

Training Bulletin

Issue 5

March 2009

Childcare Strategy Team



Welcome to the latest issue of our Training Bulletin.

Isn't it fantastic to see the new buds on the trees, the lighter evenings, hear the chirp of the birds and the growing number of Post it Notes on my desk!!

It has indeed been a hectic time in the training department since the last newsletter. We have had numerous training courses covering the core training as well as some additional sessions namely Mindstretchers - who did indeed stretch our minds!

We have also had two of our best practice seminars which have been a huge success - thanks to all who have attended! More information is given about these in the newsletter.

I have also re-introduced evaluation forms for each training session which I collate and use to feed my bi-monthly reporting on attendance and impact of training. The impact of training will be further measured by the introduction of a three part evaluation. The first part of this will be appearing in your confirmation letters in the very near future.

The Training Needs Analysis also proved to be a huge piece of work, the results of which can be found on page 2. This however has resulted in me being able to plan training for the next year.

So all things considered- it has indeed been hectic! I look forward to what the next quarter will bring!

Fiona Ballie
Training Development Officer

Online CPD

In the course of the coming week, if you have given us your details, we will be sending you a login and password to allow you to access our CPD online service. This is a fantastic service for all **non local authority employees** to book all our training courses online. You will also be able to keep track of your CPD record and develop a training plan for yourself.

If you are a local authority employee or do not have access to the internet do not fear! You will still be able to book training courses as explained on page three.

Food Hygiene Distance Learning

Following the success of the distance learning Food Hygiene course we offered in this training period, we have decided to offer a further 15 places in the period April – June.

This is a self study course, where the books are sent directly to your home for you to study at your own pace. Approximately six weeks after the books are sent out, you must attend a 40 minute multiple choice exam.

These places will be offered on a first come first served basis. To book your place, please phone the admin team on 01738 472350 and submit a CPD1/CC1 (further information on the page 3).

Please note that a cancellation fee of £45 will be charged to candidates failing to show for an exam.

For further information please contact:
Community Wing
Perth Grammar School
Perth
PH1 5AZ
Tel: 01738 472350 (note new number)
Email:
Childcare@perthgrammar.pkc.sch.uk



Training Needs Analysis Feedback

Thanks go to those of who completed our Training Needs Analysis (TNA). We received 100 completed returns which is almost 15% of the non local authority Childcare workforce in Perth and Kinross. The responses given in the TNA will drive the training programme for the coming year. The following are the **main** needs/findings which have been identified under each of the seven questions on the TNA:

Training required to perform current jobs (% of respondents)

A Curriculum for Excellence	20%
Moving and Handling	7%

Training required to progress in your career

Happy in Present Post	38%
Move to Supervisory role	10%
Move to nursery	7%
Become ECP	4%
PKC Childcare settings	4%

In which areas of your job are you most confident?

Working with children	45%
Communicating with parents	30%
Planning Activities	15%
Childcare	15%

Areas where individuals need further support/knowledge/information?

Birth to Three	11%
Developments in Early Years	10%
Behaviour Management	6%

Favoured form of training delivery

Training Courses	58%
Peer Support	22%
Resource Packs	17%
Work Shadowing	15%

Do you receive staff appraisals?

Yes	49%
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Core Training Requirements

Risk Assessment	33%
Child Protection	32%
First Aid	31%
Food Hygiene	28%
Infection Control	19%

Qualifications identified for professional development?

Back fill Level 7 & 8	15%
SVQ 3	14%
PDA	8%

Based on the responses received we have planned to run the following core training courses over the coming year (course descriptors are on the following page):

- First Aid
- Child Protection
- Food Hygiene
- Infection Control
- Risk Assessment
- Distance Learning Food Hygiene



In line with the results of the TNA and the publication of the Early Years Framework, throughout the year we will offer training/information on a variety of aspects which impact on the Early Years, particularly birth to three.

Training will be delivered in a variety of ways, predominantly through attendance at training courses. However, we will be offering some distance learning opportunities over the year and hopefully resource packs. I have also included a series of web addresses with this newsletter containing various online resources and free training opportunities.

We will also endeavour to support those individuals who wish to progress in their career on a priority basis as per the table below.

Category 1	Qualification is required for registration with SSSC for their current permanent post
Category 2	Qualification is required for registration with SSSC for their current temporary/supply post
Category 3	Staff identified for promotion needing an advanced level of qualification
Category 4	Those seeking employment within the sector
Category 5	Those seeking Continuing Professional Development Opportunities

In addition to the above, we will organise events and opportunities which will allow the workforce to share best practice and learn from each other.

I have also sourced free online downloadable resources focussing on Early Years activities: Eco Schools, Arts and Crafts to name but a few. A large number of free online training courses focussing on a range of areas, four of which are detailed on page 5, have been sourced in response to the TNA.

If you would like the full list of web addresses to access these opportunities, please email to Childcare@perthgrammar.pkc.sch.uk and I will send them off to you.

You will, as always, be kept up to date in coming Newsletters. Once again, many thanks to all who provided us with the information to allow us to put this together for you.

Core Training Descriptors

Our Core Courses are as follows:

Child Protection: Introduction to Safeguarding Children and Young People

(To be renewed every year)

- Awareness of definitions and indicators of abuse
- Understanding the roles and responsibilities
- Arrangements for consultation within our own agencies/organisations
- How to refer concerns

Infection Control

(To be renewed every 2-3 years)

- Preventing the spread of infections
- Vaccines used
- Legislation
- Elements of safe practice

Food Hygiene

(To be renewed every 3 years)

- Food Poisoning and bacteria
- Hygiene Control
- Personal hygiene
- Pest Control
- Kitchen design & layout
- Temperature Control
- Cleaning and disinfection

First Aid

(To be renewed every 3 Years)

- Accidents in the home / nursery
- Incident management
- Disorders of breathing / resuscitation
- Disorders of the brain
- Wounds & bleeding
- Shock / anaphylaxis / internal bleeding
- Burns & scalds
- Injuries to bones / soft tissues
- Miscellaneous conditions

Risk Assessment

Aims

- Introduction to Managing Safely
- What is a hazard?
- What is a risk?
- Assessing risks
- Controlling risks
- Completing the paperwork
- Investigating accidents and incidents



Change to Booking Procedures

As many of you are aware, we often have long waiting lists for courses which is frustrating for all concerned. To help address this, we have revised our booking procedure.

Only provisional bookings can now be taken over the phone, you must also submit one of the enclosed forms, either a CPD1 (council employees) or a CC1 (non council employees) to the Childcare Strategy Team for approval for each training course you wish to attend.

If you do not submit a CPD1/CC1 form you will not be allocated a place on the desired course. Only once this form has been received and your application approved will you receive confirmation of your place on a course. This system will help us not only prioritise places but also track individual's CPD. Closing dates for the submission of these forms are detailed on the training calendar at the back of this newsletter.

If you are using the online booking system, there is no need to submit one of the above forms as confirmation of your place is done through the CPD Co-ordinator, either myself or Helen Smout.

Completed forms can be faxed (01738 446871) or posted into the Community Wing, Perth Grammar School, Gowans Terrace, Perth PH1 5AZ.

Resource Library

Following on from the results of the TNA we have recently updated our resource library. The following are just some of the new texts which are now available in the library.

- Help Your Boys Succeed
- Taking The Stress Out Of Bad Behaviour
- ADHD
- Autistic Spectrum Disorders
- Epilepsy
- The Value Of Play
- Childminder's Guide to play....
- The Inside Guide To Being A Childminder
- Understanding Children's Challenging Behaviour
- Understanding Child Development
- Planning and Play in the Early Years
- Shaping Early Childhood
- Early Childhood Studies
- Thinking Children: Learning about Schemas

When you come to use the library, please obtain a registration form from reception (if don't already have a new library card) and you will be issued with our lending policy AND a shiny new library card!

Seminar Feedback

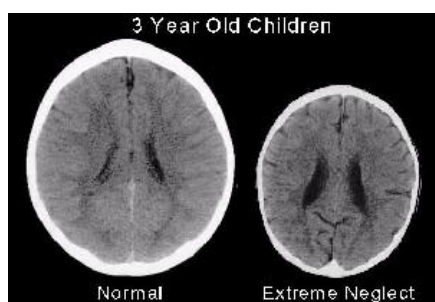
Many thanks to all who have attended our Best Practice Seminars. I am sure you will agree that these have both been fantastic sessions.

Birth to Three: Parents Matter 27th January

George Hosking from WAVE (Worldwide Alternatives to Violence) Trust gave a powerful, awe inspiring, at times hard hitting and thought provoking presentation designed to influence how we support our youngest children to provide them with the very best start in life.

His presentation focussed on

- The importance of forming positive relationships with our youngest children attune to their emotional needs
- The need for effective communication and interaction with children
- The need for an understanding of brain development.



The main theme which ran through the veins of the presentation was early intervention, interagency working and focussing on outcomes for children and families. All of which tie in with the work being undertaken through the Perth and Kinross Parenting Strategy.

Involving Parents in their Children's Learning 5th March

Dorothy Caddell from the University of Edinburgh gave a very detailed presentation of the models of best practice. She has had many years of research in this field and presented us with a wealth of information.

Her presentation focussed on the following

- Partnership with Parents - Why bother?
- The home as an environment supportive of children's learning
- Expectations and reality: the voice of fathers
- "Oh I never thought of that!" - Building on prior knowledge and experience.

The over arching outcome of this seminar was the importance of us as professionals knowing our parents. The parting thought of Dorothy's presentation was particularly apt "We are already involved with the parents because they are involving us in their child's education!" How true!

Both of these seminars then led to fantastic discussions which examined our current practice and gave us the opportunity to learn from colleagues working in different situations and settings.

We still have one seminar to run in our Best Practice series;

Integrated provision for Children and Families

Thursday 23rd April

6.30-9.30pm

The Queens Hotel

This, like the previous seminars is sure to be a very successful event. If you would like to attend and have not already booked your place, please contact the admin team on 01738 472350.

New Team Contact Numbers

As some of you may be aware, we have recently changed our telephone system so that each person on the team now has a direct dial number, as detailed below. We also have a new central office number.

01738 472350.

Name	Post	Tel
Fiona Ballie	Training Development Officer	472356
Rhona Dewar	Childcare Co-ordinator (Playgroups)	472357
Lesley Gillies	Childcare Information Officer	472351
Susan Johnstone	Childcare Development Officer	472358
Lynsey Kidd	Childhood and Parenting Development Officer	472359
Lorraine Mailer	Parenting Services Co-ordinator	472366
Shona O'Connor	Area Childcare Co-ordinator	472361
Sarah Patterson	Lead Practitioner - Playstart	472367
Helen Roach	Area Childcare Co-ordinator	472362
Elaine Rose	Development Support Worker (OOSC)	472363
Sarah Ross	Lead Practitioner - Playstart	472364
Yvonne Skillin	Development Support Worker (Parenting)	472365
Helen Smout	Childcare Manager	472355

Lorraine McIntosh	Admin Assistant	472353
Dorothy Miller	Clerical Assistant (P/T)	472354 472352
Sarah Kelly	Clerical Assistant (P/T)	
Eileen Kenyon	Clerical Assistant (P/T)	
Joanna Kaniewska	Clerical Assistant (P/T)	

Online Training Opportunities from TNA

The following details four of the many free online training opportunities which were identified as a result of the Training Needs Analysis. There are many more opportunities which we can send you. Please email us at Childcare@perthgrammar.pkc.sch.uk and we will send the full list to you.

Positive Behaviour in the Early Years

Outcomes:

- What is the extent and nature of behaviour difficulties among children in early years and early primary settings?
- What strategies do parents and practitioners use to promote positive behaviour?
- What practices can be identified by staff and parents as successful in relation to supporting transitions from nursery/pre-school to school?
- What effective approaches to training and support can be identified for staff in early years settings?

Available all the time

<http://www.ltscotland.org.uk/cpdscotland/cpdfind/oppdetails.asp?inst=3096>

Click on Access sample materials

Taking Learning Outdoors

Outcomes:

- Improved knowledge and understanding of how taking learning outdoors can support a Curriculum for Excellence.
- Improved awareness of the successful practice taking place and the opportunity to reflect on how it may be adapted to suit your establishment.
- Opportunity to be inspired by the outdoor learning experiences of pupils and staff from across the country.

Available all the time

<http://www.ltscotland.org.uk/cpdscotland/cpdfind/oppdetails.asp?inst=1943>

Click on Access sample materials

The Role of Play in Children's Learning

On completion of this unit you will have:

- examined the place play has in the curriculum framework/guidance or documents most relevant to your setting
- considered various definitions of play
- explored ideas about the value of play and adults' attitudes towards play
- considered play in your setting and attempted to access children's perceptions of play
- explored issues such as gender and play and children's right to play.

Available all the time through the Open University

<http://openlearn.open.ac.uk/course/view.php?id=2641>

Parents and Toddlers: Teaching and learning at home

On completion of this unit you should be able to:

- discuss how children's early experiences with their parents/caregivers, siblings and peers contribute to the learning of new skills and problem-solving techniques;
- understand how parents/caregivers use talk and play in informal teaching and learning exchanges with toddlers and young children to communicate social and cultural practices;
- understand key psychological and educational theories and concepts relating to children's social development and mental growth;
- appreciate the features of effective teaching used by parents and other adults in informal learning settings such as the home;
- appreciate why researchers rely on detailed observation of video-data to develop an understanding of the psychological processes that take place during teaching and learning interactions between young children and their parents/caregivers.

Available all the time

<http://openlearn.open.ac.uk/course/view.php?id=3344>



TRAINING SESSIONS April – June 2009

COURSE CODE	DATE	TITLE	TIME	PRESENTER	VENUE
CST 122	Wednesday 22 April 2009 Closing Date 8 April	Risk Assessment	7.00pm – 9.30pm	Helen Smout	Community Wing Perth Grammar
CST 116	Thursday 23 April 2009 Closing Date 9 April	Integrated Provision for Children and Families Seminar	6.30pm – 9.30pm	Jacque Fee	Queens Hotel, Perth
CST 123	Wednesday 6 May 2009 Closing Date 22 April	Child Protection	6.30pm – 9.30pm	Shona O'Connor	Community Wing Perth Grammar
CST 120	Thursday 14 May 2009 & Thursday 21 May 2009 Closing Date 30 April	First Aid	6.45pm – 9.45pm	St Andrews Ambulance Association	Community Wing Perth Grammar
CST 124	Monday 18 May 2009 Closing Date 4 May	Infection Control	6.30pm – 9.30pm	Perth College	Community Wing Perth Grammar
CST 126	Thursday 28 th May 2009 Closing Date 14 May	Asthma, Allergies and Epi Pen	6.30pm- 8.30pm	Helen Donald, NHS Tayside	Community Wing Perth Grammar
CST 121	Wednesday 3 June 2009 Closing Date 20 May	First Aid	9.30am – 4.30pm	St Andrews Ambulance Association	Community Wing Perth Grammar
CST 119	Saturday 6 June 2009 Closing Date 23 May	Birth to Three Follow Up Session - Nurture through Nature	9.30am – 12.30pm	Niki Buchan Mindstretchers	Community Wing Perth Grammar
CST 125	Monday 22 June 2009 Closing Date 8 June	Food Hygiene	9.30am – 4.30pm	Scottish Meat Training	Scottish Meat Training, Needless Road, Perth

Please note that there is no fee for any of the following courses however a cancellation charge may be applicable (details below).

All CPD1/CC1 forms MUST be sent to us by the closing date shown above.

Please telephone the Childcare Strategy Team if you wish to book a provisional place.

Tel 01738 472350

E-mail childcare@perthgrammar.pkc.sch.uk

If you have requested and been allocated a place on a First Aid Course or a Food Hygiene Course and fail to advise us of your cancellation within TWO FULL working days of the course date you will be recharged £45 for the cost of the course.