

# Waltham Forest Early Years

## Early Years, Childcare & Business Development Service Training Programme



**2024/2025**

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## About

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

This training brochure provides details of information, training and advice that have been 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](#) is delivered as either 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. 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 sessions 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. A reminder 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, the training link email and all training information 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 7 days notice** before the date of the course. Your cancellation email to [EYtraining@walthamforest.gov.uk](mailto: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 5 days notice** before the date of the course by email to [EYtraining@Walthamforest.gov.uk](mailto:EYtraining@Walthamforest.gov.uk)

If there are any changes to your booking (such as change of delegate) please inform [EYtraining@walthamforest.gov.uk](mailto: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, 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 2 delegates.

## 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 the WF Traded services team once training has been checked out of the shopping basket. This will typically be the following calendar month. Early Years settings (Nurseries and Pre-Schools) 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](mailto:wftsfinance@walthamforest.gov.uk) ***Please note that failure to pay for invoices will prevent you from booking onto further trainings and outstanding invoices will be sent to the debt collection team for follow up.***

## **Arrivals**

Please arrive at least 10 minutes before the course starts 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.

## **Evaluation Forms and Certificates**

At the end of your course, the trainer will provide you with a link or a QR code to complete an online evaluation form. Please ensure that you complete the evaluation as your feedback is valuable to us.

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 from the training partners.

## 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-0924-T001	<a href="#">Ordinarily Available Provision Workshop 1 – Communication and Visuals</a>	11/09/2024	10:00	11:30	Online
EYCBDS-0924-T002	<a href="#">Ordinarily Available Provision Workshop 2 – Multi-sensory learning and sensory spaces</a>	18/09/2024	10:00	11:30	Online
EYCBDS-0924-T003	<a href="#">Ordinarily Available Provision Workshop 3 – Physical Development and Well-being</a>	25/09/2024	10:00	11:30	Online
EYCBDS-1024-T001	<a href="#">Early Years New to SENCO</a>	01/10/2024	09:30	11:30	Online
EYCBDS-1024-T009	<a href="#">All Talk - Supporting Children with Speech, Language and Communication Needs</a>  <b>(Delegates must attend both sessions)</b>	02/10/2024 11/10/2024	09:30	12:00	Group 1 Training Room Jane Atkinson Health & Wellbeing Centre 714 Forest Road E17 3HP
EYCBDS-1024-T005	<a href="#">Intensive Interaction – For Childminders</a>	03/10/2024	19:00	20:30	Online
EYCBDS-1024-T004	<a href="#">Intensive Interaction – For Childminders</a>	05/10/2024	10:00	11:30	Online
EYCBDS-1024-T006	<a href="#">AET Making Sense of Autism in Early Years</a>	09/10/2024	10:00	12:30	Walthamstow Library – The Hall High Street E17 7JN
EYCBDS-1024-T002	<a href="#">Challenging Children’s Thinking &amp; Learning</a>	10/10/2024	09:30	11:30	Online

EYCBDS-1024-T007	<a href="#">AET Developing Play in the Early Years</a>	16/10/2024	16:00	18:00	Online
EYCBDS-1024-T003	<a href="#">The Early Years Leads Forum – Autumn Term</a>	17/10/2024	10:00	11:30	Online
EYCBDS-0125-T006	<a href="#">Paediatric First Aid Training for Early Years Practitioners</a> (Delegates must attend both sessions)	29/10/2024 30/10/2024	09:30	16:00	Le Délice In The Park - Community Room, Lloyd Park E17 5EQ
EYCBDS-1024-T008	<a href="#">EYFS SEND Forum</a>	31/10/2024	09:30	11:30	Online
EYCBDS-1124-T004	<a href="#">AET Developing Toileting in the Early Years</a>	06/11/2024	16:00	18:00	Online
EYCBDS-1124-T001	<a href="#">The Being Two Project</a> (Delegates must attend all sessions)	07/11/2024 28/11/2024 08/01/2025 06/02/2025 27/02/2025 13/03/2025 24/04/2025 01/05/2025 12/06/2025	09:30	13:00	Le Délice In The Park - Community Room, Lloyd Park E17 5EQ
EYCBDS-1124-T002	<a href="#">Understanding and Supporting Sensory Differences</a>	13/11/2024	09:30	11:30	Online
EYCBDS-1124-T007	<a href="#">Meaningful care routines</a>	14/11/2024	19:00	20:30	Online
EYCBDS-1124-T003	<a href="#">AET Early Years Good Autism Practice</a> (Delegates must attend both sessions)	20/11/2024 27/11/2024	09:30	11:30	Online



EYCBDS-1124-T005	<a href="#">All Talk - Supporting Practitioners with Children with Speech Language and Communication Needs – Discussing cases and Sharing Good Practice</a>	22/11/2024	09:30	11:00	Online
EYCBDS-1124-T006	<a href="#">All Talk - Supporting Children with Speech, Language and Communication Needs</a> <b>(Delegates must attend both sessions)</b>	29/11/2024 06/12/2024	09:30	12:00	Group 1 Training Room Jane Atkinson Health & Wellbeing Centre 714 Forest Road E17 3HP
EYCBDS-1124-T008	<a href="#">Meaningful care routines</a>	30/11/2024	10:00	11:30	Online
EYCBDS-1224-T001	<a href="#">Visual Aids in Practice</a>	04/12/2024	10:00	12:30	The Mill 7-11 Coppermill Lane E17 7HA
EYCBDS-1224-T002	<a href="#">Supporting Children's Mathematical Journey</a>	05/12/2024	09:30	12:00	Le Délice In The Park - Community Room Lloyd Park E17 5EQ
EYCBDS-0125-T006	<a href="#">Paediatric First Aid Training for Early Years Practitioners</a> <b>(Delegates must attend both sessions)</b>	13/01/2025 14/01/2025	09:30	16:00	Le Délice In The Park - Community Room Lloyd Park E17 5EQ
EYCBDS-0125-T001	<a href="#">AET Making Sense of Autism in Early Years</a>	15/01/2025	09:30	11:30	Online
EYCBDS-0125-T004	<a href="#">EYFS vs SEND</a>	22/01/2025	16:00	18:00	Online

EYCBDS-0125-T003	<a href="#">Nurture &amp; Thrive</a> (Delegates must attend all sessions)	23/01/2025 13/02/2025 06/03/2025 03/04/2025	09:30	13:00	Le Délice In The Park - Community Room Lloyd Park E17 5EQ
EYCBDS-0125-T002	<a href="#">AET Developing Play in the Early Years</a>	29/01/2025	09:30	11:30	Online
EYCBDS-0125-T005	<a href="#">Challenging Children's Thinking &amp; Learning</a>	30/01/2025	09:30	11:30	Online
EYCBDS-0225-T003	<a href="#">Sing Our Story Song Project</a> (Delegates must attend all sessions)	04/02/2025 25/02/2025 18/03/2025	10:00	12:00	Walthamstow Library – Glass Room High Street E17 7JN
EYCBDS-0225-T002	<a href="#">AET Developing Toileting in the Early Years</a>	05/02/2025	09:30	11:30	Online
EYCBDS-0225-T001	<a href="#">AET Early Years Good Autism Practice</a>	12/02/2025	10:00	16:00	Walthamstow Library – The Hall High Street E17 7JN
EYCBDS-0325-T006	<a href="#">Paediatric First Aid Training for Early Years Practitioners</a> (Delegates must attend both sessions)	08/03/2025 09/03/2025	09:30	16:00	Le Délice In The Park - Community Room Lloyd Park E17 5EQ
EYCBDS-0325-T005	<a href="#">EYFS SEND Forum</a>	13/03/2025	09:30	11:30	Online
EYCBDS-0325-T001	<a href="#">Ordinarily Available Provision Workshop 1 -Communication and Visuals</a>	21/03/2025	09:30	11:00	Online

EYCBDS-0325-T002	<a href="#">Ordinarily Available Provision Workshop 2 - Multi-sensory learning and sensory spaces</a>	21/03/2025	11:30	13:00	Online
EYCBDS-0325-T003	<a href="#">Ordinarily Available Provision Workshop 3 – Physical Development and Well-being</a>	21/03/2025	14:00	15:30	Online
EYCBDS-0325-T004	<a href="#">Understanding and Supporting Sensory Differences</a>	26/03/2025	16:00	18:00	Online
EYCBDS-0525-T002	<a href="#">AET Making Sense of Autism in Early Years</a>	07/05/2025	16:00	18:00	Online
EYCBDS-0525-T005	<a href="#">EYFSP Agreement trialling Workshop</a>	07/05/2025	13:30	15:30	Walthamstow Library – The Hall High Street E17 7JN
EYCBDS-0525-T003	<a href="#">Nurture &amp; Thrive</a> <b>(Delegates must attend all sessions)</b>	08/05/2025 22/05/2025 19/06/2025 03/07/2025	09:30	13:00	Le Délice In The Park - Community Room Lloyd Park E17 5EQ
EYCBDS-0525-T001	<a href="#">Early Years New to SENCO</a>	14/05/2025	09:30	11:30	Online
EYCBDS-0525-T004	<a href="#">Visual Aids In Practice</a>	21/05/2025	10:00	12:30	The Mill 7-11 Coppermill Lane E17 7HA
EYCBDS-0625-T003	<a href="#">AET Early Years Good Autism Practice</a>	04/06/2025	10:00	16:00	Walthamstow Library – The Hall High Street E17 7JN

EYCBDS-0625-T002	<a href="#">The Early Years Leads Forum – Summer Term</a>	05/06/2025	10:00	11:30	Online
EYCBDS-0625-T006	<a href="#">Paediatric First Aid Training for Early Years Practitioners</a> (Delegates must attend both sessions)	10/06/2025 11/06/2025	09:30	16:00	Le Délice In The Park - Community Room  Lloyd Park  E17 5EQ
EYCBDS-0625-T005	<a href="#">EYFS SEND Forum</a>	13/06/2025	09:30	11:30	Walthamstow Library – The Hall  High Street  E17 7JN
EYCBDS-0625-T001	<a href="#">Understanding and Supporting Sensory Differences</a>	18/06/2025	13:00	15:00	Online
EYCBDS-0625-T004	<a href="#">AET Developing Play in the Early Years</a>	25/06/2025	09:30	11:30	Online
EYCBDS-0725-T004	<a href="#">AET Developing Toileting in the Early Years</a>	02/07/2025	13:00	15:00	Online
EYCBDS-0725-T001	<a href="#">Ordinarily Available Provision Workshop 1 – Communication and Visuals</a>	09/07/2025	09:30	11:00	Online
EYCBDS-0725-T002	<a href="#">Ordinarily Available Provision Workshop 2 - Multi-sensory learning and sensory spaces</a>	09/07/2025	11:30	13:00	Online
EYCBDS-0725-T003	<a href="#">Ordinarily Available Provision Workshop 3 - Physical Development and Well-being</a>	09/07/2025	14:00	15:30	Online

**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@walthamforest.gov.uk](mailto:Amy.Strode@walthamforest.gov.uk)
  - 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 offers in the following areas:

1. [Early Years, Teaching, Learning and Assessment](#)
2. [Early Years Business and Finance](#)
3. [Early Years Premises](#)
4. [Early Years Health and Safety](#)
5. [Early Years SEND](#)
6. [Childminding Core Offer](#)
7. [Early Years Safeguarding & Welfare](#)
8. [Early Help](#)
9. [Healthy Early Years London \(HEYL\)](#)
10. [All Talk Project](#)

### **Other Information, Advice and Training Offer**

The London Business Hub also provides business support to childcare providers through the [Strong Early Years London Project](#).

Childcare works offer business support to early years and wraparound childcare providers through [Childcare works hub](#)

## 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 commissions a range of Early Years Providers to deliver a range of training to support the sector.

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 aged 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 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. [Flourish - SEND Success](#)
6. [Early Years Alliance](#)
7. [Out of School Alliance page](#)

## Key Contacts

1. For Early Years, Childcare & Business Development Service & Training queries - [EYtraining@walthamforest.gov.uk](mailto:EYtraining@walthamforest.gov.uk)
2. For Safeguarding training queries - [Safeguardingineducation@walthamforest.gov.uk](mailto:Safeguardingineducation@walthamforest.gov.uk)
3. For Hub registration and queries - [thehub@walthamforest.gov.uk](mailto:thehub@walthamforest.gov.uk)
4. For WF Traded Services & Login issues - [wfttradedservices@walthamforest.gov.uk](mailto:wfttradedservices@walthamforest.gov.uk)
5. For WF Traded Services Finance queries - [wftsfinance@walthamforest.gov.uk](mailto: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 2024/2025 academic year.**