

EYFS SHORT COURSES & WORKPLACE TRAINING

2018 / 2019

RALSS

**Skills
Funding
Agency**



A partnership for Rutland Adult Learning & Skills Service



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Early Years Foundation Stage New Practitioners

Workshop Overview:

This course will give basic guidance to practitioners on meeting the requirements of the EYFS. It provides useful advice and information on supporting the Welfare requirements. The course allows practitioners to explore learning and development opportunities across the seven areas of learning in a practical and imaginative way, and is suitable for all NEW practitioners working within the 0-5 age range.

PRIME AREAS: Personal, Social and Emotional development (PSED)
Physical development (PD)
Communication and Language (CL)

SPECIFIC AREAS: Literacy (L)
Mathematics (M)
Understanding the world (UW)
Expressive arts and design (EAD)

Course Leader: Fiona Bland

Course Duration: 2.5 Hours

Learners should bring a copy of the EYFS Framework to the workshop.

Cost: Per Person

£10.00 – Rutland Childminders

£10.00 – Rutland Ofsted-registered Settings and EYFS Practitioners in Schools

£45.00 – For all others no community concessions

Dates	Times	Venue
Thursday 20 th September 2018	6.30 – 9 pm	Oakham Enterprise Park
Thursday 6 th June 2019	6.30 – 9 pm	Oakham Enterprise Park

Observation Workshop

Workshop Overview:

Being able to carry out good quality observations is a key skill needed by early years practitioners. This workshop will explore a range of observation methods you can use to provide you with an accurate picture of each individual child, to assess their progress and plan for the next steps in their learning.

You will explore the most common types of observation and identify their advantages and disadvantages of each method, identify good professional practice for observing children and explore ways to involve parents in the observation process.

PRIME AREAS: Personal, Social and Emotional development (PSED)
Physical development (PD)
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Course Leader: Fiona Bland

Course Duration: 2.5 Hours

Cost: Per Person

£10.00 – Rutland Childminders

£10.00 – Rutland Ofsted-registered Settings and EYFS Practitioners in Schools

£45.00 – For all others no community concessions

Dates	Times	Venue
Friday 21 st September 2018	9.30-12.00	Oakham Enterprise Park

Safeguarding Children Learning

Workshop Overview.

This safeguarding children workshop will enable practitioners to identify the signs and symptoms of the four main types of abuse. You will discuss the short term and long term effects of abuse, how to report concerns, information sharing, responding to disclosure, risk and vulnerability factors that make some children more likely to suffer abuse and developing your own awareness and ability to act upon any concerns about the safety and welfare of children.

Course Leader: Fiona Bland

Course Duration: 2.5 Hours

Cost: Per Person

£10.00 – Rutland Childminders

£10.00 – Rutland Ofsted-registered Settings and EYFS Practitioners in Schools

£45.00 – For all others no community concessions

Update: The current standard of renewing your Safeguarding training every 3 years remains the same

Dates	Times	Venue
Thursday 21 st June 2018	6.30 – 9 pm	Oakham Enterprise Park
Thursday 6 th September 2018	6.30 – 9 pm	Oakham Enterprise Park
Thursday 15 th November 2018	6.30 – 9 pm	Oakham Enterprise Park
Thursday 7 th March 2019	6.30 – 9 pm	Oakham Enterprise Park

Designated Safeguarding Lead

Workshop Overview

This is an interactive course with lots of learner participation aimed at providing the skills and knowledge needed to perform the role of designated safeguarding person in early years provision.

This full day course will cover the following topics; the roles and responsibilities of the designated person, identifying reporting procedures, making informed decisions about the action to take when concerned about a child in your care, analysing the referral process, allegations against staff, social media, linking to your LSCB and national guidance and assessing strategies for supporting children and families.

Course Leader: Fiona Bland

Course Duration: 6 Hours

Cost: Per Person

£10.00 – Rutland Childminders

£10.00 – Rutland Ofsted-registered Settings and EYFS Practitioners in Schools

£65.00 – For all others no community concessions

Dates	Times	Venue
Saturday 19 th January 2019	9.30-4.30	Oakham Enterprise Park

Developing Positive Behaviour

Workshop Overview.

This workshop looks at how practitioners can support and develop positive behaviour. You will explore the ways in which children learn about behaviour, identify the role of the adult in supporting behaviour, particularly in relation to attachment, assess ways to create an environment that supports positive behaviour, identify strategies for managing specific behaviours and discuss ways to work with parents to support behaviour.

Course Leader: Fiona Bland

Course Duration: 4 Hours

Cost: Per Person

£10.00 – Rutland Childminders

£10.00 – Rutland Ofsted-registered Settings and EYFS practitioners in Schools

£60.00 – For all others no community concessions.

Dates	Times	Venue
Saturday 11th August 2019	09.30 – 13.30	Oakham Enterprise Park

NUCO Level 3 Award in Paediatric First Aid

Overview:

This qualification provides learners with the first aid skills they require when working with young children / or in a young children's setting. The qualification is designed for learners who have responsibility for children, for example childminders, nursery assistants or teaching assistants. The aim of the qualification is to guide and assess the development of knowledge and skills relating to paediatric first aid. This course includes AED Defibrillator Training

Course Leader: Rose O'Brien

Course Duration: 12 Hours

Cost: Per person

£10.00 – Rutland Childminders

£10.00 – Rutland Ofsted-registered Settings and EYFS Practitioners in Schools

£70.00 – All others no community concessions

Update: This training should be updated every 3 years

Please bring your own lunch.

Dates	Times	Venue
Saturday 12 th and 19 th May 2018	10.00 – 4.00	Oakham Enterprise Park
Saturday 8 th & 15 th September 2018	10.00 – 4.00	Oakham Enterprise Park
Friday 5 th & 12 th October 2018	10.00 – 4.00	Oakham Enterprise Park
Saturday 10 th & 17 th November 2018	10.00 – 4.00	Oakham Enterprise Park
Saturday 19 th & 26 th January 2019	10.00 – 4.00	Oakham Enterprise Park
Saturday 9 th & 16 th March 2019	10.00 – 4.00	Oakham Enterprise Park

Level 2 Award in Food Safety

Audience: Suitable for practitioners who handle and prepare food in the setting

Aim: An interactive course completed by 100% online assessment including videos and an exam.

- Approved by UK Environmental Health officers

Course Duration: 4 Hours

Cost: £11.00 – Rutland Childminders

£11.00 - Rutland Ofsted-registered Settings and EYFS Practitioners in Schools

£16.50 – For all others - no community concessions

Update: This training should be updated every 3 years

Basic Health and Safety

Audience: Suitable for practitioners

Workshop Overview.

This workshop will provide an awareness of your own role and responsibilities in relation to health and safety. You will identify ways in which to recognise and manage risks to health, safety and security in the work place - including infection control, manual handling, food allergens, reporting accidents, involving children in your health and safety practices and exploring the EYFS statutory framework.

Course Leader: Fiona Bland

Course Duration: 2.5 Hours

Cost: Per Person

£10.00 – Rutland Childminders

£10.00 – Rutland Ofsted-registered Settings and EYFS Practitioners in Schools

£45.00 – For all others no community concessions

Dates	Times	Venue
Thursday 29 th November 2018	6.30 – 9 pm	Oakham Enterprise Park
Thursday 14 th March 2019	6.30 – 9 pm	Oakham Enterprise Park

AED Defibrillator Training

Audience/Aim: Basic life support and safe use of an AED. This course is suitable for those who would like to know how to respond in the event of someone suffering a sudden cardiac arrest. No previous First Aid knowledge is necessary.

NB Basic life support (CPR) has always been covered in all accredited First Aid courses. From January 2017 all accredited adult First Aid at Work will include AED training.

Course Leader: Rose O'Brien

Course Duration: 3 hours

Cost: £15 (no concessions)

Dates	Times	Venue
Friday 22 nd June 2018	10.00 – 13.00	Oakham Enterprise Park
Friday 8 th February 2019	10.00 – 13.00	Oakham Enterprise Park

Supporting Attachment

Workshop Overview:

This workshop will explore best practice in support and developing attachment in babies and young children.

You will identify the stages of attachment and how secure attachments support positive relationships, the stages of attachment, the impact of not having attachments, the role of the key person, tuning in to children, emotional development and the EYFS.

Course Leader: Fiona Bland

Duration: 4 hours

Cost: Per Person

£10.00 – Rutland Childminders

£10.00 – Rutland Ofsted-registered settings and EYFS practitioners in schools

£60.00 – All others, no community concessions.

Date	Times	Venue
Friday 3 rd August 2018	09.30 – 13.30	Oakham Enterprise Park

Emergency First Aid at Work

Audience/Aim: For people with a general interest in how to administer First Aid in an emergency; people in employment who need to be a first aider within a work based setting.

A level 3 accredited qualification - subject to passing on-going assessment throughout the day. This is compliant with Health and Safety legislation relating to the provision of First Aid in the work place.

Course Leader: Rose O'Brien

Course Duration: 6 hours

Cost: £30 (no concessions)

Date	Times	Venue
Friday 8 th June 2018	10.00-4.00	Oakham Enterprise Park
Friday 1 st February 2019	10.00-4.00	Oakham Enterprise Park

Certificate for the Children and Young People's Workforce - Level 2 35 credits

Audience: All those who wish to work or are working in a supervised role in the children and young people's workforce.

Aim: This qualification is designed to help learners build the knowledge and skills needed when working with children and young people from birth to 7 years of age. It covers a diverse range of job roles and occupational areas working in children's environments including early years and social care.

Entry requirements: Learners should be at least 16 years old

Course Leader: Qualified Assessor

Course Duration: 12 months

This is a roll on roll off programme so learners can start at any time.

The Children and Young People's Workforce Intermediate Apprenticeship Framework

The Intermediate apprenticeship for The Children and Young People's Workforce is suitable for people working with children from birth – 19 years of age. Possible job roles could include:

assistant playgroup workers/support workers registered childminders assistants in day nurseries & nursery schools	assistants in children's centres nannies nursery class assistant in primary schools
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The Children and Young People's Workforce Intermediate Apprenticeship	Level
Combined Competence and Knowledge Based Element Level 2 Certificate The Children and Young People's Workforce	2
Functional Skills Application of Number/Mathematics Communications/English ICT	1 1 1
Employment rights and responsibilities A one unit ERR qualification available from CACHE.	
Personal Learning and Thinking Skills This is a group of 6skills which will be mapped to the Level 2 Certificate	

Early Years Educator Level 3 Diploma

61 credits

Audience: All those who wish to work, or are working at an unsupervised level in the children and young people's workforce.

Aim: The aim of this qualification is to prepare learners to become Early Years Educators, enabling them to work with children from birth to 5 years and gain knowledge of children aged 5 to 7.

Entry requirements: Learners should be at least 16 years old

Course Leader: Qualified Assessor

Course Duration: 20 months

Workshops: 2.5 hours per month

GSCE English and maths at grade C or above or Functional Skills English and Maths at Level 2 are a requirement together with the Early Years Educator qualification to count in the staff-to-child ratios at Level 3.

This is a roll on roll off programme so learners can start at any time.

The Children and Young People's Workforce Advanced Apprenticeship Framework

The Advanced apprenticeship for The Children and Young People's Workforce is suitable for people working with children from birth – 7 years of age. This would be suitable for people with the following job roles:

children's centre staff	personnel in primary schools
childminders and nannies	foster carers
residential care workers	family centre workers
support/youth workers	children's home managers
portage workers	learning mentors
education welfare officers	education support teams

The Children and Young People's Workforce Advanced Apprenticeship	Level
Combined Competence and Knowledge Based Element	
Level 3 Diploma in Early Years Educator	3
Functional Skills	
Application of Number/Mathematics	2
Communications/English	2
ICT	2
Additional Employer Requirements	
Paediatric First Aid	
Employment rights and responsibilities	
A one unit ERR qualification available from CACHE	
Personal Learning and Thinking Skills	
This is a group of 6 skills which will be mapped to the Level 3 Diploma	

Supporting Teaching and Learning in Schools Level 2 Certificate 30 credits

Audience: All those working in roles that support pupils' learning in primary, secondary or special schools.

Aim: This qualification will enable learners to develop the knowledge and skills needed when supporting teaching and learning in schools. It covers a wide range of areas including children and young people's development, supporting those with disabilities or special educational needs and communication and professional relationships.

Entry requirements: Learners should be at least 16 years old

Course Leader: Qualified Assessor

Course Duration: 12 months

Workshops: 2 hours per month

This is a roll on roll off programme so learners can start at any time.

The Supporting Teaching and Learning in Schools Intermediate Apprenticeship Framework

The Intermediate apprenticeship for supporting teaching and learning in schools is designed to be applicable to learning support staff whose responsibilities at work are limited in scope. They will be working under close supervision of the class teacher whose lesson planning and day-to-day direction set the framework within which the individual works.

teaching assistant

pastoral/welfare support assistant

bilingual support assistant

learning support assistant

additional needs assistant

classroom assistant

foundation stage assistant

special needs assistant

Supporting Teaching and Learning in Schools Intermediate Apprenticeship	Level
Combined Competence and Knowledge Based Element	
Level 2 Certificate in supporting teaching and learning in schools	2
Functional Skills	
Application of Number/Mathematics	1
Communications/English	2
ICT	1
Additional Employer Requirements	
None	
Employment rights and responsibilities	
As specified in the guidelines for employment rights and responsibilities developed by TDA. The guidelines include a completion form which must be signed by the apprentice, employer and provider as evidence that the ERR component has been successfully completed.	

Specialist Support Teaching and Learning in Schools Level 3 Diploma 44 credits

Audience: It is suitable for teaching assistants, learning support assistants, cover supervisors, parent support advisors or those in similar roles at Level 3 in the school environment.

Aim: This qualification provides learners with an in-depth understanding of the knowledge and skills needed when working directly with children and young people in school environments. It covers all aspects of specialist support including planning, delivering and reviewing assessment strategies to support learning alongside the teacher, bilingual and special needs support and personal development and reflective practice.

Entry requirements: Learners should be at least 16 years old

Course Leader: Qualified Assessor

Course Duration: 12months

Workshops: 2 hours per month

This is a roll on roll off programme so learners can start at any time.

The Supporting Teaching and Learning in School Advanced Apprenticeship Framework

The advanced apprenticeship is designed to be applicable to learning support staff with a working role which requires competence across a varied range of responsibilities. They will be working under the direction of the teacher who has overall responsibility for teaching and learning in the classroom. They will contribute to planning, implementing and evaluating learning activities and will work alongside the teacher to support whole class activities, as well as working on their own with individual or groups of pupils. Occupational roles covered by the apprenticeship framework may include:

teaching assistant special needs assistant behaviour support assistant/coordinator bilingual support assistant cover supervisor learning coach team leader	learning support assistant additional needs assistant pastoral/welfare support assistant foundation stage assistant learning guide induction mentor
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Advanced Apprenticeship in Supporting Teaching and Learning in Schools	Level
Combined Competence and Knowledge Based Element Level 3 Diploma in specialist support for teaching and learning in schools	3
Functional Skills Application of Number/Mathematics	2
Communications/English	2
ICT	2
Additional Employer Requirements None	
Employment rights and responsibilities As specified in the guidelines for employment rights and responsibilities developed by TDA. The guidelines include a completion form which must be signed by the apprentice, employer and provider as evidence that the ERR component has been successfully completed.	

Business Administration Level 2 Diploma 45 credits

Audience: Suitable for a wide range of learners from many backgrounds and experience.

Aim: For Administrators with no supervision of people or system control. If you want to develop your skills to become a future team leader or business manager. You need practical knowledge of more complex administrative support, perhaps supporting meetings and events or retrieving information.

Entry requirements: No formal entry requirements

Course Leader: Qualified Assessor

Course Duration: 12 months

This is a roll on roll off programme so learners can start at any time.

The Business & Administration Intermediate Apprenticeship Framework

Administration as an occupation

For qualified Business & Administration Apprentices. Administrators at this level undertake a range of routine tasks in different work contexts. They have some autonomy but are usually supervised. Job titles could include:

Administration Assistant
Clerical Assistant
Data Entry Clerk

Filing/Records Clerk
Office Clerk
Junior Secretary

Business & Administration Intermediate Apprenticeship	Level
Competence Based Element	
City & Guilds Level 2 Certificate in Business & Administration	2
Functional Skills	
Application of Number/Mathematics	1
Communications/English	1
Information and Communications Technology	1
Additional Employer Requirements	
N/A	
Employment rights and responsibilities	
Yes as part of Certificate and Knowledge Based Element	

Business Administration - Level 3 Diploma

58 credits

Audience: Suitable for a wide range of learners from many backgrounds and experience.

Aim: For Administrators with a more senior supervisory or support role. If you have some knowledge and experience of administration systems. You want to develop your skills to implement and monitor administrative procedures and systems, perhaps to move into a management role.

Entry requirements: No formal entry requirements

Course Leader: Qualified Assessor

Course Duration: 12 months

This is a roll on roll off programme so learners can start at any time.

The Business & Administration Advanced Apprenticeship Framework

Administration as an occupation

For qualified Business & Administration Advanced Apprentices, administrators at this level undertake a wide range of complex tasks in a variety of work contexts. They have a high degree of autonomy and responsibility and may provide some supervisory support. Job titles could include:

Administration Clerk	Database Clerk
Administration Officer	Secretary
Administration Team Leader	Executive Officer
Office Supervisor	Personal assistant (PA)

Business & Administration Advanced Apprenticeship	Level
Competence Based Element	
City & Guilds Level 3 Diploma in Business & Administration	3
Functional Skills	
Application of Number/Mathematics	2
Communications/English	2
Information and Communications Technology	2
Additional Employer Requirements	
N/A	
Employment rights and responsibilities	
Yes as part of Diploma and Knowledge Based Element	

AAT Bookkeeping Level 2

Venue: Oakham Enterprise Park

Cost: £600

For those on JSA or Work-related ESA the level 2 is fully funded and therefore free to the learner. The Level 2 can also be fully funded for 19-23 year olds depending on prior attainment.

You will still have to pay the AAT membership directly to AAT which is £43

Day: Fridays

Time: 9:30 – 12:30

Dates: Roll on Roll off

No of Sessions: 12 weeks

Who is it for?

- If you are a small business owner and want to do your own books
- You would like to acquire new skills to help with a change in your career
- You're a school leaver looking for an introduction to bookkeeping
- You are currently in employment or training and you need workplace skills
- You would like to go onto be an AAT member or study for chartered status

Entry Requirements

- Applicants will be screened to assess their numeracy and literacy abilities. Applicants will be screened to assess their numeracy and literacy abilities. Applicants will be screened to assess their numeracy and literacy abilities. Ideally with GCSE at A-C, level 2 Functional skills or at least working at level 2 on assessment
- All applicants will be screened to assess their current literacy and numeracy skills

What will I learn?

Bookkeeping Transactions

Bookkeeping Controls

AAT Foundation Certificate in Accounting Level 2

Venue: Oakham Enterprise Park
Cost: £1000 (Pilot price), including assessment and registration fees as a limited offer - but depends on circumstances.

For those on JSA or Work-related ESA the level 2 is fully funded and therefore free to the learner. The Level 2 can also be fully funded for 19-23 year olds depending on prior attainment. You will still have to pay the AAT membership directly to AAT which is £135

Day: Fridays
Time: 9:30 – 12:30
Dates: Roll on Roll off
No of Sessions: One Year – 42 sessions

Who is it for?

- If you work in accounts and would like a formal qualification
- You would like to acquire new skills to help with a change in your career
- You're a school leaver looking for an introduction to accounting
- You are currently in employment or training and you need workplace skills
- You would like to go onto be an AAT member or study for chartered status

Entry Requirements

- Ideally with GCSE at A-C, level 2 Functional skills or at least working at level 2 on assessment
- All applicants will be screened to assess their current literacy and numeracy skills

What will I learn?

- Elements of Costing
- Using Accounting Software
- Work effectively in finance
- Bookkeeping transactions
- Bookkeeping Controls

AAT Advanced Diploma in Accounting Level 3

Venue: Oakham Enterprise Park

Cost: £2,573 in some circumstances this may be free, this includes assessment and registration fees.

The Level 3 may be fully funded for 19-23 year olds depending on prior attainment. Advanced Learning Loans are available to fund those over 19 years old. You will still have to pay the AAT subscription directly to AAT which is £135

Day: Fridays

Time: 1:00 – 4:00

Dates: Roll on Roll off

No of Sessions: One Year – 42 sessions

Who is it for?

This is a progression from the level 2 and in most cases learners will have had to complete the level 2 accounts first

- Unqualified accounting staff who are at a more intermediate level wanting to develop their accounting skills
- Employers looking to upskill their staff
- People looking to change their careers
- Those who are looking for an A level alternative

Entry requirements

- All applicants will be screened for literacy and numeracy and should ideally have English and maths GCSE at A-C or at least level 2 Functional Skills.

What will I learn?

- Advanced Bookkeeping
- Final accounts preparation
- Management accounting: costing
- Ethics for accountants
- Indirect tax
- Spreadsheets for accounting

EYFS Networks

EYFS Networks

For: All EYFS Practitioners

The first part of this session is to give practitioners opportunities to share best practice, to receive updated information and raise any queries or concerns. It will be fairly informal, with time given for discussion and an opportunity to talk with other practitioners. Specific agendas will be issued before each session.

The second part of this session is split with an opportunity to discuss issues in the non-maintained sector or a session to support practitioners to complete the Early Years Foundation Stage Profile and fulfil the Department of Education requirements with regard to implementation and moderation.

Wednesday 20th June 2018 1.30pm - 4.30pm

Venue: Voluntary Action Rutland

Sally Hickman and Karen Bland

Wednesday 14th November 2018 1.30pm - 4.30pm

Venue: Voluntary Action Rutland

Sally Hickman and Karen Bland

Wednesday 20th March 2019 1.30pm - 4.30pm

Venue: Voluntary Action Rutland

Sally Hickman and Karen Bland

Wednesday 19th June 2019 1.30pm - 4.30pm

Venue: Voluntary Action Rutland

Sally Hickman and Karen Bland

Colleagues will need to book onto the Networks.

Please contact Caroline:

ccroker@rutland.gov.uk Tel: 01572 758484

Early Years Foundation Stage Moderation Day

For Early Years and Year 1 Teachers and Practitioners completing the EYFS Profile in 2016.

Wednesday 6 June 2018, 9.30 a.m. – 3.30 p.m.

Venue: Voluntary Action Rutland

To enable practitioners to make fair and consistent judgements of Early Years Foundation Stage Profile and to give practitioners time and support in completing the Early Years Foundation Stage Profile data.

Colleagues will need to book onto Moderation Day.

Please contact Sally:

shickman@rutland.gov.uk Tel: 01572 758289

Additional Training:

NDNA (National Day Nurseries Association) offers a FREE online course:

Introduction to the EYFS – Basic information to understand Early Years Foundation Stage. You will also learn about Development Matters and the Common Inspection Framework. This course is ideal for anyone new to the sector.

Free membership is also available to the Myndna website which supports Continuing Professional Development for practitioners. Each week there is access to an activity, 'top tip' of the week which covers a range of Early Years topics and a fact sheet each month.

Booking

To book places please contact:

e: adultlearning@rutland.gov.uk

01572 758122

Please complete 1 [enrolment form](#) per member of staff for all training booked within the one academic year (17-18 or 18-19). Available from our website www.rals.org.uk, from our centre, or by email on request.

NB Enrolment Forms must be returned to RALSS in advance of the course running in order to secure a place. Enrolments can be taken over the phone if that is more convenient.

Adult Learning
Unit 16A, Oakham Enterprise Park
Ashwell Road
Oakham
Rutland
LE15 7TU

For additional information on Apprenticeships and single qualifications contact:

Fiona Arnold

Fiona.arnold@peterborough.ac.uk

01572 758283