



Bracknell &
Wokingham
College

Workshop Calendar

2009 - 2010

For those working in
Health and Social Care
and
Child Care

September 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|---|--|--------|----------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 An Introduction to Coaching and Mentoring Skills 9:30 – 12:30 | 11 | 12 |
| 13 | 14 | 15 Recognising and Responding to Childhood Illness 9:30 – 12:30 | 16 | 17 Supervision & Appraisal 9:30 – 16:00 | 18 | 19 |
| 20 | 21 Legislation Relating to Childcare 9:30 – 12:30 | 22 | 23 | 24 Observing Development (An Overview) 1:30 – 16:30 | 25 | 26 |
| 27 | 28 Learning Through Play (Physical) 9:30 – 12:30 | 29 | 30 Moving and Handling Refresher 9:30 – 13:00 | | | |

Booking Guidelines and Booking Form can be found at the end of this calendar

October 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---|--|---|--------|----------|
| | | | | 1 | 2 | 3 |
| 4 | 5 Significant Theories of Child Development Part 1 (of 3) 9:30 – 12:30 | 6 The Reflective Practitioner 9:30 – 12:30 | 7 | 8 Learning Through Play (Creativity) 9:30 – 12:30 | 9 | 10 |
| 11 | 12 Significant Theories of Child Development Part 2 (of 3) 9:30 – 12:30 | 13 | 14 Safeguarding Children Level 1 Part 1 (of 2) 19:00 – 21:00 | 15 Developing Clear and Effective Care Plans 9:30 – 12:30 | 16 | 17 |
| 18 | 19 Significant Theories of Child Development Part 3 (of 3) 9:30 – 12:30 | 20 | 21 Safeguarding Children Level 1 Part 2 (of 2) 19:00 – 21:00 | 22 Moving and Handling Full Day 9:30 – 16:30 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

November 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|--|---|--------|----------|
| 1 | 2 | 3 Diet & Nutrition Awareness 1:30 – 4:30 | 4 Pressure Area Care and Management 9:30 – 12:30 | 5 Safeguarding Adults Level 1 9:30 – 4:00 | 6 | 7 |
| 8 | 9 Learning Through Play (Exploring and Investigating) 9:30 – 12:30 | 10 Safe Administration of Medicines 13:00 – 17:00 | 11 | 12 Infection, Prevention and Control 9:30 – 15:30 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 Loss and Bereavement 9:30 – 15:30 | 20 | 21 |
| 22 | 23 | 24 Moving and Handling Refresher 9:30 – 13:00 | 25 | 26 Safeguarding Children Level 1 9:30 – 14:00 | 27 | 28 |
| 29 | 30 | | | | | |

December 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---------|--|---|---|----------|
| | | 1 | 2 Moving and Handling in a Child Care Setting 9:30 – 16:00 | 3 | 4 Introduction to Dementia Care Part 1 (of 2) 9:30 – 4:30 | 5 |
| 6 | 7 The Positive Role Model 9:30 – 12:30 | 8 | 9 Changes and Observations of Service Users 9:30 – 12:30 | 10 Recording and Reporting (for managers) 9:30 – 4:00 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 Christmas Eve | 25 Christmas Day | 26 |
| 27 | 28 Bank Holiday | 29 | 30 | 31 New Year's Eve | | |

January 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|---|--|--|----------|
| | | | | | 1 New Year's Day | 2 |
| 3 | 4 | 5 | 6 | 7 Introduction to Dementia Care Part 2 (of 2) 9:30 – 16:30 | 8 | 9 |
| 10 | 11 | 12 How to Relate Theory to Practice 9:30 – 12:30 | 13 | 14 Managing Change 9:30 – 12:30 | 15 | 16 |
| 17 | 18 Moving and Handling Refresher 9:30 – 13:00 | 19 | 20 Loss and Bereavement 9:30 – 15:30 | 21 Health & Safety in a Childcare Setting 9:30 – 12:30 | 22 | 23 |
| 24 | 25 | 26 Promoting Inclusion in a Children's Environment 9:30 – 12:30 | 27 | 28 Supervision and Appraisal 9:30 – 16:00 | 29 Effective Early Years Self- Evaluation 9:30 – 12:30 | 30 |
| 31 | | | | | | |

February 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|--|---|---|--------|----------|
| | 1 Safeguarding Children Level 1 Part 1 (of 2) 19:00 – 21:00 | 2 | 3 Safeguarding Children Level 1 Part 2 (of 2) 19:00 – 21:00 | 4 Time and Resource Management 9:30 – 12:30 | 5 | 6 |
| 7 | 8 The Principles of Behaviour Management 9:30 – 12:30 | 9 | 10 Principles of Social Care 9:30 – 12:30 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 Developing your own Childminding Business Part 1 (of 2) 19:00 – 21:00 | 23 Moving and Handling Full Day 9:30 – 16:30 | 24 Developing your own Childminding Business Part 2 (of 2) 19:00 – 21:00 | 25 Safe Administration of Medicines 13:00 – 17:00 | 26 | 27 |
| 28 | | | | | | |

March 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---|-----------|---|---|----------|
| | 1 Observing Development Level 3 Part 1 (of 3) 9:30 – 12:30 | 2 Behaviour Management for Older Children (Teenagers) 9:30 – 12:30 | 3 | 4 | 5 Dementia Care in the context of Learning Disabilities 9:30 - 16:30 | 6 |
| 7 | 8 | 9 Moving and Handling Refresher 9:30 – 13:00 | 10 | 11 Infection, Prevention and Control 9:30 – 15:30 | 12 | 13 |
| 14 | 15 Observing Development Level 3 Part 2 (of 3) 9:30 – 12:30 | 16 | 17 | 18 Coaching and Mentoring Skills 9:30 – 12:30 | 19 | 20 |
| 21 | 22 | 23 End of Life Care 9:30 – 15:30 | 24 | 25 Safeguarding Children Level 1 9:30 – 14:00 | 26 | 27 |
| 28 | 29 Observing Development Level 3 Part 3 (of 3) 9:30 – 12:30 | 30 | 31 | | | |

April 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|--|---|---|---------------|----------|
| | | | | 1 Codes of Practice 9:30 – 12:30 | 2 Good Friday | 3 |
| 4 | 5 Easter Monday | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 Supporting the Development and Learning of Under 3s 9:30 – 12:30 | 21 | 22 Supervision and Appraisal 9:30 – 16:00 | 23 | 24 |
| 25 | 26 The Positive Role Model 9:30 – 12:30 | 27 | 28 Effective Early Years Self- Evaluation 18:15 – 21:15 | 29 Moving and Handling Refresher 9:30 – 13:00 | 30 | |

May 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---|--|--|--------|----------|
| | | | | | | 1 |
| 2 | 3 Bank Holiday | 4 Diet & Nutrition Awareness 9:30 – 12:30 | 5 Diabetic Care 9:30 – 12:30 | 6 | 7 | 8 |
| 9 | 10 Moving and Handling in a Child Care Setting 9:30 – 16:00 | 11 Caring for Babies (Birth – 12 Months) 9:30 – 12:30 | 12 | 13 Promoting the Principles and Practice of Social Care (for Managers) 9:30 – 12:30 | 14 | 15 |
| 16 | 17 | 18 Loss and Bereavement 9:30 – 15:30 | 19 Recognising and Responding to Childhood Illness 18:15 – 21:15 | 20 The Reflective Practitioner 18:15 – 21:15 | 21 | 22 |
| 23 | 24 Safeguarding Children Level 1 Part 1 (of 2) 19:00 – 21:00 | 25 Moving and Handling Full Day 9:30 – 16:30 | 26 | 27 Safeguarding Children Level 1 Part 2 (of 2) 19:00 – 21:00 | 28 | 29 |
| 30 | 31 Bank Holiday | | | | | |

June 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|--|--|--|--------|----------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 How to Relate Theory to Practice 9:30 – 12:30 | 9 | 10 Effective Management and Team Leading 9:30 – 12:30 | 11 | 12 |
| 13 | 14 | 15 Moving and Handling Refresher 9:30 – 13:00 | 16 The Principles of Behaviour Management 18:15 – 21:15 | 17 Safeguarding Children Level 1 9:30 – 14:00 | 18 | 19 |
| 20 | 21 Understanding Legislation relating to Children with Learning Difficulties and Disabilities 9:30 – 12:30 | 22 | 23 Developing Skills of Observation, Assessment and Planning Part1 (of 2) (for Childminders) 19:00 – 21:00 | 24 Developing Skills of Observation, Assessment and Planning Part2 (of 2) (for Childminders) 19:00 – 21:00 | 25 | 26 |
| 27 | 28 | 29 Health and Safety Awareness in a Social Care Setting 9:30 – 15:30 | 30 | | | |

July 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|--|--|---|--------|----------|
| | | | | 1 Safeguarding Adults Level 1 9:30 – 16:00 | 2 | 3 |
| 4 | 5 | 6 Safe Administration of Medicines 13:00 – 17:00 | 7 Principles of Social Care 9:30 -12:30 | 8 Communicating with Adults and Children 9:30 – 12:30 | 9 | 10 |
| 11 | 12 Protecting and Promoting the Rights of Children 9:30 – 12:30 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Booking Guidelines

- If possible please email asknvq@bracknell.ac.uk with your booking request, detailing the information required as on the booking form.

Alternatively you can photocopy and complete the Booking Form (which can be found as the last page of this brochure) and send to:

Administration Team
Workforce Learning
Bracknell and Wokingham College
Eastern Road Centre
Eastern Road
Bracknell
Berkshire
RG12 2UP

- Confirmation and directions will be sent upon receipt of the booking.
- Please arrive 15 minutes prior to the start for registration.
- Certificates of attendance will be issued on the day.
- Cancellations and non-attendance may incur a fee.
- For full day courses please bring your own lunch.
- Course fees will be invoiced and are subject to our normal terms of business. Payment is due within 30 days of invoice date.

Please Note: We are moving from our current offices at Hayley House to the Eastern Road college site on the week beginning 13th July 2009.

Please direct all booking requests to Hayley House, London Road, Bracknell, Berkshire, RG12 2UX up until the week beginning 6th July 2009.

Please try to avoid posting booking forms to us during the week we move to reduce the chance of post going missing.

Workshop Booking Form

Name of organisation: _____

Address: _____

Invoicing name and address (if different from above): _____

Manager's Name: _____

Contact Number: _____

Email address: _____

Local Authority Area *(Please Tick)*

Bracknell Forest Council Wokingham Borough Council

Slough Borough Council West Berkshire Council

Reading Borough Council RBWM

Other (Please state) _____

Any special requirements (mobility / learning / dietary etc): _____

Workshop Booking Form (Continued)

Workshop Title: _____

_____ Date: _____

Name of attendee(s) for this workshop: _____

Workshop Title: _____

_____ Date: _____

Name of attendee(s) for this workshop: _____

Workshop Title: _____

_____ Date: _____

Name of attendee(s) for this workshop: _____

Please photocopy as required