

BTAC Bedford Training & Assessment Centre

*Early Years, Childcare,
Playwork, School and Children's
Centre Practitioners*

Training Directory 2017-2018



Central
Bedfordshire

Bedford Borough Council and
Central Bedfordshire Council
working together

Welcome


Welcome to our annual training programme 2017 – 2018, for your personal Continuous Professional Development (CPD).

To book a place on a course, please use the online application form at:

 www.bedford.gov.uk/trainingdirectory

New Courses

We have added in some new courses this year (*), which we hope you will find useful. As always, we value your feedback greatly, so if you have any suggestions for other training, please contact us on

 **01234 228847**

Cancellations

Should you need to cancel your place, please call our **24 hour phone line 01234 228847** and leave your name and number.

Our Commitment to You

We will endeavour to meet agreed dates and times for all courses, however we reserve the right to cancel or amend a course, date or start time.

Please note – we need a minimum of 10 delegates for a course to run.

Notification of a course cancellation will be sent via email. In circumstances beyond our control, a course may have to be cancelled at short notice. In all cases we will do our utmost to arrange suitable alternatives.

Cancellation Policy

- a. Once we receive the completed booking form, a confirmation and invoice will be sent.
- b. If you cancel your place at least four weeks prior to the course start date, there will be no cancellation charge. We will raise a credit note for the cost of the course.

If you are unable to give four weeks' notice of a cancellation, then the following charges will apply:

- Less than one week's notice - cancellation fee will be 100% of course fee.
- Less than two weeks' notice - cancellation fee will be 50% of course fee.
- Less than four weeks' notice - cancellation fee will be 25% of course fee.

Key - Venue Codes

RC – Raleigh Centre (Southway Nursery site), Ampthill Road, Bedford MK42 9HE

QPNC – Queens Park Neighbourhood Centre, Marlborough Road, Bedford MK40 4LE

BH – Borough Hall, Cauldwell Street, Bedford, MK42 9AP

SJA – St John Ambulance Headquarters, 34 St. Johns Street, Bedford, MK42 0DH

Autumn Term 2017

Course Title	Cost	Date / Time	Venue
Paediatric First Aid	£95	Monday 25 & Tuesday 26 September 2017 9.30 – 16.30	RC
Paediatric First Aid	£110	Saturday 7 & 14 October 2017 9.00 – 16.30	SJA
ITERS-R 1 Day Training (includes Infant Toddler Environment Rating Scale book)	£75	Monday 9 October 2017 9.30 – 16.00	QPNC
*Practical Maths	£35	Tuesday 17 October 2017 9.30 – 12.30	RC
Managing Medicines	£40	Tuesday 7 November 2017 9.30 – 13.00	RC
Physical & Nutrition Coordinator Training (PANCo)	£55	Wednesday 8 November 2017 9.30 – 15.30	QPNC
Paediatric First Aid	£95	Wednesday 8 & Thursday 9 November 2017 9.30 – 16.30	RC
Safeguarding Children	£35	Wednesday 8 November 2017 18.30 – 21.00	BH
*Sign 4 Little Talkers (includes free book)	£45	Wednesday 15 November 2017 9.30 – 12.00	RC
*Supporting Children & Young People's Mental Health	£35	Thursday 16 November 2017 9.30 – 12.30	RC
Safer Recruitment	£55	Tuesday 21 November 2017 9.30 – 15.30	QPNC
*Supporting British Values in Early Years, and how this links to the Prevent Duty Agenda	£35	Friday 24 November 2017 9.30 – 12.30	RC
Paediatric First Aid	£95	Tuesday 28 & Wednesday 29 November 2017 9.30 – 16.30	RC
Care, Learning and Development for 2 Year Olds	£55	Wednesday 29 November 2017 9.30 – 15.30	QPNC
*Practical Positive Behaviour Support for Early Years	£35	Wednesday 6 December 2017 9.30 – 12.30	RC



Spring Term 2018

Course Title	Cost	Date / Time	Venue
Early Years Foundation Stage Training	£55	Monday 15 January 2018 9.30 – 15.30	QPNC
Paediatric First Aid	£95	Wednesday 17 & Thursday 18 January 2018 9.30 – 16.30	RC
Safeguarding Intermediate and the Impact of Domestic Abuse	£55	Monday 22 January 2018 9.30 – 15.30	QPNC
Supporting Children on the Autism Spectrum	£35	Thursday 25 January 2018 9.30 – 12.30	RC
Paediatric First Aid	£110	Saturday 27 January & Saturday 3 February 2018 9.00 – 16.30	SJA
Paediatric First Aid	£95	Monday 5 & Tuesday 6 February 2018 9.30 – 16.30	RC
Managing Staff Performance through Appraisal & Supervision	£55	Tuesday 20 February 2018 9.30 – 15.30	QPNC
Paediatric First Aid	£95	Thursday 22 & Friday 23 February 2018 9.30 – 16.30	RC
Sign 4 Feelings & Behaviour	£40	Tuesday 27 February 2018 9.30 – 12.00	RC
Managing Medicines	£40	Thursday 1 March 2018 9.30 – 13.00	RC
*Hearing the Child's Voice	£35	Monday 5 March 2018 9.30 – 12.30	RC
Physical & Nutrition Coordinator Training (PANCo)	£55	Tuesday 6 March 2018 9.30 – 15.30	QPNC
Paediatric First Aid	£95	Monday 12 & Tuesday 13 March 2018 9.30 – 16.30	RC
Food Hygiene and Safety - Basic Awareness	£25	Thursday 15 March 2018 18.30 – 20.30	BH
ITERS-R 1 Day Training (includes Infant Toddler Environment Rating Scale book)	£75	Monday 19 March 2018 9.30 – 16.00	QPNC
Paediatric First Aid	£95	Tuesday 20 & 27 March 2018 time tbc	RC
The Effects of Poverty & Disadvantage on Children & Young People	£55	Friday 23 March 2018 9.30 – 15.30	QPNC

Summer Term 2018

Course Title	Cost	Date / Time	Venue
Safeguarding Children	£35	Thursday 19 April 2018 9.30 – 12.30	QPNC
Paediatric First Aid	£95	Thursday 19 & Friday 20 April 2018 9.30 – 16.30	RC
Paediatric First Aid	£110	Saturday 5 & 12 May 2018 9.00 – 16.30	SJA
Paediatric First Aid	£95	Wednesday 9 & Thursday 10 May 2018 9.30 – 16.30	RC
Paediatric First Aid	£95	Wednesday 16 & 23 May 2018 9.30 – 16.30	RC
Safer Recruitment	£55	Thursday 17 May 2018 9.30 – 15.30	QPNC
Sign 4 Big Feelings (Safeguarding Children) (includes free book)	£45	Thursday 17 May 2018 9.30 – 12.00	RC
Care, Learning and Development for 2 Year Olds	£55	Monday 4 June 2018 9.30 – 15.30	QPNC
Paediatric First Aid	£95	Thursday 7 & 14 June 2018 9.30 – 16.30	RC
Managing Medicines	£40	Wednesday 13 June 2018 9.30 – 13.00	RC
Paediatric First Aid	£95	Wednesday 20 & Thursday 21 June 2018 9.30 – 16.30	RC
Safeguarding Children – Introduction	£35	Friday 22 June 2018 9.30 – 12.30	QPNC

For further information about these courses, and to book a place, please visit:

 www.bedford.gov.uk/trainingdirectory



Qualifications – www.bedford.gov.uk/btac

NCFE CACHE Level 1 Award in an Introduction to Early Years Settings (QCF)	Time	Venue
Enrolment with assessment in literacy and numeracy date: Wednesday 27 September 2017	9.30 – 12.30	BH
Workshop dates: Thursdays – 28 September 2017 to 30 November 2017	9.30 – 14.00	QPNC
Enrolment with assessment in literacy and numeracy date: Tuesday 23 January 2018	9.30 – 12.30	BH
Workshop dates: Wednesdays – 24 January 2018 to 28 March 2018	9.30 – 14.00	RC
Enrolment with assessment in literacy and numeracy date: Monday 23 April 2018	9.30 – 12.30	BH
Workshop dates: Tuesdays – 24 April 2018 to 26 June 2018	9.30 – 14.00	QPNC

NCFE CACHE Level 2 Certificate in an Introduction to Early Years Education and Care (QCF)	Time	Venue
NCFE CACHE Level 2 Certificate in Supporting Teaching and Learning in Schools (QCF)		
Enrolment with assessment in literacy and numeracy dates: Tuesday 12 September 2017 Monday 9 October 2017 Monday 6 November 2017 Thursday 7 December 2017 Thursday 11 January 2018 Wednesday 31 January 2018 Wednesday 28 February 2018 Tuesday 17 April 2018 Tuesday 8 May 2018 Monday 4 June 2018 Monday 2 July 2018	9.30 – 12.30	BH

NCFE CACHE Level 3 Diploma for the Early Years Workforce (Early Years Educator) (QCF)	Time
NCFE CACHE Level 3 Diploma in Specialist Support for Teaching and Learning in Schools (QCF)	
Induction Dates: Tuesday 19 September 2017 Monday 16 October 2017 Monday 13 November 2017 Thursday 14 December 2017 Thursday 18 January 2018 Wednesday 7 February 2018 Wednesday 7 March 2018 Tuesday 24 April 2018 Tuesday 15 May 2018 Monday 11 June 2018 Monday 9 July 2018	9.30 – 13.00

NCFE CACHE Level 3 Diploma for the Children and Young People's Workforce – Social Care or Learning, Development and Support Services Pathways

Please register your interest by calling 01234 228847

NCFE CACHE Level 4 Certificate for the Early Years Advanced Practitioner	Time	Venue
Induction Date: Friday 6 October 2017 This includes workshops to cover: Enabling Environments, SEND, PANCo and Working with Children who are Vulnerable	9.30 – 15.30	QPNC

NCFE CACHE Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (QCF) – Advanced Practice Pathway, Management Pathway and Residential Management Pathway

Please register your interest by calling 01234 228847

NCFE CACHE Level 2 Award, Certificate and Diploma in Playwork (QCF)

NCFE CACHE Level 3 Award, Certificate and Diploma in Playwork (QCF)

Please register your interest by calling 01234 228847

NCFE CACHE Level 2 Diploma in Health and Social Care (Adults) (QCF)	Venue
NCFE CACHE Level 3 Diploma in Health and Social Care (Adults) (QCF) Please register your interest by calling 01234 228847	At your workplace

NCFE CACHE Level 2 Award in Food Safety in Health and Social Care and Early Years

Food Hygiene and Safety – Basic Awareness

Thursday 15 March 2018

Please register your interest by calling 01234 228847

NCFE CACHE Level 3 Certificate in Assessing Vocational Achievement (QCF)

Please register your interest by calling 01234 228847

NCFE CACHE Level 3 Award in Supporting Children & Young People's Speech, Language & Communication (QCF)

Talk for All Workshop

Wednesday 4 & 18 October 2017

Please contact 01234 228095 to book a place

NCFE CACHE Level 3 Diploma for Residential Childcare

Please register your interest by calling 01234 228847


Children and Families Workforce Early Help and Support Endorsed Pathway (ELP)

Please register your interest by calling 01234 228847

Continuous Professional Development (CPD) Units

Cover Supervisor Unit – NCFE CACHE (QCF) Supervise whole class learning activities – Unit TDA 3.8	Venue
Please register your interest by calling 01234 228847	At your school
PANCo Unit – NCFE CACHE – Promoting health and well-being through physical activity and nutrition co-ordination (PANCo) in the early years – Unit EYAP 2	Venue
PANCo Workshop Wednesday 8 November 2017 Tuesday 6 March 2018 Please register your interest by calling 01234 228847	QPNC

For further information about these qualifications, please contact us:

 **01234 228847**

 **nvqhelp@bedford.gov.uk**

 **www.bedford.gov.uk/btac**

STOP PRESS

Whole Setting / School Bespoke Training

We are able to deliver a range of bespoke training to your whole setting:

- Safeguarding Children Training
- Food Hygiene and Safety Training
- Care, Learning and Development for 2 Year Olds


Date: Training day of your choice

Time: 3 hour session of your choice (Time is flexible)

Venue: On site

Cost: Price upon application

If you would like to arrange some bespoke training, or for further information, please contact Helen Field:

 **07769 642183**

 **helen.field@bedford.gov.uk**



New Courses

Practical Maths

Tuesday 17 October 2017, 9.30am to 12.30pm

Raleigh Centre, £35

This practical workshop is for all EYFS practitioners working with children aged 2-5. It will support understanding of how mathematics relates to children's everyday lives; help practitioners to create a mathematically stimulating environment; develop confidence in planning and providing practical activities to support children's mathematical development; stimulate ideas about the use of everyday resources to ensure mathematical learning is purposeful, meaningful and relevant.

Sign 4 Little Talkers

Wednesday 15 November 2017, 9.30am to 12.00pm

Raleigh Centre, £45

Sign 4 Little Talkers has been developed to support improved communication and positive behaviour in two to four year olds. It successfully uses sign language to increase targeted vocabulary in hearing children.

Why sign? The action of the sign, coupled with the spoken word is a powerful tool that helps children to remember new vocabulary effectively. Young children learn best when they are actively engaged and with Sign 4 Little Talkers they are not just hearing and saying new words, but seeing and doing them as well!

Sign 4 Little Talkers will support your two, three and four year olds to:

- Communicate positively with other children and adults.
- Recognise their own feelings and those of others and begin to use words such as: happy, sad, worried, disappointed, angry and frustrated.
- Respond to boundaries and begin to use and understand words such as: wait, share, your turn, my turn and gentle.
- Begin to use more complex sentences, including words such as: because, why, who, what and where.

A Sign 4 Little Talkers 'Feelings' book will be supplied on this course. Additional resources including story books and dolls will be available to purchase on the course.

Supporting Children & Young People's Mental Health

Thursday 16 November 2017, 9.30am to 12.30pm

Raleigh Centre, £35

Mental Health is often hidden, not just because you cannot 'see' it, but because children themselves hide their feelings and emotions. This is an essential course for anyone working with children & young people.

Learn how to recognise the signs and symptoms, understand the difference between worry/anxiety and a diagnosable mental health disorder. Know what to do and how to respond to individuals. Learn how to help individuals cope with stress and anxiety and learn how to encourage children to try self-help techniques. Know when the child needs to be passed on to external experts.

Mental Health is hidden but is the most prevalent disorder in the UK with more children being affected daily!

Supporting British Values in Early Years, and how this links to the Prevent Duty Agenda

Friday 24 November 2017, 9.30am to 12.30pm
Raleigh Centre, £35

A practical session designed to help all EYFS practitioners (working with children aged 3-5) understand their responsibility to fulfil the Prevent Duty and foster British values.

This training will support practitioners in understanding what British values are; identifying practical ways to promote British values in the EYFS; being clear about Ofsted expectations, and understanding how British values link to the Prevent Duty.

Practical Positive Behaviour Support for Early Years

Wednesday 6 December 2017, 9.30am to 12.30pm
Raleigh Centre, £35

All children exhibit behaviour we would prefer not to see. Some may be simply testing the boundaries, other behaviour may relate to an underlying condition, some may be learned behaviour or relate to previous experiences.

This course is very practical offering a range of suggestions and practical ideas on managing behaviour within Early Years. This course is not about the theory of behaviour management, instead we focus on the actual experiences of the practitioner.

Hearing the Child's Voice

Monday 5 March 2018, 9.30am to 12.30pm
Raleigh Centre, £35

We always try our hardest to listen to the children in our care. However, it is not as easy as said when so much else takes our attention. The one child who wants us to listen has to compete with 30 others.

In this workshop we explore how children's voices are expressed both verbally and non-verbally through their behaviour. We look at how we are 'reading' the communication and how we are giving children the opportunity to have their voices heard. Within the course we take a look at those children who find it hard to have a voice perhaps through culture, shyness or an underlying social communication condition.

Lots of practical ideas and activities to use in your setting. Good to take back and increase parent involvement too!

Children and Families Workforce Early Help and Support Endorsed Pathway (ELP)

The Early Help standards, which are accredited by CACHE, have been designed to develop the workforce which is often working in a way that supports the early needs and interventions of children, young people and families.

The Early Help standards are based upon 10 essential standards for social workers, and recognise that many different practitioners are supporting children and families in a variety of settings; so this learning provides a starting point for professional development. The standards look at the common skills for working in early help/intervention, but do not cover the very specialist elements of any one particular role.

The learning provides the foundation for all child/ family workers, early intervention workers, pastoral roles in school such as learning mentor, access and inclusion workers and many others, and will support the basic knowledge requirements for the various roles.

The course consists of workshops, on the job activities, professional discussion and reflective tasks. A 1:1 assessor will be assigned to support you, giving regular advice and feedback on achievements of the standards and tasks submitted.

Cost: £800. To register your interest, please call us on:



01234 228847

Safeguarding Training for Designated Lead Officers

If you are in this job role, you can now access the LSCB 'Working Together – Modules 1 & 2' training for free, via this link:



<http://www.centralbedscpd.co.uk/safeguarding/cpd/default.asp?sid>



0300 300 6676

Calling all Playworkers!

Are you a Playworker interested in our Take 2 for Play course (previously known as Playwork Trilogy - covering What is Play, Play Theory and Playwork Observations)?

If so, register your interest with us by calling or emailing:



01234 228847



trainhelp@bedford.gov.uk

Finding out more



01234 228847



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MK42 9AP



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