



Hampshire
County Council

Improvement and
Advisory Service

Learning Zone

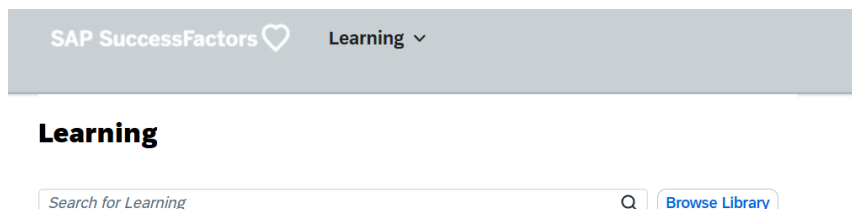
How to Search and Book Courses

Guidance for Hampshire Maintained Schools

Updated October 2025

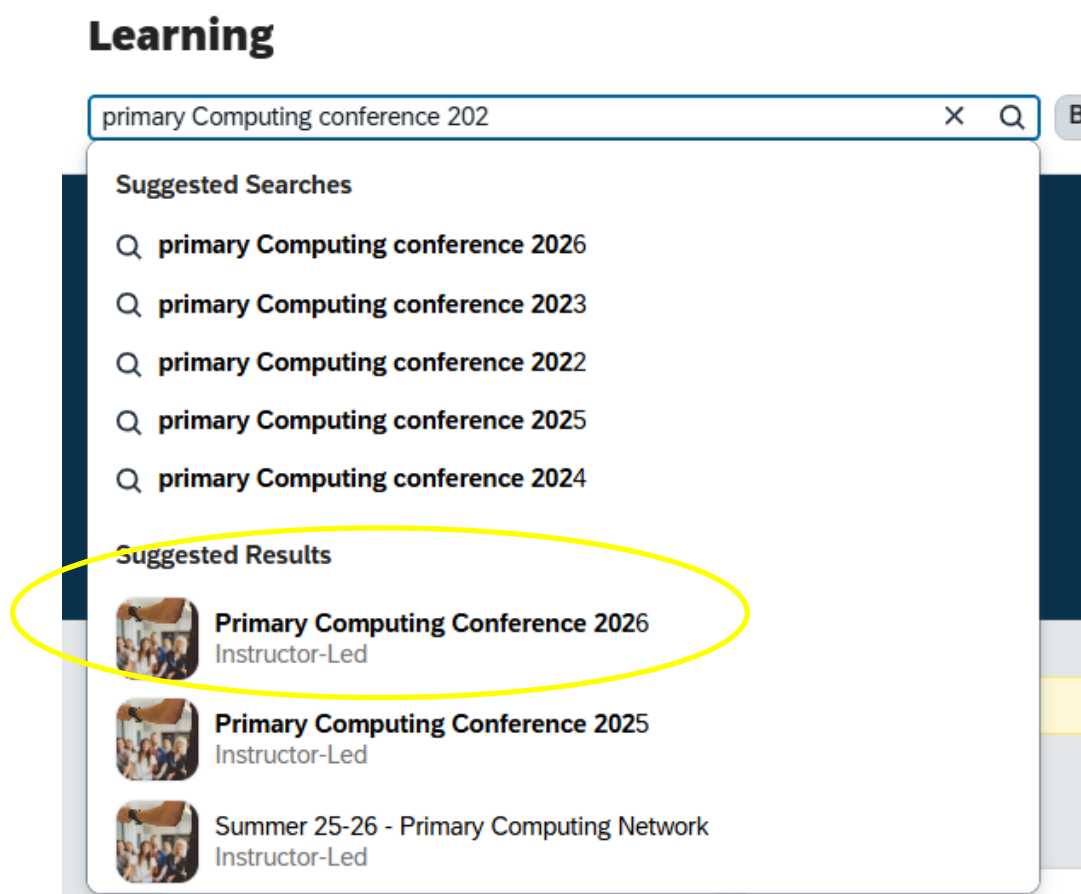
Searching for a course

Use the **Search for Learning** box on the top left of the My Learning page. This is the easiest and quickest way of searching, particularly when you're looking for a specific offer.



Type in the keyword search or full title in the search field. **Suggested Results** will show the course options for that search in bold.

You can check all the keywords for HIAS training courses on our current [HIAS training offer Moodle page](#), or on the courses information pages of the individual subject Moodle sites.

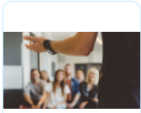


Select the course from the **Suggested Results** drop-down menu to open it in a new tab, where you can view the full course details and upcoming classes.

- Scroll down and click on **Upcoming Classes**, then click on the date tile to take you to the booking screen with the **Register** button.
- **DO NOT CLICK** on Assign to Me, Assign to Others or Recommend as these will **not** make a confirmed booking and you will **not** be registered on the course.

My Learning / Primary Computing Conference 2026

Primary Computing Conference 2026



Course Information
 Type: Instructor-Led
 Duration: 6.00 hours
 Target Audience: Computing Subject Leads

[Recommend](#)
[Assign to Me](#)
[Assign to Others](#)
[Bookmark](#)

Course Details

Description

Primary Computing Conference 2026
REGISTER BELOW IN UPCOMING CLASSES

This is the annual Computing Conference in Hampshire. An opportunity to hear from national speakers on the development of the computing curriculum as well as getting involved in discussions with colleagues to inform thinking and development.

Learning Outcomes

- Opportunity to network with colleagues from other schools
- Hear about good practice from national and local speakers
- Consider other tools that can be used to enhance computing in your school.
- Training to support the development of subject knowledge

[more...](#)

Related Topics

Computing Professional Skills
 Teaching and Learning

Questions?

Htlc.courses@hants.gov.uk

Upcoming Classes

Friday 26/6/2026 09:30	–	Friday 26/6/2026 15:30	Europe/London	235.00 GBP
Winchester Area				49 seats available

My Learning / Primary Computing Conference 2025 / Available Classes / Class Details

Primary Computing Conference 2025

131234

[Register](#)
[Register Others](#)

Friday 27/6/2025 09:30 – Friday 27/6/2025 15:30
 225.00 GBP
 50 seats available

Registration closes 27/6/2025 at 09:30
 Approval Required

Agenda **Additional Information**

All times are shown in this class's time zone (Europe/London)

Day 1 : Friday 27/6/2025	
09:30 - 15:30	Primary Computing Conference 2025

Instructors

Primary: Phil Bagge

- For courses with multiple date options, click on the title and view the dates available via the **See All Classes** tab at the top of the screen or the **View Available Classes** link under **Upcoming Classes**.

Standardisation for Year 6 Teachers - Writing 24 - 25



Course Information
Type: Instructor-Led
Duration: 6.00 hours
Target Audience: Year 6 teachers

See All Classes ↗

Recommend

Assign to M

Upcoming Classes

Monday 10/2/2025 — Monday 10/2/2025
09:00 15:00 Europe/London
📍 Apollo Hotel - Aldermaston Rd Roundabout, Basingstoke RG24 9NU

195.00 GBP

16 seats available

Monday 10/2/2025 — Monday 10/2/2025
09:00 15:00 Europe/London
📍 Fareham and Gosport Area

195.00 GBP

18 seats available

View Available Classes (7)

Booking yourself on a course

Once you have identified your chosen training, click the **Upcoming Classes** tile for the location/date you would like to book and use the **Register** button to make the booking.

DO NOT CLICK on Assign to Me, Assign to Others or Recommend as these will **not** make a confirmed booking and you will **not** be registered on the course.

Single session courses

My Learning / Hampshire Special Educational Needs Conference 2026

Hampshire Special Educational Needs Conference 2026



Course Information

Type: Instructor-Led
Duration: 7.50 hours
Target Audience: SENCOs, Inclusion Leaders and Resource Provision Managers

[Recommend](#) [Remove](#) [Assign to Others](#) [Bookmark](#)

DO NOT click on these to make a booking.

You need to click register under upcoming classes to book

Course Details

Description

Hampshire Special Educational Needs Conference 2026
REGISTER BELOW IN UPCOMING CLASSES

Looking at behaviour through a communication focused lens.

This all-day conference aims to explore the different ways in which behaviour is a communication and how to support staff, children, young people, and their families in understanding this.

The conference fee includes attendance at a full day venue-based event which is a combination of key notes and facilitated workshops.

[more...](#)

Related Topics

[Behaviour and Attendance](#)
[Disadvantaged Pupils](#)
[Inclusion and Diversity](#)
[Professional Skills](#)
[Special Educational Needs](#)
[Special Educational Needs](#)

Questions?

Htlc.courses@hants.gov.uk

Upcoming Classes

Friday 6/2/2026 — Friday 6/2/2026 **135.00 GBP**
08:30 16:00 Europe/London
Hilton Southampton - Utilita Bowl, Botley Road, West End, Southampton, Hampshire, SO30 3XH
248 seats available

The price displayed includes all adjustments relating to HIAS Training and / or HIAS SLA subscriptions relevant to your school.

My Learning / Hampshire Special Educational Needs Conference 2026 / Available Classes / Class Details

Hampshire Special Educational Needs Conference 2026

145321

Friday 6/2/2026 — Hilton Southampton - Utilita Bowl, Botley Road, West End, Southampton, Hampshire, SO30 3XH **135.00 GBP**
08:30 248 seats available

Friday 6/2/2026
16:00

[Register](#) [...](#)

Registration closes 6/2/2026 at 08:30
Approval Required

Agenda

Additional Information

All times are shown in this class's time zone (Europe/London)

Day 1 : Friday 6/2/2026

08:30 - 16:00 Hampshire Special Educational Needs Conference 2026
Hilton Southampton - Utilita Bowl, Botley Road, West End, Southampton, Hampshire, SO30 3XH (facility)

Instructors

Primary:
Laura Hamson

This will open a new screen

My Learning / Hampshire Special Educational Needs Conference 2026 / Available Classes / Class Details / Registration

Registration

Please enter the Account Code in the Financial section.

Approval Details

Approval Step: Step 1 of 1 - Line Manager Approval
Approver: Jenny Wei

Payment Details

Please enter your Account Code below.
Account: XXXX
9631C

Special Requests

Accessibility Requirements
Dietary Requirements

Use HIAS SLA? (HIAS Subscribers Only)
Select

Add Comments

Comments:
2000 characters remaining

Cancellation Policy:
☐ I have read and agree to the cancellation policy. [View Cancellation Policy](#)

Event Details:
Hampshire Special Educational Needs Conference 2026
Class ID: 145321
Friday 6/2/2026 08:30
Friday 6/2/2026 16:00
Hilton Southampton - Utilita Bowl, Botley Road, West End, Southampton, Hampshire SO30 3XH
135.00 GBP

Account code: required field. Auto populates with the cost centre associated with your school but can be changed.

Please indicate any special requests including dietary and accessibility

Please select if you are using your schools HIAS SLA (if applicable)

Tick the box to acknowledge you have read the cancellation policy

[Review](#) [Cancel](#)

Cancellation policy

Cancellation Policy

Where a course booking has been confirmed the following will apply:

Charged Courses: Cancellations received **2 weeks or less** before the start date of the event will incur the full charge, however the assignment of a substitute attendee can be made by email to the training administration team up to 24 hours prior to the commencement of the course.

HCC reserves the right to cancel any course at short notice if it becomes necessary to do so. In that event you will be notified as soon as possible and advised of options for alternative dates or transferred to another course at no extra charge. If you prefer to withdraw your booking, a full refund will be made.

[Ok](#)

Review your registration and complete

My Learning / Hampshire Special Educational Needs Conference 2026 / Available Classes / Class Details / **Registration**

Almost Done! Review Your Information

Please enter the Account Code in the Financial section.

Approval Details

Approval Step:
Step 1 of 1 - Line Manager Approval

Approvers:
Jenny Wei

Payment Details

Account Code:
XXXX

Special Requests

Accessibility Requirements

Dietary Requirements

Use HIAS SLA? (HIAS Subscribers Only)

Add Comments

Comments:

Cancellation Policy:

☒ I have read and agree to the cancellation policy.

Hampshire Special Educational Needs Conference 2026
Class ID: 145321

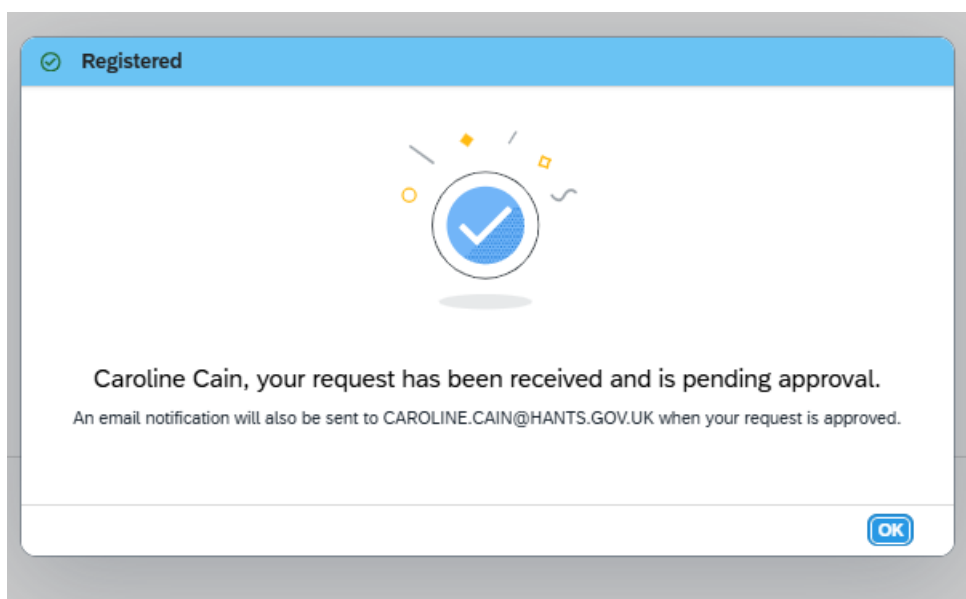
Friday 6/2/2026
08:30

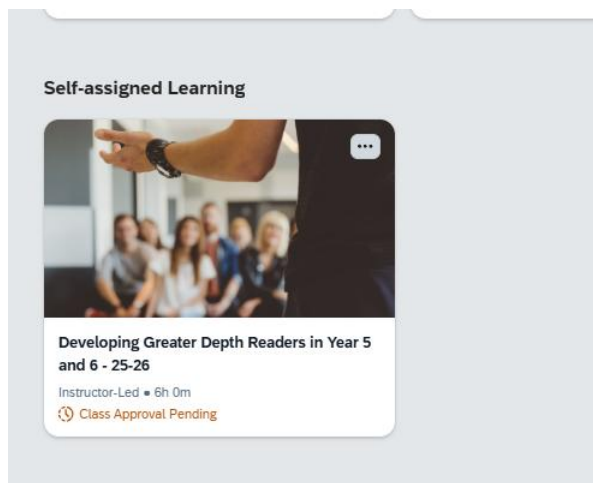
Friday 6/2/2026
16:00

Hilton Southampton - Utilita Bowl, Botley Road, West End, Southampton, Hampshire, SO30 3XH
135.00 GBP

Complete Edit

For Hampshire Maintained schools, all bookings require Line Manager's approval. After you have clicked the **Complete** button, you will see the following message.

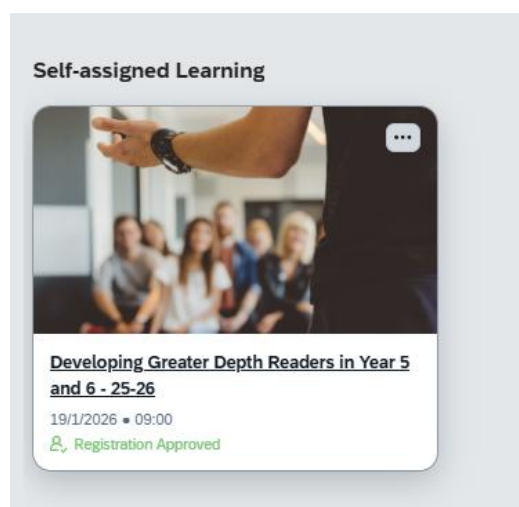




The item will then appear on your self-assigned Learning tile as **Class Approval Pending** until your line manager approves the booking.

Your place will not be confirmed until your manager approves the request.

Once approved you will receive confirmation by email and your status will update to **Registration Approved** on your self-assigned Learning tile



Booking a course on behalf of another member of staff or a headteacher

Delegated Managers

If you are acting as a **Delegated Manager**, you will have the option to **Register Other Members** and add the relevant employee from an available list of staff in your school. From here, the booking process is as above.

Headteachers

Due to the organisation structure in SAP, it is not possible for a Delegated Manager to make a booking on behalf of a Headteacher. The Headteacher will need to book themselves on courses/training. Generally, the Approval process has been removed for training that is for Headteachers only.