



## Interim catalogue of courses **For childcare and child services**

June 2017

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**City of York Council** | Customer and Business Support Services |  
Workforce Development Unit | West Offices | Station Rise | York YO1



Dear customer

Normally around this time of year we would produce our 4 prospectuses (early years, children's, adults and CYC council specific). However, this year to are doing things differently.

From your feedback we realise our traditional way of communicating our training is no longer fit for purpose and that we require an approach that is easily accessible, informative and flexible to meet your needs. To this end we will now promote all new courses, events or services via our e-newsletters, Facebook and WDU news as well as the usual online course listing on our website.

- [View our e-newsletters](#)
- [Visit our Facebook](#)
- [View our news](#)
- [View our website](#)
- [Twitter](#)

Prospectuses will be replaced with a new WDU brochure and we are also working on producing a new website and online booking system which hopefully will be in place by the New Year. All of this and other relevant news will be communicated via the above mentioned methods, please feel free to sign up to any that suit you!

The new brochure will include our revised offer and course descriptions.

We already have many courses in place and are busily working on more to come. This interim catalogue of courses contains a list of all our current courses for persons working with or caring for children. Please note that dates, fees and dates were correct at the time of production of this catalogue and are subject to change.

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# Courses at your organisation

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## In-house training

### Prefer to hold one of our courses at your own organisation?

If you have a large group of people requiring the same training, for convenience and lower cost, sometimes it's best to run one of our courses at your own organisation or choice of venue. Most of our courses can be arranged for in-house training and possible to development the course to better suit your organisations needs.

### Benefits of in-house training

- **Training cost savings** – Cost per delegate is typically lower than our open scheduled courses.
- **Travel cost savings** - You don't have to pay for the travel and possible accommodation costs to get your employees to our training venues.
- **More focused training**– Running in-house training can generally allow the training to be a lot more focussed on the relevant needs to your business.
- **Convenience** – By having in-house training in your own building can make working around your staff schedules a lot easier.
- **Team building** – Having a room full of delegates from the same organisation encourages team work and increased understanding of each other and roles.

### In-house training enquires

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# How to book and pay

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## Book online

Book instantly with our online booking system, open for use 24 hours, 7 days a week. To use the online system you will first need to sign up as a new user. Please be aware that approval of new users is manually done via the team during working hours.

**Find out more** about the benefits of having an online account via our website.

[www.yorkworkforcedevelopment.org.uk](http://www.yorkworkforcedevelopment.org.uk)

**To book online:** sign into our website, locate the course you are after and click on “**Apply Now**” then follow the instructions. You will be sent an email confirmation with the event details.

## Book via email

Send us your request with **your name, the event name and date and if appropriate times** to: [wdu@york.gov.uk](mailto:wdu@york.gov.uk)

**Before booking your place,** please ensure you have read and understood our course cancellation policy as listed on our website.

[www.yorkworkforcedevelopment.org.uk](http://www.yorkworkforcedevelopment.org.uk)

## Fees

As a not-for-profit organisation we aim to provide high quality training at the best competitive price and offer our customers a significant course discounts wherever possible. **Paying for your course** – currently we invoice after the event. Details on how to pay are listed on the back of the invoice.

## Course enquires

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## Behaviour that challenges

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**Venue:** 18<sup>th</sup> September 2017 date will be held at our Hazel Court EcoDepot, all other dates are at our main West Offices.

For course descriptions, book your place or further details: <http://bit.ly/2rDHrrU>

Event Title	Start Date	End Date	Start	End	Available Places	York Early Years (0-5) fee	York Schools Fee	Full Fee
Conflict Management for those working with Children and young people	18/09/2017*	18/09/2017*	09:30	16:30	12	£70.00	£70.00	£80.00
Conflict Management for those working with Children and young people	16/01/2018	16/01/2018	09:30	16:30	12	£70.00	£70.00	£80.00
Dealing With Conflict within Early Years	06/09/2017	06/09/2017	09:30	16:30	12	£70.00	£80.00	£80.00
Dealing With Conflict within Early Years	30/01/2018	30/01/2018	09:30	16:30	12	£70.00	£80.00	£80.00
Lone Working in Children's and Early Years Services	21/09/2017	21/09/2017	13:30	16:30	11	£40.00	£40.00	£40.00
Lone Working in Children's and Early Years Services	09/01/2018	09/01/2018	09:30	13:30	12	£40.00	£40.00	£40.00
Preventing and Managing Challenging Behaviour	06/06/2017	06/06/2017	09:30	16:00	3	£50.00	£50.00	£60.00
Preventing and Managing Challenging Behaviour	13/11/2017	13/11/2017	09:30	16:00	9	£50.00	£50.00	£60.00

## Bereavement and loss

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**Venue:** City of York Councils West Offices

For course descriptions, book your place or further details: <http://bit.ly/2sd9zim>

Event Title	Start Date	End Date	Start	End	Available Places	York Early Years (0-5) fee	York Schools Fee	Full Fee
<b>Understanding And Supporting Children Through Loss And Bereavement</b>	<b>13/01/2018</b>	<b>13/01/2018</b>	<b>09:00</b>	<b>12:00</b>	<b>20</b>	<b>£20.00</b>	<b>£20.00</b>	<b>£20.00</b>

## Business and management

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**Venue:** City of York Councils West Offices

For course descriptions, book your place or further details: <http://bit.ly/2rU0gXr>

Event Title	Start Date	End Date	Start	End	Available Places	York Early Years (0-5) fee	York Schools Fee	Full Fee
<b>Childcare Business Planning</b>	<b>13/11/2017</b>	<b>13/11/2017</b>	<b>09:00</b>	<b>12:00</b>	<b>12</b>	<b>£15.00</b>	<b>£15.00</b>	<b>£15.00</b>
<b>Childcare Marketing and Promotion</b>	<b>09/10/2017</b>	<b>09/10/2017</b>	<b>09:00</b>	<b>12:00</b>	<b>12</b>	<b>£15.00</b>	<b>£15.00</b>	<b>£15.00</b>

## Condition specific

**Venue:** 10 October Drug and Alcohol Abuse course will be held at our Hazel Court EcoDepot, all other dates are at our main West Offices.

For course descriptions, book your place or further details: <http://bit.ly/2rDS0eg>

Event Title	Start Date	End Date	Start	End	Available Places	York Early Years (0-5) fee	York Schools Fee	Full Fee
Autism Awareness for Teachers and Teaching Assistants (for Schools only)	06/07/2017	06/07/2017	09:00	12:00	13	NA	York Schools £0 Independent schools £60	NA
Autism Awareness for Teachers and Teaching Assistants (for Schools only)	25/09/2017	25/09/2017	09:00	12:00	30	NA	York Schools £0 Independent schools £60	NA
Autism Awareness for Teachers and Teaching Assistants (for Schools only)	18/01/2018	18/01/2018	09:00	12:00	30	NA	York Schools £0 Independent schools £60	NA
Autism Awareness in Children	31/07/2017	31/07/2017	09:30	12:30	3	£40.00	£40.00	£50.00
Autism Awareness in Children	10/10/2017	10/10/2017	09:30	12:30	2	£40.00	£40.00	£50.00
Autism Awareness in Children	02/02/2018	02/02/2018	09:30	12:30	15	£40.00	£40.00	£50.00
Drug and Alcohol Abuse	10/10/2017*	10/10/2017*	09:30	16:30	12	£80.00	£80.00	£120.00
Drug and Alcohol Abuse	13/02/2018	13/02/2018	09:30	16:30	12	£80.00	£80.00	£120.00



## Education

**Venue:** City of York Councils West Offices

For course descriptions, book your place or further details: <http://bit.ly/2qFswsh>

Event Title	Start Date	End Date	Start	End	Available Places	York Early Years (0-5) fee	York Schools Fee	Full Fee
Baby Room Project	15/07/2017	18/11/2017	10:00	13:00	19	£30 per delegate or three delegates (from same setting) for £60		
Letters and Sounds	21/07/2017	21/07/2017	09:30	16:30	12	£60.00	£70.00	£80.00
Letters and Sounds	27/02/2018	27/02/2018	09:30	16:30	12	£60.00	£70.00	£80.00
Making Sense Of Shapes, Space And Measure	25/10/2017	25/10/2017	13:00	16:00	12	£35.00	£40.00	£40.00
Making Sense Of Shapes, Space And Measure	21/03/2018	21/03/2018	13:00	16:00	12	£35.00	£40.00	£40.00
Early Talk Boost	11/10/2017	11/10/2017	09:30	16:30	12	£60.00	£70.00	£80.00
Early Talk Boost	12/01/2018	12/01/2018	09:30	16:30	12	£60.00	£70.00	£80.00

**Venue:** To be confirmed

For course descriptions, book your place or further details: <http://bit.ly/2rnEeeV>

Shared Foundation Partnerships	11/09/2017	11/09/2017	18:30	20:30	12	free	free	
Shared Foundation Partnerships	13/09/2017	13/09/2017	09:30	11:30	12	free	free	
Shared Foundation Partnerships	14/09/2017	14/09/2017	13:30	15:30	12	free	free	
Shared Foundation Partnerships	19/02/2018	19/02/2018	18:30	20:30	12	free	free	
Shared Foundation Partnerships	20/02/2018	20/02/2018	09:30	11:30	12	free	free	

## Equality and diversity

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**Venue:** City of York Councils West Offices

For course descriptions, book your place or further details: <http://bit.ly/2rnG7IC>

Event Title	Start Date	End Date	Start	End	Available Places	York Early Years (0-5) fee	York Schools Fee	Full Fee
<b>Integrated Working to Improve Outcomes for Disabled Children</b>	<b>27/06/2017</b>	<b>27/06/2017</b>	<b>09:30</b>	<b>12:30</b>	<b>96</b>	<b>Free</b>		<b>Free</b>
<b>Inclusion Coordinator Training for Out of School Clubs</b>	<b>16/09/2017</b>	<b>23/09/2017</b>	<b>09:30</b>	<b>15:30</b>	<b>12</b>	<b>Free</b>		<b>Free</b>

## First aid

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**Venue:** City of York Councils West Offices

For course descriptions, book your place or further details: <http://bit.ly/2rDRUn1>

Event Title	Start Date	End Date	Start	End	Available Places	York Early Years (0-5) fee	York Schools Fee	Full Fee
<b>Anaphylaxis Awareness and Epipen training</b>	<b>31/01/2018</b>	<b>31/01/2018</b>	<b>10:00</b>	<b>12:00</b>	<b>10</b>	<b>£35.00</b>	<b>£35.00</b>	<b>£40.00</b>

Venue: City of York Councils West Offices

For course descriptions, book your place or further details: <http://bit.ly/2qzL5CN>

Event Title	Start Date	End Date	Start	End	Available Places	York Early Years (0-5) fee	York Schools Fee	Full Fee
<b>First Aid at Work 2 Day Requalification</b>	<b>01/06/2017</b>	<b>02/06/2017</b>	<b>09:30</b>	<b>16:45</b>	<b>5</b>	<b>£90.00</b>	<b>£90.00</b>	<b>£120.00</b>
<b>First Aid at Work 2 Day Requalification</b>	<b>28/09/2017</b>	<b>29/09/2017</b>	<b>09:30</b>	<b>16:45</b>	<b>5</b>	<b>£90.00</b>	<b>£90.00</b>	<b>£120.00</b>
<b>First Aid at Work 2 Day Requalification</b>	<b>18/10/2017</b>	<b>19/10/2017</b>	<b>09:30</b>	<b>16:45</b>	<b>9</b>	<b>£90.00</b>	<b>£90.00</b>	<b>£120.00</b>
<b>First Aid at Work 2 Day Requalification</b>	<b>07/12/2017</b>	<b>08/12/2017</b>	<b>09:30</b>	<b>16:45</b>	<b>8</b>	<b>£90.00</b>	<b>£90.00</b>	<b>£120.00</b>
<b>First Aid at Work 2 Day Requalification</b>	<b>11/01/2018</b>	<b>12/01/2018</b>	<b>09:30</b>	<b>16:45</b>	<b>8</b>	<b>£90.00</b>	<b>£90.00</b>	<b>£120.00</b>
<b>First Aid at Work 2 Day Requalification</b>	<b>15/03/2018</b>	<b>16/03/2018</b>	<b>09:30</b>	<b>16:45</b>	<b>8</b>	<b>£90.00</b>	<b>£90.00</b>	<b>£120.00</b>
<b>First Aid At Work 3 Day Course</b>	<b>30/06/2017</b>	<b>04/07/2017</b>	<b>09:30</b>	<b>16:45</b>	<b>3</b>	<b>£120.00</b>	<b>£120.00</b>	<b>£180.00</b>
<b>First Aid At Work 3 Day Course</b>	<b>26/07/2017</b>	<b>28/07/2017</b>	<b>09:30</b>	<b>16:45</b>	<b>2</b>	<b>£120.00</b>	<b>£120.00</b>	<b>£180.00</b>
<b>First Aid At Work 3 Day Course</b>	<b>07/02/2018</b>	<b>09/02/2018</b>	<b>09:30</b>	<b>16:45</b>	<b>4</b>	<b>£120.00</b>	<b>£120.00</b>	<b>£180.00</b>
<b>First Aid At Work 3 Day Course</b>	<b>12/03/2018</b>	<b>14/03/2018</b>	<b>09:30</b>	<b>16:45</b>	<b>10</b>	<b>£120.00</b>	<b>£120.00</b>	<b>£180.00</b>

Venue: City of York Councils West Offices

For course descriptions, book your place or further details: <http://bit.ly/2sdfvb4>

Event Title	Start Date	End Date	Start	End	Available Places	York Early Years (0-5) fee	York Schools Fee	Full Fee
Paediatric First Aid For Child Carers (12hrs)	10/06/2017	17/06/17	09:30	16:30	2	£70.00	£70.00	£70.00
Paediatric First Aid For Child Carers (12hrs)	09/09/2017	16/09/2017	09:30	16:30	6	£70.00	£70.00	£70.00
Paediatric First Aid For Child Carers (12hrs)	02/10/2017	10/10/2017	18:00	21:00	6	£70.00	£70.00	£70.00
Paediatric First Aid For Child Carers (12hrs)	16/10/2017	17/10/2017	09:30	16:30	5	£70.00	£70.00	£70.00
Paediatric First Aid For Child Carers (12hrs)	11/11/2017	18/11/2017	09:30	16:30	18	£70.00	£70.00	£70.00
Paediatric First Aid For Child Carers (12hrs)	02/12/2017	09/12/2017	09:30	16:30	12	£70.00	£70.00	£70.00
Paediatric First Aid For Child Carers (12hrs)	06/01/2018	13/01/2018	09:30	16:30	20	£70.00	£70.00	£70.00
Paediatric First Aid For Child Carers (12hrs)	05/02/2018	08/02/2018	18:00	21:00	12	£70.00	£70.00	£70.00
Paediatric First Aid For Child Carers (12hrs)	10/03/2018	17/03/2018	09:30	16:30	24	£70.00	£70.00	£70.00

## Health and safety

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**Venue:** City of York Councils West Offices

For course descriptions, book your place or further details: <http://bit.ly/2qF73Q6>

Event Title	Start Date	End Date	Start	End	Available Places	York Early Years (0-5) fee	York Schools Fee	Full Fee
Asbestos Awareness	08/09/2017	08/09/2017	09:30	13:30	16	£50.00	£50.00	£50.00
Asbestos Awareness	22/01/2018	22/01/2018	09:30	13:30	16	£50.00	£50.00	£50.00
Basic Fire Awareness Training	20/09/2017	20/09/2017	09:30	12:30	6	£30.00	£30.00	£40.00
Basic Fire Awareness Training	20/09/2017	20/09/2017	13:30	16:30	9	£30.00	£30.00	£40.00
Basic Fire Awareness Training	17/11/2017	17/11/2017	09:30	12:30	9	£30.00	£30.00	£40.00
Basic Fire Awareness Training	17/11/2017	17/11/2017	13:30	16:30	15	£30.00	£30.00	£40.00
Basic Fire Awareness Training	26/01/2018	26/01/2018	09:30	12:30	14	£30.00	£30.00	£40.00
Basic Fire Awareness Training	26/01/2018	26/01/2018	13:30	16:30	15	£30.00	£30.00	£40.00
Fire Warden Training	14/08/2017	14/08/2017	09:30	12:30	8	£40.00	£40.00	£50.00
Fire Warden Training	17/10/2017	17/10/2017	09:30	12:30	14	£40.00	£40.00	£50.00
Fire Warden Training	14/12/2017	14/12/2017	09:30	12:30	14	£40.00	£40.00	£50.00
Fire Warden Training	19/02/2018	19/02/2018	09:30	12:30	14	£40.00	£40.00	£50.00
IOSH Managing Safely	11/09/2017	04/10/2017	09:30	16:30	10	£300.00	£300.00	£400.00

**Venue:** City of York Councils Hazel Court EcoDepot

For course descriptions, book your place or further details: <http://bit.ly/2rnEJWw>

Event Title	Start Date	End Date	Start	End	Available Places	York Early Years (0-5) fee	York Schools Fee	Full Fee
Ladder and Step Safety	17/10/2017	17/10/2017	09:30	11:30	19	£40.00	£40.00	£50.00
Ladder and Step Safety	14/02/2018	14/02/2018	09:30	11:30	20	£40.00	£40.00	£50.00

## Networks and peer support

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**Venue:** City of York Councils West Offices

For course descriptions, book your place or further details: <http://bit.ly/2sIR7Dz>

Event Title	Start Date	End Date	Start	End	Available Places	York Early Years (0-5) fee	York Schools Fee	Full Fee
Childcare Committees Network	03/07/2017	03/07/2017	18:30	20:30	12	£0.00		£0.00
Childcare Committees Network	21/09/2017	21/09/2017	18:30	20:30	12	£0.00		£0.00
Childcare Committees Network	25/01/2018	25/01/2018	18:30	20:30	12	£0.00		£0.00
Childcare Committees Network	12/03/2018	12/03/2018	18:30	20:30	12	£0.00		£0.00
Childminder Information Session	06/07/2017	06/07/2017	13:00	14:30	16	FREE		FREE
Childminder Information Session	25/09/2017	25/09/2017	18:30	20:30	12	FREE		FREE
Childminder Information Session	23/11/2017	23/11/2017	10:00	11:30	12	FREE		FREE
Childminder Information Session	17/01/2018	17/01/2018	18:30	20:30	12	FREE		FREE
Childminder Information Session	12/03/2018	12/03/2018	13:00	14:30	12	FREE		FREE

Childminding Forum	05/10/2017	05/10/2017	19:00	21:00	12	FREE		FREE
Childminding Forum	06/02/2018	06/02/2018	19:00	21:00	12	FREE		FREE
Leaders and Managers Briefings	12/06/2017	12/06/2017	13:00	14:30	20	£0.00		
Leaders and Managers Briefings	13/06/2017	13/06/2017	19:00	20:30	26	£0.00		
Leaders and Managers Briefings	09/10/2017	09/10/2017	13:00	14:30	26	£0.00		
Leaders and Managers Briefings	10/10/2017	10/10/2017	19:00	20:30	29	£0.00		
Ofsted Information Session	12/10/2017	12/10/2017	18:30	20:00	12	£5.00		

**Venue:** Priory Street Centre

For course descriptions, book your place or further details: <http://bit.ly/2sIOrFZ>

Event Title	Start Date	End Date	Start	End	Available Places	York Early Years (0-5) fee	York Schools Fee	Full Fee
York Heads Event - Delivering 30 Hours Childcare in Partnership	19/06/2017	19/06/2017	09:30	16:00	17	FREE		

New WDU Brochure out soon, courses will also be promoted via the following:

- [View our e-newsletters](#)
- [Visit our Facebook](#)
- [View our news](#)
- [View our website](#)
- [Twitter](#)

**Workforce Development Unit (WDU)**

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