

Early Years and Childcare Advisory Team

2010/11

Training Directory

Early Years Foundation
Stage Practitioners

Reception Teachers/
Teaching Assistants

Playworkers

Childminders

Home Childcarers

Managers/Supervisors

Setting SENCOs

Foster Carers




Welcome

Welcome to the 2010/2011 edition of Training Directory. You've probably noticed straight away that this year's directory is a more slimline version. This is not a reflection of the training opportunities that will be available to you throughout the year, but is a change in how and when professional development opportunities are arranged and offered. In order to fully understand what this means to you, and to understand the changes made to this year's training delivery, please ensure that you read the following information pages.

Information about qualifications at all levels, along with details of qualification providers can be found on our website

www.norfolk.gov.uk/childcare. Check regularly to see other developments to our training programme.

Finally, we would like to congratulate you for your continued commitment to developing your practice and hope to see many of you at future professional development events throughout the forthcoming year.



Fred Corbett
Assistant Director, Strategy and Commissioning, Children's Services



Contents

Information 4

What's new, how to apply, when to apply

Training Courses 7

Be healthy 8

| | |
|--|----|
| CIEH level 2 Award in Food Safety in Catering | 8 |
| Social and Emotional Aspects of Development (SEAD) | 10 |



Stay safe 12

| | |
|---|----|
| First aid (twelve hour paediatric) | 12 |
| Health and safety management | 15 |
| Safeguarding children | 16 |
| Risk assessment | 18 |
| Risk assessment for childminders | 19 |
| Fire safety and assessment | 20 |
| Training events | 21 |
| – Covering Information Sharing and Assessment (ISA) including the Common Assessment Framework (CAF) | |



Enjoy and achieve 22

| | |
|--|----|
| Early Years Foundation Stage - the role of the practitioner | 22 |
| Introduction to the Early Years Foundation Stage for childminders | 23 |
| Early Years Foundation Stage – observation, assessment and planning for childminders | 24 |
| Working with Gypsy, Roma and Traveller Children in the early years | 25 |
| Playwork Principles | 26 |
| How to use the Early Years Foundation Stage Profile and introduction to the eProfile | 27 |
| Assessing children in the EYFS using the eProfile and analysing EYFS data | 28 |



Make a positive contribution 29

| | |
|---|----|
| Letters and Sounds – Phase One | 29 |
| Welcoming EAL children and families into early years settings | 30 |
| Equal chances in the Early Years Foundation Stage | 31 |
| Introductory day for Setting SENCOs | 32 |
| Introduction to Special Educational Needs for childminders | 33 |
| Introduction to the Early Support Programme | 34 |



Achieve economic well-being 35

| | |
|-------------------------------------|----|
| Data Protection | 35 |
| Self Evaluation Form (SEF) | 36 |
| Policies for childminders | 37 |
| Managing your childminding business | 38 |



Application form 39

Changes to this Year's Programme

This year we are moving towards a more responsive way of planning and delivering training opportunities. Instead of organising our full year's training in advance, we will be able to offer more targeted training where and when it is needed, in response to new initiatives and led by identified need.

Let us know your needs

We want our training to be more responsive to your needs, but that means we need to know what your training needs are.

When you're thinking about your training needs, consider sources of information such as:

- feedback from Ofsted inspections
- advice from your Support Teacher or Development Worker
- actions that have come from your setting's continual quality improvement processes
- training needs from staff appraisals
- evaluations you've made of your setting

In order to inform us of your needs please visit our website

www.norfolk.gov.uk/childcare

Telling us about your identified needs is not a guarantee that the training will be arranged and will not mean that you receive the training as a whole setting, but the information will be used to inform all additional training that is offered across the County. Training will be available for you to book on to in the usual way.

You'll find core courses such as First Aid and Safeguarding in this Training Directory, so we already know the need for those, but let us know what else you would like to see in our training programme.

You can go to www.norfolk.gov.uk/childcare and fill in a form about your training needs which will come direct to us.



Charging for courses

This year you will notice that a small charge will be made for some courses, the charge is minimal compared to the actual cost so you are still receiving high value training at a small cost to the setting, childminder or school. The payment for training is the responsibility of the setting, so you will need to consider carefully what your training needs are and which practitioners are

best to attend and carry forward specific identified training needs. It is important that all practitioners attend training, as stated in the Directory of Providers, and that the training they attend is in response to your settings needs.

If you have exceptional reasons as to why you cannot pay for training please contact Early Years and Childcare for further advice.

Future training opportunities

Details of new courses arranged throughout the year will be advertised through our website **www.norfolk.gov.uk/childcare**. We will be sending email alerts to let you know when new courses are available to be viewed on our website.

In order to ensure we use the correct email address please email us by 31st July 2010 with details of your setting and your preferred email address to be informed about future training. Email us at eytraining@norfolk.gov.uk.

This applies to settings, schools, childminders and individuals so all staff can receive up to date information at the same time.

If you don't have access to the internet or email, please contact Early Years and Childcare on 01603 222900 to discuss how we can help.



Non-attendance and cancellations

If you fail to turn up to a course you have booked on to, you will be charged a fee of **£50**. This is to ensure that places on courses are not wasted.

If you are unable to attend please give us a minimum of 24 hours notice so we are able to reallocate the place without a charge being made to you.

If you give us notice but it is less than 24 hours you will still be charged the cost of the place (e.g. £10 or £20) or an administration cost of £10 for courses that are free.

If you need to cancel your place on a course, please contact Early Years and Childcare on 01603 222900 or email eytraining@norfolk.gov.uk

Call 01603 222900



Applying for courses

You can apply for courses online from the 'Working in early years and childcare' section of our website:

www.norfolk.gov.uk/childcare

Submit
your form
online

When you submit your application online, you'll receive a confirmation email with a reference number. This means we have successfully received your application, and is not confirmation that you have a place on the training.

Alternatively, you can use the form at the back of this Training Directory. The form can be photocopied or you can download extra copies from our website.

When to apply

Courses must be booked on a termly basis. This is to prevent courses being booked up for a whole year in advance. It gives equal access to training throughout the year and allows us to adapt to training needs.



**Courses in the
Autumn Term**

6th September 2010 – 17th December 2010
Apply straight away



**Courses in the
Summer Term**

26th April 2011 – 22nd July 2011
Applications accepted from
1st February 2011



**Courses in the
Spring Term**

5th January 2011 – 8th April 2011
Applications accepted from
1st November 2010

**Applications received before these
dates will not be considered.**



Allocation of places

To ensure fairness of opportunity, we can only accept two bookings per course per setting. Further applications will be placed

on the waiting list and places will be allocated if the course is not full or there are cancellations.

Training Courses

Be healthy

8



**Make a positive
contribution**

29



Stay safe

12



**Achieve economic
well-being**

35



Enjoy and achieve

22



CIEH level 2 Award in Food Safety in Catering

This course looks at how to comply with the legal requirements for food safety, which require that food handlers have adequate training.

The course covers the CIEH syllabus and includes:

- the causes of food poisoning
- controlling the risks from food hazards
- personal hygiene
- cleaning and disinfection
- design of food premises
- pest control
- basic food safety law

There will be a 30 question multiple choice exam at the end of the course.

Who is it for?
All early years and childcare practitioners who handle food

Who is the provider?
Hygiene & Safety Alliance

How long does it last?
1 day

What should be brought on the day?
All attendees are required to take photographic identification, such as a passport or photographic driving licence, to the training day. If you cannot provide this, please contact Early Years and Childcare on 01603 222900.

Refresher course
This is a half day renewal and refresher of the Food Safety in catering course for people who have previously completed the full one-day CIEH level 2 course. You must be able to show proof that you have completed the one-day qualification before you will be accepted on to this refresher course.

How long does it last?
4 hours

Who is the provider?
Norfolk Adult Education Service



Standard course

| Code | Venue | Dates | Time | |
|-------------|----------------------------------|-------------------|--------|--------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A119 | Gt Yarmouth, Kings Centre | Sat 25th Sept 10 | 9.30am | 5pm |
| A120 | Aylsham, Aylsham Lodge | Sat 2nd Oct 10 | 9.30am | 5pm |
| A121 | Fakenham, Racecourse | Sat 16th Oct 10 | 9.30am | 5pm |
| A122 | Attleborough, Breckland Lodge | Sat 6th Nov 10 | 9.30am | 5pm |
| A123 | Norwich, Abbey Conference Centre | Thurs 11th Nov 10 | 9.30am | 5pm |

Standard course Cost per place: £75 Cost to you: Free

...continued

Standard course (continued)

| Code | Venue | Dates | Time | |
|-------------|----------------------------------|-----------------|--------|--------|
| | | | Start | Finish |
| Spring Term | | | | |
| A124 | West Runton, The Links Hotel | Sat 15th Jan 11 | 9.30am | 5pm |
| A125 | Swaffham, EcoTech Centre | Mon 14th Feb 11 | 9.30am | 5pm |
| A126 | Norwich, Abbey Conference Centre | Fri 4th Mar 11 | 9.30am | 5pm |
| A127 | King's Lynn, West Norfolk PDC | Sat 19th Mar 11 | 9.30am | 5pm |
| A128 | Diss, Brome Grange | Sat 2nd Apr 11 | 9.30am | 5pm |

Summer Term

| | | | | |
|------|--------------------------------------|------------------|--------|-----|
| A129 | Downham Market, Castle Hotel | Sat 30th Apr 11 | 9.30am | 5pm |
| A130 | Gt Yarmouth, Kings Centre | Sat 7th May 11 | 9.30am | 5pm |
| A131 | Thetford, Keystone Innovation Centre | Sat 21st May 11 | 9.30am | 5pm |
| A132 | Attleborough, Breckland Lodge | Fri 17th June 11 | 9.30am | 5pm |
| A133 | Fakenham, Racecourse | Sat 25th June 11 | 9.30am | 5pm |

Refresher course

| Code | Venue | Dates | Time | |
|-------------|---|-------------------|--------|--------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A134 | Norwich, Professional Development Centre | Sat 11th Sept 10 | 9.30am | 1.30pm |
| A135 | Thetford, Keystone Innovation Centre | Weds 22nd Sept 10 | 9.30am | 1.30pm |
| A136 | King's Lynn, St Augustine's Healthy Living Centre | Mon 18th Oct 10 | 9.30am | 1.30pm |

Spring Term

| | | | | |
|------|--|-----------------|--------|--------|
| A137 | Norwich, Professional Development Centre | Fri 14th Jan 11 | 9.30am | 1.30pm |
| A138 | Gt Yarmouth, Kings Centre | Mon 24th Jan 11 | 9.30am | 1.30pm |
| A139 | Mattishall, South Green Park | Sat 5th Feb 11 | 9.30am | 1.30pm |

Summer Term

| | | | | |
|------|--|------------------|--------|--------|
| A140 | Aylsham, Aylsham Lodge | Tues 10th May 11 | 9.30am | 1.30pm |
| A141 | King's Lynn, West Norfolk PDC | Sat 11th June 11 | 9.30am | 1.30pm |
| A142 | Norwich, Professional Development Centre | Sat 2nd July 11 | 9.30am | 1.30pm |

Refresher course Cost per place: £55 Cost to you: Free

Social and Emotional Aspects of Development (SEAD)

This course enables practitioners to become familiar with the SEAD guidance and explore ways in which the guidance can be used in everyday practice to support children's Personal, Social and Emotional Development (PSED).

The course aims to:

- allow practitioners to become familiar with the SEAD guidance and to look at how it links with other key documents, such as the EYFS
- explore ways in which the SEAD guidance can be used by providers
- provide opportunities for practitioners to reflect on their own practice in relation to supporting children's PSED
- look at the importance of 'attachment theory' and explore the role of the Key Person

Courses for settings

| Code | Venue | Dates | Time | |
|-------------|--|--------------------|--------|---------|
| Autumn Term | | | Start | Finish |
| A220 | West Runton, The Links Hotel | Tues 21st Sept 10 | 2pm | 5pm |
| A221 | West Runton, The Links Hotel | Tues 21st Sept 10 | 6pm | 9pm |
| A222 | Norwich, Abbey Conference Centre | Thurs 23rd Sept 10 | 9.30am | 12.30pm |
| A223 | Norwich, Abbey Conference Centre | Thurs 23rd Sept 10 | 1.30pm | 4.30pm |
| A224 | King's Lynn, West Norfolk PDC | Mon 11th Oct 10 | 2pm | 5pm |
| A225 | King's Lynn, West Norfolk PDC | Mon 11th Oct 10 | 6pm | 9pm |
| A226 | Gt Yarmouth, Kings Centre | Weds 13th Oct 10 | 9.30am | 12.30pm |
| A227 | Gt Yarmouth, Kings Centre | Weds 13th Oct 10 | 1.30pm | 4.30pm |
| A228 | Norwich, Professional Development Centre | Sat 13th Nov 10 | 9.30am | 12.30pm |
| A229 | Thetford, Keystone Innovation Centre | Tues 30th Nov 10 | 9.30am | 12.30pm |
| A230 | Thetford, Keystone Innovation Centre | Tues 30th Nov 10 | 1.30pm | 4.30pm |
| Spring Term | | | | |
| A231 | Fakenham, Racecourse | Weds 12th Jan 11 | 9.30am | 12.30pm |
| A232 | Fakenham, Racecourse | Weds 12th Jan 11 | 1.30pm | 4.30pm |
| A233 | Norwich, Professional Development Centre | Thurs 20th Jan 11 | 2pm | 5pm |

- provide practitioners with the opportunity to identify areas of development in their practice and signpost to appropriate available training
- explore a range of resources that can be used to support SEAD

Who is it for?

All EYFS practitioners working with 0 - 3's, however, practitioners working in nursery and Reception classes may also find it useful.

Who is the provider?

Clare Lord and Childminding Matters

How long does it last?

3 hours

Cost per place: £55 Cost to you: £10

...continued

| | | | | |
|------|--|-------------------|--------|---------|
| A234 | Norwich, Professional Development Centre | Thurs 20th Jan 11 | 6pm | 9pm |
| A235 | King's Lynn, West Norfolk PDC | Mon 7th Feb 11 | 9.30am | 12.30pm |
| A236 | King's Lynn, West Norfolk PDC | Mon 7th Feb 11 | 1.30pm | 4.30pm |
| A237 | Gt Yarmouth, Kings Centre | Mon 14th Mar 11 | 2pm | 5pm |
| A238 | Gt Yarmouth, Kings Centre | Mon 14th Mar 11 | 6pm | 9pm |
| A239 | Norwich, Professional Development Centre | Sat 26th Mar 11 | 9.30am | 12.30pm |
| A240 | Diss, Brome Grange | Thurs 31st Mar 11 | 2pm | 5pm |
| A241 | Diss, Brome Grange | Thurs 31st Mar 11 | 6pm | 9pm |

Summer Term

| | | | | |
|------|--|-------------------|--------|---------|
| A242 | West Runton, The Links Hotel | Weds 4th May 11 | 9.30am | 12.30pm |
| A243 | West Runton, The Links Hotel | Weds 4th May 11 | 1.30pm | 4.30pm |
| A244 | Norwich, Professional Development Centre | Sat 14th May 11 | 9.30am | 12.30pm |
| A245 | Gt Yarmouth, Kings Centre | Tues 24th May 11 | 2pm | 5pm |
| A246 | Gt Yarmouth, Kings Centre | Tues 24th May 11 | 6pm | 9pm |
| A247 | King's Lynn, West Norfolk PDC | Weds 15th June 11 | 9.30am | 12.30pm |
| A248 | King's Lynn, West Norfolk PDC | Weds 15th June 11 | 1.30pm | 4.30pm |
| A249 | Thetford, Keystone Innovation Centre | Mon 4th July 11 | 2pm | 5pm |
| A250 | Thetford, Keystone Innovation Centre | Mon 4th July 11 | 6pm | 9pm |

Courses for childminders

| Code | Venue | Dates | Time | |
|-------------|--|-------------------|--------|--------|
| Autumn Term | | | Start | Finish |
| A251 | Norwich, Professional Development | Mon 18th Oct 10 | 6.30pm | 9.30pm |
| A252 | Gt Yarmouth, Kings Centre | Thurs 21st Oct 10 | 6.30pm | 9.30pm |
| A253 | West Runton, The Links Hotel | Mon 8th Nov 10 | 6.30pm | 9.30pm |
| A254 | King's Lynn, West Norfolk PDC | Thurs 25th Nov 10 | 6.30pm | 9.30pm |
| Spring Term | | | | |
| A255 | Thetford, Keystone Innovation Centre | Tues 11th Jan 11 | 6.30pm | 9.30pm |
| A256 | Fakenham, Racecourse | Weds 16th Feb 11 | 6.30pm | 9.30pm |
| A257 | Norwich, Professional Development Centre | Thurs 10th Mar 11 | 6.30pm | 9.30pm |
| A258 | Swaffham, George Hotel | Weds 6th Apr 11 | 6.30pm | 9.30pm |
| Summer Term | | | | |
| A259 | Attleborough, Breckland Lodge | Mon 16th May 11 | 6.30pm | 9.30pm |
| A260 | Gt Yarmouth, Kings Centre | Mon 13th June 11 | 6.30pm | 9.30pm |



Be healthy

First aid (twelve hour paediatric)

This course focuses on emergency scenarios faced by practitioners looking after young children.

The course covers:

- first aid kits
- primary survey
- recovery position
- burns
- diabetic emergencies
- strains and fractures
- bites and stings
- childhood conditions
- eye, ear and nose conditions
- action planning
- resuscitation
- choking
- asthma
- sprains
- poisoning
- bleeding

A dedicated student course pack is supplied.

| Code | Venue | Dates | Time | |
|-------------|---|--|--------|--------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A022 | Cromer, Cliftonville Hotel | Sat 11th & 18th Sept 10 | 9am | 4.30pm |
| A023 | Diss, Brome Grange | Mon 13th, 20th, 27th Sept & 4th Oct 10 | 6.30pm | 9.30pm |
| A024 | Norwich, St John Ambulance - King Street | Weds 15th, 22nd, 29th Sept & 6th Oct 10 | 6.30pm | 9.30pm |
| A025 | King's Lynn, P&K Training Services | Thurs 16th, 23rd, 30th Sept & 7th Oct 10 | 6.30pm | 9.30pm |
| A026 | Gt Yarmouth, St John Ambulance | Tues 21st, 28th Sept & 5th, 12th Oct 10 | 6.30pm | 9.30pm |
| A027 | Hunstanton, Golden Lion Hotel | Sat 25th Sept & 2nd Oct 10 | 9am | 4.30pm |
| A028 | Norwich, St John Ambulance - King Street | Sat 25th Sept & 2nd Oct 10 | 9am | 4.30pm |
| A029 | Watton, Richmond Park Golf Club | Tues 28th Sept & 5th, 12th, 19th Oct 10 | 6.30pm | 9.30pm |
| A030 | Gt Yarmouth, St John Ambulance | Fri 1st & 8th Oct 10 | 9am | 4.30pm |
| A031 | Attleborough, Breckland Lodge | Sat 9th & 16th Oct 10 | 9am | 4.30pm |
| A032 | King's Lynn, P&K Training Services | Sat 9th & 16th Oct 10 | 9am | 4.30pm |
| A033 | Dereham, Norfolk Rural Community Council | Mon 11th & 18th Oct 10 | 9am | 4.30pm |
| A034 | King's Lynn, P&K Training Services | Tues 12th & 19th Oct 10 | 9am | 4.30pm |
| A035 | Norwich, St John Ambulance - Meridian Way | Fri 15th & 22nd Oct 10 | 9am | 4.30pm |
| A036 | Norwich, St John Ambulance - King Street | Tues 2nd, 9th, 16th, 23rd Nov 10 | 6.30pm | 9.30pm |

Who is it for?

All early years and childcare practitioners

Who is the provider?

St John Ambulance and P & K Training Services

How long does it last?

12 hours

This course meets the Ofsted requirements for registered childminders and home childcarers under the latest statutory guidance.

Cost per place: £80 Cost to you: Free

...continued

| Code | Venue | Dates | Time | |
|-------------------------|---|--|--------|--------|
| | | | Start | Finish |
| Autumn Term (continued) | | | | |
| A037 | Fakenham, Racecourse | Thurs 4th, 11th, 18th & 25th Nov 10 | 6.30pm | 9.30pm |
| A038 | Gt Yarmouth, St John Ambulance | Sat 6th & 13th Nov 10 | 9am | 4.30pm |
| A039 | King's Lynn, P&K Training Services | Mon 8th, 15th, 22nd & 29th Nov 10 | 6.30pm | 9.30pm |
| A040 | King's Lynn, P&K Training Services | Sat 20th & 27th Nov 10 | 9am | 4.30pm |
| A041 | Norwich, St John Ambulance - King Street | Sat 20th & 27th Nov 10 | 9am | 4.30pm |
| A042 | Norwich, St John Ambulance - Meridian Way | Tues 23rd & 30th Nov 10 | 9am | 4.30pm |
| A043 | Thetford, Bell Hotel | Sat 4th & 11th Dec 10 | 9am | 4.30pm |
| Spring Term | | | | |
| A044 | King's Lynn, P&K Training Services | Mon 10th, 17th, 24th & 31st Jan 11 | 6.30pm | 9.30pm |
| A045 | Gt Yarmouth, St John Ambulance | Weds 12th, 19th, 26th Jan & 2nd Feb 11 | 6.30pm | 9.30pm |
| A046 | Norwich, St John Ambulance - King Street | Tues 18th, 25th Jan & 1st, 8th Feb 11 | 6.30pm | 9.30pm |
| A047 | Thetford, Keystone Innovation Centre | Fri 21st & 28th Jan 11 | 9am | 4.30pm |
| A048 | Downham Market, Castle Hotel | Sat 22nd & 29th Jan 11 | 9am | 4.30pm |
| A049 | Norwich, St John Ambulance - King Street | Sat 22nd & 29th Jan 11 | 9am | 4.30pm |
| A050 | Framingham Earl, The Nightingale Centre | Thurs 27th Jan & 3rd Feb 11 | 9am | 4.30pm |
| A051 | Fakenham, Racecourse | Fri 4th & 11th Feb 11 | 9am | 4.30pm |
| A052 | Diss, Brome Grange | Sat 5th & 12th Feb 11 | 9am | 4.30pm |
| A053 | King's Lynn, P&K Training Services | Sat 5th & 12th Feb 11 | 9am | 4.30pm |
| A054 | Gt Yarmouth, St John Ambulance | Mon 7th & 14th Feb 11 | 9am | 4.30pm |
| A055 | Norwich, St John Ambulance - Meridian Way | Weds 9th & 16th Feb 11 | 9am | 4.30pm |
| A056 | Norwich, St John Ambulance - King Street | Mon 28th Feb & 7th, 14th, 21st Mar 11 | 6.30pm | 9.30pm |
| A057 | Attleborough, Breckland Lodge | Tues 1st, 8th, 15th & 22nd Mar 11 | 6.30pm | 9.30pm |
| A058 | King's Lynn, P&K Training Services | Weds 2nd, 9th, 16th, 23rd Mar 11 | 6.30pm | 9.30pm |
| A059 | Watton, Richmond Park Golf Club | Thurs 3rd & 10th Mar 11 | 9am | 4.30pm |
| A060 | Norwich, St John Ambulance - King Street | Sat 5th & 12th Mar 11 | 9am | 4.30pm |

...First aid (twelve hour paediatric)

| Code | Venue | Dates | Time | |
|-------------------------|--|---|--------|--------|
| | | | Start | Finish |
| Spring Term (continued) | | | | |
| A061 | West Runton, The Links Hotel | Sat 5th & 12th Mar 11 | 9am | 4.30pm |
| A062 | King's Lynn, P&K Training Services | Fri 18th & 25th Mar 11 | 9am | 4.30pm |
| A063 | Gt Yarmouth, St John Ambulance | Sat 19th & 26th Mar 11 | 9am | 4.30pm |
| A064 | Mattishall, South Green Park | Sat 19th & 26th Mar 11 | 9am | 4.30pm |
| A065 | Aylsham, Aylsham Lodge | Mon 28th Mar & 4th Apr 11 | 9am | 4.30pm |
| Summer Term | | | | |
| A066 | King's Lynn, P&K Training Services | Tues 26th Apr & 3rd May 11 | 9am | 4.30pm |
| A067 | Norwich, St John Ambulance - King Street | Sat 30th Apr & 7th May 11 | 9am | 4.30pm |
| A068 | Swaffham, George Hotel | Sat 30th Apr & 7th May 11 | 9am | 4.30pm |
| A069 | Mattishall, South Green Park | Tues 3rd, 10th, 17th, 24th May 11 | 6.30pm | 9.30pm |
| A070 | Norwich, St John Ambulance - King Street | Weds 4th, 11th, 18th, 25th May 11 | 6.30pm | 9.30pm |
| A071 | Gt Yarmouth, St John Ambulance | Thurs 5th, 12th, 19th, 26th May 11 | 6.30pm | 9.30pm |
| A072 | Diss Brome, Grange | Fri 6th & 13th May 11 | 9am | 4.30pm |
| A073 | Gt Yarmouth, St John Ambulance | Sat 14th & 21st May 11 | 9am | 4.30pm |
| A074 | King's Lynn, P&K Training Services | Sat 14th & 21st May 11 | 9am | 4.30pm |
| A075 | Downham Market, Castle Hotel | Mon 16th & 23rd May 11 | 9am | 4.30pm |
| A076 | Norwich, St John Ambulance - Meridian Way | Mon 16th & 23rd May 11 | 9am | 4.30pm |
| A077 | Attleborough, Breckland Lodge | Thurs 19th & 26th May 11 | 9am | 4.30pm |
| A078 | Norwich, St John Ambulance - Meridian Way | Fri 20th & 27th May 11 | 9am | 4.30pm |
| A079 | Thetford, Keystone Innovation Centre | Mon 6th, 13th, 20th, 27th June 11 | 6.30pm | 9.30pm |
| A080 | Norwich, St John Ambulance - King Street | Tues 7th, 14th, 21st, 28th June 11 | 6.30pm | 9.30pm |
| A081 | Gt Yarmouth, St John Ambulance | Weds 8th & 15th June 11 | 9am | 4.30pm |
| A082 | King's Lynn, P&K Training Services | Thurs 9th, 16th, 23rd, 30th June 11 | 6.30pm | 9.30pm |
| A083 | Fakenham, Racecourse | Sat 11th & 18th June 11 | 9am | 4.30pm |
| A084 | Norwich, St John Ambulance - King Street | Sat 11th & 18th June 11 | 9am | 4.30pm |
| A085 | Aylsham, Aylsham Lodge | Weds 15th, 22nd, 29th June & 6th July 11 | 6.30pm | 9.30pm |
| A086 | Hunstanton, Golden Lion Hotel | Weds 22nd & 29th June 11 | 9am | 4.30pm |
| A087 | King's Lynn, P&K Training Services | Sat 25th June & 2nd July 11 | 9am | 4.30pm |

Health and safety management

This course will help employers and people in management positions gain an overview and awareness of the main health and safety responsibilities and requirements applicable to early years and childcare settings.

Delegates will learn about the main elements necessary to promote and maintain safety in their settings, and the various legal requirements, principles and guidances that underly these.



This course does not include the specific topics of fire safety or health and safety risk assessment; these are covered in separately listed courses.

Who is it for?

Proprietors of private settings, committee members, managers and supervisors

Who is the provider?

CR Safety Management

How long does it last?

3 hours

| Code | Venue | Dates | Time | |
|-------------|--|-------------------|--------|---------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A093 | Aylsham, Aylsham Lodge | Weds 10th Nov 10 | 6.30pm | 9.30pm |
| A094 | Gt Yarmouth, Kings Centre | Weds 1st Dec 10 | 6.30pm | 9.30pm |
| Spring Term | | | | |
| A095 | Norwich, Professional Development Centre | Sat 29th Jan 11 | 9.30am | 12.30pm |
| A096 | Attleborough, Breckland Lodge | Thurs 17th Mar 11 | 6.30pm | 9.30pm |
| A097 | King's Lynn, West Norfolk PDC | Sat 2nd Apr 11 | 9.30am | 12.30pm |
| Summer Term | | | | |
| A098 | Norwich, Professional Development Centre | Thurs 5th May 11 | 6.30pm | 9.30pm |

Cost per place: £55 Cost to you: £10

Safeguarding children (child protection)

The aim of this training is to help delegates develop the awareness and the ability to act on concerns about the safety and welfare of children and young people.

By the end of the training you will:

- understand what safeguarding is and the different ways in which children can be harmed
- be able to recognise when a child is suffering significant harm or at risk of suffering significant harm
- appreciate your own role and responsibility and those of others in safeguarding and promoting the welfare of children
- know what to do if you have concerns about a child
- understand the necessity of sharing information within the context of the child's wellbeing and safety

- know how to record concerns
- know what will happen once you have informed someone about those concerns
- have a basic knowledge of the most current legislation and guidance to safeguard children

Who is it for?

All early years and childcare practitioners

Who is the provider?

Childminding Matters and Children's Services, Norfolk County Council

How long does it last?

3½ hours

The training is valid for three years

| Code | Venue | Dates | Time | |
|-------------|--|------------------|--------|--------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A178 | Thetford, Keystone Innovation Centre | Sat 11th Sept 10 | 9.30am | 1pm |
| A179 | Norwich, Professional Development Centre | Sat 18th Sept 10 | 9.30am | 1pm |
| A180 | King's Lynn, West Norfolk PDC | Sat 25th Sept 10 | 9.30am | 1pm |
| A181 | Diss, Scole Inn | Sat 2nd Oct 10 | 9.30am | 1pm |
| A182 | Norwich, Abbey Conference Centre | Mon 4th Oct 10 | 9.30am | 1pm |
| A183 | West Runton, The Links Hotel | Sat 9th Oct 10 | 9.30am | 1pm |
| A184 | Gt Yarmouth, Kings Centre | Sat 16th Oct 10 | 9.30am | 1pm |
| A185 | King's Lynn, West Norfolk PDC | Fri 22nd Oct 10 | 9.30am | 1pm |
| A186 | Norwich, Professional Development Centre | Sat 6th Nov 10 | 9.30am | 1pm |
| A187 | King's Lynn, West Norfolk PDC | Sat 13th Nov 10 | 9.30am | 1pm |
| A188 | Gt Yarmouth, Kings Centre | Fri 19th Nov 10 | 9.30am | 1pm |
| A189 | Mattishall, South Green Park | Sat 20th Nov 10 | 9.30am | 1pm |
| A190 | Thetford, Keystone Innovation Centre | Weds 24th Nov 10 | 9.30am | 1pm |
| A191 | Fakenham, Racecourse | Sat 27th Nov 10 | 9.30am | 1pm |

...continued

| Code | Venue | Dates | Time | |
|-------------|--|-------------------|--------|--------|
| | | | Start | Finish |
| Spring Term | | | | |
| A192 | King's Lynn, West Norfolk PDC | Sat 15th Jan 11 | 9.30am | 1pm |
| A193 | Norwich, Professional Development Centre | Mon 17th Jan 11 | 9.30am | 1pm |
| A194 | Gt Yarmouth, Kings Centre | Sat 22nd Jan11 | 9.30am | 1pm |
| A195 | Hunstanton, Golden Lion Hotel | Sat 29th Jan 11 | 9.30am | 1pm |
| A196 | King's Lynn, West Norfolk PDC | Weds 2nd Feb 11 | 9.30am | 1pm |
| A197 | Norwich, Professional Development Centre | Sat 5th Feb 11 | 9.30am | 1pm |
| A198 | Aylsham, Aylsham Lodge | Sat 12th Feb 11 | 9.30am | 1pm |
| A199 | Diss, Brome Grange | Sat 5th Mar 11 | 9.30am | 1pm |
| A200 | Gt Yarmouth, Kings Centre | Fri 11th Mar 11 | 9.30am | 1pm |
| A201 | King's Lynn, West Norfolk PDC | Sat 12th Mar 11 | 9.30am | 1pm |
| A202 | Norwich, Professional Development Centre | Sat 19th Mar 11 | 9.30am | 1pm |
| A203 | West Runton, The Links Hotel | Fri 25th Mar 11 | 9.30am | 1pm |
| A204 | Thetford, Keystone Innovation Centre | Sat 26th Mar 11 | 9.30am | 1pm |
| A205 | Watton, Richmond Park Golf Club | Sat 2nd Apr 11 | 9.30am | 1pm |
| Summer Term | | | | |
| A206 | Gt Yarmouth, Kings Centre | Sat 30th Apr 11 | 9.30am | 1pm |
| A207 | Norwich, Professional Development Centre | Fri 6th May 11 | 9.30am | 1pm |
| A208 | King's Lynn, West Norfolk PDC | Sat 7th May 11 | 9.30am | 1pm |
| A209 | Framingham Earl, The Nightingale Centre | Sat 7th May 11 | 9.30am | 1pm |
| A210 | Fakenham, Racecourse | Fri 20th May 11 | 9.30am | 1pm |
| A211 | Norwich, Professional Development Centre | Sat 21st May 11 | 9.30am | 1pm |
| A212 | West Runton, The Links Hotel | Sat 21st May 11 | 9.30am | 1pm |
| A213 | Thetford, Keystone Innovation Centre | Sat 11th June 11 | 9.30am | 1pm |
| A214 | Downham Market, Castle Hotel | Sat 18th June 11 | 9.30am | 1pm |
| A215 | King's Lynn, West Norfolk PDC | Mon 20th June 11 | 9.30am | 1pm |
| A216 | Gt Yarmouth, Kings Centre | Weds 22nd June 11 | 9.30am | 1pm |
| A217 | Norwich, Professional Development Centre | Sat 25th June 11 | 9.30am | 1pm |
| A218 | Mattishall, South Green Park | Sat 2nd July 11 | 9.30am | 1pm |
| A219 | Fakenham, Racecourse | Sat 9th July 11 | 9.30am | 1pm |

Risk assessment

Risk assessment is an important element of ensuring health and safety for all in childcare settings. It is also a specific requirement within the EYFS.

This workshop considers:

- the main drivers behind risk assessment
- the balance of risk and benefit
- the principles and content of an effective risk assessment process

Who is it for?

Proprietors of private settings, committee members, managers, supervisors and staff

| Code | Venue | Dates | Time | |
|-------------|--|--------------------|--------|---------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A157 | King's Lynn, West Norfolk PDC | Sat 2nd Oct 10 | 9.30am | 12.30pm |
| A158 | Diss, Brome Grange | Thurs 14th Oct 10 | 6.30pm | 9.30pm |
| A159 | Gt Yarmouth, Kings Centre | Mon 1st Nov 10 | 6.30pm | 9.30pm |
| A160 | Norwich, Professional Development Centre | Thurs 18th Nov 10 | 6.30pm | 9.30pm |
| Spring Term | | | | |
| A161 | Norwich, Professional Development Centre | Weds 19th Jan 11 | 6.30pm | 9.30pm |
| A162 | Gt Yarmouth, Kings Centre | Sat 5th Feb 11 | 9.30am | 12.30pm |
| A163 | Attleborough, Breckland Lodge | Thurs 10th Feb 11 | 6.30pm | 9.30pm |
| A164 | Aylsham, Aylsham Lodge | Tues 1st Mar 11 | 6.30pm | 9.30pm |
| A165 | Fakenham, Racecourse | Tues 5th Apr 11 | 6.30pm | 9.30pm |
| Summer Term | | | | |
| A166 | West Runton, The Links Hotel | Sat 30th Apr 11 | 9.30am | 12.30pm |
| A167 | King's Lynn, West Norfolk PDC | Sat 14th May 11 | 9.30am | 12.30pm |
| A168 | Mattishall, South Green Park | Thurs 19th May 11 | 6.30pm | 9.30pm |
| A169 | Norwich, Professional Development Centre | Mon 23rd May 11 | 6.30pm | 9.30pm |
| A170 | Swaffham, George Hotel | Tues 21st June 11 | 6.30pm | 9.30pm |
| A171 | Thetford, Keystone Innovation Centre | Thurs 30th June 11 | 6.30pm | 9.30pm |

Cost per place: £55 Cost to you: Free

Risk assessment for childminders

This course covers:

- what is risk assessment?
- the difference between risk assessment and health and safety checklists
- why and how we need to carry out assessments
- legal requirements including the EYFS welfare requirements
- review of risk assessment

Who is it for?

Childminders

Who is the provider?

Childminding Matters

How long does it last?

3 hours



| Code | Venue | Dates | Time | |
|-------------|--|-------------------|--------|---------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A172 | Thetford, Keystone Innovation Centre | Weds 29th Sept 10 | 6.30pm | 9.30pm |
| A173 | Norwich, Professional Development Centre | Sat 9th Oct 10 | 9.30am | 12.30pm |
| Spring Term | | | | |
| A174 | Gt Yarmouth, Kings Centre | Sat 15th Jan 11 | 9.30am | 12.30pm |
| A175 | King's Lynn, West Norfolk PDC | Sat 5th Mar 11 | 9.30am | 12.30pm |
| Summer Term | | | | |
| A176 | Norwich, Professional Development Centre | Weds 27th Apr 11 | 6.30pm | 9.30pm |
| A177 | Aylsham, Aylsham Lodge | Mon 23rd May 11 | 6.30pm | 9.30pm |

Cost per place: £55 Cost to you: Free

Fire safety and assessment

This course is designed to assist settings or employers to understand and comply with the requirements of recent fire safety legislation – The Regulatory Reform (Fire Safety) Order 2005 – and official guidance which has been published in support of this.

This is essential to meet legal requirements and to ensure all elements are in place to protect settings, staff, children and others from fire and its effects.

Who is it for?
Proprietors of private settings, committee members, managers, supervisors and childminders

Who is the provider?
CR Safety Management

How long does it last?
3 hours



| Code | Venue | Dates | Time | |
|-------------|--|-------------------|--------|---------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A016 | Norwich, Professional Development Centre | Weds 20th Oct 10 | 6.30pm | 9.30pm |
| A017 | Gt Yarmouth, Kings Centre | Mon 22nd Nov 10 | 6.30pm | 9.30pm |
| A018 | King's Lynn, West Norfolk PDC | Sat 4th Dec 10 | 9.30am | 12.30pm |
| Spring Term | | | | |
| A019 | Aylsham, Aylsham Lodge | Thurs 13th Jan 11 | 6.30pm | 9.30pm |
| A020 | Thetford, Keystone Innovation Centre | Sat 12th Mar 11 | 9.30am | 12.30pm |
| Summer Term | | | | |
| A021 | Norwich, Professional Development Centre | Sat 11th June 11 | 9.30am | 12.30pm |

Cost per place: £55 Cost to you: £10

Training events covering Information Sharing and Assessment including the Common Assessment Framework

Information Sharing and Assessment (ISA) and the Common Assessment Framework (CAF) are key elements of the Every Child Matters agenda, providing a common method of assessment of needs across all services for children and young people aged 0 to 18 and their families.

The ISA team holds a range of **free** training events, which include:

ISA e-learning module

An online module giving background information on both ISA and the CAF process.

One-day multi-agency ISA and CAF training

This course builds on the e-learning module and will give a good working knowledge of the CAF process. It includes how to decide if a CAF is necessary, how to gain informed consent, how to complete the assessment, who to involve, when to share information and how to plan next steps when forming an action plan. All delegates will be given a comprehensive information pack to take away, plus an opportunity to network with other agencies in your area.

The e-learning module must be completed before attending the one-day ISA training course.

Half-day assessment skills training

This course focuses on useful skills to use during the assessment process, enabling delegates to develop and practise these skills and increase their understanding of the format of the CAF.

The one-day ISA and CAF training must have been completed before attending the half-day Assessment Skills training.

Half-day lead professional training

This course focuses on the skills required for the lead professional role, familiarising delegates with the requirements of the role and gaining knowledge about the skills needed to engage with children, young people and their families, effectively chair or facilitate multi-agency meetings, and complete and renew action plans.

The one-day ISA and CAF training must have been completed before attending the half-day lead professional training.

If you would like to attend or send a representative, please call the ISA team on 01603 228858 or email csisa@norfolk.gov.uk

For all information regarding the ISA program, the CAF and full details of training courses, please visit our new website at www.everynorfolkchildmatters.org/isa

Early Years Foundation Stage – the role of the practitioner

This course explores the role of the practitioner in the EYFS. It covers the four principles of the EYFS and gives delegates an opportunity to consider their role within the principles and commitments of the EYFS.

Topics covered include:

- Unique Child – your role in meeting the needs of individual children
- Positive Relationships – your role as the Key Person
- Enabling Environment – your role as participant and observer in the emotional, indoor and outdoor environment
- Learning and Development – your role in supporting the development and learning of individual children

Who is it for?

All EYFS practitioners

Who is the provider?

Children's Services, Norfolk County Council

How long does it last?

One day with a half day follow up



| Code | Venue | Dates | Time | |
|-------------|--|---------------------------------|------------------|---------------------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A288 | Gt Yarmouth, Kings Centre | Mon 27th Sept & 22nd Nov 10 | 9.30am 9.30am | 3.30pm & 12.30pm |
| A289 | Fakenham, Racecourse | Sat 9th Oct & 4th Dec 10 | 9.30am 9.30am | 3.30pm & 12.30pm |
| A290 | Norwich, Professional Development Centre | Fri 12th Nov 10 & 7th Jan 11 | 9.30am 9.30am | 3.30pm & 12.30pm |
| Spring Term | | | | |
| A291 | West Runton, The Links Hotel | Weds 19th Jan & 16th Mar 11 | 9.30am 9.30am | 3.30pm & 12.30pm |
| A292 | Attleborough, Breckland Lodge | Fri 28th Jan & 18th Mar 11 | 9.30am 9.30am | 3.30pm & 12.30pm |
| A293 | Norwich, Professional Development Centre | Sat 5th Mar & 30th Apr 11 | 9.30am 9.30am | 3.30pm & 12.30pm |
| Summer Term | | | | |
| A294 | King's Lynn, West Norfolk PDC | Mon 16th May & 11th July 11 | 9.30am 9.30am | 3.30pm & 12.30pm |

Introduction to the Early Years Foundation Stage for childminders



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

The course:

- gives an overview of the EYFS
- looks at the principles and commitments of the EYFS
- uses the EYFS materials to reflect on provision and practice
- looks at effective practice
- uses 'reflection' as a process or tool for use as a childminder and for the children you care for

Who is it for?

Childminders

Who is the provider?

Childminding Matters

How long does it last?

1 day

| Code | Venue | Dates | Time | |
|-------------|--|------------------|--------|--------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A011 | Thetford, Keystone Innovation Centre | Sat 20th Nov 10 | 9.30am | 3.30pm |
| A012 | Norwich, Professional Development Centre | Sat 4th Dec 10 | 9.30am | 3.30pm |
| Spring Term | | | | |
| A013 | King's Lynn, West Norfolk PDC | Sat 22nd Jan 11 | 9.30am | 3.30pm |
| A014 | Fakenham, Racecourse | Sat 19th Mar 11 | 9.30am | 3.30pm |
| Summer Term | | | | |
| A015 | Norwich, Professional Development Centre | Sat 18th June 11 | 9.30am | 3.30pm |

Early Years Foundation Stage – observation, assessment and planning for childminders

This training will enable participants to gain an understanding of observation, assessment and planning in the EYFS.

Who is the provider?
Childminding Matters

How long does it last?
1 day

This course will:

- describe the importance of the five Every Child Matters outcomes
- give you opportunity to reflect on your environment and how it supports the individual children in your care
- highlight the importance of the Key Person in the observation, assessment and planning process
- explore the reasons for ongoing observation and assessment for children within your daily practice
- examine the different types of observation
- enable you to understand how to use observation to inform your planning
- consider ways of record keeping

Who is it for?
Childminders



| Code | Venue | Dates | Time | |
|-------------|--|------------------|--------|--------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A145 | Gt Yarmouth, Kings Centre | Sat 27th Nov 10 | 9.30am | 3.30pm |
| A146 | Aylsham, Aylsham Lodge | Sat 11th Dec 10 | 9.30am | 3.30pm |
| Spring Term | | | | |
| A147 | Norwich, Professional Development Centre | Sat 29th Jan 11 | 9.30am | 3.30pm |
| A148 | Thetford, Keystone Innovation Centre | Sat 5th Feb 11 | 9.30am | 3.30pm |
| Summer Term | | | | |
| A149 | King's Lynn, West Norfolk PDC | Sat 25th June 11 | 9.30am | 3.30pm |

Working with Gypsy, Roma and Traveller Children in the early years



Even if you don't currently have a Traveller child in your setting this course is still valuable; the information you will receive is very much transferable.

Gypsy Roma Travellers constitute one of Norfolk's largest minority ethnic groups. Along with Gypsy families, Norfolk is home to children from other Traveller backgrounds including Travellers of Irish Heritage, Circus and Fairground Travellers, New Travellers and Housed Travellers. This course introduces early education practitioners to this part of Norfolk's rich cultural diversity.

Who is it for?
All EYFS practitioners, Reception teachers, Children's Centre and early years setting managers and headteachers

Who is the provider?
Norfolk Traveller Education Service

How long does it last?
5.5 hours

This course supports practitioners to meet the EYFS Statutory requirements in 'Providing for Equality of Opportunity'. Everyone who attends will receive a pack of helpful information including Gypsy Roma Traveller history and culture and inclusion strategies for Gypsy Roma Traveller children in Early Years settings and Reception classes.

In addition every delegate will be given the latest guidance on provision for Gypsy Roma Traveller children in the EYFS, a free poster for their setting called 'Traveller children are part of the community, let's make sure we include them from the start' and a children's story book entitled 'Shaun's Wellies' produced by Norfolk Traveller Education Service.

| Code | Venue | Dates | Time | |
|-------------|--|------------------|-------|--------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A088 | Norwich, Bawburgh Golf Club | Tues 12th Oct 10 | 10am | 3.30pm |
| A089 | Thetford, Keystone Innovation Centre | Tues 23rd Nov 10 | 10am | 3.30pm |
| Spring Term | | | | |
| A090 | King's Lynn, West Norfolk PDC | Tues 8th Feb 11 | 10am | 3.30pm |
| A091 | Norwich, Professional Development Centre | Tues 29th Mar 11 | 10am | 3.30pm |
| Summer Term | | | | |
| A092 | West Runton, The Links Hotel | Tues 17th May 11 | 10am | 3.30pm |

Cost per place: £75 Cost to you: £20

Cost per place: £75 Cost to you: £20

Playwork Principles



The Playwork Principles establish the professional and ethical framework for playwork. This workshop helps participants to understand what is unique about play and playwork, and provides a playwork perspective for those working with children and young people. Participants evaluate the nature of play and develop their understanding of providing positive play experiences and environments for children.

Who is it for?
Playworkers and childminders working with children aged 4 to 12 years, or 16 years with additional needs.

Who is the provider?
WOW! Play Training

How long does it last?
4.5 hours

| Code | Venue | Dates | Time | |
|-------------|--|------------------|-------|--------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A150 | Norwich, Professional Development Centre | Sat 16th Oct 10 | 10am | 2.30pm |
| A151 | King's Lynn, West Norfolk PDC | Weds 10th Nov 10 | 10am | 2.30pm |
| Spring Term | | | | |
| A152 | Thetford, Keystone Innovation Centre | Tues 15th Feb 11 | 10am | 2.30pm |
| A153 | Gt Yarmouth, Kings Centre | Weds 16th Mar 11 | 10am | 2.30pm |
| Summer Term | | | | |
| A154 | West Runton, The Links Hotel | Sat 7th May 11 | 10am | 2.30pm |

Cost per place: £60 Cost to you: £20

How to use the Early Years Foundation Stage profile and introduction to the eProfile



The EYFS Profile is used to assess children in Year R (Reception Year) and is statutory. This course shows how to make effective judgements about children's progress. Delegates will also be shown how to use the eProfile.

Who is it for?
Reception teachers, Reception teaching assistants, EYFS leaders and headteachers

Who is the provider?
Children's Services, Norfolk County Council

How long does it last?
1 day

Please bring a copy of the EYFS Profile Handbook with you.

To enrol on these courses, please go to www.cpd.norfolk.gov.uk/sdms

| Autumn Term | | Start | | Finish |
|-------------|--|--------------------|--------|--------|
| EPRB1 A | Norwich, Professional Development Centre | Mon 13th Sept 10 | 9.15am | 3.15pm |
| EPRB1 B | Norwich, Professional Development Centre | Thurs 16th Sept 10 | 9.15am | 3.15pm |
| EPRB1 C | Norwich, Professional Development Centre | Fri 17th Sept 10 | 9.15am | 3.15pm |
| EPRB1 D | King's Lynn, West Norfolk PDC | Mon 20th Sept 10 | 9.15am | 3.15pm |
| Spring Term | | | | |
| EPRB1 E | Norwich, Professional Development Centre | Tues 11th Jan 11 | 9.15am | 3.15pm |

Cost per place: £75 Cost to you: Free



Enjoy and achieve



Enjoy and achieve

Assessing children in the EYFS using the eProfile and analysing EYFS data

This session will help practitioners to install the eProfile, import pupil data, enter assessments and produce assessment information for SMTS, the LA and Ofsted.

Who is it for?
Reception teachers, EYFS leaders and headteachers

Who is the provider?
Children's Services, Norfolk County Council

How long does it last?
4.5 hours

Delegates will need to bring a laptop and memory stick with pupil data to the course.



| Code | Venue | Dates | Time | |
|-------------|--|--------------------|-------|--------|
| | | | Start | Finish |
| Autumn Term | | | | |
| EPRB2 A | King's Lynn, West Norfolk PDC | Tues 21st Sept 10 | 1pm | 4pm |
| EPRB2 B | Norwich, Professional Development Centre | Weds 22nd Sept 10 | 1pm | 4pm |
| EPRB2 C | Norwich, Professional Development Centre | Thurs 23rd Sept 10 | 1pm | 4pm |
| EPRB2 D | Norwich, Professional Development Centre | Mon 27th Sept 10 | 1pm | 4pm |

Cost per place: £55 Cost to you: Free

Letters and Sounds – Phase One

These sessions offer practitioners time to reflect on the quality of speaking and listening experiences offered to children in their setting.

They focus on the central importance of developing speaking and listening skills as a priority in their own right and the importance of providing broad rich language experiences to improve outcomes for all children.

- This course considers:**
- guidance and practical advice for using the Letters and Sounds Phase One materials
 - how to develop speaking and listening skills within the indoor and outdoor environment
 - development of practitioners' phonological awareness
 - tips on developing a resource pack

Who is it for?
All EYFS practitioners

Who is the provider?
Children's Services, Norfolk County Council

How long does it last?
2 x 3 hours

Please bring with you a copy of the National Strategies Letters and Sounds – Phase One Teaching Programme



| Code | Venue | Dates | Time | |
|-------------|--|------------------------------|--------|---------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A113 | Fakenham, Racecourse | Weds 22nd Sept & 20th Oct 10 | 9.30am | 12.30pm |
| A114 | Norwich, Professional Development Centre | Fri 5th Nov & 3rd Dec 10 | 9.30am | 12.30pm |
| Spring Term | | | | |
| A115 | Gt Yarmouth, Kings Centre | Fri 21st Jan & 18th Feb 11 | 9.30am | 12.30pm |
| A116 | Thetford, Keystone Innovation Centre | Weds 9th Mar & 6th Apr 11 | 9.30am | 12.30pm |
| Summer Term | | | | |
| A117 | Norwich, Professional Development Centre | Weds 11th May & 8th June 11 | 6.30pm | 9.30pm |
| A118 | King's Lynn, West Norfolk PDC | Fri 13th May & 10th June 11 | 9.30am | 12.30pm |

Cost per place: £75 Cost to you: £20

Welcoming EAL children and families into early years settings



- integrating new arrivals into your setting
- developing the language of EAL children
- awareness of cultural differences
- the procedures for use of interpreters and translation services

Who is it for?

All early years and childcare practitioners, including Reception teachers, working with children whose first language is not English

Who is the provider?

English Language Support Service

How long does it last?

3 hours

These sessions offer early years and childcare practitioners and Reception teachers the opportunity to reflect on the needs of bilingual children in early years settings, and increase confidence and expertise in this area. The course aims to increase an awareness of good practice for EAL (English as an Additional Language) children. There is opportunity for wide-ranging discussion, covering issues such as:

| Code | Venue | Dates | Time | |
|-------------|--|-----------------|--------|---------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A271 | Gt Yarmouth, Kings Centre | Mon 4th Oct 10 | 9.30am | 12.30pm |
| A272 | Thetford, Keystone Innovation Centre | Mon 8th Nov 10 | 9.30am | 12.30pm |
| Spring Term | | | | |
| A273 | Dereham, Norfolk Rural Community Council | Mon 28th Feb 11 | 9.30am | 12.30pm |
| A274 | Norwich, Professional Development Centre | Mon 4th Apr 11 | 9.30am | 12.30pm |
| Summer Term | | | | |
| A275 | King's Lynn, West Norfolk PDC | Mon 9th May 11 | 9.30am | 12.30pm |

Cost per place: £55 Cost to you: £10

Equal chances in the Early Years Foundation Stage

This course assists practitioners, managers and policy makers to consider and apply the principles of anti-discrimination, equality, rights and inclusion as a golden thread throughout the EYFS as a means of supporting the equal chances of all children.

inspectorate requirements on equality and service provision.

Who is it for?

All EYFS practitioners

Who is the provider?

Early Years Equality

How long does it last?

1 day

Delegates will reflect on these issues and learn to action plan accordingly in a more knowledgeable and confident way.

The course will support compliance with British discrimination law and



| Code | Venue | Dates | Time | |
|-------------|--|------------------|--------|--------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A006 | Gt Yarmouth, Imperial Hotel | Sat 18th Sept 10 | 9.30am | 4.30pm |
| A007 | Diss, Brome Grange | Tues 16th Nov 10 | 9.30am | 4.30pm |
| Spring Term | | | | |
| A008 | Norwich, Professional Development Centre | Sat 12th Feb 11 | 9.30am | 4.30pm |
| A009 | King's Lynn, West Norfolk PDC | Weds 30th Mar 11 | 9.30am | 4.30pm |
| Summer Term | | | | |
| A010 | Aylsham, Aylsham Lodge | Mon 6th June 11 | 9.30am | 4.30pm |

Cost per place: £75 Cost to you: £20

Introductory day for Setting SENCOs

The training offered to Setting SENCOs and those who manage and supervise Setting SENCOs is currently being revised. The training will be advertised in the new way, as detailed on page 5.

The training will cover:

For Setting SENCOs and Managers

- SEN in the early years
- Inclusive practice

For Setting SENCOs

- Early identification and intervention
- Monitoring and review/statutory assessment process
- Working with parents
- Effective partnership – working as part a multi-agency team

The training will run over approximately 3 days with the first day suitable

for both Setting SENCOs and managers and the following 2 days being solely for Setting SENCOs.



Introduction to Special Educational Needs for childminders



This course gives childminders and home childcarers the opportunity to gain an understanding of additional and Special Educational Needs (SEN).

Practitioners are also supported in thinking about their provision from the child's point of view and the crucial nature of their role.

This course includes:

- legislation
- inclusion
- SEN Code of Practice
- Early Support
- Common Assessment Framework (CAF)

Who is it for?

Childminders and home childcarers

Who is the provider?

Childminding Matters

How long does it last?

1 day with a half day follow up session

Please note that this course does not cover the causes and effects of a variety of SEN. It gives an overview and basic understanding of SEN.

| Code | Venue | Dates | Time | |
|-------------|--|-----------------------------------|------------------|---------------------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A111 | Attleborough, Breckland Lodge | Sat 18th Sept & 13th Nov 10 | 9.30am 9.30am | 3.30pm & 12.30pm |
| Spring Term | | | | |
| A112 | Norwich, Professional Development Centre | Sat 2nd Apr & Sat 11th June 10 | 9.30am 9.30am | 3.30pm & 12.30pm |

Cost per place: £75 Cost to you: £20

Introduction to the Early Support Programme

This introductory workshop aims to:

- introduce the Early Support Programme and model of support
- give participants the opportunity to explore the Early Support information for families and Family Pack
- explore the impact of the identification of a child’s disability on the family and consider how they can be supported by early years settings
- discuss how early years settings can contribute to better co-ordinated working with other professionals involved with disabled children and their families

Who is it for?

Essential for setting SENCOs and Key Persons for disabled children, but also of interest to all early years practitioners including childminders and parents of disabled children, and other professionals working with disabled children.

Who is the provider?

Children’s Services, Norfolk County Council

How long does it last?

3 hours

A few places on each course will be kept for parents; where possible we encourage practitioners to invite parents of disabled children to attend with them. Please advise on booking if parents will be attending.



| Code | Venue | Dates | Time | |
|-------------|--|-------------------|--------|---------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A105 | Diss, Brome Grange | Thurs 7th Oct 10 | 9.30am | 12.30pm |
| A106 | Gt Yarmouth, Kings Centre | Tues 9th Nov 10 | 9.30am | 12.30pm |
| Spring Term | | | | |
| A107 | Norwich, Professional Development Centre | Thurs 10th Feb 11 | 9.30am | 12.30pm |
| A108 | King’s Lynn, West Norfolk PDC | Tues 22nd Mar 11 | 9.30am | 12.30pm |
| Summer Term | | | | |
| A109 | West Runton, The Links Hotel | Thurs 12th May 11 | 9.30am | 12.30pm |
| A110 | Norwich, Abbey Conference Centre | Tues 14th June 11 | 9.30am | 12.30pm |

Cost per place: £55 Cost to you: Free

Data Protection

This course provides an overview of the Data Protection and Freedom of Information Acts and considers how to apply them in your childcare setting.

Who is the provider?

Helen Wardale

How long does it last?

3 hours

The course aims to give delegates:

- an understanding of what personal data and sensitive personal data are
- an understanding of the eight Data Protection principles
- clarification of people’s rights under both Acts
- information on what resources are available for managing Data Protection and Freedom of Information

It looks at:

- background and definitions
- dealing with requests
- relevant examples and case studies
- applying the principles to your work

Who is it for?

Managers, supervisors and childminders



| Code | Venue | Dates | Time | |
|-------------|--|------------------|--------|---------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A001 | Aylsham, Aylsham Lodge | Weds 13th Oct 10 | 6.30pm | 9.30pm |
| A002 | Gt Yarmouth, Kings Centre | Weds 17th Nov 10 | 6.30pm | 9.30pm |
| Spring Term | | | | |
| A003 | Norwich, Professional Development Centre | Sat 22nd Jan 11 | 9.30am | 12.30pm |
| A004 | King's Lynn, West Norfolk PDC | Sat 26th Mar 11 | 9.30am | 12.30pm |
| Summer Term | | | | |
| A005 | Diss, Brome Grange | Weds 25th May 11 | 6.30pm | 9.30pm |

Cost per place: £55 Cost to you: £10

Self Evaluation Form (SEF)

The Self Evaluation Form (SEF) provides a structure to record outcomes. Your SEF is discussed at your Ofsted inspection. This course gives participants an understanding of how to complete the SEF.

It aims to help delegates:

- understand the importance of the SEF as a tool for improving quality in your setting
- become familiar with the SEF and accompanying guidance
- consider how to complete a SEF
- reflect on how your setting identifies areas for improvement

Who is it for?

Managers, supervisors and childminders

Who is the provider?

Children's Services, Norfolk County Council and Childminding Matters

How long does it last?

1 evening for settings, or 1 full day for childminders

Courses for settings

| Code | Venue | Dates | Time | |
|-------------|--|-------------------|--------|--------|
| Autumn Term | | | Start | Finish |
| A266 | Norwich, Professional Development Centre | Thurs 11th Nov 10 | 6.30pm | 9.30pm |
| A267 | King's Lynn, West Norfolk PDC | Weds 24th Nov 10 | 6.30pm | 9.30pm |
| A268 | Attleborough, Breckland Lodge | Thurs 25th Nov 10 | 6.30pm | 9.30pm |
| A269 | West Runton, Links Hotel | Weds 1st Dec 10 | 6.30pm | 9.30pm |
| A270 | Gt Yarmouth, Kings Centre | Thurs 2nd Dec 10 | 6.30pm | 9.30pm |

Courses for childminders

| Code | Venue | Dates | Time | |
|-------------|--|-----------------|--------|--------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A261 | Norwich, Professional Development Centre | Sat 2nd Oct 10 | 9.30am | 3.30pm |
| A262 | Diss, Brome Grange | Sat 16th Oct 10 | 9.30am | 3.30pm |
| Spring Term | | | | |
| A263 | Gt Yarmouth, Kings Centre | Sat 12th Feb 11 | 9.30am | 3.30pm |
| Summer Term | | | | |
| A264 | Fakenham, Racecourse | Sat 30th Apr 11 | 9.30am | 3.30pm |
| A265 | Swaffham, George Hotel | Sat 2nd July 11 | 9.30am | 3.30pm |

Cost per place: £55 Cost to you: Free

Policies for childminders

The course explores:

- what are policies and why do we need them?
- what is a procedure?
- writing policies and procedures
- implementing policies and procedures
- reviewing policies and procedures

It gives childminders the opportunity to reflect on current policies and create new ones.

This course is for new and existing childminders who would like to extend the knowledge gained on the Introduction to Childcare Practice course. It will help them to develop ideas, reflect on their practice and extend their knowledge.

Who is it for?

New and existing childminders

Who is the provider?

Childminding Matters

How long does it last?

1 day



| Code | Venue | Dates | Time | |
|-------------|--|------------------|--------|--------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A155 | Norwich, Professional Development Centre | Sat 25th Sept 10 | 9.30am | 4pm |
| Spring Term | | | | |
| A156 | Aylsham, Aylsham Lodge | Sat 26th Mar 11 | 9.30am | 4pm |

Cost per place: £75 Cost to you: £20

Managing your childminding business

The course explores:

- managing your business
- marketing
- cost and finance
- self assessment

This course is for new and existing childminders who would like to extend the knowledge gained on the Introduction to Childcare Practice course. It will help them to develop ideas, reflect on their practice and extend their knowledge.

Who is it for?

New and existing childminders

Who is the provider?

Childminding Matters

How long does it last?

1 day



| Code | Venue | Dates | Time | |
|-------------|--|------------------|--------|--------|
| | | | Start | Finish |
| Autumn Term | | | | |
| A143 | Mattishall, South Green Park | Sat 11th Sept 10 | 9.30am | 4pm |
| Spring Term | | | | |
| A144 | Norwich, Professional Development Centre | Sat 12th Mar 11 | 9.30am | 4pm |

Cost per place: £75 Cost to you: £20



Training Application Form

PLEASE PHOTOCOPY IF MORE THAN ONE APPLICANT IS APPLYING

Please use BLOCK CAPITALS, and complete all sections marked with *. If you fail to do so, your application may be delayed.

Additional copies can be downloaded from www.norfolk.gov.uk/childcare or you can fill it in and submit it online.

Personal Details

| | | | |
|---------------|--------------------------|----------------------|--------------------------|
| Name* | <input type="text"/> | | |
| Address* | <input type="text"/> | | |
| | <input type="text"/> | | |
| | <input type="text"/> | Postcode* | <input type="text"/> |
| Email* | <input type="text"/> | | |
| Home Tel* | <input type="text"/> | Work Tel* | <input type="text"/> |
| Mobile | <input type="text"/> | Fax | <input type="text"/> |
| Gender: Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |
| Date of Birth | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Please detail the highest level of Childcare Qualification you hold*
Qualification (eg. NVQ Level 3 in Playwork)

Date achieved

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

Employment Details (For settings and schools only)

| | | | |
|-----------------------------------|--------------------------|-----------|--------------------------|
| Name of setting* | <input type="text"/> | | |
| Address of setting* | <input type="text"/> | | |
| | <input type="text"/> | | |
| | <input type="text"/> | Postcode* | <input type="text"/> |
| Job role | <input type="text"/> | | |
| Tick as appropriate I am employed | <input type="checkbox"/> | voluntary | <input type="checkbox"/> |



If you need this form in large print, audio, Braille, an alternative format or in a different language please contact Early Years and Childcare on 01603 222900 or Email: eytraining@norfolk.gov.uk and we will do our best to help.

Continued overleaf >>>

Training Application Form

>>> continued

Please list the courses you wish to apply for.

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

If you are applying for a First Aid course, please let us know when your existing First Aid certificate runs out:

Number of staff in your setting who currently hold a First Aid certificate:

| Course Code | Course Title | Venue | Date | Cost |
|----------------------|----------------------|----------------------|----------------------|------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/> |

Please note: You will not be charged for a course if you are not allocated a place.

I have read and fully understand the information provided on pages 4 – 6 ☐

Practitioner/childminder signature: Date:

To be completed by Manager / Supervisor / CPD lead / Headteacher (for settings and schools only)

I have read and fully understand the information provided on pages 4 – 6 ☐

I agree to the above application and cost ☐

Signed on behalf of the setting or school:

Date:

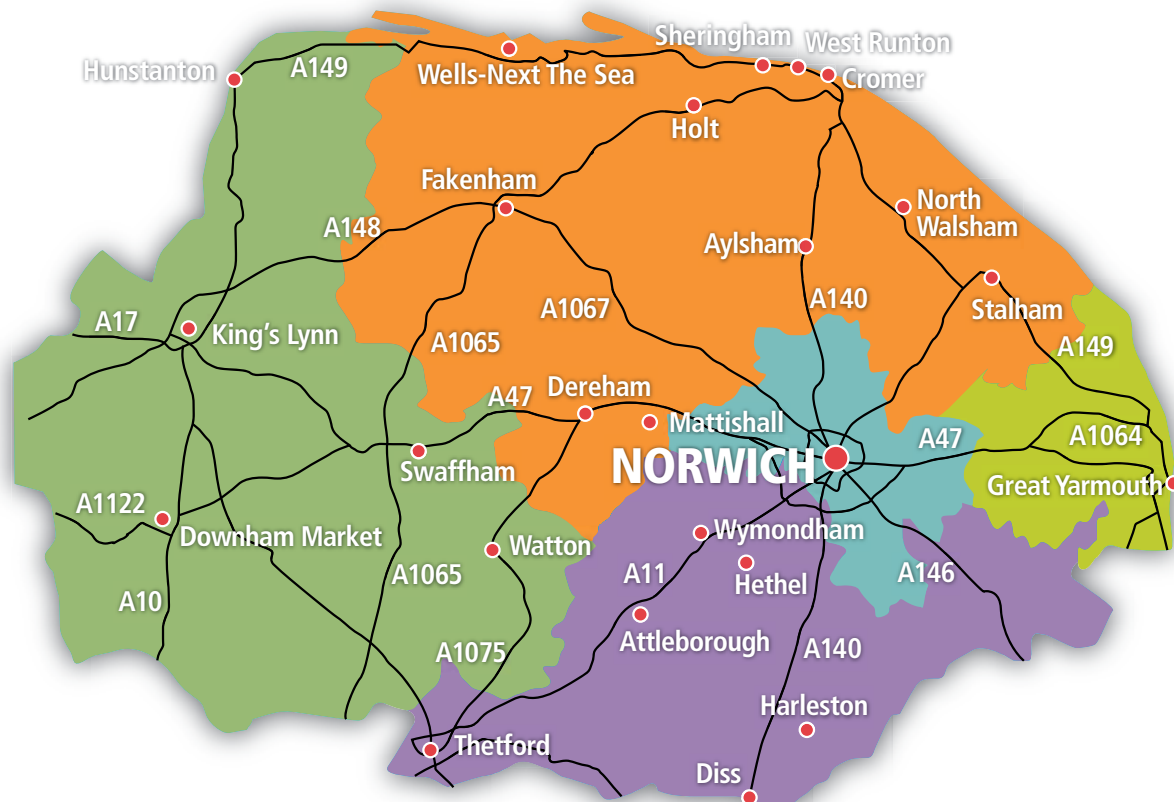
Print name:

Please return this form to:

Early Years and Childcare, Room 117, First Floor, County Hall, Martineau Lane, Norwich NR1 2DL or fax 01603 222750.

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

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



Early Years and Childcare 01603 222900

www.norfolk.gov.uk/childcare

www.norfolkchildcarejobs.com



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