

## Elklan CFSe Renewal Policy

March 2022

1. CFSe accreditation is valid for 3 years from the date of award. Settings have up to two years from the expiry date of their last CFSe award to renew.
2. An Elklan tutor is required to mentor a setting through CFSe Renewal. Where a setting does not have access to an Elklan tutor, one can be commissioned through Elklan.
3. Settings need to have retained the ratio of staff trained on the Elklan core course as required for initial CFSe accreditation (e.g., Speech and Language Support for 5-11s): <ul style="list-style-type: none"> <li>• TAs/EY Practitioners MUST achieve accreditation at Level 3.</li> <li>• Teachers can achieve accreditation or complete non-accredited e-learning sessions and corresponding Knowledge Quizzes (not EY).</li> <li>• Elklan can supply this training where required.</li> </ul>
4. Settings need to have retained the requisite number of Lead Communication Practitioners (LCPs) trained at Level 4 as required for initial CFSe accreditation. Where a setting has lost an LCP/s, a new replacement LCP/s must be trained to Level 4.
5. A CFSe Setting Area is created on the Elklan website once the LCPs have registered on a valid CFSe course. A Course Code must be obtained from the Elklan tutor.
6. All staff, teaching and non-teaching attend the Communication Counts sessions delivered by their LCPs.
7. Communication Counts sessions are delivered <b>in person</b> to allow for discussion and embedding. There is an e-learning option for EY and Primary to allow for revision and catch up. If these are being used to catch up, then a discussion needs to take place between the LCPs and the participants to ensure implementation of the strategies.
8. If a new replacement LCP is required to train to Level 4, all staff complete all Communication Counts Challenges and accompanying questionnaires.
9. If all original LCPs have been retained and no new Level 4 training is required, then only new staff (who joined the setting following the last CFSe award) need complete all Challenges and questionnaires. Existing staff (who were present for the last CFSe award) are encouraged to complete all Challenges but can complete just one CFSe Renewal questionnaire only following delivery of all Communication Counts sessions.
10. An audit must be completed either by the Elklan tutor or a partner CFSe Setting. Where the Elklan tutor is employed by directly by the setting, an external audit is required. Elklan can commission a tutor to complete the audit; in this instance a charge will be made.
11. CFSe Re-Accreditation will be achieved on successful completion and verification of the CFSe Renewal. Settings will receive a new CFSe Setting Certificate, updated CFSe Logo and a CFSe Window Sticker for display.
12. Fees will apply for CFSe Re-Accreditation. Settings may also need to pay for a replacement LCP Manual/s. Where a new LCP is being trained to Level 4, Level 4 Accreditation Fees will apply. Where it has been 5 years or more since a setting last achieved CFSe, LCPs may be required to complete non-accredited e-learning sessions and corresponding Knowledge Quizzes. The setting and/or Elklan tutor should contact Elklan for an updated estimate of costs.