

April 2012

Debbie Maule

01446 450218

dmaule@valeofglamorgan.gov.uk

Dear Registered Provider,

Re: Early Years Workforce Development Training Programme
April 2012- September 2012

I am pleased to announce the Early Years Workforce Development training programme for the next 6 months initially until September 2012. We are currently looking at a different process in which you can apply for training courses from September 2012 onwards.

If further funding is made available to Early Years Workforce Development in 2012/13, further training courses may be sent out in addition to this programme.

Please read all the information in the programme carefully.

Yours sincerely

Debbie Maule

Children's Partnership Co-ordinator
Vale of Glamorgan Council

Introduction

The Children and Young People's Partnership's plan for 2011-14 sets out key priorities for planning intentions and priorities for children and young people's services in the Vale of Glamorgan. The plan contains seven core aims with Core Aim one relating to the Early Years. Within this, the Early Years Development and Childcare Partnership (EYDCP) have a number of key responsibilities under core one including:

- Establishing suitable training for all adults involved with all registered early years settings
- Ensure all childcare settings meet national compliance for the qualifications and experience required by staff.

Please find attached a copy of the Early Years Workforce Development Training Programme for April 2012 – September 2012.

This training programme has been designed to meet the identified and anticipated training needs of Childcare providers throughout the Vale of Glamorgan. However, if there is other training that you are interested in that we have not mentioned, please let us know on your booking form and we will endeavour to assist with your request.

How to book onto a course

If you are interested in any of the courses outlined in the booklet, please complete and return the booking form (where applicable). Some courses may require you to contact the named person specified.

Please take a copy of your booking forms for your records.

Completed booking forms to be returned to:

Diane McDonald, Gibbonsdown Children Centre, Ramsey Road, Gibbonsdown, Barry CF62 9DF. Tel: 01446 732692 or e-mail: info@gibbonsdownchildrenscentre.co.uk

Cheques to be made payable to: **The Vale of Glamorgan Council.**

Booking fees

The cost to the childcare provider for training will vary according to the type of course you are undertaking. Most courses will be subsidised by the Early Years Development & Childcare Partnership (EYDCP).

Please note:

- For the Legal and Regulatory courses, places will be offered on a first come first served basis, providing that we receive the completed booking form with your fee. For all other courses, a limit of 2 people per setting will be put in place to ensure equity across settings. Reserve names can be given.
- Courses **will only** run if there are sufficient numbers to ensure it is financially viable.
- Those who failed to turn up at training courses during 2011-12, without prior notification, will not be given priority on courses during 2012.
- Unfortunately on occasions it may be necessary to re-arrange training at short notice.

When you make a booking for training and pay a fee, this is made to secure your place and contribute towards administration costs relating to that particular course. The fee is **non-refundable** even if you subsequently cancel your place for whatever reason as all Early Years courses are highly subsidised and the booking fee in no way reflects the true cost of the training provided.

Due to **43 people** failing to turn up to FREE training, all courses in 2012 will now be charged for.

Offer of place

Once we have received your completed booking form and cheque, we will aim to notify you within 2 – 4 weeks of the outcome. If you have not heard after 4 weeks, please contact 01446 732692.

Attendance

When offered a place on a course, it is imperative, unless illness occurs, that you make every attempt to attend as you may be taking a vital place that someone else would like to attend.

During 2011-12, **43 people** failed to turn up to training that they had been booked onto, which meant that 43 other people have missed an opportunity to attend training.

Remember: it is your responsibility to ensure that you have made a note of the date, time and venue for your confirmed training.

Refreshments

Refreshments of tea, coffee & water will be provided where possible, free of charge by the EYDCP for training sessions. If you are attending training all day, it will be your responsibility to bring your own lunch.

N.B. Please ensure that you leave the refreshment area tidy after use

Family Information Service

The Family Information Service is a statutory requirement of the EYDCP in the Vale of Glamorgan and offers a FREE service to parents/carers and professionals of children and young people aged 0 – 20 years who require information on a range of early years, childcare and family support services.

What are the advantages of being included on the FIS database?

The FIS will:

- Provide information to enquirers about childcare provision
- Advertise your business free of charge on the Family Information Service website
- Ensure that news of any grants, additional training, early years events etc are automatically sent to you.

For further information contact the Family Information Services on: 01446 704704 www.valeofglamorgan.gov.uk/fis or e-mail FIS@valeofglamorgan.gov.uk

Venues

Please see below addresses for training courses.

Vale of Glamorgan Council, Civic Offices, Holton Rd, Barry CF63 4RU Tel: 01446 700111

Vale of Glamorgan Council, Dock Offices, Subway Road, Barry CF673 4RT Tel: 01446 709899

Gibbonsdown Children's Centre, Ramsey Road, Barry CF62 9DF Tel: 01446 732692

Elfed Ave Church Hall, Elfed Ave, Penarth CF64 3LX

Flying Start Family Centre, Gladstone Road, Barry. CF63 1HN Tel: 01446 421019

Code of Conduct

Please read carefully

When attending any of the Early Years training courses, we ask for the co-operation of all participants. All trainers and learners are encouraged to listen to and consider each other's points of view but please remember that the trainer is an expert in their particular field and therefore we ask that you respect this.

Participants are to familiarise themselves with health and safety by being aware of the facilities and emergency procedures.

We would ask all participants to either switch off or at least put mobile phones on silent. It can be very disruptive during a session to have mobile phones ringing.

Please note: Failure to abide by the Code of Conduct may result in you being asked to leave the training session and exclusion from any future training courses.

Early Years Workforce Development – Training Programme April 2012 – September 2012

Organisation: The Vale of Glamorgan Council

LEGAL AND REGULATORY TRAINING						
Title	Description	Target	When	Venue	Qualification	Booking Fee
Paediatric First Aid (0 – 11years) Number of places available per course - 15	This course is aimed at those who work with children and young people and will provide delegates with life saving skills and how to deal with accidents and illnesses N.B. please note this should be renewed every 3 years	All childcare practitioners	19 th & 26 th May 2012 9am – 4pm	Gibbonsdown Children’s Centre, Barry	First Aid Certificate	£20 per person
			23 rd & 30 th June 2012 9am – 4pm	Gibbonsdown Children’s Centre		
			8 th & 15 th Sept 2012 9am – 4pm	Vale of Glamorgan Civic Offices		
CIEH Level 2 Food Safety Number of places per course – 15	This course is designed for all individuals who handle food and drink as part of their everyday or occasional working practices. This would include proprietors, managers and supervisors. N.B. please note this should be renewed every 3 years	All childcare practitioners	12 th May 2012 9am – 4 pm	Gibbonsdown Children’s Centre, Barry	CIEH Level 2 Food Safety certificate	£20 per person

LEGAL AND REGULATORY TRAINING

Title	Description	Target	When	Venue	Qualification	Booking Fee
<p>CIEH Level 2 Health & Safety in the workplace</p> <p>Number of places per course – 15</p>	<p>The course is suitable for any employee in any workplace. Topics covered include health & safety at work, prevention of accidents and ill health, manual handling and many more</p> <p>N.B. please note this should be renewed every 3 years</p>	<p>All childcare practitioners</p>	<p>7th July 2012 9am – 4pm</p>	<p>Vale of Glamorgan Civic Offices</p>	<p>CIEH Level 2 food safety</p>	<p>£20 per person</p>
<p>Child Protection Level 1</p> <p>Number of places per course – 20</p>	<p>To raise awareness of procedures so staff can identify and respond appropriately to concerns about a child's safety and well-being.</p> <p>N.B. please note this should be renewed every 3 years</p>	<p>All childcare practitioners</p>	<p>30th May 2012 6pm – 9pm</p>	<p>Flying Start Family Centre, Gladstone Rd, Barry</p>	<p>Certificate of attendance</p>	<p>£15 per person</p>
			<p>22nd Sept 2012 9:30 – 12:30pm</p>	<p>Vale of Glamorgan Civic Offices</p>		

CONTINUOUS PROFESSIONAL DEVELOPEMENT

Title	Description	Target	When	Venue	Qualification	Booking Fee
<p>SEN in Early Years Education – SNAP Cymru</p> <p>Numbers of places per course – 12</p> <p>1 place per setting</p>	<p>This course is intended for anyone working in early years and for families of children with additional needs or disabilities. It aims to help participants develop their understanding of what is meant by Special Educational Needs in Early Years Education and become more confident in supporting children and providing inclusive settings</p>	<p>All early years & childcare practitioners</p>	<p>Saturday 9th June 2012</p> <p>9:30 – 4pm</p>	<p>Vale of Glamorgan Council, Civic Offices</p>	<p>Accredited by Agored Cymru and provides three credits at Level 2</p>	<p>£20 per person</p>
<p>Meningitis – Everyone’s Concern</p> <p>Number of places per course – 30</p>	<p>The Meningitis Trust can provide free training to early year practitioners that explains the difference between meningitis and other illnesses, how to spot the symptoms in its earliest stages and what to do in an emergency</p>	<p>All early years & childcare practitioners</p>	<p>Wednesday 26th Sept 2012,</p> <p>6:30 – 7:30pm</p>	<p>Vale of Glamorgan Council, Civic Offices</p>	<p>Certificate of attendance</p>	<p>£15 per person</p>
<p>Managing Children’s Behaviour</p> <p>Tutor: Judy James</p> <p>Number of places per course – 20</p>	<p>This one day workshop takes a positive approach to the management of children's behaviour. It will look at ways of providing a pro-social environment and different methods of dealing with unwanted behaviour. It will help adults work more effectively with children under five</p>	<p>All early years & childcare practitioners</p>	<p>Sat 30th June 2012</p> <p>9:30am – 4pm</p> <hr/> <p>Sat 13th Oct 2012</p> <p>9:30 – 4pm</p>	<p>Vale of Glamorgan Civic Offices, Barry</p> <hr/> <p>Vale of Glamorgan Civic Offices, Barry</p>	<p>Certificate of attendance</p>	<p>£15 per person</p>

CONTINUOUS PROFESSIONAL DEVELOPEMENT

Title	Description	Target	When	Where	Qualification	Booking Fee
<p>Engaging parents (building positive relationships)</p> <p>Number of places per course – 25</p>	<p>Practitioners will look at:</p> <ul style="list-style-type: none"> • developing appropriate professional relationships with parents • Policy & guidance • Partnership working • Safeguarding 	<p>Childminders, leaders & deputy's of childcare settings</p>	<p>Wed 12th Sept 2012 6 – 9pm</p>	<p>Vale of Glamorgan, Civic Offices, Barry</p>	<p>Certificate of attendance</p>	<p>£15 per person</p>
<p>'Alert! to Asthma'</p> <p>Number of places per course – 30</p>	<p>The aim of the session is to equip carers with the knowledge of what to do in case a child or young person in their care has an asthma attack.</p> <p>The session will cover:</p> <ul style="list-style-type: none"> An understanding of the basics of asthma Knowledge of what sets off an asthma attack Information on medicines used to treat asthma Information on devices used to treat asthma What to do in the event of an asthma attack How to make an establishment 'asthma friendly' When to call for medical help 	<p>All early years & childcare practitioners</p>	<p>Tues 12th June 2012 6.30pm – 8.00pm</p> <hr/> <p>Tues 18th Sept 12 6:30 – 8:30pm</p>	<p>Vale of Glamorgan Civic Offices, Barry</p> <hr/> <p>Vale of Glamorgan Civic Offices, Barry</p>	<p>Certificate of attendance</p>	<p>£15 per person</p>

CONTINUOUS PROFESSIONAL DEVELOPEMENT

Title	Description	Target	When	Where	Qualification	Booking Fee
<p>Foundation Phase modules</p> <p>Number of places per course - 30</p>	<p>The Foundation Phase proposes a continuum of learning for children from the ages of 3 to 7.</p> <p>Child Development: The module focuses on the needs of the child through six development elements- personal, social, emotional, cognitive, language and physical development and how they interlink and reflect the development of the whole child.</p> <hr/> <p>Experiential Learning: The module explores a delivery model that aims to ensure a balance across all the key elements of learning and teaching. The module deals with the importance of play and active learning.</p> <hr/> <p>Observing, recording and reporting: This module explores the way practitioners observe, record and report children's progress. The module describes how observation plays a key part in the everyday practice of the Foundation Phase setting and how it should form part of the overall assessment procedures rather than stand alone</p>	<p>All early years and childcare practitioners</p>	<p>Sat 26th May 12 9:30 – 3:30pm</p> <hr/> <p>Sat 16th June 12 9:30 – 3:30pm</p> <hr/> <p>Sat 29th Sept 12 9:30 – 3:30pm</p>	<p>Vale of Glamorgan Council, Civic Offices</p> <hr/> <p>VTC</p> <hr/> <p>Vale of Glamorgan Council, Civic Offices</p>	<p>Certificate of attendance</p>	<p>£35 per person for the 5 sessions</p>

CONTINUOUS PROFESSIONAL DEVELOPMENT

Title	Description	Target	When	Venue	Qualification	Booking Fee
<p>Cont...</p> <p>Foundation Phase Training</p>	<p>Additional Learning Needs (ALN): Additional learning needs, reflecting on the needs of the individual</p> <hr/> <p>Outdoor Learning: This module explores the holistic nature of outdoor learning and included an opportunity to look at auditing space and practice, health and safety, risk management and the role of adults in the outdoors. It will offer practitioners practical ideas for outdoor learning</p>		<p>Sat 12th Jan 13 9:30 – 3:30pm</p> <hr/> <p>Sat 9th Feb 13 9:30 – 3:30pm</p>	<p>Vale of Glamorgan Council, Civic Offices</p> <hr/> <p>VTC</p>	<p>Certificate of attendance</p>	

CONTINUOUS PROFESSIONAL DEVELOPMENT

Title	Description	Target	When	Venue	Qualification	Booking Fee
<p>Introduction to Attention Deficit Hyperactivity Disorder (ADHD)</p> <p>Places per course - 30</p>	<p>To enable participants to be aware of symptoms and to understand the effects of ADHD on the child and to identify with ways to support children.</p>	<p>All early years and childcare practitioners</p>	<p>Tuesday 2nd Oct 12 7 – 9pm</p>	<p>Vale of Glamorgan Dock Offices</p>	<p>Certificate of attendance</p>	<p>£15 per person</p>
<p>Introduction to Autistic Spectrum Disorder (ASD)</p> <p>Places per course - 30</p>	<p>To enable participants to understand the impairments of autistic spectrum disorder and importantly to look at strategies to support those impairments, to understand how through management how we can often prevent distress and frustration often brought about mis-communication or sudden change in routines</p>	<p>All early years and childcare practitioners</p>	<p>Tues 22nd May 12 7 – 9pm</p>	<p>Vale of Glamorgan Dock Offices</p>	<p>Certificate of attendance</p>	<p>£15 per person</p>

National Qualifications

Childcare

Are you interested in gaining a National Qualification in Childcare, or maybe you have one already and want to refresh your knowledge or develop it?

It may be worth looking at the Care Council for Wales website – www.ccwales.org.uk who will provide information on qualifications you need to pursue a career in childcare.

If you decide this is the career for you, the Early Years Development & Childcare Partnership could help by providing some funding and pointing you in the right directions as to what training is available to you through training providers. You can also contact Cardiff and Vale College on 01446 725000 or visit their website at www.cavc.ac.uk for more information.

Playwork

If you are interested in gaining a National Qualification in Playwork, or maybe you have one already and want to refresh your knowledge or develop it?

It may be worth looking at the Play Wales website – www.playwales.org.uk or Telephone: (029) 2048 6050. They will be able to provide information on qualifications you need to pursue a career in Playwork.

If you decide this is the career for you, the Early Years Development & Childcare Partnership could help by providing some funding and pointing you in the right directions as to what training is available to you through training providers.

Other training planned after September 2012

Forest schools training	A taste of play	Agored Cymru nutrition
United Nations Convention on the Rights of the Child – Children in Wales	Further Paediatric first Aid, Child Protection and Food Safety	Manual Handling
Dental Health	Welsh for beginners	Welsh for improvers



Early Years Training - Booking Form 2012



Please complete **one booking form per person**

Name:	Organisation:	Position:
Address:		
		Post code:
E-mail:	Tel No:	

Name of course:.....	
Option 1: Date & time:	Venue:.....
Option 2: Date & time:.....	Venue:.....

Name of course:.....	
Option 1: Date & time:	Venue:.....
Option 2: Date & time:	Venue:.....

If you are interested in the 'other possible training' mentioned or any other training not mentioned, please write it here.

I have read & accept the code of conduct.

Signed: _____ Date: _____