

Workforce Learning and Development Programme

Spring 2012



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Welcome to Spring 2012 edition of the Learning and Development training programme for Early Years Foundation Stage, Childcare and Play Practitioners. The training provided in this booklet focuses on developing the childcare workforce in the private, voluntary and independent sector.

We have recently consulted with you on our current training programme through an online survey. We received an excellent response to this survey and we will be using this feedback to assist us with shaping your future training programmes. We look forward to publishing the results of this survey in future weekly updates and letting you know about changes that we are making through our weekly update. If you would like to provide further feedback please do not hesitate to contact us as this is greatly received.

Please take a look at our terms and conditions to familiarise yourself prior to booking on a training course. We would like to remind all providers of our terms and conditions relating to course confirmations, and acknowledgement of applications. Please be aware that if you have not received a confirmation e-mail or letter within 10 working days of sending in your booking form, it is your responsibility to contact us and confirm if you have been allocated a place.

Please take a look at our Safeguarding Training Pathway which we have included this term, to ensure you are attending training which meets your needs and the needs of your setting. If you would like more information on Multi-agency Level 2 and 3 training please do not hesitate to contact us.

We have extended our Graduate Leader Fund to all childcare providers in Trafford, including Childminders, Pre-School Playgroups and Out of School Clubs. If you would like to increase your qualifications or those of your staff to gain Early Years Professional status please contact us for more information on funding which you may be eligible for.

Help us to continue to meet your needs and develop the training programme by registering your interest in courses by filling out a booking form. Even if you do not make the programmed date we may be able to run additional courses if numbers on reserve lists justify it.

Play an active part in our quality assurance process by continuing to complete your online evaluations, this information is vital to us to ensure the training we are offering is meeting your needs. In addition we would love to hear from you about how the training you receive translates into improved practice and outcomes for children.

We trust you find this programme useful and the courses enjoyable and worthwhile.

Gemma Easthope

Applications Process for Trafford Practitioners

The learning and development opportunities detailed within this programme are funded by Trafford Workforce Learning.

Trafford Workforce Learning is committed to supporting childcare and early education providers in developing the best choice and opportunities for children and their parents and carers in Trafford. However, the amount of funding we receive to provide training has not kept pace with the demand for training, and the level of support we believe the childcare community in Trafford deserves.

In order to maintain both the quality and quantity of the training we provide, we now operate a charging policy for providers who wish to access the training programme.

What are the costs of training courses?

All childcare providers are asked to contribute a small amount towards their training course, which will continue to be heavily subsidised by Trafford Workforce Learning. This charge is for all courses with the exception of Safeguarding.

The costs to be paid by childcare providers are as follows:

- £20 per person for each training course with the exception of First Aid, Multiple part courses, Accredited courses and Safeguarding
- £35 per person for First Aid, multiple part courses and other accredited courses

Please note there is no charge for Safeguarding Training

How to pay?

To make a payment:

- Go to www.trafford.gov.uk/payments
- Click on Sure Start Training Courses
- Input your reference number (from your confirmation letter)
- Pay online using your debit or credit card
- Receive a receipt instantly by e-mail.

Please be aware that you will be required to pay the course fee within 5 working days of the date of your notification letter. If a payment is not received within 5 working days your allocated place on the training course will be cancelled.

The online payment system means you will know that your payment has reached us, you will receive an instant receipt for your business records and if you ever need a refund, this can easily be made back to your card.

If you would still like to pay by cheque, you can send this in after receiving your notification letter, quoting your reference number on the back.

This same online payments system will be used for paying late cancellation and non attendance charges.

For settings who make more than one course booking and would like to request a 'bulk' payment, please select 'invoice my setting' on your [online booking form](#).

Payment will be requested by Trafford Workforce Learning at the end of each month and this can be paid by debit/credit card or cheque.

How to use this programme?

The training courses are listed under four of the Every Child Matters outcomes, plus a fifth section relating to Leadership and Management:

- Being Healthy
- Staying Safe
- Enjoying & Achieving
- Making a Positive Contribution
- Leadership and Management

Therefore you can see what training is available depending on the outcome in which you wish to strengthen your knowledge and skills.

Each course structure gives the course aim an overview of the course content, learning outcomes, target group and assessment methods, which will enable you to select the most appropriate training course for your individual needs.

The Trafford Workforce Learning Team and School Improvement Service aim to provide you with high quality and relevant training to enhance your professional development and skills within the childcare setting.

The courses provided are heavily subsidised, and to allow us to offer funded training we have to impose small charges for bookings, cancellations and non-attendance.

Please refer to the full terms and conditions on page 43.

How to book on to a course?

Book your courses through our new online application system. Simply decide which course(s) you want to apply for, complete the online application form and click 'submit'. You will receive an instant notification that we have received your application. You will then receive an e-mail notification within 10 working days to

request payment for your course. If you have been successful in obtaining a place on the course(s) you applied for. You can find the new online application system at: www.trafford.gov.uk/ldp

It is important that you pay for your course after you have received your e-mail notification, and this payment **MUST** be made within 5 working days, otherwise you will lose your place.

If you do not have an email address confirmations will be posted out to you.

Be sure to book early to avoid disappointment as all of our courses listed are popular and in high demand.

Please be aware that due to funding and high demand, places are restricted to only **one delegate per setting** on the following courses:

- First Aid
- Health and Safety
- Food Safety
- Safeguarding Children – Introduction

Course Confirmations

After applying for a place on any of the courses, you will receive a notification that you have been allocated a place or that you have been placed on a reserve list. The notification will include your reference number for course payment and once you have received this you must pay for your course. We aim to send out this notification within 10 working days of receiving your application.

Once we have received and processed your payment we will send a confirmation letter that payment has been received and your place has been confirmed on the course.

Confirmations will always be sent to the setting, rather than to the individual delegate. If we hold an e-mail address for your setting, this confirmation will be sent out by e-mail, rather than in the post. You will receive one confirmation per delegate per course which will make it easier for group settings to manage course bookings for their staff. If your setting does not have an e-mail address, the confirmation will be sent by post.

Application Process for Non-Trafford Practitioners

This training programme has now been extended to offer a number of courses to Early Years Foundation Stage and Childcare and Play Practitioners in other Local Authorities.

Practitioners who work in neighbouring Local Authorities can access all courses within this programme. These may be Local Authorities who no longer offer training to practitioners or who offer a limited training programme. By offering training to practitioners who are unable to access courses in their own Local Authority this aims to continue to support the childcare community and improve outcomes for children.

All courses will be subject to the Terms and Conditions as stated within this programme and practitioners should accept these when applying for a course. Please take note of our Terms and Conditions relating to non-attendance and non-booked charges.

What are the costs of training courses?

All non-Trafford practitioners will be asked to pay the full course costs as stated in the course outline.

The costs to be paid by non-Trafford practitioners are as follows:

- £45 for all courses
- £84 for First Aid and Accredited Behaviour Management

How to pay?

For non-Trafford bookings we only accept payments via the online booking system, settings can not be invoiced for course payment.

To make a payment:

- Go to www.trafford.gov.uk/payments
- Click on Sure Start Training Courses
- Input your reference number (from your confirmation letter)
- Pay online using your debit or credit card
- Receive a receipt instantly by e-mail.

Please be aware that you will be required to pay the course fee within 5 working days of the date of your notification letter. If a payment is not received within 5 working days your allocated place on the training course will be cancelled.

The online payment system means you will know that your payment has reached us, you will receive an instant receipt for your business records and if you ever need a refund, this can easily be made back to your card.

This same online payments system will be used for paying late cancellation and non attendance charges.

How to use this programme?

The training courses are listed under four of the Every Child Matters outcomes, plus a fifth section relating to Leadership and Management:

- Being Healthy
- Staying Safe
- Enjoying & Achieving
- Making a Positive Contribution
- Leadership and Management

Therefore you can see what training is available depending on the outcome in which you wish to strengthen your knowledge and skills.

Each course structure gives the course aim an overview of the course content, learning outcomes, target group and assessment methods, which will enable you to select the most appropriate training course for your individual needs.

The Trafford Workforce Learning Team and School Improvement Service aim to provide you with high quality and relevant training to enhance your professional development and skills within the childcare setting.

Please refer to the full terms and conditions on page 43 .

How to book on to a course?

Book your courses through our online application system, selecting the **non-Trafford Booking Form**. Simply decide which course(s) you want to apply for, complete the online application form and click 'submit'. You will receive an instant notification that we have received your application. You will then receive an e-mail notification within 10 working days to request payment for your course. if you have been successful in obtaining a place on the course(s) you applied for. You can find the new online application system at: www.trafford.gov.uk/ldp

It is important that you pay for your course after you have received your e-mail notification, and this payment **MUST** be made within 5 working days, otherwise you will lose your place.

Course Confirmations

After applying for a place on any of the courses, you will receive a notification that you have been allocated a place or that you have been placed on a reserve list. The notification will include your reference number for course payment and once you have received this you must pay for your course. We aim to send out this notification within 10 working days of receiving your application.

Once we have received and processed your payment we will send a confirmation letter that payment has been received and your place has been confirmed on the course.

Confirmations will always be sent to the email provided on the online application form you submit to us.

Course Evaluations

All of our course evaluations are now completed online. At the end of your training course the tutor will provide you with a link to an online questionnaire to complete your evaluation, a link will also be emailed to the email address we hold for you / your setting. Please ensure you log on to a computer and complete this questionnaire so that we can continuously quality assure our training and also meet your training needs.

Your views!

To enable us to offer the most appropriate courses we welcome and encourage your feedback and suggestions through one of the following methods:

✉ E-Mail: surestart.training@trafford.gov.uk
✉ Post: Sure Start Workforce Learning
C/o Davyhulme Library, Hayeswater Road, Urmston
M41 7BL
☎ Fax: 0161 912 3288
☎ Phone: 0161 912 3249

We have taken on board comments made regarding booking forms and confirmation letters being lost or delayed in the post and so we have developed a new online application system which provides an instant notification that your booking has been received. Additionally, all confirmations will now be sent out by e-mail where possible.

Attendance Certificates

Certificates of attendance are issued to all delegates who fully complete a course and training evaluation. From now on certificates will be produced every half term

and emailed directly to the setting / childminder. If anyone would like to receive a hard copy of the certificate, you will be charged for these as follows:

Number of Certificates	Cost of Certificates	Cost of Postage	Total Cost
1	£0.25	£0.61	£0.86
2	£0.50	£0.61	£1.11
3	£0.75	£0.80	£1.55
4	£1.00	£0.80	£1.80
5	£1.25	£0.80	£2.05
6	£1.50	£0.80	£2.30
7	£1.75	£0.80	£2.55
8	£2.00	£0.80	£2.80
9	£2.25	£0.80	£3.05
10	£2.50	£0.80	£3.30

Venues

The addresses for the venues used in this programme are:-

- **Flixton House**, Flixton Road, Flixton, M41 5GJ
- **Sale West Development Centre**, Manor Avenue, Sale, M33 5XJ
- **Waterside Arts Centre**, Waterside Plaza, Sale, M33 7ZF
- **Altrincham Town Hall**, Market Street, Altrincham, WA14 1PN
- **Warren Bruce Court**, Warren Bruce Road, Trafford Park, M17 1LB
- **The Fuse**, Warburton Lane, Partington, M31 4BU

In order for all participants to get the most from the training opportunities, please follow the code of conduct below:

- **Please arrive on time.**
- **Please inform the tutor if it is essential for you to leave your mobile phone switched on.**
- **Be prepared to discuss the learning topic with colleagues, whilst ensuring confidentiality at appropriate times during the training session.**
- **Reflect on the session and offer valuable comments on the evaluation form.**
- **Ensure appropriate behaviour to promote a learning environment that is comfortable for both yourself and your colleagues**

We want your learning experience to be effective, challenging and worthwhile. Therefore we will aspire to:

- **Ensure that the tutor is punctual, prepared and receptive to discussion and debate.**
- **Provide a learning experience that is relevant and informative which will enhance your prior knowledge and skills.**
- **Provide a learning environment that promotes learning and is comfortable.**

Food Safety



Multiple part
course

Cost:	Trafford - £35.00 per person Non-Trafford - £45 per person
Target Audience:	All Early Years, Childcare and Play Practitioners
Course Level:	Introductory
Course Tutor:	Albany Training
Course Organiser:	Sure Start Workforce Learning Team
Places Available:	20 – only one delegate per course per setting

Course Details:

Ref	Dates	Times	Venue
BH01	Tuesday 21 st & 28 th February 2012	6.30 – 9.30pm	Altrincham Town Hall
BH02	Thursday 8 th & 15 th March 2012	6.30 – 9.30pm	Warren Bruce Court

Course Aim:

To give early year practitioners an understanding of standards for food safety and hygiene to implement in settings.

The course will address new National Occupational Standards reflecting sector specific needs.

Learning Outcomes:

By the end of this session Practitioners will:

- Know your responsibilities under current law.
- Understand what bacteria are and how they cause food poisoning.
- Know how to prevent food poisoning and recognise the symptoms.
- Understand good working practices including receiving of deliveries, storing and preparation of food, cooking, serving and cleaning.

Content:

This course will help you to understand:

- Food Safety Law
- EU Regulations
- Personal Hygiene
- Cleaning & Disinfection
- Bacteriology
- Food Poisoning

Accredited by
Chartered Institute of Environmental Health (CIEH)

Health & Safety



Multiple part course

Cost:	Trafford - £35.00 per person Non-Trafford - £45 per person
Target Audience:	All Early Years, Childcare & Play Practitioners
Course Level:	Introductory
Course Tutor:	Bev Amison Consultancy
Course Organiser:	Sure Start Workforce Learning Team
Places Available:	20 – only delegate per person

Course Details:

Ref	Dates	Times	Venue
BH03	Tuesday 31 st January & 7 th February 2012	6.30 – 9.30pm	Altrincham Town Hall

Course Aim:

This course sets out the welfare requirements that all early years providers must meet in relation to Health & Safety (H&S).

The course is based on the Health & Safety Executive's Guidance H&S Training **'What you need to know INDG345. Children learn at their best when they are healthy, safe and secure'**.

Learning Outcomes:

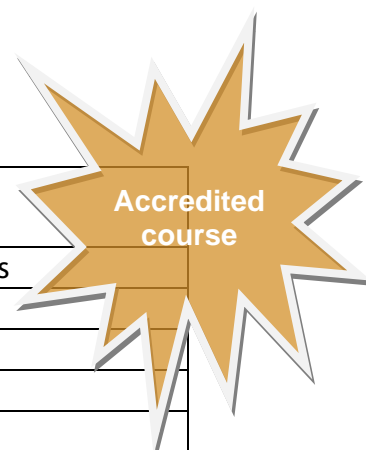
By the end of this session Practitioners will:

- What is the relevant legislation
- What roles and responsibilities you have
- How to raise H&S concerns (Safety reps/ committees)
- How to identify hazards and risks
- How to conduct a risk assessment
- To look at examples of how to link your risk assessment to 'Every Child Matters'
- How to conduct a risk benefit assessment
- Two way flow of information (parent-provider)
- How to conduct a Fire risk assessment and legal requirements
- Ensuring security of premises
- Security on outings
- Administering medication including signposting
- How to manage conflict with parents and other centre users

Content:

The course will look at how to promote a safety culture in settings, ensuring staff are aware of their responsibilities within the workplace. This will review Health & Safety at work regulations and relevant legislation.

Paediatric First Aid



Cost:	Trafford - £35.00 per person Non-Trafford - £84 per person
Target Audience:	All Early Years, Childcare and Play Practitioners
Course Level:	Introductory
Course Tutor:	Tailored Training
Course Organiser:	Sure Start Workforce Learning Team
Places Available:	20 – Only 1 delegate per setting per course

Course Details:

Ref	Dates	Times	Venue
SS01	Tuesday 10 th , 17 th , 24 th , 31 st January 2012	6.30 – 9.30pm	Flixton House
SS02	Wednesday 8 th , 15 th , 22 nd , 29 th February 2012	6.30 – 9.30pm	Warren Bruce Court
SS03	Saturday 4 th & 11 th February 2012	9.30am – 4.30pm	Flixton House
SS04	Saturday 3 rd & 10 th March 2012	9.30am – 4.30pm	Warren Bruce Court

Course Aim:

This course meets the requirements of the Early Years foundation stage statutory framework.

The course focuses on emergency scenarios that are faced by professionals, looking after young children and meets Ofsted requirements.

This course will allow practitioners to gain confidence and ability to meet the above objective by practicing the techniques in a safe, simulated environment.

Learning Outcomes:

By the end of this course Practitioners will understand:

- Incident management involving young people
- Child and Baby CPR and choking
- Head Injuries
- Shock and Bleeding
- All other areas of Childhood illnesses and conditions

Content:

Early years practitioners will gain knowledge and skills to carry out first aid at work effectively and efficiently. The course will focus on areas of first aid including:

Head Injuries	Stings and Bites	Meningitis
Burns and Scalds	Poisons	Seizures

Early Years Safeguarding Training Pathway Single Agency Training			
1	E Learning Safeguarding (Can be used as refresher training)	Group 1 All Practitioners, Staff in infrequent contact with children e.g. reception staff	<ul style="list-style-type: none"> • Have a clear understanding on how to identify concerns of maltreatment • Understand how to safeguard and promote the welfare of children
2	Safeguarding Introduction	Group 2 All Practitioners	Provides an introduction to safeguarding and child protection in Trafford, with an early years focus, based on the Early Years Foundation Stage statutory safeguarding welfare requirements
3	Integrated Working	Group 2 For DSP's; Deputy DSP's, Children's Centre Teachers; Childminders; all early years	<ul style="list-style-type: none"> • Background to Integrated Working • Integrated Working Tools • Information Sharing, Integrated Children's system, Lead Professional & Children's Service Directory
4	Safeguarding – Professional Abuse	Group 2 For DSP's; Deputy DSP's, Children's Centre Teachers; Childminders; all early years	<ul style="list-style-type: none"> • Managing allegations of professional abuse
5	Using the CAF	Group 3 For DSPs, Deputy DSP's, other early years professionals whose role may involve completing a CAF	<ul style="list-style-type: none"> • Understand how to use the CAF

Safeguarding E-Learning Introduction

Cost:	Funded by Trafford Sure Start Non-Trafford - £45 per person
Target Audience:	All Early Years, Childcare and Play Practitioners
Course Level:	Introductory
Course Tutor:	ME Learning
Course Organiser:	Sure Start Workforce Learning Team
Places Available:	NA

Course Details:

Ref	Dates	Times	Venue
SS05	Online Learning Course	NA	NA

Course Aim:

To raise awareness and understanding of child protection and looks at practitioners role in safeguarding children.

This is an online learning module. Please apply through the course booking system and you will receive an email from us to confirm your login details. This course must be completed within 3 months of receiving your login.

Learning Outcomes:

- Understand what is meant by Safeguarding
- Understand how to respond to concerns and know key signs of abuse
- Understand definitions relating to Safeguarding Children
- Understand personal responsibility in Safeguarding

Content:

This e-learning course consists of four key modules:

- Safeguarding - Background
- Safeguarding - Concern
- Safeguarding - Disclosure
- Safeguarding - Abuse

Safeguarding Introduction



No charge
for Trafford

Cost:	Funded by Trafford Sure Start Non-Trafford - £45 per person
Target Audience:	All Early Years, Childcare and Play Practitioners
Course Level:	Introductory
Course Tutor:	Eduk8 or EYFS in Practice
Course Organiser:	Sure Start Workforce Learning Team
Places Available:	20 – Only 1 delegate per setting per course

Course Details:

Ref	Dates	Times	Venue
SS06	Thursday 19 th January 2012	6.30 – 9.30pm	Flixton House
SS07	Tuesday 24 th January 2012	6.30 – 9.30pm	Altrincham Town Hall
SS08	Wednesday 22 nd February 2012	6.30 – 9.30pm	Warren Bruce Court
SS09	Tuesday 13 th March 2012	6.30 – 9.30pm	The Fuse

Course Aim:

To raise awareness and understanding of child protection issues and refreshes practitioners on their role and responsibilities in safeguarding children.

Learning Outcomes:

By the end of this session Practitioners will:

- Understand the role of the early years worker in safeguarding.
- Confidently respond to key signs of concern and abuse.
- Respond to concerns and know clear lines of reporting.

Content:

- To consider the case of Victoria Climbié and Baby P – Key lessons and implications for early years practice.
- Explore the concept of Safeguarding children and how this impacts on practice
- An early years workers role and responsibilities – basic good practice
- Working in partnership and to support parents
- Importance of accurate record keeping
- Understanding of the Local Safeguarding Board Framework's of Need with reference to the Children's Act 1989

Safeguarding Children - Integrated Working (Must have attended Safeguarding Introduction)



No charge
for Trafford

Cost:	Funded by Trafford Sure Start Non-Trafford - £45 per person
Target Audience:	All Early Years, Childcare and Play Practitioners
Course Level:	Introductory
Course Tutor:	Alison Rogerson Ltd
Course Organiser:	Sure Start Workforce Learning Team
Places Available:	20

Course Details:

Ref	Dates	Times	Venue
SS10	Tuesday 27 th March 2012	7.00 – 9.30pm	Altrincham Town Hall

Course Aim:

To develop an understanding of the importance of shared responsibility and the benefits of integrated working

Learning Outcomes:

By the end of this session learners will understand

- What “Integrated Working” is.
- Roles and Responsibilities in working together with others to support children
- Have an overview of the tools for Integrated Working which are being implemented across all agencies.

Content:

- Provide and introduce the tools needed for effective working including CAF, EcAF, Contactpoint, Lead Professionals, Service Directories and Integrated Childrens Systems
- To develop an understanding of up to date Information Sharing Guidance
- To consider the importance of effective integrated working for early year’s working.

Safeguarding Children – Professional Abuse (Must have attended Safeguarding Introduction)

Cost:	Funded by Trafford Sure Start Non-Trafford - £45 per person
Target Audience:	All Early Years, Childcare and Play Practitioners
Course Level:	Introductory
Course Tutor:	Alison Rogerson Ltd
Course Organiser:	Sure Start Workforce Learning Team
Places Available:	20 – Only 1 delegate per setting per course

Course Details:

Ref	Dates	Times	Venue
SS11	Monday 5 th March 2012	6.30 – 9.30pm	Flixton house
SS12	Wednesday 14 th March 2012	6.30 – 9.30pm	Altrincham Town Hall
SS13	Wednesday 21 st March 2012	6.30 – 9.30pm	Warren Bruce Court

Course Aim:

To consider the issue of professional abuse and understand the predisposing factors to vulnerability and abuse.

Learning Outcomes:

By the end of the session Practitioners will have knowledge about:

- Understanding professional abuse
- Scale of the issue
- Why allegations arise
- Safe Practice
- How to respond procedurally if allegations against a member of staff are made
- Consequences if allegations are substantiated


Content:

- The scale of the issue linked to the latest research and key findings
- Develop an understanding of the duty of care employers have to staff
- To consider the reasons for and barriers to 'whistleblowing' and support staff who report concerns and staff who allegations have been made against
- Consider the role of Ofsted and Social Care Teams in investigating any allegations made.

CAF Training

(Must have attended Safeguarding Introduction and Integrated Working)

Cost:	Funded by Trafford Sure Start Non-Trafford - £45 per person
Target Audience:	Managers and Leaders
Course Level:	Intermediate
Course Tutor:	Alison Rogerson Ltd
Course Organiser:	Sure Start Workforce Learning Team
Places Available:	20



No charge
for Trafford

Course Details:

Ref	Dates	Times	Venue
SS14	Thursday 8 th March 2012	7.00 – 9.30pm	Flixton House

Course Aim:

This course is aimed at those working across services for children and young people and will consider the Common Assessment Framework in the context of early intervention and prevention. This course will provide practitioners with an understanding of Trafford CAF procedures, the CAF form and how this operates.

Learning Outcomes:

By the end of this session learners will:

- Explore the CAF as a tool aimed at children and young people with additional needs that are not being met by their current service provision.
- The CAF provides a planning and assessment framework which can be used across all children services and across all local areas in England. It aims to enable early identification of needs, leading to planned and coordinated provision of services.

Content:

This is a two hour session for all managers and Childminders who offer services to children and young people. Following this session Managers will be equipped to ensure that some of there are able to undertake common assessments.

Risk Assessment

Cost:	Trafford - £20.00 per person Non-Trafford - £45 per person
Target Audience:	All Early Years, Childcare and Play Practitioners
Course Level:	Introductory
Course Tutor:	Sure Start Workforce Learning Team
Course Organiser:	Sure Start Workforce Learning Team
Places Available:	20

Course Details:

Ref	Dates	Times	Venue
SS15	Thursday 9 February 2012	6.30 – 8.30pm	Flixton House

Course Aim:

The aim of this course is to explore Risk Assessment methods and safety measures to minimize hazards in a Childcare setting.

Learning Outcomes:

By the end of this session learners will:

- Know the difference between a 'risk' and a 'hazard'
- Identify hazards in your setting
- Have a knowledge of the process of risk assessment
- Know how risk assessment is documented to meet current legislation.

Content:

A two hour session for those staff responsible for developing a process for Risk Assessment at their setting. The course will focus on identifying hazards within settings and consider Ofsted standards when documenting risk assessment.

Independent Safeguarding Authority – Meeting the legal duty to refer

Cost:	Funded by Trafford Sure Start
Target Audience:	All Early Years, Childcare and Play Practitioners
Course Level:	Introductory
Course Tutor:	ISA Partnership Engagement Team
Course Organiser:	Sure Start Workforce Learning Team
Places Available:	80

Course Details:

Ref	Dates	Times	Venue
SS16	Wednesday 8 th February	6.30 – 9.30	The Fuse

Course Aim:

This course will give practitioners an awareness of who the Independent Safeguarding Authority are and their role in Safeguarding Children.

Learning Outcomes:

By the end of this session Practitioners will:

- Be aware of who ISA are and what role they have in Safeguarding
- Build knowledge of when to refer to ISA
- Know how to complete a referral
- Gain an overview of how ISA make decisions on referrals

Content:

The workshops cover topics such as:

- Who has a duty to refer?
- Relevant conduct and the harm test
- When do I refer?
- Completing a referral form
- Overview of the ISA's decision making process
- Example cases from childcare sector and group work

Exploratory Play for the Under 3's

Cost:	Trafford - £20.00 per person Non- Trafford - £45 per person
Target Audience:	EYFS Practitioners working with children 0-3 years
Course Level:	Introductory
Course Tutor:	Ruth Holland, EYFS Consultant
Course Organiser:	Ruth Holland, EYFS Consultant
Places Available:	24

Course Details:

Ref	Dates	Times	Venue
EA01	Thursday 19 th January 2012	6.30 – 8.30pm	Sale West Development Centre

Course Aim:

This course will provide practitioners with the knowledge to provide developmentally appropriate exploratory play at ages 8 – 14 months; 12 - 24 months and 20 - 30 months.

Learning Outcomes:

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

- Provide developmentally appropriate exploratory play for children under 3 years of age
- Have a greater understanding of the benefits of child led exploratory play
- Understand the learning outcomes for children from exploratory play
- Have a clear understanding of the role of the adult in exploratory play.

Content:

The session will include fun, practical activities. The workshop will include how to deliver Treasure Basket and Heuristic Play effectively in order to maximise the opportunities for young children and highlight the important role of the adult.

Physical Education in Early Years



New course

Cost:	Trafford - £20 per person Non-Trafford - £45 per person
Target Audience:	All childcare and play practitioners
Course Level:	Introductory
Course Tutor:	Pam Stevenson, Creative Development
Course Organiser:	Ruth Holland, EYFS Consultant
Places Available:	20

Course Details:

Ref	Dates	Times	Venue
EA02	Thursday 26 th January 2012	4.00 – 6.00	Sale West Development Centre
EA03	Thursday 26 th January 2012	6.30 – 8.30	Sale West Development Centre

Course Aim:

This course will focus on development of practitioner's knowledge in the area of physical education through fun activities. The course will equip practitioners with knowledge of how to develop children's gross motor skills to enable them to flourish physically.

Learning Outcomes:

By the end of this session practitioners will gain:

- detailed knowledge of the progression of physical skills
- an understanding of how to teach physical skills in a fun way
- knowledge of using a mix of songs, stories and physical challenges
- competency in using FUNS resources

Content:

This fun packed practical course offers Early Years practitioners a mix of creative songs, stories and physical challenges that introduce and reinforce the FMS that children need to learn to flourish physically.

It is essential to provide an environment where Foundation Stage children can develop the Fundamental Movement Skills (FMS) they need to move confidently and maximise their physical potential. Delegates on the course receive the Early Years FUNS resource which includes a set of progressive physical activity cards and games, songs and stories to deliver the activities through.

Early Years Foundation Stage Observation, Assessment, and Tracking

Cost:	Trafford - £20.00 per person Non-Trafford - £45 per person
Target Audience:	All EYFS Practitioners including out of school play
Course Level:	Introductory
Course Tutor:	Early Years Foundation Stage Consultants
Course Organiser:	Ruth Holland, EYFS Consultant
Places Available:	30

Course Details:

Ref	Dates	Times	Venue
EA04	Thursday 2 nd February, 2012	6.30 – 8.30pm	Sale West Development Centre

Course Aim:

The aim of the course is for practitioners to be able to observe, assess, track and plan effectively using Early Years Foundation Stage Guidance.

Learning Outcomes:

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

- To understand why we need to observe children
- Effectively assess children’s learning from observations using EYFS guidance
- Be able to develop a planning system based on observational assessments which will help to address individual needs
- To use the Trafford observation and planning proforma.
- Track children’s progress

Content:

This course will examine the need for observations and look at the ways in which practitioners can observe children and link these to EYFS development matters

It will also look at ways in which practitioners can use their observations of children to inform assessment and planning in the context of EYFS will include practical activities on observation and planning.

Calculating for 3 to 5 Year Olds - Problem solving, reasoning and numeracy

Cost:	Trafford - £35.00 per person Non- Trafford - £45 per person
Target Audience:	EYFS Practitioners working with 3-5 year olds
Course Level:	Intermediate
Course Tutor:	Early Years Foundation Stage Consultants
Course Organiser:	Ruth Holland, EYFS Consultant
Places Available:	24

Course Details:

Ref	Dates	Times	Venue
EA05	Thursday 9th February 2012 & Thursday 1 st March 2012	6.30 – 8.30pm	Sale West Development Centre

Course Aim:

An intermediate level course aimed at improving outcomes for children in the area of Calculating in Problem Solving, Reasoning and Numeracy.

This is aimed at practitioners who have prior knowledge of PSRN and have attended an introductory course.

Learning Outcomes:

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

- be more confident in teaching in the teaching of calculation for children 3 – 5 years
- understand the key developmental stages necessary for children to carry out mathematical calculations
- have practical ideas for supporting children’s ability to calculate
- have a better understanding of how to teach calculating

Content:

The session will utilise the National Strategy guidance “Children thinking mathematically: PSRN essential knowledge for Early Years practitioners”.

EYFS Planning in a Daycare / Playgroup Setting



Cost:	Trafford - £20.00 per person Non- Trafford - £45 per person
Target Audience:	EYFS practitioners working in day nurseries and play groups
Course Level:	Introduction
Course Tutor:	Early Years Foundation Stage Consultants
Course Organiser:	Ruth Holland, EYFS Consultant
Places Available:	30

Course Details:

Ref	Dates	Times	Venue
EA06	Thursday 23 rd February 2012	6.30 – 8.30pm	Sale West Development Centre

Course Aim:

The aim of the course is for practitioners to be able to plan effectively using Early Years Foundation Stage Guidance.

Learning Outcomes:


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

- develop a system for planning which is suited to a day care setting
- develop a planning system based on observational assessments which will help to address the individual needs of children
- plan for child initiated play and adult directed activities
- plan for small and large group activities

Content:

This course will examine how practitioners can use their observations of children to inform assessment and planning in the context of EYFS. It will include activities to cover planning for routines, continuous provision, carpet time, adult directed activities and trips out.

EYFS Planning for Childminders



New or
Inexperienced
Childminders

Cost:	Trafford - £20.00 per person Non- Trafford - £45 per person
Target Audience:	Childminders
Course Level:	Introduction
Course Tutor:	Early Years Foundation Stage Consultants
Course Organiser:	Ruth Holland, EYFS Consultant
Places Available:	30

Course Details:

Ref	Dates	Times	Venue
EA07	Thursday 1st March 2012	6.30 – 8.30pm	Sale West Development Centre
EA08	Thursday 8 th March 2012	6.30 – 8.30pm	Sale West Development Centre

Course Aim:

The aim of the course is for childminders to be able to plan effectively for Children using Early Years Foundation Stage Guidance. This course is aimed at new or inexperienced Childminders.

The course is an existing course which has been separated from previously titled Observation, Assessment and Planning.

Learning Outcomes:


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

- develop a system for planning which is suited to a Childminder setting
- develop a planning system based on observational assessments which will help to address the individual needs of children
- plan for child initiated play and adult directed activities

Content:

This course will examine how Childminders can use their observations of children to inform assessment and planning in the context of EYFS. It will include activities to cover planning for trips out, routines, continuous provision and adult directed activities.

Developing Handwriting in Early Years – previously ‘Write Dance’



Two participants
from each
setting required

Cost:	Trafford - £35.00 per person Non-Trafford - £45 per person
Target Audience:	Room leaders or teachers working with 3 – 4 year olds and one other adult from the setting
Course Level:	Intermediate
Course Tutor:	Emma Newton, EYFS Consultant
Course Organiser:	Emma Newton, EYFS Consultant
Places Available:	20 places (10 settings/ schools with 2 participants from each setting)

Course Details:

Ref	Dates	Times	Venue
EA09	Session 1: Thursday 15 th March 2012 Session 2: Thursday 29 th March 2012	Session 1: 9.00am – 12.00 noon Session 2: 1.00 – 3.00pm	Sale West Development Centre

Course Aim:

The course is aimed at early year’s practitioners, to become familiar with strategies that can be used to support young children’s handwriting.

The course will use principles of ‘Write Dance’ which is a movement based programme.

Learning Outcomes:

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

- Recognise the importance of gross and fine motor coordination in supporting mark making.
- Be familiar with the principles of ‘Write Dance’
- Be familiar with the 9 ‘Write Dance’ themes

Content

The course which will focus on the physical aspect of writing including:

- fine motor skills,
- gross motor skills,
- hand-eye coordination
- controlling muscles.

Participants will look at the principles of ‘Write Dance’ including the materials and identify how these can be implemented in an Early Years Setting.

Improving Outcomes for Children through supporting Home Learning Environment

Cost:	Trafford - £20.00 per person Non- Trafford - £45 per person
Target Audience:	Managers or Leaders
Course Level:	Intermediate
Course Tutor:	Early Years Foundation Stage Consultants
Course Organiser:	Ruth Holland, EYFS Consultant
Places Available:	24

Course Details:

Ref	Dates	Times	Venue
EA10	Thursday 15 th March 2012	9.30am – 12.30pm	Sale West Development Centre

Course Aim:

This course is aimed at exploring how to value the learning that already takes place at home and enhance parental involvement in learning activities.

Parental and family support for early learning is now recognised as a central feature of successful outcomes for young children and as one of the most significant contributors to children's continued success in the education system. A specific emphasis on early learning within outreach and parental support programmes can also be a key to improved relationships, both between practitioners and parents and between parents and children, leading to more achievement and enjoyment for children and families.

Learning Outcomes:

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

- Understand the most effective ways to communicate with and engage parents
- Deliver a range of activities that dads and mums could do at home to support young children's development across all areas of learning
- Build practitioners' confidence when communicating with dads and mums about their children's learning
- Value the home learning environment and sharing information in effective ways

Content:

This session will review current research relating to home learning environment and how this can improve outcomes for children. This course will offer practical solutions for practitioners to use when working in partnership with parents.

Creating an Outstanding Book Area



New Course

Cost:	Trafford - £20.00 per person Non- Trafford - £45 per person
Target Audience:	Managers or Leaders
Course Level:	Intermediate
Course Tutor:	Early Years Foundation Stage Consultants
Course Organiser:	Ruth Holland, EYFS Consultant
Places Available:	20

Course Details:

Ref	Dates	Times	Venue
EA11	Friday 16th March 2012	9.30am – 12.30pm	Sale West Development Centre

Course Aim:

To demonstrate the importance of providing children from 0-5 years with a high quality reading area.

This course is aimed at settings who do not currently employ an Early Years Professional or a Qualified Teacher.

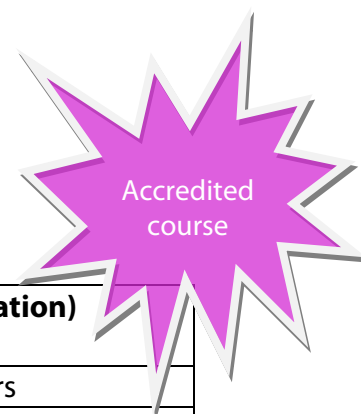
Learning Outcomes:

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

- Reflect on current provision in reading areas throughout the setting
- Consider the quality and range of reading material on offer
- Think of ways to store, organise and display books attractively
- Consider how to involve children in maintaining a high quality reading area
- Review how they share books with children throughout the day
- Look at ways to involve parents more effectively in developing a love of sharing books

Content:

This course will look at examples of book areas in different rooms and settings. It will enable settings to audit their current provision and identify gaps. As well as consider how to make a reading area an exciting, inviting place for children to be and plan how the reading area can be used more effectively throughout the day to support children's early communication, language and literacy skills.



Behaviour Management

Cost:	Trafford - £60 (this includes a £25 accreditation) Non-Trafford - £84 per person
Target Audience:	All Early Years, Childcare and Play Practitioners
Course Level:	Level 3 (Accredited)
Course Tutor:	Concept Training
Course Organiser:	Sure Start Workforce Learning Team
Places Available:	20

Course Details:

Ref	Dates	Times	Venue
PC01	Saturday 21 st January 2012	9.30am - 4.30pm	Warren Bruce Court

Course Aim:

To develop positive approaches to changing behaviour. Examining behavioural theory and how to apply it within early years

Delegates will receive 1 credit towards a Level 3 Qualification upon completion of the course.

Learning Outcomes:

By the end of this session learners will:-

- Understand the importance of recognising personal impacts on Childs behaviour
- Understand the definitions of challenging behaviour and duties of care
- Understand and contribute to a discussion of strategies related to active calming and de escalation
- Know what reactive strategies are for behaviour management

Content:

- Examine attitudes to challenge behaviour
- Examine how challenging behaviour and a duty of care applies within early years and reflect on experiences in behaviour management
- Identify main groups of needs that behaviour meets
- Review and evaluate strategies for behaviour and examine ideas of good practice

Using the Early Support Materials to Support Practice

Cost:	Trafford - £35 per person Non-Trafford - £45 per person
Target Audience:	SENCOs and all EYFS Practitioners
Course Level:	Introduction
Course Tutor:	Jane Chesson Area SENCO
Course Organiser:	Jane Chesson Area SENCO and Ann Clare EYFS Consultant
Places Available:	20 – Must attend all three sessions

Course Details:

Ref	Dates	Times	Venue
PC02	Monday 16 th & 30 th January and Monday 20 th February 2012	1.00 – 4.00pm	Sale West Development Centre

Course Aim:

To enable practitioners to use the “Early Support” materials in their settings.

The “Early Support” materials are the governments recommended approach to developing better coordinated services for young children with disabilities and their families.

Learning Outcomes:

By the end of this session learners will be able to:-

- To have an understanding of the Early Support materials
- Effectively assess children’s learning and development using these materials
- Be able to more effectively plan to meet children’s individual needs
- Track children’s progress

Content:

- Session one will provide an introduction to the Early Support materials
- Session two will look at using these and portage materials to inform next steps and tracking
- Session three will look at other professionals roles and how to refer in to their services

Inclusion and Development Programme Supporting Children on the Autism Spectrum

Cost:	Trafford - £20.00 per person Non-Trafford - £45 per person
Target Audience:	All Early Years, Childcare and Play Practitioners
Course Level:	Intermediate
Course Tutor:	Ann Preston, Independent Consultant
Course Organiser:	Jane Chesson, Area SENCO
Places Available:	30

Course Details:

Ref	Dates	Times	Venue
PC03	Tuesday 21 st February 2012	6.30 – 8.30pm	Sale West Development Centre

Course Aim:

To explore the key messages within the IDP document on supporting children on the Autistic Spectrum.

Learning Outcomes:

By the end of this session learners will have:

- A better understanding of the needs of children on the autistic spectrum
- Developed their confidence in supporting children on the autistic spectrum
- Identified interventions which are appropriate for all children

Content:

The course will look at the Inclusion Development Programme document which focuses on children on the autistic spectrum.

It is relevant to all practitioners, teachers, managers and leaders working within the EYFS, with children from birth to the age of five. Whatever your role, you are encouraged to reflect on how you can apply the strategies described in these materials to the work you do in your setting.

Supporting Children with English as an Additional Language

Cost:	Trafford - £20.00 per person Non-Trafford - £45 per person
Target Audience:	All Early Years, Childcare and Play Practitioners
Course Level:	Introduction
Course Tutor:	Kate Dean
Course Organiser:	Trafford Equalities and Diversities Team
Places Available:	30

Course Details:

Ref	Dates	Times	Venue
PC04	Tuesday 13 th March 2012	6.00 – 8.00pm	Sale West Development Centre

Course Aim:

Raise awareness around the needs of EAL children and families
Provide practitioners with basic skills & knowledge to support EAL children in their care.

Learning Outcomes:

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

- Consider the most effective ways to communicate with and engage EAL parents and their children
- Provide a range of strategies that practitioners can use to develop an inclusive environment for EAL children and their families

Content:

This session will cover:

- Key messages around language and learning needs of EAL children
- How to create an inclusive environment for EAL pupils

Diversity, Values and Attitudes

Cost:	Trafford - £20.00 per person Non-Trafford - £45 per person
Target Audience:	All Early Years, Childcare and Play Practitioners
Course Level:	Introductory
Course Tutor:	EYFS in Practice
Course Organiser:	Sure Start Workforce Learning Team
Places Available:	20

Course Details:

Ref	Dates	Times	Venue
PC05	Tuesday 20 th March 2012	7.00 – 9.00pm	The Fuse

Course Aim:

To enable Early Years Practitioners to gain an understanding of diversity and develop knowledge in challenging discrimination.

This will also aim to develop confidence when working with diversity and gain knowledge of good practice examples in Early Years Foundation Stage and Childcare and Play settings.

Learning Outcomes:

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

1. To develop skills which will help to demonstrate that diversity is valued in your setting.
2. To increase your knowledge as to the causes and effects of discrimination.
3. To examine your own attitudes to inclusive practice.
4. To develop your ability to be a reflective practitioner.
5. To increase your level of confidence when challenging discriminatory behaviour in others.

Content:

- What is 'discrimination'?
- Why does discrimination take place?
- Why anti-discriminatory practice is important in settings?
- Understanding language – political correctness.
- How to challenge discriminatory practice at work.

Inclusion Friendly Stamp Awareness

Cost:	Trafford - £35.00 per person Non-Trafford - £45 per person
Target Audience:	All Early Years, Childcare and Play Practitioners
Course Level:	Introductory
Course Tutor:	Sure Start Workforce Learning Team
Course Organiser:	Sure Start Workforce Learning Team
Places Available:	12 – Delegates must attend all 3 sessions

Course Details:

Ref	Dates	Times	Venue
PC06	Thursday 26 th January, Thursday 23 rd February & Thursday 29 th March 2012	6.30 - 9.00pm	Sale West Development Centre

Course Aim:

This course is aimed at practitioners who would like to introduce the Inclusion Friendly Stamp in their setting.

The inclusion friendly Stamp is a way of acknowledging inclusive practice by:

- Working within Legislation
- Supporting parents to access childcare and address individual requirements.
- Work with Children & Young People’s information Service (CYPIS)
- Acknowledgment on Childcare link website.
- Ofsted

Learning Outcomes:

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

- Incorporate effective Inclusion through policy and practice
- Break down barriers and challenge discriminatory practice
- Work effectively with parents and multi agency partners

Content:

This course incorporates 3 levels of the Inclusion Friendly Stamp awareness.

The levels are the following:

- **Level 1** – Inclusion audit, what is Inclusion? Developing inclusion policy and participation. Individual Healthcare plans.
- **Level 2** – Intimate care policy, Inclusion Childcare scheme, Medical model and social model of disability.
Multi agency services, Policy & paperwork.
- **Level 3** – Reflecting diversity throughout the setting, challenging discriminatory practice, make reasonable adjustments. Ensuring Inclusion is fully embedded in practice and cascaded down to all staff.

Computing Workshop

Cost:	Trafford - £20.00 per person Non-Trafford - £45 per person
Target Audience:	All Early Years, Childcare and Play Practitioners
Course Level:	Basic to Intermediate
Course Tutor:	Sure Start Workforce Learning Team
Course Organiser:	Sure Start Workforce Learning Team
Places Available:	12

Course Details:

Ref	Dates	Times	Venue
LM01	Thursday 19 th January 2012	6.30 – 8.30pm	Sale West Development Centre

Course Aim:

This course aims to enable practitioners to use computers effectively in their childcare business, such as producing documents and using electronic communication. This will also focus on how to access online services such as the internet and Workforce Learning and Development Programme.

Learning Outcomes:

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

- Use the computer in their setting
- Send and receive emails and attachments
- Access online services
- Open programs
- Use CD/ DVD based materials
- Use electronic images and edit and print them
- Navigate to relevant websites, download and understand e-safety
- Create documents such as brochures, newsletters.

Content:

This is a workshop session which will be tailored to the needs of the learner on the course. Learners can be split into groups depending on their abilities.

The first part of the session will train practitioners in the fundamentals of PC use for all aspects of their Childcare business. The second part will further developing PC literacy and confidence creating documents, emails and using the internet.

Early Years Foundation Stage Profile Moderation Meeting

**To book a place please contact Claire Brookes on 0161 912
2583**

Date:	Thursday 8th March 2012
Time:	1.00 – 4.00pm
Venue:	Sale West Development Centre
Cost:	Funded by Sure Start Early Years
Target Group:	Reception Class Practitioners and Year 1 Teachers
Course Level:	Mandatory to attend one per year
Course Tutor:	Kate Dean, Primary Advisor: Early Years
Course Organiser:	Kate Dean
Places available:	40

Content or Details

This meeting is open to all Reception Class practitioners and **Year 1 teachers**. Those practitioners responsible for the completion of the Profiles must attend at least one moderation meeting in the year in order to meet national moderation requirements. Year 1 teachers are advised to take part in the moderation process.

The meeting provides an opportunity to examine assessment evidence and judgments relating to the EYFSP. It is the second of three termly moderation meetings available this school year.

Year R participants must bring along at least one piece of evidence from each of the PSRN and scales and at least one piece of evidence from PD scale. This is essential if the session is to be of maximum benefit to all participants. Evidence will be moderated and signed by moderators.

Forum for Early Years Foundation Stage Leaders

To book a place please contact Claire Brookes on
0161 912 2583

Date:	Thursday 2nd February 2012
Time:	4.00-5.30 pm
Venue:	Sale West Development Centre
Cost:	Funded by Sure Start Early Years
Target Group:	Foundation Stage Leaders and Co-ordinators
Course Tutor:	Early Years Foundation Stage Consultants
Course Organiser:	Kate Dean
Places available:	30

Content or Details

The Early Years Foundation Stage Leaders' forum provides an opportunity for discussion and information. This session will be covering the latest national guidance and materials which affect those working in the Early Years Foundation Stage. These will include changes to nursery funding and outcomes from the EYFS review.

This forum will have a focus on special educational needs and will look at local and national initiatives.

The objective of these terms and conditions is to ensure maximum attendance of all courses and to outline the agreement made when signing the booking form to protect both parties.

1. Conditions applicable:

These conditions apply to all Trafford Sure Start course bookings as detailed in the Learning and Development Programme. When signing, dating and submitting the training booking form you are agreeing to the terms and conditions stated. Failure to comply with these terms and conditions may result in access to training being refused.

2. Price and Payment:

All courses, with the exception of Safeguarding, now require payment. This is clearly indicated on the course structure. **This is a non-refundable deposit to secure a place and ensure full attendance on mandatory courses.** Once you have been allocated a place on a course, you will receive a notification email/letter with a reference number to be used when making payment. Payments can be made by debit or credit card online through [online payments](#) or by telephone. Alternatively, you can post a cheque quoting your reference number on the reverse. **You must pay the course cost within 5 working days of the date of your confirmation letter.** If you do not pay within this time scale, you will lose your allocated place. Cancellations received outside of the agreed timescale will not be eligible for a refund or transfer to an alternative course.

3. Booking Form:

A booking form must be received via the online booking system **from each delegate** with all sections completed in full. The booking must be received no later than **five** working days prior to the course. Failure to do so may result in places not being available.

4. Confirmation:

Once an application form has been processed and payment has been received the Workforce Learning Assistant will send out a confirmation e-mail or letter within 10 working days to the setting. This confirmation will indicate if a place has been secured and delegates **should not** attend a course without prior confirmation. If a delegate attends without confirmation a charge of **£35.00** will be incurred. Please be aware that if you have not received a confirmation e-mail or letter within 10 working days of sending in your booking form, it is your responsibility to contact Trafford Workforce Learning and confirm if you have been allocated a place. Where bookings are received less than 10 working days before the start of a course, it is still the delegate's responsibility to contact Trafford Workforce Learning to confirm if they have been allocated a place. In this instance, delegates are advised to telephone the Workforce Learning Assistant the day before the course starts. Failure to do so may result in a non-attendance charge being issued. If you are not allocated a place then you will automatically be put on a reserve list.

Non-Trafford practitioners who attend a course without confirmation will incur the full course cost. A payment request will be sent to the practitioner and payment in full will be required.

5. Cancellations:

Cancellations are accepted providing they are received no later than **five working days** prior to the course date. For example, if your course is on a Thursday evening, you must cancel before Thursday evening of the previous week. All cancellations must be made by telephone/email to the Workforce Learning Assistant between office hours (Monday to Friday 8.30am – 4.30pm) on 0161 912 3249 or surestart.training@trafford.gov.uk Each cancellation will be acknowledged with a cancellation reference and no further charges will be incurred. Cancellations made without giving five working days notice will incur a **£35.00 charge**. For practitioners employed by a setting, the charge will be made to the setting and not the individual. For childminders, the charge will be made to the individual.

Please be aware that the normal course of action for non-attendance will result in a **£35.00 charge**. We do not operate a waiver system.

Non-Trafford Practitioners should follow the cancellation process as stated, however they will not be charged a non-attendance fee as they have paid the full cost of the course. If cancelled without giving five working days notice non-Trafford practitioners will **not** be reimbursed the cost of the course.

If in exceptional circumstances Trafford Sure Start are required to cancel a course we will *aspire* to contact each delegate/setting at least five days prior to the event. When doing so we will use the contact details provided on the training booking form therefore it is vital these details are accurate and fully completed.

Our aim is to give five working days notice for all cancellations, however, in extreme circumstances we may need to cancel a course at short notice for reasons beyond our control. In this situation we will endeavour to contact each delegate to inform them of the cancellation.

For courses cancelled by Trafford Sure Start there will be no further cost incurred by delegates. If a delegate has incurred travel costs for attending a course that was cancelled, Trafford Sure Start will reimburse the cost providing a receipt is received. Any other costs incurred should be reported and discussed with Trafford Sure Start and will be considered on an individual basis and the decision made at the discretion of the Sure Start Officer.

6. Non-arrivals:

Delegates who do not attend the event will be will be charged a **£35.00** non-attendance fee. If the practitioner is employed by a setting, this charge will be made to the setting rather than the individual. For childminders, the individual will be charged. If the practitioner fails to attend two or more courses, access to training may be withdrawn.

Please note that Non-Trafford Practitioners will not be charged a non-attendance fee if they fail to attend. They will not be reimbursed for their course if they fail to attend, as they have paid the full course cost prior to course commencement.

7. Availability:

We aim to provide settings and childminders with a variety of opportunities to access courses and meet the needs of PVI providers. The allocation of places is done on a first come first served basis with settings normally receiving a maximum of two places, per course for each term. However courses categorised as 'mandatory' (as detailed in the introduction) have limited places to **one per setting**. This is due to the demand and legislative requirements for these courses.

Terms & Conditions

Frequently Asked Questions

What if I don't receive a confirmation letter after applying for a course?

Trafford Sure Start send out confirmation via post/email within ten working days of receipt. This will either confirm your place on a course or it will let you know you are on a reserve list. If you do not receive a letter ten working days after submitting your application, it is your responsibility to contact the training administrator.

What is the latest time I can cancel a course without receiving a charge?

To avoid a charge, if you are unable to attend a course you need to give five working days notice of cancellation. This means if your course is on a Tuesday evening, you need to cancel before Tuesday evening of the week before.

What is the process for cancelling a course?

To cancel a course you must telephone/ email Workforce Learning on 0161 912 3249 or surestart.training@trafford.gov.uk between 8.30am and 4.30pm and obtain a cancellation reference number. This number is your proof that you have cancelled your course and should be kept safe. If you cancel without giving five working days notice, you will not get a cancellation reference number.

When will I be charged any non attendance or late cancellation fees?

All non attendance and late cancellation fees for a term are processed in the following term. You will receive a letter/email detailing fees which you are being charged and given a date by which they must be paid. If you do not pay by this date, you will be issued an invoice from Trafford Council and the debt will be collected by Trafford Council's Income and Recovery section.

Who is responsible for paying the non attendance or late cancellation fee?

Childminders are responsible for paying their own fees. For staff working at any other setting, it is the setting who will be charged. This is stated in the terms and conditions. All confirmations are sent via email/post directly to the setting so the manager can administer the bookings themselves. Settings may wish to implement

their own internal policies for recharging staff members who do not attend courses.

What if I am charged a non attendance fee for someone who no longer works at my setting?

As all confirmations are sent directly via email/letter to the setting it is the manager/owner's responsibility to administer these bookings. Therefore if a staff member leaves you need to contact the training administrator to either cancel all future bookings for the delegate or change the name to another staff member at that setting. If you do not change the name or cancel and the ex staff member does not attend you will be charge a non attendance fee.

What if I am booked onto a future course but then I leave the setting I work for?

As the setting is responsible for all bookings, late cancellation and non attendance fees they are within their right to change the name on your future courses to an existing member of staff.

Children Centres in Trafford

Are your parents aware of Children's Centres in Trafford?

Let your parents know what activities are on offer through their local Children's Centre:

Some children's centres have a dedicated building in the community they serve, other children's centres are information points based in existing community buildings such as libraries and schools.

Here is an example of some of the activities on offer:

- **Chatterbox:** Helps children to develop early language and communication skills
- **Baby massage:** Teaches parents techniques, which relax their baby and helps with their sleep
- **Play and Stay:** Offers activities for children to learn through play
- **Information:** Available on employment opportunities, childcare and training
- **Incredible years:** For parents to develop skills to deal with everyday behaviour
- **Family Support:** Offering individual support for families in their home or in the centre

If parents register their child with the centre today and they will be kept up to date with details of what's on in their local area and services which can be accessed through the children's centre.

Parents can register any child who are under 5 and each child will receive a toy. If they don't have access to the internet, they can pop in to a local centre and complete a paper registration form.

[Click here](#) to view the online registration.