

# Early Learning & Childcare Staff Development Programme



# 2017 - 2018

[highland.cpdservice.net](http://highland.cpdservice.net)

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# INTRODUCTION

**Welcome to the Early Learning and Childcare Staff Development Programme for 2017/2018.**

Please read through this booklet before booking any courses to ensure you know what is on offer and which courses best meet your staff needs as well as your own.

**It is also very important you check the online CPD site regularly as training will be added throughout the year. We aim to support local training opportunities where possible as we do try to take a variety of new courses around the region, as well as providing training centrally.**

**Please bring something to drink with you to all courses and for a Full Day course please bring with you a packed lunch as it is no longer provided**

**New staff** who have a role in supporting the early level of Curriculum for Excellence will be expected to undertake a suite of starter training courses to cover some of the most important aspects of the day to day work. These include: **Planning, Recording Observations, Risk Assessment, Positive Relationships and Behaviour, Brain Development and Developmental Overviews.**

New staff will also have the opportunity to attend First Aid training and take an Elementary Food Hygiene Online training course.

**For any course with more than 1 level, it is necessary to have previously completed level 1 and put the learning into practice before attending level 2. Some courses require a gap of at least 1 term between completing level 1 and attending level 2.**

CPD should be booked using the online system and be done in conjunction with your Head Teacher/ Manager but if you have any difficulties or do not have access you should contact the Early Years Education Support Officer for your area.

EYESO	AREA	EMAIL
Clair Blair	South	Clair.Blair@highland.gov.uk
Ruth MacLean	South	Ruth.MacLean2@highland.gov.uk
Ruth Davidson	South	Ruth.Davidson2@highland.gov.uk
Ashley Bartlett	Mid	Ashley.Bartlett@highland.gov.uk
Mairi MacKay	Mid	Mairi.MacKay2@highland.gov.uk
Lia Hunter	West	Lia.Hunter2@highland.gov.uk
Jennie Drummond	West	Jennie.Drummond@highland.gov.uk
Joyce Kullas	North	Joyce.Kullas@highland.gov.uk
Maria Aitken	North	maria.aitken@highland.gov.uk

# BOOKING INFORMATION FOR EARLY LEARNING AND CHILDCARE STAFF

## How many courses can I attend this year?

One centrally funded course from the annual programme per staff member

## Can I attend additional courses?

Additional full day courses may also be accessed if settings are prepared to meet the cost of staff cover and travel from their own budgets or if spaces are available. This should be agreed with your manager.

All training on offer in this programme is limited therefore we have to accept bookings on a first come first served basis via the online booking system.

Please see Pages 6 and 7 for further guidance.

If you have to cancel your place, please inform us at least 48 hours before the course is due to begin by e-mailing the following:

**[cpd@highland.gov.uk](mailto:cpd@highland.gov.uk)**

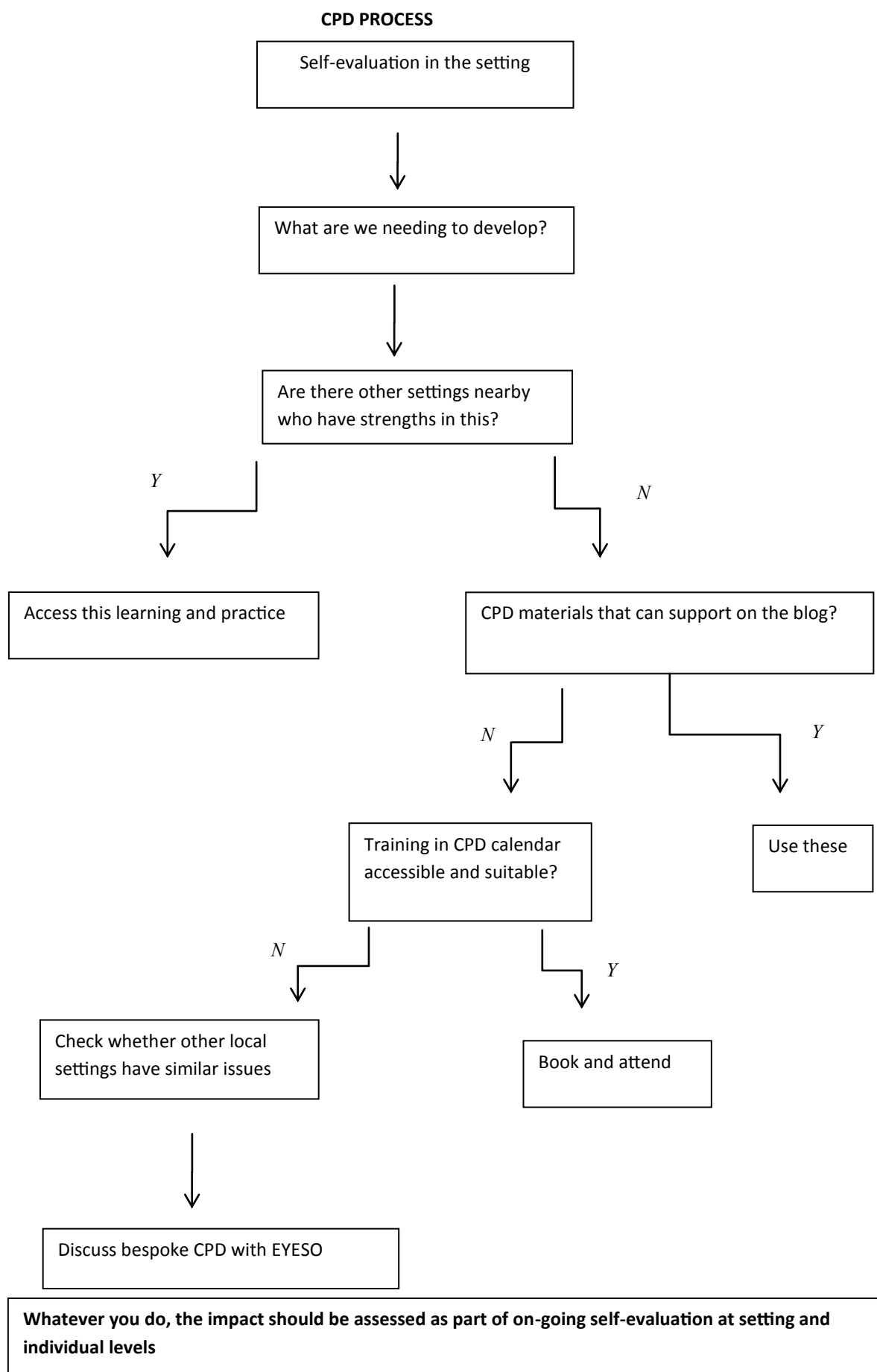
This allows us to offer your place to another person who may be on the waiting list.

\* \* \*



**For more booking information,  
please refer to the online booking system user notes.**

**N.B. — Courses are available to staff in Early Primary but funding for cover is not supplied through Early Learning and Childcare.**



# CPD CALENDAR ONLINE

Online Booking at: <http://highland.cpdservice.net/>

## Introduction

Highland CPD Online is a web-based package available on the internet and designed to assist staff undertaking planned and effective continuing professional development (CPD). It has the following facilities:

- Allows electronic booking of Highland CPD Programme Activities
- Enables the user to evaluate each CPD activity and its impact on practice
- Maintains a record of individual CPD activity

Centre managers can set up new users in CPD with the following information: Full name, job title, mobile number and chosen email address. After which the user will be sent login details.

**If staff have left or if there are any changes (i.e. surname) in your centre, it is essential that you contact Early Learning and Childcare with this information at: [cpd@highland.gov.uk](mailto:cpd@highland.gov.uk)**

**You should also inform us of any email address changes.**

Please see the following page for information on what to do when you receive your login details and use the website for the first time.

### **The home page displays:**

- Total number of CPD hours
- CPD news from authority or their centre co-ordinator
- Details about your course requests

### **Course Applications**

- 1) To search courses use keywords and dates.
- 2) To apply click on magnifying glass 'view course details.'
- 3) Click 'Apply' on right hand side.
- 4) Tick the box to confirm you have discussed and confirmed your request with your line manager. Submit your request.

5) Once you have applied for an authority run course a message will be displayed on the right hand side saying 'Your application has been made.'

6) Your CPD Co-ordinator/Centre Manager will now process your request.

**N.B. You should make sure that your CPD Manager knows that you have applied for a course as this ensures that he/she checks online and accepts on your behalf.**

7) Under 'My Requests' the program indicates your progression using:

- Declined
- Accepted
- Waiting List

Please do not presume that you will be attending the course that you applied for as you should always check the status of your application.

If you are on a waiting list do not turn up to the course unless instructed.

You will be notified of cancellations, postponements and changes on the system by the e-mail address that you provided.

On the home page you will see a heading 'Internal News' and we will use this area to highlight any new courses or other CPD items.

To access your course application details use 'My Current Course Requests' section. Always check this on a regular basis.

**Please note that, as part of the Council's sustainability policy, certificates will not be sent out as your CPD record certifies that you have attended the course. If necessary, you can print out your CPD record through your CPD account: click on 'record' on the top menu, choose either 'view as word document' or 'view as PDF document.' This will open your record for the current academic year. Please ensure when printing that the print layout is set to landscape. To view your record for a previous year click on 'previous sessions' on the sub-menu under the main menu at the top.**

## **PLEASE NOTE:**

**cpd@highland.gov.uk** is the designated email address for requests, change of centre/ job title/surname and queries in connection with CPD.

Practitioners – is a single term which encompasses all staff and adults who work with children under 5 years old until they start school and includes childminders, teachers, managers, supervisors, support and out of school care workers. (Building the Ambition)

**However, please read the course descriptors to ensure the training outlined meets your requirements.**

**NO LUNCHES WILL BE PROVIDED FOR FULL DAY COURSES AND THERE WILL BE NO REFRESHMENTS PROVIDED FOR HALF DAY COURSES THEREFORE PRACTITIONERS WILL BE REQUIRED TO BRING THEIR OWN LUNCH AND REFRESHMENTS**

### **Courses for new or unqualified staff:**

#### **Play and Learning into Practice (PLiP)**

If you are newly appointed, unqualified or requiring a refresher in EARLY LEARNING AND CHILDCARE, this practical six day training course delivered by CALA and HiMATS provides learners with an introduction to the value of play and learning. The course has the SQA NC unit “Child Development and Health” embedded within it, therefore is an ideal introduction to study for those beginning to work towards a relevant qualification.

#### **Play into Practice (PiP)**

An exciting opportunity for new or unqualified OUT OF SCHOOL CARE staff to access this practical five day training course delivered by CALA and HiMATS, which provides students with an introduction to the value of play in out of school settings. The ‘Children and Young People: Process of Play’ SQA NC unit is incorporated into the course, therefore is an ideal introduction to study for those working towards a relevant qualification.

N.B. Details of both the PLiP and PiP courses are not included in the booklet so please contact the Care and Learning Alliance (01463 703033) for further information.



# GETTING STARTED

**Logging On** - Once you have received your CPD login details you should login to the website to validate your email address and complete the Equal Opportunities Monitoring. **You will not be able to apply for a course until you have validated your email address and completed the Equal Opportunities Monitoring.** The steps to do this are listed below.

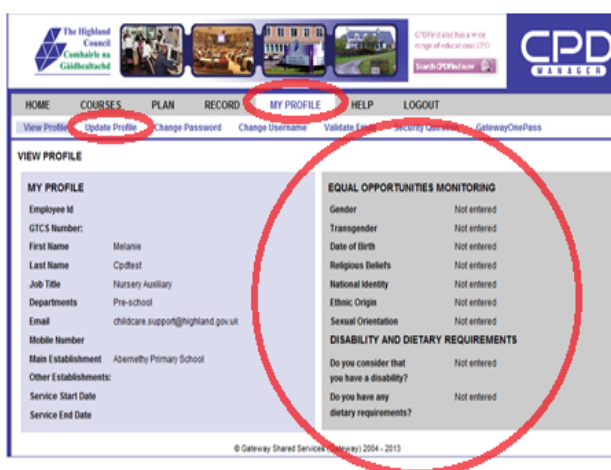
## 1) Validating Your Email Address

- Login to the CPD website.
- There will be a message at the top of the home page saying 'invalid email address.'
- You can validate your email address by clicking on 'My Profile' (on the menu at the top of the page) and then click on 'Validate Email' (also at the top of the page).
- Click 'Resend.'
- An automatic email will be sent to you.
- You should open the email and click on the link.
- There will be a message on your screen saying 'Gateway OnePass - Email Validation. Your email address has been validated.'
- You should close this screen and go back to your homepage.



## 2) Equal Opportunities Monitoring

- Click on 'My Profile' at the top of the screen.
- Click on 'Update Profile' on the sub menu at the top of the screen.
- You need to answer all of the questions under the Equal Opportunities Monitoring section on the right hand side of the screen.
- Click on 'update' at the bottom of the page.
- Return to the homepage.



## Evaluations

**Please note until you complete the 'course evaluation' the course will not show on your CPD record and you will be unable to book on any other training.**



## THE YEAR AT A GLANCE

August 2017	Words Up - Level 1 & 2
September 2017	Movement in the Early Years
	Words Up – Level 1 & 2
	Technologies
	Running a Setting
	First Aid – Full Day & Refresher
	Developmental Disorders
	Numeracy Progression
	Gaelic Medium
	EYP Gaelic
October 2017	How Children Learn Through Play
	First Aid – Full Day & Refresher
	English as an Additional Language
	Words Up – Level 1
	Numeracy Progression
	EYP Gaelic
	Gaelic Medium
November 2017	EYP Gaelic
	First Aid - Refresher
	How Children Learn Through Play
	Brain Development & Developmental Overview
	Gaelic Medium
December 2017	First Aid – Full Day
January 2018	First Aid – Full Day & Refresher
	Science Stretching the Boundaries
February	First Aid – Full Day & Refresher
	Science Stretching the Boundaries
	English as an Additional Language
March	English as an Additional Language
	First Aid – Full Day & Refresher
	Taking Literacy & Numeracy Outdoors
	French - Refresher
April	First Aid – Full Day
May	First Aid – Full Day & Refresher

# Early Learning and Childcare Development Programme



## 2017 - 2018

# ADMINISTRATION OF MEDICATION TO CHILDREN AND YOUNG PEOPLE

**Target Audience:** Anyone administering medication to children on a regular basis in a registered Day Care service

**Delivered by:** The Highland Council Training and Development Team

This training has been designed to meet the needs of practitioners who are administering medication on a regular basis. There are new guidelines around storage and administration of medication, this training will ensure that you have accurate information. The training will include information on legislation and standards, administration and storage of medication, recording, infection control and common conditions.



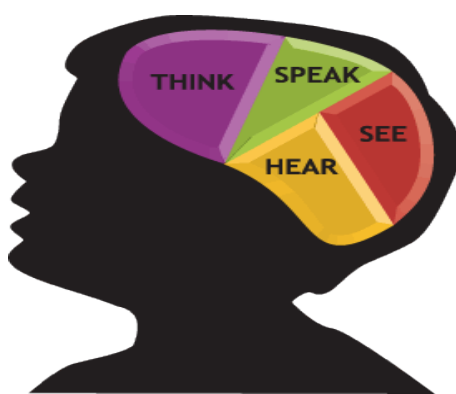
Dates for this training are still to be confirmed

# BRAIN DEVELOPMENT AND DEVELOPMENTAL OVERVIEWS

**Target Audience:** All new practitioners working with children aged 0—5

**Delivered by:** Early Years Education Support Officers

This course will provide staff with an overview of early brain development, along with guidance and practical activities on how to use the Developmental Overviews.



Course Code	Date	Day	Time	Venue	Places
BD 1	08/11/17	Wednesday	09:00—11:30	Inverness Royal Academy	25
BD 2	08/11/17	Wednesday	13:00—15:30	Inverness Royal Academy	25

This may also be available on bespoke basis for settings and groups of settings – or other groups of staff.

Where self-evaluation or the setting improvement plan shows this topic area to be a priority for CPD, setting managers can contact their link Early Years Education Support Officer to discuss how it can be accessed.

Childminders, please contact CPD to register interest so that input can be planned and offered.

Linked Quality Indicators from HGIOELC :

2.2 Curriculum

2.3 Learning, teaching and assessment

2.4 Personalised support

2.6 Transitions

3.1 Ensuring wellbeing, equality and inclusion

# BUILDING THE AMBITION

**Target Audience:** All practitioners working with children aged 0-5

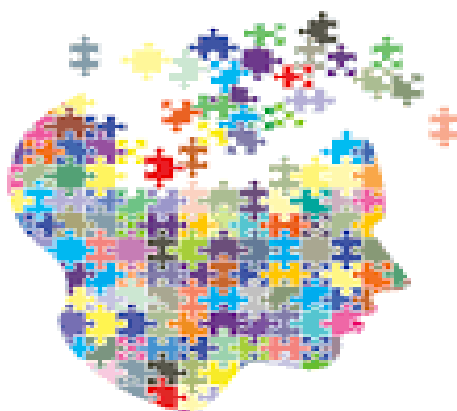
**Delivered by:** CALA e-learning is available for awareness raising  
Early Years Education Support Officers will provide in depth training

This session will

Explain the background to Building the Ambition.

Look at the content of the document.

Explore practical ways of using the document to help to provide quality in settings.



## How to access this on CPD

For awareness raising from CALA, please email CPD to gain access to an e-learning course.

Otherwise, this topic is covered in depth on a bespoke basis for settings and groups of settings – or other groups of staff.

Where self-evaluation or the setting Improvement Plan shows this topic area to be a priority for CPD, setting managers should contact their link Early Years Education Support Officer to discuss how it can be accessed. Childminders, please contact CPD to register interest so that input can be planned and off

Linked Quality Indicators from HGIOELC :

1.3 Leadership of change

# DEVELOPMENTAL DISORDERS

**Target Audience:** All practitioners working with children aged 0-5

**Delivered by:** Jane Baines, Development Officer Support for Learners

Developmental disorders is an umbrella term which encompasses a range of learning disorders which are presumed to have been present from birth and are lifelong conditions e.g. Autism, Attention Deficit Hyperactivity Disorder, Developmental Co-ordination Disorder (Dyspraxia), Tourette's Syndrome and Obsessive Compulsive Disorder. Approximately 3 in 10 children are affected by one or more of these disorders.

This course aims to raise awareness of these conditions and to offer early years staff strategies to help identify difficulties and how to use the strategies to help children in the learning environment.



Course Code	Date	Day	Time	Venue	Places
DD 1	08/09/2017	Friday	09:00-11:30	Inverness Royal Academy	30
DD 2	08/09/2017	Friday	13:00-15:30	Inverness Royal Academy	30

Linked Quality Indicators from HGIOELC:  
2.4 Personalised support

# EARLY YEARS EMERGING LITERACY

**Target Audience:** All practitioners working with children aged 0 - 5

**Delivered by:** Early Years Education Support Officers

This half day training has been designed primarily for Early Years Practitioners to provide the theory and practical strategies to support the development of Emerging Literacy within Early Learning and Childcare. The training is aimed to support Emerging Literacy through the Early Level.



Your EYESO will notify your manager when this training is available in your area.

Linked Quality Indicators from HGIOELC:

2.2 Curriculum

2.4 Personalised support

2.6 Transitions

3.2 Securing children's progress

# ELEMENTARY FOOD HYGIENE

**Target Audience:** All practitioners working with children aged 0-5

**Delivered by:** Online course only

The Elementary Food Hygiene Certificate of The Royal Environmental Health Institute of Scotland (REHIS) is a first level qualification in food hygiene which is nationally recognised in all sectors of the food industry.



If you wish to access this course please contact CPD team by e-mailing [cpd@highland.gov.uk](mailto:cpd@highland.gov.uk)





# ENGLISH AS AN ADDITIONAL LANGUAGE



**Target Audience:** All practitioners working with children aged 0-5

**Delivered by:** Rhona Steel, Co-ordinator EAL Highland

This course aims to equip Early Learning and Childcare Settings with practical strategies to engage children and families with English as an Additional Language (EAL). This will include story telling techniques, talking and listening skills and working with bilingual parents. We will also look at the stages of English language development and how to monitor progress.



Course Code	Date	Day	Time	Venue	Places
EAL 1	06/10/2017	Friday	09:00-11:30	Inverness Royal Academy	25
EAL 2	06/10/2017	Friday	13:00-15:30	Inverness Royal Academy	25
EAL 3	07/02/2018	Wednesday	09:00-11:30	Inverness Royal Academy	25
EAL 4	07/02/2018	Wednesday	13:00-15:30	Inverness Royal Academy	25
EAL 5	14/02/2018	Wednesday	09:30-12:00	Dingwall Community Centre	25
EAL 6	14/02/2018	Wednesday	13:00-15:30	Dingwall Community Centre	25
EAL 7	21/02/2018	Wednesday	13:00-15:30	Lochaber High School	25
EAL 8	06/03/2018	Tuesday	13:00-15:30	Golspie Community Wing	25
EAL 9	28/03/2018	Wednesday	13:00-15:30	Kyleakin Village Hall	25

Linked Quality Indicators from HGIOELC:

2.4 Personalised support

2.5 Family learning



# EYP FRENCH TRAINING DAY



**Target Audience:** All practitioners working with children aged 0-5

**Delivered by:** May Beaton, Quality Improvement Officer  
Thea Searle - Trainer

This is aimed at any EYP who has not attended training. It will develop basic French language skills through games, stories and songs. A fun filled session.

Course Code	Date	Day	Time	Venue	Places
FR 3	01/09/2017	Friday	09:00-11:30	Merkinch Community Centre	50
FR 4	01/09/2017	Friday	13:00-15:30	Merkinch Community Centre	50





# EYP FRENCH REFRESHER DAY



**Target Audience:** Aimed at EYP's that attended French EYP training last year

**Delivered by:** May Beaton, Quality Improvement Officer  
Thea Searle— Trainer

This fun filled session builds on the French course from last year. It will revise basic language and further develop language. It will look at songs, games and stories relevant for nursery age. It will also look at some new resources e.g. Pirates, Brown Bear book, Dinosaurs.

Course Code	Date	Day	Time	Venue	Places
FRD 1	23/02/2018	Friday	09:00-11:30	Strathpeffer Community Centre	30
FRD 2	23/02/2018	Friday	13:00-15:30	Strathpeffer Community Centre	30
FRD 3	09/03/2018	Friday	09:30-12:00	Merkinch Community Centre	50
FRD 4	09/03/2018	Friday	13:00-15:30	Merkinch Community Centre	50
FRD 5	16/03/2018	Friday	09:00-11:30	Lochaber House (New)	30
FRD 6	16/03/2018	Friday	13:00-15:30	Lochaber House (New)	30
FRD 7	23/03/2018	Friday	09:00-11:30	Caithness Horizons	30
FRD 8	23/03/2018	Friday	13:00-15:00	Caithness Horizons	30



## EYP GAELIC TRAINING PART 1

**Target Audience:** This is aimed at any EYP who has not attended training and is based within a school delivering Gaelic as L2. It will develop basic Gaelic language skills through games, stories and songs. A fun filled session

**Delivered by:** Ruairidh MacKay—Language and Development Officer

To deliver basic Gaelic vocabulary for the nursery setting, along with songs and games to reinforce Gaelic language.

The two half day programmes will offer practical ideas and resources for the use of basic Gaelic in nursery settings.

The course is designed to build staff confidence in speaking basic Gaelic and delivering fun, hands on activities to the children.



Course Code	Date	Day	Time	Venue	Places
GT 1	26/09/2017	Tuesday	09:00 - 11:30	Sunart Centre—Strontian	20
GT 2	26/09/2017	Tuesday	13:00 - 15:30	Sunart Centre—Strontian	20
GT 3	27/09/2017	Wednesday	09:00 - 11:30	Garve Village Hall	20
GT 4	27/09/2017	Wednesday	13:00 - 15:30	Garve Village Hall	20
GT 5	28/09/2017	Thursday	09:00 - 11:30	Portree Council Chamber	20
GT 6	28/09/2017	Thursday	13:00 - 15:30	Portree Council Chambers	20

## EYP GAELIC TRAINING PART 2

**Target Audience** This is aimed at EYP's who have attended Part 1 to develop basic Gaelic language skills through games, stories and songs. A fun filled session.

**Delivered by** Ruairidh MacKay—Language and Development Officer

To deliver basic Gaelic vocabulary for the nursery setting, along with songs and games to reinforce Gaelic language.

The two half day programmes will offer practical ideas and resources for the use of basic Gaelic in nursery settings.

The course is designed to build staff confidence in speaking basic Gaelic and delivering fun, hands on activities to the children.



Course Code	Date	Day	Time	Venue	Places
GT 7	30/10/2017	Monday	09:00 - 11:30	Portree Council Chambers	20
GT 8	30/10/2017	Monday	13.00 - 15.30	Portree Council Chambers	20
GT 9	31/10/2017	Tuesday	09:00 - 11:30	Sunart Centre— Strontian	20
GT 10	31/10/2017	Tuesday	13:00 - 15:30	Sunart Centre—Strontian	20
GT 11	01/11/2017	Wednesday	09:00 - 11:30	Garve Village Hall	20
GT 12	01/11/2017	Wednesday	13:00 - 15:30	Garve Village Hall	20

## GAELIC MEDIUM

**Target Audience:** All practitioners working with children aged 0-5 in a Gaelic Medium Setting

**Delivered by:** Early Years Education Support Officers

This training will allow Early Years Practitioners to develop their knowledge and understanding of the 'Total Immersion' phase of Gaelic Medium Education.

There will be an opportunity to explore resources currently available to support staff in delivering total immersion, including:

- The Highland Practice Model and SHANARRI wellbeing indicators
- The Early Years Numeracy Progression CPD Package
- Updated Early Years Planning Overview of Es and Os



Course Code	Date	Day	Time	Venue	Places
GM 1	19/09/2017	Tuesday	09:30—11:30	Portree Council Chambers	25
GM 2	31/10/2017	Tuesday	09:30—11:30	Millburn Academy, Inverness	25
GM 3	31/10/2017	Tuesday	13:30—15:30	Millburn Academy, Inverness	25
GM 4	16/11/2017	Thursday	09:30—11:30	Bun-Sgoil Ghàidhlig Loch Abar, Fort William	25
GM 5	16/11/2017	Thursday	13:30—15:30	Bun-Sgoil Ghàidhlig Loch Abar, Fort William	25

# HOW CHILDREN LEARN THROUGH PLAY

**Target Audience:** All practitioners working with children aged 0-5

**Delivered by:** CALA

We will explore the powerful contribution play makes to children's development and learning. Play is intrinsically motivated, the right of every child, often driven by curiosity and is therefore a key tool of learning. We consider children's early development and share practice ideas on how best to support this through thoughtful, well-judged interactions, relationships, environments and experiences which support children's independent exploration, discovery and learning through high quality play.



Course Code	Date	Day	Time	Venue	Places
HCLTP 1	03/10/2017	Tuesday	09:30-15:30	Strathpeffer Community Centre	22
HCLTP 2	31/10/2017	Tuesday	09:30-15:30	Kyleakin Village Hall	22
HCLTP 3	08/11/2017	Wednesday	09:30-15:30	Caithness Horizons	22
HCLTP 4	14/11/2017	Tuesday	09:30-15:30	Millburn Academy	22

Linked Quality Indicators from HGIOELC:

- 1.2 Leadership of learning
- 2.2 Curriculum
- 2.3 Learning, teaching and assessment
- 3.2 Securing children's progress

## MOVEMENT IN THE EARLY YEARS

**Target Audience:** Early Learning and Childcare staff and Early Level Staff

**Delivered by:** Jane Baines, Support for Learning

The aims of this day are to look at how movement skills develop in very young children and their importance to later fine motor and school skills. The course will look at ways of building movement into play and Early Learning and Childcare activities.



Course Code	Date	Day	Time	Venue	Places
MOV 1	01/09/2017	Friday	09:00-11:30	Inverness Royal Academy	30
MOV 2	01/09/2017	Friday	13:00-15:30	Inverness Royal Academy	30



# MOVING & HANDLING

**Target Audience:** All practitioners working with children aged 0-5

**Delivered by:** Hayley Brown, Family Resource Co-ordinator

**The course content will include the following:-**

- Legislation and professional guidance
- Policy and procedures
- Musculo-skeletal awareness
- Safer moving and handling principles
- Introduction to risk assessment
- Developing safe systems of work
- Introduction to people handling
- Moving and handling small children
- Practical elements



**How to access this on CPD**

This topic is covered on a bespoke basis for settings and groups of settings – or other groups of staff.

Where self-evaluation or the setting improvement plan shows this topic area to be a priority for CPD, setting managers can contact Hayley Brown Family Resource Co-ordinator to discuss how it can be accessed.

Childminders, please contact CPD to register interest so that input can be planned and offered.

## MY LEARNING JOURNEY

Looking at the components of the My Learning Journey documents including, how to set targets for Stepping Stones and how to record Stepping Stones.

Linked Quality Indicators from HGIOELC:

- 2.2 Curriculum
- 2.3 Learning, teaching and assessment
- 2.6 Transitions
- 3.2 Securing children's progress

## PLANNING

Using the current Highland Council Formats

## APPROACHES TO PLANNING

Guidance and support for settings considering developing their own planning system.

- ⇒ To explore how you can evaluate your planning approach in Early Years.
- ⇒ To explore practical examples which can be used to support the development of robust planning approaches within your setting

Linked Quality Indicators from HGIOELC for Planning and Approaches to Planning:

- 1.3 Leadership of change
- 2.2 Curriculum
- 2.3 Learning, teaching and assessment
- 2.4 Personalised support
- 2.6 Transitions
- 3.1 Ensuring wellbeing, equality and inclusion

## RECORDING OBSERVATIONS IN EARLY YEARS

This will provide those working with young children a greater understanding of the criteria of good observations, various approaches to recording observations, examples of quality observations, opportunities to reflect on observations.

Linked Quality Indicators from HGIOELC:

- 2.3 Learning, teaching and assessment
- 2.4 Personalised support

### How to access this CPD

EYESOs can give advice on these topics on a bespoke basis for settings.

Please contact your EYESO to discuss any of these.



# Numeracy: Promoting a Numeracy Rich Environment at Early Level



**Target Audience:** All Early Learning and Childcare staff, Primary 1 Teachers, Pupil Support Assistants and Primary Probationer Teachers

**Delivered by:** Sarah MacVicar & Seonaid Cooke

Highland is on a mission to improve the delivery of mathematics across all of its educational centres, from Early Learning and Childcare to secondary schools.

**The importance of numeracy across the early level cannot be underestimated!**

A good early childhood start in numeracy is critical to determining future success in this area in later years.

**This half day course will develop your:**

- Understanding of the development of early numeracy skills and determining where your children are within the Highland Numeracy Progression. (Many children will already have well-developed numeracy skills before they start formal education)
- Confidence in your ability to plan rich mathematical experiences involving all contexts at your nursery, e.g. water, sand, music, stories, small world and the creative play area etc.
- Awareness of how the daily routines and general environment can have a maths-rich focus.

We can show you how to make maths an engaging and fascinating topic by giving you lots of ideas of simple mathematical activities and language that you can use with children and will supply you with a bank of resources that you can use within your own centres.

Course Code	Date	Day	Time	Venue	Places
NP 1	18/09/17	Monday	10:00—12:00	Ben Wyvis Primary	30
NP 2	18/09/17	Monday	13:00—15:00	Ben Wyvis Primary	30
NP 3	19/09/17	Tuesday	10:00—12:00	Knockbreck Primary	30
NP 4	19/09/17	Tuesday	13:00—15:30	Knockbreck Primary	30
NP 5	26/09/17	Tuesday	13:00—15:30	Knockbreck Primary	30
NP 6	26/09/17	Tuesday	15:30—17:00	Knockbreck Primary	30
NP 7	26/10/17	Thursday	13:30—15:00	Ben Wyvis Primary	30
NP 8	26/10/17	Thursday	15:30—17:00	Ben Wyvis Primary	30
NP 9	17/01/18	Wednesday	09:00—11:30	Inverness Royal Academy, Inverness	30
NP 10	17/01/18	Wednesday	13:00—15:30	Inverness Royal Academy, Inverness	30



# PAEDIATRIC FIRST AID FULL DAY



**Target Audience:** Particularly recommended for appointed persons with childcare responsibilities under the Health and Safety (First Aid) Regulations

**Delivered by:** HiMATS for Caithness, Sutherland, Inverness, Nairn, Badenoch, Strathspey and Lochaber

**Aim:** To provide the theoretical and practical knowledge required to take the immediate action necessary in a First Aid emergency, in accordance with the Health and Safety (First Aid) Regulations 1981.

**After attending the course participants will be able to take appropriate action in relation to:**

Managing an incident

C.P.R. for adults, children and babies & use of **AED (automated external defibrillators)**

Recovery Position

Failure of Breathing

Head Injuries

Miscellaneous conditions e.g. asthma, epilepsy, diabetes

Fractures

Burns

Unconsciousness

Bleeding

Poisons

**\*Please bring a packed lunch and a refreshment with you to this training \***

Course Code	Date	Day	Time	Venue	Places
FA 1	07/09/2017	Thursday	09:30-16:00	Dingwall Community Centre	12
FA 2	12/09/2017	Tuesday	09:30-16:00	Inshes Church—Inverness	12
FA 3	21/09/2017	Thursday	09:30-16:00	Lochaber House—Fort William	12
FA 4	26/10/2017	Thursday	09:30-16:00	Naver House, Thurso	12
FA 5	06/12/2017	Wednesday	09:30-16:00	Archive Centre, Inverness	12
FA 6	13/12/2017	Wednesday	09:30-16:00	Dingwall Community Centre	12
FA 7	25/01/2018	Thursday	09:30-16:00	Archive Centre, Inverness	12
FA 8	01/02/2018	Thursday	09:30-16:00	Archive Centre, Inverness	12
FA 9	08/03/2018	Thursday	09:30-16:00	Dingwall Community Centre	12
FA 10	26/04/2018	Thursday	09:30-16:00	Archive Centre, Inverness	12
FA 11	03/05/2018	Thursday	09:30-16:00	Naver House, Thurso	12
FA 12	24/05/2018	Thursday	09:30-16:00	Lochaber House, Fort William	12



# PAEDIATRIC FIRST AID REFRESHER TRAINING



**Target Audience:** Particularly recommended for appointed persons with childcare responsibilities under the Health and Safety (First Aid) Regulations  
**Staff who have completed the Paediatric Full Day First Aid course previously.**

**Delivered by:** HiMATS for Caithness, Sutherland, Inverness, Nairn, Badenoch, Strathspey and Lochaber

**Aim:** To provide the theoretical and practical knowledge required to take the immediate action necessary in a First Aid emergency, in accordance with the Health and Safety (First Aid) Regulations 1981.

**After attending the course participants will be able to take appropriate action in relation to:**

Managing an incident

C.P.R. for adults, children and babies **use of AED (automated external defibrillators)**

Recovery Position

Fractures

Failure of Breathing

Burns

Head Injuries

Unconsciousness

Miscellaneous conditions e.g. asthma, epilepsy, diabetes

Bleeding

Poisons

**\*Please bring a refreshment with you to this training \***

Course Code	Date	Day	Time	Venue	Places
FA 13	22/09/2017	Friday	09:30-12:30	Lochaber House—Fort William	12
FA 14	28/09/2017	Thursday	09:30-12:30	Merkinch Community Centre	12
FA 15	05/10/2017	Thursday	09:30-12:30	Dingwall Community Centre	12
FA 16	27/10/2017	Friday	09:30-12:30	Naver House, Thurso	12
FA 17	02/11/2017	Thursday	18:30-21:30	Charleston Community Complex	12
FA 18	08/11/2017	Wednesday	18:30-21:30	St John's Church Hall, Rothiemurchus (Aviemore)	12
FA 19	15/11/2017	Wednesday	18:30-21:30	Dingwall Community Centre	12
FA 20	23/11/2017	Thursday	09:30-12:30	Merkinch Community Centre	12
FA 21	18/01/2018	Thursday	09:30-12:30	Dingwall Community Centre	12
FA 22	08/02/2018	Thursday	18:30-21:30	Charleston Community Complex	12
FA 23	22/03/2018	Thursday	09:30-12:30	Merkinch Community Centre	12
FA 24	04/05/2018	Friday	09:30-12:30	Naver House, Thurso	12
FA 25	10/05/2018	Thursday	18:30-21:30	Charleston Community Centre	12
FA 26	17/05/2018	Thursday	18:30-21:30	Dingwall Community Centre	12
FA 27	25/05/2018	Friday	09:30-12:30	Lochaber House—Fort William	12

# Positive Relationships & Behaviour

**Target Audience:** All practitioners working with children aged 0-5

**Delivered by:** Positive Relationships Team

Highland Council guidance on positive relationships is currently being revised, and an accompanying training is being developed and trialled during the autumn of 2017. There will then be a progressive rollout of training opportunities which will be advertised on the blog in due course.



Linked Quality Indicators from HGIOELC:

2.2 Curriculum

2.3 Learning, teaching and assessment

3.1 Ensuring wellbeing, equality and inclusion

# RISK ASSESSMENT

**Target Audience:** All practitioners working with children aged 0-5

**Delivered by:** Care and Learning Alliance

This training provides an introduction to risk assessment and risk benefit analysis for all practitioners working with children. Participants will be provided with a system (in line with what is already in place in most settings) and documentation ready to use as well as the knowledge, confidence and understanding required to implement this effectively. The training links to the guidance from the care inspectorate 'My World Outdoors' 2016 and looks at risk benefits and children's involvement in the risk assessment process. If it has been some time since you attended training you may wish to consider this updated course as part of your ongoing CPD.



Dates for this training are still to be confirmed

Linked Quality Indicators from HGIOELC:  
2.1 Safeguarding and child protection

# RUNNING A SETTING

**Target Audience:** Management Staff who are new to leading or supporting a setting

**Delivered by:** Early Years Education Support Officers

**Areas to be covered will include:** What is needed for the day-to-day running of a nursery, Managing settings of varied sizes including flexibility, Supervision and monitoring in the ELC, Documentation – Planning, My Learning Journeys, Policies, Developmental Overviews



Course Code	Date	Day	Time	Venue	Places
RAS 1	05/09/2017	Tuesday	09:30-12:00	Kyleakin Village Hall	25
RAS 2	05/09/2017	Tuesday	13:00-15:30	Kyleakin Village Hall	25
RAS 3	12/09/2017	Tuesday	09:30-12:00	Lundavra Primary School	25
RAS 4	12/09/2017	Tuesday	13:00-15:30	Lundavra Primary School	25
RAS 5	12/09/2017	Tuesday	13:30-16:00	Miller Academy	25
RAS 6	13/09/2017	Wednesday	15:30-18:00	Golspie Community Centre	25
RAS 7	14/09/2017	Thursday	09:30-12:00	Millburn Academy	25
RAS 8	14/09/2017	Thursday	13:00-15:30	Millburn Academy	25
RAS 9	20/09/2017	Wednesday	09:30-12:00	Dingwall Community Centre	25
RAS 10	20/09/2017	Wednesday	13:00-15:30	Dingwall Community Centre	25
RAS 11	25/09/2017	Monday	13:00-15:30	Rosebank Primary School	25

Linked Quality Indicators from HGIOELC:

1.1 Self-evaluation for self-improvement

1.2 Leadership of learning

1.3 Leadership of change

1.4 Leadership and management of practitioners

1.5 Management of resources to promote equity

2.1 Safeguarding and child protection



# SCIENCE IN EARLY LEARNING AND CHILDCARE—STRETCHING THE BOUNDARIES

**Target Audience:** All practitioners working with children aged 0-5

**Delivered by:** Care and Learning Alliance

This course will highlight many of the opportunities for science learning which are all around us in the highly relevant context of children's everyday lives. There will be opportunities for you to reflect on your current provision and explore simple, practical ways to create a science rich learning environment. We will explore wider contexts for learning using everyday items and consider how we can maximise the potential for a blend of naturally occurring, child initiated, adult framed learning opportunities to promote children's exploration and discovery and perhaps sow seeds of inspiration for some budding scientists of the future!



Course Code	Date	Day	Time	Venue	Places
SSTB 1	23/01/18	Tuesday	09:30-15:30	Kyleakin Village Hall	22
SSTB 2	25/01/18	Thursday	09:30-15:30	Strathpeffer Community Centre	22
SSTB 3	30/01/18	Tuesday	09:30-15:30	Golspie Community Wing	22
SSTB 4	06/02/18	Tuesday	09:30-15:30	Millburn Academy	22

# SELF-EVALUATION

**Target Audience:** All practitioners working with children aged 0-5

**Delivered by:** Early Years Education Support Officers

This course will help staff to use the documents *How good is our early learning and childcare?* and *Building the Ambition for Self-Evaluation* and develop ideas on how to undertake self-evaluation in the setting



## How to access this CPD

This topic is covered on a bespoke basis for settings and groups of settings – or other groups of staff.

Where self-evaluation or the setting improvement plan shows this topic area to be a priority for CPD, setting managers can contact their link Early Years Education Support Officer to discuss how it can be accessed.

Linked Quality Indicators from HGIOELC:

- 1.1 Self-evaluation for self-improvement
- 1.2 Leadership of learning
- 1.3 Leadership of change
- 1.4 Leadership and management of practitioners
- 1.5 Management of resources to promote equity
- 2.1 Safeguarding and child protection
- 2.2 Curriculum
- 2.3 Learning, teaching and assessment
- 2.4 Personalised support
- 2.5 Family learning
- 2.6 Transitions
- 2.7 Partnerships
- 3.1 Ensuring wellbeing, equality and inclusion
- 3.2 Securing children's progress
- 3.3 Developing creativity and skills

# TAKING LITERACY & NUMERACY OUTDOORS

**Target Audience:** All practitioners working with children aged 0-5

**Delivered by:** Care and Learning Alliance

A highly practical, energising day which is designed to support practitioners to further develop the quality of children's learning outdoors. We will blend theory with practice using the rich outdoor learning environment to support the development of cross curricular learning including early literacy and numeracy. We will consider the need for the balance between child-led and 'adult-intended' learning experiences in line with the guidance within 'Building the Ambition' 2014 and 'My World Outdoors' 2016 using simple, low cost ideas and strategies which support implementation of aspects of Highland Literacy and Numeracy progression and Education Scotland's 'Benchmarks.' A large part of the day will be spent developing our own learning outdoors, so we advise you to bring suitable outdoor clothing and footwear for the weather conditions on the day and a packed lunch!



Course Code	Date	Day	Time	Venue	Places
TLNO 1	13/03/18	Tuesday	09:30-15:30	Highland Archive Centre	25
TLNO 2	15/03/18	Thursday	09:30-15:30	Golspie Community Wing	25
TLNO 3	20/03/18	Tuesday	09:30-15:30	St John's Church Hall, Rothiemurchus (Aviemore)	25
TLNO 4	22/03/18	Thursday	09:30-15:30	Kyleakin Village Hall	25

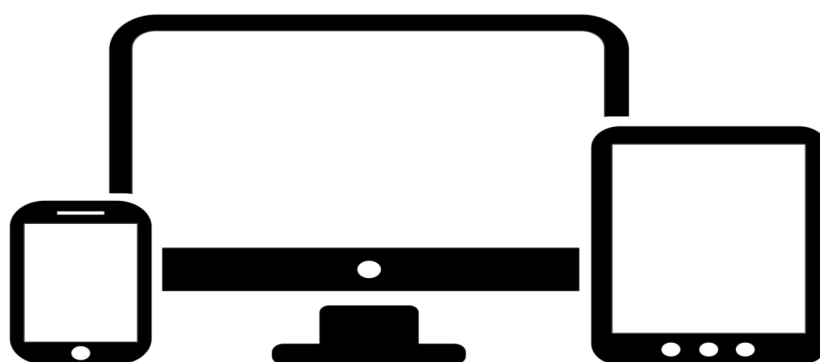
# TECHNOLOGIES FOR EARLY LEARNING AND CHILDCARE

**Target Audience:** All practitioners working with children aged 0-5

**Delivered by:** Care and Learning Alliance

Taking account of Education Scotland's recently published 'Benchmarks – Technologies' including refreshed outcomes and experiences, this session aims to give staff confidence in delivering Technologies in the early level – helping to allay any potential fears or misconceptions! We will share ideas which offer children daily opportunities to engage with every day, technology-related items and extend their learning in line with national guidance, principles and practice.

We will explore ways to provide interactive, age and stage appropriate opportunities to support interdisciplinary learning, including early maths, numeracy and problem solving.



Course Code	Date	Day	Time	Venue	Places
TECH 1	05/09/17	Tuesday	13:30-16:00	Millburn Academy	22
TECH 2	06/09/17	Wednesday	13:30-16:00	Strathpeffer Community Centre	22
TECH 3	12/09/17	Tuesday	13:30-16:00	Kyleakin Village Hall	22
TECH 4	14/09/17	Thursday	13:30-16:00	Pulteneytown People's Project	22

# Words Up—Level 1

**Target Audience:** All practitioners working with children aged 0-5

**Delivered by:** Ruth Deplacido & Sharon Smith—Speech & Language Therapist

Words Up Level 1 gives us the key strategies, following on from the before words strategies, for all adults that help with developing children's language and communication skills in the early stage.

**Please put this course into practice for at least 1 School Term before applying to do Level 2.**



Course Code	Date	Day	Time	Venue	Places
WU 38	14/08/2017	Monday	09:15 - 11:15	Dalneigh Primary School	25
WU 48	19/09/2017	Tuesday	13:00 - 14:30	Rosebank Primary School	25
WU 49	19/09/2017	Tuesday	14:30 - 16:30	Newton Park Primary School	25
WU 50	24/10/2017	Tuesday	15:30 - 17:00	Drakies Primary School	25

Linked Quality Indicators from HGIOELC:

2.2 Curriculum

3.3 Developing creativity and skills

## Words Up - Level 2

**Target Audience:** Practitioners who have already attended the Words Up—Level 1 course.

**Delivered by:** Ruth Deplacido & Sharon Smith—Speech & Language Therapist

Words Up—Level 2 takes a more in depth look at how we use Words Up, for example, during our daily routines, when gaining information, from children and telling stories.

**Staff should have been to the Words Up—Level 1 training and have put it into practice for at least 1 School Term before coming along to the Level 2.**



Course Code	Date	Day	Time	Venue	Places
WU 39	14/08/2017	Monday	12:00 -15:00	Dalneigh Primary School	25
WU 41	14/08/2017	Monday	12:30 -15:30	Lochaber High School	25
WU 42	18/09/2017	Monday	09:00 -12:00	Milton of Leys Primary School	25
WU 43	19/09/2017	Tuesday	10:30-13:30	Miller Academy	25
WU 44	04/09/2017	Monday	15:30-17:00	Craighill Primary School	25
WU 45	11/09/2017	Monday	15:30-17:00	Craighill Primary School	25

Linked Quality Indicators from HGIOELC:

2.2 Curriculum

2.3 Learning, teaching and assessment

3.1 Ensuring wellbeing, equality and inclusion

3.3 Developing creativity and skills

# TRAINING VENUE ADDRESSES

## SOUTH AREA VENUES

<b>CHARLESTON COMMUNITY COMPLEX</b> <b>CHARLESTON VIEW</b> <b>INVERNESS</b> <b>IV3 8ET</b>  <b>TEL: 01463 234324</b>	<b>DALNEIGH PRIMARY</b> <b>ST NINIAN DRIVE</b> <b>INVERNESS</b> <b>IV3 5AU</b>  <b>TEL: 01463 232636</b>	<b>DRAKIES PRIMARY</b> <b>DRUMOSSIE AVENUE</b> <b>INVERNESS</b> <b>IV2 3SG</b>  <b>TEL: 01463 259885</b>
<b>HIGHLAND ARCHIVE CENTRE</b> <b>BUGHT ROAD</b> <b>INVERNESS</b> <b>IV3 5SS</b>  <b>TEL: 01463 256444</b>	<b>INSHES CHURCH</b> <b>INSHES RETAIL PARK</b> <b>SIR WALTER SCOTT DRIVE</b> <b>INVERNESS</b> <b>IV2 3TW</b>  <b>TEL: 01463 226727</b>	<b>INVERNESS ROYAL ACADEMY</b> <b>CULDUTHEL ROAD</b> <b>INVERNESS</b> <b>IV2 6RE</b>  <b>TEL: 01463 222884</b>
<b>MERKINCH COMMUNITY CENTRE</b> <b>CORONATION PARK</b> <b>INVERNESS</b> <b>IV3 8AD</b>  <b>TEL: 01463 239563</b>	<b>MILLBURN ACADEMY</b> <b>DIRIEBUGHT ROAD</b> <b>INVERNESS</b> <b>IV2 3QR</b>  <b>TEL: 01463 729152</b>	<b>MILTON OF LEYS PRIMARY</b> <b>73 CEDARWOOD DRIVE</b> <b>INVERNESS</b> <b>IV2 6GU</b>  <b>TEL: 01463 773020</b>
<b>ROSEBANK PRIMARY</b> <b>14 LODGEHILL ROAD</b> <b>NAIRN</b> <b>IV12 4QW</b>  <b>TEL: 01667 454090</b>	<b>ST JOHN'S HALL</b> <b>ROTHIEMURCHUS</b> <b>AVIEMORE</b> <b>PH22 1HQ</b>	

## MID AREA VENUES

<b>BEN WYVIS PRIMARY</b> <b>LEANAIG ROAD</b> <b>CONON BRIDGE</b> <b>IV7 8BE</b>  <b>TEL: 01349 860940</b>	<b>CRAIGHILL PRIMARY</b> <b>129 MANSFIELD ESTATE</b> <b>TAIN</b> <b>IV19 1JJ</b>  <b>TEL: 01862 892663</b>	<b>DINGWALL COMMUNITY CENTRE</b> <b>TULLOCH STREET</b> <b>DINGWALL</b> <b>IV15 9JZ</b>  <b>TEL: 01349 864600</b>
<b>KNOCKBRECK PRIMARY</b> <b>ANKERVILLE STREET</b> <b>TAIN</b> <b>IV19 1BL</b>  <b>TEL: 01862 892272</b>	<b>STRATHPEFFER COMMUNITY CENTRE</b> <b>SCHOOL ROAD</b> <b>STRATHPEFFER</b> <b>IV14 9AG</b>  <b>TEL: 01997 421989</b>	<b>WEST END COMMUNITY CENTRE</b> <b>FIRHILL</b> <b>ALNESS</b> <b>IV17 0RS</b>  <b>TEL: 01349 884896</b>

# TRAINING VENUE ADDRESSES

## NORTH AREA VENUES

CAITHNESS HORIZONS OLD TOWN HALL THURSO KW14 8AJ  TEL: 01847 896508	GOLSPIE COMMUNITY WING DRUMMUIE GOLSPIE KW10 6TA  TEL: 01408 635345	NAVER HOUSE (CHAMBER OF COMMERCE) NAVER ROAD THURSO KW14 7QA  TEL: 01847 890076
NEWTON PARK PRIMARY SEAFORTH AVENUE WICK KW1 5ND  TEL: 01540 673252	NOSS PRIMARY ACKERGILL STREET WICK KW1 4DT  TEL: 01955 609990	MILLER ACADEMY PRINCES STREET THURSO KW14 7DH  TEL: 01847 892815
PULTENEYTOWN PEOPLE'S PROJECT HUDDART STREET WICK KW1 5BA  TEL: 01955 608530	SUNART CENTRE STRONTIAN PH36 4JA  TEL: 01397 709228	

## WEST AREA VENUES

BUN-SGOIL GHAIHLIG LOCH ABAR ARDGOUR CAOL FORT WILLIAM PH33 7JE  TEL: 01397 709720	COUNCIL CHAMBERS, LOCHABER HOUSE HIGH STREET FORT WILLIAM PH33 6EL  TEL: 01397 707231	GARVE VILLAGE HALL STATION ROAD GARVE IV23 2PS  CHRIS MACRAE TEL: 01997 414297
KYLEAKIN COMMUNITY HALL MAIN STREET KYLE IV40 8BY  TEL: 01599 534391	LOCHABER HIGH SCHOOL CAMAGHAEL FORT WILLIAM PH33 7ND  TEL: 01397 702512	LUNDAVRA PRIMARY LUNDAVRA ROAD FORT WILLIAM PH33 6JR  TEL: 01397 702059
PORTREE COUNCIL CHAMBERS TIGH NA SGIRE PARK LANE PORTREE IV51 9GP TEL: 01478 613833		