



Training Directory

Creating Quality Choices for
Children and their Families

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CONTENTS

	Page Number
Introduction	1
Criteria for Accessing Training	2
An Introduction to the Five Outcomes	3
The New Qualifications List (CWDC)	4
Qualification Levels	5
Early Years Professional Status	6
List of Courses	
Behaviour – Reflecting on Behaviour	8
Childminding – Pre-Registration Training	9
Child Protection - Awareness (NSPCC)	10
Safeguarding - Introduction	11
Safeguarding - Awareness of Child Abuse and Neglect (e-learning)	12
Safeguarding Children & Young People Level 2 – NCFE Certificate	13
Child Protection - Someone To Turn To (NSPCC)	14
Safeguarding Children & Young People - Award	15
Safeguarding Children & Young People - Certificate	16
Children’s Care Learning & Development NVQ Level 2	17
Children’s Care Learning & Development NVQ Level 3	18
Children’s Care Learning & Development NVQ Level 4	19
Early Years Foundation Stage Practice – Certificate	20
Equality, Diversity and Inclusion	21
Equality – All Together Now – Implementing a Single Equality Scheme	22
Everyone Join In (Childminders)	23
Everyone Join In (Practitioners in PVI’s)	24
First Aid – Paediatric (HDU)	25
First Aid – Paediatric (Wakefield College)	26
Foundation Degree in Young Children’s Learning and Development	27
Foundation Degree in Management for Children’s Care	28
Food Safety - Level 2 Award	30
Healthier Foods & Special Diets (Nutrition) - Level 2 Award	31
Health and Safety - Level 2 Award	32
Infection Control – NCFE Certificate	33
Makaton Beginners Workshop (Childminders)	34
Makaton Beginners Workshop (Practitioners in PVI’s and Childminders)	35
Playwork - NVQ Level 2	36
Playwork - NVQ Level 3	37
Portage Workshop – 3-Day Basic	38
Risk Assessment (Early Years)	39
Safe Handling of Medicines Level 2 - NCFE	40
Transitional Award - Early Years & Childcare for Playworkers	41
Transitional Award - Playwork for Early Years & Childcare Workers	42
Useful Contacts and Internet Resources	43

INTRODUCTION

Welcome to the April 2010 - March 2011 edition of the Training Directory from Family Services, Early Years Improvement Team. Its aim is to provide you with information about the training opportunities that are available for people working, or planning to work in the early education, childcare and play sector.

The directory includes details of nationally accredited qualifications. As you may be aware, OFSTED require the person in charge of the setting to have a level 3 qualification appropriate to the post and half the childcare staff must hold a level 2 qualification relevant to the post. The Government is keen to develop the workforce and is currently considering whether to make it a requirement by 2015 that practitioners working in early learning and childcare should have full and relevant qualifications of at least level 3. Information is included in the Training Directory on the new CWDC Qualifications List. **The CWDC are currently developing a new Level 2 Certificate for the Children and Young People's Workforce and a new Level 3 Diploma for the workforce.** These are planned to be available from August/September 2010. It will also be important to consider progression routes and higher-level degree qualifications for childcare practitioners to respond to the Government's current workforce development agenda. The Government aim continues to be a graduate in every full daycare setting (now defined as open for more than 4 hours per day, due to changes in registration) by 2015 and they are currently considering whether to make this a legal requirement. Information on relevant Foundation Degrees and Early Years Professional Status is included in the Directory.

The Directory contains information on training courses available and includes the name of the Training Provider delivering the training and a contact telephone number. Please contact the Provider directly to book a place on your chosen course or if you require any further information on course content, times, dates, venue and cost of the training etc. Some dates are included in the Directory but courses will be planned to meet demand and extra dates may be available.

The Service is committed to achieving a more highly trained workforce and has agreed to contribute 80% towards the cost of each candidate attending most of the courses listed in the Directory. The employer and/or the candidate will be required to pay the registration and certification costs for some courses e.g. NVQs. Some courses are free of charge. There is a proforma in the Directory for each training course on offer and this includes information on the cost of each course. All prices included in the Directory are correct at the time of going to press, however may be subject to change.

We hope you find this directory useful. However, if you have a training need that you do not feel is addressed here, or you would like to pursue a qualification through a distance learning option, please contact Cath O'Malley, Workforce Development Co-ordinator, on telephone (01226) 392403.

Best wishes from the Early Years Improvement Team.

CRITERIA FOR ACCESSING TRAINING AND SUPPORT THROUGH THE WORKFORCE DEVELOPMENT GRANT

A contribution of 80% towards the cost of most childcare training (with the exception of NVQs whose tuition and assessment costs are paid) will be met from the Sure Start Grant for individuals working in the Wakefield area who care for children in the following settings:-

- Childminders
- Out of school clubs
- Breakfast clubs
- Day care settings
- Pre-school playgroups
- Creches
- Holiday playschemes including 11-14 childcare providers
- Providers of wraparound care
- Home childcarers
- All staff employed by a Children's Centre involved in registered childcare development
- Extended Schools staff involved in registered childcare development

Individuals who are employed in Local Authority Early Years Foundation Stage settings and involved with the early education of children are eligible to access training and support through the Early Years Consultant team and their professional development programme.

Additional training opportunities linked to Government initiatives e.g. Communication, Language and Literacy Development, Every Child a Talker and the Early Years Foundation Stage will be available throughout the year. All settings and practitioners will be kept informed of available training being offered to the Early Years sector.

Settings and practitioners will also be kept informed of relevant training opportunities linked to the development needs of their practice. This will take place through regular contact with their Early Years Consultant and organised Network groups as part of the Early Years Consultant Programme.

Professional development, support and advice to promote and develop good practice in settings can also be provided through this team. For full details please contact the Early Years Improvement Team, Woolley Hall, Wakefield, on telephone 01226 392315.

AN INTRODUCTION TO THE FIVE OUTCOMES

The information included in this Training Directory takes into account legislation including Every Child Matters, the Children Act etc. These are based around a set of five outcomes for children.

The outcomes are:

- **Be Healthy:** enjoying good physical and mental health and living a healthy lifestyle;
- **Stay Safe:** being protected from harm and neglect;
- **Enjoy and Achieve:** getting the most out of life and developing the skills for adulthood;
- **Make a Positive Contribution:** being involved with the community and society and not engaging in anti-social or offending behaviour;
- **Achieve Economic Well-Being:** not being prevented by economic disadvantage from achieving their full potential in life.

Settings will be inspected against the five outcomes and will need to show how experiences are delivered to support the achievement of the outcomes.

Children's Services will also be judged on their contribution to improving outcomes for children.

Each training course on offer in the Training Directory includes information on the five outcomes that it contributes towards. I hope that you will find this useful when planning your training.

THE NEW QUALIFICATIONS LIST FOR THOSE DELIVERING THE EARLY YEARS FOUNDATION STAGE

The Children's Workforce Development Council (CWDC) is responsible for defining qualifications acceptable for registration and regulatory purposes. It has been reviewing the current early years and playwork qualifications and has now developed the New Qualifications List.

The CWDC has distributed this information to the Private, Voluntary and Independent sector and has a website and dedicated helpline to support the sector. The website address is <http://qualificationslist.cwdcouncil.org.uk>. The Qualifications List helpline number to assist with queries is 0300 123 1033.

From September 2009, the Qualifications List for those delivering the EYFS replaced the Early Years and Playwork Qualifications Database. If your setting is required to deliver the EYFS, you will be responsible for ensuring that all practitioners counted in the qualified staff ratios hold 'full and relevant' qualifications, as defined by the CWDC.

The CWDC has reviewed the criteria that qualifications must meet in order to be deemed as 'full and relevant'. Two sets of criteria are used, (mandatory and non-mandatory) and these can be viewed on the CWDC website. If practitioners hold qualifications that do not meet the mandatory criteria they will be required to undertake further training and assessment.

There is a requirement that current qualifications held by practitioners are audited to check that they are classed as full and relevant on the New Qualifications List.

The Qualifications List should also be used to check to identify whether practitioners are required to undertake any further training and assessment.

If further training is required this should be completed by September 2012. September 2009 – September 2012 will be the transition period for practitioners required to complete further training.

In the CWDC New Qualifications List Guidance it states that:

"Under the Statutory Framework for the Early Years Foundation Stage providers will no longer be able to submit an action plan to show how they intend to meet the qualification requirements but are expected to have the appropriate number of qualified staff in place" and

"Under the new inspection framework, the lack of suitably qualified staff will be reflected in inspection judgements where this has an impact on the quality of the EYFS".

For further information or clarification please visit the CWDC website or contact the helpline.

QUALIFICATION LEVELS

There are different levels of qualification suitable for every stage of your career. These are outlined below:

- ❖ **Foundation Level** For people with little or no experience of working with children. If you attend college you will be given work placements to gain practical experience or as an apprentice you will train while you work.

- ❖ **Level Two** For those who are working under supervision such as a Nursery Assistant or Playgroup Assistant working with children under five years or an assistant Playworker in an out of school setting.

- ❖ **Level Three** For those who work on their own initiative, planning and organising their own work and supervising others, for example, a Nursery Nurse, Playgroup Leader, Senior Playworker or a Childminder working on their own at home.

- ❖ **Level Four** For experienced practitioners who carry out complex and non-routine tasks such as a manager of an early years nursery or out of school setting or a development officer for a local authority.

- ❖ **Level Five (Foundation Degree)** For those working as senior managers and development officers, perhaps working in a children's centre or leading a small local authority play team, responding to policy and operational issues.

- ❖ **Level Six and above** For those working as senior managers and development officers at strategic levels, perhaps managing several, varied teams and significant resources.

EARLY YEARS PROFESSIONAL STATUS

The Children's Workforce Development Council (CWDC) is leading on EYPS. They can be contacted on 0113 390 7778. The CWDC website address is www.cwdcouncil.org.uk

Background to EYPS

The Government's aim is to have an Early Years Professional (two in areas of disadvantage) in all Children's Centres offering early years provision by 2010 and in every full day care setting by 2015. The CWDC believe that over time, only those people with EYPS should lead delivery of the Early Years Foundation Stage.

The Early Years Professional will take responsibility for leading and managing the play, care and learning environment in early years provision and they will be key to raising the quality of early years provision.

The role of the EYP includes being a 'change agent' in a setting to raise the quality of provision and improve outcomes for children.

EYPS Standards

To undertake the role of Early Years Professional it is necessary to achieve EYP Status. This is not a qualification it is a status. Individuals will need to demonstrate that they have met a set of national Early Years Professional Standards at Level 6. The CWDC and its partners have developed Early Years Professional Standards, together with a set of requirements relating to the suitability, qualifications and experience of candidates.

There are 39 standards and these are organised into six areas:

- ❖ Knowledge and understanding;
- ❖ Effective practice;
- ❖ Relationships with children;
- ❖ Communicating and working in partnership with families and carers;
- ❖ Teamwork and collaboration;
- ❖ Professional development.

EYPS Entry Requirements

- ❖ Degree qualification – EYPS is a graduate level status.
- ❖ GCSEs at grade C or above – qualification equivalent to GCSE English and Mathematics.
- ❖ Be physically and mentally fit to work as an EYP.
- ❖ Not have a criminal background that may prevent you working with children and not previously have been excluded from working with children.
- ❖ Demonstrate that you can read effectively and can communicate clearly and accurately in spoken and written Standard English.

EYPS Pathways

There are currently four main ways to achieve EYPS. The CWDC is piloting other routes. All practitioners need a graduate qualification to attain EYPS but there are different training and assessment routes to obtain the status. These are the:

❖ **Three-month part-time validation pathway**

This is for candidates who have met the entry requirements, are very experienced and are close to being able to demonstrate that they meet the EYP Standards. The route involves six and a half days preparation and assessment over a three-month period.

❖ **Short EPD – the six-month part-time extended professional development pathway including six and a half days validation over three months**

This pathway is for candidates that meet the entry requirements and can demonstrate all the Standards with either babies, toddlers or young children (but not all three age groups) or for candidates that need to gain additional knowledge. The individual's skills are assessed and a programme is agreed to 'top up' skills, knowledge and understanding to meet the EYP Standards.

❖ **Long EPD – the fifteen-month part-time extended professional development pathway including six and a half days validation over three months**

This pathway is for candidates that have a Level 5 qualification e.g. Early Years Foundation Degree or who need longer placements or training to meet the knowledge and experience requirements. Candidates who have Level 5 qualifications can top up to a full degree on this pathway.

❖ **Full Training Pathway**

This pathway is designed for candidates with graduate level qualifications and usually very limited experience with children from birth to five.

Funding

- ❖ All EYPS training pathways are fully funded for eligible candidates.
- ❖ Candidates on the full-time one-year pathway, may receive a bursary of £5,000.

Next Steps

- ❖ Contact your chosen EYPS Training Provider who will help you to identify the most suitable pathway and funding packages available.

Course Title	Reflecting on Behaviour	New: No
Date	TBA	Time 10 hour workshop
Venue	TBA	Cost of Course to you £21.00
Target Audience Previous Qualifications Req.	This workshop is suitable for all childcare practitioners.	
Course Aim	To help early years settings identify and explore the factors that influence young children's behaviour.	
Course Content	<p>The workshop will help participants 'step back', gather information, reflect on the impact of influences on children's behaviour (including adult behaviour), to help formulate an effective strategy that everyone (including parents) understands and uses.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • To understand the influence of early attachment relationships on the developing brain • To explore the impact of early experiences on children's future social and emotional development • To understand the relevant legislative and policy context for early years provision • To define elements of a good early learning provision for young children • To identify risks to the safety and well being of children and understand how to address concerns • To identify key elements and benefits of emotional literacy • To explore and agree preferred approaches to intervention and supporting young children • To formulate a plan to support children's social and emotional development in an early years setting 	
Course Achievements	Pre-school Learning Alliance. Record of Training.	
Training Provider Contact Details	Pre-school Learning Alliance. 01924 781083	
How this relates to Every Child Matters	Make a Positive Contribution.	
Additional Information	The course includes the 'Reflecting on Behaviour' publication to support you in your setting.	

For further information or to receive a booking pack please call on 01924 781083.

Course Title	Pre-registration Training for Childminding	New: Yes	
Date	Various throughout the year	Time	3 full days following a pre-registration briefing for childminding
Venue	Various across the Wakefield district	Cost of Course to you	Nil
Target Audience Previous Qualifications Req.	For those interested in childminding as a career.		
Course Aim	To enable people becoming registered as childminders to gain an awareness of the EYFS framework and deliver a quality provision.		
Course Content	<ul style="list-style-type: none"> • Induction of programme and assessment of skills needed • Knowledge and understanding of the 5 welfare requirements of the Early Years Foundation Stage Framework and how these are delivered in a setting. • Inclusion and anti-bias practice • Managing your business • Marketing your business • Safeguarding in a home-based setting 		
Course Achievements	Development of a working portfolio and certificate of attendance.		
Training provider Contact details:	Childcare and Market Development Programme TEL: 01924 305630		
How this relates to Every Child Matters	Links with the EYFS statutory requirements and learning and development. Be Healthy, Stay Safe, Enjoy and Achieve, Make a Positive Contribution, Achieve Economic Well-Being.		
Additional Information	This is a compulsory course for those intending to register as a childminder in the Wakefield district.		

Course Title	Child Protection Awareness (NSPCC)	New: No	
Date	Various dates available	Time	N/A
Venue	Distance Learning	Cost of Course to you	Nil
Target Audience Previous Qualifications req.	Childcare practitioners who wish to gain a basic understanding of the principles of child protection.		
Course Aim	To achieve 70% in all the areas outlined under the course content section below.		
Course Content	<p>The course covers the following 4 modules:</p> <ol style="list-style-type: none"> 1. Understanding the Basics 2. Recognising Child Abuse 3. Reporting Child Abuse 4. Good Practice Issues 		
Course Achievements	If the questionnaire is completed for each module and you score 70% on each of them you will receive a personalised certificate, a feedback letter detailing your scores for each module and a set of correct answers.		
Training Provider Contact Details	NSPCC Educare		
How this relates to Every Child Matters	Stay Safe.		
Additional Information			

For further information or to receive an application form please call 01226 392315.

Course Title	Introduction to Safeguarding Children	New: No	
Date	Throughout the year	Time	5 hours - day or evening sessions
Venue	Various as demand dictates	Cost of Course to you	£25.00
Target Audience Previous Qualifications Req.	All practitioners.		
Course Aim	To be able to describe the types of abuse and signs and symptoms related to them. To know what to do if the learner suspects that a child is being abused and what needs to be considered when supporting staff, children and parents/carers.		
Course Content	<ol style="list-style-type: none"> 1. The definition of abuse and personal values and attitudes. 2. The legal framework, including Ofsted and the Children Act. 3. What to do if a child discloses abuse, how to refer abuse cases. 4. Issues to consider when supporting others involved. 5. The importance of policies and procedures. 6. How to keep yourself safe. 		
Course Achievements	Wakefield College Certificate of Attendance		
Training Provider Contact Details	Services to Business of Wakefield College Christine Kingswood – 01924 789620 Email: c.kingswood@wakefield.ac.uk		
How this relates to Every Child Matters	Stay Safe		
Additional Information	This course may provide evidence of underpinning knowledge for NVQs in Children's Care, Learning & Development and Playwork level 2 & 3.		

For further information or to receive a booking form please call 01924 789715
 Email: servtobusiness@wakefield.ac.uk

Course Title	Awareness of Child Abuse and Neglect (Core)	New: Yes	
Date	Ongoing	Time	Approx. 2 and a half hours to complete
Venue	E-Learning – access to a computer and internet connection required	Cost of Course to you	Nil
Target Audience Previous Qualifications Req.	Private Day Nurseries, Pre-School Playgroups, Out of School Clubs, Childminders, Children’s Centres etc. Suitable for anyone who comes into contact with children as part of their working life or on a volunteer basis.		
Course Aim	Basic knowledge of how to identify abuse and neglect of children.		
Course Content	<p>The course covers a variety of child protection issues and aims to inform about the various types of abuse or neglect to a child and explains what you must do if you suspect a child is being abused or neglected.</p> <p>Lesson plan:</p> <ul style="list-style-type: none"> • Welcome, Learning Objectives and Introduction • Physical abuse • Sexual abuse • Emotional abuse • Neglect • What to do if you suspect abuse or neglect • Summary 		
Course Achievements	Background knowledge of how to identify signs of abuse and neglect in children and to raise general awareness. The course has Safeguarding Children Board approval and is certificated.		
Training Provider Contact Details	Virtual College		
How this relates to Every Child Matters	Stay Safe		
Additional Information	There is a quiz at the end of the course. You can print off your own certificate on completion.		

If you are calling from a Private, Voluntary or Independent setting, please contact Leian Kenny on 01226 392338.

All other settings, please contact Angela Dales on 01924 306870

Course Title	NCFE Certificate Safeguarding Children & Young People	New: No
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Date	Throughout the year	Time	6 months
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Venue	Distance Learning workbooks with tutor support	Cost of Course to you	£50.00
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Target Audience Previous Qualifications Req.	For those who wish to progress from basic training in Safeguarding Children & Young People.
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Course Aim	A qualification for those who wish to enhance their knowledge on Safeguarding Children & Young People.
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Course Content	<ol style="list-style-type: none"> 1. Explore & understand roles in safeguarding and promoting the welfare of children & young people. 2. Understand legislation & policies which safeguard children & young people 3. Develop personal skills to effectively contribute to the safeguarding of children & young people. <p>Independently assessed through course workbook.</p>
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Course Achievements	NCFE level 2 Award in Safeguarding Children & Young People
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Training Provider Contact Details	Services to Business of Wakefield College Christine Kingswood 01924 789715 Email: c.kingswood@wakefield.ac.uk
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How this relates to Every Child Matters	Stay Safe
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Additional Information	
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For further information or to receive a booking form please call 01924 789715
 Email: servtobusiness@wakefield.ac.uk

Course Title	Child Protection Someone To Turn To Programme (NSPCC)	New: No	
Date	Various dates available	Time	N/A
Venue	Distance Learning	Cost of Course to you	Nil
Target Audience Previous Qualifications Req.	Childcare practitioners.		
Course Aim	This is a follow on from the NSPCC Child Protection Awareness Programme and provides more advanced knowledge in that area.		
Course Content	<p>The course is made up of 21 modules and delivered in 6 parts.</p> <p>1 – 3: Setting the context. Building foundations. Legislation and guidance.</p> <p>4 – 7: Child development. The key stages of child development. Communication with children and young people. Factors that affect parenting and may place a child at risk.</p> <p>8 – 10: Recognising concerns. What can go wrong; physical abuse. What can go wrong; neglect.</p> <p>11 – 13: What can go wrong; emotional abuse. What can go wrong; sexual abuse. Bullying.</p> <p>14 – 17: Responding to concerns and overcoming blocks and barriers. Taking action. The child protection process. Working together and the role of the child protection network.</p> <p>18 – 21: Working in partnership with parents and carers. Assessing a child's needs. Record keeping, report writing and sharing information. Keeping children safe within organisations.</p>		
Course Achievements	NSPCC Educare Certificate.		
Training Provider Contact Details	NSPCC Educare		
How this relates to Every Child Matters	Stay Safe.		
Additional Information	Someone to turn to underpins the knowledge required for the new vocationally related qualification (VRQ) level 3 in Safeguarding Children and Young People.		

For further information or to receive an application form please call 01226 392315.

Course Title	Award in Safeguarding Children & Young People	New: No
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Date	Throughout the Year	Time	6 months (evening)
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Venue	Wakefield Centre Skills Exchange (Glasshoughton) (according to demand)	Cost of Course to you	£58.00
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Target Audience Previous Qualifications Req.	This award is aimed at those people who work with children and young people in various settings and organisations and wish to extend their knowledge and awareness of Safeguarding issues. It may also be used as CPD. This award is not a full or professional qualification for those wanting to specialise in Child Protection.
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Course Aim	To improve the knowledge and extend awareness of people who work with children and young people.
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Course Content	3 units chosen from a list of 13 all dealing with various aspects of safeguarding children and young people.
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Course Achievements	Level 3 Award in Safeguarding Children and Young People C&G 3597-02
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Training Provider Contact Details	Services to Business of Wakefield College Christine Kingswood 01924 789620 Email: c.kingswood@wakefield.ac.uk
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How this relates to Every Child Matters	This award has been developed at the specific request of the NSPCC. Stay Safe.
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Additional Information	This qualification will become part of the new Qualification Credit Framework (QCF) of qualifications in 2010/2011. Information will be available from September 2010.
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For further information or to receive a booking form please call 01924 789715
Email: servtobusiness@wakefield.ac.uk

Course Title	Certificate in Safeguarding Children & Young People	New: No
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Date	TBA	Time	Day or evening – 1 year
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Venue	Wakefield Centre Skills Exchange (Glasshoughton)	Cost of Course to you	£100.00
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Target Audience Previous Qualifications Req.	The certificate is for those who are in regular contact with children and young people through their work or voluntary activities and it is also for those who have responsibility for ensuring the safety and welfare of the children and young people in their care. This award requires learners to have some experience and builds on basic awareness of child protection
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Course Aim	To further develop the awareness and knowledge of people who work with children and young people.
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Course Content	There are 8 mandatory and 1 optional units on this course all dealing with various aspects of safeguarding children and young people.
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Course Achievements	Level 3 Certificate in Safeguarding Children and Young People C&G 3597-03/93.
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Training Provider Contact Details	Services to Business of Wakefield College Christine Kingswood 01924 789620 Email: c.kingswood@wakefield.ac.uk
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How this relates to Every Child Matters	This award has been developed at the specific request of the NSPCC. Stay Safe
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Additional Information	This qualification will become part of the new Qualification Credit Framework (QCF) of qualifications in 2010/2011. Information will be available from September 2010.
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For further information or to receive a booking form please call 01924 789715
Email: servtobusiness@wakefield.ac.uk

Course Title	NVQ Children's Care, Learning & Development	New: No	
Date	Enrolments throughout the year	Time	10 months
Venue	Wakefield Centre Skills Exchange (Glasshoughton)	Cost of Course to you	Nil
Target Audience Previous Qualifications Req.	Those working with children aged 0-16 years in schools, day nurseries, playgroups etc.		
Course Aim	To prove competence of childcare practice at level 2.		
Course Content	Theory and practice relating to childcare practice in the workplace. College attendance for related theory and portfolio guidance.		
Course Achievements	NVQ Level 2: Children's Care, Learning & Development.		
Training Provider Contact Details	Services to Business of Wakefield College: Course tutor: Linda Watford 01924 789621 Email: l.watford@wakefield.ac.uk		
How this relates to Every Child Matters	Be Healthy, Make a Positive Contribution, Stay Safe, Enjoy and Achieve.		
Additional Information	This qualification will become part of the new Qualification Credit Framework (QCF) of qualifications in 2010/2011. Information will be available from September 2010. Fees for this programme will change in August depending on availability of Government funding. The existing NVQ Level 2 will be replaced by the new 'Certificate for the Children and Young People's Workforce' which the CWDC is currently developing.		

For further information or to receive a booking form please call 01924 789715
Email: servtobusiness@wakefield.ac.uk

Course Title	NVQ Children's Care Learning & Development	New: No
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Date	Enrolling throughout the year	Time	12 months
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Venue	Wakefield Centre Skills Exchange (Glasshoughton)	Cost of Course to you	£125.00
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Target Audience Previous Qualifications Req.	Those working with children aged 0-16 years in schools, day nurseries, playgroups etc. and has supervisory responsibilities. Childminders
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Course Aim	To prove competence of childcare practice at level 3.
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Course Content	Theory and practice relating to supervising childcare practice in the workplace. College attendance for related theory and portfolio guidance.
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Course Achievements	NVQ Level 3: Children's Care Learning & Development.
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Training Provider Contact Details	Services to Business of Wakefield College: Course tutor: Linda Watford 01924 789621 Email: l.watford@wakefield.ac.uk
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How this relates to Every Child Matters	Be Healthy, Make a Positive Contribution, Stay Safe, Enjoy and Achieve.
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Additional Information	This qualification will become part of the new Qualification Credit Framework (QCF) of qualifications in 2010/2011. Information will be available from September 2010. Fees will change in August subject to the availability of Government funding. The existing NVQ Level 3 will be replaced by the new 'Diploma for the Children and Young People's Workforce' which the CWDC is currently developing.
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For further information or to receive a booking form please call 01924 789715
Email: servtobusiness@wakefield.ac.uk

Course Title	NVQ Children's Care Learning and Development	New: No
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Date	2 intakes	Time	1 year
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Venue	Wakefield Centre (Other sites considered depending on demand)	Cost of Course To you	£166.00
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Target Audience Previous Qualifications Req.	Those working with children aged 0-16years in day nurseries, playgroups etc and has supervisory or management responsibilities.
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Course Aim	To prove competence of childcare practice to level 4 at a senior or management level.
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Course Content	Mandatory units on developing resources and decision making plus optional units in management or quality enhancement or advanced practice.
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Course Achievements	NVQ Level 4: Children's Care, Learning & Development.
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Training Provider Contact Details	Services to Business at Wakefield College: Course tutor: Jenny Lee 01924 789621 Email: j.lee@wakefield.ac.uk
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How this relates to Every Child Matters	Be Healthy, Make a Positive Contribution, Stay Safe, Enjoy and Achieve.
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Additional Information	This qualification will become part of the new Qualification Credit Framework (QCF) of qualifications in 2010/2011. Information will be available from September 2010. Limited places only.
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For further information or to receive a booking form please call 01924 789715
Email: servtobusiness@wakefield.ac.uk

Course Title	Certificate in Early Years Foundation Stage Practice	Level 3
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Date	September start	Time	6 -8 months
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Venue	Wakefield Centre	Cost of Course to you	£60.00
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Target Audience Previous Qualifications Req.	Aimed at people who work face to face with children under the age of 5 in regulated settings in England.
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Course Aim	To support those working in the early years to develop and demonstrate the skills and knowledge required to implement the Early Years Foundation Stage (EYFS).
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Course Content	Unit 1: Context and principles for early years provision Unit 2: Promoting learning and development in the early years. Unit 3: Promoting children's welfare in the early years
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Course Achievements	C&G 3160 Level 3 Certificate in Early Years Foundation Stage.
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Training Provider Contact Details	Services to Business of Wakefield College Jenny Lee 01924 789620 Email: j.lee@wakefield.ac.uk
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How this relates to Every Child Matters	Be Healthy, Stay Safe, Enjoy and Achieve
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Additional Information	This qualification will become part of the new Qualification Credit Framework (QCF) of qualifications in 2010/2011. Information will be available from September 2010.
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For further information or to receive a booking form please call 01924 789715
Email: servtobusiness@wakefield.ac.uk

Course Title	Equality, Diversity and Inclusion	New: No
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Date	TBA	Time	6 hour workshop
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Venue	TBA	Cost of Course to you	£14.80
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Target Audience Previous Qualifications Req.	This workshop is suitable for all childcare practitioners.
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Course Aim	To raise participants' awareness on how to promote equality and identify and address barriers to inclusive practice in early years settings.
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Course Content	<ul style="list-style-type: none"> • Understand the principles which form the basis of effective inclusive practice in an early years setting. • Identify relevant Conventions and legislation which underpin inclusive practice • Understand the meaning of specific terms and use of language in relation to equality, diversity and inclusion. • Explore attitudinal, environmental and systematic barriers to inclusion • Explore the effects of discrimination and exclusion • Identify and address discriminatory practice within an early years setting. <p>Note: tutors and participants must understand that at times, this workshop may challenge long held attitudes and beliefs and for others it may raise issues which they find uncomfortable due to personal experiences. Consideration for this should be acknowledged and taken into account during the workshop.</p>
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Course Achievements	Pre-School Learning Alliance Record of Training
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Training Provider Contact Details	Pre-School Learning Alliance 01924 781083
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How this relates to Every Child Matters	Make a positive contribution.
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Additional Information	
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For further information or to receive a booking pack please call on 01924 781083.

Course Title	All Together Now – Implementing a Single Equality Scheme	New: Yes	
Date	TBA	Time	10 hour workshop (over 1.5 days)
Venue	TBA	Cost of Course to you	£21.20
Target Audience Previous Qualifications Req.	This workshop is suitable for all childcare practitioners. Practitioners must have attended the PSLA Promoting Equality of Opportunity course or the 'new' Equality, Diversity and Inclusion course.		
Course Aim	To formulate and implement a single equality scheme for early years settings.		
Course Content	<p>The workshop will help participants understand the importance and benefits of a whole setting approach to inclusion.</p> <p>During the workshop, participants will:</p> <ul style="list-style-type: none"> • Explore the key elements of a Single Equality Scheme • Understand the rationale of a Single Equality Scheme • Discuss and overcome barriers to implementing a scheme • Create an action plan to develop and implement a scheme in an early years setting • (During a 6 week interval between workshops) pilot a Single Equality Scheme in an early years setting • Share progress and good practice learnt from pilot project • Identify issues and agree solutions • Plan the next steps 		
Course Achievements	Pre-School Learning Alliance Record of Training		
Training Provider Contact Details	Pre-School Learning Alliance 01924 781083		
How this relates to Every Child Matters	Make a positive contribution.		
Additional Information	The workshop includes the publication 'All Together Now' which will be used to plan and implement a Single Equality Scheme.		

For further information or to receive a booking pack please call on 01924 781083.

Course Title	Everyone Join In	New: No
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Date	Saturday 19.06.10	Time	9.30am – 12.00noon
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Venue	Normanton Golf Club	Cost of Course to you	Nil
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Target Audience Previous Qualifications Req.	Childminders
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Course Aim	To identify and develop good inclusive practice including areas of provision and group time.
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Course Content	Practical ideas and resources to enhance inclusive practice using the workshop approach e.g. stories, parachute games, rhythm and rhymes.
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Course Achievements	Build practitioners' skills and confidence to meet the needs of all children, including children with disabilities and English as an additional language.
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Training Provider Contact Details	Pre-5 Service : SEN 01924 307403
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How this relates to Every Child Matters	Enjoy and Achieve Make a Positive Contribution
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Additional Information	Certificate of attendance awarded.
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Course Title	Everyone Join In	New: No
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Date	21.01.11 (TBC)	Time	9.30am – 3.30pm
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Venue	Woolley Hall	Cost of Course to you	Nil
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Target Audience Previous Qualifications Req.	Practitioners in PVI's
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Course Aim	To identify and develop good inclusive practice including areas of provision and group time.
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Course Content	Practical ideas and resources to enhance inclusive practice using the workshop approach e.g. stories, parachute games, rhythm and rhymes.
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Course Achievements	Build practitioners' skills and confidence to meet the needs of all children, including children with disabilities and English as an additional language
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Training Provider Contact Details	Pre-5 Service : SEN 01924 307403
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How this relates to Every Child Matters	Enjoy and Achieve Make a Positive Contribution
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Additional Information	Certificate of attendance awarded. Resources available for loan following completion of the course
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Course Title	Certificate in Paediatric First Aid	New: No																																																																
Date	See below	Time																																																																
		12 hours																																																																
Venue	Health Development Unit Newton Bar	Cost of Course to you																																																																
		£17.60																																																																
Target Audience Previous Qualifications Req.	Childminders and employees of childcare providers. No specific course requirements.																																																																	
Course Aim	To provide child carers with Basic First Aid skills, including recognition of injury and minor illnesses and basic treatments.																																																																	
Course Content	Includes: action in an emergency, management of the unconscious casualty, recovery position, resuscitation, choking, burns, bleeding.																																																																	
Course Achievements	Certificate in Early Years First Aid.																																																																	
Training Provider Contact Details	Health Development Unit, Newton Bar, Leeds Road, Wakefield, WF1 2TX.																																																																	
How this relates to Every Child Matters	Stay Safe. At least one member of staff on premises to have a current first aid training certificate. Training to include first aid for infants and young children.																																																																	
Additional Information	<table border="1"> <tr><td>FC03/10</td><td>Saturday 17 & 24 April</td><td>HDU</td><td>9.00am – 3.30pm</td></tr> <tr><td>FC04/10</td><td>Saturday 1 & 8 May</td><td>HDU</td><td>9.00am – 3.30pm</td></tr> <tr><td>FC05/10</td><td>Saturday 15 & 22 May</td><td>HDU</td><td>9.00am – 3.30pm</td></tr> <tr><td>FC06/10</td><td>Wednesday 19 & 26 May</td><td>HDU</td><td>9.00am – 3.30pm</td></tr> <tr><td>FC07/10</td><td>Saturday 19 & 26 June</td><td>HDU</td><td>9.00am – 3.30pm</td></tr> <tr><td>FC08/10</td><td>Saturday 17 & 24 July</td><td>Airedale Library</td><td>9.00am – 3.30pm</td></tr> <tr><td>FC09/10</td><td>Saturday 17 & 24 July</td><td>HDU</td><td>9.00am – 3.30pm</td></tr> <tr><td>FC10/10</td><td>Saturday 7 & 14 August</td><td>HDU</td><td>9.00am – 3.30pm</td></tr> <tr><td>FC11/10</td><td>Saturday 21 & 28 August</td><td>HDU</td><td>9.00am – 3.30pm</td></tr> <tr><td>FC12/10</td><td>Saturday 4 & 11 Sept</td><td>HDU</td><td>9.00am – 3.30pm</td></tr> <tr><td>FC13/10</td><td>Saturday 18 & 25 Sept</td><td>HDU</td><td>9.00am – 3.30pm</td></tr> <tr><td>FC14/10</td><td>Saturday 6 & 13 November</td><td>HDU</td><td>9.00am – 3.30pm</td></tr> <tr><td>FC15/10</td><td>Friday 3 & 10 December</td><td>HDU</td><td>9.00am – 3.30pm</td></tr> <tr><td>FC16/10</td><td>Saturday 4 & 11 December</td><td>HDU</td><td>9.00am – 3.30pm</td></tr> <tr><td>FC01/11</td><td>Saturday 15 & 22 Jan 2011</td><td>Airedale Library</td><td>9.00am – 3.30pm</td></tr> <tr><td>FC02/11</td><td>Saturday 26 Feb & 5 March</td><td>HDU</td><td>9.00am – 3.30pm</td></tr> </table>		FC03/10	Saturday 17 & 24 April	HDU	9.00am – 3.30pm	FC04/10	Saturday 1 & 8 May	HDU	9.00am – 3.30pm	FC05/10	Saturday 15 & 22 May	HDU	9.00am – 3.30pm	FC06/10	Wednesday 19 & 26 May	HDU	9.00am – 3.30pm	FC07/10	Saturday 19 & 26 June	HDU	9.00am – 3.30pm	FC08/10	Saturday 17 & 24 July	Airedale Library	9.00am – 3.30pm	FC09/10	Saturday 17 & 24 July	HDU	9.00am – 3.30pm	FC10/10	Saturday 7 & 14 August	HDU	9.00am – 3.30pm	FC11/10	Saturday 21 & 28 August	HDU	9.00am – 3.30pm	FC12/10	Saturday 4 & 11 Sept	HDU	9.00am – 3.30pm	FC13/10	Saturday 18 & 25 Sept	HDU	9.00am – 3.30pm	FC14/10	Saturday 6 & 13 November	HDU	9.00am – 3.30pm	FC15/10	Friday 3 & 10 December	HDU	9.00am – 3.30pm	FC16/10	Saturday 4 & 11 December	HDU	9.00am – 3.30pm	FC01/11	Saturday 15 & 22 Jan 2011	Airedale Library	9.00am – 3.30pm	FC02/11	Saturday 26 Feb & 5 March	HDU	9.00am – 3.30pm
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FC01/11	Saturday 15 & 22 Jan 2011	Airedale Library	9.00am – 3.30pm																																																															
FC02/11	Saturday 26 Feb & 5 March	HDU	9.00am – 3.30pm																																																															

For further information or to receive a booking pack please 01924 305971.

Course Title	H&SE Paediatric First Aid	New: No	
Date	Throughout the year	Time	12 Hours
Venue	Various according to demand	Cost of Course to you	£17.00
Target Audience Previous Qualifications Req.	Anyone working with children.		
Course Aim	To provide a Nationally recognised First Aid qualification.		
Course Content	Child and infant basic life support; recovery position; care of unconscious casualty; diabetes; asthma; allergies; epilepsy; choking; bleeds; burns; fractures and childhood illnesses		
Course Achievements	H&SE Certificate in Emergency First Aid: Appointed Persons (Childcare)		
Training Provider Contact Details	Services to Business, Wakefield College: Course tutor: Eddie Kinsella – 01924 789713		
How this relates to Every Child Matters	Stay Safe.		
Additional Information	Will deliver on employer's premises if required.		

For further course information or to receive an application form please call 01924 789715.
Email: servtobusiness@wakefield.ac.uk

Course Title	Foundation Degree in Young Children's Learning and Development	New: No
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Date	September Start Date	Time	TBC
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Venue	Skills Exchange (Glasshoughton)	Cost of Course to you	TBC
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Target Audience Previous Qualifications req.	The Foundation Degree is designed to provide a route into HE for people who may not have traditional qualifications, but who have considerable experience of working in the fields of education and/or Childcare, and demonstrate the potential to work to a higher level. Normally candidates will be expected to have a level 3 qualification or equivalent.
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Course Aim	To provide an opportunity for people who are working with young children in an educational setting to develop their professional understanding, knowledge and key skills whilst still working.
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Course Content	<ul style="list-style-type: none"> • Child Development and Educational Theory. • Value of learning experiences and play. • Anti-discriminatory Practice. • Social Policy. • Developing appropriate curricula. • Early Years service provision.
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Course Achievements	Early Years Foundation Degree
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Training Provider Contact Details	Wakefield College Lesley McNamara 01924 789565 Judith Hunter 01924 789351
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How this relates to Every Child Matters	Be Healthy; Make a Positive Contribution; Stay Safe; Enjoy & Achieve.
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Additional Information	This is a qualification recognised on the Qualifications Curriculum Framework at Level 5. Students in receipt of Benefits may be eligible for financial support.
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For further course information or to receive an application form please call 01924 789111.

Course Title	Foundation Degree in Management for Children's Care	New: Yes
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Date	September start date	Time	Various
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Venue	Wakefield College Thornes Park Campus	Cost of Course to you	The amount of funding depends upon Higher Education funding from Government
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Target Audience	Aspiring managers of childcare settings.
Previous Qualifications Req.	Prospective applicants require a Level 3 qualification in a childcare related subject to enable them to apply for this Foundation Degree.

Course Aim	This Foundation Degree aims to qualify staff in childcare settings to the Qualifications Curriculum Framework Level 5, in line with Children's Workforce Development Council recommendations of raising the professional profile of childcare in the UK. This Foundation Degree will be the beginning of a pathway into a related Bachelor of Arts Honours Degree in Management or a pathway onto a Bachelor of Arts Degree in Early Years, leading onto the Early Years Professional Status and ultimately, Qualified Teacher Status.
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Course Content	<p>The Foundation Degree consists of QCF Level 4 and Level 5. The learner can choose to complete each level in 12 or 18 months, therefore achieving the FD concentrated in 2 years or within 3 years.</p> <p>Level 4 consists of 8 Modules (with 15 credits each, totalling 120 credits):</p> <ul style="list-style-type: none"> 2 Work-Related Learning Modules 1 & 2 2 Personal and Professional Development Modules 1 & 2 2 Award Modules: <ul style="list-style-type: none"> i) Business Environment ii) Leadership, Motivation and Change Management 1 Mandatory Elective Module: Health and Safety in the Childcare Environment 1 Optional Elective Module – either: <ul style="list-style-type: none"> • Quality Systems in Childcare; or • Marketing and Promotion of the Childcare Provision <p>Level 5 (120 credits – as Level 4)</p> <ul style="list-style-type: none"> 2 Work-Related Learning Modules 3 & 4 2 Personal and Professional Development Modules 3 & 4
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	<p>2 Award Modules: i) Managing Finances ii) Managing People</p> <p>1 Mandatory Elective Module: Registration and Inspection of the Childcare Environment</p> <p>1 Optional Elective Module – either:</p> <ul style="list-style-type: none"> • Innovative Activities Within Childcare; or • Theories and Practice of Child Development
Course Achievements	Foundation Degree incorporating QCF Levels 4 and 5.
Training Provider Contact Details	<p>Wakefield College</p> <p>Jenny Lee 01924 789621</p> <p>j.lee@wakefieldac.uk</p>
How this relates to Every Child Matters	Be Healthy; Make a Positive Contribution; Stay Safe; Enjoy & Achieve.
Additional Information	

For further course information or to receive a booking form please call 01924 789715
Email: servtobusiness@wakefield.ac.uk

Course Title	Level 2 Award in Food Safety			New: No
Date	See below	Time	6 hours	
Venue	Health Development Unit Newton Bar	Cost of Course to you	£12.00	
Target Audience Previous Qualifications Req.	Childminders and other childcare practitioners. No specific course entry requirements.			
Course Aim	Candidates will be able to understand the basics of good hygiene practice and satisfy legal requirements.			
Course Content	Food poisoning; its symptoms, causes and prevention. Bacteriology, food contamination, personal hygiene, the design of food premises and equipment, pest control, cleaning and disinfecting, food safety law.			
Course Achievements	CEIH Level 2 Award in Food Safety in Catering			
Training Provider Contact Details	Health Development Unit, Newton Bar, Leeds Road, Wakefield, WF1 2TX 01924 305971			
How this relates to Every Child Matters	Be Healthy and Stay Safe. Persons preparing food to be fully aware of and comply with, regulations relating to food safety and hygiene.			
Additional Information	BFC05/10	Saturday 10 April	HDU	9.00am – 4.00pm
	BFC06/10	Saturday 8 May	HDU	9.00am – 4.00pm
	BFC07/10	Saturday 12 June	HDU	9.00am – 4.00pm
	BFC08/10	Thursday 17 June	HDU	9.00am – 4.00pm
	BFC09/10	Saturday 3 July	Airedale Library	9.00am – 4.00pm
	BFC10/10	Saturday 31 July	HDU	9.00am – 4.00pm
	BFC11/10	Saturday 4 September	HDU	9.00am – 4.00pm
	BFC12/10	Saturday 2 October	HDU	9.00am – 4.00pm
	BFC13/10	Wednesday 6 October	HDU	9.00am – 4.00pm
	BFC14/10	Saturday 9 October	HDU	9.00am – 4.00pm
	BFC15/10	Saturday 20 November	HDU	9.00am – 4.00pm
	BFC16/10	Saturday 27 November	HDU	9.00am – 4.00pm
	BFC01/11	Saturday 22 Jan 2011	HDU	9.00am – 4.00pm
	BFC02/11	Saturday 12 February	Airedale Library	9.00am – 4.00pm
	BFC03/11	Saturday 12 March	HDU	9.00am – 4.00pm
	BFC04/11	Saturday 26 March	HDU	9.00am – 4.00pm

For further information or to receive a booking pack please call 01924 305971.

Course Title	Level 2 Award in Healthier Food and Special Diets (Nutrition)		New: No
Date	NAC 03/10 Saturday 10 July NAC 04/10 Saturday 23 October NAC 01/11 Saturday 8 January 2011 NAC 02/11 Saturday 19 March 2011	Time	9.00am – 4.00pm
Venue	Health Development Unit Newton Bar	Cost of Course to you	£12.00
Target Audience Previous Qualifications Req.	Childminders and employees of childcare providers. No specific course requirements.		
Course Aim	To provide child carers with a good basic understanding of nutrition to enable them to supply food that meets the requirements of a balanced diet.		
Course Content	The qualification provides an introduction to nutrition and focuses on six key areas, including the balance of good health, dietary requirements of different groups and labelling. Study aids will focus on nutrition in catering and guide candidates in applying the knowledge of nutrition, to improve the quality of the food they prepare and serve.		
Course Achievements	CEIH Level 2 Award in Healthier Food and Special Diets.		
Training Provider Contact Details	Health Development Unit, Newton Bar, Leeds Road, Wakefield, WF1 2TX. 01924 305971 Email: hdu@wakefield.gov.uk		
How this relates to Every Child Matters	Be Healthy. Adequate and nutritious food and drink are essential for children's well being. The registered person and staff should have a good understanding of children's dietary requirements and meet these appropriately to promote children's healthy growth and development.		
Additional Information			

For further information or to receive a booking pack please call 01924 305971.

Course Title	Level 2 Award in Health and Safety in the Workplace	New: No	
Date	BSC02/10 Saturday 22 May BSC03/10 Saturday 16 October	Time	9.00am – 4.00pm
Venue	Health Development Unit Newton Bar	Cost of Course to you	£12.00
Target Audience Previous Qualifications Req.	Childminders and other childcare practitioners. No specific course entry requirement.		
Course Aim	Candidates will gain an understanding of health and safety issues to enable them to reduce risks and prevent accidents.		
Course Content	The need for raised health and safety standards, principles of accident, risk assessment, first aid provision, safe working environment, electrical and fire hazards; causes and control, hazardous substances, manual handling, legal requirements.		
Course Achievements	CIEH Level 2 Award in Health & Safety in the Workplace.		
Training Provider Contact Details	Health Development Unit, Newton Bar, Leeds Road, Wakefield WF1 2TX 01924 305971		
How this relates to Every Child Matters	Be Healthy and Stay Safe.		
Additional Information	Registered person to undertake health and safety requirements of premises. Registered person to conduct a risk assessment of the premises. All childminding staff to receive induction training in health and safety.		

For further information or to receive a booking pack please call 01924 305971.

Course Title	NCFE Certificate in Infection Control	New:	
Date	Throughout the year	Time	6 months
Venue	Distance Learning workbooks with tutor support	Cost of Course to you	£50.00
Target Audience Previous Qualifications Req.	For those who wish to enhance their knowledge of infection control. No formal qualifications required for entry to the course.		
Course Aim	A qualification for those who wish to enhance their knowledge of infection control and management, infectious diseases and actions that can be taken to restrict the spread of infection.		
Course Content	<ol style="list-style-type: none"> 1. Introducing and practising infection control 2. Infection and infectious diseases 3. Preventing the spread of infection Independently assessed through course workbook.		
Course Achievements	NCFE level 2 Certificate in Infection Control.		
Training Provider Contact Details	Services to Business of Wakefield College Edward Kinsella 01924 789713 Email: e.kinsella@wakefield.ac.uk		
How this relates to Every Child Matters	Be Healthy, Stay Safe		
Additional Information			

For further information or to receive a booking form please call 01924 789715
Email: servtobusiness@wakefield.ac.uk

Course Title	Makaton Beginners Workshop (2 day workshop)	New: No
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Date	18.09.10 and 06.11.10	Time	9.00am - 3.30pm
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Venue	Normanton Golf Club	Cost of Course to you	£25 for manuals
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Target Audience Previous Qualifications Req.	Childminders
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Course Aim	For participants to be able to use signs and symbols from Stages 1 – 4 and additional vocabulary in their daily environment.
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Course Content	Background to the Makaton Charity and consideration of Makaton's place in the signing world. Signs and symbols from Makaton Stages 1 –4.
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Course Achievements	Participants to be able to introduce Makaton in a practical way.
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Training Provider Contact Details	Makaton Tutors Jill Flanagan and Barbara Sharp Pre-5 Service 01924 307403
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How this relates to Every Child Matters	Enjoying and Achieving Making a Positive Contribution
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Additional Information	Participants will receive course manual and certificate on completion
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Course Title	Makaton Beginners Workshop (2 day workshop)	New: No
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Date	04.02.11 and 18.03.11	Time	9.00am - 3.30pm
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Venue	Minsthorpe Conference Centre (TBC)	Cost of Course to you	£25 for manuals
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Target Audience Previous Qualifications Req.	Practitioners in PVI's and Childminders.
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Course Aim	For participants to be able to use signs and symbols from Stages 1 – 4 and additional vocabulary in their daily environment.
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Course Content	Background to the Makaton Charity and consideration of Makaton's place in the signing world. Signs and symbols from Makaton Stages 1 –4.
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Course Achievements	Participants to be able to introduce Makaton in a practical way in their setting. Completion of the course enables participants to progress onto a Baby Signing Workshop.
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Training Provider Contact Details	Makaton Tutors Jill Flanagan and Barbara Sharp Pre-5 Service 01924 307403
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How this relates to Every Child Matters	Enjoying and Achieving Making a Positive Contribution
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Additional Information	Participants will receive course manual and certificate on completion.
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Course Title	NVQ Playwork	New: No
Date	Enrolling throughout the year	Time 10 months
Venue	Wakefield Centre Skills Exchange (Glasshoughton)	Cost of Course to you Nil
Target Audience Previous Qualifications Req.	Those working with children aged 5-14 years in after school clubs, playschemes, play centres etc.	
Course Aim	To prove competence of playwork practice at level 2.	
Course Content	Theory and practice relating to playwork practice in the workplace. College attendance for related theory and portfolio guidance.	
Course Achievements	NVQ Level 2: Playwork.	
Training Provider Contact Details	Services to Business of Wakefield College: Course tutor: Christine Kingswood 01924 789620 Email: c.kingswood@wakefield.ac.uk	
How this relates to Every Child Matters	In National Training Framework. Be Healthy, Make a Positive Contribution, Stay Safe, Enjoy and Achieve.	
Additional Information	This qualification will become part of the new Qualification Credit Framework (QCF) of qualifications in 2010/2011. Information will be available from September 2010.	

For further information or to receive a booking form please call 01924 789715
Email: servtobusiness@wakefield.ac.uk

Course Title	NVQ Playwork	New: No
Date	Enrolments throughout the year	Time 12 months
Venue	Wakefield Centre Skills Exchange (Glasshoughton)	Cost of Course to you £125.00
Target Audience Previous Qualifications Req.	Those working with children aged 5-14 years in play centres, holiday schemes, after school clubs and who carry some responsibility.	
Course Aim	To prove competence of playwork practice to level 3 at a senior or supervisory level.	
Course Content	Theory and practice relating to supervising playwork practice in the workplace. College attendance for related theory and portfolio guidance.	
Course Achievements	NVQ Level 3: Playwork	
Training Provider Contact Details	Services to Business of Wakefield College: Course tutor: Christine Kingswood 01924 789620 Email: c.kingswood@wakefield.ac.uk	
How this relates to Every Child Matters	National Qualification Be Healthy, Make a Positive Contribution, Stay Safe, Enjoy and Achieve.	
Additional Information	This qualification will become part of the new Qualification Credit Framework (QCF) of qualifications in 2010/2011. Information will be available from September 2010. Fees will change in 2010/11 subject to availability of Government funding	

For further information or to receive a booking form please call 01924 789715
Email: servtobusiness@wakefield.ac.uk

Course Title	Three Day Basic Portage Workshop	New: No	
Date	12, 13 & 14 May 2010 (TBC) 17, 18, & 19 November 2010 (TBC)	Time	9.00am – 4.00pm
Venue	May venue – Woolley Hall November venue – Woolley Hall	Cost of Course To you	£36.00
Target Audience Previous Qualifications Req.	The workshop is intended for adults from a variety of backgrounds who are involved with the care, education and development of pre-school children and/or the education of primary age children with special educational needs.		
Course Aim	Familiarise people with the Portage model and service delivery and the role of the Portage team; Provide teaching methods to enable children to acquire new skills; Provide teaching techniques to reduce/eliminate inappropriate behaviours; Look at techniques for working collaboratively with parents and other agencies and to evaluate the successful outcomes of the intervention programme.		
Course Content	This course will look at the assessment of young children with developmental delay and identifying techniques for planning short and long term teaching targets; break targets down into more manageable steps; select suitable teaching methods; maintain and generalise learnt skills; establish reward schedules and manage difficult behaviour.		
Course Achievements	The workshop is accredited by the National Portage Association (NPA). The curriculum content is prescribed and the course tutors are accredited trainers. Successful course members will demonstrate evidence of learning by completing workshop tasks and homework and will receive an NPA certificate of successful course completion to the required standard.		
Training Provider Contact Details	Carmel Boorman, Senior Educational Psychologist Jacqui Martin 01924 307403		
How this relates to Every Child Matters	Through careful curriculum planning children with additional needs are supported and enjoy and achieve.		
Additional Information	Portage training is principally linked to education rather than care, though experience gained through training is applicable to a broader range. It is thus appropriate for care workers of young children, particularly those with additional needs. Portage services can be registered with Ofsted and thus are subject to inspection. Course members need to be aware that the workshop components are sequential. Full attendance is necessary for successful completion of the course.		

For further information or to receive a booking pack please call Jacqui Martin on 01924 307403

Course Title	Risk Assessment (Early Years)	New: No	
Date	RC02/10 Saturday 3 July RC01/11 Saturday 29 January 2011	Time	9.00am – 1.00pm
Venue	Health Development Unit Newton Bar	Cost of Course to you	£8.00
Target Audience Previous Qualifications Req.	Childminders working with children ages 0 – 14 (particularly suitable for the self employed). No previous qualifications are required.		
Course Aim	Candidates will be able to identify health and safety hazards in the domestic setting and evaluate and select appropriate control measures.		
Course Content	General introduction and principles of risk assessment, legal requirement stages involved in risk assessment, identification of hazards with particular reference to the domestic setting and childcare, control measures.		
Course Achievements	WMDC Certificate of Attendance.		
Training Provider Contact Details	Health Development Unit, Newton Bar, Leeds Road, Wakefield, WF1 2TX. 01924 305971		
How this relates to Every Child Matters	Stay Safe.		
Additional Information			

For further information or to receive a booking pack please call 01924 305971.

Course Title	NCFE Safe Handling of Medicines	New: No
Date	Throughout the year	Time 6 months
Venue	Distance Learning workbooks with tutor support	Cost of Course to you £60.00
Target Audience Previous Qualifications Req.	Anyone who has responsibility for the storage and administration of medicines as part of their job role. No formal qualifications are required for entry on to the course.	
Course Aim	This course is an introduction to different types of medicines and the policies and procedures surrounding their storage, disposal and administration. It also provides an overview of legislation and an awareness of quality control, issues regarding responsibility and accountability and the role of the pharmacist in the administration of medicines.	
Course Content	<ol style="list-style-type: none"> 1. Introduction to medicines and prescriptions 2. Medicine supply, storage and disposal 3. The safe administration of medicine 4. Quality control and record keeping 5. Accountability, responsibility and confidentiality Independently assessed through candidate work book.	
Course Achievements	NCFE Level 2 Certificate in Safe Handling of Medicines.	
Training Provider Contact Details	Services to Business of Wakefield College Edward Kinsella 01924 789714 Email: e.kinsella@wakefield.ac.uk	
How this relates to Every Child Matters	Stay Safe, Be Healthy	
Additional Information		

For further information or to receive a booking form please call 01924 789715
Email: servtobusiness@wakefield.ac.uk

Course Title	Award in Early Years and Childcare for Playworkers	New: No
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Date	Various	Time	6 months - Evening
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Venue	Wakefield Centre Skills Exchange (Glasshoughton)	Cost of Course to you	£60.00
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Target Audience Previous Qualifications Req.	Playworkers already holding a relevant level 3 qualification who would like to work in an Early Years and Childcare setting.
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Course Aim	To enable Playwork qualified people to work in early years childcare settings.
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Course Content	Unit 101: Theory and practice in promoting children's care, learning and development. Unit 102: Aspects of children's care learning and development.
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Course Achievements	National level 3 Transitional award in Early Years and Childcare for Playworkers C&G 3177-10).
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Training Provider Contact Details	Services to Business of Wakefield College Christine Kingswood 01924 789620 Email: c.kingswod@wakefield.ac.uk
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How this relates to Every Child Matters	Be Healthy, Make a Positive Contribution, Stay Safe, Enjoy and Achieve.
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Additional Information	This qualification is approved by the Sector Skills Councils Skills for Care and Development and SkillActive.
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For further information or to receive a booking form please call 01924 789715
Email: servtobusiness@wakefield.ac.uk

Course Title	Award in Playwork for Early Years and Childcare Workers	New: No
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Date	Various	Time	6 months - Evening
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Venue	Wakefield Centre Skills Exchange (Glasshoughton)	Cost of Course to you	£60.00
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Target Audience Previous Qualifications Req.	Workers in early years and childcare settings who hold a relevant level 3 qualification, who currently work or would like to work in Playwork settings.
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Course Aim	To enable early years and childcare qualified people to work in Playwork settings.
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Course Content	Unit 101: The theory and practice of children and young people's play. Unit 102: Aspects of Playwork practice.
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Course Achievements	National level 3 Award in Playwork for Early Years and Child Care workers (C&G 6978-10).
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Training Provider Contact Details	Services to Business of Wakefield College Christine Kingswood 01924 789620 Email: c.kingswood@wakefield.ac.uk
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How this relates to Every Child Matters	Be Healthy, Make a Positive Contribution, Stay Safe, Enjoy and Achieve.
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Additional Information	This qualification is approved by the Sector Skills Councils Skills for Care and Development and SkillActive.
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For further information or to receive a booking form please call 01924 789715
Email: servtobusiness@wakefield.ac.uk

USEFUL CONTACTS

Contact details for all Training Providers included in the Directory.

The following Training Providers also deliver training courses not included in this directory, please contact them directly for additional information.

Carmel Boorman
Educational Psychology Service
Pre-5 Service:SEN
1st Floor, Block C
Normanton Town Hall
Normanton
WF6 2DZ
Tel: 01924 307403
Email: cboorman@wakefield.gov.uk

Jenny Lee
Wakefield College
Wakefield Campus
Margaret Street
Wakefield
WF1 2DH
Tel: 01924 789620/623
Email: j.lee@wakefield.ac.uk

Julie Ashcroft
Health Development Unit
Development Department
Newton Bar
Leeds Road
WF1 2TX
Tel: 01924 305971
Email: jashcroft@wakefield.gov.uk
Website: www.wakefield.gov.uk

**Wakefield Adult and Community
Education Service**
Manygates Lane
Sandal
Wakefield
WF2 7DQ
Tel: 01924 303302
Email: aces@wakefield.gov.uk

Pre-School Learning Alliance
Wakefield Branch Office
Room 5, Trinity Buildings
Caldervale Road
Wakefield
WF1 5PE
Tel: 01924 781083
Email: wakefield@pre-school.org.uk

OTHER USEFUL CONTACTS

OFSTED

Northern Region
Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA
Tel: 08456 404040
Email: enquiries@ofsted.gov.uk
Web: www.ofsted.gov.uk

National Extension College

(distance learning)
The Michael Young Centre
Purbeck Road
Cambridge
CB2 8HN
Tel: 01223 400200
Fax: 01223 400321
Email: info@nec.ac.uk
Web: www.nec.ac.uk
Contact Cath O'Malley to discuss
funding for courses – 01226 392403

City & Guilds –awarding body

Head Office
1 Giltspur Street
London
EC1A 9DD
Tel: 020 7294 2800
Fax: 020 7294 2400
Email:
learnersupport@cityandguilds.com
Web: www.cityandguilds.com

National Childminding Association (NCMA)

Royal Court
81 Tweedy Road
Bromley
Kent
BR1 1TG
Tel: 0845 880 0044
Email: info@ncma.org.uk
Web: www.ncma.org.uk

Pre-School Learning Alliance (PLA)

Fitzpatrick Building
188 York Way
London
N7 9AD
Tel: 020 7697 2500
Fax: 020 7700 0319
Email: info@pre-school.org.uk
Web: www.pre-school.org.uk

Council for Awards in Children's

**Care and Education (CACHE) – awarding
body**
Apex House
81 Camp Road
St Albans
Hertfordshire
AL1 5GB
Tel: 0845 347 2123
Fax: 01727 818618
E mail: info@cache.org.uk
Web: www.cache.org.uk

4 Children

City Reach
5 Greenwich View Place
London
E14 9NN
Tel: 020 7512 2112
Fax: 020 7512 2010
E mail: Info@4Children.org.uk
Web: www.4children.org.uk

National Day Nursery Association (NDNA)

National Early Years Enterprise Centre
Longbow Close
Huddersfield
West Yorkshire
HD2 1GQ
Tel: 01484 407070
Fax: 01484 407060
E-mail: info@ndna.org.uk
Web: www.ndna.org.uk

INTERNET RESOURCES

www.cache.org.uk

Council for Awards in Children's Care and Education

www.skillsactive.com

Sector Skills Council for Active Leisure and Learning

www.dcsf.gov.uk

Department for Children, Schools and Families site with links to other related sites

www.4children.org.uk

National children's charity site for children and young people

www.ncma.org.uk

National Childminding Association. A site with information for childminders, parents and carers on innovations and new initiatives in childminding

www.pre-school.org.uk

Website for the Pre-School Learning Alliance

www.ndna.org.uk

National Day Nurseries Association website

www.qcda.gov.uk

Qualifications and Curriculum Development Agency website

www.nurseryworld.co.uk

www.learndirect.co.uk

For details on course information