**Solihull Early Years and Education Improvement Service**

**National Association for Special Educational Needs - NASEN**

**NCFE Cache L3 Award for**

**Special Educational Needs Coordinator in Early Years Settings**

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| **Key information about the programme**  The intention of this programme and qualification is to develop the knowledge, understanding and skills of Early Years SENCos in performing their role effectively.  The programme includes twelve sessions:   * ten direct taught sessions with some time built in for the tutor to give individual or small group support as required * delegates will visit each other’s settings * spend a session observing practice and gaining experience of a specialist provision |
| **Qualification Outline**  Delegates will gain the NCFE Cache L3 Award for Special Educational Needs Coordinator in Early Years Settings.  They will also be awarded with one Level 4 module: Coordinate Special Educational Needs Provision, this is a further CPD module that encourages qualification progression. |
| **Who Should Attend and Why?**  This programme is for Early Years SENCos and deputy SENCos working in Early Years Ofsted registered settings, including childminders, wanting to gain a qualification and recognition for their role as an Early Years SENCo.  This award will evidence the settings’ commitment to supporting children with SEND. It will provide the SENCo with the skills to lead and coordinate Special Educational Needs and Disabilities within their Early Years Setting.  To fulfil the requirements of this essential role it is important that the Early Years SENCos working with children under five are capable and confident to effectively support the children, families and colleagues with whom they work.  On completion of the award the Early Years SENCo will have developed strategies, practices and policy to ensure children with SEND are able to make progress and meet their potential across the EYFS curriculum. |
| **Entry Requirements of Early Years SENCo Award**  Delegates should:   * Be working in an Early Years Ofsted registered setting as a SENCo or deputy SENCo or * Be an active childminder * Hold a full and relevant level 3 (or above) qualification in early years or childcare * Have a commitment to continuing professional development and the support of their line manager |

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| Training Day | Day and date – These may change | Time | Venue |
| 1 | Friday 26th April | 9.30am to 4pm | Sans Souci |
| 2 | Wednesday 22nd May | 1pm to 6.30pm | Civic Suite |
| 3 | Wednesday 5th June | 1pm to 6.30pm | Civic Suite |
| 4 | Friday 28th June | 9.30am to 4pm | Sans Souci |
| 5 | Friday 12th July | 9.30am to 4pm | Civic Suite |
| 6 | Thursday 25th July | 9.30am to 4pm | Civic Suite |
| 7 | Friday 6th September | 9.30am to 4pm | Civic Suite |
| 8 | Thursday 19th September | 9.30am to 4pm | Civic Suite |
| 9 | Friday 11th October | 9.30am to 4pm | Civic Suite |
| 10 | Thursday 24th October | 9.30am to 4pm | Civic Suite |
| 11 | Wednesday 6th November | 9.30am to 4pm | Civic Suite |
| 12 | Thursday 14th November | 9.30am to 4pm | Civic Suite |

Further dates and times will be required to visit other settings and for study time

The training programme is free for participants to attend but no cover costs are provided to the setting

For further details please contact Jayne Draper [jdraper@solihull.gov.uk](mailto:jdraper@solihull.gov.uk)

Please book and return your signed and scanned or typed form below to: [eyenquiries@solihull.gov.uk](mailto:eyenquiries@solihull.gov.uk)

**Setting Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I agree to participate in all the required activities outlined in this information and to complete the **NCFE Cache L3 Award for Special Educational Needs Coordinator in Early Years Settings**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I agree to fully support our setting’s SENCo to participate in all the required activities outlined in this information and to complete the **NCFE Cache L3 Award for Special Educational Needs Coordinator in Early Years Settings**

**Manager Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**