**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, **whole-day sessions** with some time built in for the tutor to give individual or small group support as required-sessions will be delivered remotely using an IT platform until it is possible to meet safely and venues are arranged * delegates will visit each other’s settings-this may be a virtual visit * spend a session observing practice and gaining experience of a specialist provision-this is dependent on being able to arrange this in the current Covid 19 situation * **completed training is funded by Solihull Metropolitan Borough Council (these are direct costs associated with the course and exclude costs to the setting for staff cover, travel, parking etc.)** |
| **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 2021 – These may change | Time | Venue | Assignment dates |
| 1 | Thursday 25th March | 9.00am – 5pm | Microsoft Teams | Assigned reading and getting familiar with requirements of the course. |
| 2 | Thursday 29th April | 9.00am – 5pm | Microsoft Teams | Begin level 4 assignment for unit CYPOP 16. To be completed and submitted by session 5. |
| 3 | Thursday 13thth May | 9.00am – 5pm | Microsoft Teams | Arrange setting visits to each other’s settings. (virtual if unable to visit in person) |
| 4 | Thursday 27th May | 9.00am – 5pm | Microsoft Teams | Work together on a short presentation following visits to each other’s settings. |
| 5 | Thursday 10th June | 9.00am – 5pm | Microsoft Teams | CYPOP 16 will be submitted by this session.  Begin Level 3-unit 01 assignment. To be completed and submitted by session 8. |
| 6 | Thursday 24th June | 9.00am – 5pm | Microsoft Teams | Continue Level 3-unit 01 assignment. Work on any amendments needed to previous assignment. |
| 7 | Thursday 8th July | 9.00am – 5pm | Microsoft Teams | Continue Level 3-unit 01 assignment. Work on any amendments needed to previous assignment. |
| 8 | Thursday 9th September | 9.00am – 5pm | Microsoft Teams | Unit 01 to be submitted by this session.  Begin Level 3-unit 02 assignment. To be completed and submitted by session 11. |
| 9 | Thursday 7th October | 9.00am – 5pm | Microsoft Teams | Visits to special school provision (TBC virtual if unable to visit in person) |
| 10 | Thursday 28th October | 9.00am – 5pm | Microsoft Teams | Continue to work on amendments needed for all previous units. |
| 11 | Thursday 11th November | 9.00am – 5pm | Microsoft Teams | Level 3 unit 02 to be submitted by this session. All amendments, reflective accounts, child observation, activity plan have been completed and submitted by the end of this session. |
| 12 | Thursday 25th November | 9.00am – 5pm | Microsoft Teams | All work signed off by assessor at this session. Preparation of final presentations. |
| An evening celebration event to receive your qualification certificate – date and time to be arranged following the end of the course | | | | |

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

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

Please type the information below and return the form via email to: [jdraper@solihull.gov.uk](mailto:jdraper@solihull.gov.uk)

(Please note that by typing your name you are signing to agree to the conditions of the course)

**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. I understand that all training days must be attended, and all assignments completed to gain the qualification. Failure to complete the course may result in the training costs being paid for by my setting.

**SENCo Name: Email for training materials:**

**Contact phone number for training:**

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. I understand that our SENCO will be away from the setting for the full 12 training days. Failure to complete the course may result in the training costs being paid for by my setting.

**Manager Name: Contact email address:**