



## **ETF (Education & Training Foundation) Forums – FAQs**

### **Who are they for?**

#### **Q: Can anyone in the FE (Further Education) sector attend?**

A: The forums are specifically for anyone in the FE and training sector who has a safeguarding role or function as part of a wider role. You may be a designated safeguarding lead, safeguarding officer or other title. What is important is that you have responsibilities for Safeguarding and Prevent.

#### **Q: I would like to attend but do not work for a Further Education FE provider. Can I still attend?**

A: You must be working for an organisation within the FE and training sector. This includes colleges, specialist colleges, independent training providers, adult community learning and offender learning providers, sixth form colleges, work-based learning.

#### **Q: How do I book onto a forum?**

A: Please visit our webpage for the most up to date booking links: <https://www.et-foundation.co.uk/supporting/professional-development/inclusion/prevent/>

#### **Q: What time should I join the forum?**

A: For delegates to get the best experience we want to make sure the session starts on time. Please join 15 minutes before advertised start. So, for example if the forum is scheduled to start at 10am, please make sure you join by 9.45am.

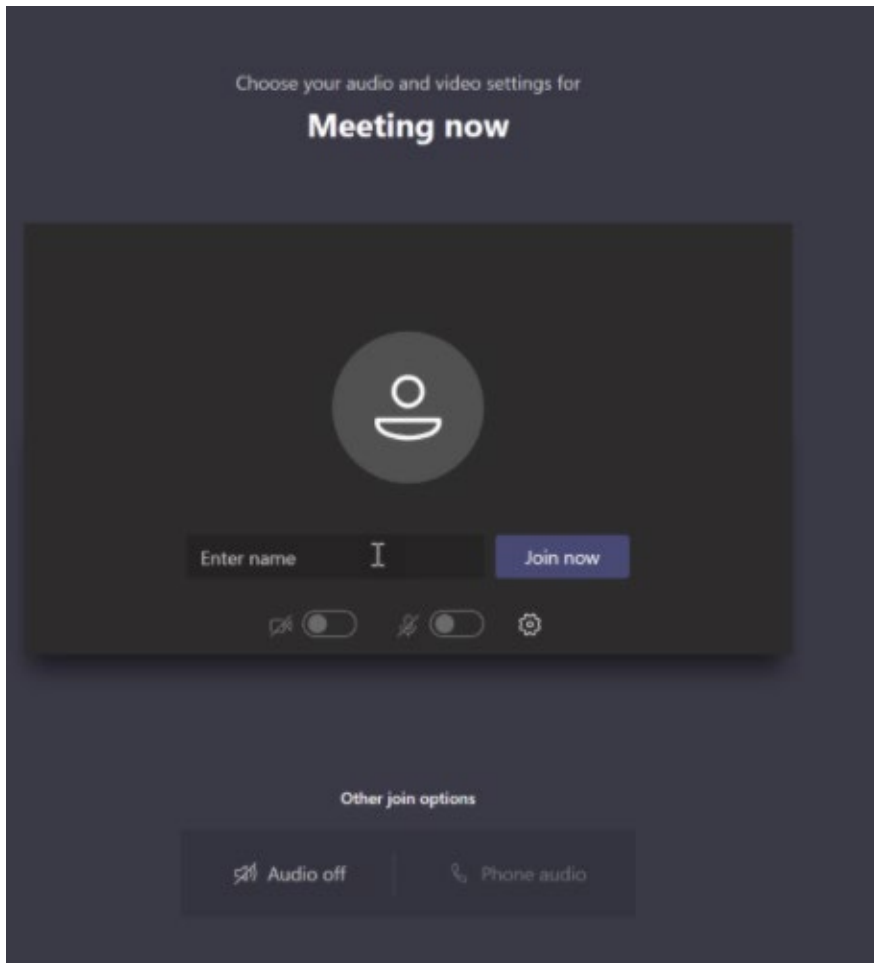
#### **Q. How do I join the forum?**

A. Once you have booked your place, you will be sent an email to confirm your place. The email will give you the link that you must use to join. The email will also confirm the time of registration.

Some of our forums are hosted on Teams and some on Zoom. When joining the event from your device, please make sure your display name matches the name on your booking form. This will help us with the registration process. We will do our best to identify you and assist you. If your name appears differently on your Zoom or Teams display to your booking form, this may delay your entry into the event.

#### **Q. How do I enter or change my display name?**

A. For events on Teams, click the meeting link. Type your name into the box where it says, "Enter name." Then click join now.

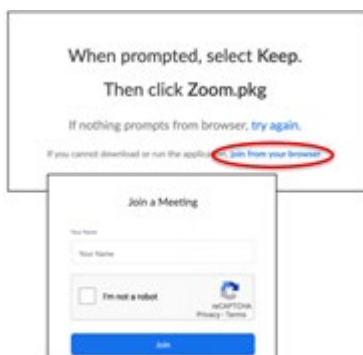


If the event is on Zoom and you need to change your display name, follow these instructions.

- If using Zoom in your internet browser (e.g. Chrome, internet explorer)



- Select "join from browser"
- Enter your full name as it appears on your booking
- Click the "Join" button and enter meeting password

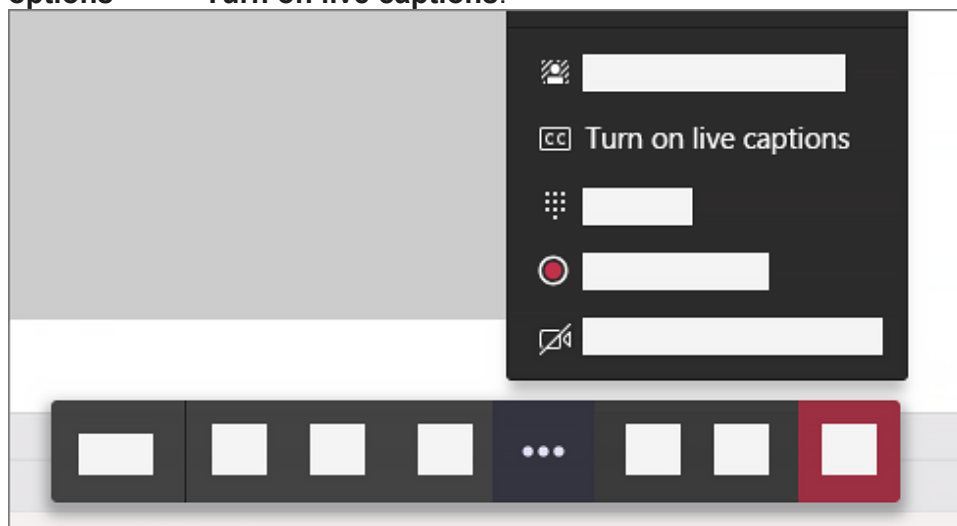


**Q: What happens if I am having trouble accessing the meeting?**

A: Please contact us at [enquiries@etfoundation.co.uk](mailto:enquiries@etfoundation.co.uk) and we will assist you.

**Q: Are captions available during the forum?**

A: To use live captions in a Teams meeting, go to your meeting controls and select **More options** \*\*\* > **Turn on live captions**.



To stop using live captions, go to the meeting controls and select **More options**. \*\*\* > **Turn off live captions**.

**Q: Will I get a copy of the slides after the forum?**

A: All delegates who attend will get copies of slide presentations, where they have been made available by the speaker.

**Q. What if I book and then cannot attend?**

A: There are limited places available, and booking is on a first come first served basis. We understand that emergencies and unforeseen circumstances can arise. We do ask, as a matter of courtesy to our speakers and other participants, that you let us know as soon as possible if you are no longer able to attend.

**Q. Will the Forum be recorded?**

A: Yes, we record the Forum for ETF purposes. We will remind you of this when at the beginning. Once recording starts, you will be notified onscreen.

**Q. Will I have access to the recording of the Forum?**

A: The Forum is recorded for ETF purposes to augment and support production of resources. Copies of or access to recording of the Forum itself are not shared with delegates in order to comply with data protection.

**Q. What happens when all the places are gone?**

A: We have a limited number of places. If you are unable to book because all places are gone, you can register your interest via the booking page. We will keep bookings under review and let you know if a place becomes available.

**Q. I have a query that is not listed here, how do I contact you?**

A: If you cannot find the answer to your query here, please contact us at [enquiries@etfoundation.co.uk](mailto:enquiries@etfoundation.co.uk) . Please state in the subject line that your query relates to the forum. This will help us get back to you as soon as possible.