



**BURY  
COLLEGE**

• BUSINESS SOLUTIONS •

Childcare



Bury College Business Solutions -  
Customer Excellence Award Winner 2011

# Transform your Childcare Business through Training

The employers' choice.  
For all your company training needs.



# Real Benefits

## Investing in childcare training has many benefits:

- As a well-trained childcare provider, you are better prepared to offer quality care and learning opportunities to children.
- Your employees will gain the relevant knowledge and skills to effectively carry out their duties.
- Parents will feel reassured knowing that they are leaving their child with an organisation that values training and is committed to improving the skills of their staff.
- You will gain up-to-date information regarding any legislative changes that might affect your childcare business.
- Employees gain more confidence and self-esteem, helping them to communicate more effectively with parents and others.
- Training improves staff motivation and morale, which can reduce employee downtime, absences and sick leave.
- Employees will be able to share new ideas and activities with colleagues, helping to improve the productivity of your business.



TRAINING  
QUALITY  
STANDARD

# Meeting your Childcare training needs

**We work in close partnership with nurseries and childminders to ensure our training courses meet the needs of the childcare sector. The training your company and employees receive will be personally tailored to meet your business needs and can be delivered at a time and place most convenient for you. Your investment in training may also be supported by our access to funding, which could reduce your training costs.**

Bury College Business Solutions offers a wide range of courses delivered by qualified childcare practitioners that will keep you up-to-date with new developments, and ensure that you and your employees have the right skills and knowledge to make your business a success.

To help you identify your training needs, one of our professional Business Advisers will visit your company to conduct a free organisational needs analysis. We will make recommendations and design a cost effective training plan that is unique to your company and focused on your needs as an employer.

We will work with you to integrate your organisations cultures, values and policies into your training programme and measure the impact of our training to ensure your business gets results.



## A Unique Opportunity

Bury College Business Solutions has developed an extensive range of part-time short courses and Apprenticeships to help those employed in the childcare sector to improve their skills and knowledge. Our courses are updated on a regular basis to reflect the changing needs of the childcare sector and are accredited by the awarding body.



## Apprenticeships

### Apprenticeship in Childcare

Having a skilled Apprentice in your business can be extremely valuable. Our Childcare Apprenticeships combine employment with relevant on the job training and will help learners gain the essential skills and experience that employers want. There are currently two levels of Apprenticeships available at Bury College. Both levels provide the skills needed for a chosen career in childcare. Delivery of the underpinning knowledge can be undertaken in the workplace or at College.

#### What qualifications are available?

- Level 2 Apprenticeship in Childcare
- Level 3 Advanced Apprenticeship in Childcare

**Duration:** 12 - 16 months

### Apprenticeship in Playwork

This work-based training programme combines employment with relevant on the job training. Completing an Apprenticeship will help learners gain the essential skills and experience employers want. The course covers a wide range of topics including playwork principles, creating play spaces and supporting play, health, safety and welfare, safeguarding and developing positive relationships.

#### What qualifications are available?

- Level 2 Apprenticeship in Playwork
- Level 3 Advanced Apprenticeships in Playwork

**Duration:** 12 - 16 months

### Apprenticeship for Teaching Assistants

This Apprenticeship is ideal for anyone who works alongside the class teacher to support teaching and learning within schools. The course covers many aspects of being a Teaching Assistant including providing support for learning activities, contributing to positive relationships, supporting the development and effectiveness of work teams, helping to keep children safe and reflecting on and developing practice.

#### What qualifications are available?

- Level 2 Apprenticeship for Teaching Assistants
- Level 3 Advanced Apprenticeship in Special Support for Teaching and Learning in Schools

**Duration:** 12 - 16 months

As part of the framework, learners will also study key skills and employer rights and responsibilities and receive further knowledge and understanding to complete their jobs effectively.

Learning is flexible, training is delivered entirely on employer's premises. However, all programmes have an option of evening class attendance.

# Short Courses

## Safeguarding Level 1

This course provides the knowledge and understanding required for safeguarding the welfare of young people in an early years setting. It addresses legislation, emergency procedures and responding to concerns about bullying or abuse.

**Duration:** 1 day or 3 hours over 2 sessions

## Safeguarding Level 2

This course is for those who have already completed a Level 1 course and need to gain an advanced knowledge of Child Protection, including working towards becoming a designated person or child protection officer, manager or policy writer. This course is designed for individuals who work with children in either a paid or voluntary capacity. It relates to the issues surrounding safeguarding children by exploring the concepts of child vulnerability, child protection and significant harm; coupled with the individual and organisational responsibilities of protecting children from abuse.

**Duration:** 1 day or 3 hours over 2 sessions

## SENCO

This course provides learners with the knowledge and competence required to work as a special needs co-ordinator in an early years setting.

**Duration:** 9 hours

## Engaging Parents in Supporting their Child's Learning, Development and Behaviour

This course provides parents with strategies to promote the learning, development and behaviour of their children.

**Duration:** 3 hours per week for 15 weeks

## Creative Crafts for Nursery Art

This qualification provides opportunities to develop skills and techniques to support children in their creative activities.

**Duration:** 3 hours per week for 10 weeks

## Promoting Positive Behaviour and Responding to Challenging Behaviour

This course is designed to provide learners with the knowledge and skills required to promote positive behaviour in children and young people and to respond appropriately to incidences of challenging behaviour.

**Duration:** 3 hours per week for 6 weeks

## Transition to Playwork from Early Years

This qualification has been developed for early years practitioners who want to broaden their knowledge and work in play work settings

**Duration:** 3 hours per week for 10 weeks

## An Introduction to an Early Years Setting

This course is suitable for parents and volunteers wishing to participate in an early years setting. Delegates will gain an understanding of childcare, the value of play, management and organisation in an early years setting and roles and responsibilities.

**Duration:** 2.5 hours per week for 20 weeks

## Paediatric First Aid

This course is aimed at individuals working with babies and young children and will provide learners with the relevant knowledge needed to look after and care for them. It is also suitable for individuals working towards an NVQ in Childcare and Education, teachers, au-pairs, playgroup staff and childminders. It is designed to equip candidates with relevant knowledge, along with confident coping strategies for babies and young children.

**Duration:** 2 days or 4 evenings

## How to Set Up a Home Based Childcare Service

This course is for aspiring childminders and nannies. On completion learners will gain an understanding of how to set up a home based childcare service. It covers legislation, marketing, financial planning, safeguarding, play, home based routines and supporting positive behaviour.

**Duration:** 3 hours per week for 8 weeks

## Level 2 Food Hygiene

This course is aimed at individuals working in an environment where food is prepared, cooked and handled. Learners will be given the confidence and knowledge to safely deliver quality food in their workplace.

**Duration:** 2 evenings

## Occupational Training (formerly Train to Gain)

**Funding maybe available for the following courses (subject to eligibility). Please call 0161 765 3650 for more information.**

**Courses are offered on a part-time basis and suitable for learners who volunteer or work a limited number of hours in a childcare setting.**

- CACHE Level 2 Children and Young Peoples Workforce
- CACHE Level 3 Children and Young Peoples Workforce
- CACHE Level 2 Supporting Teaching and Learning in Schools
- CACHE Level 3 Supporting Teaching and Learning in Schools
- CACHE Level 2 Playwork
- CACHE Level 3 Playwork

Courses require approximately 12 hours voluntary or paid work per week in an Early Years setting and 2 hours per week attendance at College.

**Duration:** 36 weeks

**We also offer the following industry specific qualifications for full-time learners:**

- Caring for Children CACHE Foundation Award Level 1
- CACHE Level 2 Diploma in Childcare and Education
- CACHE Level 3 Diploma in Childcare and Education

## University Courses

### Foundation Degree in Early Years Childhood Studies

This course is essential for individuals currently working with young children in early years, or individuals with a substantial voluntary role in the sector. It will provide a strong foundation in the theories and background knowledge of early years. You will apply practical scenarios from your working life and use them to reflect on how you can improve the services you provide to children and families.

**Duration:** 2 years

### Foundation Degree for Teaching Assistants

This course is designed for those working or volunteering as a Teaching Assistant in schools. The course covers; planning, delivery and assessment of learning, theory and practice of learning, inclusive education, supporting language, literacy, science and numeracy. Teaching takes place through a mix of lectures, tutorials and work- based learning.

**Duration:** 3 years

## NEW - CACHE Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services

Bury College has launched a brand new CACHE Level 5 course for managers working in children and young people's services or in adult health and social care provision.

This course will provide you with the skills and knowledge needed to manage, practice and lead others in these areas. It has six pathways which cover management, residential services and advanced practice for either health and social care or children and young people's services. Each pathway contains both mandatory and optional units. A wide range of topic areas is therefore covered including, Communication, Safeguarding and Equality and Diversity.

The length of the course will vary according to which units you study and how they are assessed. The course is likely to take between 18 months and two years to complete. Start dates are flexible.

**Duration:** minimum 36 weeks

## Management Courses

We offer a wide range of management training, from workshops and tailored courses to full qualifications. Our services and courses are designed to meet the needs of your business and your employees, actively encouraging continuous professional development within the work place.

Courses include:

- ILM Level 2 Team Leading
- ILM Level 3 First Line Management
- ILM Level 4 Management
- ILM Level 5 Management
- Essential Communication Skills
- Introduction to Coaching and Mentoring

## Health & Safety Courses

Health and safety is a vital aspect in any business, and childcare is no exception. Bury College Business Solutions provides health and safety training to the childcare sector to enable providers to comply with relevant legislation.

Courses include:

- CIEH Level 2 Health and Safety
- IOSH Managing Safely
- Risk Assessments
- Fire Safety
- Health and Safety Essentials



For further information on dates, times and costs please call 0161 765 3650.

# Courses Available

From nursery assistants to playworkers, supervisors to managers, we have a course to suit your training requirements.

To discuss how we could help transform your childcare business through training, please contact us today on:

**0161 765 3650**

Bury College Business Solutions have access to funding that could contribute to the cost of your training.



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