



Support for Play and Early Learning in Lanarkshire Training Programme

SPELL's training programme is open to all nurseries and playgroups that are in partnership with South Lanarkshire Council.

Details of each course including dates and locations are attached to this letter. To book a place on any of the courses please complete the attached booking form and return it to SPELL. Places on courses will be confirmed once a completed booking form has been received by the SPELL office. Provisional bookings will only be held for a maximum of 5 working days. Please note places are limited to one booking per establishment on each course.

Cancellations

To cancel a place on a course please telephone the SPELL office on 01698 768944 or email: training.spell@gmail.com. It is important to notify the SPELL office as soon as possible to notify us of a cancellation. SPELL's cancellation policy states that we require a minimum of 48 hours notice to allow us to re-allocate places on training courses. SPELL will charge a fee of £40 for a late cancellation and for non-attendance. Cancellation fees are required to be paid within 28 working days.

Should you require further information regarding any of the courses on offer please contact the SPELL office on 01698 768944 or email: training.spell@gmail.com

Wendy McPhillie

Training & Development Manager

SPELL, The Cottage, Beckford Primary School, Auchinraith Avenue, Hamilton, ML3 0JQ

Tel no: 01698 768933/768944 email: training.spell@gmail.com

Website: www.spell-lanarkshire.com

Scottish Charity no: SC027970 SPELL is a limited company by guarantee no: SC286654

Course	Date	Times	Venue
Paediatric First Aid	Thursday 5 th September 2019 & Thursday 12 th September 2019	9.30am – 3.30pm	Whitehill Neighbourhood Centre, 9 Hunter Road, Hamilton, ML3 0LH
Paediatric First Aid	Wednesday 20 th November 2019 & Wednesday 27 th November 2019	9.30am – 3.30pm	Whitlawburn Community Resource Centre, 57 Belmont Road, Cathkin, Cambuslang, G72 8PG
Paediatric First Aid	Tuesday 18 th February 2020 & Tuesday 25 th February 2020	9.30am – 3.30pm	The Village Centre, 12 Maxwell Drive, East Mains, East Kilbride, G74 4HG
Paediatric First Aid	Monday 16 th March 2020 & Monday 23 rd March 2020	9.30am – 3.30pm	Lanark Horticultural Centre, The Old Sawmill, St Patrick's Road, Hamilton, ML11 9EG
Mental Health Awareness	Wednesday 12 th February 2020	9.30am – 4.30pm	Low Parks Museum, 129 Muir Street, Hamilton, ML3 6BJ
Elementary Food Hygiene	Tuesday 12 th May 2020	9.30am – 4.30pm	Whitehill Neighbourhood Centre, 9 Hunter Road, Hamilton, ML3 0LH
Makaton	Tuesday 1 st October 2019	9.30am – 11.30am	Whitlawburn Community Resource Centre, 57 Belmont Road, Cathkin, Cambuslang, G72 8PG
Makaton	Wednesday 4 th March 2020	12.30pm – 2.30pm	Whitehill Neighbourhood Centre, 9 Hunter Road, Hamilton, ML3 0LH
Outdoor Learning	Friday 13 th September 2019	12pm – 2.30pm	Langlands Nature Reserve, East Kilbride
Child Development	Tuesday 24 th September 2019	9.30am – 4.30pm	Whitehill Neighbourhood Centre, 9 Hunter Road, Hamilton, ML3 0LH
Play and Creativity	Monday 28 th October 2019	9.30am – 4.30pm	Burnbank Centre, 76 Burnbank Centre, Burnbank, ML3 0NA
Introduction to Autism	Wednesday 29 th April 2020	9.30am – 4.30pm	Whitehill Neighbourhood Centre, 9 Hunter Road, Hamilton, ML3 0LH
Managing Behaviour	Friday 15 th May 2020	9.30am – 4pm	Whitehill Neighbourhood Centre, 9 Hunter Road, Hamilton, ML3 0LH
Leadership & Management	Wednesday 6 th November 2019	9.30am – 4.30pm	Low Parks Museum, 129 Muir Street, Hamilton, ML3 6BJ
Induction, Supervision and Appraisal	Thursday 30 th January 2020	9.30am – 12.30pm	Low Parks Museum, 129 Muir Street, Hamilton, ML3 6BJ

Paediatric First Aid

Trainer: Stewart First Aid

Course: 2 Days

This course is approved by the First Aid Industry Body (FAIB).

This training is suitable for any person caring for or working with children.

Core Learning: Administer first aid to an infant/child.

- Unconscious baby/child
- Seizure including febrile convulsion
- Cardiopulmonary resuscitation (CPR) & AED
- Choking
- Wounds and bleeding
- Appropriate first aid for minor injuries including minor cuts, grazes, bruises, small splinters, minor burns and scalds
- Foreign objects in eyes/ears
- Eye injuries
- Bites & Stings
- Shock
- Fractures
- Head & neck injuries
- Spinal injuries
- Low Blood Sugar
- Extreme of temperatures
- Meningitis
- Sickle Cell Anaemia

Delegates are continually assessed throughout the course to ensure learning outcomes have been achieved. Successful delegates will receive an accredited certificate (FAIB) which is valid for three years.

Mental Health Awareness

Trainer: Emcare

Duration: 1 Day

This challenging course allows participants the opportunity to reflect on their own thoughts and feelings about mental health and how it impacts on the wider aspects of a person's life.

This course facilitates a safe open learning environment where participation and interactivity is encouraged to enable discussion surrounding this emotive and complex topic.

By the end of the session participants will:

- Gain knowledge of a wide range of Mental Health conditions including Anxiety, Depression, Bi-Polar Disorder, Psychosis, Schizophrenia and Self-Harm.
- Learn how to recognise the signs of mental health issues in others and how to deal with situations including suggestions regarding how to deal with conversations including what to say, how to encourage others to talk and what to avoid saying.
- Information on how to care for your own mental health.
- Have awareness of the Scottish Government Mental Health Strategy and its impact on the future of Mental Health services.
- Have awareness of how people with mental health issues can be supported; both on an individual basis and in relation to accessing wider support services.

Elementary Food Hygiene

Trainer: Emcare

Duration: 1 Day

The Elementary Food Hygiene certificate is a first level Qualification in Food Hygiene. This course is suitable for childcare practitioners and adults running toddler groups. Attendance at the course and passing a subsequent assessment leads to a recognised qualification and certificate.

Topics:

- Introduction to food hygiene.
- Bacteria and their characteristics.
- Food poisoning and its prevention.
- Food pests and their control.
- Personal hygiene and working habits.
- The working environment and cleaning practices.
- Food Safety Legislation.

Makaton

Trainer: Caroline Protheroe, Makaton Tutor

Duration: 2 Hours

Makaton is a language programme using signs and symbols to help children and adults to communicate. Signs are used, with speech, in spoken word order. This helps provide extra clues about what someone is saying. Using signs can help children and adults who have no speech or whose speech is unclear.

This 2 hour taster session gives a general insight into what Makaton is and who uses it. During this fun, interactive session participants learn approximately 30 signs and symbols that are used in everyday communication. There will also be a discussion on how participants might use Makaton in their setting.

Outdoor Learning

Trainer: Wild Squirrels

Duration: 3 Hours

This course is aimed at childcare practitioners who have little or no experience of taking children outdoors to play.

- Delegates will be shown basic outdoor play activities and given ideas regarding learning and development opportunities available for children through outdoor play.
- Delegates will have the opportunity to explore and experiment through play as children would.
- Delegates will be able to experience the perceived riskier elements of outdoor opportunities, such as lighting fires and basic tool use.
- Delegates will explore the risk/benefit assessment process for free play and child led learning in the outdoors.
- The trainer will discuss the policies and procedures that should be in place for outdoor play.

Child Development

Trainer: South Lanarkshire College

Durations: 1 Day

This course will help further develop practitioner's knowledge and understanding of child development and the importance of the adult role in supporting children's learning.

Key topics:

- Examine the theoretical perspectives on child development to support practitioners in their work with young children.
- Highlight the factors that affect children's learning and development.
- Improve knowledge of child development.
- Understand the range of ways young children learn and the role of the adult in supporting children's learning through a balance of child-initiated and adult-led experiences.
- Explore ways in ensuring effective adult support.

Play and Creativity in the Early Years

Trainer: NDNA

Course Duration: 1 Day

Confidence, problem solving and relating to others come from play and creative learning.

This course is for childcare practitioners. The course looks at the development of children through play. We look at the creative and play activities that have the greatest impact on a child's learning, knowledge and understanding.

Key Topics:

- Understand what creativity is and how/when it occurs.
- Understand how children play.
- Explore how creativity can be affected by class, ethnicity, disability and gender and how to support this.
- Consider the purposes and outcomes of play and how to provide an enabling environment.
- Understand the role of the adult in this process.
- Other topics include types of play, continuous provision and environments to support creativity.

Introduction to Autism

Trainer: Scottish Autism

Course Duration: 1 Day

This course is designed for practitioners new to the field of autism. Participants will be introduced to basic concepts and theories relating to autism. The notion of autism as a spectrum condition will be explored along with behavioural, psychological and sensory aspects of the condition. The training will be presented by an experienced practitioner who will present “real life” experiences alongside theoretical principles.

Key Topics:

- What is autism, autism at developmental level.
- Key characteristics of autism.
- Different ways of thinking.
- Impact on senses.

The day will be interactive with opportunities for comments, questions and discussion.

Managing Behaviour

Trainer: South Lanarkshire College

Duration: 1/2 Day

This course will explore the policy and the various theories on promoting positive behaviour. Delegates will gain an understanding of the reasons and triggers for challenging behaviours and will learn a range of strategies to support behaviour management.

Key Topics:

- Develop positive environments.
- Behaviours at different age stages.
- Strategies to support positive behavior.
- Activities and resources that help with personal, social and emotional development.

Leadership and Management**Trainer: NDNA****Course Duration: 1 Day**

This course is for experienced managers and owners of nurseries.

The aim of this course is to equip delegates with the leadership and management skills needed to raise their setting's practice to outstanding levels.

Key Topics:

- Managing, influencing and leading your team.
- Identifying improvements you can make to your setting.
- Creating a vision and setting goals.
- Working well as a team.
- Conflict resolution.
- Leading team meetings.
- Love-based leadership approach*

*The love-based leadership approach is based on contemporary research from the University of Lapland, Finland, and offers a fresh approach to leadership, incorporating the emotional aspects of developing a strong team.

Induction, Supervision and Appraisal**Trainer: NDNA****Course Duration: Half Day**

This course is suitable for those managing teams in early years settings, including nursery owners, managers and room leaders.

Key Topics:

- Key aspects of people management.
- Effectively manage staff and team performance.
- The importance of inductions, supervision and appraisals in supporting teams.
- Peer observations to support staff, to develop their skills and knowledge.
- Coaching and mentoring.