Early Learning and Childcare Training Programme

For all early years and out of school care practitioners

Issue 17 September 2016 - June 2017
Welcome to the Early Learning and Childcare Training Programme 2016-17

The annual training programme has been compiled to address the training needs of the early learning and childcare workforce and is based on the information provided by Training Needs Analysis completed on behalf of the Nurtured Outcome Group. It also aims to take account of our ambitions to support all providers to continually improve services for children and families.

The aim of this programme is to provide training opportunities for staff working at all levels in early learning, pre-school and childcare settings. The aims of all the sessions are to enable staff to:

- reflect on their practice;
- gain new knowledge and skills;
- put these into practice; and
- support them to identify areas for further learning and improvement.

The course outcomes take account of national and local policies and priorities. They all take account of the National Daycare Standards, Pre-Birth to Three and Curriculum for Excellence and the new practice Guidance on Early Learning and Childcare: Building the Ambition.

The principles, values and guidance set out in ‘Getting It Right For Every Child’ that children should be: safe, healthy, achieving, nurtured, active, respected, responsible and included will also be the expected benchmark for all services provided to children in the city.

There are 4 components to the training programme: common induction, core training, continuing professional development and accredited qualifications.

<table>
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<tr>
<th>The Common Induction Programme</th>
<th>For new entrants who have been in the sector for less than 1 year and prior to applying for Workforce Development and Expansion Funding. It is mandatory that all staff, new and experienced, complete this prior to applying for funding for accredited qualifications.</th>
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<tr>
<td>The Core Programme</td>
<td>Mandatory training for all staff.</td>
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<td>The CPD Programme</td>
<td>Programme for all staff, to promote excellent practice, develop skills and increase knowledge.</td>
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<td>Accredited Qualifications</td>
<td>Routes to a Qualification: SVQ and other associated qualifications up to degree level meeting SSSC registration requirements.</td>
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The programme is organised over 3 school terms and runs from September 2016 until June 2017. It offers learning opportunities for all staff in the roles of Manager/Lead Practitioner (Tier 1), Practitioner (Tier 2) and Support Worker (Tier 3). Courses are delivered in a range of venues and at various times: morning, twilight and evening sessions. Courses can also be delivered in settings to staff teams if required. Please discuss this directly with the relevant training provider.

Sheila Sansbury, Service Manager, Early Years
Learning into Practice

The Learning into Practice plan has been developed as a support tool to aid the learning and development of the workforce. It is designed to be used by participants both during and after the training session. Participants and Managers should use this as a discussion tool to look at and discuss the learning gained and intended changes to the participants' practice. It is designed to be kept in the participants' CDP file and referred to after a 3 month interval to review progress.

Guidance on how to use the Learning into Practice Plan

Why are you attending this training?
Take a moment to consider why you are attending the training and what learning you wish to gain from the session. It is important to be honest with yourself as this is an important step in your learning and begins your reflective journey.

You should record your key learning points
Taking notes is important in your learning from the training session. You can use these to look back on and reflect on your learning, it can also aid concentration. Taking notes is personal to each individual and you should use this space in a way that suits you best.

How will the learning improve or change your childhood practice?
It is key to reflect on the learning you have gained from the session. Consider what you have learned and what changes and improvements this will make to your daily practice. Try to be specific with this thinking as it will help guide you in areas you may want to improve or build confidence in.

How will the learning make a difference to the children in your care?
Reflecting on your learning will in turn improve your practice. Consider how these positive practice changes will impact directly on the children in your care.

How will you share the learning with your colleagues?
Sharing best practice is crucial to achieving positive results when working with children. Consider how you are going to do this and what information you will share.

Line manager discussion
Following participation in the training session line managers should arrange to discuss your learning and intended progress with you. At this meeting any identified support and guidance needs should be planned for.

3 monthly review with your line manager
This is an opportunity to reflect and discuss learning and changes to practice that have been implemented. How did you make the changes? How did they work out?
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<td>An Introduction to Curriculum for Excellence</td>
<td>Tier 2, 3</td>
<td>60</td>
</tr>
<tr>
<td>3 May</td>
<td>CPD Building the Ambition</td>
<td>An Introduction to Building the Ambition in Practice</td>
<td>Tier 1, 2</td>
<td>51</td>
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<tr>
<td>8 May</td>
<td>CPD Supporting Children with Additional Support Needs</td>
<td>Oh Behave! Positive Behaviour Strategies – Mainstream &amp; ASN</td>
<td>Tier 1, 2, 3</td>
<td>104</td>
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<td>9 May</td>
<td>CPD Working with Families</td>
<td>Introduction to Benefits for Families</td>
<td>Tier 1, 2, 3</td>
<td>118</td>
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<tr>
<td>9 May</td>
<td>CPD Supporting Children with Additional Support Needs</td>
<td>Addressing Behavioural, Sensory &amp; Physical Challenges in a Learning Environment</td>
<td>Tier 1, 2, 3</td>
<td>96</td>
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<tr>
<td>11 May</td>
<td>CPD Child Development &amp; Attachment</td>
<td>Quality Interaction Workshop</td>
<td>Tier 2, 3</td>
<td>58</td>
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<tr>
<td>15 May</td>
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<td>How Hot Are You?</td>
<td>Tier 1, 2, 3</td>
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<tr>
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<td>CPD Health &amp; Wellbeing</td>
<td>Paediatric First Aid</td>
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<td>CPD Leadership &amp; Management</td>
<td>Managers &amp; Lead Practitioners Network Group</td>
<td>Tier 1</td>
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**Tier 1** = Manager.  **Tier 2** = Practitioner.  **Tier 3** = Support Worker.  
Childminders can book on any course at any tier.
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<td>CPD Seminar</td>
<td>Seminar: Out of School Care Seminars</td>
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<td>An Introduction to Pre-Birth to Three: Positive Outcomes for Scotland’s Children and Families</td>
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<td>An Introduction to the Curriculum for Excellence &amp; Planning Cycle</td>
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<td>Employers’ &amp; Managers’ Forum</td>
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<td>Leadership at all Levels: So What Exactly is a Leader?</td>
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<td>Storytelling &amp; Role Play</td>
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</tbody>
</table>

**Tier 1** = Manager.  **Tier 2** = Practitioner.  **Tier 3** = Support Worker.
Childminders can book on any course at any tier.
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<tr>
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<td>Assertive Outreach: Bookbug for the Home</td>
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<tr>
<td>TBC</td>
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<td>How Aberdeen City Libraries Can Support You</td>
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<td>117</td>
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**Tier 1** = Manager.  **Tier 2** = Practitioner.  **Tier 3** = Support Worker.
Childminders can book on any course at any tier.
Common Induction Programme

Common Induction

Duration 2 sessions at 3 hours per session (See below)

The overall objective of the course is to support new staff entering the sector in order to strengthen the processes of workplace induction. Course attendance is also required in order to meet the eligibility criteria for Workforce Development and Expansion Funding.

Support Workers/Practitioners (Attend Sessions 1 and 2)
- Support Workers/Practitioners applying for Workforce Development and Expansion Funding for SVQ Level 2 and 3

Managers and those in a leadership role (Attend Session 2 only)
- Managers and those in a leadership role applying for Workforce Development and Expansion Funding for SVQ Level 4; PDA Childhood Practice SCQF level 9; BA modules

Course Content
Session 1: Essential skills for working with children and young people; SSSC Codes of Practice; your role as a childcare practitioner.

Session 2: Principles and Values for working with Children and Young People; Children’s Rights, Equality and Diversity.

Expected Outcomes
A shared understanding of the essential qualities for working with children and young people.

Provider Aberlour Futures
Tutor Aberlour Futures Tutors

Date and Time

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<th>Term 1</th>
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<tr>
<td>29 August &amp; 5 September</td>
<td>17 &amp; 24 January</td>
<td>4 &amp; 11 May</td>
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<td>6.30 – 9.30pm</td>
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<td>27 September &amp; 4 October</td>
<td>15 &amp; 22 March</td>
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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

Cost £30.00 per person, session 1 and 2
£20.00 per person, session 2

Booking Arrangements
Please submit booking form to Aberlour Futures, see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Core Training Programme

Introduction

The Core Training Programme is designed to ensure that all staff within organisations have a common core of skills and knowledge appropriate to their workforce category and degree of contact with children and young people.

The Core Programme consists of the training courses listed below. We have provided guidance on the requirements for their frequency and timescales for renewal, as follows:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Frequency &amp; Renewal</th>
<th>Suitable For?</th>
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<tbody>
<tr>
<td>Child Development</td>
<td>Once and thereafter on an individual CPD need</td>
<td>Tier 1, 2, 3</td>
</tr>
<tr>
<td>Child Protection - Full Day</td>
<td>Once and thereafter on an individual CPD need</td>
<td>Tier 1, 2, 3</td>
</tr>
<tr>
<td>Child Protection - Basic Awareness</td>
<td>Every 3 years from date of full day course</td>
<td>Tier 2, 3</td>
</tr>
<tr>
<td>Safeguarding Children for Managers &amp; Lead Practitioners</td>
<td>Once and thereafter on an individual CPD need</td>
<td>Tier 1</td>
</tr>
<tr>
<td>Child Protection: Basic Awareness for Manager &amp; Lead Practitioner</td>
<td>Every 3 years from date of full day course</td>
<td>Tier 1</td>
</tr>
<tr>
<td>Emergency First Aid</td>
<td>Every 3 years</td>
<td>Tier 1, 2, 3</td>
</tr>
<tr>
<td>REHIS Elementary Food Hygiene</td>
<td>Once and thereafter on an individual CPD need</td>
<td>Tier 1, 2, 3</td>
</tr>
<tr>
<td>Food Hygiene Refresher Course</td>
<td>Every 3 years from date of Elementary Food Hygiene Course certification</td>
<td>Tier 1, 2, 3</td>
</tr>
<tr>
<td>Infection Control</td>
<td>Once and thereafter on an individual CPD need</td>
<td>Tier 1, 2, 3</td>
</tr>
<tr>
<td>Moving &amp; Handling</td>
<td>Once and thereafter on an individual CPD need</td>
<td>Tier 1, 2, 3</td>
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<tr>
<td>Setting the Table: Nutritional Guidance for Early Learning &amp; Childcare Providers</td>
<td>Once and thereafter on an individual CPD need</td>
<td>Tier 1, 2, 3</td>
</tr>
</tbody>
</table>

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker. Childminders can book on any course at any tier.
1 Day Emergency First Aid

Duration 6 hours
Suitable For Tier 1, 2, 3

Course Content
- List the role of a first aider
- Discuss reporting, contents of the first aid box, RIDDOR and COSHH
- Discuss appropriate action at an emergency
- Demonstrate the treatment of an unconscious casualty
- Recognise and treat various breathing problems (choking, asthma, cardiac problems)
- Recognise and treat blood loss and shock (including foreign bodies)
- Discuss the treatment for minor injuries (cuts, grazes, bruises, splinters, eye injuries)
- Recognise and treat burns
- Recognise and treat broken bones (arm sling/elevation sling)
- Recognise and treatment of major illnesses (diabetes, epilepsy, stroke)

Expected Outcomes
Participants will learn how to deal with accidents and emergencies involving service users and colleagues.

Provider Aberlour Futures
Tutor Aberdeen Training & Facilitation

Date and Time

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<tr>
<td>25 August</td>
<td>16 January</td>
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<td>25 October</td>
<td>7 February</td>
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<td>14 November</td>
<td>9 March</td>
<td>6 June</td>
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<tr>
<td>14 December</td>
<td>9am – 4pm</td>
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</table>

Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

Cost Free for Partner Provider staff working with pre-school aged children and to Local Authority staff working in early years. All other staff £35.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Core Training Programme

Child Development

Duration 2.5 hours  
Suitable For Tier 2, 3

Course Content  
A very interactive course aimed at looking at 4 areas of development;  
- Physical  
- Intellectual  
- Communication  
- Social, emotional and behavioural

Candidates look at ways in which development can be recognised and extended throughout our everyday routines. We also look at the influences on development and will put our new knowledge to the test with some case studies. The course also includes some information on dealing with development concerns. Holistic development is also considered.

Expected Outcomes  
- Participants should have an improved understanding of how children develop and learn  
- Participants will also feel more confident in being able to provide suitable activities to meet the needs of individual children in their care, and dealing with development concerns

Provider Cairn Training  
Tutor Kirsty MacBeath & Nicola Bain

Date and Time

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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</thead>
<tbody>
<tr>
<td>15 September 6 – 8.30pm</td>
<td>9 March 6 – 8.30pm</td>
<td>8 June 6 – 8.30pm</td>
</tr>
</tbody>
</table>

Venue Cairn Training Office, 1 Raeburn Place, Aberdeen, AB25 1PP

Cost £15.00 per person

Booking Arrangements  
Please submit booking form to Cairn Training Ltd. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.  
Childminders can book on any course at any tier.
Core Training Programme

Child Development & an Overview of Attachment Theory

**Duration** 3 hours
**Suitable For** Tier 2, 3

**Course Content**
An overview of ages, stages and sequences of development of children and young people from birth to 16 years. The course includes the positive promotion of physical, emotional, social and intellectual development. An overview of Attachment Theory is incorporated to support children’s wellbeing.

**Expected Outcomes**
Participants will gain a better understanding of the development of children and young people and develop confidence in providing appropriate activities to meet individual child development needs.

**Provider** Aberlour Futures
**Tutor** Aberlour Futures Trainer

**Date and Time**

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<tr>
<th>Term 1</th>
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<tr>
<td>6 October</td>
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<td>4 May</td>
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<td>4.30 – 7.30pm</td>
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<td>10am – 1pm</td>
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</table>

**Venue**
Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
£15.00 per person

**Booking Arrangements**
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Core Training Programme

Child Protection: Basic Awareness

**Duration** 3 hours  
**Suitable For** Tier 2, 3

**Course Content**  
In line with Child Protection Partnership Guidelines, participants will gain an understanding of the social and legal context of child protection practice. Participants will understand the role and responsibilities of child protection authorities and how your personal attitudes can influence child protection. Participants will also look at and understand the categories of abuse and how to spot the potential signs of abuse and neglect.

**Expected Outcomes**  
Participants will gain knowledge and understanding in responding to concerns over a child’s welfare or disclosure of abuse or neglect.

**Provider** Aberlour Futures  
**Tutor** Elaine Crawford or Nicola Creighton, Early Years & Childcare Development Officers

**Date and Time**

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<thead>
<tr>
<th>Term 1</th>
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<tr>
<td>20 September 10am – 1pm</td>
<td>19 January 6.30 – 9.30pm</td>
<td>5 June 4 – 7pm</td>
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**Venue** Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

**Cost**  
Free for Partner Provider staff working with pre-school aged children and to Local Authority staff working in early years.  
All other staff £15.00 per person

**Booking Arrangements**  
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker. 
Childminders can book on any course at any tier.
Core Training Programme

Child Protection: Basic Awareness

Duration 3 hours
Suitable For Tier 2, 3

Course Content
In line with the Child Protection Partnership Guidelines, candidates attending this course will gain an understanding of the categories of abuse and common signs and symptoms associated with each category. Candidates will consider how to handle and report concerns and how to do this appropriately. The definitions and legislation involved in child protection will also be discussed. A section on the principles of GIRFEC (Getting It Right For Every Child) will be included in the course. Candidates will also be aware of the role of child protection authorities.

Expected Outcomes
- Candidates will gain knowledge in the categories of abuse and their signs and symptoms
- Awareness of child protection legislation
- How to report and handle concerns
- Awareness of GIRFEC principles

Provider Cairn Training
Tutor Kirsty MacBeath & Nicola Bain

Date and Time

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<th>Term 1</th>
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<td>29 September 6 – 9pm</td>
<td>23 March 6 – 9pm</td>
<td>15 June 6 – 9pm</td>
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</table>

Venue Cairn Training Office, 1 Raeburn Place, Aberdeen, AB25 1PP
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Cairn Training Ltd. Please see page 128 for contact details.
Core Training Programme

Child Protection: Basic Awareness for Managers & Lead Practitioners

Duration 3 hours
Suitable For Tier 1

Course Content
In line with the Child Protection Partnership Guidelines, participant will gain an understanding of the social and legal context for child protection practice. Participants will understand the role and responsibilities of child protection authorities and how your personal attitudes can influence child protection. Participants will also look at understanding the categories of abuse and how to spot the potential signs of abuse and neglect.

This course will give participants the opportunity to refresh knowledge in line with the guidelines along with others who also have lead roles within their setting.

Expected Outcomes
Participants will gain knowledge and understanding in responding to concerns over a child’s welfare or disclosure of abuse or neglect.

Provider Aberlour Futures
Tutor Elaine Crawford or Nicola Creighton, Early Years & Childcare Development Officers

Date and Time

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<tr>
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<td>27 March 4 – 7pm</td>
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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost Free for Partner Provider staff working with pre-school aged children and to Local Authority staff working in early years. All other staff £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Child Protection: Full Day

Duration: 6 hours
Suitable For: Tier 1, 2, 3 (Inexperienced staff or anyone who wants to spend more time exploring their role and responsibility for child protection)

Course Content
Through discussion and group work and in line with the Child Protection Partnership Guidelines, participants will have an opportunity to explore various child protection scenarios. Participants will be made aware of the signs, symptoms and vulnerability factors which may lead to children being abused.

Expected Outcomes
Participants will become more confident and fully understand their role and responsibility for protecting children and young people.

Provider: Aberlour Futures
Tutor: Elaine Crawford & Nicola Creighton, Early Years & Childcare Development Officers

Date and Time

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<tr>
<th>Term 1</th>
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</table>
|        | 9 February  
10am – 4pm |        |

Venue: Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost: Free for Partner Provider staff working with pre-school aged children and to Local Authority staff working in early years. All other staff £20.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Core Training Programme

Food Hygiene Refresher

Duration  2.5 hours  
Suitable For  Tier 1, 2, 3

Course Content
REHIS recommend refresher training is undertaken to ensure competency and to keep up to date with changes in food hygiene practice.

Expected Outcomes
By the end of this session participants will have learned up to date information, advice and guidance on current food handling practice and refreshed their knowledge across the broad principles contained in the full day course.

Provider  Aberlour Futures  
Tutor  Qualified REHIS Food Hygiene Trainer, Darvelstar Ltd

Date and Time

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<thead>
<tr>
<th>Term 1</th>
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</table>
| 3 November  
10am – 12.30pm | 14 February  
4 – 6.30pm  
16 March  
10am – 12.30 pm | 10 May  
4 – 6.30pm |

Venue  Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

Cost  Free for Partner Provider staff working with pre-school aged children and to Local Authority staff working in early years.  
All other staff £23.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Core Training Programme

Infection Control

Duration 3 hours
Suitable For Tier 1, 2, 3

Course Content
This session is interactive and will take the form of discussion groups and small group activities. The session will be supported by handouts which will supply useful information. A certificate of attendance will be awarded to all those attending the session.

Expected Outcomes
Up to date information in order to meet Care Inspectorate requirements and safe practices in the workplace.

Provider Aberlour Futures
Tutor NHS Public Health Trainer

Date and Time

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<tr>
<th>Term 1</th>
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<tr>
<td>2 February</td>
<td>10 May</td>
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<td>9.30am – 12.30pm</td>
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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £20.00 per person (Minimum number of 30 people)

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Core Training Programme

Moving & Handling

Duration 3.25 hours
Suitable For Tier 1, 2, 3

Course Content
This interactive and practice based course is intended to introduce the participants to a holistic approach to Moving and Handling (M&H), which is uniquely applicable to all M&H activities, whether at work, at home or at leisure. Participants will be given the opportunity to experience, compare and evaluate efficient and inefficient movements, with the aim of recognising when they could be potentially at risk of injury. The focus of this training course is on the application of the principles of efficient movement to M&H in general and to activities specific to nursery settings.

Expected Outcomes
By the end of this course, the participant will have had the opportunity to;

- Review their own pattern of movement and experience and practice moving in a more efficient way
- Practice to recognise Top Heavy Movement within themselves and others
- Practice to apply the principles of efficient movement to people (specifically children) and object handling practice to apply TILE (O) risk assessment to people and object handling activities

Participants will also learn problem solving skills to identify more efficient solutions to moving and handling activities and be given basic information regarding legislation, guidance and policies relevant to M&H.

Provider Aberlour Futures
Tutor Angelika Scheu, Aberlour Childcare Trust

Date and Time

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<tr>
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<tr>
<td>15 March</td>
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<td>5 June</td>
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<td>3.45 – 7pm</td>
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Venue Aberlour Families First, 8 Sunnybank Road, Aberdeen, AB24 3NG
Cost £15.00 per person

Booking Arrangements
Please submit a booking form to Aberlour Futures. Please see page 128 for contact details.
Core Training Programme

REHIS Certificated Elementary Food Hygiene

Duration 6.5 hours  
Suitable For Tier 1, 2, 3

Course Content
- Food handling and food hygiene  
- Bacteria and their characteristics  
- The incidence of food poisoning and its prevention  
- Personal hygiene  
- The working environment  
- Cleaning practices  
- Common food pests and their control  
- Food safety legislation and hazard analysis  
- Implementation of food safety systems based on HACCP principles

There will be presentations, group work, individual quizzes, handouts, video, discussion and reference to handbook.

A multiple choice test completes the course and on successful completion of this test a certificate from REHIS is issued. Candidates must complete the 6 hours of training to be able to sit the test.

Expected Outcomes
By the end of this session participants will have a nationally recognised first level qualification in food hygiene.

Provider Aberlour Futures  
Tutor Qualified REHIS Food Hygiene Trainer, Darvelstar Ltd

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost Free for Partner Provider staff working with pre-school aged children and to Local Authority staff working in early years. 
All other staff £50.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker. Childminders can book on any course at any tier.
Core Training Programme

Risk-Benefit Assessment

Duration 3 hours  
Suitable For Tier 1, 2, 3

Course Content
In line with the document Managing Risk in Play Provision, we will look at the importance of recording the benefits of challenging play, before considering the possible risks.

Expected Outcomes
The workshop will include both tutor input and group discussions with interactive activities in order to;

• Promote confidence in staff to encourage children to take some responsibility for their own safety and that of others
• Promote an understanding of health and safety in childcare settings, while out on trips or during outdoor play
• Provide information on risk assessments and how to perform them
• Explore some of the common risks and hazards and how a worker would deal with them

Provider Aberlour Futures  
Tutor Elaine Crawford, Early Years & Childcare Development Officer

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Core Training Programme

Safeguarding Children for Managers & Lead Practitioners

Duration 6 hours
Suitable For Tier 1

Course Content
This programme is designed to give new managers, or those in a leadership role, the opportunity to examine and discuss important issues surrounding the safeguarding of children from the perspective of their leadership responsibilities. This includes:

- Child protection legislation relevant to Scotland
- Eligibility criteria
- Policies and procedures within the Integrated Assessment Framework
- Safe recruitment practices
- Framework for Standards as an audit tool

Expected Outcomes
To ensure managers and senior staff are aware of their duties and responsibilities with regards to child protection and safeguarding.

Provider Aberlour Futures
Tutor Elaine Crawford & Nicola Creighton, Early Years & Childcare Development Officers

Date and Time

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10am – 4.30pm               |

Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost Free for Partner Provider staff working with pre-school aged children and to Local Authority staff working in early years.
All other staff £20.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Core Training Programme

Setting the Table: Nutritional Guidance for Early Years

Duration 2 sessions of 2 hours per sessions
Suitable For Tier 1, 2, 3
(For early learning staff, not suitable for OOSC)

Course Content
Tutor input and a range of activities including;
- The importance of good nutrition across the age ranges from birth to 1 year and children aged 1 - 5 years
- Exploring a healthy balanced diet and healthy eating guidelines
- Meeting the needs of all children
- A holistic approach to nutritional health and wellbeing and playing and learning with food
- Links to wider key policy documents and resources

Expected Outcomes
Staff are confident in their knowledge of nutrition, food, and diet in order to implement best practice contained in the guidance.

Provider Aberlour Futures
Tutor NHS Public Health Trainer

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost Free

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
1 Day Paediatric First Aid

Duration 7 hours
Suitable For Childminders

Course Content
This course focuses on emergency scenarios that are faced by childminders in their early learning and childcare setting, including:
- Health and safety (first aid regulations)
- Managing an incident
- The priorities of first aid
- Sprains, strains and fractures
- Spotting childhood conditions
- Dealing with choking in children and resuscitation

Expected Outcomes
Participants will learn how to deal with accidents and emergencies involving service users.

Provider North East Training Services
Tutor George Lamb

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £45.00 per person (To be paid direct to North East Training Services)

Booking Arrangements
Only 10 places are available on this course so book early to secure your place.
Please email George Lamb george@nest1.co.uk for payment details or call North East Training Services on 01224 212211.
Please contact Loraine Duncan, SCMA Development Officer with any queries, please see page 129 for contact details.
Please bring a packed lunch.
A Bookbug & Childminding Network Meeting

Duration  2.5 hours
Suitable For  Childminders

Event Content
- Awareness raising of Bookbug programme
- Awareness raising of Aberdeen City Libraries support
- Assertive Outreach Programme – working with more vulnerable families

Expected Outcomes
Participants will gain awareness of;
- The resources that are available to them from local libraries. This will help make better use of the Bookbug programme to support the development of children’s language and literacy skills
- Another topic to be confirmed

Provider  Scottish Childminding Association
Tutors  Loraine Duncan, SCMA Childminding Development Officer & Margaret Hill, Early Years Librarian, Aberdeen City Libraries

Date and Time

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Venue  Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost  Free for childminders but places must be booked

Booking Arrangements
Please contact Learn with SCMA on 01786 445377, option 2. SCMA members can also book online via the My Membership Dashboard at www.childminding.org
Building the Ambition

Duration 2.5 hours
Suitable For Childminders

Course Content
Building the Ambition is a resource you can use to improve your practice as a childminder. It is national practice guidance based on the Scottish Government’s ambition for Scotland to be the best place to grow up in. The guidance highlights good practice and issues of quality in providing for young children 0 - 5 years. It is for anyone who is involved with caring for pre-school age children 0 - 5 years. The Care Inspectorate expects you, as a childminder, to be able to demonstrate at inspection how you are using the resource to develop your practice and enhance outcomes for children.

Expected Outcomes
By attending this course you will learn how to;
• Understand and use the Building the Ambition resource
• Apply theory, policy and national guidance within a practical childminding context
• Develop and improve your service through self-reflection and practice change

Provider Scottish Childminding Association
Tutor Loraine Duncan, SCMA Childminding Development Officer

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £10.00 per person payable at time of booking by credit/debit card

Booking Arrangements
Please contact Learn with SCMA on 01786 445377, option 2. SCMA members can also book online via the My Membership Dashboard at www.childminding.org
Childminders Network Meeting - Outdoor Play

**Duration** 2 sessions of 2.5 hours per session

**Suitable For** Childminders

**Course Content**
What do children learn through play?
“Play is the universal language of childhood. It is through play that children understand each other and make sense of the world around them. Children learn so much from play. It teaches them social skills such as sharing, taking turns, self-discipline and tolerance of others”;
- Defining play and what we learn from it
- How to improve the quality and provision of outdoor play

**Expected Outcomes**
- To identify the benefits of outdoor play
- To identify strategies for managing risky play
- To consider suitable resources for play

**Provider** Scottish Childminding Association

**Tutor** Loraine Duncan, SCMA Childminding Development Officer

**Date and Time**

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**Venue** Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

**Cost** Free but places must be booked

**Booking Arrangements**
Please contact Learn with SCMA on 01786 445377, option 2. SCMA members can also book online via the My Membership Dashboard at www.childminding.org
Childminder Training Programme

Induction Training

Duration 3 sessions of 2.5 hours per session
Suitable For Those interested in registering as a childminder

Course Content
This three session course aims to cover everything you need to know to set up your own childminding service and will explore;

- Your understanding of what childminding is
- The law relating to childminding
- How to progress your registration
- How to best meet the needs of children in your care
- The business side of childminding – everything from contracts to cashbooks

Sessions:
1. Laying Your Strong Foundations
2. Meeting the Needs of Children
3. A Safe, Healthy and Professional Approach

There is also an information session to be held prior to the induction training programme which may help you decide if childminding is right for you. There is no charge to attend the information session but booking is required. The sessions are interactive and adopt a group discussion format.

Expected Outcomes
Participants will have gained knowledge in setting up and managing their childminding business and they will have gained skills to support them in delivering a quality childminding service. You will also receive support materials worth £35.00 and a discount of £35.00 off your first year’s SCMA membership.

Provider Scottish Childminding Association
Tutor Loraine Duncan, SCMA Childminding Development Officer

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost Information session – Free
Induction training £25.00 per person payable at time of booking by credit/debit card

Booking Arrangements
Please contact Learn with SCMA on 01786 445377, option 2.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Infection Prevention & Control

Duration 2.5 hours
Suitable For Childminders

Course Content
Childminders understand the importance of ensuring they provide a safe environment for children to develop and grow. This is at the heart of good childcare practice and allows childminders to reflect on the care they provide by raising awareness of health and safety issues when caring for children.

Expected Outcomes
This workshop helps childminders to explore and understand the need to;
- Identify health and safety issues
- Define a safe environment
- Meet the National Care Standards

Provider Scottish Childminding Association
Tutor Loraine Duncan, SCMA Childminding Development Officer

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £10.00 per person payable at time of booking by credit/debit card

Booking Arrangements
Please contact Learn with SCMA on 01786 445377, option 2. SCMA members can also book online via the My Membership Dashboard at www.childminding.org
Introduction to GIRFEC (Getting It Right For Every Child)

Duration 2.5 hours
Suitable For Childminders

Course Content
This workshop aims to introduce practice guidance to enable childminders to adopt the child-centred approach of Getting It Right For Every Child (GIRFEC).

The objectives of this workshop are;
- To provide an overview of the GIRFEC approach
- To identify the Wellbeing Wheel
- To look at the National Practice Model
- To identify the roles of Named Person and the Lead Professional
- To provide an overview of the Child’s Plan
- To identify the childminders role and how to put this into practice

Expected Outcomes
Participants will gain knowledge of the GIRFEC agenda and how it fits into the service they provide.

Provider Scottish Childminding Association
Tutor Loraine Duncan, SCMA Childminding Development Officer

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £10.00 per person payable at time of booking by credit/debit card

Booking Arrangements
Please contact Learn with SCMA on 01786 445377, option 2. SCMA members can also book online via the My Membership Dashboard at www.childminding.org
Let’s be Friends – Preventing Bullying Behaviour

Duration 2.5 hours
Suitable For Childminders

Course Content
Bullying, or the fear of bullying, is a major concern for children and for their parents, and it can happen anywhere that children come together. It is abusive behaviour that damages the lives of those involved – whether they are being bullied, witnessing it or doing it. Everyone who works with children and young people has a responsibility to keep them safe and promote their welfare.

Expected Outcomes
This workshop has been produced for childminders to help you to understand bullying behaviour and how you may prevent it. This will support you to recognise and respond to bullying and ascertain best practice.

Provider Scottish Childminding Association
Tutor Loraine Duncan, SCMA Childminding Development Officer

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £10.00 per person payable at time of booking by credit/debit card

Booking Arrangements
Please contact Learn with SCMA on 01786 445377, option 2. SCMA members can also book online via the My Membership Dashboard at www.childminding.org
Network Meeting Community Childminders

Duration 2.5 hours
Suitable For Childminders

Course Content
This network meeting opportunity for Community Childminder’s will feature a Health Visitor talk, information on child development and referrals. There will also be the opportunity to gain valuable information on paperwork, placement and with time for questions and answers.

Health Visitors talk;
- Speaker: Alison Yule (Westburn Medical Practice) and Jackie Allen (Links Medical Practice)
- Supporting families with their mental health such as Post Natal Depression
- How Health Visitors refer families to Community Childminding
- Childs (Red book) Health Records. Information on immunisations and developmental reviews set down by the Scottish Government, Health Visitors Pathway

Additional support needs for children;
- Speaker: Karen Shepherd – Play Forum (also works with the Inclusion Team and schools)
- Working with children with Attention Deficit Hyperactivity Disorder and Autism

Provider Scottish Childminding Association
Tutor Loraine Duncan, SCMA Childminding Development Officer

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost Free

Booking Arrangements
Please contact Learn with SCMA on 01786 445377, option 2. SCMA members can also book online via the My Membership Dashboard at www.childminding.org

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker. Childminders can book on any course at any tier.
Pre-Birth to Three

Duration 2.5 hours
Suitable For Childminders

Course Content
A workshop designed from a childminders viewpoint on how to use this interactive resource to best develop your childminding practice. The aim of this workshop is to;
• Introduce the Pre-Birth to Three multimedia resource
• Explore the importance of the childminders role in nurturing very young children

Expected Outcomes
• To encourage and promote reflective practice through the use of the Pre-Birth to Three multimedia resource
• To encourage use of the Pre-Birth to Three guidance as a tool for continuing professional development

The national guidance sets out to facilitate staff working with and on behalf of our youngest children and their families. It includes important information on pre-birth and brain development and it reflects the principles and philosophy, which underpin the Early Years Framework and Curriculum for Excellence.

Provider Scottish Childminding Association
Tutor Loraine Duncan, SCMA Childminding Development Officer

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £10.00 per person payable at time of booking by credit/debit card

Booking Arrangements
Please contact Learn with SCMA on 01786 445377, option 2. SCMA members can also book online via the My Membership Dashboard at www.childminding.org
Preparing for Inspection

Duration 2.5 hours
Suitable For Childminders

Course Content
The Care Inspectorate has introduced a method of inspecting childminders using the eight wellbeing indicators within the GIRFEC (Getting It Right For Every Child) framework. The focus of the inspection is more on outcomes for children and less on policies and procedures.

This programme is designed to help you understand the importance of the self-assessment process and how to keep yourself prepared for inspection by continually updating the information you provide.

The objectives are;
• To highlight the importance of the Care Inspectorate self-assessment process
• To introduce the current inspection methodology based on the eight wellbeing indicators within GIRFEC
• To identify required outcomes and how they can be achieved in a childminding setting

Expected Outcomes
The aim of this workshop is to familiarise childminders with the process of self-assessment, the inspection methodology and the types of evidence required.

Provider Scottish Childminding Association
Tutor Loraine Duncan, SCMA Childminding Development Officer

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £10.00 per person payable at time of booking by credit/debit card

Booking Arrangements
Please contact Learn with SCMA on 01786 445377, option 2. SCMA members can also book online via the My Membership Dashboard at www.childminding.org
**REHIS Certificated Elementary Food Hygiene**

**Duration** 6.5 hours  
**Suitable For** Childminders

**Course Content**  
The syllabus includes;  
- An introduction to food hygiene  
- Bacteria and their characteristics  
- The incidence of food poisoning and it’s prevention  
- Personal hygiene and working habits of the food handler  
- The working environment  
- Cleaning practices  
- Common food pests and their control  
- Current food legislation including HACCP requirements

**Expected Outcomes**  
Candidates will gain knowledge of all aspects of food safety and an appreciation of the importance of adhering to workplace procedures.

**Provider** Darvelstar Ltd  
**Tutor** Janette Gascoine

**Date and Time**

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**Venue** Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY  
**Cost** £50.00 per person. This can be paid directly to Darvelstar Ltd. jan.gascoine@btinternet.com using a credit/debit card

**Booking Arrangements**  
Please contact SCMA Childminding Development Officer to book and for further instructions on how to pay. Please see page 128 for contact details.
Safe and Secure: Child Protection

Duration 2.5 hours
Suitable For Childminders

Course Content
The Scottish Government has a current policy on child protection -Keeping Children Safe- and has produced standards and a training framework which SCMA has used to develop this workshop in-line with the national programme.

It is important to recognise that child abuse is a reality in our society. Childminders have a vital frontline role in protecting children and obtaining support for children and families under stress. It is essential that childminders are equipped to play their role in this task and can recognise abuse and have knowledge of child protection procedures.

This job-specific workshop will emphasise a pro-active approach to equip childminders with the knowledge and skills to minimise the risk of abuse.

The workshop explores;
- The vulnerability of the childminder as a lone worker
- Roles and responsibilities of the childminder and of key professionals
- Development of a child protection statement
- Reporting procedures

Expected Outcomes
Participants will gain knowledge and understanding of how to respond to concerns over a child’s welfare or disclosure of abuse or neglect.

Provider Scottish Childminding Association
Tutor Loraine Duncan, SCMA Childminding Development Officer

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £10.00 per person payable at time of booking by credit/debit card

Booking Arrangements
Please contact Learn with SCMA on 01786 44537, option 2. SCMA members can also book online via the My Membership Dashboard at www.childminding.org

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Supporting Children & Families Through Change

Duration 2.5 hours
Suitable For Childminders

Course Content
Good relationships with parents and children are vital in a childminding setting as they benefit everyone, especially children. Good relationships create a welcoming and secure atmosphere for children, which in turn help young children to settle and relax. Good relationships also benefit the quality of interaction between the childminder and the parents.

Where relationships are good, parents are more likely to be able to share information, make comments and take an interest in what their children have been doing. This in turn benefits the children and emotionally they may find it easier to move from the care of one person to another.

Expected Outcomes
This workshop will identify the needs of parents and children by;
• Exploring separation fears of parents and children
• Identifying the need for pre-contact
• Establishing settling in procedures

Provider Scottish Childminding Association
Tutor Loraine Duncan, SCMA Childminding Development Officer

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Booking Arrangements
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Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Childminder Training Programme

Working with Attention Deficit Hyperactivity Disorder & the Autistic Spectrum

Duration 2.5 hours  
Suitable For Childminders

Course Content
Identify key characteristics of Attention Deficit Hyperactivity Disorder (ADHA) and Autistic Spectrum Disorder (ASD) and discuss appropriate responses to symptoms and behaviours in a professional childminding setting.

Expected Outcomes
- Examine and explain the concepts of ADHD and ASD
- Define the diagnostic process
- Identify some of the key symptoms or characteristics of ADHD and ASD
- Discuss appropriate behaviour management responses for childminders

Provider Scottish Childminding Association  
Tutor Loraine Duncan, SCMA Childminding Development Officer

Date and Time

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<th>Term 1</th>
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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £10.00 per person payable at time of booking by credit/debit card

Booking Arrangements
Please contact Learn with SCMA on 01786 445377, option 2. SCMA members can also book online via the My Membership Dashboard at www.childminding.org

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Introduction to Getting It Right For Every Child (GIRFEC)

Duration: 2.5 hours
Suitable For: Those who work with children but are unlikely to be directly involved in multi-agency processes

**Course Content**
A broad introduction to how the Getting It Right For Every Child approach is used to support children’s wellbeing. This course will look at how to assess children’s wellbeing and how to use the National Practice Model to support wellbeing.

**Expected Outcomes**
Understanding of the key principles and outcomes of Getting It Right For Every Child.

**Provider**
Aberlour Futures

**Tutor**
GIRFEC Training Staff

**Date and Time**
Please refer to the GIRFEC Training Programme, published separately at www.aberdeengeetingitright.org.uk

**Venue**
Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

**Cost**
Free

**Booking Arrangements**
Please submit booking forms to Aberlour Futures, using the GIRFEC Training Booking system. If you wish your name to be added to the GIRFEC electronic mailing list please contact GIRFEC@aberlour.org.uk
Continuing Professional Development Programme
Building the Ambition

An Introduction to Building the Ambition in Practice

Duration  2 hours
Suitable For  Tier 1, 2
(Staff working with children aged 3 - 5 years)

Course Content
To provide an overview of the document and how the experiences and interactions deliver the learning journey for young children to allow wellbeing, communication, curiosity, inquiry and creativity be developed. Builds upon the Pre-Birth to Three and Curriculum for Excellence documents to support reflection, quality assurance and improvement within the settings.

Expected Outcomes
Participants will gain confidence to make links between evidence based practice and policy guidance to ensure high quality provision. To reflect on your own practice and be more aware of the critical role played by early years practitioners to deliver high quality early learning and childcare.

Provider  Early Years Team
Tutor  Aberlour Futures

Date and Time

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Venue  Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost  Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Continuing Professional Development Programme
Building the Ambition

Building the Ambition: An In-depth Look at the Impact of Practice

Duration
5 sessions of 2 hours per session
(Participants must attend all 5 sessions)

Suitable For
Tier 1, 2

National Practice Guidance on Early Learning and Childcare (ELCC)
Course Content
The national practice guidance sets the context for high quality ELCC. The course has five parts which aim to build confidence and capability for those who work with young children from birth to starting school. It is intended to make links between practice, theory and policy guidance to reinforce aspects of high quality provision and the critical role played by early years practitioners. Participants must attend all 5 sessions.

Session 1 of 5
Attachment and Developmental Stages - What do Children Need?
Practitioners are asked to read Building the Ambition sections 5.1 and 6.

Expected Outcomes
• To have an understanding of how attachment styles affect learning and the importance of positive relationships in improving a child’s learning journey
• To discuss how children learn and develop
• To appreciate that each child will progress in their own way and at their own rate
• To understand the need to respond to the child’s actual development and not expect a child to fit into a pre-determined plan or programme

Session 2 of 5
Developing a Key Person Approach
The importance of attachments for child development is discussed. What should a practitioner do to help build relationships? How do we support secure attachments?

The building of good relationships and the impact of secure and insecure attachments impacts on children’s wellbeing, what are children telling us through their behaviour? Attendees will be encouraged to discuss observations of children’s play and report back at the next session.

Expected Outcomes
• Increased understanding of what attachment is and why it is important
• To have an awareness of what children are trying to share through their behaviours
• An understanding of the three constants needed to make children feel secure
• An understanding of how to support positive relationships with families through a key person approach
Session 3 of 5
What Makes the Difference for Children and Families?
Practitioners are asked to read Building the Ambition section 3.1.

How do we actually take account of the interests of the child? Practitioners will be asked to reflect on how well they allow children to make choices and provide them with well thought out experiences and opportunities, to develop their learning through play? What does it mean to be responsive to children’s changeable interests and demands in a nurturing and caring environment? Could this be improved? How does partnership working make a difference?

Expected Outcomes
- Practitioners will be supported to identify the characteristics of high quality ELCC in their setting and change practice. This will involve reflection on the extent to which this varies for children 0 - 3 and children aged 3 to starting school?
- Practitioners should be developing a better understanding of how to make observations of play, interpret the behaviours and plan effectively to meet the learning needs of children
- Practitioners will be expected to be proactive in making changes in their setting in between sessions, to improve the quality of children’s experiences using the Early Years Collaborative, model for improvement

Session 4 of 5
What do we Mean by Play and Learning?
Practitioners are asked to read Building the Ambition sections 4 and 7.

Practitioners will explore play and the link between learning and play. How can practitioners plan to extend children’s ‘free flow’ play and strike the balance between letting play evolve and planning for broad and balanced learning. The work of educationalists, Tina Bruce and Christine Stephen will be explored and the critical role of practitioners in provoking learning. The use of the Leuven scale to assess levels of engagement.

Children are born curious and need access to the right kind of experiences and environments both indoors and outdoors, which enables them to be curious, creative and demonstrate inquiry through their play. What does this look like in practice?

Expected Outcomes
- Practitioners will have a clear understanding of their role in the learning process
- Be aware of what children need to encourage deeper levels of engagement and help create learning environments to promote curiosity, inquiry and creativity
Session 5 of 5
Quality Matters
Thinking about Quality: Creating a Nurturing Environment where Relationships Matter
What are the essentials for a nurturing environment? Babies are born connected and need caring relationships to be able to develop their thinking. Young children need real opportunities to express their ideas and feelings and to understand and feel confident within relationships.

Research has shown that high quality ELCC services are crucial in promoting children’s development and learning and, in the long term, enhancing their life chances. The importance of child initiated activities and high quality adult-child interactions will be discussed. What needs recording to ensure that children experience a broad and balanced curriculum and reach their potential?

Expected Outcomes
• Have a good understanding of what quality looks like in practice
• Practitioners should be able to make changes to their practice to create nurturing environments, where relationships are seen as crucial for children and families
• Practitioners will be able to be reflective on their day to day practices and feel confident about using the Model for Improvement as a tool to plan, do and evaluate changes

Provider
Early Years Team
Tutor
Early Years Team

Date and Time

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Venue
Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost
Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.
An Introduction to Attachment

Duration 2 hours
Suitable For Tier 1, 2, 3

Course Content
- Attachment styles and brain development
- What does this mean for my practice?

Expected Outcomes
- To have an understanding of how attachment styles affect learning and the importance of positive relationships in improving a child’s learning journey
- To discuss how children learn and develop
- To appreciate that each child will progress in their own way and at their own rate
- To understand the need to respond to the child’s actual development and not expect a child to fit into a pre-determined plan or programme

Provider Early Years Team
Tutor Sue Thorburn, Education Support Officer

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB23 5HY
Cost Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.
Continuing Professional Development Programme
Child Development and Attachment

Child Development Through Schemas

Duration 2.5 hours
Suitable For Tier 1, 2

Course Content
This course will look at what schemas are, how this relates to child development and the theory that supports this thinking. Through tutor input and group work you will build confidence on recognising the repeated patterns of behaviour when observing young children with regards to schematic play.

Expected Outcomes
To build confidence and knowledge of what schemas are and how this relates to the age and stage of development of the child/children. To enable you to observe and plan for these development stages and provide resources that meet these needs.

Provider Aberlour Futures
Tutor Muriel Milne, Early Years & Childcare Development Officer

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
How to Create Inclusive Environments

Duration: 2 hours

Suitable For: Tier 1, 2, 3

Course Content
It is all About Relationships - Developing a Key Person Approach

The importance of attachments for child development is discussed. What should a practitioner do to help build relationships? How do we support secure attachments?

The building of good relationships and the impact of secure and insecure attachments impacts on children’s wellbeing, what are children telling us through their behaviour? Practitioners will be asked to think about what they are recording in observations.

Expected Outcomes
- Increased understanding of what attachment is and why it is important
- To have an awareness of what children are trying to share through their behaviours
- An understanding of the three constants needed to make children feel secure
- An understanding of how to support positive relationships with families through a key person approach

Provider: Early Years Team
Tutor: Sue Thorburn, Education Support Officer

Date and Time

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Venue: Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

Cost: Free (Priority will be given to Partner Provider staff working with pre-school aged children and Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.
Quality Interaction Workshop

Duration  2.5 hours
Suitable For  Tier 2, 3

Course Content
The aim of this workshop is to help participants understand the importance of quality interactions in the early years. The course will focus on how to create effective communications within the playroom; why good quality interactions are important and preparing for story time. We will take time to look at the Building the Ambition document to help with this.

The course will also include information on children’s language development plus attachment and relationship theory. It will be an interactive course with models of good practice and opportunities to participate in activities.

Expected Outcomes
- Participants will understand the importance of effective communication with children. They will also recognise how communication can make us feel
- They will recognise language development milestones and understand how they might extend children’s communication experiences
- They will feel more comfortable about preparing for and delivering story time and communicating across the playroom

Provider  Cairn Training Ltd.
Tutor  Kirsty MacBeath or Nicola Bain

Date and Time

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Venue  Cairn Training Office, 1 Raeburn Place, Aberdeen, AB25 1PP
Cost  £15.00 per person

Booking Arrangements
Please submit booking form to Cairn Training Ltd. Please see page 128 for contact details.
All About Inside Me

Duration 2 hours
Suitable For Tier 1, 2, 3 (Staff working with children aged 3 - 5 years)

Course Content
The course will cover methods on how to investigate the science that goes on inside us every day of our lives. In this course you will be guided through several hands-on, affordable, Curriculum for Excellence linked activities that you can try with your Early Years classes.

Expected Outcomes
Attendees will be introduced to a variety of methods for conducting science investigations with young children. These include looking at the function of our skeleton and organs, the senses, healthy living and detailing some misconceptions children may have about their bodies. Children will become more aware of the science of everyday life and more confident in investigating the things around them.

Provider Early Years Team
Tutor Aberdeen Science Centre Staff

Date and Time

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Venue Aberdeen Science Centre, 179 Constitution Street, Aberdeen AB24 5TU
Cost Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.
An Introduction to Curriculum for Excellence

Duration 2.5 hours
Suitable For Tier 2, 3

Course Content
This is an introductory basic course for staff new to childcare or returning to the sector who want to understand the principles of the Curriculum for Excellence and how they link to the Pre-Birth to Three document. The importance of children being actively engaged in their learning, to enable them to build on their experiences and how this is supported within the setting.

Expected Outcomes
To understand the key principles and values of the Curriculum for Excellence and to build confidence and skills in providing an active learning environment. Use the information to assist and develop the observation and planning skills within the setting.

Provider Aberlour Futures
Tutor Wendy Felming, Assistant Service Manager Aberlour Futures & Muriel Milne, Early Years and Childcare Development Officer

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
An Introduction to the Curriculum for Excellence & Planning Cycle

Duration 2.5 hours
Suitable For Tier 2, 3

Course Content
This is an introduction to the Curriculum for Excellence, with a focus on the 4 capacities and 8 learning areas. Discussions will include;
- Why do we have the curriculum
- What are the levels and areas
- How do I work with the experiences and outcomes

We will look at learning through play, taking informed observations, planning next steps and meeting learner’s needs. Participants will also look at child-led learning and the use of self-reflection.

Expected Outcomes
- Increased knowledge of the Curriculum and its content
- Awareness of how to plan to meet learners needs and how this links to the Curriculum
- Increased confidence in being involved in the planning process

Provider Cairn Training
Tutor Kirsty MacBeath

Date and Time

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Venue Cairn Training Office, 1 Raeburn Place, Aberdeen, AB25 1PP
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Cairn Training Ltd. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Early Years Investigations

Duration 1.75 hours
Suitable For Tier 1, 2, 3
(Staff working with children aged 3 - 5 years)

Course Content
This course aims to equip you with the tools, knowledge and confidence to carry out scientific investigations with your pupils in the classroom. This course covers the principles of fair testing and how you can carry our fair tests simply and effectively in early years.

Expected Outcomes
Attendees will be introduced to:
- Different types of scientific enquiry; observation, classifying, pattern seeking and research
- Guided discussion will help you in areas of the Curriculum for Excellence (CfE) that you may be struggling to cover with practical activities
- CfE links, useful websites and resources, activity instructions and more will all be detailed in the handout provided during the session

Provider Early Years Team
Tutor Aberdeen Science Centre Staff

Date and Time

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Venue Aberdeen Science Centre, 179 Constitution Street, Aberdeen, AB24 5TU
Cost Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.
**Fun with Forces**

Duration 1.75 hours  
Suitable For Tier 1, 2, 3  
(Staff working with children aged 3 - 5 years)

**Course Content**  
This course will cover how to introduce basic forces and electricity to early years pupils.

**Expected Outcomes**  
Participants will gain the knowledge and confidence to teach early years pupils about forces and electricity. Participants will have the chance to get hands-on with activities that are simple to set up with easily accessible materials. Curriculum for Excellence links, useful websites and resources, activity instructions and more will all be detailed in the handout provided during the session.

**Provider** Early Years Team  
**Tutor** Aberdeen Science Centre Staff

**Date and Time**

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**Venue**  
Aberdeen Science Centre, 179 Constitution Street, Aberdeen, AB24 5TU

**Cost**  
Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

**Booking Arrangements**  
Please submit booking form to Early Years Team. Please see page 128 for contact details.
How Good is our Early Learning & Childcare?

**Duration**
2 hours

**Suitable For**
Tier 1, 2, 3
(Staff working with children aged 3 - 5 years)

**Course Content**
An introduction to How Good is our Early Learning and Childcare? Self-evaluation for self-improvement has been a feature of improving the early years sector in Scotland for many years. This course will support participants explore their progress, development and practice to identify what has improved and what still has to improve.

**Expected Outcomes**
Staff will become familiar with the new quality framework and will understand the significant relationship between effective self-evaluation and improvement.

**Provider**
Early Years Team

**Tutor**
Early Years Team

**Date and Time**

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**Venue**
Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

**Cost**
Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

**Booking Arrangements**
Please submit booking form to Early Years Team. Please see page 128 for contact details.
How Hot Are You?

Duration 1.75 hours
Suitable For Tier 1, 2, 3
(Staff working with children aged 3 - 5 years)

Course Content
This course explores the concepts of heat, insulation and the properties of materials. In this course you will take part in Curriculum for Excellence (CfE) linked, affordable, hands-on activities that you can carry out with your early years pupils to investigate these topics.

Expected Outcomes
This session will provide you with the background knowledge, ensuring you leave feeling confident teaching these subjects. CfE links, useful websites and resources, activity instructions and more will all be detailed in the handout provided during the session.

Provider Early Years Team
Tutor Aberdeen Science Centre Staff

Date and Time

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Venue Aberdeen Science Centre, 179 Constitution Street, Aberdeen, AB24 5TU
Cost Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.
Childminders can book on any course at any tier.

**Starcatchers Early Years Creative Skills: Developmental Movement Patterns**

**Duration**
2 sessions of 2 hours per session

**Suitable For**
Tier 1, 2, 3
(Staff who work with children aged 0 - 5 years)

**Course Content**
This training is designed to be practical, accessible and inspirational. It goes beyond giving participants a list of instructions to follow, and instead increases the creative practice of the participants by:

- Exploring the Developmental Movement Patterns (DMP) babies and young children go through, and how they can be used in creative frameworks
- Sharing a toolkit of movement ideas and experiences that are open-ended and adaptable to different ages, settings and themes
- Enabling practitioners to explore their own creative and artistic capabilities in a supportive environment
- Setting take home challenges where participants are asked to devise and deliver their own movement activity based on what they’ve learned
- Reflective practice where participants share their experiences from their take home challenges at the second session. This has the advantage of encouraging participants to incorporating the training into their practice straight away

**Expected Outcomes**
- Increased understanding of importance of arts and creativity, and creative movement in particular
- Increased confidence in their ability to use movement in daily practice
- A toolkit of flexible DMP movement ideas they can utilise in their daily practice
- Increased expectations regarding their own creative abilities
- The chance to connect with peers from other settings or sectors and share information, understanding and practice

**Provider**
Early Years Team

**Tutor**
Skye Reynolds, Starcatchers Creative Skills Team

**Date and Time**

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**Venue**
Ashgrove Children’s Centre, Gillespie Place, Aberdeen, AB25 3BE

**Cost**
Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

**Booking Arrangements**
Please submit booking form to Early Years Team. Please see page 128 for contact details.

*Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.*

Childminders can book on any course at any tier.
Starcatchers Early Years Creative Skills: Drama Outdoors

Duration: 2 sessions of 2 hours per session
Suitable For: Tier 1, 2, 3
(Staff who work with children aged 2 - 5 years)

Course Content
This training is designed to be practical, accessible and inspirational. It goes beyond giving participants a list of instructions to follow, and instead increases the creative practice of the participants by:

- Sharing a toolkit of outdoor drama ideas and experiences that are open-ended and adaptable to different ages, settings and themes
- Enabling practitioners to explore their own creative and artistic capabilities in a supportive environment
- Setting take home challenges where participants are asked to devise and deliver their own outdoor creative activity based on what they’ve learned
- Reflective practice where participants share their experiences from their take home challenges at the second session. This has the advantage of encouraging participants to incorporating the training into their practice straight away

Expected Outcomes
- Increased understanding of importance of arts and creativity
- Increased confidence in their ability to use drama outdoors in daily practice
- A toolkit of flexible outdoor drama ideas they can utilise in their daily practice
- An increased expectations regarding their own creative abilities
- The chance to connect with peers from other settings or sectors and share information, understanding and practice

Provider: Early Years Team
Tutor: Starcatchers Creative Skills Team

Date and Time

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Venue: Ashgrove Children’s Centre, Gillespie Place, Aberdeen, AB25 3BE
Cost: Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Starcatchers Early Years Creative Skills: Multi-Arts Approach with 0 - 3’s

Duration: 2 sessions of 2 hours per session
Suitable For: Tier 1, 2, 3 (Staff who work with children aged 0 - 3 years)

Course Content
Sessions exploring how a variety of different art forms can be combined to design and share sensory arts experiences with wee ones. This training is designed to be practical, accessible and inspirational. It goes beyond giving participants a list of instructions to follow, and instead increases the creative practice of the participants by;
- Sharing a toolkit of playful multi-arts ideas and experiences that are open-ended and adaptable to different ages, settings and themes
- Enabling practitioners to explore their own creative and artistic capabilities in a supportive environment
- Setting take home challenges where participants are asked to devise and deliver their own playful multi-arts activity based on what they’ve learned
- Reflective practice where participants share their experiences from their take home challenges at the second session. This has the advantage of encouraging participants to incorporating the training into their practice straight away

Expected Outcomes
- Increased understanding of importance of arts and creativity
- Increased confidence in their ability to use playful multi-arts approaches in daily practice
- A toolkit of flexible visual art ideas they can utilise in their daily practice
- Increased expectations regarding their own creative abilities the chance to connect with peers from other settings or sectors and share information, understanding and practice

Provider: Early Years Team
Tutor: Starcatchers Creative Skills Team

Date and Time

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<td>6 &amp; 13 February 4.15 – 6.15pm</td>
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Venue: Ashgrove Children’s Centre, Gillespie Place, Aberdeen, AB25 3BE
Cost: Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Continuing Professional Development Programme
Curriculum for Excellence

Starcatchers Early Years Creative Skills: Playful Approaches to Visual Art

Duration 2 sessions of 2 hours per session
Suitable For Tier 1, 2, 3
(Staff who work with children aged 2 - 5 years)

Course Content
This training is designed to be practical, accessible and inspirational. It goes beyond giving participants a list of instructions to follow, and instead increases the creative practice of the participants by;

- Sharing a toolkit of visual arts ideas and experiences that are open-ended and adaptable to different ages, settings and themes
- Enabling practitioners to explore their own creative and artistic capabilities in a supportive environment
- Setting take home challenges where participants are asked to devise and deliver their own playful visual arts experience based on what they’ve learned
- Reflective practice where participants share their experiences from their take home challenges at the second session. This has the advantage of encouraging participants to incorporating the training into their practice straight away

Expected Outcomes
• Increased understanding of importance of arts and creativity
• Increased confidence in their ability to use playful approaches to visual arts in daily practice
• A toolkit of flexible visual arts ideas they can utilise in their daily practice
• Increased expectations regarding their own creative abilities
• The chance to connect with peers from other settings or sectors and share information, understanding and practice

Provider Early Years Team
Tutor Starcatchers Creative Skills Team

Date and Time

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Venue Ashgrove Children’s Centre, Gillespie Place, Aberdeen, AB25 3BE
Cost Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker. Childminders can book on any course at any tier.
Starcatchers Early Years Creative Skills: The Creative Environment

Duration: 2 sessions of 2 hours per session
Suitable For: Tier 1, 2, 3
(Staff who work with children aged 0 - 5 years)

Course Content
Two sessions looking at the policy and practice of embedding creativity at the heart of nursery/early years’ experience. Participants are supported to come up with specific proposals/plans for their area of responsibility and try them out in a supported, resourced environment.

This training is designed to be practical, accessible and inspirational. It supports participants to think about how creativity can be a part of their daily practice by:

- Enabling practitioners to explore their own creative and artistic ideas in a supportive environment
- Setting take home challenges where participants are asked to make small changes within their practice to support more creative working
- Reflective practice where participants share their experiences from their take home challenges at the second session

Expected Outcomes

- Increased understanding the importance of arts and creativity
- Increased confidence in their ability to use creativity in daily practice
- Increased expectations regarding their own creative abilities
- The chance to connect with peers from other settings or sectors and share information, understanding and practice

Provider: Early Years Team
Tutor: Starcatchers Creative Skills Team

Date and Time

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Venue: Ashgrove Children’s Centre, Gillespie Place, Aberdeen, AB25 3BE
Cost: Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Weather All Around Us

Duration 1.75 hours
Suitable For Tier 1, 2, 3

Course Content
Aberdeen Science Centre’s Weather All Around Us course will equip you with the tools, knowledge and confidence to teach early years pupils all about the weather we encounter every day.

Expected Outcomes
Participants will be given the chance to:
• Get hands-on with activities to investigate what causes daily weather such as sun, rain and snow
• How weather is recorded and how you can record and monitor it yourself
• What causes extreme weather like tornados

Provider Early Years Team
Tutor Aberdeen Science Centre Staff

Date and Time

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<th>Term 1</th>
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Venue Aberdeen Science Centre, 179 Constitution Street, Aberdeen AB24 5TU
Cost Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.
Wee Green Spaces

Duration 2 sessions of 6 hours per session plus 1 session of 3.5 hours (Participants must attend all 3 sessions)

Suitable For Tier 1, 2, 3 (Staff who work with children aged 3 - 6 years)

Course Content
The Care Inspectorate’s publication, My World Outdoors sets clear expectations about the need for children and young people to have frequent, regular opportunities to play in natural settings.

This award-winning training programme is designed to equip early years staff with the practical skills and competencies to develop nature kindergarten provision in a local patch of greenspace on a weekly basis all year round. It takes a sustainable and rights based approach which includes evaluating and developing practice through the use of GIRFEC and the wellbeing indicators.

The course includes;
- How to assess a greenspace site for its suitability for use with young children and the liaisons required with the land owner or manager
- Considering the benefits and the risks involved in a positive way that ensures children learn how to take care of themselves
- How to set up a site from scratch and ensure children learn to cherish and care for the site and the variety of living things found there
- Visiting a current Wee Green Spaces or similar session and reflecting on how to ensure high quality nature-based play practice

Much of each day will be spent outdoors, whatever the wintery weather. Please come suitably prepared with warm, wind and waterproof clothing and appropriate footwear. This includes warm, woolly socks, gloves, over trousers, thermal under layers, hat and spare clothing.

Please note: Many establishments begin their sessions within school grounds and gradually move out to using local greenspace once staff and children feel confident to do so.

Expected Outcomes
After completing this course you will have;
- Experienced a variety of practical approaches to setting up Wee Green Space sessions
- Deepened your understanding of what a quality nature-based play provision should be, based upon research and national expectations of excellent or very good practice
- Be ready to begin to develop Wee Green Space sessions in your setting

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Continuing Professional Development Programme
Curriculum for Excellence

Provider  Early Years Team  Tutor  Juliet Robertson, Creative STAR Learning Company

Date and Time

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Venue  Ashgrove Children’s Centre, Gillespie Place, Aberdeen, AB25 3BE

Cost  Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

Booking Arrangements
Please submit booking form to the Early Years Team. Please see page 128 for contact details.
Paediatric First Aid

Duration
2 sessions of 6 hours per session

Suitable For
Tier 1, 2, 3
(Paediatric First Aid training which has been designed to meet the needs of those working in the childcare sector)

Course Content
This 2-day course will cover the role of a Paediatric First Aider and all aspects of first aid for those working with babies and children. The sessions will be interactive and practical allowing students many supervised practice sessions of all the skills required for this qualification. Students will be issued with a manual relevant to the needs of the training.

The certificates issued are valid for 3 years.

Expected Outcomes
At the end of this course attendees will be competent and confident in dealing with an ill or injured child and able to discuss their ongoing care.

Provider
Aberlour Futures

Tutor
Brian Harrison, Aberdeen Training & Facilitation

Date and Time

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Venue
Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

Cost
£65.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Early Learning & Childcare Funding

**Duration**: 1.75 hours  
**Suitable For**: Administrators and Managers of Partner Provider Centres

**Course Content**
Information and advice on the application processes for Early Learning and Childcare funding including the completion of documents. This will be followed by a question and answer session.

**Expected Outcomes**
- A better understanding of the application process and funding arrangements
- Improvements in the completion of documents

**Provider**: Early Years Team  
**Tutor**: Roy Flett, Early Learning & Childcare Administrator

**Date and Time**

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**Venue**: Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

**Cost**: Free to staff at Partner Provider Centres

**Booking Arrangements**
Please submit booking form to the Early Years Team. Please see page 128 for contact details.
Employers’ & Managers’ Forum

Two events in the training calendar are devoted to Managers and Employers as an opportunity to meet, discuss and debate emerging and existing issues and topics associated with early years and childcare learning, staff training and development.

Facilitated by
Members of the Workforce Development & Training Standing Action Group

Date and Time

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<td>9 June 10am – 1pm</td>
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Venue
Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

Cost
Free

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Leadership at all Levels: So What Exactly is a Leader?

Duration 3 hours
Suitable For Tier 1

Course Content
The course will include;
- The difference between leadership and management
- Good leadership behaviours
- Distributive leadership style
- Identifying your next steps in leadership development

Expected Outcomes
Greater knowledge and awareness of leadership qualities and the essential characteristics of effective leadership allied with self-awareness of own leadership development.

Provider Aberlour Futures
Tutor Aberlour Futures Tutor

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £15.00 per person (Minimum number of 15 people)

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Managers & Lead Practitioners Network Group

**Duration**  2 hours  
**Suitable For**  Tier 1

**Course Content**
Participants can use this time to have professional discussions with others, improving professional communication, gain others perspectives while reflecting on their own work and build a professional support network.

The session is flexible regarding content and time, with participants having the opportunity to drop in and stay for however long they wish and raise any subjects or scenarios they would like to discuss with others in similar roles. The session will have an informal approach to networking and support.

**Expected Outcomes**
Participants will have the opportunity to have professional discussions and build a support network with others in a similar role across the city.

**Provider**  Aberlour Futures  
**Tutor**  Early Years & Childcare Development Officer

**Date and Time**

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<td>8 February 3 – 5pm</td>
<td>17 May 6.30 – 8.30pm</td>
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**Venue**  Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

**Cost**  Free

**Booking Arrangements**
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Navigating the Guidance Documents

Duration 3 hours
Suitable For Tier 1, 2

Course Content
To provide an overview of the documentation, for example Building the Ambition, How Good is our Early Learning and Childcare?, and other relevant legislation and policy and how these influence and shape practice relevant to early learning and childcare. The course should provide an overview of where the documents link together and the relationship between the principles and values which underpin our practice and meets the standards required for the sector.

Expected Outcomes
Participants will gain a better understanding of the guidance and how they all link and work together and will consider the implementation of the guidance as a whole. It will allow you to reflect on your own and others practice within the setting.

Provider Aberlour Futures
Tutor Wendy Fleming, Assistant Service Manager Aberlour Futures & Muriel Milne, Early Years and Childcare Development Officer

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Staff Appraisal & Supervision Skills

Duration 3 hours
Suitable For Tier 1

Course Content
This course will provide basic knowledge on performance management through supervision and appraisal and includes purpose and planning, confidentiality, how appraisal affects people, self-reflection and a culture of continuous improvement.

Expected Outcomes
Participants will gain knowledge and understanding in key areas of supervision and appraisal practice. Understand the key challenges in providing supervision which will support staff to manage change in attitude or practice and create a culture to accept constructive criticism and feedback.

Provider Aberlour Futures
Tutor Aberlour Futures Tutor

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £15.00 per person (Minimum number of 15 people)

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Let’s Play Outdoors

Duration 2 hours
Suitable For Tier 1, 2, 3
(For staff working with children aged 2 - 5 years)

Course Content
This course will focus on giving staff the skills to facilitate play in any outdoors environment. We will look at the importance of play, how it links in with the Curriculum for Excellence and the Care Inspectorates resource My World Outdoors.

You will explore a wide range of practical and inclusive play opportunities including den building, play with natural materials, small world, and sensory play. These play ideas will encourage children to play independently, using their imagination and creativity.

Expected Outcomes
Practitioners will gain;
• Greater understanding about the importance of play
• Awareness of how play positively impacts on child development
• Practical Knowledge and skills which you can use to put into practice the principles of My World Outdoors

Provider Aberlour Futures
Tutor Play Development Worker

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Loose Parts Outdoors

Duration 2 sessions of 2.5 hours per session
Suitable For Tier 1, 2, 3
(For staff working with children aged 3 - 12 years)

Course Content
This course is delivered in 2 parts:
Part 1
This course will develop practitioners understanding of play outdoors and why it is so important. It will look at the theory of play, the role of staff and where to start with implementing Loose Parts Play in your setting.

Part 2
This part of the course will be spent outdoors. Please arrive suitably prepared for all weather conditions, with warm, wind and waterproof clothing, including wellies.

We will explore how practitioners can facilitate loose parts play outdoors in their setting – with hands on loose parts play activities linking to play themes.

Expected Outcomes
Practitioners will gain;
• Understanding of play theory
• Knowledge and understanding of the benefits of play
• Knowledge of how to facilitate play outdoors
• The ability to articulate children’s experiences of play and the contribution play makes to learning, health and wellbeing
• How to implement Loose Parts Play in your setting

Provider Aberlour Futures
Tutor Play Development Worker

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY (Part 1)
Outdoors TBC (Part 2)

Cost £20.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
An Introduction to Pre-Birth to Three: Positive Outcomes for Scotland’s Children & Families

Duration 2.5 hours
Suitable For Tier 2, 3

Course Content
This course will focus on the following:
- Early brain development
- Importance of attachment
- Developing emotional wellbeing and resilience and the importance of this
- The four key principles of the curriculum
- The eight key features of the curriculum

Expected Outcomes
This course is aimed at understanding the importance of early brain development and having secure attachments and the impact this can have in the first 3 years of a child’s life. It is also to give you an introduction to the Pre-Birth to Three guidance and how you can implement this guidance in practice.

Provider Cairn Training Ltd.
Tutor Nicola Bain

Date and Time

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Venue Cairn Training Office, 1 Raeburn Place, Aberdeen, AB25 1PP
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Cairn Training Ltd. Please see page 128 for contact details.
Continuing Professional Development Programme
Pre-Birth to Three

Pre-Birth to Three: Positive Outcomes for Scotland’s Children & Families

Duration: 2 sessions of 3 hours per session
Suitable For: Tier 1, 2, 3

Course Content
The course is delivered in two parts. The first session concentrates on ensuring understanding of the 4 R’s - Rights of the Child, Responsive Care, Relationships and Respect and how these are underpinned by the nine key features. Staff are encouraged to reflect on their practice and supported to make necessary changes through using the self-evaluation tool Learning into Practice. Session two reflects on any changes made, discusses planning and gives practical ideas to build confidence and improve the experiences offered to the children.

Expected Outcomes
This interactive course is intended to provide an overview of Pre-Birth to Three guidance which will encourage reflection and action to support implementation and change in practice for those working with our youngest children.

Provider: Aberlour Futures
Tutor: Wendy Fleming, Assistant Service Manager Aberlour Futures & Muriel Milne, Early Years & Childcare Development Officer

Date and Time

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Venue: Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost: £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Seminar: Out of School Care Seminars

Duration 2.5 hours
Suitable For Tier 1, 2, 3

Course Content
The sessions will enable all Out of School Club Practitioners to meet and discuss current issues affecting Out of School Clubs. The programme will be developed in response to workforce needs.

Expected Outcomes
Participants will gain confidence and support with current issues and benefit from this networking opportunity.

Provider Aberlour Futures
Tutor Early Years & Childcare Development Officer

Date and Time

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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
(May be subject to change)

Cost Free

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Continuing Professional Development Programme
Seminar

Seminar: Under 5 Staff Seminars

Duration: 2.5 hours
Suitable For: Tier 1, 2, 3

Course Content
The sessions will enable all Under 5 Practitioners to meet and discuss current issues affecting all staff working with our youngest children. The programme will be developed in response to workforce needs.

Expected Outcomes
Participants will gain confidence and support with current issues and benefit from this networking opportunity.

Provider: Aberlour Futures
Tutor: Early Years & Childcare Development Officer

Date and Time

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Venue: Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
(May be subject to change)

Cost: Free

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
# Confidence Building through Interactive Activities

**Duration** 2 hours  
**Suitable For** Tier 3

## Course Content
This course is intended for support workers who may be new to the role and want to develop their confidence levels when communicating and working with others. The session will be informal and involve active participation and movement in various games and group tasks.

## Expected Outcomes
Participants will have gained experiences in order to improve confidence in working with others.

### Provider
Aberlour Futures

### Tutor
Nicola Creighton, Early Years & Childcare Development Officer

## Date and Time

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<th>Term 3</th>
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</thead>
<tbody>
<tr>
<td>7 December 9.30 – 11.30am</td>
<td>24 April 6 – 8pm</td>
<td></td>
</tr>
</tbody>
</table>

### Venue
Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

### Cost
£15.00 per person

### Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Be inspired by our bite size Practical Skills Workshops: Suitable for Tier 2, 3

These ‘How To’ Skills Workshops are aimed at Support Workers and Practitioners. They are mini sessions providing practical skills over 1 hour and may be delivered to staff teams in the workplace or at Frederick Street Training Centre. The courses are complimentary to those found in the general training guide.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Maintain a CPD Folder</td>
<td>Learn how to create and maintain an excellent CPD folder in accordance with good practice and SSSC requirements</td>
</tr>
<tr>
<td>Music &amp; Movement</td>
<td>An introduction to the creative use of music and movement in a playful environment, which will help increase staff confidence to support the development of children</td>
</tr>
<tr>
<td>Talking Tubs</td>
<td>How to create talking tubs and boxes for communication, problem solving, imagination, interests and P.L.O.D.S with children from toddlers to school age</td>
</tr>
<tr>
<td>How to Create a Mind Map</td>
<td>Create a visual and pictorial mind map with children using their ideas, views, opinions and thoughts for use in planning and observation and so much more</td>
</tr>
<tr>
<td>Story Lines</td>
<td>How to use a story line as a valuable practical resource for sequencing, display, sorting and matching, counting … and so much more with children of all ages</td>
</tr>
<tr>
<td>How to Set Up Themed Role Play Areas</td>
<td>Practical ideas on how to set up themed role play areas within your setting</td>
</tr>
<tr>
<td>How to Set Up a House Corner</td>
<td>Learn how to create and set up your house corner using real life resources. How to use this area to extend children’s learning experiences</td>
</tr>
<tr>
<td>Ideas for a Treasure Basket</td>
<td>How to build an effective treasure basket and items for heuristic play</td>
</tr>
</tbody>
</table>
Continuing Professional Development Programme

Skills Workshop

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ideas for Activities/Resources to use for Pre-Birth to Three and Curriculum for Excellence</td>
<td>Ideas to engage children in exploring and investigation through discussion and play which can be adapted for different ages</td>
</tr>
<tr>
<td>Games for Children (5 - 12 years)</td>
<td>A practical fun workshop with ideas for physical games, both traditional and new</td>
</tr>
<tr>
<td>Banners and Bunting (5 - 12 years)</td>
<td>Ideas for making banners, bunting and drapes, to improve a range of skills and enhance your environment</td>
</tr>
<tr>
<td>After School Outdoor Fun</td>
<td>Practical ideas for play outdoors in Out of School Care</td>
</tr>
</tbody>
</table>

Provider  Aberlour Futures
Tutor     Aberlour Futures’ Tutors

Date and Time

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
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<tbody>
<tr>
<td>To be confirmed</td>
<td>To be confirmed</td>
<td>To be confirmed</td>
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</tbody>
</table>

Venue  To be confirmed
Cost  £15.00 per person per course

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Recycled Arts & Crafts

**Duration** 3 hours  
**Suitable For** Tier 2, 3  
(For those working with 5 - 12 year olds)

**Course Content:**
A fun, practical workshop which will focus on a variety of art media and recycled materials. Prepare to get messy and remember to bring a bag or container to carry your wet items home. Some recycled materials will be provided, but it would be helpful if you could bring along your own:
- Plastic bottle lids
- Large plastic bottles
- Old C.D.s

**Expected Outcomes:**
- Experience a range of different art materials
- Build confidence on how to deliver a workshop in your setting
- Raise awareness of the importance of forward planning, risk-benefit assessment and evaluation
- To help you encourage children and adults in your setting to value the creative process

**Provider** Aberlour Futures  
**Tutor** Elaine Crawford, Early Years & Childcare Development Officer

**Date and Time**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>31 May</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10am – 1pm</td>
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</tbody>
</table>

**Venue** Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

**Cost** £15.00 per person

**Booking Arrangements**
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Continuing Professional Development Programme
Skills Workshop

Skills Workshop: Parachute Play

Duration 3 hours
Suitable For Tier 2, 3

Course Content
This session will be hands-on and practical with participants trying out games for themselves. The course will be beneficial for staff who have little experience in this area or for those who would like to build on their existing knowledge and ideas. This type of play can be used with very young children through to young adults.

Please wear suitable clothing and footwear for this practical session.

Expected Outcomes
- Participants will be briefed on appropriate safety aspects
- Participants will gain confidence to run their own session
- Share ideas and learn new games
- Consider other ways of using a parachute and how this play links to Curriculum for Excellence and Pre-Birth to Three documents

Provider Aberlour Futures
Tutor Elaine Crawford, Early Years and Childcare Development Officer

Date and Time

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<tbody>
<tr>
<td>21 March 10am – 1pm</td>
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</table>

Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Skills Workshop: Play Games Think Fit!

Duration 2.5 hours
Suitable For Tier 2, 3

Course Content
This is a basic course for Support Workers and Practitioners to develop their practice in supporting children’s physical skills through play and fun!

The course includes:
- Fun ideas and activities for physical activity through play
- Ideas for using different everyday resources to adapt for all age groups to help observe areas of development
- Help to give children confidence and meet the capacities within both Pre-Birth to Three and Curriculum for Excellence frameworks

Expected Outcomes
Improved practice in providing play and fun activities that will positively impact on children’s physical development, movement and wellbeing.

Provider Aberlour Futures
Tutor Claire Alexander, BSc Sports Science and Education

Date and Time

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<tbody>
<tr>
<td>9 November 5 – 7.30pm</td>
<td>8 March 6 – 8.30pm</td>
<td></td>
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</tbody>
</table>

Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
**Skills Workshop: Working with 0 - 3’s Messy Play**

**Duration** 2.5 hours  
**Suitable For** Tier 2, 3  
(Staff working with under 3’s)

**Course Content**  
Participants will benefit from exploring new and different ideas about how to use messy play to engage young children and will include how this type of play can support their development. You will be given the opportunity to actively participate and share skills and ideas, so be prepared to get messy!

**Expected Outcomes**  
Participants will gain confidence with different activity ideas and have a greater understanding of the learning opportunities that can be gained from providing messy play activities.

**Provider** Aberlour Futures  
**Tutor** An Early Years & Childcare Development Officer

**Date and Time**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<tbody>
<tr>
<td>8 December 4 – 6.30pm</td>
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</table>

**Venue** Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

**Cost** £15.00 per person

**Booking Arrangements**  
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Skills Workshop: Working with 0 - 3’s Treasure Baskets and Heuristic Play

Duration: 2.5 hours
Suitable For: Tier 2, 3 (Staff working with under 3’s)

Course Content
An introduction to treasure baskets and the different ways they can be used to engage babies at this stage of their development. Practitioners will be provided with information about the benefits of treasure baskets and how schemas can be supported through this type of play. After exploring treasure baskets, the session will move on to develop knowledge and understanding about heuristic play and how this can be used to actively involve young children in their play.

Expected Outcomes
- Participants will gain a better understanding of the use of treasure baskets and heuristic play to enhance practice
- Participants will gain knowledge and understanding of the variety of ways treasure baskets and heuristic play can be used to enhance observations of child development and identify the next steps for the child

Provider: Aberlour Futures
Tutor: An Early Years & Childcare Development Officer

Date and Time

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<tbody>
<tr>
<td>26 October</td>
<td>28 February</td>
<td></td>
</tr>
<tr>
<td>4 – 6.30pm</td>
<td>6.30 – 9pm</td>
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</table>

Venue: Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost: £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Storytelling & Role Play

Duration 2.5 hours
Suitable For Tier 2, 3

Course Content
- A fun and interactive course designed to improve the practice around engaging with children through rhymes, storytelling and role play
- Providing some new ideas and extension of learning through storytelling, rhymes and use of language
- Looking at resources such as story lines, talking tubs and many more to support language and creative experiences and how to integrate these within the setting

Expected Outcomes
- Have a practical knowledge of supporting language through this media and the importance of this in child development
- Increase confidence and ideas to transform and promote storytelling and use of language within the setting
- Understanding how these activities and resources can support the curriculum documents

Provider Aberlour Futures
Tutor Alison Mitchell, SVQ Assessor & Susan Greig, Assistant Service Manager

Date and Time

<table>
<thead>
<tr>
<th>Term 1</th>
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<tbody>
<tr>
<td></td>
<td>21 February 4.30 – 7pm</td>
<td>20 June 10am – 12.30pm</td>
</tr>
</tbody>
</table>

Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
## Continuing Professional Development Programme
### Supporting Children with Additional Support Needs

### Addressing Behavioural, Sensory & Physical Challenges in a Learning Environment

**Duration**: 2 hours  
**Suitable For**: Tier 1, 2, 3  
(Not for Profit establishments only)

### Course Content
This course is aimed to support you with children who may need additional help integrating into the learning environment and routine. Sometimes this can be quite challenging due to their behaviour or their disability.

This course will help you recognize many of the various challenges you may face, help you understand why they might be happening and support you with strategies to try to alleviate the behaviour or put supports in place to assist a child with a sensory or physical disability.

### Expected Outcomes
The course will guide you to;
- Recognize what is challenging
- Understand why they might be happening, the triggers and the environment
- Give you tools and knowledge to become pro-active and re-active along with strategies in positive practice

### Provider
Voluntary Services Aberdeen (VSA)

### Tutor
Additional Support Needs Advisory Project (ASNAP)

### Date and Time

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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</thead>
<tbody>
<tr>
<td>4 October</td>
<td>7 February</td>
<td>9 May</td>
</tr>
<tr>
<td>9 – 11am</td>
<td>3.30 – 5.30pm</td>
<td>10am – 12pm</td>
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</tbody>
</table>

### Venue
Broomhill Activity Centre, 197 Broomhill Road, Aberdeen, AB10 7LN

### Cost
Free to Not for Profit establishments

### Booking Arrangements
Please submit booking form to ASNAP. Please see page 128 for contact details.
An Introduction to Looked After Children

Duration 2 hours
Suitable For Tier 1, 2, 3

Course Content
This course will provide an introduction to Looked After Children including:
- Definition of Looked After Children
- National context
- Local context

Expected Outcomes
- Understand what a looked after child is
- Have an awareness of the roles and responsibilities of the Local Authority and its partner agencies towards these children

Provider Aberdeen City Council
Tutor Jacinta Birchley, Teacher Looked After Children

Date and Time

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 September 4.15 – 6.15pm</td>
<td>13 March 4.15 – 6.15pm</td>
<td>7 June 4.15 – 6.15pm</td>
</tr>
</tbody>
</table>

Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost Free

Booking Arrangements
Please submit booking form to the Family Information Service. Please see page 128 for contact details.
Challenging Behaviour in Autistic Spectrum Conditions

Duration 2 hours
Suitable For Tier 1, 2, 3

Course Content
This course will cover the following topics;
- Behaviour as Communication
- The Triad and Frustration
- Theory of Mind
- Anxiety and the Autism Spectrum
- Autism and Bullying

Expected Outcomes
People who attend will be aware of various means of communication used by those on the autism spectrum. They will be able to identify and address a number of various behaviours and be able to create and implement strategies.

Provider Early Years Team
Tutor Craig Henderson, Grampian Autistic Society

Date and Time

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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</thead>
<tbody>
<tr>
<td>5 December 4.15 – 6.15pm</td>
<td>2 March 4.15 – 6.15pm</td>
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</tbody>
</table>

Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost Free (Priority will be given to Partner Provider staff working with pre-school aged children and Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.
Communicating Concerns with Parents

Duration 2 hours
Suitable For For staff working with young children on the Autistic Spectrum who may be discussing or raising concerns with parents

Course Content
This course will focus on the following;
- The Impact of Childhood Disability on Parents
- One to One Communication
- Effective and Ineffective Characteristics
- Dealing with “Game Playing”

Expected Outcomes
Participants will be able to assess their own behaviour when communicating concerns or issues to parents. They will be aware of various means of communicating and adopting the most appropriate to be certain they are coming across as empathetic and understanding to the parent’s needs no matter what the situation.

Provider Early Years Team
Tutor Craig Henderson, Grampian Autistic Society

Date and Time

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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</thead>
<tbody>
<tr>
<td>30 January</td>
<td>4.15 – 6.15pm OR</td>
<td></td>
</tr>
<tr>
<td>6 March</td>
<td>4.15 – 6.15pm</td>
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</tbody>
</table>

Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost Free (Priority will be given to Partner Provider staff working with pre-school aged children and Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.
Individual Education Plans (IEP)

Duration 2 hours
Suitable For Tier 1, 2

Course Content
The course will cover who requires an Individual Education Plan (IEP), developing an IEP and setting SMART targets.

Expected Outcomes
After completing this course you will be able to;
- Identify those children that require an IEP
- Develop an IEP
- Set SMART targets within the IEP

Provider Early Years Team
Tutor Sheila MacGregor & Heather Liebenberg

Date and Time

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<tr>
<td>1 December</td>
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<tr>
<td>4.15 – 6.15pm</td>
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</table>

Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost Free (Priority will be given to Partner Provider staff working with pre-school aged children and Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.
Introduction to Autistic Spectrum Conditions

Duration  2 hours
Suitable For  Tier 1, 2, 3

Course Content
- What is Autism?
- What is Asperger’s Syndrome?
- The Triad of Impairments
- Sensory Anomalies
- Routines and Special Interests
- Working with People on the Spectrum

Expected Outcomes
Those who attend would have a good basic understanding of Autistic Spectrum Conditions, be able to recognise the cause of challenging behaviour in those on the spectrum, and help create an Autism friendly environment.

Those who attend will also gain knowledge of effective communication techniques and increase their confidence in working with people who have an Autistic Spectrum Condition.

Provider  Early Years Team
Tutor  Craig Henderson, Grampian Autistic Society

Date and Time

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<tbody>
<tr>
<td>28 November</td>
<td>23 February</td>
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<tr>
<td>4.15 – 6.15pm</td>
<td>4.15 – 6.15pm</td>
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</table>

Venue  Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost  Free (Priority will be given to Partner Provider staff working with pre-school aged children and Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.
Continuing Professional Development Programme
Supporting Children with Additional Support Needs

Total Communication Playroom

Duration 2 hours
Suitable For Tier 1, 2, 3

Course Content
Use of signing, symbols and objects of reference within the playroom.

Expected Outcomes
Course participants will gain an understanding of how to effectively support language development and understanding within the playroom.

Provider Early Years Team
Tutor Sheila MacGregor & Heather Liebenberg

Date and Time

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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</thead>
<tbody>
<tr>
<td>29 September</td>
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<td></td>
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<tr>
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</tbody>
</table>

Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost Free (Priority will be given to Partner Provider staff working with pre-school aged children and Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
## Continuing Professional Development Programme
### Supporting Children with Additional Support Needs

### Course & Outcomes: Suitable for Tier 1, 2, 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Autism Friendly Practice</strong></td>
<td>5 September 6.30 – 8.30pm</td>
</tr>
<tr>
<td>• Outline of autism spectrum and classification</td>
<td></td>
</tr>
<tr>
<td>• Impact of sensory issues</td>
<td></td>
</tr>
<tr>
<td>• Behaviour analysis using unique ICEAS model and autism appreciation</td>
<td></td>
</tr>
<tr>
<td>• Good practice autism friendly strategies</td>
<td></td>
</tr>
<tr>
<td>Training includes personal accounts, discussion of associated issues and practical strategies that can help to promote a spectrum-wide, positive focus on autism within your practice. This is a useful introduction prior to attending our Autism Day workshop.</td>
<td></td>
</tr>
<tr>
<td><strong>Sensory Processing Disorder or Difference</strong></td>
<td>7 November 6.30 – 8.30pm</td>
</tr>
<tr>
<td>• Outline of sensory perception</td>
<td></td>
</tr>
<tr>
<td>• Common sensory processing disorders and impairments</td>
<td></td>
</tr>
<tr>
<td>• Impact on daily life</td>
<td></td>
</tr>
<tr>
<td>• Incorporation of sensory based strategies</td>
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</tr>
<tr>
<td>Interactive workshop where participants can explore diverse sensory processing experiences and as a result, consider developing appropriate accommodation or Sensory Diet measures within their own workplaces. We recommend attending this workshop prior to the one on Sensory Room Design.</td>
<td></td>
</tr>
<tr>
<td><strong>Skills for School</strong></td>
<td>6 March 6.30 – 8.30pm</td>
</tr>
<tr>
<td>• Common issues with ASN children struggling to get ready for school</td>
<td></td>
</tr>
<tr>
<td>• Preparing and managing transitions</td>
<td></td>
</tr>
<tr>
<td>• Use of effective communication tools</td>
<td></td>
</tr>
<tr>
<td>• Promotion of learning strategies including graded support</td>
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</tr>
<tr>
<td>The workshop will involve learning more about promoting independence skills, graded support and using ASN good practice to develop skills such as toileting, dressing, organisation, confidence, motor skills and play.</td>
<td></td>
</tr>
</tbody>
</table>

*Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker. Childminders can book on any course at any tier.*
Continuing Professional Development Programme
Supporting Children with Additional Support Needs

**Course & Outcomes : Suitable for Tier 1, 2, 3**

<table>
<thead>
<tr>
<th>Visual Communication</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Common ASN issues relating to communication difficulties</td>
<td>24 April 6.30 – 8.30pm</td>
</tr>
<tr>
<td>• Promoting effective daily communication</td>
<td></td>
</tr>
<tr>
<td>• Strategies to positively impact on comprehension, behaviour and independence skills</td>
<td></td>
</tr>
<tr>
<td>Incorporating the use of various visual support and structured learning techniques in different settings. Consideration of no to high-tech options.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Oh Behave! Positive Behaviour Strategies – Mainstream &amp; ASN</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Outline of challenging behaviour and behaviour cycles</td>
<td>8 May 6.30 – 8.30pm</td>
</tr>
<tr>
<td>• Analysis of behaviour using our unique ICEAS model</td>
<td></td>
</tr>
<tr>
<td>• Positive behaviour support strategies</td>
<td></td>
</tr>
<tr>
<td>• Practical out the box thinking for children with ASN</td>
<td></td>
</tr>
<tr>
<td>This workshop will give attendees tools and greater confidence in analysing behaviour while developing positive behaviour in your working environment.</td>
<td></td>
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</tbody>
</table>

**Provider** Aberlour Futures in association with
**Tutors** Susan Strachan & Adele Lindsay
**Venue** SensationALL Charity, Old School, Westhill Road, Westhill, AB32 6FT
**Cost** £30.00 per person per course

**Booking Arrangements**
Please submit your interest in any of the above to Karen@SensationALL.org.uk

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Supporting Children with Additional Support Needs

The following courses will be delivered on demand and can also be delivered in your workplace to your staff team.

**Sensory Room Design & Use**
Ever thought that your children would benefit from a calming corner? Wondered why particular children struggle to sit still for any length of time or seem unable to cope with a mainstream classroom? Discover how to use different forms of sensory stimulation within a controlled and safe environment to affect your child’s arousal level, ability to learn and their emotional wellbeing.

**Introduction to ASN & Neurodevelopmental Conditions**
Discover the range of Additional Support Needs conditions, co-existing conditions and their impact on development. Widen your knowledge of general good practice and practical strategies in the field of ASN. Use of multimedia clips and participant discussions will be included in the presentation.

**Motor Skills & Coordination**
Children with coordination or ‘clumsy’ movements often have difficulty mastering simple motor activities, such as dressing themselves or using cutlery, which can impact on their academic progress, social integration and emotional development. Find out how to identify these children and easy ways to support them in your working environment.

**Emotional Wellbeing**
Many children today have very busy and frenetic lives. A constant lifestyle full of stimulation, less boundaries and quiet times can result in many children struggling to keep themselves regulated and in control of their emotions. We focus on a comprehensive look at different ways for children to understand their emotions and practical strategies to promote relaxation and lifelong emotional wellbeing, such as controlled breathing, Yoga stretches, child-friendly relaxation techniques and meeting their sensory needs.

**Promoting Self Esteem in Young Children with ASN**
Healthy self-esteem is like a child’s armour against the challenges of the world. Kids of any age who know their strengths and weaknesses and feel good about themselves seem to have an easier time handling conflicts and resisting negative pressures. Discover how you can help kids learn to view themselves and the world more positively and help with their problem-solving.
Continuing Professional Development Programme
Supporting Children with Additional Support Needs

Puberty & Growing Up for ASN Youngsters
Growing up can be a difficult time for many young people, for those with multiple support needs and their families, it can be a very challenging time! In this workshop we will cover the physical, psychological and emotional changes that happen in young people and how you can begin to introduce key concepts like; relationship circles and safe/appropriate touch. Case studies and personal accounts will be used focusing on how to develop practical strategies, use of visual supports and references to accessible resources. This is a general introduction to growing up and does not cover sex education – it is aimed at pre and adolescent ages/abilities. A range of ability and communication levels are discussed and covered.

Autism Day
Fully comprehensive day outlining common presentations of Autistic Spectrum Disorder (ASD) and the everyday functional challenges of an ASD young person both at home and in the educational setting. Golden nuggets of key strategies will be discussed. Participants will be encouraged to reflect on their professional practice, strategies and the application of different approaches. This will include highlighting the importance of communication, environmental adaptation, use of structure/routine, behavioural analysis and modification. Staff will benefit from having attended the ‘Becoming Autism Friendly’ introduction or have some prior ASD knowledge. It will be of optimal benefit to those who have experience or who are currently working with young people on the autistic spectrum.

‘Hands-on’ practical workshops will also be run throughout the year where attendees will develop their own strategy materials, with topics including;
- Visual Support
- Emotional Regulation & Anger Management
- Behavioural Management
- Personal & Sensory Profile
- Social & Sensory Stories

Other courses and bespoke packages are available. Training can be delivered in you workplace to your staff team, please see our website for further information www.sensationall.org.uk/what-we-do/training-topics/

Provider
Aberlour Futures in association with

Tutors
Susan Strachan & Adele Lindsay

Venue
SensationALL Charity, Old School, Westhill Road, Westhill, AB32 6FT

Cost
£30.00 per person per course

Booking Arrangements
Please submit your interest in any of the above to
Karen@SensationALL.org.uk

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Consulting Children in the Planning Process (Talking & Thinking Floorbooks)

**Duration**  
2 sessions of 2.25 hours per session

**Suitable For**  
Tier 1, 2, 3

**Course Content**  
This inspirational training course examines the place of consultation in the early years sector and how it can impact upon the planning process and educationalists practice. It is designed to look at the way we involve our children in planning their learning linked to the curriculum.

The course will include the motivational strategies developed by Claire Warden, International Educational Consultant, to promote effective communication and the recording through Talking and Thinking Floorbooks, Talking Tubs and 3-dimensional Mind Mapping, which are being acknowledged by inspection bodies in the UK as incredibly effective recording and evidencing tools for young children’s learning and experiences.

**Provider**  
Early Years Team

**Tutor**  
Jaclyn Philip, Mindstretchers

Delivered by Mindstretchers in Associated School Group’s (ASG’s) over 2 consecutive evenings from 6.15 – 8.30pm.

**Save the Date**
- 21 & 22 September: Oldmachar and Bridge of Don ASG
- 28 & 29 September: Torry and Kincorth ASG
- 2 & 3 November: Harlaw ASG
- 8 & 9 November: Grammar ASG
- 29 & 30 November: Northfield ASG
- 8 & 9 March: St Machar ASG
- 20 & 21 March: Hazlehead ASG
- 26 & 27 April: Bucksburn and Dyce ASG

**Venue**  
To be confirmed

**Cost**  
Free (Priority will be given to Partner Provider staff working with pre-school aged children and Local Authority staff working in early years)

**Booking Arrangements**  
The Early Years Team will contact settings directly nearer the time and ask for the names of 2/3 members of staff to attend the training. The Cults ASG recently tried this format and found it to be very beneficial working as ASG’s.
Continuing Professional Development Programme
The Planning Cycle

Observation & Assessment Across the Early Years

**Duration**
6 hours (In-service day)

**Suitable For**
Tier 1, 2, 3
(Staff who work with children aged 3 - 5 years)

**Course Content**
To ensure that your assessments value children’s all round learning, your observations feed your planning and support children’s progress. Vicky Hutchin is well known for her books on assessment in the early years, crammed with useful case studies and practical examples which she draws on in this course. The most recent books on the topic were published in November 2012 and 2013.

**Expected Outcomes**
This course will help you;
- Find the most effective and practical way to make assessment processes manageable, across the early learning and childcare age range
- Decide how best to document children’s learning to ensure it is fully used to support future learning
- Involve parents and the children themselves
- Examine why observation remains at the heart of supporting children’s learning make use of data to improve teaching

**Provider**
Early Years Team

**Tutor**
Vicky Hutchin (Associate for Early Education and author of several books for early years practitioners and teachers on assessment and its central role in child central pedagogy and provision)

**Date and Time**

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<thead>
<tr>
<th>Term 1</th>
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<tbody>
<tr>
<td>18 November</td>
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<td>9.30 – 3.30pm</td>
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**Venue**
Mile End School, Midstocket Road, Aberdeen, AB15 5PD

**Cost**
Free (Priority will be given to Partner Provider staff working with pre-school aged children and to Local Authority staff)

**Booking Arrangements**
Please submit booking form to Early Years Team. Please see page 128 for contact details.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker. Childminders can book on any course at any tier.
Observation & Assessment Skills

**Duration** 2.5 hours  
**Suitable For** Tier 2, 3

**Course Content**
This is an introductory basic course for practitioners and support workers to improve their own practice in observation, planning and assessment of children in their care. As observation is key to assessment and planning for children’s progress, this session will include the importance of observation in identifying children’s development and how the planning, observation and assessment cycle impacts on a child’s wellbeing.

**Expected Outcomes**
Participants will have a better understanding of good practice in the application of the planning cycle. The importance of using information observed from the child to improve the experiences and outcomes for every child.

**Provider** Aberlour Futures  
**Tutor** Wendy Fleming, Assistant Service Manager, Aberlour Futures & Muriel Milne, Early Years & Childcare Development Officer

**Date and Time**

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<tr>
<th>Term 1</th>
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<tr>
<td>3 November</td>
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<td>20 April</td>
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<td>4 – 6.30pm</td>
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<td>6 – 8.30pm</td>
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**Venue** Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

**Cost** £15.00 per person

**Booking Arrangements**
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Report Writing

Duration: 2 hours
Suitable For: Tier 1, 2
(Staff members who have the responsibility for writing reports)

Course Content
This course provides practical support to staff members who have responsibility for writing reports. A variety of support materials will be given which should enable staff to become familiar with the terminology used in report writing. Staff will be given the opportunity to write sample reports collaboratively in small groups.

Expected Outcomes
Staff will be more confident in the completion of reports.

Provider: Early Years Team
Tutor: Early Years Team

Date and Time

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<th>Term 1</th>
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<tr>
<td>21 September</td>
<td>22 February</td>
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<tr>
<td>9.30 – 11.30am</td>
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Venue: Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost: Free (Priority will be given to Partner Provider staff working with pre-school aged children and Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.
Continuing Professional Development Programme

The Planning Cycle

Using Big Books for the First Time

<table>
<thead>
<tr>
<th>Duration</th>
<th>2 hours</th>
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<tr>
<td>Suitable For</td>
<td>Tier 1, 2</td>
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Course Content
This session will look at preparing to use Big Books as a consultation and planning method for the first time. It is suitable for those staff who have not worked with this method previously or, those in need of refreshing their basic knowledge and skills. It will look at the importance of the right environment, the role of the staff member and address frequently asked questions and worries.

Expected Outcomes
Participants will;
- Understand the purpose and aims of a Big Book
- Feel comfortable in starting and progressing a Big Book
- Link the learning to children’s progress

Provider
Aberlour Futures

Tutor
Nicola Creighton, Early Years & Childcare Development Officer

Date and Time

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<tr>
<th>Term 1</th>
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<tbody>
<tr>
<td>7 November</td>
<td>29 March</td>
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<tr>
<td>6.30 – 8.30pm</td>
<td>10am – 12pm</td>
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Venue
Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY

Cost
£15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Continuing Professional Development Programme
Working with Families

**Assertive Outreach: Bookbug for the Home**

**Duration**
1 session of 3 hours & 1 session of 1.5 hours per session

**Suitable For**
Tier 1, 2, 3
(Practitioners working directly with children aged 0 - 7 years and their families/carers on a 1-2-1 basis)

**Course Content**
The Assertive Outreach programme is focused on training a range of practitioners including family support workers, health visitors, speech and language therapists and third sector volunteers to deliver Bookbug for the Home with vulnerable families. Bookbug for the Home involves introducing Bookbug activities (based on talking, singing, cuddling and book sharing) to encourage quality interaction between parents or carers and children. The programme encourages participating families to attend public Bookbug Sessions and access other local early years provision in their communities.

**Expected Outcomes**
Practitioners will have greater understanding and awareness of Bookbug activities and how to use these to encourage improved interaction between child and carer.

**Provider**
Aberdeen City Libraries & Scottish Book Trust

**Tutor**
Scottish Book Trust Trainer

**Date and Time**

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<th>Term 1</th>
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**Venue**
To be confirmed

**Cost**
Free

**Booking Arrangements**
Dates for Bookbug for the Home will be set up in Aberdeen over the next year. To register your interest please contact Margaret Hill, Early Years Librarian marghill@aberdeencity.gov.uk or 01224 652557.
Continuing Professional Development Programme
Working with Families

Bookbug Primary 1 Family Bags & the Bookbug Picture Book Award

Duration 1.5 hours
Suitable For Tier 1, 2, 3
(Staff working with children in primary 1 who will gift the Bookbug primary 1 Family bag)

Course Content
To support the gifting and promotion of the free Bookbug Primary 1 bag given to every child in primary 1 this course will include;
• Fun and practical gifting ideas and why these are important
• Information about 6 key literacy skills that lay the foundations of reading and how to help children acquire these skills from a variety of picture books
• Practical ideas to involve parents in pack gifting events to strengthen home/school links
• Joined up approaches between schools and libraries
• Participating in the Bookbug Picture Book Award, Book Week Scotland and maximising the opportunities these initiatives offer to promote literacy

Expected Outcomes
• Increased awareness of the resources available through Aberdeen City Libraries and Scottish Book Trust
• Providing an opportunity for children to engage and share in reading for pleasure
• Increased parental involvement in encouraging children to read
• Improved literacy attainment in primary 1
• Improved home/school/community library partnership
• Provides an opportunity to encourage the development of critical thinking skills

Provider Aberdeen City Libraries & Scottish Book Trust
Tutor Early Years Librarian

Date and Time

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<tr>
<th>Term 1</th>
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<td>October</td>
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Venue Frederick Street Centre, Room 5, Frederick Street, Aberdeen, AB24 5HY
Cost Free but booking is essential

Booking Arrangements
Exact dates are to be confirmed but booking will be available through Eventbrite. For more information contact Margaret Hill, Early Years Librarian marghill@aberdeencity.gov.uk or 01224 652557.

Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Budgeting for Families

Duration 3 hours
Suitable For Tier 1, 2, 3 (Anyone supporting families)

Course Content
- Raising the issue of money with families
- Why budget and how?
- What can go wrong with finances? Debt and what can be done to help (including where to signpost)

Expected Outcomes
General overview of how to help families with basic budgeting and what can be done to help families with debt.

Provider Financial Inclusion Team, Aberdeen City Council
Tutor Laura Rogers, Money Adviser

Date and Time

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<tr>
<th>Term 1</th>
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<tbody>
<tr>
<td>25 October</td>
<td>1 February</td>
<td>26 April</td>
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<td>2 - 5pm</td>
<td>9 – 12pm</td>
<td>9 – 12pm</td>
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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost Free

Booking Arrangements
Please submit booking form to the Family Information Service. Please see page 128 for contact details.
Children’s Rights: Consultation & Participation

Duration 2.5 hours
Suitable For Tier 1, 2, 3

Course Content
A culture of participation should demonstrate a commitment to the involvement of children and young people and their families which is shared and understood by managers, practitioners, children and young people.

The session explores ideas on how;

- To gain a better understanding of children’s rights and the UNCRC, linking to legislation and local policy
- Establish an effective culture and understanding for participation within settings
- Practical ideas on how meaningful consultation and participation can be achieved in your setting

Expected Outcomes
A better knowledge, understanding and ideas for staff to engage appropriately with children and young people in all childcare settings. To enable all staff to be aware of the importance and benefits of delivering consultation and participation within settings to meet the wellbeing needs of all children.

Provider Aberlour Futures
Tutor Wendy Fleming, Assistant Service Manager, Aberlour Futures & Muriel Milne Early Years & Childcare Development Officer

Date and Time

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<th>Term 1</th>
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<tr>
<td>7 March</td>
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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 128 for contact details.
Family Learning Services: Engaging with Parents

Duration 2 hours  
Suitable For Tier 1, 2, 3

Course Content
- Information on the range of Family Learning services offered to families across Aberdeen  
- To share knowledge and highlight good practice  
- To highlight useful resources that currently exists within Aberdeen City Council

Expected Outcomes
- Increased awareness of the value of involving parents in their children’s learning  
- Increased awareness of Aberdeen City Council’s Family Learning Services

Date and Time

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<tr>
<th>Term 1</th>
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<tbody>
<tr>
<td>7 December 4 – 6pm</td>
<td>21 March 4 – 6pm</td>
<td>25 May 4 – 6pm</td>
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</table>

Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY  
Cost Free

Booking Arrangements
Please submit booking form to the Family Information Service. Please see page 128 for contact details.
How Aberdeen City Libraries Can Support You

Duration 1 hour
Suitable For Tier 1, 2, 3
(Practitioners working in early years settings and practitioners working directly with children aged 0 - 7 years and their families/carers)

Course Content
Information on the services and support offered to those working in the early years sector by Aberdeen City Libraries through the network of community libraries and the Curriculum Resource and Information Service (CRIS). This will include information on the Bookbug programme and the opportunities it provides to support not only language and literacy skills but bonding and attachment.

Expected Outcomes
Practitioners will have an increased understanding and knowledge of the resources and support available to them from Aberdeen City Libraries.

Provider Aberdeen City Libraries
Tutor Early Years Librarian & Early Years Gifting Programme Coordinator

Date and Time

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<tr>
<th>Term 1</th>
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Venue To be confirmed
Cost Free

Booking Arrangements
For more information contact Margaret Hill, Early Years Librarian marghill@aberdeencity.gov.uk or 01224 652557.
Introduction to Benefits for Families

Duration 3.5 hours
Suitable For Tier 1, 2, 3 (Anyone supporting families)

Course Content
- Introduction to benefits advice service
- Overview of the financial help available to all families, from pregnancy to leaving school, and how to apply
- What can go wrong with benefits and how to ask for help
- The future of benefits – Universal Credit and what it will mean for families in Aberdeen

Expected Outcomes
Understanding the benefits available to families, how to apply and what can be done to help if things go wrong.

Provider Financial Inclusion Team, Aberdeen City Council
Tutor Laura Rogers, Money Adviser

Date and Time

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<tr>
<th>Term 1</th>
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<tbody>
<tr>
<td>3 November 9 – 12.30pm</td>
<td>21 February 1 – 4.30pm</td>
<td>9 May 9 – 12.30pm</td>
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</table>

Venue Frederick Street Centre, Second Floor, Frederick Street, Aberdeen, AB24 5HY
Cost Free

Booking Arrangements
Please submit booking form to the Family Information Service. Please see page 128 for contact details.
The Rights of the Child

Duration 1.5 hours
Suitable For Tier 1, 2, 3

Course Content
The course will provide an overview of Children’s Rights and how they can be supported in practice.

Expected Outcomes
The aims of the training will be to;

- Raise awareness of the United Nations Convention on the Rights of the Child, and some of the current relevant legislation and policy
- Support the embedding of a child rights based approach into policy and procedures, underpinned by the 6 principles of the UNCRC; Dignity, Best interests of the child, Non-discrimination, Life, survival and development, Participation and Interdependence and Indivisibility

Provider Early Years Team
Tutor Maxine Jolly, Service Manager Professional Learning

Date and Time

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<tr>
<th>Term 1</th>
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<tr>
<td>15 November</td>
<td>17 January</td>
<td>25 April</td>
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<td>4.30 – 6pm</td>
<td>4.30 – 6pm</td>
<td>4.30 – 6pm</td>
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Venue Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost Free (Priority will be given to Partner Provider staff working with pre-school aged children and Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Early Years Team. Please see page 128 for contact details.
Understanding the Dynamics of Domestic Abuse & the Effect on Children

Duration: 2.5 hours
Suitable For: Tier 1, 2, 3

Course Content
Course participants will gain an understanding of the dynamics of domestic abuse and the effects that coercive control has on women, children and young people.

Expected Outcomes
- Appreciate the impact of domestic abuse on those who experience it and how it affects their behaviour and choices
- Understand the main issues of providing a sensitive and appropriate service to women, children and young people experiencing domestic abuse

Provider: Grampian Women’s Aid
Tutor: Grampian Women’s Aid Tutor

Date and Time

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<tr>
<th>Term 1</th>
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</table>
| 23 November
         9.30am – 12pm |          | 12 April
         9.30am – 12pm |

Venue: Frederick Street Centre, Frederick Street, Aberdeen, AB24 5HY
Cost: £15.00 per person

Booking Arrangements
Please submit booking form to the Family Information Service. Please see page 128 for contact details.
Workforce Development & Expansion Funding
Qualifications Funded: Job Role and SSSC Registration Requirements

SSSC Registration: The Scottish Government introduced required registration for all workers in Day Care of Children Services
• As of 30 November 2010 all Managers and Lead Practitioners in Day Care of Children services were required to be registered
• As of 30 September 2011 all Practitioners in Day Care of Children services were required to be registered
• As of 31st December 2013 all Support Workers in Day Care of Children services were required to be registered

<table>
<thead>
<tr>
<th>Your Job Role</th>
<th>The Qualification you may apply for</th>
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</thead>
<tbody>
<tr>
<td>If you are a Support Worker (Early Learning and Childcare)</td>
<td>Support Worker • SVQ Level 2 Social Services (Children &amp; Young People) OR • SVQ Level 2 Playwork</td>
</tr>
<tr>
<td>Support Worker (Out of School Care)</td>
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</table>

SSSC Definition of Support Worker:
Support Workers are workers who have delegated responsibility for providing care and support to children.
If you are a support worker you are likely to always work under the direction/supervision of a more senior member of staff. This includes, for example, not being left alone when a more senior member of staff has left for the day.
<table>
<thead>
<tr>
<th>Your Job Role</th>
<th>The Qualification you may apply for</th>
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<tbody>
<tr>
<td><strong>If you are a Practitioner (Early Learning and Childcare)</strong></td>
<td>Practitioner</td>
</tr>
<tr>
<td><strong>Practitioner (Out of School Care)</strong></td>
<td>• SVQ Level 3 Social Services, (Children &amp; Young People)</td>
</tr>
<tr>
<td><strong>SSSC Definition of a Practitioner:</strong></td>
<td>OR</td>
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<tr>
<td>Practitioners are workers who identify and meet the care, support and learnings needs of children and contribute to the development and quality assurance of informal learning activities and or curriculum. You may also be responsible for the supervision of other workers.</td>
<td>• SVQ Level 3 Playwork</td>
</tr>
<tr>
<td><strong>If you are a Supervisor or Lead Practitioner (Early Learning and Childcare)</strong></td>
<td>Supervisor/Lead Practitioner</td>
</tr>
<tr>
<td><strong>Supervisor or Lead Practitioner (Out of School Care)</strong></td>
<td>• SVQ Level 4 Social Services, (Children &amp; Young People)</td>
</tr>
<tr>
<td>(There is no distinct SSSC definition OR REGISTRATION for this category)</td>
<td>OR</td>
</tr>
<tr>
<td>You may be responsible for the supervision of other workers and have a distinct leadership role in leading practice in a specific area of work.</td>
<td>• SVQ Level 4 Playwork</td>
</tr>
<tr>
<td><strong>If you are a Lead Practitioner/Manager</strong></td>
<td>SVQ Level 4 supports development of practice in the crucial areas of leadership and management and bridges the academic and professional gap between vocational SVQ awards and the Degree level awards.</td>
</tr>
<tr>
<td><strong>SSSC Definition of a Lead Practitioner/Manager</strong></td>
<td>If you plan to study the PDA Childhood Practice at SCQF Level 9, you must complete SVQ Level 4 Awards which provide SCQF Credit at Level 8.</td>
</tr>
<tr>
<td>Lead practitioners or managers in day care of children services are workers who hold responsibilities for the overall development, management and quality assurance of service provision including the supervision of staff and the management of resources.</td>
<td>• BA Childhood Practice SCQF Level 9 OR</td>
</tr>
<tr>
<td><strong>Lead Practitioner/Manager</strong></td>
<td>• PDA Childhood Practice SCQF Level 9</td>
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## Your Job Role

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<tr>
<th>Job Role</th>
<th>Qualification you may apply for</th>
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<tr>
<td><strong>The Standards for Childhood Practice: Degree Level Qualifications for Managers and Leaders (SCQF Level 9)</strong>&lt;br&gt;There are two routes to qualification –</td>
<td></td>
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<tr>
<td><strong>BA Childhood Practice</strong>&lt;br&gt;Provided by Aberdeen University&lt;br&gt;Duration: 2 - 5 years completion depending on amount of transferable credit into programme.&lt;br&gt;Suitable for managers and others wishing to enhance pre-existing practitioner qualifications to degree level.&lt;br&gt;Please note: prospective students can and should apply for entry to the degree programme on the basis of pre-existing relevant practitioner qualifications, for example SNNEB, HNC, SVQ3.&lt;br&gt;There is no requirement to have accumulated 240 credit points before entry and credit can only be awarded for recognised Group Awards, such as those listed above.&lt;br&gt;Further information is available at <a href="http://www.abdn.ac.uk/bacp">www.abdn.ac.uk/bacp</a>&lt;br&gt;Please submit application to Programme Administrator BACP <a href="mailto:bacp@abdn.ac.uk">bacp@abdn.ac.uk</a></td>
<td><strong>PDA Childhood Practice SCQF Level 9</strong>&lt;br&gt;Provided by NESCOL and Aberlour Futures.&lt;br&gt;Duration: 2 years by attendance one day per week at North East Scotland College (City Campus)&lt;br&gt;Suitable for Managers and those aspiring to be Managers/Leaders.&lt;br&gt;Candidates may enter the programme based on recognition of prior learning with achievement of 240 credits at SCQF levels 7 and 8:&lt;br&gt;120 Credits at SCQF Level 7 (SVQ Level 3) and&lt;br&gt;120 Credits at SCQF level 8 (SVQ Level 4).&lt;br&gt;Candidates should undertake individual SVQ units taken from the Social Services (Children &amp; Young People) and Playwork Group Awards at SCQF levels 7 &amp; 8 to meet the required entry requirements.&lt;br&gt;Candidates will be working towards the PDA Childhood Practice SCQF Level 9 whilst completing the additional units for credit entry.&lt;br&gt;Candidates are also highly recommended to complete the Essential Academic Skills Course delivered by NESCOL prior to starting the PDA.&lt;br&gt;Further information is available from Aberlour Futures.&lt;br&gt;Contact: <a href="mailto:mary.crear@aberlour.org.uk">mary.crear@aberlour.org.uk</a></td>
</tr>
</tbody>
</table>

### Continuing Professional Development:

Don’t stop learning once you have completed your qualification for SSSC Registration! Discuss studying additional Units from Group Awards and achieve additional SCQF credits that will support your continuing professional development.

---

**Tier 1** = Manager. **Tier 2** = Practitioner. **Tier 3** = Support Worker.<br>Childminders can book on any course at any tier.
How to Book Training – Booking Forms

To book on to any of the training courses listed in this programme;
• Photocopy the booking form overleaf
• Complete all sections fully
• Post it back to the appropriate training centre with fee payable in advance
  OR
• Email the training centre for an electronic booking form

Please note: due to the costs involved in providing training, where payment is applicable, all candidates will be charged for non-attendance. No refunds will be given. If you are unable to attend a training course you should inform the training provider at least 72 hours prior to the course. A colleague may attend in your place.

Feedback

We hope you and your staff find the programme helpful. If you have any comments on the layout and design to help us prepare for the next booklet, please contact the Family Information Service on:

Telephone  01224 346034
Email       fis@aberdeencity.gov.uk
**Early Years and Childcare Training Programme Booking Form**

<table>
<thead>
<tr>
<th>Section One : Workplace Details</th>
<th>Sector (please tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Town</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Telephone No</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

Please tick if your **workplace** is located in any of the following areas - [ ] None

- Cummings Park
- Middlefield
- Northfield
- Seaton
- Tillydrone
- Torry
- Woodside
- City Centre
- Stockethill
- Garthdee
- Mastrick
- Heathryfold
- Old Aberdeen
- Froghall / Sunnybank / Powis
- George Street
**Section Two : Which Course do you wish to attend?**

Please complete a booking form for each course

<table>
<thead>
<tr>
<th>Name of course</th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date (s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment enclosed (if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cheques should be made payable to the training provider delivering the course. Address details can be found on page 128.

**Please note:** due to the costs involved in providing training, where payments is applicable, all candidates will be charged for non-attendance. No refunds will be given. If you are unable to attend a training course you should inform the training provider at least 72 hours prior to the course. A colleague may attend in your place.
# Early Years and Childcare Training Programme Booking Form

**Section Three: Participants’ information**

Please enter the details of all staff applying for the course

(Some of this information is used for providing statistical data to the Scottish Government)

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Telephone No</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff member 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff member 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff member 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Age**

- Support Worker
- Practitioner
- Lead Practitioner
- Manager
- Childminder
- Teacher
- Pupil Support Assistant

**Age group working with**

The information being held about you is recorded both on computer and manually, stored securely and processed for the purposes of analysing the qualification training needs of the children’s workforce in Aberdeen. The information held about you will be processed in accordance with the principles set out in the Data Protection Act 1998. We will not give out your contact details to any marketing companies.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.

Training Provider Contact Details

**Aberlour Futures**
Frederick Street Centre, Ground Floor
Frederick Street
Aberdeen
AB24 5HY
Tel: 01224 764500
Email: futures@aberlour.org.uk

**ASNAP (Additional Support Needs Advisory Project)**
VSA
38 Castle Street
Aberdeen
AB11 5YU
01224 358596 or 07872840132
Email: asnap@vsao.org.uk

**Cairn Training Ltd**
1 Raeburn Place
Aberdeen
AB25 1PP
Tel: 01224 646144
Email: info@cairntraining.com

**Darvelstar Ltd**
Garioch Community Kitchen
Wyness Hall
Jackson Street
Inverurie
AB51 3QB
Email: jan.gascoine@btinternet.com

**Early Years Team**
Frederick Street Centre, Ground Floor
Frederick Street
Aberdeen
AB24 5HY
Tel: 01224 764827
Email: eytraining@aberdeencity.gov.uk

**The Family Information Service**
Business Hub 13, Level 2 North
Marischal College
Broad Street
Aberdeen
AB10 1AB
Tel: 03000 200 293
Email: fis@aberdeencity.gov.uk

**North East Services & Training**
29 Ashley Gardens
Aberdeen
AB10 6SH
Tel: 01224 212211

**Scottish Childminding Association (SCMA)**
Frederick Street Centre, Ground Floor
Frederick Street
Aberdeen
AB24 5HY
Tel: 01224 764739
Aberlour Futures
Elaine Crawford & Nicola Creighton
Early Years & Childcare Development Officers
Frederick Street Centre, Ground Floor
Frederick Street
Aberdeen
AB24 5HY
Tel: 01224 764766 or 01224 764719
Email:
Elaine.Crawford@aberlour.org.uk
Nicola.Creighton@aberlour.org.uk

Early Years Team
Frederick Street Centre, Ground Floor
Frederick Street
Aberdeen
AB24 5HY
Fiona Thomson
Education Support Officer
Tel: 01224 764791
Email: fithomson@aberdeencity.gov.uk
Laura Obernay
Education Support Officer
Tel: 01224 764829
Email: lobernay@aberdeencity.gov.uk
Fiona Lawrie, Early Learning & Childcare Development Officer
Tel: 01224 764798
Email: flawrie@aberdeencity.gov.uk
Claire Reith, Early Learning & Childcare Development Officer
Tel: 01224 764824
Email: creith@aberdeencity.gov.uk

Nurtured Outcome Group
Grace Brown
Co-ordinator
Frederick Street Centre, Ground Floor
Frederick Street
Aberdeen
AB24 5HY
Tel: 01224 764501
Email: graceb@aberdeencity.gov.uk

Scottish Childminding Association (SCMA)
Loraine Duncan
Development Officer
Frederick Street Centre, Ground Floor
Frederick Street
Aberdeen
AB24 5HY
Tel: 01224 764739
Email:
loraine.duncan@childminding.org

Early Years Scotland
Susan Emery
Project Manager
Frederick Street Centre, Ground Floor
Frederick Street
Aberdeen
AB24 5HY
Tel: 01224 764622
Email:
susan.emery@earlyyearsscotland.org.uk

Voluntary Service Aberdeen (VSA)
Elaine Michael
Daycare Officer for Children with Additional Support Needs
38 Castle Street
Aberdeen
AB11 5YU
Tel: 01224 358571
Email: elaine.michael@vsa.org
asnap@vsa.org.uk
Where to Find us
Venues For Training

Aberdeen Biodiversity Centre
Zoology Building
Tillydrone Avenue
Aberdeen
AB24 2TZ

Aberdeen Science Centre
179 Constitution Street
Aberdeen
AB24 5TU

Aberlour Families First
8 Sunnybank Road
Aberdeen
AB24 3NG

Ashgrove Children’s Centre
Gillespie Place
Aberdeen
AB25 3BE

Broomhill Activity Centre
197 Broomhill Road
Aberdeen
AB10 7LN

City Moves
Aberdeen Art Gallery
Schoolhill
Aberdeen
AB10 1FQ

David Welch Winter Gardens
Duthie Park
Polmuir Road
Aberdeen
AB11 7TH

Frederick Street Centre
Frederick Street Centre
Frederick Street
Aberdeen
AB24 5HY

Mile End School
Midstocket Road
Aberdeen
AB15 5PD

SensationALL Charity
Old School
Westhill Road
Westhill
Aberdeenshire
AB32 6FT

Sheddocksley Baptist Church
Eday Walk
Aberdeen
AB15 6LN
Tier 1 = Manager. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
The artwork would be ready for the 24th July and the timescale for the job to be printed and delivered to FIS for the 7th August.

Information on services for children and young people?

telephone 03000 200 293, Option 6
email fis@aberdeencity.gov.uk
text 07825 053136
www.aberdeencity.gov.uk/fis

(All enquiries are confidential)