



Training and Development

Early Years
Out of School
and Childcare
Training

April - July 2009

Non accredited, underpinning knowledge and continuing professional development courses supported by PATA certification.

Accredited Chartered Institute of Environment Health (CIEH) and City & Guides (C&G), National Vocational Qualification (NVQ's).

How to get the most out of your business pack.

PATA'S SUMMER 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 our short courses and CPD workshops we offer National Vocational Qualifications (NVQs) in Playwork, for classroom/teaching assistants we offer levels 2 and 3, in Children's Care (CCLD) we offer levels 2, 3 and 4.

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.

Bookings for courses, other than NVQs, must be received no later than seven working days before the commencement of the course.

FUNDING: PATA are working in partnership with Adult Education in Gloucestershire - a service provided by Gloucestershire County Council.

PATA is an approved TRAIN to GAIN provider and now supports many candidates with full or partial funding through this national initiative. 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.

Funding for candidate fees for all NVQ programmes is complex and individual this year. We are always keen to access new initiatives and sometimes these are limited to specific areas, for example Gloucester Works.

As a new approved provider for GLOUCESTER WORKS, we have included in this edition details of how we may be able to support those living or working in Gloucester.



Gloucestershire
COUNTY COUNCIL



gloucestershire college



Adult Education
in Gloucestershire

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 tailored training solutions to meet individual or business needs with accredited and non accredited provision.

At PATA we offer a range of training opportunities and would be very pleased to utilise this funding to create flexible training solutions to suit business or individual needs, this may also include delivery at a time and place to suit employer needs for groups of individuals. Some examples are featured below:

Example A

Introduction to Children's Play - A 10 week 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.

Working With Children - 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.

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

Epi Pen - 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.

Example B

Contribution to costs for NVQ training for volunteers

Example C

Chartered Institute Environmental Health Level 2 Health & Safety

Chartered Institute Environmental Health Level 2 Healthier food and special diets

Example D

Tailored package to suit business needs eg, CIEH L2 H&S

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



delivering jobs and skills in the city

PLAYWORK OPPORTUNITIES

FREE training courses at the PATA Centre for playworkers, funded through Surestart.

If you are thinking about working with older children in Out of School or holiday schemes you may need to gain a national qualification. We have FREE short courses available to prepare you for the NVQ 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

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/Sun 13th & 14th June from 9.30am to 4.30pm
Tue 21st April to 2nd June 6.30 to 9.00pm (6 weeks).
Cost: FREE

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:

Saturday 4th & 11th July from 9.30am to 4.30pm
September dates to be advised. Cost: FREE

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:

Thursday 14th May to 18th June (5 weeks)
from 6.30 to 9.00pm
Cost: FREE

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 20th April

TIME: 7.00pm-9.00pm

VENUE: PATA Centre, Tuffley, Gloucester

TUTOR: Rebecca Wheatley and
Kate Beevers

COST: £60.00 for members
£120.00 for non members



Thank you the tutors made this course very enjoyable.

I have really enjoyed this course, and look forward to 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: Wednesday 6th May
TIME: 7.00pm-9.00pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Rebecca Wheatley and Kate Beevers
COST: £40.00 for members
£80.00 for non members

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



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: Thursday 14th May
TIME: 6.45pm-9.00pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Rosa Levitt
COST: £20.00 for members
£40.00 for non members

Brilliant! It was really good to have a practical session. Lots of new ideas.

MUSIC WORKSHOP

A practical workshop exploring music with stories, to extend your music activity skills. Suitable for all those working with young children.

Each setting will received a **FREE** resource pack and other music resources will be on sale.

DATE: Thursday 25th June
TIME: 6.45pm-9.00pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Sue Barker
COST: £25.00 for members
£50.00 for non members

I have new ideas now to bring in the setting, e.g. music bag and story with music. Thank you it was brilliant.

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 16th May

TIME: 10am-1.00pm

VENUE: PATA Centre, Tuffley, Gloucester

TUTOR: Rebecca Davidson Med

COST: £30.00 for members
£60.00 for non members

Very informative and interesting.
Really enjoyed it and learnt lots!

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 13th June

TIME: 10am-2pm

VENUE: PATA Centre, Tuffley, Gloucester

TUTOR: Neil Rodgers

COST: £40.00 for members
£80.00 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 16th June

TIME: 9.45am-12.00noon

VENUE: PATA Centre, Tuffley, Gloucester

TUTOR: Lucy Hayward & Nikki Butler

COST: £25.00 for members
£50.00 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: Thursday 30th April
TIME: 7.00pm-9.30pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Neil Rodgers
COST: £20.00 for members
£40.00 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 FIRST AID

This three hour course is a basic Introduction to First Aid and is ideal for parents and 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: Thursday 21st May
TIME: 6.30pm-9.30pm
VENUE: Wheatpeices Community Centre, Tewkesbury
TUTOR: Neil Rodgers
COST: £20.00 for members
£40.00 for non members

DATE: Tuesday 2nd June
TIME: 6.30pm-9.30pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Neil Rodgers
COST: £20.00 for members
£40.00 for non members

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

DANCE AND MOVEMENT

If you are involved in a toddler group, playgroup or nursery as a parent or leader this two hour workshop will be a springboard for learning about the practical aspects of dance and movement.

It will give a valuable insight into how to adapt and use a wide range of music and props in the home or group.

DATE: Thursday 18th June
TIME: 6.45pm-9.00pm
VENUE: Condicote Village Hall, Condicote, GL54 1ES
TUTOR: Jane Cawston and Sue Barker
COST: £20.00 for members
£40.00 for non members

Fun, exciting and plenty of ideas to take back to the group.

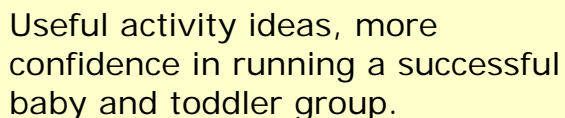
TODDLERS UP AND RUNNING

A two hour course for those already running or hoping to start running a toddler group.

The session covers aspects such as room layout, health & safety/accident prevention, equal opportunities, communication and group management (register, inventory, accounts) plus a practical activity session.

There will be a chance to share common problems and hopefully find some solutions. There will also be an opportunity to access the 'So You Want To Start a Toddler Group' booklet.

DATE: Tuesday 28th April
TIME: 6.45pm-9.00pm
VENUE: PATA Centre, Tuffley, Gloucester
TUTOR: Toddler Support Worker
COST: £20.00 for members
£40.00 for non members



Useful activity ideas, more confidence in running a successful baby and toddler group.

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 two 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.

Thursday 23rd April 12.30-2.30pm
Wednesday 20th May 7.00-9.00pm

For those who have attended either the awareness raising sessions last summer or the ones above a further session is on offer to enable staff to undertake a common assessment with children and families or other professionals.

Wednesday 3rd June 6.30-9.30pm
Thursday 18th June 1.00-4.00pm

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

TODDLEROBICS AND 'SING'!

Tewkesbury PATA presents Zita Newcombe of 'Toddlerobic' fame who will be leading an exciting workshop with her two colleagues Claire Ross-Masson and Glyn Murphy.

Both highly experienced in music education for young children, and who with Zita have recently formed the dynamic partnership 'Sing!'.

DATE: Tuesday 19th May
TIME: 10am-12noon
VENUE: Apperley Village Hall, Nr, Tewkesbury, GL19 4DW
COST: £5.00 to cover materials
CRECHE: Free - limited places available
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. A Sandwich van will visit the site around lunch time selling hot and cold food.

The course will be held on **Wednesday 24th June** 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: £45.00 for PATA members and £90.00 for non members. All bookings and payments must be received by **Friday 22nd May** .



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 **Friday 15th May** at The PATA Centre, Tuffley, Gloucester from 9.15am-3.15pm.

The course cost is £30 for PATA members and £60 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 **Friday 12th June** at The PATA Centre, Tuffley, Gloucester from 9.15am-3.15pm.
The course cost is £30 for PATA members and £60 for non members.

NATIONAL VOCATIONAL QUALIFICATIONS (NVQs)

- Children's Care, Learning and Development (CCLD) Levels 2, 3 and 4
- Supporting Teaching and Learning in Schools (STLS) 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.

Candidates engaged on these 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).

- NVQ programmes at PATA include initial assessment (literacy/numeracy), induction, knowledge and guidance workshops, private study, tutorials and observed practice in the workplace by qualified and experienced Assessors.
- Employer support, time management, personal commitment and study time is essential.
- NVQs (levels 2/3) are available to volunteers as well as employees providing suitable contracts of employment and job roles are in place.
- Workplace providers supporting NVQ candidates must be registered with Ofsted meeting the day care standards.

Minimum entry criteria:

- **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 towards the Foundation Degree and Early Years Professional qualifications.

Health & Safety—all NVQ programmes include work based learning. It is a requirement of the Learning and Skills Council (major funding stakeholder) that Training Providers conduct Health & Safety procedures to be assured the setting meets minimum standards to protect the interests of the funded candidate.

Criminal Records Bureau (CRB) - All candidates for NVQ must hold or apply for CRB clearance to work with children.

Informal interviews to assess candidate suitability (experience, qualifications, job role and career aims) take place for all applicants before making a commitment to start an NVQ. Recruitment for Level 4 includes written submissions and short listing before interview.

HOW TO APPLY—see next page

Optional Units—CCLD and STLS (Teaching Assistants)

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

The optional units from these NVQs provide scope for continuing professional development. They are very suitable for workers to meet the expanding needs of their job role and for career progression.

There is a good selection relevant to a range of job roles and each can be taken as a single unit. Candidates must already hold a full level 3 award, have experience and be able to demonstrate competence in their work environment.

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. Assessors must have good literacy skills, be creative and flexible, be able to travel, to work independently and in teams with excellent organisational 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 by putting something back into the sector 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. The ability to travel, work flexible hours (sometimes unsocial) and work independently on a flexible basis is essential. 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 and be familiar with the Early Years Foundation Stage Curriculum.

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 courses:

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

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 Train to Gain or other 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.

How to get the best out of your PATA Business Pack

Just had your AGM? New to the committee?
Feel you would like to share ideas with people from other settings?

These modules are open to all committee members and those in management roles in settings, especially playgroups and out of school clubs. Using the new PATA Business Pack, each module will develop your skills and increase your confidence in supporting your setting to fulfil its legal requirements. On completion of a module you will receive a certificate of attendance. It is useful to have attended these sessions if your setting is considering applying for grants or undertaking a Quality Assurance scheme.

For a PATA member setting the cost is £20 for each module, but any number of people can attend from the setting. These informal sessions are stand alone modules, but it is beneficial to attend all modules:

Module 1: Committee roles and responsibilities: the Charity Commission and your constitution – Data Protection – the importance of teamwork – SWOT analysis

Module 2: Finance and funding: role of the treasurer – role of an administrator - responsibilities of the committee - share ideas about dealing with periods of financial difficulty

Module 3: Policies and procedures: identify the range of policies required – how to write, implement and review policies & procedures

Module 4: Employing staff:
recruiting, managing and retaining staff

Module 5: Marketing your setting: develop some ideas to sell your service

If your setting would like to host any or all of these modules for other settings to come along to join in as well, you can have free places for your own committee – just let us know how many people your venue could accommodate and what time of day or evening would suit you best and we'll promote the modules in the next PATA Training Bulletin.

When and where

Module 1 - Wednesday 6th May
Module 2 - Wednesday 13th May
Module 3 - Wednesday 20th June
Module 4 - Wednesday 3rd June
Module 5 - Wednesday 10th June
To be held at Little Foxes Playgroup,
John Moore Primary School, Tewkesbury,
GL20 7SP. From 7pm-9pm

Module 5 - Wednesday 6th May
Module 2 - Thursday 4th June
To be held at Up Hatherley Library, Hulbert
Crescent, Caernarvon Road, Up Hatherley,
GL51 3BN 7pm—9pm

Module 1 - Tuesday 23rd June
Module 4 - Thursday 2nd July
Tetbury Nursery Playgroup, The Ferns,
Tetbury, GL8 8JE 7pm—9pm

To book your place please telephone the PATA Centre on 01452 541244 and complete the booking form from the training programme or download it from www.pataglos.org.uk

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.

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 _____

Section 3 Reply and payment details

Please make cheque payments (for events and courses in Section 1 above) payable to: 'PATA'. (**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



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Please specify any special requirements/disabilities



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@pataglos.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	<input type="text"/>
Aged over 2, unaccompanied	<input type="text"/>
School age	<input type="text"/>
Toddler sessions per week	<input type="text"/>
Sessional daycare per week	<input type="text"/>
Full daycare days per week	<input type="text"/>
Out of school sessions per week	<input 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

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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
am:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
pm:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
oos:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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:	£

Signed:

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

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.

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:

