Childminding Introductory Course

All applicants wishing to become registered childminders in Bournemouth are required to undertake this (compulsory) introductory course which helps prepare you to start your childminding business and manage it efficiently.

This is an accredited course which forms part of the Level 3 Diploma in Working with Children and Young People. Upon registration and successful completion of this course and you will have achieved the Level 3 unit: Understand how to set up a home-based childcare service and have 4 credits to count towards the full Level 3 Diploma qualification.

The course consists of eight sessions and covers the following modules:

- Health & safety and risk assessments
- Policies and procedures (includes Ofsted application)
- Partnerships with parents
- Children’s play, routines and meeting individual needs
- Child welfare and safeguarding
- Behaviour management
- Inclusion
- Introduction to Bournemouth Quality Standards
- Tutorial support

In addition to the sessions there will be tasks and assignments to complete in your own time and you will need to attend additional training. You will need to do the two day Multiagency Safeguarding Children training (this runs monthly, on weekdays only, so you may wish to book ahead to help you manage your time and personal commitments to attend the safeguarding training). The Safeguarding Children training is booked by telephoning Deborah Savage on 01202 519 035, there is a cost of approximately £80 to attend this training and you will need to meet this cost in addition to the Childminding Introductory Course fee of £250.

You will also be unable to register as a childminder until you have completed an approved Paediatric First Aid 12 hour course. If you chose to book a course arranged through Bournemouth Early Years this will be fully
funded, if you chose to book your own course you must select an approved training provider (approved by Bournemouth Borough Council Early Years Department) and meet the cost of the training yourself.

Upon commencement of the childminding introductory course you will also be directed to a range of wider (funded) professional development opportunities to help you offer quality care and learning to the children. The dates for all these courses, including Safeguarding Children and Paediatric First Aid are in addition to the introductory course sessions.
As part of the service Bournemouth Early Years offers to prospective childminders a Home-based Childcare Development Officer will assess you in your own home to ensure that you have met all the course requirements and to help you prepare for your first Ofsted visit. There is one visit before the introductory course commences, then after you have registered as a childminder further visits will take place.

Once registered with Ofsted and after 6 months practice, all childminders who do not currently hold a relevant early years or childcare Level 3 qualification, (as considered by the Teaching Agency to fully meet the requirements of the EYFS at level 3 standard), are required to study the full Level 3 Diploma in Working with Children and Young People. Please note, you will need to register and commence this Diploma within one year of completing this introductory course to use the 4 credits (gained through the successful completion of this course) to count for the Diploma.

This introductory course is compulsory for all prospective childminders in Bournemouth even if you already hold a level 3 early years or childcare qualification which the Teaching Agency consider fully meets the requirements of the EYFS.

If you leave before completing this introductory course or fail to register as a childminder within Bournemouth within 12 months of completing this introductory course you will be asked to repay the full cost of this course and any associated Bournemouth Early Years funded training attended (less the £250 contribution you made towards the course fees at the outset).

**Entry Criteria:** As this is an accredited qualification you will need to hold a Level 2 qualification in Literacy or English and a Level 1 qualification in Maths or Numeracy. This could be any of the following:

**Level 2**
- GCSE grade A*-C
- Level 2 National Test pass
- CSE grade 1
- O level pass (for O levels certificated in or before 1975)
- O level pass graded C or above (for O levels certificated after 1975)
- A level graded N or above

**Level 1**
- GCSE grade D-G
- Level 1 National Test pass

Please note the pass must be in English Language/Maths or Literacy/Numeracy.

If you don’t have the required qualifications contact Skills and Learning on 01202 262305 to enrol on a free course or ask your Home-based Childcare Development Officer for advice on learning opportunities.
Level: 3

Entry Requirements/Course Suitability: Suitable for practitioners committed to becoming a childminder in the Bournemouth area within 12 months of course completion.

Cost: £250
All practitioners pay the subsidised cost contribution of £250 towards the full training fees. If practitioners do not complete the course or fail to register and offer care to children in Bournemouth within 12 months of completing this introductory unit they are required to pay back the full cost of this introductory course plus the cost of any associated training attended (less the £250 contribution already paid).

Additional Support: If you have any specific learning or physical needs or require additional support to enable you to engage with this programme please describe your need and how we can assist you in the special requirements box when you book. With sufficient advance notice, learning materials can be tailored to suit particular needs and support can be given in test conditions.

Tutors: Ali Manley and Karen Smith, supported by the Bournemouth Early Years Home-based Childcare Development Team led by Tania Hall.

Training Provider: Crane Moor Training, supported by the Bournemouth Early Years Home-based Childcare Development Team

EYFS Statutory Framework:
✓ The Learning and Development Requirements
✓ Assessment
✓ Safeguarding and Welfare Requirements

Principles: All
Characteristics of Learning: All

BQF: All modules

Every Child Matters: Stay Safe; Be Healthy; Enjoy and Achieve; Make a Positive Contribution; Achieve Economic Well-being

Refreshments: Tea, coffee, water, and biscuits are available on most courses but meals are not provided. Please bring along a packed lunch to all day courses.

Cancellation Period for training events: to cancel a confirmed training place three clear working days notice (minimum 72 hours before event start date and time) must be given to avoid charge. Cancellations should be made using the online booking system. If you are unable to cancel online you may call 01202 456 393. This telephone number has a voicemail system so if we are unable to take your call you will be able to leave a message cancelling your place. Cancellations can only be made direct to a member of the Early Years Workforce Development Team on the stated telephone number. All sessions of a multi-session course MUST be attended. Non-attendance charges will be made if sessions are missed. However, for long courses of five or more sessions a 90% attendance rate must be upheld to avoid charge for missed sessions.

Charges raised for non-attendance or late cancellation will vary as they reflect the true cost of a place on the course. Please note that this may be a higher charge than the advertised cost of a place as several events are advertised at a subsidised rate. The non-attendance or late cancellation charges are subject to a minimum charge of £50. Charges are waived only for unannounced Ofsted inspections and significant personal illness requiring hospitalisation.
If a practitioner needs to leave a session before the advertised finish time or will be late arriving this must be recorded in the special requirements box when booking. For on the day emergencies the tutor or Bournemouth Early Years representative must be informed if you are leaving a session early or arriving late.

**Exemptions:** This event is exempt from the standard terms and conditions listed on CPD online. Bournemouth Early Years policies and procedures apply. This includes charging practitioners who attend an event without booking.

**Severe Weather/Cancelled Events:** If an event needs to be cancelled because of severe weather conditions (e.g. flooding, snow) or tutor illness all booked attendees will be notified by an email sent through the online booking system. The email will be sent to the email address linked to the practitioner’s booking. Managers that chose to use a generic setting address rather than the practitioner’s personal email address must bear the responsibility for passing cancelled event notifications onto the practitioner.