

**New
September
Updates**

**This Does
Not Replace
The Existing
Training News**

**To Be Used In
Conjunction
With Your Last
Edition**

2005 - 2006
training

news

SEPTEMBER UPDATE

Welcome



Welcome to our bitesize Training News. As you are aware we published a full programme last Spring which is still current right through to the end of March 2006. However as the programme has been so popular we have had to make some changes and additions to the opportunities we are providing.

Included in this update are some new and revised courses with new dates and venues. The new courses include Data Protection (pg 9) Quality Play (pg 9) and Enabling and Supporting Active Learning (pg 10).

We hope you find it useful and are able to access all the courses you wish to do in the next 2 terms.

Best Wishes

Marcelle Curtis

Head of Early Years and Childcare.

Training Team

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INTRODUCTORY COURSES

Introduction to Working in Early Years and Childcare



This is a six week course running for 2 hours per session. The course is for people who are new to childcare or thinking about working with children as a career. It will give participants a brief look at how to provide a variety of play activities for children and their value in helping children learn and grow.

Within each of the sessions you will have the opportunity to learn about topics such as; Different childcare settings, child development, the importance of play, play activities, behaviour management, special educational needs, equal opportunities, basic skills (literacy and numeracy).

Target Group: Those considering a career in childcare.

Additional Information: This course is aimed at people who have no previous experience of working or training in early years and childcare.

Training Provider: Adult Education.

Course Length: 6 weeks

Course code	Venue	Dates	Times
3115	Norwich Professional Development Centre	Tues 4th/11th/ 18th Oct & 1st/8th/ 15th Nov 05	7 - 9pm
3116	Norwich, Bowthorpe Sure Start Education Centre	Weds 5th/12th/ 19th Oct & 2nd/ 9th/16th Nov 05	9.30 - 11.30am

Actual cost: £60.00

Cost to you: Free

OCNA Introduction to Early Years Care and Education



This is an entry level course which gives successful candidates three OCN Credits at Level 2.

Delivered in two hour sessions over twelve weeks usually in the evening, this is an accredited training programme. The course covers areas such as Child Development, Observation and Record Keeping techniques, Health & Safety, Child Protection and introduces the Foundation Stage Curriculum.

Candidates need to give some time to self directed study in order to complete the course assignments which include observations, written reports and Health & Safety.

Target Group: Newly appointed or unqualified staff and volunteers, parents and playgroup committee members involved in the care and education of children aged 2-5 years.

Additional Information: Students will need access to an early years setting for one session a week for the duration of the course.

Training Provider: Norfolk Early Years Support Network.

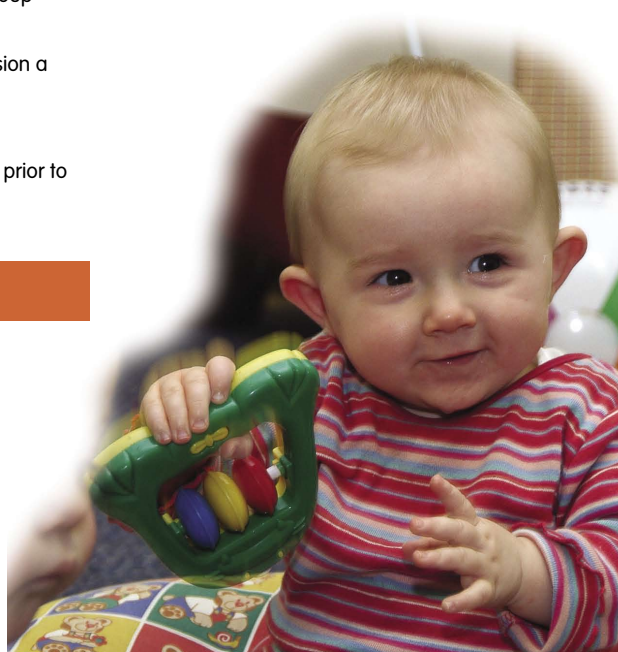
Applicants are also required to complete an application form from the Training Provider prior to allocation of places.

Course Length: 12 weeks

Course code	Venue	Dates	Times
2493	Wymondham High School	Weds 2nd Nov 05	7 - 9pm
2540	North Walsham High School	Thurs 5th Jan 06	7 - 9pm

Actual cost: £83.00

Cost to you: £20.00





OCNA Committees



Successful completion of this course gives candidates three OCN Credits at Level 2.

The course runs over six weeks, term time only, each session lasting for two hours. The aim of the course is to give candidates an understanding of the roles and responsibilities of the playgroup committee. Candidates will be given the opportunity to consider their own role within the management of the playgroup and how to work together with the other committee members, staff and parents to ensure the playgroup runs efficiently.

The content of the course includes finance, employment, charitable status, parental involvement, fundraising and roles and responsibilities.

Target Group: New and existing committee members.

Additional Information: Applicants are also required to complete an application form from the Training Provider prior to allocation of places.

Training Provider: Norfolk Early Years Support Network

Course Length: 6 weeks

Course code	Venue	Dates	Times
2398	North Walsham High School	Weds 2nd Nov 05 to Weds 7th Dec 05	7 - 9pm
2399	Wymondham High School	Thurs 3rd Nov 05 to Thurs 8th Dec 05	7 - 9pm
2400	Taverham High School	Tues 21st Feb 06 to Tues 28th Mar 06	7 - 9pm

Actual cost: £44.44

Cost to you: £10.00

Getting Started in a Pre-school Setting



The aim of this ten week course is to provide students with an opportunity to practice a range of activities which help young children learn through play and conversation, in a pre-school setting. This practical course offers an introduction to working in a pre-school. The course also provides the opportunity to plan your future involvement in early years childcare and education and build confidence before taking a qualification.

The course content includes how pre-schools are organised, how to create a safe working environment and how to work effectively as part of a team.

Target Group: New and unqualified early years staff, volunteers, parents and carers.

Additional Information: You will be required to complete one short assignment. It is therefore strongly recommended that you work or volunteer in an early years setting for about two hours a week.

Training Provider: Pre-school Learning Alliance.

Course Length: 10 weeks

Course code	Venue	Dates	Times
2550	Great Yarmouth, The Priory Centre	Weds 18th Jan 06 to Weds 29th Mar 06	10am - 12pm

Actual cost: £112.00

Cost to you: £20.00



LEVEL 2 QUALIFICATORY COURSES

Certificate in Pre-school Practice



The aim of this course is to establish good practices in working with colleagues and parents, in order to provide pre-school children with the best possible start in life. It is ideal for anyone who is keen to work at a supervised level as a pre-school assistant. It is also suitable for those who wish to explore the implications of parental involvement in the very early years of a child's life.

You will cover three core units: Introduction to Pre-school Practice, The Needs of Young Children, Providing a safe, Secure and Stimulating Environment in a Community Based Pre-school Setting.

You must also cover one of the two optional units: Working in Partnership with Parents in Early Years Settings or Supporting the Care and Education of Children aged one to three years.

Target Group: Those working, or wishing to work, as a qualified assistant in an early years setting.

Additional Information: Students must have the ability to work at level 2 assistant level.

Training Provider: Pre-school Learning Alliance

Course Length: The course runs over 180 hours (3 terms), term time only during the day. You will also need access to an early years setting for a minimum of 150 hours, for the duration of the course.

Course code	Venue	Dates	Times
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2551	King's Lynn, Healthy Living Centre	Tues 10th Jan 06	9.45am - 2.45pm
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Actual cost: £423.00

Cost to you: £100.00



NOCN Intermediate Award in Childcare



The qualification aims to provide essential skills and knowledge for those working with children in a variety of childcare settings and supports and develops the value base for early years education. The award requires the successful completion of four compulsory units comprising: Health and Safety in Childcare Settings, Play and Child Development, Partnership in Childcare and Strategies for Inclusion and Equal Opportunities in Childcare.

Target Group: Those working, or wishing to work, as assistants in early years settings.

Additional Information: Candidates must complete an externally assessed task in the form of a structured piece of writing of approx 500 words based around play and practical activity in the learner's known childcare environment.

Applicants are also required to complete an application form from the training provider prior to allocation of places.

Training Provider: Norfolk Early Years Support Network.

Course Length: One day per week over two terms.

Course code	Venue	Dates	Times
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2541	115 City Road, Norwich	Thurs 12th Jan 06	9.30am - 2.30pm
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Actual cost: £657.22

Cost to you: £100.00





NVQ 2 in Early Years Care and Education (0-8 years)



NVQ 2 in Playwork (5-15 years) (Taught Option)

Topics covered in the taught option include: study skills, child theory, child development, management of behaviour, child protection, child observation and assessment, health and safety, child health, working in partnership with parents and effective working in early years settings.

Target group: Anyone working or wishing to work, in childcare or early education settings.

Additional Information: You will need to be working at level 2 (assistant level) for a minimum of 7 hours a week to complete this award.

Training Provider: Adult Education, City College Norwich, College of West Anglia.

Course Length: Approximately 48 weeks.

Course code	Venue	Dates	Times
Early Years Care and Education			
3111	City College Norwich	Jan 06	7 - 9.30pm
2559	King's Lynn, West Norfolk Professional Development Centre	18th Jan 06	7 - 9.30pm
Playwork			
3112	City College Norwich	Jan 06	7 - 9.30pm

DISTANCE LEARNING OPTIONS ARE ALSO AVAILABLE:

NVQ 2 in Early Years Care and Education - Distance Learning



Course Code: 2562

Provider: CTD

Date: Jan 06

NVQ 2 in Playwork - Distance Learning



Course Code: 2566

Provider: CTD

Date: Jan 06

Actual cost: £1,025.00

Cost to You: £250.00



LEVEL 3 QUALIFICATORY COURSES

CACHE Certificate in Working with Children (Accreditation of Prior Experience and Learning - APEL)



This qualification is aimed at early years and playworkers who wish to have a qualification that recognises their working practice and experience or for those wishing to update their qualification.

Target Group: The candidates must be: Over 25 years of age, working at level 3 before starting the award, in paid or unpaid employment, able to provide evidence of sufficient relevant employment experience, able to provide two professional testimonies, working at an appropriate academic level to complete a reflective study.

Additional Information: You will be required to attend an interview with a Regional Training Officer of the Pre-school Learning Alliance to verify your suitability for the course.

Training Provider: Pre-school Learning Alliance.

Course Length: There are no fixed sessions as you take the course at your own pace, but completion is expected within 6 months from commencement. You will have a mentor to guide you through the course.

Course Code: 2578

CACHE Level 3 Diploma in Pre-school Practice (Fast Track)



The Pre-school learning Alliance has identified a need for training that accommodates workers who possess valuable knowledge and experience (and often hold positions of responsibility), but who are employed in circumstances that make it difficult to study for an extended period. The course has been designed specifically to fulfil this training need.

Course Aim: To provide a 'fast-track' system for experienced practitioners to achieve the CACHE Level 3 Diploma in Pre-school Practice. This allows you to meet the requirements set by Ofsted in the shortest timescale possible.

Target Group: Experienced childcare workers who have a qualification that needs updating or who have experience of working in an early years setting but do not hold a level 3 qualification.

Training Provider: Pre-school Learning Alliance

Course Length: 60 hour course over six months.

Course Code: 3121

PRE-COURSE MEETINGS:

The pre-course meetings for both courses will take place together in order for you to have the opportunity to consider the most suitable option for you.

* Please also state on your enrolment form which pre-course meeting you would like to attend:

Venue	Dates	Times
Norwich Professional Development Centre	Tues 4th Oct 05	7 - 9pm
King's Lynn, Healthy Living Centre	Weds 5th Oct 05	6 - 8pm
Gt Yarmouth, Priory Centre	Thurs 6th Oct 05	10am - 12pm
North Walsham Community Centre	Thurs 6th Oct 05	7pm - 9pm
Watton Sports Centre	Fri 7th Oct 05	10am - 12pm

Actual cost: £350

Cost to you: £100

Please Note: These courses are funded through the European Social Fund (ESF) and a requirement of this funding is that all students must complete their qualification by 31st March 2006.





CACHE Certificate in Professional Development in Working with Children and Young People (CPD)

This course aims to extend specialist knowledge to help you progress in your selected area of childcare and education and enable you to give a better quality service. The course consists of one mandatory unit of competence covering: Individual professional development.

You will also need to complete two other units: Management of Early Years Settings and Working with children under three.

Target Group: Those individuals who may have a qualification which is no longer recognised, or who have considerable experience but would like to update their qualification.

Additional Information: Students will be expected to complete and produce evidence of research, planned activities and evaluation of their work practice. You will need access to a placement for the duration of the course, either as a member of staff or a volunteer.

Training Provider: Norfolk Early Years Support Network.

Course Length: One day a week over three terms.

Course code	Venue	Dates	Times
2413	115 City Road, Norwich	Tues 1st Nov 05	9.15am - 2.45pm

Actual cost: £1,172.00

Cost to you: £300.00



NVQ 3 in Early Years Care and Education (0-8 years)

NVQ 3 in Playwork (5-15 years) (Taught Option)

Topics covered in the taught option include: study skills, child theory, child development, management of behaviour, child protection, child observation and assessment, health and safety, child health, working in partnership with parents and effective working in an early years setting.

Target Group: Anyone working, or wishing to work, at supervisory level in childcare or early education settings.

Additional Information: You will need to be working at level 3 (supervisory level) for a minimum of 10 hours a week to complete this award.

Training Provider: Adult Education, City College Norwich, College of West Anglia.

Course Length: Approximately 48 weeks.

Course code	Venue	Dates	Times
Early Years Care and Education			
2621	City College Norwich	Jan 06	7 - 9.30pm
2559	King's Lynn, West Norfolk		
	Professional Development Centre	Jan 06	7 - 9.30pm
Playwork			
3114	City College Norwich	Jan 06	7 - 9.30pm

DISTANCE LEARNING OPTIONS ARE ALSO AVAILABLE:

NVQ 3 in Early Years Care and Education - Distance Learning

Course Code: 2568

Provider: CTD

Date: Jan 06

NVQ 3 in Playwork - Distance Learning

Course Code: 2570

Provider: CTD

Date: Jan 06

Actual Cost: £1,345.00

Cost to You: £350.00





PROFESSIONAL DEVELOPMENT WORKSHOPS

Quality Play

The course covers 8 x 2 hour sessions. It is designed to give under 5's workers the opportunity to develop strategies aimed at supporting the individual child within a group setting whose development or behaviour raises concerns.

Course Aims:

- To enable students to develop strategies aimed at analysing and supporting the play of the individual child whose development raises concerns within the group play setting.
- To enable Under Five groups to develop and implement policies and practices that enhance play and learning for children of all abilities.
- To raise awareness that all children, including those with a special need or disability, have equal rights to effective participation in a wide range of play experiences.

Target Group: Those with experience of working with children under 5 in a pre-school setting.

Training Provider: Area SENCO Team and Portage

Course length: 8 Evenings

Course code	Venue	Dates	Times
3117	Norwich, Greenwood Centre	Tues 17th/31st Jan, 7th/21st/28th Feb, 7th/21st/28th Mar 06	1 - 3pm

Data Protection

This half day workshop gives an explanation of the Data Protection Act and Freedom of Information Act that will help you to:

- Understand what personal data and sensitive personal data are.
- Develop understanding of the eight data protection principles.
- Clarify the rights of data subjects.
- Understand the process when dealing with enquires for information.
- Know the exemptions of the Freedom of Information Act.
- Consider what you need to do in the workplace to comply with the Acts.

The course will include briefing and supporting information and a number of activities to develop understanding.

Target Group: All Early Years and Childcare Practitioners who want to ensure they are meeting the requirements of the Data Protection and Freedom of Information Acts.

Training Provider: CTD

Course Length: Half Day

Course code	Venue	Dates	Times
3118	Gt Yarmouth, The Priory Centre	Thurs 3rd Nov 05	9.30am - 1.30pm
3119	Norwich, County Hall Annexe	Fri 27th Jan 06	9.30am - 1.30pm
3120	King's Lynn, Healthy Living Centre	Mon 27th Feb 06	9.30am - 1.30pm

Actual cost: 17:00

Cost to you: Free



Enabling and Supporting Active Learning

'High quality education is defined by the extent to which children are actively engaged in a rich learning environment with genuine opportunities for self-determined work and for in-depth conversations with adults and peers.'

(How High/Scope Grew: A Memoir (High/Scope Press, 2004))

These one day workshops, designed to be relaxed and fun for participants, will introduce the High/Scope Approach which focuses on active learning and how adults support the process. The High/Scope Goals for Young Children promote children's ability to learn through active involvement with people, materials, events and ideas and to become independent, responsible and confident - ready for school and ready for life.

Target Group: All Early Years and Childcare Practitioners.

Training Provider: Intrinsic

Course Length: 1 day

Course code	Venue	Dates	Times
2647	Norwich, John Innes Centre	Sat 15th Oct 05	9.30am - 3pm
2648	Norwich, Norman Centre	Weds 19th Oct 05	9.30am - 3pm
2649	Thetford, Breckland Leisure Centre	Thurs 20th Oct 05	9.30am - 3pm
2650	King's Lynn, Healthy Living Centre	Mon 31st Oct 05	9.30am - 3pm
2651	Gt Yarmouth, Priory Centre	Tues 1st Nov 05	9.30am - 3pm
2652	North Walsham, Scarborough Hill Country House Hotel	Thurs 3rd Nov 05	9.30am - 3pm

Actual cost: £25.00

Cost to you: Free

Child Protection

For Adults who work with Voluntary and Youth Groups (Applicants must be over 18 years of age)

The aim of the course is to raise awareness of child protection and the need for S.A.F.E practice when working with children. It will enable all childcare workers to become familiar with the policies of the Norfolk Area Child Protection Committee and of their role within these, and their own organisation's policies and procedures.

Venue	Dates	Times
Falcon Middle School, Sprowston	Sat 1st Oct 05	9.30am - 1pm
The Howard Junior School, King's Lynn	Sat 8th Oct 05	9.30am - 1pm
Queensway Community Junior Sch, Thetford	Sat 15th Oct 05	9.30am - 1pm
Falcon Middle School, Sprowston	Sat 29th Oct 05	9.30am - 1pm
NYCS Base, School Lane, Sprowston	Weds 9th Nov 05	6 - 9pm
Shrublands Youth & Community, Gorleston	Sat 12th Nov 05	9.30am - 1pm
The Howard Junior School, King's Lynn	Sat 19th Nov 05	9.30am - 1pm
Falcon Middle School, Sprowston	Sat 26th Nov 05	9.30am - 1pm

If you wish to attend any of these days or require any further details please contact

Katrina Burton: 01603 228966 or email: Katrina.burton@norfolk.gov.uk



Training Enrolment Form



General Details

Name

Full Address

E-mail

Fax

Telephone Home

Telephone Work

Mobile

Personal Details

Which of the following groups do you belong to?

- | | |
|--|--|
| Any other Asian background <input type="checkbox"/> | Any other Black background <input type="checkbox"/> |
| Any other Ethnic background <input type="checkbox"/> | Any other White background <input type="checkbox"/> |
| Any other Mixed background <input type="checkbox"/> | Asian Bangladeshi <input type="checkbox"/> |
| Asian Indian <input type="checkbox"/> | Asian Pakistan <input type="checkbox"/> |
| Black African <input type="checkbox"/> | Black British <input type="checkbox"/> |
| Black Caribbean <input type="checkbox"/> | Chinese <input type="checkbox"/> |
| Irish <input type="checkbox"/> | Mixed White & Asian <input type="checkbox"/> |
| Mixed White/Black African <input type="checkbox"/> | Mixed White/Black Caribbean <input type="checkbox"/> |
| White British <input type="checkbox"/> | |

DOB

Age

National Insurance Number

Gender Male ☐ Female ☐

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 three years?

Yes ☐ No ☐

If "Yes", please provide details of the courses

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Employment Details

Are you currently employed/volunteer? (Please delete as appropriate)

Please give the name and address of your employer/voluntary placement.

<input type="text"/>
<input type="text"/>

Start date with employer (if applicable)

Job role in organisation

Do you work? full time ☐ part time ☐

Company type?

Private Charity ☐ Voluntary Organisation ☐
Community Business ☐ Other ☐

Are you self-employed? Yes ☐ No ☐

Start date of self-employment

Are you a foundation stage practitioner? Yes ☐ No ☐

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 ☐
Committee member ☐

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

Qualification (Please give specific details i.e. NVQ Level 3 in Playwork)	Date Achieved
<input type="text"/>	<input type="text"/>
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Beneficiary Declaration

Please tick this box to declare that the details given on this form are true and to the best of your knowledge ☐

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.

Training Enrolment Form

Short Courses/workshops/foundation stage training

Places on these courses will be allocated to the target group on a first come, first served basis. We will be in touch regarding allocation of places prior to the commencement of the course. Please insert the expiry date of your existing First Aid Certificate below if you are applying for a First Aid Certificate.

First Aid expiry date

No. of staff in setting

No. who currently hold First Aid Certificates

Course Title	Course Code	Date	Venue

Courses Leading to Qualifications

Does the group leader hold a level 3 qualification?

Yes ☐

No ☐

How many members of staff hold a level 2 qualification?

Indicate below the course you wish to do for qualification.

Course Title	Course Code

Booking authorised by: _____

Position _____

Invoice to be sent to _____

Please return this form to:

The Training Team, Children's Services, Early Years and Childcare, 1st Floor, St Andrews House, St Andrews Street, Norwich, NR2 4UH

PLEASE PHOTOCOPY IF APPLYING FOR MORE THAN ONE APPLICANT

Norfolk Childcare
Information Service

01603 622292

www.norfolkchildcare.info

Delegate Registration Form

Early Years and Chilcare Annual Conference

Course Code Ref: 5PNI40

Name of delegate:

Job title:

Work address

Telephone number:

Email:

Please state any special dietary requirements:

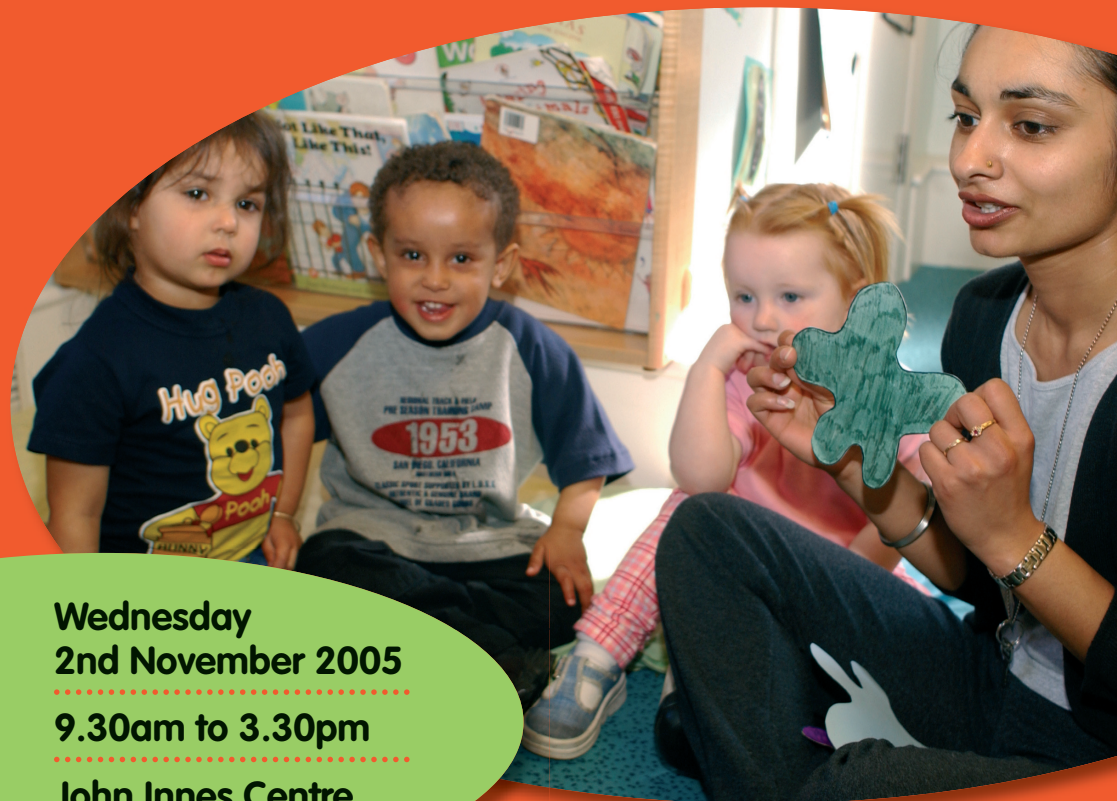
Please return this form to:

The Training Team, Early Years & Childcare,
Children's Services, 1st Floor, St Andrews House,
St Andrews Street, Norwich, NR2 4UH.
Fax 01603 767052 or book online at
www.norfolkchildcare.info

Norfolk Childcare
Information Service
01603 622292
www.norfolkchildcare.info
www.norfolkchildcarejobs.com

Early Years and Childcare Annual Conference

Get ahead... Get involved



**Wednesday
2nd November 2005**

9.30am to 3.30pm

**John Innes Centre,
Norwich**

**Delivering the integrated care
and education agenda**

SureStart



Norfolk
early years development
and childcare partnership

Programme

9.30

Registration and coffee

9.45

Welcome and introduction
Lisa Christensen, Director of
Children's Services

10.15

The National Children's
Bureau Study. Sue Griffin,
Early Years Consultant

11.00

Questions

11.15

Break and refreshments

11.45

Integrated Care and Education
Dr Tony Bertram JP, BEd,
Med, PhD

12.30

Questions

12.45

Lunch and networking

13.45

Where we are, where we are
going - the Sure Start Priorities
Marcelle Curtis, Head of Early
Years and Childcare Strategy

14.15

Questions

14.30

A Practitioners Perspective
Julian Grenier, Head of Kate
Greenway Nursery School, London

15.15

Closing Remarks

15.30

END

Get ahead... Get involved

Get ahead..get involved is a one day conference exploring the issues around the delivery of the integrated care and education agenda. It is specifically aimed at all those who deliver early education and childcare in all settings, and those involved in the foundation stages in schools.

During the day you will hear from 3 keynote speakers as well as Lisa Christensen, Director of Children's Services and Marcelle Curtis, Head of Early Years and Childcare. The conference is aimed at offering information and best practice solutions for delivering the integrated care and education agenda in light of the Childcare Bill, the 10 year Childcare Strategy and the Workforce Strategy.



Who should attend

- Childcare Practitioners
- Nursery Managers
- Foundation Stage Practitioners
- NHS Childcare Coordinators
- Childcare Development staff
- Childminders
- Out of School workers
- Setting Senco's
- Playgroups
- Pre-School Supervisors
- Education Advisors
- Childcare Partnership Managers
- Link Teachers
- Playworkers

