



Apprenticeship Courses

If you're leaving school and looking for a career then how about combining part-time training with getting some work experience?

Riverside Training can help you get started in a career and get a nationally-recognised qualification at the same time. Apprenticeships are a great way to get both work-based experience and a qualification – and when you train with Riverside Training there's no charge!

What are Apprenticeships?

Apprenticeships were introduced to meet the needs of both young people and business. They offer quality work based training as an alternative to full time study, leading to nationally recognised qualifications for well motivated young people.

Apprenticeships give you the opportunity to gain skills and nationally recognised qualifications sought by employers throughout the childcare sector. They are available at two levels, Apprenticeship and Advanced Apprenticeship, and we encourage progression to Advanced Apprenticeship where appropriate.

What can you expect from us?

- You will receive tuition to support the underpinning knowledge required for your qualification.
- You will receive regular monitoring and assessment in both the workplace and at training sessions.
- For Level 2 and Level 3 there is an amount of written work to complete and a multiple choice test.
- Assessment of Key skills will consist of gathering a portfolio of evidence and a multiple choice test.

Riverside Training offers Apprenticeships in:

- Children's Care, Learning and Development
- Supporting Teaching and Learning in Schools
- Management
- Team Leading

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Assessors

CACHE Level 3 Award in Assessing Learners Using A Range of Methods (A1)

CACHE Level 3 Award in Assessing Learners' Performance through Observation (A2)

Who is the qualification aimed at?

For learners who wish to assess NVQ candidates, using a variety of different methods.

What are the entry requirements?

Learners must be a qualified or experienced practitioner at the Level or above of the qualification they will be assessing. It is also recommended that they have at least three years post qualifying experience.

What does the qualification cover?

- How to assess NVQ candidates through a range of methods.
- How to assess NVQ candidates through observation and questioning.

How is it Assessed?

Learners will need to produce a portfolio of work based evidence in accordance with the requirements of the Agreed Common Evidence for the assessment and verification units.

Contact our admissions team for further information on 01775 710125



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New Awards

From September 2010, all current qualifications will be replaced by the Qualifications Credit Framework. The QCF is a new framework for recognising and accrediting qualifications and is at the heart of a major reform of vocational qualifications.

The aim is for the system and qualifications to be more accessible and relevant for learners and employers needs. The new qualifications will be based on the same national occupational standards as the current qualifications. Any new qualifications will be useful for shaping learning, career progression and CPD.

The Benefits of the QCF:

The names of qualifications and units will be more consistent across awarding bodies. Learners will be able to accumulate credit and transfer it to allow more flexible progression. Learners with certified achievements outside of the QCF and who have the skills and knowledge for a unit will not have to repeat learning and will be 'exempt' from certain units. This will allow learners to build on what they have already learnt and progress.

When will it start?

The QCF will be in place from September 2010.

The qualifications for Early Years will be offered at all levels and is called Award/Certificate/Diploma in Children & Young Peoples Workforce.

As we get confirmation from Cache we will be able to confirm all units for employers and learners.



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Employer Information

Riverside Training can provide you with new staff and give your existing staff the qualifications they need to meet your changing needs and grow your business.

We have over 25 years of experience in supporting nurseries, pre-schools and schools to develop their workplace. We can provide a bespoke and responsive service which offers objective and confidential advice and guidance to help you achieve your business objectives.

We can offer programmes to help you motivate and develop your workforce:

- Work based learning
- Apprenticeships and Advanced Apprenticeships
- NVQs
- Management Training
- Childminder Training
- Professional Development workshops

What can you expect from us?

- To address initial telephone enquiries within 48 hours
- To respond to enquiries by letter or email within 7 working days
- Regular consultations regarding the effectiveness of our services and ways in which we can improve it.
- Monthly updates
- Bespoke courses arranged for delivery on your site at a time convenient for all your staff.
- We carry out Health and Safety checks; can offer advice and support on Health and Safety in your setting.

Funding

We offer advice and guidance regarding funding for your training requirements.

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Level 2, 3 and 4 NVQ's in Children's Care, Learning and Development

NVQ Level 2 in Children's Care Learning and Development (CCLD)

What is the Level 2 CCLD?

The Level 2 CCLD is a National Vocational Qualification for people who are working with in childcare. Based on the National Occupational Standards, it proves that you have a level of studies to effectively do your job with some supervision and/or guidance.

This level is for you if:

You are working under supervision in face to face roles with children, young people (0-16 years) and families.

The Level 2 CCLD can be the first step on your career path. It comes with support and supervision.

NVQ Level 3 in Children's Care Learning and Development (CCLD)

What is the Level 3 CCLD?

The Level 3 CCLD is a National Vocational Qualification for people who are working with in childcare. Based on the National Occupational Standards, it continues your professional development from the Level 2 awards and acts as a stepping stone in your career.

This level is for you if:

You are working in face to face roles with children, young people (0-16 years) and families, either supervising others or working unsupervised.

NVQ Level 4 in Children's Care Learning and Development (CCLD)

What is the Level 4 CCLD?

The Level 4 CCLD is a National Vocational Qualification for professionals who are working with in childcare. Based on the National Occupational Standards, it continues your professional development from the Level 3 awards. The award recognises your specialist learning and helps develop your career.

This level is for you if:

You are working in face to face roles with children, young people (0-16 years) and families at a senior/management level.

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Childcare Apprenticeship

The apprenticeship programmes are funded by the Learning and Skills Council for 16—18 year olds. We manage our apprenticeship programmes in two different ways - employer led for those who wish to take employment, and programme led - a more college based approach. Both programmes cover exactly the same framework, and each part must be successfully covered to achieve the full Apprenticeship certificate. The average length of time taken to achieve the framework is 14 months, but timescales are discussed and agreed during the creation of an Individual Learning Plan.

The Apprenticeship Framework consists of:

- NVQ Level 2 in Children's Care, Learning and Development
This comprises of 7 units which have to be assessed in the workplace
- Cache Certificate in Children's Care Learning and Development Award Level 2
- Key Skills (Application of Number and Communication) Level 1
- Paediatric First Aid.

Programme Led Apprenticeship

The PLA course is mainly aimed at 16 year olds, but young people up to 18 years old may take this route to start their NVQ Level 2 framework.

This programme involves increased support at college and may include periods of block teaching. Learners are not employed by the nursery, their programme is college led. They may apply for an Educational Maintenance Allowance (EMA) payable dependent upon their home circumstances. Travel allowance may also be available. The PLA programme offers learners the flexibility of moving into employment at any time during the programme.

All offers to this course are made subject to a clear CRB check.

Employer Led Apprenticeship

This course is mainly aimed at young people aged 16 – 24 who are employed within a childcare setting and earn a minimum of £95 per week. We have a dedicated admissions team who will work to find an employment opportunity for you as close to home as possible.

Contact the admissions team on 01775 710125.

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Professional Development

Here at Riverside Training, we recognise the importance of ensuring all staff are kept up to date with changes in the Childcare sector. To help promote good practice, we offer a series of workshops which are suitable for all levels of staff.

These workshops are offered at our training rooms but we are also able to offer in-house training sessions for a minimum of 10 learners.

Each workshop is delivered by an expert in their field and certificates of attendance are available for your CPD file. We encourage the practice of self reflection at the end of each course. We have copies of CPD files for your maintenance.

We can also offer bespoke courses to meet the specific requirements of your setting.

Forthcoming courses are:

- Child Development 0-20 months
- Child Development 16-36 months
- Child development 30-60 months
- Holistic Play
- Festival Awareness
- Fun with Displays
- Health and Safety in Childcare Settings
- Parents as Partners
- Business Management
- Financial Management
- Managing your Resources
- Provide Leadership for your Team

If you have any specific requests for courses, please contact Riverside Training on 01775 710125

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Team Leading

Level 2 Certificate in Team Leading

The Introductory certificate in team leading aims to give practising or potential team or room leaders the basic knowledge and skills to enable them to develop in this role.

It consists of five modules:

- Developing yourself
- Customers and the market place
- Information and Communication
- Planning and allocating work to the team
- Working with others

This qualification will be delivered over one teaching term and will be delivered on a first come first come served basis. Places for this course are limited and therefore it will run once all places have been filled.

NVQ Level 2 in Team Leading

The NVQ in Team Leading is suitable to those who already working in a team leading or supervisory role. Learners will need to have completed their level 3 childcare qualification.

This is a practical qualification that is assessed in the workplace. Learners will build up a portfolio of evidence covering 6 units, 3 of which are mandatory and 3 which are optional including:

- Managing your own team
- Provide Leadership for your team
- Develop productive working relationships with colleagues
- Allocate and check work in your team
- Participate in meetings
- Ensure your own actions reduce risks to health and safety.

For further information please contact our admissions team on 01775 710125.

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Management

Introductory Certificate in Management

This certificate is intended for people who are in a first line management role. The Introductory Certificate in Management is a level 3 qualification and is accredited as a Technical Certificate for the Apprenticeship framework.

It consists of 6 units:

- Developing yourself
- Customer Focus
- Information and Communication
- Planning and Monitoring
- Working with others
- Overview of quality, continuous improvement and change.

This course is delivered in 6 afternoons over the course of 6 months. Candidates are welcome to dip in and out of this course and take the units they feel most beneficial to their role. The cost of each individual unit is £75.00.

NVQ Level 3 in Management

Candidates must be in a management position to undertake this qualification as it will be assessed in the workplace. It involves building up a portfolio of evidence of management tasks you have already successfully undertaken.

The level 3 NVQ consists of 4 mandatory units and 3 optional units:

- Manage your resources and professional development
- Provide leadership in your area of responsibility
- Allocate & monitor the progress and quality of work in your area of responsibility
- Ensure Health and safety requirements are met in your area of responsibility
- Encourage innovation in your area of responsibility
- Provide learning opportunities for colleagues
- Manage a budget.

For further information on these courses please contact the admissions team on 01775 710125.

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Hello

Dear All,

This prospectus illustrates a range of courses for childcare settings and individual learners.

We offer a range of learning opportunities for childcare professionals at all levels - from basis babysitting courses to Management qualifications. Many of our courses are funded as we work in partnership with Chiltern Training.

All of our staff are experts in their own field, either a baby practitioner or learning support tutor. We are able to offer you the support you require to achieve your qualification.

For those of you who may wish to build on your qualifications, gain and improve upon skills or develop the potential of your staff, we are able to offer impartial and confidential advice as well as guidance on career progression and training in the childcare sector.

We look forward to working with you and seeing you at Riverside Training.

Sue Bulbeck

Sue Bulbeck
Director

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Enquiry Form

Name _____

Address _____

Telephone (Home) _____

Telephone (Mobile) _____

Email _____

Work Details _____

Setting _____

Setting Telephone _____

Hours/Days Worked _____

Please hand to a member of our team, email enquiries@riversidetrainingspalding.co.uk, or post to **Riverside Training, 145 Cradge Bank, Spalding, Lincs, PE11 3AF**

Office Use Only

Level: _____

Information Sent: _____

Response Date: _____

Confirmation: _____

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