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Training and Continuing Professional Development Programme

Oct - Dec 2017



“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



Training Course	Date	Time	Page	
Planning for Ofsted	Friday	13 October	10.00am - 2.30pm	8
Everyday Maths for Early Years	Monday	16 October	7.00pm - 9.00pm	5
Roles and Responsibilities	Tuesday	17 October	7.00pm - 9.00pm	8
Promoting Positive Behaviour	Friday	20 October	10.00am - 2.30pm	6
Working with Children*	Monday	6 November	9.30am - 11.30am	4
Performance Management - Supervision and Appraisals	Monday	6 November	7.00pm - 9.00pm	9
Introduction to Children with Autism	Tuesday	7 November	7.00pm - 9.30pm	7
Using Signs for Communication	Wednesday	8 November	10.00am - 2.30pm	6
Autism in Children - Managing Behaviour**	Tuesday	14 November	9.30am - 1.00pm	7
Everyday Maths for Early Years	Thursday	16 November	7.00pm - 9.00pm	5
Performance Management - Conducting Investigations and Disciplinary Meetings	Tuesday	21 November	7.00pm - 9.00pm	9

Please note that not all courses are running in Gloucester

* A four week course
** This course is linked to Introduction to Children with Autism

Artemis: PATA is the endorsed provider in Gloucestershire 

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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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.



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 .

Recently, in response to specific need, we have delivered bespoke courses to whole staff teams at their setting. This is a great way for your group to receive high quality personalised training that offers great value for money. See page 10 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. 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. Access to a PC is essential.

The course is 4 sessions of 2 hours.

Date:	Monday 6th November (13th, 20th, and 27th)	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:	AUT01

Everyday Maths for Early Years

Course Aim: To explore the exciting links between maths and everyday activities, allowing settings to reflect on their current provision and how this can be improved.

Course Information: Young children learn best with hands-on experiences and your setting is brimming with opportunities to integrate maths into children's routines and activities. This practical workshop focuses on fun activities led by children's interests to develop mathematical awareness and concepts.

This session will:

- Develop activities that will support the development of number, shape, space and measures.
- Give opportunities to develop practitioner's confidence in planning for maths.
- Enable participation in fun activities to share with children in their settings.
- Discuss ways to adapt the use of available resources.

Suitable For: Early Years Foundation Stage practitioners working in schools, playgroups, nurseries, creches or children's centres with children from birth to five (end of their reception year) and those who are wishing to further their career or are currently studying towards Childcare qualifications

Please choose either Funbusters (Cam, Dursley) or PATA (Gloucester)

Date:	Monday 16th October @ Funbusters, Cam, Dursley	Time: 7.00pm-9.00pm
Date:	Thursday 16th November @ PATA, Gloucester	Time: 7.00pm-9.00pm
Venue:	Funbusters @ Cam Everlands School, Birch Road, Dursley, GL11 5SF	
Venue:	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR	
Cost:	£25.00 for members / £35.00 for non members	Code: AUT02F or AUT02P

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.

Please contact the office for further information on 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.

Promoting Positive Behaviour

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

This course covers all aspects of behaviour for children aged 2-11yrs providing links with the EYFS learning and development for PSE and Playwork Principles.

Course Information: This workshop will include scenarios and activities relevant to this age group and will explore the social and moral aspects of behaviour looking at:

- What is understood by the term 'behaviour'.
- What is appropriate and inappropriate - reasons and types of behaviour.
- Adult responses to behaviour.
- Strategies for managing behaviour.
- The benefit of focusing on positive behaviour.

Suitable For: Those working with children from 2-11 years including Early Years Practitioners, support staff such as Lunchtime Supervisors and Out of School/Breakfast club staff.

Date: Friday 20th October

Time: 10.00am - 2.30pm

Venue: PATA @ Penguins Preschool, Offas Mead School, Beachley Road, Sedbury, NP16 7DT

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

Code: AUT03

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: Wednesday 8th November

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: AUT04

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.

Date: Tuesday 7th November

Time: 7.00pm - 9.30pm

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

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

Code: AUT05

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. This course is only available to those who attended the course on 7 November.

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

Date: Tuesday 14th November

Time: 9.30am - 1.00pm

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

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

Code: AUT06

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: Friday 13th October

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: AUT07

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: Tuesday 17th October

Time: 7.00 - 9.00pm

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

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

Code: AUT08

Performance Management - 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 6th November

Time: 7.00am - 9.00pm

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

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

Code: AUT09

Performance Management - 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 - Supervision and Appraisals workshop. It is possible to attend this workshop as a stand-alone course, if you consider your one-to-one meetings to be adequately documented in order to support moving towards performance investigations.

Date: Tuesday 21th November

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: AUT10

2nd Chance First Aid would like to thank all PATA members that have used us for their First Aid training needs in the past.

We 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 NEW course we have designed after feedback from previous courses.



New 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.

We will be offering these courses on a monthly basis at our new training centre in Quedgeley for only £10 per attendee, meaning it won't break the bank!

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

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?
- 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.

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



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 11

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