

Training and Development Programme



Training for

- Early years and childcare
- Out of school clubs
- Toddler groups
- Schools



September - December 2010

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We are please to be working in partnership with Gloucester County Council Adult Education who provide financial support for much of our training.



PATA holds the **matrix** standard



INVESTOR IN PEOPLE

PATA holds Investor in People status

PATA'S AUTUMN 2010 Training Programme brings to you the old and the new!

We continue to offer many training and development opportunities to members and non-members - this includes some exciting new topics alongside other popular courses.

Please take time to read through the pages of this Training Programme, and take advantage of the opportunities available for so many people: parents/carers, volunteers or staff in toddler groups, early years settings, playwork, schools, childminders and for personal development - exciting opportunities for everyone. Knowledge-based accredited qualifications will now be available to those seeking voluntary and employed work.

New for this year is a series of workshops on the theme of health and well being for the family, that will be of interest for both parents and practitioners and will cover a wide range of topics relevant to both children and adults.

We shall also be offering you the **new** accredited qualifications (**Awards, Certificates and Diplomas**) within the Qualification Credit Framework (QCF) that replaces the National Qualification Framework (NQF) home of the NVQs that we have grown to know so well over the years - read all about this on page 4 and further information of programme structure and courses we are developing on pages 16-18.

Further details on programmes for funding and course fees will be available at OPEN DAY EVENTS for learners and employers at the end of June and July - see page 18. Updates will be on the website.

PATA membership includes all involved in a member setting - parents, carers, staff, committee and volunteers - as well as individual members. ALL can attend these events at PATA member rates.

Please Note: to be eligible for PATA member rates, your setting must be a fully paid up PATA member at the time of the booking and at the date of the training event. PATA reserves the right to charge the full rate for the training event if PATA membership has lapsed.

If you are not a member and would like to join, please complete the membership application form at the back of the programme. Other membership benefits include PATA Chatter newsletter, advice and information from PATA staff and useful publications.

New accredited qualifications

A few words of reassurance:

As stated by CWDC (Children's Workforce Development Council):

“we are talking about the “new world” of the Qualifications and Credit Framework (QCF) and all existing full Level 3 qualifications are still valid and will be considered equitable to the Level 3 diploma. It is not the case that all current Level 3 practitioners have to do a brand new qualification.” CWDC “are aiming to make the Level 3 Diploma for Children and Young People the only Level 3 diploma for the workforce in England.”

<http://www.cwdcouncil.org.uk/qualifications/>

Qualification briefings from the awarding organisations are now being delivered BUT the timeframe for Training Providers to develop, plan and cost relevant training programmes is very tight. Funding for training is also limited and irrespective of the Government changes there will be less funding for training. It will be several weeks before information on funding and course fees will be known for the QCF qualifications PATA will be delivering.

PATA will be hosting OPEN DAYS for prospective learners and employers at the **end of June and in July**. These events will be the opportunities to come and learn about the new QCF qualifications, the progression routes and pathways, and how these can be used as whole qualifications or individual units for accredited continuing professional development. See Pages 16 to 18. Further information will be posted on the PATA website.

We need your help to ensure the opportunities and information in this Training Programme are available for everyone to see - employees, employers, volunteers and for anyone who just wants to develop their personal knowledge and skills or work towards qualifications to return to work. Information, advice and guidance on suitable training and where to access it is available to enquirers and to those enrolled on our programmes.

How to book - see Page 5.

Where to find training updates — see www.pataglos.org.uk

PATA Website - put this in your ‘favourites’ and check regularly!

This training programme can be viewed on the PATA website www.pataglos.org.uk.

As and when new opportunities and updates become available the website will be updated.

How to book:

For workshops and short courses please use the booking forms at the back of this Training Programme (photocopy as required) or print from the PATA website: www.pataglos.org.uk

For applications for QCF and NVQ courses please print from the PATA website www.pataglos.org.uk (some forms can be saved as document files, completed and attached to email for electronic submission, others may need to be completed by hand). Forms can be emailed/posted from the office if you do not have computer access - see enquiries below.

For all forms please follow the instructions on the bottom of the form for postal applications and any course payments required with booking.

For enquiries Telephone 01452 541244 for short courses/workshops or 01452 552286 (Assessment & Training Centre) for (NVQs), QCF Awards, Certificates, Diplomas and CPD Units.

Bookings for short courses must be received no later than seven working days before the commencement of the course. Applications for (NVQs), QCF qualifications can be received at anytime - time must be allowed for assessment and interview procedures - waiting lists are maintained for next available course.

PATA LEARNER FEE AND CANCELLATION POLICY

Learners will be expected to accept responsibility for paying course fees, or provide clear evidence that their fees will be paid by a sponsor - for example, an employer, a parent or some other body who has accepted the responsibility. Payment must be made at the time of booking with the exception of the NVQ and QCF programmes.

If it is unclear who is to pay the fees then PATA will assume that it is the learner and will proceed to invoice the named learner at the address given on the booking form.

Cancellation and non attendance

Notification of cancellation.

- PATA reserves the right to cancel any course with insufficient numbers and will give 5 working days notice. A full refund will apply.
- If PATA have to cancel due to circumstances beyond our control and is unable to give 5 days notice then an alternative date/course will be offered prior to any refund.

Learner Cancellation;

- 15 working days before the start date = 100% refund
- 10 working days before the start date = 50% refund
- 5 working days of the start date = no refund
- Non attendance = no refund

Terms and conditions for (NVQ) QCF Programmes will be advised during the recruitment process.

Non attendance or cancellation of FREE (funded) courses will incur charges as follows

- 15 working days before the start date = no charge
- 10 working days before the start date = 50% charge
- 5 working days or non attendance = 100% charge

INTRODUCTION TO CHILDREN'S PLAY

This 10 week course is a very "hands on" practical course looking at play from the child's perspective; exploring why children need to play and how they learn from it. The course is for parents and carers to develop play with their children and for those who might be considering working with young children in the future. The value of play, the role of the adult, observing children, health and safety and equal opportunities are key themes running through the course.

What will you have to do?

- Attend a two hour taught session for 10 weeks, led by a professional tutor;
- Develop a folder of ideas, information, resources and recipes relating to the course;
- Be involved with other students in practical activities and discussions, sharing experiences and exchanging ideas;
- Have lots of FUN!

Topics covered include:

- Food and snacks
- Natural materials (sand, water, wood)
- Songs, music, rhymes
- Books and storytelling
- Table top, construction and floor play
- Clay and dough
- Physical play
- Junk and sticking
- Imaginative and small world play
- Paint

On completion of the course you will receive a certificate of attendance.

DATE: Wednesday 22nd September from 7.00pm-9.00pm (10 weeks)
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Kate Beevers and Rebecca Wheatley
COST: £65.00 for members / £130.00 for non members

INTRODUCTION TO CHILDREN'S PLAY - BITESIZE

We have broken down our popular 10 week course into 3 bitesize mini courses. You can choose a theme that interests you or do all three but take a bit longer over it. The 3 sessions are:

Imaginative play, floor toys & table top toys and natural materials

DATE: Thursday 30th September, 7th, 14th October from 7.00pm-9.00pm (3 weeks)
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Kate Beevers and Rebecca Wheatley
COST: £35.00 for members / £70.00 for non members

Creative play including paint, junk & sticking and clay & dough

DATE: Tuesday 2nd, 9th, 16th November from 7.00pm-9.00pm (3 weeks)
VENUE: Broadwell and Coalway Playgroup, Coalway Road. Coleford, GL16 7HL
TUTOR: Anita McKelvey
COST: £35.00 for members / £70.00 for non members

Books & storytelling, music, physical play and dance

DATE: Tuesday 5th, 12th and 19th October from 7.00pm-9.00pm (3 weeks)
VENUE: Bourton on the Water Playgroup, School Hill, Bourton, GL54 2AW
TUTOR: Kate Beevers and Rebecca Wheatley
COST: £35.00 for members / £70.00 for non members

MESSY PLAY FOR BABIES & TODDLERS

Ideas for making messy play easy in your group and at home. How to encourage free play, creativity and stimulate imagination. Let us show you how to make it simple, cheap, safe and fun.

This session is aimed at anyone involved with messy play with toddlers in their group or who would like to be, or parents looking for inspiration!

DATE: Tuesday 23rd November from 7.00pm-9.00pm
VENUE: St Marks Methodist Church, Cheltenham
TUTOR: Kate Beevers and Rebecca Wheatley
COST: £25.00 for members / £50.00 for non members

BABY AND TODDLER ACTIVITIES

Ideas for activities to engage parents and carers with their children at toddler groups and ideas to take back home. The course will include:

- Storytelling
- Music and movement
- Fun physical play, e.g. parachutes, bubbles and balls

Who it is for: toddler groups leaders, parents involved in supporting toddler group activities

- Those working with babies and very young children

DATE: Wednesday 20th October from 12.30pm-2.30pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Kate Beevers and Rebecca Wheatley
COST: £25.00 for members / £50.00 for non members
CRECHE: £5.00 per child - Use section 4 of the booking form to book place and give child's age

CHRISTMAS CRAFTS

A selection of new ideas for crafts, gifts and activities for the Christmas period. A practical workshop offering you the chance to make and take some ideas back to your play setting. Although aimed at the out of school sector, this popular workshop is also suitable for playleaders to gain useful ideas.

DATE: Tuesday 9th November from 6.30pm-9.00pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Kate Beevers and Rebecca Wheatley
COST: £30.00 for members / £60.00 for non members

EATING HEALTHILY THE FUN WAY

A fun interactive workshop designed to meet the national guidelines for 5-A-Day and how to include these in your snacks and daily meals for your setting and/or family.

The session will include ideas for lunch boxes, snack time and there will be a fun tasting session. You will also receive a recipe booklet. There will be a chance to network and share ideas. An ideal course for parents, carers and workers with children of any age.

DATE: Monday 11th October from 6.30pm-9.30pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Kate Beevers and Rosa Levitt
COST: £30.00 for members / £60.00 for non members

BABY MASSAGE

A taster session for baby massage. Parents - including dads - and baby together learning the benefits of baby massage and some practice.

Some benefits include

- Promoting relaxation and inducing deeper and longer sleep
- Reducing tension, restlessness and irritability
- Helping weight gain in premature infants
- Helping reduce the discomfort of colic, wind and constipation

This session is led by Justine Copp from Karma Baby. This is suitable for babies from 6 weeks until crawling.

The course is from 10.30am-11.30am but you are welcome to arrive from 10am and stay until 12noon.

DATE: Friday 19th November from 10.30am-11.30am
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Justine Copp
COST: £10.00 for members / £20.00 for non members

WE CAN WORK IT OUT - PARENTING WITH CONFIDENCE

This is a short course for parents who would like to find methods of dealing with challenging behaviour and to promote positive behaviour. The course has been designed and published by Save the Children. The workshop will include activities and handouts and includes a booklet to take away.

DATE: Monday 27th September from 7.00pm-9.30pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Kate Beevers and Rebecca Wheatley
COST: £30.00 for members / £60.00 for non members

INTRODUCTION TO FAMILY HOMEOPATHY

As part of our series for parents and practitioners on subjects related to health and well being, Lynne Shrubb will introduce Homeopathic principles and it's benefits. She will discuss how to self medicate using easily and cheaply available remedies such as Arnica.

Lynne is a fully qualified and licensed homeopath and adult trainer, working in Cheltenham, who is registered with the Society of Homeopaths. Visit her website for further information.

www.healthyfutures4you.co.uk

DATE: Thursday 11th November from 6.30pm-9.30pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Lynne Shrubb
COST: £20.00 for members / £40.00 for non members

JUNE'S YOGA WORKSHOP

June's Yoga teaches educators and care-givers how to make the most of yoga in your childcare setting. It is a comprehensive method developed by June Rowlands - a committed teacher, musician and practitioner of yoga. It benefits teachers and children alike.



June's Yoga workshops enable a sensitive teacher or care-giver with no experience to lead babies and children in a yoga session the very next day.

Students actively learn as June Rowlands leads them through age-appropriate postures during the workshop, sharing her insights into the reactions that children might have to certain poses or movements.

June's Yoga trains adults to stay calm and focused when the demands of working with babies, toddlers or older children is stressful or overwhelming.

June's yoga encourages

- Calmer, more focused children;
- Self-control, self-respect and respect for others;
- A positive atmosphere;
- Concentration, creativity and confidence;
- Achievement of Early Learning Goals.

Workshops cover everything that teachers and care-givers need to start practising yoga with their children.

June will lead two workshops, the first aimed at leading yoga sessions for babies and pre-school settings.

DATE: Saturday 2nd October from 9.30am-12.30pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: June Rowlands
COST: £50.00 for members / £100.00 for non members

The second for school aged children in schools and out of school clubs.

DATE: Saturday 2nd October from 1.00pm-4.00pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: June Rowlands
COST: £50.00 for members / £100.00 for non members

The price includes a pack and manual and there will also be additional items including extra manuals, DVDs and books on sale.

WORKING WITH CHILDREN

This exciting 6 week course follows on in more detail from our well established and successful Introduction to Children's Play Course.

The course provides excellent underpinning knowledge for those wanting to work with children and will give you options and opportunities to explore future training and career opportunities.

The course content includes:

- Observing children
- Early Years Foundation Stage
- Planning for play
- Up to date legislation and health & safety
- Types of provision and career opportunities

Having completed both courses you will have the skills to work with children and continue your studies within the sector.

DATE: Monday 1st November from 7.00pm-9.00pm (6 weeks)
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Kate Beevers and Rebecca Wheatley
COST: £45.00 for members / £90.00 for non members

INTRODUCTION TO MAKATON

A two hour taster session aimed at pre-school practitioners, parents and carers to introduce the Makaton sign language vocabulary and up to 50 signs and symbols.

The course will be delivered by Wendy Allison, Regional Makaton Tutor. A Makaton foundation course will follow in the Spring term.

DATE: Thursday 14th October from 7.00pm-9.00pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Wendy Allison
COST: £25.00 for members / £50.00 for non members

INTRODUCTION TO AUTISM

This three hour session will include information and ideas about working with children with autism spectrum disorders, including:

- Characteristics
- Development
- Strategies
- Inclusions

The session will be aimed at professionals working in a setting, as well as parents and carers. Rebecca Davidson is the owner of The Cornerstone Pre-School, Ebley, Stroud, who specialises in working with children with autism language impairment and associated behaviours.

DATE: Saturday 13th November from 10.00am-1.00pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Rebecca Davidson
COST: £35.00 for members / £70.00 for non members

CIEH LEVEL 2 AWARD IN FOOD SAFETY IN CATERING

Replaces the Basic/Foundation Food Hygiene Certificate

The course is designed to give an appreciation of the fundamentals of good food hygiene practice and enable food producers and handlers to recognise and control hazards to ensure safe food for the consumer. The course comprises six hours tuition from a CIEH-approved trainer plus a short assessment test. Successful candidates will receive the CIEH Level 2 Award in Food Safety in Catering Certificate, nationally recognised as a qualification in Food Safety.

STARTER

Welcome , introductions and 'housekeeping'
What are we here for? Aims & Objectives

MAIN COURSE

Food Safety Management = Safer food Better Business
Food Safety/Food Hygiene; how to comply with the law.
Contamination by bacteria (germs) and other microscopic organisms, chemicals/metals and "foreign bodies"; allergen contamination.

[Coffee break]

What goes wrong to cause food poisoning?
How can we stop it going wrong?
Avoiding **C**ross Contamination
Cooking. **C**hilling & storing food safely

[Lunch break]

Cleanliness: Protecting the food from people
Cleaning - removing the dirt and grease
Disinfecting - destroying the microbes
Premises - built and equipped for safe food
Food Pests - how to stop them sharing our food
What have we found out?

[Tea break]

DESSERT:

CIEH Assessment exercise.

NB. CIEH [www.cieh/org] now require candidates to bring a photo ID with them to validate registration for the assessment. It can be driving licence [card type]/ staff pass card/ passport / student card etc. No details will be taken from the IDs.

DATE: Tuesday 2nd November from 9.30am-4.30pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Margaret Hughes
COST: £55.00 for members / £70.00 for non members

ANAPHYLAXIS/EPI PEN AWARENESS

This is an awareness raising course for all parents, carers and childcare workers.

The course will include

- Introduction to the use of an Epi Pen
- Understanding Anaphylaxis
- Asthma
- Medical Emergencies

This course will support staff who look after children with anaphylaxis. Staff should still need some individual specialist training from health professionals working with the child.

See page 26 Statutory Framework for EYFS.

DATE: Tuesday 28th September from 7.00pm-9.30pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Neil Rodgers
COST: £30.00 for members / £60.00 for non members

14 HOUR PAEDIATRIC FIRST AID

This two day course is for anyone who works in the pre-school environment and meets all the requirements laid down by Ofsted as well as meeting the recommendations laid down by the Health and Safety Executive for the Appointed Person in the Workplace.

All attendees will receive a certificate valid for three years as well as a comprehensive First Aid manual.

DATE: Monday 4th and Tuesday 5th October from 9.15am-4.30pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Neil Rodgers
COST: £65.00 for members / £100.00 for non members

DATE: Saturday 9th and Saturday 16th October from 9.15am-4.30pm
VENUE: The Wheatpieces Community Centre, Tewkesbury
TUTOR: Neil Rodgers
COST: £65.00 for members / £100.00 for non members

EMERGENCY FIRST AID IN THE WORK PLACE

This course is approved by the Health and Safety Executive and covers assessment, choking, wounds bleeding and shock, CPR, seizure and minor injury on adults, children and babies.

It is therefore relevant to teachers, teaching assistants and other school workers together with covering the adults in a pre-school settings. HSE **strongly** recommend a 3 hour update skills session every year.

DATE: Wednesday 1st December from 9.15am-5.00pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Neil Rodgers
COST: £50.00 for members / £80.00 for non members

CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH LEVEL 2 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE

Who should attend?

This course is designed for employees working in any sector of business.

Course Content

Introduction and what's in the news, including, health and safety law, health, safety, welfare, workplace and work equipment, risk assessment, manual handling, hazardous substances, ergonomics and workstation design, working at heights, transport and vehicles, noise and vibration.

Benefits of the course

On completing this course candidates will understand:

- Health and safety requirements placed on employers and employees
- Hazard and risk and the main causes of harm to workers
- The importance of following safe systems of work, procedures and rules
- Hazards and controls in respect of both safety and occupational health risks
- How their own actions can reduce risks to health and safety

The duration of the course is 6 hours. We will aim to start the course at 9.30am and taking into account time for refreshment and lunch breaks, the course usually finishes around 4.30pm. You will need to bring your own lunch.

There is a short multi-choice test at the end of the course. Candidates are required to correctly answer 20 out of 30 questions in order to achieve a **Chartered Institute of Environmental Health Level 2 Award in Health and Safety** in the Workplace. Test papers can also be conducted orally. QCA Accredited. Candidates are required to bring a photo ID.

DATE: Saturday 6th November from 9.30am-4.30pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Envesca
COST: £55.00 for members / £70.00 for non members

All bookings and payments must be received by **Friday 8th October**

MANAGING OLDER CHILDREN'S BEHAVIOUR

This workshop will explore:

- what is understood by the term 'behaviour'
- what is appropriate and inappropriate – reasons and types of behaviour
- adult responses to behaviour
- strategies for managing

The workshop will include scenarios and activities.

DATE: Monday 18th October from 6.30pm-9.00pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Anita McKelvey
COST: £30.00 for members / £60.00 for non members

REFLECT AND CONNECT

Continuing our series of workshops for those involved in running settings, including baby & toddler groups, playgroups, out of school & holiday clubs.

Topics in this series will include good practice in running your committee, team working, organising and planning for your setting and group.

All change on your committee - this session will give an overview of a committee's roles and responsibilities, how to use the business pack and handover over to a new committee. It will be a relaxed and informative session for all new and experienced committee members to exchange ideas and to feel more confident in their role.

DATE: Tuesday 21st September from 7.00pm-9.00pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Jenny Miles
COST: FREE

Running a successful toddler group - Would you like to learn more about how to run a successful baby & toddler group? If the answer is yes, then this is the course for you. You will get ideas about the day to day running of the group such as: room layout; what toys, equipment and activities to offer; healthy snacks; plus relevant information about health & safety/accident prevention, equal opportunities, communication and managing money. There will also be a chance to share common problems and hopefully find some solutions.

DATE: Thursday 18th November from 6.30pm-9.00pm
VENUE: The PATA Centre, Grange Road, Tuffley, Gloucester
TUTOR: Kate Beevers and Rebecca Wheatley
COST: FREE

What's coming up ...

Spring Training programme

Introduction to Children's Play
More Introduction to Children's Play-Bitesize
Working with Children
CIEH Food Safety
CIEH Health & Safety Level 2
14 Hour Paediatric First Aid
Foundation Stage Makaton certificated course
Eating Healthily
Multicultural Workshop
Storytelling
Treasure Baskets
Moving and Handling
Adult Led and Child Initiated Play
June's Yoga for Parents
Music Workshop

Summer Training programme

Introduction to Children's Play
Working with Children
CIEH Food Safety Level 2
14 Hour Paediatric First Aid
Basic First Aid Awareness
Introduction to Makaton
Science Workshop
Messy Play for Toddlers
Baby and Toddler Activities
Storytelling
Moving and Handling
Anaphylaxis/Epi Pen Awareness
All Change on Your Committee
Running a Successful Toddler Group

PLAYWORK OPPORTUNITIES

FREE and subsidised 15 hour training courses available at the PATA Centre for playworkers. Funding to support these courses is provided by Gloucestershire County Council Workforce Development through SureStart Fund.

These short courses are ideal for CPD, if you are thinking about working with older children in out of school or holiday schemes or you need to gain a national qualification. They are endorsed by **Skills Active** and underpin the NVQ programmes in Playwork.

How to book: See Page 5 for details of forms for short courses i.e. 15 hours and, forms for longer courses printable from the website or on request.

EVERYONE CAN PLAY (ECP)

Who is this for?

New and experienced playworkers, play assistants, childminders who actively want to welcome and enable ALL children, disabled and non-disabled, to play together.

What will you learn?

- An understanding of inclusive play issues and playwork values
- Confidence and competence in working with disabled young people aged 4-16 in their leisure time
- Legal requirements for disability and equality of opportunity
- How to provide for young people's well being
- How to plan for inclusive play

Attendance and assessment:

- Attend 80% of course
- Complete multi-choice questionnaire
- Show awareness of the Playwork Principles
- Provide evidence of improved playwork practice
- Some personal study and visits to other play settings is desirable
- ECP is certified by Playwork Partnerships and endorsed by Skills Active
- ECP is linked to the L2/L3 national standards for playwork and provides underpinning knowledge for these qualifications

Course dates: Saturday 3rd and 10th July
9.00am to 4.30pm
PATA Centre, Gloucester

Cost: £65

L3 AWARD IN PLAYWORK FOR QUALIFIED L3 EARLY YEARS PRACTITIONERS

These national awards are available at PATA fully funded through CWDC until end of September 2010. Suitable for L3 qualified early years workers to extend their qualification to embrace playwork.

The qualification is a taught 60 hour programme with private study covering 2 modules that can be completed within six months.

Learners can be employed or volunteers - access to work setting for 30 hours practice is required to support evidence of learning.

Applications by end July for September start.
How to apply: See page 5 for details.

TAKE FIVE for PLAY

Who is this for?

No previous experience of playwork is required but a voluntary placement for 10 hours will support the course outcomes. It is an ideal course for people who wish to learn about playwork or who have just started. Completing this course shows that you have met the Playwork induction standards and enables you to move into further training, e.g. L2 NVQ Playwork. Also suitable for childminders.

What will you learn?

- Knowledge of the Welfare Requirements and induction into playwork
- Understanding of young people and play and how to build relationships with them
- Roles and responsibilities of playworkers, including safety of young people
- Develop confidence in working with young people aged 4-16years
- Explore the Playwork Principles

Attendance and assessment:

- Attend 80% of course and Complete 'homework' task
- Provide evidence of 10 hours of playwork practice

Course dates: Mon, Tues & Wed 12th, 13th & 14th July
9.30am to 2.30pm
PATA Centre, Gloucester

Cost: FREE

PLAYWORKERS AGAINST RACISM (PAR)

Who is this for?

New and experienced playworkers, play assistants, childminders who actively want to promote and maintain an anti-racist environment.

What will you learn?

- The impact of racism on young people and communities
- The relevance and benefits of anti-racist work in play settings
- Definitions, myths and stereotypes
- The impact of unearned white privilege
- How to adopt an anti-racist approach including appropriate and inappropriate use of language
- Ideas and activities for proactive anti-racist playwork
- Appropriate skills to challenge racism including action planning

Attendance and assessment:

- Attend 80% of course & Active participation in course
- Complete course work including reflective diary and multi-choice questionnaire
- PAR is certified by Playwork Partnership and endorsed by Skills Active and is linked to the national occupational standards for Playwork, it provides underpinning knowledge for the L3 Certificate and Diploma

Course dates: Saturday 9th and 16th October 2010
9.00am to 4.30pm
PATA Centre, Gloucester

Cost: £65

INFORMATION on the redesigned PLAYWORK qualifications on the QCF (Qualification Credit Framework) - Awards, Certificates and Diplomas can be found on pages 16 and 17.

How to apply: See page 5 for details.

NATIONAL QUALIFICATIONS (on the QCF)

From January 2011 all national qualifications will be on the QCF (Qualifications Credit Framework). From now until December 2010 there will be a 'mixed economy' of NVQ and QCF qualifications and this will be dependent upon which qualifications are fully licensed for practice and, any funding will automatically be moved to the QCF where the qualification is fundable.

What is the QCF?

It is a new way of recognising skills and qualifications across England, Wales and Northern Ireland. This new framework awards credit for qualifications and units, providing greater flexibility and allowing learning and qualifications to be achieved in smaller steps.

Why has this been developed?

It has been designed to offer more freedom and flexibility for learners by allowing them to build up credits at their own pace, and combine them in a way which will help them get where they want to be.

For Training Providers (PATA as well as Colleges, etc) the QCF provides opportunities for the design of flexible programmes that meet the individual needs of learners and employers. The structure encourages progression. These are 'nested qualifications' which means that certain units underpin and occur at each level and encourage progression.

For employers the QCF removes the confusion of what qualification is most suitable for the job role. The new framework consists of levels: **Awards, Certificates and Diplomas and is made up of a number of units.** Each unit of study has been given a credit rating and it is the accumulation of units to a prescribed level that determines the size of the qualification. For employers this gives a clear indication of the level, content and volume of learning and will enable much greater understanding of staff qualifications and their progression needs.

At each level there are mandatory and optional units of study that enable candidates to develop and extend their professional practice appropriate to their job roles. Optional units also provide scope for continuing professional development (CPD) to the specific business or career need. Some units are knowledge-based, some are competence-based and others are a combination.

Briefly the levels are:

- Awards 1-12 credits
- Certificates 13-36 credits
- Diplomas 37+ credits

1 credit = 10 hours of notional learning time (estimated number of hours it takes the average learner to complete all the learning outcomes of that unit.)

Progression opportunities are available for all courses offered and can lead to Foundation Degrees and Early Years Professional Status.

How is learning tracked/recorded?

Some units have 1 credit, others may have 3 or 4. Irrespective of where the learning takes place, or which awarding organisation accredits the learning. The results will be held on a centralised (national) Learner Record (LR) for which the learner will have a Unique Learner Number (ULN) - this will automatically trigger qualification levels/certification when the required combination of units is achieved.

Entry criteria for QCF qualifications:

- **Awards at L2 and L3** are suitable for those not in employment, employed - new in role as induction/initial training, or for personal development.
- **Certificates at L2** are suitable for those who are ready to progress from the Award, have employment or voluntary placement supported by the employer.
- **Certificates at L3** are primarily for those who are employed with key responsibilities and employer support
- **Diplomas are for leaders, deputies and those with specialist roles** and are for those who are employed seeking to develop their job role and will provide opportunities for specialist skills and are supported by the employer.

There are Awards and Certificates at Level 2. At Level 3 there are Awards, Certificates and Diplomas.

What is PATA offering?

We will be offering a range of QCF qualifications with the following features:

- A focus on meeting the individual needs of the learner through programmes of learning that will be creative and flexible.
- Variety - programmes that offer a range of learning styles and are supported by relevant professionals.
- Content will be current, comprehensive, quality assured and good value.
- Initial assessment (literacy/numeracy), induction, knowledge workshops, private study, tutorials, assignments and where required, observed practice in the workplace by qualified and experienced assessors.

From learners and employers we will require:

- Employer support.
- Learner commitment to workshops and private study.

We cannot guarantee funding availability, and this will vary between programmes according to funding source. Responsibilities for payment of fees will be required by employers and learners. Depending on the funding stakeholder there may be other entry criteria for eligibility to access funding.

PATA's recruitment process addresses:

Health & Safety - for all QCF programmes that include competence-based assessment in the workplace, employers will be required to confirm the workplace meets minimum standards to protect the interests of the learner.

Criminal Records Bureau (CRB) - All learners for courses involving direct work with children must provide evidence of CRB clearance.

Informal interviews to assess candidate suitability (experience, qualifications, job role and career aims) take place for all applicants before making a commitment to start QCF programmes. Recruitment for Level 4 includes written submissions and short listing before interview.

Course dates, times, fees & funding to be advised.

QUALIFICATIONS ON OFFER:

The strategy for the Children and Young People's (CYP) Workforce by 2020 is for a minimum level 3 and graduate-led workforce and it is the aim of the CWDC that the level 3 diploma for Children and Young People will be the only level 3 diploma.

- **L1 Certificate in Caring for Children (QCF)**

Knowledge-based qualification that offers the potential to extend understanding in a choice of topic areas, e.g. creative activities, musical experiences, books/stories/poems for young children. Suitable as progression from PATA's Introduction to Children's Play course and/or professional development for play assistants - for employed and volunteer workers and for personal development.

- **L2 Certificate for the Children and Young People's Workforce (QCF)**

Combination of knowledge and competence-based units and is a qualification for progressing to L3 to meet the 2020 CYP workforce strategy, and should not be seen as an exit point from learning. Many of the optional units also sit in the L3 Diploma. There are also shared units with the Supporting Teaching and Learning qualifications enabling flexibility across sectors. Suitable for employed or volunteer workers. Employer support required.

- **L3 Diploma for the Children and Young People's Workforce (QCF)**

Combination of knowledge and competence-based units and fully meets the 2020 CYP workforce strategy. Learners who have progressed through the L2 Certificate should already have obtained a number of the shared units and will have been able to access some of the L3 optional units. Learners will be employed with clearly defined responsibilities and employer support will be required.

What is particularly unique about this new qualification is that it allows learners to progress into 3 different pathways. It consists of:

- Mandatory units shared with other sectors*
- Core units for working with CYP**
- Mandatory units for chosen pathway
- Optional units within the chosen pathway

*CWDC; Skills for Justice; Communication Trust; LLUK

**some units also occur in the TDA (Training & Development Agency) qualifications for working in schools.

The pathways are: Early Years; Children & Young Peoples Social Care and, Learning & Development support Services.

- **Level 4 Children's Care, Learning and Development (NVQ).**

This NVQ continues to be available and is a practical curriculum based management NVQ that is assessed primarily through observations of practice that recognises specialist learning and involves detailed analysis of practice and knowledge in early years. It provides for progression to the Early Years Foundation Degree and Early Years Professional status. Learners will be employed with employer support.

- **Level 4 Higher Professional Diploma in Early Years.**

This is a professional development award that allows individuals working or aspiring to develop leadership and management skills within early years. It builds on existing vocational skills and experience whilst comparing these with an academic focus involving theoretical research and assignment writing. Learners do not have to be employed however there is a requirement for some observation of practice and therefore access to the workplace is a requirement for part of the qualification. This qualification has links to the Early Years Professional Standards and connects with the Early Years Foundation Degree programmes, it provides a fast-track route recognised for the first year of a related foundation degree. Ideally learners will be employed with employer support.

PROFESSIONAL DEVELOPMENT WORKSHOPS

to extend knowledge, understanding and practice with opportunities to gain unit accreditation at Level 4 from units within the **Higher Professional Diploma in Early Years** are now available (all workshops are 9.30am to 2.30pm at The PATA Centre):

- **Reflective Practice in the early years sector**
Mondays 13th, 20th, 27th September
- **Working with families in the early years sector**
Fridays 8th, 15th, 22nd October
- **Values and principles of the early years sector**
Mondays 1st, 8th and 15th November
- **Safeguarding the health and safety of children**
Fridays 26th November, 3rd, 10th December

Playwork qualifications on the QCF

The qualifications have been designed in consultation with both industry and educational experts and offer total flexibility to training providers to provide fit-for-purpose qualifications to those playworkers working in various locations and situations.

- **L2 Award in Playwork**

Consists of 3 mandatory units that link to the national occupational standards and enables learners to demonstrate acquisition of some of the underpinning knowledge for progression to the **L2 Certificate and L2 Diploma** at a later stage. Provides a solid introduction to Playwork, progression to employment and to L3 and L4. Suitable for: Childminders; Holiday Club workers; Leisure Centre Assistants; Play Therapist; Playworker; Midday Supervisors; Youth & Community Workers.

New qualifications for school support staff:

The Training and Development Agency (TDA) has re-developed qualifications for those working/supporting children in schools, these are now QCF qualifications and allow learners to work incrementally towards larger qualifications as their role grows and develops. Included are units that are shared with other qualifications, especially those intended for the children's workforce, to support mobility and offer opportunities for shared training.

The content reflects the Government's Common Core of skills and knowledge for the children's workforce in a way that is appropriate for the roles covered by the qualification concerned.

Course dates, times, fees & funding to be advised.

- **L2 Award in Support Work in Schools**

Knowledge-based qualification suitable for all roles in schools, including site staff, administrators as well as those who work directly with children and young people. Suitable for those seeking work, volunteers, as well as those employed as initial training/induction for those new in post. Includes material from the induction modules developed by the TDA for local authorities.

- **L2 Certificate in Supporting Teaching and Learning in Schools**

Builds on knowledge units in the Award and adds competency-based units to reflect the support to children's learning. Suitable for volunteers and employed workers. Employer support required.

- **L2 Certificate in Supporting the Wider Curriculum in Schools**

Incorporates units from the Award and shares units with the L2 Certificate in STL but also recognises the roles of midday assistants/supervisors and activities such as before and after school clubs. This qualification holds fewer credits but offers progression to the L2 Certificate in STL above. Suitable for volunteers and employed workers. Employer support required.

- **L3 Award in Supporting Teaching and Learning in Schools**

Knowledge-based qualification providing learners with a secure base to progress to a L3 role. Suitable for those learners not yet in a school role but who have the capability (includes literacy/numeracy skills) to achieve at L3. Also suitable for learners progressing from L2 Certificate and as initial training for those new in post at this level. This qualification is for those who work or will be working directly with children and young people in schools. Employer support will be required for employed learners.

- **L3 Certificate in Supporting Teaching and Learning in Schools**

This qualification is broadly equivalent to the mandatory units in the current NVQ L3 STL qualification. It incorporates units from the L3 Award. Suitable for employed learners with employer support.

- **L3 Certificate in Cover Supervision**

Incorporates units from the L3 Award and covers some of the units in the L3 STL Certificate. It does not include units that actively advance pupils learning but includes unit on providing cover. The Certificate reflects the differences between the cover supervisor and teaching assistant roles. Candidates can undertake specified additional units to address the teaching assistant role. Suitable for employed learners with employer support.

- **L3 Diploma in Specialist Support for Teaching**

Incorporates units from L3 Certificate in STL and requires the learner to supplement these with credits achieved from a range of specialist units. This qualification is broadly equivalent to the current L3 NVQ in STL. Suitable for employed learners with employer support.

Work with Parents (Award and Certificate)

This qualification has emerged in recent years and is currently being funded by the CWDC and is particularly targeted to those working in Children's Centres who work directly with parents. PATA is an approved Training Provider for this qualification and will be interested to hear from any potential learner and from Employers who may wish to consider bespoke training programmes to support cohorts of learners.

INVITATION

to

OPEN DAY EVENTS

for learners and employers

At The PATA Centre, Tuffley, GL4 0DJ

Monday 28th June at 10am

Tuesday 29th June at 12.30pm

Wednesday 30th June at 7pm

Monday 5th July at 10am

Tuesday 20th July at 7pm

At each of these events there will be a one hour presentation that will include an overview of:

- QCF qualifications that includes:
Children and Young People (formerly CCLD)
Supporting Teaching and Learning in Schools
Playwork
- Opportunities for learners who are:
Seeking skills to return to work
Seeking skills for personal development
New in job role
Extending qualifications
- What the new QCF means for employers
- Funding, course fees and cancellation policy
- Course booking procedures

Tutors and Assessors will be available for questions and clarification on specific courses of study after the presentation.

Please confirm your attendance by:

Email to: atc@pataglos.org.uk or

Telephone to: 01452 541244 / 552286



Booking Form for Workshops, Events and Short Courses

Please complete the following sections:

Section 1 For workshops, events and short courses - (please complete a separate form for each course)

Title of Training

Date

Venue

Participant name(s) and contact details **(Please clearly write the name you wish to appear on your certificate)**

| Name | Contact Number | Email Address |
|------|----------------|---------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |

Section 2 Contact details

Contact name & address (to whom joining instructions will be sent)

Telephone number & email address

PATA membership number or name of setting you attend (if applicable)

Section 3 Reply and payment details

Total fee payable for _____ places: £ _____

Please make cheque payments for events and courses in Section 1 above payable to: **PATA (UK)**. **(separate cheque for each course)**.

All bookings, payments and requests to be sent to: Jane Whitmore, Bookings Clerk, The PATA Centre, Grange Road, Tuffley, Gloucester GL4 0DJ or faxed on 01452 540273.

Confirmation and receipt will be sent to the contact name given above in section 2.

Section 4 Please specify any special requirements/disabilities/crèche places required

**PLEASE CHECK OUR WEBSITE FOR FURTHER COURSE INFORMATION/UPDATES
AND BOOKING FORMS - www.pataglos.org.uk**



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AND BOOKING FORMS - www.pataglos.org.uk**



Application for new members

Please complete both sides of this form as relevant, detach and send it to: Jenny Miles, Membership Coordinator, The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ. For any queries please contact Jenny Miles 01452 541244, membership@pataglos.org.uk

Office use: Area: Memb No: Memb Type:

Group Name: Charity No:
(if applicable) (if applicable)

Contact: Role:

(Note: the contact details are not disclosed to the public)

Address:

Postcode: Tel:

E-mail: Website:

If you do not want PATA to contact you by email, please tick here:

If you do not want a hyperlink from the PATA website to your website please tick here:

Premises address:

Postcode: Tel:

If the premises details are not to be made available to the public, tick here:

Total number of children attending:

Babies & toddlers, accompanied
 Aged over 2, unaccompanied
 School age

Timings: please state all times the setting is operating, eg 9:30-12:30

| | Mon | Tues | Weds | Thurs | Fri |
|------|----------------------|----------------------|----------------------|----------------------|----------------------|
| oos: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| am: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| pm: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| oos: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Please indicate the type of your setting (tick one box):

Voluntary management committee, mostly parents
 Voluntary management committee, but not parents
 Private
 Maintained

Are you open in the holidays? YES / NO

If YES: which holidays.....

Would you like to receive PATA Chatter via email as well by post? YES / NO

How did you hear about PATA?

*PATA (UK) is a data user under the Data Protection Act, and abides by its principles.
 PATA (UK) reserves the right to decline membership applications.*

Membership subscription fees 2010

- Baby & toddler group: £30
- Out of school club: £42
- All other settings: £72 (sessional, full daycare, voluntary, private, maintained)
- Individual: £30
- Under 21: £17
- Student: £17 (minimum 1 year course, title.....)

signature of tutor:.....)

Membership is available at any time of year for a 12 month period.

Please complete both sides of this page, detach and send to:

Jenny Miles, Membership Coordinator, The PATA Centre, Grange Rd, Tuffley, Gloucester, GL4 0DJ

| | |
|---------------------------------|---|
| Membership subscription: | £ |
| If you wish to make a donation: | £ |
| Total Payable: | £ |

Use Gift Aid and you can make your membership fee worth more. *giftaid it*

If you are joining PATA as an individual member the PATA membership fee qualifies for Gift Aid which means that for every pound you pay as membership fee or donation, we get an extra 25 pence from the Inland Revenue. Even better, all membership fees and donations you make in the future qualify for Gift Aid until you notify us otherwise. **So just tick here.**

It's that simple, and it doesn't cost you a thing.

To qualify for Gift Aid, what you pay in income tax or capital gains tax must at least equal the amount we will claim in the tax year.

Signed:

Role:.....Date:.....

Method of payment:

cheque payable to PATA (UK), cheque number

via BACS sort code 60-09-02 account number 69294941 using your name as reference

For queries, please contact Jenny Miles 01452 541244, membership@pataglos.org.uk

These fees are currently valid and are subject to change.

If you require confirmation that your application has been received, please enclose an SAE.

Office use: Date received Date receipt sent: Code:

