

APRIL 2020

West Sussex Early Years Training Programme

**Course Brochure
2020/21**



Welcome to our West Sussex Early Years Online Training Brochure for 2020 – 2021.

We appreciate that this is a difficult time for you both personally and professionally.

The purpose of this interim brochure is to keep you updated with our situation at West Sussex. and reassure you that we are trying to determine the best way forward for our programme and support for early years settings. In order to keep delegates and trainers safe during COVID-19 we have taken the decision to cancel all face to face training up to the end of May and delay the start of our programme until later in the year.

We are now considering how we move forward and what childcare settings will need in the future. We realise that some essential training is still needed such as Safeguarding and First Aid. We are pleased to be able to offer Level 2 Safeguarding as part of our online offer. However, we are reviewing at what point it will be safe to resume the Paediatric First Aid training course.

We are pleased to be able to continue to offer online training at affordable prices for the foreseeable future. You can keep up to date with all our activities by joining our [Facebook page](#).

Another, way to keep in touch is through the West Sussex Early Years Training Website which can be found at: [Early Years and Childcare Training Support Programme](#)

If you would like to contact the Practice Improvement Team, please email: early.years.training@westsussex.gov.uk

2020/21 Online Training

Our Training Subscription (TSub) for 2020 – 21 is currently suspended. However, we are pleased to be able to continue to offer our online courses at £10 per course. Your online courses they are subsidised by WSCC and still offer much better value than purchasing directly with training providers.



£10 per course. Allows the flexibility to select the online training courses as and when required

3 easy steps to book and pay for your course

1. To **Pay as You Go** – Simply make the required payment through the WSCC payments portal on our website: www.westsussex.gov.uk/eytraining
2. Then email us at early.years.training@westsussex.gov.uk to request a login for your chosen course.
3. You will receive an email giving you full information on how to logon and start your online course.



At a Glance Guide

We know that it can be difficult for busy Early Years professionals to attend face to face training. We also recognise the importance of keeping your training up to date and the effect this has on children. With this in mind, we are pleased to offer a selection of online courses as part of our training offer. The courses included are:

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All our online courses are provided by NDNA

Once you receive your login you will have 6 months to activate it. Once a course is started you will have 6 months to complete.



Online Training Courses

Full details of each online course are provided below.

Characteristics of Effective Learning

Embed the Characteristics of Effective Learning in your setting with this online course.

What will I learn?

This online childcare course will help you understand the three key 'Characteristics of Effective Learning' - Engagement, Motivation, and Thinking. These characteristics must be central to the planning and guiding of children's activities.

Key topics include:

- Understand how children are born to learn and key policy recommendations
- Attachment and the key person
- The EYFS in relation to the COEL
- Motivating children to learn
- Bloom's taxonomy
- The adult role in implementing the COEL in practice

Duration: 1.5 hours

Cohort Tracking

As nursery leader or manager, learn about using Cohort Tracking at your nursery in this online course, written by sector experts.

Leaders need to know how to analyse the data of groups of children, like boys, children with SEND, children from disadvantaged backgrounds (and more!), and be able to evidence their progress to Ofsted.

What will I learn?

Do the words 'Cohort Tracking' fill you with dread? Does data baffle you and are there moments when you just don't know where to begin? If the answer is "yes", you are not alone.

Analysing groups of children's progress data can be tricky. In this online course you will learn the terminology used in Cohort Tracking and gain an understanding of why it's important to keep a close check on how well children at your nursery are doing.

The course will also show you how you can evidence the progress of your children at inspection.

Key topics include:

- The benefits of Cohort Tracking
- What to measure and why
- Improving your analytical skills
- Evaluating children's progress data
- How to be systematic and consistent
- How to demonstrate children's progress

The course consists of four modules. It includes a sample Cohort Tracking exercise.

Course duration 1.5 hours



Exemplary Practice with Babies

What will I learn?

Practitioners working with babies have the amazing job of being the architects of babies' brains, of laying the foundations they need to grow and develop.

Every single action you make, words you speak, expressions you make has an impact on the babies you care for.

Learners taking our Babies course will be able to provide the highest and most exemplary practice to the 0-1 year olds in their care.

Key topics include:

- Signs of attachment
- Engaging Baby Diaries
- Enabling environments
- Having the right toys and resources
- Outdoor play with babies
- Fun care routines.

The course provides support activities to use with the children along with action plan templates.

Course duration: 1.5 hours

Exemplary Practice with Toddlers

What will I learn?

Toddlers are amazing beings who are constantly learning from everything and everyone around them.

During this stage their physical development skyrockets whilst their language expands on a daily basis as they learn new words from those around them.

Learners taking our Toddlers course will be able to provide the highest and most exemplary practice to the 1-2 year olds in their care.

Key topics include:

- The uniqueness of toddlers
- Key areas of language development for toddlers
- Promoting and providing positive relationships to support toddlers
- Exemplary enabling environments
- Teaching and learning indoors and outdoors for toddlers.

The course provides support activities to use with the children along with action plan templates.

Course duration: 1.5 hours



Exemplary Practice with Two Year Olds

What will I learn?

"Terrible Twos" is a phrase you often hear with this age range, but in fact it should be the terrific two's!

If you look at how much the individual child develops learn a large amount of vocabulary, start to toilet train and develop more physical skills.

Key topics include:

- The uniqueness of two-year-olds
- Providing positive relationships to support two-year-olds
- Key areas of the learning environment and two-year-old development
- Ideas to provide high quality teaching for two-year-olds.

during this time you will see how terrific they are. They

The course provides support activities to use with children, along with action plan templates.

Course duration: 1.5 hours

Exemplary Practice with Three to Five-Year-Olds

The pre-school room has the largest age range in the nursery with three-, four- and sometimes even five-year-olds.

As practitioners you need to have a firm understanding of the stages of development each child is progressing through and how to support them.

Your relationships with the three to five-year-olds are completely different to those with younger children. With this age range, the practitioner's role has changed to more of an "enabler". Learners taking our three to five-year-olds course will be able to provide the highest and most exemplary practice to the children in their care.

Key topics include

- The Unique Child
- Positive Relationships
- Exemplary Enabling Environments
- Teaching and Learning Indoors and Outdoors
- Also - Adult Play, Scaffolding, the Zone of Proximal Development and Top tips for Consulting with Children

The course provides support activities to use with the children along with action plan templates.

Course duration: 1.5 hours



Home Learning Environment

Strategies to promote home learning.

What will I learn?

Parental involvement in early learning has a greater impact on children's well-being and achievement than any other factor.

This online course will give practitioners an increased understanding of the importance of the home learning environment and its impact on long-term outcomes for children.

Practitioners have a key role to play in encouraging home learning. Course participants will receive ideas to engage and support parents, helping them to create a positive home learning environment.

Key topics include:

- Good home learning environments
- Overcoming barriers to home learning
- Ways to engage parents
- Ideas for improving practice

Course duration 3 hours

Let's look at Phonics

Let's look at Phonics is a short introductory course that will give practitioners a basic understanding of phonics.

Key topics include:

- Phonic sounds and the sound groups
- The letters and sounds programme
- Using phonics in children's stories
- Activities to use with staff to improve knowledge of phonics
- Activities to use with children.

Course duration 1.5 hours

Let's look at Reading and Storytelling

Key skills and techniques to enhance children's love of reading

What will I learn?

Support children's early literacy by developing your storytelling skills. This short online course will help you understand how children learn to read. It also gives practical tips on engaging children in books and how to bring stories to life.

Key topics include:

- Why reading is important for young children
- Identify how to develop a passion for reading in young children
- Explore the benefits of oral literacy
- Identify a range of creative story telling experiences
- Understand how to create stories using story props and story stones
- Strategies for supporting parents with their child's reading
- Identify practical ideas to enhance reading in the early years environment.

Course duration: 1.5 hours



Let's Look at Writing

Key skills and techniques to help children learn to write.

What will I learn?

This short online course will help practitioners offer the best support to children learning to write. It covers age and stage appropriate activities you can use to give children confidence to pick up a pen.

Key topics include:

- Why writing is an important method of communication
- Assessing your setting against EYFS results and an internal progress tracker
- The physical stages of development (including the emergence of fine motor skills)
- Identifying the different stages of writing development
- Activities to develop children's writing skills
- Creating resources for your setting to support writing development.

Course duration: 1.5 hours

Let's look at Evaluative Practice and Impact Measurement

Reduce achievement gaps and improve quality by evaluating your practice. Our online course provides the skills and tools to evaluate childcare practice and measure impact.

What will I learn?

The course provides methods of evaluation and impact measurement, including suggestions on consulting with children and a cohort tracking tool.

Key topics include:

- Maintain or improve inspection results
- Reduce achievement gaps between cohorts by tracking and taking action on needs
- Keep improving the quality of children's learning and development
- Measure the impact in their outcomes
- Improve the life chances for all children

Course duration: 1.5 hours



Let's look at EYFS Progress Checks

Learn how to carry out EYFS Progress Checks for two year-olds.

What will I learn?

This course covers the essential information you need to effectively carry out Progress Checks with two year-olds. It includes details on when you need to do it and it discusses some of the tools available.

Key topics include:

- Your requirements under the EYFS regarding Progress Checks
- What the Progress Check should cover
- When the Progress Check should take place
- Tools and templates you can use
- Sharing information with parents

Course duration: 1.5 hours

Let's look at Maths: Number

Help children learn their numbers from the very start

What will I learn?

This online childcare course will give you the confidence to help children develop their maths skills, focusing on numbers. It gives you advice and activities for each age group.

Key topics include:

- Key stages of mathematical development
- The needs of the unique child
- Using the environment to learn numbers
- Finding every opportunity in the setting to promote numbers

Course duration: 1.5 hours

Let's look at Maths: Shape, Space and Measure

Large or small, square or round, these are maths skills children need to develop.

What will I learn?

This online childcare course will give you the skills to help young children's mathematical development, focussing on shape, space and measure. It gives you advice and activities for each age group.

Key topics include

- Key stages of mathematical development
- The needs of the unique child
- Using the environment
- Finding every opportunity in the setting to promote mathematical development

Course duration: 1.5 hours

Let's Look at Schemas

Understanding children's schematic behaviour is essential to supporting learning and development

What will I learn?

Early years practice is most effective when it supports children's natural behaviour. This course will help you harness children's schemas to extend their learning.

Key topics include:

- Theories relating to play
- Types of schematic behaviour
- Your role in harnessing schematic behaviour
- Using schemas to create positive learning environments
- Partnering with parents

Course duration: 1.5 hours



Little Scientists Leading the Way

Inspire children to learn about the world through scientific experimentation.

What will I learn?

You will learn how science in the early years manifests itself through play and exploration and how scientific opportunities can support children's development across all areas of learning.

Key topics include

- Outline how science in the early years manifests itself through play and exploration
- Describe how scientific opportunities can support children's development across all areas of learning
- Create sensory opportunities for younger children
- Design an environment that provides provocation for children to learn about science and the world around them.

Course duration: 3 hours

Level 2 Basic Food Hygiene

This course is seen as the industry standard and is for anyone who handles, prepares, cooks and serves food in the nursery. This course is for people who actually cook or handle food from chilled, frozen or fresh/raw.

What will I learn?

This course is split into a variety of chapters with a short video on each chapter and a quick test to check your progress. Each chapter focuses on a different area of food hygiene.

Key topics include:

- Food poisoning
- Personal hygiene
- Cleaning & disinfection.

Course duration 4.5 hours

Level 2 Introduction to Child Protection

This course is Pay as you go only and cannot be taken as part of the online bundle.

What will I Learn?

Understand how to keep children safe with this accredited Level 2 Introduction to Child Protection qualification. This course will give you extra reassurance that you're providing high-quality safeguarding measures and meeting all EYFS requirements.

Key topics include

- Legislation relating to safeguarding children
- Recognising the signs of abuse and what to do next
- Types of child abuse
- Emotional and sexual abuse and neglect
- How to report concerns
- The Prevent Duty and Female Genital Mutilation (FGM).

There is a final assessment in the form of an interactive test requiring an 80% pass mark to achieve accreditation. If you fail to achieve this mark you can revisit the training and retake the assessment with further randomised questions based on the whole course content.

Course duration: 3 hours



Making Maths Matter

An introductory-level online course for new practitioners.

Understand the basics and importance of Maths in the Early Years.

Key topics include:

- What “maths” means in the early years
- The key components of maths: weighing, counting, measuring and shapes
- Brain development in relation to maths
- Develop your environment to support maths
- Different teaching methods.

Course duration: 3 hours

Maths in Early Years

This is a higher level course for experienced practitioners and graduates.

Help children develop their maths from an early age.

What will I learn?

This online course will help you become more confident and involved in helping children develop their maths skills. The course shows how easy Maths can be incorporated into play.

Key topics include:

- Key theories and research relating to mathematical development
- Brain and cognitive development in relation to mathematical development
- Relate mathematics to all areas of learning and development and the EYFS
- Understand schemas and mathematical development
- Observe, plan and assess for children’s mathematical development
- Implement maths into everyday life
- How parents can support mathematical development

Course duration: 3 hours

Mini Maths Explorers - Outdoors Challenge

Mud, the park, or the woods outdoor activities that help children learn maths!

What will I learn?

This course will help you link every outdoor situation to learning about numbers, shape, space and measure but keeping it fun at the same time!

Key topics include:

- The weather and other natural resources
- Going to the park, the beach, or the woods
- Mud check out the chapter on Mini Mud Mathematics
- Using bikes and trikes to understand maths in motion
- Audit tools and action plan templates

Course duration: 3 hours



Managing Performance Through Effective Appraisal

An online training course for nursery owners and managers who are responsible for conducting staff appraisals.

It highlights the benefits of conducting appraisals for individuals and the organisation. It also provides good practice, advice and tips to help you prepare your staff for the appraisal process and ensuring appraisals are conducted in a consistent and competent manner.

Key topics:

- Understand the purpose and benefits of appraisals
- Improve your knowledge of the appraisal process
- Be able to conduct appraisals effectively and consistently
- Contribute effectively and encourage staff to contribute to appraisals
- Communicate ideas constructively and effectively regarding appraisals.

Course duration: 3 hours

Outstanding Practice

Provide the highest quality childcare for children and families with this online course.

What will I learn?

In this course you will understand how to take your practice to outstanding levels of quality.

This course will support you to provide exemplary practice, enabling you to gain or maintain the highest quality of care for children and families.

Key topics include:

- Key factors that lead to outstanding practice
- The importance of leadership in establishing a vision
- Continuous improvement
- Working well with parents and external professionals
- The learning environment
- Reflecting on and improving your own practice.

Course duration 3 hours



Promoting Positive Behaviour

Techniques to promote positive behaviour and address challenging behaviour.

What will I learn?

Behaviour is learnt, but it is also a product of the environment.

Behaviour can be considered as a form of communication. The course will give practitioners the skills to promote good behaviour in young children.

It will also help you interpret and correctly address challenging behaviours, such as tantrums, biting and not sharing.

The course offers interactive activities to help you understand theories of behaviour, drag and drop activities to support learning, video content, plus a final quiz to test your knowledge.

Key topics include

- What is behaviour
- The theory of behaviour
- The role of the adult
- Creating positive environments
- Behaviours at different stages
- Dealing with challenging behaviour

Course duration: 3 hours

Quality Teaching in Early Years

Become an effective teacher to help the children at your setting reach their full potential.

What will I learn?

Early years practitioners are teachers. You teach children every day. This online course will help you to raise the quality of your teaching, so you can provide higher quality learning to the children in your care.

Key topics include:

- Teaching in early years
- Creating a high quality early years environment
- How 'Higher Order Thinking' leads to higher quality learning
- The role of the adult in supporting high quality teaching in learning.

This course consists of four modules. It contains a range of resources to use in your setting.

Course duration: 1.5 hours



Safer Recruitment, Selection and Induction

Safely recruit and retain the best performing staff with this online course.

What will I learn?

Recruiting the right staff is a tricky process, but particularly for early years. Your recruitment, vetting and induction process needs to be watertight as you are responsible for safeguarding the children in your care.

Once you have recruited the right person, they need to start off feeling a part of the team and immediately follow all policies and procedures.

This course will help owners and managers implement a safer recruitment process, followed by a thorough induction system for new staff.

Following the procedures in this course will help you to recruit and retain the best staff, and to ensure the safety of the children in your care.

Key topics include:

- Job descriptions and person specifications
- How to write a job advert
- Shortlisting and interviewing
- References and ID checks
- Successful and safe inductions

Course duration: 3 hours

Supporting 0-2 year olds in the EYFS

Provide the highest quality care to babies and toddlers.

What will I learn?

This online introductory childcare course will support practitioners to understand what high quality provision looks like for babies and toddlers.

Key topics include

- Prime areas of learning and development
- The importance of the key person
- Forming secure attachments
- The unique child
- Best practice and schemas

Course duration: 3 hours

Supporting 2 year olds in the EYFS

Understand how a two year old develops and you'll provide high quality care.

What will I learn?

This introductory course will support practitioners to understand what high quality provision looks like for two year olds. Key modules include the key person approach and partnerships with parents.

Key topics include:

- Prime areas of learning and development
- Communication and language skills of two year olds
- Understand learning styles and schemas
- The importance of play
- Two year old progress checks

Course duration: 3 hours



Supporting 3-5 year olds in the EYFS

Understand what high quality provision looks like for 3-5 year olds.

What will I learn?

This introductory course will support practitioners to understand what high quality provision looks like for three to five year olds.

Key topics include:

- Prime and specific areas of learning and development
- Best practice and different learning styles
- Entitlement for three and four year olds
- Revised Code of Practice
- How to consult with children

Course duration: 3 hours

Supporting Children with SEND

Identify and support children with Special Educational Needs and Disabilities (SEND)

What will I learn?

It is crucial for children with SEND that their needs are identified as early as possible. Giving them the support they require from the earliest stages will help them achieve their full potential.

This online course gives practitioners a clear and basic understanding of how to identify a child with SEND. It covers the responsibilities you and the setting has towards the child.

Above all, this course will give practitioners the skills and confidence to provide the care that children with SEND need.

Key topics include:

- Definitions of SEND
- Your setting's responsibilities
- Inclusion
- Identifying and planning for children's needs delay
- Involving parents and families
- Further support from other professionals
- Successful transitions into schools and other settings.

Course duration: 3 hours



West Sussex Early Years Training - Terms and Conditions

We are committed to delivering the highest standards of Continuing Professional Development in order to improve outcomes for our customers. We aim to provide you with a positive learning experience and in order to facilitate this there is an expectation of mutual accountability during training events between delegates, trainers and their managers. We continually review our service and welcome any suggestions for improvement.

Purchasing

There are 2 ways to make purchases from our Early Years Training Programme: 'Pay-as-you-go' and an online bundle.

Payment

You can make payment for 'Pay as you go' through the WSCC payments portal at www.westsussex.gov.uk/IP. You can pay by card or BACS.

Any applicable fees and charges will be governed by West Sussex County Council's debt recovery process.

Bookings

All bookings must be made through the early.years.training@westsussex.gov.uk email address. Your login will be confirmed and we will provide you with relevant course information using the email address you provide us with.

It is essential that you keep your email details up to date. For example, if you change your email address or employer. West Sussex County Council cannot accept responsibility for information that is sent but fails to arrive.

It is assumed that Line Managers have the authority to act on behalf of their employer in authorising bookings and complying with these terms and conditions.

Cancellations

Once booked, course places are non-refundable. It may be permissible to transfer the booking to another individual assigned to the setting. Settings will be charged for the training place if a delegate cancels or does not complete the training. The charge will be the full amount of tokens or cost allocated to the course whichever is applicable.

Disclaimer

All details of courses and costs contained in this brochure are correct to the best of our knowledge at the time of publication. West Sussex County Council cannot be held responsible for any errors contained therein, and we reserve the right to cancel or modify any of the courses in this brochure.



Version 1.0—Spring 2020

A digital version of this brochure can be found on our website at:

[early-years-and-childcare-training-and-support-programme](#)

West Sussex Early Years Training, West Sussex County Council - March 2020

