



Training and Development

Early Years
Out of School
and Childcare
Training

September - December 2009

Non accredited: underpinning knowledge and continuing professional development (CPD) for staff, courses supported by PATA certification.

Accredited: Chartered Institute of Environment Health (CIEH), City & Guilds (C&G) and National Vocational Qualification (NVQs) together with Vocationally Related Qualifications (VRQs)

Reflect and connect: We are launching a new series of workshops for those involved in running settings, including baby & toddler groups, playgroups, out of school & holiday clubs.

PATA Website

This training programme can be viewed on the PATA website. As and when new opportunities and updates become available the website will be updated.

PATA'S AUTUMN 2009 Training

Programme offers many training and development opportunities to members and non-members. We are also pleased to be offering some exciting new topics alongside other popular courses.

Please ensure the Training Programme is available for all to see, application forms can be photocopied. The programme and updates are available on our website: www.pataglos.org.uk

Please take time to read through the pages of this Training Programme, it is full of opportunities for everyone: parents/carers, volunteers or staff in early years, playwork or schools. Exciting opportunities for everyone.

In addition to the short courses and CPD workshops we offer National Qualifications (NVQs & VRQs) in Children's Care, Learning & Development, Playwork, and Supporting Teaching & Learning in Schools together with other vocationally related qualifications.

FUNDING: PATA are working in partnership with Adult Education in Gloucestershire - a service provided by Gloucestershire County Council. We also work with the Training & Development Policies determined by Workforce Development, Children & Young People Department, part of Gloucestershire CC and will also be delivering training in partnership with the School Workforce development team.

PATA is an approved TRAIN to GAIN provider supporting many candidates with full or partial funding through this national initiative. Funding for candidate fees for all programmes is complex and individual. We are always keen to access new initiatives and sometimes these are limited to specific areas, for example Gloucester Works.

We are keen to engage with employers looking to develop the skills of their staff and take advantage of the funding incentives. Contact us for further information.

PATA (UK) membership includes all involved in a member setting - parents, carers, staff, committee and volunteers - as well as individual members. ALL can attend these events at PATA member rates. **Please Note:** to be eligible for PATA member rates, your setting must be a fully paid up PATA member at the time of the booking and at the date of the training event. PATA reserves the right to charge the full rate for the training event if PATA membership has lapsed.

If you are not a member and would like to join, please complete the membership application form at the back of the programme. Other membership benefits include regular newsletters, the PATA Chatter, advice and information from PATA staff and useful publications.

How to book: Please use the booking forms at the back (which can be photocopied) or you can access them from the Training section on PATA's website: www.pataglos.org.uk (you cannot complete the forms online - just print the relevant booking form and complete by hand).

For enquiries: Telephone 01452 541244 or 01452 552286 (Assessment & Training Centre) for NVQs and VRQs.

Bookings for short courses must be received no later than seven working days before the commencement of the course. Bookings for NVQs & VRQs require 2/3 weeks minimum for course interviews to take place.

EXCITING NEW TRAINING AND DEVELOPMENT OPPORTUNITIES

Did you know that if you are aged between 19 and 65 and live or work in the GL1 to GL4 areas of Gloucester you could be eligible for training opportunities of between £300 and £500 per individual or up to £5000 per employer.

This is part of an exciting new initiative that has been launched in Gloucester and aims to help those who live or work within the City Employment area to help employers recruit new skilled employees or to improve the existing skills of team members.

PATA is an APPROVED PROVIDER working with GLOUCESTER WORKS and are able to offer a combination of training solutions to meet individual or business needs with accredited and non accredited provision for employed and unemployed people.

For further information telephone the PATA office: 01452 541244 or email training@pataglos.org.uk Alternatively, contact the Gloucester Works Gateway team on 01452 450072



delivering jobs and skills in the city

BESPOKE TRAINING SOLUTIONS

In addition to the above, PATA will be pleased to support employers across the region to identify suitable, flexible and accessible training solutions from PATA's training portfolio to suit business need for groups or individuals, this can include delivery at a time and place to suit the business.

For further information telephone the PATA office and speak with Olwyn or Lyndsay: 01452 541244/552286 email: training@pataglos.org.uk or atc@pataglos.org.uk

PATA Learner Fee and Cancellation Policy

Learners will be expected to accept responsibility for paying the fees, or provide clear evidence that their fees will be paid by a sponsor - for example, an employer, a parent or some other body who has accepted responsibility for paying these fees. Payment must be made at the time of booking with the exception of the NVQ programmes.

If it is unclear who is to pay the fees then PATA will assume that it is the learner and will proceed to invoice the named learner at the address given on the booking form.

Cancellation and non attendance

Notification of cancellation.

- PATA reserves the right to cancel any course with insufficient numbers and will give 5 working days notice. A full refund will apply.
- If PATA have to cancel due to circumstances beyond our control and is unable to give 5 days notice then an alternative date/course will be offered prior to any refund.

Learner Cancellation;

- 15 working days before the start date = 100% refund
- 10 working days before the start date = 50% refund
- 5 working days of the start date = no refund
- Non attendance = no refund

Terms and conditions for NVQ Programmes will be advised during the recruitment process.

Non attendance or cancellation of FREE (funded) courses will incur charges as follows

- 15 working days before the start date = no charge
- 10 working days before the start date = 50% charge
- 5 working days or non attendance = 100% charge

INTRODUCTION TO CHILDREN'S PLAY

The Course

A very "hands on" practical course looking at play from the child's perspective; exploring why children need to play and how they learn from it.

Who

The course is for parents and carers to develop play with their children and for those who might be considering working with young children in the future.

What will you have to do?

- Attend a two hour taught session for 10 weeks, led by a professional tutor;
- Develop a folder of ideas, information, resources and recipes relating to the course;
- Be involved with other students in practical activities and discussions, sharing experiences and exchanging ideas;
- Have lots of FUN!

Some of the Topics covered include:

- Food and snacks
- Natural materials (sand, water, wood)
- Songs, music, rhymes
- Books and storytelling
- Table top, construction and floor play
- Clay and dough
- Physical play
- Junk and sticking
- Imaginative and small world play
- Paint

I wanted to build my confidence to run a toddler group, this has been achieved!

On completion of the course you will receive a certificate of attendance.

The value of play, the role of the adult, observing children, health and safety and equal opportunities are key themes running through the course.

DATE: Monday 7th September
TIME: 7pm-9pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Rebecca Wheatley and
Kate Beevers
COST: £65.00 for members
£130.00 for non members

DATE: Thursday 1st October
TIME: 7pm-9pm
VENUE: Springboard Children's Centre,
Cirencester
TUTOR: Sue Barker
COST: £65.00 for members
£130.00 for non members

DATE: To be confirmed
TIME: 9.30am-11.30am
VENUE: Stonehouse (To be confirmed)
TUTOR: Sue Barker
COST: £65.00 for members
£130.00 for non members

Creche facilities may be available.
If you are interested please ring for more information.

Thank you the tutors made this course very enjoyable.

I have really enjoyed this course, and look forward to the Working with Children course.

Loved the course, it was fun!

WORKING WITH CHILDREN

PATA are pleased to offer this exciting six week course, following on in more detail from our well established and successful Introduction To Children's Play Course.

The course provides excellent underpinning knowledge for those wanting to work with children and will give you options and opportunities to explore future training and career opportunities.

The course content includes:

- Observing children
- Early Years Foundation Stage
- Planning for play
- Up to date legislation and Health & Safety
- Types of provision and career opportunities

Having completed both courses you will have the skills to work with children and continue your studies within the sector.

DATE: Tuesday 15th September
TIME: 7pm-9pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Rebecca Wheatley and Kate Beevers
COST: £45.00 for members
£90.00 for non members

DATE: Tuesday 10th November
TIME: 7pm-9pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Rebecca Wheatley and Kate Beevers
COST: £45.00 for members
£90.00 for non members

This course was fantastic to start me off and I have now enrolled on the CCLD level 2.



CHRISTMAS CRAFTS

A selection of new ideas for crafts, gifts and activities for the Christmas period. A practical workshop offering you the chance to make and take some ideas back to your play setting.

Although aimed at the Out of School sector, this popular workshop is also suitable for playleaders to gain useful ideas. All materials and handouts provided.

DATE: Tuesday 3rd November
TIME: 6.30pm-9pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Rebecca Wheatley & Kate Beevers
COST: £25.00 for members
£50.00 for non members

CREATIVE PLAY THE EASY WAY

NEW

Have you ever thought about doing a creative play session in your group or at home, but are worried that it will be too messy, expensive or just too difficult to organise?

Let us show you how to put together a simple and inexpensive fun filled session of messy and creative play ideas. These activities which will help children with their co-ordination, social and language skills, develop fine motor skills and aid concentration.

This workshop is suitable for parents/carers and leaders in baby & toddler groups.

DATE: Wednesday 30th September
TIME: 6.45pm-9pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Rebecca Wheatley
COST: £25.00 for members
£50.00 for non members

CHILDHOOD MEDICAL CONDITIONS NEW

This three hour awareness course is aimed at parents, carers and those who work with children.

This will help you to recognise and treat the more common childhood medical conditions.

The course will include

- Recognising the unwell child
- Meningitis
- Febrile convulsions
- Croup
- Other common childhood infections

DATE: Thursday 24th September
TIME: 6.30pm-9.30pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Neil Rodgers
COST: £25.00 for members
£50.00 for non members

DRUGS AWARENESS NEW

Aim of the course: It is estimated that up to 300,000 children live with problematic drug using parents and 1.3 million live with parents with alcohol dependency. Supporting children and safeguarding their lives is a responsibility of all those who work with children and families.

This workshop will explore the impact of substance use on children.

- How to identify risks and effects
- What can be done to support families
- Confidential services within Gloucestershire.

DATE: Monday 9th November
TIME: 6.30pm-9pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: GDAS
COST: £25.00 for members
£50.00 for non members

OBSERVATION SKILLS WORKSHOP

This workshop will give childcare practitioners (play assistants, leaders, deputies, etc) essential knowledge and skills to plan and undertake suitable methods of observation to identify children's development.

The workshop will include reasons why we observe and how the product of child observations can be used both within the setting and to support the involvement of other professionals where a child's development is of particular concern. Practical activities will be included.

DATE: Tuesday 13th October
TIME: 9.45am-12noon
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Lucy Hayward & Nikki Butler
COST: £30.00 for members
£60.00 for non members

Very good finding out about all the different methods to observe children.

ANAPHYLAXIS/EPI PEN AWARENESS

This is a practical hands-on certificated awareness course for all parents, carers and childcare workers.

The course will include

- Introduction to Epi Pen
- Understanding Anaphylaxis
- Asthma
- Medical Emergencies

Maximum number for each course: 16

DATE: Wednesday 14th October
TIME: 7pm-9.30pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Neil Rodgers
COST: £25.00 for members
£50.00 for non members

The Epi Pen training has boosted my confidence as we have a child who carries a pen and I now understand asthma.

BASIC PAEDIATRIC FIRST AID

This three hour course is a basic Introduction to First Aid and is ideal for parents/carers of young children. This course includes baby and toddler resuscitation and recovery position.

Please note this course is non-certificated and will not provide a qualification for those who work with children.

Maximum number for each course: 16

DATE: Wednesday 18th November
TIME: 6.30pm-9.30pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Neil Rodgers
COST: £25.00 for members
£50.00 for non members

Basic first aid was really good for me as a parent helping in the group.



14 HOUR PAEDIATRIC FIRST AID

This two day course is ideal for anyone who works in the pre-school environment and meets all the requirements laid down by Ofsted and Sure Start as well as meeting the recommendations laid down by the Health and Safety Executive for the Appointed Person in the Workplace.

All attendees will receive a certificate valid for three years as well as a comprehensive First Aid manual.

DATE: Monday 30th November and Monday 7th December
TIME: 9.00am-4.30pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Neil Rodgers
COST: £50.00 for members £100.00 for non members

MOVING AND HANDLING

Moving & Handling in the Childcare Setting is an instructional training course giving childcare staff the know-how to prevent back injury at work. Beginning with a close-up of how the spine works, the session goes on to explore the principles of moving and handling in childcare settings.

A description of the common causes of back pain is followed by a demonstration of how to handle various loads. Additional issues covered include health and safety legislation and risk assessment – vital information for new starters and more experienced workers alike.

DATE: Saturday 7th November
TIME: 10am-1pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Neil Rodgers
COST: £50.00 for members
£100.00 for non members

SCIENCE WORKSHOP

A fun science workshop for toddlers and pre-school workers, parents and carers. This exciting workshop will cover a range of fun activities for you to participate in.

We will discuss resources and the "Risk" element and share ideas.

Come along and have some fun.

DATE: Wednesday 7th October
TIME: 7pm-9pm
VENUE: Whitminster Village Hall
TUTOR: Rosa Levitt
COST: £25.00 for members
£50.00 for non members

INTRODUCTION TO AUTISM

This three hour session will include information and ideas about working with children with autism spectrum disorders.

Including:

- Characteristics
- Development
- Strategies
- Inclusions

The session will be aimed at professionals working in a setting, as well as parents and carers. Rebecca Davidson is the owner of The Cornerstone Pre-School, Westward Road, Ebley, Stroud.

DATE: Saturday 3rd October
TIME: 10am-1pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Rebecca Davidson
COST: £35.00 for members
£70.00 for non members

Very good, informative, trainer very knowledgeable

INTRODUCTION TO MAKATON **NEW**

A two hour taster session aimed at pre-school practitioners, parents and carers to introduce the Makaton sign language vocabulary and up to 50 signs and symbols.

The course will be delivered by Sarah Leaver, Makaton Regional Tutor for Gloucestershire.

DATE: Thursday 8th October
TIME: 6.45pm-9pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Sarah Leaver
COST: £25.00 for members
£50.00 for non members

CAF TRAINING

Do you know about how the Common Assessment Framework (CAF) can help your children and families?

CAF is a holistic approach to ensure that every child has access to universal services and any additional services that they might need at the earliest opportunity. These services are accessed and planned locally through multi agency working. The SHAPE team will be delivering awareness raising sessions, hosted by PATA, for groups and individuals to be able to find out how they can support their families and also get involved to provide those services.

You can contact Karen Watson from the SHAPE team if you want to know more about any of these sessions.
01452 427764 - 07825735069 -
karen.watson@gloucestershire.gov.uk

DATE: Tuesday 17th November
TIME: 7pm-9pm
VENUE: PATA Centre, Tuffley, Gloucester
COST: Free

MUSIC FOR EVERYONE NEW

This workshop will include

- Ideas for activities and resources to support singing and using instruments
- Music as an important activity to support a child's development
- Improving your confidence in leading a music session

This session is for toddler group leaders and parents who want to lead a group music session. Also suitable for those new to working with children in a playgroup or nursery.

DATE: Wednesday 4th November
TIME: 6.45pm-9pm
VENUE: Charfield Village Hall, Wotton Under Edge
TUTOR: Sue Barker
COST: £30.00 for members
£60.00 for non members

TODDLEROBICS AND SING!

Sing! Ideas and Inspiration

Sing! Zita Newcombe of "Toddlerobics" fame will be leading an exciting music workshop with her colleagues Claire Ross-Masson and Glyn Murphy, who with Zita have formed the dynamic partnership **Sing!**

Sing! are a team of professional and highly experienced music practitioners who are passionate about the delivery of high quality musical experiences for babies to seven year olds.

Sing! is a workshop suitable for parents and carers of under fives, staff and leaders of baby & toddler groups, playgroups, nurseries and out of school clubs.

Sing! will provide fresh ideas and inspiration for music sessions and include lots of participatory singing, practical demonstrations and a chance to share ideas.

Sing! will also provide both information on how music can be used to benefit each developmental stage of young children with appropriate repertoire and strategies to help singing be accessible, fun and stimulating for everyone involved.

So make it an outing and bring the children along and have some fun! If the weather's good the field at the venue is a nice place for a picnic and has a children's playground too. Playgroup, out of school club and nursery staff are welcome to come along without children to learn some new ideas for their own CPD (continuing professional development)

DATE: Tuesday 22nd September
TIME: 10am-12 noon
VENUE: Apperley Village Hall, near Tewkesbury GL19 4DW
TUTOR: Zita Newcombe
COST: £5.00 for members
£10.00 for non members

Supported by Tewkesbury PATA

CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH LEVEL 2 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE

Who should attend?

This course is designed for employees working in any sector of business.

Course Content

- Introduction and what's in the news
- Health and safety law
- Health
- Safety
- Welfare
- The workplace and work equipment
- Risk assessment
- Manual handling
- Hazardous substances
- Ergonomics and workstation design
- Working at heights
- Transport and vehicles
- Noise and vibration

I enjoyed the friendly and relaxed atmosphere and also the lots of different teaching aids used.

The course was fun and enjoyable and the trainer made a dry subject very interesting.

Benefits of the course

On completing this course candidates will understand:

- Health and safety requirements placed on employers and employees
- Hazard and risk and the main causes of harm to workers
- The importance of following safe systems of work, procedures and rules
- Hazards and controls in respect of both safety and occupational health risks
- How their own actions can reduce risks to health and safety

The duration of the course is 6 hours. We will aim to start the course at 9.00am and taking into account time for refreshment and lunch breaks, the course usually finishes around 4.30pm. You will need to bring your own lunch.

The course will be held on **Monday 16th November** at The PATA Centre, Grange Road, Tuffley, Gloucester, 01452 541244.

There is a short multi-choice test at the end of the course. Candidates are required to correctly answer 20 out of 30 questions in order to achieve a **Chartered Institute of Environmental Health Level 2 Award in Health and Safety** in the Workplace. Test papers can also be conducted orally. QCA Accredited.

The course cost: £50.00 for PATA members and £100.00 for non members. All bookings and payments must be received by **Monday 19th October**

CIEH LEVEL 2 AWARD IN HEALTHIER FOODS AND SPECIAL DIETS

Chartered Institute of Environment Health

The CIEH has launched the **CIEH Level 2** Award in Healthier Food and Special Diets, an accredited nutrition qualification in light of increased public interest in this area. Consumers have become increasingly aware of the effects of a poor diet and businesses are keen to understand the links between diet and health to meet changing customer demands.

Qualification information

- Designed for: all employees
- Course duration: 6 hours
- Assessment method: multiple choice examination
- QCA Accredited: yes
- Level: new Level 2

Qualification information

Designed for anyone working in a catering setting where food is prepared, cooked and handled.

Assessment method: multiple choice examination

QCA Accredited

STARTER

Welcome and introductions
What are we here for?

MAIN COURSE

Introduction :-

Food / Diet / Nutrition / Healthy Eating - what does it all mean?

What does the body need?

The Eatwell Plate approach. A nutritionally balanced diet for a positive effect on health

8 tips for eating well

How cooking/processing foods can alter nutritional content of foods

Nutritional requirements for different groups

Catering for different groups

DESSERT

Review of course

Assessment exercise

WHEN AND WHERE

The course will be held on **Monday 12th October** at The PATA Centre, Tuffley, Gloucester from 9.15am-3.15pm

The course cost is £40 for PATA members and £70 for non members.

CIEH LEVEL 2 AWARD IN FOOD SAFETY IN CATERING CERTIFICATE

Replaces the Basic/Foundation Food Hygiene Certificate

The course is designed to give food handlers an appreciation of the fundamentals of good food hygiene practice and management. The course comprises six hours tuition by a CIEH-approved tutor plus a short assessment test.

Successful candidates will receive the CIEH Level 2 Award in Food Safety in Catering qualification.

The course will cover:

- Legislation and Food Safety Controls (HACCP/ Safer Food Better Business)
- Food poisoning and its causes
- Identifying what can go wrong - contamination hazards including allergens
- How to control those hazards from purchase to service by management of: - storage, preparation, chilling, cooking, cleaning & disinfection, personal hygiene, food pests, premises and equipment

STARTER

Welcome and introductions
What are we here for? Our aims & objectives.

MAIN COURSE

Food Safety Management = Safer Food Better Business
Food Safety/Food Hygiene: how to comply with the law.
Contamination by bacteria (germs) and other microscopic organisms, chemicals/metals and "foreign bodies"

What goes wrong to cause food poisoning?
How can we stop it going wrong?

Avoiding cross contamination
Cooking / cooling / storing food safely
Protecting the food from people
Cleaning - removing the dirt and grease
Disinfecting - destroying the microbes
Premises - built and equipped for safe food
Food pests - how to stop them sharing our food

What have we found out?

DESSERT

CIEH Assessment exercise.

WHEN AND WHERE

The course will be held on **Monday 23rd November** at The PATA Centre, Tuffley, Gloucester from 9.15am-3.15pm
The course cost is £40 for PATA members and £70 for non members.

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STARTER

Welcome and introductions
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Food Safety Management = Safer food Better Business
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Premises - built and equipped for safe food
Food Pests - how to stop them sharing our food

What have we found out?

DESSERT

CIEH Assessment exercise

WHEN AND WHERE

The course will be held on **Tuesday 20th October** at Moreton Area Centre, High Street, Moreton-in-Marsh, GL56 0AZ from 9.15am-3.15pm.

The course cost is £40 for PATA members and £70 for non members.

REFLECT AND CONNECT

NEW

We are launching a new series of workshops for those involved in running settings, including baby & toddler groups, playgroups, out of school & holiday clubs. Topics in this series will include good practice in running your committee, team working, organising and planning for your setting and group

All change on your committee - this session will give an overview of a committee's roles and responsibilities, how to use the business pack, planning for sustainability and handover over to a new committee. It will be a relaxed and informative session for all new and experienced committee members to exchange ideas and to feel more confident in their role.

Date: Tuesday 6th October from 7-9pm at the PATA Centre, Tuffley, Gloucester

Date: Tuesday 13th October from 7-9pm at Up Hatherley Library, Hulbert Crescent, Up Hatherley, GL51 3BW

Tutors: Sue Barker and Jenny Miles

Cost: £15.00 per member group/setting
£30.00 per person for non members

Marketing your setting - Don't rely on word of mouth or assume parents know where you are. Ideas for developing and promoting your setting using a variety of ways. This sessions are very interactive, practical and a good way to learn from others. Suitable for parents, committee members, staff and managers.

Date: Tuesday 20th October from 7-9pm at the PATA Centre, Tuffley, Gloucester

Tutor: Sue Barker

Cost: £15.00 per member group/setting
£30.00 per person for non members

Do you want to set up a baby and toddler group?

Would you like to learn more about how to run a successful baby & toddler group? If the answer is yes, then this is the course for you.

You will get ideas about room layout, what toys, equipment and activities to offer, healthy snacks, tips on advertising your group, ideas for fundraising plus relevant information about health & safety/accident prevention, equal opportunities, communication and group management.

There will also be a chance to share common problems and hopefully find some solutions.

Date: Thursday 26th November from 7-9pm at The PATA Centre, Tuffley, Gloucester

Tutors: Kate Beevers and Rebecca Wheatley

Cost: £15.00 per person for members
£30.00 per person for non members

Useful resources and documents were identified.

It has opened my eyes and enabled me to view my position as a committee member more seriously.

Helpful advice and guidelines were provided.

I felt reassured in what we were doing right.

It was really interesting, relevant and informative.

It was a good opportunity for discussion with other playgroups.

NATIONAL QUALIFICATIONS (NVQs & VRQs)

- Children's Care, Learning and Development (CCLD) Levels 2, 3 and 4
- L3 Certificate in Early Years Foundation Stage Practice
- Supporting Teaching and Learning in Schools (STLS) Levels 2 and 3
- Support Work in Schools (SWIS) Levels 2 and 3
- Playwork Levels 2 and 3
- Certificate in Working with Parents Levels 2 and 3

These nationally recognised qualifications are based on the National Occupational Standards (NOS) set down by the Sector Skills Councils.

NVQs enable practitioners to demonstrate theoretical knowledge and occupational competence within their work roles. **VRQs** are courses of study that develop the knowledge that leads to and supports employment in the sector.

Candidates engaged on NVQ awards are assessed working with the age of the child they most frequently work with, against current best practice, embracing most recent guidance for curriculum practice and policy as determined by Ofsted and the Sector Skills Councils.

At each NVQ level there are mandatory and optional units of study that enable candidates to develop and extend their professional practice appropriate to their job roles. Optional units also provide scope for continuing professional development (CPD).

VRQs require regular attendance at workshops and the submission of assignments, they are ideal for volunteers, those without regular work placements and those who wish to develop their knowledge to progress their employment prospects.

- NVQ & VRQ programmes at PATA include initial assessment (literacy/numeracy), induction, knowledge and guidance workshops, private study, tutorials and for NVQs, observed practice in the workplace by qualified and experienced Assessors.
- Employer support, time management, personal commitment and study time is essential.
- Workplace providers supporting NVQ candidates must be registered with Ofsted meeting the day care standards.

Minimum entry criteria for NVQs:

- **Levels 2 and 3** - 2 sessions per week. Previous knowledge/experience essential.
- **Level 2** is for practitioners working under supervision as playworkers/assistants.
- **Level 3** is for leaders, deputies, key workers and experienced classroom assistants—continuity in the job role is essential for this award.
- **Level 4** is for senior practitioners actively employed in the operational management of registered early years settings for 38 weeks per year or more, with responsibility for curriculum, leading teams and managing the provision. Candidates must hold a Level 3 qualification with 1 year post qualifying experience in the sector.

Progression opportunities are available for all courses offered and can lead to Foundation Degrees and Early Years Professional Status.

Health & Safety—all NVQ programmes include work based learning. Employers will be required to confirm that the workplace meets minimum standards to protect the interests of the funded candidate.

Criminal Records Bureau (CRB) - All candidates for courses involving work with children must provide evidence of CRB clearance.

Informal interviews to assess candidate suitability (experience, qualifications, job role and career aims) take place for all applicants before making a commitment to start NVQ or VRQ programmes.

Recruitment for Level 4 includes written submissions and short listing before interview.

HOW TO APPLY—see next page

Optional Units

We welcome enquiries from employers wishing to develop/accredit staff competences.

The optional units from NVQ awards provide scope for **continuing professional development**.

Optional units are suitable for workers to meet the expanding needs of their job role and for career progression, they can extend qualifications or be taken as a single units. Some units now have credit ratings and enable the build up of credits towards full qualifications.

Candidates must have experience and be able to demonstrate competence in their work environment to study these units.

Contact the PATA Assessment Centre for further information.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Assessor (A1) and Verifier Awards (V1) for childcare professionals

The assessor and Verifier Awards are qualifications that are required by Assessors working with National Vocational Qualifications (NVQs). Candidates must be qualified and experienced in child care, playwork or education/teaching and must have a positive interest in supporting the development of practitioners in these sectors and will, preferably, have knowledge and experience of NVQ frameworks. Assessors must have good literacy skills, be creative and flexible, be able to travel, to work independently and in teams with excellent organisational ICT skills to meet the individual needs of NVQ candidates.

Why become an Assessor?

If you are an experienced practitioner looking to extend your skills and work opportunities and enjoy supporting people this could be suitable for you. You do need to genuinely enjoy working with a diverse range of people, and be committed to the provision of quality childcare, education and training. Assessor work is often variable and is demand led.

Entry criteria:

Assessors must be occupationally qualified to at least Level 3 with a minimum of 1 year's practice in the last 2 years as a qualified practitioner in the subject area they wish to assess.

Verifiers must also hold the same qualifications with 2 year's practice as a qualified Assessor.

Both Assessors and Verifiers must be familiar with the National Occupational Standards for 0-16 years, in particular to have a working knowledge of child development, Every Child Matters, the Early Years Foundation Stage Curriculum and Ofsted regulations.

Opportunities to update child care knowledge are available with PATA.

How long will the training take and what is involved?

Providing the candidate fully meets the entry criteria it will take approximately 6 months. The candidate will need to be prepared to attend a variety of support group meetings and workshops to underpin the development of knowledge and practice to complete this award. PATA will assign NVQ candidates to Assessor trainees for the purpose of training and provide support to the Assessor trainee throughout. Assessor Awards are available throughout the year, funding to support course fees may not always be available.

Transitional Awards for qualified Play and Early Years Workers

These national awards are available at PATA (fully funded) for qualified early years workers looking to extend their qualification to embrace playwork.

Expressions of interest are also invited from playworkers looking to extend their qualification to embrace early years.

The qualification is a taught 60 hour programme with private study covering 2 modules that can be completed within six months. The course programme is a combination of workshops, tutorials and private study.

Entry criteria for both awards:

Practitioners must:

- already hold a Level 3 qualification in childcare or playwork
- work or wish to work with older or younger children
- need to extend their qualification across the 0-16 age sector
- be able to undertake 30 hours practice in a setting
- have the support of a setting to achieve the observational criteria
- be committed to regular workshop attendance and study

HOW TO APPLY for further information on these Professional Development and all NVQ & VRQ courses:

Please use the NVQ Application Form at the back of this Training Programme or print from PATA's website www.pataglos.org.uk

Funding and course updates will be posted on the PATA website as information becomes available.

FOR COSTS - contact PATA's Assessment & Training Centre. Due to the range of funding and differing criteria, course fees are complex and individual. Age, previous qualifications, employment status, type of workplace and choice of qualification are major factors in determining eligibility for funding sources. Please have this information available when contacting us on **01452 552286**

Informal interviews to assess candidate suitability (experience, qualifications, job role and career aims) take place for all applicants before making a commitment to start any programme of study.

PLAYWORK OPPORTUNITIES

FREE training courses at the PATA Centre for playworkers, subject to funding through Surestart.

These short courses are ideal for CPD, if you are thinking about working with older children in Out of School or holiday schemes or you need to gain a national qualification. They are endorsed by **Skills Active** and underpin the NVQ programmes in Playwork.

To book your place on any of our training courses, please complete the Booking Form in this Training Programme or download from www.pataglos.org.uk

EVERYONE CAN PLAY (ECP) 15 hours

Who is this for?

All playworkers, new and experienced who actively want to welcome and enable ALL children, disabled and non-disabled, to play together.

What will you learn?

- An understanding of inclusive play issues and playwork values
- Confidence and competence in working with disabled young people aged 4-16 in their leisure time
- Legal requirements for disability and equality of opportunity
- How to provide for young people's well being
- How to plan for inclusive play

Attendance and assessment:

- Attend 80% of course
- Complete multi-choice questionnaire
- Show awareness of the Playwork Principles
- Provide evidence of improved playwork practice
- Some personal study and visits to other play settings is desirable
- ECP is certified by Playwork Partnerships and endorsed by Skills Active
- ECP is linked to the L2/L3 standards for playwork and provides underpinning knowledge for these NVQs

Course dates: Sat 14 & 21 November
9.00am to 4.30pm
PATA Centre, Gloucester

Cost: FREE (subject to funding)

TAKE FIVE for PLAY 15 hours

Who is this for?

No previous experience of playwork is required but a voluntary placement for 10 hours will support the course outcomes. It is an ideal course for people who wish to learn about playwork or who have just started. Completing this course shows that you have met the Playwork induction standards and enables you to move into further training, e.g. L2 NVQ Playwork.

What will you learn?

- Knowledge of the Welfare Requirements and induction into playwork
- Understanding of young people and play and how to build relationships with them
- Roles and responsibilities of playworkers, including safety of young people
- Develop confidence in working with young people aged 4-16years
- Explore the Playwork Principles

Attendance and assessment:

- Attend 80% of course
- Complete 'homework' task
- Provide evidence of 10 hours of playwork practice

Course dates: Sat. 17 & 18 October

9.00am to 4.30pm

PATA Centre, Gloucester

Cost: FREE (subject to funding)

PLAYWORKERS AGAINST RACISM

(PAR) 15 hours

Who is this for?

Suitable for play and early years workers—leaders or supervisors with responsibility for play projects/provision.

What will you learn?

- The impact of racism on young people and communities
- The relevance and benefits of anti-racist work in play settings
- Definitions, myths and stereotypes
- The impact of unearned white privilege
- How to adopt an anti-racist approach including appropriate and inappropriate use of language
- Ideas and activities for proactive anti-racist playwork
- Appropriate skills to challenge racism including action planning

Attendance and assessment:

- Attend 80% of course
- Active participation in course
- Complete course work including reflective diary and multi-choice questionnaire
- PAR is certified by Playwork Partnership and endorsed by Skills Active
- PAR is linked to the L3 standards for Playwork and provides underpinning knowledge for this NVQ

Course dates: To be advised—Spring term 2010

Cost: FREE (subject to funding)

Booking Form for Workshops, Events and Short Courses

Please complete one or more of the following sections:

Section 1 For workshops, events and short courses - (please complete a separate form for each course)

Title of Training

Date

Venue

Participant name(s)

1.	2.
3.	4.
5.	6.

Contact name & address (to whom joining instructions will be sent)

Telephone numbers & email address

PATA membership number or name of setting you attend (if applicable)

Total fee payable for ____ places: £ _____ For cheque

details and return address see Section 3.

Section 2 Childcare requirements (please let us know of any special requirements)

Crèche facilities may be available at some daytime venues; this will depend on the number and ages of the children, and cost. Crèche fees will be approximately £3.50 to £4.50 per hour and will be payable in advance.

Requests for crèche facilities must be received 2 weeks before course start date. Please complete the following details if you require this facility.

CHILDS NAME	DATE OF BIRTH	AGE
1.		
2.		

Contact name & address of parent/carer - include telephone & email address

Crèche availability will be confirmed one week before course start date. I understand that by accepting any crèche place offered, I will be responsible for fees due in advance.

Signed _____ Date _____

Section 3 Reply and payment details

Please make cheque payments (for events and courses in Section 1 above) payable to: **PATA (UK)**. (separate cheque for each course). All bookings, payments and requests to be sent to: Jane Whitmore, Bookings Clerk, The PATA Centre, Grange Road, Tuffley, Gloucester GL4 0DJ or faxed on 01452 540273.

Full joining instructions and receipt will be sent to the contact name given above in section 1.

Further course information and booking forms available at www.pataglos.org.uk

Please specify any special requirements/disabilities



Application Form for NVQs, VRQs, Assessor Training & Course Information

Please complete ALL sections on this form and send to the address below.

Please indicate course you are interested in by placing tick in box:

- Children's Care, Learning & Development (CCLD) L2 L3 L4 Playwork L2 L3
 Supporting Teaching & Learning in Schools (STL) L2 L3 Certificate in Working with Parents L2 L3
 CCLD L3 Transitional Award Assessor Award Verifier Support work in schools (SWIS) L2 L3

You will be contacted by a PATA Assessment & Training Centre tutor to assess suitability of your chosen course before enrolment.

APPLICANT'S NAME: National Insurance No: Date of Birth: Current age:	Tel No: Mobile: Email Address:
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Home address:	Postcode:
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How many hours are you: Employed Volunteer Job Role:
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Name of Employer: Address:		Postcode:
Tel No:	Contact person:	
Email Address:		

Please list your qualifications and include all GCSE, CSE, 'O' or 'A' level grades and any other academic or vocational qualification:		
	GRADES	DATE

Please list any childcare training you have completed, together with dates:	DATE

Please give a brief description of your experience working with children or young people in childcare or education:

Why does this training opportunity interest you?

Please specify any special requirements or needs that we need to be aware of:

REPLY DETAILS

Completed Form to be sent to: PATA (UK) Assessment & Training Centre,
 The PATA Centre, Grange Rd, Tuffley, Gloucester GL4 0DJ, Or FAX to 01452 540273

Course information, updates and booking forms can also be found on the PATA website: www.pataglos.org.uk



Application for new members

Please complete both sides of this form as relevant, detach and send it to: Jenny Miles, Membership Coordinator, The PATA Centre, Grange Road, Tuffley, Gloucester, GL4 0DJ. For any queries please contact Jenny Miles 01452 541244, membership@patagos.org.uk

Office use: Branch: Memb No: Memb Type:

Group Name: Charity No:
(if applicable) (if applicable)

Contact: Role:

(Note: the contact details are not disclosed to the public)

Address:

Postcode: Tel:

E-mail: Website:

Premises address:

Postcode: Tel:

If the premises details are not to be made available to the public, tick here:

Total number of children attending:

Babies & toddlers, accompanied
 Aged over 2, unaccompanied
 School age

Toddler sessions per week
 Sessional daycare per week
 Full daycare days per week
 Out of school sessions per week

Sessions & times: Please state all times the setting is operating, eg 9:30-12:00 (If you run a mixture of activities, please add **S** sessional, **T** toddlers, **D** full daycare, **C** crèche, **OOS** out of school)

	Mon	Tues	Weds	Thurs	Fri
oos:	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
am:	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
pm:	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
oos:	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

Please indicate the type of your setting (tick one box):

Voluntary management committee, mostly parents

Voluntary management committee, but not parents

Private

Maintained

Are you open in the holidays? YES / NO

If YES: which holidays.....

If you have a website would you like a hyperlink from the PATA website? YES / NO

Would you like to receive PATA Chatter via email as well by post? YES / NO

How did you hear about PATA?

PATA (UK) is a data user under the Data Protection Act, and abides by its principles.
 PATA (UK) reserves the right to decline membership applications.

Membership subscription fees from 1st April 2009

Baby & toddler group: £30
 Out of school club: £42
 All other settings: £72 (sessional, full daycare, voluntary, private, maintained)
 Individual: £30
 Under 21: £17
 Student: £17 (minimum 1 year course, title.....)

signature of tutor:.....)

Membership is available at any time of year for a 12 month period.

These fees are valid until 31st March 2010 and are reviewed annually.

Please complete both sides of this page, detach and send to:

Jenny Miles, Membership Coordinator, The PATA Centre, Grange Rd, Tuffley, Gloucester, GL4 0DJ

Membership subscription:	£
If you wish to make a donation:	£
Total Payable:	£

Use Gift Aid and you can make your membership fee worth more. *giftaid it*

If you are joining PATA as an individual member the PATA membership fee qualifies for Gift Aid which means that for every pound you pay as membership fee or donation, we get an extra 25 pence from the Inland Revenue. Even better, all membership fees and donations you make in the future qualify for Gift Aid until you notify us otherwise. **So just tick here.**

It's that simple, and it doesn't cost you a thing.

To qualify for Gift Aid, what you pay in income tax or capital gains tax must at least equal the amount we will claim in the tax year.

Signed:

Role:.....Date:.....

Method of payment:

cheque payable to PATA (UK), cheque number

via BACS, contact the PATA Centre for sortcode and account number

For queries, please contact Jenny Miles 01452 541244, membership@pataglos.org.uk

If you require confirmation that your application has been received, please enclose an SAE.

 Office use: Date received Date receipt sent: Code:

