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# Training and Continuing Professional Development Programme



January - March 2019

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

Statutory framework for the early years foundation stage Section 3.20



# PATA Training - here for you

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

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

## Bespoke training opportunities including Inset days or twilight sessions

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

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

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

**Contact us to discuss your specific training requirements on 01452 541244**



| Training Course  | Date      | Time        | Page             |    |
|--|-----------|-------------|------------------|----|
| Roles and Responsibilities:<br>Key Facts for your Committee                            | Tuesday   | 15 January  | 7:15pm - 9:45pm  | 8  |
| Introduction to On-Line Learning<br>Journals (Tapestry)                                | Tuesday   | 29 January  | 7:00pm - 9:00pm  | 11 |
| Introduction to Autism in Children   | Tuesday   | 5 February  | 6:30pm - 9:00pm  | 14 |
| Taking a Risk with Resilience  | Thursday  | 7 February  | 9:30am - 12:00pm | 4  |
| SEND 5: Behaviour; Attention Seeking<br>or Attachment Seeking?                         | Wednesday | 13 February | 6:30pm - 9:00pm  | 13 |
| Anna Ephgrave<br>'Planning in the Moment'  | Monday    | 18 February | 9:30am - 3:00pm  | 5  |
| Using Symbols and Visual Systems to<br>Support Communication                           | Wednesday | 27 February | 10:00am - 2:30pm | 15 |
| Going Deeper with On-Line Learning<br>Journals (Tapestry)                              | Monday    | 4 March     | 7:00pm - 9:00pm  | 11 |
| Performance Management (1) -<br>Supervision and Appraisals                             | Tuesday   | 5 March     | 9:30am - 12:00pm | 9  |
| Boys will Be Boys? Closing the Gap   | Thursday  | 7 March     | 6:30pm - 9:00pm  | 7  |
| Autism in Children:<br>Managing Behaviour  | Tuesday   | 12 March    | 6:30pm - 9:00pm  | 14 |
| Performance Management (2) -<br>Performance Improvement Plans                          | Tuesday   | 19 March    | 9:30am - 12:00pm | 9  |
| Promoting Positive Behaviour   | Thursday  | 21 March    | 10:00am - 2:30pm | 16 |
| Performance Management (3) -<br>Conducting Investigations and<br>Disciplinary Meetings | Tuesday   | 26 March    | 9:30am - 12:00pm | 10 |
| An Introduction to Playwork  | Thursday  | 28 March    | 6:45pm - 9:15pm  | 7  |
| Anna Ephgrave<br>'Planning in the Moment'  | Monday    | 1 April     | 9:30am - 3:00pm  | 6  |
| Helicopter Stories with Trisha Lee   | Wednesday | 15 May      | 10:00am - 3:30pm | 5  |

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

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

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## General Courses for Practitioners

In the conversations we have with members we are often prompted to think of new courses that would be beneficial or meet a training need. We welcome suggestions and requests and respond to these as much as possible. A result of one such conversation was the Anna Ephgrave Planning in the Moment course which was highly successful last term. As a result we have more dates with Anna and also a day exploring Helicopter Stories with Trish Lee who Anna championed.

Our 'Boys Will be Boys: Closing the Gap' course was over subscribed so makes a re-appearance and after several requests we've also developed a new course on building resilience in young children.

Do contact us if you have ideas or suggestions. We are here to support you!

## Taking A Risk With Resilience

**Course Aim:** To support practitioners in building resilience in young children and helping them to face future obstacles.

**Course Information:** This workshop looks at how our brain and body respond to stress and will discuss strategies which strengthen our children's abilities to survive a lifetime of challenges. Resilient children are braver, more curious and more adaptable; they know their limits and are able to push themselves outside their comfort zone. Resilience is something which can be nurtured in all children.

- What is resilience and how does it impact on our daily lives?
- What does a resilient person look like and what does a person lacking resilience look like?
- What factors may impact on a child's wellbeing?
- The importance of risk taking and the impact of helicopter parenting.
- Strategies and activities to build self-reliance in young children
- Reflect on our own practice and make changes.

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

**Date:** Thursday 7th February

**Time:** 9:30am - 12:00pm

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

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

**Code:** SPR01

# Helicopter Stories With Trisha Lee

We are excited to be running our first 'Helicopter Stories' training with Trisha Lee. The Helicopter approach, pioneered by Vivian Gussin Paley and championed in the UK by Trisha Lee, harnesses the power of storytelling. **Places are limited.**

In its simplest form, Helicopter Stories lets children dictate their stories which are written down verbatim, exactly as they are told, by an EYFS or Key Stage 1 practitioner. The children then gather around a taped out stage and the stories are acted out.

Alongside the simplicity of this approach is an ethos that is child-centred, creating a culture of curiosity and wonder at the dexterity of children's imaginings during both the telling and the acting out of their stories.

This holistic approach uses the power of storytelling to develop key curriculum areas such as creativity, communication and language, personal, social and emotional skills in the **Early Years and Key Stage 1 classroom**, giving children's stories a voice in a safe space.

### The course will cover:-

- A creative and holistic approach to learning
- Inclusive whole-class approach to learning that values every child's contribution
- Engaging creativity, boosting self-confidence and improving speaking and listening skills
- Promoting collaborative learning in a supportive, safe environment
- Allowing children to explore the power of words, forming a bridge into the world of writing

The course is highly interactive and includes a demonstration with a group of preschool aged children as part of the day. Every delegate who attends should leave the course able to try the approach with their children the next day if they so wish.

**Dates: Wednesday 15th May. Priority booking will be given to PATA members.**

**Time: 10am - 3:30pm (please arrive from 9:30 onwards)**

**Venue:** Gloucester - exact venue to be confirmed.

**Cost:** Members £85      Non-Members £105      **Code:** SPR02

Also available to buy on the day will be 'Princesses, Dragons and Helicopter Stories' by Trisha Lee which is an invaluable manual for the approach for £15.50.

How to book for Wednesday 15th May:

Member booking will open on Wednesday 12th December at 10am

Non member booking will open on Wednesday 19th December at 10am

**BOOKING IS ON-LINE ONLY. NO TELEPHONE BOOKINGS WILL BE TAKEN**

*Please note PATA's normal refund policy does not apply for these bookings. We are unable to give refunds or credits once a booking is made. We can, however, change the name of delegates attending up until midday Thursday 9th May*

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

# Anna Ephgrave

## ‘Planning In The Moment’

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

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

**Course Information:** The course will cover:

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

It will also touch on:

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

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

**Dates:** Monday 18 February - FULLY BOOKED

Monday 1st April - LIMITED SPACES REMAINING

**Time:** 9am - 3pm

**Code:** SPR03

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

**Cost:** Members £95 (for one attendee); £185 (for two attendees) ; £270 (for three attendees) ; £355 (for four attendees); £440 (for five attendees); £525 (for six attendees)

Non-Members £120 (for one attendee); £225 (for two attendees) ; £335 (for three attendees); £445 (for four attendees); £555 (for five attendees); £665 (for six attendees)

### How to book

**For Monday 1st April** please join the waiting list on-line. Bookings will only be taken online and will be allocated in strict time and date order. Invoices must be paid within 7 days of issuing or places will go to the next person on the waiting list.

*Please note PATA's normal refund policy does not apply for these bookings. We are unable to give refunds or credits once a booking is made. We can, however, change the name of delegates attending up until midday Wednesday 13th February (for the 18th February course) and Wednesday 27th March (for the 1st April course).*

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

# Boys Will Be Boys? Closing the Gap

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

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

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

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

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

**Date:** Thursday 7th March

**Time:** 6:30pm - 9:00pm

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

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

**Code:** SPR04

# An Introduction to Playwork

**Course Aim:** To develop an understanding of play and playwork settings.

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

- The importance of play
- Playwork principles
- Types of play
- Loose parts

The course aims to provide you with the information required for a induction into playwork, giving you an understanding of children and play, your role and responsibility of being a playworker and how to build good relationships.

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

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

**Suitable For:** Anyone who works or volunteers with children in a playwork setting including breakfast, after school and holiday clubs who would like a better understanding of playwork.

**Date:** Thursday 28th March

**Time:** 6:45pm - 9:15pm

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

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

**Code:** SPR05



# Committee and Management Courses

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

*Paula Hayball, PATA Chief Executive*

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

## Roles and Responsibilities: Key facts for your Committee

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

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

This session will:

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

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

**Date:** Thursday 15th January

**Time:** 7:15pm - 9:45pm

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

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

**Code:** SPR06

# Performance Management (1)

## - Supervision and Appraisals

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

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

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

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

**Date:** Tuesday 5th March

**Time:** 9:30am - 12:00pm

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

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

**Code:** SPR07

# Performance Management (2)

## - Performance Improvement Plans

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

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

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

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

**Date:** Tuesday 19th March

**Time:** 9:30am - 12:00pm

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

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

**Code:** SPR08

# Performance Management (3)

## Conducting Investigations and Disciplinary Meetings

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

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

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

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

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

**Date:** Tuesday 26th March

**Time:** 9:30am - 12:00pm

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

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

**Code:** SPR09

## Mocksted

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

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



## An Introduction to On-Line Learning Journals (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 into their setting.

\*Please note that this course is not endorsed by Tapestry but is run by an experienced practitioner and has been developed at the request of members who need support.

**Date:** Tuesday 29th January

**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:** SPR10

## Going Deeper with On-Line Learning Journals (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 'An Introduction to Online Learning Journals (Tapestry)' training or who is already using Tapestry but would like to gain more in-depth knowledge.

\*Please note that this course is not endorsed by Tapestry but is run by an experienced practitioner and has been developed at the request of members who need support.

**Date:** Monday 4th 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:** SPR11



# SEND Courses

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

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

**We will be running SEND 5 - Behaviour; attention seeking or attachment seeking? on February 13th. To register your interest for SEND 1 - 4 courses please email [training@pataglos.org.uk](mailto:training@pataglos.org.uk) or telephone 01452 541244**

## SEND 1 - Early Intervention

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

**Course Information:** During the sessions we will discuss:

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

## SEND 2: Principles of Inclusion and the Local Offer

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

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

## SEND 3: Areas of SEND and the Graduated Pathway

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

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

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

## SEND 4: Identification and Intervention

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

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

- Interventions
- SMART targets
- Agencies

## SEND 5: Behaviour; attention seeking or attachment seeking?

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

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

**Delivered by:** Fran Barber (a qualified teacher of 18 years with 11 of those being the designated Special Education Needs Co-ordinator for a Primary School. Fran is also the West Gloucestershire Schools Partnership Lead SENDCo.

**Date:** Wednesday 13th February

**Time:** 6:30pm - 9:00pm

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

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

**Code:** SPR12

# Introduction to Autism in Children

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

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

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

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

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

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

|   |                              |
|---|------------------------------|
| <b>Date:</b> Tuesday 5th February   | <b>Time:</b> 6:30pm - 9:00pm |
| <b>Venue:</b> Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR |                              |
| <b>Cost:</b> £25.00 for members / £35.00 for non members                  | <b>Code:</b> SPR13           |

# Autism in Children: Managing Behaviour

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

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

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

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

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

|   |                              |
|---|------------------------------|
| <b>Date:</b> Tuesday 12th March   | <b>Time:</b> 6:30pm - 9:00pm |
| <b>Venue:</b> Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR |                              |
| <b>Cost:</b> £25.00 for members / £35.00 for non members                  | <b>Code:</b> SPR14           |

# Using Symbols and Visual Systems to Support Communication in Early Years

**Course Aim:** This course will provide you with the necessary skills to both understand and successfully use symbols and visual systems to support children with Speech, Language and Communication Difficulties, including supporting children with English as an additional language.

**Course Information:** During the session we will discuss

- What are symbols and their role in communication?
- Symbolic development stages
- Examples of different symbols and visuals used for supporting communication
- Problem solving what to use and the reasons why
- How to successfully use symbols and visuals to communicate

**Delivered by:** Naomi Webber, Early Language Advisor, with 14 years Speech and Language Therapy practice experience with Early Years.

**Suitable For:** Any Early Years Practitioners and Managers.

**Date:** Wednesday 27th February

**Time:** 10:00am - 2:30pm

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

**Cost:** £45 for members / £80 for non members

**Code:** SPR15

# 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, Early Language Advisor, with 14 years Speech and Language Therapy practice experience with Early Years.

**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.

**This course can also be offered as a bespoke course at your setting with the option of a follow up session for Naomi to discuss the progress made and to help consider your next steps.**

To register your interest for this course please email [training@pataglos.org.uk](mailto:training@pataglos.org.uk)  
or telephone 01452 541244

# Promoting Positive Behaviour

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

The course covers all aspects of behaviour for children.

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

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

**Date:** Thursday 21st March

**Time:** 10am - 2:30pm

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

**Cost:** £45.00 for members / £80 for non members

**Code:** SPR16

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

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



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

## 3 Hour Paediatric First Aid Annual Update Training

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

We will be offering these courses on a monthly basis at our new training centre in Quedgeley for only £10 per attendee, meaning it wont 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*



## Other courses available

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

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

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

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

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

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

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

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

**Embedding Phonics in the Curriculum:** to provide the necessary skills to embed phonics into the curriculum.

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

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

# 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](http://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](http://www.pataglos.org.uk/membership) Other membership benefits include PATA Chatter newsletter, advice and information from PATA staff and useful publications including GDPR compliant sample forms and procedures.

## How to Book

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

**For enquiries** telephone 01452 541244 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](http://www.pataglos.org.uk/training) with links to book or booking forms available to download. New opportunities, extra dates and further information are added regularly.

Also see our facebook page for regular updates and news.



## PATA Short Course Bookings - Terms and Conditions

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

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

### Cancellation and non attendance

Notification of cancellation of a course or workshop by PATA:

- PATA reserves the right to cancel any course with insufficient numbers and will give 5 working days notice. A full refund will apply.
- If PATA have to cancel due to circumstances beyond their control and is unable to give 5 days notice then an alternative date/course will be offered prior to any refund.
- In some instances a **training credit** may be issued for cancelled/postponed learning – this will have an expiry date.

### Learner Cancellation - short courses and workshops:

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

**PLEASE NOTE THAT OUR NORMAL TERMS AND CONDITIONS DO NOT APPLY TO ANY ANNA EPHGRAVE OR HELICOPTER STORIES COURSES.**

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

# Booking Form for Workshops, Events and Short Courses



Please complete the following sections:

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

Title of Training: \_\_\_\_\_ Course Code \_\_\_\_\_

Date: \_\_\_\_\_ Venue: \_\_\_\_\_

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

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

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

Setting name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address of setting \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Are you a PATA member? YES/NO

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

## Section 3 Payment details

Total fee payable for \_\_\_\_\_ places: £ \_\_\_\_\_ Cheque/Bacs Date: \_\_\_\_\_

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