

How to access Leadership Training

The Diocese of Liverpool administers its *Leadership* training through the [NST's Safeguarding Training Portal](#).

Prerequisites

To access Leadership Training you need to hold an up to date certificate for Basic Awareness and Foundations training.

Step 1 – Make and Log into your account

To enrol on Leadership Training, you will need an account on the Safeguarding Training Portal.

If you already have one, you can log in at the following address: [Home | Safeguarding: Training Portal](#)

If you don't have an account, you can create one by adding a few details on the registration page: <https://safeguardingtraining.cofeportal.org/login/signup.php> . The registration process is outlined in the [What does the registration process involve?](#) item of the site's Help & FAQ page.

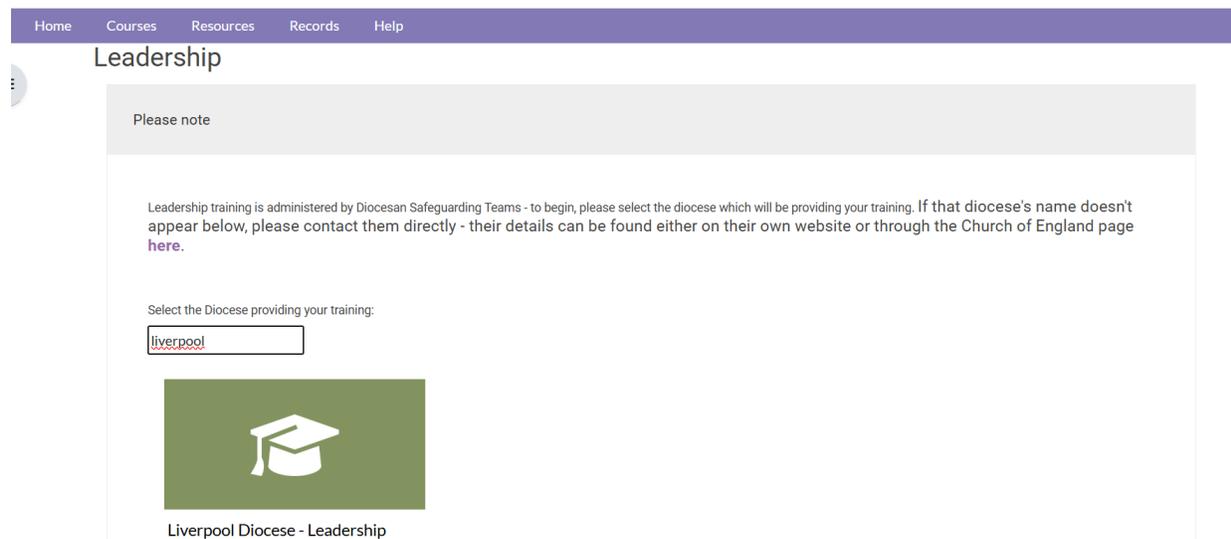
If you have difficulty logging in, please contact the help desk on:
elarning@mail.safeguardingtraining.cofeportal.org

Step 2 – Select Liverpool Diocese Leadership Course

The course can be found directly by following the link below: [Liverpool Diocese - Leadership | Safeguarding: Training Portal](#)

Alternative 1 – You can scroll down the page to the Courses and you can select Leadership from the bar menu.

Alternative 2 - You can use the Courses menu to select. Please select Courses, then Core Pathways, then Leadership. Then clicking on the Liverpool tile.



The screenshot shows a web interface with a purple navigation bar at the top containing the links: Home, Courses, Resources, Records, and Help. Below the navigation bar, the page title is "Leadership". A grey box with the text "Please note" is positioned above a white content area. The content area contains the following text: "Leadership training is administered by Diocesan Safeguarding Teams - to begin, please select the diocese which will be providing your training. If that diocese's name doesn't appear below, please contact them directly - their details can be found either on their own website or through the Church of England page [here](#)." Below this text, there is a label "Select the Diocese providing your training:" followed by a text input field containing the word "liverpool". Underneath the input field is a green square button featuring a white graduation cap icon. Below the button, the text "Liverpool Diocese - Leadership" is displayed.

Step 3 – Prerequisites

Once you have selected Liverpool Diocese you will be directed to a prior learning check (see image below). This will show you your status for Basic Awareness and Foundations. If you do not hold these, or these are out of date please complete these before progressing any further.

If you completed your qualification in person and have a copy of your up-to-date certificate, please continue.

Once you are sure you hold the pre-requisite qualifications please select “apply now”

Enrolment options

Liverpool Diocese - Leadership

Participants are required to have previously completed the *Basic Awareness* and *Foundations* courses.

By requesting enrolment you are confirming prior completion of these.

If you are unsure whether you are required or eligible to enrol, please contact your Parish Safeguarding Officer or DSO.

Your prior learning completed via **this site** is shown below.

Basic Awareness

####

Foundations

####

[View my full site record >>](#)

Liverpool Diocese policy on prior training:

Participants are required to have completed prior learning through the Basic Awareness and Foundation courses **within the last three years**. By requesting enrolment you are confirming you have completed the Basic Awareness and Foundation courses **within the last three years**.

 Apply Now

Step 4 – Basic Information

Basic information is automatically input into the form, including your church and role. Please ensure this is correct and that the Diocese selected is Liverpool.

If this is not the case, please follow the link to update your profile.

If you hold more than one role or at more than one location, there is a box to add this information on the next page.

Basic Information

First name

Last name

Email address

Diocese

My Church's Town/City and Name (eg Leeds: St Peters)

Role in church

Please answer the following question(s) and choose your learning group before clicking 'Next'

Please select your main role in your church setting.
*** Required**

Please choose how you would like to attend the group sessions.
*** Required**

Select a group *** Required**

 No groups are currently available based on your selections. Please adjust your choices above.

In the box named “Please select your main role in your church setting” please select if your role is “stipendiary clergy” or “non-clergy & non-stipendiary” clergy from the drop-down menus.

In the box named “Please choose how you would like to attend these group sessions” please select if you would like to attend in person or online.

Once you have completed this an additional box named “Select a group” will appear and this will show the groups available for your role and attendance preference. Please select the group that best suits your schedule.

Please click “Next”

Step 5 – Additional Information

Please input a contact telephone number – this will be used to contact you if there are any last-minute changes to the training.

Please input each role you hold and for each church

Please let us know if you need any additional information or support throughout the training.

Once complete please click “Next”

Additional Information

Please provide a contact telephone number. * Required

Mobile or landline.

Please provide details of ALL roles you hold and relevant location/parishes.

Would you like to have further information on content/trigger warnings?

yes/no

Please let us know if you require any additional support to complete the training.

Step 6 – Confirm Details

Please confirm that all information input is correct and that you agree to the terms.

1. Basic Information 2. Additional Information 3. Review & Submit

Review & Submit

Your Application

Full name:

Email address:

Group:

Additional Information: test

Please select your main role in your church setting. * Required: Non-clergy

Please chose how you would like to attend the group sessions. * Required: In person

Please provide details of ALL roles you hold and relevant location/parishes. : test

Would you like to have further information on content/trigger warnings? : test

Please let us know if you require any additional support to complete the training. : test

I confirm that all information provided is accurate and I agree to the [terms](#)

Click Submit Application.

This will send your application to the safeguarding training team for approval.

Note – How to amend your application

To amend your application please access the leadership course, Liverpool Diocese – [HERE](#)

Application Details	Course Details
Date Created: 9/12/25, 14:40	Course: Liverpool Diocese - Leadership Group: 202602LS - InPerson - 11th Feb & 25th Feb, 10.30am-12.30pm at St James' House, 20 St James Road, Liverpool, L1 7BY
Role	
Non-clergy	
Mode of Attendance	
In person	
Additional Information	
test	
Please provide details of ALL roles you hold and relevant location/parishes.	
test	
Would you like to have further information on content/trigger warnings?	
test	
Please let us know if you require any additional support to complete the training.	
test	

My Applications	View History	Edit Application	Cancel Application
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Please select edit application which will allow you to make any changes in your application.