



# **Early Years & Childcare**

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## **Course Outline**

# Overview Early Years & Childcare

Are interested in Early years and Childcare? We offer four Early Years and Childcare courses:

Entry Level Certificate in Caring for a Child/Children (Entry 3)

Level 1 Award, Certificate and Diploma in Introduction to Health, Social Care and Children's and Young People's Settings

Level 2 Certificates in Children and Young People's Workforce

Level 3 Diploma for the Children and Young People's Workforce

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## Level 1

### You will learn...

- ▶ Communicating in a business environment
- ▶ Using office equipment
- ▶ Using a filing system
- ▶ Making and receiving telephone calls
- ▶ Using e-mail and more...

### Upon completion...

You will have attained an accredited QCF qualification and the ability to apply the knowledge gained from the course to your work.

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## Level 2

### You will learn...

- ▶ Principles of providing administrative services
- ▶ Understand working in a customer service environment
- ▶ Develop working relationships with colleagues and more...

### Upon completion...

You should be able to work as a general administrator in an office environment. You'll also have the required skills to generate professional documents and files using Microsoft Office programs.

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## Level 3

### You will learn...

- ▶ Principles of business communication and information
- ▶ Principles of administration
- ▶ Principles of business
- ▶ Principles of leadership and management and more...

### Upon completion...

You should be able to work as a senior administrator in an office environment. You'll also have the required skills to generate advanced documents and files using Microsoft Office programs.

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# Entry 3 | Certificate in Caring for a Child/Children

## Overview



**6-8 Weeks**  
Duration



**10am - 1pm**  
Hours



**1 Day**  
Day-per-week



**Classroom**  
Environment

## What you will need to get started...

- ▶ Learners should be at least 14 years old. We do not set any other entry requirements but Centres may have their own guidelines.

## Qualifications you will receive upon completion...

- ▶ Entry Level Certificate in Caring for a Child/Children (Entry 3)

## What you will study...

- ▶ Confidence building for the young child through play
- ▶ Listening to and talking with a young child
- ▶ Providing a safe and hygienic environment for a young child
- ▶ Routines for a young child
- ▶ Individual rights and responsibilities
- ▶ Children's play and leisure activities in the community
- ▶ Respecting and valuing children
- ▶ Play and learning in the home.

## Progression

Learners are able to progress onto the NCFE CACHE Entry Level Certificate in Caring for a Child/Children (Entry 3) or NCFE CACHE Level 1 Award, Certificate and Diploma in Caring for Children giving the opportunity to carry forward shared units.

Further progression opportunities will depend on the learners' abilities, but could include a broad range of destinations in Foundation Learning including:

- ▶ GCSEs
- ▶ Supported employment
- ▶ Independent living.

# Level 1 Award | Certificate and Diploma in Introduction to Health, Social Care

## Overview



**12 Weeks**  
Duration



**10am – 1pm**  
Hours



**1 Days**  
Day-per-week



**Classroom**  
Environment

## What you will need to get started...

- ▶ Learners must be at least 16 years of age.
- ▶ Entry Level 3 Functional Skills Math and English
- ▶ Unemployed
- ▶ Means tested Benefit – ESA, WRAG, Income Support, UC and JSA

## Qualifications you will receive upon completion...

- ▶ Level 1 Award, Certificate and Diploma in Introduction to Health, Social Care and Children's and Young People's Settings

## What you will study...

- ▶ The range of service provision and roles within health and social care (adults and children and young people), early years and childcare.
- ▶ The principles and values in health and social care (adults and children and young people), early years and childcare
- ▶ Protection and safeguarding in health and social care (adults and children and young people), early years and childcare
- ▶ Communication in health and social care (adults and children and young people), early years and childcare
- ▶ Equality and inclusion in health, social care and children's and young people's settings
- ▶ Health and safety in health, social care and children's and young people's settings
- ▶ Person-centred support in health, social care and children's and young people's settings

## Progression

The Level 1 Diploma in Introduction to Health, Social Care and Children's and Young People's Settings incorporates units which creates a stepping stone to the Level 2 Certificate in Preparing to Work in Adult Social Care, Level 2 Diploma in Health and Social Care (Adults) and Level 2 Certificate for Children and Young People's Workforce.

# Level 2 | Certificate in Children and Young People's Force

## Overview



**6 Months**  
Duration



**9.30-3.30**  
Hours



**1 Day**  
Day-per-week



**Classroom**  
Environment

## What you will need to get started...

- ▶ Functional Skills Level 1 Maths and English.
- ▶ You are working or have a voluntary placement in a relevant setting for a minimum of 9–12 hours per week.

## Qualifications you will receive upon completion...

- ▶ NCFE CACHE Level 2 Certificates in Children and Young People's Force

## What you will study...

- ▶ Introduction to communication in health, social care or children's and young people's settings
- ▶ Introduction to personal development in health, social care or children's and young people's settings
- ▶ Introduction to equality and inclusion in health, social care or children's and young people's settings
- ▶ Child and young person development
- ▶ Safeguarding the welfare of children and young people
- ▶ Maintain and support relationships with children and young people

## Progression

After completing this qualification, you can progress onto other qualifications such as:

- ▶ NCFE Cache Level 3 Diploma for the Children and Young People's Workforce (England)

You can also progress onto the following roles:

- ▶ Assistant pre-school workers
- ▶ Assistants in children's centres
- ▶ Assistants in day nurseries, nursery schools and nursery classes in primary schools

## INFORMATION, ADVICE AND GUIDANCE (IAG)

IAG is confidential and impartial to ensure that all learners are offered the best support and the most suitable course.

MI ComputSolutions is also committed to Equality, Diversity & Inclusion, Safeguarding, Health & Safety, and Data Protection policies.

<b>FEES for 2018/2019 (please see chart &amp; notes below):</b> Category:	Type	Exam & Registration	Tuition	TOTAL
16-18 years olds (under 19 on 31 <sup>st</sup> August 2018)	A	Free	Free	Free
UK residents* - first Full level 3 aged 19-23	B	£335	Free	£335
UK residents* - aged 19+ if eligible for Advanced Learner Loan	C	£335	£2,547	£2,882
UK residents* No Funding available (Self-Funded)	D	£335	£2,547	£2,882

- Fees are non-refundable (unless MI ComputSolutions closes or changes the course)
- Payment in instalments may be negotiated with Course Advisors
- \*Places may be subject to eligibility such as UK residency
- MI ComputSolutions reserves the right to close or change any courses
- Qualification awards are subject to successful completion of the course

# Entry 3 | Certificate in Caring for a Child/Children

## Overview



**9 Months**  
Duration



**9:30-3:30**  
Hours



**1 Day**  
Day-per-week



**Classroom**  
Environment

## What you will need to get started...

- ▶ 4 GCSEs at Grade A\* - C, including English and Maths, or a Level 2 Diploma in a Business Administration related discipline with a Merit or Distinction
- ▶ Functional Skills at Level 2

For your work experience, you will have to work 1 to 2 days day per week for the duration of the course. You will have to achieve 350 hours.

## Qualifications you will receive upon completion...

- ▶ NCFE CACHE Level 3 Diploma for the Children and Young People's Workforce (England)

## What you will study...

- ▶ CPromote communication in health, social care or children's and young people's settings
- ▶ Engage in personal development in health, social care or children's and young people's settings
- ▶ Promote equality and inclusion in health, social care or children's and young people's settings
- ▶ Knowledge/ Skills
- ▶ Principles for implementing duty of care in health, social care or children's and young people's settings
- ▶ Understand child and young person development
- ▶ Promote child and young person development
- ▶ Understand how to safeguard the wellbeing of children and young people
- ▶ Support children and young people's health and safety
- ▶ Develop positive relationships with children, young people and others involved in their care
- ▶ Working together for the benefit of children and young people
- ▶ Understand how to support positive outcomes for children and young people

## Progression

After completing this qualification, you can progress onto other qualifications such as:

- ▶ Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services or a Foundation Degree.

You can also progress onto the following roles::

- ▶ Children and family court advisory and support service advisers
- ▶ Youth worker
- ▶ Community care officer
- ▶ Professional assistant
- ▶ Family centre worker
- ▶ Supporting teaching and learning workers who visit families of pre-school children at home
- ▶ Foster carers
- ▶ Children and families social workers
- ▶ Registered managers of children's homes, plus deputy and assistant managers
- ▶ Residential childcare workers
- ▶ Learning mentor

## Opening Times:

Monday – Friday 9:00am – 5:00pm

## Contact Details

Bookings can be made by contacting the Course Information Centre: **020 7501 6450** and then extension **301** or **201**.

Web: [www.micomputsolutions.co.uk](http://www.micomputsolutions.co.uk)

Email: [training@micomputsolutions.co.uk](mailto:training@micomputsolutions.co.uk)

Department: Pre - Employment Team

You can also visit the Brixton Branch (Head office) or Deptford Branch, which are both open.

Main Office  
MI Skills Development Centre  
The Queen  
47a Bellefields Road Brixton  
SW9 9UH

Tel: 0207 501 6450 ext: 301

Deptford Office  
MI Skills Development Centre  
19 Wilshaw Street  
London  
SE14 6TN

Tel: 0208 694 5721 ext: 201

