**2017 SFVS Training for Governors**

**Margaret McMillan Tower, Bradford BD1 1NN**

Representatives from Internal Audit are delivering a training and awareness session on the requirements of the Schools Financial Value Standard (SFVS) following the success of our previous training.

**Who should attend?**

This training is aimed primarily at **Chairs of Governors** and members of the **Governing Body** involved in the completion of the SFVS return - School Business Managers and Headteachers are also welcome.

**When?**

**Monday 27th November at either 10am-12.30pm or 1.30pm-4.00pm**

At Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN

**What will I learn?**

An Audit Manager will deliver topics such as:

* Good practice in completing returns and tips to avoid pitfalls
* Problem areas and questions and how to address them
* What does ‘evidence’ mean?
* Links between the SFVS return and the audit process

A Senior Auditor responsible for auditing SFVS returns will be present to share his views on SFVS and how you can make the process a value added experience.

**Testimonials from previous delegates**

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| --- |
| *“Excellent and comprehensive overview of SFVS value and uses.”* |
| *“Good information, well presented.”* |
| *“Was good to know how SFVS is used to inform IA and what happens once it has been submitted to SFT.”* |

The session will incur a charge of £50 per delegate per session. If you would like to apply for a place on one of the sessions, complete and return the booking form, indicating whether you prefer morning or afternoon. You will be offered a place on an alternative session if your preferred session is oversubscribed.

A booking form is overleaf. Bookings will be treated on a first-come, first-served basis. To confirm your booking, please return the completed form as soon as possible, but no later than **Friday 10th November 2017.**

**Book early to avoid disappointment**

**SFVS Training and Awareness**

**20th November 2017**

**Margaret McMillan Tower, Princes Way, Bradford BD1 1NN**

**BOOKING FORM**

**I confirm I would like to book a place on the session shown below and   
confirm that the order has been authorised appropriately within school**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SCHOOL: | |  | | |
|  | |  | | |
| NAME:  POSITION/ROLE: | |  | | |
|  | |  | | |
| E-MAIL: | |  | | |
|  | |  | | |
| TELEPHONE: | |  | | |
|  | |  | | |
|  | **Date** | | **Please tick** |
| AM 10.00 – 12.30 | Monday 27 November 2017 | |  |
| PM 13.30 – 16.00 | Monday 27 November 2017 | |  |

**Are there any specific areas you would like the training to cover? Please state them here:**

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**The cost of the training is £50.00 per delegate per session**

Failure to arrive on the day or cancellation within 7 days of the training date will result in your school being charged the full fee. If you have booked a place and are subsequently unable to attend please notify [julie.cousins@bradford.gov.uk](mailto:julie.cousins@bradford.gov.uk).

Please do not enter into a private agreement with another school to ‘swap’ your place.

Should you require further information on this training please call Julie Cousins on  
01274 432791.

To confirm your booking, please return this completed form by **Friday 10 November 2017**

by email to: <mailto:julie.cousins@bradford.gov.uk> including “SFVS booking” in the subject line, or post to:

Julie Cousins, Assistant Audit Manager, Internal Audit, Financial Services, 1st Floor, Britannia House, Hall Ings, Bradford, BD1 1HX.