

Training Programme Community & Play

**January
to March
2008**



**COMMUNITY & PLAY SERVICE
LADYWOOD ARTS & LEISURE CENTRE
316 MONUMENT ROAD
LADYWOOD
B16 8TR**

**TEL: 0121 303 2005
TEXT: 0121 675 8154
FAX: 0121 303 4518**

Booking Procedure

- Look through the programme and choose your courses.
- Check you are eligible to attend the courses you are applying for and that you fulfil any Entry Requirements.
- Talk to your line manager (or Chairperson) and agree that it fits in with your job.
- Please note that no more than 3 applicants from the same organisation will be accepted onto a course.
- In block capitals, complete one application form for each course.
- Complete both pages and ensure that both you and your line manager have signed it. Unsigned application forms will be returned to you.
- Make a copy of your application and keep it. Put the date in your diary.
- Send your application to Ladywood Arts & Leisure Centre
- If at any stage you find that you are no longer able to attend please let us know as soon as possible.
- Once the closing date has passed, participants for the course will be selected.
- Any applications received after the closing date will unfortunately not be accepted
- If we cannot offer you a place, we will write to you to explain the reason approximately 10 days beforehand. You may be offered a place on a waiting list, or your application may be carried forward to a future course if the course is likely to run again.
- If successful you will receive a letter approximately 10 days before the course giving instructions and a map of how to get there. Please ensure you have brought along pre-course work required, if indicated.
- Please be aware that courses which have not recruited enough participants by the closing date will be postponed or cancelled.

PLEASE APPLY EARLY FOR COURSES

Who can come to this training?

Each course listed has a column entitled 'target group' which shows who the course is aimed at.

In general, if you work in community and play services in Birmingham - for Birmingham City Council or the voluntary sector - you are able to apply for training free.

If you work for other statutory services or the private sector, a fee of approximately £75 per day is payable, unless the course is funded by Early Years in which case there is no charge. You can identify those courses by the logo (below).

If in doubt, please give us a ring on 0121 303 2005 to find out more.



ACCESS

Applications from disabled people are warmly welcomed. We apply the social model of disability. If there is anything we can do to assist you in attending and learning, please contact us to discuss your requirements and/or put it on your application form.

Telephone 0121 303 2005

Text-phone 0121 675 8154

It may be possible to provide Childcare for certain courses. Again, please contact us to discuss.

Birmingham City Council Community & Play Services

COMMUNITY AND PLAY SERVICE

The Community and Play Service provides community and play facilities in the Constituencies and a range of activities to meet local needs, improving the quality of life for children, families and individuals and building safe, strong and active communities.

We are committed to actively involving our service users and working in partnership with communities. Our service promotes equality, diversity and inclusion and puts the needs of children and communities at the heart of everything we do.

PLAY SERVICE

Birmingham City Council's play service endorses OfSTED (Office for Standards in Education) standards, in line with the Children Act 2004 and Every Child Matters, which must be met by all play providers to fulfil registration and inspection.

The Children Act of 2004 places the needs of children, young people and their families high on the political agenda. It also places a duty on all services working with children to meet the five outcomes for all children and young people using their provision, these are:

- Being Healthy
- Staying Safe
- Enjoying and Achieving
- Making a Positive Contribution
- Achieving Economic Well-being

PLAY CENTRES AND HOLIDAY PROVISION

The Children's Play Service provides provision for children in the 4 to 12 age range. The service is underpinned by a philosophy of informal social education, with a focus on the development of the individual child. It aims to provide secure and stimulating environments and a range of play opportunities for children to take part in. These facilities are open throughout the year, providing play opportunities for children in the evening and at weekends, as well as in school holidays.

The Children's Play Service endorses London Play's 'Quality in Play'; a quality assurance system grounded in Playwork Assumptions and Values and specifically tailored for Play Providers.

HOLIDAY PLAYSCHEMES

Playschemes are provided by a wide range of organisations, such as Community Centres, Play Centres, Community Leisure Centres, community groups and churches. They provide open access play provision, not childcare. Typically they operate between 2 and 6 hours per day during part of the school summer holiday.

Funding is provided to voluntary and community groups to run holiday playschemes. This is accessed via Playscheme Co-ordinators in the Constituencies.

PLAYWORK TRAINING AT LADYWOOD ARTS & LEISURE CENTRE

The Play Service holds a SkillsActive Code of Practice approved Playwork Training provider and is a CACHE approved Study Centre, offering a range of playwork qualifications at levels 2 and 3, plus SkillsActive Induction Standard Programmes. Our training and approach are wholly underpinned by the National Occupational Standards for Playwork, the Playwork Principles and the Assumption and Values of Playwork.

PLAY RESOURCE CENTRE

The Play Resource Centre provides stimulating, quality children's materials for groups to purchase, scrounge and hire. Groups must become members of the Centre first. The Centre (based in Ward End Park, Hodge Hill) serves the whole of the city and West Midlands.

To find out more, please phone: 0121 464 4218

The Centre also runs occasional training workshops, using recycled materials. Workshops are only open to members.

COMMUNITY SERVICES – COMMUNITY CENTRES

The Service provides over 40 general community centres and facilities throughout the city which offer local meeting places and a wide range of social, recreational and learning opportunities in response to local needs.

COMMUNITY DEVELOPMENT

In every constituency there are community workers who support individuals, groups and organisations through the process of community development. This involves:

- Working with the community to build active and sustainable communities based on social justice and mutual respect
- Working with the community to identify and resolve local issues
- Helping remove barriers that prevent people from participating in issues that affect their lives.

This is a long-term process, giving residents access to opportunities for personal and skills development as well as opportunities to engage with others in their community and have a say in their local neighbourhood.

COMMUNITY WORK TRAINING AT LADYWOOD ARTS & LEISURE CENTRE

Our training and approach are underpinned by the values and principles of the Strategic Framework for Community Development and the National Occupational Standards.

RESOURCE ROOM AT LADYWOOD ARTS AND LEISURE CENTRE

The Resource Room is a facility for course participants. It offers:

- A range of resources for personal and professional development
- Study facilities including computer and internet access

It is open on days when courses are running from 9.30am-4.00pm. If you want to access it at other times, please call Mary Nash on 0121 303 2005 (10.00am – 12 noon Tues and Thurs only).

Course	Closing Date	Course Starts
Equalities – Legislation and Practice	15 Jan	22 Jan
Communicating without words	16 Jan	30 Jan
Developing Open Access Play Provision	18 Jan	1 Feb
Introducing Playwork	18 Jan	2 Feb
Junior Playworkers	18 Jan	2 Feb
CaPs (Community and Play System) Training	21 Jan	4 Feb
Running Holiday Playschemes	22 Jan	5 Feb
Introduction to Bid-Writing	25 Jan	8 Feb
Effective engagement and participation – Children and Young People	5 Feb	19 Feb
Playwork – Theory into Practice	8 Feb	22 Feb
Introduction to Safeguarding (Child Protection)	11 Feb	25 Feb
Managing Medication	18 Feb	3 Mar
Creative tools for Community Development – using arts	20 Feb	5 Mar
Let's All Play – Introduction to Inclusive Play	25 Feb	10 Mar
Safeguarding (Child Protection) for Senior Workers	28 Feb	13 Mar

Code	056/LS
Title	Equalities – Legislation and Practice
Date	Tuesday 22 January
Time	10.00am – 1:00pm
Venue	Ladywood Arts and Leisure Centre
Target Group	Community and Play Workers and Volunteers in Statutory and Voluntary sectors
Details	<p>This workshop will:</p> <ul style="list-style-type: none"> • Provide an opportunity to review current practice • Raise awareness of the new Equality duties • Explore what the new Duties mean in practice • Support the development of a more inclusive service <p>Essential training for Community and Play Service staff</p>
Closing Date	Tuesday 15 January

Code	057/SF
Title	Communicating without words
Date	Wednesdays 30 January & 6 February
Time	9:30am – 4:30pm
Venue	Ladywood Arts and Leisure Centre
Target Group	Community and Play Workers and Volunteers from Statutory and Voluntary sectors
Details	<p>This two day course will enable you to understand issues and explore strategies in communicating effectively with children and adults with learning disabilities. It will enable you to:</p> <ul style="list-style-type: none"> • Explore challenges to the involvement of disabled children and adults • Understand and respond to communication needs • Develop communication approaches and accessible information • Explore frameworks for consultation and involvement of children and adults with a communication impairment
Closing Date	Wednesday 16 January

Code	058/RJ
Title	Developing Open Access Play Provision
Date	Friday 1 February
Time	10:00am – 2:30pm
Venue	Ladywood Arts and Leisure Centre
Target Group	All those interested in developing Open Access Play and Playscheme provision.
Details	<p>This course will help you to understand the concept and implementation of Open Access Play, and develop safe working practices when organising Open Access Play:</p> <ul style="list-style-type: none"> • Understanding what Open Access means – Common questions answered • Exploring the legal basis for Open Access and the differing OfSTED Registration Criteria • Confidently developing and implementing Open Access Play
Closing Date	Friday 18 January

Code	059/RJ
Title	Introducing Playwork
Date	Saturdays: 2 & 9 February 1 & 8 March
Time	10:00am – 3:00pm
Venue	Ladywood Arts and Leisure Centre
Target Group	New or inexperienced staff or volunteers in Statutory, Voluntary and Private sectors
Details	<p>This 4 day course will enable you to consider:</p> <ul style="list-style-type: none"> • The value of play • The role of the playworker • Health & Safety • Supporting play • Child Protection • Building positive relationship <p> Please note: In addition to the 4 training sessions, applicants must undertake 10 hours of playwork practice in a play setting.</p> <p>Participants successfully completing the course (including 10 hours play practice) will receive a certificate acceptable to OfSTED, stating that they have met the Play Work Induction Standard</p> <p>Essential Training for Community and Play Service staff and volunteers</p>
Closing Date	Friday 18 January

Code	060/KF
Title	Junior Playworkers
Date	Saturdays: 2 & 9 February 1 March
Time	10:00am – 2:00pm
Venue	Ladywood Arts and Leisure Centre
Target Group	Young People aged 13-15 who do voluntary work within play settings
Details	<p>This 3 day course is for young people to enable them:</p> <ul style="list-style-type: none"> • To enhance their skills, abilities, knowledge and understanding their role as Junior Playworkers • To assist and help them to support Play Staff in their delivery of provision • To introduce children to the values of Playwork • To develop young people's confidence in relation to working with children/young people aged 4-13 yrs in a play setting.
Closing Date	Friday 18 January

Code	061/KF
Title	CaPs (Community and Play System) Training
Date	Monday 4 February
Time	(A) 10:00am – 12:00 noon (B) 2:00pm – 4:00pm
Venue	Ladywood Arts and Leisure Centre
Target Group	Community and Play Service staff only (Statutory)
Details	<p>This 2 hour session will give you:</p> <ul style="list-style-type: none"> • Knowledge of the CAPs performance indicators, reports menu and individual user records. • Hands-on training so you can register users and record activities in your centre <p>Essential training for Community and Play Service staff</p>
Closing Date	Monday 21 January

Code	062/RJ
Title	Running Holiday Playschemes
Date	Tuesday 5 February
Time	10:00am – 3:30pm
Venue	Ladywood Arts and Leisure Centre
Target Group	All Community and Playworkers in Statutory and Voluntary Sectors
Details	<p>This briefing will give an overview of how to organise and run holiday playschemes including:</p> <ul style="list-style-type: none"> • Guidelines for running holiday playschemes • Creating effective inclusive play environments • Compliance with Ofsted and the inspection of Holiday Playschemes • The funding application process and playscheme reports • National Occupational Standards for Playwork • Meeting legal requirements • Support available
Closing Date	Tuesday 22 January

Code	063/LS
Title	Introduction to Bid-Writing
Date	Friday 8 February
Time	10.00am – 12.30pm
Venue	Ladywood Arts and Leisure Centre
Target Group	Community and Play Workers and Volunteers in Statutory and Voluntary sectors
Details	<p>This course provides a practical, hands-on introduction to bid-writing:</p> <ul style="list-style-type: none"> • Do's and don'ts of writing funding applications • Tips to increase your chances of success • Practical experience of completing an application
Closing Date	Friday 25 January

Code	064/LS
Title	Effective engagement and participation – Children and Young People
Date	Tuesday 19 February
Time	10:00am – 3:00pm
Venue	Ladywood Arts & Leisure Centre
Target Group	All those involved in working with children and young people
Details	<p>This course will help you to understand and apply the Hear By Rights standards to your work with children and young people. Using examples of good practice within Constituencies, you will explore:</p> <ul style="list-style-type: none"> • Consultation versus participation • Practical skills and creative ways to ensure genuine involvement • Ways to embed the involvement of children and young people in service delivery
Closing Date	Tuesday 5 February

Code	065/RJ
Title	Playwork – Putting the Theory into Practice
Date	Fridays 22 & 29 February
Time	10:00am – 2:30pm
Venue	Ladywood Arts and Leisure Centre
Target Group	All Playworkers in Statutory and Voluntary sectors
Details	<p>This 2 day course will help you to understand and put into practice some of the 'New Thinking' in playwork theory that has recently been incorporated into Playwork Training, including:</p> <ul style="list-style-type: none"> • Identifying Play Types and creating Inclusive Play Environments • The Play Cycle – recognising and responding to Play Cues • Intervention Modes – how what you do impacts on children's play and addresses inequalities • An introduction to the Play Mechanisms • Observing and Recording the Evidence
Closing Date	Friday 8 February

Code	066/SF
Title	Introduction to Safeguarding (Child Protection)
Date	Monday 25 February
Time	10:00am – 3:00pm
Venue	Ladywood Arts and Leisure Centre
Target Group	Anyone working with children and young people. Open to Community and Play Workers and Volunteers in Statutory, Voluntary and Private sectors.
Details	<p>This course will enable you to:</p> <ul style="list-style-type: none"> • Explore issues of Safeguarding (Child Protection) in the context of your work. • Develop clear working practice in responding to matters of Safeguarding. • Respond appropriately to disclosure or suspected cases of Child Abuse. <p>NB. This is an introductory course for those with little or no experience of Safeguarding issues. It is not a refresher course.</p> <p>Essential Training for Community and Play Service staff and volunteers</p>
Closing Date	Monday 11 February


Code	067/KF
Title	Managing Medication
Date	Monday 3 March
Time	9:30am – 1:30pm
Venue	Ladywood Arts and Leisure Centre
Target Group	Community and Playworkers from Statutory settings who may need to administer emergency medication to children
Details	<p>This course will enable you to:</p> <ul style="list-style-type: none"> • Understand the legal responsibilities involved in administering emergency medication • Familiarise yourself with the Managing Medication Policy and Procedure • Offer emergency medication assistance in relation to epilepsy, diabetes, asthma and anaphylaxis <p>NB. At least two members of staff from each centre should attend this course</p>
Closing Date	Monday 18 February

Code	068/LS
Title	Creative tools for community development – using arts to engage
Date	Wednesday 5 March
Time	10:00am – 4:00pm
Venue	Ladywood Arts and Leisure Centre
Target Group	Community workers and Volunteers in Statutory and Voluntary sectors
Details	<p>This course offers a practical, hands-on approach to using arts in community development, and will help you to work more creatively. You will:</p> <ul style="list-style-type: none"> • Gain confidence and ideas for using arts in your work • Learn practical techniques and tools • Get tips on planning arts projects with communities
Closing Date	Wednesday 20 February

Code	069/SF
Title	Let's All Play – an introduction to inclusive play
Date	Monday 10 March
Time	9:30am – 4:30pm
Venue	Ladywood Arts and Leisure Centre
Target Group	New and inexperienced workers and volunteers in Statutory and Voluntary sectors
Details	<p>This introductory course will give you confidence and practical skills in inclusive play. It will introduce you to:</p> <ul style="list-style-type: none"> • The social model of disability • Assumptions and values of Play • Principles of inclusion • Practical ways to overcome barriers and provide inclusive play opportunities
Closing Date	Monday 25 February

Code	070/SF
Title	Safeguarding (Child Protection) for Senior Workers
Date	Thursday 13 March and Friday 14 March
Time	10:00am – 3:00pm
Venue	Ladywood Arts and Leisure Centre
Target Group	Senior workers with responsibility for co-ordinating and implementing child protection and safeguarding practice in their Centre/Project.
Details	<p>This 2 day course will address:</p> <ul style="list-style-type: none"> • Child protection and safeguarding practice in the context of play and community work. • The role and responsibilities of co-ordinators • The National and Local Safeguarding framework • Relevant legislation <p>Please note: This course assumes existing knowledge, and experience of responding to child protection or safeguarding issues.</p> <p>Participants without this must first attend the Introductory Training on 25 February</p> <p>Essential training for Community and Play Service staff</p>
Closing Date	Thursday 28 February



HOW TO FIND US	
By Train: Railway Station Five Ways Edgbaston	Turn left out of station & walk to Five Ways roundabout. Use subway to Ladywood Middleway. Catch No 66 bus out of city, opposite side of dual carriageway to Tesco.
By Bus: Bus No 66 From City Centre	Get off at the first stop in Icknield Port Road just after the roundabout. Cross over Icknield Port Road into Monument Road.
Bus No 8 From Five Ways	Get Off at stop just after the roundabout. Walk past Car Park to walk way leading to Ladywood Arts & Leisure Centre Reception.
Bus No 8 From Spring Hill/Jewellery Quarter	Get Off at stop after Ledsam Street. Walk Across Dual Carriageway. Walk past Car Park to walk way leading to Ladywood Arts & Leisure Centre Reception.
By Car From Edgbaston Five Ways	Take Ladywood Middleway (A4540) for about 0.5 miles to 1st Roundabout. Take 2nd exit into Icknield Port Rd. Travel for 50yds and turn right into Monument Rd. Follow road into car park
CAR PARKING	Car Parking Facilities including Disabled Spaces 
Lunch facilities are not available on site.	

