

Western Area Childcare Partnership



TRAINING NEWSLETTER

Review of WACP's Training Programme April 2008 — March 2009

From April 2008 to March 2009, the WACP provided the following training for childcare workers in the Western Board area:

- **5 Health & Safety in Childcare Premises Seminars.** These were facilitated by Environmental Health Officers from the 5 District Councils in the Western Board area. A total of 107 people attended these seminars.
- **1 Using Puppets Workshop:** 11 people attended.
- **2 Staff Induction, Supervision and Appraisals Courses:** 41 people attended.
- **2 Creativity Workshops:** 41 people attended.
- **5 Paediatric First Aid (Full) Courses:** 123 people attended these
- **4 Food Safety Courses:** 71 people attended these courses.
- **3 Paediatric First Aid (Refresher) Courses:** 62 people attended.
- **1 Pre-school Behaviour Management Seminar.** This seminar was facilitated by Ms Paula Hegarty, Senior Educational Psychologist, WELB. A total of 26 people attended.
- **3 Introduction to Home-based Childcare Courses:** 22 people attended.
- **1 Managing Children's Behaviour Course:** 22 people attended.
- **1 A 'Play-Led' Approach to Learning Seminar:** 33 people attended.
- **2 Managing Behaviour**

in Early Years Seminars. These seminars were facilitated by Ms Paula Hegarty, Senior Educational Psychologist, WELB. A total of 48 people attended.

- **3 User Involvement Courses:** 26 people attended.
- **2 Selection and Recruitment Seminars.** These seminars were facilitated by Mr Jim McCarter of Labour Relations Agency. A total of 17 people attended.
- **1 Diversity in Play Course:** 22 people attended.
- **3 Outdoor Play Courses:** 38 people attended.
- **1 Observation and Planning for Pre-School Provision Course:** 16 people attended.

Special points of interest:

- **Review of WACP's 2008/09 Training Programme**
- **Apprenticeships NI**
- **Labour Relations Agency—Seminars & Workshops**
- **NICVA—Events & Training Courses**
- **Volunteer Development Agency Training Courses**
- **Conferences**
- **WACP's Training Programme 2009/10**

Over the year a total of 757 people attended the 41 courses and seminars that were run.

Apprenticeships NI

ApprenticeshipsNI is a Department for Employment and Learning (DEL) programme. It offers you the opportunity to train in your chosen occupational area and employers the chance to develop a highly motivated and committed workforce. The cost of directed training is met by DEL.

The *ApprenticeshipsNI* training aims to provide participants of all ages (no longer restricted to 16-24 yrs) with the opportunity to

get Level 2/3 qualifications. The Apprentice, in paid employment from day one (minimum of 21 contracted hours per week), will work towards achieving an industry-approved Level 2/3 Apprenticeship Framework, which includes an NVQ, a Technical Certificate and Essential Skills.

The *ApprenticeshipsNI* provision offers a diverse range of training and the opportunity to gain nationally recognised qualifica-

tions, giving participants the necessary skills needed for their chosen career.

Over 100 apprenticeships are currently available. For example, participants may wish to consider Children's Care, Learning and Development (CCLD), Computer Science, Business and Administration and Accounting, as well as traditional trades. Employers contribute by providing quality training in the workplace, by supporting the apprentice's learning and by paying a wage that is relative to the industry

rate for the job. By offering apprenticeships, employers will find it easier to recruit and retain the right people for their business. The person may be an existing employee wishing to follow an apprenticeship perhaps in his/her current role.

For further information, please visit:

www.apprenticeshipsni.info

Or call the Department's freephone helpline number on:

Tel: 0800 085 4573

Labour Relations Agency—Seminars & Workshops

Fair Recruitment and Selection

Good practice in recruitment and selection can result in a more effective, better motivated workforce. Labour turnover and absence can be reduced and allegations of discrimination avoided.

This seminar covers the relevance of legislation and associated Codes of Practice in key areas including:

- Discrimination
- Union membership/non-membership
- Less favourable treatment
- Criminal records
- Data protection
- Immigration.

The seminar will help you to ensure that your recruitment and selection process is built on good practice.

Delivery Date: 10 Sept 2009

Time: 10:00 am—12:30 pm

Managing Absence from Work—Disciplinary or Capability issue?

- Is your organisation experiencing significant extra cost due to sickness payments?
- Are you paying overtime to cover absent employees?
- Do you have to take on and pay temporary staff to cover absent employees?
- Are high absence levels affecting morale in your organisation?

If your answer to any of the above questions is YES, then this seminar is for you. Come along and find out how to deal with absence and its effects fairly and consistently.

Delivery Date: 10 Nov 2009

Time: 10:00 am—12:00 noon

The following details apply to all Labour Relations Agency seminars and workshops:

Venue: Labour Relations Agency, 1-3 Guildhall Street, LONDONDERRY, BT48 6BJ

Further information:

Contact Workshop/Seminar Co-ordinator on (028) 7126 9639

Or book online at: www.lra.org.uk

Conducting Employment Investigations

This seminar is designed to cover the main issues which need to be addressed when conducting an employment investigation, for example in relation to alleged misconduct. Recent case law has demonstrated that the investigation process will be subject to a reasonableness test if the issue eventually goes to an industrial tribunal.

This seminar is open to anyone who has an interest in or the potential to be involved in an employment investigation such as human resource officers/managers, trade union representatives, line managers, employees or employers.

Delivery Date: 21 Oct 2009

Time: 10:00 am—12:30 pm

Taking the fear out of handling Discipline and Grievance

- Do you have the knowledge, skill and confidence to deal with discipline and grievance issues?
- Have you experienced problems dealing with discipline and grievance issues that have ended up at tribunal?

Come to this seminar and find out about good practice in dealing with disciplinary and grievance issues.

Delivery Date: 27 Oct 2009

Time: 10:00 am—12:30 pm

Managing in an Economic Downturn

This seminar is aimed at small employers, employees and their representatives who may have to face or deal with a potential redundancy situation.

It will address issues such as:

- The legal definition of redundancy
- Alternative strategies to avoid redundancies
- Redundancy policies and procedures
- Alternative work and trial periods
- Payments due
- Insolvency
- Counselling or other assistance.

Delivery Date: 19 Nov 2009

Time: 10:00 am—12:00 noon



Implementing the High/Scope Approach

What is High/Scope?

High/Scope is a well established approach to early childhood education and care which is underpinned by developmental and learning theory and by long term research over a 40-year period. It is an approach which identifies and builds on children's interests and abilities and is used internationally in a variety of settings.

Who is the course for? The course is designed for those working with young children aged 3–6 years who wish to begin to use the

High/Scope approach in Playgroup, Nursery School, Primary School and Day Care settings.

What does the course offer? The course offers participants the opportunity to discuss and reflect on the theory, principles and practice which underpin the High/Scope Curriculum.

The course consists of 12 full-days' training delivered over a 12-month period to enable participants to gradually introduce the Curriculum into their setting, with assignments set at the end of each day. At the

end of the course, the trainer will carry out a site visit to each setting. On successful completion of all these course requirements participants will receive a High/Scope Ireland Certificate of Implementation.

Course Cost: £1,100 per person.

For further information contact: Elaine Sterritt, Early Years North West Office, Unit 1 The Glenaden Complex, Trench Road, Londonderry, BT47 2US. Tel: 028 7131 3004. Mobile; 077 4094 6329. E-mail:

elaines@early-years.org

'Nutrition Matters' Training

What is 'Nutrition Matters'? This document was produced by the HPANI to give guidance on healthy eating for children under 5 who are in child care.

Who is the training for?

The training is aimed at **community or voluntary organisations** offering childcare where snacks or meals are provided. Staff working in crèches or playgroups etc are invited to attend the training.

What is included in the training? Basic weaning advice, healthy eating for under 5s, fussy eaters, special dietary needs and preparing a nutrition policy will all be included in the training.

Who will deliver the training?

The Community Food and Nutrition Team will deliver the training and each organisation attending will receive a copy of the Nutrition Matters document.

How long is the training and where will it be held?

The training session lasts ½ a day and will be held as locally as possible - subject to demand. There will be no charge for the training.

Interested? Then contact Ann Gallen or Claire Holmes at the Health Action Zone office on 028 7188 0221. Or e-mail either Ann.Gallen@westerntrust.hscni.net or Claire.Holmes@westerntrust.hscni.net.

Delivery Date: 5 Oct 2009

Time: 9:15 am—4:30 pm

Venue: Coleraine

Delivery Date: 13 Oct 2009

Time: 9:15 am—4:30 pm

Venue: Cookstown Enterprise Centre, Derryloran Industrial Estate, COOKSTOWN

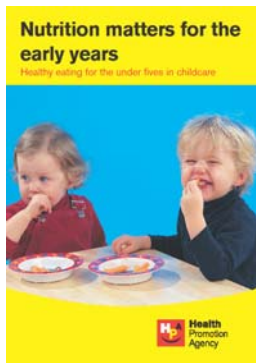
Delivery Date: 26 Oct 2009

Time: 9:15 am—4:30 pm

Venue: Spectrum Centre, Shankill Road, BELFAST

For further information visit the website: <http://www.youngpeopleandmoney.co.uk/>. Tel: (028) 9023 1120 or e-mail:

ypam@citizensadvice.co.uk



Young People and Money

Young People and Money has been developed by the Financial Services Authority (FSA) in partnership with Citizens Advice and leading youth charity, Fairbridge. Produced with young people in mind specifically those not in education, employment or training (NEET), the programme aims to empower young people by improving their financial awareness and capability.

Paid for by the FSA, **Young People and Money** is a free, one day training course that delivers financial capability

training to those working with 'NEET' young people. The course is designed to improve their confidence by better equipping them to support their young people in becoming financially capable. Free materials designed to support participants and their organisations are given on the day.

Delivery Dates: 28 Sept 2009 & 8 Dec 2009

Time: 9:15 am—4:30 pm

Venue: The Millennium Community Outreach Centre, 400 Springfield Road, BELFAST

Parenting Apart Programme

This FREE 4-week programme is aimed at parents who have separated, are separating, divorced or thinking of divorce. The workshops will provide practical advice and guidance on what children need to know, and what parents can do to meet their children's needs.

Delivery Dates: 3, 10, 17 & 24 Nov 2009
Time: 7:00 pm—9:00 pm



Venue: The Aisling Centre, 37 Darling Street, ENNISKILLEN, BT74 7DP

Delivery Date: 6, 13, 20 & 27 Oct 2009
Time: 7:00 pm—9:00 pm

Venue: The ARC Healthy Living Centre, Sallyswood, IRVINESTOWN, BT94 1HQ

For further information contact: Sharon Clarke on 028 9031 0891 or via e-mail: sharonc@pachelp.org

NICVA Events and Training Courses:

Building Community Assets

Facilitated by NICVA and Charity Bank, this event is targeted at voluntary, community and social economy groups who are considering purchasing community assets and wish to find out more to help inform their decision.

The event will enable you to gather specialist information from outside of the voluntary and community sector and well as to network with others in a similar position as yourself.

Delivery Date: 15 Sept 2009

Time: 9:45 am—1:00 pm

Cost: £20 for members
£30 for non-members

For further information contact:

Georgie Finlay at NICVA tel: 028 9087 7777 or email georgie.finlay@nicva.org

Conflict Handling and Negotiation

Participants will be guided through the stages in the development of conflict.

Participants will also look at techniques to minimise or eliminate the conflict in the workplace.

Delivery Date: 15 Sept 2009

Time: 10:00 am—4:00 pm

Cost: £75 for members
£110 for non-members



E Campaigning and Advocacy

This session will explore the potential of the internet to motivate campaigners and get your message across to decision makers.

It will examine how voluntary and community organisations can make the most of on-line tools such as YouTube and e-petitions.

Delivery Date: 17 Sept 2009

Time: 10:00 am—1:00 pm

Cost: £50 for members
£70 for non-members

Strategic Planning in the Recession

This session will help participants manage change in the workplace.

It will also cover the main elements involved in strategic planning - what should be in a strategic plan, strategic planning tools, examining vision, mission and values and devising SMART objectives.

Delivery Date: 22 Sept 2009

Time: 10:00 am—4:00 pm

Cost: £75 for members
£110 for non-members

Managing Stress in the Workplace

This session will look at what stress is, how to recognise stress in ourselves and others and finding ways of overcoming stress in the workplace.

Delivery Date: 29 Sept 2009

Time: 10:00 am—4:00 pm

Cost: £75 for members
£110 for non-members

Winning Contracts

Winning Contracts is a 3-day programme for organisations making or intending to make competitive bids for grants and service contracts.

The programme workshops will provide important information on tendering processes and will enable participants to develop and practice proposal-writing skills. Each participant will increase their ability to achieve higher scoring bids by understanding the processes used in public procurement.

The workshops will look at ways you can help your organisation to develop an effective approach to meeting the needs of funders and avoid the type of basic mistakes that often rule out or undervalue an otherwise comprehensive bid for a grant or contract.

The objectives of the programme are to:

- Improve knowledge and awareness of public procurement processes
- Increase the capacity of participants to collaborate and/or compete with other organisations (across sectors) in bidding for and securing tendered service contracts
- Develop the ability to produce a credible and winnable proposal in response to an invitation to tender and terms of reference issued by a third party organisation
- Improve communication and influencing skills.

Delivery Dates: 1, 8 & 28 Oct 2009

Time: 9:30 am—4:30 pm

Cost: £500 for members
£700 for non-members

Marketing Your Organisation

This course will give participants the skills to apply a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) to their organisation, and to describe and apply the four elements of the marketing mix within the context of their work.

It will also explain why the marketing concept is relevant within the context of the voluntary and community sector.

Delivery Date: 14 Oct 2009

Time: 10:00 am—1:00 pm

Cost: £50 for members
£70 for non-members

Managing and Assessing Risk

Risk management is an important tool in ensuring the efficient and successful operation of voluntary and community organisations, regardless of their size or nature.

This session should introduce voluntary and community organisations to risk assessments and managing risk.

By the end of the session you should be able to highlight the benefits of risk management, develop risk management procedures, identify risks and carry out a risk assessment, analyse risks, draw up an action plan to deal with risks and monitor and review your action plan.

Delivery Date: 22 Oct 2009

Time: 10:00 am—1:00 pm

Cost: £50 for members
£70 for non-members

Making the Most of Your Community Assets

This event is targeted at voluntary, community and social economy groups who managing community assets in the urban areas of Northern Ireland. The event has been organised by NICVA in association with Charity Bank, Social Economy Network and UCIT.

The event will enable you to network with others running similar projects as yourselves; give you the opportunity to hear from three other successful projects; and find out more about the support that's out there.

Delivery Date: 27 Oct 2009

Time: 9:45 am—12:45 pm

Cost: £20 for members
£30 for non-members

For further information contact:

Georgie Finlay at NICVA tel: 028 9087 7777
or email georgie.finlay@nicva.org

The following details apply to all NICVA events and training courses, unless otherwise stated:

Venue: NICVA, 61 Duncairn Gardens, BELFAST, BT15 2GB.

For further information contact: Roisin Kelly at NICVA tel: 028 9087 7777 or email roisin.kelly@nicva.org. Or book online at: www.nicva.org



A Question of Trust? - How to Get Trusts to Fund You

This course will raise the possibility of being funded by independent grant-making trusts and foundations.

There are still plentiful funding opportunities from grant-making trusts, even in a recession, however applicants will have to raise their game.

The session will also give an overview of the grant-making trust sector and how to identify funders for your own organisation and projects. It will explain what grant-making trusts look for in funding applications and how you can stand out above of the crowd.

Delivery Date: 4 Nov 2009

Time: 10:00 am—1:00 pm

Cost: £50 for members
£70 for non-members



Train the Trainers

This 3-day programme is for anyone hoping to facilitate training in the workplace.

It would also be useful for practising trainers to refresh and update their skills. Participants will consider the characteristics of a good trainer and look at how people learn differently. Participants will draw up a timed session plan, structure a training session using support materials, utilise evaluation techniques and deliver a timed session to other participants.

Delivery Dates: 10, 17 & 30 Nov 2009

Time: 10:00 am—4:00 pm

Cost: 330 for members
£480 for non-members



Equality & Diversity Workshops

PlayBoard is delivering 2 interactive and informative workshops for childcare workers, dealing with children aged 4-14, who want to learn more about Equality & Diversity issues.

These workshops will also help you with your personal communication skills as you will have the opportunity to voice your opinions, interact with others in a relaxed and safe environment and most importantly feel good about yourself!

Working in Partnership and Collaboration

This workshop will use participatory methods to take a straightforward look at Partnership and Collaborative Working, provide clarity around the language and terminologies used within this area of work.

It will also enable groups to understand the potential benefits and risks of a wide range of partnering arrangements. The workshop includes exploring a suggested process for identifying potentially suitable partners and how to develop sustainable working arrangements.

Delivery Date: 12 Nov 2009

Time: 10:00 am—1:00 pm

Cost: £50 for members
£70 for non-members

Managing Staff

This session describes a framework for managing the performance of staff including supervision and appraisal. This session is now fully booked. An additional session is now available on 3 September 2009.

It also covers how to give feedback and tips for how to deal with difficult situations.

Motivation of staff is a key part of supporting them and this session will outline motivation theories and give an opportunity for participants to share ideas.

Delivery Date: 8 Dec 2009

Time: 10:00 am—1:00 pm

Cost: £50 for members
£75 for non-members

Getting to Know You Workshop

Delivery Date: 30 Sept 2009

Accepting Others Workshop

Delivery Date: 8 Oct 2009

Time (for both workshops): 6:45 pm—9:30 pm

Venue (for both workshops): Killyhevlin Hotel, ENNISKILLEN, BT74 6RW

For further information contact: Tina Murphy on 028 6775 1816 or 00353 87 7404212.

Volunteer Development Agency Training Courses and Events:

Free Volunteering Strategy Consultation Event

This free public consultation event hosted by the Department for Social Development will provide an opportunity for participants to have an overview of the contents of the Volunteering Strategy consultation document. It will also provide an opportunity to engage in discussion on the issues and to provide feedback to the Department. Each session is scheduled

to last 3 hours.

Date: 14 Sept 2009

Time: 9:30 am—12:30 pm

Venue: Verbal Arts Centre, Stable Lane, DERRY

Date: 16 Sept 2009

Time: 6:30 pm—9:30 pm

Venue: South West College, Burn Road, COOKSTOWN

Date: 18 Sept 2009

Time: 9:30 am—12:30 pm

Venue: Silverbirch Hotel, 5

Gortin Road, OMAGH, BT79 TDH

Date: 21 Sept 2009

Time: 9:30 am—12:30 pm

Venue: NICVA, 61 Duncairn Gardens, BELFAST, BT15 2GB

For further information contact:

Paula Hackett on (028) 9081 8305 or e-mail:

paula@volunteering-ni.org.



Recruitment and Selection of Volunteers

Are you responsible for recruiting volunteers? Want to find out more about good practice in attracting and selecting volunteers for your programme?

This **2-day** course explores the principles and procedures for the effective recruitment and selection of volunteers. It provides volunteer managers with practical information and advice to support them in attracting volunteers to appropriate roles.

Developing appropriate

roles for volunteers in line with the organisation's objectives, and following fair, efficient and consistent recruitment procedures for all potential volunteers are important tasks for volunteer involving organisations.

Effectively carrying out these tasks can assist you in benchmarking against or working towards accreditation for the **Investing in Volunteers Quality Standard for Volunteer Management**.

Venue: VDA, 129 Ormeau Road, BELFAST, BT7 1SH.

For further information contact:

Paula Hackett on (028) 9081 8305 or e-mail:

paula@volunteering-ni.org

Dates: 7 & 14 Oct 2009

Time: 9:30 am—4:30 pm

Venue: The Fermanagh Trust, Fermanagh House, Broadmeadow Place, ENNIS-KILLEN, BT74 7HR

For further information contact:

The Fermanagh Trust on 028 6632 0210 or e-mail:

info@fermanaghtrust.org

Introduction to Managing Volunteers

This **2-day** course is for those people who are responsible for managing volunteers in their organisations and resolving any difficulties that may arise through involving volunteers. It aims to explore the principles and procedures for the effective management and motivation of volunteers.

This course gives participants the opportunity to consider:

- attitudes and values to

volunteer involvement in their organisation;

- reasons people volunteer (evidence);
- the value of management tools in volunteer management.

Using clear and fair policies and procedures in managing volunteers; taking account of their varying support needs and being aware of the need to give volunteers recognition are important tasks for volunteer managers.

Effectively carrying out these tasks can assist you in benchmarking against, or working towards accreditation for the **Investing in Volunteers Quality Standard for Volunteer Management**.

Dates: 8 & 15 Oct 2009

Time: 9:30 am—4:30 pm

Venue: VDA, 129 Ormeau Road, BELFAST, BT7 1SH

For further information contact:

Paula Hackett on 028 9081 8305 0210 or e-mail:

paula@volunteering-ni.org





Investing in Volunteers Free Information Session

Investing in Volunteers is the UK quality standard for all organisations which involve volunteers in their work.

Whether your volunteer programme is well established or just developing, Investing in Volunteers offers you a benchmark of 55 practices of effective volunteer management - an invaluable FREE resource for ALL volunteer involving organisations!

The Investing in Volunteers Standard also offers organisations the opportunity to take their commitment to quality a step further. By being assessed against the standard an organisation can publicly demonstrate its commitment to volunteering.

The Volunteer Development Agency supports organisations through the award in Northern Ireland and to date 13 organisations have already received the award. With funding made available through the Building Change Trust, the Volunteer Development Agency is coming to your area to deliver a free information session about Investing in Volunteers.

Attend this information session to find out more about:

- what the Investing in Volunteers standard covers;
- how to benchmark your own volunteer practices;
- what's involved in achieving accreditation against the standard;
- how the Volunteer De-

velopment Agency can support you to take this further within your organisation.

Date: 30 Sept 2009

Time: 10:00 am—12:30 pm

Venue: Omagh Volunteer Centre, 2nd Floor, Community House, 2 Drumragh Avenue, OMAGH, BT78 1DP

Date: 30 Sept 2009

Time: 2:15 pm—4:30 pm

Venue: Fermanagh Volunteer Centre, Broadmeadow Place, ENNISKILLEN, BT74 7HR

For further information contact:

Sandra Adair on 028 9081 8304 or e-mail: investinginvolunteers@volunteering-ni.org

Time Banking Free Information Workshop

Time Banking is an exciting new tool for community development and active citizenship in Northern Ireland.

Two groups which have experience of setting up and running Time Banks in Scotland are facilitating **FREE** workshops on two

dates.

Date: 8 Oct 2009

Time: 2:00 pm—4:30 pm

Venue: Fermanagh House, Broadmeadow Place, ENNISKILLEN, BT74 7HR

For further information contact:

Maeve Donaghy on 028

6605 0000 or e-mail: Maeve-Donaghy@vsb.org.uk

Date: 9 Oct 2009

Time: 11:00 am—1:30 pm

Venue: VDA, 129 Ormeau Road, BELFAST, BT7 1SH

For further information contact:

Christine Irvine on 028 9081 8332 or e-mail: Christine@volunteering-ni.org

Keeping Safe: Awareness Raising Workshop in Child Protection

This is a **2-day certificated training course** for those working directly with children and young people.

It will cover:

- Awareness of child protection issues
- Developing child protection procedures
- Creating safe environments

- Management of activities.

It will assist voluntary organisations and community groups with developing and/or reviewing their child protection policies and procedures to ensure they meet current child protection standards.

Dates: 17 & 24 Oct 2009 &

Time: 9:30 am—4:30 pm

Venue: The Fermanagh Trust, Fermanagh House, Broadmeadow Place, ENNISKILLEN, BT74 7HR

For further information contact:

The Fermanagh Trust on 028 6632 0210 or e-mail: info@fermanaghtrust.org



Child Protection Training for Management Committees

Are you a member of a voluntary management committee? Does your organisation provide activities for children and/or young people? Are you aware of your responsibility to provide a safe environment for the children/young people? Are you aware of the current legislation and guid-

ance in relation to this responsibility?

If any of the above applies to you, you will find this course very useful and informative.

Dates: 10 Oct 2009 & 20 Feb 2010

Time: 10:00 am—4:30 pm

Venue: The Fermanagh Trust, Fermanagh House, Broadmeadow Place, ENNISKILLEN, BT74 7HR

For further information contact:

The Fermanagh Trust on 028 6632 0210 or e-mail: info@fermanaghtrust.org

Designated Officer Training

This is a **1-day certificated training course** for Designated and Deputy Designated Child Protection Officers.

All participants must have completed a Child Protection training course prior to attending this training.

The objectives of this training are to provide:

- knowledge of the legal context within which they work
- an understanding of the role and responsibilities

of a Designated Officer

- knowledge of Social Services structure
- exploration of attitudes towards abuse and neglect
- exploration of issues and concerns around referrals and sharing information.

Date: 12 Nov 2009

Time: 10:00 am—4:30 pm

Venue: North West Volunteer Centre, 22 Bishop Street, Derry, BT48 6PP

For further information contact:

The North West Volunteer Centre on 028 7127 1017 or e-mail: seanna@volunteeringnorthwest.co.uk

Date: 16 March 2010

Time: 10:00 am—4:30 pm

Venue: Causeway Volunteer Centre, 14 Killowen Court, Killowen Street, COLERAINE

For further information contact:

Causeway Volunteer Centre on 028 7035 8285 or email info@causewayvc.org



Conferences:

'Exploring the Great Outdoors' Conference

The Early Years Health Promotion Project of the Sligo and Leitrim County Childcare Committees is hosting this conference.

Outdoor play is so important for children and through this conference the project aims to support childcare workers and parents in making outdoor play

accessible to all children and making them aware of the benefits of outdoor play.

This conference is aimed at childcare workers, parents and anyone with an interest in this area. Workshops on the day will include Planting, Outdoor Art & Outdoor Play for Children with Disabilities plus much more.

Date: 26 Sept 2009

Time: 9:30 am—4:30 pm

Venue: Castle Dargan, Ballygawley, Co Sligo.

For further information contact:

Sheila Ryan on 00 353 71 9148860 or e-mail: sheilaryan@sligochildcare.ie

'Time for Play' Conference

PlayBoard's Annual Play Conference, 'Time for Play', will investigate play and leisure across a range of key themes, in a bid to improve our understanding

of play and leisure outcomes for children, young people and communities.

Date: 21 & 22 Oct 2009

Time: 9:00 am—5:40 pm

Venue: Armagh City Hotel, Armagh.

For further information contact:

Lisa O'Connor on 028 9080 3380 or e-mail: lisa.oconnor@playboard.co.uk



WACP's Training Programme March 2009 — April 2010



Between March and June 2009, the following seminars were run for the WACP:

- **2 Risk Assessment Made Easy Seminars** in Enniskillen and Omagh. These were facilitated by Environmental Health Officers and were attended by 34 childcare workers.
- **1 Pre-school Behaviour Management Seminar** in Omagh. This seminar was facilitated by Ms Paula Hegarty, Senior Educational Psychologist, WELB. A total of 19 people attended.
- **1 Selection and Recruitment Seminar** in Londonderry. This seminar

was facilitated by Mr Jim McCarter of Labour Relations Agency. A total of 7 people attended.

- **1 Managing in an Economic Downturn Seminar** in Omagh. This seminar was facilitated by Mr Jim McCarter of Labour Relations Agency. A total of 6 people attended.

To date the tender and commissioning process is not complete but the courses being planned for September 2009—March 2010 are:

- Paediatric First Aid and Paediatric First Aid Refresher
- Food Safety and Food Safety Refresher

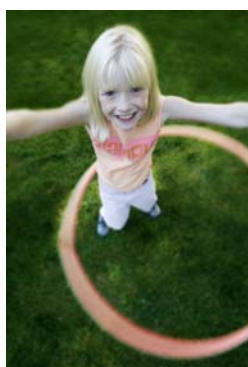
- Introduction to Home-based Childcare
- Staff Induction, Supervision and Appraisals
- Observations and Planning
- Storytelling
- Mathematics
- Observations and Interactions for Day Care Staff
- A 'Play-Led' Approach to Learning

A timetable will be issued and posted to the Western Childcare Partnership's website as soon as dates for the delivery of the training have been agreed (see www.childcare-west.org).

Paediatric First Aid Full and Refresher Courses

These courses will provide the trainee with the underpinning knowledge and understanding required to carry out first aid on babies and children. The courses will cover the following areas:

- Initial assessment
- Resuscitation (for babies up to 1 year old, children 1-8 years old and people over 8 years old)
- Choking in babies and children
- Recognise the dangers in an emergency situation
- Casualty management
- Managing an incident



- Recognise and respond to types of children's injuries (such as fractures, bleeding, eye injuries, stings, burns and scalds, poisoning, bites unconsciousness, shock, anaphylactic shock, electric shock and head, neck and back injuries)
- Recognise and respond to childhood illnesses, including febrile convulsions, extreme heat exhaustion, extreme exposure to cold, epilepsy, asthma, eczema, diabetes and meningitis
- Contents of First Aid boxes

- Recording and reporting of accidents and incidents.
- The full course will be a minimum of 12 hours and the refresher course 6 hours. Both the full course and the refresher course should lead to a certificate that will be valid for 3 years and ideally be competence based.

To be eligible for a place on the refresher course, you **MUST** hold a current and valid Paediatric First Aid Certification that is within 6 months of the expiry date prior to the commencement of the course.

Storytelling

This course is suitable for all staff working with young children.

The course aims to examine how story time is delivered

in the pre-school setting and how we can develop this to help children develop a love of books.

This course will provide the trainee with an understanding of why storytelling is an

important part of early childhood. It will also build the skills and competencies necessary to tell stories using a range of materials and to select appropriate books to support children's interest in books.

Food Safety Full and Refresher Courses

The full course will provide the trainee with an understanding of a wide range of key food safety issues, including the three main types of food safety hazard, their sources and methods of control. The trainee will learn how to store and handle food correctly, be

aware of common food pests and how to control them and the principles of cleaning and disinfection.

The refresher course is aimed at people who have previously achieved the Level 2 Award in Food Safety and whose certificate is running out of date. The

course aims to remind participants of their responsibilities towards food safety, keep their knowledge up-to-date and become aware of any changes in legislation.

To be eligible for a place on the refresher course, you MUST show evidence of holding a valid CIEH Level 2 Award in Food Safety.



Introduction to Home-based Childcare Course

This course will provide the trainee with an introduction to the role of the child-minder/childcarer and the registration process, including Health and Safety requirements and Child Protection policies and procedures.

The programme will cover the following subject areas:

- Providing a Safe and Healthy Environment
- Child Protection—Policies & Procedures
- Promoting Positive Behaviour
- Supporting Children’s Learning & Development

- Getting off to a Good Start.

Participants complete the above 5 modules and then complete a final module, which covers the following topics specific to their role:

- The Business Side of Childminding
- Becoming an Approved Home Childcarer.

Staff Induction, Supervision & Appraisals

This course will provide the trainee with an understanding of how to design and implement an appropriate staff induction programme, the essential skills of good management (supervision) on a day-to-day basis and how to introduce a simple

but effective way of appraising staff performance.

Participants will learn the benefits of staff induction for employers, employees and businesses, as well as what should be included in Induction.

Participants will also learn simple but effective ways of appraising staff performance.

The course will describe good practice on conducting supervision, including the role of the supervisor and that of the supervisee.

Observation and Planning for Pre-School Provision

This course is suitable for new staff working with children aged 3-5 years old in an early years setting, who have a basic understanding of child development.

This course will provide the trainee with the skills and knowledge required to ef-

fectively observe and plan to support children’s learning and development in a pre-school setting.

Participants will learn:

- The importance of documenting children’s learning

- To use relevant tools and resources to support children’s learning
- How to extend and progress play to challenge and stimulate children’s learning at a developmentally appropriate level.



Mathematics

This course is suitable for all staff working with young children.

The course aims to enhance participants’ awareness of early maths and explore the

opportunities which exist to develop these in young children.

This course will provide the trainee with an understanding of how to extend the mathematical experiences of children. It will build the

skills and competencies necessary to help children develop an awareness of number, order, shape, space, size, quantity, time, pattern and relationships through play and everyday activities, including songs, stories and games.

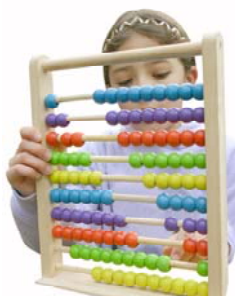
Observations and Interactions for Day Care Staff

This course is suitable for all Early Years Practitioners working in day care.

The course aims to promote an understanding of appro-

priate methods of observation and documentation of young children's learning and development.

Participants will examine supportive adult/child interactions and deepen their understanding of young children's feelings and behaviour.



A 'Play-Led' Approach to Learning

This seminar explores the delivery of early years learning from a play perspective. It will define a 'play-led' approach to learning and summarise the current state of research

into the link between learning and play. Participants will gain an understanding of the possible barriers and solutions to effective play provision.

The seminar will explore five important areas of educational development and provide a rationale from a play perspective. Participants will be provided with numerous practical examples of how to implement play-based learning.

Once the commissioning process for these courses has been completed and dates have been secured, childcare groups and childminders will be advised and a timetable will be posted on the Western Area Childcare Partnership's website.

If any additional courses are commissioned, childcare groups and childminders will also be notified of these and they will be added to the timetable on the website.

For further information contact the Training and Quality Development Officer. (See contact details at bottom of the page.)

Media Initiative for Children—Respecting Difference

The Media Initiative for Children (MIFC) was developed by Early Years—the organisation for young children (formerly NIPPA) and the Peace Initiatives (Pii, USA). It combines a series of cartoon media messages with the Preschool and Foundation Stage curricula. Together they aim to build a better understanding among children of physical, racial and cultural differences. Bullying behaviours and the inclusion of Traveller children are also addressed.

The training of early years practitioners to implement the programme is a vital component of this initiative

and much work has gone into the development of this. The training gives practitioners an opportunity to reflect on their own values, attitudes and prejudices as well as a chance to look in depth at the programme and is relevant to the whole staff team.

Settings will be given a follow up site visit to support them with implementing the programme. Engaging meaningfully with parents/carers and the development of a community outreach approach is another crucial component of the programme. Home-links exercises have been incorporated into the pro-

gramme as well as parents/carers workshops.

Dates: 21, 22 & 23 Sept 2009

Time: 9:30 am—4.00 pm

Venue: Silverbirch Hotel, 5 Gortin Road, OMAGH, BT79 7DH

Dates: 26, 27 & 28 Oct 2009

Time: 9:30 am—4.00 pm

Venue: Clooney Hall Centre, 36 Clooney Terrace, DERRY, BT47 6AR

Dates: 11, 12 & 13 Nov 2009

Time: 9:30 am—4.00 pm

Venue: Fir Trees Hotel, Dublin Road, OMAGH

For further information contact: Mary O'Reilly on 028 6634 2696



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