



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->

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.

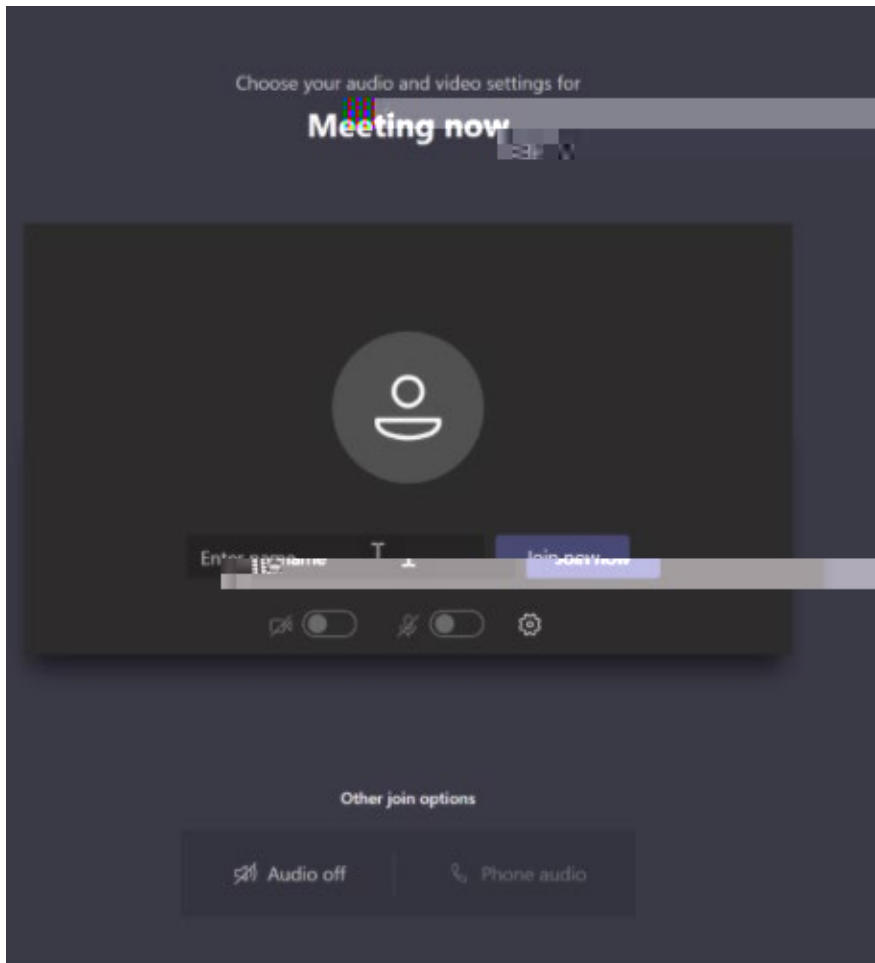
Q: How do I join the forum?

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 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 controlsn a

