



Portsmouth  
CITY COUNCIL

# Early Years and Childcare

## Development programme 2017-2018





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# Welcome to your Early Years & Childcare 2017-2018 Workforce Development Programme

**This brochure aims to bring together the training courses and direct support offered by the Early Years and Childcare Team at Portsmouth City Council.**

Portsmouth's childcare provision continues to rise above the national average with 97% of our childminders and nurseries achieving Good or Outstanding from Ofsted. Our early year's children exceed the national average at the end of the foundation stage. This is a fantastic achievement and testimony to your hard work and commitment.

This training programme has been devised by the Early Years Team to provide high quality training and continuous professional development for our outstanding workforce.

You'll see that, as before you, have the option to pay as you use or purchase a package. This year we will be offering three packages, one of which has just training courses and no visits. All packages will give you access to online resources.

## What to do next

- Review your self-evaluation document to establish your staff team's training needs. Consider your Ofsted recommendations and current staff supervision notes.
- Discuss with your team your vision for the coming year. Take into consideration your continuous improvement plan and use this to guide your staff team's professional development.
- Before choosing the right package for you, consider the following aspects;
  - The size of your team
  - Your budget
  - Future recruitment
  - Current staff skill set
- Once you have chosen your package, you can purchase it via the Portsmouth Services Network website from July 2017

**If you require further support in choosing the right package for your setting, please contact your linked Quality and Sufficiency Officer**

# What you've said about our training

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## **Able and Amazing**

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**Challenging more able children (March 2017)**

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"Fantastic Course with Great Ideas"

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## **Staff performance Management**

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**Effective Supervision (April 2017)**

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"I found this training very beneficial and it has helped me a lot to understand the process of how we do the different supervisions"

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## **Making it Better for Boys**

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**(January 2017)**

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"Very useful - Inspiring and refreshing"

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## **Two year olds - Terrifying or Terrific?**

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**(March 2017)**

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"I really enjoyed this course, the staff were really friendly and explained things in a clear way. I feel I have a greater understanding of the developmental needs of a two year old and ways of changing routines and environments to suit them.

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"Very well presented course, I now don't find two year olds terrifying!"

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"Really enjoyed. Best course so far!"

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## **Winter Wonderland**

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**Using your Outdoor environment in the winter (December 2016)**

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"Very good informative course, would fully recommend to others"

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## **Slugs, Snails and Puppy Dog Tails**

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**Boys and the Gender Schema (November 2016)**

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"I came away with some great ideas that I will be taking back into my setting"

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## **Coaching and mentoring your team to Excellence**

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**(March 2017)**

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"Very good course and I now know the difference"

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## **Exciting, Active, learning**

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**EAL (November 2016)**

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"I found this course helpful and reassuring - I feel ready to fully support EAL and parents"

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# Challenging Children

## Early Years Conference

**Nurturing Resilient and Determined Learners in Early Years.**

**Portsmouth Grammar School,  
Saturday 13th January 2018,  
9.00am - 4.00pm**

<b>9.00am</b>	Tea, coffee and Danish on arrival
<b>9.30am</b>	Welcome:
<b>9.40am</b>	Key note speaker: Professor Sherria Hoskins, University of Portsmouth
<b>11.00am</b>	Break: Tea, coffee and biscuits
<b>11.30am</b>	Workshops - see network website for details
<b>1.00pm</b>	Buffet lunch and information fair
<b>1.45pm</b>	Welcome back Key note speaker: Jenny Mosley, Author and founder of Quality Circle Time
<b>2.15pm</b>	Workshops - see network website for details
<b>3.45pm</b>	Plenary/Raffle
<b>4.00pm</b>	Close

**How to book: Portsmouth Registered Childcare Providers please book via the Service Network Website. For all other interest, please email [eyworkforce@portsmouthcc.gov.uk](mailto:eyworkforce@portsmouthcc.gov.uk)**

# The 2017-2018 Training Programme Offer

**Universal  
fully  
funded**  
for Portsmouth  
registered childcare  
providers and  
schools

Special Education Needs and disabilities (SEND); support, information and cluster meetings

Pre-registration support for new providers

Early Education funding technical support / Processes drop in sessions

PSCB Basic Safeguarding Training (excluding onsite training)

Getting to Good Learning Set

Termly Briefing

Termly over 5 practitioner meetings

Annual Transition Meetings

## Why not add on...

**Package 1**  
**£240**  
(VAT exempt)  
per year

One place on 5 training workshops of your choice

One 2 hour onsite visit

Access to exclusive online resources and templates

Telephone and email support from the Early Years Team.

**Package 2**  
**£570**  
(VAT exempt)  
per year

One place on 14 training workshops of your choice

Two 2 hour onsite visits

1 Conference Place

Access to exclusive online resources and templates

Telephone and email support from the Early Years Team

**Package 3**  
**£600**  
(VAT exempt)  
per year

One place on 20 training workshops of your choice

1 Conference Place

Access to exclusive online resources and templates

Telephone and email support from the Early Years Team

## Or you could Pay as you Use

Training sessions	<b>£40 for members /Non-members £45</b>
Single onsite Visit	<b>£100</b>
Conference	<b>Member £72/ Non-member £90</b>



## Paying for Packages:

If you book and check out your chosen package by 28th July you can pay by D/D starting in September, provided you have completed a D/D mandate

**Ordered by 28th July 2017**

Charged in instalments across the year

Sept/Oct/Nov/Dec/Jan/Feb/Mar (this will be the total of invoice 1 divided equally)

Apr/May/June/July/Aug (this will be the total of invoice 2 divided equally)

If you book after 1st August you will be invoiced in the next month to be paid in full in the second month.

For example:	Cost:	To be paid by:
1 – 31 Aug	Full cost of package	1st Oct
1 – 30 Sept	Full cost of package	1st Nov
1 – 31 Oct	Full cost of package	1st Dec

## Not sure how to use your visits? Here are some ideas...

Ofsted readiness	Business and staff planning
Policy reviews	Embedding training
Environmental Audit	Whole staff onsite training (see terms & conditions)
Moderation of judgements	Safeguarding review

# Calendar 2017-2018

## September 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 2
3	4	5	6	7	8	9
10	11	12	13		15	16
17	18	Process not product p22		New or returning to Year R cluster p38 21	22	23
		Implementing 30 hours - business p34 26	Basic safeguarding p32 27	New to L&M p13 28		

## December 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 2
3	4	5	6	New to the workforce (1,2,3) p17 7	8	9
10	11	12	Autism awareness p28 13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	Understand & Manage Children's Behaviour p30 10	11	12	13
14	15	16	Starting a child-minding business p13 16	Effective appraisals p20 17	Using the provider portal p33 17	Eager to Write p37 17
21	Understand & Manage Children's Behaviour p30 21	Fill your 30 hours p34 23	Role of adults - TAs & Year R Teachers p26 24	Basic safeguarding p32 25	26	27
28	29	30	31			

## April 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	Basic safeguarding p32 17	18	19	20	21
22	I want to be Batman! p25 23	24	Let's get outside! p27 25	Starting a child-minding business p13 25	Using the provider portal p33 25	28
29	30					

## May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Getting to good learning set p21 1	Termly briefing p14 2		3
6	7	Communication Rich Environments p22 8	Right person for the right job p19 9	10	11	12
13	14	Committees - Recruitment responsibilities p16 15	16	Transition Meeting p27 17	18	19
20	21		New or returning to Year R cluster p38 23	24	25	26
27	28	29				



## October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	Committees - know your role p15	Termly briefing p14	EYFS Managers in schools cluster meeting p36	5	6
8	9	EYPP for disadvantaged children p33	Headcount support session p33	Where the wild things are – behaviour p29	11	12
15	16	SENCO network meeting p31	Starting a child-minding business p13	17	18	19
22	23	24	25	26	27	28
29	30	Magnificent Mark Making p28	31			

## November 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			NEW - Getting to good learning set p21	Over 5's practitioners meeting p35	2	3
5	6	Unpicking 30-50 months p25	7	8	9	10
12	13	Enhance your self-evaluation p15	Gender Schema p24	14	15	16
19	20	Multi-Agency Drop-in p32	21	22	Magical Maths p38	23
26	27	28	29	New to the workforce (1,2,3) p17	30	

## February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			SEND - role of SENCO/ INCO p31	Getting to good learning set p21	1	2
4	5	Termly briefing p14	6	New to the workforce (1,2,3) p18	7	8
11	12	13	14	15	16	17
18	19	Effective supervision p20	New or returning to Year R cluster p38	EYFS Managers in schools cluster meeting p36	21	22
25	26	27	Sensory processing difficulties p29	Committees - Manage your meetings p16	28	

## March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				SEND - role of SENCO/ INCO p31	1	2
4	5	Recognise and tackle under performance p21	Exciting, Active, Learning – EAL p30	6	7	8
11	12	SENCO Network Meeting p31	Coaching and mentoring a team p14	Brilliant Babies and Attachment p24	13	14
18	19	Over 5's practitioners meeting p35	20	21	22	23
25	Letters & Sounds – Phase 1 p23	26	Multi-Agency Drop-in p32	27	28	29
						30
						31

## June 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
						2
3	4	5	Agreement Trialling p37	Agreement Trialling p37	6	7
10	11	Two Year Olds Agreement Trialling p23	Safe recruitment p19	12	13	14
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		Over 5's practitioners meeting p35				
1	2	3	4	5	6	7
8	9	Transition from Year R to Year 1 p36	Effective induction p18	10	11	12
15	16	Shared care p35	17	18	19	20
22	23	24	25	26	27	28
29	30	31				

# Early Years & Childcare training

## At a glance

	When	Page Number
<b>Leadership and management</b>		
<b>NEW - New to leadership and management workshop</b>	Sep 2017	13
Starting a childminding business	Oct 2017, Jan 2018, Apr 2018	13
Termly Briefing	Oct 2017, Feb 2018, May 2018	14
<b>NEW - Coaching and mentoring your team to excellence</b>	Mar 2018	14
<b>NEW - Enhance your self-evaluation to take your setting forward workshop</b>	Nov 2017	15
<b>NEW - Commit to your committee - know your role</b>	Oct 2017	15
<b>NEW - Commit to your committee - Manage your meetings</b>	Feb 2018	16
<b>NEW - Committees - Recruiting and your responsibilities</b>	May 2018	16
<b>NEW - New to the workforce programme (module 1 workshop - learn, module 2 observe, module 3 - implement learning set)</b>	Nov 2017, Dec 2017, Feb 2018	17-18
<b>NEW - Recruitment - effective induction workshop</b>	Jul 2018	18
<b>NEW - Recruitment - get the right person for the right job workshop</b>	May 2018	19
<b>NEW - Recruitment - safe recruitment workshop</b>	Jun 2018	19
<b>NEW - Retention - performance management - effective appraisals workshop</b>	Jan 2018	20
<b>NEW - Retention - performance management - effective supervision workshop</b>	Feb 2018	20
<b>NEW - Retention - performance management - recognize and tackle under performance</b>	Mar 2018	21
Getting to good learning set	Nov 2017, Feb 2018, May 2018	21

# Early Years & Childcare training

## At a glance continued

	When	Page Number
<b>EYFS Practice and Provision</b>		
<b>NEW - Communication Rich Environments</b>	May 2018	22
<b>It's the process not the product that counts! – Experiential learning for everyone</b>	Sep 2017	22
<b>Letters and Sounds – Phase 1 including Aspect 7</b>	Mar 2018	23
<b>Two year olds – terrifying or terrific?</b>	Jun 2018	23
<b>Brilliant Babies and Attachment</b>	Mar 2018	24
<b>Slugs Snails and Puppy Dog Tails – Boys and the Gender Schema</b>	Nov 2017	24
<b>NEW - What is happening in 30-50 months? Unpicking this developmental stage</b>	Nov 2017	25
<b>NEW - I want to be Batman!</b>	Jan 2017	25
<b>NEW - Interests, Interests, Interests - What are children's interests and how do we plan for them?</b>	Oct 2017	26
<b>Amazing Adults - The Role of adults in Child-initiated learning</b>	Jan 2018	26
<b>Transition Meeting</b>	May 2018	27
<b>Let's get outside!</b>	Apr 2018	27
<b>Magnificent Mark Making</b>	Oct 2018	28
<b>Inclusion</b>		
<b>NEW - Autism awareness</b>	Dec 2017	28
<b>NEW - Supporting children with sensory processing difficulties</b>	Feb 2018	29
<b>Where the wild things are – practical strategies to support behaviour</b>	Oct 2017	29
<b>How to Understand and Manage Young Children's Behaviour</b>	Jan 2018	30
<b>Exciting, Active, Learning – EAL</b>	Mar 2018	30
<b>Basic introduction to the SEND Code of Practice and the role of the SENCO/INCO</b>	Feb 2018, Mar 2018	31
<b>SENCO Network Meeting</b>	Oct 2017, Mar 2018	31
<b>Multi-Agency Drop-in</b>	Nov 2017, Mar 2018	32
<b>PSCB basic Safeguarding</b>		
<b>Early help - Basic safeguarding training, Autumn, Spring &amp; Summer sessions</b>	Sep 2017, Jan 2018, Apr 2018	32

# Early Years & Childcare training

## At a glance continued

	When	Page Number
<b>Data - Early years headcount support</b>		
<b>NEW - Data - Effective use of EYPP to support disadvantaged children learning set</b>	Oct 2017	33
<b>NEW - Data - Using the provider portal to submit your funding claims and receive payments - Autumn, Spring and Summer terms</b>	Jan 2018, Feb 2018, May 2018	33
<b>Implementing the 30 hours</b>		
<b>NEW - Fill your 30 hours in a meaningful way learning set</b>	Jan 2018	34
<b>Mind your own business - implementing the 30 hours in your setting workshop</b>	Sep 2017	34
<b>NEW - Shared care - who's responsibility it is? Learning set</b>	Jul 2018	35
<b>Focus on the over 5's</b>		
<b>NEW - Over 5's Practitioners Autumn, Spring and Summer term meetings</b>	Nov 2017, Mar 2018, Jul 2018	35
<b>Schools - Year R (not applicable to settings)</b>		
<b>EYFS Managers in schools cluster meeting</b>	Oct 2017, Feb 2018	36
<b>Moving on up - Transition from Year R to Year 1</b>	Jul 2018	36
<b>Agreement Trialling</b>	Jun 2018	37
<b>Eager to Write</b>	Jan 2018	37
<b>New or returning to Year R cluster</b>	Sep 2017, Feb 2018, May 2018	38
<b>Magical Maths</b>	Nov 2017	38

**Please note our new email address  
[eyworkforce@portsmouthcc.gov.uk](mailto:eyworkforce@portsmouthcc.gov.uk)**



## Leadership and management

### Termly Briefing

**Venue:** Portsmouth Academy

**Date:** Autumn term: 4 Oct 2017  
**Time:** 9.30am-11.30pm or 6.30-8.30pm

Spring term: 6 Feb 2018

Summer Term: 3 May 2018

**Content:** Termly information sharing opportunity.

**Outcomes:** Updates from the Early Years Team on new local and national initiatives, information sharing and networking

**Cost:** Universal Offer - fully funded

## Leadership and management

### NEW - Coaching and mentoring your team to excellence

**Venue:** Conference Room B, Civic Offices

**Date:** 14 Mar 2018  
**Time:** 9.30am-12:00pm

**Content:** Coaching and mentoring, whilst two different concepts, are both widely used today in a variety of organisations. Benefits are seen both by the individuals receiving the coaching or mentoring, and by the organisation. In particular, benefits are seen in performance, retention, development and communication of staff

**Outcomes:** By the end of the course you will be able to:

- Describe the difference between coaching and mentoring
- Evaluate how this is used to improve quality
- Recognise key skills required to be a coach or mentor.

**Cost:** Chargeable

## Leadership and management

### NEW - Enhance your self-evaluation to take your setting forward workshop

**Venue:** Conference Room A, Civic Offices

**Date:** 14 Nov 2017      **Time:** 9.30am-12:00pm

**Content:** This course will enlighten settings about effective self evaluation.

**Outcomes:** By the end of the course you will be able to:

- Use self-evaluation to ensure you have a realistic view of your setting
- Identify your setting's development needs and devise an effective action plan to address these
- How to effectively use your SEF during your inspection

**Cost:** Chargeable

## Leadership and management

### NEW - Know your role

**Venue:** Portsmouth Academy

**Date:** 3 Oct 2017      **Time:** 6.30-8.30pm

**Content:** Management committee members and governors have overall responsibility for meeting an organisation's legal duties, ensuring it is properly managed, and for promoting good practice in all its activities. This workshop provides support for committee members and governors to help them understand the key roles in running an early year's setting.

**Outcomes:** By the end of the workshop you will have an awareness of:

- Key committee members roles and responsibilities
- Ofsted's role in the regulation of early years settings and those who are responsible for them
- The requirements of the Early Years Foundation Stage (EYFS)

**Cost:** Universal Offer - fully funded



## Leadership and management

### **NEW - Commit to your committee - Manage your meetings**

**Venue:** Portsmouth Academy

**Date:** 28 Feb 2018      **Time:** 6.30-8.30pm

**Content:** Management committee members and governors have overall responsibility for meeting an organisation's legal duties, ensuring it is properly managed, and for promoting good practice in all its activities.

This workshop will explore how to manage committee meetings effectively to ensure that members meet the legal duties and the management needs of the provision.

**Outcomes:** Following this workshop you will:

- Have a clear knowledge of the expectations of your role at committee meetings.
- Be able to implement an effective agenda for meetings that ensures you cover all necessary leadership and management responsibilities.
- Know the purpose of different types of committee meetings and how to run these including Annual General Meetings and Extraordinary General Meetings.

**Cost:** Universal Offer - fully funded

## Leadership and management

### **NEW - Committees - Recruiting and your responsibilities**

**Venue:** Portsmouth Academy

**Date:** 15 May 2018      **Time:** 6.30-8.30pm

**Content:** This workshop will give you the knowledge to safely recruit new committee members and be able to give them the skills to fully understand their responsibilities.

**Outcomes:** By the end of the workshop you will have an awareness of:

- Safer recruitment processes
- The roles and responsibilities of committee members

**Cost:** Universal Offer - fully funded





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## Leadership and management

### **NEW - New to the workforce programme - module 1 workshop - importance of interaction**

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**Venue:** Northern Parade FH

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**Date:** 23 Nov 2017      **Time:** 9.30am-12:00pm

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**Content:** Workshop for new practitioners to the early years workforce to learn about the importance of quality interactions between children, staff, parents and other agencies.

Must commit to three modules.

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**Outcomes:** By the end of this workshop, practitioners will be able to:

- Understand how to watch, listen and respond to children
  - Communicate effectively with colleagues
  - Interact professionally with parents and other agencies
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**Cost:** Chargeable

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## Leadership and management

### **NEW - New to the workforce programme - module 2 Observe**

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**Venue:** TBA by CDO's

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**Date:** 7 Dec 2017

**Time:** 9.30-11.30am

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**Content:** Supported observation session at a registered childcare setting for new practitioners to the early years workforce to demonstrate quality interactions between children, staff, parents and other agencies.

Must commit to three modules.

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**Outcomes:** By the end of this session practitioners will through observation:

- Have an accurate picture of the overall quality of interactions between practitioners and children
  - An understanding of how this can be implemented in your own practice
- 

**Cost:** Chargeable

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## Leadership and management

### **NEW - New to the workforce programme - module 3 - implement learning set**

**Venue:** Buckland FH

**Date:** 8 Feb 2018      **Time:** 9.30am-12:00pm

**Content:** Learning set for new practitioners allowing them to reflect upon learning from modules 1 and 2 of this programme.

**Must commit to three modules.**

**Outcomes:** By the end of this session practitioners will:

- Have reflected on their own practice and understand the importance of quality interactions.
- Have a good understanding the techniques learned in this programme in their setting.

**Cost:** Chargeable

## Leadership and management

### **Recruitment - effective induction workshop**

**Venue:** Conference Room A, Civic Offices

**Date:** 11 Jul 2018      **Time:** 9.30am-12:00pm

**Content:** This course will help managers and owners understand the benefits of a comprehensive staff induction. Induction training is important as it enables a new staff member to become productive as quickly as possible. It can avoid costly mistakes by staff members not knowing the procedures or techniques of their new jobs.

**Outcomes:** By the end of the course delegates will be able to:

- Create comprehensive induction plans to use with new staff or existing staff who change roles within the setting.
- Use the induction plans to monitor staff performance and motivation during the probation period.
- Conduct effective probation reviews.

**Cost:** Chargeable



## Leadership and management

### **NEW - Recruitment - get the right person for the right job workshop**

**Venue:** Conference Room A, Civic Offices

**Date:** 9 May 2018      **Time:** 9.30am-12:00pm

**Content:** Workshop for leaders and managers to ensure that the right person is recruited for the right job.

**Outcomes:** By the end of this workshop practitioners will:

- Know how to attract the right candidate through marketing, advertising and recruitment processes
- Be able to identify the job role, devise a person specification and have a robust application process

**Cost:** Chargeable

## Leadership and management

### **NEW - Recruitment - safe recruitment workshop**

**Venue:** Conference Room A, Civic Offices

**Date:** 13 Jun 2018      **Time:** 9.30am-12:00pm

**Content:** Workshop to ensure leaders and managers have effective systems in place to meet their legal obligations to safely recruit appropriate staff.

**Outcomes:** By the end of this workshop leaders and managers will have a firm understanding and know:

- What to include in a robust recruitment policy
- How to develop thorough interviewing and safer selection procedures
- How to recruit staff in line with the guidelines in "keeping children safe in education 2015"

**Cost:** Chargeable



## Leadership and management

### Retention - performance management - effective appraisals workshop

**Venue:** Conference Room B, Civic Offices

**Date:** 17 Jan 2018      **Time:** 9.30am-12:00pm

**Content:** Appraisals are an opportunity to reflect on the achievement, performance and development of an individual and to clarify the organisations objectives.

The aim of this interactive session is to help managers and supervisors begin to put effective appraisals in place and to manage the performance of their team.

This workshop will appeal to new managers and supervisors – and Chairs of management committees who are responsible for line managing the senior person in the setting. It will also be a good refresher for experienced managers and ensure appraisals are not just an annual tick box exercise.

**Outcomes:** By the end of the course you will be able to:

- Describe performance management – what it is and why we do it
- Demonstrate how to prepare and conduct an appraisal
- Give feedback, set targets and identify training needs

**Cost:** Chargeable

## Leadership and management

### Retention - performance management - effective supervision workshop

**Venue:** Conference Room A, Civic Offices

**Date:** 20 Feb 2018      **Time:** 9.30am-12:00pm

**Content:** People are more likely to stay working within in your organisation if they feel supported and are treated fairly. Supervision gives an opportunity to discuss all aspects of work, performance and development. This course will explore what effective supervision looks like and how it is used to improve outcomes for settings, staff and children.

**Outcomes:** By the end of the course you will be able to:

- Understand the role of supervision in early years settings
- Compare different supervision models and their function
- Measure the effectiveness of your own supervision processes

**Cost:** Chargeable

## Leadership and management

### NEW - Retention - performance management - recognise and tackle under performance

**Venue:** Conference Room A, Civic Offices

**Date:** 6 Mar 2018      **Time:** 9.30am-12:00pm

**Content:** By the end of the course you will be able to:

- Understand the impact of staff underperformance on children's wellbeing, learning and development
- Begin to develop strategies to tackle under performance and how to record it
- Gain an awareness of appropriate disciplinary procedures

**Cost:** Chargeable

## Leadership and management

### Getting to good learning set

<b>Date:</b>	<b>Time:</b>	<b>Venue:</b>
1 Nov 2017	6.30-8.30pm	Portsmouth Academy
1 Feb 2018	6.30-8.30pm	Portsmouth Academy
2 May 2018	6.30-8.30pm	Northern Parade FH

**Content:** This learning set is for early years providers who currently have a grading of less than good or are new providers. The agenda will be agreed by those attending and a member of the training team will facilitate discussion and practise sharing.

**Cost:** Universal Offer - fully funded



## EYFS Practice and Provision

### NEW - Communication Rich Environments

**Venue:** Conference Room A, Civic Offices

**Date:** 8 May 2018      **Time:** 9.30am-12:00pm

**Outline:** This session will explore how we can develop our learning environments to make them communication friendly. We will explore the vital role that talk has in every part of the setting. The strategies of modelling language, appropriate questioning and keeping on commenting will be woven through the session.

**Outcomes:** By the end of this course you will understand:

- How to ensure talk is at the centre of the experiences and environments that we offer children
- A range of talk strategies to use with children
- How to extend children's language skills

**Cost:** Chargeable

## EYFS practice and provision

### It's the process not the product that counts! – Experiential learning for everyone

**Venue:** Conference Room B, Civic Offices

**Date:** 26 Sep 2017      **Time:** 9.30am-12:00pm

**Content:** This course will help you to understand that by following children's interests and providing experiential opportunities children's learning needs will be met effectively.

**Outcomes:**

- How to focus on the skills that children need
- How experiences with no end product support development
- How to plan for processes not products within your learning environment

**Cost:** Chargeable



## EYFS Practice and Provision

### Letters and Sounds – Phase 1 including Aspect 7

**Venue:** Conference Room A, Civic Offices

**Date:** 26 Mar 2018      **Time:** 9.30am-12:00pm

**Content:** This course will cover phase 1 letters and sounds and how communication and language underpin early phonics skills. In preparation for school we need to be introducing our pre-school children to aspect 7 oral blending and segmenting.

**Outcomes:** By the end of this course you will understand:

- The 7 aspects
- How to embed letters and sounds into everyday practice
- How to support and extend children's developing phonological awareness

**Cost:** Chargeable

## EYFS Practice and Provision

### Two year olds – terrifying or terrific?

**Venue:** Northern Parade FH

**Date:** 12 June 2018      **Time:** 9.30am-12:00pm or 6.30-9:00pm

**Content:** This course will help you to develop your knowledge of two year olds – how they learn and how you can effectively support them.

**Outcomes:** By the end of this course you will understand:

- The developmental needs of 2 year olds
- Your role to scaffold a 2 year old's learning
- How to reinvigorate your routines and environment to suit 2 year olds

**Cost:** Chargeable



## EYFS Practice and Provision

### Brilliant Babies and Attachment

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**Venue:** Buckland FH

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**Date:** 14 Mar 2018      **Time:** 12.30-3:00pm

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**Content:** This course will help you to focus on the needs of very young children and how the EYFS is applied to them. We will spend time unpicking the theory of attachment and how this impacts on young children's development.

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**Outcomes:**

- How to effectively support early language development in babies
  - How to use care routines and the enabling environment to support your under 2's
  - How babies brains develop
- 

**Cost:** Chargeable

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## EYFS Practice and Provision

### Slugs Snails and Puppy Dog Tails – Boys and the Gender Schema

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**Venue:** Portsmouth Academy

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**Date:** 15 Nov 2017      **Time:** 6.30-9:00pm

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**Content:** Have you ever seen a group of boys delight in a story of gore and blood? Have you ever stopped to think why the boys are not visiting certain areas of your learning environment? If you have a lot of questions about boys and how they learn then this is the course for you.

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**Outcomes:** By the end of this course you will understand:

- How the role of the adult and the environment we create, influences and impacts on the learning of boys
  - How to get boys motivated and engaged
  - How to practically enhance your environment for boys now!
- 

**Cost:** Chargeable

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## EYFS Practice and Provision

### **NEW - What is happening in 30-50 months? Unpicking this developmental stage**

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**Venue:** Conference Room A, Civic Offices

**Date:** 7 Nov 2017      **Time:** 12.30-3:00pm

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**Content:** This session will enable you to develop your understanding of the 30-50 month developmental stage. We will use the moderation tool to unpick different areas of learning and to develop consistency and accuracy of judgements.

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**Outcomes:** By the end of this course you will understand:

- How to use the 30-50 month moderation tool
  - What learning within the 30-50 months developmental band looks like
  - How to make accurate judgements within 30-50 months
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**Cost:** Chargeable

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## EYFS Practice and Provision

### **NEW - I want to be Batman!**

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**Venue:** Portsmouth Academy

**Date:** 23 Apr 2018      **Time:** 6.30-9:00pm

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**Content:** This session will explore why children want to be superheroes and how this influences their play. We will develop strategies to support different kinds of play and how you can create a whole team ethos which embraces superhero play.

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**Outcomes:** By the end of this course you will understand:

- Why children choose to take on the roles of superheroes and play with 'weapons'
  - The benefits of engaging in different types of play
  - How to support children and other practitioners in developing superhero play in the setting
- 

**Cost:** Chargeable

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## EYFS Practice and Provision

### **NEW - Interests, Interests, Interests - What are children's interests and how do we plan for them?**

**Venue:** Portsmouth Academy

**Date:** 11 Oct 2017      **Time:** 9.30am-12:00pm & 6.30-9:00pm

**Content:** This session will focus on identifying children's interests and how we can use them to plan learning environments, experiences and routines in the setting. We will explore how it is possible to move away from a topic based approach towards a more child centred approach in our provision.

**Outcomes:** By the end of this course you will understand:

- How you can identify and use children's interests in your setting
- How to plan your environment around children's interests
- How to develop planning so that children's interests are at the heart of what we deliver

**Cost:** Chargeable

## EYFS Practice and Provision

### **Amazing Adults - The Role of adults in Child-initiated learning**

**Venue:** Conference Room A, Civic Offices

**Date:** 24 Jan 2018      **Time:** 9.30am-12:00pm

**Content:** An opportunity to unpick the role of adults in child-initiated play. How best to guide children's play into effective learning opportunities.

#### **Outcomes:**

- To raise the profile of the adult within children's play
- To understand how to facilitate progress through engaging in children's play
- How to guide boisterous or passive play into positive learning experiences

**Cost:** Chargeable



## EYFS Practice and Provision

### Transition Meeting

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**Venue:** Portsmouth Adacemy

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**Date:** 17 May 2018      **Time:** 4:00-6:00pm

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**Content:** This meeting will enable pre-school / nursery practitioners and year R teachers to exchange information to ensure children make a smooth transition to school.

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**Outcomes:** To ensure children make a smooth transition to school.

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**Cost:** Universal Offer - fully funded

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## EYFS Practice and Provision

### Let's get outside!

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**Venue:** TBC

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**Date:** 25 Apr 2018      **Time:** 4:00-6:00pm

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**Content:** To know how to plan and resource outdoor provision to maximise learning and development.

A look at best practice in outdoor play and an opportunity to reflect on how to make the most of your outside area.

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**Outcomes:**

- To understand how to plan effective learning opportunities unique to the outdoor classroom
  - To learn how to enhance your outdoor provision on a budget
  - Discover how the forest schools ethos and principles can be applied to your outdoor environment and how you can enhance children's learning experiences
- 

**Cost:** Chargeable

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## EYFS Practice and Provision

### Magnificent Mark Making

**Venue:** Portsmouth Academy

**Date:** 31 Oct 2017      **Time:** 9.30am-12:00pm

**Content:** A focus on physical development as the vehicle to successful mark making and writing skill development.

A practical session which will focus on a range of mark making experiences and how to develop children's ability to use a pencil with control. You will explore the move from gross motor to fine motor skill development.

**Outcomes:**

- To explore the stages of physical development needed to enable children to have greater pencil control
- To explore a range of mark making experiences

**Cost:** Chargeable

## Inclusion

### NEW - Autism awareness

**Venue:** Conference Room A, Civic Offices

**Date:** 13 Dec 2017      **Time:** 9.30am-12:00pm

**Content:** A session to raise awareness and understanding of how to identify and support young children with Autistic Spectrum Condition and /or social communication difficulties.

This session is for Early Years SENCOs and practitioners who have an interest in, or are currently supporting a child with possible Autistic Spectrum Condition.

**Outcomes:**

- To have a better understanding of social communication difficulties and autism in young children
- To be able to implement strategies to support children with social communication difficulties and / or autism.

**Cost:** Chargeable



## Inclusion

### **NEW - Supporting children with sensory processing difficulties**

**Venue:** Conference Room A, Civic offices

**Date:** 28 Feb 2018      **Time:** 12.30-3:00pm

**Content:** This is for setting SENCos and early years practitioners with an interest in or who are currently working with a child with possible sensory processing difficulties.

#### **Outcomes:**

- To have a better understanding of sensory processing needs in young children
- To be able to develop and implement strategies to support children with sensory processing difficulties

**Cost:** Chargeable

## Inclusion

### **Where the wild things are – practical Strategies to support behaviour**

**Venue:** Conference Room A, Civic offices

**Date:** 12 Oct 2017      **Time:** 9.30am-12:00pm

**Content:** We will focus on the use of assertive language strategies and knowing when to intervene and when to encourage young children's problem solving.

**Outcomes:** By the end of this course you will understand:

- How to use assertive language to promote positive behaviour
- How to use conflict resolution strategies to encourage collaborative problem solving

**Cost:** Chargeable

## Inclusion

### How to Understand and Manage Young Children's Behaviour

<b>Date:</b> 10 Jan 2018	<b>Time:</b> 9.30am-12:00pm	<b>Venue:</b> Conference Room A, Civic offices
23 Jan 2018	6.30-9:00pm	Portsmouth Academy

**Content:** This course takes an in depth look at why children behave in the ways they do. We will explore the impact of what we do and say to support children's behaviour.

**Outcomes:** By the end of this course you will understand:

- How the emotional and physical environment you provide impacts either positively or negatively on children's behaviour
- How changes to staff deployment and routines can positively impact on behaviour

**Cost:** Chargeable

## Inclusion

### Exciting, Active, Learning – EAL

**Venue:** Conference Room B, Civic offices

**Date:** 7 Mar 2018      **Time:** 12.30-3:00pm

**Content:** This course will delve into the world of children learning English as an additional language.

**Outcomes:** By the end of this course you will understand:

- How children acquire an additional language
- Strategies to support a new entrant to your setting
- How to assess children's development in all areas of learning

**Cost:** Chargeable

## Inclusion

### Basic introduction to the SEND Code of Practice and the role of the SENCO/ INCO

**Venue:** Conference Room A, Civic offices

<b>Date:</b>	<b>Time:</b>
Part 1: 1 Feb 2018	12.30-3:00pm
Part 2: 1 Mar 2018	12.30-3:00pm

**Content:** This introductory course is designed for those new to (or soon to take on) the INCO role in early years. The requirements and expectations of this role will be explored and required areas of knowledge discussed. An overview of the Code of Practice will also be provided.

Practitioners will undertake an inter-sessional task to bring to Day 2.

**Outcomes:** By the end of this course you will understand:

- Have an overview of the SEND Code of Practice
- Have increased confidence in taking on this role

**Cost:** Chargeable

## Inclusion

### SENCO Network Meeting

**Venue:** Portsmouth Academy

<b>Date:</b>	<b>Time:</b>
17 Oct 2017	1:00-3:00pm or 6-8:00pm
13 Mar 2018	1:00-3:00pm or 6-8:00pm

**Content:** An opportunity to network with other setting SENCO's and professionals working to support children with SEND.

**Outcomes:** You will be updated on current SEND themes and processes with Portsmouth so that we are all making the best provision to meet children's individual needs.

**Cost:** Universal Offer - fully funded

## Inclusion

### Multi-Agency Drop-in

**Venue:** Buckland F.Hub

<b>Date:</b>	<b>Time:</b>
21 Nov 2017	9.30am-4:00pm
28 Mar 2018	9.30am-4:00pm

**Content:** Please email [eyinclusion@portsmouthcc.gov.uk](mailto:eyinclusion@portsmouthcc.gov.uk) if you are interested in booking to see a professional (EP/MABS advisor/Health Visitor/EMAS officer/Area Inco/2 year old funding officer) to discuss concerns around aspects of inclusion.

**Outcomes:** This drop in session gives the opportunity for practitioners to meet with the Early Years Team and other professionals to discuss children with SEND and other inclusion areas.

**Cost:** Universal Offer - fully funded

## PSCB basic safeguarding

### Early help - Basic safeguarding training

<b>Date:</b>	<b>Time:</b>	<b>Venue:</b>
26 Sep 2017	9.30-12:00pm	Portsmouth Academy
25 Jan 2018	1:00-4:00pm	Conference Room A, Civic Offices
17 Apr 2018	6:00-9:00pm	Portsmouth Academy

**Outcomes:** By the end of the session practitioners will:

- Recognise potential indicators of child maltreatment: physical, emotional and sexual abuse and neglect.
- Be able to follow local policies and procedures.
- Be able to identify what action to take when you have a safeguarding concern including to whom you should report your concerns and seek advice/support from.

**Cost:** Universal Offer - fully funded



#### Data - Early years headcount support

### NEW - Data - Effective use of EYPP to support disadvantaged children learning set

**Venue:** Conference Room A, Civic Offices

**Date:** 10 Oct 2017      **Time:** 9.30am-12:00pm

**Content:** Data - effective use of EYPP to support disadvantaged children learning set.

**Outcomes:** By the end of the learning set you will be able to:

- Effectively track experiences and development levels of children in receipt of EYPP in your setting
- Measure the impact of EYPP and how this narrows the GAP in children's outcomes and gain an understanding of how this information can be shared with Ofsted

**Cost:** Chargeable

#### Data - Early years headcount support

### NEW - Data - Using the provider Portal to Submit funding claims and receive payments

**Venue:** Northern Parade Family hub

<b>Date:</b>	<b>Time:</b>
17 Jan 2018	1:00-8:00pm
25 Apr 2018	1:00-8:00pm

**Content:** Pre-bookable appointments when members of the early years team will be available to provide support around the processes for registering for and/or claiming early education funding.

**Outcomes:** During these sessions support will be available to assist early years practitioners:

- Becoming an Early Education funding Providers
- Access support with the claims processes e.g. Census login/ Provider portal.

**Cost:** Universal Offer - fully funded



## Implementing the 30 hours

### **NEW - Fill your 30 hours in a meaningful way learning set**

**Venue:** Conference Room B, Civic Offices

**Date:** 23 Jan 2018      **Time:** 9.30am-12:00pm

**Content:** This course will provide delegates with an opportunity to explore ideas to plan the continuous and enhanced provision to meet the needs of children attending additional hours under the 30 hours scheme.

**Outcomes:** By the end of the learning set you will be able to:

- Review your routines and continuous provision from your current offer
- Explore ideas to ensure quality learning opportunities are maximised for children accessing additional hours in your setting

**Cost:** Chargeable

## Implementing the 30 hours

### **Mind your own business - implementing the 30 hours in your setting workshop**

**Venue:** Conference Room A, Civic Offices

**Date:** 26 Sep 2017      **Time:** 9.30am-12:00pm

**Content:** This practical workshop will help you identify risks within your business and provide you with an awareness of business planning processes. You will have access to some simple tools to develop and grow a successful business.

**Outcomes:** By the end of this course you will:

- Appreciate the need to look at a change approach to running a business
- Understand how and why to develop a robust business plan
- Expiration dashboard - understand the importance of marketing and sales strategy for business sustainability

**Cost:** Chargeable

## Implementing the 30 hours

### NEW - Shared care - who's responsibility it is? Learning set

**Venue:** Portsmouth Academy

**Date:** 17 Jul 2018      **Time:** 6.30-9:00pm

**Content:** This new learning set will give providers the opportunity to explore the implications and responsibilities for good communication between settings when a child attends more than one provision.

**Outcomes:** By the end of this course you will:

- Understand your role and responsibilities in a shared model of child care
- Understand the need for joint planning to ensure realistic consistent goals are made for each child accessing childcare at more than one setting.
- Explore ways of undertaking joint assessments and how these can be shared between settings and parents.

**Cost:** Chargeable

## Focus on over 5's

### NEW - Focus on the over 5's practitioners term meetings

**Venue:** See below

<b>Date:</b>	<b>Time:</b>	<b>Venue:</b>
2 Nov 2017	6.30-8.30pm	Northern Parade FH
20 Mar 2018	6.30-8.30pm	Somerstown cafe
3 Jul 2018	6.30-8.30pm	Buckland FH

**Content:** Do you work with children over 5? The termly meeting will enable play practitioners working with our over 5's in after school clubs, holiday clubs, childminding settings and in school settings to come together to receive updates and training to help them in their role.

The meetings will be facilitated by a Childcare Development Officer.

**Outcomes:** Attending this meeting will give play practitioners and managers:

- Opportunity to Network with other play practitioners
- To receive input and training to support your own development (different topic each term including local and national updates)
- To have new ideas to take back to your own setting (different topic each term)

**Cost:** Universal Offer - fully funded

Schools - Year R (not applicable to settings)

## EYFS Managers in schools cluster meeting

<b>Date:</b> 5 Oct 2017	<b>Time:</b> 4:00-5:00pm	<b>Venue:</b> Milton Park Primary School
22 Feb 2018	4:00-5:00pm	Mayfield (School)

**Content:** This session will enable EYFS Managers in schools or Lead Year R teachers to meet to discuss how we can effectively lead the EYFS in school and develop practice and provision within the EYFS.

### Outcomes:

- To reflect on and develop leadership within the EYFS to ensure we are meeting the needs of our cohorts and providing the very best outcomes for children

**Cost:** Universal Offer - fully funded

Schools - Year R (not applicable to settings)

## Moving on up - Transition from Year R to Year 1

**Venue:** Conference Room A, Civic Offices

**Date:** 10 Jul 2018      **Time:** 4:00-6:00pm

**Content:** For Year R & Year 1 teachers to develop effective transition arrangements from the EYFS into Key Stage 1.

### Outcomes:

- To understand the EYFS profile data
- To begin to plan resources, provision and practice to support children starting in Year 1 in September
- To develop understanding of how to support children still working towards the early learning goals

**Cost:** Chargeable

Schools - Year R (not applicable to settings)

## Agreement Trialling

### THIS IS A COMPULSORY SESSION FOR ALL SCHOOLS WITH YEAR R CLASSES

Year R teachers are expected to attend one of these sessions to engage in agreement trialling of judgements against the Early Learning Goals for the EYFS Profile. Teachers will be expected to bring along their own evidence of children in their classes and contribute to discussions concerning judgements with the Early Years Advisory Teacher team and teachers from other schools.

**Venue:** Conference Room A, Civic Offices

**Date:** 6 or 7 Jun 2018 or 12 Jun 2018 **Time:** 4:00-5.30pm

**Content:** For year R teachers there will be a short input on the EYFS Profile and the statutory requirements for assessment and then the opportunity to take part in moderation activities using moderated examples of work agreed by the inter-LA teams for moderation. You will then be able to discuss children in your class and the levels of development that they are showing. You will use the national exemplification materials and professional dialogue to agree judgements for the children discussed.

#### Outcomes:

- How to make judgements against the Early Learning Goals
- Identify what emerging, expected and exceeding judgements look like
- Use the national exemplification materials as a benchmark for the expected level of development judgement

**Cost:** Universal Offer - fully funded

Schools - Year R (not applicable to settings)

## Eager to Write

**Venue:** TBA

**Date:** 17 Jan 2018 **Time:** 4:00-6:00pm

**Content:** A practical session which focuses on how to develop children's enthusiasm to write. You will explore how you can motivate children to write and work towards achieving the early learning goal for writing.

#### Outcomes:

- To learn how best to exploit children's interests to motivate them to write
- To consider how to enhance your continuous provision to promote an eagerness to write
- To know how to use phonics sessions to best equip children for independent writing.
- How to take your writing objective into children's play

**Cost:** Chargeable

## Schools - Year R (not applicable to settings)

### New or returning to Year R cluster

<b>Date:</b>	<b>Time:</b>	<b>Venue:</b>
1 Sep 2017	4:00-5:00pm	Penhale Infant School
27 Feb 2018	4:00-5:00pm	TBA
23 May 2018 4	4:00-5:00pm	TBA

**Content:** This session will enable teachers who are new to or have recently returned to Year R to build their understanding of the Early Years Foundation Stage Framework and the EYFS Profile.

#### Outcomes:

- To develop understanding of the EYFS - the learning and development requirements and the principles into practice
- To reflect on an enabling learning environment and the routines for children in Year R
- To understand assessment and the EYFS Profile requirements

**Cost:** Universal Offer - fully funded

## Schools - Year R (not applicable to settings)

### Magical Maths

**Venue:** Portsmouth Academy

**Date:** 23 Nov 2017      **Time:** 12.30-3:00pm

**Content:** An exploration of the links between language and maths in the early years classroom.

#### Outcomes:

- Understand the importance of vocabulary development within maths
- Build a bank of new ideas to use for mathematical development
- Enhance your environment with practical resources to inspire mathematical talk

**Cost:** Chargeable



# First Aid Training

## Course outlines

There are several options for training your staff in First Aid. These are all managed by the individual organisation and must be booked through them directly. First Aid is NOT managed or delivered by the Early Years and Child Care team.

### First Aid

#### Medicot

**Content:** Paediatric First Aid Certificate valid for 3 years.

**Date and time:** Weekday and weekend dates available each month throughout the year. Contact Medicot for further details

**Venue:** Buckland Community Centre and Medicot Fareham

**Cost:** £60 + VAT (The full fee is £97.50 + VAT - includes course book, handouts and certificate valid for 3 years)

**Information:** Portsmouth registered child care providers, please quote 'PCC17' when booking to get the £35.00 discount.

Three day first Aid at work and one day First Aid at Work requalification also offered, please contact Medicot for costs. Lunch and refreshments for these day courses included.

**Contact:** Tina Scaddan [tina@medicot.co.uk](mailto:tina@medicot.co.uk) or phone 01329 282200 for further information or to book

### First Aid

#### PLA- Pre-School Learning Alliance

**Content:** CACHE Level 3 Paediatric First Aid qualification. This course covers Paediatric emergency first aid and Managing paediatric illness and injury.

**Date and time:** Weekday and weekend dates available each month from May 2017-July 2018

**Venue:** Paulsgrove Community Centre and St. Pauls Church Chichester

**Cost:** £60 per person

**Information:** This qualification provides learners with the first aid skills they require to enter into the children's workforce. The qualification is designed for learners who have responsibility for children, and will guide and assess the development of knowledge and skills relating to paediatric first aid.

**Contact:** Sue Brian – [hampshiresc@pre-school.org.uk](mailto:hampshiresc@pre-school.org.uk)

# Terms & Conditions

## Purchasing

There are 2 ways to make purchases from our Development Programme; as a 'membership package' or 'pay as you use'. Costs for the services are outlined on page 6 of this document.

You will need to make purchases directly from our web-portal [earlysupport.portsmouth.gov.uk/home](http://earlysupport.portsmouth.gov.uk/home). This system will guide you through the process and will outline the financial commitment you are making. Once registered to the system each organisation will have 1 person designated to 'authorise' purchases. Once authorised, the purchase will be invoiced, regardless of whether you access the course or use the allocated officer time.

Purchasing membership packages allows you to access a range of development opportunities in a flexible way, to meet the individual needs of your provision. Our programme will run alongside the school year (September to August). You can purchase a membership package at any point during the year and access the full entitlement regardless of which point you buy. Purchasing a membership package will enable you to access our programme at a discounted rate and will also attract further offers throughout the year. The web-portal will show you how much of your package entitlement you have used and what you have left. If you choose to 'pay as you use' or decide to top-up your membership package you can purchase individual items from the programme. Once your authorised purchaser has submitted the request your organisation will be charged.

## Payment

Portsmouth City Council's preferred payment method is through the establishment of a direct debit. As such, we will ask all providers to set this up when making a purchase. The direct debit guarantee, along with terms and conditions will be available from your bank. Providers wishing to use alternative payment methods will need to agree these in advance with the early Support Team.

If you decide to buy a membership package we will invoice you in 2 parts; September and April.

We will invoice on a monthly basis for any purchases made on a 'pay as you use' basis.

Portsmouth City Council will pursue non-payment of invoices in line with our published standing orders.

## Making a Booking

All bookings must be made through our web-portal [earlysupport.portsmouth.gov.uk/home](http://earlysupport.portsmouth.gov.uk/home) and not by telephone or direct email. This includes the centrally funded universal offer as well as the paid-for services.

Once a purchase is made this creates a binding contract and the council will invoice accordingly.

Bookings are made on a first come first served basis, although, in the interest of fairness, it may be necessary to limit the number of delegates from the same organisation/service for high demand courses.

The system will provide automated confirmation of your booking. Please be aware that if you have not received a confirmation email at least 14 days before the start date,

it is your responsibility to contact the Early Support Team on [eyworkforce@portsmouthcc.gov.uk](mailto:eyworkforce@portsmouthcc.gov.uk) to confirm if you have been allocated a place.

Please ensure we have your latest email address as we cannot be responsible for reminder emails not being delivered and you will be charged if a place is allocated for you and you do not turn up. The information provided during the booking process, including your personal details, will be stored electronically. This information will be shared with training providers and other organisations for the purpose of monitoring attendance and service access.

## Unbooked attendance

It is essential that you book a place to ensure that there are sufficient course materials, seats and tables and that we do not exceed venue health and safety limitations.

Please be aware that anyone who attends a session that they have not booked may be turned away.

## Cancellations

If we cancel or reschedule, a refund may be offered, or a place can be transferred to another course.

If a provider pays for a place and then cancels, the place can be transferred to another delegate but we are unable to offer a refund. Cancellations made by the provider for centrally funded universal offer places cannot be reclaimed.

Please note that often our courses become full, and so some people have to be put on a waiting list. If someone cancels their place, we will offer it to the first delegate on the waiting list. It can be very frustrating to not get on to a course, and then to hear from another attendee that there were spaces because people had not turned up.

## Attendance Register

You must ensure that you sign the attendance register that is provided.

## Equality and Diversity Statement

Issues of equality and diversity are integrated within the content, structure and delivery of all the courses in this programme. We seek to reflect the diversity of communities nationally and in Portsmouth, as well as the diversity of Portsmouth's workforce. Respect for difference is intrinsic to the courses and any form of discrimination is not tolerated.

## Sharing of Packages

Packages have been designed for one setting only and must not be shared with another provider. If this condition is breached penalty charges may be incurred.

## 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. Portsmouth City 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.



# Terms and Conditions for Onsite Training for Settings

## Booking onsite Training

- All onsite training requests must be made via the Portsmouth Services Network Website under 'visits'.
- The subject line must specify the title of the training.
- The detail must clarify that it is whole staff training and how many delegates will be attending with a maximum upper limit of 15.
- There must be sufficient notice given.
- Training requests must come from the Portsmouth Early Years approved list of onsite training. We cannot deliver any onsite training not specified on the training list.

## Setting closed or separate room required

- In order to prepare and deliver training effectively and to a high quality, the setting must be closed or training held in a separate room to where children and parents are accessing. This is to ensure a smooth, uninterrupted delivery.

## Suitable environment and Safety

- The room must be suitable for the adults in attendance to be able to sit at tables (preferably adult size table and chairs) and to be able to gather in small groups.
- A risk assessment must be completed by the setting prior to training starting to ensure suitability of the room for the intended use. The setting will be required to check that any equipment being used or supplied is in good working order including plug sockets.

- Any electrical equipment being used by the trainer must have an in date PAT tested certificate.
- Housekeeping must be shared with the trainer prior to the training starting i.e. toilets, fire procedure.

## Ability to use equipment and space effectively

- Some set-up on the day of the training will be required by the setting.
- The Trainer or Workforce Development Officer will advise the setting what is required in regards to equipment and set up prior to the training date.

## Being prepared

- Please ensure that the room is ready to access and any set-up required by the setting is done, ready for the trainer to begin their own set-up.
- The trainer will ensure there is a register. Names entered onto the register and evaluations will be how they are printed on the certificate.
- Please be aware that additional charges may apply if start and end time is delayed unless in exceptional circumstances.

## For Safeguarding training

- A minimum of 3 hours delivery time must be allowed plus 15 mins either side to set up.

## Following up

- Evaluations must be completed fully before leaving at the end of the session in order to receive your certificate.

Please direct any queries relating to terms and conditions to:

**Tara Sutton**  
Workforce Development Officer  
eyworkforce@portsmouthcc.gov.uk



You can get this information in large print, Braille, audio or in another language by calling 023 9284 1193