



Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL
MERTHYR TYDFIL
County Borough Council

EARLY YEARS AND CHILDCARE TRAINING DIRECTORY

May 2024 – December 2024

Merthyr Tydfil County Borough Council



Training Directory May 2024 – November 2024

Welcome to Merthyr Tydfil's Early Years and Childcare Training Directory for May 2024 – November 2024. The training opportunities included aim to support childcare providers to meet the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years (Revised November 2023) as well as offering a holistic approach to continuous professional development. Opportunities provided through this training directory offers some knowledge on the subject areas, however, practitioner competence also needs to be gained through in house training and from knowledge of their own settings processes and policies. Opportunities for shadowing and supervision in the workplace will assist Managers to assess the competencies of their staff.

The courses detailed in the Training Directory consist of face-to-face, E-learning and online training. The courses are available to practitioners working or volunteering in the early years, play and childcare sector or those wishing to access employment in the sector in Merthyr Tydfil. For the purposes of supporting the Early Years and Childcare Sector Workforce's training needs we include those practitioners who are providing childcare to children up to the age of 12 years – in line with the National Minimum Standards (Revised November 2023). This includes services working with children of that age and in particular Early Years settings – Day Nurseries, Pre-Schools, Cylch Meithrin, Registered Childminders and Out of School Clubs as well as Afterschool Clubs and unregistered childcare settings. Training places will be prioritised for registered childcare providers.

A booking/enrolment form is located at the back of the directory and is to be returned to Deana Newport by the closing date given per course. Please can Managers double check that staff can attend the dates of the training before submitting their booking forms. Please keep a copy of the form to remind you of the date of the training. If staff change their place of employment or email address prior to the course-taking place, please advise us to ensure we have the correct contact details.

Nominations will be accepted from those early years, play and childcare providers who have recently provided Deana Newport with updated setting details, which includes a list of staff names and their job roles. Deana will advise you if your details require updating and will acknowledge your nominations once the details have been received.

Note for Childminders: If you wish to be nominated for any courses, please return your booking form to Rachael.O'Hara@merthyr.gov.uk who will authorise the booking and send the booking form to Deana Newport on your behalf.

We will email/contact the manager approximately 4 weeks prior to the event to confirm your place (where possible).

The majority of courses offered are free of charge but a cancellation fee of £20 may be charged if places are not cancelled prior to the course. There is often a waiting list for courses and places could be filled if we receive sufficient notice of cancellation.

For E-learning courses, you **will not be** able to swap staff names to access the training as practitioners details are sent to the training provider and unique log in details would have been set up and paid for, for that individual. Managers are responsible for checking that staff have received the necessary log in/ registration details and support staff to complete the E-learning within the given timescales (usually 4 weeks). Managers need to ensure that staff have access appropriate IT equipment such as laptops or tablets to access E-Learning and online training opportunities. Please note some smart phones may not support E-Learning opportunities.

For courses included in this directory, staff and Managers names, email addresses and places of work may be shared with the training provider in order for login/ registration details and electronic invites to be shared with participants. Training providers may also be provided with registers of attendees, which include the details noted above and on some occasions, presentations, handouts and evaluation forms may be forwarded to individuals directly from the training provider.

Evaluation forms are to be completed where requested. Failure to return an evaluation form will prevent a certificate of attendance being provided or may hold up an external certificate.

The Early Years Partnership Planning Group

The Early Years Partnership Planning Group is a multi-agency partnership that meets termly and has representation from those with an interest in early years, registered education, childcare and employment and training opportunities within the sector. The Partnership has representation from the private, voluntary and statutory sectors. The Partnership has responsibility for overseeing delivery of the Early Years Partnership Plan 2022- 2027.

Early Years and Flying Start Manager

The Early Years and Childcare Manager oversees the delivery of Early Years and Childcare services for children 0-14 years in Merthyr Tydfil. The Manager works very closely with the central Early Years and Flying Start team and key partners to ensure the delivery of new strategically planned childcare provision whilst ensuring quality, sustainability, affordability and accessibility of existing provision.

Email: Sarah.Ostler@Merthyr.gov.uk Tel: 01685 727396

Flying Start Childcare Officer – Rachael O’Hara is responsible for the researching of training needs of the sector’s workforce and coordinating the Early Years and Childcare Training Directory.

Email: Rachael.O’Hara@Merthyr.gov.uk Tel: 01685 727405

Early Years Advisory Teacher

The Early Years Advisory Teacher is responsible for providing advice and support to settings on the curriculum for non-maintained nursery settings and becoming approved Early Years Education Providers. *If you would like to discuss any issues relating to the above please contact:*

Email: Sharon.Poloha@merthyr.gov.uk

Family Information Service Officer (FIS)

The Family Information Service Officer is responsible for maintaining a database of early years, childcare provision, leisure activities and family support services throughout the Borough of Merthyr Tydfil. The FIS Officer works in partnership with childcare providers to provide impartial advice and information on early years settings. Advice on becoming a childcare provider or childminder can also be discussed with the FIS Officer. Also, if you would like to work in childcare, or are currently working in childcare or looking for a new role, register with the FIS and receive information on free training and childcare job vacancies in Merthyr Tydfil.

If you would like any information on the above please contact:

Email: FIS@merthyr.gov.uk

National Minimum Standards

All childcare providers operating two hours or more and working with children from birth up to 12 years are inspected and registered by Care Inspectorate Wales (CIW). All providers need to have a copy of the National Minimum Standards (NMS) for Regulated Childcare for children up to the age of 12 years (Revised November 2023) which is available from Care Inspectorate Wales. [48841 National Min standards for regulated childcare for children up to the age of 12 \(gov.wales\)](#)

The document is a helpful guide to the standards of care expected from childcare providers. In addition, it provides guidance for those wishing to set up a new provision and is helpful to those responsible for staff induction and training. Parents may also find the document useful as a guide to what they should expect from childcare providers. The document can be accessed on the internet at www.ciw.wales.gov.uk

Care Inspectorate Wales 0300 0628888

External training opportunities also on offer

Group A Safeguarding Training – Via Social Care Wales

Group A bi-lingual safeguarding E-Learning gives learners a practical understanding of Safeguarding. It has been developed in line with the Wales Safeguarding Procedures. It is mainly aimed at those working in the public and voluntary sectors. This includes those looking to work in social care, early years and childcare, as well as in health, the emergency services and local councils.

[Safeguarding training | Social Care Wales](#)

Mindfulness Training

Valleys Steps is an established well-being charity who offer support and guidance, their aim is to make it as easy as possible for people to take the first step to understanding themselves, to managing life's difficulties and improving everyday well-being.

For free mindfulness and stress control training courses please visit :

<http://www.valleysteps.org/course-information/courses/>

Prevent Awareness Online Training

Please find below a link to E-learning in regards to the Prevent Awareness Online Training which has been developed by HM Government - it is an introduction into the risks of radicalisation and the role that professionals and practitioners can play in supporting those at risk.

<https://www.elearning.prevent.homeoffice.gov.uk/la2/screen1.html>

Camau Welsh Course (for practitioners working with children).

New skills – Camau Entry level course 1, 2 + 3 Please click here for details [Camau | Learn Welsh](#)

For more information please email camau@dysgucymraeg.cymru or to contact Cwlwm please click [here](#).

Natural Resources Wales Free training linked to utilizing outdoors environments and our natural environments in the community

Upcoming, free online training webinars from Natural Resources Wales' Education and Learning staff. Whatever your interest or age group you are working with, Natural Resources Wales have a range of free online training courses available. Please click on the link to find out more details and to book directly with Natural Resources Wales – click here [Tocyn Cymru website](#). Training courses are delivered on Microsoft Teams. Natural Resources Wales also offer the same courses through the medium of Welsh and they will be widening the offer so please keep an eye on the Tocyn Cymru website from time to time.

Useful Publications / Links

Wales Safeguarding Procedures	Safeguarding Wales
National Safeguarding Training Standards	National safeguarding training, learning and... Social Care Wales
National Minimum Standards for Regulated Childcare for Children up to the age of 12 years (Revised November 2023)	48841 National Min standards for regulated childcare for children up to the age of 12 (gov.wales)
Social Care Wales	About us Social Care Wales
Social Care Wales – Qualification Frameworks	Social Care Wales Qualification framework for social care and...
Social Care Wales – Early Years & Childcare Information and Training programme.	Early years and childcare information and... Social Care Wales
Social Care Wales – All Wales Induction Programme (AWIF)	Social Care Wales Induction framework for early years and child care

Course: **Group B** Safeguarding training for the Early Years and Childcare Sector

Please can Leaders ensure staff are nominated for the **appropriate level-safeguarding course**. Please refer to **Annex C from page 74 of the NMS for guidance on job roles and which safeguarding group training staff should access**. Please note that there is an expectation that *Flying Start Deputy Leaders* also complete *Group C Safeguarding training* [48841 National Min standards for regulated childcare for children up to the age of 12 \(gov.wales\)](#)

Facilitators: Mary McMahon & Gail Eynon

Event Start Date	Times	Venue Name	Closing Date
01/05/2024	9:00 - 3:30	Integrated Children's Centre	20/03/2024- places still available
09/11/2024	9:30 - 4:30	Canolfan Soar, Pontmorlais, Merthyr Tydfil CF478UB	04/10/2024
07/12/2024 *	9:30 - 4:30	Canolfan Soar, Pontmorlais, Merthyr Tydfil CF478UB	24/10/2024

***Please note there will not be any safeguarding group B training opportunities organised for January 2025 – April 2025, therefore practitioners requiring this training, during this period, will need to be nominated for the training on the 7th December.**

Aims and Objectives

- Understand the term 'Safeguarding'
- Recognise abuse or the risk of abuse, harm and neglect including possible signs, symptoms and indicators
- Understand the main laws concerning safeguarding and your duty to report
- Know what actions to take if you witness, suspect or someone tells you that they are being abused, harmed or neglected

Target Group

Group B - Required Roles: For employees who work directly with children. Examples include (not exhaustive):

- Child minding Assistant
- Trainee Nursery Assistants
- Nursery Assistants
- Nursery Room Leaders
- Assistant Managers (***NB- Flying Start Deputy Leaders will be expected to complete Group C Training***)
- Playworker
- Transport Driver
- Volunteers (dependent upon level of supervision)

Course: **Group C Safeguarding** training for the Early Years and Childcare Sector (2 day course)

Please can Leaders ensure staff are nominated for the **appropriate level-safeguarding course**. Please refer to **Annex C from page 74 of the NMS for guidance on job roles and which safeguarding group training staff should access**. Please note that there is an expectation that *Flying Start Deputy Leaders* also complete *Group C Safeguarding training* [48841 National Min standards for regulated childcare for children up to the age of 12 \(gov.wales\)](https://www.gov.wales/government/48841-national-min-standards-for-regulated-childcare-for-children-up-to-the-age-of-12)

Facilitators: Mary McMahon & Gail Eynon

Event Start Date	Times	Venue Name	Closing Date
Day 1 Level 3 – 8th June 2024 Day 2 Level 3 – 29th June 2024	9:30 - 4:00	Canolfan Soar, Pontmorlais Merthyr Tydfil CF478UB	03/05/2024
Day 1 Level 3 – 21st September 2024 Day 2 Level 3 – 12th October 2024	9:30 - 4:00	Canolfan Soar, Pontmorlais Merthyr Tydfil CF478UB	12/07/2024
* Day 1 Level 3 – Thursday 28 November 2024 Day 2 Level 3 – Wednesday 4 December 2024 (weekday course)	9:30 - 4:00	Orbit Business Centre	24/10/24

*** Please note there will not be any safeguarding group C training opportunities organised for January 2025 – April 2025, therefore practitioners requiring this training for this period will need to be nominated for the training on the 28th November and 4th December 2024.**

Aims and Objectives

Group C - Day 1;

- Have an awareness of what is meant by child abuse or neglect and learn about the possible signs, symptoms and indicators of abuse and neglect.
- Understand the main legislation, guidelines, policies and procedures for working together to safeguard children and young people.
- Understand how our values and attitudes can influence our judgement
- Understand how to respond in a timely manner to evidence or concerns that a child or young person may have been abused or harmed
- Have an understanding of the term safeguarding

Group C - Day 2

- Be confident to make a referral

- Understand what happens when an assessment takes place
- Know what a strategy discussion / meeting is
- Understand when a child protection conference is needed
- Be confident to take part in a child protection conference
- Know what is expected if you are part of the core group

Target Group

Required Roles:

Those in contact with children and have ultimate safeguarding responsibility for the provision.

Examples include (not exhaustive):

On site

- Setting leader (**Flying Start also expect Deputy Leaders to access Group C**)
- Manager
- Person in Charge
- Child minder

Potentially off-site

- Designated Safeguarding Person
- Responsible Individual
- Registered Person

Course: 12 Hours Paediatric First Aid

Facilitators: First Aid Training Wales or G Training

Event Start Date	Times	Venue Name	Facilitator	Closing Date
11 & 18 May 2024 G TRAINING	9:30 -3:30	Canolfan Soar, Pontmorlais Merthyr Tydfil CF478UB	G Training	26/04/2024
15 & 22 June 2024 FIRST AID TRAINING WALES	9:30 -3:30	Canolfan Soar, Pontmorlais Merthyr Tydfil CF478UB	First Aid Training Wales	09/05/2024
28 Sept & 5 Oct 2024 FIRST AID TRAINING WALES	9:30 -3:30	Canolfan Soar, Pontmorlais Merthyr Tydfil CF478UB	First Aid Training Wales	05/09/2024

Aims and Objectives

This 2 day course has been developed for those who are working with children and infants. The purpose of the qualification is for the learner to attain the knowledge and practical competence required to deal with a range of paediatric situations.

This course comprises of Emergency Paediatric First Aid as well as Managing Paediatric Illness, Injury and Emergencies

A range of subjects is covered including:-

• Role of the Paediatric First Aider emergencies	• Seizure	• Diabetic
• Primary survey	• Choking	• Asthma
• Resuscitation (CPR including the safe use of an AED)	• Minor injuries	• Meningitis
• Wounds, bleeding and shock	• Recovery position	• Febrile convulsions
• Allergic reactions including anaphylaxis	• Fractures	• Extreme cold and heat
• Head, neck and back injuries	• Foreign bodies	• Electrical incidents

Age limit - Students must be a minimum of 16 years of age to qualify.

Assessment information - The qualification is assessed both through practical demonstration and **written assessment** .A learner must successfully pass both the written and practical assessments to achieve the qualification.

Certification - The qualification is valid for three years from the date of achievement. It is recommended that the learner attends annual refresher training. The learner will need to complete the full course again to requalify for a further three years.

Course: Health and Safety Awareness for those working in childcare settings

Facilitators: First Rate Training

Event Start Date	Times	Venue Name	Closing Date
06/07/2024	9:00 - 3:30	Canolfan Soar, Pontmorlais Merthyr Tydfil CF478UB	23/05/24
16/11/2024	9:00 - 3:30	Canolfan Soar, Pontmorlais Merthyr Tydfil CF478UB	10/10/24

Part 1 – Introduction to Health and Safety at Work

- Introduction
- Health and Safety Law
- Health
- Safety
- Welfare

Part 2 Workplace specific health and safety

- The workplace and work equipment
- Risk Assessment
- Manual Handling
- Hazardous substances
- Ergonomics and workstation design
- Working at heights
- Transport and vehicles
- Noise and vibration

Please note that this training offers some knowledge on the subject area. Competence will require to be gained through in house training, knowledge of the settings processes and policies as well as shadowing and supervision in the workplace.

E-Learning Courses available

Please find below course details for the following:

1. **Level 2 Fire Marshall E-Learning** for Managers, Supervisors and Fire Wardens
 2. **Level 2 Food Safety – Chartered Institute of Environmental health**
- 3 cohorts - closing dates for both above courses are :

10 May 2024

5 July 2024

4 October 2024

In order to take this forward

1. If you wish to nominate any delegates to undertake any of the above E-Learning , please complete the booking form and include the staff members email addresses.
2. Following the closing date we will confirm if staff have been successful or unsuccessful (when completing the box below please place staff names in priority order).
3. All successful participants details (full name, setting name and email address) will be shared with the training provider who will then contact with the participant directly, to issue them log in details e.g. with a username and password. Please ask staff to check their junk mail.
4. Participants will require access to a tablet, laptop or desktop computer – please note **MOBILE PHONES WILL NOT WORK.**
5. Once completed staff have the option to print the certificate. **Managers are responsible for asking staff for copies of these certificates for their staff files as we cannot provide copies of these certificates.**
6. There is an expectation that this training is completed within 4 weeks of the participants receiving log in / registration details from the training provider.


Before nominating, please double check with staff that they are committed to complete the E Learning within 4 weeks of receiving their login/ registration details.

**Course: Level 2 Fire Marshal (E-Learning)
For Managers, Supervisors and Fire Wardens/ Marshals**

Duration: Approx. 2-3 hours

Target Group: Managers, Supervisors and Fire Wardens.

Closing date: 10 May 2024, 5 July 2024, 4 October 2024



Fire Marshal

This online course is designed for employees nominated as fire marshals or fire wardens in their workplace. The course design covers both emergency and non-emergency issues of this vital role and equips learners with an appropriate level of understanding to perform their role safely within their workplace.

Modules: 16 (approx video time 120 mins)

Certification: Fire Marshal Certificate

Course Objectives:

- This course provides extensive knowledge of fire prevention, evacuation protocol and using fire extinguishers.

Course Outcomes:
Including the following modules:

- Module 1 – Chemistry of fire
- Module 2 – Common causes of fire
- Module 3 – Safety features within buildings
- Module 4 – Fire extinguishers
- Module 5 – What to do if a fire occurs
- Module 6 – Fire Statistics
- Module 7 – Current Fire Safety Legislation
- Module 8 – Fire Risk Assessment
- Module 9 – Fire Preventative Measures
- Module 10 – Safety Features within buildings
- Module 11 – Role of the Fire Marshal
- Module 12 – Action on Fire Discovery
- Module 13 – Fire Drills and Evacuation
- Module 14 – Fire Extinguishers
- Module 15 – Pre-Engagement Action
- Module 16 – Using a Fire Extinguisher

Pre-requisites:
None

Course Accreditation:

- First Rate Training (In-house)
- ROSPA and IFE approved

Target Audience:

- This course is aimed at nominated competent persons who have a responsibility for implementing the company's fire evacuation procedure.

Course Summary:

- The Fire Marshal course is suitable for all employees and will give them a far greater appreciation of fire prevention in the workplace and use of fire extinguishers;
- The course consists of 16 modules with questions at the end. You are given the chance to review all your answers at the end of each module before final submission and you will be given 3 attempts at each module to achieve a pass rate of 70% or higher (except module 16 which requires a 100% pass rate)

Please note that this training offers some knowledge on the subject area. Competence will require to be gained through in house training, knowledge of the settings processes and policies as well as shadowing and supervision in the workplace.

Course: Level 2 Food Safety in Catering – (E-learning) via The Chartered Institute of Environmental Health

Duration: Please allow approx. 4 hours to complete this course.

Closing date: 10 May 2024, 5 July 2024, 4 October 2024

Target Group: The Level 2 Food Safety for Catering E-learning course is designed to help anyone who works in a place where food is prepared, cooked and handled. This course will make best practice recommendations for a range of food safety and hygiene hazard scenarios

This course will make best practice recommendations for a range of food safety and hygiene hazard scenarios.

Course Content for E Learning

Course module topics include:

- Food safety hazards
- Temperature control
- Refrigeration, cooling and cold holding of foods
- Cooking, hot holding and reheating of foods
- Food handling
- Principles of safe food storage
- Cleaning
- Food premises and equipment
- The Law

Certificates to be printed at end of course by participants.

Please note that this training offers knowledge on the subject area. Competence will require to be gained through in house training, knowledge of the settings processes and policies as well as shadowing and supervision in the workplace.

EARLY YEARS AND CHILDCARE TRAINING DIRECTORY NOMINATION FORM



Name of Course:	
Date:	Time:

To nominate staff from your early years and childcare setting, please complete and return this nomination form to Deana.Newport@rctcbc.gov.uk

Nominating Managers Details

Name :	
Job Title:	
Organisation:	
E-mail Address:	

Due to demand for training places, we may not always be able to offer every nomination a training place, therefore, please nominate staff in order of priority.

Please list staff names in order of priority		Job title of	
1 st			
2 nd			
3 rd			
4 th			
5 th			

Name _____ Signature _____ Date: _____

Please return to Deana.Newport@rctcbc.gov.uk