



EARLY YEARS, CHILDCARE & BUSINESS DEVELOPMENT TRAINING PROGRAMME



AUTUMN 2025/2026

The Early Years, Childcare and Business Development Service Training Programme provides training information and advice for Early Years Professionals currently working at an Ofsted/DfE registered early education or childcare setting, school or as a registered childminder. It is tailored to help early years practitioners improve their practices in their settings and schools.

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OUR TRAINING APPROACH

Each training subject consists of 3 tiers –
we recommend engaging with the tiers in order:



TIER 1

Guidance documents

Read these first for key information and advice about the training subject.

TIER 2

Recorded webinars

Watch these in staff meetings or individually. There are opportunities to pause, reflect, & discuss.
At the end, you will be prompted to create an action plan.

TIER 3

Virtual or In-person sessions

These are opportunities to ask questions & share practical cases with Early Years experts and professionals.

We offer project based trainings e.g. Nurture & Thrive, Being Two, Sing our Story, these run over multiple days, you must attend all the days to receive your certificate.

[Click here for Teaching, Learning & Assessment Resources & Training](#)

[Click here for SEND Resources & Training](#)



HOW TO BOOK TRAINING

1. Access our online system - [Traded Services](#)
2. Login or sign up
3. Book with delegate's full name, email & mobile
4. Some trainings are limited to 2 delegates per setting
5. [Click here for customer guide with pictures](#)

HOW TO PAY

1. Costs for fee paying courses & packages are advertised on Traded Services
2. You can check-out & pay using Debit/Credit Cards
3. ONLY Waltham Forest Schools, Nurseries & Pre-schools can request to pay via invoice at check-out
4. Invoices are typically sent in the following calendar month
5. Childminding Agencies, Childcare on Domestic Premises Childminders, Proposed Childminders & External Settings MUST pay by card
6. Failure to pay invoices will prevent future bookings & outstanding invoices will be sent to debt collection team

AFTER BOOKING TRAINING

1. Booking confirmation will be sent via email
2. Please check confirmation for your booking status (Confirmed, Waiting List, Awaiting Confirmation)
3. Awaiting Confirmation - means you'll need to check-out and complete purchase by paying
4. Read course information for pre-training guidance documents & webinars
5. Training reminders & teams links will be sent 3 days & 1 day before training
6. If a generic setting/school email has been used please pass training information on to the delegates

CANCEL & AMEND BOOKINGS

1. Contact **EYtraining@walthamforest.gov.uk** for any cancellations or booking amendments
2. For **fee paying courses** provide minimum 7 days notice before date of course, to receive a refund
3. For **non-fee paying courses** provide at least 3 days notice before date of course
4. To amend delegates personal details, please login in your account or contact **wftradedservices@walthamforest.gov.uk**

DAY OF TRAINING

1. Please arrive 10 mins before to allow for registration
2. Delegates arriving 20+ mins late, could be turned away to avoid disruption
3. Keep your cameras on & mute yourself during virtual trainings, we encourage active participation

VENUES & PARKING

1. Check booking information for venue details
2. Parking details will be shared in training reminders
3. [Click here for further information about parking in Waltham Forest](#)
4. If training is held in schools, delegates might need to bring copy of their DBS or DBS update number

CERTIFICATES & EVALUATION FORMS

1. Your feedback is valuable, so please complete evaluation forms provided by trainers
2. Once completed, your certificate of attendance will be emailed
3. If training is delivered over multiple dates, you are expected to attend all sessions to receive a certificate
4. Paediatric First Aid, Food Safety & Safeguarding Certificates will be sent once available from external providers

- CHILD MINDER
- BUSINESS & FINANCE
- HOME LEARNING
- SAFEGUARDING
- SEND & INCLUSION
- TEACHING & LEARNING

SEPTEMBER

2025

CLICK ON
TRAINING TO
BOOK



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
8	9	10	11	12
15	16	17 <u>OAP - Communication & Visuals</u> <u>Online</u> <u>9:30 - 11:00</u> <u>OAP - Multi-sensory learning & sensory spaces</u> <u>Online</u> <u>11:30 - 13:00</u> <u>OAP -Physical Development & Well-being Online</u> ● <u>13:30 - 15:00</u>	18 <u>Paediatric First Aid (1/2).</u> <u>Le Delice Café in the park.</u> <u>E17 5EQ</u> <u>9:30 - 16:00</u> <u>Schools & Colleges DSL Forum</u> <u>Online</u> <u>10:00 - 11:30</u> ●	19 <u>Paediatric First Aid (2/2).</u> <u>Le Delice Café in the park, E17 5EQ</u> <u>9:30 - 16:00</u>
22 <u>Childminders Safeguarding Forum</u> <u>Online</u> <u>18:30 - 20:00</u> ●	23 <u>PVIs' Safeguarding. Forum</u> <u>Online</u> <u>16:30 - 18:00</u> ●	24 PEEPS (1) Leytonstone Library - The Hall 9:00 - 15:30 ●	25 PEEPS (2) Leytonstone Library - The Hall 9:00 - 16:30 ●	26
29	30			

- CHILDMINDER
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OCTOBER 2025

CLICK ON
TRAINING TO
BOOK



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		01 <u>AET Making sense of Autism</u> <u>Priory Court Community Centre, E17 5NB</u> <u>10:00 - 12:30</u> ●	02	03	04
06	07	08 <u>All Talk - Supporting children with SLCN (1/2).</u> <u>Jane Atkinson Health & Wellbeing Centre, E17 3HP</u> <u>9:30 - 12:00</u> ●	09	10	11 <u>All Talk - Sharing</u> <u>Cases & Good</u> <u>Practices</u> <u>Online</u> <u>9:30 - 11:00</u> ●
13	14	15 <u>AET Autism & Anxiety Online</u> <u>9:30 - 11:30</u> <u>All Talk - Supporting children with SLCN (2/2).</u> <u>Jane Atkinson Health & Wellbeing Centre, E17 3HP</u> <u>9:30 - 12:00</u> <u>AET Developing Toileting Online</u> <u>13:00 - 15:00</u> <u>Nurture & Thrive - Childminders (1/4).</u> <u>Online</u> <u>18:45 - 20:45</u> ● ●	16	17	18
20	21	22 <u>Schools & Colleges - Intro to DSL role</u> <u>Online</u> <u>9:30 - 15:30</u> <u>Early Years Leads Forum</u> <u>Walthamstow Library</u> <u>10:00 - 12:00</u> ● ●	23 <u>Schools & Colleges</u> <u>- Advanced DSL</u> <u>Training</u> <u>Online</u> <u>9:30 - 15:30</u> ●	24	25
27	28	29	30	31	4

- CHILD MINDER
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NOVEMBER 2025

CLICK ON
TRAINING TO
BOOK



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6 <u>Being Two Project (1/9).</u> <u>Le Delice Cafe, E17</u> <u>5EQ</u> <u>9:30 - 13:30</u>	7 <u>EYFS SEND Forum</u> <u>Walthamstow Library</u> <u>9:30 - 11:30</u>
10	11	12 <u>Meal Times & Autism</u> <u>Online</u> <u>9:30 - 11:30</u> <u>From Observation to Action:</u> <u>Setting the Groundwork for the</u> <u>EYFSP</u> <u>Walthamstow Library</u> <u>13:30 - 15:30</u> <u>AET Developing Play</u> <u>Online</u> <u>16:00 - 18:00</u>	13 <u>3 & 4 Ready for more</u> <u>(1/7).</u> <u>Le Delice Cafe, E17</u> <u>5EQ</u> <u>9:30 - 13:00</u>	14
17	18	19 <u>Logically Illogical - Insight into</u> <u>Autism</u> <u>Online</u> <u>9:30 - 11:30</u>	20	21
24	25	26 <u>Visual Aids & Widgit</u> <u>Priory Court Community Centre.,</u> <u>E17 5NB</u> <u>10:00 - 12:30</u>	27 <u>Being Two Project (2/9).</u> <u>Le Delice Cafe, E17</u> <u>5EQ</u> <u>9:30 - 13:30</u> <u>Nurture & Thrive -</u> <u>Childminders (2/4).</u> <u>Online</u> <u>18:45 - 20:45</u>	28

- CHILD MINDER
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DECEMBER 2025

CLICK ON
TRAINING TO
BOOK



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4 <u>3 & 4 Ready for more (2/7).</u> <u>Le Delice Cafe, E17 5EQ</u> <u>9:30 - 13:00</u> <u>OAP - Communication & Visuals</u> <u>Online</u> <u>18:30 - 20:30</u> ●	5
8	9	10 <u>AET Transitions in the Early Years</u> <u>Online</u> <u>13:00 - 15:00</u> ●	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

EARLY YEARS, CHILDCARE & BUSINESS DEVELOPMENT SERVICE CORE OFFERS

Our core offers provide universal and targeted support for Ofsted/DfE registered childcare providers.

***Please note our offers are subject to change in order to meet the needs of the sector**

Childminding

Weekly drop-ins, Active engagement plans, in-person visits, promotion on Early Years Directory

Childcare Communication & Participation

Brokerage, Childcare vacancies, codes & food vouchers

Early Help

Our Family Journey, Intervention, Training

Early Years Business & Finance

Childcare expansion, Wraparound Childcare, Funding, Compliance checks, FEEE contract, tailored support & advice

Early Years Premises & Health & Safety

Compliance checks, security, food safety & hygiene, pest control, EYFS requirements

Early Years Safeguarding & Welfare

DSL Training & Forums, Cyclical visits, policy, advice & guidance

Early Years SEND

SENCO training, Ordinarily Available Provisions, Visual Aids, Widgit symbols, Funding

Early Years Teaching, Learning & Assessment

Training, Termly EY Leads Forums, Check-in visits, Team around the setting support (TAS)

Healthy Early Years London (HEYL)

A tool to support good practices of Health & Well-being within all EY settings

Early Years System Support (EYSS)

This model allows Early Years professionals to share knowledge & best practices with peers

The local authority commission a range of providers to deliver a range of trainings to support the sector.

All Talk Communication Project

Commissioned by LBWF to provide all Early Years settings with training, resources & advice on Speech, Language & Communication Development



Home Learning Project

Learning Together sessions, Booktrust training, Chit Chat Pitter Pat

Chit-Chat Pitter Pat supports families with children aged 0-5 years. The sessions focus on Communication, Language & Physical Development.



OTHER USEFUL EXTERNAL TRAINING

1. [Waltham Forest Adult Learning Service](#)
2. [Professional Association for Childcare & Early Years \(PACEY\)](#)
3. [Health and Safety Executive](#)
4. [National Association for Special Education Needs- NASEN](#)
6. [Early Years Alliance](#)
7. [Out of School Alliance](#)
8. [Flourish](#)

KEY CONTACTS

Training queries: EYtraining@walthamforest.gov.uk

Traded Services login issues: wfttradedservices@walthamforest.gov.uk

Traded Services Finance queries: wftsfinance@walthamforest.gov.uk

Prevent Training: Tom.Llewellyn-Jones@walthamforest.gov.uk

Safeguarding: Safeguardingineducation@walthamforest.gov.uk

Childcare & Participation: childcare@walthamforest.gov.uk

FEEE & Funding: FEEEprovision@walthamforest.gov.uk

Other Early Year queries: earlyyears@walthamforest.gov.uk

The Hub registration & queries: thehub@walthamforest.gov.uk