

**CC+**



# Childcare Plus Project Information Booklet

*Increase Employability...*



*Develop Communication Skills...*



*Boast Confidence...*



*Work in Childcare...*



# Childcare Plus (CC+) Project

Delivered in partnership with Limehouse Project, Account3  
and Somali Integration Team

The objective of the **CC+ Project** is to support unemployed women over the coming three years with an integrated and incremental program of personal development, employability and vocational training to improve their life prospects.

In engaging with the women we look to increase confidence and aspirations whilst supporting them in establishing careers compatible with individual interests and family commitments.

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# Learners Commitments

## Expectations:

To adhere to set classroom rules and agreements as set by the group.

Learners are encouraged to engage and participate with each taught session, being open to constructive feedback from peers and tutors for learning purposes.

Each learner has a responsibility to let your tutor and/or staff know if you are struggling with work set and do not understand what is being asked of you.

We encourage all learners to participate in progress reviews and monitoring activities such as interviews, questionnaires and classroom observations.

We kindly ask that you respect the training room and office spaces that you may be using. Where possible, please be sure to clear up after yourself.

## Requirements:

You are expected to attend 1:1 meetings with our project workers for additional support in achieving your personal and professional development.

# Policies and Procedures

## Attendance & Lateness:

All learner should not be absent for **more than 2 session** consecutive session, unless they have mitigating or authorised absence. If so they may risk losing their place on their training course.

We take time keeping very seriously, as such we ask that you try to be on time. Please arrive no later than 15mins after the session have started, if you do your tutor may not permit you to attend the session.

## Health & Safety:

For health and safety reasons, as well as for keeping track of you attendance, be sure to sign the sign-in sheet for each session.

## Complaints:

CC+ aims to provide an accessible and good quality service to all our learners. However on occasion a learner may want to make a complaint, this can be done verbally or in writing. A learner is encouraged to talk to their tutor and/or relevant member of staff regarding their complaint. The complaint is to be recorded and the relevant procedure will follow as in line with each organisation complaints policy.

## Equal Opportunities:

Each of our partners has an equal opportunities policy which you can access on request.

All learners are expected to treat each other with dignity and respect of each other differences, opinions, views and beliefs, regardless of race, gender, ethnicity, disability etc.

We don't accept any form of discriminative and action will be taken according if any learner is found to be discriminative towards staff, learners or visitors.

# Capacity Building Training

## Aim:

The 12-week capacity building course is designed to build learner's **personal and communication skills**, while increasing **confidence** and **work skills and knowledge** for a career within a childcare/care setting.

## Time Commitment:

This course runs for 12 weeks for two hours a week.

## Topics Covered:

**Week 1:** Career and Personal Development

**Week 2:** Team Building

**Week 3:** Assertiveness, Passiveness and Aggression

**Week 4:** Key Language for Childcare

**Week 5:** Learning Styles

**Week 6:** Time Management

**Week 7:** Emotional Well-being

**Week 8:** Effective Communication Skills – Writing Skills

**Week 9:** Effective Communication Skills – Grammatical Skills- Part 1

**Week 10:** Effective Communication Skills – Grammatical Skills- Part 2

**Week 11:** Motivation and Confidence Building

**Week 12:** Rewards and Evaluation

# NCFE CACHE Level 2 Certificate in Supporting Teaching & Learning in Schools

## About NCFE CACHE:

CACHE was established in 1945 by the Ministry of Health under the name of the National Nursery Examination Board (NNEB). In 1994 the NNEB merged with the Council for Early Years Awards to form CACHE. In 2001 they incorporated the National Association for Maternal and Child Welfare and in 2015 we became part of the NCFE.

“In the intervening years we have continually invested in high quality qualifications. Written and developed by experts, they have helped millions of learners to raise professional standards in the sector, earning us a reputation for excellence and leadership.”

## Who is this suitable for?

This course is specifically aimed at those who want to work with children age 5 to 19 in a school setting. You do not need any qualifications or prior experience to enter this course. At registration we will check your English and Mathematics levels to ensure you are at Level 1 and you will sit a childcare assessment, of which you are expected to achieve a minimum of 60%.

## Course Content:

This qualification provides you with the core knowledge and skills needed to work in a supervised support role with children or young people in primary, or secondary schools.

Topics covered include children and young people's development, safeguarding children and young people, health and safety, and working with children and parents.

All the units within this qualification are vocationally based, directly helping you gain the knowledge, understanding and skills required to work in a supervised support role within a school setting.

## Time Commitment:

This qualification takes six months to complete. Classroom time is one day a week from 10am-3pm. As part of this course you are expected to do a work placement of one day a week.

## Teaching Methods:

You will be taught using a range of methods such as, classroom based activities, group discussions, role play, assignments and general taught lessons.

## How will I be assessed?

You will create a reflection diary. Your tutor will assess you using a range of methods including direct observation in the workplace, a portfolio of evidence, written assignments or a task which we have set.

## Placements:

Learners are required to work or volunteer in a school setting as part of the qualification. You are expected to find your own placement however support can be offered if required.

## Progression:

This qualification provides you with the knowledge, understanding and skills to enter the workforce, working under supervision within early years settings in a variety of roles such as:

- Teaching Assistant
- Learning Support Assistant

Alternatively, if you are looking to continue studying, providing you have passed all 9 mandatory units and 2 of the optional units, the CACHE Level 2 certificate in Supporting Teaching and Learning in Schools allows you to progress onto the Level 3 Supporting Teaching and Learning in Schools qualifications and other level 3 qualifications relating to childcare.

## What will I need to bring?

You will need to buy your own stationery items and textbooks.

You will need a DBS - Disclosure & Barring Service Statement, previously known as the CRB check, which costs £12. We will help you apply for this but you will need to cover the costs.

## Costs:

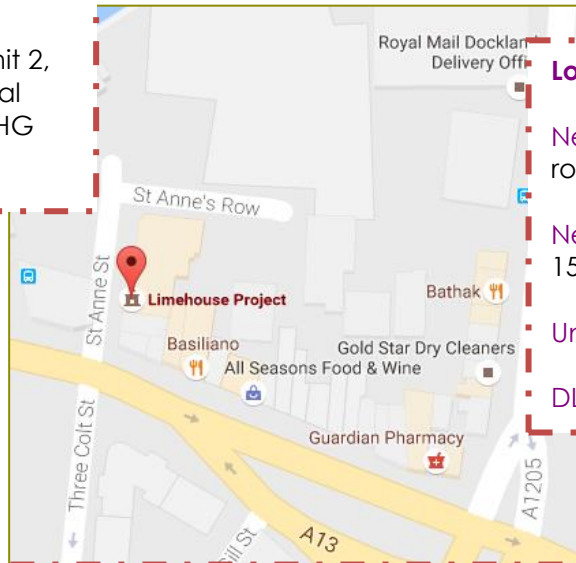
Under the CC+ project, this course is free for unemployed women who are above the age of 16 years.

# Course Locations

## Limehouse Project:

St. Anne's Street – Unit 2,  
789 – 791 Commercial  
Road, London E14 7HG

**Tel: 020 7538 0075**



## Local Bus Routes:

**Nearest bus stop:** East India Dock road – D6, D7 & 277

**Nearest bus stop:** Burdett Road – 15, 115, 135 & D3

**Underground:** Mile End Station

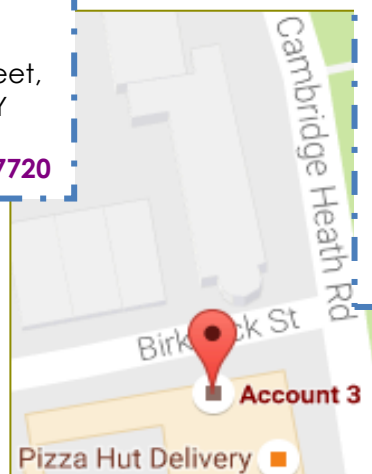
**DLR:** Westferry or Limehouse

**Juliana Ajibade** – [j.ajibade@limehouseproject.org.uk](mailto:j.ajibade@limehouseproject.org.uk)  
**Ruzina Begum** – [ru.begum@limehouseproject.org.uk](mailto:ru.begum@limehouseproject.org.uk)  
**Halima Hassan**

## Account3:

3 Birkbeck Street,  
London E2 6JY

**Tel: 020 7739 7720**



## Local Bus Routes:

**Nearest bus stop:** 3 Colts Lane – 106, 254

**Nearest bus stop:** Bethnal Green station – D6 & 8

**Underground:** Bethnal Green station

**Husnara Begum** – [husnarab@account3.org.uk](mailto:husnarab@account3.org.uk)  
**Jedda Thompson** – [jeddat@account3.org.uk](mailto:jeddat@account3.org.uk)

### Local Bus Routes:

Nearest bus stop: 3 Colts Lane – 106, 254

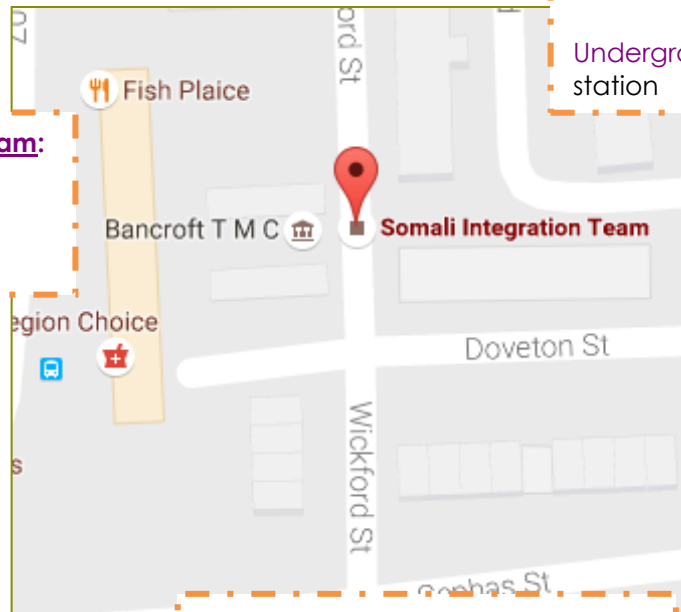
Nearest bus stop: Bethnal Green station – D6 & 8

Underground: Bethnal Green station

### Somali Integration Team:

12 Wickford Street,  
London E1 5QN

Tel: 020 7790 2650



Marwa Egal –  
ccplus@limehouseproject.org.uk

## Meet the Team

<b>Project Coordinator:</b>	Juliana Ajibade
<b>Capacity Building Tutor:</b>	Halima Hassan
<b>Childcare Tutor:</b>	Jedda Thompson
<b>Childcare Tutor:</b>	Husnara Begum
<b>Project Worker:</b>	Ruzina Begum
<b>Project Worker:</b>	Marwa Egal

This booklet is intended to provide introductory information about the project and the courses offered. If you require additional information and support you can contact the CC+ Team:

### Project Coordinator

Juliana Ajibade: [j.ajibade@limehouseproject.org.uk](mailto:j.ajibade@limehouseproject.org.uk)

### Project Workers

Ruzina Begum (LHP): [ru.begum@limehouseproject.org.uk](mailto:ru.begum@limehouseproject.org.uk)

Marwa Egal (SIT): [ccplus@limehouseproject.org.uk](mailto:ccplus@limehouseproject.org.uk)



# Course Timetable – September 2017

## (Year 3 – Cohort 1)

	10am	11am	12pm	1pm	2pm	3pm
<b>Monday</b>	<p><b>New Group 1: NCFE CACHE Level 2 in Early Years Education and Care (QCF)</b>            10am-3pm            Trainer: Husnara – Account3            Location: <b>Account3</b>, 3 Birkbeck St, London E2 6JY            Tel: 020 7739 7720</p>					
<b>Tuesday</b>						
<b>Wednesday</b>	<p><b>TA-New Group 2: CACHE Level 2 in Supporting Teaching &amp; learning in School (QCF)</b>            10am-3pm            Trainer: Jedda – Account3            Location: <b>Limehouse Project</b> (St Anne - Unit 2), 789-791 Commercial Road, London E14 7HG            Tel: 020 7538 0075</p>					
	<p><b>Group 1: Capacity Building Training-SIT</b>            10am-12pm            Trainer: Halima – Account3            Location: <b>Account3</b>, 3 Birkbeck St, London E2 6JY            Tel: 020 7739 7720</p>					
<b>Thursday</b>	<p><b>Group 2: Capacity Building Training-LHP</b>            10am-12pm            Trainer: Halima – LHP            Location: <b>Limehouse Project</b> (St Anne - Unit 2), 789-791 Commercial Road, London E14 7HG            Tel: 020 7538 0075</p>			<p><b>Group 3: Capacity Building Training-LHP</b>            12.30pm-2:30pm            Trainer: Halima – LHP            Location: <b>Limehouse Project</b> (St Anne - Unit 2), 789-791 Commercial Road, London E14 7HG            Tel: 020 7538 0075</p>		

**20 September 2017 - 13 December 2017 \***  
**Capacity Building** – Wednesday 10am-12pm @ Account3  
**21 September 2017 - 14 December 2017 \***  
**Capacity Building** – Thursday 10am-12pm @ LHP  
**Capacity Building** – Thursday 12:30 am-12:30pm @LHP

**18 September 2017 - June/July 2018 \***  
**CCL2** – Tuesday 10am-3pm @ Account3  
**4 October 2017 - March 2018 \***  
**TA** – Wednesday 10am-3pm @ LHP

### Autumn term

<b>Term one</b>	Monday, 4 September – Friday, 20 October 2017
<b>Half-term</b>	Monday, 23 October – Friday, 27 October 2017
<b>Term two</b>	Monday, 30 October – Friday, 15 December 2017

# Course Timetable – January 2018

## (Year 3 – Cohort 2)

	10am	11am	12pm	1pm	2pm	3pm
<b>Wednesday</b>	<b>Group 4: Capacity Building Training-SIT</b> 10am-12pm Trainer: Sabrina – Account3  Location: <b>Account3</b> , 3 Birkbeck St, London E2 6JY Tel: 020 7739 7720					
	<b>TA-New Group 3: CACHE Level 2 in Supporting Teaching &amp; learning in School (QCF)</b> 10am-3pm Trainer: Husnara – Account3  Location: <b>Account3</b> , 3 Birkbeck St, London E2 6JY Tel: 020 7739 7720					
<b>Thursday</b>	<b>TA-New Group 4: CACHE Level 2 in Supporting Teaching &amp; learning in School (QCF)</b> 10am-3pm Trainer: Jedda – Account3  Location: <b>Account3</b> , 3 Birkbeck St, London E2 6JY 020 7739 7720					
	<b>Group 5: Capacity Building Training-SIT (Entry Group)</b> 10am-12pm Trainer: Sabrina – Account3  Location: <b>Account3</b> , 3 Birkbeck St, London E2 6JY Tel: 020 7739 7720					
	<b>Group 6: Capacity Building Training-LHP</b> 10am-12pm Trainer: Halima LHP  Location: <b>Limehouse Project</b> (St Anne - Unit 2), 789-791 Commercial Road, London E14 7HG Tel: 020 7538 0075					
<b>Friday</b>	<b>Group 3: Capacity Building Training-LHP (Entry Group)- TBC</b> 11am-1pm Trainer: Halima – LHP  Location: <b>Limehouse Project</b> (St Anne - Unit 2), 789-791 Commercial Road, London E14 7HG Tel: 020 7538 0075					

**W/c 8 January 2018 to w/c 19 March 2018 \***

**Capacity Building** – Tuesday 11am-1pm @ LHP  
**Capacity Building** – Wednesday 10am-12pm @ Account3  
**Capacity Building** – Thursday 10am-12pm @ LHP  
**Capacity Building** – Thursday 10am-12pm @ Account3

**W/c 8 January 2018 - July 2018 \***

**Account3 CCL2** – Tuesday 10am-3pm @ Account3  
**Account3 CCL2** – Wednesday 10am-3pm @ Account3

### Spring term

<b>Term three</b>	Tuesday, 2 January – Friday, 9 February 2018
<b>Half-term</b>	Monday, 12 February – Friday, 16 February 2018
<b>Term four</b>	Monday, 19 February – Friday, 23 March 2018

# Course Timetable – April 2018

## (Year 3 – Cohort 3)

	10am	11am	12pm	1pm	2pm	3pm
<b>Tuesday</b>						
<b>Wednesday</b>	<b>Group 8: Capacity Building Training-SIT</b> 10am-12pm Trainer: Sabrina – Account3  Location: <b>Account3</b> , 3 Birkbeck St, London E2 6JY Tel: 020 7739 7720					
<b>Thursday</b>	<b>Group 9: Capacity Building Training-LHP</b> 10am-12pm Trainer: Halima – LHP  Location: <b>Limehouse Project</b> (St Anne - Unit 2), 789-791 Commercial Road, London E14 7HG Tel: 020 7538 0075					
	<b>Group 10: Capacity Building Training-SIT (Entry Group)</b> 10am-12pm Trainer: Sabrina – Account3  Location: <b>Account3</b> , 3 Birkbeck St, London E2 6JY Tel: 020 7739 7720					

W/C 16 April 2018 to w/c 2 July 2018\*

**Capacity Building** – Wednesday 10am-12pm @ Account3

**Capacity Building** – Thursday 10am-12pm @ LHP

**Capacity Building** – Thursday 10am-12pm @ Account3

### Summer term

<b>Term five</b>	Monday, 9 April – Friday, 25 May 2018
<b>Half-term</b>	Monday, 28 May – Friday, 1 June 2018
<b>Term six</b>	Monday, 4 June – Tuesday, 24 July 2018

### EID (approximate)

	2017	2018
<b>Start of Ramadan</b>	Friday, 26 May 2017	Tuesday, 15 May 2018
<b>Eid Al-Fitr</b>	Sunday, 25 June 2017	Friday, 15 June 2018
<b>Eid-Al-Adha</b>	Friday, 1 September 2017	Wednesday, 22 August 2018

\*subject to change – contact CC+ Team for updated version

**Childcare Plus Project 2015-2018**

**DEVELOPED IN PARTNERSHIP WITH**

**Account3**

**Somali Integration Team**

**Limehouse Project**

