Early Years and Childcare Training Programme

For all early years and out of school care practitioners

Issue 13 September 2012 – June 2013
Welcome to the Early Years and Childcare Training Programme

The AEYCP integrated training programme has been compiled to address the training needs of the early years, pre-school and childcare workforce identified in the annual Training Needs Analysis and to take account of the challenging qualification requirements set by the SSSC.

The aim of this programme is to create training opportunities for staff working at all levels in early years, pre-school and childcare settings. The purpose of the sessions is to enable staff to reflect on their practice and identify areas for further learning and improvement. They also aim to raise awareness of the skills required to provide quality pre-school, early years and childcare services to children and families in Aberdeen.

The outcomes for each course take account of the National Daycare Standards and the curriculum frameworks Pre-Birth to Three, The Child at the Centre and the early levels of a Curriculum for Excellence. In addition, the principles and values set out in ‘Getting It Right For Every Child’ that children should be: safe; healthy; achieving; nurtured; active; respected; responsible; and included will be promoted.

There are 4 components to the training programme:

**The Common Induction Programme** - For new entrants to the sector and for staff who have not previously experienced induction. This is mandatory for staff who apply for Workforce Development and Expansion Funding to fund accredited qualifications

**The Core Programme** - Mandatory training for all staff

**The CPD Programme** - Programme for all staff, to promote good practice, develop skills and acquire knowledge

**Accredited Qualifications** - Routes to a Qualification: SVQs and other associated qualifications which meet SSSC Registration requirements

The programme is organised over the school year and runs from September 2012 until June 2013. It offers learning opportunities for all staff in the roles of Manager/Lead Practitioner (Tier 1), Practitioner (Tier 2), 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.

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**The Getting the Best Start in Life sub group of the Integrated Children's Services Partnership has identified that training to recognise the importance of making good attachments in the early years should be one of the Integrated Children’s Services Multi Agency Partnership training priorities for 2012-13. It is hoped that this training will be funded through the Early Years Action Fund and that a range of training and CPD events will be delivered throughout the city during January - June 2013. Further information will be circulated in the Autumn.**

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Liz Gillies
Service Manager (0-7) and School Improvement
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<td>8 February</td>
<td>CPD</td>
<td>Additional Support Needs: Promoting Inclusive Practice Workshop 1 – Making ‘Sense’</td>
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<td>13 February</td>
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<td>Tier 1, 2, 3</td>
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<td>Improvement Through Self-Evaluation</td>
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## Term 3 / Apr 13 – June 13 / Diary Listing

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Common Induction Programme

Common Induction

Duration
2 sessions at 3.5 hours a session

Suitable For?
Staff new to the Sector – the programme should be accessed within first 6 months of employment. Mandatory for all staff who are applying for Workforce Development and Expansion Funding to attain a required qualification, who have never successfully completed an induction, but who are not new to the children’s workforce.

Course Content
Induction is an entitlement for every new worker coming into the children’s sector workforce. This programme supports the processes of workplace induction by providing experiential learning in the following areas –

Session One
Understand Your Role as a Worker

Session Two
Principles and Values Essential for Working with Children and Young People

Expected Outcomes
The successfully completed induction demonstrates that a worker has the basic information and skills necessary for work with children and young people.

Provider
Aberlour Futures

Tutor
Aberlour Futures Tutors

Date and Time

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Venue
Balgownie 1, Conference Way, Aberdeen, AB23 8AQ

Cost
£25.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details

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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:

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<td>Course certification</td>
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<td>Infection Control</td>
<td>Once and thereafter on individual CPD need</td>
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<td>Risk Assessment</td>
<td>Once and thereafter on individual CPD need</td>
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Core Training Programme

1 Day Emergency First Aid

Duration: Full Day
Suitable For: Tier 1, 2, 3 (This course is for ‘nominated’ persons in the workplace)

Course Content
This course focuses on emergency scenarios that are faced by staff in the early education and childcare setting.
- Health and Safety (first aid regulations)
- Managing an incident
- The priorities of first aid
- Sprains, strains and fractures
- Spotting childhood conditions (measles, meningitis, croup)

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

Provider: Aberlour Futures
Tutor: George Lamb, North East Training Services

Date and Time

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Venue: Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost: Free for Partner Provider staff working with pre school aged children and to Local Authority staff working in early years.
All other staff £45.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details
Appointed Person First Aid

Duration 6 hours
Suitable For? Tier 1, 2, 3

Course Context
Basic knowledge of First Aid including CPR and how to deal with a range of situations which may occur in the workplace. Appointed Person Handbook will be given to participants.

Expected Outcomes
Participants will have the knowledge of how to manage accidents and medical emergencies.

Provider The Children’s House
Tutor Laura Knox

Date and Time

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Venue The Children’s House, 55-57 Queens Road, Aberdeen, AB15 4YP

Cost £40.00 per person

Booking Arrangements
Please submit booking form to The Children’s House. Please see page 100 for contact details

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker.
Childminders can book on any course at any tier.
Child Development

**Duration** 3 hours

**Suitable For?** Tier 2, 3

**Course Content**
The course includes ages, stages and sequences of development of children and young people from birth to 16 years. The course will also look at how to promote physical, emotional, social and intellectual development and identify next steps for children and young people’s development.

**Expected Outcomes**
Participants should;
- Have a better understanding of the development of children and young people
- Gain confidence in providing suitable activities to meet individual development needs

**Provider** Aberlour Futures

**Tutor** Aberlour Futures Tutors

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**Venue** Balgownie 1, Conference Way, Aberdeen, AB23 8AQ

**Cost** £15.00 per person

**Booking Arrangements**
Please submit booking form to Aberlour Futures. Please see page 100 for contact details
Core Training Programme

Child Protection

Duration 6 hours
Suitable For? Tier 2, 3

Course Content
- Values and attitudes
- The Rights of the Child
- Child Protection Policy
- Categories of child abuse and how to deal with disclosures
- NESCPC
- Outlines for good practice
- Presentation, group work and discussion

Expected Outcomes
Participants will have gained an understanding of the child’s rights not to be abused and will be able to identify the 5 categories of abuse and indicators of abuse within the NESCPC guidelines.

Provider The Children’s House
Tutor Edith Todd

Date and Time

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Venue The Children’s House, 55-57 Queens Road, Aberdeen, AB15 4YP
Cost £30.00 per person

Booking Arrangements
Please submit booking form to The Children’s House. Please see page 100 for contact details

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker.
Childminders can book on any course at any tier.
Child Protection: Basic Awareness

Duration 3 hours
Suitable For? Tier 1, 2, 3

Course Content
In line with North East of Scotland Child Protection Committee 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 Aberlour Futures Tutors

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
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 100 for contact details
Core Training Programme

Child Protection for Managers

Duration: Full day then half day feedback session
Suitable For: Tier 1

Course Content
This course is designed to give Managers or Lead Practitioners the opportunity to examine important Child Protection legislation relevant in Scotland. For example;
- Eligibility criteria
- Policies and procedures within the Integrated Assessment Framework
- Safe recruitment practices

This course will also allow participants to explore and discuss the Framework for Standards and demonstrates how to carry out an audit of your setting using this tool.

Expected Outcomes
To ensure Managers and senior staff are aware of their duties and responsibilities with regard to child protection.

Provider: Aberlour Futures
Tutor: Aberlour Futures Tutors

Date and Time

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Venue: Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost:
- Free for Partner Provider staff working with pre school aged children and to Local Authority staff working in early years.
- All other staff £25.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details.

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

Child Protection for Managers

Duration 3 hours
Suitable For? Tier 1

Course Content
- Legislation relating to Child Protection, NESCPC
- Child Protection Policy
- Disclosures and your responsibility
- Understanding the work of the Children’s Panel, Social Work and the Police Child Protection Unit
- Liaising with other professionals

Expected Outcomes
Participants will gain an understanding of their role and responsibilities with regard to safeguarding children.

Provider The Children’s House
Tutor Edith Todd

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Venue The Children’s House, 55-57 Queens Road, Aberdeen, AB15 4YP

Cost £20.00 per person

Booking Arrangements
Please submit booking form to The Children’s House. Please see page 100 for contact details.
Core Training Programme

Child Protection Update

Duration 3 hours
Suitable For? Tier 1, 2, 3

Course Content
- Categories of child abuse and how to deal with disclosures
- NESCPC Guidelines
- Child Protection Legislation relevant in Scotland

Expected Outcomes
This course will enable the participant to define and recognise child abuse, update their knowledge of current legal and policy frameworks and also define the role and responsibility of all agencies working with families.

Provider The Children’s House
Tutor Edith Todd

Date and Time

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Venue The Children’s House, 55-57 Queens Road, Aberdeen, AB15 4YP
Cost £20.00 per person

Booking Arrangements
Please submit booking form to The Children’s House. Please see page 100 for contact details
Core Training Programme

Moving and Handling

Duration 3 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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Venue Primrosehill Family Centre, 8 Sunnybank Road Aberdeen, AB24 3NG

Cost £15.00 per person

Booking Arrangements
Please submit a booking form to Aberlour Futures. Please see page 100 for contact details
**Core Training Programme**

**REHIS Certificated Elementary Food Hygiene**

**Duration** 6.5 hours (Full day)

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

**Course Content**
Food handling; 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.

Presentations; group work; individual quizzes; handouts; video; discussion; 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** Janette Gascoigne, Darvelstar Ltd

Qualified REHIS Food Hygiene Trainer

**Date and Time**

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**Venue** Balgownie 1, Conference Way, Aberdeen, AB23 8AQ

**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 100 for contact details

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

REHIS Certificated Elementary Food Hygiene

Duration  6.5 hours (Full day)
Suitable For?  Tier 1, 2, 3

Course Content
- Bacteria and their characteristics
- Food poisoning and its prevention
- Personal hygiene
- Cleaning practices
- Common food pests and their control
- The working environment
- Food legislation

There will be a presentation, group work and a DVD and participants will undertake a multiple choice examination and will receive a certificate upon successful completion.

Expected Outcomes
Participants will gain a second level qualification in food hygiene which is recognised nationally in all sectors of the food industry.

Provider  The Children’s House
Tutor  Claire Bryson, Qualified REHIS Food Hygiene Trainer

Date and Time

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Venue  The Children’s House, 55-57 Queens Road, Aberdeen, AB15 4YP
Cost  £40.00 per person

Booking Arrangements
Please submit booking form to The Children’s House. Please see page 100 for contact details

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker. Childminders can book on any course at any tier.
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** Janette Gascoigne, Darvelstar Ltd
Qualified REHIS Food Hygiene Trainer

**Date and Time**

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**Venue** Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
**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 100 for contact details

**Tier 1**=Manager/Lead Practitioner. **Tier 2**=Practitioner. **Tier 3**=Support Worker.
Childminders can book on any course at any tier.
REHIS Food Hygiene Refresher

Duration 3.5 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 learned in the full day course.

Provider The Children’s House
Tutor Claire Bryson, Qualified REHIS Food Hygiene Trainer

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Venue The Children’s House, 55-57 Queens Road, Aberdeen, AB15 4YP

Cost £20.00 per person

Booking Arrangements
Please submit booking form to The Children’s House. Please see page 100 for contact details
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 Aberlour Futures Tutors

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details
First Aid for Child Carers

Duration  
3 sessions of 3 hours per session

Suitable For?  
Childminders

Course Content
Child and baby resuscitation; management of the unconscious child; control of bleeding; choking; seizures; burns and scalds; head injuries; asthma and poisoning etc.

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

Provider  
Scottish Childminding Association

Tutor  
Derek Scrogie

Date and Time

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Venue  
Balgownie 1, Conference Way, Aberdeen, AB23 8AQ

Cost  
£50.00 per person

Booking Arrangements
Please contact Derek Scrogie on 01330 860192
Childminder Programme

Food Hygiene Refresher

Duration 2.5 hours
Suitable For? Childminders

Course Content
This course is intended as a ‘refresher’ for any childminder who attended REHIS food safety training more than 3 years ago. The syllabus covers the current key messages related to food hygiene.

Expected Outcomes
Candidates will gain knowledge of all aspects of food safety and an appreciation of the importance of adhering to workplace procedures. Courses are tailored to encourage staff to discuss and relate information to their own work environment, where possible.

Provider Scottish Childminding Association
Tutor Susan Foster, Qualified Food Hygiene Trainer

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost £20.00 per person. Payment to be made in advance by cash or cheque

Booking Arrangements
Please contact Elaine Herron. Please see page 100 for contact details
Childminder Programmes

Getting It Right For Every Child (GIRFEC)

Duration 2.5 hours
Suitable For? Childminders

Course Content
GIRFEC is a programme of change being introduced across Scotland over the coming years that aims to improve outcomes for all children and young people. It plans to do this by displaying a shared approach that builds solutions with and around children and families. It enables children to get the help they need when they need it. GIRFEC has been shaped by Scottish Government policy over several years. It is supported by a Curriculum for Excellence, the Early Years Framework, Equally Well and a number of other related policies and of course, the Concordat with Local Government. This workshop covers;

- Exploration of the purpose of GIRFEC
- Identification of GIRFEC’s eight well-being indicators
- Overview of the National Practice Model
- Identifying how childminders can put this into practice

Expected Outcomes
Participants will gain knowledge of GIRFEC agenda and how it fits into the service they provide. Participants will be encouraged to attend local training to enhance their knowledge.

Provider Scottish Childminding Association
Tutor Elaine Herron

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost £10.00 per person

Booking Arrangements
Please call Scottish Childminding Association Head Office on 01786 445377 and choose option 3. SCMA members can book at any time.
Induction Training

Duration 6 sessions of 2.5 hours per session
Suitable For? Those interested in becoming a Registered Childminder

Course Content
This programme is delivered in a series of 6 sessions. The sessions are interactive and adopt a group discussion format. The training is supported by a series of informative handouts that provide support throughout the early stages of childminding. Where possible the programme is run in conjunction with Care Inspectorate representation which has been agreed nationally. A certificate is awarded to those who complete the programme.

Expected Outcomes
Participants will develop their knowledge and skills to be able to support children more effectively.

Provider Scottish Childminding Association
Tutor Elaine Herron

Date and Time

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<td>Non member bookings will be taken from 8 April</td>
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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost £25.00 per person

Booking Arrangements
Please call Scottish Childminding Association Head Office on 01786 445377 and choose option 3. SCMA members can book at any time
Parental Involvement

Duration 2.5 hours
Suitable For? Childminders

Course Content
Meaningful involvement and communication between parent and childminder is one of the keys to a quality service and a quality experience for the child. We often speak about working in partnership with parents; however this cannot be achieved without first involving parents. Parental involvement lays the foundation for an effective partnership. This workshop will give childminders the opportunity to;

- Discuss the definition of parental involvement
- Identify the barriers to parental involvement
- Explore practical solutions to these barriers
- Establish meaningful ways of involving parents in a childminding service

Expected Outcomes
Participants will develop their knowledge and skills to be able to support children more effectively.

Provider Scottish Childminding Association
Tutor Elaine Herron

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost £10.00 per person

Booking Arrangements
Please call Scottish Childminding Association Head Office on 01786 445377 and choose option 3. SCMA members can book at any time
Childminding Programme

Positive Behaviour Management

Duration  2.5 hours  
Suitable For?  Childminders

Course Content
Managing children’s behaviour in a positive way is essential for maintaining a relaxed atmosphere in a childminding service. Childminders play an important role in building a child’s self esteem and social skills and a positive environment will assist this role. The workshop focuses on three main areas, namely;

- Examining childminders expectations of children’s behaviour
- Identifying reasons why children sometimes behave in difficult ways
- Identifying positive ways of encouraging acceptable behaviour

Expected Outcomes
Participants will develop their knowledge and skills to be able to support children more effectively.

Provider  Scottish Childminding Association  
Tutor  Elaine Herron

Date and Time

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Venue  Balgownie 1, Conference Way, Aberdeen, AB23 8AQ  
Cost  £10.00 per person

Booking Arrangements
Please call Scottish Childminding Association Head Office on 01786 445377 and choose option 3. SCMA members can book at any time

Tier 1 = Manager/Lead Practitioner. Tier 2 = Practitioner. Tier 3 = Support Worker. Childminders can book on any course at any tier.
**Childminding Programme**

**REHIS Certificated Elementary Food Hygiene**

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

**Suitable For?**  
Childminders

**Course Content**

The Syllabus includes:
- An introduction to food hygiene
- Bacteria and their characteristics
- The incidence of food poisoning and its 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**  
Scottish Childminding Association

**Tutor**  
Susan Foster, Qualified Elementary Food Hygiene Trainer

**Date and Time**

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<th>Term 1</th>
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**Venue**  
Balgownie 1, Conference Way, Aberdeen, AB23 8AQ

**Cost**  
£50.00 per person. Payment to be made in advance by cash or cheque

**Booking Arrangements**

Please contact Elaine Herron. Please see page 100 for contact details
Childminding Programme

Safe and Secure: Child Protection

Duration 2.5 hours
Suitable For? Childminders

Course Content
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. It explores;

- 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 in responding to concerns over a child’s welfare or disclosure of abuse or neglect.

Provider Scottish Childminding Association
Tutor Elaine Herron

Date and Time

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<th>Term 1</th>
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<td>Non member bookings will be taken from 6 August</td>
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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost £10.00 per person

Booking Arrangements
Please call Scottish Childminding Association Head Office on 01786 445377 and choose option 3. SCMA members can book at any time

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker. Childminders can book on any course at any tier.
Getting It Right Training Programme

September 2012 – June 2013

Implementing Getting it Right for Every Child is a priority for Integrated Children’s Services in Aberdeen.

The partners, Aberdeen City Council, Grampian Police, NHS Grampian and the Third Sector are working together to deliver a varied programme of training, focusing on embedding Getting It Right into good practice.

The training will be overseen by the multi agency Getting It Right Implementation Group.

The aims of the programme are to;

- Embed Getting It Right core principles into practice ensuring that children remain central to the delivery of all support services
- Build on good practice
- Raise the awareness of Child Protection in the Getting It Right process
- Raise the knowledge and confidence of colleagues to gather and share confidential information safely and appropriately
- Introduce the new language and roles in particular that of the Named Person and Lead Professional
- Highlight changes in process, practice and systems
- Raise the awareness of support systems for colleagues

The training programme will be delivered by the partners. It will run from September 2012 until June 2013. The programme is open to all staff in all sectors including services which are primarily for adults who may be parents or carers of children.

For further information on the programme, guidance on how to apply for a place on a course, including a booking form or for information on other supports go to www.aberdeeningitright.org.uk or email enquiries to GIRFEC@aberlour.org.uk.
Continuing Professional Development Programme
Curriculum for Excellence

Active Problem Solving in the Early Years

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

Course Content
• The aims of problem solving in the context of a Curriculum for Excellence. The need to extend problem solving beyond the maths activities and make it fun, meaningful and relevant to children’s lives
• Creating problem solving scenarios: The participants will learn how to structure problem solving scenarios based upon children’s interests
• Integrating problem solving in to Circle Time
• Reflective activities

A substantial part of this session will be spent outdoors, whatever the weather. Please come suitably prepared with warm, wind and waterproof clothing and sunscreen!

Expected Outcome
For participants to be able to;
• Make the most of informal, everyday problem solving opportunities that arise
• Introduce a variety of methods of active problem solving outdoors which engages children in a suitably challenging, effective and purposeful manner
• Develop the skills and knowledge required to include problem solving outdoors with children aged 3 - 6 years

Provider Pre School Education Team
Tutor Juliet Robertson, Creative STAR Learning Company

Date and Time

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<th>Term 1</th>
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<tr>
<td>9 October 4 – 6pm Kingswells School</td>
<td>18 March 4 – 6pm Greenbrae School</td>
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Venue As above
Cost Free (Priority will be given to Partner Provider staff working with pre school aged children and to Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Pre School Education Team. Please see page 100 for contact details

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker. Childminders can book on any course at any tier.
A Creative Approach to Building the Curriculum 4

Duration: 2 hours

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

Course Content
A learning environment which supports and encourages creative thinking and play makes a difference. This course looks at the benefits of fostering creativity in its widest sense, as part of a setting’s approach to embedding Building the Curriculum 4, including:
- How to develop children’s knowledge of the natural world
- The use of problem solving strategies
- The benefits of natural materials
- Challenge, risk and decision making
- Skills acquisition and transferability
- A place to be creative and to develop children’s imagination

Expected Outcomes
After completing this course you will have;
- Developed a deeper understanding of creativity
- Ideas and activities to enable your setting to foster creativity
- More confidence to develop skills for learning, life and work within your setting

Provider: Pre School Education Team
Tutor: Juliet Robertson, Creative STAR Learning Company

Date and Time

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Venue: Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost: Free (Priority will be given to Partner Provider staff working with pre school aged children and to Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Pre School Education Team. Please see page 100 for contact details
Continuing Professional Development Programme  
Curriculum for Excellence

**An Introduction to Outdoor Play**

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

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

**Course Content**  
This course takes place over two twilight sessions. **Participants must be able to attend both sessions.** It is similar to the “Enabling Free Flow Play” course run in 2011-12. It is now accepted good practice that the indoor and outdoor spaces are given equal consideration and are made simultaneously accessible to children. This course covers;

- How to establish free flow play between the indoor and outdoor spaces
- Creating an enabling outdoor space that has plenty of open-ended play opportunities
- Taking a solution-focused approach to issues that arise

Part of this session will be spent outdoors, whatever the weather. Please come suitably prepared with warm, wind and waterproof clothing and sunscreen!

Participants will be expected to undertake practical work after twilight 1 and share this with other participants at twilight 2.

**Expected Outcomes**

- To help participants understand the need for free flow play and its benefits
- To give participants ideas and ways of enabling free flow or greater access to the outdoor space on a daily basis
- To ensure that the quantity and quality of outdoor play increases in the participants’ settings

**Provider**  
Pre School Education Team

**Tutor**  
Juliet Robertson, Creative STAR Learning Company

**Date and Time**

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**Venue**  
As above

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

**Booking Arrangements**

Please submit booking form to Pre School Education Team. Please see page 100 for contact details.

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*Tier 1 = Manager/Lead Practitioner. Tier 2 = Practitioner. Tier 3 = Support Worker. Childminders can book on any course at any tier.*
Apples, Bananas and a Spark of Laughter: Joint Singing Sessions with an Upper and Lower Stage Class Together

Duration 2 hours
Suitable For? Tier 1, 2, 3

Course Content
This interactive workshop will focus on how whole-body singing/voice/laughter sessions with an older and younger class of children together can help boost the self-esteem of both groups of children and often the adults present as well. A substantial part of this session will be spent moving and playing singing/voice games. Please wear comfortable and suitable clothing.

Expected Outcomes
A deeper understanding of the need for running joint sessions with different ages of children and the potential benefits this can offer to both groups. Ideas and activities that can be put into practice straight away.

Provider Pre School Education Team
Tutor Alexander Miller, Freelance Voice Worker Leader

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost Free (Priority will be given to Partner Provider staff working with pre school aged children and to Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Pre School Education Team. Please see page 100 for contact details
Catching and Sustaining Young Children’s Attention through Singing and Voice Activities

Duration 2 hours
Suitable For? Tier 1, 2, 3

Course Content
This interactive course will focus on a variety of strategies, songs and activities that can help develop young children’s listening and concentration skills. A substantial part of this session will be spent moving and playing singing/voice games. Please wear comfortable and suitable clothing.

Expected Outcomes
An awareness of different factors that can influence the degree to which young children are able to concentrate and listen attentively. Ideas and activities that can be put into practice straight away.

Provider Pre School Education Team
Tutor Alexander Miller, Freelance Voice Work Leader

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost Free (Priority will be given to Partner Provider staff working with pre school aged children and to Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Pre School Education Team. Please see page 100 for contact details
Children’s Voices: Developing Talking and Listening Skills through Singing, Story Making and Magical Space

Duration 5.5 hours
Suitable For? Tier 1, 2, 3

Course Content
On this course, we will be going on a journey of magical discovery and exploring ways in which we can collectively create really safe, happy, stimulating and holistic learning environments that allow the children in our care to really let their voices ebb and flow naturally and freely. Through a combination of whole-group and smaller-group workshops, we will be looking at many different links and pathways that exist between the physical space of our indoor and outdoor settings, simple and affordable resources, our imagination and a wide variety of singing/story making activities. A lot of the day will be spent outdoors, whatever the weather and moving/playing games. Please come suitably prepared with warm, wind and waterproof clothing and sunscreen! There will also be plenty of laughter and hilarity so please be ready to have some fun!

Expected Outcomes
- A deeper understanding of the nurturing importance for allowing children the time and space to let their imaginations flourish and having a balance of structured and unstructured experiences
- A stronger appreciation of how much can be created and achieved in different indoor and outdoor settings with simple and affordable resources and how these magical settings can become safe havens in which children feel safe to take risks with their voices and whole-body expression
- Ideas and activities that can be put into practice straight away

Provider Pre School Education Team
Tutor Juliet Robertson, Creative STAR Learning Company
Alexander Miller, Freelance Voice Work Leader

Date and Time

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

Booking Arrangements
Please submit a booking form to Pre School Education Team. Please see page 100 for contact details

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

Confidence Building Strategies to Help Young Children Let their Voice Flow

**Duration** 2 hours
**Suitable For?** Tier 1, 2, 3

**Course Content**
This interactive course will focus on a variety of strategies, songs and activities that can help young children let their voice flow as an individual and as part of a community and learn to take risks with their expression. Primary 7 members of the Airyhall Choral Ensemble will teach the songs and singing games while Alexander Miller puts the activities into context regarding how they can help young children to grow in confidence. A substantial part of this session will be spent moving and playing singing/voice games. Please wear comfortable and suitable clothing.

**Expected Outcomes**
An awareness of different factors that can have an effect on the degree to which young children feel safe and relaxed expressing themselves. Ideas and activities that can be put into practice straight away.

**Provider** Pre School Education Team
**Tutor** Alexander Miller, Freelance Voice Work Leader and P7 members of the Airyhall Choral Ensemble

**Date and Time**

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

**Booking Arrangements**
Please submit booking form to Pre School Education Team. Please see page 100 for contact details
Curriculum for Excellence – Literacy: Developing Reading Outdoors

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

Course Content
This course takes a more detailed look at both continuous provision and specific reading activities which can be undertaken outside at the Early Level.
A substantial part of each session will be spent outdoors, whatever the weather. Please come suitably prepared with warm, wind and waterproof clothing and sunscreen!

Expected Outcomes
- To come away with ideas and activities which link to the Reading Experiences and Outcomes at the Early Level
- To consider resource provision and practical aspects of undertaking reading outdoors
- To ensure that reading opportunities are part of outdoor play provision in your setting

Provider  Pre School Education Team
Tutor  Juliet Robertson, Creative STAR Learning Company

Date and Time

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<td>Sunnybank School</td>
<td>Charleston School</td>
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Venue  As above
Cost  Free (Priority will be given to Partner Provider staff working with pre school aged children and to Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Pre School Education Team. Please see page 100 for contact details
**Curriculum for Excellence – Literacy: Developing Writing Outdoors**

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

**Course Content**  
This course takes a more detailed look at both continuous provision and specific writing activities which can be undertaken outside at the Early Level. A substantial part of each session will be spent outdoors, whatever the weather. Please come suitably prepared with warm, wind and waterproof clothing and sunscreen!

**Expected Outcomes**  
- To come away with ideas and activities which link to the Writing Experiences and Outcomes at the Early Level  
- To consider resource provision and practical aspects of undertaking writing outdoors  
- To ensure that writing opportunities are part of outdoor play provision in your setting

**Provider** Pre School Education Team  
**Tutor** Juliet Robertson, Creative STAR Learning Company

**Date and Time**

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

**Booking Arrangements**  
Please submit booking form to Pre School Education Team. Please see page 100 for contact details

*Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker. Childminders can book on any course at any tier.*
Curriculum for Excellence – Maths: Number, Money and Measurement Outdoors

**Duration**
2 hours

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

**Course Content**
This course takes a more detailed look at both continuous provision and specific number, money and measurement activities which can be undertaken outside at the Early Level. A substantial part of each session will be spent outdoors, whatever the weather. Please come suitably prepared with warm, wind and waterproof clothing and sunscreen!

**Expected Outcomes**
- To come away with ideas and activities which link to the Number, Money and Measurement Experiences and Outcomes at the Early Level
- To consider resource provision and practical aspects of undertaking maths outdoors
- To ensure that maths play is a natural part of a setting’s routine and can be incorporated into observation of, and recording, sharing and planning with children

**Provider**
Pre School Education Team

**Tutor**
Juliet Robertson, Creative STAR Learning Company

**Date and Time**

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<td>Woodside School</td>
<td>Kaimhill School</td>
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**Venue**
As above

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

**Booking Arrangements**
Please submit booking form to Pre School Education Team. Please see page 100 for contact details
Curriculum for Excellence – Maths: Shape and Information Handling Outdoors

Duration 2 hours

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

Course Content
This course takes a more detailed look at both continuous provision and specific maths activities which can be undertaken outside at the Early Level.
A substantial part of each session will be spent outdoors, whatever the weather. Please come suitably prepared with warm, wind and waterproof clothing and sunscreen!

Expected Outcomes
- To come away with ideas and activities which link to the Information Handling and Shape, Position and Movement Experiences and Outcomes at the Early Level
- To consider resource provision and practical aspects of undertaking maths outdoors
- To ensure that maths play is a natural part of a setting's routine and can be incorporated into observation of and recording, sharing and planning with children

Provider Pre School Education Team
Tutor Juliet Robertson, Creative STAR Learning Company

Date and Time

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Venue As above

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

Booking Arrangements
Please submit booking form to Pre School Education Team. Please see page 100 for contact details
Continuing Professional Development Programme
Curriculum for Excellence

Curriculum for Excellence – Sciences: Fun with Forces and the Magic of Materials

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

Course Content
This is a practical course which aims to consider how real world and practical play-based activities outside can help children develop;
- Inquiry and investigative skills
- Scientific analytical thinking skills
- The attitudes and attributes of a scientifically literate citizen

There will be focus on linking these to the Forces, Electricity and Waves and Materials Experiences and Outcomes. A substantial part of this session will be spent outdoors, whatever the weather. Please come suitably prepared with warm, wind and waterproof clothing and sunscreen!

Expected Outcomes
To enable participants to;
- Ensure children in their settings have opportunities to develop scientific skills in a play based approach
- Plan activities based upon children’s interests and ideas around forces and materials

Provider  Pre School Education Team
Tutor  Juliet Robertson, Creative STAR Learning Company

Date and Time

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

Booking Arrangements
Please submit booking form to Pre School Education Team. Please see page 100 for contact details

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker. Childminders can book on any course at any tier.
Curriculum for Excellence – Sciences: Planet Earth

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

Course Content
This is a practical course which aims to consider how real world and practical play-based activities outside can help children develop;
- Inquiry and investigative skills
- Scientific analytical thinking skills
- The attitudes and attributes of a scientifically literate citizen
There will be focus on linking these to the Space and Processes of the Planet Experiences and Outcomes. A substantial part of this session will be spent outdoors, whatever the weather. Please come suitably prepared with warm, wind and waterproof clothing and sunscreen!

Expected Outcomes
To enable participants to;
- Ensure children in their settings have opportunities to develop scientific skills in a play based approach
- Plan activities based upon children’s interests and ideas around space and the earth’s processes

Provider Pre School Education Team
Tutor Juliet Robertson, Creative STAR Learning Company

Date and Time

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<td>Hazlehead School</td>
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Venue As above
Cost Free (Priority will be given to Partner Provider staff working with pre school aged children and to Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Pre School Education Team. Please see page 100 for contact details
Curriculum for Excellence – Sciences: Plants and Animals

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

Course Content
This is a practical course which aims to consider how real world and practical play-based activities outside can help children develop;
- Inquiry and investigative skills
- Scientific analytical thinking skills
- The attitudes and attributes of a scientifically literate citizen
There will be focus on linking these to the Biodiversity, Space and Processes of the Planet Experiences and Outcomes. A substantial part of this session will be spent outdoors, whatever the weather. Please come suitably prepared with warm, wind and waterproof clothing and sunscreen!

Expected Outcomes
To enable participants to;
- Ensure children in their settings have opportunities to develop scientific skills in a play based approach
- Plan activities based upon children’s interests and ideas around plants and animals
- To focus on Scottish plants and wildlife in order to understand better our natural heritage

Provider Pre School Education Team
Tutor Juliet Robertson

Date and Time

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<td>Kirkhill School</td>
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Venue As above
Cost Free (Priority will be given to Partner Provider staff working with pre school aged children and to Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Pre School Education Team. Please see page 100 for contact details
Expressive Arts Outside!

Duration 2 hours
Suitable For? Tier 1, 2, 3 (Staff who work with children ages 3 - 6 years)

Course Content
The outdoor spaces provide opportunities for bigger and better or simply different art, music, drama and dance activities, including:
- Making the most of multicultural events all year round
- Performing and presenting activities outside
- Useful resources and ideas
- Using the outdoors as a stimulus for expressive arts explorations

Expected Outcomes
After completing this course you will have:
- Lots of ideas about the variety and opportunities afforded by taking expressive arts outside
- The practicalities of different aspects of expressive arts activities outdoors
- The value of partner organisations in supporting and working with your setting

Provider Pre School Education Team
Tutor Juliet Robertson, Creative STAR Learning Company

Date and Time

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

Booking Arrangements
Please submit booking form to Pre School Education Team. Please see page 100 for contact details
Kitchen Chemistry

Duration 2 hours
Suitable For? Tier 1, 2, 3

Course Content
- Become familiar with a variety of chemical reactions involving common household chemicals
- Be introduced to common acids and alkalis (bases) and the use of chemical indicators

Expected Outcomes
- Staff will learn to incorporate simple household items into classroom investigations
- Children will develop an appreciation for the role science plays in their everyday lives
- Children will be introduced to chemical reactions

Provider Pre School Education Team
Tutor Satrosphere staff

Date and Time

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Venue Satrosphere, 179 Constitution Street, Aberdeen, AB24 5TU

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 Pre School Education Team. Please see page 100 for contact details
Leading Early Years Investigations

Duration 2 hours
Suitable For? Tier 1, 2, 3

Course Content
- Learn strategies for conducting an investigation with early years children
- Become familiar with a variety of hands-on investigation topics
- Be introduced to a variety of resources available to staff

Expected Outcomes
- Staff will gain knowledge of strategies for introducing investigative activities in their classrooms
- Staff will become familiar with topic ideas for science investigations
- Children will develop investigation skills and become more confident in investigating the things around them

Provider Pre School Education Team
Tutor Satrosphere staff

Date and Time

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Venue Satrosphere, 179 Constitution Street, Aberdeen, AB24 5TU
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 Pre School Education Team. Please see page 100 for contact details
Learning Stories – Planning from Children’s Needs and Interests

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

Course Content
The course looks at practical ways of providing high quality, active learning experiences which start from the children’s needs and interests and build on what they already know. It also looks at the role of the adult in supporting the children’s learning, including strategies for assessing and recording the learning.

Expected Outcomes
After completing this course you will have;

• Developed a deeper understanding of active learning and the value of a play-based approach
• Reflected upon the environment and how to create a challenging and enabling ethos within your setting
• Considered the role of parents and others who can extend the learning experiences in a setting and vice versa

Provider Pre School Education Team
Tutor Juliet Robertson, Creative STAR Learning Company

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
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 Pre School Education Team. Please see page 100 for contact details

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker.
Childminders can book on any course at any tier.
Let’s Get Gardening

**Duration** 2 hours

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

**Course Content**
If you want some ideas as to how to link gardening into the curriculum through some simple activities then this is a good course to get you started. A substantial part of this session will be spent outdoors, whatever the weather. Please come suitably prepared with warm, wind and waterproof clothing and sunscreen!

**Expected Outcomes**
Participants will gain;
- Some practical gardening skills and ideas
- Knowledge about developing the gardening in the outdoor space
- Confidence to use gardening activities as one approach to skills development and developing of routines that encourage responsibility

**Provider** Pre School Education Team

**Tutor** Juliet Robertson, Creative STAR Learning Company

**Date and Time**

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**Venue** As above

**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 Pre School Education Team. Please see page 100 for contact details
The Importance of Balance, Coordination and Movement in Children’s Learning

Duration  2 hours
Suitable For?  Tier 1, 2, 3

Course Content
During this course, we will be exploring ways in which singing games, active story making and other voice work activities can greatly aid the development of children’s physical and special awareness/skills and improve their confidence with both large and small motor movements. In particular, through the story, ‘The Giant’s Golden Egg Challenge’, we will look at how we can weave together different movement skills, songs, rhymes, call and echo chanting, active and imaginative story making and simple resources to create an enjoyable show/performing experience for young children. A substantial part of this session will be spent moving and playing singing/voice games. Please wear comfortable and suitable clothing.

Expected Outcomes
• A deeper awareness of how important it is for children to move, run, jump, hop and generally develop their motor skills both in terms of large and small motor movements
• An appreciation of how singing, active story making and other voice work activities can play an invaluable role in the development of children’s physical confidence
• Ideas and activities that can be put into practice straight away

Provider  Pre School Education Team
Tutor  Alexander Miller, Freelance Voice Work Leader

Date and Time

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Venue  Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
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 Pre School Education Team. Please see page 100 for contact details
Committee Roles and Procedures

Duration: 2 hours

Suitable For? The course is highly recommended for new committee members and those thinking about joining a committee. The course will also reinforce good practice for those who have served on committees before.

Course Content
This course is aimed to develop basic knowledge and understanding of committee roles, procedures and practice. The course will also include discussions around registration requirements, employment and conflict management.

Expected Outcomes
- To examine the different roles of committee members
- To explore committee procedures and practice
- To discuss the legal requirements of a committee including registration with the Protecting Vulnerable Groups Scheme (PVG), Scottish Social Services Council (SSSC), the Care Inspectorate and the Office of the Scottish Charity Regulator (OSCR).

Provider: Scottish Pre School Play Association
Tutor: Vicky Carter

Date and Time

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Venue: Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost: Free

Booking Arrangements
Please submit booking form to Vicky Carter. Please see page 100 for contact details
Aberdeen Early Years & Childcare Partnership Workforce Development & Training Standing Action Group
Supporting Your Services; Your Workforce

EMPLOYERS’ AND 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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Venue
Balgownie 1, Conference Way, Aberdeen, AB23 8AQ

Cost
£5.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details
Improvement Through Self-Evaluation

Duration: 3 hours
Suitable For: Tier 1, 2

Course Content
The course provides opportunities for reflecting on your own practice and explores how effective self-evaluation leads to improvement in children’s experiences and achievements. It looks at how you might use self-evaluation to improve the quality of education across the setting as a whole. The activities will enable you to:

- Consider high quality practice in the area of self-evaluation
- Extend your knowledge and expertise through studying innovative and creative practice
- Reflect on your own practice
- Plan how to develop your practice to incorporate some new concepts and ideas
- Share views with colleagues on improving performance through self-evaluation

Expected Outcomes
After completing this course you will have:

- Identified your current level of knowledge and expertise in improving your setting through self-evaluation
- Developed a deeper understanding of how you can identify areas of strength and areas for improvement
- Shared your reflections about planning, implementing and reviewing the self-evaluation process within your own setting

Provider: Pre School Education Team
Tutor: Juliet Robertson, Creative STAR Learning Company

Date and Time

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Venue: Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost: Free (Priority will be given to Partner Provider staff working with pre school aged children and to Local Authority staff working in early years)

Booking Arrangements
Please submit booking form to Pre School Education Team. Please see page 100 for contact details

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker. Childminders can book on any course at any tier.
Leadership and Management in the Early Years

Duration 3 hours
Suitable For? Tier 1, 2

Course Content
It can be a challenge leading the play and learning in a time of change. This course is designed to help Managers evaluate their role and ways of enabling distributive leadership to happen in their setting. It is also suitable for those interested in pre school management. The course provides opportunities for reflecting on your own practice and explores the following topics;

- Exerting influence and making a difference
- Sharing a common purpose
- Focusing on what’s important
- Building leadership capacity
- Change and improvement
- Achieving results

Expected Outcomes
After completing this course you will have;

- Developed a deeper understanding of leadership and management
- A range of practical tasks and activities to try
- Had opportunities to reflect on your own and others practice

Provider Pre School Education Team
Tutor Juliet Robertson, Creative STAR Learning Company

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
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 Pre School Education Team. Please see page 100 for contact details

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker. Childminders can book on any course at any tier.
Leadership at all Levels: So What Exactly is a Leader?

**Duration** 2.5 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** Balgownie 1, Conference Way, Aberdeen, AB23 8AQ  
**Cost** £15.00 per person

**Booking Arrangements**
Please submit booking form to Aberlour Futures. Please see page 100 for contact details.
Staff Appraisal and 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 Tutor

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details.
Current Theories of Play and Play Work Principles

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

Course Content
A brief insight into current theoretical influences of Play and Play Work Theories provided within the context of Play Work Principles.

Expected Outcomes
Practitioners share an understanding of the language of play and will be better able to articulate children’s experiences of play and the contribution play makes to learning, health and well being.

Provider Aberlour Futures
Tutor Aberlour Futures Tutor, Play Development Worker

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details
Outdoor Learning Made Easy

Duration 2 hours
Suitable For? Tier 1, 2, 3

Course Content
- Tour of outdoor learning sites
- Examples of how to use site for outdoor learning (CfE/Early Years/Forest Education Initiative) and contact details for ongoing support

Each session will be spent outdoors, whatever the weather. Please come suitably dressed with warm, wind and waterproof clothing.

Expected Outcomes
- Confidence in use of outdoor learning sites
- Awareness of where outdoor learning sites are and issues to be considered when using with clients. Including site and activity risk assessment
- Contacts for ongoing support/development within Early Years/Countryside Ranger Team

Provider Pre School Education Team
Tutor Stephen Bly – Woodlands Community Ranger

Date and Time

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Venue As above
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 Pre School Education Team. Please see page 100 for contact details

Tier 1 = Manager/Lead Practitioner. Tier 2 = Practitioner. Tier 3 = Support Worker. Childminders can book on any course at any tier.
Supporting Free Play: Outside Play Facilitation

**Duration** 2.5 hours  
**Suitable For?** Tier 1, 2, 3

**Course Content**
Free Play is driven by a child’s intrinsic motivation and therefore lies at the heart of child-led learning. This workshop will look at;
- What is Free Play and why is it so important?
- How can I facilitate Free Play in my setting?
Including: (free) play time; observation; linking with Curriculum for Excellence Learning Outcomes; planning for your outdoor play and learning environment.

**Expected Outcomes**
Practitioners will develop a greater understanding of the benefits of Free Play and consider how this may influence current practice.

**Provider** Aberlour Futures  
**Tutor** Aberlour Futures Tutor, Play Development Worker

**Date and Time**

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**Venue** Balgownie 1, Conference Way, Aberdeen, AB23 8AQ  
**Cost** £15.00 per person

**Booking Arrangements**
Please submit booking form to Aberlour Futures. Please see page 100 for contact details
Children’s Mental Health

Duration  1.5 to 2 hours
Suitable For?  Tier 1, 2, 3

Course Content
Examine the concept of mental health and how it impacts on children.

Expected Outcomes
Help staff identify children who are experiencing poor mental health and provide simple strategies for staff to help them.

Provider  NHS Grampian
Tutor  David Alexander

Date and Time

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Venue  Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
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 Pre School Education Team. Please see page 100 for contact details.
Continuing Professional Development Programme  
Promoting Children’s Health & Emotional Well Being

Introduction to Infant Mental Health

Duration 1.5 hours  
Suitable For? Tier 1, 2, 3

Course Content
Brief outline of early brain development within the context of attachments, experiences and relationships and the subsequent impact on later years.

Expected Outcomes
To enhance knowledge on social and emotional development in the early years, an opportunity to reflect on practice and to consider appropriate interventions and supports available.

Provider Pre School Education Team  
Tutor Ina Reid and Muriel Henderson, Primary Mental Health Work Team, Child and Family Mental Health Services, Royal Aberdeen Children’s Hospital

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ  
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 Pre School Education Team. Please see page 100 for contact details
Infant Mental Health

Duration  4 sessions of 2.5 hours per session (Participants must attend all sessions)
Suitable For?  Tier 1

Course Content
Outline the early development of emotional life by studying early brain development within the context of attachment, relationships and life experiences and how this determines future emotional well being.

Expected Outcomes
Develop an understanding of how the earliest relationships shape a baby’s development and impacts on future emotional and social relationships.

Provider  Pre School Education Team
Tutor  Ina Reid and Muriel Henderson, Primary Mental Health Work Team, Child and Family Mental Health Services, Royal Aberdeen Children’s Hospital

Date and Time

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Venue  Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
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 Pre School Education Team. Please see page 100 for contact details
Physical Fitness and Fun!

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

Course Content
A skills based workshop which introduces movement at its most basic in a fun and imaginative way to keep children physically active, with reference to Curriculum for Excellence. Generating ideas on activities or workouts appropriate to age, ability and development. Appropriate for those working with children aged 2 - 8 years.

Expected Outcomes
Practitioners develop increased skills in providing enjoyable physical activities designed to keep children stimulated and physically active.

Provider  Aberlour Futures  
Tutor  FITSTARS

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Venue  Balgownie 1, Conference Way, Aberdeen, AB23 8AQ  
Cost  £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details
Continuing Professional Development Programme
Promoting Children’s Health & Emotional Well Being

Nutritional Guidance Part 1

Duration 2 hours
Suitable For? Tier 1, 2, 3

Course Content
These sessions are interactive with a range of tutor input, group activities and discussions.

Expected Outcomes
• To promote staff confidence in using the Nutritional Guidance for the Early Years document
• To support the implementation of the guidance
• To have awareness of the policy content
• To ensure healthy snack and meals are provided within all day care provision
• To support staff to evidence good practice for the Care Inspectorate

Provider NHS Grampian
Tutor NHS Grampian / Joint Development Team

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost Free

Booking Arrangements
Please submit booking form to Vicky Carter, Project Manager, Scottish Pre School Play Association. Please see page 100 for contact details
Nutritional Guidance Part 2

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

Course Content
The sessions are interactive with a range of tutor input, group activities and discussions.

Expected Outcomes
- To promote staff confidence in using the Nutritional Guidance for the Early Years document
- To support the implementation of the guidance
- To have awareness of the policy content
- To ensure healthy snack and meals are provided within all day care provision
- To support staff to evidence good practice for the Care Inspectorate

Provider: NHS Grampian
Tutor: NHS Grampian / Joint Development Team

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Venue: Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost: Free

Booking Arrangements
Please submit booking form to Vicky Carter, Project Manager, Scottish Pre School Play Association. Please see page 100 for contact details

Tier 1 = Manager/Lead Practitioner. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
Practical Food Skills – Early Years

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

Course Content
To increase early years Practitioner’s knowledge, skills and confidence in teaching staff to deliver practical food skills work within their early years setting.

Expected Outcomes
Staff will:
• Explore the holistic approach to food and health
• Build confidence in delivering practical food skills
• Discuss basic food hygiene
• Become familiar with resources and know where to go for further support

Provider NHS Grampian  
Tutor Fiona Matthew

Date and Time

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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
Please submit booking form to Pre School Education Team. Please see page 100 for contact details
Pre-Birth to 3: Positive Outcomes for Scotland’s Children and Families

Duration 2 sessions at 3 hours per session
Suitable For? Tier 1, 2, 3

Course Content
This course is delivered in 2 parts and will include:
- The Rights of the Child – Overarching aims of the guidance
- Observing children and planning to meet their needs
- Child development
- Theory and practice; attachment and secure relationships
- Supporting social and emotional development
- Self evaluation

Expected Outcomes
This interactive course is intended to provide an overview of Pre-Birth to 3 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 Aberlour Futures Tutor

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost £25.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details
Seminar: Out of School Care Seminars

Duration 2 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 Aberlour Futures Tutor

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost Free

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details.
Seminar: Under 5 Staff Seminars

Duration 2 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 Aberlour Futures Tutor

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost Free

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details
Skills Workshop: Action Art

Duration 2.5 hours
Suitable For? Tier 2, 3 (Priority given to Out of School staff)

Course Content
A fun, practical workshop which will focus on a variety of art mediums including;
- Willow mobiles
- Blotting paper designs
- Poly printing
- 2D pictures
- Flags
- Acetate designs
- Salt dough

Prepare to get messy and bring a bag or container to carry items home!

Expected Outcomes
- To offer ideas for craft based workshops using a range of art materials
- Ideal for refreshing knowledge or building confidence in new staff to deliver workshops during term-time or holiday play schemes
- To raise awareness of the importance of forward planning, risk assessment and evaluation
- To help you encourage the children in your setting to value and enjoy the creative process
- How to effectively link this activity to Curriculum for Excellence

Provider Aberlour Futures
Tutor Aberlour Futures Tutor

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details
Skills Workshop: Music and Movement

Duration  2.5 hours
Suitable For?  Tier 2, 3

Course Content
Participants will benefit from participation in this practical workshop to develop communication and language activities. Improved skills and confidence will allow participants to enhance and develop children’s interest in this area.

Please wear suitable clothing and footwear for this practical session.

Expected Outcomes
- New ideas to encourage communication, language and listening skills
- Improved skills giving staff confidence and motivation to engage with children using music and movement

Provider  Aberlour Futures
Tutor  Aberlour Futures Tutor

Date and Time

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| 30 January  
6.30 – 9pm | 23 April  
6.30 – 9pm |

Venue  Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost  £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details.

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker.
Childminders can book on any course at any tier.
Skills Workshop: Parachute Play

Duration 2.5 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 3 documents

Provider Aberlour Futures
Tutor Aberlour Futures Tutor

Date and Time

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Venue To be confirmed
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details
Skills Workshop: Story Telling and Role Play

Duration 2.5 hours
Suitable For? Tier 2, 3

Course Content
This course aims to improve skills and build confidence for staff in a fun way. Through participation in this session, staff will improve their understanding about Story Telling and Role Play and the benefits for children’s development. Please wear suitable clothing and footwear for this practical session.

Expected Outcomes
- New ideas to encourage communication, language and listening skills
- Improved skills giving participants confidence and motivation to engage with children in these activities

Provider Aberlour Futures
Tutor Aberlour Futures Tutor

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 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: Muriel Milne, Early Years and Childcare Development Officer

Date and Time

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Venue: Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost: £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details.

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker. Childminders can book on any course at any tier.
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: Muriel Milne, Early Years and Childcare Development Officer

Date and Time

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Venue: Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost: £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker. Childminders can book on any course at any tier.
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

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<th>Term 1</th>
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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost Free

Booking Arrangements
Please submit booking form to the Family Information Service. Please see page 100 for contact details

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker. Childminders can book on any course at any tier.
The following workshops can each be attended as one off workshops, but to encourage application of knowledge and individual professional reflection, there will be a non accredited certificate issued upon completion of the entire programme.

<table>
<thead>
<tr>
<th>Course &amp; Outcomes : Suitable for Tier 1, 2, 3</th>
<th>Date &amp; Time</th>
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<tbody>
<tr>
<td><strong>Making ‘Sense’</strong>&lt;br&gt;Today, the world can be a busy over stimulating place – particularly for children and young adults with sensory or learning impairment and processing issues. Where common presentations might include: self-stimulated rocking associated with limited vision, inability to keep calm or out of trouble, frequent falling due to significant coordination difficulties or finding the noise of a hand dryer unbearable. This workshop will help to explain the underlying issues relating to such behaviours and highlight examples of accommodation.</td>
<td>8 February&lt;br&gt;9.30 - 11.30am</td>
</tr>
<tr>
<td><strong>Oh Behave!</strong>&lt;br&gt;‘Super nanny’ can teach us the basics of behaviour management, but what do we do when that doesn’t work? When dealing with children and young people with additional support needs, often a more ‘out of the box’ way of thinking is required. This workshop will cover basic behaviour analysis and also introduce the importance of developing both proactive and reactive strategies for management.</td>
<td>15 March&lt;br&gt;9.30 - 11.30am</td>
</tr>
<tr>
<td><strong>Become Autism Friendly</strong>&lt;br&gt;Autism is now widely acknowledged in society. But did you know that people on the autistic spectrum can have great imagination? That some might not be able to verbalise, but can create complex language using electronic aids? Or would you associate the reason a child regularly hits out mid-morning being dependant on what is being cooked for lunch? When you have worked with one person on the spectrum, you have done just that – worked with ONE person on the spectrum. Personal accounts, discussion of associated issues and behaviour analysis with an ‘autism filter’ will all be covered to promote a spectrum wide, positive focus on autism.</td>
<td>19 April&lt;br&gt;9.30 - 11.30am</td>
</tr>
</tbody>
</table>
Continuing Professional Development Programme
Supporting Children with Additional Support Needs

Provider  Aberlour Futures
Tutor      Susan Strachan

Venue      Balgownie 1, Conference Way, Bridge of Don, Aberdeen
Cost       £15.00 per person per course

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details

Tier 1 = Manager/Lead Practitioner. Tier 2 = Practitioner. Tier 3 = Support Worker. Childminders can book on any course at any tier.
Continuing Professional Development Programme
The Planning Cycle

Observation and Assessment Skills

Duration 2.5 hours
Suitable For? Tier 1, 2

Course Content
This basic course will assist participants in developing practice in observation, planning and assessment. Observation is key to assessment and planning children’s progress and all childcare staff must develop good practice in this area. The session will include the importance of observations for identifying children’s next steps and how the planning, observation and assessment cycle works to benefit the child.

Expected Outcomes
• Understanding and use of the planning cycle within the setting
• The importance of using the information gathered from observations and planning records to meet the individual child’s learning needs and the next steps required

Provider Aberlour Futures
Tutor Aberlour Futures Tutor

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker.
Childminders can book on any course at any tier.
Children’s Rights: Diversity and Equality

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

Course Content
The course will enable participants to explore their own understanding of the world and diversity and reflect on present diversity and global learning practice in their setting. It will offer an introduction to approaches and activities for developing practice to enable the building of respect, understanding and positive attitudes towards diversity, including activities with photographs and storybooks. The opportunity to borrow, with no charge, resources, photo sets, teaching packs and storybooks to use in their own settings.

Expected Outcomes
Increased knowledge and understanding, confidence, enthusiasm, ability and ideas to engage appropriately with diversity and global learning in early years settings, including:
- Understanding of the relevance of global learning content
- A broader, better-informed understanding of the connections between our lives and people’s lives across the world and the consequences of this
- Active learning and teaching skills - especially using a range of photographs and stories to engage children

Provider: Aberlour Futures
Tutor: Susan Jenkins or Kirsty Meldrum, Montgomery Development Education Centre

Date and Time

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Venue: Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost: £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker.
Childminders can book on any course at any tier.
Children’s Rights: Consultation and Participation

Duration 2.5 hours
Suitable For? Tier 1, 2

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.

Exploring ideas on how to establish;
• An effective culture for participation
• A shared understanding of participation
• Supporting and sustaining practice in the development of participation
• Ensuring that all staff are committed to participation
• Showing evidence of participation in organisational policies and documents

Expected Outcomes
Increased knowledge and understanding and ideas to engage appropriately with children and young people’s participation in early years settings. Practitioners and their Managers awareness of the benefits of participation and to work in a way which enables participation to occur.

Provider Aberlour Futures
Tutor Aberlour Futures Tutor

Date and Time

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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details
Children’s Rights: United Nations Convention on the Rights of the Child (UNCRC) within Early Years Settings

Duration 2.5 hour
Suitable For? Tier 1, 2, 3

Course Content
The course will enable participants to;
- Learn about the content and scope of the UNCRC
- Explore activities suitable for introducing the UNCRC to young children
- Develop activities offering a global as well as local / setting context, as the UNCRC is universal, so building respect for all children
- Understand the statutory requirements linked to UNCRC in early years settings

It will also offer the opportunity to borrow teaching packs, storybooks etc, linked to the UNCRC rights and responsibilities.

Expected Outcomes
- Knowledge and understanding, confidence and enthusiasm to integrate the UNCRC / a rights based approach in your setting
- Ability and proven activities to use with children using both local / global foci and active learning methodologies
- Understanding of the way that this approach and content fulfils your curriculum needs
- Understanding of your centre’s statutory requirements linked to UNCRC
- A broader, better-informed understanding of the world, how our lives in Scotland are connected to people’s lives in other countries
- Increased respect for diversity and a commitment to fairness and justice

Provider Aberlour Futures
Tutor Susan Jenkins or Kirsty Meldrum, Montgomery Development Education Centre

Date and Time

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<td>19 February 4 – 6.30pm</td>
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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker.
Childminders can book on any course at any tier.
Family Learning Awareness Raising

Duration  
2 hours

Suitable For?  
Tier 1, 2, 3

Course Content
• To raise awareness of Family Learning ethos and parental involvement in children’s learning
• To highlight the success of using parents as effective partners
• To suggest activities for involving parents
• To highlight useful resources that currently exist within Aberdeen City Council

Expected Outcomes
To raise awareness of the work and ethos of Family Learning in Aberdeen and highlight the impact parents have on their children’s learning.

Provider  
Family Learning Team

Tutor  
Family Learning Tutor

Date and Time

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Venue  
Balgownie 1, Conference Way, Aberdeen, AB23 8AQ

Cost  
£15.00 per person

Booking Arrangements
Please submit booking form to Family Information Service. Please see page 100 for contact details

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker. Childminders can book on any course at any tier.
The Role of the Childcare Worker

Duration 3 hours
Suitable For? Tier 2, 3

Course Content
This course will explore the skills and qualities required as a childcare worker and the responsibilities of the worker. The session will explore the impact of personal views and opinions upon practice. Participants will also discuss the importance and benefits of self-directed play and active learning for children’s development; and how to facilitate this.

Expected Outcomes
- Better understanding of skills, qualities, roles and responsibilities of the childcare worker
- Understand the importance of process rather than end product
- Gain confidence in supporting children’s play and development

Provider Aberlour Futures
Tutor Aberlour Futures Tutor

Date and Time

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<th>Term 1</th>
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Venue Balgownie 1, Conference Way, Aberdeen, AB23 8AQ
Cost £15.00 per person

Booking Arrangements
Please submit booking form to Aberlour Futures. Please see page 100 for contact details
Routes to a Qualification

The Right Award at the Right Level – Qualifications currently supported by AEYCP funding

You should take the opportunity to informally discuss your qualification requirements with your training provider who will guide you through the qualification maze and lead you to the right qualification for you.

<table>
<thead>
<tr>
<th>The Current Qualification Levels</th>
<th>Workforce Category</th>
<th>Qualifications Currently Supported by AEYCP Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2 (SCQF Level 6)</td>
<td>Support Worker</td>
<td>SVQ Children’s Care, Learning &amp; Development Level 2 SVQ Playwork Level 2 National Progression Award in Childcare &amp; Playwork</td>
</tr>
<tr>
<td>Level 3 (SCQF Level 7)</td>
<td>Practitioner</td>
<td>SVQ Children’s Care, Learning &amp; Development Level 3 SVQ Playwork Level 3</td>
</tr>
<tr>
<td>Level 4 (SCQF Level 8)</td>
<td>Lead Practitioner/ Practitioner</td>
<td>SVQ Children’s Care, Learning &amp; Development Level 4 SVQ Playwork Level 4 Units to fill the credit gap at Levels 7 and 8 should be discussed with your training provider. 120 credits at both Level 7 and 8 are required prior to starting the PDA at Level 9.</td>
</tr>
<tr>
<td>Graduate Level (SCQF Level 9)</td>
<td>Manager</td>
<td>BA Childhood Practice Modules PDA Childhood Practice can be accessed when 240 credits at Level 7 and 8 (120 at each level) have been achieved.</td>
</tr>
</tbody>
</table>

SSSC Registration

The Scottish Government has introduced required registration for all workers in day care of children services. The dates are as follows:

| As of 30 November 2010 all Managers and Lead Practitioners in Day Care of Children services were required to be registered |
| Application to be submitted to the SSSC | Date of required registration |
| Support Workers in Day Care of Children services | 31 December 2013 | 31 December 2013 |

| As of 30 September 2011 all Practitioners in Day Care of Children services were required to be registered |

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker. Childminders can book on any course at any tier.
Routes to a Qualification

Childhood Practice: Manager Qualifications at Degree Level (SCQF Level 9)

There will be two routes to qualification –

- **The University Route**  
  BA Childhood Practice  
  **Provided by Aberdeen University**  
  Duration: 3 - 6 years completion depending on entry level and number of transferable credits  
  Cost: £225 per 15 credits  
  Please submit application to Programme Administrator BACP  
  bacp@abdn.ac.uk

- **The SQA Route**  
  Professional Development Award: Childhood Practice  
  **Provided by The Children’s House**  
  Duration: Will vary according to previous qualifications undertaken and current credit rating  
  Cost: £450 per unit  
  For further information please contact The Children’s House  
  admin@childrenshouse.org.uk

Preparing for SCQF Level 9 Qualification

Your Target 360 Credits

Reaching Your Target of 360 Credits

SVQ in Children’s Care Learning & Development and Playwork at Levels 3 and 4 contain a diverse range of option units which cover areas of competence in all aspects of working with children and families.

AEYCP Workforce Development and Training SAG will identify appropriate clusters of SVQ Units to create opportunities for staff to build up SCQF Credit Points at Levels 7 and 8 (SVQ Level 3 and 4).
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 setting up training, candidates will be charged for non-attendance unless 7 days prior notice is given. If you are unable to attend, a colleague may attend in your place. If this is the case we need to be advised with as much notice as possible.

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 814803
Email fis@aberdeen.gov.uk

Tier 1 = Manager/Lead Practitioner. Tier 2 = Practitioner. Tier 3 = Support Worker.
Childminders can book on any course at any tier.
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 101.

**Please note:** Due to the costs involved with setting up training, candidates will be charged for non-attendance unless 7 days prior notice is given. If you are unable to attend, a colleague may attend in your place. If this is the case we need to be advised with as much notice as possible.
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>Age</th>
<th>Staff member 1</th>
<th>Staff member 1</th>
<th>Staff member 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Telephone No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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>Age group working with</th>
<th>Staff member 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Worker</td>
<td></td>
</tr>
<tr>
<td>Practitioner</td>
<td></td>
</tr>
<tr>
<td>Lead Practitioner</td>
<td></td>
</tr>
<tr>
<td>Manager</td>
<td></td>
</tr>
<tr>
<td>Childminder</td>
<td></td>
</tr>
<tr>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td>Pupil Support Assistant</td>
<td></td>
</tr>
</tbody>
</table>

Signature

Date

Tier 1 = Manager/Lead Practitioner.
Tier 2 = Practitioner.
Tier 3 = Support Worker.

Childminders can book on any course at any tier.
Development Officer Support Team
Contact Details

Aberdeen Early Years and Childcare Partnership (AEYCP)
Grace Brown
Co-ordinator
Balgownie 1, Lower Ground Floor
Conference Way
Aberdeen
AB23 8AQ
Tel: 01224 814501
Email: graceb@aberdeencity.gov.uk

Scottish Childminding Association (SCMA)
Elaine Herron
Development Officer
Balgownie 1, Lower Ground Floor
Conference Way
Aberdeen
AB23 8AQ
Tel: 01224 814739
Email: elaine.herron@childminding.org

Aberlour Futures
Elaine Crawford and Muriel Milne
Early Years and Childcare Development Officers
Balgownie 1, Ground Floor
Conference Way
Aberdeen
AB23 8AQ
Tel: 01224 814516 or 01224 814766
Email: Elaine.Crawford@aberlour.org.uk
Muriel.Milne@aberlour.org.uk

Scottish Pre School Play Association (SPPA)
Vicky Carter
Project Manager
Balgownie 1, Lower Ground Floor
Conference Way
Aberdeen
AB23 8AQ
Tel: 01224 814622
Email: vicky.carter@sppa.org.uk

Association of Quality Nurseries in Scotland (AQNS)
Jan Davidson
Tel: 07824445834
Email: aqns@btconnect.com

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@vsano.org

Family Information Service
Balgownie 1, First Floor
Conference Way
Aberdeen
AB23 8AQ
Tel: 01224 814803
Email: fis@aberdeencity.gov.uk

Pre School Education Team
Balgownie 1, First Floor
Conference Way
Aberdeen
AB23 8AQ
Tel: 01224 814654 or 01224 814827
Email: eytraining@aberdeencity.gov.uk

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Childminders can book on any course at any tier.
Where to Find Us -
Training Provider and Venues For Training

1) Aberlour Futures
Balgownie 1, Ground Floor
Conference Way
Bridge of Don
Aberdeen
AB23 8AQ
Tel: 01224 814500
Email: futures@aberlour.org.uk

2) Pre School Education Team
Balgownie 1, First Floor
Conference Way
Bridge of Don
Aberdeen
AB23 8AQ
Tel: 01224 814654
Email: eytraining@aberdeencity.gov.uk

3) The Children’s House
55 – 57 Queen’s Road
Aberdeen
AB15 4YP
Tel: 01224 317155
Email: admin@childrenshouse.org.uk

4) Primrosehill Family Centre
8 Sunnybank Road
Aberdeen
AB24 3NG
Tel: 01224 814500
Email: futures@aberlour.org.uk

5) Satrosphere
179 Constitution Street
Aberdeen
AB24 5TU
Tel: 01224 814654
Email: eytraining@aberdeencity.gov.uk

Tier 1=Manager/Lead Practitioner. Tier 2=Practitioner. Tier 3=Support Worker.
Childminders can book on any course at any tier.
Notes

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Notes

Tier 1 = Manager/Lead Practitioner. Tier 2 = Practitioner. Tier 3 = Support Worker. Childminders can book on any course at any tier.
Information on services for children and young people?

telephone 01224 814803
email fis@aberdeencity.gov.uk
text 07825 053136
www.aberdeencity.gov.uk/fis

(All enquiries are confidential)