



MORAY COMMUNITY TRAINING CALENDAR (CTC) 2017-2018

Welcome to the new merged Moray Community Capacity Building & Families Information Service (FIS) Training Calendar for 2017-2018, which will now be known as Moray Community Training Calendar (CTC). You will previously have received these training calendars separately; however, it has been decided the best way to move forward is to merge these and allow the diverse range of training opportunities to all.

If you wish to attend a course as part of your work, it is important that you liaise with your line manager first.

The Application Process & Checklist - You will not be included in the booking process unless a booking form is fully completed and returned within the deadline of 3 weeks prior to course date. Have you:

- Fully completed the booking form on page 3 of this booklet
- Enclose payment for course(s) (if applicable) – cheques should be made payable to Moray Council
- Return completed form to educationandsocialcare@moray.gov.uk (if posting payment and booking form return to Education & Social Care, The Moray Council, Council Offices, High Street, Elgin, IV30 1BX; if applicable and you are unsuccessful your payment will be returned or refunded).

Once your booking has been received, your place will be confirmed by email 3 weeks prior to the course taking place. If you do not receive confirmation, you have not secured a place. Your booking information will be retained and you will be contacted should a place become available at a later date.

Someone replacing you on a course you are booked on

If you cannot attend a course you are booked on, and you wish some else will attend in your place, you must email educationandsocialcare@moray.gov.uk or telephone 01343 563374 prior to the course to allow us to inform the training provider. If this is not done the person will be refused to attend the training on the day.

Cancelling your place on a course

If you have to cancel a place, please contact us on 01343 563374 as soon as possible. In the case of some of the courses offered, there may be a cancellation fee. All courses within this calendar are non-refundable; therefore, if you cancel or fail to show your money will not be refunded.

Evaluation of courses

Courses are certified from either the relevant organisation or Moray Council. You will be asked to complete an evaluation at the end of each course and hand back to the trainer **before** you leave in the envelope provided. These envelopes will be handed back to Moray Council sealed; therefore, the trainers will not see the comments you put on the evaluations.

Places on these courses are limited and will be allocated on a 'first come, first served' basis, where applicable those working in the sector the course refers to will have priority.

We hope you enjoy the training; if you require more information, or have any questions or if your organisation/group can offer to deliver FREE training, please do not hesitate to contact Moray Council by e-mail educationandsocialcare@moray.gov.uk or by telephone 01343 563374.

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BOOKING FORM – MORAY COMMUNITY TRAINING CALENDAR 2017-2018

If you wish to attend a course as part of your work, it is important that you liaise with your line manager first. Places on these courses are limited and will be allocated on a 'first come, first served' basis, where applicable those working in the sector the course refers will have priority. You will not be included in the booking process unless this form is fully completed and returned (deadline 3 weeks prior to course date).

ALL SECTIONS OF THIS BOOKING FORM MUST BE COMPLETED IN FULL OR IT WILL BE RETURNED TO YOU.

Forename		Surname	
Home Address			Postcode
Home Tel	Mobile	Email Address	
Do you have any special requirements –we are committed to meeting the needs of all learners irrespective of ability or disability. We will take all reasonable steps to ensure that you can benefit from the full range of training that we provide			
Name of your Organisation/Group?		Your Position in this Organisation/Group	
How did you hear about this calendar?			

Please tick which category your position comes under

- Early Learning & Childcare – Childminder
- Early Learning & Childcare – Local Authority
- Early Learning & Childcare – Partner Centre
- Primary School staff
- Secondary School staff
- Volunteer
- Other (please specify) _____

Course Code	Course Name	Course Date	Course Cost (if applicable)
			£
			£
			£
			£
Total			£

If you wish to attend more than 4 courses please complete an additional booking form.

Evaluations are required for auditing purposes, if you do not complete an evaluation you will not receive a certificate of attendance.

Please return form to: Education and Social Care, The Moray Council, Council Offices, High Street, Elgin, IV30 1BX
 Email: educationandsocialcare@moray.gov.uk
 Tel: 01343 563374

**COURSES ON PAGES 5 TO 26 ARE AIMED AT MANAGERS AND STAFF OF
EARLY LEARNING AND/OR CHILDCARE CENTRES AND/OR CHILDMINDERS –
THIS GROUP WILL RECEIVE PRIORITY WHEN BOOKING**

ALLIED HEALTH PROFESSIONALS – PARTNERSHIP WORKING

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

Working together with AHP to meet the needs of the children within your service.

Hear from the Professional Services available to you and what they can offer.

Course Code	1718ELCW4
Course Title	Allied Health Professionals – Partnership Working
Date & Time	24/04/18 – 0930 to 1130 hours
Venue	Buckie Community Lounge
Cost	Free of charge
Course Tutor	Jane Fox, NHS Grampian and Others TBC

BRINGING PICTURE BOOKS TO LIFE

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

Who's eligible: Anyone working with children aged 3-5 years who would like to develop the way they read aloud with children.

About the training: This training session combines practical activities with best-practice academic research to support practitioners to bring picture books to life.

This training used to be known as Bookbug Story Time Training

Course Code	1718BB1
Course Title	Bringing Picture Books to Life
Date & Time	04/11/17 – 1000 to 1300 hours
Venue	Lounge, Elgin Town Hall
Cost	Free of charge
Course Tutor	Scottish Book Trust

BUILDING THE AMBITION – PRACTITIONER LEVEL

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

National Practice Guidance on Early Learning and Childcare Children and Young People (Scotland) Act 2014.

The national guidance supports implementation of the Scottish Government's ambitious expansion of Early Learning and Childcare. The guidance builds on Pre-Birth to Three and Curriculum for Excellence and provides detailed, practical guidance on the experiences, interactions and environments necessary to deliver high quality learning experiences for babies, toddlers and young children.

The training will consist of a blend of tutor presentation, DVD clips, small and whole group tasks, reflection and discussion.

The half day will:

- Link the guidance to other national guidance, initiatives and strategies
- Consider the key features of a high quality Early Learning and Childcare environment
- Focus on the nature of development of babies, toddlers and young children
- Consider the adult role in responding to meet children's individual stage, opportunities and methods to support the 'drivers' of learning

Course Code	1718BTA1
Course Title	Building the Ambition – Practitioner Level
Date & Time	07/11/17 – 0930 to 1530
Venue	The Lounge, Elgin Town Hall
Cost	£30 per person
Special Instructions	Please bring a packed lunch
Course Tutor	Norma Ruettimann, Care & Learning Alliance

www.careandlearningalliance.co.uk

CHILD PROTECTION

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

This training will deliver a Child Protection update which will cover the basic aspects of Child Protection. It will briefly cover the key areas of legislation (honestly won't bore people with this) before covering what Child Protection actually is/means and the processes in place within Moray to deal with it. The aim is to raise workers awareness of Child Protection and increase their confidence when dealing with it. There will be some interactive exercises along the way (hopefully) but nothing too taxing!!!

Course Code	1718CP1
Course Title	Child Protection
Date & Time	21/06/17 – 1800 to 1930 hours
Venue	Lounge, Elgin Town Hall
Cost	Free of charge
Course Tutor	Stuart Lamberton, Partnership Officer, Moray Council

Course Code	1718CP2
Course Title	Child Protection
Date & Time	08/11/17 – 1000 to 1130 hours
Venue	Lounge, Elgin Town Hall
Cost	Free of charge
Course Tutor	Stuart Lamberton, Partnership Officer, Moray Council

Course Code	1718CP3
Course Title	Child Protection
Date & Time	10/02/18 1000 to 1130 hours
Venue	Ash Room, Elgin Sports & Community Centre
Cost	Free of charge
Course Tutor	Stuart Lamberton, Partnership Officer, Moray Council

CHILDREN WITH AUTISM AND COMMUNICATION NEEDS

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

This information session will provide a basic introduction to Autism and outline some of key barriers to communication and participation. Key strategies will be introduced with an opportunity for questions and discussion.

Course Code	1718ASN1
Course Title	Children with Autism and Communication Needs
Date & Time	03/10/17 – 1000 to 1200 hours
Venue	Chestnut Room, Elgin Community Centre
Cost	Free of charge
Course Tutor	Education Support Officer ASN, Moray Council

CREATING SAFE, NURTURING ENVIRONMENT

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

This training will provide some understanding of the causes of anxiety and challenging behaviour and will provide strategies to create nurturing environments which reduce anxiety and stress.

Course Code	1718ASN2
Course Title	Creating Safe, Nurturing Environment
Date & Time	23/09/17 – 1000 to 1200 hours
Venue	Supper Room, Elgin Town Hall
Cost	Free of Charge
Course Tutor	Education Support Officer ASN, Moray Council

CURRICULUM FOR EXCELLENCE (CfE) - MANAGERS

This course is aimed at Early Learning and Childcare managers

Insight into Curriculum for Excellence (CfE) and how it can be used effectively within an Early Learning and Childcare settings.

Training will include the 4 Capacities, Experiences/Outcomes and Benchmarks.

Course Code	1718ELCW5
Course Title	CfE for Managers
Date & Time	23/05/18 – 1600 to 1800 hours
Venue	Speyside High - TBC
Cost	Free of charge
Course Tutor	Corrina Campbell, Quality Improvement Officer, Moray Council

CURRICULUM FOR EXCELLENCE (CfE) - CHILDMINDERS

This course is aimed at childminders

What is Curriculum for Excellence?

Curriculum for Excellence (CfE) provides a flexible and enriched educational curriculum for all children and young people from 3 – 18. The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. The Curriculum links closely with the Pre Birth to Three Framework, Building the Ambition guidance and should be referred to and considered when planning for children's overall, continuous development.

The curriculum for all learners is underpinned by Scottish Government policy for development and learning. Learning begins at birth and the 3-18 curriculum aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work. This will allow them to demonstrate four key capacities – to be successful learners, confident individuals, responsible citizens and effective contributors.

What does it mean for me as a childminder?

Childminders deliver early learning and childcare (ELC) as part of their key role in looking after children. The Scottish Government's funding for ELC is currently 600 hours per annum. This will increase to 1140 hours by 2020. Childminders are often best placed to look after these young children and should be contracted by their local authority to deliver these funded hours alongside nurseries and playgroups. Childminders need to be aware of the CfE and be able to link this to their childminding practice.

Why should I attend this workshop?

This workshop has been designed specifically for childminders with the aim to introduce and provide guidance to enable childminders to gain an understanding of how to work with the Curriculum for Excellence into their daily practice.

Course content includes, and will support childminders to gain an understanding on:

- The aim and purpose of the Curriculum for Excellence
- The Curriculum Levels, stages and the eight Curriculum areas
- The Principles of Curriculum design
- Experiences and Outcomes and building the Curriculum

Course Code	1718CFE1
Course Title	Curriculum for Excellence – Childminders
Date & Time	03/02/18 – 0930 to 1530 hours
Venue	Elgin Academy
Cost	£30 per person
Course Tutor	SCMA

www.childminding.org

EARLY LEARNING AND CHILDCARE (ELC) – EXPANSION OF HOURS

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

Networking and review of Early Learning and Childcare (ELC) in Moray. An insight into the future of ELC provision and the increased entitlement of hours.

Course Code	1718ELCW6
Course Title	Early Learning and Childcare – Expansion of Hours
Date & Time	16/06/18 – 0900 to 1100 hours
Venue	Supper Room, Elgin Town Hall
Cost	Free of Charge
Course Tutor	Corrina Campbell, QIO/Jo Sherriffs, Senior Project Manager, Moray Council

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

The course will cover a few points. First of all, how it feels like to be bilingual, and we will be discussing the difficulties that bilingual learners go through. Secondly, we will look at the misconceptions and myths that are related to bilingualism. Thirdly, we will demonstrate the most effective strategies that are used to support EAL learners in early years settings. Finally, there will be an opportunity to look at the resources that are available to support EAL learners.

Course Code	1718EAL1
Course Title	English as an Additional Language
Date & Time	25/08/17 – 1000 – 1130 hours
Venue	The Lounge, Elgin Town Hall
Cost	Free of Charge
Course Tutor	Nabil Ramzy, Principle Teacher of English as an Additional Language, Moray Council

GIRFEC IN MORAY

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

This course will raise the awareness of GIRFEC in Moray and the role all practitioners and staff play, either as Team Around the Child or to support wellbeing. Using a series of interactive exercises to encourage partnership working and to assist in the delivery of key messages, this course will increase the confidence of staff in the key processes of GIRFEC in Moray.

Learning Outcomes:

- Reinforce GIRFEC message
- Increase knowledge of Moray Pathway
- Understanding of key processes including Named Person Service
- Increased confidence of supporting Child Planning in Moray

Course Code	1718ELCW3
Course Title	GIRFEC in Moray
Date & Time	07/02/18 – 0930 to 1130 hours
Venue	Forres Town Hall
Cost	Free of charge
Course Tutor	Susan Stronach, Partnership Officer, Moray Council

HOW GOOD IS OUR EARLY LEARNING AND CHILDCARE (HGIOELC)

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

Review of current Early Years framework How Good is our Early Learning and Childcare (HGIOELC) and how it can be used in settings to support improvement.

Course Code	1718ELCW2
Course Title	How Good Is Our Early Learning and Childcare (HGIOELC)
Date & Time	21/11/17 – 1330 to 1530 hours
Venue	Supper Room, Elgin Town Hall
Cost	Free of charge
Course Tutor	Corrina Campbell, Quality Improvement Officer, Moray Council

MODERATION – EARLY LEVEL

This course is aimed at Early Learning and Childcare managers, staff (LA and partner nurseries) and senior management with early level responsibility

A brief introduction to moderation and an opportunity to consider what good progress and achievement of early level would look like.

Candidates can attend either one or both courses.

Course Code	1718ELCW7
Course Title	Moderation – Early Level
Date & Time	13/11/17 – 0900 to 1230 hours
Venue	Main Hall, Elgin Town Hall
Cost	Free of charge
Course Tutor	Corrina Campbell, Quality Improvement Officer, Moray Council

Course Code	1718ELCW8
Course Title	Moderation – Early Level
Date & Time	17/05/18 – 0900 to 1230 hours
Venue	Supper Room, Elgin Town Hall
Cost	Free of charge
Course Tutor	Corrina Campbell, Quality Improvement Officer, Moray Council

NUMERACY AND MATHEMATICS: EFFECTIVE TEACHING AND LEARNING IN EARLY LEARNING AND CHILDCARE SETTINGS

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

- Developing Growth Mindsets in Maths and Numeracy
- Developing Active Learning and investigative approaches
- Progression through and across all aspects of Numeracy and Mathematics
- Numeracy across learning
- Developing progression in Mental Maths approaches
- Mathematics through Stories
- Developing an authority and school policy for Numeracy and Mathematics
- Key Issues in Assessment and Moderation in Mathematics
- Developing subject knowledge in all aspects of Early and Primary Maths
- Creating a quality Environment for Maths in the classroom and Early Learning settings
- Developing Thinking Skills and Problem Solving through an Investigative approach
- Effective classroom organisation and display

Course Code	1718NUM1
Course Title	Numeracy and Mathematics: Effective Teaching and Learning in ELC settings
Date & Time	26/04/18 – 0900 to 1630 hours
Venue	Elgin City Football Club
Cost	£30 per person
Special Instructions	Bring your own lunch
Course Tutor	Lynda Keith, Lynda Keith Education 2010

<http://lyndakeitheducation.co.uk/>

OUTDOOR LEARNING

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

How to enhance your outdoor provision and use outdoor space to create learning opportunities.

Course Code	1718OUT1
Course Title	Outdoor Learning
Date & Time	20/09/17 – 0930 to 1200 hours
Venue	Earthtime, Duffus
Cost	Free of charge
Course Tutor	Earthtime/Corrina Campbell, Quality Improvement Officer, Moray Council

PAEDIATRIC FIRST AID

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

This valuable one day course equips anyone who cares for children with the essential skills needed in an emergency. Resuscitation techniques including adaptations for child and baby, treating burns and scalds, stemming blood loss, dealing with choking and much more. All things we hope we never have to deal with but may come across at some stage. The course is delivered via lecture, demonstration and group practice sessions as per the NESPC Guidelines, Policy and Procedures. Candidates who show good practical ability will be awarded a certificate of competence in Emergency First Aid at Work Skills and Knowledge as required under the Health and Safety (First Aid) Regulations 1981. This course is tailored towards childcare workers and includes Paediatric topics and skills and is valid for 3 years.

Course Code	1718FA1
Course Title	Paediatric First Aid
Date & Time	30/08/17 – 0900 to 1600 hours
Venue	Community Suite, Elgin Academy
Cost	£30 per person
Special Instructions	Wear comfortable clothing and bring packed lunch
Course Tutor	Ken Brown Leisure Training

Course Code	1718FA2
Course Title	Paediatric First Aid
Date & Time	24/06/17 – 0900 to 1600 hours
Venue	Room 1, Lady Cathcart Centre, Buckie
Cost	£30 per person
Special Instructions	Wear comfortable clothing and bring packed lunch
Course Tutor	Ken Brown Leisure Training

Course Code	1718FA3
Course Title	Paediatric First Aid
Date & Time	02/12/17 – 0900 to 1600 hours
Venue	Drama Classroom, Speyside Community Centre
Cost	£30 per person
Special Instructions	Wear comfortable clothing and bring packed lunch
Course Tutor	Ken Brown Leisure Training

PRE-BIRTH TO 3 – PRACTITIONER LEVEL

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

The national guidance (2010) is still highly relevant and current in supporting practitioners to best meet the needs of our youngest children and their families in Scotland. The guidance highlights the key principles and features of effective practice and helps us to reflect and consider implications for our practice. This training is an ideal as a stand-alone session or a stepping stone for new or inexperienced practitioners or those who would like to refresh or focus on work with the under 3's and provides underpinning knowledge and understanding towards Building the Ambition.

The training will consist of a blend of tutor presentation, DVD clips, small and whole group tasks, reflection and discussion. The half day will:

- Link the guidance to other national guidance, initiatives and strategies
- Explore the 4 key principles:
 - Relationships
 - Responsive Care
 - Respect
 - Rights of the Child
- Look at aspects of early brain development
- Introduce the 9 features to support the all-round development of our youngest children giving a particular focus to:
 - The role of the Adult
 - Environments
 - Resources
- Consider implications for practice

Course Code	1718PB1
Course Title	Pre-Birth to 3 – Practitioner Level
Date & Time	25/11/17 – 0930 to 1200 hours
Venue	The Lounge, Elgin Town Hall
Cost	£30 per person
Special Instructions	Please bring a packed lunch
Course Tutor	Norma Ruettimann, Care & Learning Alliance

www.careandlearningalliance.co.uk

SCIENCES – MANAGER LEVEL

This course is aimed at Early Learning and Childcare managers

As one of the 10 Local Authorities involved in the national RAISE project (Raising Aspirations in Science Education), the Primary Science Development Officer for Moray is offering a number of Continuing Professional Development events aimed at Early Years Practitioners from Early Learning and Childcare (ELC) to Primary 1 teachers.

Session for Head Teachers/Managers:

- Building Science, Technology, Engineering and Mathematics (STEM) – Why is building STEM so important in Early Years? A look at the research and discussion – prior reading that would be helpful: [Aspires Report](#)
- Ideas to engage everyone in STEM from ELC involved in the National STEM Project
- Gender Balance in STEM and Unconscious Bias

Course Code	1718SCI1
Course Title	Sciences – Manager Level
Date & Time	30/01/18 – 1100 to 1230 hours
Venue	The Lounge, Elgin Town Hall
Cost	Free of charge
Course Tutor	Janey Irvine, Education Support Officer, Moray Council

SCIENCES – PRACTITIONER LEVEL

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

As one of the 10 Local Authorities involved in the national RAISE project (Raising Aspirations in Science Education), the Primary Science development Officer for Moray is offering a number of CPD events aimed at Early Years Practitioners from Early Learning and Childcare (ELC) to Primary 1 teachers.

Session for Practitioners:

- Ideas to engage everyone in Science, Technology, Engineering and Mathematics (STEM) from ELC involved in the National STEM Project
- Hands on Science and STEM Activities to develop Science Skills - this will involve lots of fun and active participation!
- A look at the Early Years Science Outcomes – sharing good practice discussion

Course Code	1718SCI2
Course Title	Sciences – Practitioner Level
Date & Time	30/01/18 – 0900 to 1030 hours
Venue	The Lounge, Elgin Town Hall
Cost	Free of charge
Course Tutor	Janey Irvine, Education Support Officer, Moray Council

SELF EVALUATION – MANAGER LEVEL

This course is aimed at Early Learning and Childcare managers

Using self-evaluation for self-improvement. A toolkit for Managers.

Course Code	1718SEV1
Course Title	Self Evaluation – Manager Level
Date & Time	19/09/17 – 0900 to 1030 hours
Venue	Chestnut Room, Elgin Community Centre
Cost	Free of charge
Course Tutor	Corrina Campbell, Quality Improvement Officer, Moray Council

SELF EVALUATION – PRACTITIONER LEVEL

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

Using self-evaluation for self-improvement. A toolkit for Practitioners.

Course Code	1718SEV2
Course Title	Self Evaluation – Practitioner Level
Date & Time	19/09/17 – 1100 to 1230 hours
Venue	Chestnut Room, Elgin Community Centre
Cost	Free of Charge
Course Tutor	Corrina Campbell, Quality Improvement Officer, Moray Council

TALKING & THINKING FLOORBOOKS – LEVEL 1

This course is aimed at Early Learning and Childcare staff (LA and partner nurseries) and childminders

This inspirational training course examines the place of consultation in the early years and primary sector and how it can impact upon the planning process, designed to look at the way we involve our children from the age of 0 to 12 in planning their learning linked to the curriculum.

The course will include the motivational strategies developed by Claire Warden, International Educational Consultant, to promote effective communication and the recording through Talking & Thinking Floorbooks, Talking Tubs and 3-dimensional Mind-Mapping which are being acknowledged by inspecting bodies in the UK as incredibly effective recording and evidencing tools for young children's learning and experiences.

Aims

- To encourage children to participate in the planning process, share knowledge and communicate their ideas with due consideration to the implications of brain-based learning and emotional intelligence
- To discuss the adult role in the consultation process through exploring the practical methodologies for recording children's ideas and voices

Learning outcomes/objectives

You will be able to:

- Identify action points to increase the participation of children in planning
- Introduce a range of consultation techniques which promote the use of children's ideas in developing a planning framework linked to the curriculum

Publications to support the course:

- Talking & Thinking Floorbooks
- Downloadable lesson planners on TES

Course Code	1718TTF1
Course Title	Talking & Thinking Floorbooks – Level 1
Date & Time	12/06/18 – 0930 to 1530 hours
Venue	Lounge, Elgin Town Hall
Cost	£30 per person
Special Instructions	Please bring a packed lunch
Course Tutor	Kate Hookham, Mindstretchers

www.mindstretchers.co.uk

**COURSES ON PAGES 28 TO 42 ARE AIMED AT VOLUNTEERS – THIS GROUP
WILL RECEIVE PRIORITY WHEN BOOKING**

DUKE OF EDINBURGH (DofE) EXPEDITION ASSESSOR TRAINING

This course is aimed at people who wish to be assessors for Duke of Edinburgh's Award expeditions.

Learning Outcomes:

Have a clear understanding of the role and responsibilities of an expedition assessor. Increase their knowledge of the expedition section. Have the opportunity to network with other expedition assessors. Qualify to assess expeditions in the UK.

NB: Nationally recognised certificate.

Course Code	1718DEEA1
Course Title	DofE Expedition Assessor Training
Date & Time	25/11/17 – 0900 to 1600 hours
Venue	Lossiemouth Community Centre
Cost	Free of charge
Special Instructions	Please bring a packed lunch
Course Tutor	Lee Challice/Chris Gransden, DofE Senior Youth Workers

DUKE OF EDINBURGH (DofE) SUPERVISOR TRAINING

This course is aimed at people who wish to supervise a Duke of Edinburgh's Award group and support them through their expedition.

Learning Outcomes:

Outline the roles and responsibilities of the supervisor in the practice and qualifying expedition section. Understand the expedition requirements and conditions. Identify area to enhance their own and the participants experience of practice and qualifying expedition ventures of the Award.

Targeting people who wish to support young people in their DofE expeditions.

NB: Nationally recognised certificate.

Course Code	1718DES1
Course Title	DofE Supervisor Training
Date & Time	03/11/17 and 04/11/17 – 0900 to 1600 hours
Venue	Lossiemouth Community Centre
Cost	Free of charge
Special Instructions	Please bring a packed lunch
Course Tutor	Lee Challice/Chris Gransden, DofE Senior Youth Workers

Course Code	1718DES2
Course Title	DofE Supervisor Training
Date & Time	17/03/18 and 18/03/18 – 0900 to 1600 hours
Venue	Lossiemouth Community Centre
Cost	Free of charge
Special Instructions	Please bring a packed lunch
Course Tutor	Lee Challice/Chris Gransden, DofE Senior Youth Workers

EMERGENCY FIRST AID

This course is aimed at anyone involved with community groups.

Targeting DofE volunteers and people working or volunteering.

Learning Outcomes:

Describe the roles and responsibilities of the first aider. Respond appropriately when arriving at the scene. Demonstrate appropriate action in an emergency situation. Conduct a primary survey. Conduct a secondary assessment. Demonstrate the principles of resuscitation.

NB: Nationally recognised certificate.

Course Code	1718FA5
Course Title	Emergency First Aid
Date & Time	26/08/17 – 0900 to 1600 hours
Venue	Supper Room, Elgin Town Hall
Cost	Free of charge
Special Instructions	Please bring a packed lunch
Course Tutor	Bob Dumbel, Independent Trainer

FOOD HYGIENE

This course is aimed at anyone involved with community groups.

Learning Outcomes:

Explain the need for good food hygiene practice. Discuss preventative measures that should be adhered to when storing or handling food. Identify what needs to change in their own practice.

This course is followed by a 30 question, multiple choice test. Course is targeting volunteer community activists.

NB: Nationally recognised certificate.

Course Code	1718FH1
Course Title	Food Hygiene
Date & Time	26/06/17 & 27/06/17 – 1830 to 2130 hours
Venue	26/06/17 – Lounge, Elgin Town Hall 27/06/17 – Chestnut Room, Elgin Sports & Community Centre
Cost	Free of charge
Course Tutor	Linda Davidson, Highfield Training

Course Code	1718FH2
Course Title	Food Hygiene
Date & Time	13/09/17 & 14/09/17 – 1830 to 2130 hours
Venue	MARS Room, Milne's High, Fochabers
Cost	Free of charge
Course Tutor	Linda Davidson, Highfield Training

FRIENDLY ACCESS

This course is aimed at anyone who wants to improve their knowledge of the autistic spectrum.

Learning Outcomes:

Discuss what being on the autistic spectrum is. Gain insight into the daily challenges of someone on the spectrum. Reflect on personal practice to support someone better.

Targeting people who would like to learn more about working with or understanding people who are on the autistic spectrum. Course delivered by people who are on the spectrum.

Course Code	1718FRA1
Course Title	Friendly Access
Date & Time	12/09/17 – 1000 to 1200 hours
Venue	Lounge, Elgin Town Hall
Cost	Free of charge
Course Tutor	Glyn Morris, Friendly Access

Course Code	1718FRA2
Course Title	Friendly Access
Date & Time	12/09/17 – 1300 to 1500 hours
Venue	Lounge, Elgin Town Hall
Cost	Free of charge
Course Tutor	Glyn Morris, Friendly Access

GAMES & TEAM BUILDING

This course is aimed at Youth Workers in particular but anybody who wants to work with young people or fun loving adults.

Leading Games

This fun workshop will provide workers with practical ideas to get young people more engaged using games and activities. You will increase your knowledge of how to encourage participation and of how to adapt games for different ages, abilities and settings.

Team Building

This fun, interactive session will build your skills to deliver team building sessions with young people and explore ways to encourage participation. You will participate in a range of practical activities which you can take back and use in your own youth setting.

Course Code	1718GT1
Course Title	Games & Team Building
Date & Time	28 October 2017 – 1000 to 1400 hours
Venue	The Shed, Aberlour Youth Point
Cost	Free of charge
Special Instructions	Please bring a packed lunch
Course Tutor	Youth Scotland

i-DEVELOP SESSION

This course is aimed at members of the (Community Learning and Development) CLD Standards Council to support their Continuing Professional Development.

Participants should select one session only.

Learning Outcomes:

Describe the scope of i-Develop and how it can be used. Sign up to membership of the CLD Standards Council. Raise any issues using the system.

Course Code	1718ID1
Course Title	i-Develop Session
Date & Time	28/08/17 – 0930 to 1130
Venue	Ash Room, Elgin Sports & Community Centre
Cost	Free of charge
Course Tutor	Lorna Renton/Kirsty Gemmell, CLD Standards Council

Course Code	1718ID2
Course Title	i-Develop Session
Date & Time	28/08/17 – 1200 to 1400 hours
Venue	Ash Room, Elgin Sports & Community Centre
Cost	Free of charge
Course Tutor	Lorna Renton/Kirsty Gemmell, CLD Standards Council

Course Code	1718ID3
Course Title	i-Develop Session
Date & Time	28/08/17 – 1430 to 1600 hours
Venue	Ash Room, Elgin Sports & Community Centre
Cost	Free of charge
Course Tutor	Lorna Renton/Kirsty Gemmell, CLD Standards Council

INTRODUCTION TO THE DUKE OF EDINBURGH (DofE) AWARD

This course is aimed at people that want to know more about the Award.

Targeting anyone interested in getting involved with DofE in Moray as a volunteer or Youth Worker.

Learning Outcomes:

Describe the DofE award, the levels and expectations of participants. Discuss the roles of DofE leaders. Describe how the award operates in Moray.

NB: Nationally recognised certificate.

Course Code	1718DEA1
Course Title	Introduction to the DofE Award
Date & Time	03/03/18 – 0900 to 1600 hours
Venue	Lossiemouth Sports & Community Centre
Cost	Free of charge
Special Instructions	Please bring a packed lunch
Course Tutor	Lee Challice/Chris Gransden, DofE Senior Youth Workers

OUTDOOR FIRST AID

This course is aimed at volunteers that are delivering provision using the outdoors.

Targeting DofE volunteers and people volunteering in an outdoor context.

Learning Outcomes:

Describe the roles and responsibilities of the first aider. Respond appropriately when arriving at the scene. Demonstrate appropriate action in an emergency situation. Conduct a primary survey and secondary assessment. Maximise surroundings to support the casualty. Demonstrate the principles of resuscitation.

NB: Nationally recognised certificate.

Course Code	1718FA4
Course Title	Outdoor First Aid
Date & Time	06/06/17 – 0930 to 1600 hours
Venue	Lossiemouth Sports & Community Centre
Cost	Free of charge
Special Instructions	Please bring a packed lunch
Course Tutor	Outfit Moray

PERSONAL DEVELOPMENT AWARD (PDA) IN YOUTH WORK

Interest is being sought for a new accredited course for Youth Workers and volunteers!

This exciting course will offer Youth Workers and volunteers from youth groups the chance to undertake a nationally recognised Scottish Qualifications Authority (SQA) qualification in youth work. It is being delivered by Youth Scotland and Moray Council staff.

The programme

The PDA in Youth Work is made up of 3 units :

- Understanding and Exploring Youth Work
- Engaging with Young People
- Delivering Youth Work

Participants will be required to complete all 3 units (6 days) and to undertake a practical placement within their workplace or the youth club/group where they volunteer.

Who should attend?

Youth Workers or youth work volunteers, aged 18+ (this can be offered to younger leaders 16+ with suitable experience) who :

- Have a minimum of 1 years' experience of regularly working/volunteering in a youth work setting
- Currently work or volunteer in youth work
- Are interested in gaining a SQA accredited qualification which will help them to improve their knowledge and skills in working with young people in youth work settings
- Are able to commit to a training course which will be delivered over a series of Sundays from **September to December 2017** (2 full days per unit)

This course is heavily subsidised through external funding support with the market value being over £500. We will therefore ask participants to sign a commitment agreement, prior to starting the course, countersigned by their line manager/representative of their management committee. Some funding

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PERSONAL DEVELOPMENT AWARD (PDA) IN YOUTH WORK - CONTINUED

support may be available through Youth Scotland if funding is a barrier. Once booking form is received an application will be forwarded so that we can gauge your experience linked to the youth work outcomes.

COURSE TIMETABLE

Unit 1	Day 1	Sunday 03/09/17	1000 – 1630 hours
Unit 1	Day 2	Sunday 10/09/17	1000 – 1630 hours
Unit 2	Day 1	Sunday 01/10/17	1000 – 1630 hours
Unit 2	Day 2	Sunday 08/10/17	1000 – 1630 hours
Unit 3	Day 1	Sunday 12/11/17	1000 – 1630 hours
Unit 3	Day 2	Sunday 03/12/17	1000 – 1630 hours

Participants will also be observed delivering a youth work session for Unit 3 between Sunday 12th Nov and Sunday 3rd Dec.

Assessment Due Dates (dates assessments have to be handed in by) :

Unit 1 : Monday 25th Sept 2017 Unit 2 : Monday 6th Nov 2017 Unit 3 : Monday 18th Dec 2017

For more information about the course content, please contact:

Karen Delaney (karen.delaney@moray.gov.uk) Tel 07800 670692

Course Code	1718PDA1
Course Title	Personal Development Award in Youth Work
Venue	The Shed, Aberlour Youthpoint, Elgin
Cost	£150
Special Instructions	Please bring a packed lunch
Course Tutor	Michelle Meehan, Youth Scotland and Karen Delaney, CLD Support Officer, Moray Council

SCOTTISH QUALIFICATIONS AUTHORITY (SQA) UNPLUGGED

This course is aimed at anyone working or volunteering in adult learning and is an informal opportunity to learn more about SQA.

Targeting new recruits and current practitioners of SQA modules. Participants can arrange a 1:1 session after the initial input.

Learning Outcomes:

Describe the range of courses available through SQA and support available. Identify the courses best suited to learners to lead to employability. Discuss any issues with deliver.

Course Code	1718SQUA1
Course Title	Scottish Qualifications Authority (SQA) Unplugged
Date & Time	19/09/17 – 1000 to 1100 (1:1 after until 1300)
Venue	Willow Room, Elgin Community Centre
Cost	Free of charge
Course Tutor	Jackie Hewitt, SQA

TASTE OF YOUTH WORK

This course is aimed at young people who wish to take on more responsibility in their youth setting.

Learning Outcomes:

Describe their role and responsibilities. Discuss how best to engage young people. Create programmes that meet needs.

Course Code	1718TYW1
Course Title	Taste of Youth Work
Date & Time	26/08/17 – 1000 to 1500 hours
Venue	Room 1, Lady Cathcart, Buckie
Cost	Free of charge
Special Instructions	Please bring a packed lunch
Course Tutor	Fiona Herd, Locality Wellbeing Officer, Moray Council and Karen Delaney, CLD Support Officer, Moray Council

WRITING YOUTH WORK OUTCOMES

This course is aimed at volunteers in youth work settings and Youth Workers.

Learning Outcomes:

List and discuss the 7 youth work outcomes. Describe how they can be used and integrated into practise. Identify links with locality practise case-studies.

Course Code	1718YWO1
Course Title	Writing Youth Work Outcomes
Date & Time	06/09/17 – 1400 to 1600 hours
Venue	Room 7, Lady Cathcart, Buckie
Cost	Free of charge
Course Tutor	Fiona Herd, Locality Wellbeing Officer, Moray Council and Karen Delaney, CLD Support Officer, Moray Council

YOUTH ACHIEVEMENT AWARDS INDUCTION

This course is aimed at volunteers, teachers and Youth Workers.

Learning Outcomes:

Gain a working knowledge of the youth achievement awards and dynamic youth awards, enabling them to effectively promote, support and deliver these awards within their youth clubs or groups.

Course Code	1718YAA1
Course Title	Youth Achievement Awards Induction
Date & Time	14/11/17 – 0930 to 1530 hours
Venue	Buckie High School
Cost	Free of charge
Special Instructions	Please bring a packed lunch
Course Tutor	Barbara Leitch, Senior Youth Worker, Moray Council

Course Code	1718YAA2
Course Title	Youth Achievement Awards Induction
Date & Time	19/02/18 – 1000 to 1600 hours
Venue	Elgin Community Centre
Cost	Free of charge
Special Instructions	Please bring a packed lunch
Course Tutor	Barbara Leitch, Senior Youth Worker, Moray Council