



Children & Families

Welcome

Welcome to the Ealing's new Training Programme for May to September 2011 which we hope will continue to support the professional development of practitioners working with children across the borough.

The programme has been produced by the Training Team in partnership with colleagues throughout Early Years, Childminding and Play. We know that this sector is part of the 'One Children's Workforce' working to improve outcomes for all children and young people in Ealing, so please take advantage of other courses available to you through Adult Learning, Social Care and the Ealing Safeguarding Children's Board Training.

Please remember to complete the training evaluation form at the end of each course. The information we receive from these forms helps us to evaluate the training and plan for future courses. We will also be sending you questionnaires to evaluate the impact that training has had on you and your place of work.

Please take note of the new terms and conditions, and new charges for courses.

We hope this programme offers you a variety of professional development opportunities which address your needs. We may add to the programme throughout the year so look out for extra training being offered on www.childrenscentres.org.uk

If you have any feedback or would like to comment on any training that you attended please email trainingsupport@ealing.gov.uk

The Training and Development Team
Ealing Early Years, Childcare and Play
020 8825 9761

Booking a Course: Frequently Asked Questions

1. How do I book a course?

The course booking system is currently in a period of transition, moving from paper application forms to online booking. At present, private, voluntary and independent (PVI) childcare providers and childminders must still use the paper application form (page 9 of this brochure) to book all courses offered.

Schools must book courses provided by Ealing Early Years Childcare and Play using the paper application form, but must book online at www.ealingcpd.org.uk for some of the courses (where indicated).

The method of booking for each course is highlighted within each course listing – so please look out for this.

To use the paper form please complete the application form on page 9, indicate your preferred method of payment and post to:

Training Administrator
Ealing Early Years Childcare and Play
25a Laurel Gardens
Hanwell W7 3JG

Cheques must be made payable to London Borough of Ealing, and sent with your application form. Debit/credit card payments or direct debits are also available as payment options (credit card payments may incur a small charge).

2. Do courses have fees and what happens if I need to cancel?

Most courses now have a fee. Fees are set at a rate to cover the cost of providing the course and do not generate any income for the council. Charging for courses ensures we are still able to provide a wide range of quality learning for early years and childcare providers in the borough. Failure to cancel chargeable courses at least FOUR days before the course date will result in the individual or setting still being charged the full course fee.

Some courses are free for those working in registered childcare settings in the London Borough of Ealing. However due to a high incidence of 'no shows' we now have a policy of restricting individuals and settings from booking additional free courses for a period of up to six months if cancellations are not four days before the course date. In some cases, a charge may also be incurred.

In exceptional circumstances where it is not possible to give advance notice of cancellation, we will consider your circumstances and may waive the fee. You will need to explain your circumstances in writing within 14 days of the course date.

In order to avoid charging errors, it is VERY IMPORTANT to sign the attendance sheet on arrival to the course session.

3. How do I know if I have been allocated a place?

When we have received your application, we will contact you in writing to confirm your place. If you have not received a letter one week prior to the course, please contact the Training Administrator on 020 8825 9761 to find out if you have been allocated a place.

Your place on any course is not guaranteed until you have received a confirmation letter.

4. Can I attend without prior booking?

No, there is limited space on each course. We will not have made necessary preparations for you in terms of room size and materials. However, you may ring up the day before to find out if anyone has cancelled or swop with a colleague.

5. How many of my colleagues can attend a course?

Depending on the size of the setting, we will allow 1 - 4 staff members to attend a course together. Some courses may be operating on a 'priority' basis and so applicants from the same setting may not be allocated a place on the same course.

6. What happens if a course is full?

The training administrator may allocate you a place on the next course. If there are no more courses in the programme and there is demand from at least 12 people, we will aim to run the course again as soon as possible.

7. What do I need to bring?

- Some courses require the applicant to produce photo identification such as a driver's licence or passport.
- Please bring your own lunch and snacks.
- Always bring relevant course materials or books such as your EYFS pack, as well as a pen and paper for notes.

8. Essential things to remember

- Registration for day courses is 9.15am and courses will start promptly at 9.30am
- If you arrive very late you may be asked to leave, and you will still be charged
- Mobile phones should be switched off during courses
- Let us know if you change your address
- Let us know if you are sending someone in your place
- List a second date choice when booking on to Paediatric First Aid
- There is no access to kitchen facilities during training- please bring your own lunch / snacks

Full terms and conditions of course booking and attendance

Payment

The fee per person attending the course will be outlined in the detail for each course.

Applicants / Settings / Schools / Childminders must provide a cheque with application, or indicate that they wish to be contacted for card payments or direct debit.

Applying for courses

An authorisation signature by a line manager/CPD leader or other authorising colleague within your school/setting/organisation will be required for all applications.

Places are allocated on a first come first served basis (unless otherwise stated eg where specific numbers of places are available per school/setting/organisation).

It is essential that course attendees pre-book places and note that we reserve the right to refuse entrance to anyone who arrives for a course but has not pre-booked and received confirmation of a place.

Course cancellations must be received by telephone (020 8825 9761 / 7484) or email trainingsupport@ealing.gov.uk at least FOUR days before the course date. This will give us time to reallocate the space to someone on the waiting list.

If we do not receive a cancellation notification with four days notice your school/setting/organisation will be liable for full costs and may be excluded from further training for up to six months.

If your school/setting/organisation is sending another person to take the place of a colleague you must cancel the pre-confirmed place and register the other person. This will enable us to contact all appropriate people should any of the arrangements change.

It is expected that course attendees who sign up for multi-part sessions attend all sessions. Failure to do so may result in a charge being made.

Course cancellation policy

Courses will not be cancelled except where it has become impossible for a course to run, for example:

- where the course format relies on a minimum number of participants
- where there is a last minute illness of the course tutor
- where the course is reliant on national guidance which is delayed

We are aware of the negative impact that cancellations have on individuals and their organisations.

Wherever possible, courses that do not go ahead due to the above reasons will be rescheduled. If they are not rescheduled your payment will be credited.

Training providers

The programme is delivered by a strong team of professionals with appropriate national, local and specialist knowledge and expertise. Course directors and commissioners are senior officers, advisers and consultants. Courses are delivered by education consultants and LA officers; well-regarded external consultants; nationally and internationally recognised educationalists, and other accredited providers.

Quality assurance standards

We are committed to providing our clients with excellent professional development, training and learning experiences. As a participant on our programmes you can expect:

- a tutor / facilitator with the experience, expertise and skills necessary to carry out the professional development to a high standard
- a clear statement of objectives or expected learning outcomes and all the necessary information to enable you to make an informed decision about the suitability of the professional development/course
- that the course equips you to bring about the intended improvement in your own knowledge, understanding, skills or performance which will help you meet relevant school/setting or individual priorities
- reference to appropriate occupational or professional standards where applicable
- effective learning materials and an appropriate variety of styles of delivery to encourage all participants' engagement in the learning process and enable a worthwhile experience
- that content and delivery respects the diversity of participants and their contexts
- opportunities to give feedback – both to the trainer/facilitator

As part of our quality assurance we may from time to time, observe part/all of a course and will give feedback to the tutor/provider from any such observations.

As our events are constantly updated and improved it may be necessary for us to alter the content of the course without prior notice.

Applying for courses

In order to apply for places on our courses you will be required to complete an application form. In doing so, you agree to the terms and conditions as follows:

- Any registration information you give will always be accurate, correct and current.
- You are solely responsible for maintaining your training records and certificates.
- You have checked that the course is relevant to you either from the published target audience and course details or by contacting the training team if you are unsure – we will not be liable for any refund in the case where attendees do not meet course pre-requisites.
- You need to pre-book a place on a course. We reserve the right to refuse entrance to anyone who arrives for a course without pre-booking and without receipt of a confirmation of a place.

Course fees:

- You agree to the fee arrangements as described for each course.

Attending courses:

- You arrive on time to the course as late arrival is disruptive to other attendees. We advise that course attendees arrive 15 minutes before the start time of a course.
- You sign-in at your course to confirm your attendance. We regret that if you do not complete the 'sign-in' sheet during the course your attendance status will be noted as 'not-attended' and you may not receive your certificate and will be charged.
- You will not: sell, trade or otherwise commercially exploit, any part of the materials and handouts obtained from attending courses for any purpose without permission.
- You should complete an evaluation for the course you attended. Feedback from evaluations enables us to commission courses to meet future needs.

Cancelling a place on a course:

- You must cancel your booked place on a course at least four days prior to the start date. This will give us time to reallocate the space to someone on the waiting list. If you send a substitute you must let us know. This will enable us to contact all appropriate people should any of the arrangements change. If we do not receive notification of cancellation your school/setting/organisation will be liable to pay full costs for paid courses and you and your setting may be excluded from further training for up to six months.
- It is expected that course attendees who sign up for multi-part courses attend all sessions. Failure to do so may result in a charge being made or a restriction of future training.

These terms and conditions are in place to help us to continue to provide value for money and a well-managed service. By registering and booking on courses, you understand and agree that we will treat your application as acceptance of these Terms and Conditions.

For all application and course enquiries, please contact us at
trainingsupport@ealing.gov.uk or 020 8825 9761 / 7484

Application Form

Personal Details

Your information will be processed in accordance with the Data Protection Act 1998

Title, Name, Surname			
Home Address			
Email			
Home Telephone			
Mobile Telephone			
Name of setting / school / club (if applicable)			
Work Address (if different from home)			
Work Telephone			
Childminder registration number (if applicable)		Are you in the process of registering as a childminder?	
Do you have any special needs / requirements or require any assistance? (if yes, please specify)			

Course details

If applying for First Aid, please give second date
choice and state your certificate expiry date

Title of course	Course fee	Date
TOTAL		
Please indicate method of payment:		
	Cheque / postal order enclosed	
	Debit / Credit card payment (taken over the phone on receipt of application form)	

Declaration

By signing this declaration, you agree to the terms and conditions as outlined in the Training Programme.

Please read the following declaration and tick relevant boxes.

I understand that I will be charged and / or excluded from future training if I do not attend a course, sign the register or cancel my place in accordance with the terms and conditions	Tick here
I will complete an evaluation form and provide any monitoring information required by London Borough of Ealing	Tick here
I agree for my details to be kept on a database to monitor progress	Tick here
Name	
Signature	
Date	

DO NOT COMPLETE IF YOU ARE A CHILDMINDER

Authorisation from Manager

By signing this declaration, you agree to the terms and conditions as outlined in the Training Programme.

Please read the following declaration and tick box.

As the manager / owner I agree to support the candidate to complete the courses listed above, and accept that the setting will be charged if the candidate fails to attend or cancel their place, or does not sign the register	Tick here
Name	
Signature	
Date	

Post application form to:

**Training Administrator
25a Laurel Gardens
Hanwell, W7 3JG**

Training Venues



Centre for Early Years Childcare and Play

25a Laurel Gardens
Hanwell
W7 3JG
Tel: 020 8825 8200



Ealing Education Centre

Mansell Road
Greenford
UB6 9EG
Tel: 020 8578 6154



Ealing Central Library

103 Ealing Broadway Centre
The Broadway
Ealing
W5 5JY
Tel: 020 8825 9278

Courses Overview

Courses in May 2011	Venue	Page
4 th Early Talk Training Supportive Level (part 1)	Ealing Education Centre	42
6 th CEOP Thinkuknow E-Safety & Cyberbullying	Laurel Gardens	15
7 th & 14 th Paediatric First Aid	Laurel Gardens	30
7 th Safeguarding for Childminders	Ealing Education Centre	33
11 th Health & Safety	Laurel Gardens	21
14 th Safeguarding for Day Care	Ealing Education Centre	32
20 th Letters and Sounds Phase 1	Ealing Education Centre	51
21 st & 28 th Paediatric First Aid	Laurel Gardens	30
21 st Essential Food Hygiene	Ealing Education Centre	19
25 th Early Talk Training Supportive Level (part 2)	Ealing Education Centre	42
Courses in June 2011	Venue	Page
2 nd Essential Food Hygiene	Laurel Gardens	19
4 th & 11 th Paediatric First Aid	Laurel Gardens	30
4 th Introduction to Childminding (part 1)	Ealing Education Centre	23
6 th EYFS Learning and Development	Ealing Education Centre	43
7 th Evidence based self evaluation...	Ealing Education Centre	49
7 th Makaton Beginners Workshop for Parents & Carers (part 1)	Laurel Gardens	25
10 th Supporting Children's Communication & Language... (part 1)	Ealing Education Centre	54
11 th Safeguarding for Childminders	Ealing Education Centre	33
11 th Food Hygiene for Childminders	Ealing Central Library	20
11 th Introduction to Childminding (part 2)	Ealing Education Centre	23
13 th Action Planning for Improvement	Ealing Education Centre	45
16 th Assessing, Understanding, Interrogating and using data...	Ealing Education Centre	46
17 th Creating, sustaining and developing a High Quality Team	Ealing Education Centre	47
18 th Lights, Camera...Acting!	Laurel Gardens	24
20 th & 27 th Paediatric First Aid	Laurel Gardens	30
20 th Meeting the Welfare Requirements	Ealing Education Centre	52
21 st A Safeguarding Culture	Ealing Education Centre	40

24 th Supporting Children's Communication & Language... (part 2)	Ealing Education Centre	54
25 th Health & Safety	Laurel Gardens	21
29 th Marketing your Childcare Business	Laurel Gardens	29
29 th CPD for SENCO's	Ealing Education Centre	16
30 th Safeguarding for Day Care	Laurel Gardens	32
Courses in July 2011	Venue	Page
2 nd & 9 th Paediatric First Aid	Laurel Gardens	30
5 th Makaton Beginners Workshop for Parents & Carers (part 2)	Laurel Gardens	25
12 th CEOP Thinkuknow E-Safety & Cyberbullying	Laurel Gardens	15
14 th Health & Safety	Laurel Gardens	21
16 th & 23 rd Paediatric First Aid	Laurel Gardens	30
22 nd Make it Big, Make it Arty	Laurel Gardens	28
23 rd Essential Food Hygiene	Ealing Education Centre	19
30 th Jul & 6 th Aug Paediatric First Aid	Laurel Gardens	30
30 th Safeguarding for Day Care	Ealing Education Centre	32
Courses in August 2011	Venue	Page
3 rd National Playday	Rectory Park	38
13 th & 20 th Paediatric First Aid	Laurel Gardens	30
27 th Aug & 3 rd Sept Paediatric First Aid	Laurel Gardens	30
Courses in September 2011	Venue	Page
3 rd Safeguarding for Childminders	Ealing Education Centre	33
6 th Introduction to Childminders (part 1)	Laurel Gardens	23
8 th Safeguarding for Out of School	Laurel Gardens	34
10 th & 17 th Paediatric First Aid	Laurel Gardens	30
13 th Introduction to Childminders (part 2)	Laurel Gardens	23
14 th Essential Food Hygiene	Laurel Gardens	19
20 th Introduction to Childminding (part 3)	Laurel Gardens	23
20 th Understanding Special Needs	Laurel Gardens	37
24 th Sept and 1 st Oct Paediatric First Aid	Laurel Gardens	30
27 th Introduction to Childminding (part 4)	Laurel Gardens	23

General Training

Course Title	Page
CEOP Thinkuknow Training (E-Safety and Cyberbullying)	15
CPD for SENCOs	16
Common Assessment Framework Training	17
D-CATCH Learning	18
Essential Food Hygiene	19
Essential Food Hygiene Workshop (Childminders)	20
Health & Safety (including Risk Assessment)	21
ICAN Early Talk 0-3	22
Introductory Course for New Childminders	23
Lights, Camera... Acting! For Out of School	24
Makaton Beginners Workshop (Out of School)	25
Makaton Follow up Workshop (Out of School)	26
Makaton Beginners Workshop (Early Years)	27
Make it Big, Make it Arty for Out of School	28
Marketing your Childcare Business	29
Paediatric First Aid	30
PALS (Playing and Learning to Socialise) Training	31
Safeguarding and Child Protection for Day Care	32
Safeguarding and Child Protection for Childminders	33
Safeguarding and Child Protection for Out of School	34
Safer Recruitment online	35
Social & Emotional Aspects of Development (SEAD)	36
Understanding Special Educational Needs (SEN)	37
National Playday Event	38
Application Form	9

CEOP Thinkuknow Training (E-Safety and Cyberbullying)

Course Length	½ Day
Target Audience	Anyone caring for children and young people, including those who do not currently use ICT and the internet in their settings
Trainer	Debbie Burrows (CEOP Ambassador)
Cost	Free

Learning Outcomes

E-Safety is a child protection and safeguarding issue that is everyone's responsibility.

- This course will enable you to educate children in the safe use of the internet and technology and know how to respond if an incident arises.

The Child Exploitation and Online Protection (CEOP) Thinkuknow training course will enable you to deliver CEOP's Thinkuknow programme for 5 - 16 year olds directly to children and young people. As well as teaching you how to deliver the resources it will also take you through some of the most popular applications used by young people in the online and mobile environment.

In order to be eligible to attend this CEOP Thinkuknow training you **MUST** be able to produce a **form of photographic identification** i.e. Passport or Driving License and one of the following at the start of this course:

- A **copy of your CRB** (from within the last 3 years)
- or **police warrant card**;
- or a letter on headed note paper from your organisation stating your role, your duration at the organisation and the use of CEOP training in relation to your role.

In order to use the videos and resources from this course you will need to register on the CEOP website www.thinkuknow.co.uk/teachers if possible please do this before attending the course.

Dates	Venue	Time
2011		
Tues 12 July	Laurel Gardens	10.00 – 14.00

Continuing Professional Development (CPD) Meeting for SENCOs and Managers of Early Years settings in the Private, Voluntary and Independent Sector for SENCOs

Course Length	1 afternoon
Target Audience	Managers/SENCOs from early years settings in the private voluntary and independent sector
Trainer	Early Years Consultant Team (SEN/INCLUSION)
Cost	Free (full course fees will be charged for non-attendees)

Learning Outcomes

Continuing professional development meetings offering a range of SEN/Inclusion topics that are relevant to early year's settings.

- Current themes and updates in the area of SEN/Inclusion to include guest speakers who will share knowledge on their specific areas.
- Further details on topics to be forwarded to early years settings nearer each date.

This course must be booked directly with the Early Years Consultant Team Administrator on 020 8825 5290

Dates	Venue	Time
2011		
Wed 29 June	Ealing Education Centre	13.00 – 15.00
Wed 12 Oct	Ealing Education Centre	13.00 – 15.00

Common Assessment Framework Training

Course Length	2 hours
Target Audience	Services who have contact with children and families - universal services, services who deal with children and families with additional needs and complex needs
Trainer	tbc
Cost	Free

Learning Outcomes

The CAF is a tool enabling different services and agencies to work together to better understand the needs of a child/young person and their family and to ensure those needs are met - keeping the child/young person at the heart of the process at all times.

To book a training session, please contact:

Family Information Service

Tel: 020 8825 5588

Email: children@ealing.gov.uk

DCATCH: KIDS E-Learning

Course Length	10 x 1 hour on-line modules with 15 min test at end of each level
Target Audience	Those working with disabled children, as well as those who would like an introduction and overview to inclusive practice.
Trainer	Online
Cost	Free

Learning Outcomes

- To give the individual a good understanding of how to work with children who have impairments, medical conditions or additional needs.
- To raise awareness and understanding within the childcare setting.
- To give supervisors, a more detailed understanding of how to manage staff when working with children who have impairments, medical conditions or additional needs.
- To allow parent / carers of children who have impairments, medical conditions or additional needs to understand what practitioners have been taught.
- To raise parent / carers confidence in childcare provisions.

To register your interest, please contact:

Training Team

Tel: 020 8825 7484 / 9761

Email: trainingsupport@ealing.gov.uk

Essential Food Hygiene

Course Length	1 day
Target Audience	Anyone dealing with preparation, storage or serving of any food
Trainer	CJ Associates
Cost	£35 per person

Learning Outcomes
<ul style="list-style-type: none"> • Know your responsibilities under current law • Understand what bacteria are and how they cause food poisoning • Know how to prevent food poisoning and recognise the symptoms • Understand good working practices when receiving deliveries, storing and preparing food, serving food and cleaning <p>Photo identification is required for this course</p>

Dates	Venue	Time
2011		
Thurs 14 April	Laurel Gardens	09.30 – 16.30
Sat 21 May	Ealing Education Centre	09.30 – 16.30
Thurs 2 June	Laurel Gardens	09.30 – 16.30
Sat 23 July	Ealing Education Centre	09.30 – 16.30
Wed 14 Sept	Laurel Gardens	09.30 – 16.30

Essential Food Hygiene Workshop for Childminders

Course Length	3 hours
Target Audience	All registered childminders
Trainer	Food Hygiene Training Regulatory Services Team
Cost	Free

Learning Outcomes

- How to comply with food hygiene regulations
- Know how to prepare safer food
- Understand how to protect the health of children
- This course should be renewed every 3 years.

Photo identification is required for this course

Dates	Venue	Time
2011		
Sat 11 June	Ealing Central Library tbc	09.30 – 12.30

Health and Safety (including risk assessment)

Course Length	1 day
Target Audience	All practitioners
Trainer	Futureworks
Cost	£35 per person

Learning Outcomes

- To help staff develop Health & Safety awareness within their settings to meet Fire Authority regulations, Department of Health regulations and Ofsted requirements.
- Health & Safety in a childcare setting, including current legislation and the responsibilities of employer, employee and clients.
- How to carry out risk assessments.
- Maintenance records (defects, electrical tests etc).
- How to report defects and deal with potential hazards etc.
- Emergency Evacuation Procedures: how to organise and safely manage fire and emergency evacuations, including keeping records of such evacuations.
- How to handle and lift heavy objects, including heavy babies and toddlers during personal care routines.

Dates	Venue	Time
2011		
Wed 11 May	Laurel Gardens	09.30 – 14.30
Sat 25 June	Laurel Gardens	09.30 – 15.30
Thurs 14 July	Laurel Gardens	09.30 – 14.30
Sat 10 Sept	Ealing Education Centre	09.30 – 15.30

I CAN Early Talk 0-3

Course Length	Full day or two part
Target Audience	EYFS practitioners, GP's, Health Visitors
Trainer	Speech and Language Therapist and Early Years Consultant
Cost	Free to NEG settings, Childminders and Out of School (£132 to non NEG funded settings only)

Learning Outcomes

Part 1 – **Speech, language and Communication**, is designed to support any practitioner working with children aged between 0 and 3 years and their families.

Aims:

- Describe the development of speech, language and communication skills in children under 3 years
- Identify risk factors which impact on the development of communication skills
- Understand the role practitioners play in supporting speech, language and communication development in children aged 0-3 years.
- Be able to gather information regarding any difficulties, along with knowledge of when and where to refer.

Part 2 – **Positive Approaches**, is designed to build on part one, Speech, language and communication and support early years practitioners working with children aged between 0 and 3 years in an early years setting.

Aims:

- Consider how babies and toddlers learn
- Understand the relationship between play, cognition and language development
- Identify the stages of play development and its links with language acquisition
- Be able to use a range of strategies to support all children's communication development.
- Gain ideas on activities which can develop language and play within an everyday play environment.

Dates and times to be confirmed.

Please contact June Ryan to register your interest

Tel: 020 8825 5693

Email: jryan@ealing.gov.uk

Introductory Course for New Childminders - compulsory for new childminders

Course Length	2 days or 4 evenings
Target Audience	Newly registered Childminders only
Trainer	Crechendo
Cost	£100

Learning Outcomes
<p>This is a compulsory course for all newly registered childminders. You must complete within 6 months of registration.</p> <p>Evening 1 or day 1 morning session: Childminding as a successful business</p> <p>Evening 2 or day 1 afternoon session: Child development</p> <p>Evening 3 or day 2 morning session: Create a safe and healthy home</p> <p>Evening 4 or day 2 afternoon session: Support and promote positive behaviour</p> <p>You must attend all sessions</p>

Dates	Venue	Time
2011		
Sat 4 and 11 June	Ealing Education Centre	09.30 – 15.30
Tues 6, 13, 20, 26 Sept	Laurel Gardens	18.30 – 21.30

Lights, Camera ... Acting!

Course Length	Half day
Target Audience	Playworkers
Trainer	Gary Forbes
Cost	Free

Learning Outcomes

Our drama session offers providers practical and inspiring ideas for children aged between 4 and 12 years. This session is taught using a hands on approach which requires participation. It will include:

- How to create a drama environment effectively
- How to build confidence and encourage young actors
- How to link your drama projects to the early learning goals
- How to record and share your productions to inspire others

This session focuses on:

- Creating small drama productions from beginning to end
- Using mime and props as a tool for group sessions

Dates	Venue	Time
2011		
Sat 18 June	Laurel Gardens	09.30 – 13.00

Makaton Beginners Workshop for Parents & Carers (Playworkers)

Course Length	2 days
Target Audience	Play workers who need to use / want to learn Makaton in everyday situations
Trainer	Fran Regan
Cost	tbc

Learning Outcomes
<ul style="list-style-type: none"> • This workshop is run by a licensed Makaton tutor. • The first day provides an introduction to stages 1 & 2. You will learn the signs & symbols for Makaton stages 1 & 2 and learn the background & teaching methods of Makaton. • The second day provides an introduction to stages 3 & 4, adding additional signs & symbols to your Makaton vocabulary. • At the end of this workshop, participants should have the confidence and skills to begin to use Makaton more fluently in their daily interactions with children and adults. <p>Please note: This Makaton workshop is for Out of School providers only and you need to access both days of training</p>

Dates	Venue	Time
2011		
Tues 7 June & 5 July	Laurel Gardens	09.30 – 16.00

Makaton Follow up Workshop for Parents & Carers (Playworkers)

Course Length	2 days
Target Audience	Playworkers that have accessed Makaton Beginners Workshop for Parents & Carers modules 1- 4
Trainer	Fran Regan
Cost	tbc

Learning Outcomes

- This workshop is run by a licensed Makaton tutor and is for Play workers who want to further their Makaton skills
- The first day provides an introduction to stages 5 & 6. You will learn the signs and symbols for Makaton stages 5 & 6 and learn additional information about the teaching methods of Makaton.
- The second day provides an introduction to stages 7 & 8 adding additional signs and symbols to your Makaton vocabulary.
- At the end of this workshop, participants should have the confidence and skills to begin to use Makaton more fluently in their daily interactions with children and adults.

Please note: This Makaton workshop is for Out of School providers only and you need to access both days of training

Dates	Venue	Time
2012		
Wed 18 Jan & Thurs 9 Feb	Laurel Gardens	09.00 – 16.00

Makaton Beginners Workshop for Parents and Carers (Early Years) - 2 part course

Course Length	2 days
Target Audience	Early years practitioners and play workers who need to use or want to learn Makaton in every day situations
Trainer	Jane Smith and Fran Regan
Cost	£264 for non NEG funded settings

Learning Outcomes
<p>This is a two day course and attendance on both days is required to complete the course.</p> <ul style="list-style-type: none"> • The first day provides an introduction to stages 1 & 2. You will learn the signs & symbols for Makaton stages 1 & 2 and learn the background & teaching methods of Makaton. • The second day provides an introduction to stages 3 & 4, adding additional signs & symbols to your Makaton vocabulary. • At the end of this workshop, participants should have the confidence and skills to begin to use Makaton more fluently in their daily interactions with children and adults. <p>This course must be booked directly with the Early Years Consultant Team Administrator on 020 8825 5290.</p>

Dates	Venue	Time
2011		
Wed 5 Oct and 9 Nov	Laurel Gardens	09.00 – 16.00

Make it Big, Make it Arty

Course Length	Full day
Target Audience	Playworkers
Trainer	Gary Forbes
Cost	Free

Learning Outcomes

All of our arts and craft sessions offer provider's practical and inspiring ideas for children aged between 4 and 12 years. This session is taught using a hands on approach. Each session will include:

- How to set up your art sessions effectively
- How to build confidence in young artists
- How to encourage independent learning
- How to link your art projects to the early learning goals
- How to display your art work effectively

This session focuses on:

- Uncovering creativity through large junk modelling
- How to source and maintain a healthy stocked scrap bank
- How to promote working in large groups and creating large art projects

Dates	Venue	Time
2011		
Fri 22 July	Laurel Gardens	09.00 – 16.00

Marketing your Childcare Business

Course Length	Half day
Target Audience	Childminders, Owners, Managers, Deputy Managers
Trainer	Tracy Cherry
Cost	Free

Learning Outcomes
<p>X X X</p> <ul style="list-style-type: none"> The marketing workshop will give you practical ideas for advertising your service to parent's. The session will include: Why do you need to advertise and market your business? Where and how can you advertise and market legally? How often should you advertise and market your business? How to market and advertise effectively <p>This session focuses on:</p> <ul style="list-style-type: none"> Creating your action plan Why is branding so important Creating the right templates

Dates	Venue	Time
2011		
Wed 29 June	Laurel Gardens	10.00 – 12.30

Paediatric First Aid

Course Length	2 days
Target Audience	Childminders, Nominated first aiders in settings
Trainer	Alan John Associates / Excel Training
Cost	£35 per person

Learning Outcomes

- This 12-hour course leads to appointed person status
- Provides information on the essentials of first aid for the care of children and babies
- Includes checking the airway, breathing and circulation
- Dealing with choking, bleeding, resuscitation, head injuries, epilepsy, allergic reaction, poisoning and exposure to cold and heat
- May include short multiple choice test

Dates	Venue	Time
2011		
Sat 7 and 14 May	Laurel Gardens	09.30 – 16.30
Sat 21 and 28 May	Laurel Gardens	09.30 – 16.30
Sat 4 and 11 June	Laurel Gardens	09.30 – 16.30
MONDAY 20 and 27 June	Laurel Gardens	09.30 – 16.30
Sat 2 and 9 July	Laurel Gardens	09.30 – 16.30
Sat 16 and 23 July	Laurel Gardens	09.30 – 16.30
Sat 30 July and 6 Aug	Laurel Gardens	09.30 – 16.30
Sat 13 and 20 Aug	Laurel Gardens	09.30 – 16.30
Sat 27 Aug and 3 Sept	Laurel Gardens	09.30 – 16.30
Sat 10 and 17 Sept	Laurel Gardens	09.30 – 16.30
Sat 24 Sept and 1 Oct	Laurel Gardens	09.30 – 16.30

PALS (Playing and Learning to Socialise) Training

Course Length	Half day session
Target Audience	All EYFS practitioners. (At least 2 from each setting plus 1 senior staff member)
Trainer	Irene Tymkiw & Early Years Consultant Team / SEN / Inclusion
Cost	Free (full course fees will be charged for non-attendees)

Learning Outcomes

- To learn how to deliver the PALS programme, which is a small group social skills and emotional literacy training programme for children aged 3 – 6 years.
- The programme teaches children constructive ways to solve problems in social situations.
- It does this using stories (acted out by puppets), video scenarios, role – play activities and songs.
- Participants will be given the PALS resource to take away with them.
- The groups are run by two adults – usually a combination of teaching assistants and/or Class teachers in schools and Practitioners in Early Years settings.
- The training should be attended by those who will run the groups.
- It is helpful if EYFS leaders in schools and a senior staff member in PVI settings attend as well.

This course must be booked directly with the Early Years Consultant Team Administrator on 020 8825 5290.

Dates	Venue	Time
2011		
Tues 8 Nov	Ealing Education Centre	13.00 – 16.00

Safeguarding and Child Protection for Day Care

Course Length	1 day
Target Audience	All practitioners working with children and young people
Trainer	tbc
Cost	Free

Learning Outcomes

This one day course is designed to raise awareness of safeguarding and child protection issues. The course will allow those who come into contact with children and their families to explore and develop an understanding of safeguarding children and provide attendees with the knowledge and skills to deal with child protection situations.

By the end of the session, participants will have:

- A better understanding of the relevant local and national framework for safeguarding and child protection
- The awareness to identify what is safeguarding and promoting the welfare and child abuse
- The awareness and skills to name the categories of abuse and neglect and recognise the signs and indicators of each
- The knowledge and skills to respond to concerns about the safety and welfare of a child / young person using local / their organisations child protection policies and procedures
- The confidence to share confident information appropriately

This is a beginner course and no previous experience of safeguarding / child protection is required. Upon completion of this course it is recommended that those with specific safeguarding / child protection responsibility contact the Ealing Children's Safeguarding Board for additional training (see section 9).

Dates	Venue	Time
2011		
Sat 14 May	Ealing Education Centre	09.30 – 16:00
Thurs 30 June	Laurel Gardens	09.30 – 16:00
Sat 30 July	Ealing Education Centre	09.30 – 16:00

Safeguarding and Child Protection for Childminders

Course Length	1 day
Target Audience	Childminders and individuals wanting to register as a childminder
Trainer	tbc
Cost	Free

Learning Outcomes

This one day course specifically designed for childminders who work within their own home and often in isolation, has been designed to break down barriers to safeguarding and protecting children from harm and abuse, through the exploration of professional responsibility, feelings and fears.

By the end of the session, participants will:

- Have a better understanding of the relevant local and national framework for safeguarding and child protection
- Have the awareness to identify what is safeguarding and promoting the welfare and child abuse
- The awareness and skills to recognise the signs and indicators of the four categories of abuse
- Know how to respond to concerns about the safety and welfare of a child / young person using local / their organisations child protection policies and procedures (including the CAF process where required)
- The confidence to share confident information appropriately

Dates	Venue	Time
2011		
Sat 7 May 2011	Ealing Education Centre	09.30 – 16.00
Sat 11 June 2011	Ealing Education Centre	09.30 – 16.00
Sat 3 Sept 2011	Ealing Education Centre	09.30 – 16.00

Safeguarding and Child Protection for Playworkers

Course Length	1 day
Target Audience	All Playworkers
Trainer	tbc
Cost	Free

Learning Outcomes

This one day course is designed to raise awareness of safeguarding and child protection issues. The course will allow those who come into contact with children and their families to explore and develop an understanding of safeguarding children and provide attendees with the knowledge and skills to deal with child protection situations.

By the end of the session, participants will have:

- A better understanding of the relevant local and national framework for safeguarding and child protection
- The awareness to identify what is safeguarding and promoting the welfare and child abuse
- The awareness and skills to name the categories of abuse and neglect and recognise the signs and indicators of each
- The knowledge and skills to respond to concerns about the safety and welfare of a child / young person using local / their organisations child protection policies and procedures
- The confidence to share confident information appropriately

This is a beginner course and no previous experience of safeguarding / child protection is required. Upon completion of this course it is recommended that those with specific safeguarding / child protection responsibility contact the Ealing Children's Safeguarding Board for additional training.

Dates	Venue	Time
2011		
Mon 18 April	Laurel Gardens	09.30 – 14.30
Tues 27 Sept	Laurel Gardens	09.30 – 14.30

Safer Recruitment Online

Course Length	Online
Target Audience	Managers, deputies, owners: anyone involved in recruiting staff
Trainer	Children's Workforce Development Council
Cost	Free

Learning Outcomes

Register and log onto: <http://www.cwdcouncil.org.uk/safeguarding/safer-recruitment>

- Learn about what abuse is
- Recruitment processes that should be followed
- How to manage allegations
- The current arrangements for vetting and checking

Social and Emotional Aspects of Development (SEAD) in the Early Years Foundation Stage (four-part course)

Course Length	3 half day sessions and 1 full day
Target Audience	EYFS Leaders, Nursery and Reception teachers & HLTAs in Schools. Area Managers, Managers, Deputy Managers & SENCOs in PVI Settings.
Trainer	Irene Tymkiw & Early Years Consultant Team / SEN / Inclusion
Cost	£364 to non NEG funded settings only

Learning Outcomes

Attendees will have the opportunity to:

- Examine the key elements of babies and young children's personal, social and emotional development including factors that help and hinder development.
- Learn how babies form attachments to parents and carers and about the importance of relationships and experiences in the early years. Find out how children's experiences 'drive' their behaviour
- Hear about some of the latest developments in neuroscience and how attachment relationships influence brain development
- Explore how very young children learn to be social and how they learn to manage their feelings. Find out what to expect at each age and stage.

It is intended that participants will be able to cascade their learning to others in their settings and that it will inform the PSED curriculum. For this reason staff with a senior Early Years role within their settings/schools are encouraged to attend along with a colleague.

Participants must attend all four sessions – please note that times vary.

This course must be booked directly with the Early Years Consultant Team Administrator on 020 8825 5290

Dates	Venue	Time
2011		
Wed 21 Sept (part 1)	Ealing Education Centre	09.30 – 13.00
Wed 5 Oct (part 2)	Ealing Education Centre	10.00 – 15.00
Wed 19 Oct (part 3)	Ealing Education Centre	09.30 – 13.00
Wed 2 Nov (part 4)	Ealing Education Centre	09.30 – 13.00

Understanding Special Educational Needs (SEN) in Early Years Settings (six-part course)

Course Length	6 sessions
Target Audience	Practitioners/managers who carry out the role of SENCO in the PVI early years sector, or those practitioners who have an interest in SEN/Inclusion and would like to undertake the CACHE Endorsed Learning Programme as part of their professional development
Trainer	Early Years Consultant Team (SEN/Inclusion)
Cost	Free (full course fees will be charged for non-attendees)

Learning Outcomes

Six part course and attendance is required at ALL sessions to complete the course. This course is accredited by CACHE at Level 3. For those practitioners who wish, there is the opportunity to achieve the CACHE Endorsement on submission of a brief assignment.

Key intended learning outcomes:

- understanding the role of the SENCO in early years settings
- understanding the SEN Code of Practice 2001
- using observation to identify individual children's needs
- writing individual education plans (IEPs)
- developing partnership with parents
- understanding multi-agency working
- developing effective transition procedures

This course must be booked directly with the Early Years Consultant Team Administrator on 020 8825 5290

Dates	Venue	Time
2011		
Tues 20 Sept (part 1)	Laurel Gardens	13.00 – 15.30
Tues 4 Oct (part 2)	Laurel Gardens	13.00 – 15.30
Tues 18 Oct (part 3)	Laurel Gardens	13.00 – 15.30
Tues 1 Nov (part 4)	Laurel Gardens	13.00 – 15.30
Tues 15 Nov (part 5)	Laurel Gardens	13.00 – 15.30
Tues 29 Nov (part 6)	Laurel Gardens	13.00 – 15.30

National Playday

An exciting event planned within the London Borough of Ealing

What it's all about

National Playday is the annual celebration of children's right to play. It is co-ordinated by Play England, working in partnership with Play Wales, Play Scotland and PlayBoard Northern Ireland.

Playday 2011 will be on Wednesday 3rd August 2011

On Playday thousands of children and their families get out to play at hundreds of community events across the UK. Over 850 events took place to celebrate Playday 2010, making it the biggest on record.

As well as a celebration of children's right to play, Playday is also an opportunity to raise awareness of the serious issues affecting children's play.

How to get involved: Anyone can organise an event, to find out how check out the Playday website at <http://www.playday.org.uk> for further support contact:

Fran Regan or Karen Esprit
Tel: 020 8825 5431/ 9758
Email: playday@ealing.gov.uk

When

12 – 4pm on Wednesday 3rd August 2011

Where

Rectory Park, Northolt, Middlesex, UB5 5NR

Following on from last years huge success the programme for the day will include a fantastic range of things to see and do.

So act fast put this day aside in your diaries and begin to spread the word!

Look out for more information in the coming months

Training for the Early Years Foundation Stage

Course Title	Page
A Safeguarding Culture	40
High Quality Observation and Assessment	41
Early Talk Training Supportive Level	42
EYFS Learning and Development	43
External Moderation	44
Leadership & Management: Action Planning for Improvement	45
Leadership & Management: Assessing, Understanding, Interrogating & Using Data in the Early Years	46
Leadership & Management: Creating, Sustaining and Developing a High Quality Team	47
Leadership & Management: EYFS Leaders & Manager's Briefing	48
Leadership & Management: Evidence Based Self Evaluation and Reflection	49
Leadership & Management: Managing Performance	50
Letters & Sounds Phase 1	51
Meeting the Welfare Requirements	52
Principles & Practice of High Quality EY Phonics	53
Supporting Young Children's Communication & Language Development	54
Application Form	9

Schools only - Applications for the following courses must be done online:
www.ealingcpd.org.uk

A Safeguarding Culture

Course Length	Half day
Target Audience	Early years practitioners
Trainer	Santa Nyeko
Cost	Free to NEG settings, Childminders and Out of School
	(£91 to non SLA or NEG funded settings only)

Learning Outcomes

This course explores the requirements of the early years foundation stage in Safeguarding, including child protection, and promoting the welfare of children through safe systems, safe recruitment and staff support and supervision. Attendees will have the opportunity to:

Key intended learning outcomes:

- review LA guidance in safeguarding children outlined in the 'yellow book'
- explore steps in safe recruitment
- share resources and documentation, including record keeping formats, policies and procedures and staff support systems

Dates	Venue	Time
2011		
Tues 21 June	Ealing Education Centre	09.30 – 12.30
Fri 11 Nov	Ealing Education Centre	09.30 – 12.30
2012		
Mon 6 Feb	Ealing Education Centre	09.30 – 12.30

High Quality Observational Assessment and Tracking in the EYFS

Course Length	2 days (3 part – 1 full day, 1 half day, 1 twilight)
Target Audience	EYFS leaders and managers, EYFS practitioners
Trainer	Samira John-Bailey
Cost	Free to NEG settings, Childminders and Out of School
	(£223 to non SLA or NEG funded settings only)

Learning Outcomes
<p>This course will:</p> <ul style="list-style-type: none"> • support practitioners’ confidence in EYFS observational assessment • enable the sharing of ideas and practice regarding observational assessment and gathering observations from a range of contributors • support practitioner’s confidence in tracking children’s progress and attainment in the EYFS • provide an opportunity to hear and learn from other settings’ experiences of using tools to track the progress of the children within their settings <p>Please bring the following:</p> <ul style="list-style-type: none"> • EYFS Framework • Highlighter pens

Dates	Venue	Time
2011		
Wed 9 Nov (part 1)	Ealing Education Centre	09.30 – 15.30
Thurs 10 Nov (part 2)	Ealing Education Centre	09.30 – 12.30
Tues 29 Nov (part 3)	Ealing Education Centre	16.00 – 17.30
2012		
Thurs 16 Feb (part 1)	Ealing Education Centre	09.30 – 15.30
Fri 17 Feb (part 2)	Ealing Education Centre	09.30 – 12.30
Fri 9 Mar (part 3)	Ealing Education Centre	16.00 – 17.30

Early Talk Training Supportive Level

Course Length	2 days
Target Audience	Practitioners and leaders in PVI and maintained settings, year 1 practitioners / teachers, EYFS leaders / teachers
Trainer	Anita Mckiernan and Isabelle Tolan
Cost	Free to NEG settings, Childminders and Out of School (£182 to non SLA or NEG funded settings only)

Learning Outcomes

- To raise practitioners understanding of the stages children go through in developing language and communication.
- To support practitioners and leaders in creating rich communication environments for all young children in their daily settings.
- To raise practitioners' understanding of the stages children go through in developing language and communication and what they can do to help them progress from stage to stage.
- To provide participants with opportunities to develop practical strategies to support children's communication development within their setting.

Dates	Venue	Time
2011		
Wed 4 and 25 May	Ealing Education Centre	09.00 – 15.30
Wed 2 and 23 Nov	Ealing Education Centre	09.00 – 12.30
2012		
Tues 17 Jan and 7 Feb	Ealing Education Centre	09.00 – 12.30

EYFS Learning and Development

Course Length	Half day
Target Audience	EYFS practitioners, Nursery Nurses, Early Years Teaching Assistants, EYFS Leaders and Managers, EYFS Deputy Managers, EY professionals, CC Teachers
Trainer	Early Years Consultant Team
Cost	Free to NEG settings, Childminders and Out of School (£91 to non SLA or NEG funded settings only)

Learning Outcomes

A workshop-based session on the areas of learning and development for each age/stage from birth to five in the EYFS, with a focus on the underpinning characteristics of effective learning across these areas.

Dates	Venue	Time
2011		
Mon 6 June	Ealing Education Centre	14.00 – 16.00
Tues 7 June	Ealing Education Centre	14.00 – 16.00
Wed 12 Oct	Ealing Education Centre	14.00 – 16.00
Thurs 13 Oct	Ealing Education Centre	14.00 – 16.00
2012		
Wed 18 Jan	Ealing Education Centre	14.00 – 16.00
Thurs 19 Jan	Ealing Education Centre	14.00 – 16.00
Thurs 26 Jan	Ealing Education Centre	14.00 – 16.00
Fri 27 Jan	Ealing Education Centre	14.00 – 16.00

External Moderation: EYFS Progress and Attainment (Statutory for FS2)

Course Length	Half day
Target Audience	FS1 (nursery), FS2 (reception) and year 1 practitioners, EYFS leaders and managers, assessment leaders, NQT's, EYFS support staff
Trainer	Samira John-Bailey
Cost	Free

Learning Outcomes

These sessions will provide FS1, FS2 and year 1 practitioners with an opportunity to:

- Moderate their EYFS assessment judgments using national exemplification regarding attainment (EYFS Profile Handbook) and progress document (EYFS Practice Guidance / Development Matters) to gain consistency between practitioners from other settings
- Discuss the exemplification within the EYFS Profile Handbook (NAA)
- Seek clarification from EYFSP moderators

Colleagues are advised to make contact with their local feeder or receiver settings prior to the session, in order to arrange to co-attend and co-moderate.

Colleagues are required to bring:

- Two sample EYFS profiles (FS2 only) of children / Development Matters (all EYFS)
- Copy of EYFS Profile Handbook (FS2) or EYFS Practice Guidance
- Copy of your setting's previous Record of Moderation Visit or Meeting (including action points)
- Highlighter pens

PLEASE NOTE: Summer term 2011 moderation meetings are currently statutory for all FS2 practitioners responsible for finalising the EYFS profile judgements

Dates	Venue	Time
2012		
Tues 28 Feb	Ealing Education Centre	13.00 – 15.30
Tues 28 Feb	Ealing Education Centre	16.00 – 18.00
Wed 29 Feb	Ealing Education Centre	09.30 – 12.00
Wed 29 Feb	Ealing Education Centre	13.00 – 15.30
Thurs 1 Mar	Ealing Education Centre	13.00 – 15.30
Thurs 1 Mar	Ealing Education Centre	16.00 – 18.00
Fri 2 Mar	Ealing Education Centre	09.30 – 12.30
Fri 2 Mar	Ealing Education Centre	13.00 – 15.30

Leadership and Management: Action Planning for Improvement

Course Length	2.5 hours
Target Audience	Managers and deputies in Private, voluntary and independent settings
Trainer	Rachelle Leslie
Cost	Free to NEG settings, Childminders and Out of School (£91 to non SLA or NEG funded settings only)

Learning Outcomes
<p>This course promotes understanding of the development of the cycle and supports leaders in writing and implementing effective improvement plans.</p> <ul style="list-style-type: none"> • develop understanding of the improvement cycle • identify key improvement priorities • understand the key components of an effective action plan • become familiar with a range of implementation approaches • increase confidence in monitoring and reviewing strategies

Dates	Venue	Time
2011		
Mon 13 June	Ealing Education Centre	13.30 – 16.00

Leadership and Management: Assessing, Understanding, Interrogating and Using Data in the Early Years

What does it tell me and how can I use it to continuously improve?

Course Length	Half day
Target Audience	Managers, Deputy Managers, Children Centre Heads, Children Centre data lead, EYFS leaders, Early Years Professionals
Trainer	Rachelle Leslie
Cost	Free to NEG settings, Childminders and Out of School (£91 to non SLA or NEG funded settings only)

Learning Outcomes

This half day workshop will provide you with information on how to:

- Access: what early year's data is available and how can I get it?
- Understand: what is it telling me?
- Interrogate: what questions does this raise and what more can it tell me?
- Use: what difference does it make to our children and families?

Including opportunities to share and reflect with other early years leaders in Ealing.

Dates	Venue	Time
2011		
Thurs 16 June	Ealing Education Centre	13.30 – 16.00

Leadership and Management: Creating, Sustaining and Developing a High Quality Team

Course Length	Half day
Target Audience	Managers, Deputy Managers, EYFS leaders, EY Professionals, Children Centre Teachers
Trainer	Rachelle Leslie
Cost	Free to NEG settings, Childminders and Out of School (£91 to non SLA or NEG funded settings only)

Learning Outcomes
<p>Key strategies for empowering your team</p> <ul style="list-style-type: none"> • How to find them • How to keep them • How to grow them

Dates	Venue	Time
2011		
Fri 17 June	Ealing Education Centre	14.00 – 16.00

Leadership and Management: EYFS Leaders & Manager's Briefing

Course Length	2 hours
Target Audience	Managers, Deputy Managers, EYFS leaders, EY Professionals, Children Centre Teachers
Trainer	Rachelle Leslie
Cost	Free to NEG settings, Childminders and Out of School (£91 to non SLA or NEG funded settings only)

Learning Outcomes

Sharing updates on new information, research, policies and procedures in the early year's sector, with opportunities to share and reflect with other early years leaders in Ealing.

Dates	Venue	Time
2011		
Tues 22 Nov	Ealing Education Centre	14.00 – 16.00
2012		
Tues 17 Jan	Ealing Education Centre	14.00 – 16.00

Leadership and Management: Evidence Based Self Evaluation and Reflection

Course Length	Half day
Target Audience	Managers, Deputy Managers, EYFS leaders, EY Professionals, Children Centre Teachers
Trainer	Rachelle Leslie
Cost	Free to NEG settings, Childminders and Out of School (£91 to non SLA or NEG funded settings only)

Learning Outcomes
<p>Introducing and exploring the use of observation to help you make judgements on the quality of provision including:</p> <ul style="list-style-type: none"> • Teaching • Learning • Environment • Leadership & Management <p>Supporting evaluative writing skills based on evidence</p>

Dates	Venue	Time
2011		
Tues 7 June	Ealing Education Centre	13.30 – 16.00

Leadership and Management: Managing Performance- Supporting and Supervising your Team

Course Length	Half day
Target Audience	Managers, Deputy Managers, EYFS leaders, EY Professionals, Children Centre Teachers
Trainer	Rachelle Leslie
Cost	Free to NEG settings, Childminders and Out of School (£91 to non SLA or NEG funded settings only)

Learning Outcomes

This course introduces appraisals and one to one supervision to support staff in performing their roles and responsibilities, including how to observe, monitor and support staff development and explores ways of recording the process.

Key intended learning outcomes:

- attendees will begin to develop an understanding of the purpose of appraisal
- prepare for their own appraisal meeting

Dates	Venue	Time
2011		
Wed 9 Nov	Ealing Education Centre	13.30 – 16.00

Letters and Sounds Phase 1

Course Length	1 day
Target Audience	Practitioners in PVI and maintained settings, EYFS and year 1 teachers (children aged 3+)
Trainer	Sue Benson and Lizzie Ross
Cost	Free to NEG settings, Childminders and Out of School (£132 to non SLA or NEG funded settings only)

Learning Outcomes
<ul style="list-style-type: none"> • An overview of phase 1 • Planning and delivering phase 1 activities • Effective phase 1 practice

Dates	Venue	Time
2011		
Fri 20 May	Ealing Education Centre	09.00 – 15.30
Fri 14 Oct	Ealing Education Centre	09.00 – 15.30
2012		
Fri 10 Feb	Ealing Education Centre	09.00 – 15.30

Meeting the Welfare Requirements

Course Length	Half day
Target Audience	EYFS managers and practitioners in the PVI sector
Trainer	Santa Nyeko
Cost	Free to NEG settings, Childminders and Out of School
	(£91 to non SLA or NEG funded settings only)

Learning Outcomes

This course explains the welfare requirements of the EYFS and explores strategies for meeting these requirements. Practitioners in the maintained sector will need to explore how welfare requirements can best be met in their individual schools as some of the requirements will be new to them.

Attendees will have the opportunity to:

- explore/review the welfare requirements of the EYFS
- discuss and explore the legal welfare requirements
- share documentation

Dates	Venue	Time
2011		
Mon 20 June	Ealing Education Centre	09.30 – 12.30
Mon 7 Nov	Ealing Education Centre	09.30 – 12.30
2012		
Fri 3 Feb	Ealing Education Centre	09.30 – 12.30

Principles and Practice of High Quality Early Years Phonics

Course Length	Half day
Target Audience	Practitioners in PVI and maintained settings, EYFS and year 1 teachers (children aged 3+)
Trainer	Lizzie Ross
Cost	Free to NEG settings, Childminders and Out of School (£91 to non SLA or NEG funded settings only)

Learning Outcomes
Explore the key principles of a high quality phonics, which apply across any selected phonics programme

Dates	Venue	Time
2011		
Tues 4 Oct	Ealing Education Centre	09.30 – 12.30

Supporting Children's Communication and Language Development Through Storytelling, Role Play, Meaningful Mark Making

Course Length	2 half days
Target Audience	Practitioners in PVI and maintained settings, year 2 practitioners
Trainer	Anita Mckiernan and Isabelle Tolan
Cost	Free to NEG settings, Childminders and Out of School (£132 to non SLA or NEG funded settings only)

Learning Outcomes

- To raise practical understanding of the central role of storytelling and role play in developing children's language & literacy.
- To enhance practitioner's skills and knowledge in linking story telling, role play and meaningful mark - making to other areas of learning.
- To raise children's learning outcomes by extending practitioners knowledge of narrative development, verbal reasoning and sustained shared thinking.

Dates	Venue	Time
2011		
Fri 10 June (part 1) Fri 24 June (part 2)	Ealing Education Centre	09.30 – 12.30
Tues 4 Oct (part 1) Tues 18 Oct (part 2)	Ealing Education Centre	09.00 – 12.30
2012		
Tues 28 Feb (part 1) Tues 13 Mar (part 2)	Ealing Education Centre	09.00 – 12.30

One Children's Workforce Training

Children's centre staff and partners can access a wide variety of courses, designed to support their work with children, parents and carers, and to ensure the needs of children and young people are met and safeguarded. All training is delivered by skilled trainers experienced in working with multi disciplinary workforces, and is child centered.

Early Years Childcare and Play

All Children's Centre staff may apply for appropriate courses listed in this booklet

Tel: 020 8825 9761 / 7484

Email: trainingsupport@ealing.gov.uk

Access to Ealing Safeguarding Children Board Training

Tel: 020 8825 8274 (Bernadette Boland)

Tel: 020 8825 9892 (Bernadette Ryan)

Email: escbtraining@ealing.gov.uk

Web: www.ealing.gov.uk/safeguardingboard

You need to have attended a basic introductory safeguarding course before applying.

Courses include:

- Safeguarding and Promoting the Welfare of the Child
- Role of the Nominated Person
- Role of the Nominated Safeguarding Children Advisor
- Communicating and Engaging with Challenging Families
- Working with the Strengths of Black & Ethnic Minority Children & Families
- Managing Allegations Against People Who Work With Children

Access to Social Care Training

Tel: 020 8825 8780 (General Number)

Tel: 020 8825 5883 (Children's Programme)

Tel: 020 8825 9530 (Adults Programme)

Fax: 020 8825 7080

Email: trainingsocialcare@ealing.gov.uk

Access to Adult Learning

Adult learning provides a variety of family and community learning throughout the borough. Courses include language, hair and beauty, computing and personal development, First Aid, health, fitness and leisure.

Tel: 020 8825 5577

Email: adultlearning@ealing.gov.uk

For more information please contact:

Ealing Early Years Childcare and Play
25a Laurel Gardens
Hanwell
W7 3JG

Tel: 020 8825 9761

Fax: 020 8825 9417

Web: www.childrenscentres.org.uk/training