

Early Years Training Brochure 2020 21 V4



Contents

Welcome to our West Sussex Early Years Training Brochure for 2020 - 2021.....	3
Early Years Training Webinars	4
Pre-course work for Early Years Training	4
Pre-course work required:	4
Booking and Paying	6
Course Outlines.....	7
Safeguarding and Paediatric First Aid Course Outlines	7
SEND Course Outlines	10
EYFS Outcomes Course Outlines	16
Other events	24
Courses dates table	26
West Sussex Network Events Webinars	38
Terms and Conditions.....	41



Welcome to our West Sussex Early Years Training Brochure for 2020 - 2021

We are pleased to continue to offer high quality training at affordable prices for the forthcoming year. Our team has worked hard to ensure we have a varied and engaging training programme, based what you said at our consultation events and on other feedback. We also review all course content and training providers, to ensure our courses deliver what you need to provide high quality Early Years provision. We also offer a annual conference, which has been rescheduled to October 2021, dates to be confirmed.

In response to your feedback, we offer courses online, in the evenings and at weekends to improve access to training.

From **September to December 2020**, all Early Years Training courses (EYT course code) and Network Events will be available online as interactive webinars, apart from Paediatric First Aid which will remain face to face. Due to the unpredictability of COVID-19 and the lack of available venues, we have decided this was the best option to continue to provide high quality, safe and accessible training. From **January to March 2021** we hope to resume face to face sessions for some courses and Network Events, so these are available to book with venues listed.

We have decided to suspend the Training Subscription Scheme this year due to the current situation. All courses are now pay-as-you-go, with the majority bookable through the West Sussex Learning and Development Gateway. The Gateway is a fully automated training portal which supports you to search, book and pay for courses all in one place. For online courses, please see details on the Booking and Payment page.

Other ways to keep in touch are through the West Sussex Early Years Training website which can be found at Early Years and Childcare Training Support Programme or by following our Facebook page, which can be found by searching @WSEYT

If you would like to contact the Practice Improvement Team, please email: early.years.training@westsussex.gov.uk

Early Years Training Webinars

A webinar is a live, online course led by a trainer or an Early Years and Childcare Advisor. You must have access to a computer or tablet, a stable internet connection and a web camera with microphone. Mobile phones are acceptable for some courses, but not recommended due to the small screen. The joining link will be on the course confirmation email from the Gateway, please check this email when you receive it. If it is not on this email, then the link will be emailed to you two days before the course. Please see the course description on the Gateway for details. If you do not receive it, please check your junk mail folder, then email us on early.years.training@westsussex.gov.uk

Courses will run on Microsoft Teams or Zoom. You will need to create a free Zoom account to participate in some courses. Details of which system is needed are on the course description on the Gateway. Please contact us on early.years.training@westsussex.gov.uk if you have any questions about Microsoft Teams or Zoom. If you have already booked on a course or Network, your booking will remain on the same date and time but will be automatically changed to a webinar.

Pre-course work for Early Years Training


As webinars, certain courses will have a compulsory pre-course element such as short readings or a quiz, which must be completed before the webinar to gain a certificate. The time the pre-course element takes will NOT exceed the original face to face course time.

Pre-course work required:

- A Look at Christmas Crafts - Mass Production or Creativity? Webinar
- A Look at Springtime Crafts – Embedding genuine creativity Webinar
- Managing Allergies and Intolerance in Early Years Webinar
- Paediatric First Aid Blended
- Safeguarding and Child Protection for Early Years and Childcare Practitioners Webinar
- Safeguarding and Child Protection for the Designated Person in Early Years Webinar
- Safeguarding and Child Protection in Early Years Refresher Webinar
- Supporting Children with Self-Regulation Webinar
- The Role of the Inclusion Coordinator
- Understanding EYFS Essentials Webinar
- Understanding Five to Thrive Webinar
- Understanding Positive, Proactive and Effective Leadership (PPE for Leaders!) Webinar
- Working with Children who have English as an Additional Language Webinar

No pre-course work required:

- A Look at the 1, 2, 3's of Counting Webinar
- A Look at Writing Readiness and Pencil Grip Webinar
- Advanced Leadership Development Programme Webinar
- Autism Awareness in the Early Years
- Attachment and Trauma in Early Years
- Grasping My World: A Look at Treasure Baskets for Babies Webinar
- Makaton Foundation Level 1 Webinar

- 
- Makaton Foundation Level 2 Webinar
 - Makaton Safeguarding Taster Webinar
 - Makaton Taster Webinar
 - Nurturing and supporting children's wellbeing post lockdown
 - Pedagogical Leadership Webinar
 - Tackling Neglect in Early Years (coming soon)
 - Understanding Ofsted – Are You Ready? Webinar
 - Understanding the changes: The EYFS and Development Matters from September 2021

Booking and Paying

Booking Places – Webinars and Face to Face Courses

All our face to face courses and Webinars can be found on the Learning and Development Gateway. To search for courses, enter EYT in the Event Code search box or search by course type [here](#). Please read the course details carefully, as you may need to complete pre-course work and/or bring something with you to support your learning. Your place will be confirmed by email and we will provide you with relevant course information, primarily using the Learning and Development Gateway. The delegate and their Line Manager are both able to logon to the Gateway and see the progress of bookings.

Please ensure to book and pay before attending, as the trainer will refuse access if the booking has not been completed.

To request a Gateway account, simply click the following link: [Learning and Development Gateway user account](#). It will take up to 48 hours to process and you will receive an email with your account details once complete. Alternatively, if you are a manager you can create an account for your new practitioner and link them to your setting by clicking on the homepage here and then selecting Line Manager - Add Staff.

If you need assistance with any aspect of using the Learning and Development Gateway, follow this link for the [Learning and Development Gateway User Guides](#). Alternatively, you can contact the Learning and Development Team on 01243 756834 or via email at learninganddevelopment@westsussex.gov.uk

How to Pay – Webinars and Face to Face Courses

Simply 'Pay as You Go' for each course. Log onto to the Learning and Development Gateway, search for your course, request a place and complete payment by card.

Cancelling Places – Webinars and Face to Face Courses

Once booked, course places are non-refundable. If you cancel or do not attend, you will be charged the full amount. Managers can transfer staff bookings to others within the setting. Please log onto to your Learning and Development account to cancel and substitute.

Booking and Paying - Online Courses (not webinars)

Simply make the required payment through the WSCC payments portal on our website [here](#), select Miscellaneous, then Early years and childcare training.

Next, email early.years.training@westsussex.gov.uk to inform us what course or webinar you would like. You will receive an email with login instructions.

For Terms and Conditions, see page 32.

Course Outlines

Safeguarding and Paediatric First Aid Course Outlines

Due to COVID-19, all safeguarding courses will be delivered as webinars for 2020-21. Face to face may resume in April 2021

Safeguarding and Child Protection for the Designated Safeguarding Person in Early Years Settings Webinar

Aims: The aim of this course is to raise your awareness and confidence in your safeguarding responsibilities and be able to recognise when and how to make appropriate referrals.

Learning Objectives: If you apply what you have learnt you will be able to:

- Be aware of the role of the designated person to safeguard and promote children's welfare.
- Use Local Safeguarding Children Board policies, procedures and protocols.
- Employ strategies to support the designated person to safeguard and promote children's welfare.
- Take part in multi-agency working and use effective communication.

Cost: £15

Safeguarding and Child Protection for Early Years and Childcare Practitioners Webinar

Aims: This course will provide you with the skills and confidence to recognise the signs and symptoms of abuse and know local procedures if you have concerns.

Learning Objectives: If you apply what you have learnt you will be able to:

- Define Child Protection and Safeguarding and your role within safeguarding.
- Identify the four types of abuse, recognising the signs and indicators and how this may present.
- Identify the key documents that support you in your role in safeguarding and where you can find these.
- Demonstrate how to record and evidence concerns.
- Describe the importance of acting on safeguarding concerns and know the local process of how to do this.
- Identify and follow the process of escalating unresolved concerns.

Cost: £25

Safeguarding and Child Protection in Early Years Refresher Webinar

Aims: You will revisit the indicators of abuse and neglect and how to respond, as well as explore social care thresholds in relation to the levels of intervention. You will consider what action can be taken within the setting and the support and guidance available.

Learning Objectives: If you apply what you have learnt you will be able to:

- Be aware of the designated role and promote children's welfare.
- Use Local Safeguarding Children Board policies, procedures and protocols.
- Employ strategies to support the designated person to safeguard and promote children's welfare.
- Take part in multi-agency working and use effective communication.

Cost: £15

Level 2 Introduction to Child Protection (online course)

Aims: Understand how to keep children safe with this accredited Level 2 Introduction to Child Protection qualification. This online course will give you extra reassurance that you're providing high-quality safeguarding measures and meeting all EYFS requirements.

Learning Objectives: If you apply what you have learnt you will gain awareness of:

- Legislation relating to safeguarding children
- Recognising the signs of abuse and what to do next
- Types of child abuse
- Emotional and sexual abuse and neglect
- How to report concern
- The Prevent Duty.

There is a final assessment in the form of an interactive test requiring an 80% pass mark to achieve accreditation. If you fail to achieve this mark you can revisit the training and retake the assessment with further randomised questions based on the whole course content.

Cost: £10

Also see Makaton Safeguarding Taster Webinar page 12

Tackling Neglect in Early Years Online*

*This course is underdevelopment to change it to an online course. It is not available to book yet.

Aims: This course will increase your awareness of neglect. You will explore how to identify, tackle and evidence this challenging type of abuse.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Recognise the signs and behaviour indicators of neglect.
- Demonstrate an awareness of how to evidence your concerns around neglect and the appropriate tools and resources to use to support your record keeping and referral.
- Identify the importance of having key conversations with colleagues, parents/carers, other agencies.
- Demonstrate an awareness of the long term impact neglect can have.

Cost: £15

Booking: This course is underdevelopment and is not available yet. Once released, to book, please search for the course title on the [Learning and Development Gateway](#).

Paediatric First Aid Blended Learning (6 hours online + 1 day)

Aims: This course is compliant with Ofsted and the EYFS guidelines and is accredited by the First Aid Industry Body (FAIB). The aim is to raise your awareness of situations likely to occur when looking after children which require First Aid and appropriate strategies to successfully resolve them. You must complete the online learning course before attending the face to face. Please download to your phone or print the e-certificate to show to the trainer on day.

Learning Objectives: If you apply what you have learnt you will be able to:

- Help with variety of injuries, reactions or attacks.
- Identify the role and responsibilities of the paediatric first aider.
- Understand the appropriate contents of a first aid box and how to record accidents and incidents.

Cost: £60

SEND Course Outlines

Attachment and Trauma in Early Years Webinar

Aims: The aim of this course is to enhance your understanding of attachment and trauma and their effects on development and behaviour. It will enable you to develop strategies to support young children with healing and building resilience.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Explore why attachments matter in Early Years
- Discuss attachment theories and its relevance in Early Years
- Discuss how childhood trauma impacts behaviour in later years
- Review Relationship-Based Approaches that Support Healing and Build Resilience in Young Children

Cost: £50

Autism Awareness in the Early Years Webinar

Aims: The aim of this course is to increase your awareness of the Autism spectrum and enable you to develop strategies to support young children.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Understand what Autism is and why it's a spectrum condition.
- Explore the main difficulties associated with the 'Triad of Impairment' and how these may manifest in the behaviour young children.
- Understand the process of sensory integration including the difference between hyper and hypo sensitivity.
- Understand strategies to help minimise anxiety for autistic children including the use of visual cues and timetables.

Cost: £50

Communication Friendly Early Years Settings*

Aims: This course will enable you to demonstrate how you meet the standards set within the Better Communication Research Project audit. It will assist you in promoting a communication friendly setting environment. You must have attended either Talking Clearly or Practical Communication Activities and Information for Early Years Settings before booking.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Apply adjustments to your setting so that it is communication friendly and meets the standards of the Better Communication Research Project audit for environment and opportunity.
- Perform an annual audit of your setting so that it continues to maintain its standard as a communication friendly environment.

Cost: £25

*We are currently planning dates for this course and will contact you when they are available.

Makaton Taster Webinar

Aims: The aim is to provide you with a basic introduction to Makaton. It will raise your awareness of nonverbal communication and how Makaton can support communication to be more effective and meaningful.

Learning Objectives: If you apply what you have learned you will be able to:

- Describe the feelings and emotions associated with a communication difficulty.
- Describe how Makaton can help communication to be more effective and meaningful for individual with communication difficulties.
- Evaluate individual Makaton user's language and vocabulary needs.

Cost: £30

Makaton Foundation Level 1 Webinar

Aims: This course provides a detailed introduction to Makaton Foundation Level 1. It combines a practical approach with theory and technical information, as well as an experiential introduction to communication disability.

Learning Objectives: If you apply what you have learned you will be able to:

- Describe the use and purpose of Makaton.
- Describe emotional and psychological effects associated with severe communication difficulties.
- Use multi modal forms of communication including signs, symbols, speech and body language to convey information.
- Organise information in order to convey it to others and extend interactions.
- Understand and use the signs and symbols included in this level, how to use these in a sentence.
- Use direction, placement and movement during non-verbal communication.
- Recognise, draw and demonstrate the signs and symbols for Stages 1, 2 and part A of the additional stage from the core vocabulary.

Cost: £59

Makaton Foundation Level 2 Webinar

Aims: The aim is to provide the second part of the Makaton Foundation. It combines a practical approach with theory and technical information, as well as an experiential introduction to communication disability. You must have completed Makaton Foundation Level 1 before booking.

Learning Objectives: If you apply what you have learned you will be able to:

- Use non-verbal communication to convey information.
- Organise information in order to convey it to others and extend interactions.
- Use direction, placement and movement during non-verbal communication.
- Recognise, draw and demonstrate the signs and symbols for Stages 3-4 and additional Core Vocabulary.

Cost: £59

Makaton Safeguarding Taster Webinar

Aims: The aim of this course is to provide you with a basic introduction to Makaton safeguarding vocabulary. You must have completed Makaton Level 1 (the first part of Makaton Foundation) before attending. It provides signs and symbols for a range of vocabulary covering various topics:

- Family, relationships and people around us
- Body parts and clothes
- Places
- Feelings, thoughts and behaviours (including bullying and abuse)
- Sexual behaviour

Learning Objectives: If you apply what you have learned you will be able to:

- Explain Makaton approaches to Safeguarding and describe how they link with existing safeguarding practices in the setting;
- Evaluate individual Makaton user's language and vocabulary needs;
- Demonstrate key word signs and symbols;
- Describe strategies or methods appropriate to use with a Makaton user to help them understand and use vocabulary or concepts.

Cost: £30

Practical Communication Activities and Information for Early Years Settings*

Aims: The aim is to develop your awareness of how to adapt activities to promote communication development in young children. It will increase your knowledge of a wide range of communication strategies and activities.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Play new games in your setting that support communication development.
- Use strategies as part of everyday routines with children in your setting to support communication development.
- Plan how to support communication with new activities.
- Demonstrate how to use the Practical Activities and Information for Early Years Practitioners Pack with colleagues.

Cost: £25

*We are currently planning dates for this course and will contact you when they are available.

Supporting Social Communication in the Early Years*

Aims: The aim is to help practitioners confidently support children with social communication difficulties. You should be familiar with the monitoring tool and involved in making referrals to the NHS and other agencies. You must have attended Talking Clearly before booking.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Identify the reasons why a child may be experiencing difficulty with social communication
- Decide when to refer children with social communication to speech and language therapy
- Offer support in liaison with involved professionals
- Observe, set targets and implement strategies to support social communication

Cost: £25

*We are currently planning dates for this course and will contact you when they are available.

Talking Clearly*

Aims: You will learn to understand how speech, sounds, attention and listening skills develop in young children. You will explore a range of strategies and approaches which promote the development of attention and listening skills, clear speech and pre-literacy skills.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Explain children's speech and language development and how you can have a positive effect on this in your setting.
- Identify children who may need additional support with speech and language development.
- Use strategies to support the development of clear speech, attention and listening skills.

Cost: £25

*We are currently planning dates for this course and will contact you when they are available.

What Makes an Effective Individual Plan*

Aims: Increase your awareness of the principles of clear outcomes and gain the confidence to create One Page Profiles and Individual Plans. Be able to cascade this approach to colleagues.

Learning Objectives: If you apply what you have learnt you will be able to:

- Use a person-centred planning approach and be aware of the principles of clear outcomes.
- Have the confidence to create One Page Profiles and Individual Plans.

Cost: £25

*We are currently planning dates for this course and will contact you when they are available.

The Role of the Inclusion Coordinator

Aims: The aim of the course is to clarify the expectations of the role and explore what these might look like in practice. It seeks to support you to develop your understanding of the INCO role, to explore current and effective practice and to consider skills that might be needed to deliver this in the setting. Practical activities and group discussions are used to promote and share ideas.

Learning Objectives: If you apply what you have learnt you will be able to:

- Recognize what inclusion is and what it means in a setting
- Explain what both the code of practice and Government guidance says about the role of the Inclusion coordinator and how these might look in practice.
- Highlight examples of excellent practice and understand ways to apply this to the setting
- Plan and execute successful parent/carer meetings

Cost: £50

Understanding Autism Spectrum Condition and Social Communication Needs (See Autism Awareness in the Early Years for a practice focused course)

Aims: This 25-minute online learning course is basic introduction to Autism Spectrum Condition (ASC). It is awareness raising, so does not offer early years focused support.

It will support you in developing an awareness of what an Autism Spectrum Condition is, the impact it can have on children and how they experience the world around them. It will also explore some of the myths and facts around Autism.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Have an increased awareness of ASC and recognise the commonly occurring myths and facts.
- Explore ways and means of supporting children with Autism Spectrum Conditions in school.
- Identify sources of information, support and resources that will help you in your work.

Cost: Free

Booking: To book, please search for the course title on the [Learning and Development Gateway](#).

EYFS Outcomes Course Outlines

A Look at Christmas Crafts - Mass Production or Creativity? Webinar

Aims: This timely and stimulating session will prompt you to think about how and why children in your setting might go about making cards and craft items for Christmas and other festivals.

Best practice examples and hands-on activities will support understanding of what works best for young children and how to meet their needs whilst avoiding prescriptive, 'production line' approaches and dealing professionally with expectations from parents or colleagues.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Provide exciting seasonal 'making experiences' that are fully in line with EYFS best practice
- Ensure that parents and practitioners have a shared understanding of age appropriate seasonal experiences

Cost: £15

A Look at Springtime Crafts – Embedding genuine creativity Webinar

Aims: For practitioners working with 3 to 5 year olds. You'll explore a refreshing array of springtime resource ideas and pedagogical approaches which ensure that children's individuality and developmental needs are central to planning and provision. The webinar emphasises strong messages about sustaining child-centred, playful practice which promote independence and creativity in learning

Learning Outcomes: If you apply what you have learnt you will be able to:

- provide exciting seasonal "making experiences" that are fully in line with EYFS best practice
- ensure that parents and practitioners have a shared understanding of age appropriate and truly "creative" seasonal experiences

Cost: £15

A Look at the 1, 2, 3's of Counting Webinar

Aims: The aim of this webinar is to consider how children learn the mathematical concepts of number and counting and how this process can be supported by the skilled and sensitive adult.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Recognise the significance of your role in providing appropriate number resources
- Be equipped to engage in high quality interactions using appropriate gesture and mathematical vocabulary when counting with young children

Cost: £15

A Look at Writing Readiness and Pencil Grip Webinar

Aims: The aim of this webinar is to understand typical developmental stages and needs in children's journey towards becoming confident and competent at writing.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Strengthen your professional knowledge and ability to provide appropriate and enjoyable mark making resources and activities
- Implement skilled adult behaviours which enhance children's learning and development regarding mark making and early writing.

Cost: £15

Advanced Leadership Development Programme Webinar

Aims: This course is for managers and leaders only. You must commit to attend all 4 sessions.

The aim of this course is to use action learning and peer coaching tools to support each other to find our way through and beyond lockdown and the ever changing 'new normal'. It focuses on the issues that matter to you most, with peers who understand exactly where you are coming from. There will be input on leadership development and personal and organisation resilience in time of uncertainty.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Be more confident in your next steps and your leadership skills
- Develop your skills in in peer coaching
- Make better decisions and motivate your staff
- Develop a trusted peer group of other leaders who know where you are coming from
- Develop good practice in personal and organisational resilience

Cost: £60

Grasping My World: A Look at Treasure Baskets for Babies Webinar

Aims: The aim of this webinar is to help you to create a responsive and stimulating learning environment that meets the needs of under twos using treasure baskets.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Create a responsive and evolving enabling environment using treasure baskets
- Evaluate your current practice and provision regarding treasure baskets and identify existing strengths and ways forward

Cost: £15

It's Not Fair Webinar

Aims: Attending this webinar will help you to understand why children might behave the way they do and offer you an overview of strategies to support them.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Consider the factors which contribute to children behaving the way they do
- Apply the problem-solving approach and emotion coaching techniques
- Investigate ways of promoting positive behaviour through policy and practice.

Cost: £10

Managing Allergies and Intolerance in Early Years Webinar

Aims: Explores different food allergies, how these are treated and the related implications.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Discuss approaches to treating food allergies and understand prevention in young children
- Recognise the implications of food allergies within your setting

Cost: £30

Nurturing and supporting children's wellbeing post lockdown Webinar

Aims: Explore the principles of nurture and relate them to your setting post lockdown. We will share strategies which help to nurture children and families and promote wellbeing.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Consider which factors can influence young children's emotional development and wellbeing and explore the principles underpinning nurture.
- Investigate strategies which will help to nurture children and families.
- To gain confidence in supporting children's emotional development and wellbeing.

Cost: £15

Pedagogical Leadership Webinar

Aims: This webinar will enable you to reflect upon your leadership practice in relation to your pedagogical values. It will also support you at a time of change in your setting.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Express definitions of leadership
- Understand pedagogical values, professional identity and leadership
- Reflect upon your own leadership style
- Support change in our setting

Cost: £10

Planning for Positive Transitions

Aims: The aim is to encourage you to have a child centred approach and encourage this within others, ensuring that the well-being of children is at the heart of transition processes. You will consider the importance of proactive transition planning for all children and the strategies that you can apply to support transitions within and between schools/ settings. The course will provide an overview of the tools and resources that you can use.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Apply the principles of effective transitions within practice and learning environment, to provide positive transition experiences for children.
- Identify ways in which staff can engage with families to develop positive relationships and partnership working to ensure that the needs and well-being of each child are central to transition processes.
- Evaluate the range of resources, tools and strategies available to support effective transitions within and between settings/ schools.
- Reflect on current practice and identifying strengths and areas for further development/ next steps.

Cost: Free

Supporting Children in Relation to Death and Bereavement Webinar

Aims: This course will enable you to explain the notion of death to very young children. It will equip you with a range of strategies to use when supporting children and their families at a very difficult time.

Learning Outcomes: If you apply what you have learnt in this course you will be able to:

- Demonstrate what we mean by death and how we can relate this to young children
- Describe how to support young children in relation to bereavement and death

Cost: £10

Supporting Children with Self-Regulation Webinar

Aims: This training will support you to provide better outcomes for children's emotional health and wellbeing. It supports your practice to help children to grow their social and emotional skills in positive ways. As a result, children can develop problem solving skills, resilience, and the social skills that benefit their friendships and behaviour.

You will appreciate the principles of self-regulation and examine a range of strategies to support it. You will identify links within the EYFS to promote and support behaviour choices and explore the importance of language, role modelling and communication to support self-regulation.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Have a clear understanding of and plan for achieving better outcomes
- Be confident in leading childcare teams' self-regulation strategies
- Have a range of activities, resources and strategies to use in practice
- Be able to describe and demonstrate work in this important area

Cost: £25

Understanding EYFS Essentials Webinar

Aims: This important, informative and interesting webinar is for returning staff and those new to the EYFS. Using slides, video footage and activities, the course seeks to support you in developing your knowledge and understanding of the key elements of the Early Years Foundation Stage (EYFS), including information about changes due for implementation in September 2021.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Understand how the characteristics of effective learning and the prime and specific areas of learning and development are of crucial importance to young children's learning and development
- Support your ability to meet the learning and development needs of young children

Cost: £15

Understanding Five to Thrive Webinar

Aims: This webinar introduces the essentials of the Five to Thrive approach. It seeks to support you in securing a sound understanding of brain development and the five building blocks of the highly regarded Five to Thrive approach. This course will support you to identify ways to develop meaningful and empowering adult and child relationships which boost children's confidence, self-esteem, resilience and self-regulation.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Develop strategies for meeting the emotional and psychological needs of babies and children
- support meaningful, calm and empowering relationships between children and the adults in their lives – both family members and professionals

Cost: £15

Understanding Ofsted – Are You Ready? Webinar

Aims: This course is for Early Years practitioners who work directly with children, but leaders and managers are welcome to attend. This informative Enable Children webinar will support practitioners in understanding what an Ofsted inspection means for them and the implications of this with regard to their practice and provision. Consideration of key aspects from the 'Early years inspection handbook for Ofsted registered provision' (operational from September 2019) will ensure opportunity for reflection and discussion of actions needed to be Ofsted 'ready'.

Learning Outcomes: If you apply what you have learnt you will be able to:

- know what to expect from future inspections;
- to plan for any changes or possible training needs regarding your provision and practice.

Cost: £15

Understanding Positive, Proactive and Effective Leadership (PPE for Leaders!) Webinar

Aims: This webinar is for leaders and managers of early years settings. The aim is to increase your professional confidence and self-awareness of leadership skills, attributes and competencies, identifying strengths and ways forward for your development.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Reflect on and evaluate the effectiveness of your leadership
- Identify what is needed in your leadership position to be positive, pro- active and effective

Cost: £15

Understanding the Changes: The EYFS and Development Matters from September 2021

Aims: This informative and stimulating 2.5 hour webinar will outline the changes to the EYFS and Development Matters due for implementation in September 2021.

Using PowerPoint slides, presentation activities, the chat facility and discussions, this webinar will consider the key features of effective practice as outlined in the updated versions of The EYFS Statutory Framework and Development Matters and implications of these changes for provision and practice.

Learning Outcomes: If you apply what you have learnt you will be able to:

- know about the changes in the EYFS and the key features of effective practice outlined in the new Development Matters
- be aware of the implications of these with regard to your ability to support the learning and development needs of young children

Cost: £15

Working with Children who have English as an Additional Language (EAL) Webinar

Aims: This training examines the importance of celebrating children's individual language development, and how their needs can be met through offering a range of play and learning opportunities. It outlines best practice, resources, routines, activities and experiences that can be provided to support children and work in partnership with their parents. This webinar will also explore the importance of policies and practice and working within an anti-discriminatory framework. **Please note:** There is a short, compulsory pre-course and post-course activity to be completed in order to gain a certificate.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Understand the needs of children with English as an additional language (EAL)
- Better support parents in partnership
- Know who to work with to gain further support
- Be able to support anti-discriminatory practice in the setting

Cost: £15

Other events

COVID-19 Infection Prevention and Control in Early Years Settings and Schools Webinar

Aims: This webinar offers information and advice about COVID-19 infection and prevention control and is aimed at the person responsible for infection control standards within the setting. The aim is to support you to deliver best practice around COVID-19 infection and prevention control.

This webinar will explore the principles of environmental cleaning, the process of good hand hygiene and the use PPE including putting on/taking off protocol.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Discuss current Infection Prevention & Control (IPC) principles and their role in preventing transmission of COVID-19 in settings and schools
- Recognize the importance of risk assessment and its role in driving local practice in support of reducing transmission of COVID-19
- Develop strategies to enable the gradual process of re-opening to all pupils and staff

Cost: Free

Make Every Contact Count (MECC) Webinar

Aims: This online course encourages you to consider the local population and different needs within it and how behaviour change and assessment tools can be used to encourage people to adopt healthier lifestyle choices.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Describe MECC as a very brief intervention (VBI)
- Use 'open questions' to initiate and have healthy conversations (Ask)
- Outline some key health & wellbeing 'messages' (Advise)
- Identify local support services and national resources (Assist)
- Use brief advice and brief interventions in different contexts
- Use motivational interviewing techniques in different situations
- Use behaviour change and assessment tools in different situations

Cost: Free

Thresholds Online Webinar

Aims: This workshop will introduce you to Early Help work and describe the use of the West Sussex Thresholds in identifying the best response to the needs of children and families.

It will outline the context, vision and model for the new ways of working with families to provide early help through a multi-agency Early Help system. The course will use the new Thresholds document (April 2016) to consider what factors contribute to safe decision making at level 3 and 4 and how we can work better together to support children and families as they step up and down between levels 3 and 4.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Use the West Sussex Continuum of Needs Thresholds document to determine appropriate thresholds against level of risk
- Describe MASH referral process and when it's appropriate to refer
- Describe processes and support within Early Help
- Explore what good looks like for a referral
- Reflect on your own role and how you will apply what you have learned

Cost: Free

Understanding Parental Conflict Webinar

Aims: This course is designed as part of an awareness programme exploring the evidence base for parental conflict and its impact on children. Open to a wide range of participants including working in a variety of roles across the reach of Local Authorities and associated organisations, for whom increased awareness will lead to greater identification of opportunities for early intervention.

Learning Outcomes: If you apply what you have learnt you will be able to:

- Attain a raised awareness of the existing evidence base around parental conflict.
- Achieve a good understanding of the impact of parental conflict on children's outcomes.
- Recognise the potential triggers for parental conflict gained from the evidence base.
- Understand the stressors and triggers of parental conflict, including the possible outcomes such as the relationship between mental health and parental conflict.
- Achieve an understanding of the role of fathers/male carers in a child's life.
- Gain an awareness of the Early Intervention Foundation (EIF) Resource Hub and the role of Reducing Parental Conflict Ambassadors and Integration Team.
- Reflect on how to apply the evidence base into areas of work - strategic or operational.

Cost: Free

Courses dates table (in date order)

For a detailed list that you can filter by date, area etc. please see our [Course Calendar 2020 21](#).

Course	Brochure page	Date	Time	Area	Code
Understanding Autism Spectrum Condition and Social Communication Needs	15	N/A	N/A	Online	Search for course title to book
Tackling Neglect in Early Years	9	N/A	N/A	Online	Search for course title to book
May					
It's Not Fair Webinar	18	05 May	Eve	Online	N/A
Supporting Children in Relation to Death and Bereavement Webinar	20	07 May	Eve	Online	N/A
Pedagogical Leadership Webinar	19	13 May	Eve	Online	N/A
Supporting Children in Relation to Death and Bereavement Webinar	20	16 May	AM	Online	N/A
It's Not Fair Webinar	18	26 May	Eve	Online	N/A
It's Not Fair Webinar	18	27 May	Eve	Online	N/A
June					
Makaton Foundation Level 1 Webinar (2 day)	12	03 and 10 June	PM	Online	EYT 20/1927
Pedagogical Leadership Webinar	19	04 June	Eve	Online	N/A
Early Years and Childcare Business Recovery Webinar	N/A	16 June	Eve	Online	EYT 20/2049
Makaton Taster Webinar	11	17 June	PM	Online	EYT 20/2003
July					
Pedagogical Leadership Webinar	19	01 July	Eve	Online	N/A
COVID-19 Infection Prevention and Control in Early Years Settings and Schools Webinar	24	06 July	PM	Online	EYT 20/2127

Course	Brochure page	Date	Time	Area	Code
COVID-19 Infection Prevention and Control in Early Years Settings and Schools Webinar	24	06 July	PM	Online	EYT 20/2144
COVID-19 Infection Prevention and Control in Early Years Settings and Schools Webinar	24	06 July	PM	Online	EYT 20/2145
COVID-19 Infection Prevention and Control in Early Years Settings and Schools Webinar	24	08 July	PM	Online	EYT 20/2146
COVID-19 Infection Prevention and Control in Early Years Settings and Schools Webinar	24	08 July	PM	Online	EYT 20/2147
COVID-19 Infection Prevention and Control in Early Years Settings and Schools Webinar	24	08 July	PM	Online	EYT 20/2148
COVID-19 Infection Prevention and Control in Early Years Settings and Schools Webinar	24	13 July	PM	Online	EYT 20/2149
COVID-19 Infection Prevention and Control in Early Years Settings and Schools Webinar	24	13 July	PM	Online	EYT 20/2151
COVID-19 Infection Prevention and Control in Early Years Settings and Schools Webinar	24	13 July	PM	Online	EYT 20/2152
Makaton Taster Webinar	11	14 July	Eve	Online	EYT 20/2005
Supporting Children in Relation to Death and Bereavement Webinar	20	21 July	Eve	Online	N/A
August					
Makaton Taster Webinar	11	12 Aug.	AM	Online	EYT 20/2007
September					
Safeguarding and Child Protection for the Designated Person in Early Years	7	10 Sept.	AM	Online	EYT 20/1931

Course	Brochure page	Date	Time	Area	Code
Settings Webinar					
Make Every Contact Count (MECC) Webinar	24	10 Sept.	AM	Online	EH 20/1706
Paediatric First Aid Blended	9	14 Sept.	Day	Horsham	EYT 20/1943
Safeguarding and Child Protection in Early Years Refresher Webinar	8	17 Sept.	Eve	Online	EYT 20/2035
Safeguarding and Child Protection in Early Years Refresher Webinar	8	21 Sept.	AM	Online	EYT 20/1933
Thresholds Online Webinar	25	23 Sept.	AM	Online	EH 20/2352
Safeguarding and Child Protection for Early Years and Childcare Practitioners Webinar	7	24 Sept.	AM	Online	EYT 20/1935
Understanding Parental Conflict - Webinar	25	25 Sept.	AM	Online	EH 20/1803
Makaton Foundation Level 1 Webinar (2 day)	12	26 Sept. and 03 Oct.	AM	Online	EYT 20/1964
October					
Advanced Leadership Development Programme Webinar	17	02 and 09 Oct. and 06 and 20 Nov.	AM	Online	EYT 20/2528
Paediatric First Aid Blended	9	03 Oct.	Day	Chichester	EYT 20/2034
Thresholds Online Webinar	25	06 Oct.	AM	Online	EH 20/1717
Paediatric First Aid Blended	9	07 Oct.	Day	Crawley	EYT 20/2021
Make Every Contact Count (MECC) Webinar	24	08 Oct.	AM	Online	EH 20/1707

Course	Brochure page	Date	Time	Area	Code
Paediatric First Aid Blended	9	08 Oct.	Day	Horsham	EYT 20/2511
Paediatric First Aid Blended	9	09 Oct.	Day	Chichester	EYT 20/2510
Understanding Parental Conflict - Webinar	25	14 Oct.	AM	Online	EH 20/2100
Safeguarding and Child Protection for Early Years and Childcare Practitioners Webinar	7	16 Oct.	AM	Online	EYT 20/2033
Safeguarding and Child Protection in Early Years Refresher Webinar	8	17 Oct.	AM	Online	EYT 20/2037
Safeguarding and Child Protection for the Designated Person in Early Years Settings Webinar	7	19 Oct.	Eve	Online	EYT 20/2022
Understanding EYFS Essentials Webinar	21	21 Oct.	AM	Online	EYT 20/2456
A Look at Christmas Crafts -mass production or creativity? Webinar	16	21 Oct.	PM	Online	EYT 21/353
A Look at Christmas Crafts -mass production or creativity? Webinar	16	21 Oct.	EVE	Online	EYT 20/2531
Paediatric First Aid Blended	9	26 Oct.	Day	Mid Sussex	EYT 20/1945
Make Every Contact Count (MECC) Webinar	22	27 Oct.	PM	Online	EH 20/2508
Make Every Contact Count (MECC) Webinar	22	28 Oct.	PM	Online	EH 20/2509
November					
Makaton Taster Webinar	11	02 Nov.	Eve	Online	EYT 20/2006
Paediatric First Aid Blended	9	02 Nov.	Day	Adur and Worthing	EYT 20/1944

Course	Brochure page	Date	Time	Area	Code
Paediatric First Aid Blended	9	03 Nov.	Day	Adur and Worthing	EYT 20/2519
Safeguarding and Child Protection for the Designated Person in Early Years Settings Webinar	7	04 Nov.	AM	Online	EYT 20/1930
Make Every Contact Count (MECC) Webinar	24	05 Nov.	AM	Online	EH 20/1708
Working with Children who have English as an Additional Language (EAL) Webinar	23	05 Nov.	AM	Online	EYT 20/2391
Paediatric First Aid Blended	9	07 Nov.	Day	Crawley	EYT 20/2024
Pedagogical Leadership Webinar	19	07 Nov.	AM	Online	EYT 20/2333
Safeguarding and Child Protection for the Designated Person in Early Years Settings Webinar	7	09 Nov.	Eve	Online	EYT 20/2025
Safeguarding and Child Protection for Early Years and Childcare Practitioners Webinar	7	09 Nov.	AM	Online	EYT 20/2026
Makaton Foundation Level 1 Webinar (2 day)	12	09 and 10 Nov.	AM	Online	EYT 20/2445
Safeguarding and Child Protection in Early Years Refresher Webinar	8	10 Nov.	AM	Online	EYT 20/2038
Understanding Five to Thrive Webinar	21	10 Nov.	AM	Online	EYT 20/2249
Understanding Five to Thrive Webinar	21	10 Nov.	PM	Online	EYT 20/2469
A Look at Christmas Crafts -mass production or creativity? Webinar	16	11 Nov.	EVE	Online	EYT 20/2625
Thresholds Online Webinar	25	12 Nov.	AM	Online	EH 20/1718

Course	Brochure page	Date	Time	Area	Code
A Look at the 1, 2, 3's of Counting Webinar	16	12 Nov.	PM	Online	EYT 20/2464
Safeguarding and Child Protection in Early Years Refresher Webinar	8	14 Nov.	AM	Online	EYT 20/2039
Paediatric First Aid Blended	9	16 Nov.	Day	Arun	EYT 20/2029
Makaton Foundation Level 2 Webinar (2 day)	12	16 and 17 Nov	AM	Online	EYT 20/2442
Pedagogical Leadership Webinar	19	17 Nov.	Eve	Online	EYT 20/2334
A Look at Writing Readiness and Pencil Grip Webinar	17	17 Nov.	AM	Online	EYT 20/2468
Autism Awareness in Early Years Webinar	10	18 Nov.	Day	Online	EYT 20/2017
Safeguarding and Child Protection for the Designated Person in Early Years Settings webinar	7	19 Nov.	EVE	Online	EYT 20/2585
Understanding Parental Conflict - Webinar	25	19 Nov.	AM	Online	EH 20/1804
Understanding Five to Thrive Webinar	21	19 Nov.	AM	Online	EYT 20/1965
Understanding Five to Thrive Webinar	21	19 Nov.	PM	Online	EYT 20/2470
Supporting Children with Self-Regulation Webinar (2 day)	20	20 and 27 Nov.	AM	Online	EYT 20/2392
Paediatric First Aid Blended	9	24 Nov.	Day	Adur and Worthing	EYT 20/2421
Paediatric First Aid Blended	9	24 Nov.	Day	Mid Sussex	EYT 20/2661
Safeguarding and Child Protection in Early Years Refresher Webinar	8	24 Nov.	AM	Online	EYT 20/1934
Understanding Positive, Proactive and	22	24 Nov.	AM	Online	EYT

Course	Brochure page	Date	Time	Area	Code
Effective Leadership (PPE for Leaders!) Webinar					20/2473
Safeguarding and Child Protection for the Designated Person in Early Years Settings webinar	7	25 Nov.	EVE	Online	EYT 20/2628
Grasping My World: A Look at Treasure Baskets for Babies Webinar	18	26 Nov.	EVE	Online	EYT 20/2626
December					
Attachment and Trauma in Early Years Webinar	10	01 Dec.	PM	Online	EYT 20/2019
Safeguarding and Child Protection for the Designated Person in Early Years Settings Webinar	7	01 Dec.	AM	Online	EYT 20/2031
Understanding EYFS Essentials Webinar	21	01 Dec.	PM	Online	EYT 20/2611
Understanding Five to Thrive Webinar	21	02 Dec.	AM	Online	EYT 20/1966
Understanding Five to Thrive Webinar	21	02 Dec.	PM	Online	EYT 20/2471
A Look at Writing Readiness and Pencil Grip Webinar	17	03 Dec.	EVE	Online	EYT 20/2610
Paediatric First Aid Blended	9	03 Dec.	Day	Crawley	EYT 20/2659
Safeguarding and Child Protection for Early Years and Childcare Practitioners Webinar	7	04 Dec.	AM	Online	EYT 20/1936
Safeguarding and Child Protection for Early Years and Childcare Practitioners Webinar	7	09 Dec.	AM	Online	EYT 20/1937
Thresholds Online Webinar	25	09 Dec.	AM	Online	EH 20/1719
Make Every Contact Count (MECC) Webinar	24	10 Dec.	AM	Online	EH 20/1709

Course	Brochure page	Date	Time	Area	Code
Make Every Contact Count (MECC) Webinar	24	10 Dec.	PM	Online	EH 20/2571
Paediatric First Aid Blended	9	10 Dec.	Day	Crawley	EYT 20/2681
Paediatric First Aid Blended	9	14 Dec.	Day	Arun	EYT 20/2676
January					
Paediatric First Aid Blended	9	11 Jan.	Day	Crawley	EYT 21/634
Safeguarding and Child Protection in Early Years Refresher Webinar	8	14 Jan.	PM	Online	EYT 21/291
Makaton Taster Webinar	11	18 Jan.	PM	Online	EYT 21/269
Nurturing and supporting children's wellbeing post lockdown	18	18 Jan.	AM	Online	EYT 21/694
Nurturing and supporting children's wellbeing post lockdown	18	18 Jan.	EVE	Online	EYT 21/603
Safeguarding and Child Protection for Early Years and Childcare Practitioners Webinar	7	19 Jan.	AM	Online	EYT 21/292
A Look at Springtime Crafts – Embedding genuine creativity Webinar	16	19 Jan.	PM	Online	EYT 21/627
A Look at Springtime Crafts – Embedding genuine creativity Webinar	16	20 Jan.	PM	Online	EYT 21/561
A Look at Springtime Crafts – Embedding genuine creativity Webinar	16	20 Jan.	EVE	Online	EYT 21/628
Make Every Contact Count (MECC) Webinar	24	21 Jan.	AM	Online	EH 21/244
Thresholds Online Webinar	25	21 Jan.	AM	Online	EH 21/248
Understanding Five to Thrive Webinar	21	25 Jan.	AM	Online	EYT 21/253
Understanding Five to Thrive Webinar	21	25 Jan.	PM	Online	EYT 21/383

Course	Brochure page	Date	Time	Area	Code
Makaton Foundation Level 1 Webinar (2 day)	12	25 and 26 Jan.	AM	Online	EYT 21/592
A Look at the 1, 2, 3's of Counting Webinar	16	26 Jan.	EVE	Online	EYT 21/475
Safeguarding and Child Protection in Early Years Refresher Webinar	8	26 Jan.	AM	Online	EYT 21/293
Understanding Parental Conflict - Webinar	25	26 Jan.	Eve	Online	EH 21/307
Autism Awareness in Early Years Webinar	10	28 Jan.	Day	Online	EYT 21/288
February					
Safeguarding and Child Protection in Early Years Refresher Webinar	8	01 Feb.	AM	Online	EYT 21/263
Paediatric First Aid Blended	9	01 Feb.	Day	Mid Sussex	EYT 21/278
A Look at Writing Readiness and Pencil Grip Webinar	17	02 Feb.	AM	Online	EYT 21/590
Working with Children who have English as an Additional Language (EAL) Webinar	23	02 Feb.	AM	Online	EYT 21/443
Understanding Positive, Proactive and Effective Leadership (PPE for Leaders!) Webinar	22	03 Feb.	AM	Online	EYT 21/476
The Role of the Inclusion Coordinator	15	04 Feb.	DAY	Online	EYT 21/630
Supporting Children with Self-Regulation Webinar (2 day)	20	04 and 11 Feb.	AM	Online	EYT 21/442
Paediatric First Aid Blended	9	06 Feb.	Day	Mid Sussex	EYT 21/638
Safeguarding and Child Protection for the Designated Person in Early Years Settings webinar	7	06 Feb.	PM	Online	EYT 21/299
Paediatric First Aid Blended	9	08 Feb.	Day	Horsham	EYT 21/274
Understanding Parental Conflict - Webinar	25	08 Feb.	AM	Online	EH 21/309

Course	Brochure page	Date	Time	Area	Code
Safeguarding and Child Protection for Early Years and Childcare Practitioners Webinar	7	09 Feb.	AM	Online	EYT 21/340
Understanding EYFS Essentials Webinar	21	09 Feb.	AM	Online	EYT 21/478
Makaton Foundation Level 2 Webinar (2 day)	12	08 and 09 Feb.	AM	Online	EYT 21/593
Paediatric First Aid Blended	9	10 Feb.	Day	Adur and Worthing	EYT 21/641
Safeguarding and Child Protection for the Designated Person in Early Years Settings Webinar	7	11 Feb.	AM	Online	EYT 21/294
Grasping My World: A Look at Treasure Baskets for Babies Webinar	18	11 Feb.	AM	Online	EYT 21/480
Safeguarding and Child Protection in Early Years Refresher Webinar	8	20 Feb.	AM	Online	EYT 21/301
Makaton Foundation Level 1 (2 day)	12	20 and 27 Feb.	AM	Online	EYT 21/297
Makaton Safeguarding Taster Webinar	13	22 Feb.	AM	Online	EYT 20/1991
Understanding the Changes: The EYFS and Development Matters from September 2021	22	23 Feb.	AM	Online	EYT 21/562
Attachment and Trauma in Early Years Webinar	10	24 Feb.	AM	Online	EYT 21/339
Understanding Positive, Proactive and Effective Leadership (PPE for Leaders!) Webinar	22	25 Feb.	AM	Online	EYT 21/591
Working with Children who have English as an Additional Language (EAL) Webinar	23	25 Feb.	EVE	Online	EYT 21/588
Thresholds Online Webinar	25	25 Feb.	AM	Online	EH 21/249
Paediatric First Aid Blended	9	27 Feb.	Day	Adur and	EYT 21/298

Course	Brochure page	Date	Time	Area	Code
				Worthing	
Paediatric First Aid Blended	9	27 Feb.	Day	Arun	EYT 21/639
Understanding Parental Conflict - Webinar	25	27 Feb.	AM	Online	EH 21/308
March					
Makaton Taster Webinar	11	01 Mar.	AM	Online	EYT 21/270
Paediatric First Aid Blended	9	01 Mar.	Day	Chichester	EYT 21/276
Understanding Ofsted – Are You Ready? Webinar	21	02 Mar.	AM	Online	EYT 21/485
Autism Awareness in Early Years Webinar	10	03 Mar.	Day	Online	EYT 21/289
Understanding Five to Thrive Webinar	21	03 Mar.	AM	Online	EYT 21/254
Understanding Five to Thrive Webinar	21	03 Mar.	PM	Online	EYT 21/384
Planning for Positive Transitions Webinar West (Chichester/Arun)	19	03 Mar.	PM	Online	EYT 21/578
A Look at Writing Readiness and Pencil Grip Webinar	17	04 Mar.	EVE	Online	EYT 21/477
Understanding the Changes: The EYFS and Development Matters from September 2021	22	04 Mar.	PM	Online	EYT 21/629
Paediatric First Aid Blended	9	04 Mar.	Day	Horsham	EYT 21/637
Makaton Foundation Level 2 (2 day)	12	06 and 13 Mar.	AM	Online	EYT 21/429
Makaton Safeguarding Taster Webinar	13	08 Mar.	AM	Online	EYT 21/306
Understanding Five to Thrive Webinar	21	08 Mar.	AM	Online	EYT 21/852
Understanding Five to Thrive Webinar	21	08 Mar.	PM	Online	EYT 21/853
Safeguarding and Child Protection for Early Years and Childcare Practitioners Webinar	7	09 Mar.	AM	Online	EYT 21/265

Course	Brochure page	Date	Time	Area	Code
Planning for Positive Transitions Webinar South (Adur and Worthing area)	19	10 Mar.	PM	Online	EYT 21/579
A Look at the 1, 2, 3's of Counting Webinar	16	10 Mar.	AM	Online	EYT 21/589
Safeguarding and Child Protection for the Designated Person in Early Years Settings Webinar	7	11 Mar.	PM	Online	EYT 21/262
Understanding Parental Conflict - Webinar	25	11 Mar.	AM	Online	EH 21/310
Safeguarding and Child Protection for the Designated Person in Early Years Settings Webinar	7	24 Mar.	PM	Online	EYT 21/281
Planning for Positive Transitions Webinar East (Mid Sussex/County East area)	19	24 Mar.	PM	Online	EYT 21/580
Safeguarding and Child Protection in Early Years Refresher Webinar	8	24 Mar.	AM	Online	EYT 21/264
Thresholds Online Webinar	25	25 Mar.	AM	Online	EH 21/250
Planning for Positive Transitions Webinar North (Crawley/Horsham area)	19	31 Mar.	PM	Online	EYT 21/581

West Sussex Network Events Webinars

West Sussex County Council offers a variety of **free** network events throughout the year. Network dates are listed on our Network Events 20 21 flyer [here](#), not in this brochure.

These events are available to any setting; nurseries, preschools, schools and childminders, working within West Sussex.

Networks are hosted termly, unless otherwise stated and facilitated by your local Early Years Advisor.

To book, search for the course code on the [Learning and Development Gateway](#). If you do not have a Learning and Development Gateway account, click [here](#) to complete the short form. The Gateway will process your request and email you an account username and password. You can then book. This takes 24 to 48 hours to process.

Due to COVID-19, these dates are available as online, interactive webinars. To find the correct, local webinar to attend, refer to the flyer [here](#) and check for your Early Years and Childcare Advisor who will be listed as a trainer.

Business and Welfare Event

Aims: The aim of this meeting is to focus on good practice in running a business and implementing the Early Years Foundation Stage (EYFS) Statutory Framework. It will also provide you with the opportunity to meet with other early years providers to discuss practice and share ideas.

Learning Outcomes: If you apply what you have learnt on this course you will be able to:

- Understand national and local developments and how these will impact on practice.
- Explore themes which enable you to review and develop your business and, as a result, support the health and well-being of the children in your care.
- Exchange information and good practice with other settings, as well as to share ideas and support each other.

Cost: Free

Childminder Network

Aims: The aims of this event are to meet with other childminders to discuss practice and share ideas. To receive up to date information from national and local developments that may affect you

Learning Outcomes: If you apply what you have learnt on this course you will be able to:

- Specific outcomes will vary each term, but the general outcomes are:
- To hear about national and local developments and understand how these will impact on practice
- To explore themes which can support to review and develop the quality of your provision.
- To meet with others in a similar situation to yourself, to share ideas and support each other

Cost: Free

INCO SENCO Networks

Aims: The aim of this event is to focus on enabling you identifying and supporting the needs of vulnerable children and children with SEND. There will also be the opportunity to meet with other INCOs/SENCOs to discuss practice and share ideas.

Learning Outcomes: If you apply what you have learnt on this course you will be able to:

- Have an awareness of national and local developments and understand how these will impact on practice
- Explore themes which can support you to review and develop the quality and inclusivity of your provision

Cost: Free

Early Years Learning and Development Network

Aims: This meeting is for those who lead practice in early years settings to provide them with updates, information and guidance to support them in their role. It will provide support to improve the learning outcomes for children in early years. They will also provide opportunities for leaders to meet to discuss practice and share ideas.

Learning Outcomes: If you apply what you have learnt on this course you will be able to:

- Recognise national and local developments and understand how these will impact on practice
- Recognise and explore themes which can support to review and develop the quality of your provision and improve outcomes for children
- Network with others in a similar situation to yourself, to share ideas and support each other

Cost: Free

Terms and Conditions

We are committed to delivering the highest standards of Continuing Professional Development in order to improve outcomes for our customers. We aim to provide a positive learning experience and in order to facilitate this, there is an expectation of mutual accountability during training events between delegates, trainers and their managers. We continually review our service and welcome any suggestions for improvement.

Payment

You can make payment by card through the Learning and Development Gateway for face to face courses and some webinars and through the WSCC payments portal at www.westsussex.gov.uk/IP for the online courses and Linden Learning Webinars. If you cannot pay by card, please contact the Practice Improvement Team by email: early.years.training@westsussex.gov.uk

Any applicable fees and charges will be governed by West Sussex County Council's debt recovery process.

Bookings

Bookings are made on a first come, first served basis, although in the interests of fairness it may be necessary to limit the numbers of delegates from the same setting/organisation for high demand courses. A place is not secured until payment has been made. Please ensure to book and pay before attending, as the trainer will refuse access if the booking has not been completed.

It is essential that you keep your Gateway account details up to date, such as updating your email address or employer. West Sussex County Council cannot accept responsibility for information that is sent but fails to arrive. Line Managers should also inform the Gateway administrators when staff members leave. It is assumed that Line Managers have the authority to act on behalf of their employee in authorising bookings and complying with these terms and conditions.

Cancellations

Once booked, course places are non-refundable. Settings will be charged the full cost of a training place if a delegate cancels or does not attend.

If a delegate has booked and cannot attend, another individual assigned to the setting may attend in their place. The Line Manager must switch the delegates **before the end of the day on which the course runs**, as once the course finishes new delegates cannot be added and will be unable to get a certificate of attendance.

If a delegate is unable to attend part of a multi-part course, please inform the Practice Improvement Team. Depending on the course type and availability we will endeavour to book the delegate onto the second part of a future course. If this is not possible, the delegate will be recorded as 'did not attend' and advised to re-book and attend all parts of the next available course. In this instance, additional payment may be required.

If we need to cancel the course due to COVID or other factors outside of our control, we will refund delegates booked on to that course.

Un-booked Attendance

It is essential that you book a place to ensure that there are sufficient course materials, furniture and that we do not exceed the venues health and safety limitations. We will also be unable to maintain social distancing regulations. If a delegate attends without booking, the trainer will refuse access to the course.

Attending the Event

You will be expected to make any arrangements necessary to attend the whole course as indicated in the event details or you may be asked to re-book on another event.

Delegates are responsible for downloading any attachments and, if applicable, bringing resources with you to the course. Delegates must complete any pre-course learning activities prior to attending.

Events will start promptly at the advertised time. Delegates are advised to arrive at least 15 minutes before the course start time. It is at the trainer's discretion to accept late entry up to 10 minutes after the start time; but after this the delegate may be asked to rebook. If the delegate is unavoidably delayed, please contact the Practice Improvement Team by email: early.years.training@westsussex.gov.uk

Ground rules will be established for all delegates at the start of the day, including issues of confidentiality and whistle blowing.

The objectives of the course will be clearly stated and met through a variety of training activities to suit a range of learning styles.

We will provide appropriate materials to support the learning.

We will provide an opportunity to evaluate the learning via a course evaluation. This will be emailed after the event and accessed via the Learning and Development Gateway. Once the evaluation has been completed, you will be able to download your attendance certificate.

If delegates have concerns about anything they experience during the course, they should discuss this with the trainer. If this is not appropriate or is unresolved, then they should talk to their Line Manager who will contact the Practice Improvement Team. We welcome feedback as part of monitoring.

Attendance Register and Certificates

It is the delegate's responsibility to sign the attendance sheet provided by the trainer, complete the whole course and evaluate it online in order to obtain the attendance certificate.

Disclaimer

All details of courses, venues, dates, times and costs contained in this brochure are correct to the best of our knowledge at the time of publication. West Sussex County Council cannot be held responsible for any errors contained therein, and we reserve the right to cancel or modify any of the courses in this brochure.

Version 4 – December 2020

A digital version of this brochure can be found on our website at:

[early-years-and-childcare-training-and-support-programme](#)

West Sussex Early Years Training, West Sussex County Council