



# EARLY YEARS, CHILDCARE & BUSINESS DEVELOPMENT TRAINING PROGRAMME



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

- CHILDMINDER
- BUSINESS & FINANCE
- HOME LEARNING
- SAFEGUARDING
- SEND & INCLUSION
- TEACHING & LEARNING

# APRIL 2026

CLICK ON  
TRAINING TO  
BOOK



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6	7	8	9	10
13	14	15 <u>AET Making sense of Autism Online</u> <u>9:30 - 11:30</u>	16 <u>Being Two Project (7/9)</u> <u>Le Delice Cafe, E17 5EQ</u> <u>9:30 - 13:30</u>	17
20	21	22 <u>Early Childhood Summit The Hive, IG10 4AJ</u> <u>9:30 - 16:30</u>	23	24
27	28 <u>Dancing Together - Benefits for babies to toddlers EYSS (1/3)</u> <u>Le Delice Cafe, E17 5EQ</u> <u>9:30 - 13:00</u>  <u>Creative Curriculum: Collage &amp; Textiles</u> <u>Barn Croft Primary, E17 8SB</u> <u>10:00 - 15:00</u>	29 <u>Occupational Therapy: Toilet Training. Online</u> <u>10:00 - 11:30</u>  <u>EYFSP Agreement Trialling</u> <u>Walthamstow Library</u> <u>13:30 - 15:30</u>  <u>Understanding Autism &amp; Anxiety Online</u> <u>16:00 - 18:00</u>	30 <u>3 &amp; 4 Ready for more (6/7)</u> <u>Le Delice Cafe, E17 5EQ</u> <u>9:30 - 13:00</u>	

- CHILD MINDER
- BUSINESS & FINANCE
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# MAY 2026

CLICK ON  
TRAINING TO  
BOOK



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6 <u>Visual Aids &amp; Widgit</u> <u>Priory Court Community Centre, E17 5NB</u> <u>10:00 - 12:30</u>	7 <u>Being Two Project (8/9)</u> <u>Le Delice Cafe, E17 5EQ</u> <u>9:30 - 13:30</u>	8
11	12	13 <u>OAP: Communication &amp; Visuals</u> <u>Online</u> <u>9:30 - 11:00</u>  <u>OAP: Multi-sensory learning &amp; sensory</u> <u>spaces</u> <u>Online</u> <u>11:30 - 13:00</u>  <u>OAP: Physical development &amp; well-being.</u> <u>Online</u> <u>13:30 - 15:00</u>	14 <u>Supporting EY Leaders</u> <u>(3/4)</u> <u>Wood St Nursery, E17</u> <u>3JF</u> <u>9:00 - 14:30</u>  <u>Early Years Leads Forum</u> <u>Online</u> <u>10:00 - 11:30</u>	15
18	19 <u>Dancing Together:</u> <u>Benefits for babies to</u> <u>toddlers EYSS (2/3)</u> <u>Le Delice Cafe, E17</u> <u>5EQ</u> <u>9:30 - 13:00</u>	20 <u>AET Transitions in Early Years</u> <u>Online</u> <u>9:30 - 11:30</u>  <u>Meal times &amp; Autism</u> <u>Online</u> <u>13:00 - 15:00</u>	21 <u>3 &amp; 4 Ready for more</u> <u>(7/7)</u> <u>Le Delice Cafe, E17 5EQ</u> <u>9:30 - 13:00</u>	22
25	26	27	28	29

- CHILD MINDER
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# JUNE 2026

CLICK ON  
TRAINING TO  
BOOK



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4 <u>Being Two Project (9/9).</u> <u>Le Delice Cafe, E17 5EQ</u> <u>9:30 - 13:30</u>  <u>OAP: Physical Development &amp; Wellbeing.</u> <u>Online</u> <u>18:30 - 20:00</u>	5
8	9 <u>Dancing Together - Benefits for babies to toddlers EYSS (3/3)</u> <u>Le Delice Cafe, E17 5EQ</u> <u>9:30 - 13:00</u>	10 <u>Paediatric First Aid (1/2).</u> <u>Le Delice Cafe, E17 5EQ</u> <u>9:30 - 16:00</u>	11 <u>Paediatric First Aid (2/2).</u> <u>Le Delice Cafe, E17 5EQ</u> <u>9:30 - 16:00</u>	12 <u>EYFS SEND Forum</u> <u>Walthamstow Library.</u> <u>9:30 - 12:00</u>
15	16	17 <u>AET Good Autism Practice</u> <u>Online</u> <u>10:00 - 15:00</u>  <u>Nurture &amp; Thrive - Childminders (4/4).</u> <u>Online</u> <u>18:45 - 20:45</u>	18	19
22	23	24 <u>AET Developing Play.</u> <u>Online</u> <u>9:30 - 11:30</u>  <u>Understanding &amp; Supporting.</u> <u>Sensory Differences</u> <u>Online</u> <u>16:00 - 18:00</u>	25 <u>Supporting EY Leaders (4/4).</u> <u>Wood St Nursery, E17 3JF</u> <u>9:00 - 14:30</u>	26
29	30			

## 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](mailto:EYtraining@walthamforest.gov.uk)

Traded Services login issues: [wfttradedservices@walthamforest.gov.uk](mailto:wfttradedservices@walthamforest.gov.uk)

Traded Services Finance queries: [wftsfinance@walthamforest.gov.uk](mailto:wftsfinance@walthamforest.gov.uk)

Prevent Training: [Tom.Llewellyn-Jones@walthamforest.gov.uk](mailto:Tom.Llewellyn-Jones@walthamforest.gov.uk)

Safeguarding: [Safeguardingineducation@walthamforest.gov.uk](mailto:Safeguardingineducation@walthamforest.gov.uk)

Childcare & Participation: [childcare@walthamforest.gov.uk](mailto:childcare@walthamforest.gov.uk)

FEEE & Funding: [FEEEprovision@walthamforest.gov.uk](mailto:FEEEprovision@walthamforest.gov.uk)

Other Early Year queries: [earlyyears@walthamforest.gov.uk](mailto:earlyyears@walthamforest.gov.uk)

The Hub registration & queries: [thehub@walthamforest.gov.uk](mailto:thehub@walthamforest.gov.uk)