Waltham Forest Early Years

Early Years, Childcare & Business Development Service Training Programme

2022/2023

Contents

About

The Early Years, Childcare and Business Development Service Training Programme is for staff currently working at an Ofsted registered early education or childcare setting, school or as a registered childminder.

This training brochure provides details of information, training and advice that have being developed by the Early Years, Childcare and Business Development Service and tailored to help early years practitioners improve their practices in their settings and schools.

Our Training Approach

Early Years & Childcare Training will either be delivered as a packaged project or using a tiered approach.

The tiered approach is a single training subject consisting of three tiers – each tier should be engaged with in different stages. The tiered approach could be used as team or individual training.

Tier 1

This is a guidance document which should be read first as it includes key information and advice about the training subject. This should be read before moving onto Tier 2.

Tier 2

This is a recorded webinar which should be watched following reading the guidance document from Tier 1. This may be watched in staff meetings or individually.

Throughout the recorded webinar there will be opportunities to pause for thoughts or discussions if you are in a group. At the end of the webinar you will be prompted to create an action plan based on the information and advice you learnt about the training subject from the webinar. This should be accessed before moving onto Tier 3.

Tier 3

This should be booked onto after completing Tier 1 and 2. This will either be a virtual or face to face session facilitated by the early years professional who created the training, there will also be other early years professionals invited to offer their expertise.

The session will be an opportunity to share the outcomes of accessing the Tier 1 and 2 training, the action plan you created and implemented and a chance to ask and discuss any further queries about the training subject. The session will also be an opportunity to explore the training subject in depth.

Packaged Project Training

A packaged project is a set of training sessions focused on one subject area. Further details about how to access these packaged projects will be outlined when you click on the training subjects.

Training Guidelines: Booking, Cancellations, Payments, Evaluations and Certificates

How to book your training

All training can be booked on a first come first served basis through the online booking system. In order to access the booking portal, you will need to sign up here or login into your account. Once logged in, you will be able to access the training calendar or search for the training you are interested in booking.

In booking your place, please ensure that you are booking the appropriate member of staff on the course.

Checking your bookings

Once you have received your booking confirmation, you are responsible for checking that the information is accurate and alert the service to any errors.

Please check the course confirmation email for your booking status (confirmed, waiting list, awaiting confirmation).

For virtual training, delegates will receive the meeting link **3 days before** the training date. Email will be sent to the email address you have used for your booking.

If a generic setting/school email address has been used for the booking, this email should be passed on to the delegate who have booked on the training.

Course Information

Some of our training have course pre-requisite where delegates are expected to have read guidance documents or watched a webinar before attending the training session. Please read the course information before booking on the training session.

Some training sessions are delivered over a couple of sessions. In order to receive certificate of attendance, it is expected that the same delegate attends all the sessions to complete the course.

How to cancel and amend your booking

For **fee paying courses**, in order to cancel your booking without charge you will need to provide a **minimum of 7days notice** before the date of the course. Your cancellation email to EYtraining@walthamforest.gov.uk should specify the name of the course and candidate who will not be attending the course.

We will not actively seek an alternate candidate for a place cancelled within 7 days of the course but where there is a waiting list and we are able to fill the cancelled place we will waive the cancellation fee.

For **non-fee paying courses**, in order to cancel your booking, you will need to provide a **minimum of 5days notice** before the date of the course by email to EYtraining@Walthamforest.gov.uk

If there are any changes to your booking (such as change of delegate) please inform LBWF Early Years & Childcare Team as soon as possible at EYtraining@walthamforest.gov.uk. You could also amend your booking by logging into WF Traded Services.

If you are making changes on the day of the course to please inform the trainer at the start of the course so the register can be amended.

Maximum Number of Attendees per Setting

To ensure that training is accessible to all LBWF settings/schools, all training will stipulate the maximum number of attendees allowed per setting. This may be 1 delegate per setting or a maximum of 2delegates.

Fees

The course fees and training packages will be stated on each advertised course. Fees for settings registered with Ofsted within London Borough of Waltham Forest may vary from fees for proposed settings and external settings in some training.

How to Pay

Settings (Schools, Nurseries, Pre-Schools) registered in Waltham Forest will be invoiced for payment by Traded services team once training has been checked out of the shopping basket. This will typically be the following calendar month. Early Years settings will also have the option to pay by card should they wish to.

Childminders registered within the local authority, proposed Childminders and external settings will ONLY be able to make payment by card when booking fee paying trainings.

If you need further advice on paying your invoice, please contact wftsfinance@walthamforest.gov.uk ***Please note that failure to pay for invoices will prevent you from booking onto further trainings.***

Arrivals

Please ensure you arrive at least 10 minutes before the course start time to allow for registration. Please note that delegates arriving more than 20 minutes after the start time may be turned away to avoid disruption to the training delivery. Delegates wishing to leave before the end of the course will not be provided with a certificate of attendance. Should you wish to leave before the end of the course, do notify the trainer on your arrival.

Venues and Parking

Our training venues will be on the booking information. Some of the venues have free car park on a first come basis or parking can be found in surrounding residential areas or a pay and display parking can be found nearby. For further information regarding parking in Waltham Forest click here. Please note that if the training is being held at a school, delegates will need to bring a copy of their DBS along with them to the training or the DBS update number. Some venues/training may also require a Covid-19 Lateral Flow Test (LFT) to be done before attending the training session.

Evaluation Forms and Certificates

At the end of your course you will receive an email to complete an online evaluation form.

Once you have completed your evaluation, your certificate of attendance* will be emailed to you.

*Paediatric First Aid Certificate and Safeguarding Training Certificate will be sent to you once available.

Tier 3 Training (Virtual or Face to Face)

Click on Training Name to find out more or to book on

Training Code	Training Name	Date	Start	End	Venue
EYCBDS-0922-T002	Exploring Bilingualism and Speech, Language & Communication Needs For Childminders	15/09/2022	19:00	20:30	Online | WEB
EYCBDS-0922-T003	Exploring Bilingualism and Speech, Language & Communication Needs For Childminders	17/09/2022	10:00	11:30	Online | WEB
EYCBDS-0922-T004	Infectious Diseases (non-Covid) Webinar for Schools and Early Years Settings	27/09/2022	15:30	17:00	Online | WEB
EYCBDS-0922-T001	EYFS Vs SEND	28/09/2022	09:30	11:30	Online | WEB
EYCBDS-1022-T003	EYFS SEND Forum	05/10/2022	09:30	11:30	Online | WEB
EYCBDS-1022-T006	EYFS Vs SEND (Childminders Only)	08/10/2022	10:00	11:30	Online | WEB
EYCBDS-1022-T007	EYFS Vs SEND (Childminders Only)	13/10/2022	19:00	20:30	Online | WEB
EYCBDS-1022-T002	Early Years New to SENCO Training	14/10/2022	09:30	12:30	Online | WEB
EYCBDS-1022-T008	Infection Prevention and Control Webinar for Schools and Early Years Settings	18/10/2022	15:30	17:00	Online | WEB
EYCBDS-1022-T004	Early Years Making Sense of Autism Training	19/10/2022	16:00	18:00	Online | WEB
EYCBDS-1022-T005	The Early Years Leads Forum (EYFS Forum) Autumn Term	20/10/2022	10:00	12:00	Virtual Training
EYCBDS-1022-T001	Supporting Children with Speech, Language and Communication Difficulties (SLCD) (All Talk Project) (Session 1)	21/10/2022	09:30	12:00	Online | WEB
EYCBDS-1122-T002	Magic Behaviour Management Training	02/11/2022	09:30	12:30	Online | WEB
EYCBDS-1122-T004	Being Two Project (Session 1)	02/11/2022	10:00	12:30	Online | WEB
EYCBDS-1122-T005	Music In The Early Years - Creative and Leadership Skills for Nursery Teachers (EYSS) (Session 1)	07/11/2022	10:00	14:30	Walthamstow Community Hub (Orford Road) 18A Orford Rd Walthamstow, London E17 9LN

EYCBDS-1022-T001	Supporting Children with Speech, Language and Communication Difficulties (SLCD) (All Talk Project) (Session 2)	11/11/2022	09:30	12:00	Online	WEB
EYCBDS-1022-T006	Supporting and Extending Language and Communication For Childminders	12/11/2022	10:00	11:30	Online	WEB
EYCBDS-1122-T003	Early Years Good Autism Practice (Session 1)	16/11/2022	16:00	18:00	Online	WEB
EYCBDS-1122-T005	Music In The Early Years - Creative and Leadership Skills for Nursery Teachers (EYSS) (Session 2)	21/11/2022	10:00	14:30	Walthamstow Community Hub (Orford Road) 18A Orford Rd Walthamstow , London E17 9LN
EYCBDS-1122-T004	Being Two Project (Session 2)	23/11/2022	10:00	12:30	Online	WEB
EYCBDS-1122-T003	Early Years Good Autism Practice (Session 2)	23/11/2022	16:00	18:00	Online	WEB
EYCBDS-1022-T007	Supporting and Extending Language and Communication For Childminders	24/11/2022	19:00	20:30	Online	WEB
EYCBDS-1122-T001	Support4talk Drop-In- Sharing good practice (All Talk Project)	25/11/2022	09:30	10:30	Online	WEB
EYCBDS-1122-T003	Early Years Good Autism Practice (session 3)	30/11/2022	16:00	18:00	Online	WEB
EYCBDS-1222-T001	Early Years Making Sense of Autism Training	07/12/2022	09:30	11:30	Online	WEB
EYCBDS-1122-T004	Being Two Project (Session 3)	14/12/2022	10:00	12:30	Online	WEB
EYCBDS-0123-T005	Sing Our Story Song Project for EY practitioners (session 1)	10/01/2023	10:00	12:00	Online	WEB
EYCBDS-0123-T002	Early Years Good Autism Practice (session 1)	11/01/2023	09:30	11:30	Online	WEB
EYCBDS-1122-T004	Being Two Project (session 4)	11/01/2023	10:00	12:30	Online	WEB
EYCBDS-0123-T004	Sing Our Story Song Project for Childminders (Session 1)	14/01/2023	10:00	12:00	Online	WEB
EYCBDS-0123-T002	Early Years Good Autism Practice (Session 2)	18/01/2023	09:30	11:30	Online	WEB
EYCBDS-0123-T003	Nurture and Thrive (Session 1)	18/01/2023	10:00	12:30	Online	WEB
EYCBDS-0123-T005	Sing Our Story Song Project for EY practitioners (Session 2)	24/01/2023	10:00	12:00	Online	WEB
EYCBDS-0123-T002	Early Years Good Autism Practice (Session 3)	25/01/2023	09:30	11:30	Online	WEB
EYCBDS-0123-T001	Early Years New to SENCO Training	27/01/2023	09:30	12:30	Online	WEB
EYCBDS-0123-T004	Sing Our Story Song Project for Childminders (Session 2)	28/01/2023	10:00	12:00	Online	WEB
EYCBDS-0223-T002	EYFS SEND Forum	01/02/2023	09:30	11:30	Online	WEB
EYCBDS-1122-T004	Being Two Project (Session 5)	01/02/2023	10:00	12:30	Online	WEB

EYCBDS-0123-T005	Sing Our Story Song Project for EY practitioners (Session 3)	07/02/2023	10:00	12:00	Online | WEB
EYCBDS-0123-T003	Nurture and Thrive (Session 2)	08/02/2023	10:00	12:30	Online | WEB
EYCBDS-0223-T001	EYFS Vs SEND	08/02/2023	16:00	18:00	Online | WEB
EYCBDS-0123-T004	Sing Our Story Song Project for Childminders (Session 3)	11/02/2023	10:00	12:00	Online | WEB
EYCBDS-1122-T004	Being Two Project (Session 6)	01/03/2023	10:00	12:30	Online | WEB
EYCBDS-0123-T003	Nurture and Thrive (Session 3)	08/03/2023	10:00	12:30	Online | WEB
EYCBDS-0323-T002	The Early Years Leads Forum (EYFS Forum) Spring Term	09/03/2023	10:00	12:00	Virtual Training
EYCBDS-1122-T004	Being Two Project (Session 7)	22/03/2023	10:00	12:30	Online | WEB
EYCBDS-0323-T001	Early Years Making Sense of Autism Training	29/03/2023	09:30	11:30	Online | WEB
EYCBDS-0123-T003	Nurture and Thrive (Session 4)	29/03/2023	10:00	12:30	Online | WEB
EYCBDS-0423-T003	Sing Our Story Song Project for EY practitioners (Session 1)	25/04/2023	10:00	12:00	Online | WEB
EYCBDS-0423-T001	Magic Behaviour Management Training	26/04/2023	09:30	12:30	Online | WEB
EYCBDS-0423-T002	Nurture and Thrive (Session 1)	26/04/2023	10:00	12:30	Online | WEB
EYCBDS-0523-T001	Early Years Good Autism Practice (Session 1)	03/05/2023	09:30	11:30	Online | WEB
EYCBDS-0423-T003	Sing Our Story Song Project for EY practitioners (Session 2)	09/05/2023	10:00	12:00	Online | WEB
EYCBDS-0523-T001	Early Years Good Autism Practice (Session 2)	10/05/2023	09:30	11:30	Online | WEB
EYCBDS-0523-T001	Early Years Good Autism Practice (Session 3)	17/05/2023	09:30	11:30	Online | WEB
EYCBDS-0423-T002	Nurture and Thrive (Session 2)	17/05/2023	10:00	12:30	Online | WEB
EYCBDS-0523-T002	The Early Years Leads Forum (EYFS Forum) Summer Term	18/05/2023	10:00	12:00	Virtual Training
EYCBDS-0423-T003	Sing Our Story Song Project for EY practitioners (Session 3)	23/05/2023	10:00	12:00	Online | WEB
EYCBDS-0623-T001	EYFS Vs SEND	07/06/2023	09:30	11:30	Online | WEB
EYCBDS-0423-T002	Nurture and Thrive (Session 3)	07/06/2023	10:00	12:30	Online | WEB
EYCBDS-0623-T002	EYFS SEND Forum	14/06/2023	09:30	11:30	Online | WEB
EYCBDS-1122-T004	Being Two Project (Session 8)	14/06/2023	10:00	12:30	Online | WEB
EYCBDS-0423-T002	Nurture and Thrive (Session 4)	28/06/2023	10:00	12:30	Online | WEB

Early Years Professionals can also book on these training sessions:

Safeguarding and Welfare training via WF Traded Service

Prevent training for Early Years Provider by contacting Amy Strode

Early Help Training via The Hub

Early Years and Childcare Core Offer

We provide a core offer for different types of providers. This enables providers to receive specialist dedicated universal and targeted support.

Please note that our core offers may be subject to change on review by the Early Years, Childcare & Business Development Service in order to meet the needs of the sector.

We currently provide core offer in the following areas:

1. Early Years, Teaching, Learning and Assessment
2. Early Years Business and Finance
3. Early Years Premises, Health and Safety
4. Early Years SEND
5. Childminding Core Offer
6. Early Years Safeguarding & Welfare
7. Early Help
8. HEYL & ALL Talk

The London Business Hub also provides business support to childcare providers through the Strong Early Years London Project.

Early Years System Support (EYSS)

The Early Years System Support (EYSS) model allows early years professionals to work with their peers to share knowledge and best practice, support each other and receive or deliver the advice and training required.

The Local Authority commissioned EYSS training providers on behalf of the sector are:

These EYSS training providers will deliver the agreed training and support to Waltham Forest Early Years schools and Ofsted registered providers.

For further information about EYSS and to view training programme click here

Chit Chat Pitter Pat

Chit-Chat Pitter-Pat is a Waltham Forest Home Learning Project to support families with children age 0-5 years old with a focus on Communication, Language and Physical Development. It offers a variety of sessions specifically focusing on sharing simple ideas to assist early years professionals to develop a child's language along with key opportunities for physical development.

For more information, visit Chit Chat .Follow on Facebook and Instagram to keep up to date with the project.

All Talk

The All Talk Communication Project have been commissioned by LBWF to provide a universal service to all early years settings in Waltham Forest.

The project aims to:

- develop understanding of speech, language and communication development in the early years

- develop practitioner's knowledge, skills and confidence in supporting communication and language development

- develop and provide resources, some of which are available digitally, to support skill development and good practice

For more information about the project please visit All Talk Project.

Other Useful External Training

We do know that we may not be able to deliver all the training needs for settings/schools. Therefore, we recommend that settings/schools can access external provider trainings should they wish to.

Some useful training providers are:

1. **Waltham Forest Adult Learning Service**

2. **Professional Association for Childcare and Early Years**

3. **Health and Safety Executive**

4. **NASEN for Early Years SEND**

5. **SENDSuccess**

6. **Early Years Alliance**

Key Contacts

1. For Early Years, Childcare & Business development service training queries, contact EYtraining@walthamforest.gov.uk or 02084962909

2. For Safeguarding training queries, contact Safeguardingineducation@walthamforest.gov.uk

3. For Hub registration and queries, contact thehub@walthamforest.gov.uk

4. For WF Traded services registration queries, contact wftradedservices@walthamforest.gov.uk

5. For WF Traded Services Finance queries, contact wftsfinance@walthamforest.gov.uk

We look forward to working in partnership with you to provide information, advice and training support to you and helping to improving practices in your settings/schools during this 2022/2023 academic year.

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