

Book your training
through the new

NEW

WES Training Portal

Training courses all in
one place

Easily searchable by:
Name, Date, Service
or Location

All invoices
available through
your online WES my
account space.

www.warwickshire.gov.uk/wes

In Support of
Learning



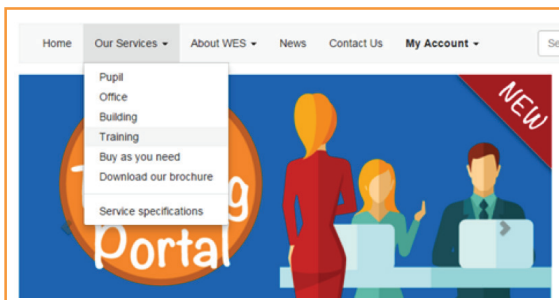
Warwickshire
Education Services



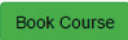

Warwickshire
County Council

How to book a place on a WES Training Course

- ▶ Login to the WES Website at www.warwickshire.gov.uk/wes



Select **Training** from the 'Our Services' Menu

- ▶ Use the **search** or **filters** to find the course you want to book
- ▶ Click on the **course name** to view details
- ▶ Select **Book Course** 
- ▶ Complete the details on the course booking pages using **next**  to move between the screens
- ▶ Confirm booking by accepting the terms and conditions on the final page

That's it – the place(s) will be booked

Delegate(s) and the person making booking will receive a confirmation email

WES Website Users with reader and manager access can see course bookings under **"My Account > View my Courses"** on the WES website

WES Website Users with manager access can also see invoices after the course has run under **"My Account > View my Orders"** on the WES website

