

**Aberdeenshire**  
COUNCIL



## **Aberdeenshire Childcare Partnership**

In association with Aberdeenshire Council



### **Training Outline**

**April 2010 – April 2011**

*The training opportunities enclosed in this outline are for:*

*Nursery Staff (Local Authority, Private & Voluntary),*

*Crèche Workers, Childminders, and After-school Workers.*



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## **How do I apply for Training?**

Aberdeenshire Childcare Partnership once again has the opportunity to offer a wide variety of training to **all** registered childcare providers in Aberdeenshire. Training opportunities are also available to local authority nursery settings, however, courses such as Food Hygiene and Manual Handling will **not** be available to these staff members, as these courses are offered by the Aberdeenshire Council employee development training department.

As you are aware training plays a vital role in continuing and developing quality provision within Early Years & Childcare settings, therefore, it is important to participate. **Should any amendments or additions to courses be made, a revised edition of the outline will be available on our website at**

[www.aberdeenshire.gov.uk/children/partnership/training.asp](http://www.aberdeenshire.gov.uk/children/partnership/training.asp)

**or communicated through the Aberdeenshire Childcare Partnership Newsletters.**

If you would like to undertake any of the training opportunities offered by the Childcare Partnership we would ask you to complete **ONE TRAINING REQUEST FORM PER PERSON** and send them to Crichtiebank Business Centre, Mill Road, Port Elphinstone, Inverurie AB51 5NQ.

Training request forms can be downloaded from our website or alternatively contact the Childcare Partnership on 01467 894020.

## **Frequently Asked Questions**

### **Why are the venues not stated in the training outline?**

Many venues have not been set for 2010 – 2011. Training will be arranged in areas, North, Central, South. For some courses if there is a minimum of 15. It may be possible to offer training within your setting. This can be arranged and confirmed with the Childcare Partnership and the trainer involved.

### **Is there a deadline for sending in training request forms?**

Training requests can be submitted to the Partnership throughout the year. However If you have missed a training opportunity, we would urge you to submit your training request form, as additional sessions may be available to accommodate your request. Registering your interest by completing a training request for events with unconfirmed details will also ensure that you receive further information should the event be held in an area near you.

### **Do I need to reapply each year?**

No, if we have been unable to accommodate your request in 2009, then your name will remain on the waiting list until we can offer you a training position.

### **When will I hear if I have a place?**

A confirmation letter will be sent to your mailing address at least **two** weeks prior to the event. Correspondence will only be sent later than this if we have a late cancellation.

### **What happens if I cancel my place?**

If the scheduled date for a training event is not suitable you **must** contact the Partnership and advise them that you cannot attend. A cancellation number will be allocated to you, please ensure you **retain** this number, as this is your confirmation of cancelling your place. Without a cancellation number a non-attendance invoice will be generated. Your name will then be placed back onto the waiting list until another suitable event is running.

# **Scottish Vocational Qualification (SVQ)** **Children's Care, Learning & Development (CCLD)** **Levels II, III and IV. Also Playwork II, III and IV**

The above SVQ's are for those working with children from 0 – 16 years in settings or services whose main purpose is children's care, learning and development. They are designed for workers: whether full time or part time, paid or voluntary, permanent or temporary in day or night posts, in fixed locations or peripatetic, who may work in Support roles (level II), Supervisory roles (level III) or Lead practitioner/Management roles (level IV).

The courses can however, enable progression within and between levels. Laterally they will allow candidates who complete the requirements for a full SVQ to take up continuing professional development opportunities through the optional units. Vertically they will allow movement up to another level and across sectors.

This new suite of Children's Care, Learning and Development units will support progression in/to employment in the following areas:

- Health
- Play work
- Teaching

Progression for childminders into new roles has also been developed.

Each Level consists of Mandatory Core units plus optional units

Level II	<b>Six</b> Mandatory Units plus	<b>One</b> Optional Unit
Level III	<b>Five</b> Mandatory Units plus	<b>Four</b> Optional Units
Level IV	<b>Four</b> Mandatory Units and	<b>Five</b> Optional Units

## **Training will be available:**

<b>12<sup>th</sup> April</b>	<b>-</b>	<b>30<sup>th</sup> June 2010</b>
<b>23<sup>rd</sup> August</b>	<b>-</b>	<b>08<sup>th</sup> October 2010</b>
<b>25<sup>th</sup> October</b>	<b>-</b>	<b>30<sup>th</sup> November 2010</b>
<b>08<sup>th</sup> February</b>	<b>-</b>	<b>31<sup>st</sup> March 2011</b>
<b>18<sup>th</sup> April</b>	<b>-</b>	<b>30<sup>th</sup> April 2011</b>

# **Becoming An Effective Team Leader**

## **IML Level 2 Award**

This course is designed to give learners a basic knowledge of the various roles, functions and responsibilities of a Team Leader and their limits of authority and accountability.

The course content is developing yourself as a Team Leader and also motivating the Team, including planning and monitoring the Team.

This course is held over 5 days or ten evenings. (30 Hours Course)

Candidates will be assessed during the course. On completion will be issued with an accredited Certification from the Institute of Leadership and Management.

Previous candidate's who applied for the above training, will be required to reapply to Aberdeenshire Childcare Partnership, for training to become an effective team leader, due to the accredited level now being offered in this training.

### **Training will be available:**

<b>12<sup>th</sup> April</b>	<b>-</b>	<b>30<sup>th</sup> June 2010</b>
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<b>18<sup>th</sup> April</b>	<b>-</b>	<b>30<sup>th</sup> April 2011</b>

## **SVQ in Training and Development**

### **A1: Assess Candidate using a range of methods.**

This unit is aimed at candidates who have held a relevant Level III Childcare qualification for at least 3 years and are familiar with the SVQ system. Candidates will need to have access to 3 candidates undergoing SQV qualifications.

#### **Training will be available:**

12 <sup>th</sup>	April	-	30 <sup>th</sup>	June 2010
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25 <sup>th</sup>	October	-	30 <sup>th</sup>	November 2010
08 <sup>th</sup>	February	-	31 <sup>st</sup>	March 2011
18 <sup>th</sup>	April	-	30 <sup>th</sup>	April 2011

## **National Care Standards**

This workshop consists of 1 whole day or 3 evening sessions. The workshop covers all standards including regulations and also policies and procedures relating to the standards, amongst other things. The evening sessions cover:

- Standards 1 – 4
- Standards 5 – 9
- Standards 10 – 14 including SSSC information

Each session will contain tutor input; opportunities for group discussions, brainstorming and exercises relevant to their individual settings.

This course is aimed at all practitioners in the childcare sector.

#### **Training will be available:**

12 <sup>th</sup>	April	-	30 <sup>th</sup>	June 2010
23 <sup>rd</sup>	August	-	08 <sup>th</sup>	October 2010
25 <sup>th</sup>	October	-	30 <sup>th</sup>	November 2010
08 <sup>th</sup>	February	-	31 <sup>st</sup>	March 2011
18 <sup>th</sup>	April	-	30 <sup>th</sup>	April 2011

**Trainers: Banff & Buchan College, & CSTAC**

## **BA Childhood Studies/Childhood Practice**

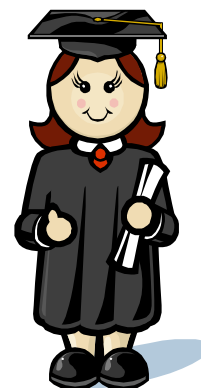
A flexible modular programme, delivered by distance learning leading to a Degree award. This programme is open to early childhood professionals who are working in a range of early childhood care and education settings and who have qualified to SVQ LEVEL III or equivalent. Participants must have access to children age 0-16 on a regular basis. It aims to enhance the professional development of early childhood professionals supporting a quality service for children and families and meet the demand for the continued development of skilled and reflective childcare workers. This qualification will be a requirement by the SSSC for all managers/Lead practitioners in childcare settings by 1<sup>st</sup> December 2011.

**The BA Childhood Studies Programme is on offer at:**

**Dundee University**

**Aberdeen University**

**Open University**



## **CPD Workshops Within CSN**

**Aberdeenshire Early Year's Team** will be delivering a series of Workshops on the following:-

- **Literacy Through Play**
- **Planning for the Early Years**

These developments will be set within the context of **Curriculum for Excellence – Supporting the Early Level and Aberdeenshire Curriculum Framework 3 – 18 Entitlements**

The Workshops will be delivered within your local community schools networks. Local Authority Partner Providers as well as Local Authority Early Years' staff are invited to attend the various workshops within your local **CSN**.

The time and dates of these will be advertised locally.

The contact for the Workshops is your local **Early Years Co-ordinator Teacher** who will inform you of the timing and location of the workshops within your **CSN**.

**Training will be available:**

<b>12<sup>th</sup></b>	<b>April</b>	<b>-</b>	<b>30<sup>th</sup></b>	<b>June 2010</b>
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<b>18<sup>th</sup></b>	<b>April</b>	<b>-</b>	<b>30<sup>th</sup></b>	<b>April 2011</b>

## **Elementary Food Hygiene**

It is now a requirement that anyone handling food in an Early Years or Childcare setting undertakes this training. This basic food hygiene course explains the causes of food poisoning and how to prevent it, hygiene standards required by food handlers, how to refrigerate and freeze correctly, stock rotation, waste disposal, how to control common pests, correct cleaning procedures and how food legislation affects you. A written multiple choice exam lasting no longer than 30 minutes will conclude the course. An oral exam can be arranged if required. Each candidate will be given a course handbook and syllabus and on successful completion of the exam will be presented with a certificate from The Royal Environmental Institute of Scotland. The sessions are run either 9.30am - 4.30 pm or over two evenings 6.00 - 9.00 pm & 6.00 - 9.30 pm.

**For those candidates who have sat the full course in the last 3 - 4 years, a half day refresher course, Food Safety in Practice will be offered.**

**Trainer: Lorna Ross, Aberdeenshire Council - Environmental Service**

**Training will be available:**

<b>12<sup>th</sup> April</b>	<b>-</b>	<b>30<sup>th</sup> June 2010</b>
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<b>18<sup>th</sup> April</b>	<b>-</b>	<b>30<sup>th</sup> April 2011</b>

## First Aid Certificate

This first aid training will be geared towards all candidates working with children. The programme requires 6 hours contact time with a first aid tutor and will include a foundation first aid course and a childcare module.

All sessions are 9.30am – 4.30 pm.

This Certificate is valid for 3 years.

**Trainer: Banff & Buchan, Grampian Training Services & Enhance**

**Training will be available:**

<b>12<sup>th</sup> April</b>	<b>-</b>	<b>30<sup>th</sup> June 2010</b>
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## **Child Protection Training**

The child protection training course raises awareness of responsibilities to protect children. The course will cover possible indicators of child abuse, responsibilities to alert and how to deal with children in these circumstances. This course supports staff in all aspects of safeguarding children in line with local guidance.

All sessions run from 7.00 - 9.00 pm. Suitable for new members within childcare settings and also as a refresher.

**Trainer: Kieran Kenny & Neil Smillie, Aberdeenshire Council**

**Training will be available:**

<b>12<sup>th</sup> April</b>	<b>-</b>	<b>30<sup>th</sup> June 2010</b>
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## **Risk Assessment**

This 2-session workshop is aimed at managers, lead practitioners or supervisory staff. The objective of this workshop is to make the client aware of the risk assessment process, incorporating examples of hazards, risks and Health and Safety legislation to allow the client an opportunity to complete work based assessment worksheets under supervision and guidance. Maximum numbers – 15. This course can be offered as evening, day or weekend classes.

### **Training will be available:**

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<b>18<sup>th</sup> April</b>	<b>-</b>	<b>30<sup>th</sup> April 2011</b>

**Trainers: Banff & Buchan & Evolve Training**

## **Manual Handling**

This workshop is aimed at all childcare providers who are expected to lift heavy objects as part of their daily routine. This may be heavy equipment such as climbing frames and tables or possibly the children. The workshop will highlight the safest way to lift and carry, avoiding injury at all times. The workshop runs over two evenings **7.00 – 9.30 pm**. Attendance is required at both sessions.

### **Training will be available:**

<b>12<sup>th</sup> April</b>	<b>-</b>	<b>30<sup>th</sup> June 2010</b>
<b>23<sup>rd</sup> August</b>	<b>-</b>	<b>08<sup>th</sup> October 2010</b>
<b>25<sup>th</sup> October</b>	<b>-</b>	<b>30<sup>th</sup> November 2010</b>
<b>08<sup>th</sup> February</b>	<b>-</b>	<b>31<sup>st</sup> March 2011</b>
<b>18<sup>th</sup> April</b>	<b>-</b>	<b>30<sup>th</sup> April 2011</b>

**Trainers: Grampian Training Services & Evolve Training**

## **Induction Training for Childminders**

This six session training programme is recommended for those considering a career in childminding.

All sessions are interactive and take the form of discussion groups. There are no tests or assignments to complete, just the opportunity to explore what childminding involves; to learn together; and to meet with other potential childminders.

The programme reflects the fact that potential childminders should be well informed before registration and includes sessions covering the professional approach, meeting the needs of children and partnership with parents.

Induction training is supported by a series of handouts, which provide useful information to help with the initial stages of taking on a childminder role. A Certificate of Attendance will be awarded to those who attend the complete programme.

**Trainer: Elaine Herron**

**Training will be available during:**

**May 2010**

**August 2010**

**November 2010**

**February 2011**



# **Infection Control & Bloodborne Viruses Study Day**

This study day is aimed at childcare providers. The day has been designed to provide these individuals with a working knowledge of appropriate infection control practice. The day also covers the wider aspects surrounding Bloodborne Viruses (HIV, Hepatitis B and Hepatitis C). The day is divided into two sessions or one day.

## **Aims and Learning Outcomes**

### **Morning Session**

- Increase understanding of how infections are transmitted
- To promote awareness of the principles of Standard Precautions
- To promote awareness of the principles of decontamination
- To be able to apply NHS Grampian's Exclusion Policy appropriately

### **Afternoon Session**

- To increase awareness of Hepatitis B & C and HIV infection and how they can affect the individual and others
- To discuss the routes of transmission
- To examine personal attitudes and develop an understanding of the discrimination and prejudice associated with bloodborne viruses
- To explore confidentiality

**Trainer: Health Protection Team, NHS Grampian  
Lynn Byers, Jackie Williams**

## **Training will be available during:**

**2010      October**

**2011      February  
            April**

## Meningitis

Meningitis and meningococcal septicaemia may not always be easy to spot because the symptoms can be similar to flu. Awareness of the signs and symptoms is vital, particularly when working with young children. This one hour long workshop will benefit you in recognising these and may save a life.

**Trainer: Robbie Coleman, Meningitis Trust Scotland**

**Training will be available during:**

**2010**

**April  
June**



## **Nutritional Guidance for Early Years**

The aim of this course, that has been developed to provide a consistent Grampian wide approach to Nutritional Guidance for Early Years, is to enable participants to explore the “Nutritional Guidance for Early Years” by developing knowledge and increasing confidence in promoting good nutrition in children aged 1 – 5 years. The course also aims to encourage participants to reflect on their current practice, helping develop an understanding of the guidance and standards and value the potential of their own role in promoting good nutrition in young children.

**This course will also be relevant for those working in Out of School Care settings.**

**Trainer: Presented by members of the Community Dieticians.**

**All Sessions run from 7.00pm – 9.00pm**

**Training will be available during:**

<b>September</b>	<b>2010</b>
<b>November</b>	<b>2010</b>
<b>March</b>	<b>2011</b>



## **'Promoting Effective Practice' - Birth to Three**

This Birth to Three – 'Promoting Effective Practice' Course is open to **staff** of all centres working with children under three years of age in Aberdeenshire.

The course is part of Continuous Professional Development and focuses on the essentials in providing a safe, comfortable yet stimulating environment for the under threes, where they have the support of responsive, caring respectful staff. This training has been created to develop and increase an awareness and confidence in supporting in-house training for staff members, to highlight the importance of care, well-being and education in the lives of young children. The course follows the values laid down within the Birth to Three Supporting Our Youngest Children where it is acknowledged that high quality care is vital in helping children to have a good quality start in life in order to realise their full potential.

Each training course will last approximately 2 hours:

Participants are required to bring along a copy of the 'Birth to Three Supporting Our Youngest Children' and a photograph, toy, memory or another experience that evokes a strong positive memory of their own childhood.

**Trainer: Aberdeenshire Pre-school Development Team.**

**Training will be available during:**

**Routines - May 2010**

**Observations – Training will be repeated due to high demand**

## **Top Tots and Top Start**

Children's physical development and movement is linked closely to all other aspects of learning"

Top Tots has been designed to:

- Aid development of co-ordination and motor skill development for pre-school
- Children from 18 months - 3 years
- Provide simple resources to introduce children to physical activity at an early age

Top Start develops basic movement and ball skills encouraging children to develop co-ordination skills, strength, mobility and balance for children from 3 - 5 years. All activities offer:

- Educational development, fun and enjoyment
- Encourage the full integration of young disabled people
- Be used with both large and small groups

Both Top Tots and Top Start programmes will involve active participation with Top Start.

**All Sessions run 7.00 pm - 9.00 pm**

**Trainer: Aberdeenshire Pre-school Development Team.**

**Training will be available during:**

**2010**

April

September

**2011**

February

April

**Active Schools Skipping**

This workshop is specifically aimed at delegates who wish to introduce skipping to a client group.

Providing an introduction to skipping from basic footwork and rope turning skills required for jumping over a moving rope to more advanced skills as learning 'Double Dutch'.

### **All sessions run from 7.00 – 9.00 pm**

- Active Schools Skipping (P1-P3: 5-7 yrs)
- Active Schools Skipping (P4-P5: 8-11 yrs)

**Trainer: Aberdeenshire Council**

**Training available during Term Time**



## **Kidz be Active**

This workshop is aimed at providing motivational health related activity sessions, which will promote and encourage young children to enjoy physical activity. The workshop will discuss anatomic, physiological and environmental issues relevant to children of various age groups.

**All sessions run from 7.00 – 9.00 pm**

- Kidz be Active Junior (P1-P3: 5-7 yrs)
- Kidz be Active Senior (P4-P5: 8-11 yrs)

**Trainer: Aberdeenshire Council**

**Training will be available during Term Time**



## Managing Behaviour



This workshop is designed for any one working with children. Providing you with skills to be able to prepare and develop a planned approach to managing behaviour in your setting.

The workshop will encourage you to undertake a consistent practical approach to supporting all of the children in your care including managing your own behaviour and to look at alternative solutions & behaviour plans.

- Listening Skills
- Stress
- Non verbal Communication

**Training may be delivered within your setting on request.  
Running time: - 2 hours approx**

**Trainer: Carol McLaughlan, Development Worker**  
**Training will be available:**

<b>12<sup>th</sup> April</b>	<b>-</b>	<b>30<sup>th</sup> June 2010</b>
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## **Supporting Speech & Language Development in Early Years**

The local Speech & Language therapists will run 4 separate sessions. The introductory workshop provides an introduction to normal language development in early years.

The 3 additional workshops, which may be attended in any order following the introductory workshop, build on the initial session and look at specific topics in more detail. Attendance at the introductory workshop is a prerequisite to attending any of the level 2 sessions.

<b>Level 1:</b>	<b>Introductory Workshop</b>
<b>Level 2.1:</b>	<b>Language Learning Everyday</b>
<b>Level 2.2:</b>	<b>Building Blocks</b>
<b>Level 2.3:</b>	<b>Speech</b>

**All Sessions run 7.00 pm - 9.00 pm**

**Trainer: Early Years Speech & Language Therapy Team.**

**Training will be available during May 2010 – April 2011**

## **Storytelling – Part 1**

Story-time in early years is an important part of daily routine.

Storytelling is an ancient art that has emerged as an important counter-balance to our busy, stressful high-tech world. A story session can form a favourite part of the day, quiet and relaxing or fun and exciting.

Storytelling is an important way to learn about life, and listening to stories develops imagination, confidence, and creativity and instils interest in language, storytelling and communication.

Everyone is a storyteller and we all have our stories to tell. By using stories, songs, rhymes and poems, sometimes along with props, pictures and puppets, story sacks, story boxes and story-boards, you can bring stories to life in ways that make children want to listen and interact. A story apron and jacket also prove to be useful devices for enticing children to book corners.

This workshop provides practitioners suggestions and ideas to implement within their own childcare setting. This workshop is aimed at childcare workers working with young children aged 0-5 years and primary aged children.

Sessions run from 7.00 pm - 9.30 pm. This workshop is aimed at experienced staff looking for new strategies or inexperienced staff hoping to develop new skills.

**Trainer: Cathy Low**

### **Storytelling Part One**

**Training will be available during:**

**2010  
May**

## **Storytelling – Part 2**

This workshop is aimed at practitioners who enjoyed the first training course and would like to move forward with their own Storytelling skills. For this course practitioners are asked to bring along a short story - whether it be a child's story or a traditional or personal story. (As a guide line anything between 300-1300 words)

Please choose a story that you particularly like and want to tell. Read through your story a few times before the session, so you're very familiar with the beginning, the middle and the end!

We will work with the stories that you have brought, looking at how to further your personal storytelling skills and presentation. The aim of this workshop is to encourage, be encouraged and most of all to have fun.



**Trainer: Cathy Low**

**Storytelling Part Two**

**Training will be available during:**

**2010**

**June**

## **Autism Awareness**

This workshop is aimed at childcare providers, dealing with children on the autistic spectrum. It aims to provide basic awareness and practical suggestions on how to work effectively with them. At present this will run as a 2 1/2hr evening.

This workshop is suitable for staff, who have recently commenced working with children on the autistic spectrum.

**Training will be available during May 2010– April 2011**

## **Autism & play**

Many children on the autistic spectrum seem to be at a very early developmental stage in their play, which is often less spontaneous and varied than that of other children. This workshop is designed to offer play strategies that focus on skills such as visualising, imitation, mirroring and turn taking.

This workshop is aimed at experienced staff looking for alternative strategies or new staff working with children on the autistic spectrum. At present this workshop is held as a **one day course**.

**Training will be available during May 2010 –April 2011**

## **Sing a Ring**

**The Sing-a-Ring programme is aimed at all early years practitioners, who either wish to develop their skills and/or confidence in leading musical activity within their daily childcare settings, or purely to increase their existing repertoire of songs/rhymes. The training provides guidance on how to plan fun activities following a progressive pathway which supports musical and wider development.**

The Sing-a-Ring programme was “tailor-made” for Aberdeenshire, as a result of collaboration between partners and individuals involved in early years care and education across Aberdeenshire, with professional guidance from the National Youth Choir of Scotland.

The popular programme follows the principles of Zoltan Kodaly, a Hungarian composer and educationalist, who believed that musicianship, should be taught, first and foremost, through the use of the voice. The activities are clearly linked, not only to specific musical objectives, but also to broader areas of children’s development and learning with direct relevance to Curriculum for Excellence. Each song/rhyme is accompanied by age appropriate activities for babies, toddlers and children of ante-pre and pre-school age.

The training will involve active participation in the Singing Games and Rhymes taken from highly popular Sing-a-Ring book devised for the programme.

On completion of the training, which will involve 3 x 2 hour sessions, or 2 x 3 hours sessions, each participant will receive a copy of the Sing-a-Ring book, CD and DVD.

Aberdeenshire Council has already successfully implemented the Kodaly Singing Programme in all schools, with children in P1 – P7 regularly receiving Kodaly training, and we are pleased to extend the invitation to attend training to teachers of Primary 1 pupils who wish to participate and promote this transitional link from Early Years in to Primary 1.

**Training dates to be arranged during Term Time 2010 – 2011**

## **Book Sharing Skills**

This is a practical CPD session for practitioners working with children aged birth to five and their families. The course will look at developing storytelling skills and broadening knowledge base about appropriate books for children aged birth to five, and will provide practical hints, tips and techniques on how to pass these skills on to the families that you work with.

**Training available from Scottish Book Trust during  
May 2010 – April 2011**

## **Bookbug Pirate Pack CPD**

This training will be most beneficial for practitioners working with children aged 3-4 who are involved in the gifting of Bookbug Pirate packs (formerly Treasure Chests). The course will illustrate the links to the literacy development work of early years settings; why effective gifting is so important; and how to use the pack as a tool to increase parental involvement in children's learning.

**Training available from Scottish Book Trust during  
May 2010 – April 2011**

## **Aberdeenshire Childcare** **Want to know more?**

**Why not log on to our website!**

**Follow the links from the Aberdeenshire Council  
Website:-**

**[www.aberdeenshire.gov.uk/children](http://www.aberdeenshire.gov.uk/children)**



**Click on this icon for information about the Aberdeenshire  
Childcare Partnership, funding, training, training Updates and  
news.**

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### ***Childcare Strategy Team***

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### **Childcare Information Service**

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