

Early Years Foundation Stage Training Directory

including ofsted statutory framework

September 2011
to July 2012



For:
All providers working with
children aged 0-5 years

Wandsworth Early Years





DIRECTIONS TO THE PROFESSIONAL CENTRE

Wandsworth Early Years

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Wandsworth Early Years

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Introduction

Welcome to the **Early Years Foundation Stage Training Directory** - September 2011- July 2012. The training listed is for all providers working with children aged 0-5 years.

This year we have provided **one** single training directory that includes:

- Training linked to Ofsted's requirements for the EYFS statutory framework e.g. Extended First Aid, Safeguarding etc.
- Training linked to the EYFS curriculum.

We have also included training that you can access. This is provided by other sections within Wandsworth Children's Services and commissioned Health Services. We hope that this will broaden the range of training available. We have done this in anticipation of a move towards an integrated approach to training with in the Children's Workforce.

Next year (2012 -13) we are likely to integrate our training directory with other courses aimed at supporting the full range of professionals working with children and young people. We will change to an online booking system called Wandsworth TPD Online. We will provide an induction briefing to this system before it goes live.

The Early Years Section is subject to budget reductions and we no longer receive the same level of grants to support training. In response to this situation, we have introduced a booking fee of £20 for all of our courses which is non refundable and applies to all Early Years Settings and Childminders.

In recognition of the current climate, we have introduced the following cost saving measures:

- We have reduced our non-attendance fee to a flat rate of £50 per course.
- We have introduced a combined 1 day Health & safety and Risk Assessment course that will deliver essential knowledge and skills whilst reducing fees and staff cover costs.

Please do take the time to read the booking information and guidance within this booklet to assist you in choosing the relevant training for you/r setting requirements.

We are able to continue to provide some of the courses for free for another year. Where a charge is applicable for a course it will be listed under the course details. Please ensure that a payment is sent with your application for chargeable courses.

Electronic forms - application forms are now available electronically – please contact the training team to receive an electronic version of the form.

Feedback - We continually look for ways in which to improve our services - your feedback is important to us. Please send in your comments/complaints to: edchildcaretraining@wandsworth.gov.uk

If your agency wishes to commission training and professional development events/courses please contact us to discuss your requirements. We are able to provide bespoke, in house training to Early Years settings and services.

We hope you find the training programme helpful and look forward to working with you in the year ahead.



Phil Smith
Early Years Workforce Development Officer



Samreen Zamir
Training Administrator

Booking Information



Wandsworth Early Years

Booking Procedures

Please take time to read the following booking procedures:

- Establish which training you or your staff would like to attend. Please ensure that you book on the relevant training by checking the target audience stated for each course.
- Complete a course application form, which can be found at the back of this directory. Please use a separate form for each person.
- Each course is subject to a **non-refundable booking fee of £20** per course.
- Please ensure that all application forms for training are signed by yourself and the line manager – unsigned applications will not be processed and your application/s will be delayed.
- We cannot process any applications for training without a payment. Please include a cheque or postal order made payable to: Wandsworth Borough Council. Cash payments can be made in person at the Professional Centre by prior arrangement only; please do not send cash in the post. Currently we cannot take payments by credit/debit cards.
- Within the Training Directory, we have provided a calendar listing all Early Years courses. For Early Years settings, we have included a Managers staff training planner to support record keeping and the planning of staff cover. Please remember: it is your responsibility to call us if you have not heard from us about the course you have applied for.
- When we receive your application form, you will be booked onto the course(s) if places are available and a confirmation letter will be sent to you 2 – 3 weeks before the start of each course. Please bring a copy of your confirmation letter with you.
- If there are no places available, we will contact you by phone within two weeks to offer an alternative date or place your name on a waiting list in case of any cancellations.
- Bookings are purely on a 'first-come first-served basis' and we may have to limit the number of people from the same school or setting for some popular courses.
- We cannot accept or make provisional bookings over the phone unless otherwise stated.
- Please do not arrive for training without having made a booking in advance as you / your staff will be turned away.

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Course cancellation by applicant

- All cancellations must be made in writing at least 3 working days before the start of the course. *For example: if the course you wish to cancel is on Tuesday, a written notice (by e-mail, fax or post) should reach us on Thursday of the week before.*
- All cancellations received less than 3 working days before the course start date will be charged unless the place is taken by another colleague. You do not need to notify us of the replacement person but they must sign in at reception upon arrival and write their name on the register next to the person originally booked. Childminders cannot send a replacement person as they work independently.
- You or your setting will be invoiced a non-attendance fee of £50 if you or your staff fail to attend or give less than 3 working days notice.
- If you are unable to attend due to illness you must be able to provide a valid doctor's certificate, otherwise you/r setting will be charged a non-attendance fee.
- Your details - please let us know if any details appear to be incorrect on any correspondence from us.
- So we can keep our records up-to-date you must notify us of any changes, i.e. name, and contact address etc. as soon as possible.
- Please apply for training as early as possible as this helps to ensure that we do not have to cancel training due to low uptake.

Course cancellation by Early Years Training

- In the case of last minute unforeseen circumstances i.e. bad weather conditions or tutor illness, delegates will be notified by email as soon as the circumstance is known where possible. The venue will also be notified of the situation.
- **Occasionally we do have to cancel courses. In the event of this happening we will:**
 - Offer you an alternative date if available, or
 - Offer to refund any fees (for chargeable course/s)

Breakdown of Cancellation Fees (*applies to Early Years courses only and the £20 booking fee will be non-refundable*):

Chargeable courses

Applicant cancels more than 3 days	No charge
Applicant cancels 3 days or less prior to the event/course start date or fails to attend	£50 charge

Free courses

Applicant cancels more than 3 days	No charge
Applicant cancels 3 days or less prior to the event/course start date or fails to attend	£50 charge

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General Training Information

Disabled access

Please let the training administrator know, as soon as possible, if you have any special requirements to access training.

Registration

Upon arrival please report to the main reception desk. Also please ensure that you sign the register in the training room to mark your attendance. If your name is spelt incorrectly on the register or you are attending the course in place of a colleague then please ensure that you write your name clearly on the register.

Late starts

Please give yourself enough time for travel to ensure you arrive on time for training. Some courses are accredited, which means that you are required to attend all of the planned hours.

The trainer reserves the right not to accept students who are late for a course. You may have to re-book and / or re-pay for chargeable courses.

Leaving early

This is only possible in extreme circumstances. If you need to leave early you must inform the trainer at the start of the course, explaining your reason.

Attendance Certificates

All participants will receive a certificate of attendance upon completion of the course. Please note if you do not attend the full duration of the course, i.e. you leave early or miss a unit, you will not receive a certificate and will have to re-book the course/unit as appropriate.

Assessment based training

Some courses have an assessment based test at the end. If you fail the assessment you will not receive a completion certificate and you will have to re-apply for the course.

Crèche

There is no crèche facility and you are not allowed to bring children with you to any of the training sessions.

Lunch / refreshments

Lunches are not provided but you will be given a full hour for your lunch-break for full day training. You can use the on-site café or there are numerous shops and takeaways five minutes walk away. Light refreshments will be provided for all courses.

Evaluation

You will be asked to fill in an evaluation form for each course, which the tutor will forward to us after the training or you can post it into the red suggestion box opposite the main reception desk. You can retain a copy of the evaluation for your records.

Mobile phones

Please switch off your phone during training. If you are expecting an urgent call then please place your phone on 'vibration' mode and leave the training room to attend to the call.

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Professional Centre facilities

Parking

There is limited visitors' parking available at the Professional Centre, controlled with a barrier system. The barrier will lift upon arrival and you will require a token to exit. Exit tokens are available from the main reception. The barrier system is not in operation on Saturdays therefore you will not need a token to exit.

If the car park is full, the surrounding streets have pay and display parking (at your own expense). Early Years and the Professional Centre will not take responsibility for any loss or damage to vehicles parked in or outside of the Professional Centre.

Bicycles

There is a bicycle shed situated in the car-park for visitors who wish to use this facility. Early Years and the Professional Centre will not take responsibility for any loss or damage to bicycles / personal property.

Café

There is an on-site café, which operates term-time only from 11.45am to 2.45pm (Mon-Fri) or there are numerous shops and takeaways five minutes walk away.

Payphone

A payphone is situated in the reception area on the ground floor.

Smoking policy

Smoking is not permitted in any part of the building – please go out of the main building and away from any doors and entrances if you wish to smoke.

Location map

Please refer to the information inside front cover of this Directory.

Wandsworth Early Years

Code of Practice for training and professional development activities provided by Wandsworth Early Years

High quality training and professional development will adhere to the following principles: Activities will

- a. meet identified individual, local or national development priorities;
- b. be based on good practice – in development activity and in teaching and learning;
- c. improve outcomes for children & young people;
- d. respect cultural diversity;
- e. be provided by those with the necessary experience, expertise and skills;
- f. be based, where appropriate, on relevant professional standards;
- g. be based on current research and inspection evidence;
- h. make effective use of resources, particularly including ICT;
- i. be provided in accommodation which is fit for purpose;
- j. provide value for money;
- k. have effective monitoring and evaluation systems, including seeking out and acting on user feedback to inform the quality of provision.

This Code sets out the level of service that participants can expect from all training provided by Wandsworth Early Years. This Code is based on existing good practice. It sets out standards for design, delivery, administration and evaluation of all continuing professional development activities.

Planning

Activities will strive to meet local and national priorities; and support the actions proposed in the [Wandsworth Children and Young People's Partnership workforce strategy and implementation plan](#).

General Provision

Activities advertised on Wandsworth TPD Online will:

- a) Give a brief description of the event/course and set out the aims of the development activity. The aims will set out clearly how individuals can expect to benefit from the activity.
- b) Indicate clearly the target audience.
- c) Give details of charges, including any additional costs which participants will be expected to meet in addition to the booking/course fee and will not be varied once the event/course has been confirmed.
- d) Ensure that terms and conditions of booking are clear.
- e) Provide details of people delivering the activities.
- f) Provide details of venue, dates and times.
- g) Indicate if there is likely to be demand on participants' time other than for attendance and give estimates of how long this may be.
- h) Provide details of the assessment procedures to be used if the participants are to be assessed.
- i) Provide details of accreditation and routes of progress if appropriate.

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Delivery

Providers will plan carefully in advance the delivery methods they intend to use, provide details of these if requested, and where appropriate, give reasons to ensure that participants are clear about what will be expected of them. The method of delivery should be appropriate to the subject of the development activity and will include an appropriate range of learning styles.

Delivery will meet the following criteria:

- Professional development will only be delivered by those with the necessary experience, expertise and skills;
- Materials will be of the highest quality in terms of content and presentation;
- Providers will give careful consideration to the question of differentiation in delivery, to take account of possible different needs of those participating in the provision;
- Training providers will always consider whether the introduction of ground rules is appropriate for any continuing professional development events. Participants will be offered a safe environment in which to share views and explore ideas.

The venue will be well-prepared, organised, equipped and comfortable.

The contents of the development activity will be informed by recent, relevant research and or inspection evidence.

Once an event/course has been planned and the programme agreed and issued, the event/course will closely follow this programme.

Once planned and publicised, it is expected that the event/course will run. Delegates will be notified if it becomes necessary to postpone an event/course, unless the reason is illness or other unpredictable emergency.

Training providers will be given clear standards for course administration, delivery and evaluation.

Assessment

Assessment procedures for participants on an event/ course leading to some form of accreditation will be made clear in the course information.

Evaluation

Criteria for success will be established in the planning stage and will include a clear framework for considering the impact on participants' learning.

Participants will be given the opportunity to comment on the quality and impact of the activity in relation to its stated aims.

Wandsworth Early Years

Equal Opportunities

All training and professional development courses make every effort to ensure equality of access and to meet the needs of the target audience. Wandsworth Early Years is committed to promoting inclusive practice when working with children and young people.

Health and Safety

Wandsworth Council ensures that all of the standards required under Health and Safety at Work legislation are met.

Training Calendars



Wandsworth Early Years

Early Years Training Calendar - September 2011

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun.
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 <ul style="list-style-type: none"> ▪ Speech, Language and Communication in the Early Years [Pg 46] 	22	23 <ul style="list-style-type: none"> ▪ Extended First Aid (Part 1 of 2) [Pg 31] 	24 <ul style="list-style-type: none"> ▪ Observation Writing for Childminders [Pg 57] 	25
26	27	28 <ul style="list-style-type: none"> ▪ Managing the EYFS Profile [Pg 40] 	29	30 <ul style="list-style-type: none"> ▪ Extended First Aid (Part 2 of 2) [Pg 31] 		

Wandsworth Early Years

Early Years Training Calendar - October 2011

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun.
					1	2
3 ▪ Developing Mathematical Thinking in the Early Years [Pg 27]	4	5 ▪ Letters & Sounds - Phases: 2 to 5 [Pg 39] ▪ Letters & Sounds - Phases: 1 & 2 [Pg 38]	6	7	8 Ofsted's New Self-Evaluation Form (SEF) for Childminders [Pg 58]	9
10 ▪ Safeguarding Children for Early Years Practitioners (Briefing) [Pg 45]	11	12 ▪ Guiding the Behaviour of Young Children – A Focus on the Under 3s [Pg 34]	13 ▪ Early Years Forum for Managers / Owners [Pg 30]	14	15 ▪ Safeguarding Children for Childminders [Pg 60]	16
17 ▪ Early Reading and Writing in the Reception Class [Pg 28]	18 ▪ Supporting Parents with the Home Learning Environment [Pg 61]	19	20	21	22 ▪ Health & Safety and Risk Assessment for Childminders [Pg 53]	23
24	25	26	27	28	29	30
31						

Wandsworth Early Years

Early Years Training Calendar - November 2011

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun.
	1	2 ▪ Speech, Language and Communication in the Early Years [Pg 46]	3 ▪ Extending Children's Communication, Language and Social Skills through Drama and Storytelling [Pg 32]	4 ▪ Safeguarding Children for Designated Early Years Safeguarding Leads [Pg 44]	5 ▪ Extended First Aid (Part 1 of 2) [Pg 31]	6
7 ▪ Behaviour – What can we do to improve it? [Pg 26]	8	9 ▪ Letters & Sounds - Phases: 1 & 2 [Pg 38]	10	11 ▪ Health & Safety and Risk Assessment for Settings [Pg 35]	12 ▪ Extended First Aid (Part 2 of 2) [Pg 31]	13
14 ▪ Early Support Programme - Key Worker Core Training [Pg 29]	15	16 ▪ Safeguarding Children for Early Years Practitioners (Briefing) [Pg 45]	17 ▪ Introduction to Makaton [Pg 37]	18	19	20
21	22	23 ▪ How to Talk so Children will Talk [Pg 36]	24	25	26	27
28 ▪ Outdoor Play [Pg 42]	29	30 ▪ Preparing for your Ofsted Inspection for Managers [Pg 43]				

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Early Years Training Calendar - December 2011

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun.
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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Early Years Training Calendar - January 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun.
						1
2	3	4	5	6	7	8
					<ul style="list-style-type: none"> ▪ Observation Writing for Childminders [Pg 57] 	
<ul style="list-style-type: none"> ▪ Extended First Aid (Part 1 of 2) [Pg 31] 	<ul style="list-style-type: none"> ▪ Early Reading and Writing in the Reception Class [Pg 28] 	11	12	13	<ul style="list-style-type: none"> ▪ Extended First Aid (Part 1 of 2) [Pg 31] 	15
<ul style="list-style-type: none"> ▪ Extended First Aid (Part 2 of 2) [Pg 31] 	<ul style="list-style-type: none"> ▪ Letters & Sounds - Phases: 1 & 2 [Pg 38] 	<ul style="list-style-type: none"> ▪ Safeguarding Children for Early Years Practitioners (Briefing) [Pg 45] 	<ul style="list-style-type: none"> ▪ Statutory Fire Safety Awareness + Live Fire Extinguisher Training [Pg 47] 	<ul style="list-style-type: none"> ▪ Extended First Aid (Part 1 of 2) [Pg 31] 	<ul style="list-style-type: none"> ▪ Extended First Aid (Part 2 of 2) [Pg 31] 	22
<ul style="list-style-type: none"> ▪ Developing Mathematical Thinking in the Early Years [Pg 27] 	<ul style="list-style-type: none"> ▪ Speech, Language and Communication in the Early Years [Pg 46] 	<ul style="list-style-type: none"> ▪ Health & Safety and Risk Assessment for Settings [Pg 35] 	<ul style="list-style-type: none"> ▪ Learning & Development: Active Learning [Pg 55] 	<ul style="list-style-type: none"> ▪ Extended First Aid (Part 2 of 2) [Pg 31] 	<ul style="list-style-type: none"> ▪ Safeguarding Children for Childminders [Pg 60] 	29
30	<ul style="list-style-type: none"> ▪ Working with Children under 2 [Pg 65] 					

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Early Years Training Calendar - February 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun.
		1	2 ▪ Early Years Forum for Managers / Owners [Pg 30]	3	4 ▪ Extended First Aid (Part 1 of 2) [Pg 31]	5
6	7 ▪ How to Talk so Children will Talk [Pg 36]	8	9 ▪ Positive Relationships: Effective Communication [Pg 59]	10 ▪ Safeguarding Children for Designated Early Years Safeguarding Leads [Pg 44]	11 ▪ Extended First Aid (Part 2 of 2) [Pg 31]	12
13	14	15	16	17	18	19
20	21	22 ▪ Letters & Sounds - Phases: 2 to 5 [Pg 39]	23	24 ▪ Health & Safety and Risk Assessment for Childminders [Pg 53]	25 ▪ Numbers Plus – Maths in the Early Years [Pg 56]	26
27	28	29 ▪ Letters & Sounds - Phases: 1 & 2 [Pg 38]				

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Early Years Training Calendar - March 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun.
			1 ▪ More Makaton [Pg 41]	2 ▪ Safeguarding Children for Designated Early Years Safeguarding Leads [Pg 44]	3 ▪ Extended First Aid (Part 1 of 2) [Pg 31]	4
5	6 ▪ Outdoor Play [Pg 42] ▪ Preparing for your Ofsted Inspection for Managers [Pg 43]	7 ▪ Safeguarding Children for Early Years Practitioners (Briefing) [Pg 45]	8 ▪ Tears, Tantrums & Tussles: Working it out Together [Pg 62]	9 ▪ Safeguarding Children for Childminders [Pg 60]	10 ▪ Extended First Aid (Part 2 of 2) [Pg 31]	11
12 ▪ Extended First Aid (Part 1 of 2) [Pg 31]	13 ▪ How to Talk so Children will Talk [Pg 36]	14 ▪ Early Support Programme - Key Worker Core Training [Pg 29]	15	16 ▪ Extended First Aid (Part 1 of 2) [Pg 31]	17	18
19 ▪ Extended First Aid (Part 2 of 2) [Pg 31]	20 ▪ Introduction to Religions and Faiths [Pg 54]	21	22	23 ▪ Extended First Aid (Part 2 of 2) [Pg 31]	24 ▪ Statutory Fire Safety Awareness + Live Fire Extinguisher Training [Pg 47]	25
26 ▪ Health & Safety and Risk Assessment for Settings [Pg 35]	27	28	29	30	31	

Wandsworth Early Years

Early Years Training Calendar - April 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 ▪ Having Fun with Science [Pg 52]	22
23	24	25	26	27 ▪ Safeguarding Children for Designated Early Years Safeguarding Leads [Pg 44]	28 ▪ Ofsted's New Self-Evaluation Form (SEF) for Childminders [Pg 58]	29
30						

Wandsworth Early Years

Early Years Training Calendar - May 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun.
	1	2 ▪ Safeguarding Children for Early Years Practitioners (Briefing) [Pg 45]	3	4	5	6
7	8	9	10 ▪ Enabling Environments: The Indoor Learning Environment [Pg 50]	11 ▪ Safeguarding Children for Childminders [Pg 60]	12 ▪ Growing Speakers, Readers and Writers - Communication, Language and Literacy Development [Pg 51]	13
14 ▪ Extended First Aid (Part 1 of 2) [Pg 31]	15	16	17 ▪ Early Years Forum for Managers / Owners [Pg 30] ▪ Tidy up Time: A Shared Sense of Ownership and Responsibility in the Home Based Setting [Pg 63]	18 ▪ Extended First Aid (Part 1 of 2) [Pg 31]	19 ▪ Health & Safety and Risk Assessment for Settings [Pg 35]	20
21 ▪ Extended First Aid (Part 2 of 2) [Pg 31]	22	23	24	25 ▪ Extended First Aid (Part 2 of 2) [Pg 31]	26 ▪ Observation Writing for Childminders [Pg 57]	27
28	29 ▪ Statutory Fire Safety Awareness + Live Fire Extinguisher Training [Pg 47]	30 ▪ Preparing for your Ofsted Inspection for Managers [Pg 43]	31			

Wandsworth Early Years

Early Years Training Calendar - June 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun.
				1	2 ▪ Health & Safety and Risk Assessment for Childminders [Pg 53]	3
4	5	6	7	8	9	10
11	12	13 ▪ Safeguarding Children for Early Years Practitioners (Briefing) [Pg 45]	14	15 ▪ Safeguarding Children for Designated Early Years Safeguarding Leads [Pg 44]	16 ▪ Extended First Aid (Part 1 of 2) [Pg 31]	17
18	19	20 ▪ Early Support Programme - Key Worker Core Training [Pg 29]	21	22 ▪ Extended First Aid (Part 1 of 2) [Pg 31]	23 ▪ Extended First Aid (Part 2 of 2) [Pg 31]	24
25	26 ▪ Health & Safety and Risk Assessment for Settings [Pg 35]	27	28	29 ▪ Extended First Aid (Part 2 of 2) [Pg 31]	30 ▪ Working with Boys [Pg 64]	

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Early Years Training Calendar - July 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun.
						1
2	3	4	5	6	7 ▪ Extended First Aid (Part 1 of 2) [Pg 31]	8
9	10	11	12	13	14 ▪ Extended First Aid (Part 2 of 2) [Pg 31]	15
16	17	18	19	20	21 ▪ Ofsted's New Self- Evaluation Form (SEF) for Childminders [Pg 58]	22
23	24	25	26	27	28	29
30	31					

Course Information



Wandsworth Early Years

*****Key Event*****

Behaviour – What can we do to improve it? Strategies to Deal with Negative Behaviour

Duration: Half day

Early Years Conference presented by Kay Mathieson

Kay is an Early Years trainer and consultant. During her thirty years career in Early Years she has worked as a senior Regional Adviser for Primary National Strategies. Kay has contributed to numerous books and publications which includes 'Social skills in the Early Years Supporting Social and Behavioural Learning' and 'Better behaviour in classrooms'

Aims

- **To explore practical problem-solving and the development of effective strategies for supporting children's behaviour**
- To raise awareness of how emotions affect children's behaviour
- To consider ways to build communication links with parents which enable constructive approaches to dealing with specific children's behaviour

Objectives

By the end of the course, participants will be able to:

- Use problem-solving techniques to identify the most effective strategies to support individual children's understanding of behaviour
- Recognise and value individual differences in children's social competencies
- Identify appropriate adult responses to children's behaviour
- Develop awareness of how pretend play can be used as an opportunity to develop empathy in young children

Target audience:	Target audience All teachers and Early Years practitioners in maintained and independent schools working with children 3 – 5 years old.	
Trainer:	Kay Mathieson	
Course code:	EYNB01	
Fees:	Wandsworth schools/settings: £45.00 Childminders: £45.00 Out of Borough: £65.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Monday	07 November 2011	09:30 - 12:30

Developing Mathematical Thinking in the Early Years

Duration: One day

Course aims:

- To raise awareness of the aspects in PSRN and their application in the classroom/setting
- To consider using both indoors and outdoors to enhance children's knowledge and understanding in problem solving, reasoning and numeracy

Course Objectives:

By the end of the course, participants will be able to:

- Identify teaching strategies to promote learning
- Begin to develop ideas and activities to use in their own setting
- Develop awareness of the importance of practical mathematical activities
- Make links with other areas of learning and development in the EYFS and EYFSP scale points

Target audience:	Teachers and practitioners working in maintained and independent schools	
Trainer:	Judith Twani	
Course code:	EYDMT01	
Fees:	Wandsworth schools/settings: £55.00 Childminders: n/a Out of Borough: £100.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Monday	03 October 2011	09:30 - 16:00
Monday	23 January 2012	09:30 - 16:00

Early Reading and Writing in the Reception Class

Duration: One day

Course aims:

- To explore the process of early reading and writing in reception classes
- To explore opportunities to apply early literacy skills across the six areas of learning and development
- Raise awareness of how to assess and track children's progress in reading and writing

Objectives:

By the end of the course participants will be able to:

- Use strategies to identify the Communication, Language and Literacy needs of all children and plan opportunities to support their progress
- Identify activities that can be used to support children's literacy skills across the six areas of learning and development
- Develop ways to assess and track children's progress through the phonic phases and early writing

Target audience:	Reception teachers working with reception aged children in maintained and independent schools.	
Trainer:	Early Years Advisers	
Course code:	EYERW01	
Fees:	Wandsworth schools/settings: Free Childminders: n/a Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Monday	17 October 2011	09:30 - 15:30
Tuesday	10 January 2012	09:30 - 15:30

Wandsworth Early Years

Early Support Programme - Key Worker Core Training: Learning more about the Early Support Programme in Wandsworth and about the role of the Early Support Key Worker

Duration: One day

Course aims:

The aims of the Key Worker Core training are for individual workers to gain an understanding of:

- The Early Support Programme (ESP) and its policies and procedures
- Services provided by the ESP to parents in Wandsworth
- The role of the ESP Key Worker including co-ordination and developing professional links
- The practicalities of being an ESP Key Worker in Wandsworth
- The range of professionals and services working with individual ESP children
- How to be a non-designated Key Worker for Wandsworth ESP

Course objectives:

By the end of the course participants will have developed an understanding of:

- The Early Support Programme (ESP), its policies, procedures and services
- The role of the ESP non-designated Key Worker
- How to become a Key Worker in Wandsworth and the practicalities of this
- The range of professionals and services working with individual ESP children

The course will take place over one day and will involve presentations, speakers, small group discussions and activities

Target audience:	All Managers and Practitioners working with children aged from birth to 5 years who have complex developmental/medical needs. All Practitioners who want to act as non-designated Early Support Key Worker for an individual family whose child has complex developmental/medical needs. All Managers who provide supervision to staff acting as non-designated Early Support Key Workers. All practitioners who wish to know more about the Early Support Programme.	
Trainer:	Margaret Greaves, Early Support Programme Coordinator	
Course code:	EYESP01	
Fees:	Wandsworth schools/settings: Free Childminders: Free Out of Borough: Free	No Booking Fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Monday	14 November 2011	09:30 - 16:30
Wednesday	14 March 2012	09:30 - 16:30
Wednesday	20 June 2012	09:30 - 16:30

Wandsworth Early Years

Early Years Forum for Managers / Owners

Duration: Two hours

Aims:

- To raise awareness of changes to legislation which influence practice and provision and explore issues being addressed by managers
- To share networking opportunities for all
- To share strategies which may be useful in assisting managers to address certain issues

Target audience:	All early years managers/owners	
Trainer:	Early Years Adviser/s	
Course code:	EYMF01	
Fees:	Wandsworth schools/settings: Free Childminders: n/a Out of Borough: n/a	No Booking Fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Thursday	13 October 2011	15:00 - 17:00
Thursday	02 February 2012	15:00 - 17:00
Thursday	17 May 2012	15:00 - 17:00

Wandsworth Early Years

Extended First Aid for Babies & Children

Duration: Two days

Course aims:

This course is a comprehensive first aid course that covers all the areas highlighted by Ofsted as being appropriate to childcare providers offering full day care to babies and children including:

- Managing a first aid incident
- Recording accidents and incidents
- Basic life support for babies and children

There will be written and practical assessment at the end of day two. You must attend both days of the course.

Participants are required to bring **photo ID** to this course.

NB: Participants must attend full hours of this course. Late arrivals / early leavers will not receive a certificate and course fees will not be reimbursed.

Target audience:	All EYFS Practitioners	
Course code:	EYFA1	
Fees:	Wandsworth schools/settings: £100.00 Childminders: £100.00 Out of Borough: £120.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	
Time:	09:30 – 16:30	

	Date 1	Date 2		Date 1	Date 2
Friday	23 Sept 2011	30 Sept 2011	Monday	12 Mar 2012	19 Mar 2012
Saturday	05 Nov 2011	12 Nov 2011	Friday	16 Mar 2012	23 Mar 2012
Monday	09 Jan 2012	16 Jan 2012	Monday	14 May 2012	21 May 2012
Friday	20 Jan 2012	27 Jan 2012	Friday	18 May 2012	25 May 2012
Saturday	14 Jan 2012	21 Jan 2012	Saturday	16 Jun 2012	23 Jun 2012
Saturday	04 Feb 2012	11 Feb 2012	Friday	22 Jun 2012	29 Jun 2012
Saturday	03 Mar 2012	10 Mar 2012	Saturday	07 Jul 2012	14 Jul 2012

Extending Children's Communication, Language and Social Skills through Drama and Storytelling

Duration: Half day

Course aims:

- To enhance practitioners' knowledge and experience of drama games and story telling
- To share ideas to support and extend children's communication, language and social skills
- To provide a bank of practical ideas that can be used to extend children's imagination through stories and drama games

Course Objectives:

By the end of the course participants will be able to:

- Identify and implement a range of practical ideas which can be used to support and extend children's communication, language and social skills
- Consider ways of extending children's communication, language and social skills using drama games and story telling

Target audience:	Practitioners working in the Early Years Foundation Stage with children 30 months to 60+ months.	
Trainer:	Early Years Advisers	
Course code:	EYD01	
Fees:	Wandsworth schools/settings: Free Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Thursday	03 November 2011	09:30 - 12:30

Food Safety: Level 2 Award*

*Bookable via Wandsworth Environmental Services – see below

Aims and objectives

The Chartered Institute of Environmental Health (CIEH) Level 2 Award in Food Safety in Catering provides a basic understanding of food hygiene and good practices in catering. The qualification is recognised nationally by the Qualifications and Curriculum Authority (QCA) as a Level 2 Award. (This course replaces the Basic Food Hygiene Course).

Who should attend

This course is recommended for anyone working in the catering and hospitality industries and food production.

Course content

- Food hazards
- Temperature control
- Refrigeration
- Chilling and cold holding
- Cooking
- Hot holding and reheating
- Food handling
- Principles of safe food preservation
- Storage
- Cleaning
- Food premises and equipment
- Legislation.

Course duration

Either in two half day sessions over two weeks on the same morning each week from 9am to 1pm **or** in one full day session from 9am to 5pm.

Assessment

Multiple-choice examination at the end of the last session. To sit the examination, candidates must attend 100% of the course. (Results and certificates will be available 6 weeks later)

Booking and Further Information

Please contact the Food Team on foodsafety@wandsworth.gov.uk or phone on 020 8871 6166.

Wandsworth Early Years

*****Key Event*****

Guiding the Behaviour of Young Children A Focus on the Under 3s

Duration: Half day

Early Years Conference presented by Jennie Lindon Chartered Psychologist and Early Years Consultant

Jennie has over three decades of experience working with Early Years. Jennie is an established author; her recent publications include the very well reviewed, 'Guiding the behaviour of children and young people'.

Aims

- Consider how knowledge of child development informs our expectations for behaviour of children under three years old
- Explore effective strategies to enhance children's wellbeing

Objectives

By the end of the session, participants will be able to:

- Build on their understanding of how young children learn ways of behaving
- Develop strategies to enable practitioners to guide children's behaviour effectively
- Reflect on developing positive relationships with young children

Target audience:	All Early Years practitioners working with children under three years old.	
Trainer:	Jennie Lindon	
Course code:	EYGB01	
Fees:	Wandsworth schools/settings: £45.00 Childminders: £45.00 Out of Borough: £65.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Wednesday	12 October 2011	09:30 - 12:30

Wandsworth Early Years

Health & Safety and Risk Assessment for Settings ***NEW***

Duration: Full day

Course aims:

The aim of this course is to provide participants with the knowledge and skills required to maintain the health and safety of children in a range of Early Years settings.

- Importance of good health and safety in the child care sector
- Definition of health and safety terms
- Brief introduction to health and safety law
- Enforcement
- Managing health and safety in the child care setting including
- Developing health and safety policies and procedures
- Manual Handling
- COSHH
- Fire Safety
- Accident Reporting
- Identifying Hazards
- Health and safety myths - using a common sense approach

Target audience:	Early Years practitioners working in private voluntary and independent settings.	
Course code:	EYHS01	
Fees:	Wandsworth schools/settings: £65.00 Childminders: n/a Out of Borough: £100	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Friday	11 November 2011	09:30 - 16:30
Wednesday	25 January 2012	09:30 - 16:30
Monday	26 March 2012	13:30 - 16:30
Saturday	19 May 2012	13:30 - 16:30
Tuesday	26 June 2012	13:30 - 16:30

Wandsworth Early Years

How to Talk so Children will Talk

Duration: Half day

Course aims:

- To raise awareness of the importance of the adults support to enable children to communicate effectively
- To gain an understanding of adult/child interaction and apply these skills

Course Objectives:

- Develop awareness of children's early communication development
- Explore their own communication with young children
- Begin to develop strategies to aid the development of young children's communication

Target audience:	All Early Years practitioners	
Trainer:	Early Years Advisers	
Course code:	EYHTT01	
Fees:	Wandsworth schools/settings: Free Childminders: n/a Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Wednesday	23 November 2011	09:30 - 12:30
Tuesday	07 February 2012	09:30 - 12:30
Tuesday	13 March 2012	09:30 - 12:30

Wandsworth Early Years

Introduction to Makaton

Duration: Half day

Course aims:

- To raise awareness of communication systems (additional to speech) and how they can be used to assist communication
- To develop the knowledge and skills to use with 50+ Makaton to assist in communication

Course Objectives:

Makaton practitioners will learn to:

- Demonstrate total communication – using speech, Makaton signs and other communication strategies to communicate basic messages to children
- Plan support for total communication in the workplace – modelling signs to others (colleagues, parents)
- Give examples of ways to develop child's understanding of speech and strategies to approach more successful communication

NB: A follow-up session is available to those who attend the 'Introduction to Makaton' see: 'More Makaton'.

Target audience:	All EYFS practitioners working with children aged from birth to 5+ years.	
Trainer:	Ellie Dodd	
Course code:	EYIMAK01	
Fees:	Wandsworth schools/settings: £30.00 Childminders: £30.00 Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Thursday	17 November 2011	09:30 - 12:30

Wandsworth Early Years

Letters & Sounds - Phases: 1 & 2

Duration: Half day

Course aims:

- To identify the different components of Letters and Sounds Phase 1: sound discrimination, rhythm and rhyme, alliteration, oral blending and segmenting
- To raise awareness of the sets of letters to be taught in Phase 2
- To support practitioners in developing children’s ability to segment (spell) and blend (read) with letters and sounds

Course Objectives:

By the end of the course participants will be able to:

- Deliver Phase 1 adult-led activities in a language-rich environment to support the development of children’s phonological awareness
- Assess and track children’s phonic progress
- Plan opportunities for the application of phonics across the six areas of learning and development

Target audience:	All EYFS practitioners working with children aged from 2½ years to 5+ years in private, voluntary & independent settings and the maintained sector.	
Trainer:	Early Years Advisers	
Course code:	EYLS02	
Fees:	Wandsworth schools/settings: Free Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Wednesday	05 October 2011	13:30 - 16:30
Wednesday	09 November 2011	09:30 - 12:30
Tuesday	17 January 2012	09:30 - 12:30
Wednesday	29 February 2012	13:30 - 16:30

Wandsworth Early Years

Letters & Sounds - Phases: 2 to 5

Duration: Half day

Course aims:

- To secure practitioners' subject knowledge of Letters and Sounds from phases 2 to 5
- To clarify expectations and suggested approach to teaching phonics using the pace and progression from Letters and Sounds

Course Objectives:

By the end of the course, participants will be able to:

- Plan and deliver phases 2-5
- Assess and track children's phonic progress
- Correlate phonic phases from Letters and Sounds to EYFSP scale points on Linking Letters to Sounds
- Plan opportunities for the application of phonics to reading and other areas of learning

Target audience:	Reception and Year 1 class teachers and practitioners working with children in Year R and Year 1 classes.	
Trainer:	Early Years Advisers	
Course code:	EYLS05	
Fees:	Wandsworth schools/settings: Free Childminders: n/a Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Wednesday	05 October 2011	09:30 - 12:30
Wednesday	22 February 2012	09:30 - 12:30

Managing the EYFS Profile

Duration: One day

Course aims:

- To explore the observation, assessment and planning cycle
- To develop and maintain record-keeping systems that support the EYFS Profile and inform parents

Course Objectives:

By the end of the course participants will be able to:

- Engage in the process of assessing children's learning and development
- Develop awareness of the importance of the observation assessment and planning cycle in the EYFS
- Explore the links with the EYFS profile content and the application of scale point judgements to describe children's attainment

Target audience:	Newly Qualified Teachers, teachers new to the EYFS and teachers returning to the Foundation Stage in maintained and independent schools in Wandsworth.	
Trainer:	Early Years Advisers	
Course code:	EYFSP01	
Fees:	Wandsworth schools/settings: Free Childminders: n/a Out of Borough: n/a	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Wednesday	28 September 2011	09:30 - 15:30

Wandsworth Early Years

More Makaton

Duration: Half day

Course aims:

- To build on the knowledge and skills gained in **Introduction to Makaton** and how they are used to support children with special needs
- To refresh knowledge and skills of the signs learned on Introduction
- To extend the vocabulary by an additional 50+ signs and symbols

Course Objectives:

- Demonstrate how non-verbal communication can support children with special needs to develop their own communication and independence
- Plan support for non-verbal communication in the workplace – additional signs and providing rationale for using other visual strategies

NB: All applicants **MUST** have attended the 'Introduction to Makaton' course prior to booking on this course.

Target audience:	All EYFS practitioners working with children aged from birth to 5+ years.	
Trainer:	Ellie Dodd	
Course code:	EYMM01	
Fees:	Wandsworth schools/settings: £30.00 Childminders: £30.00 Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Thursday	01 March 2012	09:30 - 12:30

Wandsworth Early Years

Outdoor Play

Duration: Half day

Course aims:

- To examine why outdoor play is important to the all-round development of young children in the EYFS
- To discuss the role of the adult in the outdoor learning environment
- To consider ways of planning and developing the outdoor area as a stimulating learning environment

Course Objectives:

By the end of the course participants will be able to:

- Make links between learning indoors and outdoors
- Have lists of resources and practical ideas that could help promote learning outdoors and further develop their own outdoor space
- Consider ways of further developing their own planning to include opportunities for outdoor play

Target audience:	All EYFS practitioners working with children aged from 2 to 5 years.	
Trainer:	Early Years Advisers	
Course code:	EYOP01	
Fees:	Wandsworth schools/settings: Free Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Monday	28 November 2011	09:30 - 12:30
Tuesday	06 March 2012	09:30 - 12:30

Preparing for your Ofsted Inspection for Managers

Duration: Two hours

Course aims:

- To inform practitioners of Ofsted's arrangement for inspections which was introduced in September 2008
- To highlight the new Ofsted registers and transfer procedures for settings onto the appropriate registers
- To give an overview of Ofsted's plans to monitor and improve provision registered under the Early Years and childcare registers
- To raise awareness of Ofsted's new Self-evaluation Form (SEF)

Course Objectives:

By the end of the session participants will be able to:

- Identify a number of Ofsted's arrangements for inspections
- Develop awareness of the new registers and the providers who are likely to be placed on them
- Consider the implications of outcomes from inspections on Ofsted's role for monitoring and improvement
- Begin to develop awareness of the structure and content of Ofsted's new SEF

Target audience:	Early Years managers and senior staff of Ofsted registered private, voluntary and independent provision for children from birth to 60+ months.	
Trainer:	Early Years Advisers	
Course code:	EYPFO01	
Fees:	Wandsworth schools/settings: Free Childminders: n/a Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Wednesday	30 November 2011	09:30 - 11:30
Tuesday	06 March 2012	16:00 - 18:00
Wednesday	30 May 2012	09:30 - 11:30

Safeguarding Children for Designated Early Years Safeguarding Leads

Duration: One day

Course aims:

This course is specifically designed to equip named designated Safeguarding Children Leads to successfully undertake the lead safeguarding children role in their Early Years setting. This course is for Safeguarding Children Leads **only** and there is an expectation that the safeguarding requirements and learning are implemented in the setting following attendance on this course.

Please note that participants will be asked to bring their setting's safeguarding policy and procedures to day two of this course.

The course will include:

- Roles and responsibilities of Safeguarding Children Leads
- An update on current Safeguarding Children law, policies and procedures
- Safeguarding children: Levels of need
- Early identification and intervention
- The Common Assessment Framework
- Definitions, types and indicators of child abuse
- Acting on and following up concerns about children's welfare and safety
- Developing, updating and implementing Safeguarding Children policy and procedures in your setting
- Staff recruitment
- Management of allegations against staff

Target audience:	Managers & supervisors only	
Trainer:	Bernie McCormack	
Course code:	EYSGDL01	
Fees:	Wandsworth schools/settings: Free Childminders: n/a Out of Borough: £100	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Friday	04 November 2011	09:30 - 16:30
Friday	10 February 2012	09:30 - 16:30
Friday	02 March 2012	09:30 - 16:30
Friday	27 April 2012	09:30 - 16:30
Friday	15 June 2012	09:30 - 16:30

Wandsworth Early Years

Safeguarding Children for Early Years Practitioners (Briefing)

Duration: Half day

Course aims:

To increase Early Years practitioners knowledge of child abuse, safeguarding children requirements, and procedures for following up concerns staff may have about children in their setting.

The briefing will also include an overview of:

- Duties & responsibilities in relation to safeguarding children
- Types and indicators of child abuse
- What to do if you suspect child abuse

Target audience:	All childcare practitioners in Early Years settings.	
Trainer:	Early Years Advisers	
Course code:	EYSGB01	
Fees:	Wandsworth schools/settings: Free Childminders: n/a Out of Borough: £50	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Monday	10 October 2011	09:30 - 12:00
Wednesday	16 November 2011	09:30 - 12:00
Wednesday	18 January 2012	16:00 - 18:30
Wednesday	07 March 2012	09:30 - 12:00
Wednesday	02 May 2012	16:00 - 18:30
Wednesday	13 June 2012	09:30 - 12:00

Wandsworth Early Years

Speech, Language and Communication in the Early Years

Duration: One day

Course aims:

- To increase participants' knowledge of speech, language and communication development
- To raise awareness of the signs of speech, language and communication difficulties and highlight sources of information and support
- To increase participants' knowledge of strategies for developing a communication-friendly environment

Course Objectives:

By the end of the course, participants will be able to:

- Demonstrate knowledge of the development of speech, language and communication in the Early Years
- Identify children who are at risk of developing or have speech, language and communication difficulties, and know what to do and where to go for support
- Demonstrate an understanding and ability to use strategies to support speech language and communication development

Target audience:	All Early Years practitioners	
Trainer:	Early Years Advisers	
Course code:	EYSLC01	
Fees:	Wandsworth schools/settings: Free Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Wednesday	21 September 2011	09:30 - 15:30
Wednesday	02 November 2011	09:30 - 15:30
Tuesday	24 January 2012	09:30 - 15:30

Wandsworth Early Years

Statutory Fire Safety Awareness + Live Fire Extinguisher Training

Duration: Three hours

Course aims:

This is a practical course for Early Years settings and childminders. Participants will be given the opportunity to learn about and use essential fire safety equipment.

The course will also cover:

- The principles of combustion, fire spread and fire prevention
- Identifying and reporting on generic hazards and deficiencies in the workplace environment
- Recognising the importance of workplace fire drills and effective response
- Action required on hearing the fire alarm
- Action to take on discovering a fire
- Practical fire fighting with live extinguishers

Target audience:	All Early Years practitioners including childminders	
Course code:	EYFSA01	
Fees:	Wandsworth schools/settings: £30.00 Childminders: £30.00 Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Thursday	19 January 2012	09:30 - 12:30
Saturday	24 March 2012	09:30 - 12:30
Tuesday	29 May 2012	09:30 - 12:30

Childminder Training



Childminder Training: Enabling Environments: The Indoor Learning Environment

Duration: Two and a half hours

Course aims:

To reflect on how we can make the best use of space in a home based setting so that children can be independent, make decisions and become confident, self directed learners.

Course Objectives:

By the end of the training participants will be able to:

- Discuss and apply space, materials and storage guidelines in a home based setting
- Define the types of materials that support children's play and strategies for labelling and storing these materials
- Assess their current room arrangement and materials and identify any areas for development

Target audience:	Childminders	
Trainer:	Monica Wiltshire	
Course code:	EYEECM01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Thursday	10 May 2012	19:00 - 21:30

Childminder Training: Growing Speakers, Readers and Writers - Communication, Language and Literacy Development

Duration: One day

Course aims:

There are national concerns about falling language and literacy levels in the UK and USA. This workshop will address engaging developmentally appropriate strategies to enable children to be confident, enthusiastic and life long speakers, readers and writers.

Course Objectives:

By the end of the training participants will be able to:

- Actively experience the different aspects of CLLD: understanding vocabulary, letters, sounds and books
- Review the development of language and literacy
- Identify strategies to scaffold CLLD including interaction strategies, using 'rare' words, ideas for a print rich home learning environment, fun with phonics and story telling
- Share ideas specifically for your book area and writing area, as well as general reading and writing materials for all the interest areas in your home learning environment
- Explore support materials for childminders
- View CLLD on DVD
- Participate in a CLLD focused adult initiated activity
- Reflect on your practice

Target audience:	Childminders	
Trainer:	Monica Wiltshire	
Course code:	EYGSCM01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Saturday	12 May 2012	09:30 - 16:00

Wandsworth Early Years

Childminder Training: Having Fun with Science

Duration: Three hours

Course aims:

To introduce science for children in the Early Years.

Course objectives:

By the end of the session participants will be able to:

- Explain what science is and what it means in the Early Years
- Say what resources can be used and where to get them from
- Be able to plan and carry out some practical science experiments
- Explain the role of the adult in providing for and promoting the area of science

Target audience:	Childminders	
Trainer:	Rosalind Millam	
Course code:	EYHFSCM01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Saturday	21 April 2012	09:30 – 12:30

Wandsworth Early Years

Childminder Training: Health & Safety and Risk Assessment for Childminders ***NEW***

Duration: Half day

Course aims:

This course is designed to enable childminders to carry out and compile risk assessments.

Participants will acquire knowledge of:

- Identifying Health & Safety in the home and outings
- How to carry out, complete and record a risk assessment for the home and outings
- Recognise the legal welfare requirements within the EYFS

Target audience:	Childminders	
Trainer:	Childminding team	
Course code:	EYRACM01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Saturday	22 October 2011	09:30 - 13:30
Friday	24 February 2012	09:30 - 13:30
Saturday	02 June 2012	09:30 - 13:30

Wandsworth Early Years

Childminder Training: Introduction to Religions and Faiths

Duration: Two and a half hours

Course aims:

- To explore the requirements of a variety of religions and faiths
- To explore the impact on our day to day practice

Course objectives:

By the end of the session participants will be able to:

- List some religions and faiths
- Explain why it is helpful to know about the requirements of religions and faiths
- Outline some of the requirements of religions and faiths and how they can be met
- Plan activities that provide positive images of religions and faiths
- Say where to go for further information and support

Target audience:	Childminders	
Trainer:	Rosalind Millam	
Course code:	EYRFCM01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Tuesday	20 March 2012	19:00 - 21:30

Wandsworth Early Years

Childminder Training: Learning & Development - Active Learning

Duration: Two and a half hours

Course aims:

- To explore the EYFS Learning and Development commitment 4.2 Active Learning
- To see how this key principle guides every experience and activity childminders and children engage in during their time together

Course Objectives:

By the end of the training participants will be able to:

- Name the ingredients of active learning and their relationship to how children learn
- Understand why it produces high levels of involvement in play
- To apply this aspect of 'best practice' to their childminding

Target audience:	Childminders	
Trainer:	Monica Wiltshire	
Course code:	EYALCM01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Thursday	26 January 2012	19:00 - 21:30

Childminder Training: Numbers Plus – Maths in the Early Years

Duration: One day

Course aims:

We need to look at children's play with our 'maths' glasses on so we can recognise, scaffold and extend these fundamental 'concrete' maths experiences ensuring each child grows up with an 'I can do maths' attitude.

Course Objectives:

By the end of the training participants will be able to:

- Actively experience different aspects of maths
- Review why maths is important
- Explore support materials for practitioners
- Identify strategies and materials to support learning in maths; what have you got? what could you add?
- Examine your beliefs about teaching and learning
- Define the term 'scaffolding'
- Review general and specific strategies to scaffold maths learning
- View maths in action on DVD
- Participate in a maths activity

Target audience:	Childminders	
Trainer:	Monica Wiltshire	
Course code:	EYNPCM01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Saturday	25 February 2012	09:30 - 16:00

Wandsworth Early Years

Childminder Training: Observation Writing for Childminders

Duration: Half day

Course aims:

- To explore different types of observations
- To provide opportunities for childminders to write observations

Course Objectives:

- How the EYFS can support you to write observations
- Practice observation writing
- Identify how to link observations to the six areas of learning and development
- Evaluate observations and use them to help planning

Target audience:	Childminders	
Trainer:	Childminding team	
Course code:	EYOWCM01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Saturday	24 September 2011	09:30 - 13:00
Saturday	07 January 2012	09:30 - 13:00
Saturday	26 May 2012	09:30 - 13:00

Childminder Training: Ofsted's New Self-Evaluation Form (SEF) for Childminders

Duration: Half day

Course aims:

- To inform childminders of Ofsted's Self-evaluation Form (SEF)
- To promote the benefits of completing Ofsted's SEF and its influence on the inspection procedure

Course Objectives:

By the end of the session participants will be able to:

- Highlight elements of the structure and content of Ofsted's new SEF
- Recognise the different formats for Ofsted's SEF and how to access them
- Identify information needed to complete the SEF
- Suggest and discuss ways to ensure that SEF is completed regularly

Target audience:	Childminders	
Trainer:	Childminding team	
Course code:	EYSEFCM01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Saturday	08 October 2011	09:30 - 12:30
Saturday	28 April 2012	09:30 - 12:30
Saturday	21 July 2012	09:30 - 12:30

Childminder Training: Positive Relationships - Effective Communication

Duration: Two and a half hours

Course aims:

The EYFS describes the concept of sustained shared thinking as when 'the adult shows genuine interest, offers encouragement, clarifies ideas and asks open questions. This supports and extends the children's thinking and helps children to make connections in learning'. This workshop will explore the interpretation of this key principle.

Course Objectives:

By the end of the training participants will be able to:

- Understand the rationale for conversing with children rather than questioning them
- Identify interaction strategies that encourage learning and development
- Support children's personal initiative to learn

Target audience:	Childminders	
Trainer:	Monica Wiltshire	
Course code:	EYPRCM01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Thursday	09 February 2012	19:00 - 21:30

Childminder Training: Safeguarding Children for Childminders

Duration: Half day

Course aim:

The aims of this course are:

- To increase childminders' understanding and knowledge of child abuse and safeguarding children requirements
- How to follow up concerns you may have about minded children
- Guidance on developing or updating your safeguarding children policy and procedures in line with government and Ofsted standards

The course will include:

- Safeguarding Children law, policy and procedures
- Duties and responsibilities of childminders
- Definitions and types of child abuse
- Indicators of child abuse
- What to do if you suspect child abuse
- Reporting child abuse
- Safeguarding policy for childminders
- Safe recruitment and helpers
- Allegations of abuse against childminders and associates
- Support for childminders

Target audience:	Childminders	
Trainer:	Childminding team	
Course code:	EYSGCM01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Saturday	15 October 2011	09:30 - 14:00
Saturday	28 January 2012	09:30 - 14:00
Friday	09 March 2012	09:30 - 14:00
Friday	11 May 2012	09:30 - 14:00

Wandsworth Early Years

Childminder Training: Supporting Parents with the Home Learning Environment

Duration: Two and a half hours

Course aims:

To introduce the concept of the home learning environment

Course objectives:

By the end of the session participants will be able to:

- Say how to support parents to provide a positive home learning environment
- Explain how particular activities can support the home learning environment
- Say how the EYFS can support early home learning
- Explain how and why parents' interaction with their children is important in developing their learning

Target audience:	Childminders	
Trainer:	Rosalind Millam	
Course code:	EYSP01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Tuesday	18 October 2011	19:00 – 21:30

Childminder Training: Tears, Tantrums & Tussles - Working it out Together

Duration: Two and a half hours

Course aims:

- To recognise that social conflict provides a positive opportunity for children to learn and develop a valuable life skill
- To be proactive in this important area of personal, social and emotional development by providing childminders with practical ways of mediating conflicts between children

Course objectives:

By the end of the training participants will be able to:

- Recognise conflict situations as opportunities for preschool children to learn important skills
- Explain how the EYFS can prevent and minimise many problems and conflicts
- Recognise different styles of managing conflict and their effect
- Apply the six steps to solving problems and resolving conflicts

Target audience:	Childminders	
Trainer:	Monica Wiltshire	
Course code:	EYTTCM01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Thursday	08 March 2012	19:00 - 21:30

Childminder Training: Tidy up Time - A Shared Sense of Ownership and Responsibility in the Home Based Setting

Duration: Two and a half hours

Course aims:

Tidy up Time presents a multitude of learning opportunities from sorting, classifying and reading labels to gender equality and life long learning. This workshop will support you to create ideas to make this a purposeful and enjoyable part of the day for everyone, even the child who usually disappears at this time!

Course objectives:

By the end of the training participants will be able to:

- Understand the rationale for involving both childminders and children in Tidy up Time
- Explore opportunities for active learning, involvement, learning and development in Tidy up Time
- Review the organisation of the home as a learning environment
- Generate strategies to support Tidy up Time

Target audience:	Childminders	
Trainer:	Monica Wiltshire	
Course code:	EYTUCM01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Thursday	17 May 2012	19:00 - 21:30

Wandsworth Early Years

Childminder Training: Working with Boys

Duration: Two and a half hours

Course aims:

To raise awareness and consider how to meet the needs of boys.

Course objectives:

By the end of the session participants will be able to:

- Explain how boys learn to be boys
- Explain how research findings can help every day practice
- Begin to develop some strategies to support boys' achievements
- Say where to go for further information and support

Target audience:	Childminders	
Trainer:	Rosalind Millam	
Course code:	EYWWBCM01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Saturday	30 June 2012	09:30 – 12:30

Wandsworth Early Years

Childminder Training: Working with Children Under 2

Duration: Two and a half hours

Course aims:

To explore practical activities and resources for children from birth to 24 months.

Course objectives:

By the end of this session participants will be able to:

- Make links with the EYFS documentation and their everyday practice with young children
- Plan and create practical activities for children under 2 years to support their learning and development
- Explain their role in supporting and extending young children's learning and development

Target audience:	Childminders	
Trainer:	Rosalind Millam	
Course code:	EYWWCM01	
Fees:	Wandsworth schools/settings: n/a Childminders: Free Out of Borough: £50.00	+ £20 Booking fee
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE	

	Date	Time
Tuesday	31 January 2012	19:00 - 21:30

Aiming High Training



Wandsworth Early Years

Aiming High for Disabled Children

Training Programme

The Aiming High for Disabled Children Training Programme aims to enable all staff working in Children's Specialist Services, Play Services, Education, Youth Services, Third Sector and Independent providers to have a basic understanding of disability awareness.

All courses are currently FREE of charge and subject to the same terms and conditions followed by Wandsworth Early Years.

For further information about training please call: Ruth Poyser on: 0208 871 7778 or email rpoyser@wandsworth.gov.uk

To book on to a course, please complete the Children's Specialist Services Training Application form which can be found in the 'Application Forms' section of this directory and return it to:

Children's Specialist Services Training
2nd Floor, Welbeck House
43 -51 Wandsworth High Street
London SW18 2PS

Tel: 020 8871 7787
Fax: 020 8871 7238

KIDS e-Learning

Aiming High has purchased an e-learning package enabling access to all settings in Wandsworth who would like more advice, support and information on working with disabled children and young people.

The e-Learning package is also FREE of charge, easy and accessible and requires limited previous IT knowledge. Ruth Poyser Training and Workforce development Coordinator can offer workshops within settings or a 1 to 1 to help staff familiarise themselves with the e-Learning training package within their settings.

Accessing training can often be a logistical challenge for settings, so why not give Kids e-learning package a go?

For further information about training please call: Ruth Poyser on: 0208 871 7778 or email rpoyser@wandsworth.gov.uk

Disability Awareness: Making Inclusion Work

Duration: Full day

Course aims:

This course will enable ALL workers to use their knowledge and skills to help them positively and safely welcome and include Disabled Children and Young People to their settings.

Participants will:

- Look at how Society and it's attitudes can affect the lives of Disabled Children and Young People and their families
- explore our attitudes to Disability and Inclusion
- Learn about the impact of communication and language
- Gain confidence in interacting and supporting Disabled Children and Young people in your work setting
- Develop workable strategies and action plans to enable you to be even more responsive to the needs of Disabled Children and Young People

	Time
16 September 2011	09:30 – 16:30
04 November 2011	09:30 – 16:30
10 February 2011	09:30 – 16:30

e-Learning

Course aims:

The e-Learning training has been designed by Kids, a national charity with over 40 years of experience of promoting and developing services and support for disabled children and their families. The free package available has over 40 different modules you can dip in and out of as a team or as individual learners.

The modules cover a wide variety of topics including child development, managing challenging behaviours, making the most of play, working with children on the Autistic spectrum. Modules are relevant to childcare staff, youth workers, short break carers and volunteers. Each module is mapped to meet the National Minimum Standard for Domiciliary Care play and youth work.

If you would like more information on the e-Learning package or a demonstration of the package please contact Ruth Poyser at rpoyser@wandsworth.gov.uk or call: 0208 871 7778.

Inclusive Play: Promoting Play and Leisure Activities for Disabled Children and Young People

Duration: Full day

Course aims:

The course will offer range of hands on practical and creative ideas to support staff to build their confidence in creating fun and safe inclusive play environments.

To enable participants to:

- Consider why play is important for all children and discuss some of the challenges we may face when trying to offer disabled children a full range of play opportunities
- Develop an understanding of practical issues around creating inclusive provision
- Gather practical ideas and information about simple, low-cost play and sensory materials
- Learn how to adapt activities to make them more inclusive

Target Audience:	This course is designed for staff working in short break settings, Early Years settings or play services who are interested in including disabled children in their provision. The course will also be of interest to staff and current foster carers who would like to support disabled children.
Trainer:	Judy Denziloe, AFL Training

Date	Time
21 February 2012	09:30 – 15:30

Makaton Training - Two Day Foundation Course

Duration: Two full days

What is Makaton?

Makaton is the UK's leading language programme using signs and symbols and speech to support children, young people and adults with learning difficulties and speech and language difficulties to communicate with ease.

Who is the course for?

This course is aimed at all staff working with children and young people across all settings and age groups who work with and support children with speech and language difficulties, a learning difficulty, sensory impairment and children with autistic spectrum disorder. In using Makaton and simple signs and symbols staff can alleviate some of the intense frustration children face to make themselves understood.

The course aims to:

- Participants will learn a variety of signs and symbols
- Participants will gain some practice in using signs and symbols with confidence
- Participants will have an understanding of the benefits of Makaton
- The course will enable staff to feel more confident in enabling children to share and express their thoughts, needs and wishes and engage children in making informed choices and facilitate social interaction

	Time
01 & 02 September 2011	09:30 – 16:30

Supporting Disabled Young People to understand their own Sexual and Emotional Wellbeing

Duration: Full day

Course designed for:

This is a one day course for all professionals and carers working with young people with a learning disability. The course offers staff working in a variety of settings a greater awareness and understanding of how to address and offer positive and safe support to young disabled people who are becoming aware of their own emerging sexuality and sexual identity.

Aims of the course:

To equip staff with the skills and confidence to support young people with a disability in areas of sexual and emotional well-being and to give staff the confidence to challenge inappropriate behaviours in an appropriate manner.

By the end of the course participants should be able to:

- Understand that sexuality involves a range of components
- Be aware of the ways in which their own attitudes/values about sexual expression might affect their work with young people
- Identify ways to enable young people to maintain dignity, respect and privacy in relation to their sexual expression
- Understand the importance of informed choice in relation to sexual expression
- Work positively with gender and sexuality issues
- Manage sexualised behaviour by the young person towards them
- Recognise potential sexual abuse or exploitation
- Recognised the impact of prejudice around the young person and plan ways to minimise this
- Support the young person to develop skills and confidence to form appropriate friendships and relationships

Trainers: Izzy Valenti & Catherine Keevil

	Time
11 November 2011	09:30 – 16:30

Healthy Lifestyles Boost Wandsworth Workforce Training



Wandsworth Early Years

Healthy Lifestyles

Boost Wandsworth - Workforce Training

NHS Wandsworth funds a healthy lifestyle initiative entitled 'Boost Wandsworth' to promote active and healthy lifestyles to new mums and young people aged 2-17 years across Wandsworth.

The workforce training programmes detailed in this directory are **FREE** and available to NHS Wandsworth staff; council and school staff and all PVI organisations including Childminders.

Boost Wandsworth are also able to offer in service training to all organisations.

Please contact Jackie Rubin to book on to any workforce training module:

jackie.rubin@bromleymytime.org.uk

4th Floor, Linden House
153-155 Masons Hill
Bromley
BR2 9HY

Tel: 020 8323 1726

Wandsworth Early Years

Why Boost Wandsworth?

Duration: Three hours

Course aims:

This module will cover the following topics:

- Overview of the problem in Wandsworth
- Overview of the Healthy/Weight Lives Family Clusters and Insight Report
- Understanding of the findings of the Wandsworth Consumer Surveys
- How does Boost Wandsworth address the issue of obesity prevention/treatment?
- How to refer to Boost Wandsworth

Date	Time	Venue
20 September 2011	09.30 – 12.30	St John's Therapy Centre
03 January 2012	09.30 – 12.30	Queen Mary's Hospital

Nutritional Guidelines

Duration: Three hours

Course aims:

This module aims to inform and assist those responsible for the preparation and serving of food. Providers will be able to bring any existing policies along to compare to the assessment guidelines and devise action plans where any gaps exist. Range of topics available, including the following:

- FSA guidelines
- Eat well Plate
- Fats and Sugars
- Portion size
- Understanding information on food packaging
- External and internal influences on eating
- Maintaining healthy habits
- Shopping/cooking on a budget
- Cooking methods

Date	Time	Venue
21 September 2011	09:30 – 12:30	St John's Therapy Centre
04 January 2012	09:30 – 12:30	Queen Mary's Hospital

Wandsworth Early Years

Behaviour Change

Duration: Three hours

Course aims:

- The Theoretical evidence for Behaviour Change
- Trans-theoretical model - Stage of Change
- Self efficacy – achieving Changing Behaviour
- Overcoming Barriers to Change
- Readiness to change
- Goal setting
- Motivational Interviewing – theory and application
- Stimulus control
- Self monitoring
- Self management and motivation
- Motivational interviewing
- Goal setting
- Rewards for reaching goals
- Problem solving
- Positive parenting

Date	Time	Venue
20 September 2011	13:00 – 16:00	St John's Therapy Centre
03 January 2012	13:00 – 16:00	Queen Mary's Hospital

Wandsworth Early Years

Obesity – The Whole Picture

Duration: Three hours

Course aims:

This module will cover the following topics:

- Holistic understanding of obesity as a national public health issue – causes, consequences
- National recommendations for prevention, treatment (NICE, Best Practice, etc)
- Importance of evidence gathering
- Influences on children and parent's food choices
- Understand how to identify overweight and obesity
- Be able to give first line advice
- What is Boost Wandsworth?
- How to refer to Boost Wandsworth

Date	Time	Venue
21 September 2011	13:00 – 16:00	St John's Therapy Centre
04 January 2012	13:00 – 16:00	Queen Mary's Hospital

Raising the Issue

Duration: Three hours

Course aims:

This module will cover the following topics:

- Understand definitions and causes of obesity
- Understand how to identify overweight and obesity
- How to raise the issue with parents/carers
- Assessing readiness
- Be able to give first line advice
- Overview of Boost Wandsworth
- Why refer?
- How to refer to Boost Wandsworth

Date	Time	Venue
22 September 2011	09:30 – 12:30	St John's Therapy Centre
05 January 2012	09:30 – 12:30	Queen Mary's Hospital

Wandsworth Early Years

Active Health

Duration: Three hours

Course aims:

This module will cover the following topics:

- The importance of physical activity - sharing the evidence
- The guidelines for sedentary and active behaviour
- The benefits of physical activity (biological, social, personal, emotional)
- Giving front line advice, signposting
- What is Boost Wandsworth and how to refer

Date	Time	Venue
22 September 2011	13:00 – 16:00	St John's Therapy Centre
05 January 2012	13:00 – 16:00	Queen Mary's Hospital

Wandsworth CPD for Schools



Creating an Autism Inclusive Learning Environment (Early Years to Y1)

Duration: Two half days

Course aims:

This course is for colleagues who would like to develop an understanding of Autistic Spectrum Disorder. It will include strategies for planning and working with these children, in particular to facilitate their communication development.

Participants will gain knowledge/understanding of:

- The Triad of impairments
- Communication and interaction
- Sensory processing and adapting the environment
- Using visual strategies in the classroom

Participants will gain skills in:

- Supporting communication using visual strategies and other support systems
- Creating an autism inclusive environment
- Strategies to develop communication skills

Participants must attend **both sessions**.

The course is at the practical level of the ASD CPD Framework

NB: This is a chargeable course, for further details and to book a place on this course please contact Angela Blake, CDP Administrator on: 020 8871 8743 or via email: ablake@wandsworth.gov.uk

Target audience:	SENCOs, Teachers, nursery nurses, teaching and learning support assistants from Early Years, Foundation Stage and KS1 settings. It is particularly suitable for those starting to work with an autistic child in the EYFS and year 1.
Course code:	AF-JBE23
Fees:	Trading Account Schools: £35.00 (Training & Professional Development - PC) Non Trading Account Schools: £42.00 Other: £50.00
Venue:	Professional Centre, Franciscan Road, Tooting, London, SW17 8HE

	Time
Thursday 6 th October and Wednesday 19 th October 2011	09:30 - 12:30
Wednesday 8 th February and Wednesday 22 nd February 2012	09:30 - 12:30

Wandsworth Early Years

Running Social Skills Groups (Early Years up to Y1)

Duration: Half day

Course aims:

This short course is for colleagues who are working directly with Early Years pupils who have communication and interaction difficulties.

The course is at the practical level of the ASD CPD Framework

Participants will gain knowledge/understanding of:

- Planning and running social skills groups

Participants will gain skills in:

- Identifying, baselining and measuring outcomes for children who need improved social skills
- Planning activities for group working

NB: This is a chargeable course, for further details and to book a place on this course please contact Angela Blake, CDP Administrator on: 020 8871 8743 or via email: ablake@wandsworth.gov.uk

Target audience:	Primary SENCos, Early Years, Foundation Stage and Y1 Teachers, Teaching Assistants and Learning Support Assistants.
Course code:	AF-JBE20
Fees:	Trading Account Schools: £35.00 (Training & Professional Development - PC) Non Trading Account Schools: £42.00 Other: £50.00
Venue:	Early Years Centre, 1 Seward Road, London SW17 Tel: 020 8947 9025

	Date	Time
Wednesday	23 November 2011	13:30 – 15:00
Wednesday	07 March 2012	13:30 – 15:00
Wednesday	23 May 2012	13:30 – 15:00

Application Forms

Please do not tear out – make photocopies



COURSE AND PTM APPLICATION FORM

Your passport to Training Membership **PTM** number

You need a PTM number to attend training.
If you do not have one, please complete Sections 1 and 2.

SECTION 1 GENERAL DETAILS (ALL applicants must complete fully. Please PRINT CLEARLY)

First Name		Surname	
Title (please tick)	<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Other (please state)
Are you (please tick)	<input type="checkbox"/> Private, Voluntary and Independent setting		<input type="checkbox"/> Maintained School
	<input type="checkbox"/> Childminder (Registered/Potential)		<input type="checkbox"/> Nanny
	<input type="checkbox"/> Out of Borough Setting		<input type="checkbox"/> Other (please state)

School/Setting/organisation

Job title

To receive course information/letters by email please provide a work email address. This should be a central admin address as we cannot send to individuals in schools/settings.

Your work address
(Childminder: This will be your home address)

Postcode: Mobile:

Telephone: Fax:

I would like to apply for the following course(s) subject to availability

Course title	Course code	Date	Booking fee (£)	Course fee (£)	Notes (Office use only)
Total			£	£	

A booking confirmation letter will be sent to you 2-3 weeks before the start of the course. If you have not received this letter please call the Training Section on (020) 8871 8335.

We advise that you keep a copy of your application form for your reference.

I enclose a cheque/postal order for
£

Payable to: Wandsworth Borough Council

I have read and agree to the Terms & Conditions stated overleaf

Applicant's signature		Date: / /
Line Manager/ Supervisor's signature		Date: / /

COURSE AND PTM APPLICATION FORM

SECTION 2 PTM APPLICATION (If you do not have a PTM number please complete the following)

First Name		Surname	
Date of birth		Gender (please tick)	<input type="checkbox"/> Male <input type="checkbox"/> Female
Do you have a disability? (please tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say

If YES, please state, including any additional needs that we need to know to support your training and assist you during your visit, ie: stairs, nutrition, limited eyesight.

Which of the following groups do you consider you belong to? (please tick)

<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Black African other	<input type="checkbox"/> Latin/South Central American
<input type="checkbox"/> White and Asian	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Pakistani
<input type="checkbox"/> White and Black African	<input type="checkbox"/> Black Ghanaian	<input type="checkbox"/> Turkish
<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Black Nigerian	<input type="checkbox"/> Any other Asian background
<input type="checkbox"/> White British	<input type="checkbox"/> Black Somali	<input type="checkbox"/> Any other Black background
<input type="checkbox"/> White Irish	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other Ethnic group
<input type="checkbox"/> White Other	<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other mixed background
<input type="checkbox"/> White Eastern European	<input type="checkbox"/> Gypsi/Roma	<input type="checkbox"/> Traveller of Irish heritage
<input type="checkbox"/> White Western European	<input type="checkbox"/> Indian	

All information gathered is kept confidential under the Data Protection Act 1998 and will only be used for internal statistical collation. Under the Data Protection Act 1998 you have the right to access all your information collected. All details provided are protected by the Data Protection Act 1998.

TERMS & CONDITIONS AND CHARGES

- ▶ Full terms and conditions are detailed in the Early Years Training Directory.
- ▶ Each course is subject to a non-refundable booking fee of £20 per course.
- ▶ Your setting will be charged £50 per course for all courses that you do not attend, unless you cancel **3 working days** in advance.
- ▶ **For all courses please send a cheque or postal order with this application form, made payable to Wandsworth Borough Council. We are unable to take card payments.**

If you need any help in filling in this form, please call (020) 8871 8335.
This form can be photocopied as many times as necessary.

Please complete and return to

Samreen Zamir

EY Training Administrator
Professional Centre, Franciscan Road,
Tooting, London SW17 8HE

Telephone (020) 8871 8335

Fax (020) 8871 7162

Email edchildcaretraining@wandsworth.gov.uk



CHILDREN'S SPECIALIST SERVICES TRAINING APPLICATION FORM

Course Title:.....

Date/s:.....

Part A should be completed by all applicants Part B should be completed by applicants Line Manager/Supervisor

Part A

1. Surname.....First Name:.....

2. Job Title:.....

3. Workplace Name:.....Workplace Address.....

Workplace e-mail Tel. No.....

4. Do you have a disability? Yes No (Please tick (4) appropriate box)
If YES please indicate any practical arrangement that could be made to make your participation on the course as full as possible.

We need the following information in order to help trainers select and prepare for some courses. The selection criteria for courses can be found in the front pages of the Multi-Agency Training Programme.

5. Please state whether you are: Female Male (please tick (4) appropriate box)

6. Please specify your ethnic background

7. Please describe yourself as: Black White Other.
(Please tick (4) appropriate box) (Please describe)

I wish to apply for a place on the course described above. I understand that, if accepted, I will be required to attend the whole course.

Signed:.....Date:.....

This application does not automatically entitle you to a place on the course, although it is helpful for you to reserve the dates until you are formally notified. After the closing date selection from the total number of applications will take place, and you will be notified of the outcome of your application as soon as possible.

Cancellations: Please notify cancellations as soon as possible by email to the Training Unit adminchildrestrain@wandsworth.gov.uk and also with a copy to your manager/supervisor. Your manager will be informed of non-attendance or cancellation.

Part B To be filled in by Line Manager/Supervisor

I support this application and, as Line Manager/Supervisor, will ensure that, if accepted, this member of staff will be released to attend the whole course.

Name:(please PRINT).....

Signed:.....Tel.No:.....



WANDSWORTH
Safeguarding
CHILDREN &
YOUNG PEOPLE