

## Puffins Training

13 Mont Le Grand  
Exeter  
Devon EX1 2PD  
Phone: 01392 496017  
Fax: 01392 439903  
E-mail:  
enquiries@puffinstraining.com

Celebrating excellence in  
childcare.



Puffins of Exeter & Puffins Training Ltd

## Competition

Congratulations to Katie Howell from Winslade, who's won some lovely Body Shop goodies. She answered last month's question: What makes a good mentor?

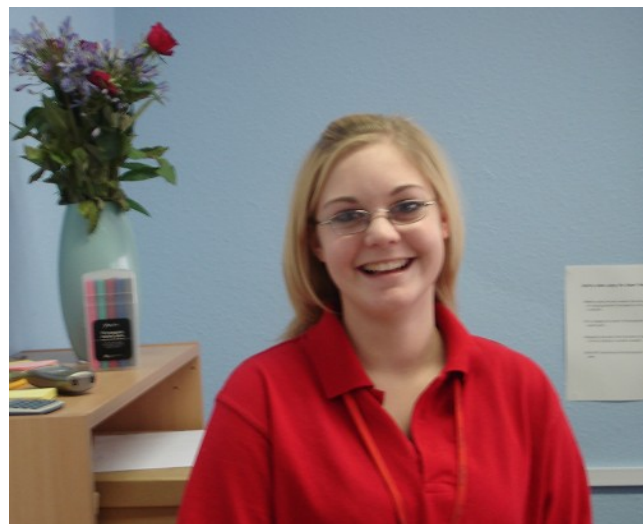
Katie believes a mentor should:

- Have knowledge of the NVQ
- Be supportive towards learners
- Approachable when learners need help
- Motivate learners.

## Birthdays in March...

Amanda Jameson—2nd  
Becki Sutton—11th  
Maria Wannell & Layla May—  
13th  
Emma Sharland—15th  
Emma Headon—17th  
Lindsey Ayling—21st  
Sasha Hutchinson—22nd  
Sacha Lilley—26th  
Jenni Hewings—30th  
Hope you all had a great time!

Many congratulations to Amanda Cunliffe (pictured), from Haldon House, who passed AoN level 2 this month, and to Kate Bailey, Sasha Hutchinson and Lois Bearder who passed their L2 AoN external assessments in February.



## Dates for your diary

1<sup>st</sup> - 3<sup>rd</sup> April - OFSTED inspection

17<sup>th</sup> April from 2pm -IV session

28<sup>th</sup> April - 5pm Full assessor mtg

DYP Workshops:

2 April—healthy living

16 April—wellbeing & involvement

30 April—celebrations

7 May—home visits & transitions

All start at 2pm 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

## March

**Welcome** to March's edition of the training magazine. So much has been going on this month; firstly level 2 learners have just finished their first assignment for unit 4. Well done to you all, we will let you know your grade as soon as they are all marked.

We have also been busy taking part in a Childcare careers fair. We would like to thank Chloe Storey, Kelly Stevens and

Lois Bearder, who came along to help on the day and talked to young people about their experiences with Puffins Training. Well done, you all took great pride in your work.

The Key skills challenge has been a great success, many of you have got really involved in organising a fund raising event including ringing local businesses for their support. Let's hope we win again this year.

Lastly, we would just like to thank all of you for your hard work and support.

Everyone has been working really hard to get units in for IV sessions and your learner boards all look amazing.



Lindsey

## Did you know ...

... **That if you're a level 3 learner, you have a Puffins email address?** Katherine has been around to all the nurseries and set up all our level 3 learners on outlook on the nursery computers in the learning zones. A few emails have been sent to L3s about all sorts of things, so if you haven't yet had a look

at your email, please do so asap! If you'd like to get access to these emails at home or another location, send Gillian an email (gillianfawcett@puffinsofexeter.com) and she'll give you the necessary information.

If you're a level 2 learner, you can also have your own Puffins email

address, which you can access via the internet—please ask your manager to send Gillian an email and we'll set it up for you. If you want to send each other emails using the Puffins email system, the format is firstnamelastname@puffinsofexeter.com. Contact Gillian for more information

## Puffins Training

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### Special points of interest:

- ☺ Puffins email available to all!
- ☺ Tell us what you'd like

### Inside this issue:

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## Level 2 News

The learners have recently spent time on doing their "world skills" challenge. This is an annual competition that recognises the skills that vocational learners have, and Puffins learners were very successful last year! This year, learners chose who their team leaders would be and planned a charity fete. They phoned local business to ask for raffle prizes. Some learners were involved in working

out fundraising ideas to finance what they wanted at their fete and others measured the Stables to work out the areas where stalls could be. Some got as technical as working out how much they could charge for tea and coffee! Hopefully, we can use the best ideas to hold a fete later in the year.

Learner of the month for February was Scott Collins, from Manston Terrace. Well done Scott!



## Assessor news

There have been a lot of portfolios presented for internal verification over the last month. It is good to see so many units being completed. The evidence being assessed is holistic and well cross referenced. We have also been listening to some high quality professional discussions. Please remember that they are discussions, so learners and assessors can discuss issues regarding their placements. The

best discussions relate to the learners' practical experiences.

There have also been some good examples of the brief written records that are needed to go along with the recorded discussions.

As you know, the learners complete unit evaluations when they have completed an NVQ unit. The learners' feedback shows their preference for evidence being col-

## Level 3 News

There's been quite a lot of extra bits and pieces for level 3 learners over this period, as we're trying to prepare them for the next unit, which is being delivered at the residential weekend, as well as catch up with literacy and numeracy for those who need it. These are integral parts of the advanced apprenticeship, and vital for career progression, so we wish everyone well who is trying to pass external examinations in AoN or Coms.

Remember that the residential is on the 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> April at Pix-

ies Holt. We are all looking forward to it as it is packed full of interesting and hands on activities. We will be covering all of unit 5 at the residential and this will prepare learners for the assignment. If learners are unable to make the residential then we will be providing guidance and information at a special session on 9th April.

The latest technical certificate unit has just finished - all that learners have to do now is submit an assignment! Learners have been working on Unit 4, observing and assessing children. As part of this unit, 2 of the groups have experienced a presentation from a cen-

lected through observation as much as possible. Learners have also said that they have enjoyed preparing for professional discussions. A learner talked about a visit to the nursery by the police, that she organised - she was observed coordinating this visit. Please can assessors and learners remember to complete the unit evaluations out as they give us important feedback.

tre manager from Headway Devon. Rachel is doing a level 4 with Puffins Training and kindly agreed to come in and talk to the learners. Rachel talked about her work with children who have acquired brain injuries. Rachel presented case studies and talked extensively about meeting individual learning needs.

Headway Devon are having an open day between 11.00 am and 12.30 pm on 28<sup>th</sup> April. Please contact Sue for more details.

## DYP Workshops

The most recent DYP workshop dealt with the intriguing topic of "Music and Movement", and was presented by Emma Coles, Manager of the Clystheath

Childcare Centre, who took time out from her holiday to present it.



Emma using the technology!



Getting stuck into making the instruments!

## Mentor news

We have recently completed an audit of the mentor process and paperwork at each of the childcare settings, and are pleased that the mentor system seems to be working well. Mentors are doing some really lovely stuff—especially helping the learners with their planning and learner boards, so well done all of you.

Remember that once the mentor guidance forms have been completed, they should go on the mentor files, not the individual learner files.

Some mentors may have been told

by their manager that Ofsted will be interviewing them when they visit the nurseries. We've chosen mentors as people that Ofsted need to speak to, as the mentors will know how the learners are supported and will be able to explain what happens during the learning that takes place on-the-job. This is nothing to be worried about, so hopefully none of you will be nervous!

Many of your learners will be observed and interviewed, so it may be worth helping them to remember their files, and checking they

have their work-place manual available to show the Ofsted inspectors. If you have any queries, please do not hesitate to contact Tracy Thomas on:

tracythomas@puffinstraining.co.uk or 01392 426767.

## Tell us what you'd like ...

We're aware that we always seem to have one survey or another on the go, and you must get very confused about which one you've filled in and which you haven't! Rest assured that we do it because we are really keen to get feedback on what you like, and dislike, about our training programmes. It also gives us information that helps us

to make sure that we provide training that is accessible to all. For example, a recent survey disclosed to us that some people have been told at school that they may be dyslexic, but they hadn't mentioned this to us when we first did their learning plans. Now we know, we can take some action to make sure their needs are better met,

so please do let us know if you think we might be able to help you in any way.

We especially like to hear what you enjoy, so fill in those comments forms and put them in the box at the Stables!