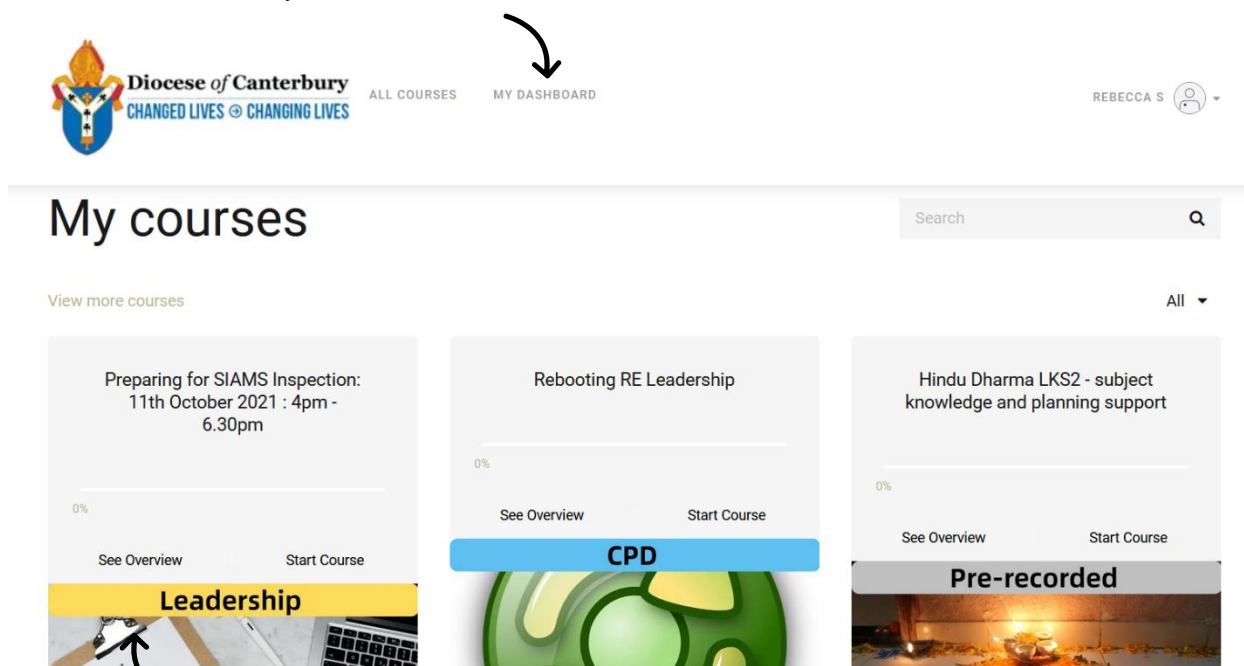
MM / YY CVC

Purchase

If your school DOES NOT pay their core-service contribution, then you will need to input a school credit or debit card number to purchase the course.

7. Once the coupon code or payment has been accepted it will say 'Enrol now' and on the next page 'Start learning'. You will get an email receipt for your booking.

- My Dashboard - When you have booked into a training session or pre-recorded video, you will be able to access the resources and booking links at anytime by clicking on 'My Dashboard' All of your booked courses will be stored here.



- Zoom links and accompanying resources for each virtual live training session can be found by clicking on each event you have booked onto.

- Pre-recorded videos and accompanying resources can be found by clicking on the training video you have booked onto.

- Pre-recorded training videos - These will be available to watch as soon as they have been purchased.

The downloadable resources can be found here.

Some have PREREQUISITE beside them, this means they must be downloaded and used or read to enable you to complete the course.

The videos are embedded into the website, so they can't be downloaded, but can be watched multiple times.

- Once you have completed your course, a certificate of completion will be sent to you.

If you have any further questions or queries, please contact Pip Tanton [ptanton@diocant.org](mailto:ptanton@diocant.org)