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Celebrating excellence in
childcare.



 Puffins of Exeter & Puffins Training Ltd

New year resolution?

If anyone is trying to lose weight as a new year resolution, some of us are going to Weight Watchers at Southernhay—Wednesdays between 6pm and 7pm. If money for the classes is an issue, don't forget you can apply for subsidy from the Development Fund or the social & welfare fund, For more information, speak to Sue Holding.

Birthdays in January...

Emma Webber—9th
Hannah Westcott—15th
Jo Hext—26th

Congratulations!

Here's the promised picture of the UK skills challenge Gold medal winners getting their award from David Grant. Well done Hannah, Josie & Jo.



Dates for your diary

11th Feb—assessor worksho[

18th Feb—assessor workshop

25th Feb—assessor meeting

DYP Workshops:

30th Jan—Storytelling

20th Feb—70% process, 30% product

27th Feb—Equal Opportunities

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

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



Training Magazine

January

Welcome to the training magazine and Happy New Year!

We have a very exciting few months ahead of us—as some of you will have heard, we have a visit from Ofsted in April (starting on April Fool's Day, I hope that's not a bad omen!). We have already met with the lead inspector, and we are busy planning the

schedule for the visit. We will have three inspectors for three days, and they will be visiting most of the nurseries and speaking to many level 2 and 3 learners and other staff. There is absolutely nothing for you to worry about, they are going to be grading the training provided, not you, so even if they observe what you're doing it's so that they can make judgements about

the way we are training learners.

If anyone wants any more information, please speak to Sue or me.

Gillian Fawcett

Did you know ...

The Jobs everyone hates

We have recently had many comments about the amount of cleaning duties the learners have to do.

Due to the nature of the job there is a certain amount of cleaning that needs to be done for health and safety reasons. Unfortunately, learners will often have

responsibility for some of these jobs as it is something that requires little training, and it releases qualified staff to carry out other activities.

Even so, it can seem really unfair! Remember that every one of the qualified staff have been in your position, and they do understand how you are feeling. It is an im-

portant job, because it prevents the spread of germs and contributes to an inviting environment, and you **are** appreciated even if it doesn't feel like it. Thank you for all your hard work.

If you feel that cleaning duties are not being shared out equally among learners please speak to your nursery Manager.

Puffins Training

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Special points of interest:

- © All L3's pass their test!
- © What learners learned at day release

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L2 Learner feedback

Setting up experiences for children

Some learners have recently expressed a concern that they are not getting opportunities to plan and provide experiences for children unless it is for their NVQ assessment. This is being looked at through our Quality Improvement Plan and we have recently taken steps to provide Nursery tutoring where learners will be able to learn

about planning for children's individual needs and carry out experiences themselves in their own settings. Learners also have their mentor work books to enable them to practice their skills and gain more knowledge.

We have had really positive feedback about the learner planning sheets that have recently been introduced. These are intended for learners and their mentors or

supervisors to plan things that learners can get more involved in. Now that learners are learning how to provide experiences during day release, they should be able to put this into practice in their settings.

If you have not seen the new learner planning sheets, or they are not being used in your nursery, please let your personal tutor know.

What L2 learners learned ...

Level 2 learners have started on the next unit of their technical certificate, and in order that settings know what they have been doing we will be sending weekly updates for managers, explaining what was covered in day release and suggesting things learners should be able to get involved in. In the meantime, here is a summary of everything they covered in their first unit:

Learners learnt about:

Risk assessments and hazards

Food hygiene & cleanliness

Allergies and nutrition

Caring for skin, hair and teeth

Planning for individual needs

Child protection

Dealing with minor accidents

Fire and security policies

Child: staff ratios

Boundaries for children

Physical play

Insecurities

Under supervision, learners will be able to:

Dispose of waste

Carry out a risk assessment

Complete a trip form

Plan a daily routine

Cater for different food allergies

Outline the child protection policy

Outline the missing child policy

Identity contents of first aid box

Recognise indicators of child abuse

Provide physical play experiences

Promote a child's self esteem

Level 3 News

Congratulations to the level 3 candidates who all passed their external exam in January—this is brilliant news, well done to you and your tutor, Jo Bennett!

The teaching sessions for level 3 have changed to Wednesday mornings, as we had feedback from managers that it was easier on staffing. You should all be aware of your schedule, but if you have any doubts about what days you

need to attend, speak to Katherine or Gillian. We will be giving you your own personal schedule at the next few day release sessions.

Also, don't forget that there is a residential weekend as part of your L3 programme. This is on the weekend of 5th & 6th April, at Pixie's Holt on Dartmoor. We had great fun at the Level 4 residential, so I'm sure you'll enjoy it. If there's any reason

why you may not be able to attend, please let Katherine or Sue know as soon as possible. More details about the event will be given to you soon.



Level 4 News

We are delighted that the first group of candidates have completed the level 4 Advanced Diploma in Childcare & Education qualification. This is a fantastic achievement by:

Kelly Bradford, Winslade

Emma Coles, Clystheath

Marie Cooper, Sowton

Kerry Elver, Clystheath

Sarah Rolstone, Winslade

Michaela Stone, Sowton

Rachel Tucker, Mont Le Grand

Lisa White, Southernhay

We wish them well as they start on their degree courses with the open university.

From February, Tuesday afternoons is L4+ study day when they'll be getting to grips with OU work.



Mentor & Assessor news

Mentors

We continue to get really positive feedback about the learner workplace handbook, so well done for promoting and using these with your learners. Remember that they are to be used to help train the learners, so you need to plan in advance what the learner is going to do and then record it in the workbook. A few learners feel that the workbook is completed as an afterthought—e.g. "Oh, you've done that, let's tick it off!" They get much more benefit from it if the training is planned.

Your manager will be starting to get weekly updates on the things that learners are doing at day release, so this will help you when planning learner experiences. We have had really good feedback about the planning sheets, so well done for implementing them and please carry on using them!

Assessors

Remember that the next assessor meetings are on either the 11th or 18th February (depending on which group you are in—check with Sue if you're not sure) and on 25th February for everyone. It is vital

that all assessors attend these meetings, so please make sure that rotas, etc. are sorted out well in advance.

Can we also remind you to make sure mentor guidance forms are completed and filed properly in the mentor folder.

Finally, we're at that point in the year where we expect learners to have made good progress with their NVQs, and they should all have had at least one unit signed off. If you are concerned about the progress of any of your learners, let Sue know asap.

Learner representatives

We really value the feedback we get from learners, and in order to make sure we respond to that feedback we have a regular learner representative meeting where Lindsey Ayling, the learner support coordinator, can discuss issues that affect learners. The current learner reps are:

Haldon House- Shelley Weir

Newton House- Vicky Morris

Clystheath- Natalie Gail

Southernhay- Stacy Quick

Winslade- Chloe Storey

Sowton- Tyrannie Hickman

Manston Terrace- Roxy Davis Cavill

Mont le Grand- Carly Jago

The next meeting is on 31st January at the Stables, at 12.30pm.

We don't currently have a level 3 learner panel, but if you would like us to start one, please let Gillian know.