

Elklan

Training Guide

2024-2025



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Introduction to Elklan

Elklan Training is a renowned organisation with expertise in the field of speech, language and communication training. Elklan delivers training courses to teachers, teaching assistants, early years practitioners and parents to give them the ability to develop children's speech, language and communication skills. Elklan's training courses are especially effective for those who are in close contact with children with Special Educational Needs (SEN). Elklan trains practitioners to recognise communication needs and provides practical tools to help meet children's speech, language and communication needs (SLCN).

Elklan's core offer is a range of Speech and Language Support training courses (SLS) and accreditation for Communication Friendly Settings (CFS). The SLS courses take ten weeks to complete and will equip staff with practical strategies to support language and communication development. The CFS course facilitates staff who have completed Elklan's SLS course to cascade essential knowledge and some of the practical support strategies they have learnt to the rest of the staff within their setting. In completing CFS, the whole setting receives an accredited award and will become an environment which supports the communication and language development of all pupils.

Note

Most 'bespoke' training where a course or courses are set up specifically for an organisation will have a 20% administration fee added.

Elklan Core Courses

Elklan has a wide range of accredited course options for practitioners supporting different age groups and types of need.

Our core courses:

- Offer external accreditation at Level 2 or 3 through OCN London.
- Can be accessed as either e-learning with live webinars or face-to-face.

Course Title	Course Participants
Speech & Language Support (SLS) for 0-3s	Early Years Practitioners, including childminders, working with children aged 0-3
Speech & Language Support (SLS) for 3-5s	Early Years Practitioners, including childminders working with children aged 3-5
Speech & Language Support (SLS) for 5-11s	Practitioners teaching or supporting children in Primary school settings
Speech & Language Support (SLS) for 11-16s	Practitioners teaching or supporting pupils in Secondary settings
Speech & Language Support (SLS) for Post 16s	Practitioners teaching or supporting young adults within FE establishments and residential settings
Speech & Language Support (SLS) for Pupils with SLD	Practitioners teaching or supporting pupils with severe learning difficulties
Communication Support for 0-25s with Complex Needs	Practitioners teaching or supporting pupils with complex and profound learning difficulties
Communication and Language Support for Autistic Pupils	Practitioners teaching or supporting Autistic pupils

It is advisable that staff attending these courses and wanting to achieve a Level 3 award have the following or equivalent qualifications:

- A-Levels or NVQ Level 3 or 4 in child development, education, or other relevant area.
- GCSE Maths and English at Grade A-C / Grade 4.

Core Course Options

Elklan's complete e-learning courses involve cohorts of 10-12 learners and comprise:

- ✓ **10 x 1-hour e-learning sessions**, providing practitioners with anytime access to practical advice and targeted strategies for specific age ranges and types of need.
- ✓ **10 x 1-hour live webinars facilitated by a licensed Elklan tutor**. Each cohort meets for one hour each week at the same time and day to discuss and share ideas and experiences with a consistent group of about ten peers.
- ✓ **Language Builders e-book** packed full of information and ideas. A 50% discount per learner is available for those preferring a hard copy for the duration of the course.
- ✓ **External accreditation at Level 2 or 3 on successful completion**. Learners complete an online Learning Log of tasks encouraging the application and consolidation of learning. They are marked by an Elklan tutor and written feedback is provided.

Elklan's non-accredited e-learning for teachers and SENCOs comprises:

- ✓ **12 weeks anytime access to the e-learning sessions**, providing teachers with practical advice and targeted strategies for specific age ranges and types of need. No webinars to attend or home tasks to complete.
- ✓ **Language Builders e-book** packed full of information and ideas.

Elklan's face-to-face courses comprise:

- ✓ **Teaching from a licenced Elklan Tutor**, with an opportunity to discuss and share ideas and experiences with a consistent group of 15 peers.
- ✓ 10 x 2-hour taught sessions usually delivered over ten weeks.
- ✓ **Language Builders paperback** packed full of information and ideas.
- ✓ **External accreditation at Level 2 or 3 on successful completion**. Learners complete an online Learning Log of tasks encouraging the application and consolidation of learning. They are marked by an Elklan tutor and written feedback is provided.

Cost (per person)	
Complete e-learning course (including accreditation)	£380.00 plus VAT
Non-accredited e-learning for teachers and SENCOs	£260.00 (no VAT)
Face-to-face course (including accreditation)	£425.00 plus VAT

*Complex Needs consist of 8 x 2½-hour sessions.

Communication Friendly Settings (CFS)

Becoming a Communication Friendly Setting (CFS)

- ✓ Selected practitioners receive in-depth training in an Elklan *core* course.
- ✓ Usually two practitioners become *Lead Communication Practitioners (LCPs)* and mentor the whole setting team to create a more Communication Friendly environment (see table on page 5).
- ✓ The LCPs cascade practical training and strategies to ALL staff to enable them to support the communication and language development of ALL pupils in their setting.
- ✓ The setting gains a *Communication Friendly Setting (CFS)* award, externally accredited through OCN London and renewable after 3 years.
- ✓ It is the most cost-effective strategy available for building capacity to support all pupils' communication skills across your whole staff team.

What CFS Awards are available?

CFS Award	What type of setting?
Early Years	Preschool and Nursery settings, and EYFS
Primary	Primary settings, including those which support students with SEMH and SLCN
Secondary	Secondary settings, including those which support students with SEMH and SLCN. Secondary settings will focus on SEN and English Departments. Other staff should be encouraged to attend training, but this is optional.
Special Schools	Special Schools, Colleges, and FE establishments, as well as Specialist Settings. Special Schools can complete one or a combination of the following cascades: ASD , ASD/SLD (combined) , Complex Needs .

Cost (per setting)	
Prices apply where all elements are purchased simultaneously and include all required training on a corresponding Elklan core course.	
CFS – Early Years	£1,710.00 plus VAT
Small Settings (less than 10 practitioners)	£980.00 plus VAT
CFS – Primary	£2,230.00 plus VAT
Small Settings (less than 100 pupils)	£1,240.00 plus VAT
CFS – Secondary	£2,230.00 plus VAT
CFS – Special Schools – please contact katie@elklan.co.uk	TBA
CFS Renewal after 3 years (non-CFS Gold settings; existing LCPs retained)	£250.00 plus VAT

CFS Settings Features and Time Commitments

CFS training can be completed following core course completion with accreditation at Level 3 (achieving CFS status within 12-24 months), or **concurrently** (achieving CFS status across approximately two terms), and comprises:

- ✓ **A resource pack** containing a wealth of colourful resources.
- ✓ **5 x one-hour 'Communication Counts' training sessions** written by Elklan and delivered by the LCPs to all staff in the setting to provide staff with practical advice and targeted strategies.
- ✓ **4 x seminars with a licensed Elklan tutor** delivered via live webinar. These offer support to LCPs and encourage LCPs from different settings to share ideas and good practice. Where CFS is being undertaken concurrently with a Core Course, there are more but shorter seminars provided as extensions to the live webinars or face-to-face sessions.
- ✓ **Online Learning Logs for LCPs** to evaluate the effectiveness of changes made in the setting and externally accredited through OCN London at Level 4.
- ✓ **A dedicated online platform** for staff to feedback on the effectiveness of training. An audit will take place at the beginning and end of the programme to demonstrate changes and Communication Friendly practices.
- ✓ **Accredited Communication Friendly Setting Status**, renewable after three years.

Training required to be an LCP (Lead Communication Practitioner)

Type of setting	Which Core Course (page 3) is needed as the foundation for CFS		Number of LCPs required for CFS
	Level 3 Accreditation	Non-accredited e-learning	Number of LCPs (Level 4 Accreditation)
Early Years	2 x EYPs (SLS 0-3s or 3-5s)	N/A	2 x LCPs
Primary	2 x TAs (SLS 5-11s)	1 x SENCo + 1 x Teacher (SLS 5-11s)	2 x LCPs (1 x SENCo + 1 x TA)
Secondary (SEN/English Dept)	2 x TAs (SLS 11-16s)	1 x SENCo + 1 x Teacher (SLS 11-16s)	2 x LCPs (1 x SENCo + 1 x TA)
Special Schools	Min. 2 x TAs/LSAs (ASD, SLD, and/or Complex Needs)	Min. 2 x Teachers (ASD, SLD, and/or Complex Needs)	Min. 2 x LCPs

Small Early Years (less than 10 EYPs)	1 x EYP (SLS 0-3s or 3-5s)	N/A	1 x LCP
Small Primary (less than 100 pupils)	1 x TA (SLS 5-11s)	1 x SENCo (SLS 5-11s)	1 x LCP

CFS Gold



Sustaining Development

CFS Gold membership enables schools and early years settings to continue their Elklan journey in developing support for children's language and communication.

For the 3 years after gaining *CFS* status until *CFS* status is renewed, Elklan's new *CFS Gold membership* provides schools and settings with:

- ✓ Mentor Meetings with a senior Elklan Tutor at which LCPs can discuss and share ideas/experiences around speech, language, and communication issues. (Please note: Advice concerning the management of individual children will not be discussed but general principles will). Mentor Meetings will usually be virtual in groups of up to ten for 1 hour. These are open to the setting LCPs.
- ✓ Workshops delivered by senior Elklan Tutors. A menu will be available and, subject to capacity, all Level 3 Elklan trained staff and the LCPs will be able to choose workshops most appropriate to them. The LCPs are advised to attend 2 x workshops a year to support their setting's CFS renewal.
- ✓ A termly newsletter, sharing good practice and providing support in developing schools and settings.
- ✓ 15% Discounts on Elklan courses and resources and complementary access to Sound Builders (a set of programmes to support children aged four years and older whose speech sound system is delayed).
- ✓ A simplified and shortened CFS renewal process for CFS Gold settings.

Schools and settings will be invited to contribute to the *CFS Gold* Network through sharing their own experiences, including short video clips (after gaining necessary permissions).

Cost (per setting)	
CFS Gold Membership (for 3 years*), including CFS renewal**	£200.00 plus VAT per annum
Small EY or Primary Setting: CFS Gold Membership (for 3 years*), including CFS renewal**	£150.00 plus VAT per annum
Childminders	£75.00 plus VAT per annum

* If CFS Gold Membership is taken out less than 3 years after a setting has completed CFS, the cost of the renewal will be £150.00 plus VAT.

** CFS Renewal without Gold Membership is £250.00 plus VAT, where original LCP/s are retained.