

## **Flying Start Training Prospectus Guidance Document**

### **1. Purpose**

The aim of the Flying Start Training and Development Team (the Team) is to provide relevant and suitable training opportunities to meet the needs of the Flying Start childcare and wider childcare and play workforce. To ensure fairness to all practitioners and promote best practice throughout Flying Start, the below guidance documents should be followed.

### **2. Booking Process**

Practitioners should apply for a place on a course via the online system; currently SDMS or via telephone. All applicants are required to read and agree to the Team's privacy notice before applying. The privacy notice explains how we collect and store your data. The Team will be unable to process any requests without this signed agreement.

Confirmation of places on training courses will be emailed to the email address available on the training system. It is the settings responsibility to ensure this is fully up to date. All correspondence should be managed via this email address

Setting leaders will be expected to sign a consent form agreeing to pay any booking or cancellation fee on behalf of their staff before any bookings can be made.

In respect of Local Authority Flying Start setting, all training requests should be authorised by the setting leader and also by a member of the childcare quality team before an application is made. For voluntary and private childcare setting commissioned to provide Flying Start, all training requests should be approved by the setting leader before an application is made.

Training courses will be arranged outside of setting operating hours where possible.

Practitioners should attend the course in its entirety unless otherwise previously agreed by the Team or by the course trainer. Practitioners should attend each session from start to finish. Where a course comprises more than one session, all sessions should be attended. Course trainers have discretion as to whether to award certificates to those delegates who do not complete the course in its entirety.

The minimum number of delegates of each course in order for a course to proceed is 4. This applies for applications for the course to be undertaken via the medium of Welsh and English.

### **3. Unique Reference Numbers**

All Flying Start practitioners will be allocated an unique reference number to allow the team to monitor the uptake of training. This number will be allocated to practitioners before the beginning of term. This reference number will be unique to each practitioner and cannot be used by another practitioner. This is to ensure that all Flying Start practitioners are accessing training and their training is up to date. This number is allocated in accordance with adult/child ratio at the setting and therefore it is essential that practitioners inform us of the following:

- When a practitioner leaves the setting and /or employment
- When a practitioner moves to an alternative setting and
- When a practitioner joins the setting

The Flying Start staff members currently recorded on our system are those setting leaders or co-ordinators have informed us are Flying Start during the audit process and recent inset day attendance.

All trainers will receive a pre populated attendance list in advance which will include delegate names and their corresponding reference numbers. These numbers will also be populated on records of attendance and certificates. Therefore, only a replacement delegate pre agreed by the Team will be permitted to attend on the day. Trainers have the right to turn away any delegate who is not listed on the attendance list.

#### **4. Cancellation and non attendance**

Practitioners who are unable to attend must notify the Team at least 10 working days before the training. In the event that this cancellation period is not achieved, delegates will be expected to find a replacement delegate and notify the Team of this so that the attendance register can be updated as above. Practitioners may also contact the Team who may hold a waiting list. If a replacement cannot be found the delegate will incur an automatic cancellation fee equivalent to the cost of the course. This fee will be imposed regardless of reason for cancellation.

In the event of a practitioner being unable to attend the training on the day, the Team should be notified. The contact details are 01443 744366/01443 744268 or [earlyyearstraining@rctcbc.gov.uk](mailto:earlyyearstraining@rctcbc.gov.uk). This should be followed up in writing by the setting supervisor within 5 working days.

If the course is outside of office hours, the Team should be contacted on **07717432366**. An automatic fee will be imposed for non attendance.

On rare occasions trainers are unable to deliver the training and cancel at short notice. Delegates will be informed of this using the contact details provided on the privacy notice confirmation document and training will be rearranged as soon as practicable. Please ensure the contact details held are fully accurate to ensure you receive this message

#### **5. Training Matrix**

The training matrix has been produced after a consultation with practitioners and Early Years professionals. The group compiled a list of training courses to be considered best practice for RCT Flying Start practitioners. The list of courses is referred to as a training matrix. This will be reviewed regularly and updated accordingly.

Training courses are outlined in the training matrix and categorised in accordance with job roles. These include courses recommended by Care Inspectorate Wales (CIW), and other regulated bodies, courses identified as best practice by RCT Flying Start and other courses that are beneficial to improve continuous professional development.

All Flying Start practitioners will now have access to the training matrix which will outline core training that all Flying Start practitioners should undertake. To maximise the resources available, these will be arranged termly and on a rolling programme basis.

All Flying Start settings should develop a training plan to record the training undertaken by each staff member in line with the requirements outlined in the Matrix. In line with Flying Start, plans should be put in place to ensure Flying Start staff are appropriately trained by 2021. An example of this has been provided in Appendix A.

From time to time additional training deemed beneficial and appropriate by RCT Flying Start may be arranged. There is an expectation that Flying Start practitioners commit to this training and attend accordingly. Settings will now be allocated a total of 5 Continuous Professional Development Days (CPD). Every year Flying Start will hold 3 Flying Start Inset days at the start of each term for all practitioners. All Flying start practitioners are expected to attend in accordance with the Flying Start SLA. An additional 2 days will be afforded to settings to use for a pre agreed purpose. Detailed outline plans for these days will need to be submitted to the Flying Start childcare Manager for prior agreement.

There are circumstances in which practitioners are not required to repeat the full training course in order to renew their knowledge and certificate. In cases where there is a relevant update at the same level available, this will be explored. For example, delegates may be able to undertake a level 3 update in relation to Safeguarding in stead of undertaking the full Safeguarding level 3 from recognition to response training. Course.

## **6. Audit**

Flying Start settings will be subject to a termly audit at the setting. This will involve a data capture exercise via email and via a member of the Team visiting the setting and recording qualification and training for all practitioners. Setting leaders should be available for the visit and ensure they are able to access practitioner files and provide details of qualifications held and training courses attended for all practitioners. Leaders should further ensure that setting practitioners are available should the member of practitioners wish to speak to them. An updated training plan should also be available. The audit will also be undertaken with Flying Start childminders and approved suppliers.

## **7. Approved Suppliers and Childminders**

Flying Start approved supplier settings and childminders are expected to promote and practise best practice as if they are a commissioned Flying Start setting. It has been agreed that in line with this, one member of staff from each of these will be categorised as a Flying Start practitioner. Other members of staff within these provisions will be required to pay for their training.

All non Flying Start childcare practitioners will incur a booking fee for all training course places secured. The Team will issue an invoice at the end of each month to claim this money.

## **8. Venues**

Venue suitability will be decided using a number of factors. These include:

- whether the building is an Early Years or Flying Start building
- whether the venue is open during the evenings and weekends
- hire cost
- suitability of equipment
- whether the venue is accessible on public transport
- availability of rooms
- whether there is a cafe on site
- whether the training room is suitable
- whether the venue has disabled access
- whether the number of tables is appropriate and whether these can be rearranged
- whether there are accessible toilets
- whether there are facilities nearby for delegates to purchase lunch.

On occasions, venues change at short notice, emails should be monitored to ensure notification of this is received.

## **9. Quality Assurance**

In order to review our service and plan for future events we are required to evaluate the courses we offer, therefore feedback is extremely important to us. After every training event we will email practitioners a link to an online evaluation form. It is only after this has been completed will we be in a position to release the certificate / record of attendance.

Certificates will be provided to delegates after the event and after successful completion of an evaluation form. However, for accredited courses, delegates should allow up to 8 weeks for their certificate to arrive.

As part of our quality assurance process, members of the Early Years team will attend training courses selected at random to ensure that the delivery of which is in line with requirements.

## **10. Certificates**

Externally accredited course certificates will be mailed to delegates using Royal Mail recorded delivery once you have completed the online evaluation form. In the event that these certificates are misplaced you will be responsible for paying the cost of the replacement. You will be notified of the cost prior to a replacement being ordered.

## **11. Code of Conduct for Delegates**

Below are expectations of delegates on training events

- Delegates should arrive at the course venue a minimum of 15 minutes before the course is scheduled to start.
- Delegates should be reminded that they are attending the course as a Flying Start representative and should remain professional at all times.
- Delegates should be respectful to other delegates and tutors at all times.
- Delegates should be willing to actively participate in the session.
- Mobile Phones should be switched off during training courses. The only exception to this is in the event that there may be an emergency and the trainer has agreed to this before hand.
- Practitioners must attend full sessions (unless prior agreement received). Failure to attend the whole session will result in the record of attendance being withheld until the full course is completed.
- Food and drink should not be consumed during the course, unless previously agreed by the course trainer.
- Accredited courses usually involve practitioners sitting an examination to evidence what they have learned. In the event that a practitioner fails an exam it will become the setting's responsibility to pay for the practitioner to re-sit the exam.
- As part of our commitment to ensure Welsh Language Standards are fully implemented, any requests in Welsh will not be treated less favourably than those requested in English. Requests should be made at the time of booking.
- Courses that receive less than 4 delegate requests will not proceed.
- Lunch and refreshments are not made available on training courses and delegates are expected to make suitable alternative arrangements that does not detrimentally impact the programme for the day

- In terms of practical courses all practitioners must ensure that they wear appropriate clothes and shoes. Open toed shoes, sandals or flip flops are forbidden as they pose a Health and Safety risk. In the event that unsuitable clothing and shoes are worn then the trainer is within their right to ask a practitioner to leave the course. Delegates will still be charged for their place on this course.
- Practitioners must ensure that they are fully fit to undertake the entire course including all practical elements. For any short term illnesses that may affect practitioners ability to perform all physical elements, we would encourage postponement until the practitioner is well. Any long term illnesses should be communicated with the Team who can then discuss this with the trainer.
- Please have respect for the training venue and its contents therein, please ensure you leave the venue in a clean, tidy and presentable manner.
- Please provide the trainer with the utmost respect during the course.
- Please ensure that you return from any breaks promptly and are ready to continue with the course programme immediately.
- Discussion and challenge is encouraged if it is supportive and respectful.
- Be prepared to feedback on the course
- Enjoy the course

## Appendix A

### Practitioner Training Record

Name: \_\_\_\_\_

Job Role: Leader / Deputy / Senior / Childcare Worker

Employment Start Date: \_\_\_\_\_

Planned Completion Date: \_\_\_\_\_

Contracted Staff Member? \_\_\_\_\_

Qualifications Held for Role: \_\_\_\_\_

DBS Expiry Date: \_\_\_\_\_

Training Requirements	Practitioner Job Role	Date Completed	Renewal Date (put N/A if not applicable to job role)	Copy of Certificate?	Comments
Level 2 Food Safety (Every 3 Years)	All				
Level 3 Safeguarding Children: from recognition to response (Every 5 Years)	All				
Update (Every 3 Years)					
Update (Every 3 Years)					
Level 2 Emergency First Aid at Work (Every 3 Years)	Leader / Deputy / Senior				
Level 3 Award in Emergency Paediatric First Aid (Every 3 Years)	All				
All Wales Manual Handling Passport Training (Modules A-F) (Every 3 Years)	All				
Fire Warden (Every 3 Years)	Leader / Deputy / Senior				
Designed to Smile (Once)	All				
Prevent (Once)	All				
ELSA (Once)	2 Representatives				
Wellcomm (Once)	All				

ALNCo (Once)	All				
Flying Start Module Training (Once)	All				
Health and Safety (Every 3 Years)	All				
Risk Assessment (Every 3 Years)	All				
Mosaic Approach (Once)	All				
Busy Feet (Once)	2 Representatives				
Elklan (Once)	All				
Data Protection Awareness (Once)	All				
Welsh (Once)	All				
Signs and Symbols (Once)	All				
Equality and Diversity (Once)	All				
Child Development – Advanced (Once)	All				
Guiding Behaviour (Once)	All				
Nutrition (Once)	2 Representatives				
Communication with parents (Once)	All				
Supervision and Appraisal (Once)	Leader / Deputy				
Disability Awareness (Once)	2 Representatives				