

# **Torbay Early Years Play & Childcare Service Training Brochure Spring Term 2010**

## **How to Book**

To book training, please use our on-line booking system which can be found at [www.torbayearlyyearsco.co.uk](http://www.torbayearlyyearsco.co.uk)

## **Logging On**

At the home page you will be asked to log-on with a user name and password. If you haven't logged on before and you work in a full daycare setting or are a registered childminder, your user name is set by default with first initial and surname. For example, if your name is John Smith your user name would be jsmith.

Your password will be set to default as your surname. Please note, your user name and password must be all lower case with no hyphens or punctuation. If you do not have a user name and password, please contact us on 01803 208328 so we can create an account for you.

## **Searching for Courses**

You can search for courses by typing in a keyword, by using the calendar found on the right hand side of the screen or by ticking one of the subject areas – an underlined date on the calendar means a course is running on that day. Once a course has been found you can view details, request a place or save your search to review at a later time by selecting the appropriate action.

## **Booking a Course**

You must be 'signed in' to be able to book a course. If you are not the settings leader, your manager will be contacted for booking authorisation before your place is reserved. Requesting a place does not mean that your booking is confirmed. Confirmation will be sent direct by e-mail to the address that you have given. If you do not have an e-mail account, a letter will be posted to your setting.

When booking, please specify any medical, dietary, learning or access needs that you may have. This information will be used to ensure your enjoyment and accessibility to the course.

## **Error Codes**

If you experience any 'error codes' please let us know as soon as possible. We can only rectify any glitches on the system if we know about them. If an error code does appear, highlight the text, right click and press copy and then click on the 'General Enquiry' tab on the left hand side. Right click in the message box and press 'paste'. Fill in your details and press 'submit'. This will be sent direct to our team who will look into the matter for you and inform you when it has been resolved.

## **Event Closed**

An event is closed on the on-line booking system two weeks prior to the start date of the course. It is at this time that we ensure that there are sufficient participants for the event to continue.

However, there still may be places. To confirm availability please phone 01803 208328.

## **My CPD on-line**

Once set up as a user, you can view your CPD profile by clicking on the 'My CPD on-line' tab on the left hand column. On the page will be various options – you can see which courses you have attended and those that you are due to attend as well as see any saved events. All this information can be printed off and added to your portfolio as evidence of continuous professional development.

## **CPD Leader**

The CPD leader – often the Manager or Deputy Manager – needs to authorise any training that their staff have booked. When the CPD leader has submitted an e-mail address, authorisation will be completed on-line. CPD leaders without an e-mail account will be contacted directly by one of the Early Year Team members to confirm authorisation of booking.

As CPD leader there are many more functions that are available. You can view any training that your staff team has attended or are due to attend and print off reports which can be used for Ofsted, planning professional development etc.

## **Need Help?**

Please don't hesitate to contact us if you experience any difficulties in using the on-line system. We are happy to provide telephone support or visit settings to guide you through the system.

## January 2010

### First Aid

|                        |  |
|------------------------|--|
| <b>Target group:</b>   | All practitioners working with children  |
| <b>Course details:</b> | <p>Session One<br/>Saturday 9<sup>th</sup> January 2010<br/>St John Ambulance, St John House, Torquay<br/>08.45 – 16.00</p> <p>Session Two<br/>Saturday 16<sup>th</sup> January 2010<br/>St John Ambulance, St John House, Torquay<br/>08.45 – 16.00</p>   |
| <b>Description:</b>    | A two session course focuses on emergency scenarios that are faced by practitioners working with children from birth to puberty. It meets Ofsted requirements for registered settings. Students must ensure they are able to attend the whole course as certification cannot be give if students miss any time. This is a very practical course and therefore candidates are requested to wear suitable clothing |
| <b>Course leaders:</b> | St John Ambulance  |
| <b>ECM outcomes:</b>   | Stay Safe  |

### Pre-Registration Information Session

|                        |  |
|------------------------|--|
| <b>Target group:</b>   | Prospective childminders   |
| <b>Course details:</b> | <p>Saturday 9<sup>th</sup> January 2010<br/>Venue to be advised<br/>10.00 – 12.30</p>                                      |
| <b>Description:</b>    | A one session course to enable participants to find out more about becoming a childminder and how to register with Ofsted. |
| <b>Course leaders:</b> | Torbay Early Years Advisory Team   |
| <b>ECM outcomes:</b>   | Organisation   |

### Level 2 Food Safety Certificate

|                        |  |
|------------------------|--|
| <b>Target group:</b>   | Early Years Practitioners                                    |
| <b>Course details:</b> | <p>Monday 11<sup>th</sup> January 2010<br/>To be advised</p> |

|                        |   |
|------------------------|---|
|                        | 09.15 – 16.00   |
| <b>Description:</b>    | This course is intended for those employees who are required by law to know their responsibilities regarding food handling and safety in the workplace. Participants will sit a multiple choice question paper at the end of the session. |
| <b>Course leaders:</b> | OCP West  |
| <b>ECM outcomes:</b>   | Be healthy  |

### **Motivating Others**

|                        |  |
|------------------------|--|
| <b>Target group:</b>   | Managers and leaders of PVI settings   |
| <b>Course details:</b> | Tuesday 12 <sup>th</sup> January 2010<br>Riviera International Centre, Chestnut Avenue, Torquay<br>09.30 – 12.30                 |
| <b>Description:</b>    | This half day training session will help learners to develop the skill of motivating others to improve the performance of staff. |
| <b>Course leaders:</b> | Kestrel Training   |
| <b>ECM outcomes:</b>   | Organisation   |

### **Supporting Children’s Personal, Social and Emotional Development in the 3-5 years EYFS**

|                        |  |
|------------------------|--|
| <b>Target group:</b>   | All practitioners working 3-5 years EYFS   |
| <b>Course details:</b> | Tuesday 12 <sup>th</sup> January 2010<br>Venue to be advised<br>09.00 – 12.00  |
| <b>Description:</b>    | This half day training session will explore the principles and practice for effectively supporting young children’s personal, social and emotional development in the 3 – 5 age range. |
| <b>Course leaders:</b> | Torbay Early Years Advisory Team   |
| <b>ECM outcomes:</b>   | Be healthy, Make a positive contribution, Enjoy and achieve  |

### **Supporting Children’s Personal, Social and Emotional Development in the 0-3 years EYFS**

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | All practitioners working 0-3 years EYFS                                      |
| <b>Course details:</b> | Tuesday 12 <sup>th</sup> January 2010<br>Venue to be advised<br>13.00 – 16.00 |

|                        |  |
|------------------------|--|
| <b>Description:</b>    | This half day training session will explore the principles and practice for effectively supporting young children's personal, social and emotional development in the 0-3 years age range. |
| <b>Course leaders:</b> | Torbay Early Years Advisory Team   |
| <b>ECM outcomes:</b>   | Be healthy, Make a positive contribution, Enjoy and achieve  |

### Diploma in Home Based Childcare – Unit 5

|                        |  |
|------------------------|--|
| <b>Target group:</b>   | Prospective Childminders / Home Based Childcarers  |
| <b>Course details:</b> | <p>Session One<br/>Thursday 14<sup>th</sup> January 2010<br/>Riviera International Centre, Chestnut Avenue, Torquay<br/>18.30 – 21.00</p> <p>Session Two<br/>Thursday 21<sup>st</sup> January 2010<br/>Riviera International Centre, Chestnut Avenue, Torquay<br/>18.30 – 21.00</p> <p>Session Three<br/>Thursday 28<sup>th</sup> January 2010<br/>Riviera International Centre, Chestnut Avenue, Torquay<br/>18.30 – 21.00</p> <p>Session Four<br/>Thursday 4<sup>th</sup> February 2010<br/>Riviera International Centre, Chestnut Avenue, Torquay<br/>18.30 – 21.00</p> <p>Session Five<br/>Thursday 11<sup>th</sup> February 2010<br/>Riviera International Centre, Chestnut Avenue, Torquay<br/>18.30 – 21.00</p> |
| <b>Description:</b>    | This five session course will take candidates through Unit 5 of the Diploma in Home Based Childcare syllabus. Candidates will be assessed through submission of assignment and must attend all sessions.   |
| <b>Course leaders:</b> | Torbay Early Years Advisory Team   |
| <b>ECM outcomes:</b>   | All outcomes   |

## Diploma in Home Based Childcare – Unit 1

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Prospective Childminders / Home Based Childcarers   |
| <b>Course details:</b> | <p>Session One<br/>Saturday 16<sup>th</sup> January 2010<br/>To be advised<br/>09.30 – 16.00</p> <p>Session Two<br/>Saturday 23<sup>rd</sup> January 2010<br/>To be advised<br/>09.30 – 16.00</p> <p>Session Three<br/>Saturday 30<sup>th</sup> January 2010<br/>To be advised<br/>09.30 – 16.00</p> <p>Session Four<br/>Saturday 6<sup>th</sup> February 2010<br/>To be advised<br/>09.30 – 16.00</p> <p>Session Five<br/>Saturday 13<sup>th</sup> February 2010<br/>To be advised<br/>09.30 – 16.00</p> |
| <b>Description:</b>    | This five session course will take candidates through Unit 1 of the Diploma in Home Based Childcare syllabus. Candidates will sit a multiple choice question test paper on the final session in exam conditions. Candidates must attend all sessions.   |
| <b>Course leaders:</b> | Torbay Early Years Advisory Team  |
| <b>ECM outcomes:</b>   | All outcomes  |

## Introduction to Child Protection

|                        |  |
|------------------------|--|
| <b>Target group:</b>   | All practitioners working with children  |
| <b>Course details:</b> | <p>Monday 18<sup>th</sup> January 2010<br/>Mayfield Special School, Moor Lane, Torquay<br/>09.30 – 16.30</p> |
| <b>Description:</b>    | A one day course to raise awareness regarding the fundamental issues of safeguarding and well being.         |
| <b>Course leaders:</b> | Torbay Safeguarding Children Board Approved Trainer  |

|                      |           |
|----------------------|-----------|
| <b>ECM outcomes:</b> | Stay safe |
|----------------------|-----------|

### Promoting Positive Behaviour

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Playworkers   |
| <b>Course details:</b> | Thursday 21 <sup>st</sup> January 2010<br>Paignton Zoo, Totnes Road, Paignton<br>09.15 – 11.30      |
| <b>Description:</b>    | This session covers how to promote positive behaviour when working with children in a play setting. |
| <b>Course leaders:</b> | Judith McMahon  |
| <b>ECM outcomes:</b>   | Stay Safe   |

### Problem Solving, Reasoning and Numeracy

|                        |  |
|------------------------|--|
| <b>Target group:</b>   | All practitioners working 0-5 years EYFS   |
| <b>Course details:</b> | Tuesday 26 <sup>th</sup> January 2010<br>Riviera International Centre, Chestnut Avenue, Torquay<br>09.00 – 15.00   |
| <b>Description:</b>    | This one day course will focus on developing practitioner's understanding across the three aspects of the PSRN area of learning and development, drawing on existing good practice and providing opportunities to further develop provision. |
| <b>Course leaders:</b> | Torbay Early Years Advisory Team   |
| <b>ECM outcomes:</b>   | Enjoy and Achieve  |

### Customer Care

|                        |  |
|------------------------|--|
| <b>Target group:</b>   | All practitioners working in a childcare setting   |
| <b>Course details:</b> | Thursday 28 <sup>th</sup> January 2010<br>Riviera International Centre, Chestnut Avenue, Torquay<br>09.30 – 12.30  |
| <b>Description:</b>    | This half day course is designed for every member of a team or setting to attend and provides the tools and techniques to be competent in a range of customer situations to ensure the customer is satisfied with their experience with your business or organisation. |
| <b>Course leaders:</b> | Kestrel Training   |
| <b>ECM outcomes:</b>   | Organisation   |

## First Aid Training

|                        |  |
|------------------------|--|
| <b>Target group:</b>   | All practitioners  |
| <b>Course details:</b> | <p>Session One<br/>Saturday 30<sup>th</sup> January 2010<br/>St John Ambulance, Mountbatten House, Paignton<br/>08.45 – 16.00</p> <p>Session Two<br/>Saturday 6<sup>th</sup> February 2010<br/>St John Ambulance, Mountbatten House, Paignton<br/>08.45 – 16.00</p>  |
| <b>Description:</b>    | This two day course focuses on emergency scenarios that are faced by practitioners working with children. It meets Ofsted requirements for registered settings. Candidates must attend the whole course as certification cannot be given if students miss any time. This is a very practical course and therefore candidates are requested to wear suitable clothing |
| <b>Course leaders:</b> | St John's Ambulance  |
| <b>ECM outcomes:</b>   | Stay safe  |

## February 2010

### CIEH Level 2 in Workplace Health & Safety

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Early Years Practitioners   |
| <b>Course details:</b> | <p>Thursday 4<sup>th</sup> February 2010<br/>Venue to be advised<br/>09.30 – 16.30</p>  |
| <b>Description:</b>    | This one day course aims to provide employees with health and safety understanding which will enable them to contribute to any health & safety management system. |
| <b>Course leaders:</b> | OCP West  |
| <b>ECM outcomes:</b>   | Organisation  |

### Fire Warden Training

|                        |                                      |
|------------------------|--------------------------------------|
| <b>Target group:</b>   | Nominated fire warden / marshall     |
| <b>Course details:</b> | Monday 8 <sup>th</sup> February 2010 |

|                        |   |
|------------------------|---|
|                        | Riviera International Centre, Chestnut Avenue, Torquay<br>09.15 – 17.00   |
| <b>Description:</b>    | This one day course aims to provide the knowledge and skills needed to perform the role of fire warden / marshall as outlined in the Regulatory Reform (Fire Safety) Order 2005. The course will include a short written test to ensure that applicants have received and retained key learning points. |
| <b>Course leaders:</b> | OCP West  |
| <b>ECM outcomes:</b>   | Stay Safe   |

### Level 2 Food Safety Certificate

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Early Years Practitioners   |
| <b>Course details:</b> | Tuesday 9 <sup>th</sup> February 2010<br>Riviera International Centre, Chestnut Avenue, Torquay<br>09.15 – 16.00  |
| <b>Description:</b>    | This course is intended for those employees who are required by law to know their responsibilities regarding food handling and safety in the workplace. Participants will sit a multiple choice question paper at the end of the session. |
| <b>Course leaders:</b> | OCP West  |
| <b>ECM outcomes:</b>   | Be healthy  |

### Managers Forum

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Managers and leaders of PVI settings  |
| <b>Course details:</b> | Tuesday 9 <sup>th</sup> February 2010<br>Riviera International Centre, Chestnut Avenue, Torquay<br>09.30 – 12.00                                  |
| <b>Description:</b>    | This session is to ensure managers of private, voluntary and independent sector are kept up to date with information and to share ideas and news. |
| <b>Course leaders:</b> | Torbay Early Years Advisory Team  |
| <b>ECM outcomes:</b>   | Organisation  |

### Organising Yourself

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Managers of PVI settings  |
| <b>Course details:</b> | Wednesday 10 <sup>th</sup> February 2010<br>Riviera International Centre, Chestnut Avenue, Torquay<br>18.30 – 21.30 |

|                        |   |
|------------------------|---|
| <b>Description:</b>    | This session covers managing your time, setting priorities, planning ahead, managing paperwork and filing systems, delegating work and making more time for yourself. |
| <b>Course leaders:</b> | Kestrel Training  |
| <b>ECM outcomes:</b>   | Organisation  |

### SENCO Information Session

|                        |  |
|------------------------|--|
| <b>Target group:</b>   | Foundation stage practitioners / SENCO   |
| <b>Course details:</b> | <p>Session One<br/>Wednesday 10 February 2010<br/>Venue to be advised<br/>13.00 – 15.00</p> <p>Session Two<br/>Wednesday 24 February 2010<br/>Venue to be advised<br/>13.00 – 15.00</p> <p>Session Three<br/>Wednesday 19 May 2010<br/>Venue to be advised<br/>13.00 – 15.00</p> <p>Session Four<br/>Wednesday 2 June 2010<br/>Venue to be advised<br/>13.00 – 15.00</p> |
| <b>Description:</b>    | This is a meeting for SENCO's to be informed of changes and updates to procedures and services for SEN in the early years. There will be an advisory forum after each session from 15.30 - 16.30 (you will need to book a place on these sessions separately)  |
| <b>Course leaders:</b> | Torbay Early Years Inclusion Team  |
| <b>ECM outcomes:</b>   | Make a positive contribution   |

### SENCO Support Group

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Foundation stage practitioners / SENCO                                      |
| <b>Course details:</b> | <p>Wednesday 10 February 2010<br/>Venue to be advised<br/>15.30 – 16.30</p> |
|                        | This is a meeting for SENCO's to be informed of changes                     |

|                        |  |
|------------------------|--|
| <b>Description:</b>    | and updates to procedures and services for SEN in the early years. |
| <b>Course leaders:</b> | Torbay Early Years Inclusion Team                                  |
| <b>ECM outcomes:</b>   | Make a positive contribution                                       |

### Introduction to Child Protection

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | All practitioners working with children   |
| <b>Course details:</b> | Monday 22 <sup>nd</sup> February 2010<br>Mayfield Special School, Moor Lane, Torquay<br>09.30 – 16.30 |
| <b>Description:</b>    | A one day course to raise awareness regarding the fundamental issues of safeguarding and well being.  |
| <b>Course leaders:</b> | Torbay Safeguarding Children Board Approved Trainer   |
| <b>ECM outcomes:</b>   | Stay safe   |

### ECAT (Every Child A Talker)

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Accredited Childminders   |
| <b>Course details:</b> | Wednesday 23 February 2010<br>Chestnut Nursery, Rowan Way, Brixham<br>19.00 – 20.30   |
| <b>Description:</b>    | Introduction to the Every Child A Talker (ECAT) programme to childminders. The session will start from 19.00 but attendees are invited to arrive from 18.30 for refreshments. |
| <b>Course leaders:</b> | Torbay Early Years Advisory Team  |
| <b>ECM outcomes:</b>   | Make a positive contribution  |

### Level 2 Food Safety Certificate

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Early Years Practitioners   |
| <b>Course details:</b> | Session One<br>Tuesday 23 February 2010<br>To be advised<br>18.15 – 20.45<br><br>Session Two<br>Tuesday 2 March 2010<br>To be advised |

|                        |   |
|------------------------|---|
|                        | 18.15 – 20.45   |
| <b>Description:</b>    | This course is intended for those employees who are required by law to know their responsibilities regarding food handling and safety in the workplace. Participants will sit a multiple choice question paper at the end of the session. |
| <b>Course leaders:</b> | OCP West  |
| <b>ECM outcomes:</b>   | Be healthy  |

### SENCO Support Group

|                        |  |
|------------------------|--|
| <b>Target group:</b>   | Foundation stage practitioners / SENCO   |
| <b>Course details:</b> | Wednesday 24 <sup>th</sup> February 2010<br>Venue to be advised<br>15.30 – 16.30                                       |
| <b>Description:</b>    | This is a meeting for SENCO's to be informed of changes and updates to procedures and services for SEN in early years. |
| <b>Course leaders:</b> | Torbay Early Years Inclusion Team  |
| <b>ECM outcomes:</b>   | Make a positive contribution   |

### Introduction to Child Protection

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | All practitioners working with children   |
| <b>Course details:</b> | Session One<br>Wednesday 24 <sup>th</sup> February 2010<br>Venue to be advised<br>18.30 – 21.15<br><br>Session Two<br>Wednesday 10 <sup>th</sup> March 2010<br>Venue to be advised<br>18.30 – 21.15 |
| <b>Description:</b>    | This course is to raise awareness regarding the fundamental issues of safeguarding and well being.  |
| <b>Course leaders:</b> | Torbay Safeguarding Children Board Approved Trainer   |
| <b>ECM outcomes:</b>   | Stay Safe   |

## March 2010

### Introduction to Child Protection

|                        |  |
|------------------------|--|
| <b>Target group:</b>   | All practitioners working with children  |
| <b>Course details:</b> | Monday 1 <sup>st</sup> March 2010<br>Mayfield Special School, Moor Lane, Torquay<br>09.30 – 16.30    |
| <b>Description:</b>    | A one day course to raise awareness regarding the fundamental issues of safeguarding and well being. |
| <b>Course leaders:</b> | Torbay Safeguarding Children Board Approved Trainer  |
| <b>ECM outcomes:</b>   | Stay safe  |

### Passport Moderation Workshop

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Foundation stage practitioners using Torbay Passport  |
| <b>Course details:</b> | Tuesday 2 <sup>nd</sup> March 2010<br>Venue to be advised<br>16.15 – 18.00 <i>or</i> 18.30 – 20.15  |
| <b>Description:</b>    | This session is intended for all practitioners who use the Torbay Passport. The aim is to build up a shared understanding of development matters points across the age ranges of the EYFS to ensure consistent, accurate assessments. |
| <b>Course leaders:</b> | Torbay Early Years Advisory Team  |
| <b>ECM outcomes:</b>   | Enjoy and achieve   |

### Team Building

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Managers / Leaders of PVI settings  |
| <b>Course details:</b> | Monday 8 <sup>th</sup> March 2010<br>Riviera International Centre, Chestnut Avenue, Torquay<br>18.30 – 21.30  |
| <b>Description:</b>    | This session guides participants through the process of creating and developing a team and helps participants discover what sort of team they have and how to improve it. |
| <b>Course leaders:</b> | Kestrel Training  |
| <b>ECM outcomes:</b>   | Organisation  |

## Managers Forum

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Managers / leaders of PVI settings  |
| <b>Course details:</b> | Tuesday 16 <sup>th</sup> March 2010<br>Venue to be advised<br>09.30 – 12.00   |
| <b>Description:</b>    | To ensure managers and leaders of private, voluntary and independent sector are kept up to date with information and to share ideas and news. |
| <b>Course leaders:</b> | Torbay Early Years Advisory Team  |
| <b>ECM outcomes:</b>   | Organisation  |

## Effective Manual & Children Handling

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | All practitioners   |
| <b>Course details:</b> | Wednesday 17 <sup>th</sup> March 2010<br>Riviera International Centre, Chestnut Avenue, Torquay<br>09.15 – 13.00  |
| <b>Description:</b>    | This half day session is intended for employees involved in direct contact with children or whose job involves the movement of loads and/or equipment. This is particularly relevant as part of induction training for new staff. |
| <b>Course leaders:</b> | OCP West  |
| <b>ECM outcomes:</b>   | Stay safe   |

## First Aid Training

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | All Practitioners working with children   |
| <b>Course details:</b> | Session One<br>Saturday 20 <sup>th</sup> March 2010<br>St John's Ambulance, St John House, Torquay<br>08.45– 16.00<br><br>Session Two<br>Saturday 27 <sup>th</sup> March 2010<br>St John's Ambulance, St John House, Torquay<br>08.45 – 16.00 |
| <b>Description:</b>    | This two day course focuses on emergency scenarios that are faced by practitioners working with children from birth to puberty. It meets Ofsted requirements for registered settings. Candidates must ensure that they are able to attend the |

|                        |   |
|------------------------|---|
|                        | whole course as certification cannot be given if students miss any time. This is a very practical course and therefore candidates are requested to wear suitable clothing |
| <b>Course leaders:</b> | St John Ambulance   |
| <b>ECM outcomes:</b>   | Stay Safe   |

### Running Team Meetings

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Early Years Practitioners   |
| <b>Course details:</b> | Tuesday 23 <sup>rd</sup> March 2010<br>Riviera International Centre, Chestnut Avenue, Torquay<br>09.30 – 12.30  |
| <b>Description:</b>    | This half day course is designed to give learners tools to run meetings so that they are meaningful to the manager and the staff to ensure that the business moves forward. |
| <b>Course leaders:</b> | Kestrel Training  |
| <b>ECM outcomes:</b>   | Organisation  |

### Portage Basic Workshop

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Early Years Practitioners   |
| <b>Course details:</b> | <p>Session One<br/>Tuesday 23<sup>rd</sup> March 2010<br/>Riviera International Centre, Chestnut Avenue, Torquay<br/>09.30 – 16.00</p> <p>Session Two<br/>Wednesday 24<sup>th</sup> March 2010<br/>Riviera International Centre, Chestnut Avenue, Torquay<br/>09.30 – 16.00</p> <p>Session Three<br/>Thursday 25<sup>th</sup> March 2010<br/>Riviera International Centre, Chestnut Avenue, Torquay<br/>09.30 – 16.00</p> |
| <b>Description:</b>    | This 3 day course is designed to give candidates a working knowledge of how to use the Portage model of early intervention when working with pre-school children who have additional needs.   |
| <b>Course leaders:</b> | Torbay Early Years Inclusion Team   |
| <b>ECM outcomes:</b>   | Enjoy and Achieve   |

## Level 2 Food Safety Certificate

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Early Years Practitioners   |
| <b>Course details:</b> | <p>Session One<br/>Tuesday 23<sup>rd</sup> March 2010<br/>Riviera International Centre, Chestnut Avenue, Torquay<br/>18.15 – 20.45</p> <p>Session Two<br/>Tuesday 30<sup>th</sup> March 2010<br/>Riviera International Centre, Chestnut Avenue, Torquay<br/>18.15 – 20.45</p> |
| <b>Description:</b>    | This two session course is intended for those employees who are required by law to know their responsibilities regarding food handling and safety in the workplace.   |
| <b>Course leaders:</b> | OCP West  |
| <b>ECM outcomes:</b>   | Be healthy  |

## April 2010

### First Aid Training

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | All practitioners working with children   |
| <b>Course details:</b> | <p>Session One<br/>Saturday 10<sup>th</sup> April 2010<br/>St John's Ambulance, Mountbatten House, Paignton<br/>08.45 – 16.00</p> <p>Session Two<br/>Saturday 17<sup>th</sup> April 2010<br/>St John's Ambulance, Mountbatten House, Paignton<br/>08.45 – 16.00</p>   |
| <b>Description:</b>    | This two day course focuses on emergency scenarios that are faced by practitioners working with children from birth to puberty. It meets Ofsted requirements for registered settings. Candidates must ensure that they are able to attend the whole course as certification cannot be given if students miss any time. This is a very practical course and therefore candidates are requested to wear suitable clothing |
| <b>Course leaders:</b> | St John Ambulance   |
| <b>ECM outcomes:</b>   | Stay Safe   |

## Level 2 Food Safety Certificate

|                        |   |
|------------------------|---|
| <b>Target group:</b>   | Early Years Practitioners   |
| <b>Course details:</b> | Tuesday 13 <sup>th</sup> April 2010<br>To be advised<br>09.15 – 16.00   |
| <b>Description:</b>    | This one day course is intended for those employees who are required by law to know their responsibilities regarding food handling and safety in the workplace. |
| <b>Course leaders:</b> | OCP West  |
| <b>ECM outcomes:</b>   | Be healthy  |

## Pre-Registration Information Session

|                        |  |
|------------------------|--|
| <b>Target group:</b>   | Prospective childminders   |
| <b>Course details:</b> | Thursday 22 <sup>nd</sup> April 2010<br>Venue to be advised<br>18.30 – 21.00   |
| <b>Description:</b>    | A one session course to enable participants to find out more about becoming a childminder and how to register with Ofsted. |
| <b>Course leaders:</b> | Torbay Early Years Advisory Team   |
| <b>ECM outcomes:</b>   | Organisation   |

For further information or to book a place on any of these courses please go to: [www.torbayearlyyearsccd.co.uk](http://www.torbayearlyyearsccd.co.uk) or phone 01803 208328.

The information contained within this flyer was accurate at the time of printing but may be subject to change Torbay Early Years, Play & Childcare Service will endeavour to ensure that practitioners are informed of such changes.