

Early Years Training Programme

April 2016 - March 2017

London Borough of Hammersmith and Fulham and Westminster City Council



'The daily experience of children in early years settings and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities.'

Providers must support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves'

Statutory Framework for the Early Years Foundation Stage (2014)

Welcome to the annual Early Years training program which aims to create training opportunities for staff working at all levels in early years, pre-school and childcare settings. The aims of the sessions are to enable staff to reflect on their practice, gain new knowledge and skills, put these into practice and then identify areas for further learning and improvement.

It offers learning opportunities for all staff in the roles of Manager, Practitioners, Support Worker and Childminders.

Further training will be planned throughout the year which will be included in the EY email updates.

We are constantly trying to improve the training we offer to Early Years Practitioners and childminders and consulted with you to gain views on training courses that you felt would be most beneficial, asking about:

- preferred length and time of day of courses
- areas of learning and subjects they wished to cover
- any barriers to training that settings face

Feedback was very useful and has supported to develop this brochure.

- short sessions were preferable (3 hours)
- mornings starting at 9.30am is most convenient in the daytime
- evening courses would also be beneficial
- the chance to experience alternative styles of delivery for some courses

All views were noted and courses are delivered in a range of venues (depending on availability) and at various times: morning, twilight and evening sessions.

Although we cannot accommodate every course requested, we focused on the prime and specific areas of learning.

Please ensure the training programme is visible and easily accessible to all members of staff in your setting; to enable equality of access to appropriate training opportunities.

Course Booking and Administration

When booking your place on a course, please ensure the contact details we have for you are up to date, including an email address and contact number. You will be contacted by email with relevant course information.

It is important that you read the course overview prior to booking. The course overview provides essential course information that you need before attending.

Booking Confirmation

When booked on a course you will be sent an automated confirmation email from the Learning Centre immediately after booking. If you do not receive an automated confirmation email after booking, please contact the Workforce Development Team to ensure your place has been booked prior to attending.

When offered a place on a course, it is imperative that you make every attempt to attend as you may be taking a vital place that someone else would like or needs to attend.

Remember: *It is your responsibility to ensure that you have made a note of the date, time and venue for your confirmed training. Reminders will be sent out wherever possible*

Charges

FREE courses are free to you but not us – if you book and fail to turn up or fail to give at least 5 working days' notice of cancelling a place, the setting will be charged **£100**

All cancellations should be made via the Learning Centre if providing the full 5 working days' notice'.

If you are not providing the full 5 working days' notice you will need to contact us to avoid cancellations charges. You must email chstraining@rbkc.gov.uk immediately, stating your reasons for being unable to attend.

Sending an email to any other email address, or leaving a telephone message will not be accepted and will be subject to a cancellation charge.

We ask that you always consider substituting the place rather than cancelling at late notice. Late cancellations has significant impact on courses and in some cases means the course being unable to run due to low numbers, which incurs expensive cancellation fees and disruption to other attendees

Late Arrivals / Early Leavers

Late arrivals may not be allowed entry.

Please **DO NOT** book a member of staff or yourself onto a course if arrangements cannot be made to attend the entire training course.

Certificates will only be awarded to participants who attend the **full** duration of the course.

HOW TO BOOK A PLACE USING THE LEARNING CENTRE

Step 1: Log in to your account using your log in details:

Step 2: Navigate to the Early Years section for courses. Using the blue bar at the top roll your cursor over 'All Courses' and then 'Children's Services' and lastly click on Early Years.

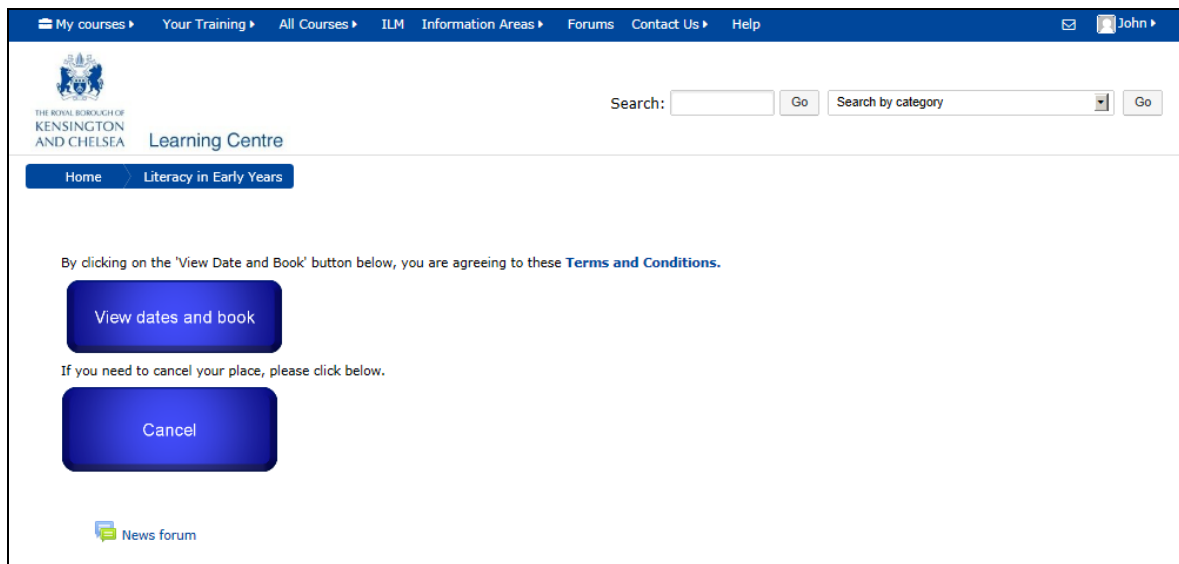
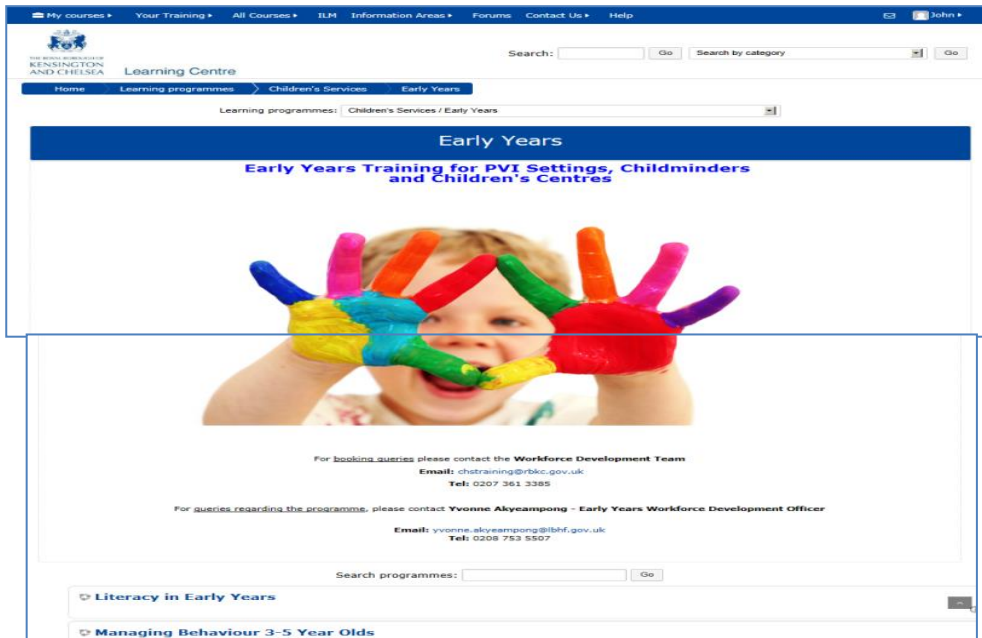
The screenshot shows the top navigation bar of the Learning Centre website. The main menu includes: My courses, Your Training, All Courses, ILM, Information Areas, Forums, Contact Us, and Help. A dropdown menu is open under 'All Courses', listing: Courses and events for all RBKC, H&F and WCC staff, Adult Social Care, Children's Services (highlighted), LSCB (Local Safeguarding Children's Board), Transport and Technical Services, Schools, and VAWG (Violence Against Women and girls). A further sub-menu is open under 'Children's Services', listing: Children's Services Training Programme, Commissioning Skills Development, Foster Carers, Early Years (highlighted), Sex and Relationships Education, Short Breaks, Substance Misuse, and Frameworks. Below the navigation bar, there is a banner for 'Introduction to Leadership and Management' with a 'Book Now' button. A welcome message 'Welcome John' is visible. Two informational banners are present: one for 'Welcome to the new Learning Centre' and another for 'Using the slideshow'.

Step 3: You will then be taken to this page which lists the courses available for early years practitioners and childminders:

Step 4: Select the course that you want to attend:

A rectangular box containing a heart icon followed by the text 'Literacy in Early Years'.

Step 5: You should now see something similar to this page (below). Click 'View Dates and Book'.



Step 6: You should now be looking at a page like this. It lists available dates of the course and shows whether or not there are any places available. To book your place, please click, 'Book Now' under the options.

My courses ▾ Your Training ▾ All Courses ▾ ILM Information Areas ▾ Forums Contact Us ▾ Help

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA Learning Centre

Search: Go Search by category Go

Home > Literacy in Early Years > Literacy in Early Years

Literacy in Early Years

Upcoming sessions

Venue	Room	Duration	Date	Time	Seats available	Status	Options
To Be Confirmed	Room to be confirmed on arrival	Half day	7 March 2017	09:30 - 12:30	24	Places are available	Book Now
To Be Confirmed	Room to be confirmed on arrival	Half day	7 March 2017	13:30 - 16:30	25	Places are available	Book Now

Royal Borough of Kensington and Chelsea 2016

[Contact Us](#)

Step 7: Now you just need to confirm your booking on the course. Please click on 'Book Now' at the bottom of the page.

Home > Literacy in Early Years > Literacy in Early Years

Sign-up for Literacy in Early Years

Session date/time 7 March 2017, 09:30 – 7 March 2017, 12:30

Capacity 25

Last cancellation Sunday, 5 March 2017, 09:30

Please confirm that this is your manager's email address:

Manager's email*

Notification Type

There are required fields in this form marked *.

Royal Borough of Kensington and Chelsea 2016

Step 8: You should now see the following message which confirms that your booking has been completed. Please click on 'Continue' to return back to the course page.

Your booking has been completed.

You should immediately receive a confirmation email.

(Continue)



Your booking is now complete! For any further queries please contact us on 02073613385 or email us at chstraining@rbkc.gov.uk

Courses for PVI Managers and Deputies Summer 2016

PVI Forum

Led by Phil Tomsett & Rosemary Salliss

This forum is held jointly for managers and deputies from across the two boroughs to receive key updates from the Early Years Teams to share and learn from best practice with other settings.

Date: Wednesday 18th May 2016

Time: 9:30am – 12:30pm

Venue: Westminster City Hall, SW1E 6QP

Safeguarding Update for Designated Leads

Led by LSCB Multi-agency Trainer

Date: Tuesday 17th May 2016

Time: 9:30am – 12:30pm

Venue: Hammersmith Town Hall, W8 7NX

Early Years Practitioners Summer 2016

Active Heath

This will cover the following topics:

- The importance of physical activity
- The guidelines for sedentary and active behaviour
- The benefits of physical activity

Date: Friday 6th May 2016

Time: 3:15pm – 5:15pm

Venue: Hammersmith Town Hall, W8 7NX

Boys, Girls, Dens and A Spaceship to Mars – role play and imaginative play

Practitioner will explore the provision of home corner, role play and imaginative play in the early years setting.

They will develop understanding and awareness of the importance of effective provision in this area of play for all children.

Practitioners will:

- consider effective practice in this area of provision for all children.
- reflect on the different aspects of the provision home corner, role, play and

imaginative play and develop awareness of appropriate resources for this type of play and the role of the adult.

Date: Monday 16th May 2016

Time: 9:30am – 3:30pm

Venue: Hammersmith Town Hall, W8 7NX

British Values and the EYFS

Practitioners will consider what British Values means in an Early Years setting and explore the four fundamental British Values.

Reflect and identify best practice and build confidence and understanding around British Values.

Date: Thursday 30th June 2016

Time: 2:30pm – 5:30pm

Venue: Westminster City Hall, SW1E 6QP

Engaging babies and toddlers in musical ways. Supporting attachment through sound and song.

This action packed training will provide early years practitioners with the skills to apply musical ideas, activities and games in support of vocalising and attachment in babies and toddlers.

Date: Tuesday 7th June 2016

Time: 2:00pm – 5:00pm

Venue: Hammersmith Town Hall, W8 7NX

Having fun with stories, rhymes, poems and songs

Explore the role of books, stories, poems and rhymes in supporting learning and development. Consider the role of child development when using books, stories, poems and rhymes. Outline how books, stories, poems and rhymes can help and support learning and development.

Date: Saturday 7th May 2016

Time: 9:30am – 2:30pm

Venue: Westminster City Hall, SW1E 6QP

Nutritional Guidelines

This is suitable for everyone working with children and families including those responsible for the preparation and serving of food. The aim of the training is to provide an understanding of nutrition to ensure that staff are able to provide an understanding of nutrition to ensure that staff are able to impart accurate information and advice.

This will cover:

- FSA guidelines
- Eatwell Plate
- Fats and Sugars
- External and internal influences on eating
- Specific nutritional requirements of infants and toddlers.

Date: Friday 6th May 2016

Time: 1:00pm – 3:00pm

Venue: Hammersmith Town Hall, W8 7NX

It's Stage Not Age Child Development

Practitioners will explore the areas of development, through key milestones and the developmental journey. Identify key influences on development and what they can mean for the child and reflect on how we can support each child and considerations for best practice and the importance and significance of child development for everyday practice.

Date: Saturday 21st May 2016

Time: 9:30am – 2:30pm

Venue: Westminster City Hall, SW1E 6QP

Obesity the whole picture and raising the issue of weight

This will cover the following topics:

- Holistic understanding of obesity as a national public health issue
- Influences on children and parent's food choices
- The ability to give first line advice
- Understand how to identify a child as overweight or obese
- Understand how to raise the issue with families

Date: Friday 6th May 2016

Time: 10:00am – 12:00pm

Venue: Hammersmith Town Hall, W8 7NX

Understanding the world

Practitioners will explore this area of learning and development to enable clearer understanding of how to promote and provide within the early years setting. The course will also include practical ideas.

Practitioners will identify how to reflect through continuous provision within the setting and link with the characteristics of effective learning.

Date: Thursday 30th June 2016

Time: 9:30am – 1:30pm

Venue: Westminster City Hall, SW1E 6QP

SENCO Summer 2016

Hammersmith Practitioners

SEND Surgery

Date: Thursday 23rd June 2016

Time: 10:00am – 1:00pm

Venue: Hammersmith Town Hall, W8 7NX

Role of the SENCO

Date: Monday 11th July 2016

Time: 10:00am – 1:00pm

Venue: Hammersmith Town Hall, W8 7NX

Westminster Practitioners

Dates to be confirmed

Childminders Summer 2016

British Values and the EYFS

Childminders will consider what British Values means in Early Years and explore the four fundamental British Values.

Reflect and identify best practice and build confidence and understanding around British Values.

Date: Thursday 30th June 2016

Time: 6:45pm – 8:45pm

Venue: Westminster City Hall, SW1E 6QP

Common Inspection Framework

Childminders will be informed what the changes are to inspections.

Date: Monday 16th June 2016

Time: 6:45pm – 8:45pm

Venue: Westminster City Hall, SW1 6QP

Having fun with stories, rhymes, poems and songs

Explore the role of books, stories, poems and rhymes in supporting learning and development. Consider the role of child development when using books, stories, poems and rhymes. Outline how books, stories, poems and rhymes can help and support learning and development.

Date: Saturday 7th May 2016

Time: 9:30am – 2:30pm

Venue: Westminster City Hall, SW1E 6QP

It's Stage Not Age Child Development

Childminders will explore the areas of development, through key milestones and the developmental journey. Identify key influences on development and what they can mean for the child and reflect on how we can support each child and considerations for best practice and the importance and significance of child development for everyday practice.

Date: Saturday 21st May 2016

Time: 9:30am – 2:30pm

Venue: Westminster City Hall, SW1E 6QP

Multi-agency Safeguarding and child Protection Level 3

Childminders will receive up to date information about the legal and procedural framework for safeguarding children. Explore barriers to effective inter-agency information sharing and decision making.

Date: Saturday 25th June 2016

Time: 9:30am – 4:30pm

Venue: Training Centre, 37 Pembroke Road, W8 6PW

Autumn 2016



Early Years PVI Managers and Deputies Autumn 2016

Inspiring Your Team: Supervision, Appraisal and Performance Management

Managers will explore best practice for the supervision process.

Managers will:

- consider the importance of effective supervision and appraisal systems.
- look at how to get the best from supervision and appraisal for all concerned.
- consider effective strategies and systems to fulfil the requirements.

Date: Tuesday 8th November 2016

Time: 9:30am – 3:30pm

Venue: Hammersmith Town Hall, W8 7NX

PVI Forum

Led by Phil Tomsett & Rosemary Salliss

This forum is held jointly for managers and deputies from across the two boroughs to receive key updates from the Early Years Teams to share and learn from best practice with other settings.

Date: Wednesday 19th October 2016

Time: 9:30am – 12:30pm

Venue: Hammersmith Town Hall, W8 7NX

Safeguarding Update for Designated Leads

Led by LSCB Multi-agency Trainer

Date: Thursday 6th October 2016

Time: 9:30am – 12:30pm

Venue: TBC

Early Years Practitioners Autumn 2016

Building positive relationships with parents

Date: Thursday 22nd September 2016
Time: 9:30am–12:30pm **OR** 1:15pm–4:15pm
Venue: Hammersmith Town Hall, W8 7NX

Observation, Assessment and Planning Explored

Practitioners will identify the importance of observation, assessment and planning.

Practitioners will:

- develop understanding of the importance of observation, assessment and planning for monitoring progress and meeting children's individual needs.
- consider why we observe and how to observe effectively.
- identify and reflect on the importance of assessment.
- consider why we plan and the importance of meeting children's needs.

Date: Thursday 29th September 2016
Time: 9:30am – 3:30pm
Venue: Hammersmith Town Hall, W8 7NX

Working with two year olds

Understand what 'typical development' looks like for 2 – 3 year olds based upon a clear understanding of child development at this age.

Practitioners will:

- Make sound professional judgements about 2 year old's learning and identify where there may be developmental delay
- Plan next steps to support learning and development through opportunities and experiences, the environment, resources, daily routines and the adult role using children's interests and involve parents in supporting learning and development at home.

Date: Wednesday 12th October 2016
Time: 9:30am–12:30pm **OR** 1:15pm– 4:15pm
Venue: Hammersmith Town Hall, W8 7NX

Communication and Language

Practitioner will consider best practice for supporting children's language and communication and look at how children acquire language and the role of the adult supporting that acquisition.

Date: Thursday 20th October 2016
Time: 9:30am–12:30pm **OR** 1:15pm–4:15pm
Venue: Hammersmith Town Hall, W8 7NX

SENCO Autumn 2016

Hammersmith Practitioners

SEND Surgery

Date: Friday 14th October 2016

Time: 10:00am – 1:00pm

Venue: Hammersmith Town Hall, W8 7NX

Role of SENCO

Date: Monday 28th November 2016

Time: 10:00am – 1:00pm

Venue: Hammersmith Town Hall, W8 7NX

Westminster Practitioners

Dates to be confirmed

Childminders Autumn 2016

Observation, Assessment and Planning Explored

Childminders will identify the importance of observation, assessment and planning

Date: Saturday 1st October 2016

Time : 10:00am – 1:00pm

Venue: Westminster City Hall, SW1E 6QP

Multi-agency Safeguarding and child Protection Level 3

Childminders will receive up to date information about the legal and procedural framework for safeguarding children. Explore barriers to effective inter-agency information sharing and decision making.

Date: Saturday 24th September 2016

Time: 9:30am – 4:30pm

Venue: Training Centre, 37 Pembroke Road, W8 6PW

Spring 2017



Early Years PVI Managers and Deputies Spring 2017

Leadership, Inspiration, Motivation and the Pursuit of Excellence

Managers will explore the different elements of the role of the leader in an early years setting and explore different leadership and management styles.

Managers will consider what defines an effective leader and what the role involves, understanding of the different leadership styles and when they are most effective and considered the stages of team development and issues involved in building and maintaining a strong team.

Date: Tuesday 21st February 2017

Time: 9:30am – 3:30pm

Venue: TBC

PVI Forum

Led by Phil Tomsett & Rosemary Salliss

This forum is held jointly for managers and deputies from across the two boroughs to receive key updates from the Early Years Teams to share and learn from best practice with other settings.

Date: Wednesday 8th February 2017

Time: 9:30am – 12:30pm

Venue: TBC

Early Years Practitioners Spring 2017

Business Skills for Practitioners

Planning for the future

How to think in a more business-like way
Defining your business goals
Describing your uniqueness

Financial planning

Setting your prices
Using a cash flow forecast to monitor your finances
Steps to improve your financial position

Attracting customers

Creating a marketing plan
Understanding your customers' needs and wants
Cost effective marketing methods including social media.

Date: Thursday 26th January 2017

Time: 9:30am – 3:30pm

Venue: TBC

Child Development

Practitioners will explore the areas of development, through key milestones and the developmental journey and identify key influences on development and what they can mean for the child.

Date: Saturday 18th March 2017

Time: TBC

Venue: TBC

Literacy in Early Years

Practitioners will look generally at the provision of the literacy area of learning and development, with particular focus for nurseries and pre-schools.

Date: Tuesday 14th March 2017

Time: 9:30am – 12:30pm

1:15pm – 4:15pm

Venue: TBC

Managing Behaviour 3-5 Year Olds

Practitioners will look at theory to support understanding of practical strategies to promote positive behaviour and strategies to modify behaviour and consider what behaviour is and the reasons why children may display unwanted behaviour.

Date: Tuesday 31st January 2016

Time: 9:30am – 12:30pm

1:15pm – 4:15pm

Venue: TBC

Ofsted Readiness

This course will explore how to ensure you are prepared and ready for inspection.

It will identify what systems and paperwork needs to be in place as part of leadership and management.

How to support and prepare your staff for Ofsted.

What will happen during the inspection.

Tips on getting the most out of the inspection.

Identify current trends within the inspection process.

Date: Saturday 25th February 2017

Time: TBC

Venue: TBC

Childminders Spring 2017

Child Development

Childminders will explore the areas of development, through key milestones and the developmental journey and identify key influences on development and what they can mean for the child.

Date: Saturday 18th March 2017

Time: 9:30am – 2:30pm

Venue: TBC

Ofsted Readiness

This course will explore how to ensure you are prepared and ready for inspection.

It will identify what systems and paperwork needs to be in place as part of leadership and management.

How to support and prepare yourself for Ofsted.

What will happen during the inspection.

Tips on getting the most out of the inspection.

Identify current trends within the inspection process.

Date: Saturday 25th February 2017

Time: TBC

Venue: TBC

Food Hygiene

Face to face training is available from the Food Safety Training Team in the Royal Borough of Kensington and Chelsea

The NDNA (National Day Nurseries Association) and The Safer Food Group offer an online Basic Food Hygiene Certificate. This is a Level 2 Award in Food Safety.

<http://www.ndna.org.uk/quality-training-careers/training/online/food-hygiene>

Health and Safety

Various courses are available from the Public Health Training Team at the Royal Borough of Kensington and Chelsea.

Paediatric First Aid

You can purchase in-house training from various private companies or send individual members of staff to training by providers such as at St Johns Ambulance or Red Cross, both of whom have centres in central London.

Please ensure the curriculum that providers follow for paediatric first aid meets the requirements of the EYFS 2014.

Safeguarding Training

The Local Safeguarding Children Board provides training that all settings and childminders can access, including :

Level 1 Introduction to Safeguarding

Children (recommended for staff on reception, kitchens, back office, or new staff who have never had safeguarding training before)

Level 3 Multi-agency Safeguarding & Child

Protection Training (recommended for room leaders, practitioners, experienced practitioners, managers, deputies who may have to make assessments on the needs of children)

Safer Recruitment (recommended for all managers, owners, staff who are involved in recruitment process – at least one person on each interview panel should be safer recruitment trained)

Specialist courses also available

(recommended for staff who have completed Level 3 multi-agency safeguarding course, to extend their knowledge).

Please download the full LSCB programme via: www.lbhf.gov.uk/lscbtraining and regular LSCB training newsletter at www.lbhf.gov.uk/lscbtrainingnewsletter

For further enquires or check which training is appropriate please contact:

**LSCB Programme Co-ordinator
Telephone - 020 8753 5317**

EARLY YEARS TRAINING PROGRAMME CALENDAR

May 2016

6 th May 2016	10.00am-12.00pm	Obesity the whole picture and raising the issue of weight	Hammersmith Town Hall
6 th May 2016	1.00pm-3.00pm	Nutritional Guidelines	Hammersmith Town Hall
6 th May 2016	3.15pm-5.15pm	Active Health	Hammersmith Town Hall
7 th May 2016	9.30am-2.30pm	Having fun with stories, rhymes, poems and songs	Westminster City Hall
16 th May 2016	9.30am-3.30pm	Boys, Girls, Dens and A Spaceship to Mars- role play and imaginative play	Hammersmith Town Hall
17 th May 2016	9.30am-12.30pm	Safeguarding Update for Designated Leads	Hammersmith Town Hall
18 th May 2016	9.30am-12.30pm	PVI Forum	Westminster City Hall
21 st May 2016	9.30am-2.30pm	It's Stage Not Age Child Development	Westminster City Hall

June 2016

7 th June 2016	2.00pm-5.00pm	Engaging babies and toddlers in musical ways. Supporting attachment through sound and song	Hammersmith Town Hall
16 th June 2016	6.45pm-8.45pm	Common Inspection Framework	Westminster City Hall
23 rd June 2016	10.00am-1.00pm	SEND Surgery	Hammersmith Town Hall
25 th June 2016	9.30am-4.30pm	Multi-agency Safeguarding and Child Protection Level 3	Training Centre, 37 Pembroke Road
30 th June 2016	9.30am-1.30pm	Understanding the World	Westminster City Hall
30 th June 2016	2.30pm-5.00pm	British Values and the EYFS	Westminster City Hall
30 th June 2016	6.45pm-8.45pm	British Values and the EYFS	Westminster City Hall

July 2016

11 th July 2016	10.00am-1.00pm	Role of the SENCO	Hammersmith Town Hall
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EARLY YEARS TRAINING PROGRAMME CALENDAR

September 2016

22 nd September 2016	9.30 am- 12.30 pm 1.15pm- 4.15pm	Building positive relationships with parents	Hammersmith Town Hall
24 th September 2016	9.30am- 4.30pm	Multi-agency Safeguarding and Child Protection Level 3	Training Centre, 37 Pembroke Road
29 th September 2016	9.30am- 3.30pm	Observation, Assessment and Planning Explored	Hammersmith Town Hall

October 2016

1 st October 2016	10.00am- 1.00pm	Observation, Assessment and Planning Explored	Westminster City Hall
6 th October 2016	9.30am- 12.30pm	Safeguarding Update for Designated Leads	TBC
12 th October 2016	9.30am- 12.30pm 1.15pm- 4.15pm	Working with two year olds	Hammersmith Town Hall
14 th October 2016	10.00am- 1.00pm	SEND Surgery	Hammersmith Town Hall
19 th October 2016	9.30am- 12.30pm	PVI Forum	Hammersmith Town Hall
20 th October 2016	9.30am- 12.30pm 1.15pm- 4.15pm	Communication and Language	Hammersmith Town Hall

November 2016

8 th November 2016	9.30am- 3.30pm	Inspiring Your Team: Supervision, Appraisal and Performance Management	Hammersmith Town Hall
28 th November 2016	10.00am- 1.00pm	Role of SENCO	Hammersmith Town Hall

January 2017			
26 th January 2017	9.30am-3.30pm	Business Skills for Practitioners	TBC
31 st January 2017	9.30am-12.30pm	Managing Behaviour 3-5 Year Olds	TBC
	1.15pm-4.15pm		
February 2017			
8 th February 2017	9.30am-12.30pm	PVI Forum	TBC
21 st February 2017	9.30am-3.30pm	Leadership, Inspiration, Motivation and the Pursuit of Excellence	TBC
25 th February 2017	9.30am-2.30pm	Ofsted Readiness	TBC
March 2017			
14 th March 2017	9:30am – 12:30pm	Literacy in Early Years	TBC
	1:15pm – 4:15pm		
18 th March 2017	9.30am – 2.30pm	Child Development	TBC