Early Years Continuing Professional Development

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Introduction

The Royal Borough of Kensington and Chelsea Early Years Consultancy Service (EYCS) is committed to improving outcomes for all children who live in the borough. We believe that only good quality experiences in early years and childcare will improve outcomes and close the gap for children and young people who are disadvantaged.

The EYCS places positive outcomes for children at the heart of their work and to this end work closely with settings to support them to have high expectations of children and to develop their learning. The EYCS provides a core offer of support for providers with regular on site visits, bespoke action plans, preparation for inspection support, role modelling, developing positive learning environments, as well as provider forums, networking events and up to date advice and guidance on policy.

Good quality early years and childcare provision can have a significant impact on children’s development, performance at school and their future life chances. It is important that the childcare workforce have the necessary knowledge, skills and understanding to support children's learning. Furthermore, it is essential that the workforce constantly seek to develop their skills and understanding that in turn will have a positive impact on the early education they provide.
The Training Offer

The Royal Borough’s Early Years Continuous Professional Development programme (CPD) is a well-regarded and successful programme offering training to over 500 practitioners per annum either at our training venues or in house training courses and network events. The CPD programme is designed to help Ofsted registered early years and childcare providers (including childminders), children’s centres and independent sector providers meet the Early Years Foundation Stage (EYFS) and Ofsted minimum requirements. The programme is informed by recommendations from Ofsted inspections, feedback from the sector, training requests, statutory requirements, legislation and local priorities. Our experienced trainers provide engaging, interactive high quality learning opportunities, and our evaluations show that their teaching styles are highly regarded, stimulate learning and have lasting impact that affects positive change in practice.

From Autumn 2017, the Royal Borough’s CPD can be accessed by providers operating in other boroughs, offering competitively priced training and support that can enhanced your provision. This brochure gives an overview of the training opportunities on offer and you will find the training price list on the back page, as well as the link to booking these courses.

Please note that some of these courses may not necessarily run each term. If you require one of these courses but it does not appear on the latest training calendar please forward your request to EYTraining@rbkc.gov.uk

“Thank you so much for coming in to our nursery yesterday, as always your advice is so sound, valuable and much appreciated.”

“The trainers were very supportive and we will use their advice to take a more holistic approach when making judgements. We will also endeavour to involve the children more.”

“It was incredibly helpful and we can’t thank you enough for dedicating so much of your precious time to helping us. Your knowledge is amazing and we really appreciate all the support you give us.”

“It was an extremely informative morning and I hope you can keep doing what you’re doing because you are a huge asset to everyone in education in RBKC.”

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Early Years Courses Outline

Assessing Children’s Learning from the Start (half day workshop)

Target Audience: Childminders

Course Overview: This workshop will help you to become aware of the statutory requirements in relation to assessment, including how to assess children’s starting points. It will help you to develop observation and assessment skills to identify children’s progress in relation to the Early Years Outcomes framework. It will explore the role of the key person and their responsibility in supporting children to progress. It will also identify links to the Common Inspection Framework (Ofsted).

Basic Safeguarding (half day workshop)

Target Audience: All Early Years Practitioners including childminders.

Course overview: This is an introduction to safeguarding arrangements within a setting.

The course looks at definition and types of abuse, reporting arrangements and the safeguarding requirements as set in the EYFS document.

Behavioural Management (half day workshop)

Target Audience: All Early Years Practitioners including childminders.

Course overview: This course looks at the child as a whole and the reasons behind challenging behaviour, how you can promote positive behaviour and different strategies you can use to tackle challenging behaviour.

Breach Awareness (full day workshop)

Target Audience: All Early Years Practitioners and Childminders

Course overview: General update on the key differences in the new Data Protection Act 2018 incorporating the General Data Protection Regulation, looking specifically at:

- Six data protection principles
- Consent
- Data subjects rights
- Data breach awareness including breakout session on breach scenarios
- Information Security including secure email
Bringing Books to Life (half day workshop)

**Target Audience:** All Early Years Practitioners including childminders.

**Course overview:** This course is looking at how you can use books within your provision in an interactive way.

The course will look at core books, how you can bring them alive, how you can link them to all areas of the provision, how you use books in your planning.

Building a Learning Journey (half day workshop)

**Target audience:** Early Years Practitioners including childminders.

**Course overview:** This course looks at the assessment requirements focusing both on on-going and summative assessments.

This course explores the structure of the learning records, the information that needs to be included, the input from parents and other professionals.

Capturing the Voice of the Child (half day workshop)

**Target audience:** All early years practitioners and childminders.

**Course overview:** This course is going to be looking at how practitioners need to capture the voice of the child when recording assessments. We will explore the significance of capturing the child’s voice, how it can enrich your assessment and complete the picture of the child. We will look at different ways that you can capture the voice of the child and we will explore methods of consulting with children and activities like sharing learning records.

Child Development Under 3s (full day workshop)

**Target Audience:** All early years practitioners and childminders

**Course Overview:** The aim of this course is for practitioners to gain an understanding of children’s development under the age of 3. The course will explore brain development in very young children, the role of attachment and key relationships on the development of very young children and the significance of the environment. We will be exploring in depth the three prime areas of learning and the key skills children should be developing in those areas and what you could be doing in your setting to support their development. We will be looking at each learning area and the progress and different skills you will be expecting to see as children develop.
Child Development Over 3s (full day workshop)

**Target audience:** All early years practitioners and childminders

**Course Overview:** The aim of this course is for practitioners to gain an understanding of children’s development for children 3+ and their development to the end of the EYFS. The course will explore brain development and the theory of mind in children, the role of relationships with their teachers and peers as well as the supportive role of the environment. We will be exploring the importance of the prime areas of learning: communication and language, personal social and emotional development and physical development acting as foundations for the specifics areas as for example literacy, maths, understanding of the world and expressive arts and designs. The course will focus on the change in social skills, self-confidence and language and how these support cognitive development and understanding.

Communication, Language and Literacy (full day workshop)

**Target audience:** All early years practitioners and childminders

**Course overview:** This course will explore how we support children’s unique identity, their abilities and potentials, their thinking language, communication and literacy. It will support early years’ practitioners to develop our understanding of the foundations of the communication, language and how this supports the development of literacy skills.

It will help practitioners analyse and develop skills and capacities to tune in, recognise cues, listen, empathise, and support children’s expressions, their language thinking and communication. The course will look at different strategies in interactions with children, as well as the concept of sustained shared thinking and how this supports different aspects of development. It will help them recognise key moments and the emergence of reading and writing. Lastly, it will help them to reflect on how they connect and relate with children.

The course will look at how we communicate and understand about ourselves and the world around us through direct interaction with the key people in our lives and through active engagement with the environment around us. It will explore how children look, listen, imitate, play, explore, discover, pretend and learn, quickly developing an understanding of non-verbal cues like facial expressions, tone of voice and gestures and then progress into understanding spoken language (receptive speech) and the meaning of words. The next stage would be exploring the importance of the foundations for the development of key literacy skills as for example the importance of sharing books as well as developing a phonological awareness and linking letters to sound to then exploring emergent writing and writing.
Creativity and Critical Thinking (full day workshop)

**Target audience:** All early years practitioners

**Course overview:** This course examines one of the EYFS key characteristics of early learning. It considers the differences between creative and critical thinking and explores what provokes children to think in these different ways. Through the use of DVD material it enables practitioners to consider the impact of their own practice, and the environment they provide, on children’s thinking.

**Issues Addressed:**
- Creative and Critical thinking - what are the differences between them?
- How do children demonstrate creative and critical thinking?
- What provokes children's thinking?
- Having their own ideas/Making links/Choosing ways to do things
- Planting an idea rather than interrogating with questions
- Interactions that support creative and critical thinking

Developing and Supervising Your Staff Team (half day workshop)

**Target Audience:** Leaders, Managers and proprietors

**Course Overview:** This course will be focusing on retention, development and supervision of staff. The workshop will support you in gaining skills in giving feedback, coaching and mentoring and exploring mind-sets for empowerment and development of their staff during supervision. It will also support you in considering what supervision is, when to do it and the mechanics of how, as well as what quality supervision looks like.
Evaluating Your Practice (half day workshop)

**Target audience:** All early years practitioners and childminders

**Course overview:** This course will support you in reflecting how your early provision is offering high standards of care and education. It will explore how you involve your stakeholders and the monitoring systems you use like any regular audits to monitor and evaluate the provision. These audits should highlight areas of development. By standing back and evaluating the provision, it can help monitor the impact the environment has on the level of teaching, learning, and assessment. With the Ofsted SEF not being a requirement for early years’ providers Ofsted are very keen to see how managers regular evaluate the early year’s provision, and the systems they put in place to do this.

There course is going to examine the different types of ways to evaluate and monitor yours early year’s provision; like for example environment audits, peer observations are perfect for observing practitioners practice. It will look how you use findings from these audits to include in an action plan or an improvement plan. Having information documented is a great way to show Ofsted that managers and practitioners are consistently monitoring and evaluating the provision which is one of the key leadership skills.

The course will also look at a review of documentation, how you monitor the quality of your teaching and outcomes for children as well as how your support children’s well-being, routines and transitions.

It will explore how you are analysing how the learning is delivered if the children are making good progress, if the teaching delivers your educational ethos and lastly if the level of emotional care and the quality of the environment being offered are often also considered. This should then support you in putting together a realistic and achievable development plan.
Early Years Courses Outline

**EYFS: Level 1: Introduction to EYFS**
(half day workshop)

**Target audience:** All early years practitioners and childminders

**Course overview:** This course provides an introduction to the Early Years Foundation Stage (EYFS) (2018). Early Years practitioners will develop a greater understanding of the framework. Through activities and resources, they will develop the knowledge and skills to support them in the implementation of the framework in practice.

The course will explore the different parts of the EYFS framework. It explores: a) the assessment section and statutory requirements for specific ages, b) the learning and development requirements including the seven areas of learning and how these are broken down in age related expectations in the Early Years Outcomes framework and c) the different sections of the Welfare Requirements and how these set the regulations for different aspects of practice and influence the care arrangements for the children.

**EYFS: Level 2: Observation and Assessments**
(half day workshop)

**Target audience:** All early years practitioners and childminders

**Course overview:** This course will explore the complete cycle of how we observe and assess young children and how we use this information to develop this information in planning in order to support the next steps in children’s development enable them to make good progress.

The course will look at the importance of observation, the key information it needs to capture about the children as for example the children’s interests and the significance of learning. It will support practitioners to develop the skills to make accurate observations that they can efficiently use to plan quality experiences for your youngest children, in an environment that both inspires and challenges them.

The course will look at how effective observations can be linked to accurate assessment that would provide reliable data to support early years’ practitioners in evaluating the experiences they are offering to children and help them identify children’s progress. The course will look at Ofsted’s expectations in relation to the quality of observations and assessments. It will give practitioners an opportunity to practice their skills in writing meaningful observations and support them in planning for new learning, which can then be seen in future observations and so the triangle of observation, assessment and planning joins up!
**EYFS Refresher (half day workshop)**

**Target audience:** Early Years Practitioners new to EYFS including childminders.

**Course overview:** This is a workshop that look at the EYFS document and its different components and how it defines and influences practice.

The course explores the safeguarding and welfare requirements, the expectations and responsibilities around assessments and the learning and development requirements.

**Financial Modelling for Sustainable Business (half day workshop)**

**Target audience:** Leaders, Managers and Childminders

**Course overview:** Financial modelling sounds like a very dry topic and activity but this new workshop aims to turn it into an easy and accessible tool that can help you plan the best delivery model to meet the needs of your children and your business.

The workshop will cover the following:

- Building a clear financial picture of your current business position
- Identifying gaps and delivery practices that are risky
- Identifying a break even point for each part of your model
- Exploring how one part of the model might subsidise another
- Building in charges for services
- Getting the right age group mix
- Getting the best staffing mix
- Identifying opportunities for expansion and partnerships within these

**GDPR Workshops NDNA (half day workshop)**

**Target audience:** All early years practitioners and childminders.

**Course overview:** This GDPR course will provide a clear explanation of the new regulation in easy to understand language, the implications of the new rules and what settings need to do to be compliant with the new legislation. Key topics involve:

- GDPR regulation explained
- What areas GDPR covers
- GDPR implications for the Early Years Sector
- What you need to do to be compliant
Getting it Right at Recruitment (half day workshop)

**Target Audience:** Leaders, Managers and proprietors

**Course Overview:** This course is going to be focusing on recruitment of early years’ practitioners and the processes you need to put in place to get it right from the start. The workshop will support you in what you want staff to do in job posts and which skills, attitudes and personalities might fit with the rest of the team. It will support you in finding out how to generate relevant questions to discover if applicants fit the profile! It will also cover interviews, trial days and effective job descriptions and how these can help you to recruit the right staff.

Getting Ready for Ofsted (half day workshop)

**Target Audience:** Managers, deputies, leaders of learning and room leaders. A separate workshop is tailored for childminders.

**Course Overview:** This course will provide you with the right skills and information to prepare for a future Ofsted inspection.

**The aims of the course are:**
- To use the Ofsted inspection framework to prepare and plan your inspection
- To use the Ofsted documentation to help you evaluate and improve your practice
- To explore different types of evidence you can use to support your judgement

Growing Through Games (full day workshop)

**Target Audience:** All Early Years Practitioners including childminders

**Course Overview:** Play and games can be a powerful tool to help younger children understand their emotions and how they relate to others.

Through exploring modern research on the theory of play, this highly interactive workshop explores the use of group-based games through practice and discussion.

In-House Training (half or full day workshop)

**Target Audience:** All Early Years Practitioners

**Course Overview:** Our consultants can tailor your training needs into a bespoke offer, delivered over a half or full day. Some of our most popular in house delivered courses include Basic Safeguarding, Getting Ready for Ofsted and Tracking Children’s Development. Complete the on-line booking form (see link on the back page) and detail what you require for your setting.
Interacting or Interfering: The Role of the Adult in Early Learning (full day workshop)

**Target Audience:** All early years practitioners

**Course Overview:**
- Explore what constitutes ‘effective’ interaction
- Consider the importance of the learning environment as a context
- Examine how adults ‘tune-in’ to children’s current thinking in order to maintain learning momentum
- Discuss different strategies to employ when extending children’s learning in both adult-led and child-led situations

Introduction to Face Painting (full day workshop)

**Target Audience:** All early years practitioners

**Course Overview:** This course will introduce you to Face painting.

The course provides product knowledge and general information about product and equipment supplies. The course will give you basic application techniques and design skills. At the end of the day you will leave with the knowledge of how to paint at least 6 faces. Information will be given on how to develop these basic faces and to extend your repertoire. You will be presented with an industry recognised certificate at the end of your course. All paints, brushes sponges etc are provided for use on the day. A camera is a good idea to record your achievements and to use as a reminder of designs. Wet wipes or a flannel is a good idea as we do encourage each person to be painted, it is important to experience having your face painted. There will be the facility to purchase products on the day by cash or cheque payment only.

Introduction to SENDCO (two full day workshop)

**Target audience:** Early Years Practitioners that want to undertake the SENDCO role, including childminders.

**Course overview:** This is a course that will provide you with the right knowledge and skills to respond to the responsibilities of the SENDCO role within your setting.

The course looks at the SEND Code of Practice, your role in supporting SEN children within your setting, writing an IEP as well as differentiation and inclusive practice. The aims of the course are:
- To understand the process of an Education, Health and Care Plan
- To consider the best ways to work with parents / carers
- To plan for and manage SEN meetings and paperwork
Letters and Sounds (half day workshop)

**Target Audience:** All Early Years Practitioners including childminders.

**Course overview:** This course explores Phase 1 of the Letters and Sounds document and how you can put it into practice in order to support the development of early literacy skills with your children.

Let’s Get Messy: Encouraging Sensory Exploration with Under 3s

**Target Audience:** Childminders

**Course Overview:** This workshop will look at how messy play supports the sensory development of children. This course will explore how to encourage children's curiosity and learning through their senses. It will look at the use of different resources and practical activities.

Mark Making to Writing (half day workshop)

**Target Audience:** All Early Years Practitioners including childminders.

**Course overview:** This course is looking at the progression from mark making into writing.

The course will explore the stages of mark-making and writing and how to support children's early writing skills through physical development, play and practical experiences.

Maths in Early Years (half day workshop)

**Target Audience:** All Early Years Practitioners including childminders.

**Course overview:** This course will help you:

- To gain an understanding of Maths in early years
- To develop your knowledge on how you can support children’s mathematical development in your setting

Outdoor Learning and Understanding the World (full day workshop)

**Target audience:** All early years practitioners and childminders.

**Course overview:** Discuss the special nature of outdoor learning.

Review your role in enriching children’s experience of outdoors and their knowledge and understanding of the world.
Outdoor Play and Learning Workshop  
(full day workshop)  

Target Audience: All early years practitioners and childminders  

Course Overview: Discuss the special nature of outdoor learning. Review your role in enriching children’s experience of outdoors and their knowledge and understanding of the world.

Paediatric First Aid (full day workshop)  

Target Audience: All Early Years Practitioners including childminders.

Course Overview: This course content meets Ofsted requirements for first aid training in Early Years settings. All learners receive a paediatric first aid manual.

The blended paediatric first aid course is in 2 parts:

Part 1 involves completing our interactive e-learning module and can be done any time before you attend the face to face training. You will be sent a link to the e-learning module when you book this course.

Part 2 is a one-day face to face course where you will learn and demonstrate all the practical sections of the course.

Subjects covered include:

- Role of a first aider, accident reporting and the first aid box  
- Action planning in an emergency  
- Unconscious baby or child  
- Infant, child and adult resuscitation (CPR)  
- Infant, child and adult action for choking  
- Head injuries  
- Allergic reactions and anaphylactic shock  
- Treatment for bleeding, shock and burns  
- Treatment for sprains, strains and fractures  
- Poisoning, bites and stings  
- Eye, nose and ear obstructions  
- Childhood conditions  
- Asthma and respiratory infections  
- Diabetes, Sickle Cell Anaemia, Meningitis  
- Epilepsy and Convulsions  
- Hypo/Hyperthermia
Portage Awareness Workshop (half day workshop)

**Target audience:** All Early Years Practitioners and Childminders

**Course overview:** This is an introduction to Portage delivered by either an NPA Accredited Trainer or an NPA Regional Consultant. The NPA recommend that it is co-delivered with an NPA Parent Trainer.

The Portage Awareness Workshop aims to raise awareness, knowledge and understanding of the Portage Approach to working with children with additional needs and their families, and is suitable for a wide range of audiences including strategic leaders, middle managers, early years practitioners and parents.

Central to the course are the ‘Portage Principles’ and the ways in which these principles can be applied by the early years workforce both in the home and in settings.

The workshop looks at how developing Portage services in your area can help to address key priorities for local authorities in implementing the Children and Families Act 2014 and developing early education for two year olds with SEND. The NPA has set standards for the workshop content, and advises approximately half a day for delivery, however the length may vary according to audience and purpose.
Portage Workshop - A Small Steps Approach to Learning for Children with SEND (two day workshop)

Target audience: All Early Years Practitioners and Childminders

Course overview: This is a certificated training course delivered by National Portage Association Accredited Trainers.

The Portage Workshop is an introduction to the Portage Approach to working with children with additional needs and their families. The workshop is suitable for anyone interested in finding out more about the Portage model, including early years practitioners, therapists and parents.

Central to the course are the ‘Portage Principles’ and the ‘Three Circle Model of Portage’. The NPA has set standards for minimum workshop content and length. The Workshop has a core curriculum consisting of seven modules and must last a minimum of 2 full days plus a Follow Up session.

The Workshop consists of a Core Curriculum of seven modules:

- The Portage Model & its Relevance to Early Years Settings
- Helping Children Learn - Using Clear Language
- Helping Children Learn - Planning for Success
- Helping Children Learn - A Small Steps Approach
- Examples of Planning, Recording and Sharing
- Supporting the Development of Play

Positive Approaches to Children’s Behaviour Prevent Training (half day workshop)

Target audience: All early years practitioners and childminders.

Course overview: Prevent is the Government’s strategy to stop people becoming terrorists or supporting terrorism, in all its forms. Prevent works with individuals and communities by using voluntary early intervention to encourage them to challenge extremist and terrorist ideology and behavior.

Preparing for the New Inspection (half day workshop)

Target audience: All early years practitioners and childminders.

Course overview: This course is going to explore the changes in the new inspection framework. It would look at the new judgements and descriptors and how you can use them to collect evidence and prepare for your inspection. We will explore how you deliver your educational approach by looking into your curriculum, how you are putting it into practice and how you are measuring its success.
Reflective Practice Workshops (full day workshops)

Environment, planning and the role of the adult in supporting learning with Elizabeth Jarman, Tracey Seed and Neil Farmer.

**Target audience:** All early years practitioners and childminders.

**Course overview:**

**Environment**

- To explore the role of the environment in learning.
- How you use the Communication Friendly Spaces approach to maximise on your learning environment.
- Identify changes you can do in your setting to maximise on the learning.

**Planning**

- To explore use of the High-Scope - plan-do-review cycle to support children’s interests.
- To discuss the rational for planning and recall thinking.
- Demonstrate that choice and active learning go hand in hand.
- Understand how planning and recall thinking develops.
- Develop strategies, matched to the development of children.
- The role of the adult in supporting learning.
- Explore the role of the adult in interactions and teaching.
- Identify some of the main behaviours and characteristics involved in effective interactions.
- Reflect on any changes you need to do in your role.

Resilience: Wellbeing Without Words (full day workshop)

**Target Audience:** All Early Years Practitioners including childminders

**Course Overview:** Some children and young people find expressing themselves through words difficult, which can make understanding their needs and building their resilience much more difficult.

Our recommended introductory course, this workshop focuses on developing listening skills and creative, non-verbal ways to communicate effectively with young people. Participants will gain a deeper insight into children's behaviour by understanding more about their mental health, how they relate to adults, and how they communicate.
Safeguarding Children to Become Safeguarding Lead (full day workshop)

**Target Audience:** All Early Years Practitioners that undertake the safeguarding lead role including childminders.

**Course Overview:** This course content meets Ofsted requirements safeguarding.

This course will provide you with all the updated knowledge and skills you need to act as a lead in your setting.

The course explores: legislation and guidance and how they influence practice, serious case reviews and lessons learnt, reporting arrangements in case of a concern or a disclosure, allegation against staff, the prevent duty, CSE (child Sexual Exploitation) and FGM (Female Genital Mutilation).

Safeguarding Updates for Safeguarding Leads (full day workshop)

**Target Audience:** All safeguarding leads including childminders.

**Course Overview:** This course helps safeguarding leads to refresh and update their knowledge and skills in relation to safeguarding arrangements.

This course will revisit legislation, explore recent case reviews and will look at the expectations on relation to the Common Inspection Framework.

SENDCO Surgery (half day workshop)

**Target Audience:** All Early Years SENDCOs, including childminders.

**Course Overview:** This is a workshop to support you in your role as an early years SENDCO looking at strategies of how you can support children with SEND.

Supporting Children’s Development, Learning and Wellbeing Through the Expressive Arts (full day workshop)

**Target Audience:** All early years practitioners and childminders.

**Course Overview:** This course provides participants with an opportunity to engage with the expressive arts. It presents an in-depth learning working with the medium of music, movement, art and story to promote all areas of learning and the children’s wellbeing. The course will explore the importance of some of the expressive arts in supportive the development of the children’s well-being.
Supporting Children Through Trauma Workshop (half day workshop)

**Target audience:** All early years practitioners and childminders.

**Course overview:**
- Explore the impact of one-off shock trauma.
- Understand the different ways children respond to trauma.
- The importance of adults as a safe-space.
- Simple ways to regulate children’s trauma responses.

Supporting Children to Manage Feelings and Emotions (half day workshop)

**Target audience:** All early years practitioners and childminders.

**Course overview:**

**Workshop 1:** Understanding and managing challenging behaviour

**Workshop 2:** Supporting children with self-regulation

This course will explore why young children’s feelings are often intense and how children are taken over by emotions. It will investigate how children can find it difficult to manage feelings without adult support. This is why learning how to recognize and manage feelings is a very important part of children’s social and emotional development. Some of the aims will be: a) understanding that all sorts of feelings are normal, that they can be named, and that there are ways of handling them are the first things children need to learn about feelings as well as b) understanding that feelings affect behaviour and recognizing how this happens are important steps for learning to manage feelings.

This course will include the following areas: workshop 1: noticing and naming feeling, talking about feeling, creating a space for talking and understanding of difficult feeling and strategies and workshop 2: looking at strategies that can help children to manage their feelings through self-regulation strategies.
Supporting Children’s Mathematical Development and Encouraging Children’s Problem Solving (full day workshop)

**Target Audience:** All Early Years Practitioners and Childminders

**Course Overview:** This training offers participants a foundational mathematics experience. You will be able to gain an understanding of Maths in early years and how to promote mathematical development within your setting.

You will be reviewing your current practice, to consider the ways you can support children’s maths learning, through the enabling environment, activities, routines and interactions.

The course will be able to explore key milestones in relation to Maths and how you can use the environment as a supportive resource.

Supporting Children’s Wellbeing (half day workshop)

**Target Audience:** All early years practitioners and childminders.

**Course Overview:**
- Discuss early years development of a base state for wellbeing.
- Explore the emotional tone of the environment and the importance of warm responsive relationships.
- Understand whole brain integration (the neuroscience of emotions).
- Learn and begin to practice the NVC model observation, feelings, needs, requests; High/Scope SOUL strategy and six steps to conflict resolution in supporting children’s emotional regulation, problem solve and resolve conflicts.

Supporting ‘English as an Additional Language’ (EAL and Bilingual Children) (half day workshop)

**Target Audience:** All Early Years Practitioners including childminders.

**Course Overview:** This course will give you an understanding of the difference between EAL and bilingual children, stages of language development and the role of interactions and a language rich environment in supporting EAL and bilingual children in your setting.

**The aims of this course are:**
- To develop your knowledge on how you can support bilingual and EAL children in your setting
- To develop your understanding on how you can assess children’s language development
Supporting Mindfulness in Younger Children  
(half day workshop)

**Target audience:** All early years practitioners and childminders

**Course overview:** This course will look at different strategies and practices that can be used in supporting mindfulness in young children. It will explore how these can help children improve their ability to pay attention, to calm down when they are upset and to make better decisions. It will explore aspects of emotional regulation and cognitive focus. The course will include an introduction into the concept of mindfulness and its positive benefits for young children’s personal, social and emotional development and sense of well-being. It will also provide participants with practical examples of practising mindfulness with young children and looking at mindfulness practices. It will enable participants to develop an understanding of children’s emotions and using mindfulness strategies to help them regulate their emotions as well as looking at the child’s development and the influence on it more holistically.

Supporting Transitions in Early Years  
(half day workshop)

**Target audience:** All early years practitioners and childminders

**Course Overview:** The course will be exploring the processes of transitions across early years and how they should be viewed as period of adaptations as well as what we could be doing as early years’ practitioners to make transitions smooth for children and families. The course will be looking at the importance of communication and information sharing during transitions and the importance of preparation and gradual change. The aims of the of the course will be:

- To ensure curriculum continuity and quality provision between the Early Years Foundation Stage and across different settings.
- To increase understanding and confidence in sharing assessment information
- To look at how observations and use of interests and interactions a key tools for targeting teaching and learning
Teaching and Playing  
(full day workshop)

**Target audience:** All early years practitioners and childminders.

**Course overview:** This workshops examines how teaching and play are not separate but inter-related in the early years. It looks at examples of the practice when there is a balance between teaching and play and evaluates the difference that a balanced approach has to the learning and development of children. The course explores Ofsted’s definition of teaching, a definition of play and looks at how the two can be combined to support children’s development.

Tracking Children’s Progress  
(half day workshop)

**Target audience:** Managers, deputies, leaders of learning, room leaders, including childminders.

**Course overview:** The course looks at how you can capture children’s progress using a tracking tool.

**The course looks at how:**
- To identify tools that can help you to track the progress of the children
- To understand the importance of tracking and monitoring
- To understand the importance of using tracking information to plan your provision

Trauma Awareness Training  
(half day workshop)

**Target audience:** All early years practitioners and childminders.

**Course overview:** This training is designed for adults working with children who may be affected by trauma and/or bereavement following the Grenfell disaster.

Two-Year-Old in Focus  
(two full day workshop)

**Target Audience:** All Early Years Practitioners including childminders.

**Course overview:** This course involves a series of four 2.5hrs workshops looking in detail at all aspects of development of a two-year-old

The course looks at brain development, the prime areas of learning, as well as the role of the key person and the role of the environment in supporting the needs of this age group.
Understanding and Supporting Children’s Schemas (half day workshop)

**Target audience:** All early years practitioners and childminders.

**Course overview:** What are schemas and why do they matter? This course provides an introduction to understanding and supporting schemas and schematic play in young children. We will explore an overview of schemas with guidance on where they fit within the EYFS. We will look at examples of schemas and descriptions of common behaviour patterns, and these are set within the general context of child development. The intention is to help early years practitioners identify schemas and to understand both how important they are and the vital role they play in the growing child’s learning. The aim is to help practitioners to understand how they can develop, plan and resource activities which support children’s learning through experiment and play.

Understanding Boys (half day workshop)

**Target Audience:** All Early Years Practitioners including childminders.

**Course overview:** This course looks at the development of boys and understanding how they are different from girls in the way they learn and develop.

The course will provide you with knowledge on how boys learn including brain development and will explore how you will need to differentiate your provision to meet their needs for active learning.

Understanding Girls’ Development (half day workshop)

**Target audience:** All early years practitioners and childminders.

**Course overview:**
- Understand the development of girls reflecting on brain development and physical skills.
- Understand how to respond to the girls’ developmental needs.
- Provide experiences to promote girls’ development.

Understanding the Forest School Approach (full day workshop)

**Target audience:** All early years practitioners and childminders.

**Course overview:**
- Understanding some of the principles of the forest school approach.
- Understanding and appreciation for working with children in the outdoors.
- Branch out into curriculum-based, fun-filled activities outdoors.
- Involves outdoor activities (visiting outdoor space/park).
Understanding the Reggio Emilia Approach
(half day workshop)

Target audience: All early years practitioners and childminders.

Course overview: This course provides an introduction on the essential elements of the Reggio Approach to early childhood and its relationship to quality early years practice. The course will explore the key features of the Reggio Approach to early childhood and provides examples of practice in Reggio Emilia practice. It will provide practitioners with the relevant information about a key pedagogical respective on high quality early years practice in the EYFS. It will highlight some key ideas that practitioners can consider when reviewing and reflecting on their own practice mainly in relation to use of open ended materials, creativity and the role of the environment.

Using Social Media to Support Marketing your Childcare Business (half day workshop)

Target audience: Leaders, Managers and Childminders

Course overview: Parents increasingly use social media to search for childcare for their children and ensuring a high profile for your setting can help achieve the level of occupancy you need for a sustainable business.

If you are new to social media or even if you know quite a lot, this workshop will guide you through the steps you need to take to up your profile. It aims to:

- Get you thinking about what is key about your setting that you think will attract parents to bring their children to you
- Assist you to target your marketing to your setting’s needs at any given point in time
- Help you make your website a live and attractive tool for you
- Demystify the different social media platforms
- Demonstrate tools that will make the use of Twitter and Facebook a less laborious task
- Work on a strategy for keeping the platforms you use up-to-date up to date
Using the Montessori Approach within the EYFS (half day workshop)

**Target audience:** All early years practitioners and childminders.

**Course overview:**
- Understand the main principles of Montessori approach.
- Explore some of the benefits of this approach.
- Explore different resources and activities and the learning they promote.
- Use some of the Montessori resources and principles within your setting.

Working with Parents (full day workshop)

**Target Audience:** All Early Years Practitioners including childminders

**Course Overview:** Working successfully in partnership with parents and carers is essential to ensure the best outcomes for a child.

This workshop offers practical approaches to help manage this key relationship. Participants will be provided with practical strategies on how to remain calm and professional in challenging situations, whilst maintaining boundaries.

Working in Partnership with Parents (full day workshop)

**Target Audience:** All Early Years Practitioners including childminders.

**Course overview:** This course explores what it means to work in partnership with parents, how you engage with your parents in developing warm and respectful relationships.

The course explores the role of parents in their children’s learning, barriers around engagement, sharing a shared vision with your parents.
# Price List

Some courses are specifically listed below. All other course prices will be based on course length (e.g. half day)

<table>
<thead>
<tr>
<th>Training</th>
<th>Pay-as-you-go for out-of-borough providers (VAT exempt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paediatric First Aid (per place)</td>
<td>£80</td>
</tr>
<tr>
<td>Safeguarding Lead Level 3 (per place)</td>
<td>£80</td>
</tr>
<tr>
<td>SENDCO Workshop (per place)</td>
<td>£40</td>
</tr>
<tr>
<td>Introduction to SENDCO (two-day course per place)</td>
<td>£120</td>
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<tr>
<td>Half day workshop (per place)</td>
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<tr>
<td>Full day workshop (per place)</td>
<td>£60</td>
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<tr>
<td>Two full days workshop (per place)</td>
<td>£120</td>
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<tr>
<td>In-house Inset Training Half Day (per provider)</td>
<td>£300</td>
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<tr>
<td>In-house Inset Training Full Day (per provider)</td>
<td>£500</td>
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<tr>
<td>Interactive training event: two practitioners and up to eight children (two hours)</td>
<td>£170</td>
</tr>
<tr>
<td>Termly Training Calendar</td>
<td>FREE</td>
</tr>
</tbody>
</table>
RBKC Early Years training Terms and Conditions 2018-2019 for OOB providers

Practitioner/Participant Attendance
Practitioners/participants signed up to a course will be expected to turn up ready to learn at the stated start time advertised in the programme. For example, if a course starts at 9.15am practitioners/participants should aim to be at the training venue for 9am. This will ensure the course runs promptly on time and creates a better learning experience for the whole group without any unnecessary and avoidable interruptions. Our training courses are run from different sites across the borough and a member of staff will always be there to greet and escort you to your training room but may only remain on site until 30 minutes after the course has started.

The Facilitator
Facilitators will be prepared and ready to deliver the course promptly at the starting time stated in the programme. They will ensure ground rules are set before starting and will respond to different learning styles and support specific needs wherever possible. If you do have any specific needs or learning requirements, please email your requests to EYTraining@rbkc.gov.uk in advance of the course due to commence so that the course facilitator can be informed and accommodate where possible.

At the end of every course an evaluation form will be offered. We hope you can complete on the day as this helps us to continually review and improve the training experience and programme as a whole. We encourage practitioners to be as open and honest as possible when providing feedback.

Booking and Confirmation Process
Specified courses are listed within the early years training calendar on a termly basis. In order to book onto a course you need to submit a booking request via the link on each terms calendar.

You will be required to:
- Add your contact details
- Pick courses and provide participants’ names
- Specify any inset training requirements you may have

Any booking requests will be processed on a first come first served basis.

If there is a high demand for particular courses they may be repeated. If there is limited demand for a course then the Borough reserves the right to cancel the course.

Booking confirmations will be emailed at the beginning of each term. Inset training and interactive event confirmations will be made by the Early Years Consultants on an individual basis. Please note that inset training courses will be limited a maximum of 18 attendees. Any inset training required for bigger groups can be discussed with the Early Years Consultant but the costs may increase dependent on the number of trainers/facilitators/resources required.

Payment
Following confirmation of a course/training event booking, an invoice will be issued in the end of each term. The borough expects to receive payment within 30 days of the invoice date.
Cancellation Policy (all courses)

If a provider/participant is not able to attend a booked training course/event they must email EYTraining@rbkc.gov.uk to inform the borough of non-attendance, including the name of the setting and the participant/s names/s. A confirmation email will be sent in acknowledgement of the non-attendance notification.

If this notification is received five working days prior to the training date, a full refund will be given or the participants will be booked into the next available course if preferred.

Any cancellations received after this deadline will mean that the course/training costs will not be refunded.

We understand that there are sometimes unforeseen circumstances or unavoidable delays and extenuating circumstances will be considered on an individual basis.

In exceptional circumstances, RBKC reserve the right to cancel or rearrange any course where deemed necessary.

In these circumstances we will endeavour to give as much notice as possible.

Thank you for reading the terms and conditions!
If you are interested in booking a place on a course please book via:
https://www.surveymonkey.co.uk/r/EYTrainingSummerTerm201900B

If you have any other queries please email: EYTraining@rbkc.gov.uk