

[www.pataglos.org.uk](http://www.pataglos.org.uk)

## Training and Continuing Professional Development Programme



May - July 2017

***“Providers must support staff to undertake appropriate training and professional development to ensure they offer quality learning and development experiences for children that continually improves.”***

Statutory framework for the early years foundation stage Section 3.20



## Awarding Organisations



## Funders

**Adult Education in Gloucestershire** funding for Adult and Community Learning and L3 qualifications financed through Advanced Learning Loans



**Weston College** for classroom learning including Apprenticeships, and L3 qualifications financed through Advanced Learning Loans



**European Social Fund** supports Skills Funding Agency for Apprenticeships



**Artemis:** PATA is the endorsed provider in Gloucestershire



**Please note:** to be eligible for PATA member rates, your setting must be a fully paid up PATA member at the time of the booking and during the training. PATA reserves the right to charge the full rate for the training if PATA membership has lapsed.

<b>Training Course</b>	<b>Date</b>		<b>Time</b>	<b>Page</b>
Everyday Science for Early Years	Monday	15 May	7.00pm - 9.00pm	9
SEND 6: Techniques and Policy	Friday	19 May	10.00am - 2.30pm	7
Everyday Maths for Early Years	Monday	22 May	7.00pm - 9.00pm	9
Letters and Sounds for Early Years	Thursday	25 May	10.00am - 2.30pm	8
Introduction to Children's Play (6 sessions)	Monday	5 June	7.00pm - 9.00pm	4
Using Signs to Support Communication	Wednesday	14 June	10.00am - 2.30pm	5
Autism in Children (Early Years) (2 sessions)	Thursday	22 June	9.30am - 1.00pm	6
Promoting Positive Behaviour	Friday	23 June	10.00am - 2.30pm	6
Introduction to Characteristics of Effective Learning*	Tuesday	27 June	7.00pm - 9.00pm	11
Autism in Children (KS1 & 2) (2 sessions)	Thursday	29 June	9.30am - 1.00pm	6
Characteristics of Effective Learning	Friday	7 July	10.00am - 2.30pm	11
Principles of Play (for Early Years and Primary aged Children)*	Tuesday	11 July	7.00pm - 9.00pm	10
L2 Certificate in Children and Young Peoples Workforce (CYPW)				17
L3 Early Years Educator				18
L2 Certificate in Supporting Teaching and Learning in Schools (Teaching Assistant)				19
L3 Diploma in Supporting Teaching and Learning in Schools (Teaching Assistant)				19
L5 Diploma in Leadership for CYPW - Management				20
L5 Diploma in Leadership for CYPW - Advanced Practice				20

**Most courses are held at Chequers Bridge Centre, Painswick Road, Gloucester GL4 6PR.  
Those marked \* are being held at Cashes Green Children's Centre, Stroud.  
See course information for more details**



# General Courses

*“Excellent fun and it gave me the ideas, knowledge and confidence as a newer practitioner to drive a change at my setting in our messy, creative and play with wood and tools which the children love.”*

*"It gave me the confidence and inspiration to do messy and creative play at home which my son absolutely loves."*

Introduction to Children's Play

## Introduction To Children's Play

**Course Aim:** To raise students' awareness of the value of learning through play for young children and to gain skills to provide appropriate play activities.

**Course Information:** A very hands on practical course looking at play from the child's perspective, exploring why children need to play and how they learn from it. Learners will develop a folder of ideas, information, resources and recipes and be involved with other students in practical activities and discussions, sharing experiences and exchanging ideas. The course includes:

- Child development
- The role of the adult
- Health and safety
- Equal opportunities
- Practical play activities; using paint, natural and recycled materials, food and snacks, stories and music, playdough, developing imaginative play

**Suitable For:** Anyone currently working with, or wanting to work with children. It is a recommended pre-course activity for anyone aiming to start a qualification, run a toddler group or volunteer in any early years profession. It is also suitable for parents who want to better understand play and to improve play with their children at home.

**The course is 6 sessions of 2 hours.**

<b>Date:</b>	Monday 5th June (12th, 19th, 26 and July 3rd, 10th)	<b>Time:</b>	7.00pm - 9.00pm
<b>Venue:</b>	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR		
<b>Cost:</b>	£80.00 for members / £130.00 for non members	<b>Code:</b>	SUM05

# Promoting Positive Behaviour

**Course Aim:** To provide practitioners with tools for dealing with behaviour and how to promote positive outcomes.

This course covers all aspects of behaviour for children aged 2-11yrs providing links with the EYFS learning and development for PSE and Playwork Principles.

**Course Information:** This workshop will include scenarios and activities relevant to this age group and will explore the social and moral aspects of behaviour looking at:

- What is understood by the term 'behaviour'.
- What is appropriate and inappropriate - reasons and types of behaviour.
- Adult responses to behaviour.
- Strategies for managing behaviour.
- The benefit of focusing on positive behaviour.

**Suitable For:** Those working with children from 2-11 years including Early Years Practitioners, support staff such as Lunchtime Supervisors and Out of School/Breakfast club staff.

**Date:** Friday 23 June

**Time:** 10.00am - 2.30pm

**Venue:** Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

**Cost:** £45.00 for members / £80.00 for non members

**Code:** SUM07

# Using Signs to Support Communication

**Course Aim:** To support carers, settings and early years practitioners in understanding the benefits of using signs to support and aid children's language development and communication.

**Course Information:** This introductory course will provide you with an overview of the benefits of using signs alongside spoken language for key words to support children's understanding of language and communication. Learners will be taught a good number of signs relevant to children's everyday lives in the home and educational settings. The signs taught will be from Signalong and the session will include practical activities to encourage you to put the signs learnt into practice.

The course fee includes a Signalong manual for each participant which has over 200 signs and retails at £16

**Delivered by:** Naomi Webber - registered Signalong Tutor and Speech and Language Therapist with experience working with children aged 0-7 years with and without complex needs.

**Suitable For:** Those working with children with speech, language and communication difficulties in Early Years and Key stage 1, including Out of School/Breakfast club and Teaching Assistants/ Lunchtime Supervisors.

**Date:** Wednesday 14 June

**Time:** 10.00am - 2.30pm

**Venue:** Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

**Cost:** £55.00 for members / £90.00 for non members

**Code:** SUM12

# Autism in Children for Early Years Practitioners

**Course Aim:** To develop understanding of how autism can present itself in young children and to explore ways of managing the child's needs positively.

**Course Information:** This is a two part course. During the first session we will consider

- What is autism?
- Communication: theirs and ours.
- Sensory Issues: how these can affect the child's behaviour.

In the second session we will consider

- Managing challenging behaviour
- Going on trips
- Supporting the family

**Suitable For:** Anyone who works or volunteers in an early years setting and would like a better understanding of what to look out for and how to support children with autism.

The session will be lead by Sally Thomas M.Ed: Autism in Children, who is herself a grandparent of two children with autism.

<b>Date:</b>	Thursday 22 June and Thursday 6 July	<b>Time:</b>	9.30am - 1.00pm
<b>Venue:</b>	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR		
<b>Cost:</b>	£50.00 for members / £90.00 for non members	<b>Code:</b>	SUM06

# Autism in Children for School/OOSC Support Staff

**Course Aim:** To develop understanding of how autism can affect the school experience of the child and their family and explore ways of making this a positive experience for all concerned.

**Course Information:** This is a two part course. During the first session we will consider

- What is autism
- Communication: theirs and ours
- Sensory Issues: what this means for the individual child

In the second session we will consider

- Managing challenging behaviour
- Going on trips; avoiding pitfalls and achieving positive outcomes
- Supporting the family

**Suitable For:** Anyone working with school age children (Teaching Assistants/Out of School Club staff/Lunchtime Supervisors/Classroom volunteers) who would like to be better able to support children with autism.

The session will be lead by Sally Thomas M.Ed: Autism in Children, who is herself a grandparent of two children with autism.

<b>Date:</b>	Thursday 29 June and Thursday 13 July	<b>Time:</b>	9.30am - 1.00pm
<b>Venue:</b>	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR		
<b>Cost:</b>	£50.00 for members or school support workers/ £90.00 for non members	<b>Code:</b>	SUM09

# SEND Inclusion in Practice: Techniques and Policy (6)

**Course Aim:** To understand different techniques to support children's development and the requirement of the SEND policy.

**Course Information:** This session will explore different aspects of inclusive practice through activities and case studies to share knowledge and gain new ideas. Techniques for calming and distracting; developing social and emotional skills and encouraging play will be explored and supported through activities and reflective discussions. The role of the SENDCo and SEND policy will be linked to effective inclusive setting practice.

**Suitable For:** Early Years SENDCOs and all those interested in supporting young children with special needs.

*This course forms part of our suite of 6 SEND courses which run throughout the year. The courses are all stand alone and don't require any prior knowledge.*

**Date:** Friday 19 May

**Time:** 10.00am-2.30pm

**Venue:** Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

**Cost:** £45.00 for members / £80.00 for non members

**Code:** SUM03

## SEND Courses

*"Many PATA members have requested more training and support for staff working with children with autism. As a result we are offering specialist training both for Early Years Practitioners and those working with school age children (including Teaching Assistants, Lunchtime Supervisors and Out of School/Breakfast club staff) and are delighted to have Sally Thomas delivering the training for us, who brings with her both professional and personal experience."*

Paula Hayball CEO PATA





# Early Years Courses

**Don't forget that training such as our Letters and Sounds course is a good use of pupil premium funding.**

*"Training that is designed to upskill practitioners and improve practice should impact positively on outcomes for children ... There should also be a longer term impact as the developments become embedded into everyday practice. It also benefits those children who do not attract EYPP funding but have similar needs."*

**Learning Together About Learning project, funded by the Department for Education**

## Letters and Sounds for Early Years

**Course Aim:** To support settings and early years practitioners in developing an understanding of the letters and sounds phonics programme in order to support high quality provision for children.

**Course Information:** This course will provide you with an overview of phases one to five of the letters and sounds phonics programme. Learners will develop an understanding of phonological awareness in order to support children's development from birth through to year one.

On completion of this course you will have:

- Gained an overview of the importance of systematic high-quality phonics teaching.
- Developed an understanding of the aims of each phase covered together with the teaching and assessment strategies used to ensure progression.
- Identified a range of resources and activities designed to promote the teaching and assessment of phase one.

**Suitable For:**

Early Years Practitioners and those who are wishing to further their career or are currently studying towards childcare qualifications.

**Date:** Thursday 25 May

**Time:** 10.00am - 2.30pm

**Venue:** Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

**Cost:** £45.00 for members / £80.00 for non members

**Code:** SUM04

# Everyday Science for Early Years

**Course Aim:** To explore the exciting links between everyday science through fun experiments.

**Course Information:** Children naturally investigate the world around them; their curiosity is the beginnings of scientific exploration. This workshop allows you to explore the links between everyday science by participating in fun activities that can take place within your home. Health and safety considerations will be discussed along with risk taking and equal opportunities.

**Suitable For:** Early Years Foundation Stage practitioners working in playgroups, nurseries, creches, children's centres or as childminders with children from birth to five (end of their reception year), who are wishing to further their career or are currently studying towards childcare qualifications.

<b>Date:</b>	Monday 15 May	<b>Time:</b>	7.00pm - 9.00pm
<b>Venue:</b>	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR		
<b>Cost:</b>	£25.00 for members / £35.00 for non members	<b>Code:</b>	SUM01

# Everyday Maths for Early Years

**Course Aim:** To explore everyday maths through fun experiments and numbers.

**Course Information:** Children naturally engage in maths activities every day. This workshop provides fun ideas to develop this mathematical interest which can be taken back to your setting to extend children's learning. Children learn best when encouraged to experience mathematics as they play and explore their world. Join us as we consider how we can provide natural opportunities for children to count, sort, build shapes, measure and estimate.

**Suitable For:** Early Years Foundation Stage practitioners working in playgroups, nurseries, creches or children's centres with children from birth to five (end of their reception year), who are wishing to further their career or are currently studying towards childcare qualifications.

<b>Date:</b>	Monday 22 May	<b>Time:</b>	7.00pm - 9.00pm
<b>Venue:</b>	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR		
<b>Cost:</b>	£25.00 for members / £35.00 for non members	<b>Code:</b>	SUM02



# New Courses

At PATA we want to offer you the best support possible. In response to feedback from courses which you have attended we have developed these three new courses in addition to the Autism courses which we started last term.

## Principles of Play (for Early Years and Primary aged children)

**Course Aim:** An introduction to the Principles of Play for early years and primary aged children.

**Course Information:** This short course helps you explore why children have the right to and a desire to play.

During the course we will :

- Consider the different types of play and what are the benefits to children's wellbeing, learning and development in your setting.
- Examine what rights children have to a safe, challenging and inclusive environment.
- Identify children and young people's play needs and preferences and evaluate how you can promote effective relationships and your role of the Playworker.

**Suitable For:** Those working with children from 2-11 years including Early Years Practitioners, School support staff such as Lunchtime Supervisors and Out of School/Breakfast club staff.

<b>Date:</b> Tuesday 11 July	<b>Time:</b> 7.00pm - 9.00pm
<b>Venue:</b> Cashes Green Children's Centre, Hillcrest Road, Stroud GL5 4NL	
<b>Cost:</b> £25.00 for members / £35.00 for non members	<b>Code:</b> SUM11

# Introduction to Characteristics of Effective Learning

**Course Aim:** This introductory course offers an overview of the characteristics of effective learning.

**Course Information:** The EYFS defines Characteristics of Effective learning as

- playing and exploring - children investigate and experience things, and 'have a go'
- active learning - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- creating and thinking critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

This course will provide guidance for practitioners and key persons about what the characteristics are and how observations and assessments can link to these, as well as EYFS areas.

**Suitable For:** Early Years Practitioners

**Date:** Tuesday 27 June

**Time:** 7.00pm - 9.00pm

**Venue:** Cashes Green Children's Centre, Hillcrest Road, Stroud GL5 4NL

**Cost:** £25.00 for members / £35.00 for non members

**Code:** SUM08

# Characteristics of Effective Learning

**Course Aim:** To support senior staff and Level 3/Level 5 students to explore each of the 3 characteristics in more depth

**Course Information:** The Characteristics of Effective Learning are interlinked to the prime and specific areas of learning and describe how a children learns. Because of this they should also contribute to what is offered in the learning environment.

If surrounded by a stimulating learning environment children will learn through play and exploration, but with support from a skilful practitioner children can make more significant progress. By considering the different ways children learn and reflecting these in everyday practice, practitioners will help children reach their full potential.

During the course links will be made to theory and practice to enable senior staff to support key persons with making more effective observations and assessments to plan next steps. This will link to the teaching and learning judgement in the Common Inspection Framework.

**Suitable For:** Senior staff and those looking to move into senior positions, Level 3 and Level 5 Students.

**Date:** Friday 7 July

**Time:** 10.00am - 2.30pm

**Venue:** Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

**Cost:** £45.00 for members / £80.00 for non members

**Code:** SUM10

# Artemis E-learning For The Children's Workforce



Working in partnership with Artemis PATA is able to offer these excellent online courses at a low cost. This is Gloucestershire County Council's endorsed solution to induction for the Children and Young People's Workforce.

## Children's Workforce Induction Programme. Cost £25.00

Based on the seven induction standards initially developed by the Children's Workforce Development Council, the Artemis Children's Workforce Induction programme provides comprehensive induction for anyone working with children. Developed by, and for, members of the children's workforce this high quality e-learning package has 13 modules including; An Introduction to Child Development, Discrimination and Prejudice, Risk Assessment, Forms of Abuse, the training programme matches the children's induction standards set out by the Children's Workforce Development Council.



In addition to this PATA offers the following Artemis courses which are a great way of adding to your knowledge. You will receive a certificate for each course which can be used to evidence ongoing professional development. **Cost £15 each**

- ◆ **Understanding Child Attachment** this course aims to explain the attachment children have to their main carers. Understanding the basics of the attachment theory in its various forms and stages can significantly improve outcomes for children.
- ◆ **Information Sharing** this course is based on the government's guidance for practitioners and managers on sharing information.
- ◆ **Working with Families** this course introduces the principles and practice of the Signs of Safety Framework and a Solution Focused Approach.
- ◆ **Child Protection Level 1** this is an introduction to the concept of providing protection to children. The course will cover understanding the concept, the size of the challenge, how to spot issues of concern and what to do about them.
- ◆ **Working with Children and Young People with Disabilities** this is designed to equip practitioners with the knowledge to provide high quality care for children and young people with disabilities.
- ◆ **Integrated Working** this course aims to provide the tools to support integrated working and to enable them to use common processes, language and systems to the best advantage for children, young people and their families.
- ◆ **Domestic Abuse (Violence, Forced Marriage and Female Genital Mutilation)** this course will help practitioners understand more about these areas. It's based on nationally available evidence and good practice and it will also increase understanding of what a Multi-Agency Risk Assessment Conference is and what it does.
- ◆ **Working with Parents** this is an induction to positive parenting structures and strategies, which can inform practice, promote self-efficiency and provide positive outcomes for parents, children and young people.
- ◆ **Child Sexual Exploitation** this has been identified throughout the UK, with both victims and perpetrators coming from a range of social and ethnic backgrounds. It's a form of sexual abuse and can have serious impact on every aspect of the lives of children involved.

## How to book:

Please download a booking form from our website [www.pataglos.org.uk/ci-enrolment](http://www.pataglos.org.uk/ci-enrolment) and return it to PATA with a cheque or pay by PayPal through our website. Once your booking form has been received and processed the learner will receive emails directly from Artemis, this will enable them to begin the course.

2<sup>nd</sup> Chance First Aid would like to thank all PATA members that have used us for their First Aid training needs in the past.

We continue to support you by offering the ITC Level 3 Paediatric First Aid (QCF) course, which is OFSTED/EYFS compliant and we are also found on the GCC recommended providers list.

Future courses can be found and booked via our website [www.2ndchancefirstaid.co.uk](http://www.2ndchancefirstaid.co.uk) and clicking on the "Available Courses" button at the top of our home screen.

We would also like to inform you of a NEW course we have designed after feedback from previous courses.



### **New 3 Hour Paediatric First Aid Annual Update Training**

Many of you have commented on courses that even with good quality training, 3 years is a long time to retain your First Aid knowledge. As a reaction to this we are now offering these short update courses to refresh and update your skills on a more regular basis.

We will be offering these courses on a monthly basis at our new training centre in Quedgeley for only £10 per attendee, meaning it wont break the bank!

Courses will be offered on a morning, afternoon & evening basis to suit. Booking can also be made via the website as above.

Telephone 01452 723150    Mobile 07855 473751

*Giving you the skills to give someone else a 2nd chance*

## **Tailored training opportunities**

- Can't get to our training centre in Gloucester?
- Do you have several staff members who would benefit from training?
- Are you part of a local group of settings with similar training needs?
- Do you need training on something not currently covered in our training programme?

Let us come to you! We are now offering tailored training in settings to meet your needs.

Contact us to discuss options further on 01452 541244



## **PATA membership includes:**

All involved in a member setting – parents, carers, staff, committee and volunteers – as well as individual members. ALL can attend these events at published PATA member rates.

**Please note:** to be eligible for PATA member rates, your setting must be a fully paid up PATA member at the time of the booking and during the training. PATA reserves the right to charge the full rate for the training if PATA membership has lapsed.

**If you are not a member and would like to join** as a group or an individual, please complete the membership application on our website [www.pataglos.org.uk/membership](http://www.pataglos.org.uk/membership) Other membership benefits include PATA Chatter newsletter, advice and information from PATA staff and useful publications.

## **How to Book**

**For workshops and short courses** you can book online on the PATA website [www.pataglos.org.uk/training](http://www.pataglos.org.uk/training) or please use the booking forms in this training programme (photocopy as required) or print from the PATA website. Your place is only booked once we have received a booking form and payment.

**For applications for National Qualifications (QCF) courses and apprenticeships** please use the booking forms at the back of this training programme (photocopy as required) or print from the PATA website: [www.pataglos.org.uk/training](http://www.pataglos.org.uk/training)

**For all forms** please follow the instructions on the bottom of the form for printing, emailing or posting applications as well as any course payment requirements for booking.

**For enquiries** telephone 01452 541244 for short courses/workshops and National Qualifications (NVQs), QCF Awards, Certificates, Diplomas, CPD Units and apprenticeships.

**PATA Website - put this in your 'favourites' and check regularly!** This training programme can be viewed on the PATA website [www.pataglos.org.uk/training](http://www.pataglos.org.uk/training) with links to book or booking forms available to download. New opportunities, extra dates and further information are added regularly.

Also see our facebook page for regular updates and news.

## **PATA Short Course Bookings - Terms and Conditions**

Course fees are the responsibility of the learner. If an employer, parent or other body is accepting responsibility for paying the course fee, clear evidence and details of who must be provided during the application stage.

**Short courses/workshops:** Payment must be made at the time of booking for short courses and workshops, other arrangements apply for longer courses (national qualifications).

### **Cancellation and non attendance**

Notification of cancellation of a course or workshop by PATA:

- PATA reserves the right to cancel any course with insufficient numbers and will give 5 working days notice. A full refund will apply.
- If PATA have to cancel due to circumstances beyond their control and is unable to give 5 days notice then an alternative date/course will be offered prior to any refund.
- In some instances a **training credit** may be issued for cancelled/postponed learning – this will have an expiry date.

### **Learner Cancellation - short courses and workshops:**

- 15 working days before the start date = 100% refund.
- 10 working days before the start date = 50% refund.
- Less than 10 working days of the start date = no refund.
- Non attendance = no refund.
- Non attendance or cancellation of FREE (funded) courses will incur a 'no show' charge of £55.00 to cover administration costs.



# Booking Form for Workshops, Events and Short Courses

Please complete the following sections:

## Section 1 (please complete a separate form for each course)

Title of Training: \_\_\_\_\_ Course Code \_\_\_\_\_

Date: \_\_\_\_\_ Venue: \_\_\_\_\_

**Participant name(s) and contact details** (Please clearly write the name you wish to appear on your certificate)

Name	Telephone Number	Email Address
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

## Section 2 Setting Details (If you are booking as an individual please supply your own details in this section)

Setting name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address of setting \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Are you a PATA member? YES/NO

Tick here to show that you have read and accept the terms and conditions on page 14

## Section 3 Payment details

Total fee payable for \_\_\_\_\_ places: £ \_\_\_\_\_ Cheque/Bacs Date: \_\_\_\_\_

Please make cheque payments payable to: **PATA (UK)**. (separate cheque for each course) or pay by BACS (account number: 69294941 sort code: 60-09-02) Use your **course code number** and **name/setting name** as reference and notify by email to [finance@pataglos.org.uk](mailto:finance@pataglos.org.uk)

All bookings, payments and requests to be sent to: Training, PATA, Chequers Bridge Centre, Painswick Road, Gloucester GL4 6PR Telephone 01452 541244

**Confirmation and receipt will be sent by email to the contact name given above in section 2.**

**Please see our website for further information on courses [www.pataglos.org.uk](http://www.pataglos.org.uk)**



# National Qualifications

**Are you looking to gain a nationally recognised Qualification?**



## Why choose to learn with PATA?

At PATA we deliver a range of nationally recognised qualifications to support the early years, playwork and school sectors. We are registered with the awarding bodies of City & Guilds and CACHE. We work with Adult Education in Gloucestershire, Weston College and Gloucestershire College to enable learners with PATA to access financial support for their qualifications.

We deliver the knowledge elements of these courses through a series of workshops led by experienced and qualified tutors and they take place at our centre in Gloucester. Workshops give learners the opportunity to share experiences with others, and leave them with great ideas to take back to their setting

The number of workshops you attend will depend on the length of the course but are essential for the knowledge content and support. All qualifications require a placement in order that competency in the work place can be assessed, and you will also be assessed through written work and discussion. We are able to deliver some qualifications as apprenticeships and, where appropriate, deliver support for functional skills.

We understand the local environment of the sector in Gloucestershire, the EYFS requirements and have, through our membership, an excellent working relationship with employers which foster opportunities for career progression. We offer free parking and there is a café on-site.

Feedback consistently tells us that our learners feel supported as individuals and they value the confidence achieved through learning within our small and friendly environment.

We hope to welcome you at PATA where all our courses are accredited, but should you choose an alternative source for your training, for example on-line, we would urge you to check it is accredited and recognised as being full and relevant before undertaking it.

# Children and Young People's Workforce City and Guilds Level 2 Certificate

**What will this qualification give me?** These qualifications will give you the necessary knowledge and skills for a career working with young children aged 0 to 5 years in a variety of settings.

**Who is the course aimed at?** Anyone who is already or wishing to become a child minder, youth worker, playgroup assistant, nursery nurse or nursery manager etc.

**Which level of qualification is right for me?** Level 2 is a progressive qualification that is intended to lead the learner into the L3 EYE Diploma. It will prepare younger learners or those with limited or no experience in early years.

**What are the entry requirements?** Whilst no formal entry requirements are required to undertake the course, a good knowledge of literacy and numeracy is essential.

**How will I learn?** Completion of the course is by attending PATA workshops (approximately ten throughout the duration of the course), private study, coursework and working (either employed or volunteering) in an Early Years Setting for a minimum of 6 hours a week.

**Date of next course:** to be confirmed. Please contact us to register your interest.

**Duration of course:** 9 months – 1 year (part-time)

**Time of workshops:** 9:30am – 2:30pm (not consecutive weeks – approximately 10 workshops) (please note that at the time of printing there is no funding available for this qualification and it will have to be self funded. (We do offer a payment by instalments plan))

**Cost:** £1200

**Please note there is also a £100 booking fee upon course acceptance.**

**Our learners  
said**

*“PATA is small and friendly and can offer bespoke training. You are treated as an individual rather than a number/another learner.”*

*“The support from my tutor, when I needed it, was excellent.”*



# Early Years Practitioner (Early Years Educator) City and Guilds Level 3 Diploma

**What will this qualification give me?** These qualifications will give you the necessary knowledge and skills for a career working in key positions with young children aged 0 to 5 years in a variety of settings.

**Who is the course aimed at?** Anyone who is already working as a child minder, youth worker, playgroup assistant or leader, nursery nurse or nursery manager etc.

**Which level of qualification is right for me?** Level 3 is intended for those who have already completed the CYPW Level 2 qualification or for those who are experienced in working within an early years setting.

**What are the entry requirements?** Ideally you will hold GCSE Mathematics and English Language (Grade A\* - C). Learners can enrol on this course without GCSE's, however, you will only be counted in staff ratios at Level 2. A good knowledge of literacy and numeracy is essential.

**How will I learn?** Completion of the course is by attending PATA workshops (approximately ten throughout the duration of the course), private study, coursework and working (either employed or volunteering) in an Early Years Setting for a minimum of 20 hours per week (if undertaking the course over a 12 month period) or 15 hours a week (if undertaking the course over a 18 month period)

**Date of next course:** to be confirmed. Please contact us to register your interest.

**Duration of course:** available as a 1 year course (part-time)

**Time of workshops:** 9:30am – 2:30pm (not consecutive weeks – approximately ten workshops)

**Cost:** £2800 (Confirmation of Advanced Learner loans awaited)

**Please note there is also a £100 booking fee upon course acceptance.**

**Our learners  
said**

*“The course was fantastic, it has enabled me to go from a volunteer to a qualified playleader that has the confidence and ability to lead.”*

*“Everything was so informative and the support given from all at PATA was amazing.”*



# Supporting Teaching and Learning in Schools (STL)

## City and Guilds Level 2 Certificate, Level 3 Certificate and Diploma

**What will this qualification give me?** These qualifications will give you the necessary knowledge and skills for a career as a Teaching Assistant/Learning Support Worker in a Primary, Secondary or Special Needs School.

**Who is the course aimed at?** Anyone wishing to become a Teaching Assistant or who is newly employed as a Teaching Assistant in a school.

**Which level of qualification is right for me?** Generally Level 2 is suitable for younger learners or someone new to the role of classroom assistant. Level 3 is suitable for anyone who has already completed Level 2 or for the more experienced classroom/teaching assistant.

**What are the entry requirements?** Whilst no formal entry requirements are required to undertake the course, a good knowledge of literacy and numeracy is essential.

**How will I learn?** Completion of the course is by attending PATA workshops (approximately ten throughout the duration of the course), private study, coursework and working (either employed or volunteering) in a school classroom setting for a minimum of 6 hours a week (2 sessions, 1 of which must be a morning session).

**Date of next course:** to be confirmed. Please contact us to register your interest.

**Duration of course:** 1 Year (part-time)

**Time of workshops:** 9:30am – 2:30pm (not consecutive weeks – approximately 10 workshops)

**Cost:** £1200 (Level 2 Certificate); £1417 (Level 3 Certificate); £2225 (Level 3 Diploma - Confirmation of Advanced Learner loans awaited)

**Please note there is also a £100 booking fee upon course acceptance.**

*“I chose PATA to do my Teaching Assistant Level 3 qualification because I wanted to ensure I did an accredited course that would be recognised by employers. I also wanted that face to face interaction with a tutor and fellow learners where we could all share our ideas and experiences in a classroom environment. I would highly recommend PATA for anyone wishing to do a childcare qualification. All the staff (both admin and tutors) were helpful and supportive.”*

**Our learners  
said**



# Leadership for the Children and Young People's Workforce Management or Advanced Practice Level 5 Diploma

**What will these qualifications give me?** These two qualifications are the only approved as full and relevant by the National College for Teaching and Leadership and is equivalent to Foundation Degree level.

**Who are these courses aimed at?** These are suitable for anyone already working or wishing to work as a leader and/or manager in a range of children and young people's settings. These are foundation degree level qualifications and are accepted by several universities for progression onto degrees.

**Which qualification is right for me?** **Management** is aimed at Managers and Leaders in Children and Young People's services. It will provide the opportunity to increase knowledge of systems management in settings as well as supporting knowledge of children's learning and development. **Advanced Practice** is aimed at senior practitioners who wish to raise to national degree level their understanding of children and their learning and development.

## **What are the entry requirements?**

1 year course:- Full and relevant L4 or full and relevant L3 with 3 plus years post qualifying.

2 year course:- Full and relevant L4 or full and relevant L3 with 1 year post qualifying.

GCSE Mathematics and English Language (Grades A\* - C) or recognised equivalences.

**How will I learn?** Completion of the course is by attending PATA workshops (approximately ten throughout the duration of the course), private study, coursework and working (either employed or volunteering).

**Date of next course:** to be confirmed. Please contact us to register your interest.

**Duration of course:** 1 – 2 years (part-time)

**Time of workshops/seminars:** Confirmed on course acceptance (please note these are not held every week)

**Cost:- £2995 (members) / £3500 (non members) for each qualification** (please note that at the time of printing there is no funding available for Level 5 qualifications and these will have to be funded by either the student or setting or a combination of both. (We do offer a payment by instalments plan)

**Please note there is also a £100 booking fee upon course acceptance.**



# What should I do next?

## Contact us:

- For further information about the course.
- For an application form (also available at the back of this booklet)
- To find out if you are eligible for any funding – if you are on eligible benefits, 24 plus loans etc.
- To discuss if an Apprenticeship route is suitable for you

**Venue:** All courses are held at the PATA offices, Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR, unless otherwise stated. Free Parking on site.

The course tutors will be able to advise at the selection interview the level and qualification appropriate to each individual learner.

## Fees

There is a £100 booking fee payable upon acceptance of the course. In some circumstances this is refundable upon completion of the course.

We do offer payment instalment plans spreading the cost of the course fees over the duration of the course.

## Interviews

Assessments in English and Maths will be undertaken at interview stage. The course tutor will advise you as to which Level is appropriate for you to undertake.

## Are you an employer interested in employing a young apprentice?

- An Employer Incentive Age Grant of £1,500 may be available to employers to help fund the cost of employing a new apprentice.
- The grant can be used towards wages of your contribution to the course costs.
- The Age Grant is available for apprentices aged 16-23.
- Employers can have as many as 10 apprentices aged 16-23 under this scheme.
- Grants are available to employers with fewer than 50 employees.
- The Age Grant is available if your setting has not received a grant in the last year.
- Employment must be for at least 30 hours per week (including training hours), except in the minority of circumstances where the learner cannot complete the full 30 hours. In these cases employment must be for a minimum of 16 hours per week.
- An apprentice can be paid at the apprenticeship rate (currently £3.50) however if the apprentice is already employed their existing pay rate must continue.

# PATA (UK) Application for National Qualifications

QCF Qualifications (Awards, Certificates, Diplomas & CPD Units) & Apprenticeships

(Page 1 of 2)

**Please complete ALL sections on this form**

**Personal Details**

Full Name <input style="width: 95%;" type="text"/>	Date of Birth <input style="width: 95%;" type="text"/>
Preferred Name <input style="width: 95%;" type="text"/>	Telephone Number <input style="width: 95%;" type="text"/>
Address Line 1 <input style="width: 95%;" type="text"/>	Mobile Number <input style="width: 95%;" type="text"/>
Address Line 2 <input style="width: 95%;" type="text"/>	Email Address <input style="width: 95%;" type="text"/>
Town/City <input style="width: 95%;" type="text"/>	National Insurance No. <input style="width: 20px;" type="text"/>
Postcode <input style="width: 60%;" type="text"/>	Nationality <input style="width: 95%;" type="text"/>
Current Age <input style="width: 30px;" type="text"/>	Unique Learner No <input style="width: 95%;" type="text"/>
Emergency Contact Name and Number <input style="width: 95%;" type="text"/>	How long have you been resident in the UK? <input style="width: 95%;" type="text"/>

**Please indicate which type of national qualification you are interested in:**

Level 2 Children & Young People Work Force (CYPW)	<input type="checkbox"/>	Applicants ages 24+ seeking L3 qualifications can apply for Advanced Learning Loans to fund their course. Details will be provided by PATA.
Level 3 Early Year Educator	<input type="checkbox"/>	
Support Teaching & Learning in Schools (STL) L2	<input type="checkbox"/>	Are you in receipt of benefits? <input style="width: 50px;" type="text"/>
L3	<input type="checkbox"/>	
Playwork L2	<input type="checkbox"/>	Please state type of benefit <input style="width: 150px;" type="text"/>
L3	<input type="checkbox"/>	Do you have any other paid employment? <input style="width: 50px;" type="text"/>
Level 5 Diploma in Leadership for CYPW	<input type="checkbox"/>	
Assessor/Verifier Award	<input type="checkbox"/>	

**Employment (Childcare, Education, Playwork)**

Employer <input style="width: 95%;" type="text"/>	Employed hours per week? <input style="width: 50px;" type="text"/>
OFSTED No. <input style="width: 95%;" type="text"/>	If you volunteer, how many hours per week? <input style="width: 50px;" type="text"/>
Employers Address <input style="width: 95%;" type="text"/>	Days worked at setting? <input style="width: 150px;" type="text"/>
<input style="width: 95%;" type="text"/>	Job Role/Title? <input style="width: 95%;" type="text"/>
Town/City <input style="width: 95%;" type="text"/>	Do you have a contract of employment? <input style="width: 50px;" type="text"/>
Postcode <input style="width: 60%;" type="text"/>	
Contact Person <input style="width: 95%;" type="text"/>	
Telephone <input style="width: 95%;" type="text"/>	
Email <input style="width: 95%;" type="text"/>	

**Office use:**

Date Rec. \_\_\_\_\_

Application No. \_\_\_\_\_

Action Taken \_\_\_\_\_

**Please continue filling in this form on the next page**

# PATA (UK) Application/Expression of Interest Form for National Qualifications QCF Qualifications & Apprenticeships

(Page 2 of 2)

## Education & Experience

Please list your qualifications and include all GCSE, CSE, 'O' or 'A' Level grades and any other academic or vocational qualifications eg Level 4, Diplomas, HND, BTEC, degrees (continue on 2nd page if necessary)

Type of Qualification (e.g. GCSE)	Subjects	Grades (e.g.A-C)	Date (MM/YYYY)

Please list all training relevant to childcare, education or playwork you have completed, together with dates:

Type of Qualification	Subject	Date of Completion (DD/MM/YYYY)

Please give a brief description of your experience working with children or young people in childcare or education:

Please specify any special requirements that we need to be aware of including disability/medical conditions:

Do you have access to a computer?

Do you have access to internet?

**Learner Declaration** (Can be signed at course interview)

'I confirm that all the information on this form is correct and I declare that I have correctly identified my prior qualifications'

**Learner Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



post to: PATA Training, Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR



## Our highly rated Training and Assessment Centre offers:

### Short Courses and Workshops

Adult and community education is at the heart of PATA training. PATA offers a wide range of short courses and workshops for personal, or continued professional development. Our high quality training programme supports:

- **parents and carers** to support the growing and changing needs of young families
- **volunteers** to gain new knowledge, skills and ideas to volunteer in your local group
- **staff** to support and manage the day-to-day activities of childcare settings.

### National Qualifications

At PATA we provide a range of nationally recognised qualifications to support working in early years settings, out of school clubs and becoming a teaching assistant. We work with Adult Education in Gloucestershire, Weston College and Gloucestershire College to enable learners to access any available financial support for their qualification/ apprenticeship. We are currently waiting for funding confirmation due to changes in the rules by the ESFA

**Do you want to gain the skills to work with children or do you know someone else who does?**

**Through our membership, and excellent working relationship with employers we can help set you on the right path.**

**Contact us: 01452 541244 or [www.pataglos.org.uk](http://www.pataglos.org.uk)**

PATA (UK), Chequers Bridge Centre, Painswick Road, Gloucester GL4 6PR  
T: 01452 541244 E: [info@pataglos.org.uk](mailto:info@pataglos.org.uk) W: [www.pataglos.org.uk](http://www.pataglos.org.uk)