



**EARLY YEARS AND CHILDCARE LEARNING AND DEVELOPMENT  
PROGRAMME BOOKING FORM APRIL 2016 – SEPT 2016**

Local Authority Staff must apply by self service on iTrent.



<b>SETTING NAME &amp; ADDRESS</b>			
<b>CONTACT NAME</b>			
<b>EMAIL ADDRESS</b>			<b>TELEPHONE</b>

<b>INVOICE DETAILS (If different from above)</b>			
<b>CONTACT NAME</b>			
<b>EMAIL ADDRESS</b>			<b>TELEPHONE</b>

**NEW BOOKING SYSTEM**

We now have a new booking system and have unfortunately been unable to transfer external applicants' details. To enable us to process bookings for you/your setting please complete the form of required details for any staff members who will need to access training. All Local Authority Staff must apply for training via self service, please see your manager for assistance.

<b>TITLE</b>	<b>SURNAME</b>	<b>FORENAME</b>	<b>DATE OF BIRTH</b>	<b>JOB TITLE</b>

## E-LEARNING SECTION

All E-Learning courses are subject to availability. Please see the programme for course descriptions and costs.  
Applicants will receive login details and access instructions via email. Please note licences are valid for 6 weeks once they are issued.

Course Title	Name	Job Role	Email address
E-Learning An Introduction to the Autism Spectrum			
E-Learning Connected Baby: Brain Development and Relationships			
E-Learning Early Child Development			
E-Learning Understand How to Support Individuals with Autism Spectrum Conditions			

**E-Learning Child Protection** - Want a Refresher? Struggling to find time to attend training? Have you considered E-Learning?

Awareness of Child Abuse and Neglect – CORE is currently offered fully funded by CSCB and is equivalent to Introduction and Roles and Responsibilities. You work at your own pace and have 6 weeks to complete. Please note this course is not suitable for those new to childcare as the content deals with potentially disturbing subject matter.

Please see the learning and development programme for further details and registration instructions.

## TUTOR DELIVERED SECTION

Please note some courses are now fully funded based on attendance.

Please see the programme for course descriptions and the price guide for costs for your setting type.

COURSE TITLE	PLACES ARE LIMITED TO FOUR PER SETTING PER COURSE		For office use only BOOKING STATUS
	NAME OF PARTICIPANTS	JOB ROLE	
British Values and Prevent Duty Wednesday 4th May 2016, 9.30am – 11.30am MBi Shay Stadium			
Workshop to Raise Awareness of Prevent Saturday 7th May 2016, 9.30am – 11.00am Halifax Central Library			
Introducing Risk and Challenge in Play Monday 9th May 2016, 2.00pm – 4.00pm MBi Shay Stadium			
Child Protection: An Introduction Wednesday 11th May 2016, 6.00pm – 9.00pm MBi Shay Stadium			
Good Rhymers Make Good Readers: Practical Songs and Rhymes, Thursday 12th May 2016, 2.00pm – 4.00pm Calderdale Adult Learning, Heath Campus			
Paediatric First Aid Saturdays 14th and 21st May 2016, 9.00am – 4.00pm Halifax Central Library. <b>Must attend both dates.</b>			
Basic Inclusion: Identifying and Supporting Children with Special Educational Needs and Disabilities (SEND) Tuesday 17th May 2016, 9.30am – 11.30am Halifax Central Library			
Meet the Teams: Early Intervention and Safeguarding Thursday 19th May 2016, 9.30am – 12.30pm MBi Shay Stadium			

COURSE TITLE	PLACES ARE LIMITED TO FOUR PER SETTING PER COURSE		For office use only BOOKING STATUS
	NAME OF PARTICIPANTS	JOB ROLE	
Engaging All Senses: Outdoor Play Thursday 2nd June 2016, 2.00pm – 4.00pm Calderdale Adult Learning, Heath Campus			
Closing the Gap – Measuring Outcomes Monday 6th June 2016, 9.30am - 12.30pm MBi Shay Stadium			
Early Intervention Single Assessment Monday 6th June 2016, 9.30am – 3.30pm Halifax Central Library			
Empathy Dolls: A Resource to Support Positive Behaviour Monday 6th June 2016, 1.00pm – 3.00pm MBi Shay Stadium			
Child Protection: Roles, Responsibilities and Referrals Wednesday 8th June 2016, 6.15pm – 8.45pm MBi Shay Stadium	<b>Candidates must have completed Introduction in the last 3 years</b>		
Early Support: An Introduction to the Early Support Principles, Thursday 9th June 2016, 1.00pm – 3.00pm Halifax Central Library			
British Values and Prevent Duty Saturday 11th June 2016, 9.30am – 11.30am Halifax Central Library			
Early Language Development 0-5 years Mondays 13th and 27th June 2016, 6.30pm – 8.30pm Holy Trinity C of E Primary. <b>Must attend both dates.</b>			
Workplace Communication: Dealing with Conflict and Stress, Tuesday 14th June 2016, 1.30pm – 4.30pm MBi Shay Stadium			

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	NAME OF PARTICIPANTS	JOB ROLE	
Workshop to Raise Awareness of Prevent Thursday 16th June 2016, 6.30pm – 8.00pm MBi Shay Stadium			
Promoting Positive Behaviour (Behaviour Level 1) Fridays 17th and 24th June 2016, 9.30am – 12.30pm MBi Shay Stadium. <b>Must attend both dates.</b>			
Capturing the Voice of the Child in the Early Years Monday 20th June 2016, 9.30am – 11.30am MBi Shay Stadium			
Are You as Inclusive as You Think You Are? Thursday 23rd June 2016, 9.30am – 11.30am MBi Shay Stadium			
Prevention of Childhood Obesity: Supporting Healthier Lifestyles, Saturday 25th June 2016, 9.30am – 12.00pm Halifax Central Library			
'Sounds Good' Phase One Phonics for Early Years Wednesday 29th June 2016, 2.00pm – 4.00pm MBi Shay Stadium			
Observing the Characteristics of Effective Learning Monday 4th July 2016, 9.30am - 11.30pm MBi Shay Stadium			
Early Intervention Single Assessment Monday 4th July 2016, 9.30am – 3.30pm Halifax Central Library			
Language for Thinking Monday 4th July 2016, 6.30pm – 8.30pm Holy Trinity C of E Primary			

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	NAME OF PARTICIPANTS	JOB ROLE	
Supporting Parents: An overview of the Single Assessment Process, Tuesday 5th July 2016, 9.30am – 11.30am Halifax Central Library			
Imaginative Minds through Creative Play Wednesday 6th July 2016, 6.30pm – 8.30pm MBi Shay Stadium			
Engaging and Empowering Parents Thursday 7th July 2016, 2.00pm – 4.00pm Calderdale Adult Learning, Heath Campus			
Workshop to Raise Awareness of Prevent Friday 8th July 2016, 1.30pm – 3.00pm MBi Shay Stadium			
Child Protection: An Introduction Saturday 9th July 2016, 9.30am – 12.30pm Halifax Central Library			
PSED to Support Vulnerable Children Saturday 9th July 2016, 9.30am – 3.30pm Halifax Central Library			
Strong Foundations: Supporting Mark Making and Early Literacy, Wednesday 13th July 2016, 6.30pm – 8.30pm MBi Shay Stadium			
British Values and Prevent Duty Friday 15th July 2016, 2.00pm – 4.00pm MBi Shay Stadium			
Skills Builder: New to Management Monday 18th July 2016, 9.30am – 12.00pm MBi Shay Stadium			

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	NAME OF PARTICIPANTS	JOB ROLE	
Early Years Special Educational Needs Co-ordinator (SENCO) Roles and Responsibilities Thursday 21st July 2016, 6.00pm – 8.30pm Halifax Town Hall	<b>Those new to this role must complete Basic Inclusion first.</b>		
An Introduction to the Derbyshire Small Steps Tracker Tuesday 26th July 2016, 4.30pm – 6.30pm Three Ways Centre			
Early Intervention Single Assessment Monday 5th September 2016, 9.30am – 3.30pm Halifax Central Library			
Early Maths is All Around Us! Tuesday 6th September 2016, 9.30am – 11.30am MBi Shay Stadium			
Closing the Gap – Measuring Outcomes Wednesday 7th September 2016, 1.00pm – 4.00pm MBi Shay Stadium			
Child Protection: Roles, Responsibilities and Referrals Thursday 8th September 2016, 1.30pm – 4.00pm Calderdale Adult Learning, Heath Campus	<b>Candidates must have completed Introduction in the last 3 years</b>		
Paediatric First Aid Saturdays 10th and 17th September 2016, 9.00am – 4.00pm, Halifax Central Library. <b>Must attend both dates.</b>			
Early Support Key Working: Supporting Children with SEND and their Families, Saturday 10th September 2016, 9.30am – 3.00pm, Halifax Central Library	<b>Candidates must have completed Early Support: An Introduction</b>		

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Skills Builder: New to Management Wednesday 14th September 2016, 6.30pm – 9.00pm MBi Shay Stadium			
British Values and Prevent Duty Thursday 15th September 2016, 2.00pm – 4.00pm Calderdale Adult Learning, Heath Campus			
Engaging All Senses: Outdoor Play Thursday 15th September 2016, 6.30pm – 8.30pm MBi Shay Stadium			
Introducing Risk and Challenge in Play Friday 16th September 2016, 9.30am – 11.30am MBi Shay Stadium			
Effective Supervision for Early Years and Childcare Staff Monday 19th September 2016, 9.30am – 12.00pm Three Ways Centre			
Everyday Lifting and Handling in the Childcare Setting Tuesday 20th September 2016, 6.30pm – 8.30pm MBi Shay Stadium			
Differentiated Learning Approaches Thursday 22nd September 2016, 9.30am – 11.30am MBi Shay Stadium			
Managing Feelings and Behaviour Using a Graduated Response (Behaviour Level 2) Tuesday 27th September 2016, 9.30am – 3.00pm Halifax Central Library	<b>Candidates must have completed Behaviour Level 1</b>		



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	NAME OF PARTICIPANTS	JOB ROLE	
'Sounds Good' Phase One Phonics for Early Years Tuesday 27th September 2016, 6.30pm - 8.30pm MBi Shay Stadium			
Outstanding Practice: Getting to Good and Beyond Wednesday 28th September 2016, 2.00pm – 4.00pm MBi Shay Stadium			

Please return this booking form by email to [workforcedevelopment@calderdale.gov.uk](mailto:workforcedevelopment@calderdale.gov.uk). Please note we cannot accept telephone bookings.

By submitting a signed or emailed booking form you are agreeing to the bookings on the form and our terms and conditions as detailed in the Learning and Development Programme. To avoid misunderstandings of course content and items required please ensure that all staff have read the course description in the programme before booking.

**We cannot process any bookings for staff that have not been entered on the grid at the front of this form. All Local Authority Staff must apply for training via self service, please see your manager for assistance.**

SIGNED: ..... (Setting Manager)      NAME: .....

All booking forms received are confirmed by email so please check your junk mailbox. If you have submitted a booking form and do not appear to have received confirmation please contact us before your first requested course commences or you will be charged for all training not attend