

National Early Years Enterprise Centre

NDNA Training Solutions

Training solutions delivered by the early years experts



Supported by



The Region's
Development Agency

National Early Years Enterprise Centre

who are we?

National Day Nurseries Association (NDNA) is the national charity and member association representing children's nurseries across the UK, providing information, training and support so they can provide the best possible care to young children. NDNA is the voice of the sector, an integral part of the lives of nearly one million children and their families.

We understand the issues that childcare businesses face. At the same time we are working with central government, the Department for Children Schools and families (DCSF), the Children's Workforce Development Council (CWDC) and local authorities to influence and shape a childcare market that is of high quality, meets the needs of children and parents and can be sustained for years to come.

why choose us?

We believe that leadership is the difference between a good business and an exceptional one. We work to inspire leadership and provide knowledge, skills and techniques so you can make your business exceptional.

Leading experts in early years, NDNA prides itself on recognising and meeting the needs of the sector. Our solutions are built around the needs of the sector, are constantly updated and provide exceptional value for money.

We use a team of experienced trainers and consultants to deliver our training programmes. The courses are a mixture of interactive, informative and hands on activities and techniques to engage learners and make the training an enjoyable and worthwhile experience.

We know that finding time for training is difficult. That's why our courses are designed to fit around you. We are able to deliver flexible courses that can be delivered during the day, at night or even at weekends.

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what courses do we offer?

Wherever you work, whatever your role we have the right course for you. We offer a full range of courses whether they are online, delivered from the National Early Years Enterprise Centre or delivered directly into your workplace. They include:

- Continuous Professional Development (CPD) programmes
- E-CPD programmes
- Endorsed or accredited programmes
- Bespoke training packages

which programme is for me?

We know that the landscape within the early years sector is ever changing and our courses are updated to reflect this! We can create bespoke courses for the specific needs of your team or organisation. NDNA even offers packages of courses to create long-term training solutions specific to you. All our courses can be delivered on evenings and even at weekends.

Still can't decide? Why not let NDNA give you a free training consultation? Our one-on-one sessions are designed to help you find the perfect solution to your training issues.

how much do they cost?

Our training courses give exceptional value for money. We offer discounts for NDNA members, for group bookings and even greater discounts by creating a long-term training package - just ask! We can even offer flexible payments to suit every budget. It's also worth knowing that you may be able to apply for funding from your local authority to undertake our training.

what next?

If you would like further information, to organise a no obligation free diagnostic or you would like to book one of our programmes please contact our training team on **01484 40 70 77** or alternatively email us at training@ndna.org.uk

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Continuous Professional Development Programmes

Prices for CPD courses start from as little as £69.75pp please contact NDNA Training Team for further details on 01484 40 70 77 or alternatively email us at training@ndna.org.uk

Enriching Play and Learning for 0-2 Year Olds

Duration: 1 Day

Audience: Aspiring level 3 practitioners

This interactive course centres on Early Years Foundation Stage (EYFS) and encourages delegates to share their understanding and broaden their thinking about the opportunities that play and learning bring for young children.

Enriching Play and Learning for 3-5 Year Olds

Duration: 1 Day

Audience: Aspiring level 3 practitioners

This course focuses on play and learning in the Early Years Foundation Stage (EYFS), and on the environments that enrich the play and learning experience of the child.

Cost vs. Quality

Duration: 1 Day

Audience: Level 3 Practitioners

This interactive course explores the financial investment factors that influence quality childcare, and looks at the ways this can be achieved.

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Finance for the Non-Financial

Duration: 1 Day

Audience: Level 3 Practitioners

For those with limited financial experience, the main focus of the programme looks to guide delegates through the maze of day-to-day financial procedures and highlights potential cost savings on accounting fees.

Providing for Nutritional Needs

Duration: 1 Day

Audience: Aspiring level 3 practitioners

This course is aimed at practitioners with responsibility for the planning and delivery of an appropriately balanced nutritious diet within a childcare setting. The course is interactive and practically based with a focus on group discussion.

Self Evaluation Training

Duration: 1 Day

Audience: All those involved in self evaluation on the workplace

Designed in response to member feedback to help you understand the role of self evaluation in your workplace, with the aim of assisting you to develop your knowledge and skills to enable you to self evaluate your provision and plan for improvements.

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Working in Partnership with Parents

Duration: 1 Day

Audience: All practitioners working with mothers, fathers and carers

This course is designed to look at how positive relationships between parents and carers can be developed, and focuses on the importance of communication and feedback when working with parents/carers.

Managing Change

Duration: 1 Day

Audience: Level 3 Practitioners

For people with responsibility for implementing change at any level, key themes that are covered include; quality assurance, the Next Steps for Early Learning and Childcare and other government initiatives that are likely to impact on the service.

Observing to Inform Practice

Duration: 1 Day

Audience: Those working within a daycare or early learning setting (including managers)

This programme covers key themes and rationale for observing practice, and the different approaches to observation including methods which support evaluation and assessment.

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e-CPD Programmes – learn in your own time

Prices for e-CPD are £40.00 NDNA members and £50.00 non members. Discounts are available for bulk purchases; please contact NDNA Training Team for further details on 01484 40 70 77 or alternatively email us at training@ndna.org.uk

Enriching Play and Learning 0-2 years

Duration: 2 hours on line activity with further ‘on the job’ learning and application required

Audience: Aimed at Level 2 practitioners who work with children aged 0-2 years in any form of care and early learning setting.

This interactive course is split into five sections with practical and computer based activities for students to review their knowledge as they progress with key themes including observation and review planning, developmental milestones of young children with links to developmental areas and an adult’s role in children’s learning.

Enriching Play and Learning 3-5 years

Duration: 2 - 3 Hours on line activity with further ‘on the job’ learning and application required.

Audience: For Level 2 practitioners who work with children aged 3 – 5 years in any form of care and early learning setting

The focus of this course is play and learning in the Early Years Foundation Stage (EYFS) and looks at the environments that enrich the play and learning experience of the child. The event is split into five sections with practical and computer based activities to enable students to review knowledge as they progress.

Can't find what you're looking for?
Remember, we offer bespoke training packages

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Providing for Nutritional Needs in a Childcare Setting



Duration: 2 - 3 Hours on line activity with further 'on the job' learning and application required.

Audience: Those with responsibility for planning and delivery of an appropriately balanced nutritious diet within childcare settings

The primary focus of the day will look at planning, identification of food hygiene issues and the importance of oral health, and to develop an awareness of nutrition / food policies.

Quality Management in Childcare Settings

Duration: 2 Hours on line activity with further 'on the job' learning and application required

Audience: Anyone involved in the management and quality assurance of an early years setting

The programme looks to develop and increase the skills and knowledge required to enable learners to apply quality management principles confidently and effectively within the workplace.

There are seven sections which focus on managing change, quality assurance, methods of observation, reflective practice and communication change.

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Observing to Inform Practice



Duration 2 - 3 hours on line activity with further 'on the job' learning and application required

Audience: All practitioners working with young children

The course is designed to increase the knowledge and skills required to use observation to inform good practice when working with children, the key themes are observation with clear links to the Unique Child and Enabling Environments of the Early Years Foundation Stage (EYFS) and is split into eight sections.

Effective Self Evaluation – Completing the SEF



Duration: 2 – 3 Hours on line activity with further 'on the job' learning and application required

Audience: All practitioners working within early years provision

The course is designed to develop the knowledge and skills required for self evaluation in early years settings, and looks at the importance of practitioners working on self evaluation and considering how self evaluation should be embedded in practice. The programme covers planning, completion of Self-Evaluation Form (SEF) and strategies for moving forward.

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Working in Partnership with Parents



Duration: 1 – 2 Hours on line activity with further ‘on the job’ learning and application required

Audience: Aimed at Level 3 Practitioners

This programme is specifically designed to focus on the importance of knowledge and skills required for forming effective relationships with parents and carers in early years settings

The course is split into eight sections and looks at developing relationships, comparing good practice, and different ways to encourage parents and carers to be involved in their child’s setting.

NDNA also offers other e-learning courses which are available through Virtual College....

These are:

- An introduction to integrated working
- Childhood obesity and the HENRY approach
- Awareness of Child Abuse and Neglect
- Food Safety and Hygiene

Please visit the virtual college website for further details on these courses at http://www.ukvirtual-college.co.uk/course_list

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Accredited Continuous Professional Development

Prices for Accredited courses start from as little as £264.68 for award programmes, please contact NDNA Training Team for further details on 01484 40 70 77 or alternatively email us at training@ndna.org.uk

ILM Level 3 Award & Certificate in First Line Management

Duration: Award = 34 Hours 1 mandatory unit and a number of optional units based on an individual's role and organisational requirements

Duration: Certificate = 120 Hours 4 mandatory units and a number of optional units based on an individual's role and organisational requirements.

Audience: Level 3 Practitioners and managers

Both programmes cover problem solving and a range of optional units that will fit within the PVI childcare sectors, and there are a range of flexible delivery options to suit the individual and organisation needs with interactive practical activities and individual assessment.

ILM Level 5 Award in Management

Duration: 6 days + 2 days = 120 Hours includes a number of days distance learning, the programme covers 4 mandatory units and a number of optional units based on an individual's needs and organisational requirements

Audience: Those working at Level 4 and above

This programme is designed to focus on managerial activities within a childcare setting, and there are a range of units which will cover planning, problem solving, understanding change and achieving objectives through effective time management. Optional units will focus on specific role and organisational requirements, the programme is interactive with individual assessment and there are flexible delivery options to fit within existing commitments including evening and weekend delivery.

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Recruitment, Selection and Retention (ILM Endorsed)

Duration: 3 Days

Audience: Level 3 early years practitioners and above

This bespoke programme is designed to provide specific knowledge and understanding for practitioners and covers advertising, writing employee specifications, shortlisting, candidate interviews and techniques, retaining staff through inductions effective appraisals and employee benefits.

The course is interactive with practical exercises linked to an individual's role and level of responsibility.

Effective Staff Induction (specific to the early years sector) (ILM Endorsed Award)

Duration: 2 Days

Audience: Level 3 early years practitioners and above

This course looks at the importance of staff inductions within the sector and covers competency assessment skills, collecting and validating evidence, induction systems and processes, staff handbooks and personnel files and record keeping support systems.

The event is designed to be practical based with interactive group discussion around the importance of inductions within the sector.

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Foundation Award in Workplace Mentors (ILM Endorsed Award)

Duration: 2 Days

Audience: Those in the workplace who are responsible for the learning and development of others

This programme has been created to help organisations meet their education, training and development needs in the most effective and efficient way. The programme provides the skills needed to enable the learning mentor to promote the learning culture through the recognition and value of learning.

Topics covered include inductions, what are learning mentors, action planning and how to create a culture of learning along with analysing learning needs.

Intermediate Award in Workplace Mentors (ILM Endorsed Award)

Duration: 6 days + 2 days distance learning

Audience: Those in the workplace who are responsible for the learning and development of others

Course content is specifically designed to assist organisations to meet their education, training and development needs in the most effective and efficient way, with a focus on self assessment, learning mentors, time requirements, making the role credible, developing confidence, identifying support, the learning culture and sources of funding. Key themes cover confidence building for mentors to complete learning needs analysis of staff and colleagues.

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Booking form

To make a booking, please complete the form below and fax, email or post it to us at:

National Day Nurseries Association, National Early Years Enterprise Centre,
Longbow Close, Huddersfield, HD2 1GQ.

Fax: 01484 40 70 60 email: training@ndna.org.uk

Course Details

Course title _____

Date _____

Location _____

Cost _____ VAT _____ Total _____

Tick if you are an NDNA member Membership Number _____

Payment plan option selected

(Please tick appropriate box below)

Cheque enclosed Payment by BACS

Invoice for payment (quote purchase order no.) _____

Participant details

Title _____ Forename _____ Surname _____

Organisation _____ Position _____

Phone _____ Fax _____ Email _____

Address _____

Postcode _____

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Invoicing details

Purchase order no _____

Title _____ Forename _____

Surname _____

Organisation _____

Position _____

Phone _____

Fax _____

Email _____

Address _____

Postcode _____

Terms & Conditions

Bookings

The booking form must be completed by the participant or their line manager. All bookings are provisional until the booking form has been received by us and a written confirmation is returned to you. We reserve the right to change the venue booked, in the event of significant change in numbers.

Charges

- Payment may be made by BACS or cheque
- Payment terms are 30 days from invoice date
- Cancellations must be made in writing to the address at the top of this form.
- Charges will be levied at the following scale.

At least 23 days notice – no charge
20-7 days notice – 50% charge
Less than 7 days notice – 100% charge

Tick this box to accept
terms & conditions