



# EARLY YEARS AND CHILDCARE SERVICE

SHORT COURSE TRAINING  
AND  
EARLY YEARS FOUNDATION STAGE  
TRAINING

**SPRING TERM 2012**

# Welcome

to the latest short course directory from Wolverhampton Early Years and Childcare Service.

Our aim is: *'To provide high quality, affordable, accessible training and development opportunities for the Early Years and Childcare workforce in Wolverhampton'.*

After you have looked through the short course directory and have decided which course(s) you would like to attend you can either post the reply slips to Jo Nosko at Early Years and Childcare Service, Jennie Lee Centre, Lichfield Road, Wolverhampton WV11 3HT or email your course choices to [early.years@wolverhampton.gov.uk](mailto:early.years@wolverhampton.gov.uk).

Early Years Foundation Stage Training – schools are to book through Jan Hill on 01902 555285. To book online follow this link [https://ems.wolverhampton.gov.uk/ems\\_pulic/gp\\_register.asp](https://ems.wolverhampton.gov.uk/ems_pulic/gp_register.asp)

Line Managers are required to sign the booking form on behalf of their candidate which is an agreement that their candidate will feedback their learning, and implement at least 3 improvements within their settings following any training.

A maximum of two practitioners from each setting may attend each course. Due to the expensive nature of training it is important that all the people who book actually attend, therefore your setting will be **invoiced for non-attendance and this will be charged at £20.00 per person if you do not give 5 working days notice of cancellation.** Your setting will be required to pay within 30 days.

If you find that you do have to cancel your place in advance please speak to Jo Nosko on 01902 550865 regarding short courses but if you would like to cancel Early Years Foundation Stage Training please contact either Balraj Kaur (Private, Voluntary, Independent Settings and Childminders) on 01902 551956 or Jan Hill (Schools) 01902 555285.

The deadline for all short course training events is one week prior to the date of the course so if in the event we have to cancel a training event there will be at least **5** days notice of cancellation. We may cancel training if we do not have enough candidates to make the course viable so please book promptly.

**It is important for all candidates to arrive on time so that training can begin promptly.**

All candidates must sign the register as proof of attendance or they will be charged for non-attendance. Certificates will be handed out on the day. Food Hygiene is the exception as the certificates are from an external awarding body; these will be forwarded onto candidates in due course.

As you may be aware we have been asked to make savings within the Council, unfortunately, we are no longer able to provide tea, coffee or buffet lunches, but you are welcome to bring your own drinks and snacks to consume at break times.

We will always try to ensure that additional needs are accommodated. Please inform us as soon as possible if you have any additional requirements.

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# Child Protection Basic Awareness for Practitioners

**Aims:**

**Essential training for all childcare workers, childminders and volunteers to understand their responsibilities in protecting children in their care.** This course is delivered by highly experienced Child Protection Officers who will be able to answer questions learners have face to face.

**Recommended attendance:** before starting work with children and every three years.

**Length of course:** One day (6 hours) or two evenings

**Certificates:** Issued by training provider

**Cost –** No charge, **non-attendance charged at £20.00**

Ofsted EYFS Welfare requirements: Safeguarding and Promoting Children’s Welfare

*Please highlight which training you wish to attend*

<b>Date(s)</b>	Thursday 12 <sup>th</sup> January 2012 and Thursday 19 <sup>th</sup> January 2012 (6pm – 9pm) <b>(Moathouse Training Room)</b>
<b>Date(s)</b>	Saturday, 25 <sup>th</sup> February 2012 (9am – 4pm) <b>(Lakefield Training Room)</b>
<b>Date(s)</b>	Saturday, 17 <sup>th</sup> March 2012 (9am – 4pm) <b>(Lakefield Training Room)</b>
<b>Venue:</b>	Jennie Lee Centre, Lichfield Road, Wolverhampton WV11 3HT

<b>Name(s):</b>	
<b>Name of Setting:</b>	
<b>Address:</b> <small>(or where you wish any information posted)</small>	
<b>Postcode:</b>	
<b>Daytime telephone no:</b>	
<b>E-mail address:</b>	

**Where do you work/volunteer?**

- Day Nursery
- Children’s Centre
- Neighbourhood Nursery
- Crèche
- Playgroup
- Out of School Club
- Childminder

**I understand that my setting will be invoiced for £20 if I fail to cancel my place 5 working days prior to the start of the course or if I fail to attend.**

As line manager of the attendee I agree to let them attend the training, feedback their learning to the team and implement at least 3 improvements within the setting following attendance.

Line Manager .....Date.....

## CIEH Level 2 Award in Food Safety in Catering

### Aims:

This course is essential for anyone providing food to members of the public (including children) it makes sure you understand and have knowledge of food industry and the laws to achieve standards for the work place and to ensure safe hygienic practices are being followed.

**Length of course** 6.5 hours

**Certificates** issued by CIEH

**Cost** – No charge, **non-attendance charged at £20.00**

Ofsted EYFS Welfare requirements: Safeguarding and Promoting Children's Welfare

**Please highlight which training you wish to attend**

<b>Date(s)</b>	Saturday, 21 <sup>st</sup> January 2012 (9.30am – 4.30pm)
<b>Date(s)</b>	Saturday, 25 <sup>th</sup> February 2012 (9.30am – 4.30pm)
<b>Dates(s)</b>	Friday, 30 <sup>th</sup> March 2012 (9.30am – 4.30pm)
<b>Venue:</b>	Ashmore Park Training Room, Jennie Lee Centre, Lichfield Road, Wolverhampton WV11 3HT

<b>Name(s):</b>	
<b>Name of Setting:</b>	
<b>Address:</b> (or where you wish any information posted)	
<b>Postcode:</b>	
<b>Daytime telephone no:</b>	
<b>E-mail address:</b>	

### Where do you work/volunteer?

- Day Nursery     
  Children's Centre     
  Neighbourhood Nursery     
  Crèche  
 Playgroup     
  Out of School Club     
  Childminder

**I understand that my setting will be invoiced for £20 if I fail to cancel my place 5 working days prior to the start of the course or if I fail to attend.**

As line manager of the attendee I agree to let them attend the training, feedback their learning to the team and implement at least 3 improvements within the setting following attendance.

Line Manager .....Date.....

## Paediatric First Aid

Suitable for all childcare workers enabling them to deal with most accident / illness or emergency situations. Ofsted approved.

**Length of course:** 2 full days (12 hours)

**Certificates** issued by Training Provider – valid for 3 years

**Cost** – No charge, **non-attendance charged at £20.00**

Ofsted EYFS Welfare requirements: Safeguarding and Promoting Children’s Welfare.

Practitioners from maintained schools in Wolverhampton are welcome to attend this training but our funding does not cover them therefore they will be charged £60.00 per person. Schools to provide a full budget code for us to invoice them following the course.

**Please highlight which training you wish to attend**

<b>Date(s)</b>	Saturday 28 <sup>th</sup> January and Saturday 4 <sup>th</sup> February 2012 (9am – 4pm) <b>(Lakefield Training Room)</b>
<b>Date(s)</b>	Saturday 3 <sup>rd</sup> March and Saturday 10 <sup>th</sup> March 2012 (9am – 4pm) <b>(March End Training Room)</b>
<b>Date(s)</b>	Monday 19 <sup>th</sup> March and Tuesday 20 <sup>th</sup> March 2012 (9am – 4pm) <b>(Hawthorne Training Room)</b>
<b>Date(s)</b>	Saturday 24 <sup>th</sup> and 31 <sup>st</sup> March 2012 (9am – 4pm) <b>(Lakefield Training Room)</b>
<b>Venue:</b>	Jennie Lee Centre, Lichfield Road, Wolverhampton WV11 3HT
<b>Name(s):</b>	
<b>Name of Setting:</b>	
<b>Address:</b> (or where you wish any information posted)	
<b>Daytime telephone no:</b>	
<b>E-mail address:</b>	

### Where do you work/volunteer?

- Day Nursery     
  Children’s Centre     
  Neighbourhood Nursery     
  Crèche  
 Playgroup     
  Out of School Club     
  Childminder

Maintained School – please provide accurate budget code from which we can internally charge course fee of £60 per person.....

**I understand that my setting will be invoiced for £20 if I fail to cancel my place 5 working days prior to the start of the course or if I fail to attend.**

As line manager of the attendee I agree to let them attend the training, feedback their learning to the team and implement at least 3 improvements within the setting following attendance.

Line Manager .....Date.....

**An evening training is available from First Response contact 01922 411611 for dates – apply to Lucy Williamson for funding subject to approval**

# Partnership Working

**Aims:**

To enable participants to meet the learning Development and Care Standards of the Early Years Foundation Stage with regard to Flexible Provision and Partnership Working.

- Good practice in Partnership Working
- Developing effective relationships with parents
- Ensuring continuity in EYFS provision for children accessing multiple settings
- Ensuring smooth transitions between settings and schools

**Length of course:** One day

**Certificates:** Issued by training provider

**Cost:** No charge, ***non-attendance charged at £20.00***

Ofsted EYFS Welfare requirements: Safeguarding and Promoting Children’s Welfare

***Please highlight which training you wish to attend***

<b>Date(s)</b>	Tuesday, 31 <sup>st</sup> January 2012 (9am – 4pm)
<b>Venue:</b>	Main Hall, Jennie Lee Centre, Lichfield Road, Wolverhampton WV11 3HT
<b>Name(s):</b>	
<b>Name of Setting:</b>	
<b>Address:</b> (or where you wish any information posted)	
<b>Daytime telephone no:</b>	
<b>E-mail address:</b>	

***Where do you work/volunteer?***

- Day Nursery     
  Children’s Centre     
  Neighbourhood Nursery     
  Crèche  
 Playgroup     
  Out of School Club     
  Childminder

**I understand that my setting will be invoiced for £20 if I fail to cancel my place 5 working days prior to the start of the course or if I fail to attend.**

As line manager of the attendee I agree to let them attend the training, feedback their learning to the team and implement at least 3 improvements within the setting following attendance.

Line Manager .....Date.....

# Safeguarding Training for Managers

**Aims:**

To enable managers of settings to meet the requirements of the Statutory Framework for the Early Years Foundation Stage with regard to Safeguarding and Safe recruitment.

- To aid the setting in writing/reviewing an effective safeguarding policy this complies with Wolverhampton Safeguarding Children Board procedures.
- To enable managers to follow safer recruitment practices when recruiting staff and volunteers.
- To consider a professional code of conduct for staff in the setting with regard to acceptable adult behaviours.
- To examine the implications of an allegation being made against a member of staff and include the procedures for dealing with this situation in the Safeguarding Policy.
- To consider the use of a “Whistle blowing” policy.

**Length of course:** One day (6 hours)

**Certificates:** Issued by training provider

**Cost –** No charge, **non-attendance charged at £20.00**

Ofsted EYFS Welfare requirements: Safeguarding and Promoting Children’s Welfare

**Please highlight which training you wish to attend**

<b>Date(s)</b>	Tuesday, 21 <sup>st</sup> February 2012 (9.30am – 4pm)
<b>Venue:</b>	Danesfield Room, Jennie Lee Centre, Lichfield Road, Wolverhampton WV11 3HT

<b>Name(s):</b>	
<b>Name of Setting:</b>	
<b>Address:</b> <small>(or where you wish any information posted)</small>	
<b>Postcode:</b>	
<b>Daytime telephone no:</b>	
<b>E-mail address:</b>	

**Where do you work/volunteer?**

- Day Nursery     
  Children’s Centre     
  Neighbourhood Nursery     
  Crèche  
 Playgroup     
  Out of School Club     
  Childminder

**I understand that my setting will be invoiced for £20 if I fail to cancel my place 5 working days prior to the start of the course or if I fail to attend.**

As line manager of the attendee I agree to let them attend the training, feedback their learning to the team and implement at least 3 improvements within the setting following attendance.

Line Manager .....Date.....

# Enco Network Meeting - Corporate Parenting Workshop

## Children Centres, Private, Voluntary and Independent settings only

You must be the equality named co-ordinator for your setting to attend this training

### Aims:

To enable participants to have a better understanding of Looked after Children.

- To help us understand who our Looked after Children are
- Help us to better understand the needs of Looked after Children
- To consider what support we can offer to Looked after Children

**Length of course:** 4 hours

**Certificates:** Issued by training provider

**Cost** – No charge, non-attendance charged at £20.00

Ofsted EYFS Welfare requirements: Safeguarding and Promoting Children's Welfare

*Please highlight which training you wish to attend*

<b>Date(s)</b>	Thursday, 1 <sup>st</sup> March 2012 (9am – 1pm)
<b>Venue:</b>	Danesfield Room, Jennie Lee Centre, Lichfield Road, Wolverhampton WV11 3HT

<b>Name(s):</b>	
<b>Name of Setting:</b>	
<b>Address:</b> (or where you wish any information posted)	
<b>Postcode:</b>	
<b>Daytime telephone no:</b>	
<b>E-mail address:</b>	

### *Where do you work/volunteer?*

- Day Nursery       Children's Centre       Neighbourhood Nursery

**I understand that my setting will be invoiced for £20 if I fail to cancel my place 5 working days prior to the start of the course or if I fail to attend.**

As line manager of the attendee I agree to let them attend the training, feedback their learning to the team and implement at least 3 improvements within the setting following attendance.

Line Manager .....Date.....

# Baby Signing

**Aims:**

To introduce and explain the techniques and skills needed to introduce effective baby signing into your setting.

- Learn a range of useful signs
- Plan games and activities to incorporate the signs with the children in your setting.
- Identify how signing helps with:
  - Speech, Language and Communication.
  - English as an additional language / Bilingual families
  - Speech Language and Communication Needs
  - Behavioural, Emotional and Social Development

**Length of course:** 2.5 hours

**Certificates:** Issued by training provider

**Cost** – No charge, *non-attendance charged at £20.00*

*Please highlight which training you wish to attend*

<b>Date(s)</b>	Monday, 5 <sup>th</sup> March 2012 (6.30pm – 9pm)
<b>Venue:</b>	March End Training Room, Jennie Lee Centre, Lichfield Road, Wolverhampton WV11 3HT

<b>Name(s):</b>	
<b>Name of Setting:</b>	
<b>Address:</b> (or where you wish any information posted)	
<b>Postcode:</b>	
<b>Daytime telephone no:</b>	
<b>E-mail address:</b>	

**Where do you work/volunteer?**

- Day Nursery     
  Children’s Centre     
  Neighbourhood Nursery     
  Crèche  
 Playgroup     
  Out of School Club     
  Childminder

**I understand that my setting will be invoiced for £20 if I fail to cancel my place 5 working days prior to the start of the course or if I fail to attend.**

As line manager of the attendee I agree to let them attend the training, feedback their learning to the team and implement at least 3 improvements within the setting following attendance.

Line Manager .....Date.....

# Choosing Health

## Aims:

To enable participants to understand children’s nutritional requirements and appropriate environments for eating and social interaction for under 5’s.

- Understanding young children's nutritional needs
- Providing healthy meals and snacks,
- Food allergies and intolerance
- Appropriate environments for eating and social interaction.

**If you have any questions or issues you want to discuss please let us know in advance so that any questions can be answered within the course content.**

**Length of course:** 1.5 hours

**Certificates:** Issued by training provider

**Cost** – No charge, ***non-attendance charged at £20.00***

Ofsted EYFS Welfare requirements: Safeguarding and Promoting Children’s Welfare

***Please highlight which training you wish to attend***

<b>Date(s)</b>	Wednesday 14 <sup>th</sup> March 2012 (6pm – 7.30pm)
<b>Venue:</b>	March End Training Room, Jennie Lee Centre, Lichfield Road, Wolverhampton WV11 3HT

<b>Name(s):</b>	
<b>Name of Setting:</b>	
<b>Address:</b> (or where you wish any information posted)	
<b>Postcode:</b>	
<b>Daytime telephone no:</b>	
<b>E-mail address:</b>	

## ***Where do you work/volunteer?***

- Day Nursery     
  Children’s Centre     
  Neighbourhood Nursery     
  Crèche  
 Playgroup     
  Out of School Club     
  Childminder

**I understand that my setting will be invoiced for £20 if I fail to cancel my place 5 working days prior to the start of the course or if I fail to attend.**

As line manager of the attendee I agree to let them attend the training, feedback their learning to the team and implement at least 3 improvements within the setting following attendance.

Line Manager .....Date.....

## Positive Behaviour Management

Wolverhampton Early Years & Childcare Service is offering a workshop delivered by Mrs Lucinda Dunn, and Julie Metcalf are Educational Psychologists working for Wolverhampton City Council.

### Aims:

The workshop will help you to develop effective strategies for promoting positive behaviour with the age range you work with and will cover the following;

- To ensure practitioners are familiar with the types of behaviour which are associated with the ages and stages of children.
- To ensure practitioners understand the possible reasons for changes in behaviour.
- To equip practitioners with a range of skills and strategies to manage children's behaviour in a positive way.

**Length of course:** 5 hours

**Certificates:** Issued by training provider

**Cost:** No charge, ***non-attendance charged at £20.00***

Ofsted EYFS Welfare requirements: Safeguarding and Promoting Children's Welfare.

***Please highlight which training you wish to attend***

<b>Date(s)</b>	Saturday 24 <sup>th</sup> March 2012 (10am – 3pm)
<b>Venue:</b>	Moat House Room, Jennie Lee Centre, Lichfield Road, Wolverhampton WV11 3HT

<b>Name(s):</b>	
<b>Name of Setting:</b>	
<b>Address:</b> (or where you wish any information posted)	
<b>Postcode:</b>	
<b>Daytime telephone no:</b>	
<b>E-mail address:</b>	

### ***Where do you work/volunteer?***

- Day Nursery     
  Children's Centre     
  Neighbourhood Nursery     
  Crèche  
 Playgroup     
  Out of School Club     
  Childminder

**I understand that my setting will be invoiced for £20 if I fail to cancel my place 5 working days prior to the start of the course or if I fail to attend.**

As line manager of the attendee I agree to let them attend the training, feedback their learning to the team and implement at least 3 improvements within the setting following attendance.

Line Manager .....Date.....

# Observation and Assessments

## Aims:

To develop an understanding of how observing  
A child's learning and using the information will inform good assessment practice.

## Objectives:

- Define the crucial role of the adult
- Recognise the key ways in which babies, young children and older children learn
- Understand why we need to observe
- Know what and how to observe and assess

**Length of course:** 6 hours over 2 evenings

**Certificates:** Issued by training provider

**Cost:** No charge, ***non-attendance charged at £20.00***

Ofsted EYFS Welfare requirements: Suitable People

*Please highlight which training you wish to attend*

<b>Date(s)</b>	Monday 26 <sup>th</sup> March & Monday 2 <sup>nd</sup> April 2012	
<b>Venue:</b>	Moat House Room, Jennie Lee Centre, Lichfield Road, Wolverhampton WV11 3HT	
<b>Name(s):</b>		
<b>Name of Setting:</b>		
<b>Address:</b> (or where you wish any information posted)		
<b>Daytime telephone no:</b>		
<b>E-mail address:</b>		

## *Where do you work/volunteer?*

- Day Nursery     
  Children's Centre     
  Neighbourhood Nursery     
  Crèche  
 Playgroup     
  Out of School Club     
  Childminder

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As line manager of the attendee I agree to let them attend the training, feedback their learning to the team and implement at least 3 improvements within the setting following attendance.

Line Manager .....Date.....

# Managing Staff

**Aims:**

To ensure all managers have the skills to support, challenge and manage their staff effectively.

- Recruitment and selection
- Effective Supervision and Appraisal
- Discipline and Grievance Procedures
- Effective Communication
- Implementing required HR processes

**Length of course:** One day

**Certificates:** Issued by training provider

**Cost:** No charge, ***non-attendance charged at £20.00***

Ofsted EYFS Welfare requirements: Suitable People

*Please highlight which training you wish to attend*

<b>Date(s)</b>	Tuesday 27 <sup>th</sup> March 2012
<b>Venue:</b>	Danesfield Room, Jennie Lee Centre, Lichfield Road, Wolverhampton WV11 3HT
<b>Name(s):</b>	
<b>Name of Setting:</b>	
<b>Address:</b> <small>(or where you wish any information posted)</small>	
<b>Daytime telephone no:</b>	
<b>E-mail address:</b>	

**Where do you work/volunteer?**

- Day Nursery     
  Children's Centre     
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  Crèche  
 Playgroup     
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As line manager of the attendee I agree to let them attend the training, feedback their learning to the team and implement at least 3 improvements within the setting following attendance.

Line Manager .....Date.....

## **SAFEGUARDING E-LEARNING PROGRAMME**

Wolverhampton Safeguarding Children Board has recently launched the following **on-line** learning materials:

### **Child Abuse and Neglect – Core**

*Please note this programme can be used to assist during induction but does not replace face-to-face training such as Child Protection Basic Awareness which should be accessed every three years.*

### **An Awareness of Domestic Violence**

### **Hidden Harm – The effects of parental substance misuse on children**

### **Children with disabilities**

All programmes can be accessed from any computer with an internet connection, therefore, gives the flexibility for everyone to receive training at a place of convenience.

Users can dip in and out of the modules as and when there is time, and the system will immediately pick up where it was last left off, whilst continuing to monitor progress.

The programme comes with on-line support, which can be accessed by following the related help icon at any time: there is an on-line assessment via multiple choice questions, as evidence of actual learning and understanding, and to test the knowledge.

The programme is self certificated, which is only available once all aspects of the programme has been completed.

Should wish to undertake this learning experience, please complete the booking form below as fully as possible as the administrator needs all the details listed to order the programme for you.

Once all the necessary information is received, each person will receive their personal login information via the email detail provided, and is then ready to start the training.

<b>Course Title:</b>	
<b>Name(s):</b> <b>Job Title:</b>	
<b>Name of Setting:</b>	
<b>Address:</b> (or where you wish any information posted)	
<b>Postcode:</b>	
<b>Daytime telephone no:</b>	
<b>E-mail address:</b>	

# CHILDREN'S WORKFORCE INDUCTION PROGRAMME (E-LEARNING COURSE) ARTEMIS

This training programme can be accessed from any computer with internet access. It features interactive learning screens, learner challenges, tracking and questions to reinforce the level of understanding at the end of each level. The programme will help you to understand how your role and the roles of others contribute to achieving better outcomes for children and young people. Completion of the programme will provide a solid base for multi-disciplinary working and an improved understanding of the Common Core of Skills and Knowledge for the children's workforce.

The programme covers most of the entry requirements of the Voluntary Childcare Register. The course is suitable for everyone who works with and supports children, young people and their families.

**Length of course:** Approximately 8 hours but it depends on the individual. Progress can be saved and returned to later.

**Certificates:** Self Certificated

**Cost** – No charge.

Ofsted EYFS Welfare requirements: Safeguarding and Promoting Children's Welfare

<b>Course Title:</b>	
<b>Name(s):</b> <b>Job Title:</b>	
<b>Name of Setting:</b>	
<b>Address:</b> (or where you wish any information posted)	
<b>Postcode:</b>	
<b>Daytime telephone no:</b>	
<b>E-mail address:</b>	

## INTEGRATED WORKING TRAINING EVENTS 2012/2012

The dates below indicate when integrated working training sessions will run. Please note the training is offered at four levels, practitioners should firstly attend Awareness Raising, followed by the Core Practitioner training and the Lead Professional session.

It is anticipated that practitioners will have identified a child/young person in their setting to work with using the CAF process on completion of the Core Practitioner and Lead Professional session, if they have not completed a CAF previously.

A prerequisite of the Refresher Course is that practitioners attend the course willing to complete a CAF within fifteen working days of attending the session

CAF is now live city wide across Wolverhampton

Please note that you will need to return a completed an application form for this training before we can confirm any dates booked by telephone or email (see details on form)

Date	Time	Awareness Raising	Core	Lead Professional / Refresher	Venue Jennie Lee Centre
16 Jan 2012	9.00 -1.00		x		Ashmore Park
26 Jan 2012	1.00 – 4.30			x	Danesfield
23 Feb 2012	9.00 -1.00		x		Ashmore Park
9 March 2012	12.00 – 2.00	x			Ashmore Park
28 March 2012	9.00 -1.00		x		Ashmore Park
23 April 2012	9.00 -1.00		x		Danesfield
10 May 2012	9.00 – 12.00			x	Ashmore Park
16 May 2012	9.00 -1.00		x		Danesfield
31 May 2012	12.00 – 2.00	x			Ashmore Park
21 June 2012	9.00 -1.00		x		Danesfield
5 July 2012	1.00 – 4.30			x	Ashmore Park
16 July 2012	9.00 -1.00		x		Ashmore Park

# Integrated Working Application Form

The information provided on this form will be held in accordance with the Data Protection Act 1998 and may be shared, only in legitimate circumstances, with colleagues across Children's Services in Wolverhampton in pursuit of service delivery under the Children Act 2004.

Course Title: Awareness Raising/Core Practitioner (Please circle as appropriate)

Date & Time - Awareness

Date & Time - Core  Venue

Full Name

Telephone	<input style="width: 95%; height: 95%;" type="text"/>	Work Address
E-mail <sup>1</sup>	<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>

Job Title

Agency/Sector (i.e. Health Visiting/Primary Care Trust)<sup>2</sup>

**Ethnicity Monitoring**  
Please tick one box which you feel describes your ethnicity

British [ ]	Irish [ ]	Any Other White Background [ ]	White & Black Caribbean [ ]	White & Black African [ ]
White & Asian [ ]	Any Other Mixed Background [ ]	Indian [ ]	Pakistani [ ]	Bangladeshi [ ]
Any Other Asian Background [ ]	Caribbean [ ]	African [ ]	Any Other Black Background [ ]	Chinese [ ]

Any Other Please Specify \_\_\_\_\_

Please state if you have any dietary, physical, communication or any other needs

Applicants Signature ..... Line Managers Signature.....

Please return to Liane Howe, Children's Services Development Unit, Civic Centre, First Floor, 1 St Peters Square, Wolverhampton, WV1 1RR.

E-mail: [liane.howe@wolverhampton.gov.uk](mailto:liane.howe@wolverhampton.gov.uk) Telephone: 01902 550234 Fax: 01902 554193  
[cafs@wolverhampton.gov.uk](mailto:cafs@wolverhampton.gov.uk)

<sup>1</sup> Email needed to confirm booking

<sup>2</sup> Please do not use abbreviations i.e. PCT/Primary Care Trust