Guide on how to book on to training

8 Step Process

1   Log on to the Provider Portal with your usual login details

2   Click on 'Courses' at the top of the screen

3   Click 'Course Types'

4   Select 'Early Learning Team' from the drop down menu

5   Click 'Details' to find out more about the course or 'Request Places' to book a place

6   Once 'Request a Place' has been selected you will be asked to indicate who the request is for

       Confirm the staff member the request has been made for by ticking the box at the end of their name

7   Click 'Submit' at the bottom left of the screen

8   A green tick will appear to confirm the request has been submitted for review

To Note:

A request to book on to a course is not a confirmed booking.

All requests must be confirmed with the team and places are provided on a first come basis.

Notification of a place, or that the delegate will be placed on the waiting list (if the course is full) will be emailed separately so please look out for these

If a request has been made to attend a paid course e.g. DSL, a booking form will be emailed. Once this is completed and returned with proof of payment the place will be confirmed

For additional support please email:

child.care@croydon.gov.uk or Early.learning@croydon.gov.uk