

**Early Years  
Foundation  
Stage  
Training**

**This does  
not replace  
the existing  
Training News**

**To be used in  
conjunction  
with your last  
edition**

# training

January 2008

# news extra





# Welcome to this issue of Training News extra

This issue of Training News extra includes introductory training courses for the Early Years Foundation Stage (EYFS). The advertised courses in this issue are for individual practitioners to book places onto, however if you would like training to be delivered to your whole setting and are able to gather a minimum of 15 people (maximum of 25) you can fill in the Training Request form found in the annual edition of Training News. We are aware that demand for these courses is high and will continue to provide as much training as possible over the coming year and beyond.

This issue also has training on English as an Additional Language (EAL) as well as information on Special Educational Needs (SEN) training opportunities and the Common Assessment Framework (CAF).

As further courses around the EYFS and SEN become available they will be advertised out to all settings.

As demand will be high for the courses in this issue please get your booking form into us as soon as possible to avoid disappointment.

*Marcelle Curtis*

Marcelle Curtis  
Head of Early Years, Childcare and Extended Schools Services

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## Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) will become the mandatory framework to support children's learning and development from birth to the end of the foundation stage, from September 2008.

The overarching aim of the Early Years Foundation Stage is to help children achieve the Every Child Matters outcomes of staying safe, being healthy, enjoying and achieving, making a positive contribution, and achieving economic well-being by: setting the standards, providing for equality of opportunity, creating the framework for partnership working, improving quality and consistency and laying a secure foundation for future learning.

## Putting the Early Years Foundation Stage into Practice

This training will enable participants to explore the principles of the EYFS and commitments in more detail.

The course will equip participants with an approach and process for exploring the pack with practical hands-on activities with support and input from the trainer.

The training will also provide opportunities to look at the Early Years Foundation Stage Framework as a tool to reflect on current practice and to use as a resource for developing practice.

**Please note: If you have requested EYFS training in your setting you do not need to apply for the above course.**

**Target Group:** Managers, Supervisors, Early Years Foundation Stage Practitioners (in early years settings, schools and childminders).

**Course Length:** 6 hours

**Training Provider:** Early Years, Childcare and Extended Schools Services

**Additional Information:** Could you please bring your copy of the EYFS Framework with you.

**Please see over for dates**

**Please note:** If you are unsuccessful in being allocated a place on any of these courses do not worry as further training opportunities will be available around the Early Years Foundation Stage.

Further topics on the EYFS, including observation, planning and assessment, will also be available and dates for the training will be advertised in due course.





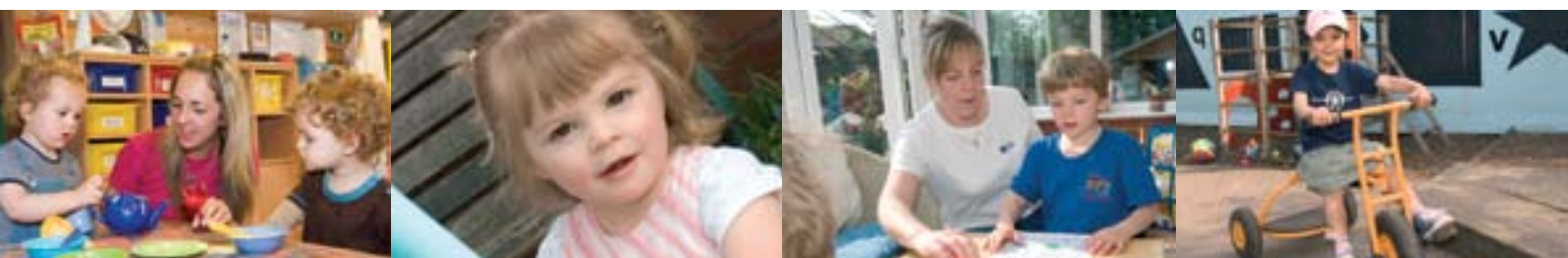
# Putting the Early Years Foundation Stage into Practice Training Dates

## Spring Term

Course code	Venue	Dates	Times
6377	King's Lynn, West Norfolk PDC	Weds 20th Feb 08	9:30am - 3.30pm
6378	West Runton, Links Hotel	Sat 1st Mar 08	9:30am - 3.30pm
6379	Norwich, Abbey Conference Centre	Mon 3rd Mar 08	9:30am - 3.30pm
6380	Diss, Brome Grange	Fri 7th Mar 08	9:30am - 3.30pm
6545	Norwich Professional Development Centre	Sat 8th Mar 08	9.30am - 3.30pm
6381	Gt Yarmouth, King's Centre	Thurs 13th Mar 08	9:30am - 3.30pm
6382	Norwich, Nightingale Centre	Fri 14th Mar 08	9:30am - 3.30pm
6383	Thetford, Keystone Innovation	Mon 17th Mar 08	9:30am - 3.30pm
6384	Fakenham Racecourse	Tues 18th Mar 08	9:30am - 3.30pm

## Summer Term

Course code	Venue	Dates	Times
6385	Gt Yarmouth, King's Centre	Sat 12 Apr 08	9:30am - 3.30pm
6386	Norwich, Professional Development Centre	Sat 12th Apr 08	9:30am - 3.30pm
6387	Norwich, Professional Development Centre	Weds 16th & 23rd Apr 08	6.30pm - 9.30pm
6388	Attleborough, Breckland Lodge	Fri 25th Apr 08	9:30am - 3.30pm
6389	West Runton, Links Hotel	Mon 28th Apr 08	9:30am - 3.30pm
6390	North Walsham, Community Centre	Tues 6th & 13th May 08	6.30pm - 9.30pm
6546	Gt Yarmouth, King's Centre	Thurs 8th and 15th May 08	6.30pm - 9.30pm
6391	Diss, Scole Inn	Sat 10th May 08	9:30am - 3.30pm
6392	Downham Market, Leisure Centre	Sat 10th May 08	9:30am - 3.30pm
6393	Mattishall, South Green Park	Fri 16th May 08	9:30am - 3.30pm
6394	Diss, Brome Grange	Mon 19th May 08	9:30am - 3.30pm



## Summer Term - continued

Course code	Venue	Dates	Times
6395	North Walsham, Community Centre	Tues 20th May 08	9:30am - 3.30pm
6396	Swaffham, EcoTech Centre	Thurs 22nd May 08	9:30am - 3.30pm
6397	King's Lynn, West Norfolk PDC	Sat 7th June 08	9:30am - 3.30pm
6398	Norwich, Professional Development Centre	Fri 13th June 08	9:30am - 3.30pm
6399	Attleborough, Breckland Lodge	Sat 21st June 08	9:30am - 3.30pm
6400	Norwich, Abbey Conference Centre	Tues 24th June 08	9:30am - 3.30pm
6401	King's Lynn, West Norfolk PDC	Weds 25th June & 2nd July 08	6.30pm - 9.30pm
6402	Thetford, Keystone Innovation Centre	Sat 28th June 08	9:30am - 3.30pm



# Equal Chances in the Early Years Foundation Stage

Early Years Equality contributed to the Children's Rights, Equality and Anti-Discriminatory aspects of the EYFS.

This course will assist practitioners, managers and policy makers to consider and apply the principles of anti-discrimination, equality, rights and inclusion as a golden thread throughout the EYFS as a means of supporting the Equal Chances of all Children.

It will help participants to reflect upon these issues and to action plan accordingly in a more knowledgeable and confident way.

The course will support compliance with British discrimination law and Inspectorate requirements on Equality and service provision.

**Target Group:** Early Years Foundation Stage Practitioners

**Training Provider:** Early Years Equality

**Course Length:** 1 day

**Spring and Summer Term**

Course code	Venue	Dates	Times
6423	King's Lynn, West Norfolk PDC	Weds 27th Feb 08	9.30am - 4.30pm
6424	Thetford, Keystone Innovation	Sat 8th Mar 08	9.30am - 4.30pm
6425	West Runton, Links Hotels	Sat 15th Mar 08	9.30am - 4.30pm
6426	Gt Yarmouth, King's Centre	Weds 19th Mar 08	9.30am - 4.30pm

## Summer Term

6427	Norwich, Abbey Conference Centre	Mon 14th Apr 08	9.30am - 4.30pm
6428	King's Lynn, West Norfolk PDC	Sat 19th Apr 08	9.30am - 4.30pm
6429	Gt Yarmouth, King's Centre	Sat 26th Apr 08	9.30am - 4.30pm
6430	Diss, Brome Grange	Weds 14th May 08	9.30am - 4.30pm
6431	North Walsham, Community Centre	Weds 4th June 08	9.30am - 4.30pm
6432	Norwich, Professional Development Centre	Sat 7th June 08	9.30am - 4.30pm



## Welcoming EAL children and families into Early Years Settings

These sessions will offer practitioners the opportunity to reflect upon the needs of bi-lingual children in Early Years settings, and to increase confidence and expertise in this area. They will be led by an experienced Early Years specialist from the English Language Support Service, and the course aims to increase an awareness of good practice for EAL children. There will be opportunity for wide-ranging discussion, covering issues such as, integrating new arrivals into your setting, developing the language of EAL children, awareness of cultural differences, the procedures for use of interpreters, and translation services, together with a chance to view resources. Each participant will receive a pack of useful information for their setting, together with a copy of the new DCSF document:

‘Supporting children learning English as an additional Language’. Guidance for practitioners in the Early Years Foundation stage

**Target Group:** All Early Years and Childcare Practitioners working with children whose first language isn't English.

**Training Provider:** English Language Support Service

**Course Length:** 3 hours

**Spring and Summer Term**

Course code	Venue	Dates	Times
6413	Thetford, Keystone Innovation	Fri 22nd Feb 08	9.30am - 12.30pm
6414	Gt Yarmouth, King's Centre	Fri 29th Feb 08	9.30am - 12.30pm
6415	King's Lynn, West Norfolk PDC	Sat 1st Mar 08	9.30am - 12.30pm
6416	West Runton, Links Hotel	Thurs 20th Mar 08	9.30am - 12.30pm

### Summer Term

6417	King's Lynn, West Norfolk PDC	Fri 18th Apr 08	9.30am - 12.30pm
6418	Norwich, Professional Development Centre	Sat 19th Apr 08	9.30am - 12.30pm
6419	Diss, Scole Inn	Sat 26th Apr 08	9.30am - 12.30pm
6420	West Runton, Links Hotel	Sat 17th May 08	9.30am - 12.30pm
6421	Norwich, Abbey Conference Centre	Fri 6th June 08	9.30am - 12.30pm
6422	Gt Yarmouth, King's Centre	Sat 12th July 08	9.30am - 12.30pm





# CACHE Level 3 Diploma in Home-based Childcare

This is a new course for Home-based childcare practitioners and an updated qualification for childminders.

The course comprises of 5 units, although 1 unit would have already been covered if you are a registered childminder, as this is a requirement of registration.

## **Unit 1: Introduction to Childcare Practice assessed through a multiple choice question paper.**

The following 4 units will be delivered on a unit by unit basis, through taught sessions every 2 - 3 weeks. There will be a requirement to spend a minimum of 2 hours every week as home study. Each unit is assessed by way of an assignment, which relates directly to your day to day practice.

## **Unit 2: Childcare and Child Development (0-16) in the Home-based Setting includes:**

- Promoting children's rights
- Working with disabled children and their families
- Children's development and well-being

## **Unit 3: The Childcare Practitioner in the Home-based setting includes:**

- The reflective practitioner
- Assertiveness and valuing yourself
- Marketing your childcare service
- Policy writing
- Interagency working and other professionals
- Child protection
- Continuing Professional Development

## **Unit 4: Working in Partnership with Parents in the Home-based Setting includes:**

- The childcare practitioner and the community
- Families, culture
- Promoting positive relationships with parents or other primary carer
- Confidentiality, data protection and the law
- Contracts and complaints
- Communication with the child's primary carer

## **Unit 5: Planning to Meet the Child's Individual Learning Needs in the Home-based Setting includes:**

- The planning cycle
- Rationale for and methods of child observation and assessment
- Interpretation and evaluation of observations
- Using observation and assessment to inform planning
- Monitoring and evaluation of the planning cycle

Course code	Venue	Dates
6544	Norwich, Professional Development Centre	Starts Tues 8th April 08 to July 2009





# Common Assessment Framework

This course aims to allow participants to increase their knowledge and understanding of the principles of effective information sharing and the Common Assessment Framework, and to implement these into their day to day practice.

**Learning Outcomes:** By the end of the course participants should:

- Have increased their knowledge of the government agenda for Information Sharing and Common Assessment (ISA) in relation to the five key outcomes of Every Child Matters
- Have gained information about other agencies working in their geographical area
- Increased their understanding about the importance of Information Sharing and the legal framework within which they need to operate
- Understand the format of the Common Assessment Framework and when to complete one
- Have gained an understanding of the role of the Lead Professional
- Know how to complete a Common Assessment

**Target Group:** Multi-agency staff who work with children and young people aged 0 - 18 years.

**Training Provider:** Common Assessment Framework

**Course Length:** 1 day course using formal presentations, group exercises and discussions, class scenarios and role play.

## Spring Term

Venue	Dates	Times
Fakenham Racecourse	Mon 18th Feb 08	9am - 5pm
Fakenham Racecourse	Thurs 21st Feb 08	9am - 5pm
Norwich, UEA	Mon 25th Feb 08	9am - 5pm
Swaffham, EcoTech Centre	Weds 27th Feb 08	9am - 5pm
Swaffham, EcoTech Centre	Fri 29th Feb 08	9am - 5pm
Norwich, UEA	Mon 3rd Mar 08	9am - 5pm
Norwich, UEA	Thurs 6th Mar 08	9am - 5pm
Norwich, Wensum Lodge	Mon 10th Mar 08	9am - 5pm
Hethel Engineering Centre	Weds 12th Mar 08	9am - 5pm
Norwich, UEA	Fri 14th Mar 08	9am - 5pm

**If you would like to book onto these courses please visit the 'Information Sharing and Assessment' section of [www.everynorfolkchildmatters.org](http://www.everynorfolkchildmatters.org)**

**Alternatively, please call Kimberley Turrell on 01603 228872 or email [kimberley.turrell@norfolk.gov.uk](mailto:kimberley.turrell@norfolk.gov.uk)**



## Courses/Training offered by Children's Services Sensory Support

All the training/courses below can either be tailored to individual settings or delivered on a cluster/area basis depending on need.

### Signalong Courses 2008

Signalong is a sign support system based on British Sign Language vocabulary and concepts. Its target users are people with learning difficulties who need a visual and largely iconic (pictorial) support system for spoken English. It is a key word system: it is intended that Signalong signs are used at the language level of the 'client', helping to add meaning to the most important spoken word or words in a sentence.

We will run both Foundation Courses and Introductory Sessions over the year. All courses will be led by a trained Signalong instructor and are designed for parents and carers of, or people working with youngsters or adults who use signing as part of their total communication system, or to support communication.

The Foundation course takes ten, 90 minute (or seven, 2 hour) sessions to complete. It covers the history and philosophy of Signalong, hand formations, sign movements and directions and a basic selection of vocabulary relevant for the target users, using one of the vocabulary manuals published by Signalong. These are expected to run after school hours in the Autumn Term at Harford Manor school and in the Spring Term at Hall School, Old Catton.

Introductory Sessions can be tailored to individual needs, in time, location and some specific content.

**For further information please contact Martin Upton at Sensory Support Centre, Woodside Road, Norwich, Norfolk, NR7 9QL Tel: 01603 704040 or email [martin.upton@norfolk.gov.uk](mailto:martin.upton@norfolk.gov.uk).**

### Sensory Awareness Training

A basic introductory session would cover the follow elements:

- Knowledge of different conditions and their effects
- Deaf awareness and sight loss awareness
- Communication approaches used in Norfolk
- Empathy exercises
- Knowledge of different technology available to support children and settings
- A friendly environment for deaf and visually impaired children



## British Sign Language

### **The following courses are available;**

British Sign Language NVQ Level 1 - this will run from September through to July and can be offered on an area basis.

Family Signing Curriculum - this can be tailored to individual settings or cluster needs and has been piloted in Norfolk for the National Deaf Children's Society.

## Cochlear Implant Conference - 29th April, 2008

The Newborn Hearing Screening Programme means that every baby born is given a hearing test in the first few hours/days of life. Many babies who are diagnosed are given the opportunity of a cochlear implant. This conference will be relevant to any setting that has a deaf child and for those professionals who want to get a basic awareness of deafness, the effects of deafness on the child and the latest technological advances and methods available.

## Downs Syndrome

We are able to offer training to settings specifically around individual children who have Down Syndrome and a visual or hearing loss. This training would be free of charge and tailored to the needs of the child and setting.

## Sensory rooms

An introductory session to the basic principles and methods for using sensory rooms with young people with sensory impairments. This session may include ideas for how sensory equipment may be used in different settings, or be tailored to look at specific equipment within a particular setting.

## Cued Speech OCN Level 1 and Level 2

Cued Speech uses eight handshapes in four positions around the mouth to represent all the speech sounds. This system helps deaf children to lip-read more accurately. Cued Speech is easy to learn and fluency comes with practice. It gives access to both speech and environmental sounds. It also supports the learning of reading.

**For further information on the above courses please contact The Sensory Support Centre, Woodside Road, Norwich NR7 9QL. Tel: 01603 704040, Email: [sensorysupport@norfolk.gov.uk](mailto:sensorysupport@norfolk.gov.uk)**

**Funding for the above courses may be available through the Transformation Fund. For further information on this please contact Early Years, Childcare and Extended Schools Services, Workforce Development on 01603 222900, Email: [eytraining@norfolk.gov.uk](mailto:eytraining@norfolk.gov.uk)**



## Personal Details

Name:

Full Address:

Mobile:

Home Tel:

Work Tel:

Email:

National Insurance Number:

DOB:

Male ☐ Female ☐

## Ethnic Origin:

Any other Asian background ☐

Any other Black background ☐

Any other Ethnic background ☐

Any other Mixed background ☐

Any other White background ☐

Asian Bangladeshi ☐

Asian Indian ☐

Asian Pakistan ☐

Black African ☐

Black British ☐

Black Caribbean ☐

Chinese ☐

Irish ☐

Mixed White & Asian ☐

Mixed White/Black African ☐

Mixed White/Black Caribbean ☐

White British ☐

## Do you have a disability?

Yes ☐

No ☐

Prefer not to say ☐

## Please detail the Childcare qualification(s) you hold and the dates achieved

Qualification (e.g. NVQ Level 3 in Playwork)	Date Achieved

## Employment Details

Name of Setting:

Address:

Job role:

Start date:

Tick as appropriate:

I am Employed ☐ Voluntary ☐

No. of staff in setting:

## No. of staff who hold a relevant:

Level 2 qualification

Level 3 qualification

Level 4/5 qualification

Level 6 qualification

# Training Enrolment Form



## Please list the courses you wish to apply for.

Places on these courses will be allocated to the target group on a first come, first served basis.

Please insert the expiry date of your existing First Aid certificate if you are applying for a First Aid course.

First Aid expiry date:

No. of staff who currently hold a First Aid Certificate:

Course Code	Title	Venue	Date

Booking Authorised By:

Position:

Invoice to be sent to:

**Please return this form to: Workforce Development,  
Early Years, Childcare and Extended School Services,  
Room 117, First Floor, County Hall, Martineau Lane,  
Norwich NR1 2DL**



**every child matters**  
a brighter future for Norfolk's young people

## 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.

PLEASE PHOTOCOPY IF MORE THAN ONE APPLICANT IS APPLYING

Early Years, Childcare and  
Extended Schools Services,  
Workforce Development

**01603 222900**

[www.norfolk.gov.uk](http://www.norfolk.gov.uk)

[www.norfolkchildcarejobs.com](http://www.norfolkchildcarejobs.com)



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