



Early Years Training Programme

August 2020 – October 2020



Introduction

COVID-19

As a consequence of the COVID-19 virus, the Early Years Team have been forced to re-consider the ways in which training can be delivered and accessed.

Whilst it is possible that face-to-face training may return in the future, in the interim, training provided by the Early Years team will be available online only.

The move to an online format means that initially the variety of training previously available will be somewhat reduced, however, the training programme will be updated termly to incorporate new courses and learning opportunities as they become available.

Previous Early Years courses involved numerous practical elements and group reflection tasks. Unfortunately, it is not possible to authentically replicate these experiences in an online format. Alternatively, practical elements have been replaced with greater emphasis on theory, documentation, and questions for self-reflection.

System Changes

Fife Council are in the process of switching over to a new Learning Management System. As a result of COVID-19, this process is likely to occur over a series of months. Consequently, this has placed considerable limitations on the way in which online training can be accessed, especially for those external to Fife Council.

Some online courses are still available for those external to Fife Council, these are highlighted where applicable throughout the programme. A greater number of online courses will become available to partners following full migration to the new system. Thank you for your patience at this time.

Enquiries

For further information on any training detailed in this document, please contact us at: childcare.training@fife.gov.uk, or call Kirsty Brown, Support Officer for Training on: 03451 555555 EXT. 444819



Terms & Conditions

All applicants are subject to our terms and conditions when booking a training course.

The Early Years Team will issue invoices for training on a monthly basis. Where employed, an applicant's employer will be invoiced for course costs. Where applicants are not employed by an organisation, applicants will be invoiced directly. All invoices for training must be paid by the specified date detailed on each invoice. Failure to do so will result in access to all training being suspended until such time as the balance is settled.

Course Cancellations

At least 5 working days' notice must be given for cancellation of a booked course. Failure to do so will result in a cancellation fee of £50 per person. This fee will also apply to courses which are free of charge. This non-discretionary fee will be charged in all instances of cancellation out-with the required timescales.

Confirmation & Correspondence

It should be noted that applying does not guarantee a place on a course. Individuals should await confirmation of their place before attending training. Places booked are not transferable to another individual without prior agreement from the Early Years Team.

All correspondence regarding training will be electronic. Where applicants are employed, employers are responsible for ensuring that the Early Years Team are supplied with accurate email addresses and employee details for each applicant. Where applicants are self-employed, they as individuals are responsible for ensuring the Early Years Team are supplied with accurate details.

In instances where the Early Years Team alter or cancel courses this will be communicated electronically. It is essential that applicants check the email address supplied for correspondence regularly up to and including the date of training. In instances where the Early Years Team cancel courses no charge will be incurred by the applicant or employer.

We will make every endeavour to accommodate booking requests but where this is not possible applicants may be offered an alternative date. It is up to each individual to check confirmations of any training booked and to cancel any dates that are not suitable within the required 5 working days cancellation period.



Connected Baby (Unit 1)

Motorways in the Brain: Processes of Neural Development

By the age of 3 many of the most important emotional pathways in our brain have already been laid down. This online course explains how brains develop and explores questions such as:

- Why is it that human brains develop after birth?
- Why are relationships so crucial to their development?

It also considers the implications that this neuroscientific information holds for a wide range of society's challenges, from education, to prison, and health.

Upon completion of this course, learners will be able to:

- Give a basic account of the processes of brain development.
- Distinguish the major periods in brain development.
- Understand why relationships are so important in shaping neural pathways during the early years of life.
- Identify the role that hormones play in creating emotional experiences.
- Reflect on applications of this knowledge in context of your role.

Target Participants: Those working within the Early Years.

Available: Fife Council staff and Partner Provider staff.

Details:

This is an e-learning course to be undertaken through independent study. The course is estimated to take approximately 1.5 – 2.5 hours to complete. When registering for the course you will be issued with a completion deadline of 28 days. If you do not complete this course within the stated 28 days you will be charged a non-completion fee of £50.

Application: Non-Fife Council Applicants: Visit www.fife.gov.uk, Click "Education"/Click "Early Learning & Childcare/Click "Early Learning & Childcare Training/ Select "Book a Course". **Fife Council Applicants:** Apply using CLMS/CPD online.

Price: Free



Connected Baby (Unit 2)

Sabre Tooth Tigers & Teddy Bears: Understanding Attachment

People are forever trying to figure out what makes us 'tick' as human beings and why children turn out so different, despite having some of the same basic human needs. This module explores the attachment processes. It reviews the history of attachment theory and explores some of the recent neuroscientific discoveries that have been made. Most importantly it looks at attachment behaviours in everyday situations, particularly as they apply to the early year's sector.

Upon completion of this course, learners will be able to:

- Understand what attachment is and why it is central to our well-being.
- Be able to identify attachment processes operating in the lives of children and adults.
- Understand how attachment patterns become wired into the brain.
- Know how to help when someone is experiencing anxious 'attachment moments'.

Target Participants: Those working within the Early Years.

Available: Fife Council staff and Partner Provider staff.

Details:

This is an e-learning course to be undertaken through independent study. The course is estimated to take approximately 1.5 – 2.5 hours to complete. When registering for the course you will be issued with a completion deadline of 28 days. If you do not complete this course within the stated 28 days you will be charged a non-completion fee of £50.

Application: Non-Fife Council Applicants: Visit www.fife.gov.uk, Click "Education"/Click "Early Learning & Childcare/Click "Early Learning & Childcare Training/ Select "Book a Course". **Fife Council Applicants:** Apply using CLMS/CPD online.

Price: Free



Connected Baby (Unit 3)

Connection in Action: Seeing Relationships in Everyday Settings

This is the third and final module in the Connected Baby series. Within this course we will see what the information discussed in the previous two modules looks like in children's everyday lives. We will take the scientific discoveries and theories already explored and apply them to real life situations. This module will be of benefit to anyone seeking deeper understanding of children's behaviour and emotional needs, either from a professional or personal perspective.

During this module delegates will:

- See numerous examples of the attachment process at work.
- Gain insights into the behavioural signals that can indicate the emotions a child is experiencing.
- Consolidate knowledge of how to help a child experiencing anxious moments.

Target Participants: Those working within the Early Years.

Available: Fife Council staff and Partner Provider staff.

Details:

This is an e-learning course to be undertaken through independent study. The course is estimated to take approximately 1.5 – 2.5 hours to complete. When registering for the course you will be issued with a completion deadline of 28 days. If you do not complete this course within the stated 28 days you will be charged a non-completion fee of £50.

Application: Non-Fife Council Applicants: Visit www.fife.gov.uk, Click "Education"/Click "Early Learning & Childcare/Click "Early Learning & Childcare Training/ Select "Book a Course". **Fife Council Applicants:** Apply using CLMS/CPD online.

Price: Free



Understanding Your Child (Solihull Alternative)

Due to factors resulting from COVID-19, the Early Years Team cannot proceed as normal with delivery of Solihull Training. Unfortunately, due to course format, contractual agreements, and technological arrangements, it has not been possible to produce a like-for-like Solihull equivalent in an online format.

'Understanding Your Child' is an online course developed by the team behind the 'Solihull Approach' primarily for the purposes of helping parents to tune into and support the developmental age and stage of their child. Whilst it may not replicate the terminology used in the Solihull course entirely, it does utilise a number of the same learning resources and covers many of the topics and concepts included in the Solihull course. Therefore, it is a good interim solution for those awaiting Solihull training.

The course topics include:

- Understanding How your child develops.
- Understanding how your child is feeling, and responding accordingly.
- Tuning into what your child needs.
- Different styles of parenting.
- The rhythm of interaction.
- Why sleep is important.
- Self-regulation and interaction.
- Communication and tuning in.

Target Participants: Those working within the Early Years.

Available: Fife Council staff and Partner Provider staff.

Details:

This is an online course to be undertaken through independent study. The course consists of 11 modules which should take around 20 minutes each to complete.

Application: Visit www.inourplace.co.uk, Access Code: Tartan. Then enter name, email, and create password.

Price: Free



Health & Safety at Work

This online Health and Safety course helps you to fulfil legal requirements for providing workplace training; it also promotes staff awareness that can lead to greater efficiency, lower insurance costs and a reduction in lost time. This online training has been approved by the Royal Society for the Prevention of Accidents (RoSPA).

Upon successful completion of this e-learning course, learners will be able to:

- Demonstrate the key principles of workplace health and safety.
- Recognise the importance of risk assessment to health and safety and how it is undertaken.
- Outline accident and incident investigation and reporting.
- Communicate health and safety information clearly.

Target Participants: Those working within the Early Years.

Available: Fife Council staff and Partner Provider staff.

Details:

This is an e-learning course to be undertaken through independent study. The course is estimated to take approximately 3 - 4 hours to complete. When registering for the course you will be issued with a completion deadline of 28 days. If you do not complete this course within the stated 28 days you will be charged a non-completion fee of £50.

Application: Non-Fife Council Applicants: Visit www.fife.gov.uk, Click "Education"/Click "Early Learning & Childcare/Click "Early Learning & Childcare Training/ Select "Book a Course". **Fife Council Applicants:** Apply using CLMS/CPD online.

Price: £15



An Introduction to the Autism Spectrum

With 1 in 100 children on the total autism spectrum, it is important that anyone who comes into contact with children, and may encounter someone on the autism spectrum has an understanding of the condition. As a result, this e-learning module aims to provide learners with a basic awareness of the autism spectrum and help to dispel many of the myths associated with the condition.

Upon completion of this course, learners will:

- Recognise the main characteristics of behaviour for people on the autism spectrum.
- Understand the triad of impairment.
- Comprehend the range of the spectrum.
- Appreciate the particular differences of understanding language with people on the autism spectrum.
- Recognise the need to backup spoken language visually to help understanding.
- Understand the importance of routine and predictability for people on the autism spectrum.
- Appreciate the sensory differences of people on the autism spectrum.

Target Participants: Those working within the Early Years.

Available: Fife Council staff and Partner Provider staff.

Details:

This is an e-learning course to be undertaken through independent study. The course is estimated to take approximately 1.5 – 2.5 hours to complete. When registering for the course you will be issued with a completion deadline of 28 days. If you do not complete this course within the stated 28 days you will be charged a non-completion fee of £50.

Application: Non-Fife Council Applicants: Visit www.fife.gov.uk, Click "Education"/Click "Early Learning & Childcare/Click "Early Learning & Childcare Training/ Select "Book a Course". **Fife Council Applicants:** Apply using CLMS/CPD online.

Price: £15



Early Years: Relationships Matter

Relationships with children and families are at the heart of Early Years. They underpin everything that we do, and are the foundations upon which all good practice is built. This course will support practitioners to understand the vital role that they play in developing and maintaining positive relationships, making links between theory, policy, and practice, whilst providing insights into the universal strategies that can be used to enhance interactions.

Following completion of this module, practitioners will have an improved understanding of:

- Why relationships matter.
- Research findings.
- Theoretical perspectives.
- Attunement & Communication.
- Universal Strategies
- The 'High 5 in Fife'.
- Predictable, stable and responsive relationships.
- Sensitive and responsive interactions.
- Learning partnerships and co-construction.
- How relationships link to health and wellbeing.

Target Participants: Those working within the Early Years.

Available: Fife Council staff only until system transition is complete.

Details:

This is an e-learning course to be undertaken through independent study. The course is estimated to take approximately 1.5 – 2 hours to complete.

Application: Fife Council Applicants: Access the e-learning portal through FISH. Click "Available Courses"/Click "Fife Council Courses"/ Scroll to "E" Section/ Click on desired course.

Price: Free



Early Years: Schematic Play

The importance of schema in children's self-initiated play and subsequent development has become a valued and embedded part of Early Years practice.

This course helps practitioners to explore what schematic play is, understand its developmental importance, and reflect on the critical role of the adult in supporting and nurturing children's schematic play.

Following completion of this module, practitioners will have an improved understanding of:

- Foundational and contemporary theories of schema.
- The importance of schematic play.
- The most common types of schema and how to recognise them.
- How to provide further opportunities for children to explore schema.
- Links between schema and the learning cycle.
- Engaging with families in order to support children's schematic play.

Target Participants: Those working within the Early Years.

Available: Fife Council staff only until system transition is complete.

Details:

This is an e-learning course to be undertaken through independent study. The course is estimated to take approximately 1.5 – 2 hours to complete.

Application: Fife Council Applicants: Access the e-learning portal through FISH. Click "Available Courses"/Click "Fife Council Courses"/ Scroll to "E" Section/ Click on desired course.

Price: Free



Early Years: Learning Outdoors

This course covers multiple aspects of Outdoor Learning, including: the benefits of learning outdoors and how this can significantly contribute to children's health and wellbeing, adopting a risk-benefit approach, the various curricular areas outdoor provision can support, and embedding literacy and numeracy in an outdoors context.

Typically, Outdoor Learning courses are highly practical in nature, however, given the limitations of an online course, the predominant purpose is to highlight the critical importance of children spending time outdoors, and to help practitioners make links to relevant supporting documentation.

Following completion of this module, practitioners will have an improved understanding of:

- The importance of learning outdoors and how this can contribute significantly to children's health and wellbeing.
- Ways in which outdoor learning links to the Health and Wellbeing indicators.
- Why practitioners should adopt a "risk-benefit" approach when planning outdoor learning and play experiences.
- Different ways to facilitate for learning in an outdoor environment whilst making links to the Fife Core Provision document.

Target Participants: Those working within the Early Years.

Available: Fife Council staff only until system transition is complete.

Details:

This is an e-learning course to be undertaken through independent study. The course is estimated to take approximately 1.5 – 2 hours to complete.

Application: Fife Council Applicants: Access the e-learning portal through FISH. Click "Available Courses"/Click "Fife Council Courses"/ Scroll to "E" Section/ Click on desired course.

Price: Free



REHIS: Food Hygiene

Course material will be delivered in the format of an online module. **Achievement of a REHIS certificate will require sitting an examination which will necessitate being physically present for invigilation purposes.** Social distancing and stringent hygiene measures will be in place to ensure the health and safety of all delegates.

Please apply for an exam date. Following acceptance of an application, Fife College will send log-in information to delegates that will allow access to the online section of the course. **The online section of the course must be completed prior to sitting the exam.** Please note that owing to COVID-19 restrictions, course spaces are limited at this time. Additional exam dates will become available in the near future. Thank you for your patience.

Upon completion of this course, delegates will understand:

- Role of the employer and employee in maintaining standards.
- "Food poisoning" and "food-borne illness," and the most common causes of food poisoning.
- The relationship between hazard and risk, and the requirement for cleaning and disinfection.
- Basic law concerning food safety.

Target Participants: Those working within nursery, after-school clubs, childcare, or childminding settings where food is prepared.

Available: Fife Council staff and Partner Provider staff.

Details: This is an e-learning course to be undertaken through independent study. The course is estimated to take approximately 6-7 hours to complete. Delegates can complete this over multiple sessions. **Delegates must complete online section prior to the date when their physical presence will be required to sit the exam.**

Date/Time/Venue

Wednesday 07/10/20, 16:00 – 17:00, Fife College, St. Brycedale Campus, Kirkcaldy, KY1 1EX

Wednesday 25/11/20, 16:00 – 17:00, Fife College, St. Brycedale Campus, Kirkcaldy, KY1 1EX

Application: Non-Fife Council Applicants: Visit www.fife.gov.uk, Click "Education"/Click "Early Learning & Childcare/Click "Early Learning & Childcare Training/ Select "Book a Course". **Fife Council:** Apply using CLMS/CPD online.

Price: £50