

Important that you take time to read

Dear Colleagues

Welcome to the 2010 / 2011 Early Years Training Directory for all Private, Voluntary and Independent (PVI) practitioners working within Lincolnshire

The Birth to Five Service (on behalf of Lincolnshire County Council) remain committed to offering our practitioners a full range of CPD courses that will focus on developing the early years & childcare workforce, enabling practitioners to keep up to date with legislation & initiatives, improve and build on existing skills and share "best practice" – ensuring Every Child Matters in Lincolnshire and meeting the Governments Workforce Agenda.

Yet again we have taken onboard your comments, made on both post course evaluation forms and workforce audits and have aimed to create a directory that will fully meet your needs.

You will find a range of new courses, held on a variety of days and evenings to accommodate as many of our practitioners as possible. There are plenty of e-learning modules as requested during consultations, and finally a large number of higher level courses that will provide CPD for our graduate practitioners.

What's new?

I'd like you to consider the "Taking care of No.1" course listed within this section, ideal for those new practitioners who have not yet attended training, or for those that are undertaking qualifications and may be out regularly in an evening.

The CWDC Induction training also listed in the first section is perfect for those new to the workforce in order that they may receive good grounding very early on in their careers.

This year the course application form asks for you to provide a 2nd choice, if at all possible please ensure that you complete this section. If your chosen course is full or cancelled, you will be contacted and informed of your place allocation. Please note that whenever possible your information will be emailed to you so as to save the amount of paper that is used.

Training clinics have been organised so that you have the chance to discuss your training needs, pathways and any concerns you may have, face to face. Giving you the opportunity for an individual (without distraction) conversation, with a member of the Birth to Five Workforce Team.

First aid for adults, you do need to consider this, who is your nominated person with the responsibility for administering first aid to adult colleagues or visitors to your setting who may require assistance. You have a legal duty to protect your staff (it doesn't necessarily have to be one of your paediatric trained staff members, it is an additional responsibility on top of this requirement) see page 66 for course information.

Food hygiene – we have organised training on the 'Safer Food Better Business' pack, this should be carried out with all new staff as part of their induction so it needs to be the person responsible for this task (not necessarily the cook). Look at the level your staff need as they don't all have to do the full level 2 course, if they are preparing snacks or storing lunch boxes the safer food and better business induction and level 1 would suffice.

The qualification section is missing from this directory for the time being, because of the changes gradually being introduced with the implementation of the new qualifications credit framework. The decision has been made to create this as a separate booklet that will be mailed to you in September when the information has been finalised, rather than give you information that still may change. Should you want further information on this subject please refer to the information held on the Childrens Workforce Development Council www.cwdcouncil.org.uk.

Introduction letter

What do you need to know before making a course booking this year?

- Staff cover, after many debates, has been agreed for a further year (for those settings in receipt of Early Years Educational Entitlement funding) but there are changes – Managers briefings, SENCo network meetings and EYFS cluster meetings (3 half day sessions of each) will all count within the practitioners 4 day allocation, so plan carefully to ensure that this is taken into consideration. It was felt that all of these meetings disseminate information to those in attendance, therefore is now classed as training. See page 140 for more information and guidance to making a claim.

It will state on the individual course outline which CPD courses you are able to claim the staff cover for – the mandatory courses are exempt as these are your responsibility.

- First aid applications will now all come to the Birth to Five Service office, rather than making a claim with the individual provider and claiming the funding back, you will just make an application and attach your booking fee in the same way as the short courses. This is subject to meeting the criteria as places are limited, please read the guidance on page 138 for further information.
- Please take note of your responsibilities on page 6, it sometimes is not just about attending a course, there may be pre and post course tasks to complete and you need to attend the whole course in order to be eligible for the certificate to be given, just a couple of the responsibilities listed on that page.
- Non-attendance & cancellations have really had to be addressed this year, as it continues to be a problem, so unfortunately the step has had to be implemented of charging a fee of £25 when there is an incident of non-attendance or last minute cancellations. You are advised to read the cancellation procedure on page 142 so as you fully understand the implications.

And finally

Don't forget that you should by now have checked yours (if you work alone) or all of your staff teams qualifications, just to ensure they are both 'full and relevant' with the Childrens Workforce Development Council (CWDC).

If you are a Manager of a team then we are asking that you submit your settings training details on the CWDC audit tool, this will stop you getting lengthy workforce audits from the Birth to Five Service as we can access relevant information that you have completed and nationally your figures can be collated for statistical purposes (personal information is protected and cannot be viewed).

So we do hope that there is something here for everyone, if there is something missing that you feel your staff team would benefit from, do please drop me a line and I will investigate providers offering courses on this subject for entry in the following years programme.

We hope that you enjoy looking through the courses to find the ones that best meet your needs this year, but do browse the booking procedure on page 7 and cancellation procedure on page 142, prior to making a booking as there is information

Should you have any queries about anything I have covered here or general training questions, please don't hesitate to contact me

Yours

Sue Otter
Lead Early Years Consultant (Workforce)

1. Principle & Values of working with children & young people **Page 13**

2. Understanding & Developing yourself & your role **Page 31**

3. Safeguarding – Keeping safe from harm and Understanding health & safety procedures **Page 55**

4. Supporting Inclusion **Page 83**

5. How to communicate effectively **Page 95**

6. Understanding the development of the child or young person **Page 107**

7. Funding & Application Forms **Page 135**

Commitments/Responsibilities

The Workforce Development Team continue to be committed to ensuring the training is relevant to the sector and delivered to a high standard

The Workforce Development Team will give guidance on:

- Promoting the benefits of a graduate led & highly qualified workforce
- General training opportunities available to early years practitioners
- Pathways to progression - which qualification is right for you?
- Signposting candidates to accredited training providers
- Settings annual training planning (matrix of needs)
- Funding opportunities for continued professional development
- The benefits of the Graduate Leader Fund

It is important to get feedback about the quality of training you received. This valuable information helps us to develop the training programme and ensure it is as good as it can be. At the end of each training course you will be asked to complete an evaluation form.

Your responsibilities – please read carefully before you apply for training courses

- Book early to get the course of your choice. Bookings are taken on a first come first served basis. Where a course you wish to attend is oversubscribed you will be allocated a place on your 2nd choice or signposted to the next available course with vacancies - Where a specialist course is over subscribed a maximum of two places will be allocated to each setting.
- If you have any dietary or access or learning requirements please inform us on the booking form to ensure we meet individual requirements
- To double check your availability, most cancellations are due to candidates double booking themselves

If you find out last minute that you are unable to attend, can someone else from your setting make the most of the booking that has been made – please contact the training provider to alter booking information. If this is not possible please refer to the cancellation procedure in the application form section.

- To plan ahead, book your staff cover in plenty of time to save last minute panic

You have been provided with a calendar again this year, please make a note of your bookings - Once you have received your letter of confirmation you have committed to attend the training.

- Please take note of the times ... it is assumed that if you are able to attend, you will be available for the FULL duration of the course, the group dynamics alter when candidates leave early and this will impact on the overall success of the event!
- Provide photographic evidence when required to do so – some of the health and safety accredited courses need you to verify that you are who you state you are
- Complete all tasks that the trainer may give you (some of which may need to be completed in the setting or in the delegates own time) and where necessary undergo any assessment that may be part of the course in order to achieve the necessary outcomes of the course, Managers are expected to support staff in doing this.
- On course completion submit an evaluation form for use by the Workforce Development Team to monitor quality

Eligibility:

Places on the training courses in this book are open to all early years and childcare settings and Registered Childminders delivering early years foundation stage

We are not able to offer training to volunteers & students on college placements.

All courses listed within this booklet have limited spaces - if a course is oversubscribed we may limit the number of spaces given, two staff per setting.

Before booking:

It is essential that you fall within the target audience of the course to ensure it is relevant to you and aimed at the appropriate level. If you are unsure about this please contact a member of the Birth to Five Service Workforce Team on 01522 587581

Managers are asked to please check dates and times of the sessions before booking to ensure that you or your staff will be available to attend the sessions. The calendar that you have been supplied with, is there for you to record training that you have planned for you and your staff – if you make use of this you will be able to see how many staff members you have out training at any one time.

Booking:

Please ensure that you complete the booking form as fully as possible to ensure it is accepted, failure to provide relevant information may result in your application being returned.

Completion of a booking form does not guarantee a place on the course, no telephone bookings will be taken.

All bookings will receive an acknowledgment in writing, giving pre-course information if you have applied for a course and not had this confirmation it is your responsibility to telephone the course organiser – it is recommended that you get proof of postage from the Post Office.

Pre-course information:

The applicant will receive place confirmation and pre-course information approx. 2 weeks before a course is due to run, there will be a copy for the delegate and if appropriate, a copy for their Manager (in order to arrange staffing).

At this point you will receive a receipt for the candidate booking fee for your financial records.

The day of the training:

Please aim to be there for the start of the course, and it is expected that you are able to stay for the full duration of the course – you will not be given your attendance certificate if you do not complete for any reason.

Remember to take your training passport, the tutor will sign this for you once you have completed the 'outcomes' box, at the end of the training you should be able to say how the training will impact on your practice.

Cancellation:

Refer to the cancellation policy

Early Years Conference 2010

'Celebrating Together – Playing, Thinking, Learning'

Friday 18th June 2010 or Saturday 19th June 2010

Bishop Grosseteste College, Lincoln

Keynote speaker:

Marion Dowling

'Thinking about young children thinking'
the importance of tuning into young children thinking
how we recognise young children's thoughts and ideas
some practical ways in which we can support them through play based experiences

Workshops:

'Treasure Baskets – A Tool for Embedding Sensory Play Experiences in the Learning Environment'
(Play to Z, Sue Gascoyne)

'Den Making'
(Birth to Five Service)

'Picking up on creative thinking: Nurturing the spark'
(Marion Dowling)

'Creating an enabling environment using light, shadow and reflection'
(ALC Associates, Pat Brunton and Linda Thornton)

The cost per delegate is £25 for a full day, this includes:
Entrance to the keynote speech
Two workshops
Lunch and refreshments
Delegate Pack

Access to the tradestands and displays

Please look out for email invitations during February and March or contact the Birth to Five Service office on 01522 587570 to book your places and secure the workshops you would like to participate in now.

Lincolnshire is committed to the Continual Professional Development of its Graduate leaders and has built a bespoke support package based on your needs.

An EYP or growing EYP working in Lincolnshire will benefit from being part of the Early Years Professional Network, a group with the sole purpose of supporting EYPs in their role as leaders of the Early Years Foundation Stage.

Network members receive training, attend conferences, visit centres of excellence, share effective practice and receive ongoing support from the county's EYP Network Co-ordinator.

If you are interested in finding out more about the network and joining the mailing list to receive updates on meetings and the work the network is involved in then please contact Jenny Boldrin at the Birth to Five Service.

Coming up this year:

Early Years in the spotlight

These spotlight events will form a series of three conference and training sessions designed to support Graduate leaders...

- **Innovate**
Exceeding expectations through innovative practice.
- **Inspire**
Inspiring leadership and exceptional practice.

And

- **Motivate**
Motivating and challenging practice.

Leaders in Early Years practice will be invited share their wealth of knowledge and experiences through workshops and key note speeches.

Graduate leaders and Early Years Professionals will be invited to attend Early Years in the Spotlight via an e mail over the coming months, so keep a look out.

Training clinics

So that you have the opportunity to have individual support / guidance with the following:

- Promoting the benefits of a graduate led & highly qualified workforce
- General training opportunities available to early years practitioners
- Pathways to progression - which qualification is right for you?
- Signposting candidates to accredited training providers
- Settings annual training planning (matrix of needs)
- Funding opportunities for continued professional development
- The benefits of the Graduate Leader Fund

We have arranged to have member of the Workforce Development Team to be available for face to face discussions

100462	Wednesday 28th April 2010	Lincoln
100463	Thursday 27th May 2010	Boston
100464	Tuesday 22nd June 2010	Grantham
100465	Thursday 15th July 2010	Skegness
100466	Wednesday 29th Sept 2010	Skegness
100467	Tuesday 19th Oct 2010	Stamford
100468	Friday 26th Nov 2010	Louth
100469	Wednesday 12th Jan 2011	Spalding
100470	Thursday 24th Feb 2011	Billinghay
100471	Wednesday 16th March 2011	Lincoln

To save on waiting times it would be useful if you could contact Angela Hodges on 01522 587581 to be allocated an appointment between 10am and 12noon.

Please give a brief indication of the nature of your queries so that relevant information can be provided for you during your visit.

Personal Safety – Taking Care of Number 1

Description: A useful course which highlights methods of identifying & implementing basic personal safety strategies when attending training courses

Course Aims:

- Understanding the planning process of ensuring you or your staff will be safe
- Safety in the car (including weather, breakdowns etc.)
- Security in the car
- Personal Safety in the street

EYFS: This course is designed to protect practitioners – thinking about personal safety when out and about on their own

ECM Outcome: Stay Safe and Be Healthy

Target Audience: All Early Years Practitioners, particularly those new to the sector

Maximum No: 25

Minimum No: 10

Length of Course: 2.5 Hours

Level of Course: 1

Course Code	Date	Time	Venue
100175	Wednesday 19/05/2010	14:30 – 17:00	Boston
100176	Thursday 20/05/2010	18:30 – 21:00	Lincoln
100177	Tuesday 25/05/2010	10:00 – 12:30	Spalding
100178	Thursday 10/06/2010	18:30 – 21:00	Horncastle
100179	Wednesday 16/06/2010	10:00 – 12:30	Grantham
100180	Saturday 19/06/2010	09:30 – 12:00	Lincoln

Refreshments: Basic refreshments will be provided

Eligible for staff cover reimbursement: NO

Lincolnshire County Council has paid: £15.62 per candidate

Candidate must pay: £5 (non-refundable) cheques should be made payable to ABC Training.

The Manager or Registered Childminder, is responsible for ensuring that all courses booked, are attended. If it is necessary to cancel a place, 48 hours notice of cancellation should be given – please refer to the cancellation procedure in the funding & forms section at the back of the book.

Failure to attend a course without notice will result in a £25 cancellation fee.

<p>Course Organiser: Dave Wardell</p> <p>Address: 5 MarretClose, Lincoln. LN2 4WG</p> <p>Phone No: 01522 520133 / 07903982488</p> <p>Email Address: info@abc-training.co.uk</p>

To access this course, please use the form at the back of the book in the application form section (photocopy as necessary) and return to the organiser

CWDC Induction Training

This course aims to provide an induction to all people who are new to working within the Children's Workforce.

The course is an induction to all of those who are new to working within the Children's Workforce.

Length of course: 3 days in the classroom plus 2 e-learning modules

Target audience: The course is suitable for anyone who is new to the Children's Workforce.

The course is multi agency and there is a wide variety of participants including schools, education welfare, Connexions, social care, early years, youthwork, voluntary organisations early years etc. One of the huge benefits of the training is therefore the opportunity to network and share practice.

Themes that are covered within the induction training currently consist of:

Module One:

- Working in a principled way
- Promoting equality and diversity

Module Two:

- Human need, learning and development
- Attachments, boundary management and child development
- Understanding behaviour
- Understanding contexts

Module Three:

- Building helping relationships and communicating with children, young people and families
- A structured approach to working with children, young people and their families; and supervision
- Transition

Module Four:

- Safeguarding and protecting
- Health and safety

Module Five:

- The processes and tools of integrated working.
- Working with others as part of integrated working.

This course is currently free of charge

The course is compliant with CWDC induction standards and the common core.

Please contact Corrie Melvin for further information at cmelvin@cfbt.com 07919 167628.