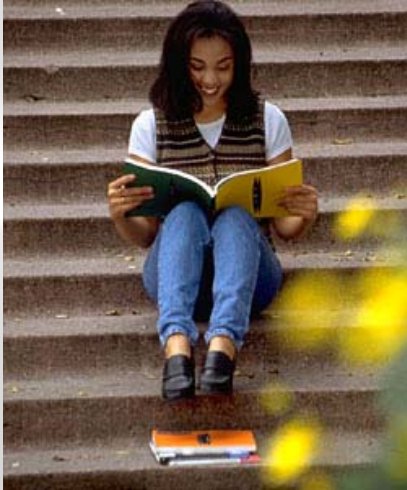


# Training and Development Programme



## Training for

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

**APRIL - JULY 2011**

## 5 GOOD REASONS for training with PATA

- tutors who are qualified and experienced and have worked in the sector
- tutors who are committed to the support and development of each and every learner
- tutors and assessors who you can communicate with directly by email and by mobile phone
- workshops that support the development of knowledge and the planning of practice to demonstrate competences
- feedback from learners say:
  - "tutor/assessor was excellent"
  - "whole course was great - would change nothing"
  - "yes, I would recommend the course to others and have done so"

Training with PATA can start with  
Introduction to Children's Play and  
progress to Level 4 !

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



PATA holds **Investor in People** status



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# **PATA'S SUMMER 2011 Training Programme Brings to you the old and the new!**

## **Providing opportunities for all early years childcare settings and schools.**

We offer a variety of training and development opportunities to members and non members. In this programme we continue to offer many of our popular courses. In response to demand, we are also offering a number of new topics and, the opportunity for apprenticeships - more about these on page 17 .

Please take time to read through this Training Programme and importantly, make it available to **everyone in your setting** - not just the **staff** but **parents and carers** as well. Many members of your setting often do not realise they are automatically members of PATA and could be taking advantage of the discounted rates for training opportunities.

If you are not eligible for the membership discount through a setting and our training is of interest to you, you can become an individual member which will give you the same discounted rates for training opportunities see [www.pataglos.org.uk](http://www.pataglos.org.uk) for information on membership or complete application form on page 25/26.

PATA works in partnership with a number of organisations to bring you the best possible specialist training. This includes Envesca for the CIEH Health & Safety, 2nd Chance for 14 hour Paediatric First Aid and other specialist trainers for CIEH Food Safety, Autism and Makaton. This summer we are also bringing to you courses in managing older children's behaviour and managing pre-school behaviour; stress management and assertiveness, as well as a very interesting 4 day award winning course 'Springboard Women's Development Programme' through Lighthouse Personal Development.

We endeavour to offer something for everyone in all types of provision to include: supporting toddler groups, working in pre-school, schools and out of school settings, and working with volunteers and employees. If you have any suggestions or skills to offer to develop our training please let us know at: [training@pataglos.org.uk](mailto:training@pataglos.org.uk)

### **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.

# 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](http://www.pataglos.org.uk) from the training overview page.

**For applications for National Qualifications (QCF) courses and apprenticeships** please print from the PATA website [www.pataglos.org.uk](http://www.pataglos.org.uk) from the training section). Forms can be emailed/ faxed or 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 printing, email or posting applications as well as any course payment requirements for booking.

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

**Applications for QCF qualifications and apprenticeships can be received at anytime - time must be allowed for assessment and interview procedures - waiting lists are maintained for next available course.**

**PATA Website - put this in your 'favourites' and check regularly!** This training programme can be viewed on the PATA website [www.pataglos.org.uk](http://www.pataglos.org.uk) with booking forms available to download. New opportunities, extra dates and further information are added regularly.

## BOOKING CONDITIONS

Payment must be made at the time of booking for short courses and workshops. For longer courses (National Qualifications) booking fees and deposits will be required at least 7 days prior to course start following formal place offer.

Payment options may be offered/requested for course fees in excess of £150.00 and will be dependent upon the timescale of the required training. No Certificates of Attendance or accreditation (National Qualifications) will be processed or issued until full payment has been received.

### 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

For National Qualifications:

- Booking fees and Awarding Body Registration/Certification fees are non refundable.

### Training Credits:

- In some instances a training credit may be issued for cancelled/postponed learning - this will have an expiry date.

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.

# 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.

## SPECIAL OFFER - Buy one get one free.

Book one place and get one free for someone else from your setting.

**DATE:** Thursday 5th May from 7pm-9pm (10 weeks)  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Kate Beevers and Rebecca Wheatley  
**COST:** £65.00 for members / £130.00 for non members

# 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:** Tuesday 3rd May from 7pm-9pm (6 weeks)  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Kate Beevers and Rebecca Wheatley  
**COST:** £45.00 for members / £90.00 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.

## **Books & storytelling, music, physical play and dance**

Including the developmental benefits gained from physical play; reading stories and using music movement & rhymes in your setting; and having a go at making an instrument.

**DATE:** Wednesday 4th, 11th and 18th May from 7pm-9pm (3 weeks)  
**VENUE:** Apperley Village Hall, Sawpits Lane, Deerhurst, Tewkesbury, GL19 4DW  
**TUTOR:** Kate Beevers and Rebecca Wheatley  
**COST:** £35.00 for members / £70.00 for non members

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

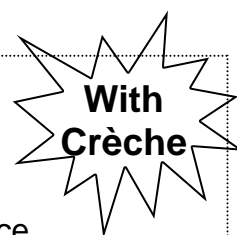
Including learning about different materials used on an everyday basis and the developmental benefit; how small world toys can represent real life similarities and difference; and create a game to play with small children.

**DATE:** Monday 6th, 13th and 20th June from 10am-12.00noon (3 weeks)  
**VENUE:** Oakley Community Resource Centre, Clyde Crescent, Whaddon, Cheltenham, GL52 5QL  
**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**

Including how to set up a safe and stimulating messy play area; discussing important health and safety issues; having a go at painting, making a junk model and making dough.

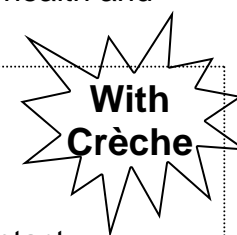
**DATE:** Monday 27th June, 4th and 11th July from 12.30pm-2.30pm (3 weeks)  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Kate Beevers and Rebecca Wheatley  
**COST:** £35.00 for members / £70.00 for non members  
**CRECHE:** £15 for the whole course. Crèche provided by PATA Mobile Crèche service.  
Please give details of number of places and children's ages on section 4 of the booking form.



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

Including how to set up a safe and stimulating messy play area; discussing important health and safety issues; having a go at painting, making a junk model and making dough.

**DATE:** Thursday 9th, 16th and 23rd June from 12.30pm-2.30pm (3 weeks)  
**VENUE:** Treetops Children's Centre, Highfields, Dursley, GL11 4NZ  
**TUTOR:** Rosa Levitt  
**COST:** £35.00 for members / £70.00 for non members  
**CRECHE:** If you require a crèche place for this course (charges will apply) please contact Sally Campion, Early Years Manager, Treetops Children's Centre, on 01453 543712 or email: sally.campion@gloucestershire.gov.uk by Monday 9<sup>th</sup> May. Subject to availability.



# MULTICULTURAL WORKSHOP

Come and join in this fun and colour filled workshop.

We will help you plan a year of celebrations to include crafts, music, games and foods from a variety of cultures. Practical crafts to try and take home, lots of multicultural items to look at and discuss. Please bring along a sample of something you have made with the children in your setting. Suitable for playgroups and out of school clubs.

**DATE:** Tuesday 3rd May from 7pm-9pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Rosa Levitt  
**COST:** £30.00 for members / £60.00 for non members

# SCIENCE WORKSHOP

A fun science workshop for toddlers and pre-school workers, parents and carers.

This exciting workshop will cover a range of fun activities for you to participate in and take back to your groups to do with the children. We will discuss resources and the "Risk" element and share ideas. Come along and have some fun. Also suitable for Out of School.

**DATE:** Tuesday 7th June from 9.30am-11.30am  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Rosa Levitt  
**COST:** £30.00 for members / £60.00 for non members

# STORYTELLING WORKSHOP

This workshop explores all aspects of storytelling, using props such as puppets and other activities. Ideal for toddler and pre-school workers, parents and carers.

Fun and full of practical ideas to build your confidence to tell a story without the need of books.

**DATE:** Monday 27th June from 7pm-9pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Rebecca Wheatley  
**COST:** £30.00 for members / £60.00 for non members

# MESSY PLAY FOR TODDLERS

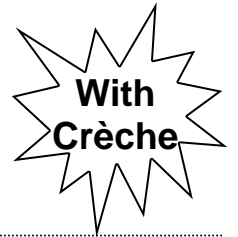
Ideas for making messy play easy in your group and at home. How to encourage free play, creativity and stimulate imagination. Let us show you how to make it simple, cheap, safe and fun. This session is aimed at anyone involved with messy play with toddlers in their group or who would like to be, or parents looking for inspiration!

**DATE:** Wednesday 15th June from 7pm-9pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Kate Beevers and Rebecca Wheatley  
**COST:** £30.00 for members / £60.00 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:** Friday 10th June from 12.30pm-2.30pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Kate Beevers and Rebecca Wheatley  
**COST:** £30.00 for members / £60.00 for non members  
**CRECHE:** £15 for the whole course. Creche provided by PATA Mobile Crèche service.  
Please give details of number of places and children's ages on section 4 of the booking form.

# BASIC FIRST AID AWARENESS

This three hour course is a basic Introduction to First Aid and is ideal for parents/carers of young children. This course includes baby and toddler resuscitation and recovery position.

Please note this course is non-certificated and will not provide a qualification for those who work with children.

**DATE:** Wednesday 11th May from 6.30pm-9.30pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Neil Rodgers  
**COST:** £30.00 for members / £60.00 for non members

# RUNNING A SUCCESSFUL TODDLER GROUP

**Part of our series of workshops for those involved in settings  
Reflect and Connect**

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:** Monday 4th July from 6.30pm-9pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Kate Beevers and Rebecca Wheatley  
**COST:** FREE

# 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, Stroud, who specialises in working with children with autism language impairment and associated behaviours.

**DATE:** Thursday 9th June from 6.30pm-9pm  
**VENUE:** Bourton on the Water Playgroup, School Hill, Bourton, GL54 2AW  
**TUTOR:** Rebecca Davidson  
**COST:** £35.00 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:** Wednesday 6th July from 6.30pm-9pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Neil Rodgers  
**COST:** £30.00 for members / £60.00 for non members

# MANAGING PRE-SCHOOL 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 relevant to this age group.

**DATE:** Monday 13th June from 6.30pm-9pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Anita McKelvey  
**COST:** £35.00 for members / £70.00 for non members

**DATE:** Tuesday 5th July from 6.30pm-9pm  
**VENUE:** Broadwell and Coalway Playgroup, Coalway Road, Coleford, GL16 7HL  
**TUTOR:** Anita McKelvey  
**COST:** £35.00 for members / £70.00 for non members

# MAKATON TASTER

The Makaton taster is a brief introduction to Makaton using 30 signs and symbols.

This fun and interactive session also describes the purpose and benefits of using Makaton and gives information about how to access further Makaton courses.

**DATE:** Wednesday 22nd June from 7pm-9pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Wendy Allison  
**COST:** £30.00 for members / £60.00 for non members

## INTRODUCTION TO SIGHT LOSS IN CHILDREN

This workshop is led by Victoria Magee who has worked for many years in the field of supporting children and adults with sight loss, supporting their mobility and independence.

The session will include:

- how the eye works, low vision and eye conditions
- early identification of sight loss
- developmental differences in babies with sight loss
- inclusion and adaptation of the environment, toys, and activities

There will be practical activities, sources of help - signposting and information on further training.

**DATE:** Friday 20th May from 10am-2.30pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Victoria Magee  
**COST:** £45.00 for members / £90.00 for non members

## 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 relevant to this age group.

**DATE:** Tuesday 17th May from 6.30pm-9pm  
**VENUE:** St Marks Methodist Church, Gloucester Road, Cheltenham, GL51 8PX  
**TUTOR:** Anita McKelvey  
**COST:** £35.00 for members / £70.00 for non members

# PLANNING MADE SIMPLE

## WOULD YOU LIKE TO REDUCE YOUR PAPERWORK?

A whole setting approach for practitioners to plan for the EYFS. This workshop will provide you with opportunities to:

- share good practice
- explore your observation, planning and assessment cycle
- discuss retrospective and forward planning
- involve each member of staff with planning

Please bring along examples of planning from your setting eg, activity plans, learning journeys, observation records.

**DATE:** Saturday 14th May from 10.00am-12.30pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester GL4 0DJ  
**TUTOR:** Anita McKelvey / Kate Beevers  
**COST:** £35.00 per person Additional persons per setting £25.00 (members only)  
£70.00 per person (non members)

# MANAGING STRESS

How to reduce, prevent and cope with day to day stress. Have you thought about how much time in the day you spend getting or being stressed? This sessions looks at simple steps that can help you deal with stress on a day to day basis.

**DATE:** Monday 9th May from 7pm-9pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Julie Shehata-Morgan of Lighthouse Personal Development  
**COST:** £35.00 for members / £70.00 for non members

# ASSERTIVENESS

Get yourself heard and listening to others. Have you ever felt that nobody is listening to what you have to say? Or you have problems in getting your point across. In this 2 hour session we look at how important communication skills are and also equally how important listening skills are and techniques to use on a daily basis.

**DATE:** Monday 20th June from 12.30pm-2.30pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Julie Shehata-Morgan of Lighthouse Personal Development  
**COST:** £35.00 for members / £70.00 for non members

**Lighthouse Personal Development** will also be running a series of workshops over the next few terms on a number of personal development issues that will help you in your work and day to day lives.

Coming up

- work/life balance
- self esteem
- time management
- goal setting



# ALL CHANGE ON YOUR COMMITTEE

## Part of our series of workshops for those involved in settings 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.

This session will give an overview of

- a committee's roles and responsibilities
- how to use the PATA Business Pack
- handover over to a new committee
- to enable you to plan for sustainable future

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:** Thursday 30th June from 7pm-9pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Jenny Miles  
**COST:** FREE and includes a free copy of the PATA Business Pack

## SPRINGBOARD

Struggling to juggle work and family life, or just stuck in a rut? Need a boost in confidence? We are offering through Lighthouse Personal Development the award winning 'Springboard®' Women's Development Programme.

Whilst this programme is designed for women in all walks of life it is very popular with women who find themselves in management roles, who are looking for a change in direction in their lives.

The four day course delivered over 3 months gives you time and space to help you identify clear, practical goals for life and develop the skills and confidence to make it happen!

### It consists of five simple ingredients:

- a superb and best selling workbook, regularly up-dated and embracing all the material for the entire programme, and beyond
- four action-packed one-day workshops spread over three months.
- the provision of real, relevant and inspiring role models.
- the encouragement of effective networks within the group.
- a local support system to enable sustainable progress.



### What does it cover?

- self assessment
- skills assessment
- identifying your values
- the world about you
- setting goals
- assertiveness
- networking
- putting yourself across positively
- building your image

**DATE:** Friday 6th May, 27th May, 24th June and 15th July from 9.30am-2.45pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Julie Shehata-Morgan of Lighthouse Personal Development  
**COST:** £250.00 for members / £350.00 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. Maximum number for each course: 16

**DATE:** Monday 16th & 23rd May from 9am-5pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Neil Rodgers  
**COST:** £70.00 for members / £110.00 for non members

**DATE:** Thursday 16th & Friday 17th June from 9am-5pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Neil Rodgers  
**COST:** £70.00 for members / £110.00 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 handlers to recognise and control hazards to ensure safe food for children. 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.

This course supports the settings requirements under the EYFS for those responsible for the preparation and handling of food to be competent. See page 27 of Statutory Framework for EYFS.

Whilst this is a regulated food safety programme, Margaret Hughes delivers this course to be relevant the needs and issues of those working in playgroups, nurseries and out of school clubs.

The course includes

- food safety/food hygiene - how to comply with the law
- what goes wrong to cause food poisoning
- how can we stop it going wrong
- cooking, chilling & storing food safely
- cleanliness: protecting the food from people
- cleaning, disinfecting
- premises
- food pests - how to stop them sharing our food

NB. CIEH ([www.cieh.org](http://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:** Thursday 12th May from 9.30am-4.30pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Margaret Hughes  
**COST:** £55.00 for members / £70.00 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:** Monday 9th May from 9.30am-5pm  
**VENUE:** The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ  
**TUTOR:** Envesca  
**COST:** £55.00 for members / £70.00 for non members



## APPRENTICESHIPS - 'GOLD STAR' opportunities!

PATA is offering the Government's 'GOLD STAR' training packages for L2 and L3 QCF qualifications in the form of apprenticeships.

Funding for training is undergoing change and moving strongly into apprenticeships. Apprenticeships offer the workforce the means to develop academic and practical skills to ensure the very best practice. Essential to a meaningful and successful apprenticeship is employer support and commitment by the employer, the employee and the training provider.

There are no age barriers to becoming an apprentice but employment is essential from April 2011. The level of funding to support the apprenticeship reduces significantly from age 24 onwards and may require employer contribution. Could your setting benefit from an extra pair of hands to support your staff team?

Apprenticeships offer great opportunities for both the employee and the employer.

Employees:

- To be able to gain full and relevant qualifications for the job in a supportive learning environment;
- To develop communication, number and information technology levels by completing Key or Functional Skills;
- Be employed whilst learning a profession;
- Progression opportunities from Level 2 to Level 3 (advanced apprenticeships) and on to L4 and/or Foundation or other degrees;

Employers:

- Ensures the employee has full and relevant qualifications for the job role;
- Promotes best practice;
- Enables the employer to plan and develop staff teams and competences to meet the needs of their business and perhaps to share an apprentice with another employer?
- Ensure essential skills are passed on using the mentoring skills of experienced staff;

The essential requirements of an apprenticeship include:

- The full QCF qualification
- Key Skills as required for the sector
- On the job training and support with identified line manager/supervisor/mentor
- Off the job training with PATA through regular attendance at workshops, completion of assignments, tasks and assessment of competence in the workplace.
- Employment at the minimum rate for apprenticeships of £2.50 an hour or above in the first year of the apprenticeship.

Entry and eligibility requirements include evidence of prior qualifications, skills assessments, employer support and agreement to the Learning Plan with all parties. Applicants with degrees and some L4 qualifications are not eligible for apprenticeships.

For further information on how apprenticeships may work for you or for your workplace - contact: [atc@pataglos.org.uk](mailto:atc@pataglos.org.uk) or come along to our **FREE Information Session** on 28 March or 27 April at PATA - see Page 16 for details.

*Reserve your place using the short course Booking Form*

**Level 4 qualifications - Higher Professional Diploma Early Years and the L4**

**CCLD:** these qualifications are currently under re-development and will be promoted via the PATA website when further information is available.

**Course date:** To be advised.

**Cost:** To be advised

**PATA** will be offering the re-developed course(s) subject to sufficient numbers.

Please express your initial interest by completing the Application Form for NATIONAL QUALIFICATIONS from the PATA website [www.pataglos.org.uk](http://www.pataglos.org.uk)

## **L2 CERTIFICATE and the L3 DIPLOMA For the CHILDREN & YOUNG PEOPLE WORKFORCE (CYP)**

The national qualifications for working in early years are the L2 Certificate and the L3 Diploma CYP on the QCF. **The L2 Certificate** is seen as a progressive qualification that will lead the worker into the L3 Diploma. The L2 Certificate is recognised by Ofsted, workers holding this qualification are counted in the qualified staff ratios. **The L3 Diploma** offers 3 pathways: Early Years, Health & Social Care (HSC) and Learning & Development (LLD) - **PATA is offering the Early Years pathway. Learners undertaking apprenticeships will be required to complete either the Certificate at L2 or the Diploma at L3.** For information on apprenticeships see page 17.

These qualifications are not 'nested' as they are in other sectors. It is expected that a L3 Diploma learner will already hold a L2 qualification, the L2 Certificate or have significant experience. In both qualifications it is possible to study units singularly for professional development. They have been designed in consultation with industry and educational experts and offer fit-for-purpose qualifications to those childcare workers working in various locations and situations. The sector skills council (SSC) responsible for the CYP qualification is the Children's Workforce Development Council (CWDC) and these qualifications can be accredited through several awarding organisations. PATA is registered with the City & Guilds organisation.

QCF qualifications are similar to the previous NVQs requiring assessment of competence in the workplace by qualified Assessors supported by assignments for the knowledge content.

- **L2 Certificate for working with the CYP Workforce**

Combination of knowledge and competence-based units and provides for progression to the L3 Diploma CYP to meet the 2020 CYP workforce strategy. It should not be seen as an exit point from learning. Several study units sit within the L3 Diploma and are also shared with Supporting Teaching & Learning qualifications, allowing flexibility across sectors. Suitable for employed or volunteer workers. Course duration is approximately 9-12 months.

- **L3 Diploma for working with the CYP Workforce**

Builds on the competences from the L2 CYP fully meeting the 2020 CYP workforce strategy. The range of optional units within this qualification meet the needs of a wide range of workers offering flexibility to respective job roles and also the opportunities for continuing professional development through completion of individual study units. The structure of this qualification includes mandatory units that are shared with other sectors (enabling flexibility in future job roles), core units specific to CYP, mandatory units for the chosen pathway eg, Early Years and optional units appropriate to the job role. Learners must be employed with identified job roles and employer support. Course duration is approximately 15-18 months.

### **Entry criteria:**

For all QCF qualifications that involve access to the workplace for assessment of competence there must be employer support, an identified line manager/supervisor and a commitment to the study involved both on and off the job.

Learners must be:

- aged 17 or above (18 for L3) with relevant CRB for the certificate and Diploma
- at L2 will hold the equivalent of GCSE grades D to G and at L3 the equivalent of grades A to C in English and Maths. All learners will be required to complete skills assessments
- at L2 working under supervision
- at L3 learners will be expected to hold greater levels of responsibility within the setting

### **Suitable for:**

Play and nursery assistants, key workers, play leaders, nursery managers, childminders, community support workers, special educational needs workers, play therapists.

**Course date:** June/July 2011 Day & evening options may be available **Cost:** To be advised

**PATA** will be offering these courses subject to sufficient numbers - applications by end May 2011

Please express your interest by completing the Application Form for NATIONAL QUALIFICATIONS from the PATA website [www.pataglos.org.uk](http://www.pataglos.org.uk)

# L2 AWARD and CERTIFICATE and the L3 AWARD, CERTIFICATE and DIPLOMA in SUPPORTING TEACHING & LEARNING IN SCHOOLS (STL)

TEACHING ASSISTANT qualifications on the QCF are now fully available in the form of Awards, Certificates and Diplomas at Level 2 and Level 3. **Learners undertaking apprenticeships will be required to complete either the Certificate at L2 or the Diploma at L3.** For information on apprenticeships see page 17.

These qualifications have been designed on a 'nested' approach that enables the learner to progressively develop. They can be taken singularly or as a full Diploma qualification. They have been designed in consultation with industry and educational experts and offer fit-for-purpose qualifications to those playworkers working in various locations and situations. The sector skills council (SSC) responsible for the STL qualification is the Training & Development Agency (TDA) and these qualifications can be accredited through several awarding organisations. PATA is registered with the City & Guilds organisation.

QCF qualifications are very similar to the previous NVQs and require assessment of competence in the workplace by qualified Assessors.

- **L2/L3 Award 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 induction for those new in post. Includes material from the induction modules developed by the TDA for local authorities. Employment is not essential for the Award. Refer to entry criteria below.

- **L2 /L3 Certificate in Supporting Teaching & Learning in Schools (STL)**

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

Builds on the L2 Award and has shared units with a choice of optional units appropriate to the required qualification, recognising the role of those supporting classroom practice versus the wider curriculum role of midday assistants at L2. Learners completing the L2 Certificate in Supporting the Wider Curriculum can progress to the L2 Certificate in STL. The L3 Certificate is broadly equivalent to the previous L3 NVQ in STL. Employment is desirable for L2 and essential for L3.

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

Embraces all the underpinning knowledge from the Award and the Certificate at L3 and confirms the application and reflective practice of the learner in the work role with a choice of specialist units appropriate to the work role. Employment and experience is essential.

### **Entry criteria:**

For all QCF qualifications that involve access to the workplace for assessment of competence there must be employer support, an identified line manager/supervisor and a commitment to the study involved both on and off the job.

Learners must be:

- aged 17 or above (18 for L3) with relevant CRB for the certificate and Diploma
- at L2 will hold the equivalent of GCSE grades D to G and at L3 the equivalent of grades A to C in English and Maths. All learners will be required to complete skills assessments.
- at L2 working under supervision. L3 learners will be expected to hold greater levels of responsibility within the school.

### **Suitable for:**

Classroom assistants, support workers, midday supervisors, caretakers, administration staff.

**Course date:** Course start - June/July 2011

**Cost:** To be advised

**PATA** will be offering these courses subject to sufficient numbers - applications by end May 2011

Please express your interest by completing the Application Form for NATIONAL QUALIFICATIONS from the PATA website [www.pataglos.org.uk](http://www.pataglos.org.uk)

# PLAYWORK OPPORTUNITIES

- **TAKE FIVE for PLAY**
- **L3 AWARD in TRANSITION to PLAYWORK (new)**
- **L2 or L3 AWARDS, CERTIFICATES or DIPLOMAS in PLAYWORK (QCF)**
- **L2 or L3 APPRENTICESHIPS for PLAYWORKERS (new)**

## **TAKE FIVE for PLAY (book now and be ready to work in Summer playschemes)**

This 15 hour course is delivered over 2 days. It is suitable for students from age 16 who are seeking work in holiday playschemes and will be working under supervision, and for childminders. It is also suitable for playworkers working voluntarily in out of school and holiday Playschemes who have no previous training and are considering progression to the L2 national qualifications in playwork. This course provides underpinning knowledge towards the Playwork Induction Standards for working with children aged 4-16 years.

### **Content:**

- 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.
- Develops confidence in working with young people aged 4-16 years.
- Explores the Playwork Principles.

**This course is endorsed by Playwork Partnerships** and will be certificated providing there is a minimum of 80% attendance and completion of the 'homework' task based on evidence from 10 hours playwork practice. Candidates require a voluntary or employed placement for 10 hours to complete this course requirements.

**Course date:** Saturday 25th & Sunday 26th June      **Time:** 9.00am to 4.30pm

**Venue:** PATA Centre, Tuffley, Gloucester GL4 0DJ

**Cost:** £75.00 payable with booking

**Tutor:** Dee Davies

(includes £30 materials/certification costs to Playwork Partnerships)

## **Level 3 Award in Transition to Playwork from Early Years**

Due to popular demand, SkillsActive has been working with employers and awarding organisations to convert the National Qualifications Framework (NQF) Award in Playwork for Early Years and Childcare Workers into a short qualification suitable for the new Qualifications and Credit Framework (QCF).

The new course will provide the knowledge and understanding of Playwork for early years staff who have already achieved a level 3 qualification which was based on the Children's Care, Learning and Development standards. The new qualification contains 2 units and is expected to be available from awarding organisations from 1 March 2011.

**Course date:** To be advised.

**Cost:** To be advised

**PATA** will be offering this course subject to sufficient numbers.

Please express your interest by completing the Application Form for NATIONAL QUALIFICATIONS from the PATA website [www.pataglos.org.uk](http://www.pataglos.org.uk)

## **TUTOR/ASSESSOR opportunities with PATA for Playwork qualifications**

We are seeking a suitably qualified and experienced tutor/assessor for variable hour contract work on a part time basis. Hours will be flexible to meet needs of candidates and may involve visits to out-of-school and holiday Playschemes. Own transport is essential.

**Contact:** [atc@pataglos.org.uk](mailto:atc@pataglos.org.uk) for Application Form & Job Description

**Closing date:** 28th March 2011

**Interviews:** Early April 2011



## NATIONAL QUALIFICATIONS - Information Update

QCF All national qualifications offered by PATA are now on the qualifications credit framework (QCF) or will be during 2011. Where this applies to any courses previously offered and that are currently under re-development, this is indicated in the course description in the following pages.

### CWDC and Qualifications - your queries answered!

#### **1. Will NVQ qualifications continue to be recognised as full and relevant?**

The reassurances given by the Children's Workforce Development Council (CWDC) with regard to older qualifications eg NVQ still apply and those currently or recently completing NVQs should not be concerned. As with all qualifications there is a need to maintain professional development. The following statement was made in August 2010 by the CWDC on their website:

*"We are talking about the 'new world' for 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". [www.cwdcouncil.org.uk/qualifications/](http://www.cwdcouncil.org.uk/qualifications/)*

#### **2. Enquiries about the future levels of qualifications required in settings:**

PATA has received a number of enquiries about **(a)** the requirements for full and relevant qualifications by 2012, and **(b)** for L3 and graduate-led provision by 2015. The information on the CWDC website is the best information available and the following clarification has been provided by CWDC for PATA to place in this Training Programme:

##### **(a) Qualifications 2012**

*"The September 2012 date came in when the old standards for early years qualifications were reviewed and the Statutory Framework was published in 2008. We developed new criteria for qualifications to meet, in order to be considered full and relevant to count towards the qualified staff ratios laid out in the Framework. This reflected the need to ensure that all early years qualifications were completely up to date in terms of best practice and updated knowledge.*

*Some qualifications that previously met the old standards, therefore, no longer met the new criteria and staff who held these qualifications needed to undertake a further full and relevant qualification. In these circumstances, **if staff have previously counted towards the qualified staff ratios in a setting, they are able to continue to do so provided that they are studying towards a full and relevant qualification that will be completed by September 2012.**"*

Full and relevant qualification information can be found on: <http://qualificationslist.cwdcouncil.org.uk>

##### **(b) Government Aims for 2015**

*"The government aims for the early years workforce are outlined on our website <http://www.cwdcouncil.org.uk/eyps/government-aims>. This relates to the government aims for early years workers by 2015. **It is important to note that these are intentions and aims currently and the legal requirements as set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) are what are enforced at the moment.***

*In their **Next Steps for Early Learning and Childcare**, the previous government stated the consideration of making it a requirement from 2015 for everyone working in early years provision to have a full and relevant qualification of at least Level 3. You can access this document on the **Department for Education** website <http://www.education.gov.uk/publications/standard/publicationDetail/Page1/DCSF-00173-2009>.*

*In the **2020 Childcare Strategy**, the government set out their vision of having a graduate leading every day care setting by 2015. Please see this Department for Education strategy <http://education.gov.uk/publications/standard/publicationDetail/Page1/DCSF-01052-2008>.*

*Please note that the above government aims were set out by the previous government and the Department for Education and are not currently enforced as mandatory. Until further notice from the current government, the CWDC are still working towards these aims and strategies. The current government have also pledged ongoing support for our graduate programmes (e.g. the EYPS programme) for the next financial year (2011-2012)."*



# 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](http://www.pataglos.org.uk)**



# Booking Form for Workshops, Events and Short Courses



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AND BOOKING FORMS - [www.pataglos.org.uk](http://www.pataglos.org.uk)**



# Application for new members PATA (UK)

Please complete both sides of this form, 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 Type: Memb No:

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

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

Address:

Postcode: Tel: Email:

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

Premises address:

Postcode: Tel:

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

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

**Total number of children on your records:**

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

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

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

**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"/>

Are you open in the holidays? YES / NO  
 If YES: which school holidays.....  
 .....  
 and days/times of holiday opening .....  
 .....  
 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 2011

- Baby & toddler group: £35
- Out of school club: £45
- All other settings: £75 (sessional, full daycare, voluntary, private, maintained)
- Individual: £35
- Under 21/student: £25 (subject to criteria)

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:	£
<b>Total Payable:</b>	£

Signed: .....

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

Method of payment:

cheque payable to PATA (UK), cheque number

via BACS sort code 60-09-02 account number 69294941  
**N.B. please use your membership number as reference and notify when BACs payment made - email membership@pataglos.org.uk**

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.

**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.*

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Office use: Date received Date receipt sent: Code:



