Elklan
Training to Support Children's
Language and Learning

Elklan CFSe Renewal –
Notes for LCPs

Elklan's CFSe procedures were updated in 2020, including the use of a new CFSe Setting Area which has replaced the old CFSe Tracker. The updated system affects not just new settings, but also any setting wishing to renew their CFSe status from 2020 onwards.

For notes on how to register on a CFSe Renewal course, access your resources and use the new CFSe Setting Area please see the following pages. The renewal process will differ depending on whether you have retained all original Level 4-trained Lead Communication Practitioners (LCPs) – **PLEASE SEE SECTION 1**; or need to train a new, replacement LCP to Level 4 – **PLEASE SEE SECTION 2**.

To get started with your renewal, you will need:

- An **Elklan tutor** to mentor your setting and mark your submissions. If you do not have a tutor, Elklan can commission one on your behalf.
- To **register on an Elklan course** (a Course Code can be obtained through your Elklan tutor).
- **Updated LCP Manual/s**. All LCP Manuals dated pre-2020 will require replacement. Replacement manuals are available to existing LCPs for a reduced cost.
- **If your CFSe status has lapsed and it has been 5 years or more since you achieved your last CFSe award**, existing LCPs will be required to access non-accredited e-learning sessions and complete corresponding Knowledge Quizzes before commencement of the renewal course. Please contact us to find out more.

For more information about renewal costs, including replacement manuals and Setting Re-Accreditation Fee, please contact katie@elklan.co.uk, clare@elklan.co.uk or phone the office on 01208 841 450.

© Elklan Training Ltd

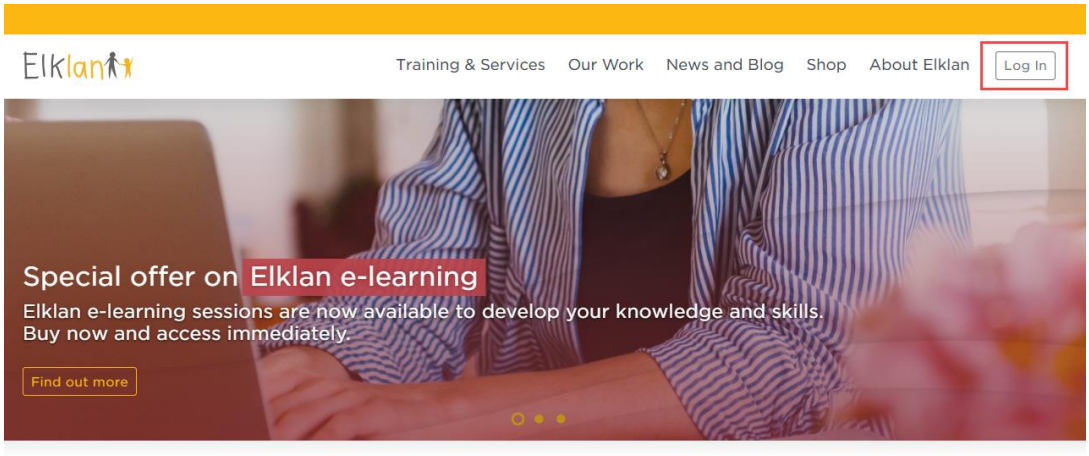
Elklan
Training to Support Children's
Language and Learning

1. Where a renewal setting has retained <u>ALL</u> original Level 4 trained Lead Communication Practitioners (LCPs) and <u>no new Level 4 training</u> needs to take place:

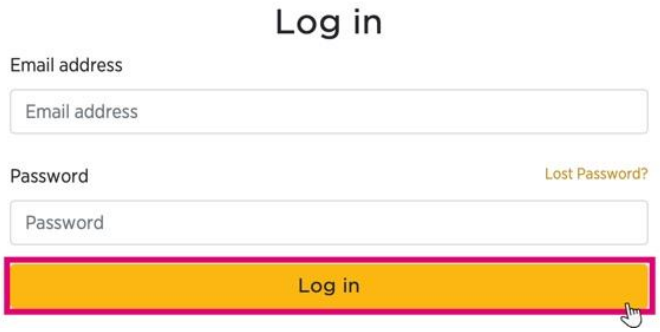
Registering on a CFSe Renewal course

Go to www.elklan.co.uk

Select 'Log In' from the top menu bar:



Enter the Email address and Password attached to your existing Elklan account and click 'Log in' to be taken to the Elklan Learners' Area:

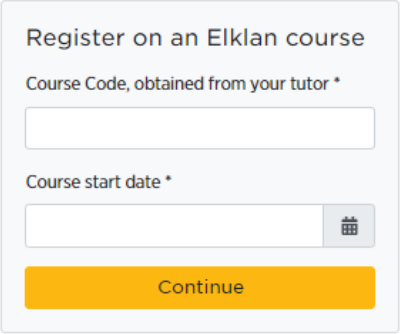


© Elklan Training Ltd

Training to Support Children's
Language and Learning

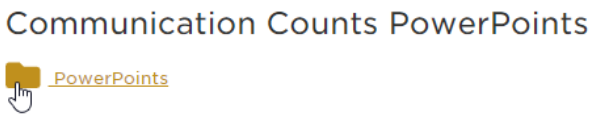
NB: If it has been some time since you last accessed your account, you may need to create a new one. If you cannot log in using your existing details, please contact katie@elklan.co.uk who will confirm. Further instructions can be supplied on how to create a new account if required.

To register on an Elklan course, enter the **Course Code** and **Course start date** (as supplied by your Elklan tutor) in the 'Register on an Elklan course' box in the Learners' Area and click 'Continue' (please note if it is agreed that Elklan will commission a tutor on your behalf, we will provide you with a booking link to register on a course instead):



Once registered on a course, the next time you access your Learners' Area under the 'My Course' section you will see an icon for your CFSe Renewal course. Click on this icon to be taken to the course page:

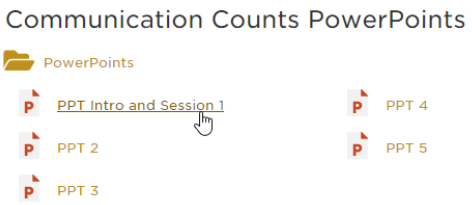
To access the Communication Counts PowerPoints, once in the CFSe Renewals course page scroll down to 'Communication Counts PowerPoints' and click on the 'PowerPoints' folder:



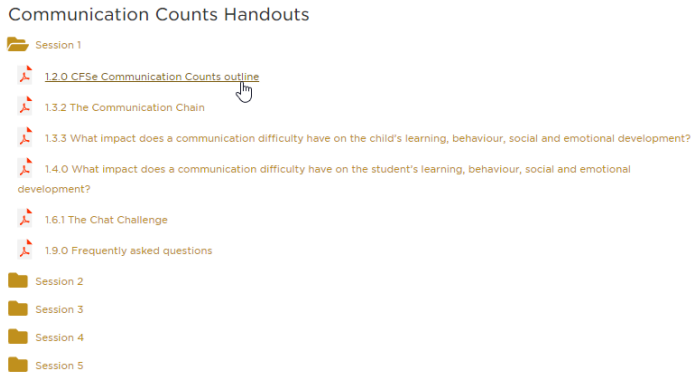
© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

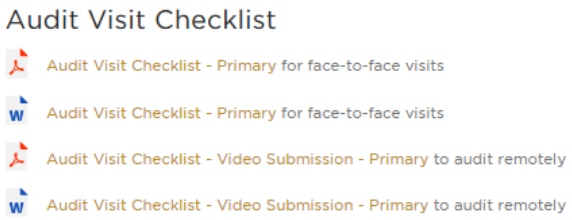
This will open the Communication Counts PowerPoint files with embedded video clips. Click on each PowerPoint to open directly on your device ready to play, and to automatically download (you can find it again by going to the 'Downloads' file on your device):



Below PowerPoints you will find Communication Counts Handouts, with the handouts for each session. These can be downloaded and sent to staff or printed directly from your device:



Further down are PDF and Word copies of the Audit Visit Checklist which can be downloaded to print and/or edit:



If you have retained all Level 4-trained LCP/s you will **not** be asked to complete a new Elklan e-log, but there are some processes which need to be observed before your setting can achieve re-accreditation. Please see notes below for more information about the steps required.

© Elklan Training Ltd

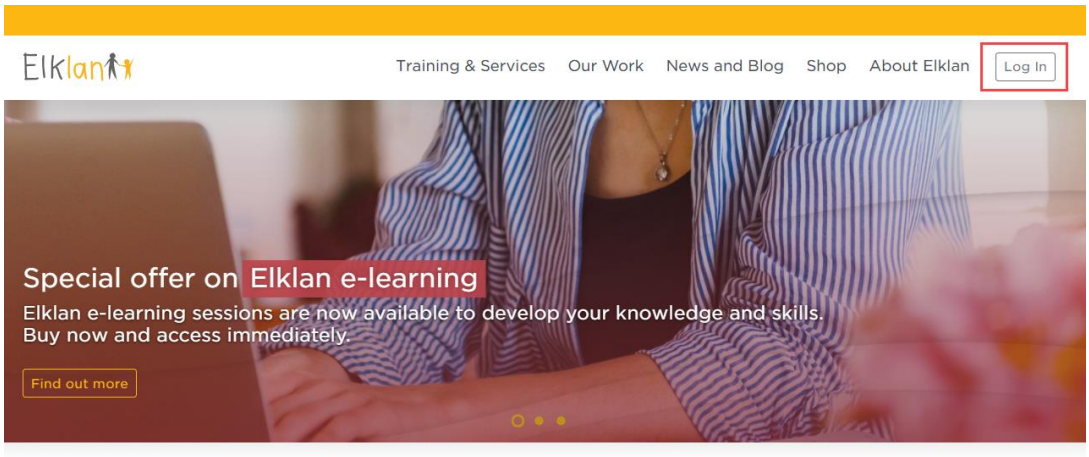
Elklan
Training to Support Children's
Language and Learning

How to Access your CFSe Setting Area and Staff Questionnaires – Step by Step Guide:

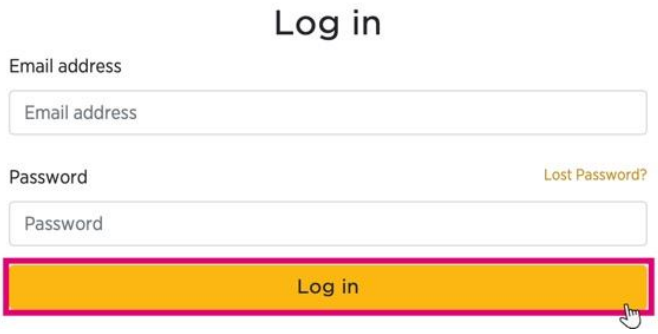
<u>For renewal settings that have retained all original LCPs</u>

Go to www.elklan.co.uk

Select 'Log In' from the top menu bar:



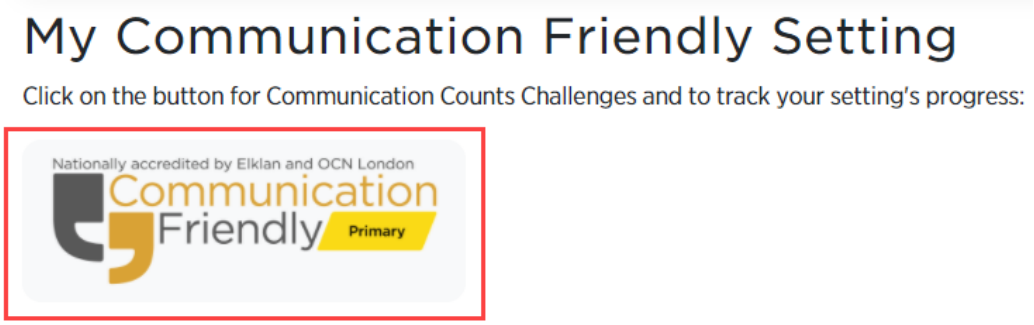
Enter the Email address and Password attached to your existing Elklan account and click 'Log in'. This will take you to the Elklan Learners' Area:



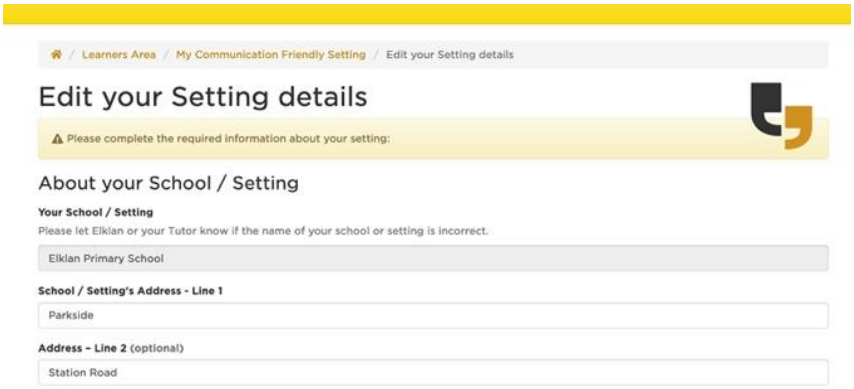
© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

Go to the 'My Communication Friendly Setting' section and click on the rectangular Communication Friendly icon for your course (please note there can be a slight delay in registering on your CFSe Renewal course, and this icon showing in your Learners' Area):



The first time you access the CFSe Setting Area you will be asked to enter further details about your setting, including staff numbers. Once the fields have been completed click 'Save':

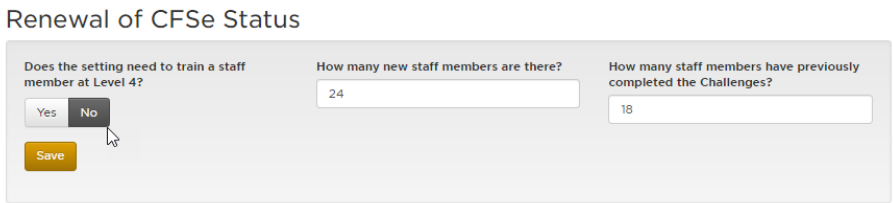


You can now access the CFSe Setting Area. If you need to edit your setting details at any time, you can do so by clicking on 'Edit details' at the top of the page:

© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

Under the 'Renewal of CFSe Status' section, please ensure 'No' is selected for training a staff member at Level 4, and that the number of new staff members and staff members who previously completed the Challenges is accurate. The database will use this information to determine how many staff it expects responses from to the different questionnaires (see below).

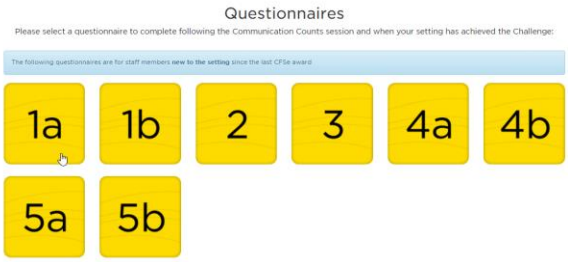


Using your Setting Page to Renew your Setting's CFSe Status

As part of your renewal, you need to refresh **all** staff with Communication Counts. Following delivery of Communication Counts sessions, staff members will need to complete an online questionnaire to give feedback on the Challenges.

To access questionnaires, click 'Copy' next to the link found under 'Communication Counts Challenges' and then paste it into a message and send to all staff:

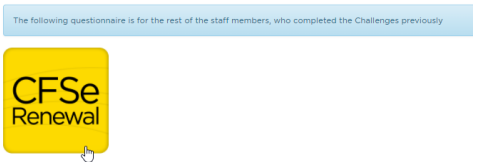
New staff members (those who have joined your setting since you last achieved CFSe) are asked to complete online questionnaires after **each** Communication Counts session, to give feedback on the Challenges. Some sessions have more than one (e.g. 1a and 1b following Session 1):



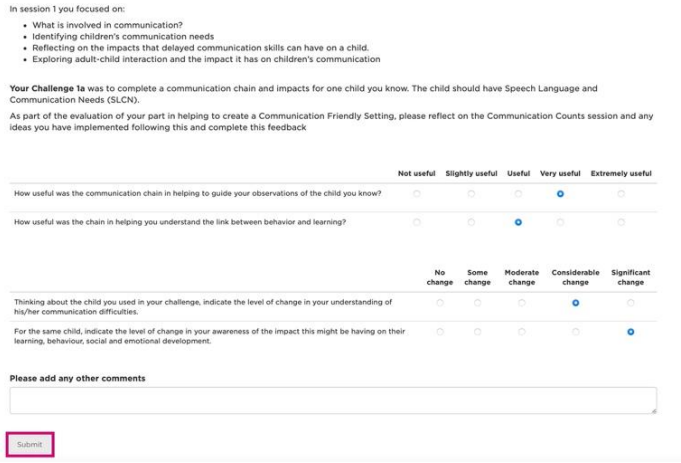
© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

<u>Existing</u> staff members (those who received Communication Counts training previously as part of your last CFSe award) have the option to complete just the '**CFSe Renewal**' questionnaire at the bottom of the link page. Any existing staff completing the CFSe Renewal questionnaire only, should do so **just once** after **all** Communication Counts sessions have been re-delivered:



Each questionnaire will first ask staff to fill in their name, role and setting details, then provide brief feedback about the corresponding Challenge (or an overall summary, if completing the CFSe Renewal questionnaire only). When complete, they should click 'Submit':

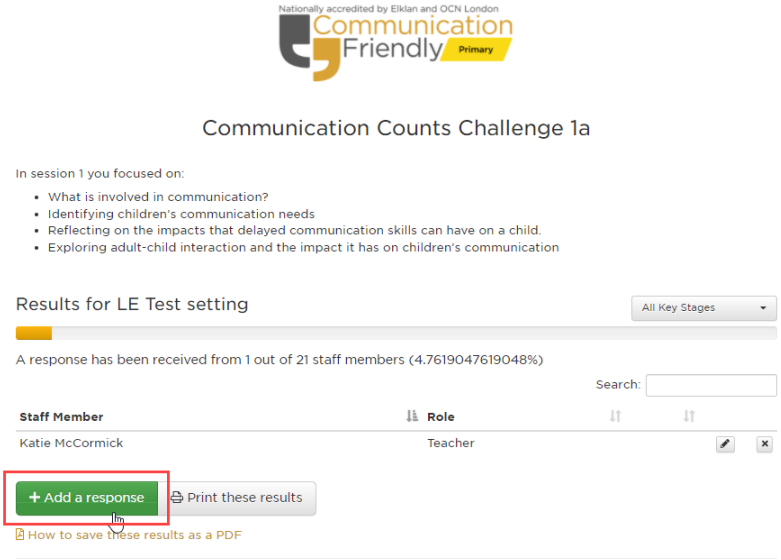


If you have staff member/s who can't access the questionnaires online, you can submit responses for them. To do this, in the CFSe Setting Area under the 'Communication Counts Challenges' section click on the Challenge you need to enter a response to:

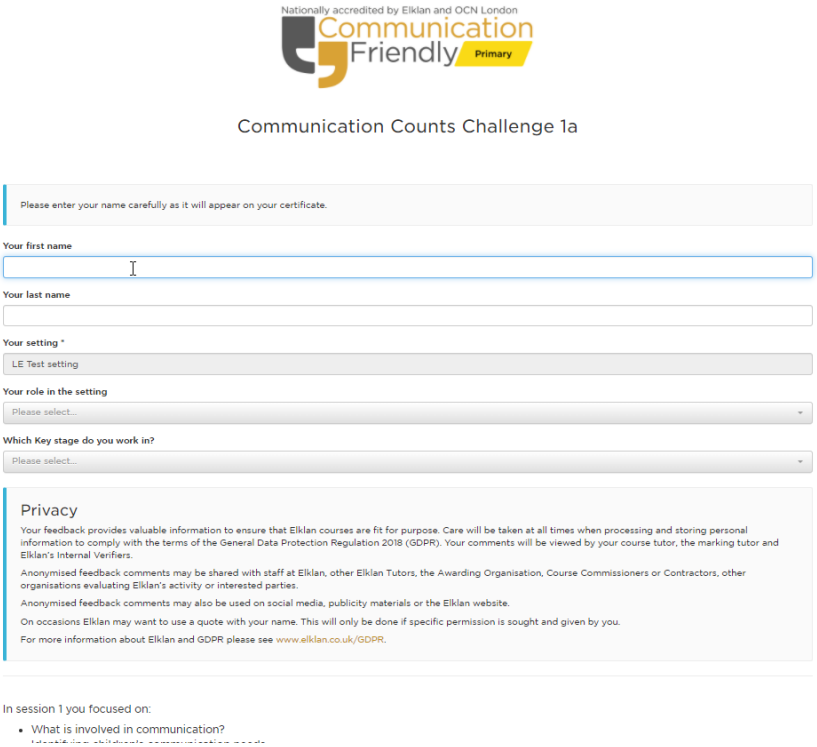
© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

This will bring up the questionnaire results page. Click on 'Add a response':



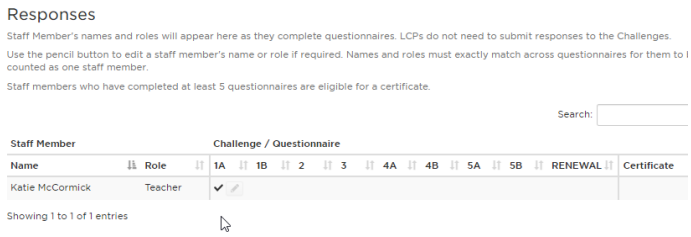
You can then enter the staff member's details, and their responses. Once complete, click 'Submit':



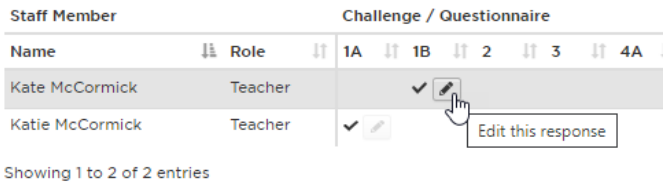
© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

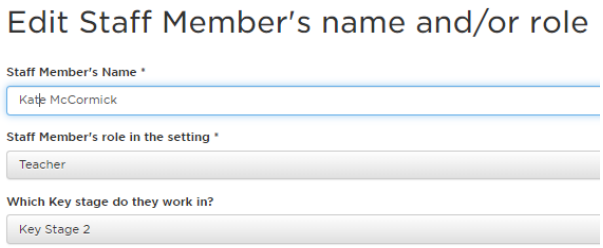
As responses are received, each staff members' name, role, and the questionnaire/s they've completed will appear under 'Responses' so you can monitor progress:



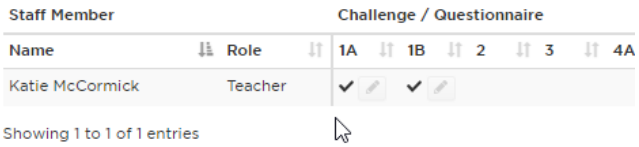
Please note the name and role entered by staff members each time they complete a questionnaire must match **exactly** every time, for them to be counted as one staff member. If someone spells their name differently or chooses a different role this will create a duplicate entry as shown below. To amend a duplicate entry, click the pencil icon found next to the tick on the response you need to change:



The LCP can then edit the staff member's name/role as required:

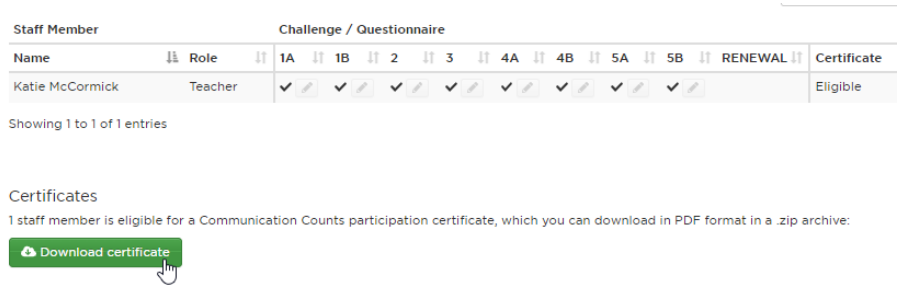


When all entries match, the system will automatically update the responses to show them as one person.



© Elklan Training Ltd

Staff who complete 5 questionnaires or more are eligible for a Certificate of Participation. Once staff become eligible, a section titled 'Certificates' will appear below 'Responses' with a 'Download certificate' button – click on this to download a zipped file containing certificates which can be sent to staff. **Please note certificates are <u>NOT</u> available for those staff completing CFSe Renewal questionnaires only**:



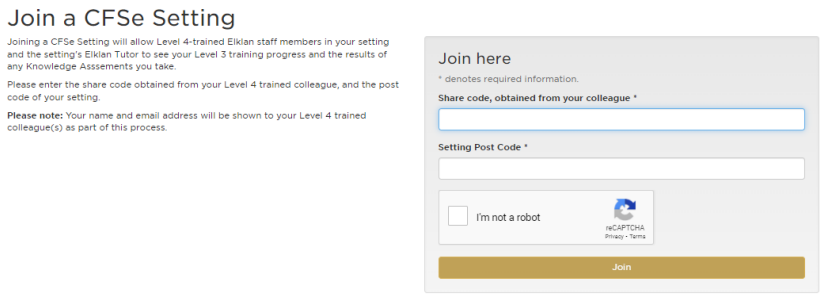
If you have staff members who have previously completed an **accredited** Elklan course (e.g., TAs who've completed Speech and Language Support for 5-11s) you can add them to 'Accredited Training' at the top of the page. In this section you will find a 'Sharing' code. Click 'Copy' and paste the code into a message **only** to those staff who have completed accredited courses:

Ask the staff member/s to login to their **own** Elklan accounts, and in the Elklan Learners' Area tell them to click on 'Enter Code' in the 'Join a CFSe Setting' box to the right of the page:

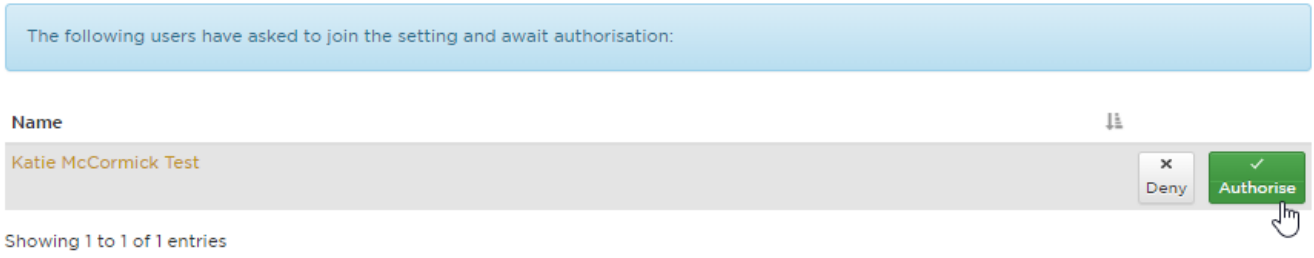
© Elklan Training Ltd

Training to Support Children's
Language and Learning

This will take them to 'Join a CFSe Setting', where they enter the 'Sharing' code you supplied and the setting postcode (exactly as it appears in your CFSe Setting Area), and click 'Join':

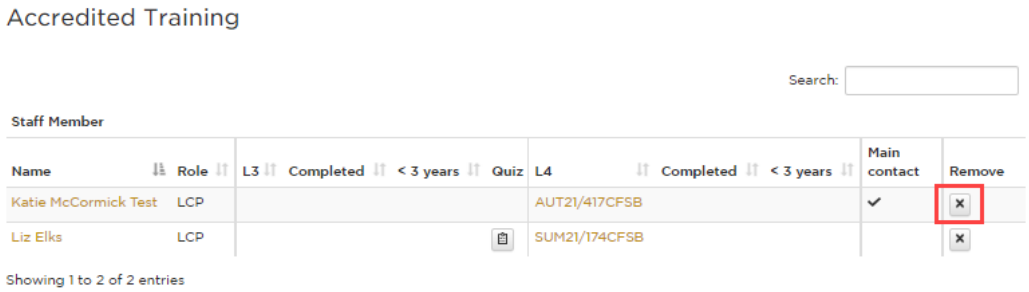


Once they have done this each staff member's name will appear in the Setting Area underneath the 'Sharing' link with a button for the LCP to deny or authorise their request:



Once authorised their name/s will appear under 'Accredited Training' with any Course Code/s associated with their account**.** Please note **<u>only LCPs</u>** can access and edit the CFSe Setting Area.

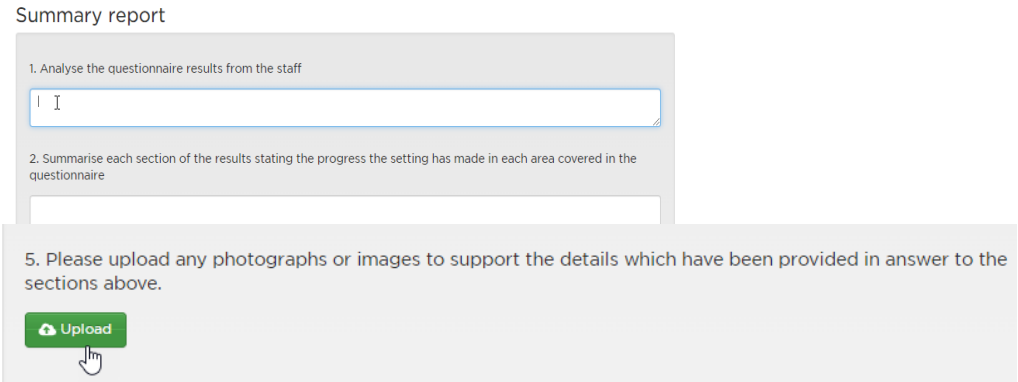
If there is a member of staff listed under 'Accredited Training' who has now left your setting, you can remove them from the list by clicking the 'x' under the 'Remove' column next to their name:



© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

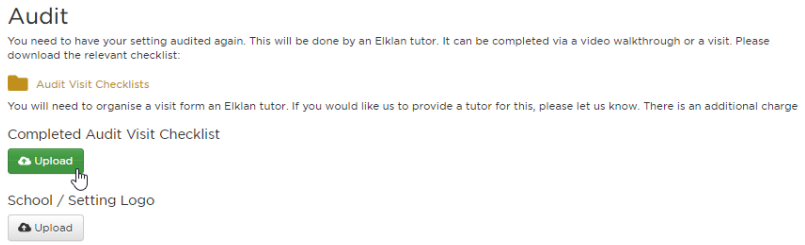
Once you've re-delivered all Communication Counts sessions and received responses to the questionnaires, scroll down to **'Summary report'** to complete a summary of results and submit a new 'Wow' moment, and click 'Save'. You can upload supporting images from your device using the 'Upload' button under point 5:



Once the Summary report is ready, contact your Elklan tutor who will check the report and discuss arrangements for your **audit**.

Audits are usually conducted by your tutor or a partner CFSe setting. Depending on your tutor, the audit can be completed in person or through a live video walkthrough. Please note if your tutor is employed directly by your setting, they may need to arrange an external audit – they can contact Elklan for more information about this, including any costs.

Once complete, scroll down to 'Audit' and upload the completed **Audit Visit Checklist** from your device as well as your School / Setting Logo, and inform your tutor when done.



On completion, your tutor will contact Elklan for verification. CFSe accreditation is awarded when the course has been successfully verified and will last for a further 3 years from date of re-accreditation. You will receive a new Setting Certificate, updated CFSe Logo, and a window sticker for display.

© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

Elklan CFSe Renewal

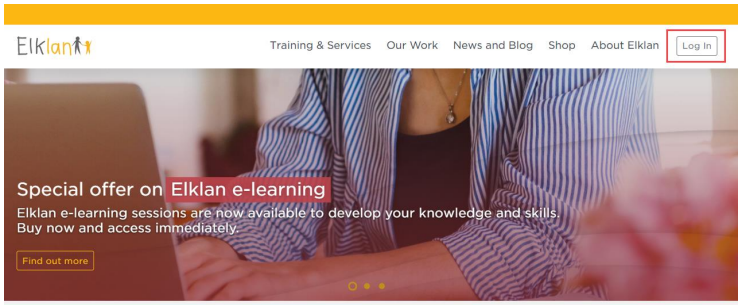
2. Where the renewal setting has lost a Lead Communication Practitioner (LCP) and needs to train a <u>new, replacement LCP</u> to Level 4:

IMPORTANT: Your new LCP **must** have completed a relevant Level 3 course and/or accessed non-accredited e-learning sessions and corresponding Knowledge Quizzes **prior to** commencement of the CFSe renewal. New LCPs who accessed Level 3 training **more than 3 years ago** will need to complete corresponding Knowledge Quizzes prior to commencement. If their Level 3 training took place **more than 5 years ago**, they may also be required to access non-accredited e-learning sessions.

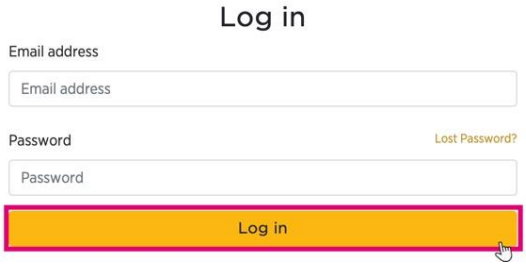
Registering on a CFSe course

Go to www.elklan.co.uk

Select 'Log In' from the top menu bar:



Enter the Email address and Password attached to your existing Elklan account and click 'Log in' to be taken to the Elklan Learners' Area:

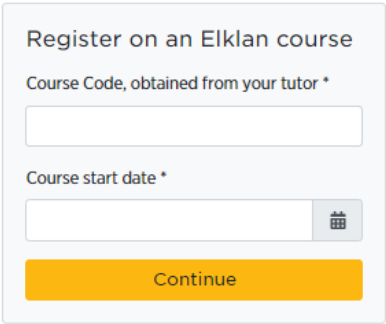


© Elklan Training Ltd

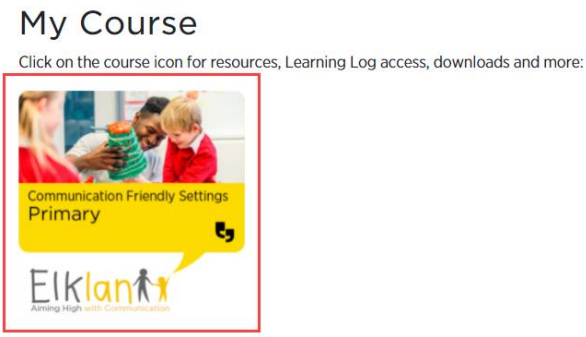
Elklan
Training to Support Children's
Language and Learning

NB: If it has been some time since you last accessed your account, you may need to create a new one. If you cannot log in using your existing details, please contact katie@elklan.co.uk who will confirm. Further instructions can be supplied on how to create a new account if required.

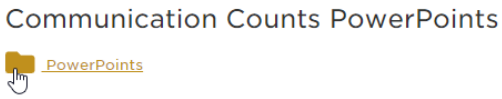
To register on an Elklan course, enter the **Course Code** and **Course start date** (as supplied by your Elklan tutor) in the 'Register on an Elklan course' box in the Learners' Area and click 'Continue' (please note if it is agreed that Elklan will commission a tutor on your behalf, we will provide you with a booking link to register on a course instead):



Once registered on a course, the next time you access your Learners' Area under the 'My Course' section you will see an icon for your CFSe course. Click on this icon to be taken to the course page:



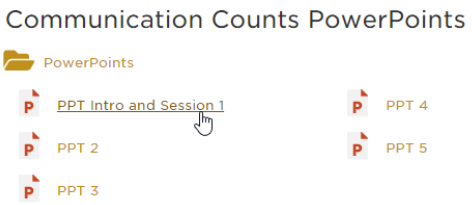
To access the Communication Counts PowerPoints, once in the course page scroll down to 'Communication Counts PowerPoints' and click on the 'PowerPoints' folder:



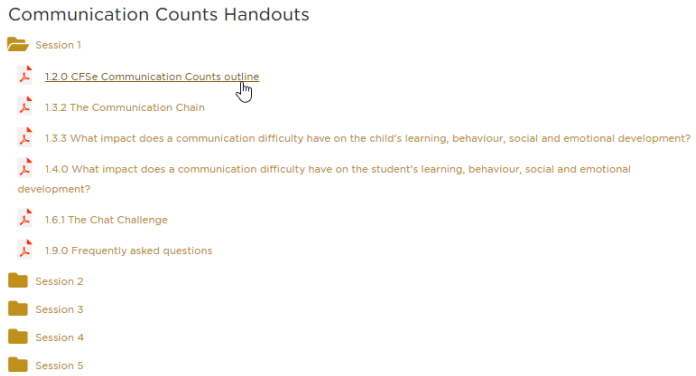
© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

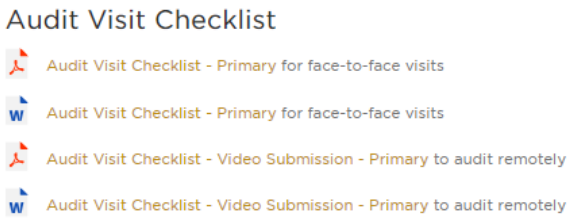
This will open the Communication Counts PowerPoint files with embedded video clips. Click on each PowerPoint to open directly on your device ready to play, and to automatically download (you can find it again by going to the 'Downloads' file on your device):



Below PowerPoints you will find Communication Counts Handouts, with the handouts for each session. These can be downloaded and sent to staff or printed directly from your device:



Further down are PDF and Word copies of the Audit Visit Checklist which can be downloaded to print and/or edit:



© Elklan Training Ltd

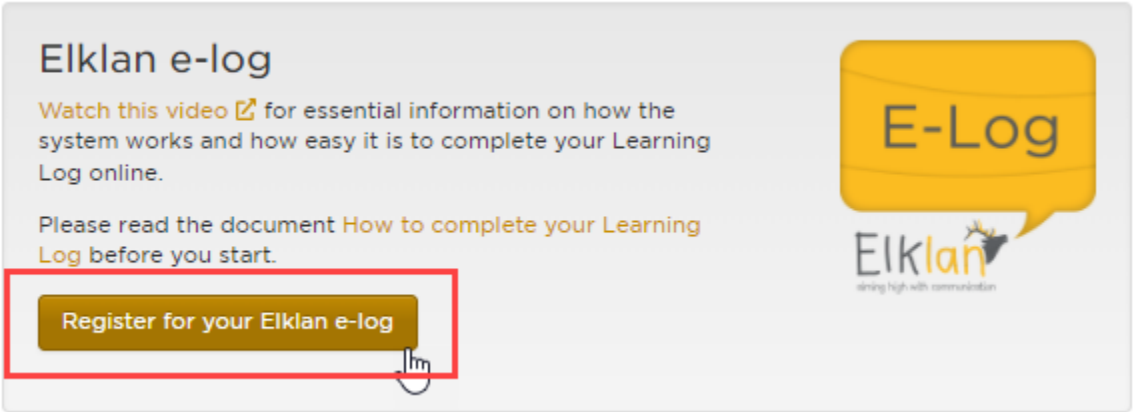
Elklan
Training to Support Children's
Language and Learning

Your <u>NEW</u> LCP:

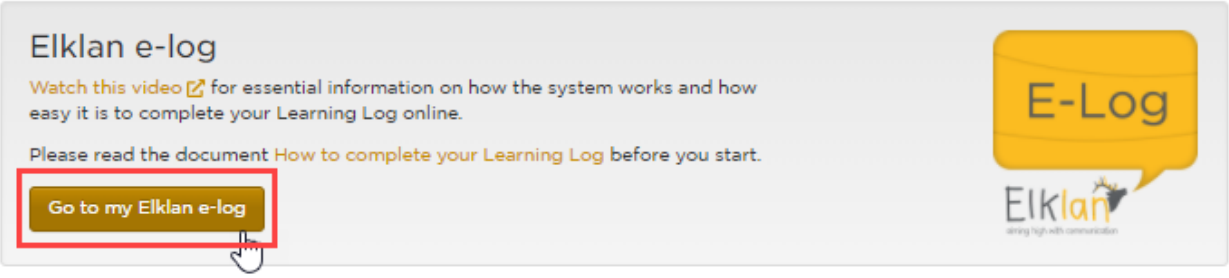
- Will need to complete a Learning Log to achieve their Level 4 accreditation.
- Will need to attend 4 x Seminars (3 if you are completing CFSe – Early Years) with your Elklan tutor at key stages during the process, either face-to-face or via webinar; your tutor will arrange these with you. Existing LCPs may find it useful to attend also so they can support the new LCP.

PLEASE NOTE: **LCPs who have *already achieved*** Level 4 accreditation do **NOT** need to complete a new Learning Log and should **<u>not</u>** register for an Elklan e-log. It is important that existing LCPs allow the **new LCP** to take the lead as much as possible so they can achieve their accreditation.

<u>NEW LCPs ONLY</u>: To register for your Elklan e-log, go to the 'Elklan e-log' box and click 'Register for your Elklan e-log':



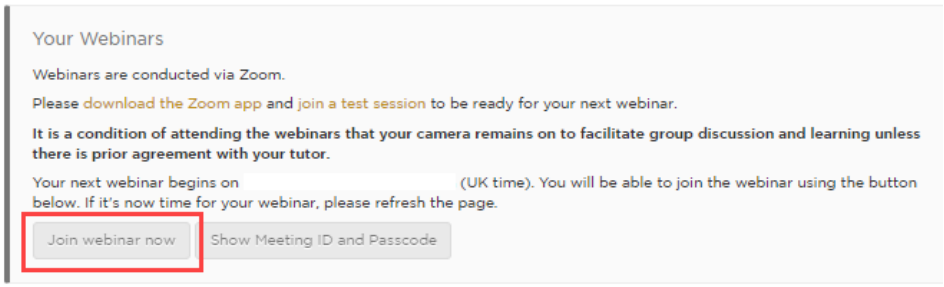
This will take you to the e-portfolio site to access your CFSe Learning Log. Once registered, you can continue to access it through the 'Elklan e-log' box by clicking the 'Go to my Elklan e-log' button:



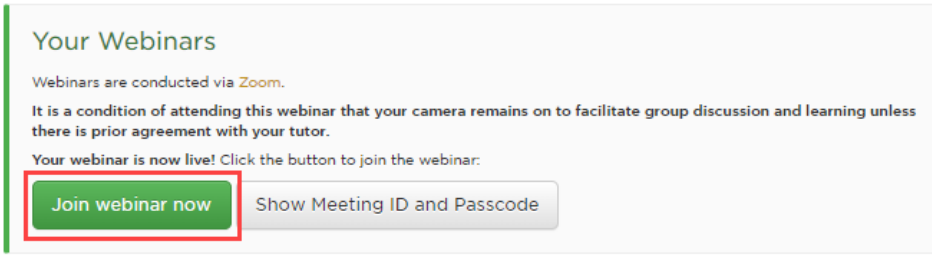
© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

If you are on a commissioned course which is using Elklan's Zoom platform to host seminars, at the top of the page you will also find a section titled 'Your Webinars' with a 'Join webinar now' button:

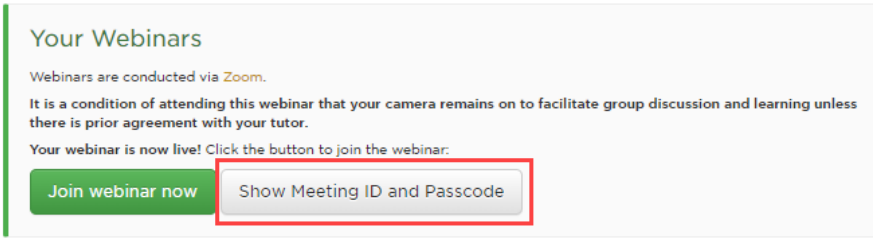


This button will become active approx. half an hour before each webinar is due to begin. When this happens, click the green 'Join webinar now' button to join the live session:



This will launch Zoom on your device. Follow instructions to join the meeting. The session will commence when your Elklan tutor starts the meeting.

If you have trouble using the 'Join webinar now' link, you can also join through Zoom (https://zoom.us/). Copy the Meeting ID and Passcode by clicking on the 'Show Meeting ID and Passcode' button and paste them directly into Zoom using their 'Join a Meeting' option, following instructions to join the meeting:



If you have any problems, please email itsupport@elklan.co.uk.

© Elklan Training Ltd

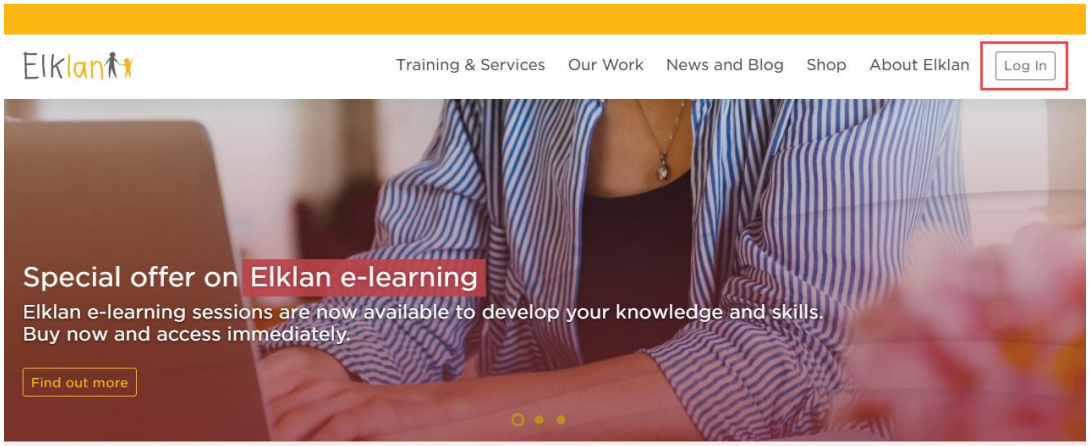
Elklan
Training to Support Children's
Language and Learning

How to Access your CFSe Setting Area and Staff Questionnaires – Step by Step Guide:

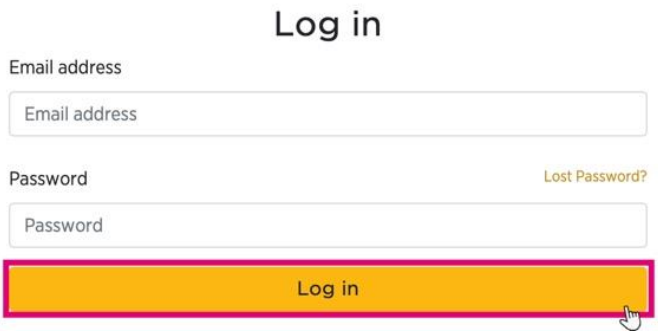
For renewal settings that have lost an LCP and need to train a new LCP to Level 4:

Go to www.elklan.co.uk

Select 'Log In' from the top menu bar:



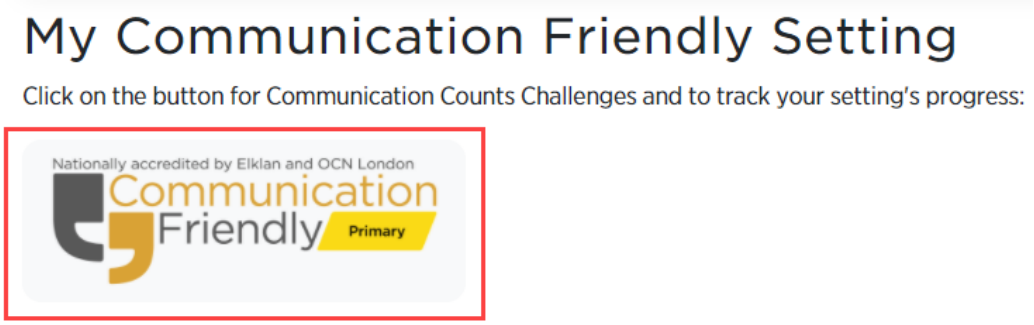
Enter the Email address and Password attached to your existing Elklan account and click 'Log in'. This will take you to the Elklan Learners' Area:



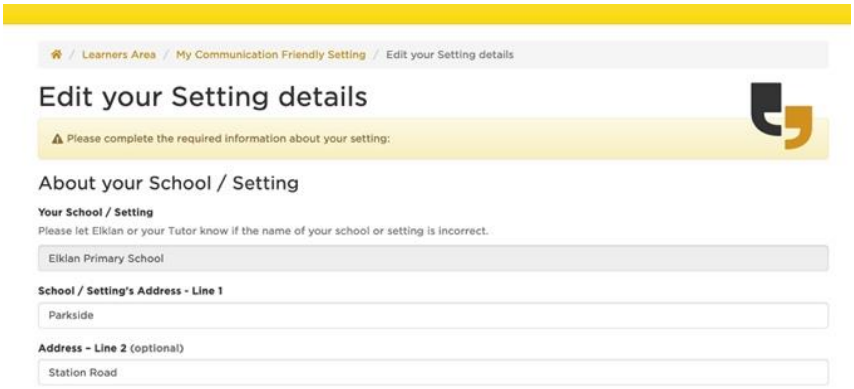
© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

Go to the 'My Communication Friendly Setting' section and click on the rectangular Communication Friendly icon for your course (please note there can be a slight delay in registering on your CFSe course, and this icon showing in your Learners' Area):



The first time you access the CFSe Setting Area you will be asked to enter further details about your setting, including staff numbers. Once the fields have been completed click 'Save':

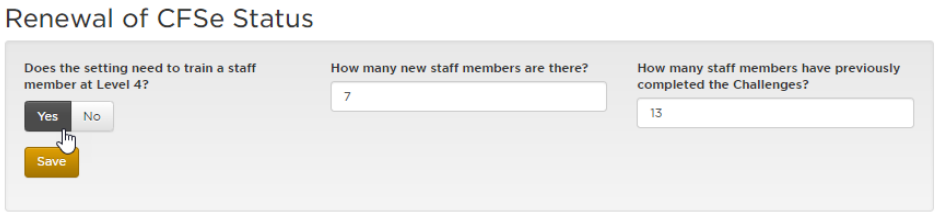


You can now access the CFSe Setting Area. If you need to edit your setting details at any time, you can do so by clicking on 'Edit details' at the top of the page:

© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

Under the 'Renewal of CFSe Status' section, please ensure 'Yes' is selected for training a staff member at Level 4, and that the number of new staff members and staff members who previously completed the Challenges is accurate. The database will use this information to determine how many responses it expects to the questionnaires (see below).

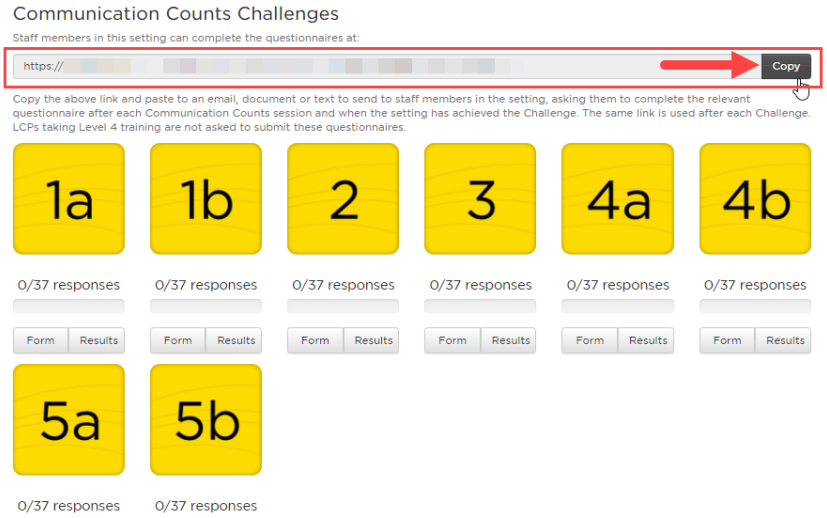


Using your Setting Page to Renew your Setting's CFSe Status

As part of your renewal, you need to refresh **all** staff with Communication Counts. Following delivery of each session, staff are asked to complete online questionnaires to give feedback on the Challenges. Some sessions have more than one (e.g. 1a and 1b following Session 1).

All staff need to answer the questionnaires (both existing staff who were present for the last award, and new staff who have joined your setting since). This is so that your new LCP can collate the results for their Level 4 Learning Log.

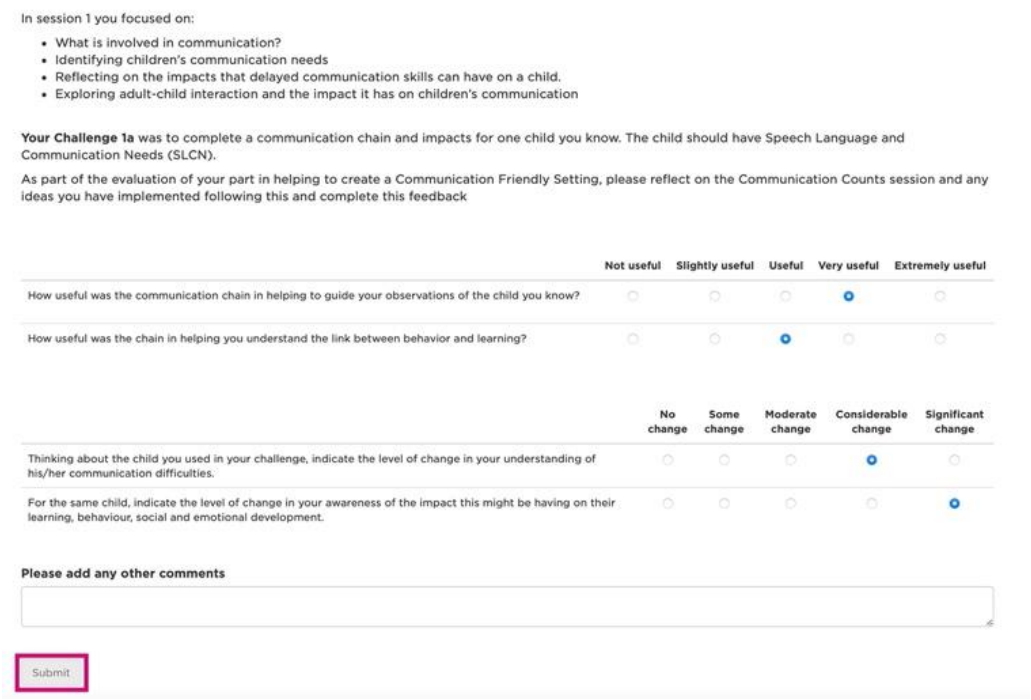
To access questionnaires, click 'Copy' next to the link found under 'Communication Counts Challenges' and then paste it into a message and send to all staff:



© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

Each questionnaire will first ask them to fill in their name, role and setting details, then provide brief feedback about the corresponding Challenge. When complete, they should click 'Submit':



In session 1 you focused on:

- What is involved in communication?
- Identifying children's communication needs
- Reflecting on the impacts that delayed communication skills can have on a child.
- Exploring adult-child interaction and the impact it has on children's communication

Your Challenge 1a was to complete a communication chain and impacts for one child you know. The child should have Speech Language and Communication Needs (SLCN).

As part of the evaluation of your part in helping to create a Communication Friendly Setting, please reflect on the Communication Counts session and any ideas you have implemented following this and complete this feedback

	Not useful	Slightly useful	Useful	Very useful	Extremely useful
How useful was the communication chain in helping to guide your observations of the child you know?				●	
How useful was the chain in helping you understand the link between behavior and learning?			●		

	No change	Some change	Moderate change	Considerable change	Significant change
Thinking about the child you used in your challenge, indicate the level of change in your understanding of his/her communication difficulties.				●	
For the same child, indicate the level of change in your awareness of the impact this might be having on their learning, behaviour, social and emotional development.					●

Please add any other comments

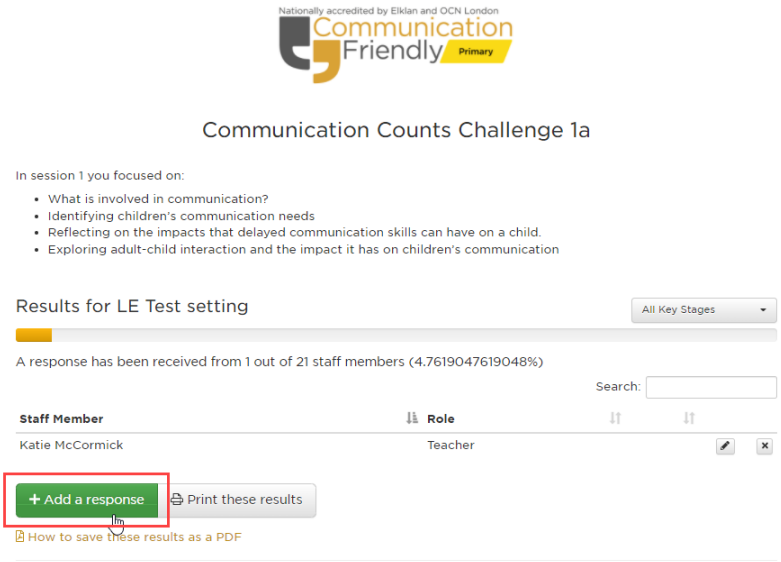
Submit

If you have staff member/s who can't access the questionnaires online, you can submit responses for them. To do this, in the CFSe Setting Area under the 'Communication Counts Challenges' section click on the Challenge you need to enter a response to:

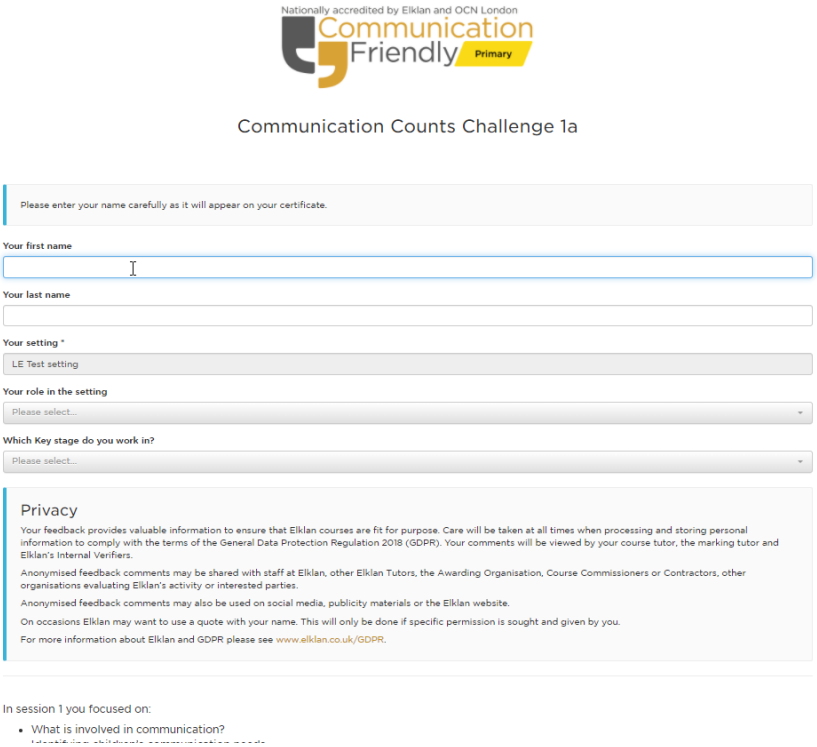
© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

This will bring up the questionnaire results page. Click on 'Add a response':



You can then enter the staff member's details, and their responses. Once complete, click 'Submit':



© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

As responses are received, each staff members' name, role, and the questionnaire/s they've completed will appear under 'Responses' so you can monitor progress:

Staff Member		Challenge / Questionnaire							
Name	Role	1A	1B	2	3	4A	4B	5A	5B
Ian Scott	Practitioner	✓	✓	✓	✓	✓			
Jess Harris	SENCO	✓	✓	✓	✓	✓			
Karen Daniels	Teacher	✓	✓	✓	✓	✓			
Kelly James	Teaching Assistant	✓	✓	✓	✓	✓			

Please note the name and role entered by staff members each time they complete a questionnaire must match **exactly** every time, for them to be counted as one staff member. If someone spells their name differently or chooses a different role this will create a duplicate entry as shown here:

Staff Member		Challenge / Questionnaire				
Name	Role	1A	1B	2	3	4A
Ian Scott	Practitioner	✓	✓	✓	✓	✓
Jess Harris	SENCO	✓		✓	✓	✓
Jessica Harris	SENCO		✓			

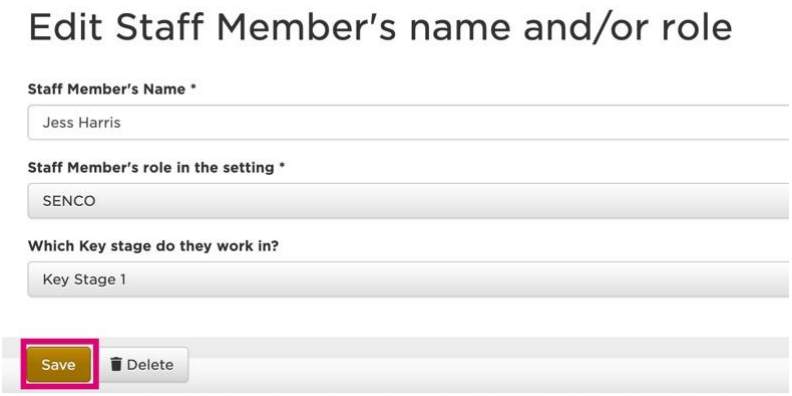
To amend a duplicate entry, click the pencil icon found next to the tick on the response you need to change:

Staff Member		Challenge / Questionnaire				
Name	Role	1A	1B	2	3	4A
Ian Scott	Practitioner	✓	✓	✓	✓	✓
Jess Harris	SENCO	✓		✓	✓	✓
Jessica Harris	SENCO		✓			

© Elklan Training Ltd

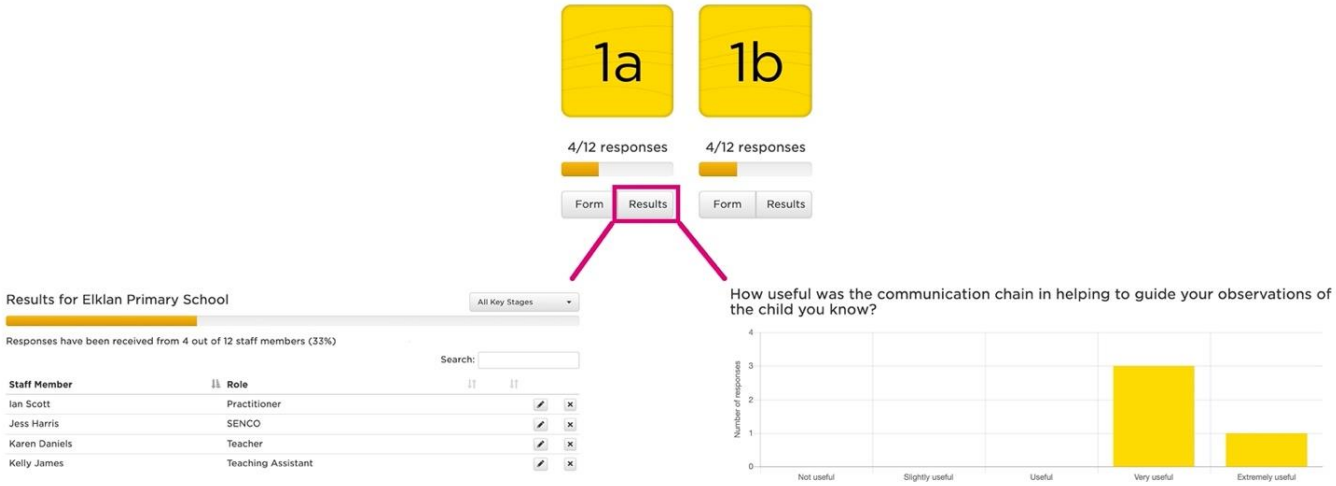
Elklan
Training to Support Children's
Language and Learning

You can then amend the staff member's name or role to match their other entries. Once you have made the necessary changes click 'Save':



Once complete, the system will automatically update results to show them as one person:

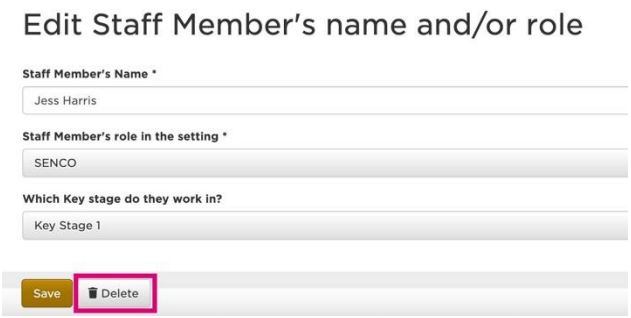
You can view a summary report of results to the questionnaires by clicking the 'Results' button under each Challenge. Some tasks may require the new LCP to upload these reports into their Learning Log – there are instructions on how to save the results as a PDF on the Results page:



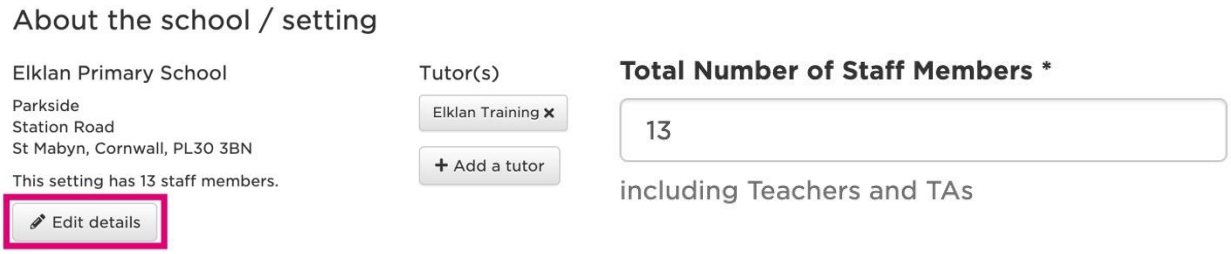
© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

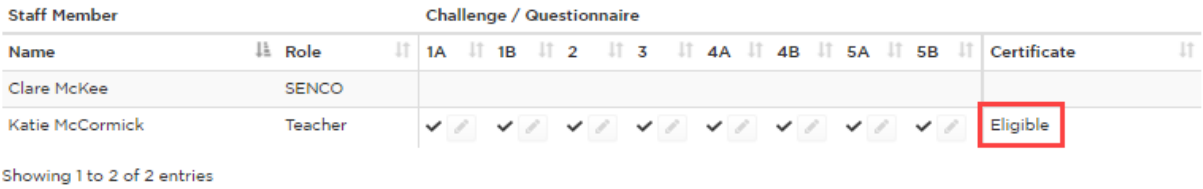
If a member of staff leaves your setting before they have completed all questionnaires, they will need to be removed from the 'Responses' table. You can do this by clicking the pencil icon next to each of their ticks, and then clicking on 'Delete' to delete each of their responses:



When you have removed the entries for the member of staff who has left, you can amend the numbers of staff in your setting:



Staff who complete 5 questionnaires or more are eligible for a Certificate of Participation. Once staff become eligible, a section titled 'Certificates' will appear below 'Responses' with a 'Download certificate' button – click on this to download a zipped file containing certificates which can be sent to staff:



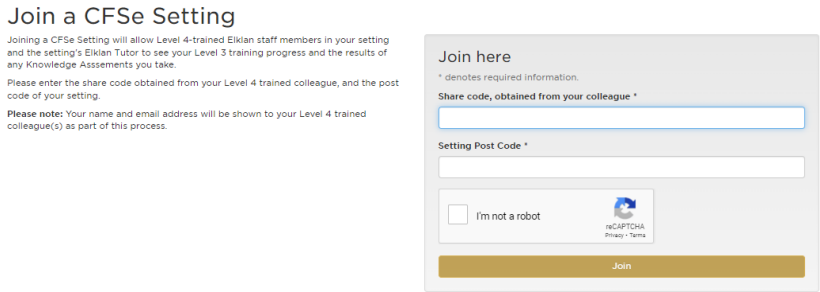
© Elklan Training Ltd

Elklan
Training to Support Children's
Language and Learning

If you have staff members who have previously completed an **accredited** Elklan course (e.g., TAs who've completed Speech and Language Support for 5-11s) you can add them to 'Accredited Training' at the top of the page. In this section you will find a 'Sharing' code. Click 'Copy' and paste the code into a message **only** to those staff who have completed accredited courses:

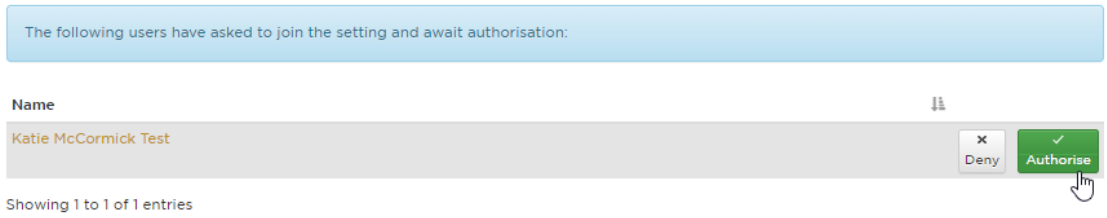
Ask the staff member/s to login to their **own** Elklan accounts, and in the Elklan Learners' Area tell them to click on 'Enter Code' in the 'Join a CFSe Setting' box to the right of the page:

This will take them to 'Join a CFSe Setting', where they enter the 'Sharing' code you supplied and the setting postcode (exactly as it appears in the CFSe Setting Area), and click 'Join':



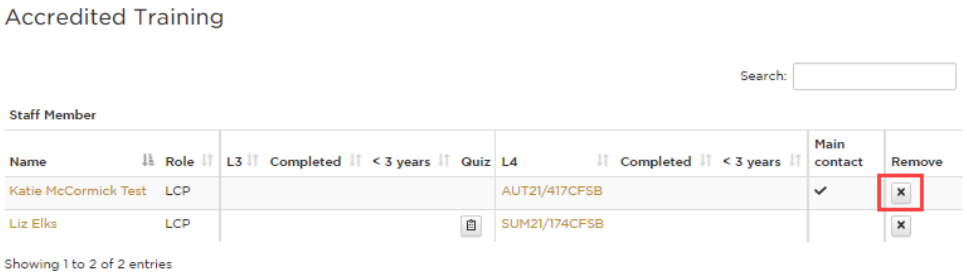
© Elklan Training Ltd

Once they have done this each staff member's name will appear in the Setting Area underneath the 'Sharing' link with a button for the LCP to deny or authorise their request:



Once authorised their name/s will appear under 'Accredited Training' with any Course Code/s associated with their account**.** Please note **only LCPs** can access and edit the CFSe Setting Area.

If there is a member of staff listed under 'Accredited Training' who has now left your setting, you can remove them from the list by clicking the 'x' under the 'Remove' column next to their name:



The Audit

Your tutor will discuss Audit arrangements during Seminar 4 (or Seminar 3 for CFSe - Early Years). This is usually conducted by your tutor or a partner CFSe setting. Depending on your tutor, the audit can be completed in person or through a live video walkthrough. Please note if your tutor is employed directly by your setting, they may need to arrange an external audit – they can contact Elklan for more information about this, including any costs.

Your new LCP will be asked to upload the completed Audit Visit Checklist to their Learning Log, along with your School / Setting Logo.

CFSe accreditation is awarded when the course has been successfully verified by Elklan, and will last for a further 3 years from date of re-accreditation. You will receive a new Setting Certificate, updated CFSe Logo, and a window sticker for display. On successful completion of their Learning Log, your new LCP will also receive Level 4 accreditation.

© Elklan Training Ltd