

Wishing all our students and settings a Happy, Healthy and Prosperous 2011

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New Management and Business Department opens at Chiltern in Reading

Management & Business Department

We have been successfully delivering Management and Team leading qualifications for several years and our success rates in this sector, have been deemed "outstanding".

As part of our strategy for growth, we have now established a new Management and Business Centre within our premises at Station Road. This has been created to enable us to maintain the high level of management training we currently offer to our employers.

Our management qualifications are QCF accredited and can be delivered both on site at one of our training centres, or in house in your own setting.

Business and Administration

In addition to Management and Team Leading, we are now accredited to deliver Level 2 and Level 3 awards in Business and

Administration which, in addition to Functional Skills, form the full Apprenticeship and Advanced Apprenticeship frameworks. Classes for the Business and Administration Apprenticeships will begin at the beginning of February and will be held at our Reading Centre. We currently have funding for apprenticeships in all age groups, including over 25's.

Health & Safety

Our Management and Business Centre is also

accredited to run the certificated IOSH (Institute of Occupational Health and Safety) Working Safely course. Details can be found on page 2. We are also working in partnership to offer Fire Marshalling courses. If you are interested in any of the courses mentioned, or if you are an employer looking for a Business and Administration apprentice, then please contact Sarah, Josie or Laura on our Admissions Team on 0118 956 6995.



Fire marshalling course with members of staff from Nurseries & Chiltern Training learning to use fire equipment safely.

Lostsocks: The bi-monthly newsletter for Chiltern Training

15 Station Road
Reading
Berkshire
RG1 1LG

Alexander House
Fleming Way
Swindon
SN1 2NG

Broad St Business Centre
Broad St
Spalding
PE11 3AF

A note from Katy.....

I hope everyone has had a good break. We are all back refreshed and looking forward to the challenges of the New Year.

We had an exceptionally busy run up to the Christmas and New Year holidays which included updating our Investment In People Award and starting the new CTQ—Commitment to Training Quality standard.

As you will also see from the front page, we are expanding on a daily basis and are very excited to be able to offer, what is for us, a brand new apprenticeship programme - The Apprenticeship in Business and Administration. We gained our accreditation from City & Guilds to offer this framework, which is funded by the Skills Funding Agency. This will be run as a separate department from our Childcare courses but we hope our employers in our childcare sector will take advantage of this programme which is open to staff of all ages. We do still have funding available for full apprenticeship frameworks for staff over the age of 25 in both Childcare and Business and Administration.

Please do not hesitate to contact either Sarah Darsley or myself, if you would like further information. We are also pleased to welcome a new member of staff, Janet Dent, to our Spalding centre and are delighted to welcome back Emma Greenwood from maternity leave. Emma will be working part time for the first term and will then resume her full time position.

I would like to take this opportunity to wish everyone a happy, healthy and prosperous 2011.



Katy

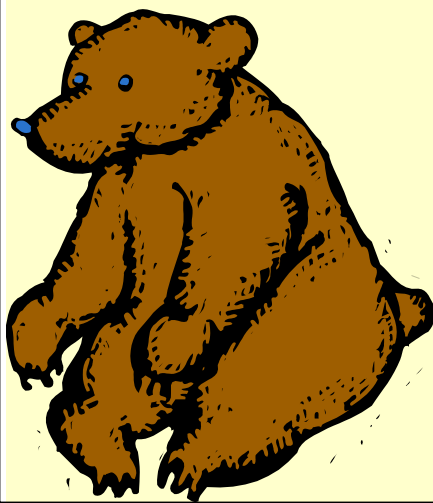
Apprenticeships Opening Doors To A Better Future

There are only five weeks to go until Apprenticeship week 2011. The Apprenticeship week which is being organised by the National Apprenticeship Service runs from Monday 7th to Friday 11th February 2011, it aims to highlight the talents and skills of apprentices and celebrate the value of apprenticeships. Chiltern Training are supporting this week. We will be holding open days in our Training Centres in Reading and Swindon on the following days:



Reading Open Day: 9th February 11:30am-6pm
Swindon Open Day 8th February 11:30am-6pm

We will hold our Presentation Evening to celebrate the success of our learners who have achieved their qualifications in this week on Thursday 10th February. We will also be attending events around the Thames Valley in support of the Apprenticeship week.



Please Bear With Us!

We are currently moving our library to the 4th floor to accommodate a larger library and resource centre. We will also be installing a new disabled toilet facility on the ground floor. The partition work is being carried out prior to classes resuming. However, some plumbing work is scheduled to be completed during the first week of term in January. We would ask you to bear with us during this time and apologise for any inconvenience caused prior to completion.

IOSH Working Safely Course

Chiltern Training are now accredited with the institute of Health & Safety to deliver the 'Working Safely' course. 'Working Safely' meets the government's guidelines for introductory health & safety training and is a 100% match to the Health & Safety Executive's 'passport' syllabus. The course covers:

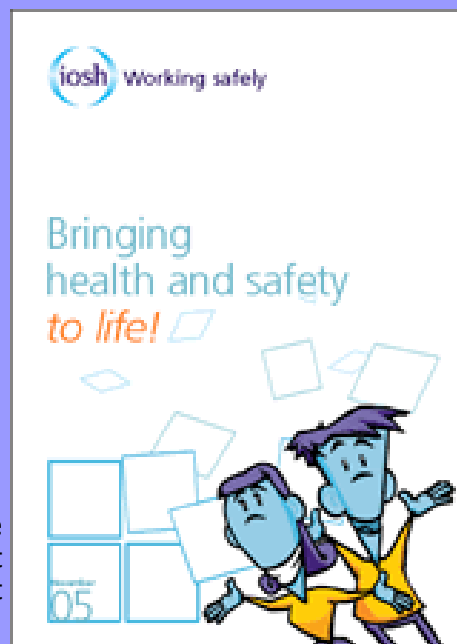
- Introducing working safely
- Defining hazard and risk
- Identifying common hazards
- Improving safety performance
- Protecting our environment

We will be delivering this one day IOSH Working Safely Training course on:

8th March 2011, 9am to 4:30pm
Full cost of the course is: £80

For further information or to book a place on this course contact Katy on **0118 9566995** or email **katy.edwards@chilterntraining.org**.
Breaking News!!

You can now get funding for this course under the leadership and management funding to find out more please contact Sarah Darsley in the Admissions Team.



Are you confident that you carry out robust risk assessments?

Read the following extract from the BBC, then seriously consider the competence of your Health and Safety Officers.

Essex nursery "wiped out" girl's death.

Rhiya Malin, aged two and a half, died when her head became stuck in a play house window at the Eton Park Day Nursery in Chigwell in 2007.

A year later, the Casterbridge Care and Education group changed their name to Casterbridge Care and Education Nurseries. According to Prashat Popat QC, this effectively removed the death from its records.

He told the hearing in Chelmsford that parents browsing Ofsted's website would not immediately see information about the toddlers death.

During the inquest held last month, Lord Justice Toulson said he was not in the least surprised the parents were shocked that none of the nursery staff noticed Rhiya was missing for "up to 25 minutes".

The jurors ruled "Rhiya entered into a playhouse unnoticed. Having gained height using a scooter to reach the open gable end of the modified playhouse, her neck became trapped". A post-mortem examination showed she died after having a cardiac arrest following compression of the neck, the inquest heard.

The inquest also heard that health and safety officers did not deem the playhouse to be a risk.

But Rebecca Bremner, a health and safety coordinator at the nursery, told the jury **she was unsure about the precise responsibilities of the role.**

Congratulations to Nicky Noakes on the birth of baby daughter Jessica.



We are delighted to advise that our Admin Assistant Nicky gave birth on 3rd January 2011. Baby Jessica arrived 3 weeks ahead of schedule and weighed in at 5lb 14oz. Both mother and baby are doing well.

New Training Officer for Chiltern in Spalding



We would like to extend a warm welcome to Janet Dent who has taken up the position of

Training Officer in our Spalding Centre.

Janet will be visiting all our Spalding nurseries over the course of the next few weeks.

Sue will be accompanying her on her first visits and introducing Janet to our employers and learners.

Celebrating Success with Learners who Achieved in November & December

CCLD Apprentice:

Caroline Andrews— Busy Bees Day Nursery
Katie Dean—Bees Knees Day Nursery
Vicky Eaton—Hazebrouck
Lauren Smith—Forbury Gardens Day Nursery
Rachel Toland—Happitots Day Nursery
Kirsty Anne Allison— The Cottage Nursery
Sana Butt—Kiddies Cabin Day Nursery
Kimberley Falconer—Dickory Docks Day Nursery
Amanda Jayne Green—Fledglings Day Nursery
Samantha Foster—Little Acorns Day Nursery
Hayleigh Robinson—Forbury Gardens Day Nursery
Ulrika Small—Gloucester Road Playgroup
Mariam Rahman—Western Elms Day Nursery

CCLD Advanced Apprentices:

Kayleigh Doyle—Dickory Docks
Kirsty Hamblin—Forbury Gardens Day Nursery
Michelle Jacura—English Martyrs Pre-School
Amanda Popat—Western Elms Day Nursery
Charlotte Bishop—Merrydale Day Nursery
Chloe Brown—Park Day Nursery
Christina Stokes—Pangbourne Day Nursery
Louise Collieu—Little Learners
Denise Gilder—Holly Cottage Day Nursery
Marie Amara—Caversham Children's Centre
Melanie Honour—Just Learning
Jade Smith—Audlen House Day Nursery
Tania Buckland—Christ The King School
Tiffany Chapman—Little Jogs Day Nursery
Grace Holt—Braken Bears Day Nursery
Amber Vesey— Kingsclere Day Nursery
Victoria Icton— Our Ladys Prep School
Zoe Mills— Little Dragons
Lucie Donovan—Riverside Day Nursery
Tara Berry—Teddis Nursery
Grace Bolton—Our Lady's Prep School
Amy Polaszewski—Forbury Gardens Day Nursery
Hannah Willcocks—Toad Hall
Pauline Walklett—Dingley—Newbury

Certificate in Team Leading:

Bethany Callan—Bramley Wood Day Nursery
Amanda Fox—Bramley Wood Day Nursery
Sophie Lambert—Bramley Wood Day Nursery
Leanne Maynard—Bramley Wood Day Nursery
Kerry Thomas— The Cottage Nursery
Laura Curtis— The Cottage Nursery
Louise Terry— The Cottage Nursery

Train To Gain NVQ 2:

Teresa Foden—Moulton John Harrox Primary School
Jannine Sandell—Moulton John Harrox Primary School
Sharon Waud—Moulton John Harrox Primary School

Train To Gain NVQ 3:

Nicola Giles— Farm View Day Nursery
Jodie Merry—Goldilocks Day Nursery

Management NVQ 3:

Kayleigh Munro— Teddis Nursery
Rebecca Potts— Willows Day Nursery
Rebecca Eaton— Little Dragons Day Nursery
Claire Grainger— Little Dragons Day Nursery
Andrea Taylor— Toad Hall Day Nursery
Holly Bowden—The Daisy Day Nursery

Supporting Teaching & Learning Level 2:

Melissa Clare— Spalding Parish Church of England Day School

Supporting Teaching & Learning Level 3:

Sarah King— Gosberton House School

Learners Visit The Houses of Parliament

On the 22nd of November 15 Programme Led Apprentices and their tutors travelled to



Programme Led Apprentices in London for their visit

London to visit the Houses of Parliament. This exciting visit was part of Chiltern's enrichment programme for learners, where we aim to help learners gain something extra during their time at college.

Learners were able to see how Parliament works inside the amazing building where its business takes place. Learners were also lucky enough to be able to go into the viewing galleries of both the House of Lords and House of Commons and see the debates take place which was a really exciting experience. The tour guides were informative and friendly and were happy to answer all the learners' questions. They showed the groups where to go to meet their local MPs and gave them lots of information on the history of the buildings and proceedings.

After the tour learners and staff took place in an interactive 'your voice' workshop. Through fun quizzes, role-play and discussion learners found out what they can do to make a difference on the issues that matter to them. During the workshop Reading East Member of Parliament Rob Wilson came along to meet the students and answer their questions. The learners asked about funding cuts, the voting age, the role of MPs and questioned Rob Wilson on the issues in Reading and how he is working to solve them. The students were enthusiastic participants and showed a great understanding of how local and national government work and many of them were inspired by the visit to take action on issues in their local area.

Business Admin Apprentice Required

Chiltern Training provides quality programmes across Berkshire, Wiltshire and the Thames Valley. We are looking for a Business Administration Apprentice to join our busy team in Reading town centre. The position includes a variety of roles including reception duties and administrative tasks. Applicants are required to be a motivated team player with good communication skills. Accredited training will be provided as part of the role. Applicants will be on the apprenticeship wage earning £95 a week. The position is available from January 2011.

If you are interested or know someone who would be interested in this role please contact Alison on **0118 9566995** to request an application pack. The closing date for applications is Friday 21st January 2011.



Chiltern Achieves the Investors in People Standard



IMPROVING BUSINESS PERFORMANCE

In December Chiltern was reviewed against the Investors in People Standard. We have held the standard for 10 years and we are delighted to have been awarded the standard again. In order to achieve the standard an assessor visited Chiltern for a days assessment visit. He met with 12 staff from all areas of the business and asked them about their role, the support they receive, their inductions and the access to training. His feedback was excellent and he said that 'it was clear that Chiltern continue to meet the standard and there is excellent practice in 8 of the key Investors in People standards'.



Chiltern Training Supporting Learners

Despite being recognised as having dyslexia at school, Alia successfully completed a Level 2 Apprenticeship at Chiltern Training and started an Advanced Apprenticeship in September of this year. Alia was determined not to let her dyslexia get in the way of her becoming a fully qualified Level 3 Childcare practitioner. Chiltern staff met with the nursery manager and Alia to discuss her needs and plan support prior to her coming onto the programme.

Alia is very confident in class discussions and she also enjoys practical and creative tasks. She likes technology being used in the classroom and finds video clips and slideshows support her learning well.

Alia achieved two key skills at Level 1 last year as part of her Apprenticeship Framework and she is now working towards success in Level 2 key skills. She has opted to sit tests electronically and paper-based, with the support of a reader for Application of Number.

As part of her Level 2 Communications portfolio Alia prepared and presented a short talk to her classmates on how her online dictionary, accessed via her mobile phone, helps to support her class work. Alia also has access to a laptop in class but usually prefers to hand write her notes, which her tutors then check to ensure that they will support her assignment writing. Alia receives feedback verbally in addition to written feedback on her work.

Despite being registered with an extended length of stay on the programme she is currently ahead of set targets for her Technical Certificates and she is enjoying making very good progress.

'Dyslexia is a hidden disability but with the kind of help offered at Chiltern Training, I can achieve my dreams, so can you.'