

**Birth to 3
Training**

**Conferences
for 2005**

**Foundation
Stage
Training
Programme**

2005 - 2006

training news



Welcome



Welcome to the first annual training programme. We hope that having information well in advance will enable you to plan your own professional development for the coming year. This programme details the training offered through the Early Years and Childcare Team alongside other training opportunities that are available across the county. We have tried to provide as much information as possible regarding each course but contact details of training providers are also supplied in case further information is required.

This year we are introducing a charge for some of the training. Previous funding allocated to us is no longer available so in order to continue offering a varied training programme to all practitioners it has become necessary to introduce a fee. However, we have tried to keep costs down as much as possible and all courses will continue to be heavily subsidised. In cases where settings and/or practitioners cannot meet the cost of training the Access Fund remains available for practitioners in the non-maintained sector. Details are included in this issue.

We have also included more information on how to apply for training. Please make sure you read through this thoroughly before completing your application, as we need as much information as possible to ensure your application is processed quickly and efficiently. If you require further information, advice and guidance regarding your training options then please contact us and ask to speak to our Training Advisor, who will be able to give you impartial advice and further information to enable you to make a decision.

Thank you to those of you who completed the Training Audit sent out with the last edition of Training News. We have used the feedback from this when planning this training programme so we hope it meets your training requirements. However, if you have any future requests then please contact us direct or complete the course evaluation at the end of your training.

If you wish to contact the Training Team regarding any aspect of the training contained in this booklet then call 01603 622292 or via e-mail on eytraining@norfolk.gov.uk

Marcelle Curtis

Marcelle Curtis

Head of Early Years and Childcare Strategy





Which course should I apply for?

This depends on your job role. The following definitions may help.

Introductory - These courses introduce students to the occupational areas associated with playwork, early years and childcare. These do not lead to a qualification but it is a good idea to undertake an introductory course if you are new to this field of work but also have not done any previous training. It will give you basic information on your chosen area and get you used to producing evidence to show what knowledge you have gained.

Qualificatory Training

Level 2 courses give a qualification for those people working as assistants.

Level 3 courses give a qualification for those working at a supervisory level

Level 4 are qualifications for those with managerial responsibility.

The National Standards for Under 8s Day Care and Childminding state that the manager of a child care setting should hold a level 3 qualification appropriate to the post and at least half the child care staff hold a level 2 qualification appropriate to the post. They also state that at least one member of staff with a current first aid certificate is on the premises at any one time.

Professional Development - this training introduces or updates a practitioner's knowledge and skills. It does not always lead to a qualification.

Workshops - these are short courses that take under 12 hours to complete. They do not usually lead to a qualification but will improve practice and may give underpinning knowledge for those people attending qualificatory training.

Please Note: For courses not funded through the Early Years and Childcare Team, please contact the Training Provider direct.

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How to Apply

There is now only one application form, which must be used for all training funded through Early Years and Childcare, including the Foundation Stage Training Programme. Please ensure that you use this form for Early Years and Childcare funded training only. Check the course details for information on where to apply for all other courses. It is important that one application form is completed per person. Please give as much information as possible when completing the form as the information is used when allocating places. All applications need to be sent to the Training Team at St Andrews House, St Andrews St, Norwich. NR2 4UH.

Applications can also be made on line. Please visit the Training section of our website www.norfolkchildcare.info.com

All applicants will receive a confirmation letter prior to the commencement of the course. Places will be allocated depending on the requirements of the course itself, but target groups will be given priority. If courses are not full then places will be allocated 14 days prior to commencement to other applicants, if applicable, on a first come first served basis. If we have not contacted you 14 days before the date of the course, please contact us - DO NOT just turn up as you may be turned away.

When courses are over subscribed the target group will be given priority and places per setting may be limited. Reserve lists will be kept and applicants notified if places become available.

All courses will only run with a minimum number, although this will vary depending on the course. In the unlikely event of a course being cancelled, applicants will be invited to attend the same course at a different venue or kept on a reserve list.

Please remember that courses are often oversubscribed and if you are unable to attend then please contact the Training Team on 01603 622292 as soon as possible. **For cancellations made less than 5 working days prior to the course or for non attendance then a £10 administration fee will be charged.**

Qualifications Framework

In order to help you make the right decision regarding which course is suitable for your job role, we have included the latest version of the QCA Qualifications Frameworks for Playwork and Early Years and Childcare. All of the courses contained on the framework are recognised as an acceptable qualification for the roles listed. Introductory courses are not included at present. This was correct at the time of going to press but is being continually updated so we will notify you of any additions in future issues of Training News. If you hold a qualification that is not on this list it may be within the Historical Qualifications list, used by Ofsted, and therefore still acceptable. If you would like any further information, advice and guidance regarding suitable qualifications then please contact the Training Team.

Playwork Qualifications

Please note awarding bodies are shown in brackets after the qualification

(Courses available in Norfolk are highlighted)

Job Roles	Vocationally Related Qualifications	Occupational Qualifications
<ul style="list-style-type: none">• Assistant• Playworker• Holiday playscheme worker• Adventure playworker	<ul style="list-style-type: none">• Level 2 Certificate in Playwork (ABC)• Level 2 Certificate in Playwork (CACHE)• Intermediate Certificate in Playwork (NCFE)• Intermediate Certificate in Developing Skills working with Children and Young People (NCFE)• Intermediate Certificate in Playwork (NCFE)• Intermediate Award in Playwork (NOCN)	<ul style="list-style-type: none">• NVQ level 2 in Playwork (This NVQ is awarded by C&G, CACHE and Edexcel)
<ul style="list-style-type: none">• Senior playworker/ co-ordinator	<ul style="list-style-type: none">• Level 3 Certificate of Professional Development in Work with Children and Young People (CACHE)• Level 3 Diploma in Playwork (CACHE)• Advanced Certificate in Playwork (NCFE)	<ul style="list-style-type: none">• NVQ level 3 in Playwork (This NVQ is awarded by C&G, CACHE and Edexcel)• Playwork Development (C&G)• Playwork Development (CACHE)
<ul style="list-style-type: none">• Playwork manager• Playwork Development officer		<ul style="list-style-type: none">• NVQ level 4 in Early Years Care and Education (This NVQ is awarded by C&G and CACHE)

Early Years and Childcare

(Courses available in Norfolk are highlighted)

Job Roles	Vocationally Related Qualifications	Occupational Qualifications
<ul style="list-style-type: none"> Nursery assistant Pre-school assistant Crèche assistant Parent/toddler group assistant Playgroup assistant Toy library worker Homestart worker Mother's help Baby sitter/au pair 	<ul style="list-style-type: none"> Foundation Award in Caring for Children (CACHE) Level 2 Certificate in Child Care and Education (CACHE) Level 2 Certificate in Pre-school Practice (CACHE) Level 2 Progression Award in Early Years Care and Education (C&G) Intermediate Certificate in Developing Skills Working with Children and Young People (NcFE) Level 2 Certificate in Contributing to the Early Years Setting (C&G) Intermediate Certificate in Developing Skills for Early Years Practice (NcFE) Level 2 Certificate in Early Years Practice (CACHE) Level 2 BTEC First Diploma in Early Years (EDEXEL) 	<ul style="list-style-type: none"> NVQ level 2 in Early Years Care and Education (This NVQ is awarded by C&G, Edexcel, The Open University).
<ul style="list-style-type: none"> Nursery supervisor Pre-school leader Crèche leader Playgroup leader Toy library leader Special educational needs supporter Nursery nurse Nanny Childminder 	<ul style="list-style-type: none"> Level 3 Diploma in Child Care and Education (CACHE) Level 3 Certificate in Childminding Practice (CACHE) Level 3 Certificate of Professional Development in Work with Children and Young People (CACHE) Level 3 Diploma in Pre-school Practice Level 3 BTEC National Certificate in Early Years (EDEXEL) Level 3 National Diploma in Early Years (EDEXEL) Level 3 Diploma in Early Years Practice (CACHE) Level 3 BTEC National Award in Early Years (EDEXEL) 	<ul style="list-style-type: none"> NVQ level 3 in Early Years Care and Education (This NVQ is awarded by C&G, CACHE Edexcel, The Open University).
<ul style="list-style-type: none"> Manager Development officer Advanced practitioner 	<ul style="list-style-type: none"> Level 4 Certificate in Early Years Practice (OU) 	<ul style="list-style-type: none"> NVQ level 4 in Early Years Care and Education (This NVQ is awarded by C&G and CACHE)





Student Access Fund

In order that we can offer as many places on courses as possible, we are unable to offer any expenses (travel, childcare, supply) in future. However, for some students this may make it impossible for them to attend training unless they are offered additional support. To support these students we have implemented an access fund to help them embark on a course organised through the Early Years and Childcare Team, Norfolk County Council.

The criteria is:

- Students unable to budget for the additional required expenditure of attending a course within their present financial circumstances.
- Where the settings are unable to cover these costs.

It is assumed that students who apply:

- Are not taking part in any other Government/LSC funded initiative e.g. New Deal;
- Meet the requirements for accessing funding

Support can be for help with:

- Childcare
- Travel
- Supply

(N.B. if your setting is unable to release a student for training due to supply cover costs then applications will be considered, provided that enough evidence is given within the application form. However, only in exceptional circumstances will these applications be awarded due to the limited funds available).

In return, the student must make a commitment to:

- Attend the course regularly, at least 80% attendance record;
- Do the necessary course work;
- Undergo any assessment which may be part of the course;
- Achieve the necessary outcomes of the course;
- Pay back any monies received in the event of early withdrawal from the course without good reason.

If you wish to apply for this fund then please speak to your course tutor, who will supply you with an application form. Applications will be considered on an individual basis, but funds are limited.

Please note: This fund is only available to students attending courses organised by the Early Years and Childcare Team. If you are unsure whether your course is one of these then please contact the Training Team.

Modern Apprenticeships

Apprenticeships are another route to free work based training for those under 25 years old and are now available in the early years and childcare sector. Apprentices will learn how to design educational and recreational activities, avoid conflicts, handle difficult situations and understand that unique relationship that childcare workers can have with children in their care.

There are two levels:

- Young Apprenticeships usually last at least a year and apprentices work towards a National Vocational Qualification (NVQ) at level 2, Key Skills and Technical Certificates.
- Advanced Apprenticeships usually last at least two years and apprentices work towards a National Vocational Qualification at Level 3, Key Skills and Technical Certificates.

There are no set entry requirements for Apprenticeships. You just need to be living in England, aged 16 or above and not taking part in full-time education.

For more information and to find local opportunities near you visit www.apprenticeships.org.uk or call the help line on 08000 150600.



Level 4 Bursary

In recognition of the need for enhanced qualifications and career progression we are pleased to be able to offer a training bursary for practitioners waiting to access Level 4 training. If you are working at managerial level in your setting and would like to access higher level training you will be able to apply for a bursary to pay a proportion of the costs towards your course. However, the fund is limited so applicants will be considered on an individual basis, according to funding available.

If you would like further information or would like to apply for a bursary, please call the Training Team on 01603 622292.

Early Years and Childcare Conference 2005



The annual Early Years and Childcare Conference is to be held at the John Innes Centre in Norwich on Wednesday 2nd November 2005. The theme will be 'Every Norfolk Child Matters' and key speakers will focus on the development of Children's Services and the impact on practitioners. The conference is open to early years and childcare providers from across the county including practitioners from maintained and non-maintained settings, including childminders, early years and foundation stage practitioners, Playworkers, Sure Start Local Programmes, Children's Centres, schools and nurseries. There will be a range of exhibitors and the opportunity for you to gather the latest information. Further details will be sent to all settings later in the year.



The NEW Recruitment Website www.norfolkchildcarejobs.com



In line with taking our recruitment service forward, we have developed an interactive vacancy bulletin board, which will replace the Word document listing we currently use on www.norfolkchildcare.info

Candidates will be able to log on, search for vacancies by area, job type or reference number, view vacancies, and where a provider email is provided, apply online using a standardised form, which replicates the normal information supplied on a CV or application form. When a candidate cannot apply online, the normal reply details are given e.g. telephone number, postal address. With this online facility available we would encourage all providers to supply email addresses, as this will standardise the application process, making candidates easily comparable.

Vacancies will be uploaded instantly and there will no longer be a 12 noon deadline for the following weeks bulletin. However, we must stress the importance of returning your evaluation forms as if an evaluation form is not received for any outstanding closed vacancies, we will not be able to upload any new vacancies on to the recruitment database or website.

The website will also highlight job(s) of the week. We will use this to promote vacancies that have proved difficult in filling and this will work on a first come first served basis.

For more information visit www.norfolkchildcarejobs.com or contact Vicki Hall on 01603 598497.

Quality of Training

At the end of your course you will be asked to complete an evaluation form. This gives us valuable information on the quality of the training you received and helps us to ensure that we offer the highest standard of training possible.

The Norfolk Early Years and Childcare Training Consortium meets regularly and is made up of representatives of all of the training providers delivering training on our behalf. This group reviews the qualifications on offer and makes recommendations for improvements. Qualificatory courses are also internally and externally verified. This means that the training providers have to meet the quality standards of the awarding body, so this is another way that quality is ensured. Courses are regularly monitored and evaluated and delivered by well qualified and experienced trainers, with the aim of meeting the individual needs of the participants.

How to Complain

If you are unhappy with any aspect of your course, then please speak to your tutor. If this does not resolve the issue then ask for a copy of the training providers complaints procedure, or contact;

Training Manager

Early Years and Childcare Team

1st Floor

St Andrews House

St Andrews Street

Norwich NR2 4UH

Tel 01603 622292





Introduction to Working With Children

This is a six week course running for 2 hours per session usually in the evening, 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;

- The importance of play
- Child development
- Choosing and using appropriate resources
- Special educational needs
- Basic skills (literacy and numeracy)
- Different childcare settings
- Play activities
- Behaviour management
- Equal opportunities
- Where next?

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.

Below are the details for the next round of courses. Please use the application form in Training News if you wish to apply. Courses are arranged to coincide with recruitment events so we are unable to confirm details of courses to be held later in the year. However, courses will be held around the county from September so please contact the Training Team to register your interest.

Course code	Venue	Dates	Times
2547	Norwich, Thorpe St Andrew High School	Tues 12th/19th/26th Apr + 3rd/10th/17th May 05	7.00pm - 9.00 pm
2548	Gt Yarmouth High School	Thurs 14th/21st/28th Apr + 5th/12th/19th May 05	7.00 pm - 9.00 pm



Introductory Courses

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Take 5 For Play



This 15 hour course is for people who have just started work or want to gain experience working with children and young people aged 5 - 15 years in a play setting.

The course:

- provides an understanding of play and playwork
- introduces the playwork values
- enables participants to develop confidence for working with children and young people aged 5 - 15 years, in a playwork setting
- provides opportunities to gain knowledge of practical playwork

Target Group: Those caring for children aged 5-15 in out of school clubs, breakfast clubs or holiday playschemes.

Additional information: Students can progress to level 2 qualification courses in playwork on completion.

Training Provider: Childminding Matters

Course length: 6 weeks

Course code	Venue	Dates	Times
2502	King's Lynn, Alderman Jackson	Tues 7th June 05 to Tues 12th July 05	7-9pm
2503	Norwich, Hewett High School	Weds 14th Sep 05 to Weds 19th Oct 05	7-9pm
2504	Gorleston, Lynn Grove High School	Tues 21st Feb 06 to Tues 28th March 06	7-9pm

Actual Cost: £150.00

Cost to you: £10.00

OCNA Introduction to Early Years Care & 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 & 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.

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

*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: 12 weeks

Course code	Venue	Dates	Times
2490	Acle High School	Weds 20th April 05 to Weds 15th July 05	7-9pm
2491	Dereham, Northgate High School	Weds 20th April 05 to Weds 15th July 05	7-9pm
2492	Taverham High School	Tues 13th Sep 05 to Tues 6th Dec 05	7-9pm
2493	Wymondham High School	Weds 14th Sep 05 to Weds 7th Dec 05	7-9pm
2540	North Walsham High School	Thurs 5th Jan 06 to Thurs 30th Mar 06	7-9pm

Actual Cost: £83.33

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 10 week course is to provide students with an opportunity to practise 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
2549	King's Lynn, Healthy Living Centre	Mon 12th Sep 05 to Mon 21st Nov 05	7-9pm
2550	Great Yarmouth, The Priory Centre	Weds 18th Jan 06 to Weds 29th Mar 06	10-12pm

Actual cost: £112.00

Cost to you: £20.00



OCNA Understanding Play



This six week course, which is accredited through Open College Network Anglia, aims to provide practical activities related to the six areas of learning and for participants to share ideas relating to play activities.

Target group: Anyone new to pre-school either employed or as a volunteer, parent or carer.

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
2495	Taverham High School	Tues 13th Sept 05 to Tues 18th Oct 05	7-9pm

Actual cost: £47.00

Cost to you: £10.00

Introduction to Classroom Assistants

This is a non-accredited course i.e it does not lead to a qualification. The course gives foundation knowledge for those who desire to learn more about the role of the classroom assistant, and may want to develop a career path in this area.

Target group: Those completely new to the role of classroom assistant.

Additional information: Candidates are required to have a placement (usually voluntary) in school, or other educational setting. Because a placement in school is an integral part of this course, students will be required to produce evidence of a full and current Criminal Records Bureau Clearance at enrolment.

Training Provider: Adult Education.

Course length: 10 weeks.

Course details: Please contact the Training Provider.

Cost: Please contact the Training Provider.

Introducing Childminding Practice course (ICP)



This course is delivered over a seven week period. This consists of 6 evenings and a Saturday. On completion of an assignment candidates will achieve unit 1 of the CACHE Certificate in Childminding Practice.

It will explore:

- The childminders role
- Play
- Routines
- Managing children's behaviour
- Child Protection
- Relationships with parents
- Equal Opportunities
- Helping children to settle
- Keeping children safe
- The business side of childminding

The course will consist of a mixture of group activities, discussion and scenarios and it will give participants the opportunity to share ideas and experiences.

Target Group: This course is for anyone interested in becoming a registered childminder. We recommend that you attend a 'Thinking of Becoming a Childminder' (TOBAC) session before starting this course. To attend a TOBAC please contact the Childcare Information Service on 01603-622292

Additional Information: Standard 1.4 of the National Day Care Standards for Childminders requires Childminders to complete this course within 6 months of becoming a registered childminder.

Course Length: A seven week period, consisting of 6 evenings and a Saturday (21 1/2 hours in total).

Training Provider: Childminding Matters.

Course details: Please contact the Training Team for course details.

Cost: This course will be deducted at source from your start up grant.



Level 2 Qualificatory Courses

• Certificate in Pre-school Practice	16
• Certificate in Playwork	17
• NAOCN Intermediate Award in Childcare	17
• CACHE Certificate in Child Care and Education	18
• NVQ 2 in Early Years Care and Education or Playwork - Distance Learning	18
• NVQ 2 in Early Years Care and Education or Playwork - Taught option	19
• NVQ 2 for Teaching Assistants	20



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
- 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 be at least 16 years old at the date of registration and have the ability to work at level 2 assistant level.

Training Provider: Pre-school Learning Alliance.

Course length: The covers 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
2551	King's Lynn, Healthy Living Centre	Starts Tues 10th Jan 06	9.45am-2.45pm

Actual cost: £423.00

Cost to you: £100.00



Certificate in Playwork



This course will give you the opportunity to learn about regulations that affect playworkers, the playwork values that underpin the sector, an insight into possible career directions and the opportunity to share your experiences with other playworkers from other settings.

The Certificate will benefit anyone working with school age children in a variety of settings, including playscheme workers and out of school club workers. The only requirement is that you must have at least 50 hours of playwork experience, gained either as a paid or volunteer playworker.

Content includes:

- Role of the playworker
- Health and Safety
- Equal opportunities
- Legal responsibilities and other relevant legislation
- Teamwork
- Planning and promoting play
- Playwork in practice
- Building relationships with children, parents and other staff
- Monitoring and evaluating playwork practice

Target Group: Those working in, or wishing to work in, out of school clubs and holiday playschemes as qualified assistants.

Additional information: You will be required to complete an assignment to be awarded this qualification.

Training Provider: Norwich City College - College of West Anglia

Course code	Venue	Dates
2553	City College Norwich	Sept 05
2554	College of West Anglia	Jan 06

Actual Cost: £450

Cost to you: £100



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 & Safety in Childcare Settings
- Play & Child Development
- Partnership in childcare
- 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
2494	115, City Road, Norwich	Starts Weds 20th April 05	9.30am - 2.30pm
2541	115, City Road, Norwich	Starts Thurs 12th Jan 06	9.30am - 2.30pm

Actual cost: £657.22

Cost to you: £100



CACHE Certificate in Childcare and Education

This course provides an initial qualification in childcare and education. On completion you will have an understanding of physical, social and emotional development, working with young children, working with parents and carers and preparing for employment with Young Children. It will also provide the theoretical background (known as 'underpinning knowledge') towards an NVQ Level 2 in Early Years Care and Education. This qualification allows you to work in a supervised capacity in the child care and education sector.

Target group: Those who work, or wish to work, with children aged from 0-7 years 11 months. You must be at least 16 when you start the course.

Additional information: The course consists of four core units and one option. Assignments are included within each unit and will link theory into practice. You will also have the opportunity to take a Food Handling and Hygiene course.

Training Providers: City College Norwich - College of West Anglia.

Course length: One year, full time. Part time option is also available. Please contact the Training Provider direct for further information.

Course details: Please contact the Training Provider.

Cost: Please contact the Training Provider.

NVQ 2 in Early Years Care and Education (0-8 yrs) NVQ 2 in Playwork (5-15 yrs) - Distance Learning



NVQs are work based qualifications and are based on the knowledge, understanding and skills needed to carry out a job effectively in the workplace. An NVQ Assessor will visit you at work to assess your competence in your job. You will need to put together a portfolio of evidence to show your understanding and knowledge.

On completing this award you will have an understanding of:

- Supporting Children's development needs
- Implementing activities
- Maintaining safety and Security of Children

Completing an NVQ is demanding as you take the lead in your own learning. We would expect you to have undertaken some training, short courses or workshops or have previous experience before embarking on this qualification or alternatively undertake the NVQ with a taught option (see next course).

Target Group: Anyone working, or wishing to work, in childcare, early education or out of school clubs and holiday playschemes.

Additional information: You will need to be working at level 2 (assistant level) to complete this award.

Training provider: CTD.

Course length: Approx. 1 year.

Course code	Dates
2560	May 05
2561	September 05
2562	January 06

Actual cost: £1,025

Cost to you: £350 (payable in instalments)

These NVQs are subsidised by the Early Years and Childcare Team but subsidies are limited and they are offered on an individual basis and those working in settings that do not meet the National Standards for Under Eights Daycare and Childminding will be given priority.

NVQs are offered independently by other training providers in Norfolk.

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

NVQ 2 in Playwork (5-15 yrs.) (taught option)



If you wish to undertake an NVQ but do not have the necessary underpinning knowledge then this is the best option for you. You can undertake the NVQ 2 alongside attending taught sessions on a weekly basis.

Topics covered in the taught element 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, 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.



Early Years

Course code	Venue	Dates	Times
2555	Diss High School	20th Sept 05	7pm - 9.30pm
2556	Taverham High School	19th Sept 05	7pm - 9.30pm
2557	Acle High School	20th Sept 05	7pm - 9.30pm
2258	Fakenham High School	19th Sept 05	7pm - 9.30pm
2559	King's Lynn, Healthy Living Centre	18th Jan 06	7pm - 9.30pm

Playwork

Course code	Venue	Dates	Times
2563	Norwich	Sept 05	7pm - 9.30pm

Actual cost: £1,025

Cost to you: £350 (payable in instalments).

These NVQs are subsidised by the Early Years and Childcare Team but subsidies are limited and they are offered on an individual basis and those working in settings that do not meet the National Standards for Under Eights Daycare and Childminding will be given priority.

NVQs are offered independently by other training providers in Norfolk.



NVQ 2 for Teaching Assistants (taught option)

This is an accredited course, leading to a recognised qualification, which will provide candidates with the necessary underpinning knowledge for the award of NVQ 2 for Teaching Assistants. Educational topics will be explored and there will be additional input from visiting speakers. Candidates will need to complete a portfolio and be observed by an NVQ Assessor. Together, these will provide evidence of professional competence.

Target Group: Unqualified classroom assistants.

Additional information: A pre-course guidance interview will be given prior to the course commencing, for candidates to ask any questions and to ensure that this is the right course for them.

Candidates must be able to offer a minimum of 6 hours per week in school, or other educational setting. It is essential for the candidate to have a mentor from their placement during the course. As part of the portfolio building candidates will be expected to obtain written assessments from their teacher/mentor with whom they have their placement. Candidates should anticipate approximately 4 hours homework per week. Because employment by a school is an integral part of this course, students will be required to produce evidence of a full and current Criminal Records Bureau Clearance at enrolment.

Training Providers: Adult Education, City College Norwich, CTD.

Course length: 32 weeks.

Course details: Please contact the Training Provider.

Course cost: Please contact the Training Provider.



Level 3 Qualificatory Courses

• CACHE Diploma in Pre-School Practice (DPP)	22
• NVQ 3 in Early Years Care and Education/Playwork - Distance Learning	22
• NVQ 3 in Early Years Care and Education - Taught option	23
• CACHE Working with Children (Accreditation of Prior Learning and Experience - APEL)	24
• CACHE Certificate in Professional Development in Working with Children and Young People (CPD)	25
• NVQ 3 for Teaching Assistants	25
• BTEC National Diploma in Early Years	26
• CACHE Diploma in Childcare and Education	26
• CACHE Certificate in Childminding Practice	27



CACHE Diploma in Pre-School Practice (DPP)

There are no formal entry requirements but the demands of the DPP should not be underestimated and we would advise all potential candidates that undertaking a course of study at an entry level prior to beginning this course would be advantageous.

The award requires successful candidates to complete four units, one of which is externally assessed.

It is likely that an additional 150 hours in contact with children and families in a early years group setting will be required and as much again in private study.

Target Group: Anyone working, or wishing to work, at supervisory level in a pre-school setting.

Additional information: You need to be working at level 3 (supervisory level) to complete this award.

Training Providers: Pre-school Learning Alliance, Norfolk Early Years Support Network.

Course length: 4 terms.

Course code	Venue	Dates	Times
2552	King's Lynn, Healthy Living Centre	Starts Thurs 12th April 05	9.45 am - 2.45 pm
2412	115 City Road, Norwich	Starts Weds 11th Jan 06	9.45 am - 2.15 pm

Actual cost: £372.00

Cost to you: £100

NVQ 3 in Early Years Care and Education Level 3 or NVQ 3 in Playwork - Distance Learning

NVQs are work based qualifications and are based on the knowledge, understanding and skills needed to carry out a job effectively in the workplace. An NVQ Assessor will visit you at work to assess your competence in your job. You will need to put together a portfolio of evidence to show your understanding and knowledge.

On completing this award you will have an understanding of:

- providing for children's development needs
- observing, assessment & planning
- contributing to the protection of children

Completing an NVQ is demanding as you take the lead in your own learning. We would expect you to have undertaken some training, short courses or workshops or have previous experience before embarking on this qualification or undertake the NVQ with a taught option (see next course).

Target Group: Anyone working, or wishing to work, in childcare, early education or out of school clubs and holiday playschemes.

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: CTD, City College Norwich and College of West Anglia.

Course length: An NVQ normally takes approximately 18 months.

Course code	Dates
2560	May 05
2561	September 05
2562	January 06

Actual cost: £1,345

Cost to you: £350 (payable in instalments)

These NVQs are subsidised by the Early Years and Childcare Team but subsidies are limited and they are offered on an individual basis and those working in settings that do not meet the National Standards for Under Eights Daycare and Childminding will be given priority.

NVQs are offered independently by other training providers in Norfolk.

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

Playwork (5-15yrs)

(Taught Option)

If you wish to undertake an NVQ but do not have the necessary underpinning knowledge then this is the best option for you. You can undertake the NVQ 3 alongside attending taught sessions on a weekly basis.

Topics covered in the taught element 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 and College of West Anglia

Course length: Approximately 48 weeks.



Early Years

Course code	Venue	Dates	Times
2555	Diss High School	20th Sept 05	7pm - 9.30pm
2556	Taverham High School	19th Sept 05	7pm - 9.30pm
2557	Acle High School	20th Sept 05	7pm - 9.30pm
2558	Fakenham High School	19th Sept 05	7pm - 9.30pm
2559	King's Lynn, Healthy Living Centre	18th Jan 06	7pm - 9.30pm

Playwork

Course code	Venue	Dates	Times
2563	Norwich	Sept 05	7pm - 9.30pm

Actual cost: £1,345.

Cost to you: £350 (payable in instalments)

These NVQs are subsidised by the Early Years and Childcare Team but subsidies are limited and they are offered on an individual basis. Those working in settings that do not meet the National Standards for Under Eights Daycare and Childminding will be given priority.

NVQs are offered independently by other training providers in Norfolk.





CACHE Certificate in Working with Children

(Accreditation of Prior Experience and Learning - APEL)

The APEL qualification is aimed at early years and playworkers who wish to have a qualification that recognises their working practice and experience. Candidates wishing to complete this qualification will need to fulfil entry requirements relating to age and work experience before they start.

Target group: The candidate must be:

- Over 25 years of age
- Working at level 3 before starting the award i.e working without direct supervision
- In paid or unpaid employment and either full or part time. This is based on the number of hours expected of the job role N.B. caring for your own children does not constitute 'employment experience'.
- 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: Candidates will be expected to submit a slim portfolio, which contains:

- At least two professional testimonies
- A reflective account, which shows that they are able to reflect on their knowledge and understanding of early years in relation to practice

Candidates must pass the assessment for both units in order to achieve the qualification. You will be interviewed by 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 will 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.

Actual cost: £350

Cost to you: £100

If you are interested in this qualification please complete the application form to register your interest. You will be contacted by the Early Years and Childcare Training Team to confirm course start dates.



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

This course aims to develop or extend specialist knowledge to help you progress in your selected area of child care 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
- 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	Starts Tues 13 Sept 05	9.15 - 2.45

Actual cost: £1,172

Cost to you: £200

There will be an extra subsidy available for member groups of Norfolk Early Years Support Network. Please contact Norfolk Early Years Support Network for details.



NVQ 3 for Teaching Assistants (Taught Option)

This is an accredited course, leading to a recognised qualification, which will provide candidates with the necessary underpinning knowledge for the award of NVQ 3 for Teaching Assistants. Educational topics will be explored and there will be additional input from visiting speakers. Candidates will need to complete a portfolio and be observed by an NVQ Assessor. Together, these will provide evidence of professional competence.

Target Group: Classroom assistants in paid employment in school, with at least 2 years experience. Completion of 7321-01 or NVQ Level 2 is advised.

Additional information: A pre-course guidance interview will be given prior to the course commencing, for candidates to ask any questions and to ensure that this is the right course for them.

Candidates must be able to offer a minimum of 15 hours per week in school, or other educational setting. These can be all contractual hours, or a combination of contractual plus voluntary hours. It is essential for the candidate to have a mentor from their placement during the course. As part of the portfolio building candidates will be expected to obtain written assessments from their teacher/mentor with whom they have their placement. Candidates should anticipate approximately 6 hours homework per week. Because employment by a school is an integral part of this course, students will be required to produce evidence of a full and current Criminal Records Bureau Clearance at enrolment.

Training Providers: Adult Education, City College Norwich, CTD.

Course length: 36 weeks.

Course details: Please contact the Training Provider.

Course cost: Please contact the Training Provider.



BTEC National Diploma in Early Years

This course is designed for those who wish to work at supervisory level and provides a route to higher education. Students will complete 18 mandatory units covering human growth and development, play and learning activities, safety and protection of children, child care practice, learning in the early years, physical activities, professional practice, child health, communication and interpersonal skills, environmental studies, physical sciences, equality, diversity and rights, supporting children with special requirements, literacy and numeracy skills, researching early years care and education and an early years project.

Target group: anyone working in, or wishing to work in childcare and early education in a supervisory role.

Additional information: The qualification will be awarded on successful completion of assignments, satisfactory performance in work placements (800 hours over the duration of the course) and an external assessment.

Training Provider: City College Norwich.

Course length: Usually two years full-time.

Course details: Please contact the Training Provider.

Course cost: Please contact the Training Provider for details.

CACHE Diploma in Child Care and Education

This widely recognised course is for those who wish to work with children. It will prepare you to work competently, safely and effectively with children aged 0-7 years 11 months whilst taking into account that children live in families and communities. This course will prepare you to work in a wide range of settings as a professional child care and education worker, or to progress to higher education to qualify as a teacher or a nurse or, with experience, as a social worker.

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

Additional Information: You will have to complete assignments, show satisfactory performance in work placements and an external assessment in order to gain this qualification.

Training Provider: City College Norwich - College of West Anglia.

Course length: Two years full-time. Part-time option is also available. Please contact the Training Provider direct for further information.

Course details: Please contact the Training Provider.

Course cost: Please contact the Training Provider.



CACHE Certificate in Childminding Practice

This course is delivered on an open learning basis. It comprises of 3 units. Candidates would have already completed unit 1 (Introducing Childminding Practice course) as part of the requirements for their registration as childminders. It also consists of unit 2, Developing Childminding Practice and unit 3, Extending Childminding Practice.

It will explore:

- The professional approach to childminding
- Working in partnership with parents
- Children's development and learning
- Managing children's behaviour
- Meeting children's physical needs
- Equal Opportunities and anti discriminatory practice
- Caring for school age children
- Caring for babies and toddlers
- Child Protection
- Health and Safety
- Observing children
- Running a childminding business

Candidates will complete four assignments for unit 2 and five assignments for unit 3 as a part of the ongoing course, course tutors will mark these. However there are also two CACHE assignments for unit 2 and one for unit three.

Target Group: Registered childminders who have been working as a registered childminder for a minimum of six months before undertaking this qualification.

If you have not undertaken the assignment for unit 1, you will need to complete this to qualify for progression onto unit 2.

Additional Information: This is a demand led qualification.

Unit 2 & 3 will be delivered as an open learning course and will consist of monthly workshops which incorporate taught subjects as well as tutorial support.

Training Provider: Childminding Matters.

Course length: Unit 2 Developing Childminding Practice (DCP) - 60 hours

Unit 3 Extending Childminding Practice (ECP) - 60 hours

Course Cost: £350

Cost to you: £100





Level 4 Qualificatory Courses

• Early Years Foundation Degree	30
• BA (Hons) in Early Childhood Studies	30
• HNC/HND Childhood and Youth Studies	30



Early Years Foundation Degree

Early Years Sector-Endorsed Foundation Degree (EYSEFD) courses are new, higher education qualifications at level 4 that will lead to a new level of professional practice known as 'Senior Practitioner'. They have been assessed by the Department for Education and Skills (DfES) as meeting a Statement of Requirement which has been endorsed by the Early Years sector. This statement sets out core learning outcomes for the foundation degrees as well as a framework of innovative delivery of the course.

Target Group: Students will need to have a level 3 qualification in Early Years, Childcare or Playwork (or equivalent) and at least 2 years experience of working in the sector.

Additional Information: To study for the Foundation Degree you will need to be working with young children aged 0-8 years for a minimum of 5 hours a week.

Training Provider: College of West Anglia
(possibly available at City College Norwich from Sept 05).

Course length: Two years full-time or part-time equivalent.

Course details: Please contact the Training Provider.

Course cost: Please contact the Training Provider.

BA (Hons) in Early Childhood Studies

This course offers an exciting opportunity for experienced practitioners within the field of early years care and education to extend their study at HE level. The Early Childhood Studies programme combines the disciplines of sociology, psychology, social policy, health and education studies. Students will gain an understanding of children and their needs within a holistic framework as well as knowledge and understanding of many aspects of development and behaviour in early childhood, child welfare and protection and research methodology.

Target Group: Those who work, or wish to work, with young children and their families in a variety of roles and settings.

Additional Information: Concepts related to being a reflective practitioner and action research are central to this programme and access to appropriate early years related settings is essential throughout.

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

Course length: Please ask training provider for details of full-time and part-time options.

Course details: Please contact training provider.

Course cost: Please contact training provider.

HND/HNC Childhood and Youth Studies (APU)

This is an advanced, in-depth programme of study for anyone wishing to study children and families. The course focuses on children with special needs, working with children, young people and families, communicating with children and young people, health and welfare 0-18 and how children and young people learn.

Target group: Those with a level 3 qualification and/or relevant experience, ideally working in a voluntary or paid capacity.

Additional Information: Students need to spend at least 8 hours a week working on their own or with other students in their own time.

Training Provider: Great Yarmouth College.

Course length: HNC 2 years part-time.
HND 3 years part-time

Course details: Please contact the Training Provider.

Course cost: Please contact the Training Provider.



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Child Development

This is a series of workshops which are age specific focusing on the holistic developmental needs of young children. Participants will be encouraged to consider the provision of play, care and learning requirements appropriate to the relevant stage of the child, alongside the sequences in a child's development.

It is essential that those who work with children know how a child grows and develops and that every child is unique.

Target Group: All Early Years and Childcare Practitioners.

Additional Information: Participants can apply for one or all three workshops to gain an understanding of development for children under eight.

Training Provider: Norfolk Early Years Support Network

Course Length: 4 hours

Child Development for children aged 0-3 Years

Course code	Venue	Dates	Times
2505	King's Lynn, Healthy Living Centre	Weds 4th May 05	10am-2pm
2506	Norwich, Norman Centre	Tues 13th Sep 05	10am-2pm
2507	Great Yarmouth, Priory Centre	Mon 30th Jan 06	10am-2pm

Child Development for children aged 3-5 Years

Course code	Venue	Dates	Times
2508	Norwich, Norman Centre	Tues 14th June 05	10am-2pm
2509	Great Yarmouth, Priory Centre	Mon 17th Oct 05	10am-2pm
2510	King's Lynn, Healthy Living Centre	Fri 24th Feb 06	10am-2pm

Child Development for children aged 5-8 Years

Course code	Venue	Dates	Times
2511	Great Yarmouth, Priory Centre	Fri 15th July 05	10am-2pm
2512	King's Lynn, Healthy Living Centre	Weds 16th Nov 05	10am-2pm
2503	Norwich, Norman Centre	Thurs 16th Mar 06	10am-2pm

Actual Cost: £22.00

Cost to You: Free



Birth to Three Matters

- An Introduction to the Framework

This session is aimed at practitioners working with children directly under 3, and will introduce the Birth to Three Framework, its purpose and principles.

The Framework aims to provide support, information, guidance and challenge for all those with responsibility for the care and education of babies and very young children.

During the session participants will have the opportunity to become familiar with the Framework and the materials it contains. The session will also begin to explore ways of using the Framework effectively within their own setting.

Target Group: All practitioners working with children under three.

Additional Information: Participants will find it useful to bring a copy of the Framework to the session.

Training Provider: Early Years and Childcare Team

Course Length: 1 day

Summer Term

Course code	Venue	Dates	Times
2514	North Walsham High School	Sat 14th May 05	9.30am-3pm
2515	Attleborough Leisure Centre	Mon 6th June 05	9.30am-3pm
2516	Swaffham, George Hotel	Weds 6th July 05	9.30am-3pm

Autumn Term

Course code	Venue	Dates	Times
2517	Norwich, Norman Centre	Tues 20th Sep 05	9.30am-3pm
2518	Thetford, Breckland Leisure Centre	Tues 11th Oct 05	9.30am-3pm
2519	Fakenham, Wensum Lodge Hotel	Weds 30th Nov 05	9.30am-3pm

Spring Term

Course code	Venue	Dates	Times
2520	Diss, Park Hotel	Weds 25th Jan 06	9.30am-3pm
2521	Great Yarmouth High School	Sat 4th Mar 06	9.30am-3pm
2522	King's Lynn, Alderman Jackson	Sat 25th Mar 06	9.30am-3pm

Actual Cost: £20.00

Cost to You: Free





Birth to Three Matters - The 4 Aspects

This series of 4 workshops make up a comprehensive course, covering the 4 Aspects within Birth to Three in more detail. The workshops are designed for all practitioners working with children under three.

'A Strong Child' (Session 1)

This workshop will focus on how to support the development of a strong child. It will show how to implement many components linked to the aspect 'A Strong Child' from the Birth to Three Framework; in practical ways. The workshop will explore ways of supporting young children to be strong, capable, confident and self-assured.

Aims:

- To examine the components within the aspect 'A Strong Child'.
- To investigate how to implement these aspects through everyday activities of a basic day.
- To consider ways of supporting young children's confidence and self-assurance.
- To explore practical ideas and activities to support 'A Strong Child'.
- To examine how to encourage young children's individuality within a healthy routine.

'A Skilful Communicator' (Session 2)

This workshop will focus on how to support the development of a skilful communicator. It will show how to implement many components linked to the aspect 'A Skilful Communicator' from the Birth to Three Framework; in practical ways. The workshop will explore ways of supporting young children to be effective communicators and be able to express and organise their thoughts and feelings.

Aims:

- To examine the components within the aspect 'A Skilful Communicator'.
- To investigate how the 'whole day matters' when supporting babies and young children to be skilful communicators.
- To explore practical ideas and activities to support babies and young children to listen, respond, make meaning and find a voice.
- To consider how repetition and similar actions are important to help babies and young children become skilful communicators.
- To examine the importance of the adults role.

'A Competent Learner' (Session 3)

This workshop will focus on how to support the development of a competent learner. It will show how to implement many components linked to the aspect 'A Competent Learner' from the Birth to Three Framework; in practical ways. The workshop will explore ways of supporting young children to be creative, imaginative, make connections and represent.

Aims:

- To examine the components within the aspect 'A Competent Learner'.
- To investigate how to implement these aspects through practical activities.
- To consider ways of supporting young children's creativity and imagination.
- To explore practical ideas and activities to support a competent learner through using the senses.
- To investigate exploring and experimenting through play for children under three.



'A Healthy Child' (Session 4)

This workshop will look at how to support the development of a healthy child. It will show how to implement many components linked to the aspect 'A Healthy Child' from the Birth to Three Framework; in practical ways. The workshop will explore ways of supporting young children to grow and develop, gain emotional well-being, make health choices and keep safe.

Aims:

- To examine the components within the aspect 'A Healthy Child'.
- To investigate how to implement babies and young children's physical well-being through everyday activities; including meal times and outdoor play.
- To consider ways of supporting young children's independence.
- To explore practical ideas and activities to support 'A Healthy Child'.
- To examine how to encourage young children's to develop making healthy choices.

Target Group: All practitioners working with children under three.

Additional Information: These workshops are primarily for practitioners that have already attended the Birth to Three Matters Introduction day. Practitioners are required to attend all four workshops.

Training Provider: Elementary Education

Course Length: 4 days

Autumn Term

Course code	Venue	Session	Times
2404	King's Lynn, Healthy Living Centre	Session 1	Thurs 22nd Sep 05
		Session 2	Tues 4th Oct 05
		Session 3	Tues 18th Oct 05
		Session 4	Mon 7th Nov 05
		Times:	9.30am-3.30pm
2405	Great Yarmouth, Priory Centre	Session 1	Fri 23rd Sep 05
		Session 2	Weds 5th Oct 05
		Session 3	Weds 19th Oct 05
		Session 4	Tues 8th Nov 05
		Times:	9.30am-3.30pm

Spring Term

Course code	Venue	Session	Dates
2406	Norwich, Norman Centre	Session 1	Mon 16th Jan 06
		Session 2	Mon 6th Feb 06
		Session 3	Mon 27th Feb 06
		Session 4	Mon 20th Mar 06
		Times:	9.30am-3.30pm
2407	Thetford, Breckland Leisure Centre	Session 1	Tues 17th Jan 06
		Session 2	Tues 7th Feb 06
		Session 3	Tues 28th Feb 06
		Session 4	Tues 21st Mar 06
		Times:	9.30am-3.30pm
2408	Fakenham, Wensum Lodge Hotel	Session 1	Weds 18th Jan 06
		Session 2	Weds 8th Feb 06
		Session 3	Weds 1st Mar 06
		Session 4	Weds 22nd Mar 06
		Times:	9.30am-3.30pm

Actual Cost: £88.80

Cost to You: Free





Effective Planning and Observation of the Birth to Three Years Framework.

This workshop will investigate the importance of effective planning and observation of the Birth to Three Matters Framework. It will consider ideas to support organisation and practice; looking at the environment and resources so that the framework can be implemented effectively. The workshop will consider how observations can inform planning and assist in supporting the overall development of children under three.

Aims:

- To examine how to effectively plan the Birth to Three Matters Framework.
- To consider 'good' organisation of the Framework.
- To investigate resources to assist in implementing the framework.
- To explore the importance of effective observations of children under three in relationship to the Birth to Three Matters Framework.

Target Group: All practitioners working with children under three.

Additional Information: This course provides knowledge evidence for the following units of NVQ's in Early Years Care & Education.

- NVQ Level 2 - C8, E1

- NVQ Level 3 - C14, C16, E1, M7, M8

Training Provider: Elementary Education

Course Length: 1 day

Summer Term

Course code	Venue	Dates	Times
2409	Norwich, Lakenham Function Rooms	Tues 26th May 05	9.30am-3.30pm
2410	King's Lynn, Healthy Living Centre	Fri 2nd Dec 05	9.30am-3.30pm
2411	Great Yarmouth, Priory Centre	Tues 6th Dec 05	9.30am-3.30pm

Actual Cost: £22.00

Cost to You: Free

Meeting Children's Medical Needs

This half day course explores the signs and symptoms of:

- Epilepsy
- Meningitis
- Febrile convulsions
- Asthma

It will explain:

- Techniques used for treatment.
- Identify the need to act professionally.
- Recognise the importance of working in partnership with parents.

Target Group: For Early Years and Childcare Practitioners who require a basic understanding of children's specific medical needs.

Additional Information: This course is suitable for childcare workers who have little or no knowledge of the above medical needs.

Training Provider: Childminding Matters

Course Length: 4 hours

Summer Term

Course code	Venue	Dates	Times
2478	King's Lynn, Alderman Jackson	Sat 14th May 05	9.30am-1.30pm
2479	Norwich, Hellesdon High School	Sat 2nd July 05	9.30am-1.30pm

Autumn Term

Course code	Venue	Dates	Times
2480	Diss Junior School	Sat 17th Sep 05	9.30am-1.30pm
2481	Cromer High School	Sat 19th Nov 05	9.30am-1.30pm

Spring Term

Course code	Venue	Dates	Times
2482	Great Yarmouth High School	Sat 21st Jan 06	9.30am-1.30pm
2483	Attleborough High School	Sat 25th Mar 06	9.30am-1.30pm

Actual Cost: £20.00

Cost to You: Free





Creating a Healthy Diet

Children need a diet which contains the right balance of foods for healthy growth and development. This workshop will give participants the opportunity to consider why healthy eating is important and how to provide a balanced diet, through meals and snacks, in early years settings.

The workshop will also cover how to meet the dietary requirements of children with food allergies or intolerances.

Target Group: Practitioners responsible for providing and preparing meals and snacks for the children.

Additional Information: This workshop includes practical, hands on activities.

Training Provider: Adult Education

Course Length: 4 hours

Summer Term

Course code	Venue	Dates	Times
2438	Great Yarmouth High School	Sat 30th Apr 05	9.30am-1.30pm
2439	Watton, Wayland High School	Sat 16th July 05	9.30am-1.30pm

Autumn Term

Course code	Venue	Dates	Times
2440	Norwich, Thorpe St Andrew High School	Sat 15th Oct 05	9.30am-1.30pm
2441	Diss Junior School	Sat 19th Nov 05	9.30am-1.30pm

Spring Term

Course code	Venue	Dates	Times
2442	Kings Lynn, Alderman Jackson	Sat 28th Jan 06	9.30am-1.30pm
2443	North Walsham High School	Sat 11th Mar 06	9.30am-1.30pm

Actual Cost: 38.00

Cost to You: Free

Acknowledging Cultures in a Diverse Society

This workshop looks at practical ways to raise children's awareness of different cultures. Practitioners will gain knowledge of different cultures and beliefs within our society and their affect on children's learning. Delegates will be provided with practical activities that they can provide for children 3-8 years and will include suggestions and ways of celebrating a selection of festivals. It will examine how to incorporate cultures using everyday routines and activities. New elements to this course are incorporating cultural art and crafts into the workshop.

Aims:

- Examine providing an anti-bias practice.
- Explore different cultures and beliefs.
- Investigate practical activities to meet children's individual cultural needs and beliefs.
- Provide ideas of cultural art and craft activities for children 3-8.

The Workshop will involve:

- Examination of documentation.
- Small group tasks.
- Discussions.
- Practical hands-on ideas.
- Video coverage.

Target Group: All Practitioners working with children 3-8 years.

Additional Information: This course provides knowledge evidence for the following units of NVQs in Playwork/Early Years Care and Education.

- NVQ Level 2/3 link to units M7, C9
- Playwork Level 2/3 D1, D25, D26, D27, D30, E7

Training Provider: Elementary Education

Course Length: 1 day

Summer Term

Course code	Venue	Dates	Times
2414	King's Lynn, Healthy Living Centre	Mon 20th June 05	9.30am-3.30

Autumn Term

Course code	Venue	Dates	Times
2415	Norwich, Norman Centre	Mon 5th Dec 05	9.30am-3.30pm

Spring Term

Course code	Venue	Dates	Times
2416	Great Yarmouth, Priory Centre	Weds 22nd Feb 05	9.30am-3.30pm

Actual Cost: 23.20

Cost to You: Free





Personal Development for Early Years and Childcare Practitioners

This workshop is aimed at all childcare workers who wish to improve their own personal and work development. It will enable participants to set their own personal goals, develop self confidence and help in planning career development, alongside developing the ability to be reflective in their practice.

Topics covered include:

- Interview techniques
- Writing and developing a C.V
- Career Development

Target Group: All Early Years and Childcare Practitioners

Additional Information:

Training provider: Adult Education

Course Length: 2 hours

Summer Term

Course code	Venue	Dates	Times
2392	Taverham High School	Mon 9th May 05	7pm-9pm
2393	Great Yarmouth High School	Thurs 7th July 05	7pm-9pm

Autumn Term

Course code	Venue	Dates	Times
2394	Watton, Wayland High School	Mon 10th Oct 05	7pm-9pm
2395	King's Lynn, Alderman Jackson	Thurs 1st Dec 05	7pm-9pm

Spring Term

Course code	Venue	Dates	Times
2396	Cromer Junior School	Mon 30th Jan 06	7pm-9pm
2397	Fakenham High School	Thurs 16th Mar 06	7pm-9pm

Actual Cost: 22.00

Cost to You: Free



Understanding and Improving Behaviour (Playworkers)

This is a one day workshop that allows participants to understand differing types of behaviour, whilst also learning strategies for dealing and encouraging positive behaviour.

Target Group: Playworkers

Additional Information: This course is suitable for new and experienced playworkers

Training Provider: WOW! Play Training

Course Length: 1 day

Summer Term

Course code	Venue	Dates	Times
2417	Taverham High School	Sat 7th May 05	10am-2.30pm
2418	King's Lynn, Healthy Living Centre	Weds 13th July 05	10am-2.30pm

Autumn Term

Course code	Venue	Dates	Times
2419	Norwich, Norman Centre	Mon 19th Sep 05	10am-2.30pm
2420	Gorleston, Pier Hotel	Weds 30th Nov 05	10am-2.30pm

Spring Term

Course code	Venue	Dates	Times
2421	Sheringham, Youth Hostel	Mon 23rd Jan 06	10am-2.30pm
2422	Thetford, Queensway Junior School	Sat 25th Mar 06	10am-2.30pm

Actual Cost: 22.00

Cost to You: Free





Essential Creative 'Play' Workshop(Playworkers)

This one day workshop provides hands on experience of crafts, design and activities that will increase confidence and inspire all who take part.

A must for any playworker!

Target Group: Playworkers

Additional Information: Participants of this workshop will need to wear comfortable footwear and suitable clothing as the workshop is very much hands on and participative.

If participants do not wish to take part in any of the activities then please inform the trainer, as we are anxious to meet all your needs.

Training Provider: WOW! Play Training

Course Length: 1 day

Summer Term

Course code	Venue	Dates	Times
2423	Great Yarmouth, Priory Centre	Tues 17th May 05	10am-3pm
2424	Diss, Park Hotel	Thurs 23rd June 05	10am-3pm

Autumn Term

Course code	Venue	Dates	Times
2425	King's Lynn, Alderman Jackson	Sat 1st Oct 05	10am-3pm
2426	Norwich, Norman Centre	Thurs 3rd Nov 05	10am-3pm

Spring Term

Course code	Venue	Dates	Times
2427	Fakenham Community Centre	Tues 10th Jan 06	10am-3pm
2428	North Walsham, Community Centre	Mon 20th Feb 06	10am-3pm

Actual Cost: 30.00

Cost to You: Free

Exploring Challenge and Risk in Play (Playworkers)

Children in many play settings do not have access to many challenging activities. This one day workshop allows participants to explore the issues around risk in play whilst developing ideas for incorporating challenge and risk into their own play setting.

Target Group: Playworkers

Additional Information: The workshop will be both theoretical and practical.

Training Provider: WOW! Play Training

Course Length: 1 day

Summer Term

Course code	Venue	Dates	Times
2429	Fakenham, Wensum Lodge Hotel	Mon 18th Apr 05	10am-2.30pm
2430	Wymondham Daycare Centre	Mon 4th July 05	10am-2.30pm

Autumn Term

Course code	Venue	Dates	Times
2431	Swaffham, George Hotel	Tues 13th Sep 05	10am-2.30pm
2432	Gt Yarmouth High School	Sat 5th Nov 05	10am-2.30pm

Spring Term

Course code	Venue	Dates	Times
2433	Sprowston High School	Sat 4th Feb 06	10am-2.30pm
2434	Kings Lynn, Healthy Living Centre	Thurs 23rd Mar 06	10am-2.30pm

Actual Cost: 22.00

Cost to You: Free





Step by Step... Building and Managing Teams

This is a comprehensive training programme that focuses on the most relevant issues that managers and owners of childcare businesses face in terms of recruiting and leading their teams.

The programme will enable providers to understand how to create an environment in which people want to work collaboratively and are both happy and committed to the organisation. Motivated staff will naturally work harder and provide better quality of care for the children, which will in turn increase parent satisfaction and ensure business sustainability!

Step by Step Building and Managing Teams consists of 5 steps.

Step 01 > Building the right working environment

Step 02 > Building the Right Team

Step 03 > Managing Performance

Step 04 > Staff Retention and Succession Planning

Step 05 > Motivating the Team

Target Group: Committee members, managers and supervisors.

Additional Information: Participants will need to attend all 5 steps to successfully achieve this award.

Training Provider: A4e

Course Length: 5 mornings

Summer Term

Course code	Venue	Step	Dates
2435	King's Lynn, Healthy Living Centre	Step 01	Weds 20th Apr 05
		Step 02	Weds 27th Apr 05
		Step 03	Weds 4th May 05
		Step 04	Weds 11th May 05
		Step 05	Weds 18th May 05
		Times:	9.30am-12.30pm

Autumn Term

Course code	Venue	Step	Dates
2436	Norwich, Norman Centre	Step 01	Tues 13th Sep 05
		Step 02	Tues 20th Sep 05
		Step 03	Tues 27th Sep 05
		Step 04	Tues 4th Oct 05
		Step 05	Tues 11th Oct 05
		Times:	9.30am-12.30pm

Spring Term

Course code	Venue	Step	Dates
2437	Great Yarmouth, Priory Centre	Step 01	Thurs 23rd Feb 06
		Step 02	Thurs 2nd Mar 06
		Step 03	Thurs 9th Mar 06
		Step 04	Thurs 16th Mar 06
		Step 05	Thurs 23rd Mar 06
		Times:	9.30am-12.30pm

Actual cost: 394.00

Cost to You: 20.00

The Business Side of Childminding

This course is designed specifically for Childminders.

The course will explore:

- Managing your business
- Marketing
- Costs and finance
- Self assessment

Target Group: For new and existing childminders.

Additional Information: The course gives opportunities for new childminders to extend the knowledge gained on the Introducing Childminding Practice course and for existing childminders to develop ideas, reflect on their practice and extend their knowledge.

Training Provider: Childminding Matters

Course Length: 4 hours

Summer Term

Course code	Venue	Dates	Times
2496	Dereham, Neatherd High School	Sat 30th Apr 05	9.30am-1.30pm
2497	Great Yarmouth High School	Sat 25th June 05	9.30am-1.30pm

Autumn Term

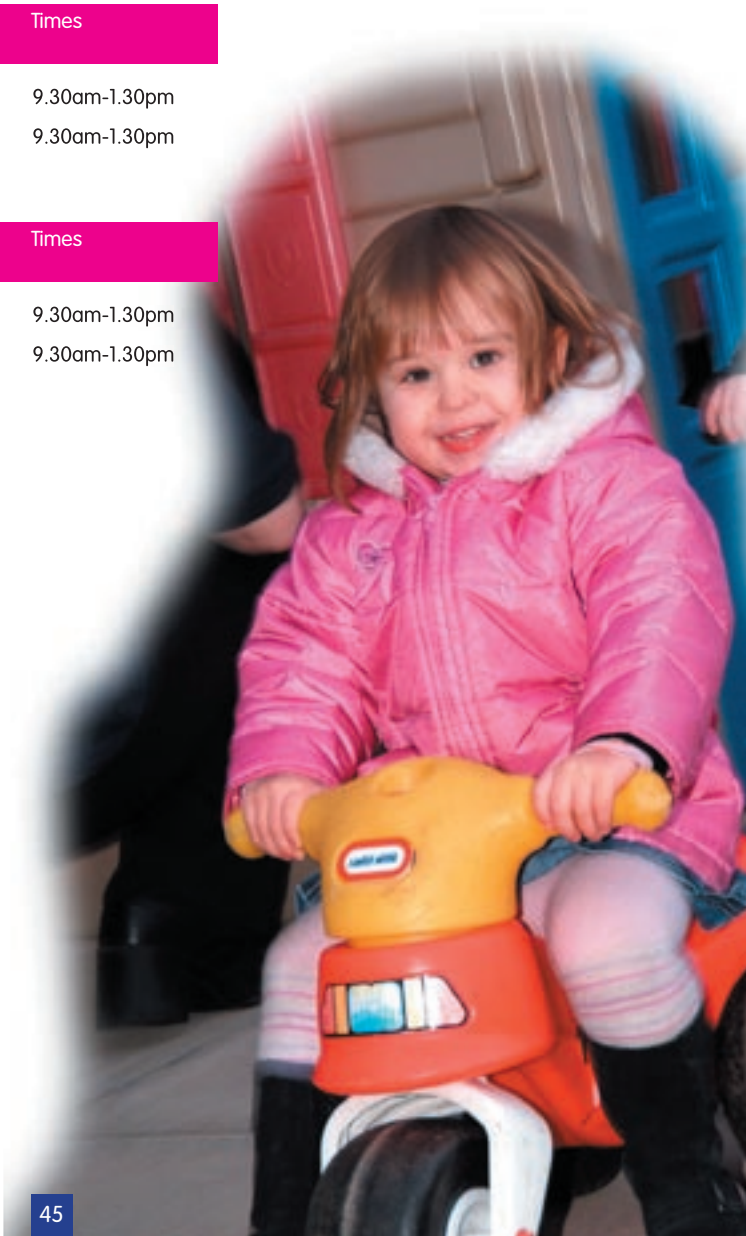
Course code	Venue	Dates	Times
2498	King's Lynn, Alderman Jackson	Sat 15th Oct 05	9.30am-1.30pm
2499	North Walsham High School	Sat 5th Nov 05	9.30am-1.30pm

Spring Term

Course code	Venue	Dates	Times
2500	Norwich, Hellesdon High School	Sat 25th Feb 06	9.30am-1.30pm
2501	Diss Junior School	Sat 28th Mar 06	9.30am-1.30pm

Actual Cost: £20.00

Cost to You: Free





Bridge to Music Workshops

This is a fun, practical workshop for all early years and childcare practitioners, but particularly those working with children under 5. It aims to give participants confidence when offering musical activities within the setting, and ideas for developing and providing the necessary tools and resources. There will be some theory included, but mostly the opportunity to plan a musical activity with other course participants.

Target Group: Early Years Practitioners

Additional Information: No experience is necessary, come and have a go!!

Training Provider: Bridge to Music

Course Length:

Course code	Venue	Dates	Times
2542	Thorpe St. Andrew High School	Sat 23rd Apr 05	10am - 12:30pm
2543	Gt. Yarmouth High School	Tues 17th May 05	6.30-9pm
2544	Thorpe St. Andrew High School	Mon 20th June 05	6.30-9pm
2545	King's Lynn , Alderman Jackson	Sat 2nd July 05	10am - 12:30pm

Actual Cost: £10

Cost to You: Free



Bridge To Music Programme (OCNA Level 2)

Bridge to Music is part of the Great Yarmouth SureStart programme. Its mission is to 'equip parents and early years professionals with the skills and confidence to embark on music making activities with children under five'.

The Bridge to Music Programme consists of three units. Learners can choose to attend only one unit from the programme, or they can continue to attend the additional two units.

The Programme is aimed at early years professionals, such as nursery nurses, pre-school practitioners, health visitors, midwives, childminders, SureStart and Homestart staff. This will also include anyone involved with children with special needs.

Music Maker (Unit 1) - This 30-hour unit is the first in the four-unit programme. It is designed to give you the confidence, techniques and some theoretical background to underpin your delivery of music in your setting.

Creative Musician - (Unit 2) - This looks at developing your skills and confidence when using music. You will be encouraged to evaluate your own learning throughout the programme.

Music Presenter (Unit 3) - This unit looks at enhancing music within your setting, improving your skills and health and safety issues.

Target Group: Early Years Practitioners

Training Provider: Bridge to Music

Course Length: 12 Sessions

Course code	Venue	Dates	Times
2546	Norwich, Thorpe St Andrew High School Unit 1, Music Maker	Sat 10th Sep 05	10am - 4pm
		Weds 14th Sep 05	6:30pm - 9pm
		Weds 21st Sep 05	6:30pm - 9pm
		Sat 1st Oct 05	10am - 4pm
	Unit 2, Creative Musician	Sat 5th Nov 05	10am - 4pm
		Weds 9th Nov 05	6:30pm - 9pm
		Weds 16th Nov 05	6:30pm - 9pm
		Sat 26th Nov 05	10am - 4pm
	Unit 3, Music Presenter	Sat 14th Jan 06	10am - 4pm
		Weds 18th Jan 06	6:30pm - 9pm
		Weds 25th Jan 06	6:30pm - 9pm
		Sat 4th Feb 06	10am - 4pm

Actual Cost: £85

Cost to you: Free





Listening to Young Children

This course has been developed from a Training Framework produced by the Coram Family and supports the Listening to Young Children resource. The course will emphasis the importance of listening to young children and supports practitioners to build on their existing skills of listening to young children. Participants will consider why listening to the views of young children is important, how this can be achieved and the impact that listening to young children has on their lives.

Target Group: All practitioners, in maintained and non-maintained settings, who work with young children.

Additional Information: Copies of the Listening to Young Children resource will be available on the day. However please bring a copy if you have one.

Training Provider: Early Years and Childcare Team

Course Length: 1 day with a half day follow up session.

Summer Term

Course code	Venue	Dates	Times
2523	Norwich, Norman Centre	Weds 27th Apr 05 & Weds 21st Sep 05	9.30am-3pm 9.30am-1.30pm
2524	King's Lynn, Alderman Jackson	Sat 21st May 05 & Sat 8th Oct 05	9.30am-3pm 9.30am-1.30pm
2525	Diss, Park Hotel	Mon 13th June 05 & Mon 14th Nov 05	9.30am-3pm 9.30am-1.30pm
2526	Great Yarmouth, Priory Centre	Tues 12th July 05 & Tues 22nd Nov 05	9.30am-3pm 9.30am-1.30pm

Autumn Term

Course code	Venue	Dates	Times
2527	Fakenham, Wensum Lodge Hotel	Fri 16th Sep 05 & Fri 27th Jan 06	9.30am-3pm 9.30am-1.30pm
2528	Norwich, Hellesdon High School	Sat 1st Oct 05 & Sat 4th Mar 06	9.30am-3pm 9.30am-1.30pm
2529	Swaffham, George Hotel	Tues 1st Nov 05 & Tues 21st Mar 06	9.30am-3pm 9.30am-1.30pm
2530	North Walsham, Community Hall	Mon 28th Nov 05 & Mon 27th Mar 06	9.30am-3pm 9.30am-1.30pm

Spring Term

Course code	Venue	Dates	Times
2531	Dereham, King's Head Hotel	18th Jan 06 & Weds 24th May 06	9.30am-3pm 9.30am-1.30pm
2532	Great Yarmouth High School	Sat 4th Feb 06 & Sat 17th June 06	9.30am-3pm 9.30am-1.30pm
2533	King's Lynn, Healthy Living Centre	Mon 6th Mar 06 & Mon 3rd July 06	9.30am-3pm 9.30am-1.30pm
2534	Cromer, Links Hotel	Thurs 30th Mar 06 & Thurs 13th July 06	9.30am-3pm 9.30am-1.30pm

Actual Cost: £20.00

Cost to You: Free



Training required to meet National Standards

• First Aid	50
• First Aid Kit	52
• Child Protection	53
• Basic Food Hygiene	54
• Risk Assessment	55
• Health and safety for Childminders and Homecareers	56



First Aid

The National Standards for Under 8s Day Care and Childminding sets out the requirement that there is at least one member of staff with a current first aid training certificate on the premises or outing at any one time in day care settings (NOTE: this may require that larger providers have at least two staff members who are first aid trained). For childminders, there is a requirement that the childminder has completed a first aid course, which includes training in first aid for infants and young children.

Early Years and Childcare First Aid has been developed to meet the OFSTED (Office for Standards in Education) National Standards for Early Years Care, which state that childminders must gain a First Aid qualification within completing their registration course and that childcare providers must ensure they have sufficient qualified First Aiders. This qualification must be a certificate valid for three years.

Early Years and Childcare First Aid is designed to give childminders and other Early Years workers the knowledge and confidence to treat injuries and if necessary save lives. It is important for anyone working with babies and young children to have First Aid skills. Knowing what to do in an emergency can make the difference between life and death.

Early Years and Childcare First Aid has been developed in conjunction with the National Childminding Association and the Pre-school Learning Alliance and is on the Sure Start list of accepted qualifications. The qualification received on successful completion of the course can be used to provide evidence towards achieving an NVQ in Early Years Care and Education.

The First Aid course is required to be at least 12 hours duration. Childcare providers who have undertaken training prior to April 2004 will not be required to re-train until their certificate is due for renewal.

First Aid

This is a 12 hour course which runs over two days of 6 hours each, or over 4 evenings of 3 hours each.

The content of the course includes: basic first aid, managing an emergency, first aid kits, priorities in First Aid, recovery position, resuscitation, choking, bleeding, shock, head injuries, burns, scalds, allergies and illnesses.

Target Group: All Early Years and Childcare Practitioners.

Additional Information: It is important to indicate on your application form the expiry date of your First Aid certificate. This enables places to be allocated on a priority basis.

Training Providers: St Johns Ambulance and P&K Paramedics.

Course Length: 12 hours.

Summer Term

Course code	Venue	Dates	Times
2285	Attleborough Junior School	Thurs 14th/21st Apr 05	9.00am-4.30pm
2275	Norwich, St John's Training Centre	Sat 16th/23rd Apr 05	9.00am-4.30pm
2284	Fakenham High School	Sat 16th/23rd Apr 05	9.00am-4.30pm
1025	Gt. Yarmouth, St John's Training Centre	Sat 16th/23rd Apr 05	9.00am-4.30pm
2291	Kings Lynn, P&K Training Centre	Tues 19th/26th Apr 3rd/11th May 05	6.30pm-9.30pm
2287	Swaffham, South Greenhoe School	Sat 30th Apr 7th May 05	9.00am-4.30pm
2276	Norwich, St Johns Training Centre	Weds 4th/11th/ 18th/25th May 05	6.30pm-9.30pm
2290	Diss Church Junior School	Thurs 5th/12th/ 19th/26th May 05	6.30pm-9.30pm
2286	Thetford, Breckland Leisure Centre	Sat 14th/21st May 05	9.00am-4.30pm
2292	Gt Yarmouth, St John's Training Centre	Sat 14th/21st May 05	9.00am-4.30pm
2283	Dereham Netheard School	Thurs 9th/16th/ 23rd/30th June 05	6.30pm-9.30pm
2279	Wymondham High School	Sat 11th/18th June 05	9am-4.30pm
2277	Norwich, St John's Training Centre	Thurs 16th & 23rd June 05	9.00am-4.30pm
2281	Gt Yarmouth, St John's Training Centre	Mon 20th/27th June 4th/11th July 05	6.30pm-9.30pm
2278	Norwich, St John's Training Centre	Tues 28th June 5th/12th/19th July 05	6.30pm-9.30pm
2280	Kings Lynn, P&K Training Centre	Sat 2nd & 9th July 05	9am-4.30pm
2282	North Walsham	Sat 9th & 16th July 05	9am-4.30pm



Autumn Term

Course code	Venue	Dates	Times
2293	Norwich, St John's Training Centre	Sat 10th/17th Sep 05	9.00am-4.30pm
2303	Sheringham High School	Sat 10th/17th Sep 05	9.00am-4.30pm
2297	Kings Lynn, P&K Training Centre	Thurs 15th/22nd Sep 05	9.00am-4.30pm
2299	Gorleston, Lynn Grove High School	Sat 24th Sep & 1st Oct 05	9.00am-4.30pm
2305	Watton, Wayland High School	Sat 24th Sep & 1st Oct 05	9.00am-4.30pm
2295	Norwich, St John's Training Centre	Mon 26th Sep & 3rd/ 10th/17th Oct 05	6.30pm-9.30pm
2298	Kings Lynn, P&K Training Centre	Weds 28th Sep & 5th/ 12th/19th Oct 05	6.30pm-9.30pm
2301	Hunstanton Glebe House Nursery	Sat 8th/15th Oct 05	9.00am-4.30pm
2308	Diss, Church Junior School	Sat 15th/22nd Oct 05	9.00am-4.30pm
2304	North Walsham	Weds 2nd/9th/16th/ 23rd Nov 05	6.30pm-9.30pm
2302	Fakenham High School	Tues 1st/8th/15th/ 22nd Nov 05	6.30pm-9.30pm
2300	Gt Yarmouth, St John's Training Centre	Thurs 3rd/10th Nov 05	9.00am-4.30pm
2296	Kings Lynn, P&K Training Centre	Sat 12th/19th Nov 05	9.00am-4.30pm
2294	Norwich, St John's Training Centre	Tues 15th/22nd Nov 05	9.00am-4.30pm
2306	Thetford, Breckland Leisure Centre	Thurs 10th/17th/ 24th Nov & 1st Dec 05	6.30pm-9.30pm
2307	Long Stratton High School	Sat 26th Nov & 3rd Dec 05	9.00am-4.30pm

Spring Term

Course code	Venue	Dates	Times
2323	Gt Yarmouth, St John's Training Centre	Sat 7th/14th Jan 06	9.00am-4.30pm
2317	Attleborough Junior School	Tues 10th/17th/24th/ 31st Jan 06	6.30pm-9.30pm
2313	King's Lynn, P&K Training Centre	Weds 11th/18th/ 25th Jan & 1st Feb 06	6.30pm-9.30pm
2309	Norwich, St John's Training Centre	Sat 14th/21st Jan 06	9.00am-4.30pm
2315	Thetford, Breckland Leisure Centre	Sat 21st/28th Jan 06	9.00am-4.30pm
2324	Gt Yarmouth, St John's Training Centre	Thurs 19th/26th Jan & 2nd/9th Feb 06	6.30pm-9.30pm
2310	Norwich, St John's Training Centre	Weds 1st/8th Feb 06	9.00am-4.30pm
2314	Marham, Rainbow Nursery	Sat 4th/11th Feb 06	9.00am-4.30pm
2318	Fakenham High School	Sat 4th/11th Feb 06	9.00am-4.30pm
2311	Norwich, St John's Training Centre	Tues 21st/28th Feb & 7th/14th Mar 06	6.30pm-9.30pm
2319	Harleston, Archbishop Sancroft High School	Sat 25th Feb & 4th Mar 06	9.00am-4.30pm
2322	Stalham Sports Centre	Weds 1st/8th/15th/ 22nd Mar 06	6.30pm-9.30pm
2312	Kings Lynn, P&K Training Centre	Sat 4th/11th Mar 06	9.00am-4.30pm
2316	Dereham, Poultec Training Centre	Sat 18th/25th Mar 06	9.00am-4.30pm
2320	Holt Primary School	Sat 18th/25th Mar 06	9.00am-4.30pm
2321	Aylsham, Lodge Hotel	Tues 21st/28th Mar 06	9.00am-4.30pm

Actual Cost: £38.75**Cost To You:** Free



First Aid Kit - Suggested Contents List

Your place of work should have a basic First Aid kit. It should be easily identifiable and kept in a clean, dry area, but readily available. The First Aid kit should be checked on a regular basis to ensure that the contents are there, in date and the packaging is undamaged.

The First Aid kit should as a minimum contain:

- Ten adhesive dressings (plasters) of assorted sizes
- Three small sterile dressings
- Three medium sterile dressings
- One large sterile dressing
- One extra large sterile dressing
- Two triangular bandages
- Six safety pins
- Disposable non-latex gloves
- Two small plastic bags - for disposal of soiled wipes and dressings
- One guidance card and contents list

Useful additions should include:

- Two crepe roller bandages
- Round ended scissors
- Gauze square swabs
- Adhesive tape
- Note pad and pencil
- Resuscitation face shields

Once an item has been used it should be replaced as soon as possible after the emergency is over. Every time the First Aid kit is used, no matter how small the event, you should record the event in the accident book. It is advisable to request the child's parents to countersign all entries in the accident book. You should also keep records of all medications given ensuring that you record the date, drug, batch number, manufacturer, dosage, time given and countersigned by parents.



Child Protection

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.

Target Group: All Early Years and Childcare Practitioners

Additional Information: It is recommended, that in order to keep up to date with current guidelines, that you attend this training every three years.

Training Providers: Norfolk Early Years Support Network and Childminding Matters

Course Length: 2 1/2 Hours

Summer Term

Course code	Venue	Dates	Times
2325	Taverham High School	Tues 12th Apr 05	6.30pm-9.00pm
2326	King's Lynn, Alderman Jackson	Weds 20th Apr 05	7.00pm-9.30pm
2327	Gt Yarmouth High School	Thurs 5th May 05	6.30pm-9.00pm
2328	Hunstanton, Glebe House Nursery	Mon 16th May 05	7.00pm-9.30pm
2329	Swaffham, South Greenhoe VC School	Tues 24th May 05	6.30pm-9.00pm
2330	Thorpe St Andrew High School	Thurs 9th June 05	6.30pm-9.00pm
2331	North Walsham High School	Tues 21st June 05	6.30pm-9.00pm
2332	King's Lynn, Alderman Jackson	Mon 27th June 05	7.00pm-9.30pm
2333	Attleborough Junior School	Weds 6th July 05	7.00pm-9.30pm

Autumn Term

Course code	Venue	Dates	Times
2334	Thetford, Queensway Junior School	Mon 12th Sep 05	7.00pm-9.30pm
2335	Gorleston, Oriel High School	Tues 20th Sep 05	6.30pm-9.00pm
2336	Sprowston High School	Weds 5th Oct 05	7.00pm-9.30pm
2337	King's Lynn, Alderman Jackson	Tues 11th Oct 05	6.30pm-9.00pm
2338	Holt Primary School	Thurs 20th Oct 05	6.30pm-9.00pm
2339	Diss Church Junior School	Mon 7th Nov 05	7.00pm-9.30pm
2340	Dereham, Neatherd High School	Tues 15th Nov 05	6.30pm-9.00pm
2341	Downham Market High School	Weds 30th Nov 05	7.00pm-9.30pm
2342	Fakenham High School	Thurs 8th Dec 05	6.30pm-9.00pm

Spring Term

Course code	Venue	Dates	Times
2343	Taverham High School	Thurs 12th Jan 06	6.30pm-9.00pm
2344	Gt Yarmouth High School	Weds 25th Jan 06	7.00pm-9.30pm
2345	King's Lynn, Alderman Jackson	Tues 31st Jan 06	6.30pm-9.00pm
2346	Sprowston High School	Mon 6th Feb 06	7.00pm-9.30pm
2347	Watton, Wayland High School	Thurs 23rd Feb 06	6.30pm-9.00pm
2348	Mundesley First School	Mon 27th Feb 06	7.00pm-9.30pm
2349	King's Lynn, Alderman Jackson	Weds 8th Mar 06	7.00pm-9.30pm
2350	Harleston, Archbishop Sancroft High School	Tues 14th Mar 06	6.30pm-9pm
2351	Fakenham High School	Mon 20th Mar 06	7.00pm-9.30pm

Actual Cost: £12.00

Cost To You: Free





Basic Food Hygiene

This course aims to enable all childcare workers providing snacks, food and drink within their childcare setting to meet recognised Health and Safety regulations. Having successfully completed a 30 question multiple choice assessment applicants will receive the Chartered Institute of Environmental Health Basic Food Hygiene Certificate.

Target Group: All Early Years and Childcare Practitioners

Additional Information: It is important that all staff responsible for food preparation and handling should attend this training.

Training Provider: Adult Education and Broadland Council

Course Length: 1 day

Summer Term

Course code	Venue	Dates	Times
2253	King's Lynn, Healthy Living Centre	Tues 12th Apr 05	9.30am-5.00pm
2354	Gt Yarmouth High School	Sat 23rd Apr 05	9.30am-5.00pm
2355	Diss Christian Community Church	Mon 25th Apr 05	9.30am-4.30pm
2356	Norwich, Sprowston High School	Sat 14th May 05	9.30am-5.00pm
2357	Thetford, Tanner House	Mon 23rd May 05	9.30am-4.30pm
2358	Fakenham Community centre	Tues 7th June 05	9.30am-4.30pm
2359	Swaffham, George Hotel	Weds 22nd June 05	9.30am-4.30pm
2360	Cromer Junior School	Sat 2nd July 05	9.30am-5.00pm
2361	Wymondham, Abbey Hall	Thurs 14th July 05	9.30am-4.30pm

Autumn Term

Course code	Venue	Dates	Times
2362	King's Lynn, Alderman Jackson	Sat 10th Sep 05	9.30am-5.00pm
2363	Gorleston, The Pier Hotel	Tues 13th Sep 05	9.30am-4.30pm
2364	Holt, Community Centre	Thurs 29th Sep 05	9.30am-5.00pm
2365	Thorpe St Andrew High School	Sat 8th Oct 05	9.30am-5.00pm
2366	North Walsham, Church Rooms	Tues 18th Oct 05	9.30am-4.30pm
2367	Attleborough Junior School	Sat 5th Nov 05	9.30am-5.00pm
2368	Downham Market, Leisure Centre	Thurs 17th Nov 05	9.30am-5.00pm
2369	Norwich, The Norman Centre	Mon 28th Nov 05	9.30am-4.30pm
2370	Dereham, Norfolk Rural Community Council	Weds 7th Dec 05	9.30am-4.30pm

Spring Term

Course code	Venue	Dates	Times
2371	Gt Yarmouth, Hotel Elizabeth	Thurs 12th Jan 06	9.30am-4.30pm
2372	Fakenham High School	Sat 14th Jan 06	9.30am-5.00pm
2373	Sprowston High School	Sat 28th Jan 06	9.30am-5.00pm
2374	King's Lynn, Healthy Living Centre	Tues 7th Feb 06	9.30am-4.30pm
2375	Sheringham Youth Hostel	Thurs 23rd Feb 06	9.30am-5pm
2376	Watton, Broom Hall Hotel	Mon 27th Feb 06	9.30am-4.30pm
2377	Thetford, Queensway Junior	Sat 11th Mar 06	9.30am-5.00pm
2378	Norwich, Norman Centre	Mon 20th Mar 06	9.30am-4.30pm
2379	Harleston, Wortwell Community Centre	Weds 29th Mar 06	9.30am-4.30pm

Actual Cost: £37.50

Cost To You: Free

Risk Assessment

This three hour workshop is aimed at all childcare workers. The safety of young children is of paramount importance in a setting.

The workshop covers:

- The legislative requirements in relation to risk assessment
- Staff and volunteer responsibilities over health and safety
- The risk assessment process
- Areas of potential risk

Target group: All Early Years and Childcare Practitioners

Training Provider: Norfolk Early Years Support Network

Course Length: 2.5 Hours

Summer Term

Course code	Venue	Dates	Times
2380	Norwich, Hewett High School	Mon 25th Apr 05	6.30pm-9.30pm
2381	Sherringham High School	Tues 10th May 05	6.30pm-9.30pm
2382	Diss High School	Weds 15th June 05	6.30pm-9.30pm

Autumn Term

Course code	Venue	Dates	Times
2384	Gt Yarmouth High School	Thurs 8th Sep 05	6.30pm-9.30pm
2386	Thetford, Charles Burrell High School	Mon 31st Oct 05	6.30pm-9.30pm
2387	Fakenham High School	Tues 29th Nov 05	6.30pm-9.30pm

Spring Term

Course code	Venue	Dates	Times
2388	Norwich, Hellesdon High School	Mon 16th Jan 06	6.30pm-9.30pm
2389	Watton, Wayland Community High School	Tues 7th Feb 06	6.30pm-9.30pm
2390	King's Lynn, Alderman Jackson School	Weds 1st Mar 06	6.30pm-9.30pm

Actual Cost: £20.00

Cost to You: Free





Health and Safety for Childminders and Homecarers

This course is designed specifically for Childminders and Homecarers. It will give participants the opportunity to gain further knowledge on Health and Safety within the home environment.

It will explore:

- Safety in the home
- Identifying hazards
- Hygiene
- Emergency procedures
- Equipment
- Health and Safety Legislation
- An understanding of risk assessment

Target Group: Childminders and Homecarers

Training Provider: Childminding Matters

Course Length: 2 evenings

Summer Term

Course code	Venue	Dates	Times
2484	Swaffham, Hammonds High School	Thurs 14th & 21st Apr 05	7.00pm-9.30pm
2485	North Walsham High School	Weds 8th & 15th June 05	7.00pm-9.30pm

Autumn Term

Course code	Venue	Dates	Times
2486	Gt Yarmouth High School	Mon 19th & 26th Sep 05	7.00pm-9.30pm
2487	Fakenham High School	Weds 2nd & 9th Nov 05	7.00pm-9.30pm

Spring Term

Course code	Venue	Dates	Times
2488	Norwich, Hellesdon High School	Tues 17th & 24th Jan 06	7.00pm-9.30pm
2489	King's Lynn, Alderman Jackson	Thurs 2nd & 9th Mar 06	7.00pm-9.30pm

Actual Cost: £22.00

Cost to You: Free



SEN Training

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Introductory Day for Setting SENCOs

This course is for the designated setting SENCO (Special Educational Needs Co-ordinator). It is an introductory day, with a half day follow up session, for new setting SENCOs or those who have not previously had any training for this role.

If spare places are available setting supervisors or managers may attend.

The aim of the course is to give setting SENCOs knowledge and understanding of:

- Inclusive practice
- The SEN Code of Practice and Early Support Programme
- The role and responsibilities of the Setting SENCO
- The role and responsibilities of the Area SENCO
- The role and responsibilities of other agencies and support services.

Target group: Setting SENCOs

Additional Information: It is a requirement that every setting delivering early education has a trained setting SENCO.

This training is aimed at staff working in group day care settings.

Training Provider: Area SENCO Team and Norfolk Early Years Support Network

Course Length: 1 Day with a half day follow up session.

Course code	Venue	Dates	Times
2444	King's Lynn, Healthy Living Centre	Mon 16th May 05 & Mon 12th Sep 05	9.30am-3.30pm 9.30am-12.30pm
2445	Diss, Park Hotel	Weds 29th June 05 & Weds 9th Nov 05	9.30am-3.30pm 9.30am-12.30pm
2446	Dereham, King's Head Hotel	Thurs 22nd Sep 05 & Thurs 19th Jan 06	9.30am-3.30pm 9.30am-12.30pm
2447	Great Yarmouth, Priory Centre	Tues 29th Nov 05 Tues 7th Mar 06	9.30am-3.30pm 9.30am-12.30pm

Please note: If you have previously attended an Introductory Day for Setting SENCOs you do not need to attend this course. Please apply for the follow up session only, (see next course).



Introductory Day for Setting SENCOS - Follow Up

This session is for the designated setting SENCO. It is a follow up session to the Introductory Day for Setting Sencos and aims to give learners the opportunity to reflect on their role within their setting, and the effectiveness of their SEN policy. Learners will also be able to identify areas for development.

Target Group: Setting SENCOS

Additional Information: It is a requirement that learners must have attended an Introductory Day for Setting SENCOS, (delivered before April 2005) prior to attending this session.

Training Provider: Area SENCO Team and Norfolk Early Years Support Network

Course Length: 1 Evening



Summer Term

Course code	Venue	Dates	Times
2448	King's Lynn, Alderman Jackson	Thurs 28th Apr 05	6.30pm-9pm
2449	North Walsham High School	Weds 22nd June 05	6.30pm-9pm

Autumn Term

Course code	Venue	Dates	Times
2450	Norwich, Hewett High School	Thurs 15th Sep 05	6.30pm-9pm
2451	Great Yarmouth High School	Weds 16th Nov 05	6.30pm-9pm

Summer Term

Course code	Venue	Dates	Times
2452	Fakenham High School	Tues 24th Jan 06	6.30pm-9pm
2453	Attleborough High School	Mon 6th Mar 06	6.30pm-9pm



An Introduction to Special Educational Needs (SEN) for Childminders

This course is designed specifically for Childminders and Homecarers. It will give Childminders and Homecarers the opportunity to gain an understanding of Additional or Special Educational Needs.

It will explore:

- What is meant by Special Educational needs?
- Inclusion
- The relevant legislation
- The SEN Code of Practice and Early Support Programme
- The support and resources provided by voluntary and statutory agencies
- Hearing the child's voice
- The implications for Childminders and Homecarers

The course will consist of a mixture of group activities, discussion, video and case studies and will give participants the opportunity to share ideas and experiences and reflect on their own attitudes to inclusion.

This course will benefit those Childminders who have a limited knowledge of SEN as well as those Childminders who already care for children, or who are thinking about caring for children with additional or special educational needs.

Target Group: Childminders and Homecarers

Additional Information: Please note that this course does not cover the causes and effects of a variety of special needs. It gives an overview and a basic understanding of special needs.

Training provider: Childminding Matters

Course Length: One day with a half day follow up session

Course code	Venue	Dates	Times
2454	North Walsham High School	Sat 21st May 05	9.30am-3.00pm
		Sat 24th Sep 05	9.30am-12.30pm
2455	Attleborough High School	Sat 12th Nov 05	9.30am-3.00pm
		Sat 4th Feb 06	9.30am-12.30pm
2456	Swaffham, Hammond High School	Sat 26th Nov 05	9.30am-3.00pm
		Sat 4th Mar 06	9.30am-12.30pm



OCNA Managing Children's Behaviour

Candidates who successfully complete this course receive one Open College Network credit at Level 2.

This course runs over six weeks, term time only, each session lasting for two and a half hours.

It is an accredited training programme, developed in partnership with the Educational Psychology Service as part of their 'Early Bird Behaviour Project'. The aim of the course is to give learners an understanding of how to provide an inclusive provision for all children, as well as considering their own role within the management of children's behaviour. The course content also includes strategies for encouraging acceptable behaviour, observation and record keeping and policy and practice.

Candidates will need to give time to self-directed study in order to complete the course assignments, as well as having access to an early years setting for a minimum of one session per week for the duration of the course.

Target Group: All Early Years and Childcare Practitioners

Additional Information: This course is particularly useful for setting SENCos

Training Provider: Norfolk Early Years Support Network

Course Length: 6 Weeks

Autumn Term

Course code	Venue	Dates	Times
2476	Norwich, Hewett High School	Thurs 21st/28th/ April & 5th/12th/19th/ 26th May 05	6.30pm-9pm

Spring Term

Course code	Venue	Dates	Times
2477	North Walsham High School	Weds 14th/21st/ 28th Sep & 5th/12th/ 19th Oct 05	6.30pm-9pm



Understanding Children's Behaviour and Emotional Needs

Candidates who successfully complete this course receive one Open College Network credit at Level 2.

This course runs over six weeks, term time only, each session lasting for two and a half hours.

This is an accredited training programme, developed in partnership with the Educational Psychology Service, that complements the NAOCN Managing Children's Behaviour course. The aim of the course is to help learners understand how children communicate through their behaviour and how to meet emotional needs of children through appropriate provision.

Target Group: All Early Years and Childcare Practitioners

Additional Information: This course is particularly useful for setting SENCos

Training Provider: Area SENCO Team and Norfolk Early Years Support Network

Course Length: 6 weeks

Spring Term

Course code	Venue	Dates	Times
2535	Fakenham High School	Mon 23rd/30th Jan & 6th/20th/27th Feb & 6th Mar 06	6.30am-9pm
2536	Taverham High School	Weds 25th Jan & 1st/8th/22nd Feb & 1st/8th Mar 06	6.30pm-9pm



OCNA Playing Together

Candidates who successfully complete this course receive three Open College Network credits at level 2.

This course runs over six weeks, term time only, each session lasting for two and a half hours and aimed primarily at candidates from Early Years group daycare settings.

It is an accredited training programme, which looks at how to ensure inclusive provision for all children and their families. It aims to allow candidates the opportunity to look at meeting the needs of children with disabilities, the relevant legislation, and the SEN Code of Practice. In addition it will look at the practical aspects of providing accessible play and where to obtain information and support.

Candidates will need to give time to self directed study in order to complete the course assignments, as well as having access to an Early Years or Childcare setting for a minimum of one session per week for the duration of the course.

Target Group: All Early Years and Childcare Practitioners

Additional Information: This course is particularly useful for setting SENCOs

Training Provider: Norfolk Early Years Support Network

Course Length: 6 Weeks

Summer term

Course code	Venue	Dates	Times
2470	Fakenham High School	Tues 10th/17th/24th May & 7th/14th/21st June 05	6.30pm-9pm

Autumn Term

Course code	Venue	Dates	Times
2471	Taverham High School	Thurs 6th/13th/ 20th Oct & 3rd/ 10th/17th Nov 05	6.30pm-9pm

Equal Opportunities

This is an introductory day's training for those Early Years and Childcare Practitioners, including Childminders, who have responsibility for overseeing equal opportunities within their setting.

The aim of the day is to ensure that settings are aware of their requirement to identify, and train, a person with responsibility for equal opportunities and to consider the implication of equal opportunities for early years education and childcare.

Target Group: Designated Equal Opportunities Practitioners

Additional Information: It is recommended that every setting has a trained Practitioner with responsibility for equal opportunities

Training Provider: Area SENCO Team & Norfolk Early Years Support Network

Course Length: 1 Day

Autumn Term

Course code	Venue	Dates	Times
2472	Upton Village Hall	Tues 11th Oct 05	9.00am-4.00pm
2473	King's Lynn, Alderman Jackson	Sat 5th Nov 05	9.00am-4.00pm

Spring Term

Course code	Venue	Dates	Times
2474	Norwich, Hewett High School	Sat 25th Feb 06	9.00am-4.00pm
2475	Diss, Park Hotel	Thurs 16th Mar 06	9.00am-4.00pm



Working With Parents

This session will give learners the opportunity to consider effective ways of communicating with parents and understand the feelings of parents of children with SEN. The session will look at what working in partnership means and the reasons why we should involve parents. There will also be the opportunity to become familiar with the Early Support Programme, and how this can support parents.

Target Group: Setting SENCOs, Childminders

Additional information: If spare places are available setting supervisors or managers may attend.

Training Provider: Area SENCO Team and Norfolk Early Years Support Network

Course Length: 2.5 hours

Summer Term

Course code	Venue	Dates	Times
2457	Great Yarmouth High School	Wed 11th May 05	6.30pm-9.00pm
2458	Swaffham, Hammond High School	Mon 11th July 05	6.30pm-9.00pm

Autumn Term

Course code	Venue	Dates	Times
2459	Norwich, Hewett High School	Thurs 20th Oct 05	6.30pm-9.00pm
2460	Diss, Junior School	Weds 23rd Nov 05	6.30pm-9.00pm

Spring Term

Course code	Venue	Dates	Times
2461	Aylsham High School	Thurs 2nd Feb 06	6.30pm-9.00pm
2462	King's Lynn, Alderman Jackson	Mon 27th Mar 06	6.30pm-9.00pm



Sensory Impairment

This session has been developed by in partnership with the Norfolk Sensory Support Service.

The aim of the session is to raise awareness of the needs of sensory impaired children and how they can be included within early years settings.

The session will give learners useful information and signposting to further information and support.

Target Group: Early Years and Childcare Practitioners.

Additional information: This session will be particularly useful for Setting SENCOs.

Training Provider: Norfolk Sensory Support Service & Area SENCO Team

Course Length: 2 evenings

Summer Term

Course code	Venue	Dates	Times
2469	Thorpe St Andrew High School	Thurs 19th May & Thurs 30th June 05	6.30pm-9.00pm 6.30pm-9.00pm
	Follow up		



Introduction to Autistic Spectrum Disorder

This session will cover the diagnostic features of Autistic Spectrum Disorders and a brief introduction to the theoretical underpinnings. Participants will have opportunities to learn useful strategies for working with young children with ASD and consider how to include such children in Early Education Settings.

Target Group: Early Years and Childcare Practitioners

Additional Information: Setting SENCOs will be given priority

Training Provider: Area SENCO Team and Norfolk Early Years Support Network.

Course Length: 1 evening

Summer Term

Course code	Venue	Dates	Times
2537	Great Yarmouth High School	Weds 25th May 05	6.30pm-9pm

Autumn Term

Course code	Venue	Dates	Times
2538	Fakenham High School	Mon 3rd Oct 05	6.30pm-9pm

Spring Term

Course code	Venue	Dates	Times
2539	Thorpe St Andrew High School	Thurs 23rd Mar 06	6.30pm-9pm



ADHD Course for Childminders and Homecarers

This half day course has been designed specifically for Childminders and Homecarers. It will give participants the opportunity to gain an understanding of ADHD.

The course will explore:

- What is ADHD?
- The three key areas of difficulty
- The danger of diagnosis
- A brief account of medication
- Positive behaviour management
- Positive reframing
- Working with parents
- Support and resources

The course will consist of a mixture of group activities, discussion and scenarios and it will give participants the opportunity to share ideas and experiences and reflect on their own practice, particularly with regard to positive behaviour management.

This course will benefit childminders who have a limited knowledge of ADHD as well as Childminders who have had experience of caring for children with ADHD or who have cared for children with a range of behaviours.

Target Group: Childminders and Homecarers

Additional Information: If you have previously undertaken a Why Can't I Eat Worms course, this course will give you the opportunity to extend your knowledge.

Training Provider: Childminding Matters

Course Length: Half Day

Summer Term

Course code	Venue	Dates	Times
2463	North Walsham High School	Sat 7th May 05	9.30am-1.30pm
2464	King's Lynn, Alderman Jackson	Sat 18th June 05	9.30am-1.30pm

Autumn Term

Course code	Venue	Dates	Times
2465	Fakenham High School	Sat 1st Oct 05	9.30am-1.30pm
2466	Thetford, Charles Burrell High School	Sat 3rd Dec 05	9.30am-1.30pm

Spring Term

Course code	Venue	Dates	Times
2467	Great Yarmouth High School	Sat 28th Jan 06	9.30am-1.30pm
2468	Norwich, Hewett School	Sat 18th Mar 06	9.30am-1.30pm





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: All personnel with experience of working with children under 5 in a pre-school setting.

Training Provider: Area SENCO Team and Portage

Course Length: 8 Evenings

Summer Term

Venue	Dates
Norwich, Greenwood Centre	Mon 11th/18th Apr, 9th/23rd May, 6th/20th June & 4th/18th July 05
	Times: 6pm - 9pm

For any further information relating to the course please ring Liz Player, Area SENCO - 01692 409517 or Karen Leggett, Portage Co-ordinator - 01493 445034.

SEN Cluster Training

The team of Early Years Area SENCOs provide help and advice on the identification and management of children with Special Educational Needs in the private and voluntary sectors. Part of their role is to provide training for practitioners as part of the Early Years and Childcare training programme. If you identify a need for training within your setting that is not covered in the general training programme then your Area SENCO may be able to offer training to cluster groups.

The training available includes:

Attention Deficit Hyperactivity Disorder (ADHD)

This session aims to give learners an awareness of the characteristics and nature of AD/HD and ADD and the opportunity to explore ways in which settings, children and parents can manage behaviours characteristic of AD/HD. It will also inform learners of support services and resources which might be helpful

Language and Communication

This session looks at how to provide a foundation for children's development in language and communication. Learners will consider how to encourage effective understanding and use of spoken language skills, identify activities which provide learning experiences for language and communication and the importance of positive communication with pre-school children.

Writing Individual Education Plans (IEPs)

The session enables learners to consider what is a special need, when and why an IEP may be needed, producing individual education plans and how to write targets. Learners will also be given information on resources and support.

Statutory Assessment and Statutory Reviews

The aim of this session is to enable learners to understand the terminology associated with Statutory Assessments and understand how the process works. It will also give learners an understanding of their role and the role of others in Statutory Assessment and Annual Reviews and how to complete the required paperwork.

If you would like to access any of the training mentioned above then please speak to your Area SENCO.



Date for your Diary - Setting SENCO Conference 2005

The conference is to be held at the Abbey Conference Centre in Norwich on Thursday 19th May 2005. The focus of the event this year will be on children's emotional well being, mental health and personal and social development. There will be speakers giving informative and inspiring presentations as well as the opportunity to take part in one of a variety of exciting hands-on workshops. Our Keynote speaker for the event will be Marion Dowling, author of 'Young Children's Personal, Social and Emotional Development'. We will also be hearing from Mr Terry Gilligan, a speech therapist who will be identifying the emotional needs of Autistic children.

This conference is aimed primarily at setting SENCOs working in the non-maintained sector, however there may be a limited number of places for practitioners working with children with SEN and other professionals. Booking information will be sent out soon, we look forward to seeing you there!



Foundation Stage Courses

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Cluster Training Sessions

In response to your evaluations of the training programme, we are this year offering you the opportunity to choose where and when you can access some of your training. We are providing a menu of training sessions, which will be delivered by the Link Teacher team. In your cluster meetings your Link Teacher will discuss the sessions you may wish to access. We hope this will enable those of you who in the past have found it difficult to attend training will be able to access some local sessions.

Behaviour Management - Rosie Smith and Judy Foster

The aim of this session is to explore a variety of approaches to behaviour management techniques and their use within Foundation Stage settings

Community Links - Peter Bates

This session will enable you to discover more about the community around your setting. Ideas on how to develop activities for young children within the community will be discussed.

Knowledge and Understanding of the World - Mary Read

A folder on Knowledge and Understanding of the World has been produced. This session will enable practitioners to become familiar with the document and look at ways in which it could be used to enrich children's learning about the world around them.

ICT - Carole Stone

ICT is an integral part of children's everyday lives. This session will explore ways of using ICT tools across all areas of learning and teaching in the Foundation Stage.

Messy Play - Nemonie Grummett

A messy session to allow you to explore resources and materials that your children will love to use. It will also be an opportunity to share ideas and good practice.

The Poster, Plus - Helena Nwaokolo

Is there 'more than' the welcome poster that we can use to explore and celebrate diversity? Using resources, which enable practitioners to offer truly culturally inclusive provision and which helps the promotion of an anti-racist ethos.

Music - Janette Smith

This session is full of ideas and activities to enable practitioners to provide a stimulating environment in which young children can explore and develop their musical ideas through inside and outside play.

What's Outside? - Caroline Wiley

This session will offer practical ideas and resources to help create an exciting and stimulating environment for children whatever the weather or the size of your outside area. The training will also provide suggestions to support those settings who have no outside area, therefore bringing the outside in!

Persona Dolls - Peggy Webster

Persona dolls are not toys or puppets or dolls but something in between. You can use them creatively to help children and adults think through sensitive situations and look for solutions. They do not always emphasise the negative but can help to celebrate success and achievement too.

Working with Parents and Carers - Jo Mixer

This training session uses the Foundation Stage Information Pack and video as a tool for questioning how practitioners can further develop their partnership with parents.

A Corner To Learn

Neil Griffiths returns to deliver this highly acclaimed workshop. It is a fantastic source of inspiration for making and using play corners. Participants will gain greater insights into the benefit of providing play corners and gather ideas for making their own areas.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers

Additional Information:

Participants will need to bring the following essential items to the workshop:

- 2 Carrier bags of junk boxes, a glue stick, cellotape and scissors
- 1 adult dressing up outfit and 2 adult hats
- 2 pieces of fabric (approx 2m x 1m - plain or patterned)
- 1 pack of felt pens and 4 x A4 sheets of card
- Rough plan of intended play theme for the near future

Those attending will have the opportunity to purchase a copy of 'Corner to Learn' by Neil Griffiths, around which this excellent course is based.

Objectives:

- To provide creative and practical ideas for making highly original play corners
- To explore proformas for planning a play curriculum
- To use activities to develop language and links to all areas of learning
- To provide suggestions for structured play

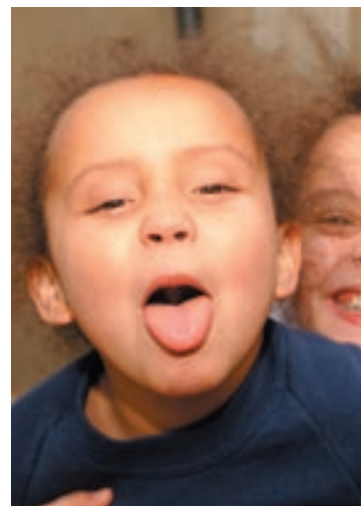
Training Provider: Neil Griffiths

Course Duration: 1 day

Course code	Venue	Dates	Times
5PN100	Imperial Hotel, Great Yarmouth	07-Nov-05	9.30am - 3.00 pm
5PN101	Norwich Professional Development Centre	08-Nov-05	9.30am - 3.00 pm
5PN102	Norwich Professional Development Centre	09-Nov-05	9.30am - 3.00 pm
5PN103	Breckland Lodge, Attleborough	10-Nov-05	9.30am - 3.00 pm
5PN104	West Norfolk Professional Development Centre, King's Lynn	11-Nov-05	9.30am - 3.00 pm

Actual Cost: £55.00

Cost To You: £20.00





Developing Observation Skills In The Foundation Stage

One of the key principles for early years education in the Foundation Stage Curriculum Guidance is that 'Practitioners must be able to observe and respond appropriately to children'.

The course explores different ways to observe and how to plan and use observations to support the assessment and planning process.

The course comprises two half-day sessions. Those attending in October will be able to put into practice a range of observation techniques in their own settings and return in January to evaluate and share outcomes with other practitioners.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers

Additional Information:

Participants will need to attend both sessions

Objectives:

- To raise awareness of a range of observation methods for the early years
- To enable the practitioners to plan and use observations in settings
- To evaluate the outcomes of practically applying observation methods in settings and to share best practice with other practitioners

Training Provider: Norfolk Education Advisory Service

Course Length: 2 x 3 hour sessions

Course code	Venue	Dates	Times
5PN052	Norwich Professional Development Centre	03-Oct-05 23-Jan-06	9.00am - 12.00pm
5PN053	Norwich Professional Development Centre	03-Oct-05 23-Jan-06	1.00pm - 4.00pm
5PN054	Imperial Hotel, Great Yarmouth	04-Oct-05 24-Jan-06	9.00am - 12.00pm
5PN055	Imperial Hotel, Great Yarmouth	04-Oct-05 24-Jan-06	1.00pm - 4.00pm
5PN056	West Norfolk Professional Development Centre, King's Lynn	05-Oct-05 25-Jan-06	9.00am - 12.00pm
5PN057	West Norfolk Professional Development Centre, King's Lynn	05-Oct-05 25-Jan-06	1.00pm - 4.00pm
5PN138	King's Lynn, Alderman Jackson	08-Oct-05 28-Jan-06	9.30am - 12.30pm
5PN 139	Norwich, Hewett High School	21-Jan-06 11 Mar 06	9.30am - 12.30pm

Actual Cost: £15.00

Cost To You: Free

Boys And Girls Come Out To Play

This course will consider recent research on the physical differences, which influence learning in boys and girls and the way in which this affects the planning and delivery of the Foundation Stage curriculum.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers

Objectives:

- To develop an understanding of the different approaches to learning for boys and girls
- To consider how to create a suitable inclusive environment for boys and girls
- To explore positive 'Superhero' play

Training Provider: Norfolk Education Advisory Service

Course Length: 3 hours

Course code	Venue	Dates	Times
5PN058	Norwich Professional Development Centre	25-Apr-05	9.00am - 12.00pm
5PN060	West Norfolk Professional Development Centre, Kings Lynn	26-Apr-05	9.00am - 12.00pm
5PN062	Imperial Hotel, Great Yarmouth	03-May-05	9.00am - 12.00pm

Actual Cost: £10.00

Cost To You: Free





Developing Planning In The Foundation Stage

This will be a workshop style day and practitioners will have opportunity to share and work with others to develop their planning.

There will be shared discussion around planning, observation and assessment.

Additional styles of planning will be available for discussion supporting more flexibility for the practitioner and looking at transition at different stages e.g. Birth to Three Matters to Foundation Stage Curriculum.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

The Participants will need to bring the Curriculum Guidance for the Foundation Stage, QCA Planning for Learning, and planning formats they use or would like to use.

Objectives:

- To provide opportunities for practitioners to share ideas with others
- To consider in a workshop session ways to extend and develop planning
- To consider a range of planning formats and elements
- To discuss planning for transition

Training Provider: Norfolk Education Advisory Service

Course Length: 1 day

Course code	Venue	Dates	Times
5PN024	Norwich Professional Development Centre	21-Feb-06	9.30am - 3.00 pm
5PN025	Norwich Professional Development Centre	22-Feb-06	9.30am - 3.00 pm
5PN026	Imperial Hotel, Great Yarmouth	23-Feb-06	9.30am - 3.00 pm
5PN027	West Norfolk Professional Development Centre, Kings Lynn	24-Feb-06	9.30am - 3.00 pm
5PN137	King's Lynn, Alderman Jackson	03-Dec-05	9.30am - 3.00pm
5PN136	Norwich, Thorpe St Andrews High School	14-Jan-06	9.30am - 3.00pm

Actual Cost: £27.60

Course Cost: Free

Documenting Children's Learning

This course is for experienced practitioners who have established successful systems for assessing children and would like to develop their practice further. References will be made to the work of Reggio Pre-schools, Vicky Hutchins and others.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

Please bring any examples of your assessment practice, which works well so that they can be shared within the group.

Participants will need to attend both sessions.

Objectives:

- To develop assessment practice in the early years
- To consider increasing the involvement of parents in their children's learning
- To explore ways to involve children in their own learning
- To develop ways to making learning visible

Training Provider: Norfolk Education Advisory Service

Course Length: 2 x 3 hour sessions

Course code	Venue	Dates	Times
5PN010	Norwich Professional Development Centre	09-Jan-06 20-Mar-06	9.00am - 12.00pm
5PN012	Imperial Hotel, Great Yarmouth	10-Jan-06 21-Mar-06	9.00am - 12.00pm
5PN014	West Norfolk Professional Development Centre, King's Lynn	11-Jan-06 22-Mar-06	9.00am - 12.00pm

Actual Cost: £10.00

Cost to you: Free





Exploring Creativity

This practical course will explore a topic or theme and the creative links which can be made. Participants will work in small workshop groups. The workshops will be built around: art, music, drama and dance.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

Please wear loose clothing.

Objectives:

- To develop a clearer understanding of the ways in which creativity can be used as the vehicle for delivering the Foundation Stage curriculum through a topic or theme
- To explore a wide range of activities and resources to develop children's creativity

Training Provider: Norfolk Education Advisory Service

Course Length: 1 day

Course code	Venue	Dates	Times
5PN064	Breckland Lodge, Attleborough	20-Jun-05	9.30am - 3.00 pm
5PN065	Norwich Professional Development Centre	21-Jun-05	9.30am - 3.00 pm
5PN066	Links Hotel, West Runton	22-Jun-05	9.30am - 3.00 pm
5PN067	West Norfolk Professional Development Centre, Kings Lynn	23-Jun-05	9.30am - 3.00 pm
5PN068	Greenacre First and Middle School, Great Yarmouth	24-Jun-05	9.30am - 3.00 pm

Actual Cost: £28.70

Cost to you: Free



Using The Foundation Stage Self Review

This course is for Foundation Stage Practitioners and Leaders in school who will use the Self Review.

It will include discussion and workshop activities using the information from your own school.

Target Group:

Class teachers, and Leaders of the Foundation Stage.

Additional Information:

Participants will need to bring a copy of the Foundation Stage Self Review Proforma and any supporting evidence you may have for evaluating 'How well the curriculum meets the needs of the children'?

Objectives:

- To become more familiar with the structure of the Self Review Proforma
- To consider how it links with the Inspection Framework and the Day Care Standards
- To develop some strategies for gathering an evidence base
- To use evidence to draw conclusions

Training Provider: Norfolk Education Advisory Service

Course Length: 1 day

Course code	Venue	Dates	Times
5PN040	West Norfolk Professional Development Centre, Kings Lynn	13-May-05	9.30am - 3.00 pm
5PN041	Norwich Professional Development Centre	16-May-05	9.30am - 3.00 pm
5PN042	Norwich Professional Development Centre	17-May-05	9.30am - 3.00 pm

Actual Cost: £17.00

Cost to you: Free





Foundation Stage Profile For Beginners

Course Description:

This course is principally for practitioners who will need to assess children by using the profile. In most cases the children will have started in school but a few may be in pre-school settings.

Teachers may wish to be accompanied by their Classroom Assistant.

Headteachers or Managers may find the course useful as background information.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

Practitioners in government funded settings will need to use the Foundation Stage Profile for children at the end of the Foundation Stage.

Please bring a copy of the Foundation Stage Handbook and a copy of a Foundation Stage Profile Individual Pupil Booklet.

Objectives:

- To outline recommended good practice in early years assessment
- To make clear the procedures for using the Foundation Stage Profile
- To offer practice in moderating judgements using video tape
- To provide information on foundation stage moderation
- To look at ways to interpret Foundation Stage Profile data

Training Provider: Norfolk Education Advisory Service

Course Length: 1 day

Course code	Venue	Dates	Times
5PN004	Norwich Professional Development Centre	19-Sep-05	9.30am - 3.00 pm
5PN007	West Norfolk Professional Development Centre, King's Lynn	22-Sep-05	9.30am - 3.00 pm
5PN009	Norwich Professional Development Centre	20-Jan-06	9.30am - 3.00 pm

Actual Cost: £17.00

Cost to you: Free

Circle Time For The Foundation Stage

This introductory course will give participants an insight into the value of circle times for the Foundation Stage. Circle time can be used with young children to help the development of their self-esteem and social skills. During the session there will be lots of opportunities for you to take part in circle time activities.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers

Objectives:

- To develop a clear understanding of the philosophy that underpins circle time
- To understand how circle time can be structured
- To explore a range of activities that will help to get started

Training Provider: Norfolk Education Advisory Service

Course length: 3 hours

Course code	Venue	Dates	Times
5PN079	Imperial Hotel, Great Yarmouth	17-Oct-05	9.00am - 12.00pm
5PN081	West Norfolk Professional Development Centre, King's Lynn	18-Oct-05	9.00am - 12.00pm
5PN083	Norwich Professional Development Centre	19-Oct-05	9.00am - 12.00pm

Actual Cost: £15.00

Cost To You: Free





Children As Independent Learners

Course Description:

The Curriculum Guidance for the Foundation Stage states that we need to plan for 'children initiating activities that promote learning and enable them to learn from each other.' and 'to encourage children to make choices and develop independence by having equipment and materials readily available and well organised.' This course looks at the theory of promoting independence and offers practical ways to promote this on the setting.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

This is an informative but fun day with many practical suggestions to use in the setting.

Objectives:

- To have a clearer understanding of what is meant by independent learning
- To understand how to plan the environment to support and encourage independence
- To identify the role of the adult in promoting independence

Training provider: Norfolk Education Advisory Service

Course Length: 1 day

Course code	Venue	Dates	Times
5PN032	Imperial Hotel, Great Yarmouth	10-Oct-05	9.30am - 3.00pm
5PN033	Breckland Lodge, Attleborough	11-Oct-05	9.30am - 3.00pm
5PN034	Norwich Professional Development Centre	12-Oct-05	9.30am - 3.00pm
5PN035	West Norfolk Professional Development Centre, King's Lynn	13-Oct-05	9.30am - 3.00pm

Actual Cost: £24.00

Cost to you: Free



Learning Without Limits

A seminar with Mary Jane Drummond, researcher and writer.

In the early years community we are becoming familiar with the work of the educators in Reggio Emilia, Italy, who claim with confidence that all the children in their pre-school settings are "rich, strong and powerful learners". Is there a comparable consensus in this country? It seems unlikely, given that "ability" is used as an organising category from the early years, and right across primary and secondary practice.

'Learning Without Limits' was a research project based at the Faculty of Education in Cambridge from 1999 - 2003, which documented the work of nine teachers who have steadfastly refused to use the concept of ability in their teaching. The main findings of the research add up to an alternative model of pedagogy, which has much in common with the Reggio approach. Mary Jane Drummond was a member of the research team and this seminar is an opportunity to hear more about the findings of the project, and to explore its implications for teaching and learning in early years settings, and in the years beyond the Foundation Stage.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

Don't miss this wonderful opportunity to spend the day with Mary Jane Drummond.

Objectives:

- To hear more about the research project 'Learning Without Limits'
- To explore its implications for teaching and learning in early years settings

Training Provider: Mary-Jane Drummond

Course Length: 1 day

Course code	Venue	Dates	Times
5PN126	West Norfolk Professional Development Centre, King's Lynn	13-Jun-05	9.30am - 3.00pm
5PN127	Norwich Professional Development Centre	14-Jun-05	9.30am - 3.00pm

Actual Cost: £40.00

Cost to you: £20.00





Let's Build: Making The Most Of Construction Play

If you think your Lego has lost its lustre or your Duplo is collecting dust, this could just be the course for you!

This practical, hands on course will look at innovative ways of developing the use of a variety of construction equipment in the Foundation Stage. There will be time to reflect on current provision, both indoors and outside. Particular attention will be given to the role that this kind of experience plays on the world of boys, and of how it can be used as an effective focus for developing speaking and listening, reading and writing.

There will be an array of practical tasks, and the opportunity to work and play in groups.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

Participants are asked to bring the following:

- A photograph of some children engaged in construction play of any kind, indoors or out.
- A selection of materials with which to build - this could be a collection of junk modelling materials, natural materials, or commercially produced equipment.

Objectives:

- To gain an increased understanding of the importance of construction play, and of the opportunities that it provides to make links in all areas of learning
- To explore ways to organise for construction play
- To consider the role of the adult and how to respond to children's models
- To have the opportunity to try out practical activities

Training Provider: Helen Bromley

Course Length: 1 day

Course code	Venue	Dates	Times
5PN069	West Norfolk Professional Development Centre, King's Lynn	20-Feb-06	9.30am - 3.00pm
5PN070	Breckland Lodge, Attleborough	21-Feb-06	9.30am - 3.00pm
5PN071	Norwich Professional Development Centre	22-Feb-06	9.30am - 3.00pm
5PN072	Norwich Professional Development Centre	23-Feb-06	9.30am - 3.00pm
5PN073	Imperial Hotel, Great Yarmouth	24-Feb-06	9.30am - 3.00pm

Actual Cost: £40.00

Cost to you: £20.00

Nurturing Young Writers

This half-day course will provide guidance and practical ideas for practitioners to support young children in the earliest stages of learning to write.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Objectives:

- To consider how to create an environment that promotes and encourages young children to write.
- To show how to lay the foundations for good 'pencil control' by developing fine and gross motor skills
- To explore a range of opportunities to nurture young writers

Training Provider: Norfolk Education Advisory Service

Course Length: 3 hours

Course code	Venue	Dates	Times
5PN115	Norwich Professional Development Centre	26-Sep-05	9.00am - 12.00pm
5PN117	West Norfolk Professional Development Centre, King's Lynn	27-Sep-05	9.00am - 12.00pm
5PN119	Imperial Hotel, Great Yarmouth	28-Sep-05	9.00am - 12.00pm

Actual Cost: £15.00

Cost to you: Free



Only Tools And Forces

We welcome to Norfolk, two new very experienced trainers Pat Burton and Linda Thornton. They will provide opportunities to consider babies and young children as researchers, explore treasure boxes and a practical workshop where participants can design and make. Each of the three sessions of 'Only Tools and Forces' will show how you can extend everyday experiences in your setting to address the science and technology aspects of Knowledge and Understanding of the World.

Pat and Linda will introduce a range of science and design technology activities, which will help you to support children in becoming creative researchers and inventors. This course will provide you with the ideas, knowledge, skills and confidence to make science and technology enjoyable and exciting for children and practitioners. Don't miss this wonderful opportunity.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Objectives:

- To show how everyday experiences can address the science and technology aspects of Knowledge and understanding of the World
- To provide ideas, knowledge, skills and confidence to make science and technology enjoyable and exciting for children and practitioners
- To consider babies and young children as researchers
- To use themed collections of ordinary things as starting points for exploration and investigation

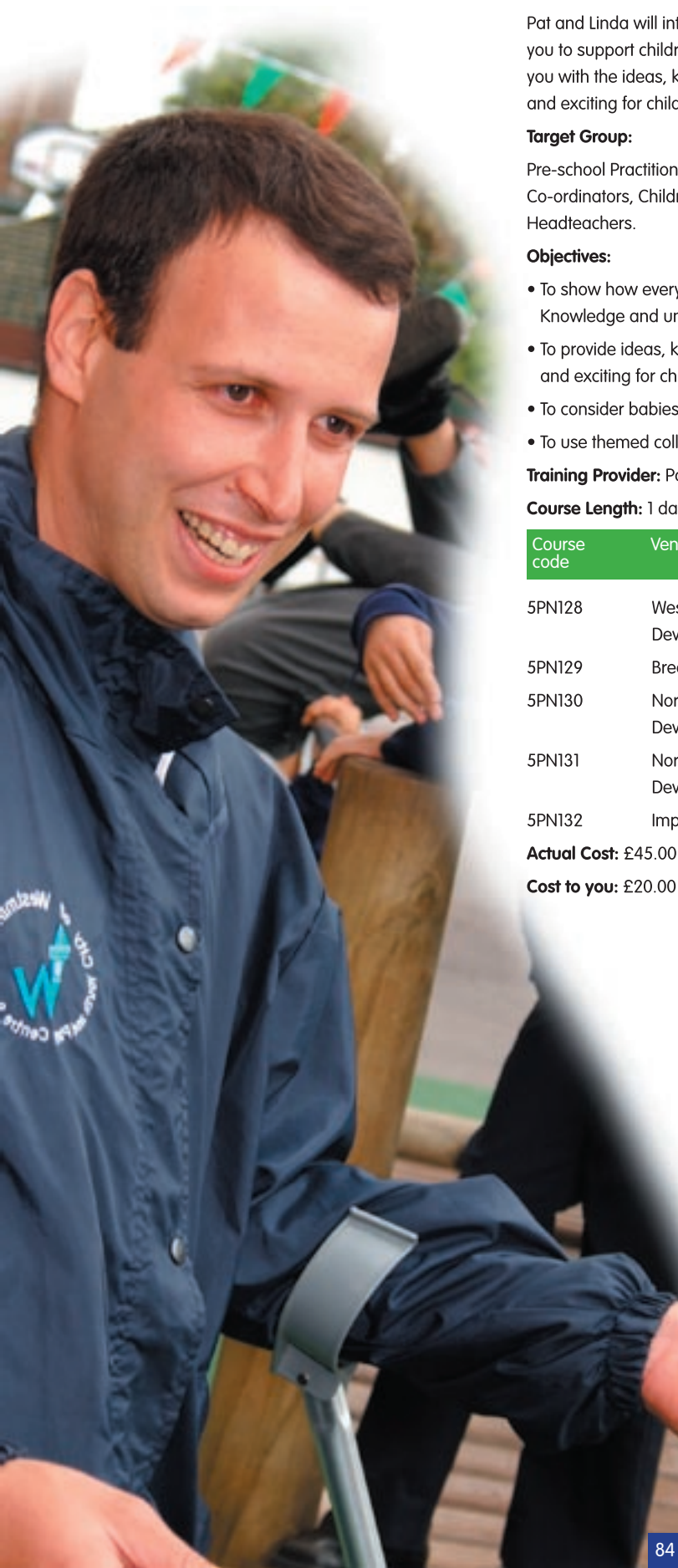
Training Provider: Pat Brunton and Linda Thornton

Course Length: 1 day

Course code	Venue	Dates	Times
5PN128	West Norfolk Professional Development Centre, Kings Lynn	18-Apr-05	9.30am - 3.00pm
5PN129	Breckland Lodge, Attleborough	19-Apr-05	9.30am - 3.00pm
5PN130	Norwich Professional Development Centre	06-Jun-05	9.30am - 3.00pm
5PN131	Norwich Professional Development Centre	07-Jun-05	9.30am - 3.00pm
5PN132	Imperial Hotel, Great Yarmouth	08-Jun-05	9.00am - 3.00pm

Actual Cost: £45.00

Cost to you: £20.00



Planning For The Foundation Stage In A Mixed Age Class

This course is for practitioners who wish to work with colleagues in developing their planning for children within a mixed age class of older children. The session will be mainly a workshop for sharing and developing planning based on planning brought by course participants.

Target Group:

Teachers of mixed age classes - Foundation Stage and KS1.

Additional Information:

It is essential to bring along some current planning - long, medium and short term to be shared with other participants. Please also bring the Curriculum Guidance for the Foundation Stage QCA and the Supplement Planning for learning in the Foundation Stage QCA.

Objectives:

- To consider ways to ensure planning meets the needs of all children in a mixed age class
- To Share examples of good practice

Training Provider: Norfolk Education Advisory Service

Course Length: 1 day

Course code	Venue	Dates	Times
5PN022	Norwich Professional Development Centre	27-Feb-06	9.30am - 3.00pm
5PN023	West Norfolk Professional Development Centre	28-Feb-06	9.30am - 3.00pm

Actual Cost: £33.00

Cost to you: Free

Planning In The Foundation Stage

The course will cover the basic principals in planning. There will be opportunity to plan for a small unit of work. The course will involve working with other practitioners and sharing ideas and skills.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

Participants will need to bring the Curriculum Guidance for the Foundation Stage and QCA Planning for Learning.

Objectives:

- To understand why we plan.
- To look at the core elements needed in successful planning
- To engage in a practical workshop and plan a unit of work
- To look at the link between planning and assessment

Training Provider: Norfolk Education Advisory Service

Course Length: 1 day

Course code	Venue	Dates	Times
5PN028	Imperial Hotel, Great Yarmouth	28-Nov-05	9.30am - 3.00pm
5PN030	Norwich Professional Development Centre	30-Nov-05	9.30am - 3.00pm
5PN031	West Norfolk Professional Development Centre	01-Dec-05	9.30am - 3.00pm

Actual Cost: £28.00

Cost to you: Free





Playing With Sounds

This course will offer practitioners an opportunity to look at some new material produced by the Primary Strategy. This material will support you in engaging young children to link sounds and letters. Participants will be able to explore a range of activities and resources.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

Participants are asked to bring along a favourite resource that helps children to learn about sounds and letters.

Objectives:

- To become familiar with new material - Playing with Sounds
- To enable practitioners to understand how young children begin to be aware of letters and sounds
- To explore a range of fun activities and resources that will help to develop an understanding of phonics in young children

Training Provider: Norfolk Education Advisory Service

Course Length: 3 hours

Course code	Venue	Dates	Times
5PN111	Norwich Professional Development Centre	11-May-05	9.00am - 12.00pm
5PN112	Norwich Professional Development Centre	11-May-05	1.00pm - 4.00pm
5PN113	West Norfolk Professional Development Centre, King's Lynn	12-May-05	9.00am - 12.00pm
5PN114	West Norfolk Professional Development Centre, King's Lynn	12-May-05	1.00pm - 4.00pm

Actual Cost: £20.00

Cost to you: Free



'So That's Why They Do That' - Recognising Patterns In Play

This course will help participants to recognise children's schemas or patterns of behaviour in their play. Schemas give us an insight into the concepts being developed by children and allow us to plan activities and experiences, which will enhance their learning. Participants will be introduced to schemas through video footage, discussion and the pioneering work of Chris Athey and Cathy Nutbrown.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

This course is for participants who wish to find out about schemas.

Objectives:

- To understand 'what is a schema'?
- To gain a deeper understanding of recognising schemas through observations of children's play
- To explore ways to develop children's schemas through the use of everyday resources

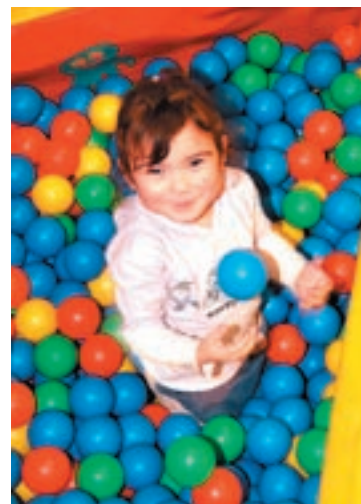
Training Provider: Norfolk Education Advisory Service

Course Length: 3 hours

Course code	Venue	Dates	Times
5PN085	Imperial Hotel, Great Yarmouth	14-Nov-05	9.00am - 12.00pm
5PN087	West Norfolk Professional Development Centre, King's Lynn	15-Nov-05	9.00am - 12.00pm
5PN089	Norwich Professional Development Centre	16-Nov-05	9.00am - 12.00pm

Actual Cost: £15.00

Cost to you: Free





Teaching And Learning Mathematics In The Foundation Stage

Zoe Rhydderech-Evans is back to inspire us with some more mathematical activities.

Practitioners, who have previously attended Zoe's 'Nurturing the Young Mathematician' day should find that this course is appropriate for them as it will enable them to revisit and develop their thinking about the teaching and learning of mathematics and explore aspects not previously covered. This course is a **MUST** for all!

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Objectives:

To explore the following questions by interrogating a series of presentations of practical activities:

- Which learning theories should influence our approach to the teaching of mathematics?
- What sort of a subject is mathematics?
- What sort of a disposition do children need if they are to be confident learners of mathematics?
- What are the basic understandings that a child needs if they are to become truly numerate?
- How do we get children 'talking' mathematics?
- What is the role of play in the child's learning of mathematics?
- What is the role of recording in the child's learning of mathematics?

Training Provider: Zoe Rhydderech-Evans

Course Length: 1 day

Course code	Venue	Dates	Times
5PN043	Imperial Hotel, Great Yarmouth	21-Nov-05	9.30am - 3.00pm
5PN044	Norwich Professional Development Centre	22-Nov-05	9.30am - 3.00pm
5PN045	Norwich Professional Development Centre	23-Nov-05	9.30am - 3.00pm
5PN046	Breckland Lodge, Attleborough	24-Nov-05	9.30am - 3.00pm
5PN047	West Norfolk Professional Development Centre, King's Lynn	25-Nov-05	9.30am - 3.00pm

Actual Cost: £45.00

Cost to you: £20.00

Thinking Games

This course will consider the powerful effect of using 'Thinking Skills' to maximise young children's learning. During the session participants will explore the workings of young children's amazing brains and try out a range of games and practical activities that can be used to develop their thinking.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Objectives

- To look at recent research on young children's thinking
- To explore a range of practical ideas to develop young children's thinking

Training Provider: Norfolk Education Advisory Service

Course Length: 3 hours

Course code	Venue	Dates	Times
5PN092	Imperial Hotel, Great Yarmouth	27-Mar-06	9.00am - 12.00pm
5PN094	West Norfolk Professional Development Centre, King's Lynn	28-Mar-06	9.00am - 12.00pm
5PN096	Norwich Professional Development Centre	29-Mar-06	9.00am - 12.00pm

Actual Cost: £15.00

Cost to you: Free





Gypsy And Traveller Children - Lets Include Them From The Start

Even if you haven't yet, or currently don't have Traveller children in your setting, this course is still valuable. Gypsy Travellers constitute one of Norfolk's largest minority ethnic groups and, along with Gypsy families, Norfolk is home to other Traveller children too; Travellers of Irish Heritage, Circus and Fairground Travellers, Scottish Travellers and New Travellers. The Norfolk Traveller Education Service Early Years Team are providing another series of training sessions to introduce early education practitioners to this part of Norfolk's rich cultural diversity.

Practitioners who joined last years courses spoke highly of the value of the sessions, and appreciated the course as a locally relevant professional development opportunity in equal opportunities and inclusion.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

Everyone attending these courses will be given a pack of helpful information that can be taken away and shared with colleagues. For example, a simple outline of what every setting's policy on race equality should include, a list of culturally reflective resources and comprehensive notes covering the course content. In addition, every delegate will be given a free poster for their setting entitled 'Traveller children are part of the community, lets make sure we include them from the start'

Objectives:

- To further participants knowledge of Traveller groups in Norfolk and Gypsy Traveller history
- To consider the effects of prejudice on inclusion
- To be introduced to resources and strategies, which support equal opportunities and the inclusion of Traveller children and their families

Training Provider: Norfolk Traveller Education

Course Length: 3 hours

Course code	Venue	Dates	Times
5PN121	West Norfolk Professional Development Centre, Kings Lynn	04-Oct-05	1.00pm - 4.00pm
5PN122	Norwich Professional Development Centre	17-Nov-05	1.00pm - 4.00pm
5PN123	Breckland Lodge, Attleborough	09-Feb-06	1.00pm - 4.00pm
5PN124	Imperial Hotel, Great Yarmouth	16-Mar-06	1.00pm - 4.00pm

Actual Cost: £26.50

Cost to you: Free

Jump In The Hoop!

Janet Rees returns to Norfolk to deliver a very interactive course, with many practical ideas to use in your own setting. The first session will explore early phonics. There will be resources to capture the imagination of children and adults. Links will be made with all areas of learning, using opportunities which will help young children to really listen and discriminate between sounds. The second session entitled 'Books, books and more books' will involve participants in setting up quiet areas and co-operatively making books within pairs or small groups. There will be opportunities to share ideas and develop the stepping stones and early learning goals from planning to reality.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Objectives:

- To become familiar with the national expectations for young children
- To use resources and activities to develop an understanding of phonics for young children
- To become aware of the range of books that are available and be more confident in setting up a quiet book area
- To explore and develop shared books with young children

Training Provider: Janet Rees

Course Length: 1 day

Course code	Venue	Dates	Times
5PN133	West Norfolk Professional Development Centre, King's Lynn	01-Mar-06	9.30am - 3.00pm
5PN134	Norwich Professional Development Centre	02-Mar-06	9.30am - 3.00pm
5PN135	Imperial Hotel, Great Yarmouth	03-Mar-06	9.30am - 3.00pm

Actual Cost: £40.00

Cost to you: £20.00





Involving Parents In Their Children's Learning

This two day course will enable participants to review the way they involve parents in their children's learning. Participants who embark on this project will be supported throughout the year with a series of twilight sessions as they conduct an audit, construct an action plan and implement and review the impact of the changes made.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

The course is based upon the programme developed at Pen Green. Their folder containing a video is given to all participants to support the project.

NB 'Parents' refers to parents and carers.

Objectives:

- To develop an understanding of the theory and the practice that underpins working with parents
- To understand how to evaluate current practice in relation to involving parents in their children's learning in early years settings
- To explore the practice used at the Pen Green Early Excellence Centre

Training provider: Norfolk Education Advisory Service

Course length: 2 days

Course code	Venue	Dates	Times
5PN091	Earlham Early Years Centre, Norwich	16-Jan-06	
		17-Jan-06	9.30am - 3.00pm

Actual Cost: £850.00

Cost to you: Free

Physical Development In The Foundation Stage (Action Kids)

This inspirational two-day course is a MUST for all early years practitioners. 'Action Kids' is a programme specifically designed for the Foundation Stage. It transcends more than just the physical development and has received high acclaim nationally and from all Practitioners who have attended the course so far. All participants will receive the "Action Kids" resource pack, including the CD as part of this exiting two-day course.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

Please wear practical loose clothing and footwear to allow freedom of movement!

Comments from two participants:

- 'Best Norfolk training ever been to'
- 'An excellent course - I have learnt an amazing amount'

Objectives:

- To become familiar with the 'Action Kids' resource pack
- To enable participants to understand how to extend the physical, creative, personal, social and emotional capabilities of young children through enjoyable, planned, physical development play activities
- To actively take part in physical activities

Training Provider: Norfolk Education Advisory Service

Course Length: 2 days

Course code	Venue	Dates	Times
5PN036	Norwich Professional Development Centre	21-Apr-05	9.30am - 3.00pm
		22-Apr-05	
5PN037	Framingham Earl High School	16-May-05	9.30am - 3.00pm
		17-May-05	
5PN038	West Norfolk Professional Development Centre, King's Lynn	20-Oct-05	9.30am - 3.00pm
		21-Oct-05	

Actual Cost: £51.00

Cost to you: Free





Adventures In Learning - Roleplay

If you are looking for ways to develop a creative environment, this is the workshop is for you and your children. This is the fourth year these workshops have taken place and everyone involved has found them inspirational! Make sure you don't miss the opportunity this year. The workshops will consist of a range of role-play scenarios and small world play and will aim to promote children's learning through play. Practitioners will gain further insights into how children learn through play and gather ideas for imaginary play, which can be adapted to use in a range of settings.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

The workshops are available to all pre-school settings, nursery and reception classes and childminders. Places are booked for a session between 10am and 3pm.

Letters will be sent out in the summer term with more information and a booking form.

Objectives:

- To enable practitioners to bring along their children to take part in a range of imaginary activities
- To gain an insight into how children learn through play
- To have the opportunity to see a range of roleplay scenarios and resources that can be used in a range of settings

Training Provider: Norfolk Education Advisory Service

Course Length: 1 day

Course code	Venue	Dates	Times
5PN098	West Norfolk Professional Development Centre, Kings Lynn	26-May-05 27-May-05	9.30am - 3.00 pm
5PN099	Millennium Library, The Forum, Norwich	01-Jul-05 02-Jul-05	9.30am - 3.00 pm

Actual Cost: £28.70

Cost to You: Free

Beginners Toolkit

If you are new to the Foundation Stage, this course is for you! Participants will be able to explore a range of issues, such as creating a stimulating environment, observations of children and planning their next steps in learning, resources and engaging activities. There will be three sessions, one each term with a short task in between the sessions.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

Participants will need to attend all three sessions.

Objectives:

- To give participants new to the Foundation Stage a range of tools to support them in their setting
- To develop an understanding of child development and how to encourage independent learners
- To explore a range of resources and activities to support learning
- To complete relevant tasks between sessions

Training Provider: Norfolk Education Advisory Service

Course Length: 3 days

Course code	Venue	Dates	Times
5PN105	Norwich Professional Development Centre	29-Sep-05	9.30am - 3.00 pm
		24-Nov-05	
		02-Feb-06	
5PN106	West Norfolk Professional Development Centre, Kings Lynn	30-Sep-05	9.30am - 3.00 pm
		25-Nov-05	
		03-Feb-06	

Actual Cost: £16.75

Cost to You: Free





Bridging The Gap:

Literacy From The Foundation Stage To Year 1

Helen Bromley, who will explore the issues that surround the transition of children from reception to Year 1, with particular focus on literacy, will deliver this course. It will demonstrate that elements of good Foundation Stage Practice can be used effectively in Year 1 to promote speaking and listening, reading and writing within all aspects of the 'Literacy Hour', and outside it! Examples of childrens work will be shared and discussed.

There will be a strong emphasis on the importance of play as a context for effective literacy learning. This will include use of a role-play area, small world play and the importance of props and puppets.

Lots of practical suggestions will be offered and ideas shared.

Target Group:

Reception and Year 1 Teachers and Teaching Assistants

Additional Information:

In order to have the greatest impact from this course, teachers in reception need to bring along their Year 1 Colleagues.

Objectives:

- To explore the issues that surround the transition of children in reception to Year 1.
- To consider how good practice in the Foundation Stage can be effectively translated into Year 1.
- To develop a resource of practical ideas that can be used to support speaking and listening, reading and writing.

Training Provider: Helen Bromley

Course Length: 1 day

Course code	Venue	Dates	Times
5PN074	West Norfolk Professional Development Centre, Kings Lynn	06-Mar-06	9.30am - 3.00 pm
5PN075	Breckland Lodge, Attleborough	07-Mar-06	9.30am - 3.00 pm
5PN076	Norwich Professional Development Centre	08-Mar-06	9.30am - 3.00 pm
5PN077	Norwich Professional Development Centre	09-Mar-06	9.30am - 3.00 pm
5PN078	Imperial Hotel, Great Yarmouth	10-Mar-06	9.30am - 3.00 pm

Actual Cost: £50.00

Cost to You: £20.00

ICT in the Foundation Stage

Course Description:

Information Communication Technology is an integral part of children's everyday lives. This course explores ways of developing practice across all areas of learning and teaching in the Foundation Stage.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

This is a repeated course with the addition of new software to use and evaluate.

Objectives:

- To reflect on the use of ICT Across all six areas of learning
- To explore a range of early years software and a 'roamer'
- To look at the ways to develop ICT to support learning

Training Provider: Norfolk Education Advisory Service

Course Length: 3 hours

Course code	Venue	Dates	Times
5PN048	Norwich Professional Development Centre	09-Jun-05	9.00am - 12.00pm
5PN049	Norwich Professional Development Centre	09-Jun-05	1.00pm - 4.00pm
5PN050	West Norfolk Professional Development Centre, King's Lynn	10-Jun-05	9.00am - 12.00pm
5PN051	West Norfolk Professional Development Centre, Kings Lynn	10-Jun-05	1.00pm - 4.00pm

Actual Cost: £10.00

Cost to you: Free





Nurturing Young Children's Schema

This Course is suitable for practitioners who have attended 'So That's Why They Do That' or who have some elementary knowledge of schema. It is likely to be of particular interest to those working with two and three year olds.

This session will enable practitioners opportunities to plan for schematic development based on the material that they bring to the course.

Target Group:

Pre-school Practitioners, Teachers, Nursery Nurses, Teaching Assistants, Childminding Network Co-ordinators, Childminders, Supervisors, Foundation Stage Co-ordinators, Managers, Headteachers.

Additional Information:

It is essential to bring along short observations of three children who are exploring particular schemas. These may include practitioner notes, photographs, examples of recorded work, which will be used for discussion amongst the group. The observations will be the basis for workshop activities within the course.

Objectives:

- To increase knowledge and understanding of schemas
- To plan for schematic development in the Foundation Stage

Training Provider: Norfolk Education Advisory Service

Course Length: 3 hours

Course code	Venue	Dates	Times
5PN016	Imperial Hotel, Great Yarmouth	06-Feb-06	9.00am - 12.00pm
5PN018	West Norfolk Professional Development Centre, King's Lynn	07-Feb-06	9.00am - 12.00pm
5PN020	Norwich Professional Development Centre	08-Feb-06	9.00am - 12.00pm

Actual Cost: £15.00

Cost to you: Free



Useful Contacts

Early Years and Childcare Training Team

Norfolk County Council
First Floor
St Andrews House
St Andrews St
Norwich
NR2 4UH
Tel: 01603 598471
Email: eytraining@norfolk.gov.uk

Norfolk Education Advisory Service

Professional Development Centre
Woodside Road
Norwich
NR7 9QL
Tel: 01603 433276

Norfolk Childcare Information Service

Tel: 01603 622292
www.norfolkchildcare.info
Email: child.care.info@norfolk.gov.uk

Adult Education

Wensum Lodge
169 King Street
Norwich
NR1 1QW
Tel: 01603 765633

Corporate Training and Development (CTD)

County Hall Annexe
Martineau Lane
Norwich
NR1 2UE
Tel: 01603 223414

Norfolk Early Years Support Network

115 City Road
Norwich
Norfolk
NR1 2HL
Tel: 01603 219300

Childminding Matters

First Floor
St Andrews House
St Andrews St
Norwich
NR2 4UH
Tel: 01603 615667

Area SENCO Team

Greenwood Centre
Greenwood Road
Tuckswood
Norwich
NR4 6BN
Tel: 01603 458191

Norwich City College

Ipswich Road
Norwich
Norfolk
NR2 2LJ
Tel: 01603 773300

College of West Anglia

Tennyson Avenue
King's Lynn
Norfolk
PE30 2QW
Tel: 01553 761144

Great Yarmouth College

Southtown
Great Yarmouth
Norfolk
NR31 0ED
Tel: 01493 655261

Pre-School Learning Alliance

Eastern Region Centre
Ground Floor
Century House
Market Street
Swavesey
Cambs
CB4 5QG
Tel: 01954 232327

A4e Consult

St James House
Vicar Lane
Sheffield
S1 2EX
Tel: 0114 223 6660
www.a4e.co.uk
Email: consult@a4e.co.uk

St John Ambulance

County HQ
Carbrooke House
Meridian Way
Norwich
NR7 07A
Tel: 01603 431639

P&K Training Services

6 Austin Fields
King's Lynn
Norfolk
PE30 1PH
Tel: 01553 692045
www.pk-paramedics.co.uk
Email: info@pk-paramedics.co.uk

Norfolk Childcare
Information Service

01603 622292

www.norfolkchildcare.info



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language please contact Janet Evans:
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and we will do our best to help.