



Course Information

Course No.

CSK03L

Community Skills, Adult Learning Service: Course Information Sheet 2009-10

**If you require this information in large print or a different format,
please call us on 01642 490409**

Name of Course:	NVQ Level 2 Children's Care, Learning and Development		
Day and Date(s):	Mondays fortnightly 21 Sept, 5, 19 October, 9, 23 November, 4, 18 January, 1, 22 February, 8 March Plus one-on-one meetings with your assessor as arranged.		
Start Date:	21 Sept 2009	Finish Date:	Taught sessions finish 8 March 2010
Time(s):	1.00 – 3.00 pm for taught sessions with tutor. Up to 10 one-on-one meetings with personal assessor are arranged separately between learner and assessor at mutually agreed times.		
Level:	2		
Tutor:	Fran Rabone		
Assessor:	To be allocated		
Venue for taught sessions:	Lakeside Children's Centre, Redcar Contact Kerry Clark for details Tel: 01642 490409		
What you can expect to learn from this course:			
<ul style="list-style-type: none"> • To explore ways of contributing to positive relationships • To identify ways of safeguarding the welfare of children • To recognise development opportunities • To develop skills to support children's play and learning 			
Previous experience or qualifications you need:			
You will be expected to have an appropriate level of English to complete the course. If you don't already have a Level 2 qualification in English, then you'll need to do a quick assessment exercise before the course starts. Please phone Kerry Clark on 01642 490409 to book a place to do an assessment during the week beginning 7 th or 14 th September. If it is impossible for you to do it in that time (eg you're on holiday) then please phone Kerry to arrange to do it as soon as you can.			
Ways in which you will learn:			
Group discussion, small group exercises, placement, research			
Please bring along the following to the course:			
A4 paper/pen/highlighter pen/file & dividers			
Qualification(s) you can work towards during the course:			
City and Guilds NVQ 2 Children's Care, Learning and Development			
What you can progress to:			
There are a number of options within Community Skills and the Adult Learning Service, including: NVQ Level 2 and 3 Supporting Teaching & Learning in Schools. There are also courses on other topics that you may be interested in, including Emergency First Aid, Paediatric First Aid, CIEH Level 2 Food Safety, Introduction to Drug Awareness, Introduction to Special Educational Needs of Children and Young People etc. Please contact Kerry Clark on 01642 490409 to: <ul style="list-style-type: none"> • Request a current course list • Request professional information, advice or guidance (IAG) You may also take the opportunity to request any of the above or further sessions on this topic on your course evaluation sheet.			

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Further Information:
To gain this qualification, you need to be working with children between birth – 8 years old in a paid or volunteer role. We recommend a minimum of one day a week.
Fees The full fee for this course is £380 and this includes the registration and certification fee. The fee can be paid in instalments. If your employer is paying your fee, we require a signed letter to confirm this at the beginning of the course. If you want to do this course but can't afford it, you may be able to get the fee (or part of the fee) paid for it (some of the options are listed below). We can also sometimes help out with childcare costs, carer respite costs and other costs if you need it. Please phone Kerry Clark on 01642 490409 to see if we can help you.
Are you claiming benefits? You can get a reduced fee of £6 per term x 3 terms = £18 for this course
Are you a volunteer or a member of staff at a local voluntary/community organisation? The Community Skills Bursary Scheme can pay part of your fee. You can get a reduced fee of £41 per term x 3 terms = £123 for this course
Is this your first Level 2 qualification? If you don't already have 5 GCSEs (Grades A-C) or an NVQ Level 2, then Train to Gain funding can pay for this course for you so that the course will be FREE for you
Are you a member of staff working for Redcar & Cleveland Borough Council or another organisation? If this course is relevant to your work, your employer may pay the fee for you. Ask your manager to tell you about the central Training & Development opportunities.
Have you joined our M&M programme (ask us for details) or do you live locally? The course could be FREE for you. There is funding to pay the fee for you if you live in certain local areas. Please phone Kerry Clark on 01642 490409 to ask for details or simply send us your Booking Form and we can tell you if the course is FREE for you.
How to book a place on this course:
To book a place, you must complete a Community Skills Booking Form and a Fees Form. To obtain a Booking Form and a Fees Form and to submit them, contact: Community Skills, Adult Learning Service main office, Redcar Education Development Centre, Corporation Road, Redcar TS10 1HA Tel: 01642 490409 Fax: 01642 492388
How do you know if you have a place on the course?
Once you have sent in your Booking Form, you have proved you have an appropriate level of English and have confirmed any fee payment (including sending us a Fees Form) you may assume you have a place on the course unless our office telephones you to tell you otherwise.
Cancellations
If you have sent in a booking form and then wish to cancel your place, you must let Community Skills know via the main office 01642 490409 48 hours before the course.

This information will be sent to people who request further information on a course.

Please note that with the agreement of the participants and the tutor, the outline of the course may differ.

If a tutor is sick or a session cannot run, you will be contacted via the telephone number on your Booking Form.