FREE FILLABLE PLANNER

Level 3 Safeguarding Training Planner

Compare Level 3 safeguarding courses, ask the right questions before you pay, request approval from your employer and keep your training records in one place.



Name	Job role	Organisation	Date started

What's inside

Compare courses
Score up to 3 courses on the 5 key checks.
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What to ask the provider and your employer.
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Format: 7 pages | Fill in on screen or print | For learners and managers

General guidance only. Training requirements differ by role, sector and UK nation. Always check what your employer, sector body or regulator expects. Open this file in a free PDF reader, such as Adobe Acrobat Reader, to type into the boxes.

STEP 1 Compare up to 3 courses

Add each course, then tick **Y** (yes), **?** (not sure) or **N** (no) for every check. Anything marked ? or N goes on your list of questions on page 3.

Check	Course A Y ? N	Course B Y ? N	Course C Y ? N
Course name			
Full price (incl. VAT and fees)			
1. Role fit			
Matches my responsibilities, or my employer asked for Level 3	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Covers the people I work with: adults, children or both	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
2. Course content			
Clear learning outcomes are listed	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Covers the law and guidance for my sector and nation	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Includes case studies or practical examples	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
3. Certificate			
Certificate type is stated: completion, CPD or regulated	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Qualification number I can check (if I need a regulated qualification)	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Certificate shows my name, course title, date and hours	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
My employer will accept it	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
4. Format & assessment			
Study format fits my schedule	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Assessment, pass mark and retakes are explained	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Shows a recent content review date	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
5. Cost & provider			
Full price is clear, including VAT and fees	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Access period is clear	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Learner support and refund policy are clear	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Number of Y ticks (out of 15)			

My choice and why

A course called Level 3 isn't always a regulated Level 3 qualification. Check regulated qualifications on **GOV.UK: Find a regulated qualification**. Wales and Scotland have their own systems.

Comparing LIBM's course?

Add the Level 3 Safeguarding Children & Vulnerable Adults course as Course A and check it against your list.

View course →

STEP 2 Questions to ask before you pay

Tick each question once you've asked it, and note the answer. Focus on anything you marked ? or N on page 2.

Ask the provider

	QUESTION	ANSWER
☐	Does the course cover safeguarding adults, children or both?	
☐	What are the learning outcomes?	
☐	Which laws and guidance does it cover for my sector and nation?	
☐	Does it include case studies or practical scenarios?	
☐	Which certificate will I receive: completion, CPD or regulated?	
☐	What is the awarding organisation and qualification number?	
☐	What does the certificate show (name, title, date, hours)?	
☐	Is it self-paced, or are there set session times?	
☐	How is it assessed, what is the pass mark, are retakes included?	
☐	When was the content last reviewed?	
☐	What is the total price, including VAT, certificate and retakes?	
☐	How long will I have access to the materials?	
☐	How do I contact support, and what is the refund policy?	

Ask your employer

☐	Which safeguarding training level does my role need?	
☐	Will you accept this course and certificate for my training requirements?	

Email template: copy and adapt

Subject: Questions about your **[course name]** course

Hello,

I'm interested in your **[course name]** and have a few questions before I enrol:

1. **[question]**
2. **[question]**
3. **[question]**

Could you also confirm the total cost, including VAT, the certificate and any retake fees?

Thank you,
[your name]

STEP 3 Training approval request

Fill in parts 1–3 and send this page to your manager. They complete part 4.

1 About me

To (manager)

From

Role and team

Date

2 The course

Course title

Provider

Course link

Covers

☐ Adults ☐ Children ☐ Both

Certificate type

☐ Completion ☐ CPD ☐ Regulated, number:

Learning hours

Format

☐ Self-paced ☐ Set sessions

Total cost (incl. VAT)

Who pays

☐ I'll pay ☐ Employer ☐ Shared

Study time requested

3 Why I need it

Why this course fits my role

How I'll use what I learn

4 Manager decision

☐ Approved ☐ Not approved ☐ Need more information

Comments

Manager name

Signature

Date

STEP 4

My safeguarding training record

Record every safeguarding course you complete. It helps at appraisals, inspections and job applications, and shows when a refresher is due.

Date completed	Course title	Provider	Level	Adults / children / both	Hours	Certificate type	Refresher due

Where I keep my certificates

Next training I need

Notes (e.g. what my employer or regulator requires)

When should you refresh? Refresher timings depend on your role, sector and employer. Check the requirements that apply to you and add the date in the last column.

STEP 5 Reflection log

Reflecting on what you learned helps you apply it at work. **Don't include anything that could identify a person.**

Reflection 1

Learning activity

Date

What I learned

How it will change my practice

An example from work (anonymised)

What I'll discuss in supervision

My next learning goal

Reflection 2

Learning activity

Date

What I learned

How it will change my practice

An example from work (anonymised)

What I'll discuss in supervision

My next learning goal

Nurses and midwives: the NMC requires five written reflective accounts on its own approved form for revalidation. Use these notes to prepare them. See **NMC: written reflective accounts**.

MANAGERS

Team training matrix

Track safeguarding training across your team, and see at a glance who needs a course or a refresher.

Staff name	Role	Level needed	Adults / children / both	Course	Date completed	Refresher due	Certificate seen
							☐
							☐
							☐
							☐
							☐
							☐
							☐
							☐
							☐
							☐
							☐
							☐
							☐
							☐
							☐

Staff up to date

of

Training booked for

Next review date

Notes and actions

Arrange Level 3 safeguarding training for your team

LIBM's Level 3 Safeguarding Children & Vulnerable Adults course is studied online at your own pace.

View course →

Official guidance

- Find a regulated qualification
- Keeping Children Safe in Education
- Care and Support Statutory Guidance

This planner gives general information only. Check training requirements with your employer, sector body or regulator.