

## MS Booking Tool Training Course Information

Please make sure that you have read and understood the information contained in this document. If you are a manager, please ensure this document is shared with attendees for the session. For any enquiries, please email [SafeguardingTraining@derby.gov.uk](mailto:SafeguardingTraining@derby.gov.uk), or call 01332 642961.

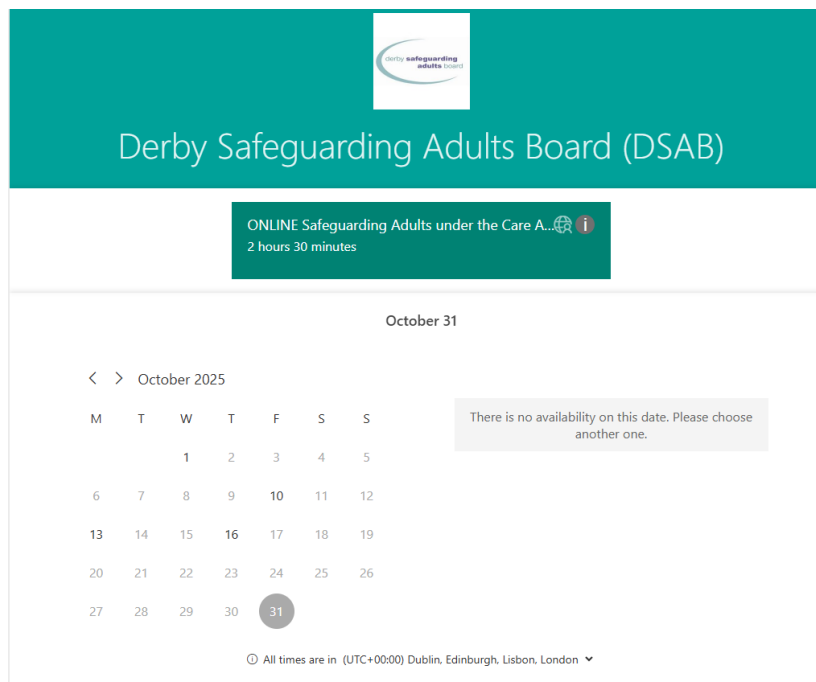
To book onto a training course you will have to use one of the following two links, I will be providing guidance on each one:

### 1. Individual course link:

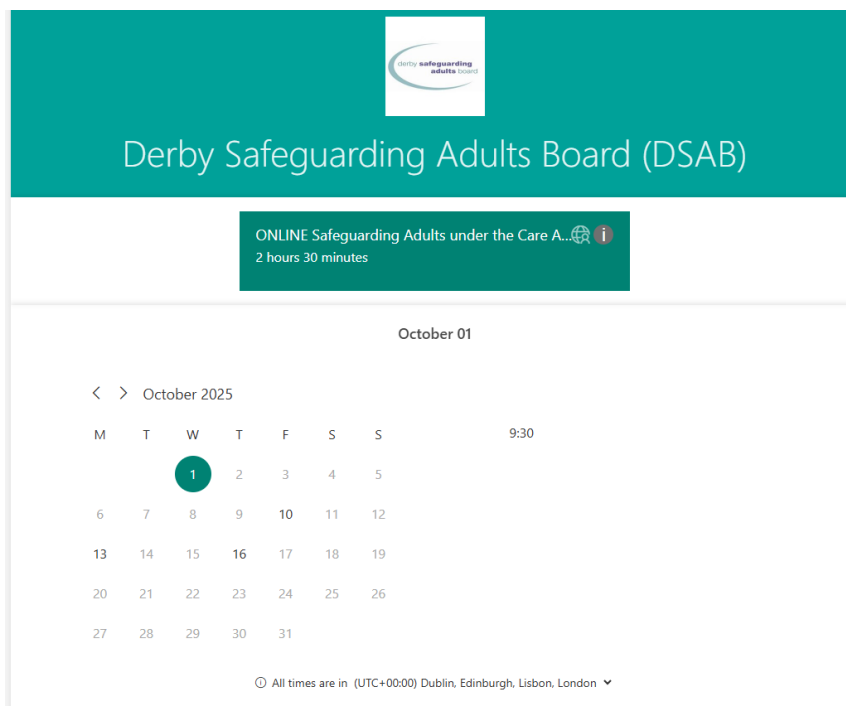
Attached to the safeguarding Training Flyers are links to each Safeguarding Training Course type, which have all the various dates for that training theme (For example I will be using Safeguarding Module one) listed on it. PLEASE NOTE THE DATES USED BELOW ARE FOR EXAMPLE PURPOSES. Clicking the link on the flyer should bring you to the page below:

The title of the course is shown in the green box at the top. If this is not the course you wish to book, please see point 2 on this guide (page 5). **PLEASE NOTE ONLINE SESSIONS AND IN PERSON SESSIONS ARE NOT BOOKED ON THE SAME COURSE. USE THE ONLINE ICON NEXT TO THE (i) AND THE TITLE TO IDENTIFY IF YOUR COURSE IS BEING HELD ONLINE OR NOT.** Using the flyer, which showcases which dates are available for online sessions of Safeguarding Adults Module one you should be able to navigate to the date you desire to book yourself on. As you can see this page is greyed out, so no dates are available to be


booked for September 2025. I will then use the arrows next to the name of the month to look at the next month.



As you can see by the font being slightly bolder 4 dates are available in October (1<sup>st</sup>, 10<sup>th</sup>, 13<sup>th</sup>, and 16<sup>th</sup>). Then you want to click onto the date you would like to attend. If this is a valid date, your cursor should turn green and the start time of the session should appear on the right-hand side of the page, as shown in the next image.



Then, you must click the time slot on the right side to turn it green.



## Derby Safeguarding Adults Board (DSAB)

ONLINE Safeguarding Adults under the Care Act 2014

2 hours 30 minutes

October 01, 9:30

< > October 2025

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9:30

ⓘ All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Now that the time has been selected, you must now scroll down the page and add your details to all boxes, as shown below:

Milo Bennett

SafeguardingTraining@derby.gov.uk

01332642961

Provide additional information

Prefix

Mr.

Job title

DSAB Administrator

Company

Derby City Council

Work address and postcode

Corporation St, Derby DE1 9

Line manager's email

SafeguardingTraining@derby.gov.uk

Acknowledgement - I confirm that I work in Derby/Derbyshire boundaries.

Yes

For online sessions please ensure that the email you enter is the one you will be attending the session with. As the invite gets sent to that email address automatically prior to the session. It is important that no spelling mistakes are made with the email, or the invite will get sent to the wrong address.

Line manager's email

SafeguardingTraining@derby.gov.uk

Acknowledgement - I confirm that I work in Derby/Derbyshire boundaries.

Yes

Agency type

Derby City Council

If Other, please specify Agency Type (optional)

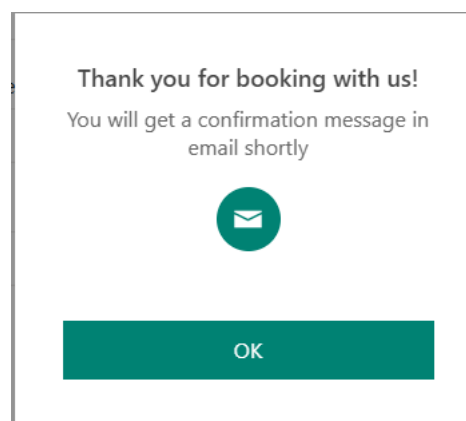
N/A

Special requirements (optional)

N/A

Book






















Please ensure that all boxes are filled, even those non applicable. Once this is complete, please click book and your place on this training session will be secured. The following message will pop up confirming this. You may now click OK and exit the site.



If you wish to book another course, you must use the specific course link, as included on the flyer or use the main booking tool link, which will list all the courses.

## 2. [Main booking tool Link:](#)

Clicking the above link will take you to Main training booking tool page, this will display all the courses we currently have available as shown below.

<div><h1>Derby Safeguarding Adults Board (DSAB)</h1></div>	
Select service	
ONLINE Safeguarding Adults Review ...   30 minutes	ONLINE Safeguarding Adults Reviews...   30 minutes
ONLINE Case file Audit - Financial Ab...   30 minutes	ONLINE Case Files Audit – Young Ad...   30 minutes
ONLINE Case Files Audit – Domestic ...   30 minutes	IN-PERSON The Importance of Makin...  2 hours 30 minutes
ONLINE The Importance of Making S...   2 hours 30 minutes	IN-PERSON The link between Safegu...  2 hours 30 minutes
ONLINE The link between Safeguardi...   2 hours 30 minutes	IN-PERSON The link between Safegu...  2 hours 30 minutes
ONLINE The link between Safeguardi...   2 hours 30 minutes	IN-PERSON The link between Safegu...  2 hours 30 minutes

Simply scroll and find the course you are looking for. By clicking the (i) icon you will find the full name of the course. You may then click on your selected course to highlight it and scroll down to repeat the process under point 1 (Page 1). **PLEASE NOTE ONLINE SESSIONS AND IN PERSON SESSIONS ARE NOT BOOKED ON THE SAME COURSE. USE THE ONLINE ICON NEXT TO THE (i) AND THE TITLE TO IDENTIFY IF YOUR COURSE IS BEING HELD ONLINE OR NOT.**

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