

CHILDCARE

Your preparation guide to get you ready for September

Information Booklet for Childcare Courses at Bournemouth and Poole College



NB – All information was correct at the time of being issued.



General Information

The Childcare department offers a wide range of courses including:

- Level 1 Progression 2 Childcare
- Level 2 Diploma for the Early Years Practitioner
- Level 3 Technical Diploma in Early Years Education and Care (EYE)

Level 1 Courses

- You will be in college 2 ½ days a week, and in that time your study programme will include English and Maths – either GCSE or Functional Skills, and your main qualification. You are also required to take part in a minimum of 30 hours work placement.
- Work is taught and completed in word processed units, and topics for the different units you cover range from the following:
 - Self-development
 - Food and Nutrition
 - Human Growth and Development

Level 2 Childcare

- The qualification takes one academic year to complete, and there are 14 units that make up the full Level 2 Diploma. You will be in college for 3 days, and out on placement 2 days a week as you are required as a mandatory part of the course to complete a minimum of 250 hours in an early years setting. Work is assessed by word processed assignments and observations in placement.
- You are required to have a minimum of 4 GCSE's at a '3' but for either your English or Maths a '4' is also required as it is possible to re-study one of these subjects to try and gain a '4/5' but not both.

The Level 2 Course is a 'licence to practice' which means you will be a fully qualified Level 2 Early Years Practitioner and will be able to work as an assistant practitioner with that qualification.

Level 3 Childcare

This qualification takes 2 years to complete and is equivalent to 4 x A Levels.

Year 1 comprises of

- 7 units of work which are assessed by word processed assignments – These are graded from A* to D.
- A minimum of 365 hours work placement in 3 early years settings in which you will be observed – You will complete work placement in settings across all age ranges from babies to 5 years old.
- An externally marked and moderated ‘Controlled Assessment’

Year 2 comprises of

- Another 7 units of work that are assessed by word processed assignments - These are graded from A* to D.
- A minimum of 385 hours work placement in 3 early years setting in which you will be observed - You will complete work placement in settings across all age ranges from babies to 5 years old.
- An externally marked and moderated ‘Controlled Assessment’

The Level 3 Course is a ‘licence to practice’ which means you will be a fully qualified Level 3 Early Years Practitioner and will be able to work as a practitioner with that qualification, it also attracts UCAS points and you will be able to apply for early years courses by completing this course.

Course Fees

For every course there is a course fee that is due on enrolment, this can be paid in instalments if required.

Level 1 Course fees

Course Book - £20
Placement T shirt - £10
Course Materials - £20
Total = £50

Level 2 and 3 Course Fees

Course Book - £20
Placement T shirts - £20
Course Materials - £20
Total = £60

Course Requirement

Level 1 Course - Four or more GCSE's or equivalent at 2's/3's – Including English and Maths

Level 2 Course – Four or more GCSE's or equivalent at 3's/4's – Including English and Maths

Level 3 Course – Five or more GCSE's at 4 or above including English and Maths (for those wanting primary school teaching you will also need Science at a 4+)

For all courses you will need a clear and enhanced DBS before you can go out on work placement.



**Disclosure &
Barring Service**

Work Placement

Work placement is a compulsory part of your course and is very important to build up experience of working within your chosen sector as well as supporting your understanding.

The amount of work experience you will undertake will depend upon the course you are taking but everybody will complete some throughout the year.

The work placement team will arrange your work placement, this is so that we can check it is safe and suitable for you to attend; if you have a preference we can bear it in mind but cannot guarantee it. Your work placement will normally be close to your home, if this is not possible it will be on the way to or near college.

N.B. your work placement must be relevant to the course you are undertaking and cannot normally be your place of work.

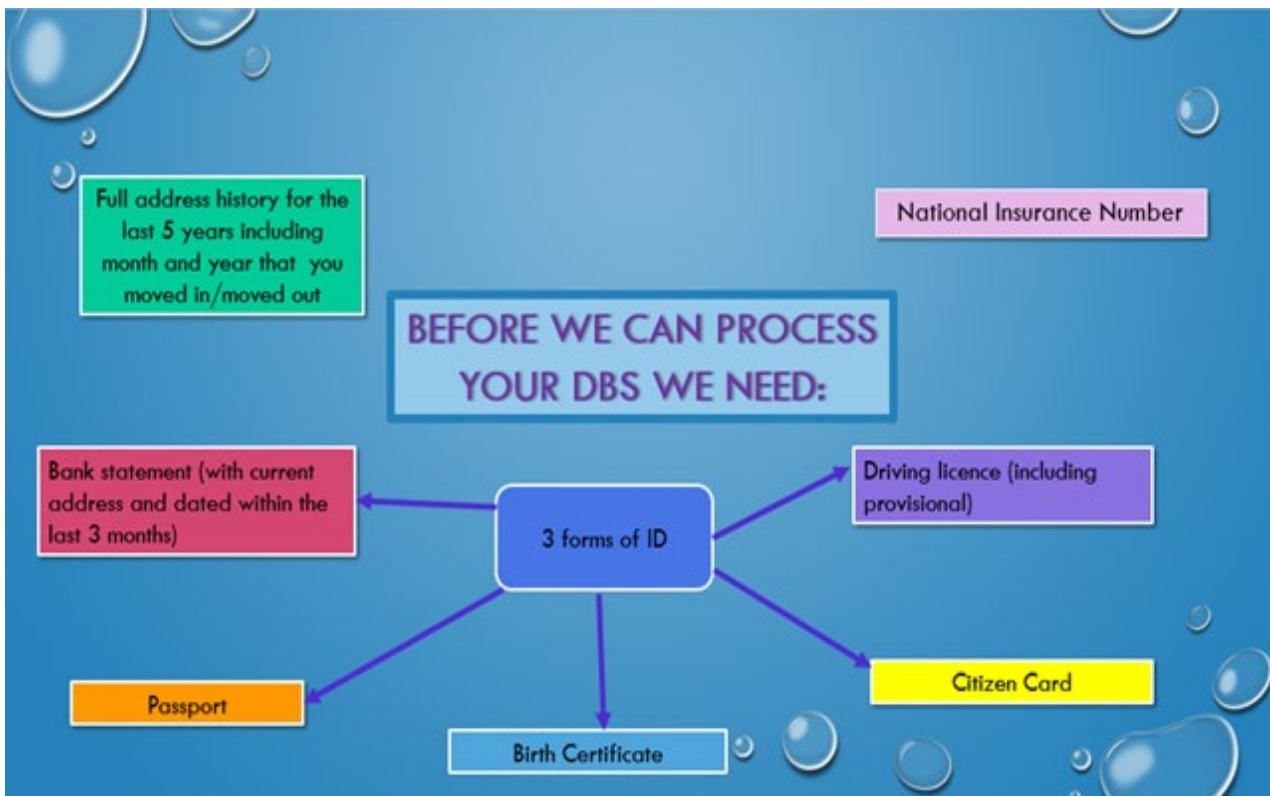
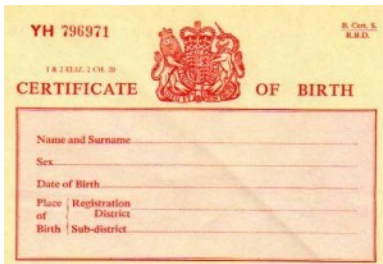
To allow you to go out on work placement you MUST have a DBS as you will be working with vulnerable individuals. We will be undertaking your DBS application within the first few weeks of term so you will need to work on obtaining the relevant ID documents over the next few months.

A full list of acceptable ID can be found here:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018#group-1-primary-identity-documents>

You will also need to provide us with a list of all your addresses for the last 5 years.

A brief example of documents you could use can be seen over the page:



Students will also need to complete a medical consent form prior to starting their placement – these will be given out to you on enrolment and need to be handed back to your tutor the first day of induction.

Medical Consent Form

In case of emergency, _____ has my consent to authorize medical care for my children listed below.
 Our family doctor is: _____

His/her address is: _____

His/her telephone # is: _____

Our hospital preference is: _____

Allergies: _____

Contact me immediately at: _____

If unable to contact me, please call:
 _____ at _____

Name Telephone
 _____ at _____

Name Telephone
 _____ at _____

Signed by
 Name: _____
 Address: _____

To help the placement team in finding your placement please complete the form on the next page and bring with you during your first week at college.

Work Placement Ideas

Student name:

Date of Birth and Age.....

1. Which area of childcare are you interested in?

.....

2. Which form of transport will you be using?

.....

3. How will this placement support your future career plans?

.....

If you have a specific setting in mind, please give details below:

1st Choice: Organisation:

.....

Contact Name:

Address:

.....
.....

Telephone Number:

Please state your reason for suggesting this placement?

.....
.....

2nd Choice: Organisation:

.....

Contact Name:

Address:

.....
.....

Telephone Number:

Please state your reason for suggesting this placement?

.....
.....

Please be aware that whilst we shall endeavour to pursue your placement arrangements there is no guarantee that we can ensure Health & Safety clearance in time. Therefore, we will contact another placement provider currently used by the Childcare Department.

DATA PROTECTION STATEMENT

NB The above information will enable us to assist you with your education whilst at College. It will be stored electronically on the student record system and within the dept. Your personal details, including medical information may be disclosed internally within the College and externally to the work placement

provider selected. In signing this form you give your consent to the use of your personal data in this way.

Signed: Date:

Please note: we will be unable to change a placement once it has been arranged.

Progression

What can I do after this?

- Next Level – if all parties feel this is appropriate as a next step for you.
- Employment – in particular for the qualifications that are a ‘licence to practice’
- Higher Education – the Level 3 Childcare Course attracts UCAS points and you will be able to apply for university.

What jobs can I get after studying for the childcare qualifications?

- Early Years practitioners in a pre-school, nursery, working for the cruise companies, the travel agencies (Summer and Winter seasons) TA in schools, SEND, Children's Centre's, Nannies.

What University courses can I do?

- Early Childhood Education and Care BA(Hons)

- Childhood & Youth and Early Childhood BA (Hons)
- Primary Teaching with Early Years with QTS BA (Hons)
- Childhood Studies BA (Hons)
- Early Years Care and Education Fda



Useful Websites & Publications

The main awarding body for the Childcare courses

<https://www.cache.org.uk/>

General Information about early years practice.

<https://foundationyears.org.uk/>

The EYFS (Early years Foundation Stage) is the guidelines that all early years settings have to adhere to, so you will need to download this document and you will be using this when working towards all units of the courses.

https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf

Development Matters is another document linked to the EYFS that all early years setting use when they plan and carry out activities with the

children and observe them in order to help them move onto the next stage in their development.

<https://foundationyears.org.uk/files/2012/03/Development-Matters-FINAL-PRINT-AMENDED.pdf>

A really good website to use giving lots of up to date information and resources about all aspects of early years education.

<https://www.early-education.org.uk/>

Careers Websites

The websites below will help you with generic, as well as specific, careers within the Childcare/HSC sectors.

This quiz is a bit of fun with a careers theme attached – when you click on the link you will need to scroll down and click on 'Take the Buzz quiz'

<https://icould.com/buzz-animals/>

Get ahead with Career Planning, create your 'Career Path' account for free now

<https://www.thecollege.co.uk/getting-a-job/career-path>

Prospects, explore pathways into careers

<https://www.prospects.ac.uk/>

HSE links out to professional bodies and trade unions

<https://www.hse.gov.uk/healthservices/links.htm>

Early Years careers

<https://www.cache.org.uk/for-learners/choosing-early-years-as-a-career>

Get into Teaching

<https://getintoteaching.education.gov.uk/>

Activity Time!

- A) Compare and Contrast two different job roles in 'Childcare' e.g. An Early Years Teacher and an Early Years Practitioner working in a Day Nursery.

- B) Draw an example of a career progression route for a job role of your choice in Childcare

UCAS Points

The **NCFE CACHE Technical Level 3 Diploma in Childcare and Education (Early Years Educator)** qualification has the following UCAS Points;

D - 72,

C - 96,

B - 120,

A - 144,

A* - 168.

Activity Time!

Research some activities you could do with children in order to help them progress in their holistic (all round) development, e.g.

Physical Development – both Gross and Fine Motor Skills

Intellectual Development

Language and Communication Development

Emotional, Social and Behavioural Development Social Development

See if you can find a minimum of two activities/toys/resources that will encourage a child's all round development in the following age groups:

Babies – (0 – 1 year old)

Toddlers (1 – 3 years old)

Pre-School Children (3 – 5 year olds)

School Children (5 – 7 year olds)

Bring these activities with you on enrolment day for staff to look at.

Behaviour Management

Complete the word search below and start to learn some of the terminology (professional language) that is used when talking about children's behaviour:

Behaviour Problems

M F R C Z L E A R N I N G W Y
 E S T N E M R I A P M I X T D
 N G R S B D P F Y A L E D I B
 T O A K A V P R B E X Y F B R
 A V I U U G F B O J D F B F E
 D F D T G H P G C B I B L B M
 H G W V A N J O O C L U T D Y
 D N Z H N R A C U L L E N B L
 T I A C L F T L J R A A M A Q
 S P U E O X T N L G L C U S K
 B E T E X I X O E Y L S K R N
 S E I P E W I L F C I O E K S
 O L S S O I Q F G V N B B X S
 A S M W G N I R A E H O V A S
 M K S R E G R E P S A W C G L

ADHD PROBLEMS
 AUTISM LEARNING
 ASPERGERS DIFFICULTI
 SPEECH
 AND
 LANGUAGE
 VISUAL
 IMPAIRMENTS
 HEARING
 GLOBAL
 DELAY
 LACK
 OF
 CONCENTRATION
 SLEEPING

Understanding the language used in your qualification

Skills/competencies that can be performed and observed

Demonstrate	Show	Adapt
Apply	Support	Encourage
Perform	Access	Work
Prepare	Communicate	Maintain

Knowledge that can be learnt - written

Describe	Identify	Compare
Explain	Analyse	
Outline	Summarise	
Define	Evaluate	

When you start your studies in college, teachers need to know as much information about you as possible that you would like to share – this is so that they can help you to achieve your full potential (producing the best work you can) without any barriers getting in the way.

Complete this form and bring it in when you are enrolled, or when you have your first induction day so that your teachers are aware of anything you would like to share with them.

NAME: _____	DATE: _____
I wish my teacher knew ...	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

Top Tips for being 'work ready' when you start studying at Bournemouth and Poole College

1. Have breakfast before you leave your house or make sure you arrive in time at college to be able to have the free 'healthy start' breakfast that is offered in the canteen every morning.

2. Make sure you have all of the equipment that you might need when you go to college, e.g. an A4 lever arch file, pens, highlighters, ruler, rubber, plastic wallets (you will use a lot of these) dividers etc.
3. Make sure you know your timetable, where you are going, the room number, teachers name and the time of the lessons so that you are not late but are on time and ready to learn.
4. If you are running late please make sure you phone the college and they will send a message to your teachers.
5. If you are not well then make sure either yourself or a family member phone the college and a message will be sent to your teachers – it is important this is done before your first lesson starts.
6. College expectations for attendance is a minimum of 95%. Any hospital appointments need to be evidenced with the appointment cards/letters.
7. Check the annual college calendar for when holidays and half terms fall – you need to take your holidays in these times otherwise you will miss too much placement and/or study time and will have to make this work up in your own time.
8. Be positive, smile and enjoy your course – it will be different and harder to what you are used to, but if working with children in whatever capacity is what you want to do, then the staff team will try and help you achieve your goals.

Main sites at:

Lansdowne, Meyrick Road,
Bournemouth, BH14 0LS

North Road, Parkstone,
Poole, BH14 0LS



01202 202205



enquiries@thecollege.co.uk



thecollege.co.uk