



Childcare and Early Years Training Directory

Last Update: August 2019

CONTENTS

Introduction	2
Icons	2
Bookings & Cancellation	3
Network Meetings	4
Owners & Managers Meetings	5
Headteachers Briefings	5
Cluster Meetings (Moderation)	5
Training Directory	6
Useful Links	14

INTRODUCTION

Dear Participant,

This Training Directory is a comprehensive guide to the Early Years and Childhood training offered by the Government of Jersey teams and associated colleagues. Included in this document are details to those courses and links to external training providers.

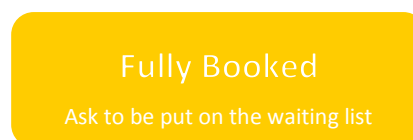
These Continuing Professional Development (CPD) opportunities are provided to support quality development and maintaining compliance with Statutory Requirements. We hope that by bringing the offer together, it will assist your planning for staff development and fulfil your requirements as a registered provider.

ICONS

Any mandatory training will be identified with the Mandatory icon.



The Training Directory is regularly updated and therefore fully booked training will be identified with this icon.



BOOKINGS & CANCELLATION

To secure bookings, send the Booking Form below with your details to the Enrolment Contact detailed on each course. When Settings Managers are enrolling staff members, it is the staff member's email address that is to be provided.

Booking Form

Training name:	
Session Date & Time:	
Attendee(s) name:	
School / setting name (if applicable):	
Attendee(s) email address:	

Once booking requests have been received and processed, the relevant course provider / organisation will send an email confirming your place. Make sure to note the training details in your calendar as reminders are **NOT** necessarily sent out.

Waiting List

If a course is full, you can request to be put on a waiting list. You will be contacted should places become available or regarding the next available session.

Parking Permits

Should parking permits be required, these will be emailed directly to attendees nearer the training date.

Cancellation & Non-Attendance Fee

If your schedule changes and you cannot keep your booking, please contact the relevant course provider / organisation immediately so they may accommodate those on the waiting list.

If a booking is not cancelled with at least 48 hours notice or an attendee do not attend without prior notification, a £25 Non-Attendance fee will be charged directly to the setting employing the individual or if you are a childminder, it would be invoiced to you.

NETWORK MEETINGS

*No booking required but apologies are appreciated

For practitioners working with children...

BIRTH - 3

Target Audience	Autumn 2019	Spring 2020	Summer 2020
Baby / Toddler room Team Leaders / Deputies & Childminders	23 October 2019 18.30 - 20.30 Education Dept. Committee Room	26 February 2020 18.30 - 20.30 Education Dept. Committee Room	17 June 2020 18.30 - 20.30 Education Dept. Committee Room

3 – 5 YEARS OLD

EYFS BRIEFING & OPEN CLASSROOM

Target Audience	Autumn 2019	Spring 2020	Summer 2020
Pre-school Team Leaders & School EYFS Leads	17 September 2019 15.30 – 17.00 Grand Vaux	25 February 2020 15.30 – 17.00 First Tower	21 May 2020 15.30 – 17.00 Trinity School

CHILDHOOD 3 – 12 YEARS OLD

BEFORE / AFTER SCHOOL CLUBS, HOLIDAY CLUBS & ACTIVITY CLUBS

Target Audience	Autumn 2019	Spring 2020	Summer 2020
Team Leaders & Deputies	6 September 2019 9.30 - 11.00 am Education Dept. Committee Room	7 January 2020 9.30 - 11.00 am Education Dept. Committee Room	21 April 2020 9.30 - 11.00 am Education Dept. Committee Room

OWNERS & MANAGERS MEETINGS

*No booking required but apologies are appreciated

Target Audience	Autumn 2019	Spring 2020	Summer 2020
Whole Sector Owners & Managers	16 October 2019 9.30 - 11.30 am Education Dept. Committee Room	13 February 2020 9.30 - 11.30 am Education Dept. Committee Room	18 June 2020 9.30 - 11.30 am Education Dept. Committee Room

HEADTEACHERS BRIEFINGS

*No booking required but apologies are appreciated

Target Audience	Autumn 2019	Spring 2020	Summer 2020
Primary Headteachers	Paper Update	Paper Update	5 June 2020 9.00 - 10.30 am Education Dept. Committee Room

CLUSTER MEETINGS (MODERATION)

*No booking required but apologies are appreciated

These meetings aim to support Reception practitioners with Moderation.

Target Audience	Spring 2020	Summer 2020
Reception Teachers	Eastern Cluster 2 March 2020 16.00 – 17.00 St Luke’s Primary School	Eastern Cluster 12 May 2020 16.00 – 17.00 Grouville Primary School
Reception Teachers	Western Cluster 4 March 2020 16.00 – 17.00 La Moye Primary School	Western Cluster 13 May 2020 16.00 – 17.00 Les Landes Primary School

NEW TO EYFS (EARLY YEARS FOUNDATION STAGE)

This training is for teachers and practitioners new to teaching in the EYFS. It involves a commitment to 2 full days training, 2 setting/school visits and a mini project that will be presented and celebrated at the final session. It will include follow up development visits, providing opportunities to see good practice in other schools. The training will be delivered and supported by members of the Early Years Advisory Team (EYAT) to ensure that ongoing CPD is provided.

Target audience: Teachers and practitioners new to teaching in the EYFS

Course leaders: Julie McAllister (CEYS) & Early Years Advisory Team (EYAT)

Cost: Free

Date, Time & Venue: See below details

Enrolment contact: CEYS – CEYS@gov.ie

Induction session - Tuesday 9 July 2019, 15:30 – 16:30, St Saviour’s School

- Outline of the course
- Preparing for your new cohort – routines and expectations
- Setting up the environment and resources to support effective practice
- Summer reading

Day 1 – Wednesday 2 October 2019, 9:00 – 15:30, PDC Room A

- an introduction to the EYFS
- using Development Matters
- an introduction into the importance of Well – Being and Involvement in the EYFS

Day 2 – Thursday 9 January 2020, 9:00 – 15:30, PDC Room A

- the role of the adult
- the importance of effective interactions
- writing quality observations
- Continuous provision

Presentation & Mini Celebration – Thursday 12 March 2020, 13:00 – 16:00, Education Dept. Committee Room

FACILITATING GOOD PRACTICE IN THE 0-2 AGE RANGE

This course will be focused on identifying needs, facilitating good practice and the prime areas of learning and development in the 0-2 age range as these are fundamental to all areas of learning and development. It will help you consider the unique child in your positive interactions and to reflect on how to use the environment to enable children to Explore, Engage with and Experience in order to maximise their involvement and wellbeing. It should also support you in recognising children that may need additional professional input. In order to support your learning we will examine typical development through the use of videos, case studies and observations. We would like you to use your knowledge gained in the first three sessions to complete a reflective task in your setting to share with other practitioners during session four.

This is a 4 session commitment of 2 hours per session therefore it does require investment from the individual interested in attending.

All sessions need to be attended in order to receive a certificate of attendance. The sessions are as follows:

- Session one - Communication and Language
- Session two - Physical development and sensory needs
- Session three - Personal, social and emotional development
- Session four - Sharing the impact of your learning on your everyday practice

Private and States settings have priority for places, however if there are spaces left they can be filled by Childminders and Accredited Nannies. Childminders and Accredited Nannies should contact Billie Gosselin on 449399 or at INCLUSION@GOV.JE three weeks before the course date to see if there is a space for them to attend.

Target audience: Early Years practitioners working within the 0-2 range *Limited number to two practitioners per setting

Course leaders: Jane Bravery & Cat Farnon (EYIT), Julie McAllister (CEYS), Jennifer McDonald (SaLT), Kirstin Davies & Sharon Bull (Health)

Cost: Free

Date, Time & Venue:

First cohort

Wednesday 11 September 2019, 18:00 - 20:00, PDC room A

Wednesday 25 September 2019, 18:00 - 20:00, Child development centre at Overdale

Wednesday 9 October 2019, 18:00 - 20:00, PDC room A

Wednesday 6 November 2019, 18:00 - 20:00, Child development centre at Overdale

Second cohort

Wednesday 26 February 2020, 18:00 - 20:00, PDC Room A

Wednesday 11 March 2020, 18:00 - 20:00, Child development centre at Overdale

Wednesday 25 March 2020, 18:00 - 20:00, PDC Room A

Wednesday 22 April 2020, 18:00 - 20:00, Child development centre at Overdale

Enrolment contact: inclusion@gov.je

SAFEGUARDING & CHILD PROTECTION



This six hour course is mandatory for those people working in registered settings. The course gives an insight into what safeguarding is and how to recognise the different areas of abuse that children and young people may be at risk from. The course also covers how to manage a disclosure, and where and who to go, if you suspect a child or young person is being abused.

This mandatory training only needs to be attended once then followed up with annual updates.

Target audience: All practitioners without previous safeguarding certification

Course leaders: Alison Goguelin, Teresa Blackburn and Rebecca Roxburgh (CEYS)

Cost: Free

Date, Time & Venue:

**2 separate sessions held on either*

Thursday 26 September 2019 – 9:30 – 16:00, Education Dept. Committee Room

Friday 22 November 2019 – 9:30 – 16:00, Education Dept. Committee Room

Enrolment contact: CEYS – CEYS@gov.ie

SUPERVISOR TRAINING

This training provides an overview of the placement requirements for Highlands College's students and activities they need to carry out to achieve objectives. These students will be studying either the JPQ or the level 3 Diploma in Childcare. Following feedback from the sector, three separate sessions have been identified across the year to link with different terms, provide insight of subjects learnt and share information on the curriculum. To support practitioners' working schedule, early morning and late afternoon sessions are offered.

Highlands College is grateful to all settings releasing staff members responsible for supporting their student's development and learning.

Target audience: Practitioners supporting childcare students from Highlands College

Course leaders: Lorna Morgan

Cost: Free

Date, Time & Venue:

Thursday 26 September 2019, 8:30 – 9:00 **OR** 17:00 – 17:30, Highlands College

Thursday 30 January 2020, 8:30 – 9:00 **OR** 17:00 – 17:30, Highlands College

Thursday 21 May 2020, 8:30 – 9:00 **OR** 17:00 – 17:30, Highlands College

Enrolment contact: Lorna.Morgan@highlands.ac.uk

UNDERSTANDING BEHAVIOUR IN THE EARLY YEARS

The Early Years Area SENCOs will explore behaviour and discuss models for examining behaviour. We will consider how behaviour can be the expression of underlying needs and what young children may be trying to communicate through their behaviour. We will also explore the interactions between the adult, child and the environment. This will be achieved through examining case studies, observations and practical tasks.

Private and States settings have priority for places, however if there are spaces left they can be filled by Childminders and Accredited Nannies. Childminders and Accredited Nannies should contact Billie Gosselin on 449399 or at INCLUSION@GOV.JE three weeks before the course date to see if there is a space for them to attend.

Target audience: All practitioners

Course leaders: Jane Bravery & Cat Farnon

Cost: Free

Date, Time & Venue: Thursday 4 October 2019, 9:15 – 12:00, PDC Room A
Tuesday 9 October 2019, 17:45 – 20:15, PDC Room B

Enrolment contact: inclusion@gov.je

EYFS CURRICULUM DEVELOPMENT FOR PHYSICAL DEVELOPMENT

With a moderation focus on Physical Development and Maths for 2019-20 this training will focus on Physical Development and the aspects of Moving and Handling and Health and Self-care.

The PM session will focus more closely on the Early Learning Goals which will be 'unpicked' and exemplification will further develop an understanding of the expectations.

The twilight session will focus more generally on the expectations for Nursery age children 3-4 year olds.

Target audience: PM session: Reception teachers and EYFS Leads

Twilight session: For all EYFS Practitioners and Childminders

Course leaders: Julie McAllister

Cost: Free

Date, Time & Venue:

Thursday 24 October 2019, 13:00 – 15:30, Education Dept. Committee Room

Thursday 24 October 2019, 18:30 – 20:30, Education Dept. Committee Room

Enrolment contact: CEYS@gov.je

EARLY YEAR'S TRAINING - 'MAKING IT REAL' **Making it REAL**

This is an exciting opportunity to undertake 'Making it REAL' training. The two day training will be delivered by the NCB supported by Education and JCCT. It begins with a two consecutive days, followed two network meetings (at no cost to your setting). During the three month period, the participants will undertake a project, chosen by them, which enables them to use and embed their learning in their work with families. Each setting will receive a bursary of £300 to spend on resources for the project work.

For more information about 'Making it REAL', visit <http://www.ncb.org.uk/ecu/making-it-real>.

Target audience: Early Years' Practitioners and teachers working with 2 to 5 years old.

Course leaders: Dr Cathy Hamer

Cost: Free

Date, Time & Venue:

**This training consists of 2 sessions and both need to be attended*

Thursday 10 October 2019, 9:00 – 16:00

Friday 11 October 2019, 9:00 – 16:00

Enrolment contact: Kate Elston – Kate@JCCT.org.ie

HELICOPTER STORY

The Helicopter Stories approach harnesses the power of storytelling to inspire powerful learning outcomes in key curriculum areas such as Communication and Language, Personal, Social and Emotional Development and early compositional skills in Writing.

Two sessions have been arranged for staff new to the approach and a follow-up twilight session for practitioners and teachers who trained last year. The latter will be an opportunity to recap, refresh, ask questions and share best practice.

Target audience: EYFS practitioners and teachers within the private or states sector

Course leaders: Sally Veale (from [Ash Grove Academy](#))

Cost: Free

Date, Time & Venue:

**FOR STAFF NEW TO HELICOPTER STORIES, 2 separate sessions held on either*

Wednesday 6 November 2019, 9:00 – 15:00, Samarès School

Thursday 7 November 2019, 9:00 – 15:00, Samarès School

**FOR STAFF WHO TRAINED LAST YEAR, 1 twilight session held on*

Tuesday 5 November 2019, 15:30 – 17:00, Education Dept. Committee Room

Enrolment contact: Lisa Cashion – L.Cashion@gov.ie

BASIC PLAYWORK COURSE: AN INTRODUCTORY WORKSHOP

The aim of this training is to increase the knowledge and understanding of “what play is” and also how to support it.

Objectives:

- Understanding play
- Putting theory into practice within your role
- Knowledge and understanding of Play theories
- Explore the Play cycle and its “mechanics”
- How to manage behaviour (positive interactions) appropriately and consistently
- Knowing yourself as a practitioner
- Knowing your role in Health and Safety

Target audience: Mostly practitioners new to working with children in a play based setting and existing unqualified staff

Course leaders: Alison Goguelin

Cost: Free

Date, Time & Venue:

**This training consists of 2 sessions and both need to be attended*

Wednesday 13 November 2019, 9:30 – 14:00, Education Dept. Committee Room

Friday 6 December 2019, 9:30 – 14:00, Education Dept. Committee Room

Enrolment contact: CEYS@gov.je

DESIGNATED SAFEGUARDING LEADS

These termly updates are essential for all Designated Safeguarding Leads in registered settings to ensure knowledge and understanding is maintained.

Target audience: All Designated Safeguarding Leads in registered settings

Course leaders: Alison Goguelin (CEYS) & Shirley Dimaro (Education Safeguarding Lead)

Cost: Free

Date, Time & Venue:

**3 separate sessions, each held respectively in autumn, spring and summer*

Thursday 14 November 2019, 15:30 – 17:00, Education Dept. Committee Room

Thursday 5 March 2020, 15:30 – 17:00, Education Dept. Committee Room

Thursday 2 July 2020, 15:30 – 17:00, Education Dept. Committee Room

Enrolment contact: CEYS@gov.je

ATTACHMENT IN THE EARLY YEARS

We will explore Attachment theories and consider the impact of inconsistent patterns of attachment on the holistic development in young children. We also explore helpful approaches that may help the relationship between the young child and their carer/ teacher.

Private and States settings have priority for places, however if there are spaces left they can be filled by Childminders and Accredited Nannies. Childminders and Accredited Nannies should contact Billie Gosselin on 449399 or at INCLUSION@GOV.JE three weeks before the course date to see if there is a space for them to attend.

Target audience: All practitioners

Course leaders: Jane Bravery & Cat Farnon

Cost: Free

Date, Time & Venue:

**2 dates available*

Tuesday 14 January 2020, 9:15 - 12:15, Venue TBC

Tuesday 21 January 2020, 17:45 - 20:15, Venue TBC

Enrolment contact: inclusion@gov.je

EYFS CURRICULUM DEVELOPMENT FOR MATHEMATICS

With a moderation focus on Physical Development and Mathematics for 2019-20 this training will focus on Mathematics and the aspects of Number and Shape, space and measure.

The PM session will focus more closely on the Early Learning Goals which will be 'unpicked' and exemplification will further develop an understanding of the expectations.

The twilight session will focus more generally on the expectations in Mathematics for Nursery age children 3-4 year olds.

Target audience: PM session: Reception teachers and EYFS Leads

Twilight session: For all EYFS Practitioners and Childminders

Course leaders: Julie McAllister

Cost: Free

Date, Time & Venue:

Thursday 30 January 2020, 13:00 – 15:30, Education Dept. Committee Room

Thursday 30 January 2020, 18:30 – 20:30, Education Dept. Committee Room

Enrolment contact: CEYS@gov.je

Virtual College provides online training and learning management software.

Target audience: All practitioners

Course leaders: E-Learning (online training)

Cost: Various

Date, Time & Venue: Online

Enrolment contact: <http://www.virtual-college.co.uk/> & A.Lewis2@gov.je via the booking instructions below:

- 1- Go to <http://www.virtual-college.co.uk/>
- 2- Choose course
- 3- Email Alison Lewis (A.Lewis2@gov.je) and provide the following information:
 - Course Name
 - Name of attendee
 - Position (either Childminder or role within the setting)
 - Name & address of setting / Childminder address
 - Manager name (if applicable)
 - Manager / Childminder email address

Notes:

- Individual members of staff cannot book their own training.
- Setting Managers/Childminders are responsible for bookings and any communication regarding online training will be sent to them including invoices which will be provided on a quarterly basis for payment to be arranged.
- Most courses are priced online at £15 or £30 but would be charged at a cost of around £8. This is due to the Education Department negotiating a discounted rate. There are however some exceptions, one being the Food Hygiene Level 2 which shows as £15 but would be charged at £13.50 because it is City and Guilds accredited.
- Should you like to book courses from the £15.00 - £30.00 price bracket, contact Gail in the first instance a discounted rate may be negotiable with Virtual College.

JERSEY'S CHILDREN FIRST - RIGHT HELP RIGHT TIME

Jersey's Children First is a Jersey-specific practice framework that joins together current good practice to continuously improve the quality and value of our work with children, young people and families. A multi-agency training programme has been developed for over 4,000 people who work with children and families in Jersey. This includes people who work for the Government of Jersey, parishes and voluntary and community sectors.

Target audience: All practitioners

Course leaders: Jersey's Children First team

Cost: Free

Date, Time & Venue: Various, see below course names. For further details, visit the Jersey's Children First website

<https://www.gov.je/Caring/JerseysChildrenFirst/Pages/GuidancePractitioners.aspx#anchor-5>

Enrolment contact: Via Eventbrite by visiting the Jersey's Children First website above. Any queries can be emailed to jerseyschildrenfirst@gov.je

- 1 Introduction to Jersey's Children First (3 hours)
- 2 Jersey's Children First Essentials (1 full day or 2 x 2.5 hour twilights sessions)
- 3 Using and Sharing Chronologies (3 hours)
- 4 Role and Responsibilities of the Lead Worker (3 Hours)

USEFUL LINKS

Mandatory and Quality Development training available through other agencies:

<p>A2E – Emergency Response Training Services http://www.a2e.ie/</p>	
<p>First Response – http://www.firstresponsejersey.com/</p>	
<p>Jersey Child Care Trust https://www.jcct.org.ie/</p>	
<p>Jersey Safeguarding Partnership Board https://safeguarding.ie/</p>	
<p>Le Mourier Swim School http://lemourier.co.uk/save/</p>	
<p>Enjoy2train http://www.enjoy2train.ie/ https://www.facebook.com/enjoy2train/?ref=bookmarks</p>	
<p>NSPCC Learning https://learning.nspcc.org.uk/</p>	
<p>Research in Practice https://www.rip.org.uk/</p>	
<p>St John's Ambulance http://www.stjohnambulancejersey.com</p>	