



## **Support for Play and Early Learning in Lanarkshire**

### Training Programme

### Spring Term 2020

SPELL's Training Programme is funded by South Lanarkshire Council

SPELL's training programme is open to all parents, committee members, volunteers and childcare staff who work within toddler groups and playgroups in South Lanarkshire.

#### **Courses on offer:**

1. **Elementary Food Hygiene**
2. **Makaton**
3. **Paediatric First Aid**
4. **Emergency First Aid Training for Parents & Carers**

#### **Course Bookings**

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 along with a £10 refundable booking fee. Should you require further information regarding any of the courses on offer please contact the SPELL office on 01698 768944 or email [\*\*spell.org@btopenworld.com\*\*](mailto:spell.org@btopenworld.com)

#### **Cancellations**

It is important to telephone the SPELL office as soon as possible to notify us of a cancellation. This will allow us to re-allocate the place to someone on the waiting list. 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 retain the £10 booking fee if insufficient notice of cancellation is given and for non-attendance.

Wendy McPhillie  
Training & Development Manager

<b>Course</b>	<b>Date</b>	<b>Times</b>	<b>Venue</b>
Elementary Food Hygiene	Wednesday 11 <sup>th</sup> March 2020	9.30am – 4.30pm	The Village Centre, 12 Maxwell Drive, East Mains, East Kilbride, G74 4HG
Makaton	Tuesday 28 <sup>th</sup> April 2020	9.30am – 11.30am	Whitehill Neighbourhood Centre, 9 Hunter Road, Hamilton ML3 0LH
Paediatric First Aid	Thursday 14 <sup>th</sup> May 2020 & Thursday 21 <sup>st</sup> May 2020	9.30am – 3.30pm	The Village Centre, 12 Maxwell Drive, East Mains, East Kilbride, G74 4HG
Emergency First Aid for Parents & Carers	Saturday 29 <sup>th</sup> February 2020	10am – 1pm	The Village Centre, 12 Maxwell Drive, East Mains, East Kilbride, G74 4HG
Emergency First Aid for Parents & Carers	Saturday 25 <sup>th</sup> April 2020	10am – 1pm	Cathkin Community Wing, Cathkin Primary School, Burnside Road, Rutherglen, G73 4AA

**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, volunteers and parents/carers running toddler groups. Attendance at the course and passing a multiple choice 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.

## **Paediatric First Aid - Certificated course valid for 3 years.**

**Trainer: Stewart First Aid**

**Course Duration: 2 days**

This course is suitable for all childcare practitioners and volunteers who work in a playgroup or toddler group setting. The course is also ideal for parents who have attended the Basic First Aid Course and wish to extend their first aid knowledge.

**Please note that both dates of this course must be attended for candidates to receive their certificate**

## **Emergency First Aid Training for Parents & Carers**

**Trainer: Stewart First Aid**

**Course Duration: 3 Hours**

This course is suitable for all parents/carers, grandparents and other family members who wish to learn basic first aid procedures for babies and children.

### **Key Topics:**

**Personal Danger  
CPR for Children  
Wound, Bleeding & Burns  
Sprains & Strains**

**Recovery Position  
Choking  
Fractures  
Major Illness**