

www.pataglos.org.uk

Training and Continuing Professional Development Programme

Sept - Dec 2018



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

Statutory framework for the early years foundation stage Section 3.20





At PATA we recognise the importance of a well trained and up to date Children's Workforce. We are continually developing and refining the courses that we offer to suit the changing needs of settings. We welcome feedback and suggestions from you on the types of courses we offer and any you would like to see in the future.

Our bespoke courses delivered to whole staff teams at their settings are proving increasingly popular. It is a great way for your group to receive high quality personalised training that offers great value for money.

See below for more details.

Bespoke training opportunities including Inset days or twilight sessions

- Can't get to our training centre in Gloucester?
- Do you have several staff or committee members who would benefit from training on an Inset day, an evening or a weekend?
- Are you part of a local group of settings with similar training needs?
- Do you need bespoke training on something specific to your setting or something that is not currently covered in our training programme?

Let us come to you! We are now offering bespoke training in settings to meet your needs with prices starting from just £150 for a 2.5 hour course for up to 8 members of staff.

In the past few months we have delivered a range of bespoke courses for groups of staff and given 1-1 support within settings including: Autism, Using Signs for Communication, Promoting Positive Behaviour, Manual Handling training, Embedding Phonics in the Curriculum, Embedding Maths in the Curriculum, Observations and Assessments, Mocksteds and Roles and Responsibilities: Key Facts for Your Committee.



Training Course		Date	Time	Page
Time Management	Monday	1 October	7:00pm - 9:30pm	8
Anna Ephgrave 'Planning In The Moment'	Monday	8 October	9:00am - 3:00pm	4
Introduction to Autism in Children	Thursday	11 October	6:30pm - 9:00pm	12
Promoting Positive Behaviour	Monday	15 October	10.00am - 2.30pm	13
Embedding Phonics in the EYFS	Wednesday	17 October	10.00am - 1:00pm	15
SEND 2: Principles of Inclusion & the Local Offer	Wednesday	17 October	6.30pm - 9.00pm	10
Performance Management (1) - Supervision and Appraisals	Monday	29 October	7.00pm - 9.30pm	6
Using Signs to Support Communication	Thursday Thursday	1 November 15 November	7.00pm - 9.30pm 7.00pm - 9.30pm	13
Boys Will Be Boys? Closing the Gap	Monday	5 November	9.30am - 12.00pm	5
Manual Handling	Wednesday	7 November	6.30pm - 9.00pm	14
Cohort Tracking	Thursday	8 November	6:30pm - 9:00pm	5
Performance Management (2) - Performance Improvement Plans	Monday	12 November	7.00pm - 9.30pm	7
Roles & Responsibilities: Key Facts for your Committee	Monday	19 November	7.00pm - 9.30pm	8
Embedding Maths in the EYFS	Wednesday	21 November	10.00am - 1:00pm	15
SEND 3: Areas of SEND and the Graduated Pathway	Wednesday	21 November	6.30pm - 9.00pm	10
Performance Management (3) - Investigations & Disciplinary Meetings	Monday	26 November	7.00pm - 9.30pm	7
Autism in Children: Managing Behaviour	Thursday	29 November	6:30pm - 9:00pm	12
SEND 4: Identification & Intervention	Wednesday	5 December	6.30pm - 9.00pm	11

Please note: to be eligible for PATA member rates, your setting must be a current PATA member at the time of the booking and during the training.

PATA reserves the right to charge the full rate for the training if PATA membership has lapsed.

PATA (UK), Chequers Bridge Centre, Painswick Road, Gloucester GL4 6PR
T: 01452 541244 E: info@pataglos.org.uk W: www.pataglos.org.uk

Registered charity no.1124222. Company limited by guarantee registered in England and Wales, company no. 6541176

Anna Ephgrave

‘Planning In The Moment’

We are excited to have two dates booked with Anna Ephgrave, renowned speaker and author of Planning in the Moment with Young Children and other books on Early Years planning. These will be a fantastic opportunity for settings to hear from Anna in a relatively small and local event.

Course Aim: To provide you with the necessary tools to help your children feel confident and independent especially through outdoor play and risk taking play.

Course Information: The course will cover:

- Rationale and Complexities of Child-Initiated Play
- Planning and Teaching in the Moment
- Role of the Adult
- Paperwork required

It will also touch on:

- Literacy and Numeracy in Early Years
- Developing the Outdoor Classroom

Suitable For: Anyone working in Early Years (including Reception and Year 1)

Dates: Monday 8 October - SOLD OUT

Monday 18 February - LIMITED SPACES AVAILABLE AT TIME OF PUBLICATION

Monday 1st April - booking will open on Thursday 20th September at 10.00am

Time: 9am - 3pm

Venue: Hillview Evangelical Church, Hucclecote, Gloucester, GL3 3LX

Cost: Members £185 for first two attendees; additional attendees £85 each
Non-Members £225 for the first two attendees; additional attendees £110 each

A minimum of two attendees per setting must attend on the same date. If your setting has previously attended on 8th October or 18th February then the minimum of 2 attendees per setting will not apply for 1st April and one attendee can attend at a cost of £95.

How to book

For Monday 18th February please join the waiting list on our website. Spaces will be allocated in strict time and date order. There are very few spaces left on this course.

For Monday 1st April please join the waiting list when booking opens at 10am on Thursday 20th September at 10am. Bookings will only be taken online and will be allocated in strict time and date order. Please be aware that all places were filled on the October date within 6 minutes of booking opening. Invoices must be paid within 7 days of issuing or places will go to the next person on the waiting list.

Please note PATA's normal refund policy does not apply for these bookings. We are unable to give refunds or credits once a booking is made. We can, however, change the name of delegates attending up until midday Wednesday 3rd October (for the 8th of October course) and midday 13th February (for the 18th February course).

Full payment must be received within 7 days of the invoice date by BACS, cash (at the PATA office) or cheque. Otherwise your whole booking will be cancelled and your places will be offered to those next on the waiting list.

Boys Will Be Boys? Closing the Gap

Course Aim: To support practitioners to gain a deeper understanding of how boys learn and develop strategies to channel their energy using practical ideas and reflective practice.

Course Information: Research shows that there can be a massive gap in the development of boys compared to girls, with some being a whole year behind. This course will consider ways to adapt your environment to make it more appropriate for different types of learning and how to be creative in engaging boys.

“All children, irrespective of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability should have the opportunity to experience a challenging and enjoyable programme of learning and development.” (EYFS Statutory Guidance).

This workshop looks honestly at the behaviour of boys in your setting. We will consider the innate hormonal, neurological and physical differences between girls and boys, and touch on how stereotyping may influence their play. With a renewed understanding we will look at the enabling environment we provide and share practical ideas which will empower boys to achieve the best they can within your setting whilst building their confidence and self esteem.

Suitable For: Anyone working or volunteering within an early years setting or preschool.

Date: Monday 5th November

Time: 9:30am - 12:00pm

Venue: Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

Cost: £25.00 for members / £35.00 for non members

Code: AUT01

Cohort Tracking

Course Aim: To develop awareness and confidence in how to track for EYFS and how to monitor progress and individual groups (SEN, EAL).

Course Information: Cohort trackers are the tracking tools used by all early years professionals to track each child's development in all seven areas of the EYFS. They are an Ofsted requirement and will provide the necessary evidence to show how you have identified individual children's needs, how you have supported them and how their needs are being met.

It is all too easy for practitioners to complete large amounts of paperwork but not actually make full use of the results found from completing the cohort trackers. Analysing each cohort tracker is vital to ensure every child is getting the support they need and to identify if a child is showing signs of delay or regression in an area of development. This course will give you the confidence and skills to undertake cohort tracking and be able to evidence this to Ofsted.

Attendees will be asked to bring with them information regarding where their key children and others are within their setting.

Delivered by: Laura Gallop, an EYFS Specialist and Local School Reception Teacher who oversees Nursery Provision within the School.

Suitable for: For anyone working within an Early Years Setting, Preschool or Reception.

Date: Thursday 8th November

Time: 6:30pm—9:00pm

Venue: Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

Cost: £25.00 for members / £35.00 for non members

Code: AUT02



Committee and Management Courses

“If I had one piece of advice for new committee members and management staff it would be to attend the Performance Management courses. When something goes wrong it’s too late and we have seen so many Committees struggle and feel out of their depth when strong performance management would have dealt with the problem long before it became an issue”

Paula Hayball, PATA Chief Executive

The following Performance Management courses, Roles and Responsibilities course and Time Management course will be delivered by Rebecca Flaxman, a HR consultant with extensive experience as a committee chairperson.

Performance Management (1) - Supervision and Appraisals

Course Aim: To provide managers with the confidence to conduct meaningful one-to-one meetings with their team. This course will provide: the paperwork to accompany the meetings; the knowledge on what can be asked and documented; and what further steps should be taken once the meeting closes.

Course Information: This informative and relaxed session will provide an overview on:

- Coaching techniques - how to use meetings and observations to support your team in achieving their best.
- How to give and receive feedback in a productive environment.
- How to document, agree and evaluate SMART objectives.
- How to complete one-to-one / supervision / appraisal forms.
- How to conduct Return to Work meetings to decrease absence and support individual’s needs.

Suitable For: All individuals in a management position - setting leaders and managers and committee members.

Date: Monday 29th October

Time: 7.00 - 9.30pm

Venue: Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

Cost: £25.00 for members / £35.00 for non members

Code: AUT03

Performance Management (2) - Performance Improvement Plans

Course Aim: This course will provide managers with the next steps in managing performance in order to reach business goals. This course will provide: the paperwork to accompany the meetings, the knowledge on what can be asked and documented; and the confidence to keep challenging weak performance.

Course Information: This informative and relaxed session will provide an overview of:

- one-to-one/supervision documentation and SMART objectives (brief review).
- The reasons behind the failure of team members to achieve their SMART objectives.
- The difference between Conduct and Capability.
- Implementing a Performance Improvement Plan.
- What options are available to managers when improvements don't happen.
- How to prepare for the potential of disciplinary action being taken.

Suitable For: All individuals in a management position - setting leaders and managers and committee members. **Please note:** This course builds on knowledge learnt during the Performance Management - Supervision and Appraisals course. It is possible to attend the workshop as a stand-alone course, if you consider your one-to-one meetings to be adequately documented in order to support moving towards a formal Performance Improvement Plan.

Date:	Monday 12th November	Time:	7.00am - 9.30pm
Venue:	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR		
Cost:	£25.00 for members / £35.00 for non members	Code:	AUT04

Performance Management (3) Conducting Investigations and Disciplinary Meetings

Course Aim: To provide managers with the confidence to conduct investigations into all behaviour, conduct or capability concerns. This course will then help attendees to identify the best course of action to be taken in order to support sustainable improvements. The course will provide all paperwork associated with disciplinary hearings.

Course Information: this session will guide you through the step-by-step processes of:

- Understanding capability versus conduct based concerns.
- How to conduct investigations and ensure that all associated paperwork is appropriate and supportive.
- Who might need informing within external agencies, e.g. safeguarding investigations.
- All paperwork associated with disciplinaries, from invitation, through the meeting and outcome letters
- Appeals - who may be involved.

Suitable For: All individuals in a management position - setting leaders and managers and committee members.

Please note: This course builds on knowledge learned during the Performance Management - Performance Improvement Plans workshop. It is possible to attend this workshop as a stand-alone course.

Date:	Monday 26th November	Time:	7.00pm - 9.30pm
Venue:	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR		
Cost:	£25.00 for members / £35.00 for non members	Code:	AUT05

Time Management

Course Aim: Too much to do, but too little time? The story of our lives!

This course will not be able to give you more time but will give you the tools to make the most out of the time you have.

Course Information: During this session we will:

- Address barriers to completing our To Do lists
- Help you set Priorities – what is important or urgent?
- Enable you to plan your time effectively
- Teach you to say “No”

Suitable For: This relaxed and practical session is ideal for anyone who wants to gain control of their workday and be more efficient in how they achieve their goals.

Date: Monday 1st October

Time: 7:00pm - 9:30pm

Venue: Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

Cost: £25.00 for members / £35.00 for non members

Code: AUT06

Roles and Responsibilities: Key facts for your Committee

Course Aim: Are you a Committee member and would like some guidance and support with understanding your role? This course will provide committee members with the confidence to manage, influence, challenge, and support their playgroup, pre-school or out-of-school setting.

Course Information: This relaxed and informative session is ideal for all new and experienced committee members and/or setting managers to exchange ideas and feel more confident in their role.

This session will:

- Give an overview of a committee’s roles and responsibilities
- Provide the tools needed to tackle unexpected and/or challenging issues - for instance: management concerns, complaint handling, safeguarding issues, Ofsted visits.
- Have a chance for questions and answers from an HR consultant with experience as a committee chairperson and from PATA’s CEO who has extensive Early Years working knowledge.

Suitable For: Those involved in managing and leading settings – parents, committee members and managers.

Date:- Monday 19th November (provisional date—to be confirmed)

Time: 7:00pm — 9:30pm

Code: AUT07

To register your interest for this course please email training@pataglos.org.uk
or telephone 01452 541244



SEND Courses

We have recently revamped our suite of SEND courses which are a series of linked sessions that will take place throughout the year. They can be accessed separately or as a series.

These SEND (1 - 5) courses will be delivered by Fran Barber, a qualified teacher of 18 years with 11 of those being the designated Special Education Needs Co-ordinator for a Primary School. Fran is also the West Gloucestershire Schools Partnership Lead SENDCo.

SEND 1 - Early Intervention

Course Aim: This two part course will provide you with the necessary skills to identify the early signs of SEND and the course of action you will need to take.

Course Information: During the sessions we will discuss:

- The role of the practitioner/SENDCo in supporting children
- Identifying early signs
- Graduated pathways
- SEND paperwork, My plan, EHCP
- Working with professionals

Suitable For: Any Early Years Practitioners and Managers

To register your interest for this two part course please email training@pataglos.org.uk or telephone 01452 541244

For anyone who attended the first part of this course, last term, on 26th June, the second part of this course will be delivered on Wednesday 12th September from 6.30pm to 9.00pm. Please contact the office on 01452 541244 if you wish to book onto the second part of the course.

SEND 2: Principles of Inclusion and the Local Offer

Course Aim: To reflect on own self practice. To understand the definition of SEND and the principles of inclusion.

Course Information: During this session practitioners will explore what is meant by SEND, develop their own ideas and identify their ethos, challenge assumptions and understand the importance of inclusive practice through reflection, environmental settings and focus on individual need. Gain an understanding of the Department for Education definition, the Local Offer and Graduated Pathway for Gloucester County Council.

Delivered by: Fran Barber (see Page 10 for more information)

Suitable For: Any Early Years Practitioners or Managers and those interested in supporting children with special educational needs.

Date: Wednesday 17th October

Time: 6:30pm—9:00pm

Venue: Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

Cost: £25.00 for members / £35.00 for non members

Code: AUT08

SEND 3: Areas of SEND and the Graduated Pathway

Course Aim: To identify areas of SEND in accordance to the Graduated Pathway and Guidance Booklet for practitioners (formally known as the Code of Practice).

Course Information: During this session practitioners will become familiar with Gloucester County Council's Graduated Pathway and Guidance Booklet.

- Areas of SEND
- Identification of SEND needs and the areas of SEND in accordance to the Guidance Booklet
- The Graduated Pathway
- My Plan, My Plan Plus and EHCP

Delivered by: Fran Barber (see Page 10 for more information)

Suitable for: Any Early Years Practitioners or Managers and those interested in supporting children with special educational needs.

Date: Wednesday 21st November

Time: 6:30pm—9:00pm

Venue: Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

Cost: £25.00 for members / £35.00 for non members

Code: AUT09

SEND 4: Identification and Intervention

Course Aim: To identify SEND, interventions and appropriate agencies to support children in accordance to the Graduated Pathway and Guidance Booklet for practitioners (formally known as the Code of Practice).

Course Information: Using a case study practitioners will identify SEND needs and explore interventions, target setting and the process of 'identify, plan, do, review'. They will gain a comprehensive understanding of accessing agencies to support their settings and SEND children.
• Interventions • SMART targets • Agencies

Delivered by: Fran Barber (see Page 10 for more information)

Suitable For: Any Early Years Practitioners or Managers and those interested in supporting children with special educational needs.

Date:	Wednesday 5th December	Time:	6:30pm—9:00pm
Venue:	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR		
Cost:	£25.00 for members / £35.00 for non members	Code:	AUT10

SEND 5 - Behaviour; attention seeking or attachment seeking?

Course Aim: To gain a better understanding of the causes of behaviour and how to manage it within a setting.

Course Information: During this session practitioners will explore what is meant by behaviour. You will explore your own experiences and ethos, challenge ideas and reflect on your own practice. Gain an alternative understanding of the rationale behind behaviour and begin to unravel the mystery of undesired behaviour from a therapeutic perspective. During this course Fran will share her own experiences and expertise as a SENCo, parent and from counselling theory. It will be a collective experiential course.

Delivered by: Fran Barber (see Page 10 for more information)

Suitable For: Any Early Years Practitioners or Managers and those interested in supporting children with special educational needs.

Date:	January/February 2019 date to be announced (please email training@pataglos.org.uk to register your interest)	Time:	6:30pm—9:00pm
Venue:	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR		
Cost:	£25.00 for members / £35.00 for non members	Code:	AUT11

Introduction to Autism in Children

Course Aim: To develop an understanding of how autism can present itself in young children and to explore ways of managing the child's needs positively.

Course Information: During the session we will consider the following:

- What is autism?
- Communication: theirs and ours.
- Sensory Issues: how these can affect the child's behaviour.

Suitable For: Anyone who works or volunteers with children and would like a better understanding of what to look out for and how to support children with autism.

Delivered by: Sara Watters, Lead Practitioner and Senior Learner Support Worker, HLTA and QCF Assessor for The Milestone School. Sara has 20 years of classroom experience, 15 of which have been at The Milestone School.

This will be followed with a second course covering managing behaviour. See below for more details.

Date: Thursday 11th October	Time: 6:30pm - 9:00pm
Venue: Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR	
Cost: £25.00 for members / £35.00 for non members	Code: AUT12

Autism in Children: Managing Behaviour

Course Aim: This is an additional course available to those who have attended the Introduction to Autism course (see details above).

Course Information: Building on the knowledge gained in the Introduction to Autism course, during this session we will consider the following:

- Managing challenging behaviour
- Going on trips; avoiding pitfalls and achieving positive outcomes
- Supporting the family

Suitable For: Anyone who works or volunteers with children and would like a better understanding of what to look out for and how to support children with autism.

Delivered by: Sara Watters, Lead Practitioner and LSW for The Milestone School (see above)

Date: Thursday 29th November	Time: 6:30pm - 9:00pm
Venue: Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR	
Cost: £25.00 for members / £35.00 for non members	Code: AUT13

Using Signs to Support Communication

Course Aim: To support carers, settings and early years practitioners in understanding the benefits of using signs to support and aid children's language development and communication.

Course Information: This introductory course will provide you with an overview of the benefits of using signs alongside spoken language for key words to support children's understanding of language and communication. Learners will be taught a good number of signs relevant to children's everyday lives in the home and educational settings. The signs taught will be from Signalong and the session will include practical activities to encourage you to put the signs learnt into practice.

The course fee includes a Signalong manual for each participant which has over 200 signs and retails at £16

Delivered by: Naomi Webber - registered Signalong Tutor and Speech and Language Therapist with experience working with children aged 0-7 years with and without complex needs.

Suitable For: Those working with children with speech, language and communication difficulties in Early Years and Key Stage 1, including Out of School/Breakfast Club and Teaching Assistants/ Lunchtime Supervisors.

Please note that this is a two part, 4.5 hour course where both sessions must be attended.

Date:	Thursday 1st November Thursday 15th November	Time: 7:00pm — 9:30pm 7:00pm — 9:00pm
Venue:	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR	
Cost:	£55.00 for members / £90.00 for non members	Code: AUT14

Promoting Positive Behaviour

Course Aim: To provide practitioners in early years settings with tools for dealing with behaviour and how to promote positive outcomes.

The course covers all aspects of behaviour for children.

Course Information: During this workshop practitioners will have an opportunity to discuss children's behaviours which impact on their daily routine. We will share good practice and look at effective observation methods as a means to reduce unwanted behaviours. The workshop will look at the benefits of focusing on positive behaviour and the impact this has on a setting and a child's self esteem. Every setting which attends will also be asked to bring a copy of their current behaviour policy which we will review.

Suitable For: Those working with children including Early Years Practitioners, Managers or support staff such as lunchtime supervisors and Out of School/Breakfast Club staff.

Date:	Monday 15th October	Time: 10am — 2:30pm
Venue:	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR	
Cost:	£45.00 for members / £80 for non members	Code: AUT15



Manual Handling

Course Aim: To develop individuals understanding of the principles of Manual Handling. To gain the ability, knowledge and confidence related to working in Early Years and the moving and handling of furniture, equipment, toys etc. and to understand the legislative requirements. The course aims to apply what has been learnt to the working environment and to make work practices safer.

Course Information: During the session we will discuss

- Safely undertaking manual handling tasks
- Being equipped to carry out assessments of manual handling tasks
- Identifying risks
- The impact of manual handling injuries and how to avoid such injuries
- How to identify potentially hazardous operations to reduce the risk of injury
- To understand the legislative requirements
- Workplace risk assessments
- The duties of the employer and employee

The session will be certificated upon completion of a self-assessment questionnaire.

Delivered by: Angie Shaw, Health, Safety and Environmental Manager for a local company.

Suitable For: Any Early Years Practitioners. There is no requirement for delegates to have any prior experience of manual handling and this course is suitable for beginners.

Date: Wednesday 7th November

Time: 6:30pm—9:00pm

Venue: Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

Cost: £25.00 for members / £35.00 for non members

Code: AUT16

Embedding Phonics in the EYFS

Course Aim: This course will provide you with the necessary skills to embed Phonics into the curriculum.

Course Information: During the session we will discuss:-

- Understanding the importance of early exposure to phonics in the Early Years.
- How to use phonics effectively
- How to promote phonics in your setting and at home
- Phonics resources to use in your setting

Delivered by: Laura Gallop, an EYFS Specialist and Local School Reception Teacher who oversees Nursery Provision within the School.

Suitable For: Any Early Years Foundation Practitioners and Managers.

Date: Wednesday 17th October

Time: 10:00am— 1:00pm

Venue: Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

Cost: £35.00 for members / £55.00 for non members

Code: AUT17

Embedding Maths in the EYFS

Course Aim: This course will provide you with the necessary skills to embed Maths into the curriculum.

Course Information: During the session we will discuss:

- Exploring how maths fits into the Early Years framework.
- The pivotal role that Mathematics plays in a child's development.
- What is problem solving and mastery
- Maths resources to use in your setting

Delivered by: Laura Gallop, an EYFS Specialist and Local School Reception Teacher who oversees Nursery Provision within the School.

Suitable For: Any Early Years Foundation Practitioners and Managers.

Date: Wednesday 21st November

Time: 10am — 1:00pm

Venue: Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

Cost: £35.00 for members / £55.00 for non members

Code: AUT18



Other courses available

We pride ourselves on being responsive to our members needs and as well as the courses listed in this training programme and the opportunity for bespoke training in your setting, we have a number of other courses which we can run if there is sufficient demand. We have tutors available for all of the following courses and could arrange a date if you are interested. Please email us to register your interest on training@pataglos.org.uk

Introduction to Children's Play: a hands on, practical course for volunteers and those interested in working in Early Years exploring why children need to play and how they learn from it.

Working With Children: this courses gives learners an excellent underpinning knowledge on working with children and the options and opportunities available for career paths in the sector.

Curiosity Ignites Learning: this is a hands on course which will ignite a passion for using small parts and provocations to support and extend children's play.

Promoting Physical Development in the Early Years: a course to help you to promote physical development and implement successful strategies in your setting.

Simple Ways to Embed ICT in Your Early Years Setting: this will help you to gain a better understanding of how to embed ICT in a fun and captivating way to facilitate learning in the Early Years environment.

EYFS in Action (1): this course aims to help you to understand and employ the skills to observe, plan and evaluate the EYFS in action.

EYFS in Action (2): Planning for Development Matters and School Readiness: this course will help you to effectively plan to ensure a broad coverage of the EYFS Development Matters and to ensure school readiness.

An Introduction to Online Learning Journals : Is your setting thinking of moving from paper to an online learning journal? The trainer is an experienced practitioner and will give a basic overview of the online learning journal Tapestry*.

Going Deeper with Tapestry*: this course is suitable for anyone using Tapestry but who would like to explore more of it's functionality.

*Please note that these courses are not endorsed by Tapestry but have been developed at the request of members who needed support.

Bespoke Observations and Assessments

Course Aim: To promote the use of effective observations and support effective evaluations and judgements to plan for the next steps in development.

Course Information: In order to work effectively with children it is essential that their development is assessed and then supported. Using the right observations can support the effective planning for next steps in a child's development and make the links to the characteristics of effective learning.

The first session will involve considering observation practice with examples from your setting as well as looking at practical activities observing children and recording their development. It will look at the expected patterns of development and compare this with the development matters guidance to ensure accurate records are made.

For the second session the tutor will attend your setting and observe staff putting in to the practice the knowledge from session one. The tutor will then provide feedback. This will enable practitioners to explain and evaluate the methods of observation that they should use for different situations which will enable better sharing of information and more effective planning.

Suitable For: Settings working with children from 0-5 years within the EYFS who are wishing to improve their practice.

This will be delivered as bespoke training for your setting, consisting of a first visit from the tutor to deliver the training and then a second visit to allow the tutor to observe staff and provide feedback.

Cost: £350 for up to 8 staff members in a setting. Please contact us for costs for 9 or more staff. Please call us on 01452 541244 or email training@pataglos.org.uk

Mocksted

Even the most well prepared setting dreads the call from Ofsted so we have developed a service offering a mock inspection, carried out by an experienced tutor/practitioner who has also worked as an Ofsted inspector. The Mocksted takes the form of a 3 hour 'inspection' with the 'inspector' recording a commentary available for you to listen to afterwards. The 'inspector' will talk you through their observations and will then prepare a short summary report which is sent to you. Settings who have used this service have found it very beneficial not only as a snapshot of how the setting is functioning but also to boost the confidence of staff in preparation for the real thing.

The price for this service is £250 and it can be booked by calling 01452 541244 or email on training@pataglos.org.uk



Artemis E-learning For The Children's Workforce



Working in partnership with Artemis PATA is able to offer these excellent online courses at a low cost. This is Gloucestershire County Council's endorsed solution to induction for the Children and Young People's Workforce.

Children's Workforce Induction Programme. Cost £25.00

Based on the seven induction standards initially developed by the Children's Workforce Development Council, the Artemis Children's Workforce Induction programme provides comprehensive induction for anyone working with children. Developed by, and for, members of the children's workforce this high quality e-learning package has 13 modules including; An Introduction to Child Development, Discrimination and Prejudice, Risk Assessment, Forms of Abuse, the training programme matches the children's induction standards set out by the Children's Workforce Development Council.



In addition to this PATA offers the following Artemis courses which are a great way of adding to your knowledge. You will receive a certificate for each course which can be used to evidence ongoing professional development. **Cost £15 each**

- ◆ **Understanding Child Attachment** this course aims to explain the attachment children have to their main carers. Understanding the basics of the attachment theory in its various forms and stages can significantly improve outcomes for children.
- ◆ **Information Sharing** this course is based on the government's guidance for practitioners and managers on sharing information.
- ◆ **Working with Families** this course introduces the principles and practice of the Signs of Safety Framework and a Solution Focused Approach.
- ◆ **Child Protection Level 1** this is an introduction to the concept of providing protection to children. The course will cover understanding the concept, the size of the challenge, how to spot issues of concern and what to do about them.
- ◆ **Working with Children and Young People with Disabilities** this is designed to equip practitioners with the knowledge to provide high quality care for children and young people with disabilities.
- ◆ **Integrated Working** this course aims to provide the tools to support integrated working and to enable them to use common processes, language and systems to the best advantage for children, young people and their families.
- ◆ **Domestic Abuse (Violence, Forced Marriage and Female Genital Mutilation)** this course will help practitioners understand more about these areas. It's based on nationally available evidence and good practice and it will also increase understanding of what a Multi-Agency Risk Assessment Conference is and what it does.
- ◆ **Working with Parents** this is an induction to positive parenting structures and strategies, which can inform practice, promote self-efficiency and provide positive outcomes for parents, children and young people.
- ◆ **Child Sexual Exploitation** this has been identified throughout the UK, with both victims and perpetrators coming from a range of social and ethnic backgrounds. It's a form of sexual abuse and can have serious impact on every aspect of the lives of children involved.

How to book:

Please download a booking form from our website www.pataglos.org.uk/ci-enrolment and return it to PATA with a cheque or pay by PayPal through our website. Once your booking form has been received and processed the learner will receive emails directly from Artemis, this will enable them to begin the course.

PATA 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 published 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 during the training. PATA reserves the right to charge the full rate for the training if PATA membership has lapsed.

If you are not a member and would like to join as a group or an individual, please complete the membership application on our website www.pataglos.org.uk/membership Other membership benefits include PATA Chatter newsletter, advice and information from PATA staff and useful publications including GDPR compliant sample forms and procedures.

How to Book

For workshops and short courses you can book online on the PATA website www.pataglos.org.uk/training or please use the booking forms in this training programme (photocopy as required) or print from the PATA website. Your place is only booked once we have received a booking form and payment.

For enquiries telephone 01452 541244 for short courses/workshops

PATA Website - put this in your 'favourites' and check regularly! This training programme can be viewed on the PATA website www.pataglos.org.uk/training with links to book or booking forms available to download. New opportunities, extra dates and further information are added regularly.

Also see our facebook page for regular updates and news.



PATA Short Course Bookings - Terms and Conditions

Course fees are the responsibility of the learner. If an employer, parent or other body is accepting responsibility for paying the course fee, clear evidence of this must be provided during the application stage.

Short courses/workshops: Payment must be made at the time of booking for short courses and workshops.

Cancellation and non attendance

Notification of cancellation of a course or workshop by PATA:

- 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 their control and is unable to give 5 days notice then an alternative date/course will be offered prior to any refund.
- In some instances a **training credit** may be issued for cancelled/postponed learning – this will have an expiry date.

Learner Cancellation - short courses and workshops:

- 15 working days before the start date = 100% refund.
- 10 working days before the start date = 50% refund.
- Less than 10 working days of the start date = no refund.
- Non attendance = no refund.
- Non attendance or cancellation of FREE (funded) courses will incur a 'no show' charge of £55.00 to cover administration costs.

PLEASE NOTE THAT OUR NORMAL TERMS AND CONDITIONS DO NOT APPLY TO ANY ANNA EPHGRAVE TRAINING COURSES.

Your Data: PATA takes great care in processing your data. Any personal information given on a booking form (either paper or electronic) will only be used by PATA staff for the administration of the courses. For more information see the Privacy Notice on our website www.pataglos.org.uk

Booking Form for Workshops, Events and Short Courses



Please complete the following sections:

Section 1 (please complete a separate form for each course)

Title of Training: _____ Course Code _____

Date: _____ Venue: _____

Participant name(s) and contact details (Please clearly write the name you wish to appear on your certificate)

Name	Telephone Number	Email Address
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Section 2 Setting Details (If you are booking as an individual please supply your own details in this section)

Setting name: _____

Contact name: _____

Address of setting _____

Telephone number: _____ Email address: _____

Are you a PATA member? YES/NO

Tick here to show that you have read and accept the terms and conditions on the previous page

Section 3 Payment details

Total fee payable for _____ places: £ _____ Cheque/Bacs Date: _____

Please make cheque payments payable to: **PATA (UK)**. (separate cheque for each course) or pay by BACS (account number: 69294941 sort code: 60-09-02) Use your **course code number** and **name/setting name** as reference and notify by email to finance@pataglos.org.uk

All bookings, payments and requests to be sent to: Training, PATA, Chequers Bridge Centre, Painswick Road, Gloucester GL4 6PR Telephone 01452 541244

Confirmation and receipt will be sent by email to the contact name given above in section 2.

Please see our website for further information on courses www.pataglos.org.uk