

## Hampshire English and Maths Core Provision Programmes 2024-25 Booking Guidance


Our English and Maths Programmes have been set up on the Learning Zone as **Scheduled Programmes**. This enables users to be automatically booked on all elements of the programme when they complete their registration/enrolment, rather than having to book separately on all the different classes. Please note that the enrolment process for these programmes is slightly different, as detailed below.


### Before enrolling

- Please ensure that you only enrol your English or maths subject leader on these programmes. **Headteachers should not enrol on Core Provision themselves unless they are acting as the subject lead.**
- Please check that the user's school email address is showing as correct in their Learning Zone account. This ensures that any email notifications sent by us will reach the intended recipient.
  - **Hampshire maintained schools** – users should have **both** an up-to-date personal and correspondence email address recorded in their ESS account, otherwise they will not receive any booking notifications.
  - **External schools** – users should login to the Learning Zone to check that their email contact details are correct.

### If you are enrolling yourself on the programme (user self-booking)

- Search for and locate the programme for your area by typing the relevant keywords in the Find Learning box eg **English Core Test Valley 24-25, or Maths Core Test Valley 24-25**. Press Enter
- Please ensure that you have selected the 'Scheduled Program'

	<p>English Core Provision - Test Valley Primary Programme 24-25 Scheduled Program</p>	<p>Enroll</p>
<p>The Primary English Core Provision offer for Hampshire schools provides opportunities for English leaders to work collaboratively through a series of subject network meetin...</p>		<p>↓ More</p>



**Maths Core Provision - Test Valley 1 Primary Programme 24-25**  
 Scheduled Program

The Primary Maths Core Provision offer for Hampshire schools provides opportunities for Maths leaders to work collaboratively through a series of subject network meetings and an annual conference. Content is...


Enroll

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- Click on **Enroll**
- Complete the self-service registration in the usual way
- You will automatically be registered on all elements of the programme and will receive booking notifications and calendar notifications from the Learning Zone.
- A confirmation will be generated for each element of the programme
- Your enrolment will be displayed in your **'My Learning Assignments'** area on your **'My Learning'** home page. It will display as **Self Assigned**. Click on **'View Program'** to verify your enrolment on the programme elements.

#### If you are a delegated manager enrolling another member of staff

- Click on the Links tile to open the delegated manager window.
- Search for and locate the programme for your area by typing the relevant keywords in the Find Learning box, eg. **English Core Test Valley 24-25**. Press Enter
- Please ensure that you have selected the 'Scheduled Program'



**English Core Provision - Test Valley Primary Programme 24-25**  
 Scheduled Program

The Primary English Core Provision offer for Hampshire schools provides opportunities for English leaders to work collaboratively through a series of...

Assign to Others

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- Click **Assign to Others**
- Add the employee you wish to enrol on the programme, then **Continue**
- Click **Assign Learning**
- The user will automatically be registered on all the elements of the programme and will receive booking confirmations and calendar notifications via the system. A confirmation will be generated for each element of the programme.
- **If you are set up as the Alternate Line Manager for the staff member, you will also receive a copy of the booking notifications. Please see below for a reminder of how to set this up, if required.**

- Their booking will be displayed in their **'My Learning Assignments'** on their **My Learning** home page. It will display as **Assigned**. Click on View Program to verify their enrolment on the programme elements.

**Please note:** there is no approval process required for booking on to these programmes.

### **Cancelling/removing a programme enrolment**

- Should you need to remove an assigned Core Provision programme enrolment from a learning plan, click on the **View Program** button in the My Learning Assignments area, then click **Withdraw**.
- In the event of needing to withdraw a delegate once the Core Provision programme has commenced, please contact the relevant HTLC Administrator who will be able to assist you.

### **Alternate Line Managers (Admin Officers and others with delegated manager responsibility)**

This function allows delegated managers to set themselves up as an 'Alternate Line Manager' for members of staff so that they can also receive Learning Zone notifications.

#### **Admin Officers/Business Managers:**

1. Go into the Learning Zone and pick up the delegation for your Headteacher (via Links tile)
2. Click on the My Teams tile – all employees names should then be listed on the left-hand side
3. Click on the ellipsis (three dots) to the right of each employee's name and select "Manage Alternate Line Manager"
4. Search for yourself by **personnel number** (in the User ID box) to ensure you select the right person and add then click Save. **This process is necessary rather than searching by name as the search uses the database for all Hampshire employees not just your school staff.**

**Selecting the wrong person may lead to a data breach under GDPR.**

5. **Please note:** If your name does not appear in the initial search, click on the **Advanced Search** blue link next to the search box. This opens another window where you can input your **personnel number** (in the User ID box) and select yourself. This should then return you to the previous window where you can continue the process.
6. You will need to repeat this step for all employees for whom you wish to receive copies of email notifications.