

www.pataglos.org.uk

Training and Continuing Professional Development Programme

Jan - Mar 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



New Courses - Coming Soon...

Boys will be Boys

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.

Cohort Tracking

Cohort trackers are the tracking tools used by all early years professional 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.

If you would like to attend either of these courses please call us on 01452 541244 or email training@pataglos.org.uk to register your interest.

Bespoke training opportunities including Inset days or twilight sessions

- Can't get to our training centre in Gloucester?
- Do you have several staff members who would benefit from training on an Inset day?
- Are you part of a local group of settings with similar training needs?
- Do you need bespoke training on something 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.

PATA recently delivered bespoke training to Kings Stanley Playgroup based in Stroud who said of the course: ***"The (staff) have been in touch to say thank you. Their minds are a-buzz with ideas and things they can modify and improve. The training was superb, with lots of knowledge that went beyond the subject area"***

Contact us to discuss your specific training requirements on 01452 541244



Training Course	Date	Time	Page
Introduction to Children's Play*	Thursday 4 January	6.30pm - 8.30pm	5
Working With Children**	Monday 15 January	9.30am - 11.30am	4
Roles and Responsibilities: Key Facts for Your Committee	Thursday 18 January	7.00pm - 9.30pm	12
Simple Ways to Embed ICT in Your Early Years Setting	Wednesday 31 January	10.00am - 12 noon	11
Performance Management (1) - Supervisions and Appraisals	Monday 5 February	7.00pm - 9.30pm	12
Curiosity Ignites Learning	Wednesday 7 February	10.00am - 12 noon	11
Introduction to Tapestry	Tuesday 20 February	7.00pm - 9.00pm	9
Performance Management (2) - Improving Performance Plans	Monday 26 February	7.00pm - 9.30pm	13
Using Signs for Communication	Thursday 1 March	10.00am - 2.30pm	6
Roles and Responsibilities: Key Facts for Your Committee	Monday 5 March	7.00pm - 9.30pm	12
Planning for Ofsted	Monday 12 March	10.00am - 2.30pm	8
EYFS in Action	Thursday 15 March	7.00pm - 9.30pm	10
Promoting Physical Development in the Early Years	Friday 16 March	10.00am - 12 noon	11
Performance Management (3) - Conducting Interviews and Disciplinary Meetings	Monday 26 February	7.00pm - 9.30pm	13
Learning More About Tapestry	Tuesday 27 March	7.00pm - 9.00pm	9

* A six week course ** A four week course

For First Aid Training please contact 2nd Chance First Aid
Telephone 01452 723150 Mobile 07855 473751



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.

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

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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.

We are now delivering bespoke courses to whole staff teams at their settings and this is 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 3 for more details.

Working With Children

Course Aim: To give students excellent underpinning knowledge on working with children and the options and opportunities to explore further training and career paths.

Course Information: This four week course is a perfect follow on from our well established and successful Introduction to Children's Play course. Full of discussions, small group activities and time for personal reflection the course gives learners an opportunity to gain knowledge and understanding of:

- The Early Years Foundation Stage Curriculum
- Up to date legislation and health & safety within early years childcare settings
- How to observe children and their interests
- Planning for play and the needs of the child
- Types of provision and career opportunities
- Their personal development and career planning

Also included in the cost is the ARTEMIS e-learning course (usual price £25). This programme has been developed by, and for, members of the children's workforce. It is a high quality e-learning package based on the seven induction standards developed by the Children's Workforce Development Council (CWDC). ARTEMIS will be completed in your own time and access to a computer is essential.

Suitable For: Anyone currently working or wanting to work with children. PATA recommend this course for anyone aiming to start a qualification in childcare, those working or volunteering in toddler groups/playgroups or in any early years settings.

The course is 4 sessions of 2 hours.

Date:	Monday 15th January (22nd, 29th, and 5th Feb)	Time:	9.30am - 11.30am
Venue:	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR		
Cost:	£65.00 for members / £85.00 for non members	Code:	SPR01

Functional Skills Maths, English and ICT (all Level 2)

**Do you require a Functional Skills Level 2 Maths, English or ICT qualification?
Do you want to develop your existing Maths, English or ICT skills or just refresh your current knowledge?**

If the answer to any of the above is 'Yes' then we are able to offer courses to help you.

If you are already an EY practitioner or are interested in becoming one, you will be aware that Level 3 Practitioners can now hold a Functional Skills Level 2 (Maths and English) in place of a GCSE. For teaching assistants although there are no current requirements for Maths and English qualifications many employers would prefer you to hold either a GCSE or a Functional Skills Level 2.

By attending our Functional Skills sessions our experienced tutor will equip you with the necessary skills to undertake your Functional Skills Level 2 exams. We offer a friendly and supportive environment with small groups and plenty of time with the tutor.

Please contact the office for more information on dates, times and costs and to register your interest.

We will be starting a ICT (Level 2) course after February Half Term.

Introduction To Children's Play

Course Aim: To raise students' awareness of the value of learning through play for young children and to gain skills to provide appropriate play activities.

Course Information: A very hands on practical course looking at play from the child's perspective, exploring why children need to play and how they learn from it. Learners will develop a folder of ideas, information, resources and recipes and be involved with other students in practical activities and discussions, sharing experiences and exchanging ideas. The course includes:

- Child development
- The role of the adult
- Health and safety
- Equal opportunities
- Practical play activities; using paint, natural and recycled materials, food and snacks, stories and music, playdough, developing imaginative play

Suitable For: Anyone currently working with, or wanting to work with children. It is a recommended pre-course activity for anyone aiming to start a qualification, run a toddler group or volunteer in any early years profession. It is also suitable for parents who want to better understand play and to improve play with their children at home.

Our next planned course is shown below but please contact the office for further information about future dates and venues on 01452 541244.

If you are interested in hosting a course please let us know. This course can be tailored to suit learners needs so could be run as 6 sessions of 2 hours, 4 sessions of 3 hours or however would be suitable for you.

Date:	Thursday 4th January (11th, 18th, 25th Jan & 1st & 8th Feb)	Time: 6.30pm - 8.30pm
Venue:	Beacon Children's Centre, Valley Gardens, Kingsway, Gloucester GL2 2AR	
Cost:	£80.00 for members / £130.00 for non members	Code: SPR02

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

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.

Date: Thursday 1st March

Time: 10.00am - 2.30pm

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

Cost: £55.00 for members / £90.00 for non members

Code: SPR03

Introduction to Autism in Children

Course Aim: To develop 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.

The session will be lead by Sally Thomas M.Ed: Autism in Children, who is herself a grandparent of two children with autism.

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

Please see our website or contact the office for dates and times.

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.

The session will be lead by Sally Thomas M.Ed: Autism in Children, who is herself a grandparent of two children with autism.

Please see our website or contact the office for dates and times.

Planning for OFSTED

Course Aim: To support settings and practitioners in preparing for inspection in order to help raise or maintain current Ofsted ratings.

Course Information: This course will provide you with an overview of the Common Inspection Framework 2015 as well as to consider the current practice within your own setting in line with the four inspection categories and the self-evaluation process.

On completion of this course you will

- Be able to identify the significant changes to the inspection framework.
- Gain an understanding of all inspection areas.
- Reflect on your setting's current provision and identify areas for development.
- Have an awareness of Ofsted's requirements regarding safeguarding, Prevent Duty and Fundamental British Values.

Suitable For: Anyone working within an early years setting and/or responsible for ensuring the quality of provision within an early years environment, including staff, committee members and childminders as well as individuals seeking career development opportunities.

Please note that the requirements for Out of School Clubs to be delivering the EYFS learning and development areas have been removed.

Date: Monday 12th March

Time: 10.00am - 2.30pm

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

Cost: £45.00 for members / £80.00 for non members

Code: SPR06

Mocksted

We have developed a new service offering a mock Ofsted 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.

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



An Introduction to Tapestry

Tapestry is an innovative, interactive online learning journal which helps practitioners to capture children's experiences as well as monitor development and learning. This unique journal can be shared online with parents, who are able to see special moments and view their child's progress.

Course Aim: To provide a basic overview of the online learning journal Tapestry

Course Information: During the session we will discuss the basic working of Tapestry, including setting up a learning journal, writing observations and setting up staff and parent access. We will also consider safeguarding and permissions.

Suitable For: Anyone new to Tapestry or who is thinking of introducing Tapestry in to their setting.

Date: Tuesday 20th February

Time: 7.00pm-9.00pm

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

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

Code: SPR07

Learning More About Tapestry

Tapestry is an innovative, interactive online learning journal which helps practitioners to capture children's experiences as well as monitor development and learning. This unique journal can be shared online with parents, who are able to see special moments and view their child's progress.

Course Aim: To provide an overview of some of the functions Tapestry has outside of the basic learning journal, including Cohort tracking and setting overviews.

Course Information: During the session we will consider the additional ways in which Tapestry can help you as a setting. Please bring along any questions you may have regarding Tapestry's functions and we will help you to find the answers.

Suitable For: This is for anyone who has attended our 'Introduction to Tapestry' training or who is already using Tapestry but would like a gain more in-depth knowledge.

Date: Tuesday 27th March

Time: 7.00pm-9.00pm

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

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

Code: SPR08



New courses!

Our team of tutors are constantly looking for new ways in which we can support settings and improve practice around the county. On this page we have four new courses which will be running for the first time this term.

These have been developed in response to feedback from settings and learners and we hope you will find them useful.

Also see the inside cover for details of two further courses which we will be running soon.

EYFS in Action

Course Aim: To understand and employ the skills to observe, plan and evaluate the EYFS in action.

Course Information: During this session we will discuss the EYFS in depth – the standards for the learning, development and care of children from birth to 5 years old. Our guest speaker, Laura Gallop, an EYFS local School Teacher will be present to answer any questions you may have.

We will consider the following areas:

- Planning to ensure progress for every child.
- Observation methods explored and how to identify appropriate next steps.
- Implementing challenge.
- Cohort tracking.

Suitable For: Any Early Years Foundation Practitioners and Managers.

Date: Thursday 15th March

Time: 7.00pm-9.00pm

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

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

Code: SPR09

Curiosity Ignites Learning

Course Aim: To ignite passion and to utilise small parts and provocations to support and extend children's play

Course Information: This is a very practical, hands on course which will cover:

- Providing resources to support inquisitive, curious and capable little learners.
- Exploring natural and authentic resources.
- Implementing this on a budget.

Suitable For: Any Early Years Practitioners.

Date: Wednesday 7th February

Time: 10.00am - 12 noon

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

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

Code: SPR11

Promoting Physical Development in the Early Years

Course Aim: To ensure that physical development is implemented successfully in your setting

Course Information: A recent report has highlighted that British children exercise less everyday than prisoners! It's vitally important that physical development is successfully promoted in your setting so during this session we will:

- Consider the foundations of physical development.
- Baseline the children and assess their basic foundations of movement.
- Look at getting active and modelling good physical development.
- Discuss ideas to support and develop your practice.

Suitable For: Any Early Years Foundation Practitioners.

Date: Friday 16th March

Time: 10.00am-12.00 noon

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

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

Code: SPR12

Simple Ways to Embed ICT in Your Early Years Setting

Course Aim: To gain a better understanding of how to embed ICT in a fun and captivating way to facilitate learning in the Early Years environment.

Course Information: During the session we will consider:

- Appropriate apps to use every day.
- 'Talking Tins' and talking clip boards, microphones.
- Educational resources, Cameras, Bee Bots, Chatter Trackers and Easy Ears.

Suitable For: Any Early Years Practitioners.

Date: Wednesday 31st January

Time: 10.00am-12noon

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

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

Code: SPR10

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? Join us for this course which 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 extensive 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 18th January OR Monday 5th March

Time: 7.00 - 9.30pm

Venue: Jan - South Cerney Playgroup, Cirencester or March - PATA Centre, Gloucester

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

Code: SPR13 OR SPR14

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 5th February

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: SPR15

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:

- Brief review of one-to-one/supervision documentation and SMART objectives.
- 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 26th February

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: SPR16

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 19th March

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: SPR17

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.

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 all forms please follow the instructions on the bottom of the form for printing, emailing or posting applications as well as any course payment requirements for booking.

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 and details of who must be provided during the application stage.

Short courses/workshops: Payment must be made at the time of booking for short courses and workshops, other arrangements apply for longer courses (national qualifications).

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.

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 page 15

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