



Park Lane Kids Ltd

Guide to Apprenticeship Training

www.parklanekids.co.uk

01664 562277 / 567929

Contents

- Why work with children?
- Is childcare for me?
- Is an apprenticeship right for me?
- All About Apprenticeships
- Levels of apprenticeship
- Who can apply
- English, maths and ICT
- The Children and Young People's Workforce Intermediate Apprenticeship Framework (level 2)
- The Children and Young People's Workforce Intermediate Apprenticeship Framework (level 3)
- Am I suitable to do an Apprenticeship with Park Lane Kids Ltd
- Wages
- How do we support your practice?
- Additional training we offer to support your practice
- How to apply for an apprenticeship
- Which training provider do we work with?

As a company we are committed to people development and aim to create a culture of learning, offering support for you to achieve your individual goals.

Undertaking an apprenticeship with us allows you to work and study at the same time, offering you the benefit of gaining employment experience and getting paid whilst training.

Park Lane Kids Ltd is committed to providing high quality childcare in Melton Mowbray and apprenticeships play a key part in achieving this. You can remain fully focused and stay motivated while we help you achieve your goal of gaining a childcare qualification and offer you the opportunity to develop your skills to progress in your career and education.

The training team and I look forward to receiving your application for the 'start of your training' with us.

Samantha Faulkner

A handwritten signature in blue ink that reads "S. Faulkner." The signature is written in a cursive style with a large initial "S" and a period at the end.

Managing Director

Why work with children?

For the right people, working with children is one of the most rewarding jobs there is. Childcare workers make daily contributions to thousands of children, helping them develop the skills they need for life; making a real difference to each child they care for.

Whilst this is sometimes challenging it also provides great satisfaction.

Is childcare for me?

Are you:

- Patient
- Committed
- Enthusiastic
- Caring
- Energetic
- Respectful
- Fun
- Courteous



Do you think

- you could be a positive role model
- you could use good communication skills
- you would like to encourage and watch children grow and learn
- you could provide excellent customer service

If you recognise these qualities and attributes in yourself a childcare career could be for you.

Is an apprenticeship right for me?

- Are you comfortable in a practical work environment?
- Value 'hands on' experience?
- Wish to earn a wage whilst you are learning?
- Are self-motivated and have initiative?
- Want to meet new people?
- Theory makes more sense when you apply it?
- Like a settled working environment?

If yes, an apprenticeship may be the route for you.

- Like a formally structured learning environment?
- Have a greater focus on theory rather than practical?
- Want to stay in learning with your current friends?
- Want to see your tutors every day?

You may prefer to go to 6th form or college

All about Apprenticeships

Apprenticeships are government funded training programmes, aimed at equipping learners with the skills and qualifications required to work within their chosen career.

The aim of the Children and Young People's Workforce Apprenticeships are to support the development of a highly qualified, well skilled workforce within the childcare sector, ensuring that children and young people are gaining the best possible care and support.

The apprentice frameworks ensure:

- There is a development of shared understanding of the requirements for working with children and young people
- There is a development of skills and knowledge to become an effective member of the workforce
- There is a progression pathway for those joining the childcare sector and those wishing to advance further
- There is support to develop basic literacy, numeracy and information, communication and technology

Overview

Apprenticeships combine practical training in a job with study. As an apprentice you'll:

- work alongside experienced staff
- gain job-specific skills
- earn a wage and get holiday pay
- study towards a related qualification

Apprenticeships take 1 to 2 years to complete depending on their level.

Levels of apprenticeship

An apprenticeship has an equivalent education level and can be:

- Intermediate - equivalent to 5 GCSE passes
- Advanced - equivalent to 2 A level passes
- Higher - can lead to NVQ Level 4 and above, or a foundation degree

Who can apply

We offer apprenticeships to people of all ages. It is not just for school leavers. Maybe you have reached a cross roads in your life and want a complete career changer or maybe returning to work after starting a family and want a career more related to your own lifestyle now. Age is not a factor when applying. In fact we love having mature learners with life experience. You can apply for an apprenticeship while you're still at school. To start one, you'll need to be:

- 16 or over
- living in England
- not in full-time education

English, maths and ICT

Each pathway specifies other qualifications that must be completed either before or during the Apprenticeship. These include qualifications for Transferable Skills (English, maths and ICT), such as GCSEs, A levels and Functional Skills.

As from 6th April 2015, time limits that applied to some of these ('the 5 year rule') have been withdrawn from all Apprenticeships. This means, that GCSEs in English or maths, for instance, can be recognised even if they were achieved many years ago.

If you enrol on the level 3 without English and maths GCSE at Grade C or above you must pass these prior to the completion of the apprenticeship.

The Children and Young People's Workforce Intermediate Apprenticeship Framework (level 2)

The Intermediate apprenticeship for The Children and Young People's Workforce is suitable for people working with children from birth – 19 years of age.

Possible job roles could include:

- assistant playgroup workers/support workers assistants in children's centres
- registered childminders nannies
- assistants in day nurseries & nursery schools
- nursery class assistant in primary schools

The Children and Young People's Workforce Intermediate Apprenticeship Framework (level 3)

The aim of this qualification is to prepare learners to become Early Years Educators, enabling them to work with children from birth to 5 years and gain knowledge of children aged 5 to 7.

Early Years Educators are valued professionals with a high quality qualification, who play a key role in ensuring that young children learn and develop well and are kept healthy and safe. Early Years Educators play a key role in supporting the early education and care of young children in a range of settings including full day care, children's centres, pre-schools and child minding. In many circumstances they act as a key person, helping to ensure that children's learning and care is tailored to meet their individual needs, engaging and supporting parents/carers in guiding their child's development at home and helping families to engage with more specialist support if appropriate. They adhere to early years statutory frameworks and related requirements to uphold and give due regard to equalities, diversity, inclusion, anti-discrimination and human rights.

Requirements

The statutory framework for the Early Years Foundation Stage (EYFS)

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework> sets the standards that all early years providers must meet to ensure that babies and children learn and develop well and are kept healthy and safe. The EYFS stipulates the minimum ratios of staff to children at any one time, and for the numbers and proportions of staff holding specified qualifications. The knowledge and competence requirements of this standard must conform to minimum requirements prescribed for the Early Years Educators, which cover the following areas:

By the end of your apprenticeship Early Years Educators must be able to:

- Support and promote children's early education and development;
- Plan and provide effective care, teaching and learning that enables children to progress and prepares them for school;
- Make accurate and productive use of assessment;
- Develop effective and informed practice;
- Safeguard and promote the health, safety and welfare of children; and
- Work in partnership with the key person, colleagues, parents and/or carers or other professionals

In addition to the requirements of the qualification, Early Years Educators should be able to:

- Handle food safely;
- Respond appropriately to accidents and injuries; and
- Support children's use of ICT and use ICT appropriately to record children's development, communicate with parents etc.

Am I suitable to do an Apprenticeship with Park Lane Kids Ltd

- Ideally you need to be able to work a minimum of 25 hours for level 2 and 30 hours for level within the nursery.
- You need to be able to commit for a period of 12 months for an Intermediate Apprenticeship, and 18 months for the Advanced Apprenticeship and have a long-term commitment to working in the childcare sector
- You need to be able to use your own initiative and organise your own work load
- You need at least 4-5 hours per week in your own time to work towards your qualification
- You need to access evening workshops in Rutland

Wages

You will be earning the current apprenticeship rate of pay for the period of your apprenticeship which is currently £3.30 per hour for level 2 and £4.00 an hour for the level 3 if you had completed your level 2 with us. Once your apprenticeship is finished you may be offered a job with the company. At this stage your rate of pay will be increased to reflect the pay scales for qualified staff.

Please note: Any learners aged 19+ will earn the apprenticeship rate of pay for the initial 12 months when your salary will then be reviewed.

How do we support your practice?

Our training and development officer will meet with you to understand your starting point and to develop an individual learning plan. She will help to train you, alongside Rals College to give you more confidence and build your self-esteem. We want only the very best for our apprentices to ensure you have the best opportunity to secure a permanent job at the end of your training.

The qualifications will be achieved by combined guided learning hours such as training sessions, short courses and online tutoring, as well as private study, mentoring and assessment.

You will evidence your qualifications using a wide range of methods: professional discussion, observations, reflective accounts, work products and many more.

Additional training we offer to support your practice

Training modules delivered by our training and Development Officer

We extend learning by setting personal tasks or activities depending on whether level 2 or 3

1. An introduction to EYFS
2. What does your body language say about you
3. The role of the adult in children's learning
4. How do children learn
5. Child development – development matters
6. Story telling
7. Labelling children's work
8. Handover times with children
9. Partnership with parents
10. Meal times with children
11. How to be part of a good team
12. Supporting children's learning
13. Promoting children's independence
14. Toddler Talk cards
15. Questions and answers with children
16. Managing behaviour
17. Observations. So what!!
18. Messy play
19. Next steps for children
20. Role play
21. Planning to extend children's learning
22. Circle time
23. How to use story sacks
24. Helping children write their names
25. An extension of the EYFS
26. Schemas
27. Displays
28. Ofsted inspections

Educare - each successfully completed on-line module provides one hour of CPD!

We provide additional professional development alongside your apprenticeship through a company called

- Prevent Bullying
- Child protection and on-line safety
- Health and Safety
- The prevent Duty
- First Aid essentials
- Data Protection
- The SEND code of practice
- Fire safety in Education
- Safeguarding Young People
- Child Neglect
- Equality and diversity
- Safer recruitment
- Food hygiene and safety
- Child protection in education



EYFS training provided by Rutland College

- Observation Workshop
- Safeguarding / Child Protection
- EYFS Developing Positive Behaviour
- Paediatric First Aid
- Food Safety
- Health & Safety

Early Years Educator (EYE) Workshops in Oakham

- Understand the value of play in early years
- Plan, lead and review play opportunities which support children's learning and development
- Promote enabling play environments
- Use observation, assessment and planning to promote the development of children
- Use longitudinal studies to observe, assess and plan for children's needs
- Support healthy lifestyles for children through the provision of food and nutrition
- Understand how to support children who are unwell
- Understand legislation relating to the safeguarding, protection and welfare of children
- Promote children's speech, language and communication
- Developing children's emergent literacy skills
- Developing children's emergent mathematical skills

How to apply for an apprenticeship

Please look on our website www.parklanekids.co.uk for any current vacancies or ring the manager to discuss any future job opportunities.

Our recruitment process involves the following stages, ensuring we recruit the right candidates to join our company.

- An initial telephone call to conduct a short informal interview.
- Short listed candidates are invited to attend an individual interview with the manager
- You will be observed interacting with staff and children in a play room
- All successful candidates will receive a full induction to their training and to their workplace.
- All posts are subject to a clear police check and 2 references.
- The college will carry out their own initial assessment to ensure you have the minimum entry requirements.

Which training provider do we work with?

www.rals.org.uk

e: adultlearning@rutland.gov.uk

Adult Learning

Unit 16A, Oakham Enterprise Park

Ashwell Road

Oakham

Rutland

LE15 7TU

For additional information on Apprenticeships contact:

Fiona Arnold

Fiona.arnold@peterborough.ac.uk

Mobile: 07795344001

01572 758283

Woodlands and park lane Nursery

Melton Mowbray

Samantha Faulkner

07726 953124