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Training and Continuing Professional Development Programme



September — December 2019

“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



PATA Training - here for you

Over the last few years we have worked hard to develop the range of courses that we are able to offer. We know that training budgets for many groups are tight (or non-existent!) but we are passionate about equipping practitioners in Gloucestershire and the surrounding area not only to keep their skills up to date but to develop and grow as Early Years professionals. We want settings in Gloucestershire to be the best in the country and we know that quality training and support will help to get us there.

Over the last year we have had a number of courses run by speakers from around the country such as Anna Ephgrave, Trisha Lee and Pennie Akehurst. Although the costs of these courses is higher we believe that they still represent excellent value for money and we're proud that we are able to bring them here to your doorstep!

In section 1.59 of the new Ofsted Inspection Framework the criteria for Outstanding includes the following: "Leaders ensure that they and practitioners receive focused and highly effective professional development". 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 page 19 for more information.

We hope that you will agree that we have an exciting programme of courses ahead and we look forward to seeing you there!



Paula Hayball, PATA Chief Executive



Training Course		Date	Time	Page
Ofsted's New Inspection Framework	Monday	30th September	6:00pm - 9:00pm	4
Network Meeting (1): Focus on Helicopter Stories	Thursday	3rd October	4:30pm - 6:00pm	16
Roles and Responsibilities: Key Facts For Your Committee	Thursday	17th October	7:00pm - 9:30pm	15
SEND 2 and 3	Friday	18th October	9:30am - 2:00pm	11
Helicopter Stories with Trisha Lee	Wednesday	23rd October	9:30am - 3:00pm	5
Introduction to Autism in Children	Thursday	24th October	6:00pm - 8:30pm	13
Embedding Phonics in the EYFS	Wednesday	6th November	6:00pm - 8:30pm	7
Parenting Partnership	Thursday	7th November	6:00pm - 8:30pm	8
Understanding the Anxious Child	Monday	11th November	9:30am - 12:00pm	8
SEND Clinic (Part 1)	Monday	11th November	6:00pm - 8:30pm	14
(Part 2)	Monday	25th November	6:00pm - 8:00pm	
Autism: Supporting Behaviour	Wednesday	13th November	6:00pm - 8:30pm	13
Workplace Wellbeing	Wednesday	20th November	6:30pm - 9:00pm	16
Recruitment, Selection and Resourcing Talent	Thursday	21st November	7:00pm - 9:30pm	17
SEND 4 and 5	Friday	29th November	9:30am - 2:00pm	12
Risky Play (for Playworkers)	Monday	2nd December	6:45pm - 9:15pm	9
Network Meeting (2): topic to be confirmed	Tuesday	3rd December	4:30pm - 6:00pm	16
Anna Ephgrave's 'Planning in the Moment' with Aliye Mpoko	Monday	20th January	9:00am - 3:00pm	6
Anna Ephgrave's Planning in the Moment Follow up	Monday	20th January	4:00pm - 6:30pm	6
The Magic and Mystery of Children - Interacting with Intrigue with Greg Botttrill	Monday	27th January	6:30pm - 8:30pm	7

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.



General Courses for Practitioners

We are pleased to be running a number of new courses this term including: Understanding and Supporting the Anxious Child, Parenting Partnerships, Risky Play for Out of School Clubs and a SEND clinic.

We also have another day exploring Helicopter Stories with Trisha Lee (author of Princesses, Dragons and Helicopter Stories) and after much demand are running another Planning in the Moment training with Aliye Mpoko, who is trained and fully endorsed by Anna Ephgrave. We have a third Ofsted New Framework session with Pennie Akhurst and Greg Botrill will be coming to train on 'Interacting with Intrigue'.

Do get in touch with us if you have suggestions of speakers that you would like to see come to Gloucestershire!

Ofsted's New Inspection Framework: All you Need To Know!

"I had read and thought I had checked off all the changes, but Pennie made me look at it differently. I realised I hadn't looked closely enough and missed a lot"

(attendee at July training)

Course Aim: To confidently set you on the right path to be inspected under the new framework.

Course Information: During this 3 hour session, we will:

- Explain the key differences between the two frameworks (new and old).
- Examine what has changed, what has stayed the same and identify the things that have become less important.
- Consider the implications for practice.
- Unpick what the changes mean for systems, practice and for staff teams.
- Provide an understanding of issues that currently appear with frequency within Requires Improvement and Inadequate inspection reports.

Please familiarise yourself with the new framework before attending the course.

Suitable For: Any Early Years Foundation Practitioners and Managers; Committee Members.

Date: Monday 30th September

Time: 6:00pm - 9:00pm

Venue: Gloucester - Venue to be confirmed

Cost: £30.00 for members / £45 for non members

Code: AUT01

Helicopter Stories With Trisha Lee



We are excited to be running another 'Helicopter Stories' training day with Trisha Lee. The Helicopter Stories approach was pioneered by Vivian Gussin Paley and has been championed in the UK by Trisha Lee.

The approach harnesses the power of storytelling to inspire powerful learning outcomes in key curriculum areas, such as Communication and Language, Personal, Social and Emotional Development and early compositional skills in Writing.

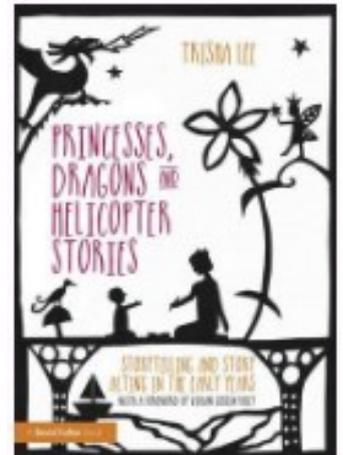
Why chose Helicopter Stories?

- It is an inclusive whole-class approach to learning that values every child's contribution.
- It engages creativity, boosts self-confidence and improves speaking and listening skills
- It promotes collaborative learning in a supportive, safe environment
- It allows children to explore the power of words, forming a bridge into the world of writing.

"Such a good course and I would highly recommend it to other settings. I loved the fact that the children from the setting next door were welcomed in and participated in 'live' training. It really showed the level of interaction you could achieve in such a small period of time and this was all with children that we (and Trisha) had not met before" (attendee of previous training)

You can find out more about Helicopter Stories at www.makebelievearts.co.uk

Copies of Princesses, Dragons and Helicopter Stories by Trisha Lee, an invaluable manual will be available to purchase on the day for £15.50



Dates: Wednesday 23rd October

Time: 9:30am - 3:00pm (please arrive from 9:00am onwards)

Venue: St Philip & St James Church, Larkhay Road, Hucclecote, Gloucester, GL3 3NS

Cost: £85 for Members / £105 for Non-Members

Code: AUT02

Please see Page 16 for details on our first Network Meeting on 3rd October which will focus on Helicopter Stories

Please note PATA's normal refund policy does not apply to bookings for Helicopter Stories, Planning In The Moment, Planning In The Moment Follow Up and Ofsted's New Inspection Framework courses. 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 7 days before the course date.

Full payment must be received within 7 days of the invoice date by BACS, cash (at the PATA office) or cheque.

Anna Ephgrave's 'Planning In The Moment' With Aliye Mpoko

We are excited to have another date for Planning In The Moment which on this occasion will be delivered by Aliye Mpoko who is trained and fully endorsed by Anna Ephgrave.

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)

Date: Monday 20th January

Time: 9am - 3pm

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

Cost: Members £85
Non-Members £110

Code: SPR01

Please refer to Page 5 regarding terms and conditions for this course.

'Planning In The Moment' Follow Up

This will be a great opportunity for you to share your experiences to date (both successes and challenges). Aliye will be on hand to clarify any areas of 'Planning in the Moment', discuss any barriers you have faced and the positives so far. The event is intended for you to hear from other settings so ideally we would like to encourage as many settings as possible to share their experiences. Each setting will be allocated a 5 minute slot to talk about how it's working for them and whilst this is not compulsory it will greatly enhance the session.

Suitable For: Anyone who is implementing or considering implementing Planning In The Moment and has previously attended Planning In The Moment training courses.

Date: Monday 20th January

Time: 4:00pm - 6:30pm

Venue: Gloucester - to be confirmed

Cost: Members £28 (additional attendees £20)
Non-Members £38 (additional attendees £30)

Code: SPR02

Please refer to Page 5 regarding terms and conditions for this course.

The Magic and Mystery of Children - Interacting With Intrigue

“Greg comes at the subject from a different angle and he makes you think. His approach is very different, it’s very interactive.”

Attendee of ‘Can I Go and Play Now ‘ Training April 2019

Course Aim: This course will explore the how, when, why, what and where to take your observations and interactions next.

Course Information: During the session we will discuss

- Observing and interacting effectively with young children
- How to move learning forward and evidence it can become unbalanced and time consuming.

Delivered by: Greg Bottrill, educationalist and author of the bestselling Early Years book ‘Can I Go And Play Now?’ in an exploration of how, why, when and what and where to take your observations and interactions next.

Suitable For: Any Early Years Foundation Practitioners and Managers.

Date: Monday 27th January

Time: 6:30pm - 8:30pm

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

Cost: £25 for members / £35 for non members

Code: SPR03

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 6th November

Time: 6:00pm - 8:30pm

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

Cost: £28.00 for members / £38.00 for non members

Code: AUT03

Parenting Partnership

Course Aim: The impact of high quality early years provision is significantly linked to the effectiveness of partnership with parents. Working in partnership with parents is central to the EYFS and encouraging practitioners and parents to work together can greatly improve a child's life chances. This workshop examines how we engage and involve parents with our setting and their child's learning journey. It will also provide practitioners with an opportunity for reflection and network with other settings to share good practice.

Course Information: We will discuss:

- How to build strong relationships with parents.
- How to engage hard to reach parents such as those with EAL; working parents; parents with disabilities.
- How with clear guidelines, expectations and communication between the setting and parents, difficult situations can be avoided.
- What parents do with their children has a great influence on their later outcomes and we will discuss how we can best use the home learning environment in order to give children the cultural capital they need to succeed in life.

By the end of the workshop you will have created a Parenting Charter for you to use within your own setting.

Date: Thursday 7th November

Time: 6:00pm - 8:30pm

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

Cost: £28.00 for members / £38 for non members

Code: AUT04

Understanding and Supporting the Anxious Child

Course Aim: To provide practitioners in early years settings with an understanding of how anxiety can impact on a child.

Course Information: During this workshop, we will:

- Explore anxiety and how the brain reacts to it;
- Have an opportunity to discuss how anxiety manifests in their setting;
- Consider how anxiety impacts on the behaviour of a child;
- Start to think about how to support a child with anxiety.

Delivered By: Colette Etheridge, an experienced counsellor and parenting practitioner

Suitable For: Any Early Years Practitioners from support staff to Managers

Date: Monday 11th November

Time: 9:30am - 12:00pm

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

Cost: £28.00 for members / £38 for non members

Code: AUT05

Risky Play (for Playworkers)

Course Aim: Risky Play is a natural part of children's play and children often seek out opportunities for engaging in challenging and so called risky play. This course will help you to gain a better understanding of the importance of Risky Play and its benefits.

Course Information: During the session we will look at the following:

- What is Risky Play?
- Types of Risky play
- Your role and responsibility as a practitioner undertaking risky play
- Exploring boundaries and learning about injury risk
- The balance between risky play and children's safety
- There will be the opportunity to gain hands on practical experience during the session!

The course aims to provide you with the information and confidence required to facilitate risky play within your setting, giving you an understanding of children and risky play and your role and responsibilities when risky play takes place.

Playwork is often undervalued as a separate discipline so we have developed this course to look specifically at this area and to support practitioners to develop their skillset.

Suitable For:

Anyone who works or volunteers with children in a playwork setting (Out of School Club) including breakfast, after school and holiday clubs who would like a better understanding of risky play and anyone who has attended our 'Introduction to Playwork' course.

Delivered by:

Nicki Woolway, a Level 3 qualified playworker with 9 years experience of owning and managing two play settings.

Date: Monday 2nd December

Time: 6:45pm - 9:15pm

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

Cost: £28.00 for members / £38.00 for non members

Code: AUT06



Promoting Positive Behaviour

Course Aim: To provide practitioners in early years settings with tools for dealing with behaviour and ways 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.

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

Introduction to Working With Children In The Early Years

Course Aim: A chance to find out what it's like to work with children, what goes on behind the scenes and get some practical experience. Be prepared to get your hands dirty!

Course Information: Approximately 20 hours worth of workshops/sessions and a discrete volunteering opportunity such as planning and delivering a Stay and Play session. Alongside this, intensive help and advice to access a longer term regular work experience opportunity in Early Years/Childcare setting and some on-line training which teaches underpinning knowledge.

Over the ten weeks you will learn about volunteering in an early years/childcare settings; child development; the role of the adult; the role of the volunteer; planning sessions and play activities; equal opportunities; ideas for and planning a play and stay session; Safeguarding; Career options and qualifications; Health and Safety; Paediatric First Aid taster; plans; playdough, clay and natural materials; paint, junk and sticky; Imaginative role play; Stories and music; The course also includes online Artemis training.

Suitable For: Anyone with an interest in working with pre-school children. A good refresher if you have worked with children before and are thinking of returning.

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



SEND Courses

Our suite of SEND courses are a series of linked sessions that will take place throughout the year. They can be accessed separately or as a series.

SEND (1 - 5) courses are 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.

Following feedback we have decided to combine 'SEND 2 and SEND 3' courses and the 'SEND 4 and SEND 5' courses this term so that they can be attended during the day.

We are also pleased to be running a SEND clinic this term where practitioners involved in SEND can talk about their specific cases on a 1:1 basis. This will be facilitated by Sara Watters and Paula Jones from The Milestones School.

SEND 2: Principles of Inclusion and the Local Offer and SEND 3: Areas of SEND and the Graduated Pathway

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

Practitioners will also 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

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

Date: Friday 18th October

Time: 9:30pm - 2:00pm

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

Cost: £48.00 for members / £58.00 for non members

Code: AUT07

SEND 4: Identification and Intervention and SEND 5: Behaviour: attention seeking or attachment seeking?

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) and to gain a better understanding of the causes of behaviour and how to manage it within a setting.

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.

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.

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

Date: Friday 29th November

Time: 9:30am — 2:00pm

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

Cost: £48.00 for members / £58.00 for non members

Code: AUT08

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

The course will consist of two sessions each of which will be 2.5 hours long. You will need to attend both sessions.

Suitable for: Any Early Years Practitioners and Managers.

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

Introduction to Autism

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 (LSW), 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 24th October

Time: 6:00pm - 8:30pm

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

Cost: £28.00 for members / £38.00 for non members

Code: AUT09

Autism: Supporting 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: Wednesday 13th November

Time: 6:00pm - 8:30pm

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

Cost: £28.00 for members / £38.00 for non members

Code: AUT10

SEND 'Clinic'

Sara Watters and Paula Jones, work at The Milestone School in the foundation department, working with children from nursery to year 4.

Sara is a lead practitioner with many years experience. She currently supports class teams within The Milestone School and mainstream settings. Sara regularly runs top tips training for learning support workers as well as supporting classroom practitioners.

Paula is the head of the foundation department, having worked in specialist settings for many years. Paula set up and ran an enrichment group for pupils from mainstream schools for many years. She now oversees the groups which run 3 times a week.

Sara and Paula have a wealth of knowledge between them and want to support mainstream nurseries and playgroups with the difficult and challenging task of writing targets to support My plans and the children working towards them.

The sessions will focus on developing these SMART writing skills and recognising the level of targets needed for individual children. Each setting attending will be offered a 20 minute slot during the first session to speak on a 1:1 basis about their cases, paperwork etc. with one of the course tutors. In the second session those attending will feed back their experiences based on the targets set. The group will discuss together to share their findings along with support from Sara and Paula.

Due to the nature of the Clinic spaces are limited (8 settings)

Date:	Monday 11th and 25th November	Time:	6:00pm - 8:30pm (11th Nov) 6:00pm - 8:00pm (25th Nov)
Venue:	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR		
Cost:	£58.00 for members / £68.00 for non members Code: AUT11		

Bespoke Support and Advice for Settings with Children with SEND

We are now able to offer bespoke support with any children with additional needs in your setting.

Sara Watters from The Milestone School is able to come to your setting and observe children with additional needs in mainstream settings and then support your staff with resources, ideas, training or signposting.

This can be done as a half day or full day. We have a limited number of slots available each term.

Cost £65 for a half day (plus travel expenses)* £115 for a full day (plus expenses)*

* travel time may be factored in to your time allocation.

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



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”

The following Roles and Responsibilities, Recruitment course and Performance Management courses will be delivered by Rebecca Flaxman, an HR consultant with extensive experience as a committee chairperson and Paula Hayball, PATA CEO who as well as Early Years specific knowledge has many years experience of delivering Performance Management.

We are also pleased to be running two new courses relating to Recruitment and Workplace Wellbeing.

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: Thursday 17th October

Time: 7:00pm - 9:30pm

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

Cost: £28.00 for members / £38.00 for non members

Code: AUT12

Workplace Wellbeing

More and more managers are dealing with issues of mental health within their teams and the new Ofsted Inspection Framework includes a requirement that "Staff consistently report high levels of support for well-being issues." With this in mind join Colette Etheridge, a counsellor and parenting practitioner to consider how best you can support your team and your workplace wellbeing.

Course Aim: To raise and increase awareness of mental health conditions such as anxiety and/or depression and consider how to support staff showing signs of mental health conditions.

Course Information: During this workshop, we will:

- Explore anxiety and/or depression and how the brain and body react to it;
- Have an opportunity to discuss how and where they may see anxiety and/or depression in the work environment;
- Think about how to start a discussion with somebody who may have anxiety and/or depression and avoid common pitfalls;
- Learn how to best support your team member showing mental health conditions.

Suitable For: Anyone responsible for the general and emotional wellbeing of staff members including Managers and Committee Members.

Date: Wednesday 20th November **Time:** 6:30pm - 9:00pm

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

Cost: £28.00 for members / £38.00 for non members **Code:** AUT13

PATA Member Network meetings

Following much demand, we are excited to be running our first PATA Member Network Meeting which will focus on 'Helicopter Stories'.

This Network Meeting will be the first of six we plan to run throughout the academic year which will be open to any PATA Members. They will provide a great opportunity to meet with colleagues from other settings and share experiences and expertise.

The first meeting will focus on Helicopter Stories and will be an opportunity to hear more about the concept and perhaps leave feeling inspired! If you attended the training session or are already doing it in your setting we would love you to come along and share your experiences - both the good and the bad! If you are new to Helicopter Stories and/or are thinking about attending a future training session then this session will be a great opportunity for you to hear from people who attended the training and have put it into practice in their settings.

The next Networking Meeting will be held on Tuesday 3rd December and the topic will be advertised shortly.

Suitable For: Anyone in a senior position in a setting - room leaders, managers, deputies and committee members.

Date: Thursday 3rd October **Time:** 4:30pm — 6:00pm

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

Cost: £10.00 for members **Code:** AUT14

Date: Tuesday 3rd December **Time:** 4:30pm — 6:00pm

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

Cost: £10.00 for members **Code:** AUT15

Recruitment, Selection and Resourcing Talent

Course Aim: To help you fill a vacancy in your setting with the least amount of anxiety and the greatest amount of success. We aim to provide the skills and confidence to identify the skills needed in your setting; then how to advertise, interview, select and document the process. This is about understanding the legal, ethical and professional methods for recruiting and helping you establish a robust and practical process.

Course Information: This relaxed and informative session will explore how to manage recruitment and selection activities effectively, efficiently and professionally. We will look at:

- Identifying the skills/attributes needed and effective job descriptions
- Advertising
- Screening CVs
- Alternative selection methods
- Interviewing – questions and techniques
- Documenting – dos and don'ts
- Probation periods

There will be time 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: Anyone involved in recruitment – managers, teachers and committee members.

Date:	Thursday 21st November	Time:	7:00pm—9:30pm
Venue:	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR		
Cost:	£28.00 for members / £38.00 for non members	Code:	AUT16

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, managers and committee members.

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

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, 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.

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

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, 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.

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

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 and Roles and Responsibilities: Key Facts for Your Committee.

Contact us to discuss your specific training requirements on 01452 541244

2nd Chance First Aid continue to support you by offering the ITC Level 3 Paediatric First Aid (QCF) course, which is OFSTED/ EYFS compliant and we are also found on the GCC recommended providers list.



Future courses can be found and booked via our website www.2ndchancefirstaid.co.uk and clicking on the "Available Courses" button at the top of our home screen.

We would also like to inform you of a course we have designed after feedback from previous courses.

3 Hour Paediatric First Aid Annual Update Training

Many of you have commented on courses that even with good quality training, 3 years is a long time to retain your First Aid knowledge. As a reaction to this we are now offering these short update courses to refresh and update your skills on a more regular basis.

Courses will be offered on a morning, afternoon & evening basis to suit. Booking can also be made via the website as above.

Telephone 01452 723150 Mobile 07855 473751
Giving you the skills to give someone else a 2nd chance



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.

Embedding Maths in the Curriculum: to provide the necessary skills to embed maths into the curriculum.

SEND courses: please see pages 14 and 15 for more information

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

An Introduction To Playwork: suitable for anyone working in an Out of School Club this course will help to develop and understanding of play and playwork settings.

An Introduction To On-Line Learning Journals (Tapestry): to provide a basic overview of the on-line learning journal Tapestry.

Going Deeper With On-Line Learning Journals (Tapestry): available to anyone who has attended 'An Introduction To On-Line Learning Journals (Tapestry) or who is already using Tapestry but who would like to gain more in-depth knowledge.

Boys will Be Boys? Closing the Gap: this course helps to gain a deeper understanding of how boys learn strategies to channel their energy using practical ideas and reflective practice.

Using Symbols and Visual Systems to Support Communication in Early Years: to provide the necessary skills to both understand and successfully use symbols and visual systems to support children with Speech, Language and Communication difficulties including supporting children with English as an additional language.



Other courses available

Using Signs to Support Communication: to support anyone to understand the benefits of using signs to support and aid children's language development and communication.

Manual Handling: this course helps to develop individuals understanding of the principles of manual handling to make work practices safer.

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

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.

Taking A Risk With Resilience: this course will help support practitioners in building resilience in young children and helping them to face future obstacles

Babysitting course: Do you know anyone who would be interested in Babysitting training to include First Aid Training?

In the Spring term we ran our first 6 week Youth Babysitting course (2 hour x 6 sessions) which was extremely popular.

We are currently registering interest for this course. This is normally a 12 hour course (spread over 6 weeks). We can also offer this course as a bespoke course at Secondary Schools for a one off course price (for up to 16 pupils at any one time). The course can be run during the day, twilight hours or early evening to suit the schools needs.

If you are interested in any of these course as an individual or as a bespoke course for your School or Setting please contact training@pataglos.org.uk or telephone 01452 541244

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

If your setting is a PATA member then all those involved in the setting are PATA Members – parents, staff, committee and volunteers. 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 form in this training programme (photocopy as required) or print from the PATA website. Your place is only confirmed once we have received payment.

For enquiries telephone 01452 541244

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. Payment must be made at the time of booking or in accordance with the dates stipulated on the invoice.

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 or more working days before the start date = 100% refund.
- 10 - 14 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.

Due to the costs involved in reprinting and posting certificates, a £5 admin fee may be charged in the following circumstances:

- **Changing the person attending the course**
- **Errors on the booking form (e.g. spelling a name wrongly where this results in needing to re-print certificates)**
- **Payment in full not received 24 hours before the course start time.**

PLEASE NOTE THAT OUR NORMAL TERMS AND CONDITIONS DO NOT APPLY TO ANY ANNA EPHGRAVE OR HELICOPTER STORIES COURSES. See page 5 for details.

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