



### The NEW Making Choices

an innovative  
approach to  
recruitment  
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### Patchwork Project

It does exactly  
what it says on  
the tin!  
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### Jobcentre Plus Initiative

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Childcare Manager  
Louise Gedge  
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SEPTEMBER 2003

# partnership news

**WE HAVE A NUMBER  
OF PLACES LEFT  
ON SOME OF OUR  
TRAINING COURSES.**

Please see the list inside  
and **make sure that you're  
not missing out.**

If you're interested in any  
of the courses listed  
please fill in the booking  
form attached.

STOP PRESS ● STOP PRESS ● STOP PRESS

## NATIONAL SURE START MONTH

Catch up on all the action from  
across the region.



# welcome

Welcome to the start of another busy school year and the end of what was hopefully a restful summer break and the chance to recharge your batteries.

We look forward this term to a number of key challenges and back at our past successes as a reminder of what is possible and what we can achieve together.

We congratulate all those who took part in the summer holiday play schemes and made them so successful. Particularly those who worked tirelessly to get them open and staffed and to those who attended.

We bask in the glory of Norfolk being the highest receiver of NOF grant allocation in the country and look to all those who were instrumental in making these bids happen.

Looking forward, this term we concentrate, as ever, on the delivery of "open" childcare places and the creation of new places to meet the growing needs of children, parents and carers. We continue to focus on meeting our targets and in particular on overcoming barriers to opening such as recruitment campaigns, ongoing training opportunities and information on business finance & marketing. Particular emphasis will be given to these areas in the autumn term.

During the summer many of you, all around the county, were involved in celebrating National Surestart Month. These included our two successful

2-day outings with 'Adventures in Learning' at the Forum in Norwich and the Ecotec Centre in Swaffham, the Royal Norfolk Show, the Preventative Strategy Conference, and many other local events.

So, I invite you to celebrate the successes and embrace the challenges as we move forward into a new school year.

Best Wishes



Marcelle Curtis  
Head of Early Years and Childcare Strategy

## Private Finance Initiative

Jarvis – the company currently bidding in the Private Finance Initiative (PFI) offered cabinet a number of variant proposals, amongst which was one that looked at Nursery Provision for a number of schools in the Great Yarmouth area and other market towns. Consultation began and a number of open public meetings were held. All of the proposed projects offer much needed childcare provision in areas that would not otherwise attract any other source of funding. Extended consultation continues in the autumn term and we look forward positively to the outcomes.

## Children's Centres

Children's Centres continues to be a key focus. They offer a joining up of childcare, early education provision and family and health support in a seamless collection of quality services for children, parents and communities. Over the last term we have been progressing towards developing a plan for Norfolk which will be submitted in October this year. Local consultation meetings have taken place and local working groups have been set up.

## Extended schools

The extended schools agenda concentrates on the new legislation that allows schools to develop childcare and other services on the school sites. Some schools have begun the development process and in partnership with their local development workers are progressing well. If there is a need in your area or you are interested in finding out more about the extended schools project please contact your local development team.

Western Area Team – 01553 667620  
East and South Team – 01493 335740  
Central and Northern Team – 01603 598484

## Inclusion

Each area team has a lead development worker responsible for inclusion. Aliona Laker (Central) Peter Nash (East) and Sue Martin (West) have been working hard on a detailed questionnaire and resource pack, ready to begin their research in the autumn term. This offers a real opportunity to gain valuable information and statistics about the type of inclusive childcare that is available around the county and offer guidance and actions for the future. We look forward to an update in the next edition.

## Sustainability

Sustainability is recognised as a major barrier. To combat the issues we are planning a small working party who at the start of the autumn term will begin to look at issues and report back with actions. We already have the Business Support programme and are encouraging new and existing providers to log-on and use the tutorials and discussion groups, (more information in training news). Check out the site at [www.buspack.info](http://www.buspack.info). Also we have the new A4E programme coming on board, and we will report on the implications for Norfolk soon.

## Kitemark

Congratulations to all involved in the successful bid to obtain Investors in Children status for our quality assurance scheme – the kitemark. We plan to launch the scheme county wide in the coming months – so watch this space!

## Neighbourhood Nursery Initiative

The first NNI is now open and receiving children, and we wish Shona and her team at the 'Starting Out Day Nursery' in Norwich continued success. Congratulations as well to Maureen Sewell and her team at Woodside First Nursery School in Norwich who have just received their NOF Capital award for £440,000 and St Michaels for their award of £63,000.

## New Opportunities Fund (NOF)

We await the last round of NOF funding grants and look forward to successful awards. We also welcome the news that the next stream of funding will be available via the Surestart out-of-school grant. More information to follow next issue.

## Job Vacancies

In an effort to offer the most accurate and up-to-date information the job vacancies list will be available online only as from the beginning of July 2003. We hope that this will improve the service we can offer to potential childcare workers and providers alike. To view the latest information please check out [www.childcarelink.gov.uk](http://www.childcarelink.gov.uk)

## Childcare Standards and Regulations - Consultation

During the summer term the DfES carried out a consultation exercise about proposals for the review of childcare standards and regulations. Norfolk Education Department consulted with Schools, EYDCP and early years workers before responding. Proposed changes to the standards included a no smacking and no smoking policy for childminders which will bring them in line with group daycare providers. Another area concentrated on the regulation of childcare provision in schools. There is a proposal to phase in registration of out of school clubs and other childcare provision over a 2-year period. After acknowledgment of our views we await the confirmation of changes in standards and regulations, proposed to come into effect in September 2003.

## New Minister for Children

We welcome the first ever appointment of a New Minister for Children - Margaret Hodge. She will assume responsibility for children's services, childcare and provision for the under-fives and family policy. Specific responsibilities will include oversight of Sure Start, Early Years and Childcare as well as LEA Special Education Needs.

## New Children Co-ordinator for the NHS

Norfolk NHS trusts have appointed a new childcare co-ordinator to support the NHS childcare strategy. This strategy concentrates on increasing the availability of childcare provision and facilities for their staff and making available information in order to improve staff recruitment and retention rates. These trusts have drawn up a service level agreement with the local authority via the EYDCP to deliver the project. The project aims to produce a scoping exercise to assess the needs of NHS employees; provide information, advice and guidance to staff and to promote high quality childcare within the specified trusts.

For more information about the project please contact Margaret Dewsbury at the Childcare Information Service on (01603) 62 2922

## Care to Learn

Care to learn is a new stream of funding designed to support young parents looking to continue with their learning, with their childcare costs. This scheme is aimed at any parents who are aged between 16 and 19 years and who will start learning anytime after August 1st 2003 (or continuing a course in a school sixth form or sixth form college that they started before they were 19.) The criteria allows for courses from two weeks to two years, and parents can claim childcare and travel costs up to £5000 per child per year to get them to and from any registered childcare provider.

This will NOT affect their, or the family's benefits or allowances. They do not have to be on benefits in order to have childcare paid for, and the payment will be made directly to the childcare provider and the course provider will refund the travel expenses.

For further information on Care to Learn please contact the help line number 0845 600 2809

## The Link Teacher Team grows

This September marks the first anniversary of the formation of the Link Teacher team - a team of early years practitioners which exemplifies best early years practice and includes a wide range of specialist expertise across the Foundation Stage curriculum.

To develop and increase the support available to groups, another four link teachers have been appointed. They are Stephanie Broad from Sheringham Primary School; Nemonie Grummett from Dersingham First and Nursery School; Anne James an experienced Foundation Stage teacher and Samantha Goodfellow from London where she has been completing her M.A.

We say goodbye to Kathy Bailey who will be moving to a new home in Greece and will be greatly missed, but welcome the return of Jo Mixer, Early Years Co-ordinator, from maternity leave.

## A Change in Location

From September the resource bank managed by the Early Years Co-ordinators will be spread across the county at three bases. They will be West Norfolk Professional Development Centre at King's Lynn, Earlham Early Years Centre in Norwich and Greenacre First and Middle School in Great Yarmouth. A much larger resource bank will now be easier to manage and be more responsive to local needs.

## Foundation Stage Community

Pre-schools, nurseries, playgroups and other Foundation Stage environments throughout the country are frequently one-off settings, where the staff and management can feel isolated and unsupported. This is especially so now, as the government has, over recent years, produced a flood of standards, curriculum guidance, regulations and requirements to which early years settings and reception classes need to comply.

In response to this, a new online community for those interested in and working with Foundation Stage education and care has been set up. If you have access to the internet and would like to meet fellow practitioners, from all types of setting, to discuss the new curriculum, Foundation Stage profiling, child development, SEN, practical issues and resource provision - or just want to put your feet up with a virtual cup of coffee and have a chat - find us at: <http://www.foundation-stage.info>

## Good News at Gooderstone

Gooderstone is the same as many villages in rural Norfolk, beautiful, peaceful and miles from the nearest B road. There is a school, church, pub and an idyllic, tiny river. But there is very little employment or public transport.

Rainbows Pre School works closely with the village primary school and have a mobile on the school site.

They were keen to provide wraparound for the 3 - 5 year olds, despite comments that it wouldn't be used and would be too expensive.

Within two weeks of opening in April twelve children attended most sessions. They now have over 30 children on the books and one parent has been able to find a job. Fantastic!!

## Exciting Developments for Out of School Groups

It has recently been agreed that a development worker in each of the 3 area teams will take on lead responsibility for Out of School Support. These are Angela Johns in the South East, Kathleen Clark in Central and Northern and Karen Johnson in the West. Together they will be working on lots of new ideas to support out of school groups including developing local Playworker Networks, looking at training needs of groups to ensure the local delivery of an appropriate training programme and working to raise the profile of playwork across the county. They would also like to hear about exciting events and activities that have been taking place in your club. Why not let them know what's been happening in your club by ringing your local area office!

## Joiners and Leavers

### Welcome Back to:

**Jenny Cuthbert**, back from maternity leave, admin for the South and East Team.

### Welcome to:

**Margaret Dewsbury**, Childcare Coordinator - NHS Project  
**Marilyn Attwood** - Secretary to Marcelle Curtis and Anne Dobson  
**Nicky Bird** - Admin for NHS Project  
**Sarah Barrie** - Admin for the South and East Team (part time)

### Goodbye to:

**Pauline Jackson** - County Training Manager  
**Jessica Gooch** - Project Development Worker (Central Team)  
**Chris Jones** - Admin for Business and Finance Team  
**Jenny Eaton** - Admin for Business and Finance Team  
**Christine Runagall** - Secretary to Marcelle Curtis and Anne Dobson





# The New Making Choices

## **a chance to name the course**

we need a new name for Making Choices, please email your suggestions to [catherine.wedge-clarke@norfolk.gov.uk](mailto:catherine.wedge-clarke@norfolk.gov.uk)  
There will be a prize for the selected name winner announced soon.

## **The New Making Choices**

Recruitment has been priority No1 and alongside recruitment adverts, road shows, conferences and awareness raising we have developed a new way of introducing a career in childcare. We have taken the unique step of commissioning an outside theatre group to write, produce and perform a bespoke forum theatre piece as Norfolk's way of introducing a career in childcare. The new style bitesize seminar replaces the old Making Choices course, which was limited to approx. 15 delegates and lasted 6 weeks. Trainers and attendees found the course heavy going and its retention rates were poor. We are hopeful that this new style course will offer a good introductory insight into the many paths that a career in childcare can offer. So far it has been received enthusiastically by the delegates and advisors and we have been successful in placing nearly 100 people on the 2 days of training we have run to date. We look forward to a new round of activity in September and hope that the delegates that we are attracting can make the successful move into training or work.



**"It was quite a comical way to get a serious message across, they made you feel at ease and I have now had a pre-registration interview to become a Childminder"**

Ms B, Norwich

**"The theatre thing is a good idea, it made you see it from different points of view"**

Miss H, Aylsham

## About Purple Monster

Purple Monster Training Company has at its core a talented team of professional actors who have been in the business of using drama and theatre for training purposes for almost ten years now. It is however only in the last two years since the arrival of Karen Benjamin into the company that the Playwork and Early Years Training has developed. When the contract arose to provide a theatre piece for Norfolk County Council via the EYDCP it was a fantastic opportunity to bring both parts of the company together.

Having delivered Making Choices on a regular basis for Walsall local authority via their EYDCP in the Midlands Karen was very familiar with the course and its aims. It was therefore relatively easy to see how a roadshow presentation would help inform and recruit interested people.

With an inside knowledge of the course and a variety of real life situations to draw upon, from both her own experience as a Manager of an Adventure Playground and

from having practitioners regularly speak on her courses, Karen was able to write a script that was entertaining and true to the core job roles and available training for working with children.

In casting the theatre piece Purple Monster was able to use the talents of Ellie Darvill, who has for many years been the puppeteer behind the Why Bird in Play Bus, as well as her son Tom Darvill, who was a presenter for CITV and who is now off to study at RADA, London's top drama school. By using the skills of the cast and the knowledge of the purpose of the original course and its objectives, Karen Benjamin was able to write a show that is entertaining, informative and has just that little bit of audience participation!

"Making Choices" – The Roadshow, will be touring around Norfolk over the next few months hoping to attract people into working with children and encourage them to take up the necessary training courses that will enhance their career opportunities.

Come and see it if you can!



# National Sure Start Month

**'I learnt to drive'**

**'Super afternoon –  
all the children and  
adults thoroughly  
enjoyed it'**

**'We had a  
fantastic time'**



**'Very well set up  
with friendly staff –  
well worth the journey'**

The new Norfolk and Norwich University Hospital celebrated childcare month by holding a childcare information day.

Various stalls were set up near the main entrance and staff popped in throughout the day to obtain information. Organisations attending gave advice on such matters as maternity entitlements, child care tax and child care vouchers.

The event was set up as part of the NHS Improving Working Lives Initiative.

The main aim of the initiative is to provide a high quality, working environment that will assist the recruitment and retention staff.

NHS staff were present to promote the hospital's annual summer playscheme and future plans for a new nursery.

The CIS was invited to promote its service and to represent the County Council which was about to agree a new partnership with the NHS - provision of the services of a Childcare Co-ordinator.

Staff showed a lot of interest in the service provided by the CIS. Those who had already used their services sang their praises and spoke highly of their childcare arrangements.

## Fen Border Sure Start



To coincide with celebration of National Childcare Month we launched our collectors card scheme in the village of Welney, Norfolk. The library services in Norfolk and Cambridgeshire joined with Fen Border Sure Start to create a scheme to encourage families with young children to join the library and use the mobile facilities available in their local villages. Each child under 4 who uses the mobile library is presented with a colourful pack which includes a collectors card, activity and rhyme sheets, book plates and book marks and other small goodies. On each subsequent visit the children receive a sticker for their card, and after five visits receive a cuddly Fen Border Sure Start teddy bear. The scheme will continue through the summer, and will be concluded with a teddy bears picnic to be held in National Children's Book Week in October.





**'The children  
wanted to come  
again the next day'**



## Adventures in Role Play in Norfolk

The Local authority via the Early Years Development and Childcare Partnership organised a series of workshops to promote role play in the Foundation Stage.

30 practitioners, from a range of settings, were involved in planning and presenting the role play scenarios, which included: a Garden Centre, Travel Agents, Health Centre, the Three Bears' Cottage, the Jungle, Under the Sea, a Trip to the Moon. They also had a chance to experience being a lighthouse keeper, getting married, taking a driving test and exploring a Traveller's trailer, with rest and refreshments available in the Beach Café and the Chinese Takeaway.

In Norwich we saw over 360 children and 90 adults on the first day! In Swaffham the success continued with over 320 children and 80 adults coming to the Ecotec centre.

For more information on Adventures in Learning please contact Constance Tyce at the Professional Development Centre in Norwich on 01603 433276 or via email on [constance.tyce.edu@norfolk.gov.uk](mailto:constance.tyce.edu@norfolk.gov.uk)



## Fantastic PLA Fun Day

To celebrate Playweek in June, 110 children and their parents and carers enjoyed an activity packed day at The Village Experience in Fleggburgh on Friday June 13th. The theme was Nursery Rhymes and some people bought a teddy bear to share their picnic with. Activities included painting, dough, making shakers, masks, crowns and capes with a decorated heart. Many of the children (and adults) joined in the fun music session, and the parachute play and then went off to follow the Treasure Trail. No wonder someone commented there was so much to do there was no time to explore the Village Experience properly!

We were grateful to the local authority /EYDCP trailer that came to promote child-care training and childminding and for our good friend Jim from the Mini Scrapbox.

Many thanks are also due to the tolerant and flexible attitude of the Village Experience staff. It was a perfect venue with perfect weather and many people said they would return with their families again.

None of this would have been possible without present and past Alliance staff and numerous sub committee volunteers from Central and District and North East Coastal Branches.

WELL DONE AND THANK YOU.

# Diary Dates

## Childminder Information Sessions

Day	Date	Area	Venue	Times
Thursday	3rd July	Norwich	The Annexe, County Hall, Martineau Lane, Norwich	7.30pm to 9.30pm
Monday	7th July	Thetford	Queensway Community Junior School, Hilary Road, Thetford	7.30pm to 9.30pm
Monday	14th July	Gorleston	Oriel High School, Oriel Avenue, Gorleston	7.30pm to 9.30pm
Tuesday	15th July	Cromer	Cromer Junior School, Norwich Road, Cromer	7.30pm to 9.30pm
Thursday	17th July	Norwich	The Annexe, County Hall, Martineau Lane, Norwich	7.30pm to 9.30pm
Thursday	11th Sept	Norwich	The Annexe, County Hall, Martineau Lane, Norwich	7.30pm to 9.30pm
Tuesday	16th Sept	King's Lynn	Alderman Jackson School, Marsh Lane, King's Lynn	7.30pm to 9.30pm
Wednesday	24th Sept	Fakenham	Fakenham High School, Field Lane, Fakenham	7.30pm to 9.30pm
Monday	29th Sept	Dereham	Dereham Neatherd Community High School, Norwich Road, Dereham	7.30pm to 9.30pm
Tuesday	30th Sept	Gt Yarmouth	Gt Yarmouth High School, Salisbury Road, Great Yarmouth	7.30pm to 9.30pm
Wednesday	1st Oct	Norwich	The Anna Sewell Room, County Hall Annexe, Martineau Lane	7.30pm to 9.30pm
Monday	20th Oct	King's Lynn	Alderman Jackson School, Marsh Lane, Gaywood,	7.30pm to 9.30pm
Monday	3rd Nov	Swaffham	Hammond's High School, Brandon Road,	7.30pm to 9.30pm
Thursday	6th Nov	Norwich	Rudling Room, The Norman Centre, Bignold Road	7.30pm to 9.30pm
Thursday	13th Nov	Harleston	Archbishop Sancroft High School, Wilderness Lane,	7.30pm to 9.30pm
Thursday	4th Dec	Stalham	Stalham High School, Brumstead Road, Stalham,	7.30pm to 9.30pm
Tuesday	9th Dec	King's Lynn	Alderman Jackson School, Marsh Lane, Gaywood,	7.30pm to 9.30pm
Wednesday	10th Dec	Norwich	The Anna Sewell Room, County Hall Annexe, Martineau Lane	7.30pm to 9.30pm
Thursday	11th Dec	Gorleston	Oriel High School, Oriel Avenue	7.30pm to 9.30pm
Monday	12th Jan	King's Lynn	Alderman Jackson School, Marsh Lane, Gaywood	7.30pm to 9.30pm
Tuesday	13th Jan	Norwich	Greenfield's Community Centre, Ives Road	7.30pm to 9.30pm
Tuesday	20th	Wymondham	Wymondham High School, Folly Road	7.30pm to 9.30pm
Monday	23rd Feb	Watton	Wayland Community High School, Merton Road	7.30pm to 9.30pm
Thursday	26th Feb	Norwich	The Anna Sewell Room, County Hall Annexe, Martineau Lane	7.30pm to 9.30pm
Thursday	26th Feb	Gt Yarmouth	Gt Yarmouth High School, Salisbury Road	7.30pm to 9.30pm
Wednesday	3rd March	Holt	Holt Community Primary School, Norwich Road	7.30pm to 9.30pm
Thursday	18th March	Dereham	Dereham Neatherd Community High School, Norwich Road	7.30pm to 9.30pm
Thursday	25th March	Thetford	Queensway Community Junior School, Hilary Road	7.30pm to 9.30pm
Monday	29th March	Norwich	Cloverhill Village Hall, Humbleyard, Bowthorpe	7.30pm to 9.30pm

## Useful Contact Numbers

### Norfolk Childcare Information Service

For information on available childcare, training and recruitment and developing your services.

**01603 62 22 92**

### Area Offices

Kings Lynn

**01553 66 76 20**

Yarmouth

**01493 33 57 40**

Norwich

**01603 59 84 84**

### Childminding Matters

Norfolk County Childminding Association. Offering a support service for childminders in the county

**01603 61 56 67**

### NEYSN

Norfolk Early Years Support Network. Offering help and support for providers of early years education/childcare.

**01603 21 93 00**

### PLA

Pre-school Learning Alliance. The local branch of this national charity offers support for early education and the development of children.

**01603 76 75 25**



# A Guide To Working Tax Credit & Child Tax Credit

## Why are tax credits important?

### Parents

- Provides financial support to low and middle income parents
- Helps parents with childcare costs allowing parents to secure quality and affordable childcare

### Childcare Providers

- An increased demand for services
- Providers should promote childcare element of working tax credit as it will help with sustainability

## Both tax credits came into effect on 7th April 2003

### CHILD TAX CREDIT (CTC)

CTC will be paid in addition to Child Benefit and any WTC.

For families with at least one child

Claim whether or not you are working

Families can claim CTC with an income of up to £58,000 a year

CTC will be paid directly to the main carer

### Childcare element of WORKING TAX CREDIT (WTC)

You must be working at least 16 hours per week in paid employment

If you are part of a couple, both you and your partner must each work 16 hours per week.

You are expected to work for at least 4 weeks per year

You cannot claim if you are a student, unemployed, working less than 16 hours per week, or if your income is over £58,000 a year

The childcare must be approved, OFSTED Registered or an accredited organisation

Children in childcare are aged 15 or under, up to 16 for Disabled children

Allows parents to claim up to 70% of childcare costs

WTC will be paid through your wages. If you are self-employed the Inland Revenue will pay you directly. The childcare element of WTC will be paid direct to main carer of the child(ren) alongside CTC.

## How to apply for the tax credits

- You complete a claim form for both tax credits – CTC and WTC every year
- For the childcare element of WTC, childcare providers no longer have to sign the claim form
- You can either apply on-line at [www.inlandrevenue.gov.uk/tax-credits](http://www.inlandrevenue.gov.uk/tax-credits) or contact the New Tax Credits Response Line on 0800 500 222.
- If you need further assistance please contact the New Tax Credits Helpline on 0845 300 3900
- If you have changes in your circumstances during the year please call the New Tax Credits Helpline

## Inland Revenue services in Norfolk

There are 4 bases in Norfolk, which offer a full service to the public and can deal with actual money transactions. They are at Norwich, Great Yarmouth, King's Lynn & Dereham. An appointment is not necessary.

There are also Outreach Clinics around the county & they can offer help & advice, but can't deal with financial payments.

## Inland Revenue Leaflets

The Inland Revenue produce a wide range of leaflets and helpsheets. You can get these by calling the Orderline on 0845 9000 404 or by e-mail on [saorderline.ir@gtinet.gov.uk](mailto:saorderline.ir@gtinet.gov.uk) or on the Internet at [www.inlandrevenue.gov.uk](http://www.inlandrevenue.gov.uk)

Some you may find useful are

- Child Tax Credit & Working Tax Credit: an introduction - WTC1
- Child Tax Credit & Working Tax Credit: a guide - WTC2
- Help with the costs of child care: information for parents & child care providers - WTC5
- Child Tax Credit & Working Tax Credit: other types of help you may be able to get - WTC6

## Forum Dates

### North Norfolk Forum:

North Walsham Old Court House  
September 15th at 7-30pm.

### Norwich Forum:

Treehouse Nursery, Chatham Street, Norwich  
10th September at 7-30

Starting Out Day Nursery, Thorpe Hamlet  
Wednesday 12th November 7.30pm

### West Norfolk Forum:

Emneth Nursery School, Emneth  
Tuesday 23 September 2003 6.30pm  
**Speaker:** Carol McGin from the Dyspraxia Support Group

Early Years and Childcare - West Team Office, King's Lynn  
Thursday 6 November 2003 6.30pm  
**Speaker:** Caroline Bordoni on Cranial Osteopathy (which can help babies with colic and children with migraines, recurrent ear infections, post whiplash and more.)

### Breckland Forum:

South Green Park Children's Centre, Mattishall, Dereham  
Tuesday 4 November 2003 7.30pm

### South Forum:

Swan House, Long Stratton,  
7th October, 7.30pm  
**Speaker:** Caroline Pearson on The Partially Sighted.

Swan House Long Stratton  
4th December - 7.30 pm  
**Speaker:** Lisa Moore on Children of Prisoners.

### East Forum:

St. Nicholas Childrens Centre, Great Yarmouth.  
9th October 4pm  
**Speaker:** to be arranged.

## NATLL

National Association of Toy and Leisure Libraries.

**020 7387 9592**

## KCN

Kids Club Network. Offering help and support for 'out of school' childcare providers across the UK.

**0207 512 2100**

## Ofsted

general enquiries

**0845 601 4771**

complaints

**0845 601 4772**

In its desire to achieve a community-based project the committee responsible have worked hard to achieved just that. A project based in the community, and used by parents and children from the community.

This project began life as an expression of interest to provide a community based childcare provision for the parents of Mousehold. Funding was secured from East of England Development Association (EEDA) through the Shaping the Future project and a feasibility study of the childcare, health and family support needs was carried out. This was done by Jessica Gooch, supported by development workers and other services from the local authority. She helped bid for money from the New Opportunities Fund (NOF) and in October 2003 with funding secured the project was ready to get going.

Since leaving the local authority Jess has taken up a new role as the Children's Services Manager and in this issue we hear from her and find out about some of the high points and low points to getting this provision open.

# patchwork project

Patchwork Community  
Project does exactly what  
it says on the tin!



## October 2002. Funded secured via NOF

Jessica comments "As part of our bid to secure funding we needed to submit a business plan, The help from the Business and Finance Officer (EYDCP) was so important in getting this right. Not only did she work tirelessly on the actual plan but she helped me think about the project long term. We talked about what would happen after the initial 3 years and how the project could sustain itself in the long term. This gave me confidence to steam ahead knowing that the charging structure and the way in which the project was financed could continue to support the community and the staff after the NOF funding had finished.

November 2002. Jessica undertook a feasibility study into childcare. The main function was to update the previous research and to establish what the needs of parents were. Her findings concluded the Patchwork Community Project needed to provide a mixture of care, which was:

**breakfast club**  
**after school club**  
**holiday club**  
**wrap-around care.**

She also discovered that there was a need for more care for pre school children and lowered the age group to 2yrs.

January 2003. Patchwork Community Project began the Ofsted registration process, opting for full day care.

Jessica comments, "I actually found the Ofsted registration process quite straight forward, and the inspector helpful and supportive. Obviously there was a lot to consider and personally I found the visit from the Care Standards Officer (EYDCP) invaluable. She helped me think about issues that I had missed or overlooked, and saw the project with a fresh pair of eyes. We went through all the areas for the children and this helped me identify the type of rooms and activities that needed to be provided. The most difficult part was the "fit-person" interview. However having had advice I knew what was important. I felt able to demonstrate and explain the activities. I knew my setting and my equipment and I knew about the staff and history of the project. I felt that I could talk with confidence and that really came across in the interview. I wasn't worried about meeting the criteria, because I knew in advance what they were and that I had done all the work to meet them."



February 2003. In this period work was done to produce the logo and establish the branding and marketing for the project.

Jessica comments "I met with the Marketing and Communications Manager from Norfolk County Council/Early Years to talk through ideas for our brand. This was helpful to establish in my mind what was needed and how best to go about producing it. Many things that I hadn't previously thought about came to light. We also discussed the launch of the project and began to set the wheels in motion for that. Early planning is essential and having access to professional people from various support services was invaluable."

May 2003. The recruitment process begins. Recruitment of the right type of qualified and unqualified staff is essential, and often this is seen as a barrier to opening. Good interview techniques and clear job specifications help ensure that the right candidates are chosen.

Jessica comments "The recruitment process is often very difficult and actually I was dreading this part, as getting the right people in post can make or break a project. However I was surprised. We used the channels at the EYDCP to publicise our vacancies and we were inundated with good quality applications, particularly from childcare workers from our own community.

In all we have successfully appointed 7 staff. These include a deputy playleader, a playworker (currently training) and 5 holiday scheme workers who are part-time over the summer but of which 2 will continue as relief workers for the term time. We also have a local mum who is volunteering whilst completing her NVQ2 qualification. "

June 2003. Planning for the launch. Time to plan for the launch is essential. Use the time effectively and plan as much as you can in advance. Work out your sessions and have the information available to parents and children when they enquire. Make sure you have contingency plans. Make time to brief staff on procedures and keep accurate records to ensure your ratios are correct.

Jessica comments " Time to plan is key to delivering a successful project. We worked on the entire summer programme and themed the weeks. We ensure that each day had a variety of activities and included active time as well as quiet time. I found that the active kids clubs training was fantastic and I have used many of the ideas in this scheme. We have also incorporated visits and outings as well to support our weeks and to offer the children extra variety.

July 2003. Patchwork Community Project is launched. As part of the actual launch event all the children produced a piece of artwork that will be linked together to form a huge canvass of patches.

Jessica comments " we felt it was very important to produce something for the project by the people who will use it. Our patchwork of art illustrates this idea so well. Everyone who sees it comments how fantastic it is and we are so proud of it and what we have produced so far. Everyone involved in Patchwork has worked so hard to get this provision open and we are beginning to see the fruits of our labour. One mum commented only the other day, " knowing that my child can come here everyday is really great. It means the world of difference to me, and starting in September I'm going to go and get a job!"

**Patchwork Community Project is based at St Mary Magdalene Church, Silver Road, Norwich and still has a few places left. So if you are interested in the project or want to book a place for your child, please contact Jessica Gooch on 01603 763699.**





# The Childcare Partnership Manager

## a new Jobcentre Plus initiative

Jobcentre Plus is a new business within the Department for Work and Pensions. It has replaced the Employment Service, which ran Jobcentres, and those parts of the Benefits Agency that provided services to people of working age through social security offices.

Jobcentre Plus provides works focused 'benefits system' and a dedicated service that enables employers to quickly and successfully fill their vacancies. Personal Advisers in Jobcentres and Jobcentre Plus offices help people find and remain in work.

A number of initiatives have been instigated to help those who face disadvantage in securing sustainable employment. All the New Deals provide advice and help with jobseeking and the support of a dedicated Personal Adviser.

New Deal for Lone Parent Advisers (NDLPAs) specifically work with single parents to give them extra help to identify areas such as training, locating childcare, making career choices, dealing with other agencies and job matching. They can also provide an 'In Work Benefit Calculation' to enable jobseekers to make an informed choice as to the financial viability of a particular job (with regard to the Working Tax Credit)

It has also been recognised that jobseekers with children face the additional hurdle of finding someone to look after their children- both while jobseeking and once they start work. To help address this issue Jobcentre Plus has introduced a new role that is dedicated to reducing the childcare barriers facing jobseeking parents.

In order that the Government can reach its aims of taking children out of poverty, reducing the proportion of children living in workless households and increasing employment opportunities for parents, it was identified that a specific Childcare Manager was required in each Jobcentre Plus District to take this agenda forward.

Louise Gedge was appointed to this role in April 2003 and is based at the Jobcentre Plus District Office in Norwich. In this issue we hear from Louise about her new role and what it means for jobseekers, childcare providers and children and parents in Norfolk.

### Louise, how closely do you identify with the issues of childcare and employment?

As a working parent myself I can closely identify with the problems faced by parents looking for a job whilst juggling childcare responsibilities. I understand how difficult it is to find the right childcare for your children and sustain employment. I hope that the extra resources and high priority Jobcentre Plus is now giving this area will enable many more parents to enjoy sustained and rewarding employment.

### What links have you made to date?

I am already working closely with the local authority, Sure Start and other agencies to identify gaps in childcare provision that are being experienced by jobseekers, and to encourage growth in these areas. I work closely with:

- Jobcentre and Jobcentre Plus staff
- Employers
- Local Authority EYDCP (Early Years Development Childcare Partnerships)
- Childcare Information Service
- Sure Start
- The Childminding Network
- Children's Centres etc

### Louise – there's only one of you in Norfolk, is that enough?

Obviously Norfolk is a huge county but by establishing a Childcare Partnership Manager in a central position with a centralised service it can:

- Improve the co-ordination of and access to childcare information for Jobcentre Plus advisers, jobseekers and employers
- Identify common childcare issues experienced by parents who want to work, and promotes solutions
- Improve Jobcentre Plus understanding of all aspects of the childcare workforce, encouraging more Jobcentre Plus customers to take childcare related jobs
- Increase the amount of childcare available to meet the needs of jobseekers with children, helping them overcome barriers to work, and
- Builds and maintains a more focused business relationship with other organisations.

### So, what's going to happen now?

Over the next few months I shall be visiting all Norfolk Jobcentres and Jobcentre Plus offices to deliver awareness sessions to frontline staff, providing an opportunity to discuss with them any relevant issues. I will continue meeting with the relevant agencies and the local authority to identify gaps in childcare provision that are being experienced by jobseekers, forge greater links and understanding and to encourage growth in these areas and create joined up practices and services.

### Can we contact you direct?

Yes, obviously I am available and willing to provide any other additional information. So if you need any help please contact me - Louise Gedge on 01603 636030 or via e-mail [louise.gedge@jobcentreplus.gsi.gov.uk](mailto:louise.gedge@jobcentreplus.gsi.gov.uk)



# news

## from the development teams

### The West Team

The West Team continues working hard to get our new places open and were delighted to hear that our Round 14 February NOF bid had been successful. This will mean lots more places opening in the area. Hopefully by the time you read this we will have appointed a new Development Worker to the team. Following a small reorganisation within the team, the new worker will cover Methwold and Watton as well as supporting other team members. Teresa now covers the Swaffham, Karen has taken on lead responsibility for out of school support and work with extended schools. Sue focuses on Thetford and lead responsibility for inclusion. With Gill off sick, we have all covered the work in King's Lynn and Hunstanton. We all long for the day when we are up to full strength, but in the meantime assure you that we are still very much here to help. My own focus has been on supporting the 5 Neighbourhood Nurseries in the West in preparation for their opening by March 04. Children's Centres continues to take much of my time. It's very exciting to be working with so many agencies and groups to finally pull together what most of us have believed for so long, that children do better when they can access all their services together from one single point of access.

Hoping that you had a good summer break and look forward to working with many of you again this term.

Tracey Andrews  
Partnership Area Team Leader- West

### Central Development Team

Great news for childcare! Out of school care projects have received funding through the New Opportunities Fund (NOF) in the latest round of awards. A NOF awards evening was held to celebrate this success and prepare groups for the financial and Ofsted requirements. Congratulations go out to the development workers and the projects for this achievement. Round 14 was one of the biggest rounds submitted to NOF.

A Come & Play project has been piloted in Norwich with some of the out of school clubs to introduce music to children. A celebration event was held at Waterloo Park and children, parents and grandparents took part in a fun and noisy musical workshop.

The team continues to support other initiatives in the local community such as the Extended Schools programme, Neighbourhood Nurseries, Children's Centres and Sure Start Local programmes.

We have two members of the team who have taken on lead responsibility for particular areas, Aliona Laker for Inclusion and more recently Kathleen Clark for Out of School Care support.

Jessica Gooch has since left the team after completing a study of the childcare, health and family support needs and working to open the out of school places in Mousehold. Jess still continues to work in the area as the Children's Services Manager.

Finally if you are thinking of setting up childcare provision in the Norwich, Broadland and North Norfolk areas we would like to hear from you. Call us on 01603 598484.

Alison Woodcock  
Partnership Area Team Leader- Central & North

### South & East Development Team

We are pleased to announce that all 19 partners have been successful in the February NOF round and look forward to supporting these new projects to open new childcare places. Recently we have been successful in opening 9 new projects totalling 242 new childcare places. The summer holiday's has seen an increase in the number of playschemes, particularly in areas of disadvantage, to support families during the long summer break.

Jane Paterson's involvement in The Extended Schools Pathfinder Project at Flegg High School comes to an end in August. She organised Childminder information sessions, Childcare training and created links with local childminders and the school.

The first in a series of Active Club Training Courses for Playworkers has been successful in Gt. Yarmouth and there are more planned throughout the county in September.

We have had the Trailer out and been involved in recruitment events across South & East Norfolk, particularly during Sure Start Month.

We are currently busy with the new Children's Centres initiative and PFI proposals on developing nurseries.

Welcome back to Jenny Cuthbert - Admin Assistant, from maternity leave.

Jill Warwaick  
Partnership Area Team Leader- South & East



## New Name for NCCMA Childminding Matters

At our annual general meeting on 14th June, childminders voted unanimously to change the name of the Association from Norfolk County Childminding Association to Childminding Matters. The new logo still has Norfolk County Childminding Association printed in smaller letters, so childminders can be in no doubt that Childminding Matters will be providing all the advice, support and help that NCCMA always did. Our activities remain the same, it's only the name that has changed! The old name was difficult for people to remember and the abbreviation, NCCMA, did not mean anything to many people in the county. We hope that the new name will make it very clear that we believe Childminding Matters and will continue to do our best to promote registered childminding in Norfolk.

At the same time, we incorporated Childminding Matters as a company limited by guarantee, so that childminders on the Management Committee would no longer be personally liable for the finances of the association. Now you can join our committee secure in the knowledge that you would only be liable for £1, so please contact our Chair, Felicity Pettengell on 01263 732704 and register your interest in joining. Committee meetings are open to all registered childminders who have an interest in seeing how the association is managed.

## Childminding Matters Website

We are pleased to announce that our website is up and running. It contains loads of information about childminding in Norfolk and details of all our training courses and events. The address is [www.childmindingmatters.org.uk](http://www.childmindingmatters.org.uk) Please have a look.

## Changes to the National Standards – Consultation Paper

All registered childminders received a consultation pack to explain the proposed changes to the national standards. *Please note that these changes are not yet confirmed, although they are planned for September 2003.*

# Partner Focus

Although it is proposed that Ofsted Child Care Inspectors should no longer check planning permission documentation, please be aware that in certain circumstances planning permission will still have to be sought e.g. childminders with assistants or working from the same premises. So, even though the Child Care Inspector will not be asking about planning permission, childminders may have to apply to their district councils before setting up or expanding their childminding businesses.

If any childminder is having difficulty with planning permission, please contact Sarah Mutch, County Liaison Officer on 01953 498115. Sarah is compiling a dossier of cases to discuss with Planning Officers. There is more information in Childminding Matters' newsletter "Between You & Me".

## Professional Development Opportunity – in Sardinia!

### Childminding trip planned for end of October, to exchange good practice

Those of you who attended the AGM and conference in June will have heard how the WEETU/Childminding Matters project is linked to a larger project with activities at local, national and international levels. At the international level there is funding for an opportunity to observe and exchange good practice in childcare with our European partners - Belgium, Germany, Greece, Holland, Sardinia, Spain, and Sweden.

The initial plans were to visit Sweden but for various reasons we have recently had to change these plans and the destination will now be Sardinia. Three lucky childminders will have the opportunity to visit Sardinia at the end of October this year to learn about social co-operatives and childcare provision there, and share their work and experiences in childminding.

We plan to fly to Alghero, Sardinia, from Stansted on Wednesday 29th October, returning on Tuesday 4th November, and stay in Cagliari. Our Sardinian host, Roberto Doneddu, is planning a couple of days of presentations and visits in the Cagliari area, after which we will have the opportunity to share our information and good practice in the field of childminding. The finer details and timetable for the trip will be confirmed nearer the date of travel.

Those going on the trip will need to be prepared to talk to our Sardinian colleagues about childminding, and will be 'ambassadors of good practice' for childminding in Norfolk. Participants will also be required to record their experiences/learning in a short evaluation of the trip on their return. Apart from the excellent opportunity for professional, and personal, development, we hope that you will be reporting on the fun you had along the way!

The expenses covered by funding include:

- Return flights from Stansted to Sardinia
- Travel to and from the airports and on 'official' visits within Sardinia
- Bed, breakfast and most evening meals whilst in Sardinia

You will need to take some euros with you to cover any additional refreshments and travel you may require outside the planned activities – there will be some free time at the weekend!

## How to apply for this opportunity

You will need to request a Professional Development Opportunity (PDO) pack from me, Tricia Davies, at WEETU (Women's Employment Enterprise and Training Unit), details below, and return the completed forms by midday on Friday 12th September.

So don't delay, request it today! By telephone, email or in person, from: Tricia Davies, Childminder Enterprise Development Officer

WEETU, Sackville Place,  
44-48 Magdalen Street, Norwich NR3 1JU  
Tel: 01603 665555  
Email: [t.davies@weetu.org](mailto:t.davies@weetu.org)

## Network Opportunities for Childminders

NCCMA is setting up childminding networks in several areas of the county. If childminders are interested in joining and so benefiting from the extra support, vacancy matching, toy and equipment libraries and training; please contact the Network Co-ordinator for the area, who will give more details:

Great Yarmouth Sally Lee: 01493 445556  
North Norfolk Sue Farrow: 01263 821997  
Emneth Sarah Vick: 01945 587990  
King's Lynn Steph Copeland: 01406 350756



## Reminder

Any communication received from Ms Verney Jackson is not valid and should be sent to us at Anderson yard park Lane Norwich NR2 3EL. It will be forwarded to The National Alliance

## Grants for Childminders

If you are starting out as a childminder or struggling to keep going because you have unfilled vacancies, ring NCCMA's County Liaison Officers for advice on Start-Up Grants or Sustainability Grants. They will talk you through your application and, if you would like, they can visit you to help you with your application for a Start-Up Grant.

North Norfolk  
Glynis Hannant: 01692 404904

Norwich  
Linda Wright: 01263 722744

Norwich/North Norfolk  
Hazel Auckland: 01263 721734

Eastern Norfolk  
Sarah Mutch: 01953 499912  
Nikki Bird: 01986 872181

Western Norfolk  
Mandy Maguire: 01953 717582  
Eileen Parker: 01603 890847

## WEETU working with Childminding Matters to support Childminders

WEETU (Women's Employment Enterprise and Training Unit) is working in partnership with Childminding Matters to offer childminders two types of loan to help them set up or develop their business.

An interest free mini-loan of £60 is available to new childminders to help meet registration costs, repayable when the Start-up Grant is received. Application forms can be obtained from WEETU and the loan cheques could be released within two weeks of form completion.

A loan of up to £1000 is available via WEETU's Full Circle programme. Full Circle works through establishing small support groups, i.e. lending circles, that will help childminders through the development of their business and application for a Full Circle loan, and the programme provides additional business support e.g. for writing a business plan.

For more information you can contact me on 01603 665555, or by email at [t.davies@weetu.org](mailto:t.davies@weetu.org).

## Norfolk Early Years Support Network



The Network held this years AGM at Wensum Valley Hotel on June 19th and a new committee were elected. We were delighted to have enough people interested in joining us as, like all charitable organisations, we need to have enough people coming forward to serve on the committee in order for our organisation to continue. The Network has some 360 member groups across the county and all of them are entitled to nominate a representative. It is important to us to have this input from our members if we are to be able to truly represent your views and understand how the constantly changing issues in Early Years are having an impact 'on the ground'. Although we have a full committee we still have places available for co-opted members and if your group would like to send a representative we would be delighted to hear from you.

If you would like to discuss what this entails please contact Gill Heaford the County Co-ordinator at the Admin. Centre (01603 219300).

We were thrilled to hear that Andrea Scott-Coy the Daycare Advisor for the South West of the county had given birth to a third son, Finn William, in June. Andrea is still away on maternity leave but has already been in to the office to introduce Finn to his adoring public. Jacqui Learoyd is currently covering Andrea's area, and is out and about working with many of you, along with Fran Hoskins who replaced Jill Wilson in the South East. They both tell us that they are enjoying their work!

The Network have a variety of training opportunities planned for the coming term and details appeared in the Training News. However, if you have specific training requirements you would like advice with please feel free to talk to us. The office is open in term time, Monday to Friday from 9.30am until 3.30pm.

## PLA Contribution All Change !

As the end of our Community Fund project approaches we are very sad to have to say goodbye to loyal members of staff— Dawn Rackham, Sadie Ditton, Zeena Ahamath, Debbie Wise and Cheryl Gage. Kerensa Martin will remain as County book keeper and Sharon Lock has been appointed as office administrator. Sadie remains in her role as manager of Kings Lynn Sure Start Alliance Toddler workers—Sandra Addison and Denise Jary, Zeena continues with her work with Fen Boarder Sure Start.

On behalf of all the branch subcommittees and Alliance members, a huge "thankyou" to everyone for making the project such a success. We will continue to apply for funding, so that we can resume visits to groups.

## What can we do for you ?

In the meantime we will be offering the following services:

Training courses for parents and staff at all levels – please see our Summer news letter or ring 01603 767525 or 01284 750160 for details.

Loan equipment eg Woodwork bench 'parachute, story sacks etc

Creche Equipment for loan eg: Tables and Chairs, baby and Toddler toys

Alliance publications for viewing some for sale – Now available updated editions on Employment Matters and Pre-school policies.

Various meetings and workshops organised by county and branches details to follow.

Alliance members represented on the County Council/Early Years Partnership panel by: Christine Clark – 01603 279345 and Jane Tagg – 01954232327. Please feed any comments/concerns to them.

## Telephone advice and support

The office will be manned by Sharon on Mondays and Thursdays and by a volunteer on Tuesday and Friday. There is a 24hour answering service so please leave your message and we will respond as soon as we can.

## Congratulations

Mo Bland from Seaview Playgroup Cromer. Mo received an award for long service to preschools from Cromer Town Council and featured in the North Norfolk news.

Chloe Hipperson from North East Coastal branch has successfully completed a special training course in skills for volunteers. This course was offered free at city college.

West Walton Parent and Toddler group for successfully bidding for a grant of £ 500 for equipment from the Working Together Partnerships Community Chest Fund Kings Lynn and West Norfolk Borough Council.

## Activity Workshops for Parents and Children

Although we can no longer offer these workshops free we can still bring them to your group at a cost of approx £40./ session. Ideally, no more than about 20 families at any one time. If you are interested please ring 01603 767 525.

**thinking** about childcare for your own children ?

**thinking** about training to gain more qualifications so that you can progress your existing childcare career ?

**thinking** about childcare as a career, becoming a childminder or playworker, or setting up in business as a nursery or out of school playscheme ?

**thinking** about providing childcare for your employees ?

**whatever you're thinking**  
about childcare or early years  
education call the  
**Norfolk Childcare Information Service**  
on **01603 62 22 92**



Available in large print,  
braille & alternative  
languages

# training news

We have a number of places left on some of our training courses.

Please see the list inside and make sure that you're not missing out.

If you're interested in any of the courses listed please fill in the booking form attached.

EUROPEAN SOCIAL FUND  
GRANT ENDS DECEMBER 2004

**BOOK YOUR  
COURSE NOW!**

TO ENSURE YOU QUALIFY  
FOR FUNDING



## Qualification courses @ levels 2 & 3

These courses can help your staff to meet requirements of the National Daycare Standards, where leaders/persons in charge are expected to have a level 3 qualification and at least 50% of staff in your setting must have a level 2 qualification. Priority will be given to staff of settings/groups which currently don't meet the National Day-care Standards. Through the Learning and Skills Council (LSC) and the European Social Fund (ESF) all courses are FREE but need to be completed by December 2004. Therefore, it is important that students start no later than November 2003.

- **Level 3 Certificate in Childminding Practice**
- **Level 3 Diploma in Pre-School Practice**
- **Level 2 Certificate in Pre-School Practice**
- **NVQ Level 2 Early Years Care and Education**
- **NVQ Level 3 Early Years Care and Education**
- **NVQ 2 in Playwork**
- **NVQ 3 in Playwork**
- **Level 2 Certificate in Playwork**
- **Level 2 Certificate in working with Children**
- **Accreditation of prior learning**

## Short course programme

We have an extensive short course programme and offer many courses that will assist your staff in meeting other requirements, such as risk assessment, child protection, behaviour management and many other behind the scenes courses as well. There is some availability on these courses and again, if you are interested please check the course details in the latest edition of training news before you fill in the booking form.

## Senco Training

These training sessions are specifically for setting based special educational needs coordinators (sencos) in pre-school setting. All sencos are expected to attend three days of relevant training by March 2004. This year we have already had the Senco conference, but we are now offering a series of further half day courses. To ensure that you meet the requirements, please enroll on the most appropriate dates. Check out the list of dates, times and venues on the SENCO insert in July's edition of Training News.

**For any other  
information or for  
a full course list and  
place availability contact  
the training team on  
**01603 62 22 92****

## Equal Opportunities Training

Equal Opportunities courses start in September 2003 and run at various venues right through until March 2004. This course is specifically aimed at the person who has been identified as holding responsibility for implementing the equal opportunities policy in your childcare setting. This course also cover the needs of childminders and staff in out-of-school clubs. The list appears on Page 4 of the latest edition of Training News. Please specify which dates and venues you require when completing your booking form.

## Introduction courses

Are you thinking about a career in childcare? Do you know of someone interested but with no childcare qualifications, or someone looking for a career change? These courses are for people interested in working in early years & childcare settings and who need some introductory information. Students must have access to a setting or group (paid and/or on voluntary basis)

**Introduction Courses include:**

- **Early Years and Childcare**

Getting Started

Introduction to Early Years Care and Education

- **Playwork**

Take 5 for Play

Full list of dates and venues in the latest edition of Training News.

## Continuing professional development

Courses for continuing professional development fall within the short course programme for Early Years, Playwork and Business Support. Please check our short course programme list within training news to find out which course best suits your needs.

## Step in to Learning - Training Opportunities

- Step in to Learning trains people like you to recognise literacy, numeracy and language needs of the parents and carers you work with
- The programme will show you how to encourage and sign-post parents and carers to take up local learning opportunities to improve their skills
- 97% of parents and carers want help!
- Over 1000 nursery staff have already been successfully trained across the country
- You can have your learning accredited through this programme
- Get involved and make a difference!
- The programme is delivered over 2 days with time between for you to do 3 tasks in your community
- Cover costs of £100 a day are available for staff released from working with children

**Step in to Learning Training Dates**

**Norwich:**

Day 1 – 15th September 2003

Day 2 – 10th November 2003



## general details

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

National Insurance No \_\_\_\_\_

Date of Birth \_\_\_\_\_ Your age today \_\_\_\_\_

Are you      male? ☐      female? ☐

## personal details

Which of the following groups do you belong to:

White - British	<input type="checkbox"/>	Asian or Asian British – Indian	<input type="checkbox"/>
White - Irish	<input type="checkbox"/>	Asian or Asian British – Pakistani	<input type="checkbox"/>
White - other	<input type="checkbox"/>	Asian or Asian British - Bangladeshi	<input type="checkbox"/>
Other	<input type="checkbox"/>		
Mixed – White and Black Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Mixed – White and Black African	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Mixed – White and Asian	<input type="checkbox"/>	Black or Black British – African	<input type="checkbox"/>
Mixed – Other	<input type="checkbox"/>	Black or Black British – Caribbean	<input type="checkbox"/>
		Black or Black British – Other	<input type="checkbox"/>

Do you have a disability?

Yes ☐      No ☐      Prefer not to say ☐

## European Social Fund

This project is being part-financed by the European Social Fund (ESF). Have you been on any other ESF-funded courses in the last 3 years?

Yes ☐      No ☐

If 'Yes', please provide details of the courses

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## employment details

Are you currently employed?      Yes ☐      No ☐

If yes, what is the name and address of your employer?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start date with employer?

Job role in firm?

Company type?

Private ☐ Charity ☐ Voluntary Organisation ☐ Community Business ☐ Other ☐ (if so list below)

Are you self employed?      Yes ☐      No ☐

Start date of self employment?

Please ask your employer for the following information

How many people does the company employ?

Less than 50	<input type="checkbox"/>	199 to 250	<input type="checkbox"/>
50 to 199	<input type="checkbox"/>	251 or more	<input type="checkbox"/>

If unemployed, how long have you been unemployed?

Up to 6 months ☐

Over 6 months ☐

Are you?

In full time education ☐

Doing voluntary work ☐

looking after the home ☐

Please detail the relevant qualifications (or equivalent) that you hold and the dates they were obtained?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## beneficiary declaration

I declare that the details given on this form are true to the best of my knowledge.

Signed

Date

Information from this form will be held in accordance with the Data Protection Act 1998. Norfolk County Council will hold it for monitoring purposes in association with the European Social Fund. All information given will be treated in the strictest confidence.

## new short courses see Training News (July 2003) pages 3-7

Places on short courses will be allocated on a first come, first served basis. We will be in touch with joining instructions 3 weeks prior to the course, if you have been successful. Please insert the expiry date of your existing First Aid Certificate below if you are applying for a First Aid Course.

First Aid Certificate expiry date  No. of staff in Setting  No. who hold current First Aid certificates

course title	course no.	date	venue

## courses leading to qualifications see Training News (July 2003) pages 8-9

Indicate below the course you wish to do for qualification.

course title	tick here
Level 3 Certificate in Child Minding Practice	
Level 3 Diploma in Pre-School Practice	
Level 2 Certificate in Pre-School Practice	
NVQ Level 2 Early Years Care and Education NVQ	
NVQ Level 3 Early Years Care and Education	
NVQ 2 in Playwork	

course title	tick here
NVQ 3 in Playwork	
Level 2 Certificate in Playwork	
Level 3 Certificate in Working with Children	
Accreditation of Prior Learning	
If you require Distance Learning indicate here	
Any Other	

## step in to learning - training opportunities

To book a place on the Step in to Learning Training, please complete your details below and return to Alex Webster at the Basic Skills Agency, Commonwealth House, 1-19 New Oxford Street, London, WC1A 1NU. Tel: 020 7440 6500 Fax: 0870 191 8622

Name:		Position:	
Organisation:			
Address:			
Postcode:	Tel No:	Fax No:	E.Mail:
If you have any dietary requirements, please give details.			

### PLEASE RETURN THIS FORM TO:

The Training and Recruitment Team, 1st Floor, St Andrew's House, St Andrew's Street, Norwich, NR2 4UH.

ESF Enrolment form (Please do not submit applications to EYDCP on Pre-school Learning Alliance, Norfolk Early Years Support Network or Norfolk Childminding Association forms)



Available in large print, braille and alternative languages  
**030944**

Please photocopy if applying for more than one applicant

whatever  
you're  
thinking ...

...about childcare or early years education please call the

**Norfolk Childcare Information Service**  
on 01603 62 22 92  
for details