

Puffins Training

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Celebrating excellence in
childcare.



Puffins of Exeter & Puffins Training Ltd

Competition

You could win a selection of body shop goodies.

List four things that you think makes a good mentor.

Send or email your answers to Lindsey Ayling
(lindseyayling@puffinschildcare.com) at the Stables.

Birthdays in February...

Katie Willis—2nd
Lauren Montgomery—
7th
Jess Wright—17th
Megan Collins—18th
Aimee Pike—27th

Congratulations!

To Sara Forde who just
passed her driving test!

Dates for your diary

10th March from 2pm - IV session
19th March from 2pm - IV session
1st - 3rd April - OFSTED inspection
17th April from 2pm -IV session
28th April - 5pm Full assessor mtg
DYP Workshops:
19th March—Growing
26th March—music & movement

All start at 09.30 at the Stables, book with Sam Up-
hill: samuphill@puffinschildcare.com, 01392 496017

If you have any ideas for DYP workshops, please let Gemma
know on gemmarolstone@puffinschildcare.com



Training Magazine

February

Welcome to February's edition of the training magazine. As you may know, we will be having an Ofsted visit in April, where 3 inspectors will be coming to visit the training centre and the nurseries. They will be talking to a lot of you about your learning experiences in the workplace and through day release. Please don't think this of a scary process—this is your chance to shine and let them know how good you



all are at your jobs.

The weekly panning that the level two learners have been doing has been very effective. Through the recent learner rep meeting, it received very posi-

tive feedback. We feel this will help you in your roles when you become qualified and are running your own keygroups.

On my travels around the nurseries I have seen many of your learner boards which are looking very attractive and informative. It's great to see photos of the experiences you have been setting out for your weekly planning. Well done to you all for putting these together.

Lindsey

Did you know ...

... **What you can do when you finish your qualification?** The time will soon be here where most of you will be coming towards the end of your training. Through day release, Lindsey Ayling will be offering some training experiences for career progression such as writing CV's and interview tips to help with

that crucial promotion interview. She is available for one to one careers advice too. Please contact Lindsey for an appointment if you would like some guidance.

You could also check out our website—www.puffinstraining.co.uk—where there are some links to other training providers as well as links

to information about Higher Education, such as foundation degrees. We have a lot of information that could help you, so don't be afraid to ask for a confidential chat about your options, whether you want to stay with Puffins or move elsewhere.

Puffins Training

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Special points of interest:

- ☺ Assessor surgery announced
- ☺ Response to learner feedback

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Level 2 News



Congratulations to Kelly Stevens who was the Learner of the Month for January. Kelly

works at Clystheath and attends day release on Fridays.

Level 2 Apprentices have just finished their 2nd technical certificate unit, and are busy writing the end of unit assignments. The unit has covered primarily the support for children's play and learning

through providing high quality experiences.

All learners should have had the opportunity to practice in their nurseries, as well as trying out some of the things at day release.

Assessor news

We recently had a standardisation workshop where we looked at some good practice examples. The workshops were very well attended and some useful reflection came out of it. There was some excellent practice with regard to detailed and clear action plans although some did not have smart targets set for the learner. Observation records were very well detailed and were cross referenced to many other units.

Progress on Key Skills has been good with all application of number Level 2 portfolios being signed off by both assessor and IV. We also had a standardisation meeting with

regard to Key Skills. Some poor examples of literacy were identified in unassessed portfolios. It is really important through all qualifications in apprenticeships to encourage good grammar, punctuation and spelling. Good literacy skills are very important in the childcare profession. We should all recognise that we are role models for the children. Tips for brushing up on literacy skills could include:

Reading a variety of materials including newspapers and magazines.

Asking colleagues to proof read assignments/work products.

Using the spell/grammar check facility on your PC.

Read out loud written work to check that it makes sense.

Finally I would like to thank all assessors for your hard work and dedication. I would also like to invite you to an **assessment surgery from 11.30 on Monday 10th March**. This will be an opportunity for you to bring portfolios or issues that you need support with. Gayle and I will be available to offer information, advice and guidance. Light refreshments will be provided.

Learner feedback

Thank you all for completing the learner survey for Katherine recently, your views are really appreciated. There were a number of things that we would like to respond to.

Some learners were not satisfied with the level of support and information, advice and guidance that they receive from Puffins Training. Lindsey's role as Learner Support Coordinator is to provide support to all learners. You also have access to personal tutors and

mentors. If you need something then please let one of us know. Lindsey's contact details are on this newsletter, on posters in your nursery learning zones and at the stables. Careers advice sessions are being built into your day release sessions over the next few weeks.

The training company is always looking to hear learners' views. We do this through many ways. In the training room there is a comments box for you to

use. Also, at ILP reviews with Lindsey and your personal tutor you are also asked for feedback as well as during session evaluations. You can also ask to speak to a certain member of the training team. Once we know your views we can respond to them. This may be done verbally, written (a letter or discussion form) or through this magazine. Remember, if you are not happy the grievance procedure is displayed in your nursery learning zone for you to follow.

DYP Workshops

The DYP workshop programme has been running for over 18 months, and we have had topics as diverse as Music & Movement and Manual Handling. The latest DYP was run by Lindsey and looked at Den building—attendees had a great time and went back to their nurseries with lots of ideas.

Don't forget that if you think of a topic that you'd like to be the subject of a DYP, then let Gemma know and we'll try to schedule it in.

Here's the magnificent den built by attendees at the last DYP!

Remember, too, that if you want to attend an external training course that will improve your practice you can apply for funding from the development fund—managers have details of how to apply, and everyone is eligible.



Mentor news

Mentors

As we are 2 months into the new year, I thought it would be a good idea to go back to basics and explain to everyone how the manual should be used.

The work based training manual belongs to the learner. The learners should use the manual with their mentors and other staff who give them guidance. It is the childcare centre manager's responsibility to ensure it is used properly.

The activities can be carried out in any order, but it is important to remember that you should not ex-

pect a learner to carry out any task unless they have received training or instruction. The tasks in the manual are very straightforward. You should follow the checklist as you're explaining to the learners what should be done and then tick these off and fill out the form explaining what the learner did. You should then encourage the learner to fill out their comments.

The manual should not be filled out after the task is complete such as "you read a story last week I'll fill that bit in now". This is not appropriate training - the tasks in the

manual should be completed as the tasks are being shown to the learners.

Please remember if you have any questions regarding the manual email me at tracythomas@puffinstraining.com

Remember that the next mentor meeting is on Tuesday 18th March at 6pm, at the Stables.

Do you want to improve your literacy?

If you're not on a current apprenticeship or advanced apprenticeship programme, but want to improve your literacy, free courses may be available to you from Exeter College, or through LearnDirect.

To find out more information about the Exeter College courses, contact Wendy Cranston on 01392

205659.

Their classes run on Tuesdays & Thursdays from 18.00 - 20.45 and on Wednesdays & Thursdays from 9.15 - 12.00

Information on LearnDirect can be found on their website: www.learndirect.co.uk

