

Hampshire Primary Assessment Network Programme 2026-27

Booking Guidance

Our Primary Assessment Network offers have been set up on the Learning Zone as Programmes. This enables users to be automatically booked on all elements of the programme when they complete their registration/enrolment, rather than having to book separately on all the different classes. Please note that the enrolment process for these programmes is slightly different, as detailed below.

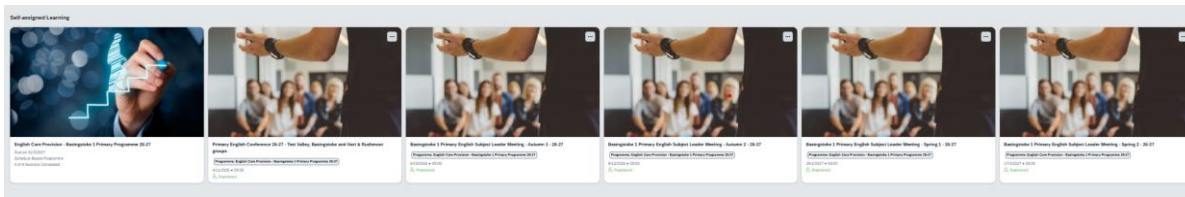
Before enrolling

- Please ensure that you only enrol your Assessment lead on these programmes.
Headteachers should not enrol on the Network themselves unless they are acting as the assessment lead.
- Please check that the user's school email address is showing as correct in their Learning Zone account. This ensures that any email notifications sent by us will reach the intended recipient.
 - **Hampshire maintained schools** – users should have **both** an up-to-date personal and correspondence email address recorded in their ESS account, otherwise they will not receive any booking notifications.
 - **External schools** – users should login to the Learning Zone to check that their email contact details are correct.

To enrol yourself on the programme (user self-booking)

- Search for the programme for your area by typing the relevant keywords in the Find Learning box e.g. **Fareham & Gosport/ Havant Primary Assessment Network Programme 26/27**
- Select the programme from the **Suggested Results** box.
- Click on **Enroll**
- You will automatically be registered on all elements of the programme and will receive booking notifications and calendar notifications from the Learning Zone.
- A confirmation will be generated for each element of the programme

- Your enrolment will be displayed on your My Learning page on the Learning Zone as **Self-assigned Learning**. You will be able to see your enrolment on all the programme elements. See below.



To enrol another member of staff (as a delegated manager)

- From your My Learning page, click the person icon on the top right of the screen.
- Select 'Act As' then the member of staff you are acting on behalf of.
- Search for the programme for your area by typing the relevant keywords in the Find Learning box e.g. **Fareham & Gosport/ Havant Primary Assessment Network Programme 26/27**
- Select the programme from the **Suggested Results** box.
- Click on **Assign to Others**
- Click **Add** then select the relevant employee from the available list.
- Click **Add**, then Click **Next**, then **Assign Learning**
- Their enrolment will be displayed on the employee's My Learning page on the Learning Zone. They will be registered on all the programme elements and will receive booking confirmations and calendar notifications via the system. A confirmation will be generated for each element of the programme.

Please note: there is no approval process required for booking on to these programmes.

To cancel/remove a programme enrolment

- Should you need to cancel a Network programme booking, navigate to the programme tile and select **Withdraw**. If you have booked on behalf of another member of staff, you will be able to do this in the **My Team** view.
- Should you need to withdraw a delegate once the Network programme has commenced, please contact the relevant course administrator.

Booking support

For support with booking on the Assessment Network programme, please contact our course administration team: Laura Pettit: laura.pettit@hants.gov.uk

For general queries about this Core Provision offer, please contact: Katie Scott, Training Programme Manager: katie.scott@hants.gov.uk