



# Continuing Professional Development Directory for Early Years and Childcare Providers



**September 2011 - July 2012**



## Introduction

Welcome to the 2011/12 Continuing Professional Development Directory for Early Years and Childcare Providers.

Firstly, we wish to offer our congratulations to all those who have successfully completed qualifications this year. From Level 2 to Early Years Professional Status we have seen some great achievements and fantastic work being carried out by practitioners. This is set to continue and we are currently supporting new cohorts of learners through Level 3 qualifications and the Early Years Foundation Degree.

This directory contains details of professional development events and activities running throughout North Somerset, which support development of the children's workforce and contribute towards ongoing improvement. Many of these events are subsidised through the Early Intervention Grant to reduce the cost to you.

Additional training that may be of interest to you can be found advertised through the North Somerset Council Continuing Professional Development (CPD) online booking system. Details can be found on page 75.

Please take time to read the directory thoroughly, paying particular attention to the updated booking, attendance and cancellation policies.

Popular courses book up quickly so it is advisable to book early. When reviewing your training needs please check early when you need to renew any certificates such as paediatric first aid and book your places well in advance to avoid missing out.

If you cannot attend please remember to cancel your booking. If you do not notify us of any cancellation 10 working days or more before the event you will be charged a non-attendance fee.

We value your feedback on this Continuing Professional Development Directory and any events or activities that are offered. If you have any comments, suggestions or additional training needs not met through this programme of events please contact me.

**Rhianon Richards**  
**Workforce Development Officer**

Integrated Workforce Development Team  
Children and Young People's Services  
North Somerset Council  
Town Hall  
Walliscote Grove Road  
Weston-super-Mare  
BS23 1UJ

01275 884 214  
[rhianon.richards@n-somerset.gov.uk](mailto:rhianon.richards@n-somerset.gov.uk)

## Contents

Introduction	3	Open Ended Play Workshop – Incorporating the Benefits and Expectations of Childminding Networking Groups	31
<b>Continuing Professional Development Schedule 2011/12</b>	<b>7</b>	Making Learning Visible (Documenting Children’s Learning)	32
Booking Policy	11	Behaviour Management	33
Course Confirmation and Payment	11	Understanding Young Children’s Mathematical Development	34
Attendance Policy	12	Knowledge and Understanding of the World – What Matters to Children	35
Cancellation Policy	13	Introduction to Makaton	36
Fees Policy	13	Art and Design in the Early Years	37
Course Payment Slip	14	World of Stuff Workshop – Using Materials and Objects in New and Inventive Ways	38
<b><u>CPD Online</u></b>	<b>15</b>	<b>Early Years Foundation Stage Training for Schools and Graduate Leaders</b>	
<b><u>Continuing Professional Development (CPD) Events</u></b>		What Matters to Children – Exploring Children’s Interest in Big Ideas	41
<b>Introductory Sessions</b>		Early Years Foundation Stage and Leadership	42
Childminding and Home-based Childcare Briefing Session	19	<b>Quality Improvement Cluster Meetings</b>	
Mandatory Introductory Course – Understand How to Set Up a Home-based Childcare Service	20	Autumn EYFS Quality Improvement Cluster Meetings	45
<b>Learning and Development</b>		Spring EYFS Quality Improvement Cluster Meetings	47
Beat Baby and Lola Leopard Workshop	25	Summer EYFS Quality Improvement Cluster Meetings	49
Observation and Assessment – the Role of the Adult	26	<b>Welfare Requirements</b>	
Young Children’s Intense Emotions – How to Support and Stay in Control	27	Child Protection: Basic Awareness	53
Early Years Professional (EYP) Leadership Networks	28	Paediatric First Aid (12 hour programme)	55
Early Years Foundation Stage (EYFS) – Communication, Language and Literacy Development (CLLD)	29		
The Creative Child – Understanding Young Children’s Expressive Arts (Music and Drama)	30		

List of providers approved to deliver Paediatric First Aid (12 hour programme) in North Somerset	57
Food Hygiene	58
Risk Assessment	60
<b>Leadership and Management</b>	
Committee Skills	63
Supervision of Staff and Appraisal Process	64
<b>Inclusion</b>	
The what, where and how of being an Inclusion Co-ordinator – INCCO	67
Autumn EYFS Inclusion Cluster Meetings	68
Spring EYFS Inclusion Cluster Meetings	70
Summer EYFS Inclusion Cluster Meetings	72
<b>Inter Agency Training</b>	
Inter Agency Child Protection: Introduction	77
Advanced Inter Agency Child Protection	79
Advanced Inter Agency Child Protection Update	81
List of further Inter Agency training events	82
<b>Activities</b>	
North Somerset Toy Library	85
<b><u>Qualifications and Funding Information</u></b>	
Checking Your Qualifications	89
Funding for Level 2 and 3 qualifications	90
Common Core of Skills and Knowledge	90
<b><u>Graduate Leader Fund and Early Years Professional Status</u></b>	
North Somerset Council Graduate Leader Fund 2011/12	93

Early Years Professional Status	94
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**Additional Useful Information and Contacts**

Data Protection Statement	97
Getting to Events	97
North Somerset Council – Useful Contacts	97
Business Training Contacts	98

**Index of Courses** **99**

**Appendices**

Appendix A – Glossary of Terms	103
Appendix B – Venue List	105



## Continuing Professional Development (CPD) Schedule 2011/12

This schedule lists all of the CPD events provided by the Early Learning Team and Integrated Workforce Development Team for the new academic year 2011/12. Please refer to the course descriptions for further information.

September 2011	October 2011	November 2011
<ul style="list-style-type: none"> <li>• <b>Mandatory Introductory Course – Understand How to Set Up a Home Based Childcare Service (page 20)</b></li> <li>• <b>Inter Agency Child Protection: Introduction (page 77)</b></li> <li>• <b>Advanced Inter Agency Child Protection (page 79)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Autumn EYFS Quality Improvement Cluster Meetings (page 45)</b></li> <li>• <b>Child Protection: Basic Awareness (page 53)</b></li> <li>• <b>Paediatric First Aid (page 55 – 57)</b></li> <li>• <b>Inter Agency Child Protection: Introduction (page 77)</b></li> <li>• <b>Advanced Inter Agency Child Protection (page 79)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Childminding and Home-based Childcare Briefing Session (page 19)</b></li> <li>• <b>Beat Baby and Lola Leopard Workshop (page 25)</b></li> <li>• <b>Observation and Assessment – the Role of the Adult (page 26)</b></li> <li>• <b>Young Children's Intense Emotions – How to Support and Stay in Control (page 27)</b></li> <li>• <b>Autumn EYFS Quality Improvement Cluster Meetings (page 45)</b></li> <li>• <b>Child Protection: Basic Awareness (page 53)</b></li> <li>• <b>Paediatric First Aid (page 55 – 57)</b></li> <li>• <b>Food Hygiene (page 58)</b></li> <li>• <b>Committee Skills (page 63)</b></li> <li>• <b>The what, where and how of being an Inclusion Co-ordinator (page 67)</b></li> <li>• <b>Autumn EYFS Inclusion Cluster Meetings (page 68)</b></li> <li>• <b>Inter Agency Child Protection: Introduction (page 77)</b></li> <li>• <b>Advanced Inter Agency Child Protection (page 79)</b></li> </ul>

December 2011	January 2012	February 2012
<ul style="list-style-type: none"> <li>• <b>Early Years Professional (EYP) Leadership Networks (page 28)</b></li> <li>• <b>Early Years Foundation Stage (EYFS) – Communication, Language and Literacy Development (CLLD) (page 29)</b></li> <li>• <b>The Creative Child – Understanding Young Children’s Expressive Arts (Music and Drama) (page 30)</b></li> <li>• <b>Child Protection: Basic Awareness (page 53)</b></li> <li>• <b>Paediatric First Aid (page 55 – 57)</b></li> <li>• <b>Inter Agency Child Protection: Introduction (page 77)</b></li> <li>• <b>Advanced Inter Agency Child Protection (page 79)</b></li> <li>• <b>Advanced Inter Agency Child Protection Update (page 81)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mandatory Introductory Course – Understand How to Set Up a Home Based Childcare Service (page 20)</b></li> <li>• <b>Open Ended Play Workshop – Incorporating the Benefits and Expectations of Childminding Network Groups (page 31)</b></li> <li>• <b>Making Learning Visible (Documenting Children’s Learning) (page 32)</b></li> <li>• <b>Behaviour Management (page 33)</b></li> <li>• <b>What Matters to Children – Exploring Children’s Interest in Big Ideas (page 41)</b></li> <li>• <b>Paediatric First Aid (page 55 – 57)</b></li> <li>• <b>Food Hygiene (page 58)</b></li> <li>• <b>Spring EYFS Inclusion Cluster Meetings (page 70)</b></li> <li>• <b>Inter Agency Child Protection: Introduction (page 77)</b></li> <li>• <b>Advanced Inter Agency Child Protection (page 79)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Understanding Young Children’s Mathematical Development (page 34)</b></li> <li>• <b>Child Protection: Basic Awareness (page 53)</b></li> <li>• <b>Paediatric First Aid (page 55 – 57)</b></li> <li>• <b>Risk Assessment (page 60)</b></li> <li>• <b>Spring EYFS Inclusion Cluster Meetings (page 70)</b></li> <li>• <b>Inter Agency Child Protection: Introduction (page 77)</b></li> <li>• <b>Advanced Inter Agency Child Protection (page 79)</b></li> </ul>

March 2012	April 2012	May 2012
<ul style="list-style-type: none"> <li>• <b>Childminding and Home-based Childcare Briefing Session (page 19)</b></li> <li>• <b>Early Years Professional (EYP) Leadership Networks (page 28)</b></li> <li>• <b>Knowledge and Understanding of the World – What Matters to Children (page 35)</b></li> <li>• <b>Spring EYFS Quality Improvement Cluster Meetings (page 47)</b></li> <li>• <b>Child Protection: Basic Awareness (page 53)</b></li> <li>• <b>Paediatric First Aid (page 55 – 57)</b></li> <li>• <b>Food Hygiene (page 58)</b></li> <li>• <b>The what, where and how of being an Inclusion Co-ordinator (page 67)</b></li> <li>• <b>Inter Agency Child Protection: Introduction (page 77)</b></li> <li>• <b>Advanced Inter Agency Child Protection (page 79)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mandatory Introductory Course – Understand How to Set Up a Home Based Childcare Service (page 20)</b></li> <li>• <b>Introduction to Makaton (page 36)</b></li> <li>• <b>Art and Design in the Early Years (page 37)</b></li> <li>• <b>What Matters to Children – Exploring Children’s Interest in Big Ideas (page 41)</b></li> <li>• <b>Paediatric First Aid (page 55 – 57)</b></li> <li>• <b>Food Hygiene (page 58)</b></li> <li>• <b>Summer EYFS Inclusion Cluster Meetings (page 72)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>World of Stuff Workshop – Using Materials and Objects in New and Inventive Ways (page 38)</b></li> <li>• <b>Child Protection: Basic Awareness (page 53)</b></li> <li>• <b>Paediatric First Aid (page 55 – 57)</b></li> <li>• <b>Summer EYFS Inclusion Cluster Meetings (page 72)</b></li> </ul>
June 2012	July 2012	August 2012
<ul style="list-style-type: none"> <li>• <b>Behaviour Management (page 33)</b></li> <li>• <b>Summer EYFS Quality Improvement Cluster Meetings (page 49)</b></li> <li>• <b>Child Protection: Basic Awareness (page 53)</b></li> <li>• <b>Paediatric First Aid (page 55 – 57)</b></li> <li>• <b>Food Hygiene (page 58)</b></li> <li>• <b>Supervision of Staff and Appraisal Process (page 64)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Childminding and Home-based Childcare Briefing Session (page 19)</b></li> <li>• <b>Early Years Professional (EYP) Leadership Networks (page 28)</b></li> <li>• <b>Early Years Foundation Stage (EYFS) and Leadership (page 42)</b></li> <li>• <b>Child Protection: Basic Awareness (page 53)</b></li> </ul>	

**Event Enquiries:**

	<b>Early Years Foundation Stage (EYFS) Administrator – 01275 884 075</b>
	<b>Training Administrator – 01275 888 677</b>
	<b>Integrated Workforce Development Administrator – 01934 427 327</b>
	<b>Family Information Service – 01934 426 300 / Early Years Administrator – 01934 426 305</b>
	<b>Senior Business Support for Early Years and Transforming Learning – 01275 885 305 / 01275 888 744</b>
	<b>Weston College – 01934 411 411</b>

# Booking Policy

## Online booking

Events advertised in this directory can be found and booked through the North Somerset Council Continuing Professional Development (CPD) online booking system.

### **CPD Online website:**

<http://cpd.n-somerset.gov.uk/cpdonline>

Event bookings should be made online where possible. If you are unable to book online your booking may be made by telephone.

A CPD Online Step-by-Step User Guide can be found on page 15. For further assistance with CPD Online please contact CPD Online Support Team on [cpdonline.support@n-somerset.gov.uk](mailto:cpdonline.support@n-somerset.gov.uk) or 01934 427 560 / 01934 426 161.

## Telephone Bookings

**Course bookings made by telephone are firm bookings, not provisional.**

## Enquiries

For further information on any CPD event please contact the appropriate administrator identified on the information sheet for that event.

**Please bear in mind the cancellation and attendance policy when making bookings.**

## Course Confirmation and Payment

Once your place is confirmed by the Training Administrator, either by telephone or email, you are required to post the Course Payment Slip on page 14 (photocopy as needed) with a cheque for payment of the course fee or deposit (if required).

### **Very important – Please note:**

- If you book a place on behalf of other staff, your setting will be charged under the attendance and cancellation policy if they do not attend.
- Cheques will be processed 10 working days prior to the course start date. Please do not send us post dated cheques. Please ensure that your cheque will be cashable 10 working days prior to the course start date.
- A separate cheque is needed for *each course* and *each individual place*.
- Cheques should be made payable to "North Somerset Council".
- If you prefer to be invoiced for course costs please send a letter from your manager authorising this.

- All Course Payment Slips must be signed by your setting manager to authorise payment if the setting is paying for the course fee or allowing you time out of work to attend.
- Course Payment Slips must also be signed by the intended delegates to demonstrate that they are aware of the booking.
- If you have requested a place via CPD Online or telephone you will receive an email confirming your place and event details once the training administrator has confirmed your booking and updated CPD Online.
- All correspondence will be sent via email to the email address provided on your CPD Online account.
- Deposit cheques are destroyed on confirmation of attendance. If you would like your cheque returned, please enclose SAE.
- If you are making bookings online, payment for the course fee must be sent by post immediately after the booking has been confirmed by the event administrator.

## **Attendance Policy**

All delegates attending CPD events contained within this directory are expected to have booked a place on the event they are attending.

Events begin promptly at the advertised start time. Where tea and coffee is available at the beginning of a session this will be available before the advertised start time. Please arrive early to allow a prompt start to the event.

**Please note that lunch is not provided at any of the events advertised in this directory. Please bring a packed lunch for all day events.**

If you arrive at an event and have not made a booking, or you have cancelled your place, you will be refused attendance if it would affect the quality of the event.

Please refer to the venue list in Appendix B (page 105) for full address details of individual venues.

A reserve list is available for the majority of courses. If you are interested in an event but unable to attend, please let us know to help us plan future events to meet demand.

**\*\*\*PLEASE READ\*\*\***

## **Cancellation Policy**

**\*\*\*PLEASE READ\*\*\***

**Please let us know as soon as possible if you can no longer attend. We have waiting lists for our events. If you do not let us know that you cannot attend somebody else may miss out on a place.**

**Course fees will still be charged if a minimum of 10 working days notice is not given before the start date.**

If you need to cancel your booking:

- Cancellations must be made by the person who authorised the booking or requested a place.
- If you make a telephone cancellation it is your responsibility to keep a note of the date, time and person you spoke to. **Appeals against course fees will not be considered without these details.**
- No course fees will be charged for cancellations that are made more than 10 working days before the event.
- Should you cancel your booking within 10 working days of the event, or if a delegate does not attend, you will be charged the full course fee if we are unable to fill the place. In some circumstances we may offer the opportunity to re-book at no further cost.
- Delegates who do not attend events which are fully funded (i.e. no course fee) will be charged £20.00.
- Settings may send another staff member if the original delegate is unable to attend for any reason (e.g. sickness) with no additional charge. Please inform us of any changes to enable us to amend registers and certificates and to keep our records accurate.

**Please be advised that it is the responsibility of each delegate to sign the event register (for all events including clusters) to prove that they have attended.**

### **If the event is cancelled**

Training events may be cancelled due to lack of bookings up to four weeks before the start date, or due to events outside our control e.g. tutor illness. In this case you will be contacted as soon as possible and advised of the cancellation. There will be no charge if the event is cancelled by us.

## **Fees Policy**

The majority of events for Early Years, Childcare and Play practitioners are subsidised from the Early Intervention Grant. Course fees for this audience will be listed under the details for each event and will reflect this subsidy.

# Course Payment Slip

**IMPORTANT: Before submitting this Course Payment Slip, please ensure that all applicants are aware that they are booked on these events. If they do not attend and/or they do not cancel the course with 10 working days notice, the setting is responsible and will be charged the full course fee or £20 per person for fully funded courses.**

## Course Payment Slip



<b>Title of course:</b>		
<b>Date/s:</b>	<b>Venue:</b>	<b>Time:</b>
<b>Full name:</b>		
<b>Establishment/setting:</b>		
<b>Contact address:</b>		
<b>email:</b>		
<b>Contact telephone number:</b>		
<b>Payment amount enclosed:</b>		
<b>Any support needs required:</b> E.g. Wheelchair Access / English as Additional Language / Visual Aids etc		
I/we have read and agree to abide by the attendance and cancellation policy. Please sign below:		
<b>Course attendee signature:</b>	Sign: _____ Print Name: _____	<b>Date:</b> _____
<b>Authorising signature:</b> (Manager- if funded from a setting)	Sign: _____ Print Name: _____	<b>Date:</b> _____

Please post this Course Payment Slip with cheque/s made payable to **North Somerset Council** to:

Stana Balogova, Training Administrator, Integrated Workforce Development Team,  
Children and Young People's Services (CYPS), North Somerset Council,  
Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ

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## CPD Online

Continuing Professional Development (CPD) Online is an advertising and booking system for professional development and training for the North Somerset workforce.

<http://cpd.n-somerset.gov.uk/cpdonline>

The CPD Online portal homepage is divided into the following services:

- Adult Social Care and Housing
- Corporate Training
- Governors
- Elected Members
- Services for Children and Young People
- Schools

Please select the homepage of **Services for Children and Young People** where you will find all the CPD events that are listed in the Continuing Professional Development Directory for Early Years and Childcare Providers (Training Directory) and other various events that support the professional development of staff from all children and young people's services.

If you have not accessed CPD Online previously, please refer to the [CPD Online Step-by-Step Guide](#) for further information.

(<http://www.n-somerset.gov.uk/NR/rdonlyres/693495F4-689C-4606-9CF0-9911BFB6DD97/0/CPDOnlineStepByStepGuide201108.pdf> )

**CPD Online Demonstration Sessions** are available upon request. To make an appointment please contact Stana Balogova on 01275 888 677 or email [stana.balogova@n-somerset.gov.uk](mailto:stana.balogova@n-somerset.gov.uk)

### **Benefits of using CPD Online**

- Once you have registered you will be able to see what events you have attended or are due to attend, save courses you are interested in for future reference, and request a place on events.
- A personal professional development record is created providing each user with a single record of their entire training history within North Somerset. You can also add details of any external training events attended.
- You can download your own certificate.
- CPD Leaders (i.e. designated person for training or a manager) can request a place on behalf of their colleagues.
- CPD Leaders can use CPD Online to prioritise, plan and monitor training for colleagues.
- Once you have requested a place on a course and the training administrator has confirmed your place, you will receive confirmation by email. The CPD Leader for your setting will receive confirmation too.
- Please use your work or personal email address. This will mean we can contact you quickly and conveniently as emails are automatically sent to your preferred email address from CPD Online.
- Whether you are a childminder, an out of school club practitioner or a PVI practitioner you can view events that are targeted to your role.





## **Introductory Sessions**



## Childminding and Home-based Childcare Briefing Session

### Target Audience:

**Those who are interested in becoming a childminder or home-based childcarer (nanny)**

### **Tutors:**

Early Learning Team

### **Event Description:**

The aim of this session is to provide you with enough information about the legal requirements and practicalities to help you decide whether or not to register as a childminder or home-based childcarer.

There will be the opportunity to ask questions and discuss the mandatory introductory course run by Weston College that is required for those wishing to register as a childminder.

### **Event Objectives:**

We will discuss:

1. the roles and responsibilities of a Registered Childminder.
2. the support provided by the Local Authority.
3. the Ofsted Registration Process.
4. the training requirements and opportunities for your continuous professional development.

Cost	No of Sessions	Maximum Places	Minimum Places
Fully Funded	1 x 2.5 hours	35	10

### **Briefing Session Dates:**

CPD Event Code	Date	Time	Venue
n/a	Wednesday 2 November 2011	19:00 – 21:30	Castle Batch Children's Centre, Bishop Avenue, Worle, Weston-super-Mare
n/a	Tuesday 6 March 2012	18:45 – 21:15	Weston College, Rooms 163/4, Knightstone Road, Weston-super-Mare
n/a	Tuesday 3 July 2012	18:45 – 21:15	Weston College, Rooms 163/4, Knightstone Road, Weston-super-Mare

**Event Enquiries: Family Information Service, 01934 426 300**

## **Mandatory Introductory Course – Understand How to Set Up a Home Based Childcare Service**

### **Target Audience:**

**Those who are interested in becoming a childminder or home-based childcarer (nanny)**

### **Tutors:**

Weston College

### **Event Description:**

This introductory course at Level 3 fulfils the government's requirements for prospective childminders and is the Local Authority approved course required for anyone wishing to register as a childminder in North Somerset.

It is essential that you complete this course no more than six months before or after registration.

The course is held over 10 evening sessions and you will be required to complete a number of written tasks towards completion of a portfolio which will be assessed at the end of the course.

Due to the nature of the written tasks it is advisable that you have literacy skills equivalent to at least Level 2. For those without any qualification in English or literacy we would strongly recommend that you consider doing a short literacy course first. Further details can be obtained through Weston College.

### **Event Objectives:**

The learner will:

1. Understand how to set up a home based childcare service,
2. Understand how to establish a safe and healthy home based environment for children,
3. Understand the importance of partnerships with parents for all aspects of the home based childcare service,
4. Understand the principles of development of routines for home based childcare,
5. Understand how to provide play and other activities for children in home based settings that will support equality and inclusion,
6. Understand how home based childcarers can support the safeguarding of children in their care,
7. Understand the principles of supporting positive behaviour in home based childcare settings.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£150	10 x 2.5 hours <i>(there is no session during school holidays)</i>	20 – 25	18

**Mandatory Introductory Course –  
Understand How to Set Up a Home Based Childcare Service  
Continued...**

**Course Dates:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
n/a	Tuesday 27 September and 4, 11, 18 October and 1, 8, 15, 22, 29 November and 6 December 2011	19:00 – 21:30	Weston College, Knightstone Road, Weston-super-Mare
n/a	TBC January 2012	TBC	Weston College, Knightstone Road, Weston-super-Mare
n/a	TBC April 2012	TBC	Weston College, Knightstone Road, Weston-super-Mare

**Event Enquiries:**

You will be required to register at Weston College with full payment made at the time of registration.

Please note that you will need to have attended a briefing session before registering on this course, and you will be required to present your certificate of attendance to enable you to register.



# Learning and Development



## Beat Baby and Lola Leopard Workshop

### **Target Audience:** **Childminders**

#### **Tutors:**

Lead Childminding Practitioners

#### **Event Description:**

This two hour twilight event is an interactive introduction to Beat Baby and Lola Leopard. It is suitable for childminders with little or no knowledge in this area or in need of a refresher.

Beat Baby and Lola Leopard are excellent tools in supporting children's development, particularly in Communication, Language and Literacy.

#### **Event Objectives:**

- To develop an understanding of the benefits of using Beat Baby and Lola Leopard.
- To support childminders to have the confidence to use Beat Baby and Lola Leopard within their homes and at groups.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
Fully funded	1 evening	25	10

#### **Workshop Dates:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
10-001321	Thursday 17 November 2011	19:00 – 21:00	St Barnabas Centre, West Hill, Portishead
10-001322	Tuesday 29 November 2011	19:00 – 21:00	Castle Batch Children's Centre, Bishop Avenue, Worle, Weston-super-Mare

**Event Enquiries: Anne-Marie Heath, Early Years Administrator –  
01934 426 305**

## Observation and Assessment – the Role of the Adult

### Target Audience:

**PVI Early Years Practitioners / Professionals**

### **Tutors:**

Early Years Consultants

### **Event Description:**

This day will enable you to understand how, what and why to observe, to interpret what you see and hear and to plan appropriate next steps for children's learning and development.

### **Event Objectives:**

To be confident and clear about the role of observation and understand how to meet the learning and development needs of children.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£25	1 day	20	10

### **Course Date:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
10-001460	Tuesday 22 November 2011	09:00 – 16:00	The Campus, Highlands Lane, Weston-super-Mare

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**

## Young Children's Intense Emotions – How to Support and Stay in Control

### Target Audience:

**PVI Early Years Practitioners / Professionals**

### **Tutors:**

Early Years Consultants

### **Event Description:**

This course will offer you a wide repertoire of approaches in supporting and managing children's intense emotions and the behaviours this can produce.

### **Event Objectives:**

To know how best to support children's emotional behaviour.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£25	1 day	25	10

### **Course Date:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
10-001465	Wednesday 23 November 2011	09:00 – 16:00	Clevedon Community School, Valley Road, Clevedon

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**

## Early Years Professional (EYP) Leadership Networks

**Target Audience:**  
**Early Years Professionals**

**Tutors:**  
Early Years Consultants

**Event Description:**  
This event is a termly network meeting for all Early Years Professionals and those employed as graduate leaders in private and voluntary childcare settings.

**Event Objectives:**  
This session will cover:

1. Networking
2. Sharing good practice
3. Sharing research
4. Mentoring

Cost	No of Sessions	Maximum Places	Minimum Places
Fully funded	1	25	5

**Course Dates:**

CPD Event Code	Date	Time	Venue
10-001491	Thursday 1 December 2011	13:30 – 16:00	Yeo Valley and Rural Outreach Children's Centre, St Andrew's C of E Primary School, Congresbury
12-000053	Thursday 8 March 2012	13:30 – 16:00	Banwell, Winscombe and Sandford Children's Centre, West Street, Banwell
11-000571	Monday 2 July 2012	13:30 – 16:00	St Barnabas Centre, West Hill, Portishead

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**

## Early Years Foundation Stage (EYFS) – Communication, Language and Literacy Development (CLLD)

### Target Audience:

**EYFS Communication, Language and Literacy Co-ordinators, PVI  
Early Years Practitioners, Accredited Childminders**

### **Tutors:**

Sarah McGahern

### **Event Description:**

This one-day course is designed for new private, voluntary and independent practitioners working within Early Years Foundation Stage to consider effective practice in communication, language and literacy development.

**Please note:** This training has been run in previous years and is for newly registered settings and those settings with new CLLD lead practitioners.

### **Event Objectives:**

This event is designed:

1. to reflect on current provision for communication, language and literacy development.
2. to consider the application and development of children's communication, language and literacy development.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
Fully funded	1 day	25	10

### **Course Date:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
11-000550	Friday 9 December 2011	09:30 – 14:30	Clevedon Community School, Valley Road, Clevedon

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**

## The Creative Child – Understanding Young Children's Expressive Arts (Music and Drama)

### Target Audience:

**PVI Early Years Practitioners / Professionals**

### **Tutors:**

Early Years Consultants

### **Event Description:**

This day will give you a wide range of practical ideas and strategies in meeting children's natural creative drive. It will also be great fun and build your confidence to make the most of music and drama.

### **Event Objectives:**

You will be more confident in providing opportunities for your children to explore music and drama.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£25	1 day	25	10

### **Course Date:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
10-001461	Friday 16 December 2011	09:00 – 16:00	The Campus, Highlands Lane, Weston-super-Mare

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**

## Open Ended Play Workshop – Incorporating the Benefits and Expectations of Childminding Network Groups

### **Target Audience:** **Childminders**

#### **Tutors:**

Childcare Development Advisers and Lead Childminding Practitioners

#### **Event Description:**

This two hour twilight workshop is designed to inform new and existing childminders about what to expect from a childminding network group.

It will focus on the benefits of open ended play and the limitations of closed tasks that are directed towards an end product. There will be practical examples of open ended activities to try.

It will also cover how all those attending groups can make the most of the group, to enable them to continue to run smoothly, efficiently and enjoyably, supporting the best outcomes for children cared for by childminders.

#### **Event Objectives:**

The workshop aims to develop and extend the knowledge of the benefits of open ended play. It also aims to increase the understanding of attendees of Network groups and how to make the most of them.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
Fully funded	1 evening	25	10

#### **Workshop Dates:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
10-001328	Tuesday 17 January 2012	19:00 – 21:00	St Barnabas Centre, West Hill, Portishead
10-001329	Tuesday 24 January 2012	19:00 – 21:00	Castle Batch Children's Centre, Bishop Avenue, Worle, Weston-super-Mare

**Event Enquiries: Anne-Marie Heath, Early Years Administrator –  
01934 426 305**

## Making Learning Visible (Documenting Children's Learning)

### **Target Audience:**

**PVI Early Years Practitioners / Professionals**

### **Tutors:**

Early Years Consultants

### **Event Description:**

This event is aimed at all Early Years Professionals seeking to develop their confidence and skills in stories for 0-4 year olds and their families.

It will be delivered by an Early Years Consultant and a Graduate Leader.

This day's professional development will focus on deepening your confidence and skills inspired by the approach in Reggio Emilia. It will enable you to produce learning stories to share with the children and their parents and support your planning for their learning and development.

### **Event Objectives:**

To be confident and skilled in documenting children's learning.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£25	1 day	25	10

### **Course Date:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
11-000517	Wednesday 18 January 2012	09:00 – 16:00	The Campus, Highlands Lane, Weston-super-Mare

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**

## Behaviour Management

### Target Audience:

**Newly registered childminders and childminders who have not attended any Behaviour Management training previously**

### **Tutors:**

Bridgwater College

### **Event Description:**

This course will cover the following:

- Age / stage appropriate social and emotional development,
- The role of the key person around attachment,
- Child-child conflict resolution / adult-child conflict resolution as the main approach to supporting children to manage their own behaviour,
- Developmentally appropriate strategies for managing challenging behaviour,
- Behaviour management plans and target setting involving parents and/or carers,
- Ways of supporting parents and/or carers to manage their children's behaviour,
- Role of INCCO / Area SENCO including the North Somerset referral process,
- EYFS resources to support CPD including Inclusion Development Programme resources,
- Signposting to other appropriate North Somerset training to support social and emotional development of vulnerable children.

### **Event Objectives:**

- Develop consistent strategies for dealing with conflict,
- Develop confidence and practice techniques.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£26	2 evenings	20	10

### **Course Dates:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
11-000582	Tuesday 24 & 31 January 2012	19:00 – 21:30	For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare
11-000583	Tuesday 19 & 26 June 2012	19:00 – 21:30	Clevedon Community School, Valley Road, Clevedon

**Event Enquiries: Stana Balogova – Training Administrator – 01275 888 677**

## Understanding Young Children's Mathematical Development

### **Target Audience:**

**Early Years Practitioners / Professionals**

### **Tutors:**

Early Years Consultants, Sue Rayner

### **Event Description:**

This half day event will offer you a wide range of practical ideas to use in your setting to develop children's mathematical thinking. It will help you understand how children use problem solving, reasoning and numeracy from birth to four years.

### **Event Objectives:**

To be confident to provide high quality experiences for problem solving, reasoning and numeracy.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
Fully funded	1 morning	25	10

### **Course Dates:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
11-000518	Monday 27 February 2012	08:30 – 11:45	Clevedon Town Council, 44 Old Street, Clevedon
11-000519	Tuesday 28 February 2012	08:30 – 11:45	Priory Community School, Queensway, Worle, Weston-super-Mare

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**

## Knowledge and Understanding of the World – What Matters to Children

### **Target Audience:**

**PVI Early Years Practitioners / Professionals**

### **Tutors:**

Early Years Consultants

### **Event Description:**

This half day course will focus on what really matters to children, the questions that they ask and the concepts that fascinate them.

All participants will receive 'What Matters to Children' book.

### **Event Objectives:**

To understand what fascinates young children in their world and how to provide for their thirst for knowledge.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£25	1 morning	30	10

### **Course Date:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
12-000046	Thursday 8 March 2012	08:30 – 11:45	Priory Community School, Queensway, Worle, Weston-super-Mare

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**

## Introduction to Makaton

**Target Audience:**  
**Childminders**

**Tutors:**  
Lead Childminding Practitioners

**Event Description:**  
This course is an introduction to Makaton signs and symbols.

**Event Objectives:**  
This course aims to develop skills in the use of the core Makaton signs and symbols and to help childminders understand the use and purpose of Makaton.

Cost	No of Sessions	Maximum Places	Minimum Places
Fully funded	1 evening	25	10

**Workshop Dates:**

CPD Event Code	Date	Time	Venue
10-001330	Tuesday 17 April 2012	19:00 – 21:00	St Barnabas Centre, West Hill, Portishead
10-001331	Tuesday 24 April 2012	19:00 – 21:00	Castle Batch Children's Centre, Bishop Avenue, Worle, Weston-super-Mare

**Event Enquiries: Anne-Marie Heath, Early Years Administrator –  
01934 426 305**

## Art and Design in the Early Years

### Target Audience:

**PVI Early Years Practitioners / Professionals**

### **Tutors:**

Early Years Consultants

### **Event Description:**

This course will focus on knowing how best to support and develop children's first mark making, their representations of the world in 2D and 3D and their interest in light, shape and colour.

### **Event Objectives:**

You will have developed the confidence and be supported with a wide range of practical ideas to develop children's art and design from birth to four years.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£25	1 day	20	10

### **Course Date:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
11-000520	Saturday 21 April 2012	09:00 – 16:00	For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**

## World of Stuff Workshop – Using Materials and Objects in New and Inventive Ways

### **Target Audience:** **Childminders**

**Tutors:**  
Lead Childminding Practitioners

### **Event Description:**

This hands on workshop introduces new and inventive ways of using materials and objects. Materials will include clay, moon roc, shoes, material, recycling and many more items.

The workshop will include risk assessing, safety and practicality. It will also look at the learning opportunities, following the child's interests and progressing learning.

Documentation of learning will be demonstrated and discussed to enable partnership with parents and to create reference to the EYFS curriculum.

### **Event Objectives:**

The workshop aims to promote interest, excitement and confidence around using objects and materials and to begin looking at how open ended object and material play can be documented.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
Fully funded	1 evening	25	10

### **Workshop Dates:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
10-001333	Tuesday 15 May 2012	19:00 – 21:00	St Barnabas Centre, West Hill, Portishead
10-001334	Tuesday 22 May 2012	19:00 – 21:00	Castle Batch Children's Centre, Bishop Avenue, Worle, Weston-super-Mare

**Event Enquiries: Anne-Marie Heath, Early Years Administrator –  
01934 426 305**

# **Early Years Foundation Stage Training for Schools and Graduate Leaders**



## What Matters to Children – Exploring Children's Interest in Big Ideas

### **Target Audience:**

**PVI Early Years Professionals and Teachers**

### **Tutors:**

Andrea Sully, Senior Advisor: Early Years and Transforming Learning

### **Event Description:**

This course focuses on exploring the big ideas, concepts and interests of children in the EYFS, with a follow up twilight session.

### **Event Objectives:**

- To begin to understand the big ideas and concepts that children repeatedly explore in their play,
- To consider how to plan provision which supports children's best thinking,
- To plan how to share our class-based learning at a follow up twilight.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
Fully Funded	2	24	15

### **Course Dates:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
11-000560	Friday 27 January 2012 and a follow up twilight session on	09:00 – 16:00	The Campus, Highlands Lane, Weston-super-Mare
	Friday 27 April 2012	15:45 – 18:00	

**Event Enquiries: Trish Mathias – Senior Business Support for Early Years and Transforming Learning – 01275 885 305 / 01275 888 744**

## Early Years Foundation Stage (EYFS) and Leadership

### Target Audience:

**PVI Early Years Practitioners / Professionals, PVI Inclusion Co-ordinators**

### **Tutors:**

Andrea Sully, Senior Advisor: Early Years and Transforming Learning

### **Event Description:**

A three day EYFS Leadership Course to explore the principles of 'leadership' of any team; what we can learn about influence, motivation and principled leadership from individuals and organisations beyond education; and how we can use the best of international Early Years pedagogy to design world class provision.

### **Event Objectives:**

- To understand the principles and theory of leadership from a range of sources,
- To be increasingly confident in leading and influencing others,
- To be informed by international best practice in order to undertake quality improvements,
- To understand the implications in managing successful change.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
Fully Funded	3	24	15

### **Course Dates:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
12-000054	Wednesday 4 July and Thursday 5 July and Friday 6 July 2012	08:45 – 16:00	The Campus, Highlands Lane, Weston-super-Mare

**Event Enquiries: Trish Mathias – Senior Business Support for Early Years and Transforming Learning – 01275 885 305 / 01275 888 744**

# Quality Improvement Cluster Meetings



## Autumn Early Years Foundation Stage (EYFS) Quality Improvement Cluster Meetings

### Target Audience:

**PVI Early Years Practitioners / Professionals**

**Approved childminders are recommended to attend.**

### **Tutors:**

North Somerset Early Years Consultants and Childcare Development Advisers

### **Event Description:**

These two hour interactive workshop sessions are for private, voluntary and independent EYFS practitioners who will ensure information is disseminated to their team.

NOTE: Attendees to bring their setting's North Somerset Quality Improvement Planner file with them to this training.

This event will focus on Problem Solving Reasoning and Numeracy.

This training is a requirement for those providers delivering the free early education for 3 and 4 year olds. Condition 21 stipulates 'that as a minimum your setting is represented at two EYFS Cluster meetings and two EYFS INCCO Cluster meetings per year'.

### **Event Objectives:**

These cluster meetings aim to support early years practitioners in the delivery of Problem Solving Reasoning and Numeracy (PSRN) within their settings.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
Fully funded	1 x 2 hours	20 - 30	5

## Autumn Early Years Foundation Stage (EYFS) Quality Improvement Cluster Meetings Continued...

### Cluster Meeting Dates:

CPD Event Code	Date	Time	Venue
10-001335	Monday 10 October 2011	13:00 – 15:00	St Andrew's Church within the For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare
10-001438	Monday 10 October 2011	19:00 – 21:00	Oldmixon Primary School, Monkton Avenue, Weston-super-Mare
10-001439	Wednesday 12 October 2011	13:00 – 15:00	St Mary's Church, Chapter House, Yatton
10-001440	Wednesday 12 October 2011	19:00 – 21:00	Trinity Primary School, Marjoram Way, Portishead
10-001441	Monday 17 October 2011	19:00 – 21:00	Mary Elton Primary School, Holland Road, Clevedon
10-001442	Tuesday 18 October 2011	19:00 – 21:00	Oldmixon Primary School, Monkton Avenue, Weston-super-Mare
11-000466	Monday 31 October 2011	13:00 – 15:00	H Church (The Purple Sheep Centre), Hughenden Road, Weston-super-Mare
11-000465	Monday 31 October 2011	19:00 – 21:00	H Church (The Purple Sheep Centre), Hughenden Road, Weston-super-Mare
10-001443	Wednesday 2 November 2011	13:00 – 15:00	Nailsea Methodist Church, Silver Street, Nailsea
10-001444	Thursday 3 November 2011	19:00 – 21:00	Churchill War Memorial Hall, Ladymead Lane, Churchill

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**

## Spring Early Years Foundation Stage (EYFS) Quality Improvement Cluster Meetings

### Target Audience:

**PVI Early Years Practitioners / Professionals**

**Approved childminders are recommended to attend.**

### **Tutors:**

North Somerset Early Years Consultants and Childcare Development Advisers

### **Event Description:**

These two hour interactive workshop sessions are for private, voluntary and independent EYFS practitioners who will ensure information is disseminated to their team.

NOTE: Attendees to bring their setting's North Somerset Quality Improvement Planner file with them to this training.

This event will focus on:

- the new framework
- working with parents within the Home Learning environment

This training is a requirement for those providers delivering the free early education for 3 and 4 year olds. Condition 21 stipulates 'that as a minimum your setting is represented at two EYFS Cluster meetings and two EYFS INCCO Cluster meetings per year'.

### **Event Objectives:**

These events aim to support practitioners to strengthen parental partnership to promote improvement in the Home Learning environment.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
Fully funded	1 x 2 hours	20 - 30	10

## Spring Early Years Foundation Stage (EYFS) Quality Improvement Cluster Meetings Continued...

### Cluster Meeting Dates:

CPD Event Code	Date	Time	Venue
10-001336	Monday 12 March 2012	13:00 – 15:00	H Church (The Purple Sheep Centre), Hughenden Road, Weston-super-Mare
11-000467	Monday 12 March 2012	19:00 – 21:00	H Church (The Purple Sheep Centre), Hughenden Road, Weston-super-Mare
11-000468	Tuesday 13 March 2012	13:00 – 15:00	Nailsea Fire Station, Pound Lane, Nailsea
11-000469	Tuesday 13 March 2012	19:00 – 21:00	Oldmixon Primary School, Monkton Avenue, Weston-super-Mare
11-000470	Wednesday 14 March 2012	19:00 – 21:00	St Barnabas Centre, West Hill, Portishead
11-000471	Monday 19 March 2012	19:00 – 21:00	Mary Elton Primary School, Holland Road, Clevedon
11-000472	Tuesday 20 March 2012	13:00 – 15:00	For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare
11-000473	Tuesday 20 March 2012	19:00 – 21:00	Oldmixon Primary School, Monkton Avenue, Weston-super-Mare
11-000474	Thursday 22 March 2012	13:00 – 15:00	Yeo Valley and Rural Outreach Children's Centre, St Andrew's Primary School, Station Road, Congresbury
11-000475	Thursday 22 March 2012	19:00 – 21:00	Churchill War Memorial Hall, Ladymead Lane, Churchill

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**

## Summer Early Years Foundation Stage (EYFS) Quality Improvement Cluster Meetings

### **Target Audience:**

**PVI Early Years Practitioners / Professionals**

**Approved childminders are recommended to attend.**

### **Tutors:**

North Somerset Early Years Consultants and Childcare Development Advisers

### **Event Description:**

These two hour interactive workshop sessions are for private, voluntary and independent EYFS practitioners who will ensure information is disseminated to their team.

This event will focus on managing challenging behaviour.

NOTE: Attendees to bring their setting's North Somerset Quality Improvement Planner file with them to this training

This training is a requirement for those providers delivering the free early education for 3 and 4 year olds. Condition 21 stipulates 'that as a minimum your setting is represented at two EYFS Cluster meetings and two EYFS INCCO Cluster meetings per year'.

### **Event Objectives:**

These events aim to equip practitioners to manage challenging behaviour in early years settings.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
Fully funded	1 x 2 hours	20 - 30	10

## Summer Early Years Foundation Stage (EYFS) Quality Improvement Cluster Meetings Continued...

### Cluster Meeting Dates:

CPD Event Code	Date	Time	Venue
10-001337	Monday 18 June 2012	13:00 – 15:00	H Church (The Purple Sheep Centre), Hughenden Road, Weston-super-Mare
11-000480	Monday 18 June 2012	19:00 – 21:00	H Church (The Purple Sheep Centre), Hughenden Road, Weston-super-Mare
11-000481	Tuesday 19 June 2012	13:00 – 15:00	Nailsea Fire Station, Pound Lane, Nailsea
11-000482	Tuesday 19 June 2012	19:00 – 21:00	Oldmixon Primary School, Monkton Avenue, Weston-super-Mare
11-000483	Thursday 21 June 2012	19:00 – 21:00	St Barnabas Centre, West Hill, Portishead
11-000484	Monday 25 June 2012	19:00 – 21:00	Mary Elton Primary School, Holland Road, Clevedon
11-000485	Tuesday 26 June 2012	13:00 – 15:00	For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare
11-000486	Tuesday 26 June 2012	19:00 – 21:00	Oldmixon Primary School, Monkton Avenue, Weston-super-Mare
11-000487	Thursday 28 June 2012	13:00 – 15:00	Yeo Valley and Rural Outreach Children's Centre, St Andrew's Primary School, Station Road, Congresbury
11-000488	Thursday 28 June 2012	19:00 – 21:00	Churchill War Memorial Hall, Ladymead Lane, Churchill

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**

## **Welfare Requirements**



## Child Protection: Basic Awareness

**(NB: Single Agency training that you should attend first prior to any Inter Agency training)**

### **Target Audience:**

**Early Years, Childcare and Play Practitioners**

### **Tutors:**

Healthcare Training & Consultancy

### **Event Description:**

This is an essential one-day course which aims to help early years practitioners feel more confident about what to do if they are concerned about the welfare of a child. The aims of the course are:

- To provide participants with a working knowledge around Safeguarding issues.
- To act as a foundation and a springboard for further learning about the complexity of these issues.

The trainer will employ a variety of training methods, including presentations, small group work, discussion, role play and personal reviews.

**Progression to** Inter Agency Child Protection – Introduction (refer to Inter Agency training page 43).

### **Event Objectives:**

- To understand the definition and the legal framework of child protection
- To be aware of signs and symptoms of the four main categories of abuse
- To investigate value issues around this area
- To begin to understand the role of different agencies and the relationship between them and to illustrate ways of multi-agency working
- To consider the impact of abuse on a family
- To raise awareness of responses to children's disclosure
- To outline the referral process with reference to policy and procedures
- To practice working in partnership with parents

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
Fully Funded £20 deposit required	2 evenings or 1 day	20	8

## Child Protection: Basic Awareness

**(NB: Single Agency training that you should attend first prior to any Inter Agency training)Continued...**

### Course Dates:

CPD Event Code	Date	Time	Venue
10-001478	Saturday 15 October 2011	09:15 for 09:30 – 15:00	Castle Batch Community Primary School, Rawlins Avenue, Worle, Weston-super-Mare
10-001479	Saturday 12 November 2011	09:15 for 09:30 – 15:00	Trinity Community Hall, Trinity Anglican Methodist Primary School, Marjoram Way, Portishead
10-001480	Saturday 10 December 2011	09:15 for 09:30 – 15:00	Yatton Methodist Church, High Street, Yatton
12-000049	Saturday 4 February 2012	09:15 for 09:30 – 15:00	Kenn Road Methodist Church, Kenn Road, Clevedon
12-000050	Tuesday 6 & 13 March 2012	18:45 for 19:00 – 21:30	For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare
11-000553	Saturday 12 May 2012	09:15 for 09:30 – 15:00	Kenn Road Methodist Church, Kenn Road, Clevedon
11-000554	Wednesday 13 & 20 June 2012	18:45 for 19:00 – 21:30	For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare
12-000051	Saturday 7 July 2012	09:15 for 09:30 – 15:00	Yatton Methodist Church, High Street, Yatton

**Event Enquiries: Stana Balogova – Training Administrator – 01275 888 677**

## Paediatric First Aid – 12 hour programme

### **Target Audience:**

**Early Years, Childcare and Play Practitioners**

### **Tutors:**

Services in Health Education Ltd

This training provider is approved by the Local Authority in line with requirements of the EYFS.

### **Event Description:**

Participants will have knowledge and understanding of First Aid and the role of the First Aider. They can demonstrate the ability to act safely, promptly and effectively when and if an emergency situation occurs. This will be when a child becomes unwell or due to a sustained injury.

The overall aims of First Aid are to Preserve Life, Prevent the condition from worsening and to Promote Recovery.

The focus is based on life saving knowledge, what to do and how to do it and includes practicing recognised skills.

### **Event Objectives:**

Issues pertinent to the transfer of a casualty and aspects of diagnosis will be understood.

1. Policies and guidelines for childminding good practice.
2. Coping with an emergency.
3. Accidents and First Aid.
4. Resuscitation.
5. First Aid in dealing with bleeding.
6. Burns and scalds.
7. Convulsions.
8. Choking.
9. Fractures, dislocations / sprains.
10. Head injuries.
11. Shock – EpiPen use.
12. Medical emergencies.
13. Common infectious diseases.
14. First Aid supplies.
15. Medications.
16. Emotional reactions in an emergency.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£52	5 evenings or 2 days	24	16

## Paediatric First Aid – 12 hour programme Continued...

### Course Dates:

CPD Event Code	Date	Time	Venue
11-000526	Saturday 8 & 15 October 2011	09:30 – 16:00	Kenn Road Methodist Church, Kenn Road, Clevedon
10-001472	Tuesday 1, 8, 15, 22 & 29 November 2011	19:00 – 21:30	For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare
11-000527	Saturday 5 & 12 November 2011	09:30 – 16:00	Castle Batch Community Primary School, Rawlins Avenue, Worle, Weston-super-Mare
10-001488	Saturday 3 & 10 December 2011	09:30 – 16:00	Clevedon Community School, Valley Road, Clevedon
12-000047	Saturday 7 & 14 January 2012	09:30 – 16:00	Kenn Road Methodist Church, Kenn Road, Clevedon
11-000528	Saturday 28 January & 4 February 2012	09:30 – 16:00	Castle Batch Community Primary School, Rawlins Avenue, Worle, Weston-super-Mare
11-000529	Thursday 2 & 9 February 2012	09:30 – 16:00	North Somerset Enterprise Agency, Oldmixon Crescent, Weston-super-Mare
11-000548	Monday 27 February + 5, 12, 19, 26 March 2012	19:00 – 21:30	Castle Batch Community Primary School, Rawlins Avenue, Worle, Weston-super-Mare
11-000530	Saturday 3 & 10 March 2012	09:30 – 16:00	Kenn Road Methodist Church, Kenn Road, Clevedon
11-000531	Saturday 21 & 28 April 2012	09:30 – 16:00	Redcliffe Bay Hall, Newhaven Road, Portishead
11-000532	Saturday 19 & 26 May 2012	09:30 – 16:00	For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare
11-000533	Saturday 16 & 23 June 2012	09:30 – 16:00	Kenn Road Methodist Church, Kenn Road, Clevedon

**Event Enquiries: Stana Balogova – Training Administrator – 01275 888 677**

**List of providers approved to deliver  
Paediatric First Aid (12 hour programme)  
in North Somerset**

If you wish to arrange your own paediatric first aid training, the Early Years Foundation Stage statutory framework requires that you use a provider that has been approved by the local authority.

The following training providers have been approved to deliver Paediatric First Aid in North Somerset during the current academic year:

**Abacus Professional Training**

Paula Winstone

01934 612 873

[www.abacusprotraining.co.uk](http://www.abacusprotraining.co.uk)

**Acorn Health and Safety Ltd**

0845 257 1231

[www.acornsafety.co.uk](http://www.acornsafety.co.uk)

**City of Bristol College**

Tina Chamberlain

0117 312 2027

[www.cityofbristol.ac.uk](http://www.cityofbristol.ac.uk)

**Healthcare Training and  
Consultancy**

Sabina Beebeejaun

01600 740 700

[www.healthcare-training.co.uk](http://www.healthcare-training.co.uk)

**Oxford College of First Aid**

01235 810 619

[www.oxfordcollegefirstaid.co.uk](http://www.oxfordcollegefirstaid.co.uk)

**PEYTU**

Amy Halls

0117 908 0601

[www.peytu.co.uk](http://www.peytu.co.uk)

**Services in Health Education**

Terry Hancock

029 20 757776

**Switch Training Ltd**

Bekki Ball

01666 823 626

[www.switchtraining.co.uk](http://www.switchtraining.co.uk)

## **Food Hygiene (Level 2 Award in Food Safety in Catering)**

### **Target Audience:**

**Early Years, Childcare and Play Practitioners**

### **Tutors:**

Healthcare Training & Consultancy

### **Event Description:**

This course will concentrate on the five primary areas recognised by the World Health Organisation (WHO):

- Cooking Safely
- Chilling and keeping perishable foods cool
- Avoiding direct and cross contamination
- Cleanliness (Environmental and personal)
- Managing Food Safely

### **Event Objectives:**

Learners will be able to clearly identify food hazards, understand correct control measures, importance of keeping food safe.

**NB: It is important that you bring your PHOTO ID (e.g. passport or full UK driving licence). Otherwise, you will not be able to sit the exam at the end of session.**

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£38	1 day	20	-

## Food Hygiene (Level 2 Award in Food Safety in Catering) Continued...

### Course Dates:

CPD Event Code	Date	Time	Venue
11-000542	Saturday 5 November 2011	09:15 for 09:30 – 16:30	For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare
11-000543	Saturday 28 January 2012	09:15 for 09:30 – 16:30	Redcliffe Bay Hall, Newhaven Road, Portishead
11-000544	Saturday 10 March 2012	09:15 for 09:30 – 16:30	Castle Batch Community Primary School, Rawlins Avenue, Worle, Weston-super-Mare
11-000545	Saturday 21 April 2012	09:15 for 09:30 – 16:30	Yatton Methodist Church, High Street, Yatton
11-000546	Saturday 16 June 2012	09:15 for 09:30 – 16:30	For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare

**Event Enquiries: Stana Balogova – Training Administrator – 01275 888 677**

## Risk Assessment

### Target Audience:

**Early Years, Childcare and Play Practitioners**

### **Tutors:**

Workforce Development Team & Early Learning Team

### **Event Description:**

This course will look at the reasons for offering risk and challenge in play, the difference between a hazard and a risk, relevant legislation and practical methods of risk assessments.

### **Event Objectives:**

By the end of this course delegates will:

1. Identify the difference between risks and hazards.
2. Be aware of legal requirements.
3. Demonstrate how to complete a risk assessment.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£15	1 evening	25	10

### **Course Date:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
11-000538	Wednesday 29 February 2012	19:00 – 21:30	Castlewood, Room G.08/09/10, Tickenham Road, Clevedon ***

\*\*\* Important: Delegates will be collected from the Reception at 18:45 and 18:55. Please ensure that you will be at the reception by one of these times.

**Event Enquiries: Stana Balogova – Training Administrator – 01275 888 677**

# Leadership and Management



## Committee Skills

### Target Audience:

**Early Years, Childcare and Play Practitioners / Committee Members**

### **Tutors:**

Bridgwater College

### **Event Description:**

The course will cover the following:

- An outline of the roles and responsibilities of key committee members and relationships to others in the organisation.
- An outline of current relevant legislation relating to employment, charities commission, early years etc.
- Will reflect North Somerset Council accepted good practice and include an overview of the North Somerset Council Committees Handbook.
- Will promote awareness of the support available through North Somerset Council's Early Learning Team.
- Will include an outline of the policies and procedures necessary within childcare provision.

### **Event Objectives:**

1. State the relevant laws regarding employment and charities as they relate to committee run settings.
2. State the need to maintain policies and procedures.
3. Illustrate the roles that are required for a committee and those that may be needed.
4. Discuss ways to support the supervisor and other members of staff.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£15	2 evenings	20	10

### **Course dates:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
10-001494	Tuesday 1 & 8 November 2011	19:00 – 21:30	Clevedon Community School, Valley Road, Weston-super-Mare

**Event Enquiries: Stana Balogova – Training Administrator – 01275 888 677**

## Supervision of Staff and Appraisal Process

### Target Audience:

**Owners, Managers and Leaders of Childcare Settings, Committee members that have attended the Committee Skills session**

### **Tutors:**

Early Learning Team – Childcare Development Advisers

### **Event Description:**

The event is designed to introduce and support management staff in effective staff supervision and appraisal processes.

### **Event Objectives:**

- To identify the difference between staff supervision and appraisal
- To identify the benefits of supervision and appraisal
- To clarify the objectives of an appraisal discussion
- To establish the essentials for good preparation
- To prepare and use smart objectives
- To identify outstanding training needs

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£15	1 evening	20	10

### **Course date:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
11-000567	Thursday 14 June 2012	19:00 – 21:30	Castlewood, Room G.08/09/10, Tickenham Road, Clevedon ***

\*\*\* Important: Delegates will be collected from reception at 18:45 and 18:55. Please ensure that you will be at reception by one of these times.

**Event Enquiries: Stana Balogova – Training Administrator – 01275 888 677**

## **Inclusion**



## The what, where and how of being an Inclusion Co-ordinator – INCCO (formerly SENCO) in non-maintained pre-schools and day nurseries

### **Target Audience:**

**PVI Early Years Practitioners, SENCO**

### **Tutors:**

Diane Scarborough

### **Event Description:**

This is a workshop for North Somerset's new and aspiring Inclusion Co-ordinators (INCCOs) in non-maintained pre-schools and day nurseries now run over two evenings.

### **Event Objectives:**

To consider:

1. The role and responsibilities of an INCCO.
2. Working confidently with other professionals.
3. The need to work sensitively with parents and families.
4. The jargon around children with special needs.
5. Writing Individual Education Plans (IEPs) and reports.
6. INCCOs role at review meetings.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
Fully Funded	2 evenings	16	0

### **Course Dates:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
10-001454	Wednesday 30 November & 7 December 2011	19:30 – 21:30	Nailsea Methodist Church, Silver Street, Nailsea
11-000493	Wednesday 28 March & 4 April 2012	19:30 – 21:30	Oldmixon Family Centre, Monkton Avenue, Weston-super-Mare

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**

## Autumn Early Years Foundation Stage (EYFS) – Inclusion Cluster Meetings

### Target Audience:

**PVI Early Years Practitioners, Accredited Childminders,  
Childminders, Home Childcarers, SENCO**

All childminders and home childcarers are welcome to attend although the level of training will be for the higher level.

### **Tutors:**

North Somerset Area SENCOs

### **Event Description:**

This cluster meeting for PVI Inclusion Co-ordinators (INCCOs), EYFS Childcare Advisers, Accredited and Approved Childminders and Home Childcarers (particularly those working with vulnerable children including those with additional needs) will inform and support practitioners to reflect on their current inclusion practice and consider ways of improving on their current best.

The focus for these autumn cluster meetings will be:

- Common Assessment Framework (CAF) in North Somerset
- SEN/Inclusion Audit 2011

Reminder: Attendees should bring their setting's copy of North Somerset's 'Using the Code of practice in the Early Years' with them to the meeting.

NB Providers are required to attend this training as a requirement of their Nursery Education Provider Registration / Approved Childminder Registration.

### **Event Objectives:**

The outcome for this event is to support practitioners to raise awareness of:

- Common Assessment Framework (CAF) in North Somerset
  - \* How CAF can aid early years providers to target support to vulnerable children and their families
  - \* How CAF promotes multi-agency working
- SEN/Inclusion Audit 2011
  - \* Accredited/ Approved Childminders will complete their audit in their Network Groups
  - \* Audit report/ debrief for pre-schools and day nurseries to be shared/ discussed
- Reflection/ Sharing
  - \* Recent audit process and implications for quality improvement CAF awareness raising/ issues
  - \* Focus for on-going quality improvement

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
Fully Funded	1 x 2 hours	20 – 30	10

## Autumn Early Years Foundation Stage (EYFS) – Inclusion Cluster Meetings Continued...

### Course Dates:

CPD Event Code	Date	Time	Venue
11-000444	Monday 7 November 2011	13:00 – 15:00	H Church (The Purple Sheep Centre), Hughenden Road, Weston-super-Mare
11-000445	Monday 7 November 2011	19:00 – 21:00	H Church (The Purple Sheep Centre), Hughenden Road, Weston-super-Mare
11-000447	Tuesday 8 November 2011	13:00 – 15:00	Nailsea Fire Station, Pound Lane, Nailsea
10-001425	Thursday 10 November 2011	19:00 – 21:00	St Barnabas Centre, West Hill, Portishead
10-001426	Monday 14 November 2011	19:00 – 21:00	Mary Elton Primary School, Holland Road, Clevedon
10-001427	Tuesday 15 November 2011	13:00 – 15:00	For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare
10-001428	Tuesday 15 November 2011	19:00 – 21:00	Oldmixon Family Centre, Monkton Avenue, Weston-super-Mare
10-001429	Thursday 17 November 2011	13:00 – 15:00	Yeo Valley and Rural Outreach Children's Centre, St Andrew's Primary School, Station Road, Congresbury
10-001430	Thursday 17 November 2011	19:00 – 21:00	Churchill War Memorial Hall, Ladymead Lane, Churchill

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**

## Spring Early Years Foundation Stage (EYFS) – Inclusion Cluster Meetings

### **Target Audience:**

**PVI Early Years Practitioners, Accredited Childminders,  
Childminders, Home Childcarers, SENCO**

All childminders and home childcarers are welcome to attend although the level of training will be for the higher level.

### **Tutors:**

North Somerset Area SENCOs

### **Event Description:**

These cluster meetings for PVI Inclusion Co-ordinators (INCCOs), EYFS Childcare Advisers, Accredited and Approved Childminders and Home Childcarers (particularly those working with vulnerable children including those with additional needs) will inform and support practitioners to reflect on their current inclusion practice and consider ways of improving on their current best.

The focus for these spring cluster meetings will be confirmed following the SEN/Inclusion Audit debrief.

Reminder: Attendees should bring their setting's copy of North Somerset's 'Using the Code of practice in the Early Years' with them to the meeting.

NB Providers are required to attend this training as a requirement of their Nursery Education Provider Registration / Approved Childminder Registration.

### **Event Objectives:**

The outcome for these events will be confirmed following the SEN/ Inclusion Audit debrief.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
Fully Funded	1 x 2 hours	20 – 30	10

## Spring Early Years Foundation Stage (EYFS) – Inclusion Cluster Meetings Continued...

### Course Dates:

CPD Event Code	Date	Time	Venue
11-000450	Monday 30 January 2012	13:00 – 15:00	H Church (The Purple Sheep Centre), Hughenden Road, Weston-super-Mare
11-000451	Monday 30 January 2012	19:00 – 21:00	H Church (The Purple Sheep Centre), Hughenden Road, Weston-super-Mare
12-000033	Tuesday 31 January 2012	13:00 – 15:00	Nailsea Fire Station, Pound Lane, Nailsea
11-000452	Wednesday 1 February 2012	19:00 – 21:00	St Barnabas Centre, West Hill, Portishead
12-000034	Monday 6 February 2012	19:00 – 21:00	Mary Elton Primary School, Holland Road, Clevedon
12-000035	Tuesday 7 February 2012	13:00 – 15:00	For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare
12-000037	Tuesday 7 February 2012	19:00 – 21:00	Oldmixon Family Centre, Monkton Avenue, Weston-super-Mare
12-000038	Thursday 9 February 2012	13:00 – 15:00	Yeo Valley and Rural Outreach Children's Centre, St Andrew's Primary School, Station Road, Congresbury
12-000039	Thursday 9 February 2012	19:00 – 21:00	Churchill War Memorial Hall, Ladymead Lane, Churchill

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**

## Summer Early Years Foundation Stage (EYFS) – Inclusion Cluster Meetings

### **Target Audience:**

**PVI Early Years Practitioners, Accredited Childminders,  
Childminders, Home Childcarers, SENCO**

All childminders and home childcarers are welcome to attend although the level of training will be for the higher level.

### **Tutors:**

North Somerset Area SENCOs

### **Event Description:**

These cluster meetings for PVI Inclusion Co-ordinators (INCCOs), EYFS Childcare Advisers, Accredited and Approved Childminders and Home Childcarers (particularly those working with vulnerable children including those with additional needs) will inform and support practitioners to reflect on their current inclusion practice and consider ways of improving on their current best.

The focus for these summer cluster meetings will be confirmed following the SEN/Inclusion Audit debrief.

Reminder: Attendees should bring their setting's copy of North Somerset's 'Using the Code of practice in the Early Years' with them to the meeting.

NB Providers are required to attend this training as a requirement of their Nursery Education Provider Registration / Approved Childminder Registration.

### **Event Objectives:**

The outcome for this event will be confirmed following the SEN/Inclusion Audit debrief.

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
Fully Funded	1	20 – 30	10

## Summer Early Years Foundation Stage (EYFS) – Inclusion Cluster Meetings Continued...

### Course Dates:

CPD Event Code	Date	Time	Venue
11-000453	Monday 23 April 2012	13:00 – 15:00	H Church (The Purple Sheep Centre), Hughenden Road, Weston-super-Mare
11-000454	Monday 23 April 2012	19:00 – 21:00	H Church (The Purple Sheep Centre), Hughenden Road, Weston-super-Mare
11-000455	Tuesday 24 April 2012	13:00 – 15:00	Nailsea Fire Station, Pound Lane Nailsea
11-000456	Wednesday 25 April 2012	19:00 – 21:00	St Barnabas Centre, West Hill, Portishead
11-000457	Monday 30 April 2012	19:00 – 21:00	Mary Elton Primary School, Holland Road, Clevedon
11-000458	Tuesday 1 May 2012	13:00 – 15:00	For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare
11-000459	Tuesday 1 May 2012	19:00 – 21:00	Oldmixon Family Centre, Monkton Avenue, Weston-super-Mare
11-000460	Thursday 3 May 2012	13:00 – 15:00	Yeo Valley and Rural Outreach Children's Centre, St Andrew's Primary School, Station Road, Congresbury
11-000461	Thursday 3 May 2012	19:00 – 21:00	Churchill War Memorial Hall, Ladymead Lane, Churchill

**Event Enquiries: Marion Mills – EYFS Administrator – 01275 884 075**



## **Inter Agency Training**



## **Inter Agency Child Protection: Introduction (formerly Safeguarding Children: Stage 1)**

### **Target Audience:**

**Those who work regularly with children and families and need to know about the child protection system in the local area.**

### **Tutors:**

Sarah Taylor, Multi Agency Training and Support Officer

### **Event Description:**

This course is part of North Somerset Safeguarding Children Board's (NSSCB) Inter-Agency Training Programme and is designed for practitioners from all agencies.

It is an introductory course. **DELEGATES SHOULD HAVE ATTENDED THEIR OWN AGENCY'S BASIC AWARENESS TRAINING PRIOR TO BOOKING A PLACE.**

This course uses a variety of approaches, presentation and exercises. The course is participative and involves a multi-agency audience.

Completion of Inter Agency Child Protection - Introduction is an entry requirement for attendance at Advanced Inter Agency Child Protection (formerly known as Stage 2 training), which may be suitable for you depending on the nature of your contact with children and their families.

NB Staff with wide child protection experience may progress directly to Advanced Inter Agency Child Protection training. If you are uncertain about which course is appropriate, please contact the course trainer on 01934 426 349.

### **Event Objectives:**

By the end of the event participants will:

1. Recognise and respond to abuse
2. Know about relevant laws, policies and procedures
3. Know how key agencies work together to identify and meet the needs of children and young people where there are child protection concerns
4. Be aware of risk factors that may have an impact on parenting capacity

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£0 for NSSCB Partners Otherwise, course fees apply *	1 day	20	10

\* £31.25 – PVI Settings (i.e. nurseries, pre-schools/playgroups), including Childminders and Out of School Club Practitioners

\* £125 – External Delegates

## Inter Agency Child Protection: Introduction (formerly Safeguarding Children: Stage 1) Continued...

**Non-attendance charges for the multi-agency Safeguarding Children training:** A fee of **£50** will be charged to all delegates who fail to attend these courses.

### Course Dates:

CPD Event Code	Date	Time	Venue
11-000154	Thursday 6 October 2011	09:30 – 16:30	Puxton Park, Cowslip Lane, Hewish
11-000155	Monday 7 November 2011	09:30 – 16:30	For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare
11-000153	Friday 9 December 2011	09:30 – 16:30	Winter Gardens, Royal Parade, Weston-super-Mare
11-000278	Monday 16 January 2012	09:30 – 16:30	Winter Gardens, Royal Parade, Weston-super-Mare
12-000009	Friday 10 February 2012	09:30 – 16:30	Castlewood, Tickenham Road, Clevedon
12-000008	Thursday 8 March 2012	09:30 – 16:30	Winter Gardens, Royal Parade, Weston-super-Mare

### Event Enquiries:

**Judi Keates, Integrated Workforce Development Administrator**  
Tel: 01934 427 327, email: [judi.keates@n-somerset.gov.uk](mailto:judi.keates@n-somerset.gov.uk)

**Sarah Taylor, Multi-agency Safeguarding Training and Support Officer**  
Tel: 01934 426 349, email: [sarah.taylor@n-somerset.gov.uk](mailto:sarah.taylor@n-somerset.gov.uk)

**NB** For future dates please check CPD Online <http://cyps-n-somersetcpd.webbased.co.uk/default.asp> later on in the year.

## Advanced Inter Agency Child Protection (formerly Safeguarding Children: Stage 2)

### **Target Audience:**

**Those who work regularly with children and families**

### **Tutors:**

Sarah Taylor, Multi Agency Training and Support Officer and colleagues from partner agencies including Area Health and Primary Care Trusts, the Education Service, Police and Social Care.

### **Event Description:**

This two day course is part of North Somerset Safeguarding Children Board's (NSSCB) Inter Agency Training programme for and is designed for practitioners from all agencies who have a responsibility for Child Protection.

Participants should have completed Inter Agency Child Protection: Introduction training previously (formerly Safeguarding Children Stage 1), however, this is not required for staff with wide child protection experience. If you are uncertain about which stage is appropriate please contact the course trainer on 01934 426 349.

Participants' role should have a significant involvement in safeguarding children including offering advice and contributing to assessments and safeguarding plans in a variety of settings such as case conferences and core groups.

A variety of presentation styles and learning approaches are used. The course is participative and involves a multi-agency audience.

### **Event Objectives:**

By the end of the event participants should:

1. Have detailed knowledge about how the various agencies fulfil their safeguarding duties in practice
2. Have experience of some of the dilemmas which have to be resolved in the child protection system
3. Be aware of some of the personal, professional and organisational issues which accompany child protection work
4. Have had an opportunity to review practice

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£0 for NSSCB Partners Otherwise, course fees apply*	2 days	20	0

\* £62.50 – PVI Settings (i.e. nurseries, pre-schools/playgroups), including Childminders and Out of School Club Practitioners

\* £250 – External Delegates

## Advanced Inter Agency Child Protection (formerly Safeguarding Children: Stage 2) Continued...

**Non-attendance charges for the multi-agency Safeguarding Children training:** A fee of **£50** will be charged to all delegates who fail to attend these courses.

### Course Dates:

CPD Event Code	Date	Time	Venue
10-000780	Tuesday 18 October & Wednesday 19 October 2011	09:30 – 16:30	Winter Gardens, Royal Parade, Weston-super-Mare
10-000785	Wednesday 16 November & Thursday 17 November 2011	09:30 – 16:30	Puxton Park, Cowslip Lane, Hewish
11-000156	Monday 5 December & Tuesday 6 December 2011	09:30 – 16:30	For All Healthy Living Centre, Lonsdale Avenue, Weston-super-Mare
11-000279	Thursday 19 January & Friday 20 January 2012	09:30 – 16:30	Winter Gardens, Royal Parade, Weston-super-Mare
11-000281	Tuesday 14 February & Wednesday 15 February 2012	09:30 – 16:30	Winter Gardens, Royal Parade, Weston-super-Mare
11-000280	Monday 12 March & Tuesday 13 March 2012	09:30 – 16:30	Winter Gardens, Royal Parade, Weston-super-Mare

### Event Enquiries:

**Judi Keates, Integrated Workforce Development Administrator**

Tel: 01934 427 327, email: [judi.keates@n-somerset.gov.uk](mailto:judi.keates@n-somerset.gov.uk)

**Sarah Taylor, Multi-agency Safeguarding Training and Support Officer**

Tel: 01934 426 349, email: [sarah.taylor@n-somerset.gov.uk](mailto:sarah.taylor@n-somerset.gov.uk)

**NB** For future dates please check CPD Online <http://cyps-n-somersetcpd.webbased.co.uk/default.asp> later on in the year.

## Advanced Inter Agency Child Protection Update (Safeguarding Children: Stage 2 Update)

### **Target Audience:**

**Those who work regularly with children and families**

### **Tutors:**

Sarah Taylor, Multi-agency Safeguarding Training and Support Officer, and colleagues from other agencies

### **Event Description:**

Safeguarding Children Stage 2 Update is a five hour course and is part of North Somerset Safeguarding Children Board's (NSSCB) Inter-agency Training Programme designed for practitioners from all agencies.

This course is for those who work regularly with children and families and need to know about the child protection system in the local area. It is an update course for those who attended Stage 2 Training more than three years ago.

This course uses a variety of approaches, presentation and exercises. The course is participative and involves a multi-agency audience.

### **Event Objectives:**

By the end of the event participants should:

1. Be aware of developments in relation to Safeguarding Children both nationally and locally
2. Have current information on key recommendations
3. Have had an opportunity to review practice

<b>Cost</b>	<b>No of Sessions</b>	<b>Maximum Places</b>	<b>Minimum Places</b>
£0 for NSSCB Partners Otherwise, course fees apply	1 x ½ day	20	10

### **Course Date:**

<b>CPD Event Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
10-000698	Wednesday 14 December 2011	09:30 – 13:00	Puxton Park, Cowslip Lane, Hewish

### **Event Enquiries:**

**Judi Keates, Integrated Workforce Development Administrator**

Tel: 01934 427 327, email: [judi.keates@n-somerset.gov.uk](mailto:judi.keates@n-somerset.gov.uk)

**Sarah Taylor, Multi-agency Safeguarding Training and Support Officer**

Tel: 01934 426 349, email: [sarah.taylor@n-somerset.gov.uk](mailto:sarah.taylor@n-somerset.gov.uk)

**NB** For future dates please check CPD Online <http://cyps-n-somersetcpd.webbased.co.uk/default.asp>

## List of further Inter Agency training events

**Target Audience:**

Everyone who works regularly with children, young people, parents and carers

Course Title
Child Development
Effective Communication with Children, Young People, Parents and Groups
Inter Agency Child Protection: Domestic Abuse
Inter Agency Child Protection: E-Safety
Inter Agency Child Protection: Hidden Sentence – Parents in Prison
Inter Agency Child Protection: Parental Mental Illness
Inter Agency Child Protection: Professionals who Abuse
Inter Agency Child Protection for Managers
Understanding and Managing Challenging Behaviour
Working with Loss and Resilience

**For further information and the full event details please refer to CPD Online:**

[http://cyps-  
nsomersetcpd.webbased.co.uk/default.asp?qServiceID=4&sSessionid=](http://cyps-nsomersetcpd.webbased.co.uk/default.asp?qServiceID=4&sSessionid=)

## Activities



### If you are:

- a childminder working in North Somerset
  - a pre-school in North Somerset
  - an out of school club in North Somerset
- a parent linked to one of the Children's Centres

**you can come along and borrow some toys.**

The Toy Library is open on:

- Tuesdays 13:00 – 16:00
- Wednesdays 13:00 – 16:00
- Thursdays 13:00 – 16:00
- and the last Thursday in each month it is open until 18:00

NB: Term time only

### For any further details contact:

Ed Amphlett

Telephone: 01934 621 162 or 07776 170 053

email: [ed.amphlett@n-somerset.gov.uk](mailto:ed.amphlett@n-somerset.gov.uk)

### Find us at:

Office Suit 6

Locking Road Business Park

110 Locking Road

Weston-super-Mare

BS23 3HF



## **Qualification and Funding Information**



## Checking Your Qualifications

The Statutory Framework for the Early Years Foundation Stage sets out the requirements for staff/child ratios in settings delivering the EYFS and the qualification levels that practitioners must hold.

Those providers delivering the EYFS must:

- audit the qualifications held by each practitioner,
- use the qualifications list to check that each qualification is 'full and relevant',  
[www.cwdcouncil.org.uk/qualifications-list](http://www.cwdcouncil.org.uk/qualifications-list)
- where necessary arrange for practitioners to complete additional training and assessment pathways identified by the qualifications list.

### Early Years Workforce Qualifications Audit Tool

North Somerset Council is promoting use of the Early Years Workforce Qualifications Audit Tool to help us gain an accurate picture of the workforce in this area.

[www.cwdcouncil.org.uk/early-years/audit-tool](http://www.cwdcouncil.org.uk/early-years/audit-tool)

The free, easy to use tool allows childcare providers to create an online record of qualifications, training and skills.

The audit tool will enable you to:

- Have an electronic record of staff details and qualifications
- Manage records when it is convenient and provide detailed reports to Ofsted as appropriate
- Check staff qualifications meet minimum requirements in the statutory framework for the Early Years Foundation Stage (EYFS)
- Plan appropriate training and development of staff

## Funding for Level 2 and 3 Qualifications

This year we are again pleased to be able to offer funding to support early years, childcare and Playwork practitioners with the cost of studying a qualification at Level 2 or 3.

This funding may be used for the Level 2 Certificate or the Level 3 Diploma for the Children and Young People's Workforce, or an appropriate Playwork qualification at Level 2 or 3.

- Applicants must live in North Somerset or work in a setting within the local authority area.
- Funding will only be awarded in cases where it is shown that no other funding can be accessed, for example Skills Funding Agency funding accessed through the training provider.
- The amount funded will be up to 75% of the course fees, up to a maximum of £1,000.

If you require information about where Level 2 and 3 qualifications may be running, or you require an application form please contact:

Rhianon Richards  
Workforce Development Officer  
01275 884 214  
[rhianon.richards@n-somerset.gov.uk](mailto:rhianon.richards@n-somerset.gov.uk)

## Common Core of Skills and Knowledge

The common core of skills and knowledge for the children and young people's workforce sets out the basic skills and knowledge that everyone who works with children and young people (including volunteers) is expected to have.

- Effective communication and engagement with children, young people and families
- Child and young person development
- Safeguarding and promoting the welfare of the child or young person
- Supporting transitions
- Multi-agency and integrated working
- Information sharing

Over time it is expected that everyone working with children, young people and families will be able to demonstrate a basic level of competence in the six areas of the common core. It forms the foundation of the new qualifications for the children and young people's workforce and will help employers make decisions about training needs.

## **Graduate Leader Fund and Early Years Professional Status**



## North Somerset Council Graduate Leader Fund 2011/12

The Coalition Government continues to recognise that having quality graduates leading learning in settings can have a significant positive impact on quality. This has been echoed in the recent review of the Early Years Foundation Stage and evidenced in a recent report on the success of the Graduate Leader Fund.

North Somerset Council remains committed to the ambition of having a Graduate Leader in every full day care setting by 2015, with two in the most disadvantaged areas.

As such, this year we have allocated funding from the Early Intervention Grant to continue supporting those settings that are employing a graduate (Graduate Leader Incentive) or that are supporting a learner through the Early Years Foundation Degree (Home Grown Graduate Incentive). Please note that eligibility criteria apply.

### Graduate Leader Incentive (GLI)

Full day care settings employing a Graduate Leader who has achieved, or is working towards Early Years Professional Status (EYPS) can apply for:

- £1,000 towards graduate recruitment and on-costs
- £4,000 graduate leader salary enhancement
- £1,000 additional graduate leader salary enhancement upon successful completion of EYPS

### Home Grown Graduate Incentive (HGGI)

Settings, including sessional childcare and childminders, that are 'growing' a graduate through the Early Years Foundation Degree, can apply for:

- Up to £2,000 for the academic year towards supply cover for staff studying the Early Years Foundation Degree.

Please note that for Year 1 learners there is no longer any funding available for tuition fees.

If the learner is returning for Year 2 of the Early Years Foundation degree (or Year 3 or 4 of an Open University course) there is also funding available for up to 95% of tuition fees. These learners must apply to student finance for a maintenance grant. Funding will then be calculated as follows:

$$\text{Funded amount} = \text{Total Fees} - \text{Maintenance Grant awarded}$$

Applications to student finance can be made online; forms and guidance are available at [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) .

In cases where the learner is not eligible to receive a maintenance grant 95% of tuition fees may be awarded.

For full details of the North Somerset Council Graduate Leader Fund eligibility criteria you should read the 2011/12 Graduate Leader Fund Policy and Guidance document. This is available on request.

If you require further information or an application pack please contact:

Rhianon Richards  
Workforce Development Officer

01275 884 214

[rhianon.richards@n-somerset.gov.uk](mailto:rhianon.richards@n-somerset.gov.uk)

## **Early Years Professional Status**

The Coalition Government and North Somerset Council continue to support the aim to have an Early Years Professional (EYP) in every full day care setting by 2015, with two EYPs in settings working with children from the 30% most deprived areas.

Early Years Professionals work in a wide range of roles in group settings such as nurseries and children's centres and as home based childcarers. They lead practice, support other practitioners and are central to helping children develop from birth until the age of five.

EYPs will:

- Take responsibility for leading and managing play, care and learning,
- Develop, introduce, lead and supervise development work,
- Act as a leader and inspire others,
- Possess up-to-date knowledge and understanding of early years practices,
- Help colleagues to develop and improve their practice. (CWDC)

<http://www.cwdcouncil.org.uk/early-years/graduate-leaders-in-early-years/eyps-explained>

There are several routes to achieving EYPS depending on the individual's qualifications and experience.

For further information about the status and the latest details of training providers offering EYPS you should check the CWDC website using the link above.

Currently the Government is continuing to fund EYPS pathways and it is expected that the next intake of learners will be in January 2012.

## **Additional Useful Information and Contacts**



## Data Protection Statement

Your information will be held by North Somerset Council subject to the Data Protection Policy and will not be passed on to anyone else without your permission. Any information used for statistical purposes will not identify individual details.

## Getting to Events

Need a lift? Can give a lift? Car sharing is a great way of saving money, reducing the stress of driving and doing your bit to combat traffic congestion without having to give up the convenience of the car.

Registering is easy and FREE - just visit the [www.2carshare.com](http://www.2carshare.com) website. The site includes lots of tips to ensure safe and happy sharing, what to do about sharing costs etc.

## North Somerset Council – Useful Contacts

Childcare and Childminding Development	01275 884 290
CPD Online Support	01934 427 560 / 01934 426 161
Early Years Foundation Stage Administrator	01275 884 075
Family Information Service (FIS)	01934 426 300
Finance – 0-3 Funding	01275 888 318
Finance – Early / Nursery Education Funding, SEN Funding	01934 634 594
Training Administrator	01275 888 677
Workforce Development (Career Pathways)	01275 884 214

### North Somerset Enterprise Agency

North Somerset Enterprise Agency is a not-for-profit organisation with social objectives. We offer free advice, information and low-cost training to every type of small business organisations ranging from retailers to artists and builders to entertainers.

Acting as a one-stop-shop to help start up businesses, entrepreneurs and small business owners with every aspect of running their business. We have an experienced, knowledgeable and locally-based team of advisors in place to provide impartial and confidential support.

North Somerset Enterprise Agency  
The Link Centre  
Oldmixon Crescent  
Weston-super-Mare  
BS24 9AY  
Tel: 01934 418 118  
[info.weston@gwebusinesswest.co.uk](mailto:info.weston@gwebusinesswest.co.uk)  
[www.northsomersetenterpriseagency.co.uk](http://www.northsomersetenterpriseagency.co.uk)

### Business Link

Contact Business Link for information about:

- Starting up
- Finance and grants
- Taxes, returns & payroll
- Employing people
- Health, safety, premises
- Environment & efficiency
- Sales and marketing

Leigh Court  
Abbots Leigh  
Bristol, BS8 3RA  
Tel: 0845 600 9966  
[enquiry@businesslinksw.co.uk](mailto:enquiry@businesslinksw.co.uk)  
[www.businesslink.gov.uk/southwest](http://www.businesslink.gov.uk/southwest)

### Voluntary Action North Somerset (VANS)

We provide information and support to voluntary groups and organisations and to individual volunteers across North Somerset.

We do this through 1:1 support, training, outreach sessions, information sheets and newsletters. We also run a series of networks to help keep groups in touch with what's happening in their areas of interest. If you are running or thinking of setting up a voluntary or community group in North Somerset we can provide a range of information, advice and support on all aspects of this including:

- Business planning
- Committee roles and responsibilities
- Employment policies
- Financial management
- Funding advice and funding searches
- Health and Safety
- ICT advice and support
- Legal issues – CRB checks, insurance etc
- Recruiting and supporting volunteers
- Straightforward advice about Constitutions

Voluntary Action North Somerset  
The Badger Centre  
3 – 6 Wadham Road  
Weston-super-Mare  
BS23 1JY  
Tel: 01934 410 192  
[info@vansmail.org.uk](mailto:info@vansmail.org.uk)  
[www.vansweb.org.uk](http://www.vansweb.org.uk)

## Index of Courses

<b>Course Title</b>	<b>Section</b>	<b>Page</b>
Advanced Inter Agency Child Protection	Inter Agency Training	<b>79</b>
Advanced Inter Agency Child Protection Update	Inter Agency Training	<b>81</b>
Art and Design in the Early Years	Learning and Development	<b>37</b>
Autumn Early Years Foundation Stage (EYFS) Inclusion Cluster Meetings	Inclusion	<b>68</b>
Autumn Early Years Foundation Stage (EYFS) Quality Improvement Cluster Meetings	Quality Improvement Cluster Meetings	<b>45</b>
Beat Baby and Lola Leopard Workshop	Learning and Development	<b>25</b>
Behaviour Management	Learning and Development	<b>33</b>
Child Protection: Basic Awareness	Welfare Requirements	<b>53</b>
Childminding and Home-based Childcare Briefing Session	Introductory Sessions	<b>19</b>
Committee Skills	Leadership and Management	<b>63</b>
Early Years Foundation Stage (EYFS) and Leadership	Early Years Foundation Stage (EYFS) Training for Schools and Graduate Leaders	<b>42</b>
Early Years Foundation Stage (EYFS) – Communication, Language and Literacy Development (CLLD)	Learning and Development	<b>29</b>
Early Years Professional (EYPs) Leadership Networks	Learning and Development	<b>28</b>
Food Hygiene (Level 2 Award in Food Safety in Catering)	Welfare Requirements	<b>58</b>
Inter Agency Child Protection: Introduction	Inter Agency Training	<b>77</b>
Inter Agency training events, various	Inter Agency Training	<b>82</b>
Introduction to Makaton	Learning and Development	<b>36</b>
Knowledge and Understanding of the World – What Matters to Children	Learning and Development	<b>35</b>
Making Learning Visible (Documenting Children’s Learning)	Learning and Development	<b>32</b>
Mandatory Introductory Course – Understand How to Set Up a Home Based Childcare Service	Introductory Sessions	<b>20</b>
North Somerset Toy Library	Activities	<b>85</b>
Observation and Assessment – the Role of the Adult	Learning and Development	<b>26</b>

## Index of Courses Continued...

Course Title	Section	Page
Open Ended Play Workshop – Incorporating the Benefits and Expectations of Childminding Network Groups	Learning and Development	<b>31</b>
Paediatric First Aid – 12 hour programme	Welfare Requirements	<b>55</b>
Paediatric First Aid – 12 hour programme – list of providers approved to deliver this course in North Somerset	Welfare Requirements	<b>57</b>
Risk Assessment	Welfare Requirements	<b>60</b>
Spring Early Years Foundation Stage (EYFS) Inclusion Cluster Meetings	Inclusion	<b>70</b>
Spring Early Years Foundation Stage (EYFS) Quality Improvement Cluster Meetings	Quality Improvement Cluster Meetings	<b>47</b>
Summer Early Years Foundation Stage (EYFS) Inclusion Cluster Meetings	Inclusion	<b>72</b>
Summer Early Years Foundation Stage (EYFS) Quality Improvement Cluster Meetings	Quality Improvement Cluster Meetings	<b>49</b>
Supervision of Staff and Appraisal Process	Leadership and Management	<b>64</b>
The Creative Child – Understanding Young Children’s Expressive Arts (Music and Drama)	Learning and Development	<b>30</b>
Understanding Young Children’s Mathematical Development	Learning and Development	<b>34</b>
What Matters to Children – Exploring Children’s Interest in Big Ideas	Early Years Foundation Stage (EYFS) Training for Schools and Graduate Leaders	<b>41</b>
What, Where and How of Being an Inclusion Co-ordinator – INCCO (formerly SENCOs) in non-maintained pre-schools and day nurseries	Inclusion	<b>67</b>
World of Stuff Workshop – Using Materials and Objects in New and Inventive Ways	Learning and Development	<b>38</b>
Young Children’s Intense Emotions – How to Support and Stay in Control	Learning and Development	<b>27</b>

# Appendices



## Appendix A – Glossary of Terms

**Accredited Childminder** – receives funding (known as nursery education funding) from the local authority to deliver the free entitlement for three and four year olds. They must meet set criteria such as holding or working towards a level 3 qualification in early years, childcare and education; at least six months recent experience of working with three to five year olds, regard to the SEN (Special Educational Needs) Code of Practice; and commitment to attend a number of training events throughout the year.

**Approved Childminder** – receives funding (known as 0-3 funding) from the local authority to provide the care for our most vulnerable children. Approved childminders must meet set criteria, such as: at least six months recent experience working with young children, regular attendance at a Childminding Network Group, a commitment to attend a number of training events throughout the year and ideally, should have gained a Good or Outstanding Ofsted judgment.

**CAF – Common Assessment Framework** – The CAF is a generic assessment for children with additional needs. It aims to help early identification of need, promote coordinated service provision and reduce the number of assessments that some children and young people go through.

**CLLD – Communication, Language and Literacy Development**

**CPD – Continuing professional development** is the systematic updating and enhancement of skills, knowledge and competence which takes place throughout working life.

**CPD Online – North Somerset CPD Online** is a web-based training service that includes all training events provided by North Somerset Council.  
<http://cpd.n-somerset.gov.uk/cpdonline>

**CWDC – Children’s Workforce Development Council** – An employer led organisation that represents the main children’s workforce employers across the public, private, voluntary and independent sectors. It was set up in 2005 to support the implementation of Every Child Matters and supports over half a million people in the children’s workforce across England.

**ECM – Every Child Matters** – Change for Children is a new approach to the well-being of children and young people from birth to age 19. The Government's aim is for every child, whatever their background or their circumstances, to have the support they need to: (known as the five outcomes): Be healthy, Stay safe, Enjoy and achieve, Make a positive contribution, Achieve economic well-being.

**EYFS – Early Years Foundation Stage** – is the statutory framework for the early education and care of children from birth to the 31 August following their fifth birthday. EYFS includes requirements for the provision of young children’s welfare, learning and development that all providers must meet, as well as good practice guidance. From September 2008 the EYFS must be delivered by all schools and early years settings (including childminders) that make provision for children from birth to the 31 August following their fifth birthday.

## **EYP – Early Years Professional**

## **EYPS – Early Years Professional Status**

**FIS – Family Information Service** (Childcare, Parenting and Support for 0-19) = formerly CIS – Children and Young People’s Information Service – they provide a one-stop source of information for the benefit of children, young people and families, and those who work with them, within North Somerset. They offer free and impartial information about the following services: Childcare and activities, Paying for childcare, Working in childcare, Children's Centres, Local services, events and organisations, National support groups and organisations.

**GLI – Graduate Leader Incentive** – This is the branch of the Graduate Leader Fund used to support the employment of graduates in early years settings.

**HGGI – Home Grown Graduate Incentive** – This is the branch of the Graduate Leader Fund used to support Early Years Foundation Degree students committed to gaining Early Years Professional Status.

**INCCO – Inclusion Co-ordinator** (formerly known as SENCO)

**Inter Agency training – see Multi Agency training**

**Multi Agency training** – training for employees of different agencies who either work together formally or come together for training or development.

**North Somerset GLF – North Somerset Graduate Leader Fund** – funding focused on training and employment of graduate early years professionals in the private, voluntary and independent sector.

**OFSTED – Office for Standards in Education, Children’s Services and Skills** – an independent, non-ministerial government department, which is responsible for the inspection of a range of education and children’s services, and for the inspection and regulation of registered early years and childcare provision.

**QCF – Qualifications Credit Framework**

**PVI Settings – Private, Voluntary and Independent Settings** – i.e. nurseries, playgroup/pre-schools.

**Single Agency training** – it means training carried out by a particular agency for its own staff.

## Appendix B – Venue List

### **Banwell, Winscombe and Sandford Children's Centre**

West Street  
Banwell  
BS29 6DB

### **Campus, The**

Highlands Lane  
Locking Castle  
Weston-super-Mare  
BS24 7DX

### **Castle Batch Children's Centre**

Bishop Avenue  
Worle  
Weston-super-Mare  
BS22 7PQ

### **Castle Batch Community Primary School**

Rawlins Avenue  
Worle  
Weston-super-Mare  
BS22 7FN

### **Castlewood**

Tickenham Road  
Clevedon  
BS21 6FW

### **Churchill War Memorial Hall**

Ladymead Lane  
Churchill  
BS40 9NH

### **Clevedon Children's Centre The Barn**

Great Western Road  
Clevedon  
BS21 6HB

### **Clevedon Community School**

Valley Road  
Clevedon  
BS21 6AH

### **Clevedon Town Council**

44 Old Street  
Clevedon  
BS21 6BU

### **Folk Hall**

High Street  
Portishead  
BS20 6PR

### **For All Healthy Living Centre**

68 Lonsdale Avenue  
Bournville  
Weston-super-Mare  
BS23 3SJ

### **H Church**

#### **(The Purple Sheep Centre)**

Hughenden Road  
Weston-super-Mare  
BS23 2UR

### **Kenn Road Methodist Church**

Kenn Road  
Clevedon  
BS21 6LH

### **Mary Elton Primary School**

Holland Road  
Clevedon  
BS21 7SX

### **Nailsea Fire Station**

16 Pound Lane  
Nailsea  
BS48 2NN

### **Nailsea Methodist Church**

Chapel Precinct  
74 – 76 Silver Street  
Nailsea  
BS48 2DS

### **North Somerset Enterprise Agency**

The Link Centre  
Oldmixon Crescent  
Weston-super-Mare  
BS24 9AY

**Old School Rooms**

Station Road  
Congresbury  
BS49 5DX

**Oldmixon Family Centre**

Monkton Avenue  
Weston-super-Mare  
BS24 9DA

**Oldmixon Primary School**

Monkton Avenue  
Weston-super-Mare  
BS24 9DA

**Priory Community School –  
An Academy Trust**

Queensway  
Worle  
Weston-super-Mare  
BS22 7BB

**Puxton Park**

Cowslip Lane  
Hewish  
Weston-super-Mare  
BS24 6AH

**Redcliffe Bay Hall**

Newhaven Road  
Portishead  
BS20 8LH

**St Andrew's Church  
within For All Healthy Living  
Centre**

68 Lonsdale Avenue  
Weston-super-Mare  
BS23 3SJ

**St Barnabas Centre**

West Hill  
Portishead  
BS20 6LN

**St Mary's Church**

Chapter House  
Yatton  
BS49 4HH

**Trinity Anglican Methodist Primary  
School**

Marjoram Way  
Portishead  
BS20 7JF

**Trinity Community Hall**

Trinity Anglican Methodist Primary  
School  
Marjoram Way  
Portishead  
BS20 7JF

**Weston College**

Knightstone Road  
Weston-super-Mare  
BS23 2AL

**Winter Gardens**

Royal Parade  
Weston-super-Mare  
BS23 1AJ

**Yatton Methodist Church**

High Street  
Yatton  
BS49 4DW

**Yeo Valley and Rural Outreach  
Children's Centre**

St Andrew's C of E Primary School  
Station Road  
Congresbury  
BS49 5DX



Information about council services is available in large print,  
audio, easy read and other formats.

Help is available for people who require council information  
in languages other than English.

Contact 01275 884 115

<http://cpd.n-somerset.gov.uk/cpdonline>

Booking enquiries:

**01275 884 075** (Early Years Foundation Stage Administrator)

**01275 888 677** (Training Administrator)

