



**TRAINING DIRECTORY
FOR THE EARLY YEARS
SECTOR**

October 2005

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1. Introduction

This training directory is designed to help you to access the information and guidance you may require to decide if a career in early years is for you. Those currently working in early years will find the directory useful to plan career progression and to provide guidance in relation to learning and development. The directory will also provide details of childcare qualifications and courses in your area.

We hope you find the directory useful and informative. If you would like to discuss the content of this directory or any areas in relation to training, qualifications and staff development contact the Training Coordinator, Eastern Childcare Partnership; details are provided on page 25.

Note to Readers .

This directory provides information about some of the training available in the eastern area of Northern Ireland; it is not an exhaustive list.

The directory is not providing any recommendation for the training detailed here.

2. The Skills and Characteristics of a Professional Working with Children

Above all else professionals working in this area need to like children and enjoy being with them. Caring as a quality is largely invisible and difficult to quantify. It is more noticeable when absent than when present. The main individual characteristics involved are:

Listening: attentive listening is a vital part of a caring relationship. Sometimes a child's real needs are communicated more by what is left unsaid than by what is actually said. Facial expressions, posture and other forms of body language all give clues to a child's feelings. It is of paramount importance to be aware of these forms of non-verbal communication.

Comforting: this has a physical and an emotional meaning. Physical comfort may be provided by a cuddle at a time of anxiety, listening and talking can provide emotional comfort as well.

Empathy: Some people find it easy to appreciate how someone else is feeling by imagining themselves in that person's position. A good way of imagining how a strange environment appears to a young child is to kneel on the floor and try to view it from the child's perspective.

Sensitivity: this is the ability to be aware of and respond to the feelings and needs of another person. Being sensitive to "others needs" requires the professional to anticipate their feelings, e.g. those of a child whose mother has been admitted to hospital, or whose pet dog has just died.

Patience: this involves being patient and tolerant of other people's methods of dealing with problems, even when the professional feels that their own way is better – e.g. letting a child develop independence by dressing themselves even when you need to hurry.

Respect: a professional should have an awareness of a child's personal rights, dignity and privacy, and must show this at all times. Every child is unique and so the approach will need to be tailored to each individual's needs.

Interpersonal skills: developing relationships is a two-way process. One does not have to like the child one is caring for, but warmth and friendliness help to create a positive atmosphere and to break down barriers. When working with children acceptance is important, one should always look beyond the disability or disruptive behaviour to recognise and accept the person. Developing relationships with parents is necessary to meeting the needs of the child. Having the ability to interact with a

number of other professionals is also essential e.g. Social Workers and Speech and Language Therapists.

Self-awareness: childcare professionals can be more effective if they are able to perceive what effect their behaviour has on other people. Being part of a team enables us to discover how others perceive us and to modify our behaviour in the caring relationship accordingly.

Coping with stress: working with children in a full-time capacity requires energy and can be sometimes stressful. The professional working within this field must have the ability to meet the demands of the job effectively.

3. Career Pathways

With many opportunities to progress to various levels and a variety of job roles to choose from, there has never been a more exciting time to build a career working with children. There is no such thing as a set career path in this sector, you can build a career according to your individual preferences and circumstances.

New Entrants

There are different options for entry into a career in working with children. Individuals entering the sector normally fit into one of the following categories:

- School leavers
- Volunteers
- Returning to work
- Changing their career

There are government funded programmes to allow people to access work and earn whilst gaining a qualification. For further details see section on Funding Information.

Other alternatives to entry into childcare are through courses/qualification that are self-funded or funded by potential employers. Most people start at introductory level by completing short courses or a level two qualification. Other's may enter the sector on completion of GCSE's, 'A' Levels or Higher National Certificates/Diploma and degree programmes. For further details on available courses refer to section on Childcare Qualifications and Courses.

Before embarking on a training course or qualification, you should consider the area you would like to work and match this with an appropriate qualification. Refer to the section on Job Roles Linked to National Qualifications Framework. Career progression can be achieved by completing further courses or qualifications relevant to your new job role.

4. Building Your Career

There are many opportunities to build a career working with children. Childcare Partnerships are currently working on a framework which sets out qualifications, learning and development opportunities specific to job roles within the childcare sector for Northern Ireland. The purpose of the framework is to assist professionals working with children to plan their continuous professional development by identifying the courses or qualifications suitable for their current role and progress in their career. The framework will also assist training providers to provide training and qualifications which meet identified training needs.

Continuous professional development is currently supported by local Childcare Partnerships who provide training opportunities for existing childcare staff.

For further details on training in your area contact your local Childcare Partnership Training Coordinator (contact details are available on page 25).

5. What is Continuous Professional Development?

Continuous Professional Development (CPD) is the way in which you keep your knowledge, skills and working practices up to date.

This can be achieved by attending courses, cluster /branch network group meetings, staff meetings and shadowing or working alongside other professionals. It is important that staff keep a record of their ongoing development.

Identifying learning and development needs is the first step to continuous professional development. It is important that this is carried out and supported by your line manager. During this process you and your manager will identify the knowledge and skills you require to carryout your job more effectively. You may also consider the skills and knowledge required if you are interested in changing jobs, career progression or taking on additional tasks within your organisation. It is also important to consider the practical experience you may need to further develop your skills or knowledge.

The following checklist may be used as a guide.

- What skills, knowledge and qualifications are required to carryout your current job role?
- Have you identified any gaps in the skills, knowledge or qualifications required for your current job role?
- What is your preferred method of learning? For example,
 - Do you like to attend a course with others, or study using a flexible approach for ie. distance learning or on the internet?
 - Would you prefer to complete theory based qualifications or qualifications with a more practical element? Refer to the section on Occupational and Vocational Qualifications for further details.
 - What programmes, opportunities or courses are available to help increase your skills, improve your knowledge or gain qualifications? Refer to the aims, objective, learning outcomes or content of the learning activity.
- Discuss and approve your request with your setting manager/supervisor.
- Consider how will the training be funded?

The process of CPD needs to be recorded to help you reflect upon and evaluate the learning which has taken place and how you will implement this new knowledge or skills into your practice.

A Continuous Professional Development Portfolio should therefore contain the following information:

- Proof of your involvement in the learning event such as:
 - certificates of attendance at courses, workshops and conferences;
 - minutes that record you cascading information in a staff meeting or branch/network meeting following attendance at a training event; and
 - records of shadowing a colleague or working along side other professionals.

- How has the learning event benefited you and your setting?

- What will you implement in your setting as result of this event?

6. Job Roles Linked to the National Qualifications Framework

The following qualifications are part of the framework from the Qualification and Curriculum Authority. This means that they are nationally recognised qualifications. However, not all nationally recognised qualifications are currently available in Northern Ireland. For further information on the qualifications available in your area refer to the section on Childcare Qualifications and Courses. This Framework will help you to identify the level and type of training to meet your needs whether you are looking to start or develop your career in early years, education or playwork.

Job Roles	Levels	Vocationally- related qualifications	Occupational qualifications
<ul style="list-style-type: none"> • Nursery assistant • Crèche assistant • Parent/toddler group assistant • Playgroup assistant • Toy library worker • Homestart worker • Classroom assistant/Learning support assistant • Day Care Assistant 	Level 2	<ul style="list-style-type: none"> • Foundation Award in Caring for Children (CACHE) • Level 2 Certificate in Child Care and Education(CACHE) • Level 2 Certificate in Pre-school Practice(CACHE) • Level 2 Progression Award in Early Years Care and Education (C&G) • Intermediate Certificate in Developing Skills Working with Children and Young People (NCFE) • Level 2 Certificate in Contributing to the Early Years Setting (C&G) • Intermediate Certificate in Developing Skills for Early Years Practice (NCFE) • Level 2 Certificate in Early Years Practice (CACHE) • Level 2 BTEC First Diploma in Early Years (EDEXCEL) • 	<ul style="list-style-type: none"> • NVQ level 2 in Early Years Care and Education (This NVQ is awarded by C&G, CACHE, Edexcel, The Open University) <p>From October 2005 these will be known as NVQ Care, Learning and Development.</p>

Job Roles	Levels	Vocationally-related qualifications	Occupational qualifications
<ul style="list-style-type: none"> Assistant Playworker 	Level 2	<ul style="list-style-type: none"> Level 2 Certificate in Playwork (ABC) Level 2 Certificate in Playwork (CACHE) Intermediate Certificate in Playwork (NCFE) Intermediate Certificate in Developing Skills Working with Children and Young People (NCFE) Intermediate Certificate in Playwork (NCFE) Intermediate Award in Playwork (NOCN) 	NVQ level 2 in Playwork (This NVQ is awarded by C&G, CACHE Edexcel)

Job Roles	Levels	Vocationally-related qualifications	Occupational qualifications
<ul style="list-style-type: none"> • Nursery supervisor • Crèche leader • Playgroup leader • Toy library leader • Special educational needs supporter • Nursery nurse • Nanny • Childminder • Deputy Supervisor • Day Care Supervisor/ • Officer In Charge 	Level 3	<ul style="list-style-type: none"> • Level 3 Diploma in Child Care and Education(CACHE) • Level 3 Certificate in Childminding Practice(CACHE) • Level 3 Certificate of Professional Development in Work with Children and Young People(CACHE) • Level 3 Diploma in Pre-school Practice (CACHE) • Level 3 Diploma in Early Years Care & Education (Welsh Medium)(CACHE) • Level 3 Playgroup Practice in Wales(CACHE) • Level 3 BTEC National Certificate in Early Years(EDEXCEL) • Level 3 BTEC National Diploma in Early Years (EDEXCEL) • Level 3 Diploma in Early Years Practice (CACHE) • Level 3 BTEC National Award in Early Years (EDEXCEL) • Level 3 BTEC National Certificate in Early Years (EDEXCEL) 	<ul style="list-style-type: none"> • NVQ level 3 in Early Years Care and Education (This NVQ is awarded by C&G, CACHE, Edexcel, The Open University) <p>From October 2005 these will be known as NVQ Care, Learning and Development.</p>

Job Roles	Levels	Vocationally-related qualifications	Occupational qualifications
<ul style="list-style-type: none"> Senior playworker/ co-ordinator 	Level 3	<ul style="list-style-type: none"> Level 3 Certificate of Professional Development in Work with Children and Young People (CACHE) Level 3 Diploma in Playwork (CACHE) Advanced Certificate in Playwork (NCFE) 	<ul style="list-style-type: none"> NVQ level 3 in Playwork (This NVQ is awarded by C&G, CACHE Edexcel) Playwork Development (C&G) Playwork Development (CACHE)

Job Roles	Levels	Vocationally-related qualifications	Occupational qualifications
<ul style="list-style-type: none"> • Manager • Development officer • Advanced practitioner 	Level 4	<ul style="list-style-type: none"> • Level 4 Certificate in Early Years Practice (OU) 	<ul style="list-style-type: none"> • NVQ level 4 in Early Years Care and Education (This NVQ is awarded by C&G and CACHE) <p>From October 2005 these will be known as NVQ Care, Learning and Development.</p>
<ul style="list-style-type: none"> • Playwork manager • Playwork development officer 	Level 4		<ul style="list-style-type: none"> • NVQ level 4 in Early Years Care and Education (This NVQ is awarded by C&G and CACHE)
<ul style="list-style-type: none"> • Early Years Specialist 	Level 4 -5	<ul style="list-style-type: none"> • B.Ed Degree in Primary Educations • BA Hons Degree in Early Childhood Studies • HND Early Childhood Studies, plus must be able to demonstrate 2 years prior experience in a leadership role in a pre-school centre and also have the necessary interpersonal and organisational skills • BA Hons Degree in Education. 	

7. What do we mean by Vocationally Related and National Occupational Qualifications?

Vocational Qualifications

Everyone has a different style of learning so therefore you have the choice of embarking upon different types of qualifications. 'Vocational' means learning through practical experience as well as theory. Vocational courses are theory based and most are designed to provide the underpinning knowledge and understanding which supports competent performance. There is no formal assessment of candidates' practical skills in vocational awards; however reflection and analysis are an essential element. The candidates' competence is examined by written assignments which are internally and externally assessed. There are many examples of vocationally related qualifications such as Diploma's in Childcare and Education and Early Childhood Studies degree programmes.

Occupational Qualifications

National vocational qualifications (NVQs) are work related, competence based qualifications. They reflect the skills and knowledge needed to do a job effectively and show that a candidate is competent in the area of work the NVQ framework represents.

NVQ's are based on national occupational standards. These standards are statements of performance that describe what competent people in a particular job role are expected to be able to do. They cover all the main aspects of various job roles, including current best practice, the ability to adapt to future requirements and the knowledge and understanding that underpins competent performance.

How are NVQ's achieved?

NVQ's are achieved through assessment and training. Assessment is normally through on-the job observation and questioning. Other assessment methods can also be used to prove competence against the NVQ standards. If you are commencing an NVQ you need to:

- identify what you can do already
- agree on the standard and level you are aiming for
- analyse what you need to learn
- choose and agree on activities that would help you to learn

In order to work towards an NVQ qualification you must be working directly with children in a paid capacity or as a volunteer. While carrying out your daily tasks you will be assessed against a set of standards. As well as working to an acceptable

standard you must have the necessary knowledge and understanding of working with children to the appropriate level. There are different ways in which you can gain the necessary knowledge and understanding:

- By joining a weekly class where you would gain the underpinning knowledge and be supported in building your portfolio.
- To gain the knowledge through distance learning materials, books and other resources. If you choose this method you will need to find out from the training centre how you will be supported with portfolio building. This may be achieved through individual mentoring or group support.

The training centre should offer you support in deciding which of the above methods suits your individual needs and circumstances. If you have not studied for a few years you may find it helpful to attend a weekly class. Weekly classes can either be in the evening or during the day depending on the training centre you register with.

Young people coming into Early Years work will need to undergo considerable training to develop underpinning knowledge, to explore values and principles and to practice skills. Mature people with extensive knowledge, understanding and skills may be ready to demonstrate competence. Mature students may however need to top up or update their knowledge to fill gaps from previous learning and experiences.

8. Transitional Awards

There are new vocationally related qualifications which will support workers to move from one sector to another – from Children’s Care, Learning and Development (CCLD to playwork and from playwork to CCLD). It is anticipated that these awards may be the first qualifications of their kind to be available and could be a model for others to be developed in the future. For example playwork to youth work, CCLD to teaching assistants. There are two Transitional Awards at this time, these are entitled:

Level 3 Award in transferring from Playwork to Children’s Care, Learning and Development

Level 3 Award in transferring from Children’s Care, Learning and Development to Playwork

These are vocationally related qualifications. They are not initial qualifications so will not be taken by learners preparing to join the playwork or CCLD sectors: learners will be established and experienced workers who already hold a level 3 qualification in their original work sector and are likely to be working already. For some learners, seeking this award will be a means of validating the roles they already fulfil in the workplace, but for others it will be a means of broadening their portfolio in order to be flexible in taking on roles across a range of work settings/age groups and having options for progression across the sector of working with children. It may be difficult for the latter to spend significant periods of time in a work setting different from their current one.

9. What Level of Qualification should I start with?

There are different levels of qualification suitable for every stage of your career.

Level Two qualifications are for those who perform varied tasks with some guidance and who work, under supervision.

Level Three qualifications recognise the ability to gain and apply a range of knowledge, skills and understanding it is for those who work on their own initiative, planning and organising their own work and supervising others.

In order to start at Level three you must have attended recent relevant training and be in a supervisory role or have the opportunity to 'act up' to meet all the requirements for this level.

Level Four qualifications recognise specialist learning and involve detailed analysis of a high level of information and knowledge. Level Four is for experienced practitioners who carry out complex tasks, for those in a managerial/development role in large multiple settings.

Level Five qualifications recognise the ability to increase the depth of knowledge and understanding of an area of work or study to enable the formulation of solutions and responses to complex problems and situations. Learning at this level involves the demonstration of a high level of work expertise in Job roles and competence in managing and training others.

10. Funding Information

Government Programmes

Jobskills Traineeships offer 16 – 18 years olds the chance to gain Job related skills and National Vocational Qualifications (NVQ) at level two. Traineeships can lead to Modern Apprenticeship.

Modern Apprenticeship programme is open to those under 25 years of age and who are about to enter or are in full-time paid employment.

Training for Work helps unemployed adults who are not eligible for New Deal to gain the appropriate skills and qualifications needed to find a job.

New Deal offers unemployed people aged 18 to 24 years and 25 plus a chance to develop their potential, gain skills and experience and find work. There are different elements to the New Deal depending on your personal circumstances and individual needs.

Childcare Assistance is available for those participating in New Deal, JobSkills and Training for work programmes.

Participants eligible for the above programmes may avail of financial assistance to cover childcare costs. Those eligible for help with childcare costs are mainly lone parents. Some partners of benefit recipients may also be eligible if they participate on New Deal.

To qualify for childcare assistance, care must be provided by registered childcare provider including childminders registered with a Health and Social Services Board or relative who is not a registered childminder.

Further Education

Department for Employment and Learning (DEL) provides student childcare support through the Care to Learn (NI) scheme. This scheme is available to 16-18 year old students who require childcare support while attending an FE College.

Higher Education

A Higher Education Childcare Grant is available to full-time students with dependent children in registered childcare.

For more information contact your local Training & Employment Agency. Refer to section on Careers Advice for details of an office near you.

Access Funding

All Further and Higher Education Colleges receive funding from the Education & Library Board to assist both part-time and full-time students. Funding may be available to go towards training and NVQ assessment. Each college will have their own priorities.

Contact your local Further & Higher Education College for more information.

ALFP (N.I)

Adult Learner Finance Project (NI) is a partnership between **in full** (EGSA) and the Northern Ireland Office of the National Union of Students and the Union of Students in Ireland (NUS-US). ALFP provides an information and advice service on financial support for learning to adult learners/mature students and their advisors. This is free confidential and impartial information.

Contact EGSA on 028 9024 4274 for more information.

Childcare Partnership's

Continuous professional development is currently supported by local Childcare Partnerships who provide training opportunities for existing childcare staff.

Contact your local Childcare Partnership Training Coordinator for more information.

11. Who can give me careers advice and guidance on appropriate qualifications?

Careers Officer Department for Employment & Learning (Training & Employment Agency)

39 – 49 Adelaide Street
Belfast BT2 8FD
Tel: 028 90 257777

65 High Street
Bangor BT20 5BE
Tel: 028 91279999

Divis Street
Falls Road
Belfast BT12 4AQ
Tel: 028 90333495

4 Ballyoran Lane
Dundonald BT16 1UH
Tel: 028 92525987

178 – 180 Shankill Road
Belfast BT13 2BH
Tel: 028 90330063

252 Shankill Road
Belfast BT13 2BL
Tel: 028 90 246226

71 Bow Street
Lisburn BT28 1BJ
Tel: 028 92672214

Main Street
Newcastle BT33 0AE
Tel: 028 43725001

41 Church Road
Newtownabbey BT36 7LH
Tel: 028 90548111

EGSA Offices - Guidance Services

Head Office
EGSA
4th Floor
40 Linenhall Street
Belfast BT2 8BA
Tel: 028 9024 4274
Fax: 028 9027 1507
email: guidance@egsa.org.uk

Learn Direct

To get information about courses that interest you, or impartial advice on what course may suit your needs tel: 0800 100 900.
Website: www.learndirect.co.uk

12. What are Quality Assurance/Accreditation Schemes?

Quality Assurance Schemes (QAS) offer childcare providers including childminders the opportunity to gain recognition for the quality of provision. They are designed to promote the highest quality experiences of care, play and education by encouraging childcare providers to reflect and evaluate their practice.

While each QAS is unique and designed specifically to meet the diverse needs and requirements of the service being provided, the goals and objectives of all systems are similar. The three QAS available in Northern Ireland provide a way to measure, review and improve quality practices on a continuous basis. The broad, collective objective of these systems is to ensure that children have stimulating, positive experiences and interactions that nurture all aspects of their development.

Mentors or Advisors will support providers through the process and independent Verifiers or Assessors will check that they meet the standard required. Each QAS encourages the collective participation of management, staff and families, working together to ensure positive outcomes for children.

QAS are undertaken voluntarily and in Northern Ireland there are three types of schemes available. Each provider has further details on their scheme including the costs. Some Childcare Partnerships are providing funding. Contact your local Childcare Partnership Training Coordinator for information on funding opportunities.

Who provides Quality Assurance/Accreditation Schemes?

NCMA Quality First Scheme for Childminders contact Northern Ireland Childminding Association (NICMA) on 028 9181 1015 or e-mail qualityfirst@nicma.org.

Accreditation/Quality Assessment Schemes for Playgroups and Day Care contact NIPPA – The Early Years Organisation on 028 9066 2825, E. mail@nippa.org or www.nippa.org.

Pathways to Excellence contact PlayBoard on 028 9080 3380, e-mail information.playboard.co.uk or www.playboard.org.

13. Other Organisations involved in Workforce Development

Skills Active

Skills Active is the National Training Organisation for Sport, Recreation, and Allied Occupations. The Playwork Unit was formed in 1998 to develop education, training and qualifications for playworkers. It is funded by the Department of Culture, Media and Sport and the Department for Education and Skills and is working with colleagues to:

- advise the Qualifications and Curriculum Authority on playwork qualifications
- endorse local and regional playwork training programmes
- approve playwork training providers through the Skills Active code of practice
- inform and consult with the playwork sector
- inform and advise Early Years Development and Childcare Partnerships
- contribute to the development of quality standards in education, training and qualifications for the playwork profession.

Contact:

24 Stephenson Way, London NW1 2HD

Tel: 020 7388 7755

Playwork unit website: <http://www.playwork.org.uk>

Skills for Care and Development

The sector skills council for social care, children and young people.

Skills for Care and Development is an alliance of TOPSS England Cyngor Gofal Cymru the Care Council for Wales, the Scottish Social Care Council, the Northern Ireland Social Care Council and the Children's Workforce development Council for England.

The sector skills council covers social care and children's services and includes children's homes, domiciliary care and support services, day centres and services , social work, fostering agencies and services, foster carers, nurses agencies, adoption services, nursery and early years work, childminding, voluntary youth services, connexions, day nurseries, voluntary and charitable care.

Skills for Care and Development Strategic Objectives and Targets to 2009 are as follows:

- To ensure the newly revised National Occupational Standards meet the needs for the workforce.
- To deliver and generate an appropriate qualifications framework for the sector.
- To encourage an increase in the skills base of the workforce.
- To improve the recruitment and retention of appropriately skilled staff to the sector.
- To gather information on the workforce to aid planning and further development.

For further information contact:

NISCC
7th Floor Millennium House
19-25 Great Victoria Street
Belfast
BT2 7AQ
Tel: 028 90 417600
Fax: 028 90 417601
Web: www.niscc.info
Textphone: 028 90 539340

14. Useful Contacts

Eastern Childcare Partnerships Website

www.easternchildcarepartnership.org.uk

<p>Eastern Childcare Partnership Team Co-ordinator Evelyn Curran 12 – 22 Linenhall Street Belfast BT2 8BS Tel: 028 90 553965 ecpinfo@ehssb.n-i.nhs.uk</p>	<p>Training Co-ordinator Roberta McLarnon C/o NIPPA Headquarters 6c Wildflower Way Apollo Road Belfast BT12 6TA Tel: 028 92662825 Fax: 028 90381270 robertam@nippa.org.uk</p>
<p>QCA - Qualifications Curriculum Authority Glendinning House 6 Murray Street Belfast BT1 1DN Tel: 9033 0706 www.qca.org.uk</p>	<p>EDEXCEL Edexcel International One90 High Holborn London WC1V 7BH Tel: 0190 8847750 www.edexcel.org.uk</p>
<p>ACTAN - Association for Care Training and Assessment Networks PO Box 53 Crossgate Llandrindod Wells LD1 6WZ Tel: 0845 1298745 email: office@actan.org.uk www.actan.net</p>	<p>City & Guilds 3rd Floor Marlborough House 28-32 Victoria Street Belfast BT1 3GG Tel: 028 90325689 www.cityandguilds.co.uk</p>
<p>CACHE 8 Chequer Street St. Albans Hertfordshire AL1 3XZ Tel: 01727 847636 www.cache.org.uk</p>	

NIPPA Advisors

Down And Lisburn Trust Area	
Helen Robinson Downshire Hospital Ward 25 Downshire Complex Ardglass Road Downpatrick BT30 6RA Tel: 02844613311 ext 3130	Ena Shaw Warren Children's Centre 61 Woodland Park Lisburn BT28 1LQ Tel: 02892 607528 Fax: 02892 607541
South and East Belfast Trust Area	
Hazel Brown South and East Belfast Trust Glen Villa Knockbracken Healthcare Park Saintfield Road Belfast BT8 8BH Tel: 02890 564911 Fax: 02890 564971	Oonagh Fitzpatrick 6c Wildflower Way Apollo Road Belfast BT12 6TA Tel: 02890 662825 Fax: 02890 381270
Anne-Marie Mulholland 6c Wildflower Way Apollo Road Belfast BT12 6TA Tel: 02890 662825 Fax: 02890 381270	Jacqui Burling 6c Wildflower Way Apollo Road Belfast BT12 6TA Tel: 02890 662825 Fax: 02890 381270
North and West Belfast Trust Area	
Caroline Milligan North & West Belfast Trust 124 Stewartstown Road Belfast BT11 9JQ Tel: 02890 303917 ext 222	

Ulster Community Hospitals Trust Area	
Eleanor Mearns 6c Wildflower Way Apollo Road Belfast BT12 6TA Tel: 02890 662825 Fax: 02890 381270	Janice Mawhinney 38 Strangford Heights Newtownards BT23 8ND Tel: 02891 626065

<p>Social Services Early Years Teams Maureen McGirr – Senior Social Worker North & West Belfast Trust 124 Stewartstown Road Belfast BT11 9JQ Tel: 02890 604208</p>	<p>Volunteer Development Agency 4th Floor, 58 Howard Street, Belfast BT1 6PG Tel: 02890 236100 Email: info@volunteering-ni.org Fax: 02890 237570 Website: www.volunteering-ni.org</p>
<p>Paul O'Neill – Senior Social Worker North & West Belfast Trust 124 Stewartstown Road Belfast BT11 9JQ Tel: 02890 604208</p> <p>Helen Bell – Senior Social Worker Glen Villa Knockbracken Healthcare Park Saintfield Road Belfast BT8 8BH Tel: 02890 564922 / 02890564977 Fax: 02890 564971</p>	<p>Childminding Development Officers, ECP (based at NICMA – the Childminding Association) 16 – 18 Mill Street, Newtownards BT23 4LU</p> <p>Ms Barbara Quinn - Training Manager Tel: 028 9181 1015</p> <p>Tracey Scott/ Liz Brown Development Officers Tel: 028 9181 1015</p>
<p>Patricia Graham – Senior Social Worker Dunlop Units 57 & 58 4 Balloo Drive Bangor BT19 7QY Tel: 02891 270672</p> <p>Marie Cooney – Senior Social Worker Ward 25 Downshire Complex Ardglass Road Downpatrick BT30 6RA Tel: 02844 613311 ext 3168</p>	<p>PlayBoard Development Workers PLAYBOARD Training Unit 59-65 York Street Belfast BT15 1AA Tel: 028 9080 3380 Fax: 028 9080 3381 web: www.playboard.org email: information@playboard.co.uk</p>

<p>Open College Network (OCN) Building 3 212 – 218 Upper Newtownards Road Belfast BT4 3ET Tel: 02890 650200 Fax: 02890 655200 Email: info@niocn.co.uk</p>	<p>National Extension College (NEC) The Michael Young Centre Purbeck Road CAMBRIDGE CB2 2HN Tel: 01223400200 Fax: 01220400399 Website: www.nec.ac.uk</p>
<p>The European Employment Services (EURES) Network Was established by the European Commission in order to help facilitate the mobility of labour throughout European Economic Area.</p> <p>For more information: Contact http://europa.eu.int/comm/employment_social/elm/eures/en/indexen.htm</p> <p>Job Vacancies in Europe Contact http://europa.eu.int/jobs/eures</p> <p>For jobs in the UK contact the Employment Service direct helpline on 0845 6060234</p>	<p>Open University 40 University Road Belfast BT7 1SU Tel: 02890 245025</p>

14. Childcare qualifications and courses available in your area

Ballybeen Women's Centre

Contact: Amanda Marshall

Tel: 02890481632

Fax: 02890484077

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
First Aid		10 weeks	1.30pm – 3.30pm on Wednesdays	34 Ballybeen Square Dundonald BT16 2QE	Full fee £30 reduced rate £15			
Drug Awareness for Parents		12 weeks	6.30pm – 8.30pm on Thursday	34 Ballybeen Square Dundonald BT16 2QE	FREE		Parents	
Adults Using Story Sacks & Essential Skills	OCN Levels 1-3	12 weeks	10am – 12pm on Fridays	34 Ballybeen Square Dundonald BT16 2QE	FREE	1-3 Communication Skills		
Deaf Awareness & Communication Tactics			10am – 12pm on Friday	34 Ballybeen Square Dundonald BT16 2QE	£25			

Broomhall Early Years Solutions

Contact: Mary Rose Torney (maryrose@broomhall.biz) **OR** Breedge Webb (breedge@broomhall.biz)

Tel: 02890 431684

Fax: 02890 309066

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
NVQ Level 2 in Early Years Care & Education	City & Guilds	1 year approx	Organised classes or by arrangement with Assessor	Where ever suits the majority of candidates or Broomhall	£1,283.70 (discount available for groups)	Must be working in or have regular access to an early years setting with appropriate age range of children	Playgroups Day Care Crèche Child Minders Out of School Provision	NVQ Level 3 in Early Years Care & Education Supervisor Status
NVQ Level 3 in Early Years Care & Education	City & Guilds	1 ½ years approx	Organised classes or by arrangement with Assessor	Where ever suits the majority of candidates or Broomhall	£1,521.60 (discount available for groups)	Must have supervisory responsibility in an Early Years setting	Playgroups Day Care Crèche Child Minders Out of School Provision	NVQ Level 4 in Early Years Care & Education Early Years Degree Supervisory/ Management position in an Early Years Setting

Full Range of Short Course Broomhall Early Years Solutions

Contact: Mary Rose Torney (maryrose@broomhall.biz) **OR** Breedge Webb (breedge@broomhall.biz)

Tel: 02890 431684

Fax: 02890 309066

Course Title/Level	Cost	Number of Hours
Managing Children's Behaviour (15 Delegates)	£515.00 Includes: In-house venue at Broomhall Refreshments Course materials	8

**Carew II Family & Training Centre
Newtownabbey Road Women's Group**

Contact: Andrew Higgins

Tel: 02890451730

Fax: 02890460882

Website: www.CAREWII.NOW.NU

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
NVQ Level 2 Early Years Care and Education	City & Guilds	30 weeks	Once a week 9.30am – 12.00pm	Carew II Centre	FREE	NONE	BT4 and BT5 Residents	NVQ Level 3
NVQ Level 3 Early Years Care and Education	City & Guilds	33 weeks	Once a week 9.30am – 2.30pm	Carew II Centre	FREE	NVQ Level II or Practical Experience	BT4 and BT5 Residents	

Dairy Farm Training

Contact: Brenda Close

Tel: 028 90616444

Fax: 028 90618453

Website: www.dairyfarmtraining.com

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
NVQ Early Years Care Levels 2 & 3	City & Guilds	Flexible: Approx 35 Weeks	Flexible: Approx 2.5 hours per week	3 Sites: Dunmurry Finaghy Banbridge	Level 2: £950 + vat Level 3: £1000 + vat Government Funding Training available also	Relevant to Individual	Childcare workers in private, community & voluntary sector Child minders Those wishing to pursue a career in childcare	Level Two to Level Three Level Three to Assessors qualification

Full Range of Short Course Dairy Farm Training

Contact: Brenda Close
Tel: 028 90616444
Fax: 028 90618453
Website: www.dairyfarmtraining.com

Course Title/Level	Cost	Number of Hours
OCN Health & Safety	£65.00 + vat per person Group Training cost available	12 hours
OCN Emergency First Aid	£45.00 + vat per person Group Training cost available	6 Hours
RSH Essential Food Hygiene	£45.00 + vat per person Group Training cost available	6 Hours

Graham Training

Contact: Patricia Moley
Tel: 028 9266 5100
Fax: 028 9260 3085

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
NVQ Level 2 Early Years Care & Education	City & Guilds	65 weeks	1 day per week at course & 4 days per week at placement	To be confirmed	Paid via Jobskills Traineeship programme	None	Candidates wishing to work with children in the Early Years sector	May lead to employment. Some candidates may have the opportunity to progress to Level 3
NVQ Level 3 Early Years Care & Education	City & Guilds	106 weeks	1 day per week at course & 4 days per week at placement	To be confirmed	Paid via Jobskills Modern Apprenticeship programme	Must be employed in the Early Years Sector (it is also preferable that candidates have achieved Level 2)	Candidates working in the Early Years sector	Increased job prospects in the sector

Keeping Safe Project North & West Belfast H&SS Trust

Contact: Sheina Rigg (sheina.rigg@nwb.n-i.nhs.uk)

Tel: 02890 266859

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Child Protection Awareness Training	EHSSB ACPC (Level 1) Certificate provided by N&WB HSST	9 hours	Complete attendance required	Local venues used in North & West Belfast	None	None	<ul style="list-style-type: none"> - Early Years - Youth - Community groups - Sports/arts - Voluntary 	
Disability Awareness and Child Protection (integrated programme)	Certificate for full attendance	12 hours	Complete attendance required	Local venues used in North & West Belfast	None	None	<ul style="list-style-type: none"> - Early Years - Youth - Community groups - Sports/arts - Voluntary 	
Disability Awareness in Child Protection	Certificate for full attendance	6 hours	Complete attendance required	Local venues used in North & West Belfast	None	None	<ul style="list-style-type: none"> - Early Years - Youth - Community groups - Sports/arts - Voluntary 	

Keeping Safe Project North & West Belfast H&SS Trust

Contact: Sheina Rigg (sheina.rigg@nwb.n-i.nhs.uk)

Tel: 02890 266859

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Designated Officer Training (for Child Protection)	(Applied for EHSSB ACPC Level II)	12 hours (2 days)	Complete attendance required	Usually NICVA or MCOC (Millennium Centre)	None	Participants are Designated Officers or Deputy Des. Officers in their Organisations	- Designated Officers for Child Protection	
Management Committee Training in Child Protection			Complete attendance required	Local venues used in North & West Belfast	None	None	- Management Committee Members	

Lisburn Institute, 39 Castle Street, Lisburn BT27 4SU

Contact: Rosemary Doherty

Tel: 02892677225

Fax: 02892677291

Website: www.liscol.ac.uk

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
BTEC National Diploma in Health Studies		2 years		Lisburn Institute, 39 Castle Street, Lisburn BT27 4SU	<p>Registration fee £32 (This may be reduced to £8 if Student is over 19 on 1/7/05 and in receipt of Tax Credits where total income is less than £14,200, Income Support or Job Seekers Allowance)</p> <p>OR</p> <p>Student is under 19 on 1/7/05 and Parent/Guardian is in receipt of the benefits stated above.</p> <p>Evidence must be produced at enrolment</p> <p>Text book deposit £25</p>	5 GCSE's at grade C or higher or 4 GCSE's at grade C or higher including English, Maths and Science or BTEC First Diploma in Applied Science at Distinction Level.		This course is suitable for those who wish to progress to university to study nursing, radiography, occupational therapy or other health science/care related courses.

Lisburn Institute, 39 Castle Street, Lisburn BT27 4SU

Contact: Rosemary Doherty

Tel: 02892677225

Fax: 02892677291

Website: www.liscol.ac.uk

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
BTEC National Diploma in Care		2 years		Lisburn Institute, 39 Castle Street, Lisburn BT27 4SU	<p>Registration fee £32 (This may be reduced to £8 if Student is over 19 on 1/7/05 and in receipt of Tax Credits were total income is less than £14,200, Income Support or Job Seekers Allowance)</p> <p>OR</p> <p>Student is under 19 on 1/7/05 and Parent/Guardian is in receipt of the benefits stated above.</p> <p>Evidence must be produced at enrolment</p> <p>Text book deposit £25</p>	5 GCSE's at grade C or higher or 4 GCSE's at grade C or higher including English, Maths or BTEC First Diploma in Early Years or Care at Distinction Level.		

Lisburn Institute, 39 Castle Street, Lisburn BT27 4SU

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Tel: 02892677225

Fax: 02892677291

Website: www.liscol.ac.uk

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Cache Diploma in Early Years Care and Education (Level 3)	CACHE	2 years		Lisburn Institute, 39 Castle Street, Lisburn BT27 4SU	<p>Registration fee £32 (This may be reduced to £8 if Student is over 19 on 1/7/05 and in receipt of Tax Credits were total income is less than £14,200, Income Support or Job Seekers Allowance)</p> <p>OR</p> <p>Student is under 19 on 1/7/05 and Parent/Guardian is in receipt of the benefits stated above.</p> <p>Evidence must be produced at enrolment</p> <p>Text book deposit £25</p>	<p>5 GCSE's at grade C or higher including English (essential) and Maths (desirable)</p> <p>Previous experience of working with children would be an advantage.</p> <p>Applicants will be required to take a short diagnostic test after their interview.</p>		<p>The course is recognised by the Department of Employment and Learning for employment as a Classroom Assistant (qualified status) and also for progression to Higher Education courses.</p>

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Contact: Rosemary Doherty

Tel: 02892677225

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Website: www.liscol.ac.uk

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
BTEC First Diploma in Early Years		1 year		Lisburn Institute, 39 Castle Street, Lisburn BT27 4SU	<p>Registration fee £32 (This may be reduced to £8 if Student is over 19 on 1/7/05 and in receipt of Tax Credits where total income is less than £14,200, Income Support or Job Seekers Allowance)</p> <p>OR</p> <p>Student is under 19 on 1/7/05 and Parent/Guardian is in receipt of the benefits stated above.</p> <p>Evidence must be produced at enrolment</p> <p>Text book deposit £25</p>	A minimum of 14 points in their 5 best GCSE's (A=7, B=6, C=5 etc)	All applicants will be interviewed	<p>Successful students may progress to CACHE Diploma in Early Years Care and Education (Level 3), NVQ Level 3 in Early Years Care and Education or BTEC National Diploma in Care</p>

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Contact: Rosemary Doherty

Tel: 02892677225

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Website: www.liscol.ac.uk

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
BTEC First Diploma in Applied Science		1 years		Lisburn Institute, 39 Castle Street, Lisburn BT27 4SU	<p>Registration fee £32 (This may be reduced to £8 if Student is over 19 on 1/7/05 and in receipt of Tax Credits where total income is less than £14,200, Income Support or Job Seekers Allowance)</p> <p>OR</p> <p>Student is under 19 on 1/7/05 and Parent/Guardian is in receipt of the benefits stated above.</p> <p>Evidence must be produced at enrolment</p> <p>Text book deposit £25</p>	A minimum of 14 points in their 5 best GCSE's (A=7, B=6, C=5 etc)	All applicants will be interviewed	Successful students may progress to BTEC National Diploma in Health Studies or Care.

Full Range of Short Course

Lisburn Institute, 39 Castle Street, Lisburn BT27 4SU

Contact: Rosemary Doherty

Tel: 02892677225

Fax: 02892677291

Website: www.liscol.ac.uk

Course Title/Level	Cost	Number of Hours
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Part Time Courses

- BTEC Award in Infection Control
- EDECXCEL / BTEC HNC in Early Childhood Studies
- NIPPA Diploma in Early Years Practice
- NIPPA Diploma in Early Years Practice
- NVQ Level 3 in Early Years Care and Education
- NVQ Level 3 Teaching/Classroom Assistants
- QUB Access in Biological Sciences

Counselling Courses

- Diploma in Counselling Studies accredited by The University of Ulster (1.5 years)
- Higher Education Diploma in Counselling (Dip/HE) accredited by the University of Ulster (3 years)
- Higher Education Certificate in Counselling Studies accredited by The University of Ulster (2 years)
- Higher Education Certificate in Counselling accredited by The University of Ulster (2 years)
- Introduction to Basic Counselling Skills
- OCR Certificate in Counselling

**NIPPA – The Early Years Organisation,
6c Wildflower Way, Apollo Road, Belfast BT12 6TA**

Contact: Caroline Dobson (carolined@nippa.org)

Tel: 028 9066 2825

Fax: 028 9038 1270

Website: www.nippa.org

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Challenging Discrimination in Early Years	Linked to University of Ulster : Research by Paul Connolly and Research for Media Initiative by QUB and currently working with CACHE for accreditation for CPD Awards	10 hours	5x2hr sessions	TBA	£650 plus VAT			
Challenging Sectarianism in Early Years	Linked to University of Ulster : Research by Paul Connolly and Research for Media Initiative by QUB and currently working with CACHE for accreditation for CPD Awards	6 hours	3x2hr sessions	TBA	£390 plus VAT			
Creating Awareness of Sectarianism	Linked to University of Ulster : Research by Paul Connolly and Research for Media Initiative by QUB and currently working with CACHE for accreditation for CPD Awards	2 hours	1x2hr session	TBA	£130 plus VAT			
Child Protection	Course Delivered in partnership with Health & Social Services Boards, NIPPA, NICMA & PlayBoard	10 hours	4x2.5 hr sessions	TBA	£650 plus VAT			

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Tel: 028 9066 2825

Fax: 028 9038 1270

Website: www.nippa.org

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Advanced Child Development		10 hours	4x2.5 hr sessions	TBA	£650 plus VAT			
Consulting With Young Children		12 hours	4x3 hr sessions	TBA	£780 plus VAT			
Curriculum Planning and Evaluation		20 hours	8x2.5 hr sessions	TBA	£1300 plus VAT			
Developing children's Creative Activity: Art & Design		15 hours	6x2.5 hr sessions	TBA	£975 plus VAT			
Adult/Child Interactions		6 hours	3x2 hr sessions	TBA	£390 plus VAT			
Working With Under 3's		7.5 hours	3x2.5 hr sessions	TBA	£487.50 plus VAT			
Managing Children's Behaviour (Staff)		10 hours	4x2.5 hr sessions	TBA	£650 plus VAT			
Managing Children's Behaviour (Parents)		5 hours	2x2.5 hr sessions	TBA	£325 plus VAT			

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Contact: Caroline Dobson (carolined@nippa.org)

Tel: 028 9066 2825

Fax: 028 9038 1270

Website: www.nippa.org

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Committee Management Training	Institute of Leadership and Management Endorsed	30 hours	6x5 hr sessions	TBA	£1950 plus VAT			
Committee Management Training: Staff Development Award	Institute of Leadership and Management Development Award	6 hours	2x3hr session	TBA	£390 plus VAT			
Committee Management Training: For Committee Management in Early Childcare Settings		6 hours	2x3hr sessions	TBA	£390 plus VAT			
Data Protection & Freedom of Information in Practice		6 hours	2x3hr sessions	TBA	£390 plus VAT			

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Tel: 028 9066 2825

Fax: 028 9038 1270

Website: www.nippa.org

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Level II Introductory Certificate in Team Leading	Accreditation through Institute of Leadership and Management	22.5 hours	8x2.5 hr sessions	TBA	£1462.50 plus VAT			
Level II Certificate in Team Leading	Accreditation through Institute of Leadership and Management	65 hours		TBA	£4225 plus VAT			
Introduction to Play		10 hours	5x2 hr sessions	TBA	£650 plus VAT			
This Is Me		6 hours	3x2 hr sessions	TBA	£390 plus VAT			
Working With Children With Special Needs	In process of being accredited	20 hours	8x2.5 hr sessions	TBA	£1300 plus VAT			
Working With Children With Specific Special Needs	In process of being accredited	20 hours	8x2.5 hr sessions	TBA	£1300 plus VAT			

**NIPPA – The Early Years Organisation,
6c Wildflower Way, Apollo Road, Belfast BT12 6TA**

Contact: Caroline Dobson (carolined@nippa.org)

Tel: 028 9066 2825

Fax: 028 9038 1270

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Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Pre School Children With Autism: Keyhole Early Intervention Project In Autistic Spectrum Disorder	Course delivered in partnership with PAPA: The NI Autism Charity	12.5 hours	5x2.5 hr sessions	TBA	£812.50 plus VAT			
Introduction To Information Technology		10 hours	4x2.5 hr sessions	TBA	£650 plus VAT			

North Down and Ards Institute (NDAI)

Contact: Joy Kettyle
Tel: 02891276800

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
First Aid	St John's Ambulance	18 hours over 9 weeks		Bangor College Castle Park Road BT20 4TF	£40 course fee + £6 for exam registration			
Intermediate Certificate in Counselling Skills		32 weeks		Bangor College Castle Park Road BT20 4TF	£116 course fee + £190 exam registration			
Introduction to Counselling		10 weeks		Bangor College Castle Park Road BT20 4TF	£36 course fee + £27 conc fee + £50 exam registration			
Communicating with the deaf Level 1 Year 1		32 weeks		Bangor College Castle Park Road BT20 4TF	£80 course fee + £60 conc fee + £50 exam registration			
Communicating with the deaf Level 2 Year 2		32 weeks		Bangor College Castle Park Road BT20 4TF	£80 course fee + £60 conc fee + £115 exam registration			
Communicating with the deaf Level 2 Year 1		32 weeks		Bangor College Castle Park Road BT20 4TF	£80 course fee + £60 conc fee + £115 exam registration			

North Down and Ards Institute (NDAI)

Contact: Joy Kettyle
Tel: 02891276800

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Verifiers Award		16 weeks		Bangor College Castle Park Road BT20 4TF	£36 course fee + £162 exam registration			
Assessors Award		16 weeks		Bangor College Castle Park Road BT20 4TF	£36 course fee + £162 exam registration			
C&G 9295 Level2 Certificate in Adult learner Support		16 weeks		Bangor College Castle Park Road BT20 4TF	£60 course fee + £55 exam registration			
Advanced Diploma in Counselling Year 1		32 weeks		Ards College Victoria Avenue Newtownards BT23 3ED	£200 course fee + £252 for exam registration			
Advanced Diploma in Counselling Year 2		16 weeks		Ards College Victoria Avenue Newtownards BT23 3ED	£0 course fee + £100 for exam registration			
St John's First Aid		9 weeks		Ards College Victoria Avenue Newtownards BT23 3ED	£40 course fee + £6 for exam registration			

North Down and Ards Institute (NDAI)

Contact: Joy Kettyle
Tel: 02891276800

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
NVQ Level 2 Early Years Care and Education		32 weeks		Ards College Victoria Avenue Newtownards BT23 3ED	£148 course fee + £635 for exam registration			
NVQ Level 3 Early Years Care and Education Years 1A		32 weeks		Ards College Victoria Avenue Newtownards BT23 3ED	£120 course fee + £765 for exam registration			
NVQ Level 3 Early Years Care and Education Year 2A		32 weeks		Ards College Victoria Avenue Newtownards BT23 3ED	£120 course fee + £0 for exam registration			
NVQ Level 3 Early Years Care and Education Year 2/3		32 weeks		Ards College Victoria Avenue Newtownards BT23 3ED	£120 course fee + £765 for exam registration			
HNC Early Childhood Years – Year 1		32 weeks		Ards College Victoria Avenue Newtownards BT23 3ED	£200 course fee + £140 for exam registration			

Unicorn Consultancy

Contact: Mena Wilson
Tel: 02890 705495

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Therapeutic Crisis Intervention – Dealing with Challenging Behaviour	Cornell University	3 Days	Maximum 16 participants – 2 Trainers	As agreed with agency	£225 per participant	Completion of pre-course reading	All staff working directly with children and young people	Provides underpinning knowledge for NVQ Level 3 and Post Qualifying Award
Therapeutic Crisis Intervention – Dealing with Challenging Behaviour	Cornell University	5 Days	Maximum 16 participants – 2 Trainers	As agreed with agency	£375 per participant	Completion of pre-course reading	All staff working directly with children and young people	Provides underpinning knowledge for NVQ Level 3 and Post Qualifying Award
Understanding and managing groups		4 Days	Maximum 16 participants – 2 Trainers	As agreed with agency	£300 per participant	Working with or planning to work with groups	Staff working with either children and young people or adults	n/a
Introduction Certificate in First Line Management	Institute for Leadership and Management	6 Days	Maximum 25 participants	As agreed with agency	£525 plus VAT and registration costs of £48	In role of first line manager / supervisor / team leader.	First Line Managers / Supervisors / Team Leaders	Certificate for First Line Managers (ILM Accredited)

Unicorn Consultancy

Contact: Mena Wilson
Tel: 02890 705495

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Award in Effective Leadership and Management	Institute for Leadership and Management	5 Days	Maximum 25 participants	As agreed with agency	£775 plus VAT per participant	Middle Managers / Centre Managers	Managers working in child care and other contexts	Certificate in Effective Leadership and Management
Certificate in Effective Leadership and Management	Institute for Leadership and Management	10 Days	Maximum 25 participants	As agreed with agency	£820 plus VAT per participant	Middle Managers / Centre Managers	Managers working in child care and other contexts	
Training the Trainer Programme	Institute for Leadership and Management	5 Days	Maximum 15 participants	As agreed with agency	£775 plus VAT per participant	Staff who wish to develop effective training skills and presentation skills	Appropriate staff in all childcare settings	Underpinning knowledge for NVQ Level 3 & 4 TDLB Awards

Full Range of Short Course Unicorn Consultancy

Contact: Mena Wilson
Tel: 02890 705495

Course Title/Level	Cost	Number of Hours
<ul style="list-style-type: none"> • Understanding Group Development. 	£550 plus VAT (8 – 15 participants)	6 hours
<ul style="list-style-type: none"> • Child Protection is everyone's business. 	£550 plus VAT (8 – 15 participants)	6 hours
<ul style="list-style-type: none"> • Child and Adolescent Development 	£550 plus VAT (8 – 15 participants)	6 hours
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A range of one day management / supervisory management training programmes including:	£550 plus VAT (8 – 15 participants)	
<ul style="list-style-type: none"> • Time Management; 		6 hours
<ul style="list-style-type: none"> • Supervision and Appraisal; 		6 hours
<ul style="list-style-type: none"> • Managing Poor Performance; 		6 hours
<ul style="list-style-type: none"> • Managing Change. 		
<hr/>		
<ul style="list-style-type: none"> • Understanding How Teams Work. 	£550 plus VAT (8 – 15 participants)	6 hours
<ul style="list-style-type: none"> • Recording and Report Writing Skills. 	£550 plus VAT (8 – 15 participants)	6 hours
<ul style="list-style-type: none"> • Strategic and Business Planning for Managers. 	£550 plus VAT (8 – 15 participants)	6 hours
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<ul style="list-style-type: none"> • Developing Coaching Skills for Managers. 	£550 plus VAT (8 – 15 participants)	6 hours
<ul style="list-style-type: none"> • Effective Communication. 	£550 plus VAT (8 – 15 participants)	6 hours

Whiterock A. C
C/o Whiterock Children's Centre

Contact: Penny Ambrose

Tel: 02890265369

Website: whiterockcreche@btconnect.com

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
NVQ Level II Early Years Care & Education	CACHE	Academic Year	1 day per week + placement	Whiterock BIFHE 91 Whiterock Road, Belfast BT12 7PG	£860	Interview	Returners School leavers	NVQ Level III Early Years Care & Education Advice re: other relevant courses
NVQ Level III Early Years Care & Education	CACHE	Academic Year	1 day per week + placement	Whiterock BIFHE 91 Whiterock Road, Belfast BT12 7PG	£1,1180	Interview (based on experience)		Advice re Further Education
Entry Level Certificate – Preparation for Childcare	CACHE	1 years / or 6 months	1 morning per week	Whiterock BIFHE 91 Whiterock Road, Belfast BT12 7PG	T.B.A	None	School – aged children & Special Needs Adults	

NICMA

16 – 18 Mill Street, Newtownards, BT23 4LU

Contact: Barbara Quinn

Tel: 02891 811015

Fax: 02891 820921

Website: www.nicma.org

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
NVQ Level 2 Early Years Care and Education	City and Guilds		Home Study	NICMA	£900	None	Those wishing to work with children in the 0 – 8 age range.	May lead to employment in the Child Care field. May have the opportunity to progress to NVQ Level 3 or equivalent qualification in Early Years Care and Education.
NVQ Level 2 Early Years Care and Education	City and Guilds		Home Study	NICMA	£1200	Applicants should have NVQ Level 2 in Early Years Care and Education or equivalent or wide experience in Early Years.		May lead to employment in the Child Care field. May have the opportunity to progress to NVQ Level 3 or equivalent qualification in Early Years Care and Education D32/33/34 TDLB Awards.

NICMA

16 – 18 Mill Street, Newtownards, BT23 4LU

Contact: Barbara Quinn

Tel: 02891 811015

Fax: 02891 820921

Website: www.nicma.org

Course Title/Level	Cost	Number of Hours
<ul style="list-style-type: none">• Caring for Children with Special Needs	£1,250.00	20 hours
<ul style="list-style-type: none">• Introduction to Childminding	£1,150.00	12 hours
<ul style="list-style-type: none">• The Business Side of Childminding	£1,250.00	12 hours
<ul style="list-style-type: none">• Partnership with Parents• Equal Opportunities in the Childminding Setting• Health Eating• Children's Development• Policies and Procedures in the Childminding Setting• Behaviour Management• Real Play for the Under 2's• Health and Safety• Creative Play• Child Protection• Assertiveness• First Steps Course	The cost of the following listed courses are available on request.	The following list of courses can be tailored to individual needs

15. First Aid Training Providers

St John's Ambulance (NI) Erne, 35 Knockbracken Healthcare Park, Belfast BT8 8RA

Contact: Ruth McQuiggan

Tel: 02890799393

Fax: 02890793303

Website: stjohns@dnet.co.uk

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Emergency First Aid for Young Children and Lifesavers for Babies and Children	St John's Ambulance (NI)	12 hours	Must attend all 12 hours	Variable	£450 + VAT for 12 people (includes manuals, video, resources, certificates, cost of examination and mileage)	N/A	Those candidates interested or currently working with Children or Babies	Once a candidate has achieved this certificate it will be valid for 3 years, after which they should renew it.

First Aid

British Red Cross, Regional Office, 87 University Street, Belfast BT7 1HP

Contact: Nathan Magee / Sonia Hamill

Tel: 02890246400

Fax: 02890326102

Website: www.redcross.org.uk

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
First Aid for Child Carers	British Red Cross	12 hours minimum	Must attend all 12 hours	Variable	£550 + VAT (4x3 hours) including mileage or \$400 + VAT (2x6 hours) including mileage	N/A	Those candidates interested or currently working with Children or Babies especially Childminders or those working in a pre-school playgroup association	Once a candidate has achieved this certificate it will be valid for 3 years, after which they should complete a renewal course which takes approximately 3 hours.
Save a Life	British Red Cross	2 hours	100% attendance is required	Variable	£253.80	N/A		Save a Life Attendance Voucher which is valid for 3 years

First Aid

Aid & Train - c/o 21 Killyranner Road, Ballymoney BT53 8LZ

Contact: Julie Ormerod

Tel: 02827664063

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Child Carers First Aid	Aid Train	6 weeks – 2 hours per night minimum of 6 students – maximum of 12 students	Must attend all 12 hours	Variable	£30.00 per hour + mileage	N/A	Those candidates interested or currently working with Children or Babies	Once a candidate has achieved this certificate it will be valid for 3 years, after which they should renew the course

First Aid

First Aid - JCM Training Services – 78 Iniscarn Road, Desertmartin

Contact: Joanne Murphy

Tel: 02879634687

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Emergency First Aid & Lifesaving Skills for Children	JCM Training Services	12 hours Or 6 hours	Must attend all 12 hours Minimum of 8 students Maximum of 12 students	Variable	£55 per person – 12 hour course and £35 per person 6 hour course	N/A	Those candidates interested or currently working with Children or Babies	Once a candidate has achieved this certificate it will be valid for 3 years, or on 6 hour course 1 years validity Recommended 6 hour yearly update

First Aid Fire Med

Contact: Jonathan McArthur
Tel: 07801978591

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Early Years First Aid	Fire Med	12 hours	Must attend all 12 hours Maximum of 12 students	Variable	£540 for 12 people VAT inc	N/A	The course is designed to meet the needs of those who care for or are responsible for children and require a competence based certificate	Once a candidate has achieved this certificate it will be valid for 3 years

First Aid

NI First Aid Services , Unit 30, Antrim Enterprise Agency, Antrim, BT41 1JZ

Contact: Douglas Stoddard

Tel: 0289446126

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Child Carers First Aid	NI First Aid Services	12 hours	Must attend all 12 hours Maximum of 12 students	Variable	£400 for 12 people	N/A	Those in care of children	Valid for 3 years No certificate gained but course was designed by NIPPA, NICMA & various bodies Recommended 6 hour yearly update

First Aid

**Order of Malta Ambulance Corps - School of Nursing, University of Ulster, Magee Campus,
Northland Road, Co Londonderry BT48 7JL**

Contact: Kevin Moore (Course Director and Lead Person Mental Health)

Tel: 02871375488

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Special Needs First Aid Course	Order of Malta Ambulance Corps	12 hours either (6 days x 2 hours, or 2 days x 6 hours)	100% attendance is required	Variable	£60.00 per person	N/A	Staff working with early years children and those working with children who have special needs	Once a candidate has achieved this certificate it will be valid for 3 years a refresher course is available (comparable in duration and cost)
Paediatric First Aid Course	Order of Malta Ambulance Corps	1 hours either (7 days x 2 hours, or 2 days x 7 hours)	Maximum of 40 students 100% attendance is required		£60.00 per person		Those who work with young children, either in early years area, pre-school playgroups or primary education sector	Once a candidate has achieved this certificate it will be valid for 3 years a refresher course is available (comparable in duration and cost)

First Aid
Blue Light Medical Training Limited

Contact: Eugene Mark

Tel: 07789450763

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Emergency Aid for Child Carers	Blue Light Medical Training Limited	12 hours	Must attend all 12 hours Maximum of 12 students minimum of 6 students	Variable	£500 per group	N/A	Those involved in child care	Once a candidate has achieved this certificate it will be valid for 3 years

First Aid
The Royal Life Saving Society UK

Contact: Reception
Tel: 01789773994

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Save a Baby's Life	The Royal Life Saving Society UK	2 hours	Maximum of 1 trainer for 20 students	Variable	Donations through attendees and fundraising	N/A	Parents and Carers	Certificate of Attendance (not an Award)

First Aid Health Matters NI

Contact: Irene Williamson, Training Manager

Tel: 02830256482

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Emergency First Aid for Babies and Young Children	Health Matters NI	6 hours	Must attend all 6 hours Maximum of 12 Students		£350 + VAT + Travel (additional cost if delivered in 2 sessions)	N/A	For individuals who care for babies or young children	Once a candidate has achieved this certificate it will be valid for 3 years (Recommended basic Life support skills on yearly basis at discretion of employer)

First Aid

Emergency Medical Supplies - 41 Rainey Street, Magherafelt, BT45 5AE

Email: first-aid@fsmail.net

Tel: 02879301333

Mobile: 07802 940313

Website: www.emergencymedicalsupplies.co.uk

Course Title/Level	Accredited By	Course Length	Attendance	Venue	Fees	Entry Requirements	Target Group	Progression Routes
Emergency First Aid Course	Emergency Medical Supplies Approved by Training and Employment Agency	4 hours over 1 day or 2 evenings	Minimum of 10 people Must attend all 4 hours		£35 per person	N/A	The course is particularly suited to anyone who would like to gain basic knowledge in First Aid.	A 2 year Certificate of competency is given following successful assessment.
Emergency First Aid Course	Emergency Medical Supplies Approved by Training and Employment Agency	18 hours over 3 days or 9 weeks	Minimum of 10 people Must attend all 18 hours		£70 per person	N/A	This course is ideally suited to anyone seeking a comprehensive and thorough knowledge of First Aid.	A 3 year Certificate of competency is given following successful examination.
Emergency First Aid Course	Emergency Medical Supplies Approved by Training and Employment Agency	4 hours over 1 day or 2 evenings	Minimum of 10 people Must attend all 4 hours		£30 per person	N/A	The course is particularly suited to mothers who would like to gain basic knowledge in First Aid.	A 2 year Certificate of competency is given following successful assessment.

