



MKPA

**Training &
Development
Programme**



**Sept 2022 to
Dec 2022**



MKPA



Milton Keynes
Play Association

Who We Are

Milton Keynes Play Association is a registered charity, whose role is to support play development in Milton Keynes and the surrounding areas. We achieve this through sharing skills and knowledge, providing low-cost resources via the Scrapstore and Resource Unit, service delivery and representation. By booking onto our courses, you are helping us to continue our services. We would like to welcome you to our training and development programme, which we hope will support your varied needs, inspire, and promote a quality play service.

WORKFORCE DEVELOPMENT

We deliver around 150 training and development opportunities to somewhere in the region of 2,000 learners a year.

WHO ARE OUR TRAINING AND DEVELOPMENT OPPORTUNITIES AIMED AT?

Primarily our courses are specifically designed for those caring for children and young people whether you work in an afterschool club, school, nursery, pre-school, as a childminder or help in a community group. However, our core competence training and development will appeal to the statutory, private or public sector workforce.

WHERE DOES THE TRAINING TAKE PLACE?

Our courses and workshops are delivered in our training facilities at Kiln Farm with free parking. These are self-contained training suites, which are equipped with audio visual equipment, refreshments included.

BESPOKE COURSES

We can also arrange for training to be delivered at your setting for any of the courses listed, tailor-made for your requirements.

Please contact the Training Team on 01908 263033 who will be happy to discuss your needs with you, email training@mkpa.co.uk or visit our website www.mkpa.co.uk where you can view more information about each course

How To Book

Please email training@mkpa.co.uk with a completed booking form or call on 01908 263033 for more information or to check for availability. Once confirmed you are adhering to our terms and conditions, which are below:

TERMS & CONDITIONS

- Booking:** Places for courses can be reserved by phone or email and will be confirmed by email.
- Payment:** Payment upon booking is required, however, **members** can request to be invoiced if their membership status allows it. Where an invoice has been raised payments are to be made within:
 - 14 days of the invoice date, by Card/BACS/Cheque, **OR**
 - 11 working days before the course commences, whichever is sooner
- Cancellation or non-attendance of courses:** All bookings are non-cancellable, non-refundable and non-transferable. In exceptional circumstances, transfer to another course may be possible, if the request is made no less than 11 working days prior to the start of the course (an admin fee of £25 will apply). Where a course includes more than 1 session, the onus is on the student to attend ALL sessions. Failure to attend all sessions will be classed as non-attendance and no refund will be offered. Please note: A course will run providing minimum numbers have been met. In the event that numbers are not met you will be offered a transfer to the next available course.
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Developing Your Core Competencies

These courses are designed for childcare practitioners to deliver a professional childcare service that conforms to legal requirements.

PAEDIATRIC FIRST AID FOR CHILDCARERS

12-hour Paediatric course meeting OFSTED & EYFS guidelines and accredited by the First Aid Industry Body (FAIB). **This course now includes practical use of Epi-pens.** You will receive a first aid training kit and handbook.

*Please note there is a practical element so you **must** be physically able to participate to receive your certificate.*

Members £100, Non-Members £120

DATE(S)	DAY(S)	TIME
3-Day Morning Courses 9.30am-1.45pm		
12 th 13 th 14 th September 2022	Monday, Tuesday & Wednesday	9.30am - 1.45pm
5 th 6 th 7 th October 2022	Wednesday, Thursday & Friday	9.30am - 1.45pm
8 th 9 th 10 th November 2022	Tuesday, Wednesday & Thursday	9.30am - 1.45pm
5 th 6 th 7 th December 2022	Monday, Tuesday & Wednesday	9.30am - 1.45pm
2-Day Courses 9.30am-4.30pm		
15 th & 16 th September 2022	Thursday & Friday	9.30am - 4.30pm
3 rd & 4 th October 2022	Monday & Tuesday	9.30am - 4.30pm
4 th & 7 th November 2022	Friday & Monday	9.30am - 4.30pm
21 st & 22 nd November 2022	Monday & Tuesday	9.30am - 4.30pm
1 st & 2 nd December 2022	Thursday & Friday	9.30am - 4.30pm
4-Day Evening Courses 6.15pm-9.30pm		
21 st 22 nd 26 th 27 th September 2022	Wednesday, Thursday, Monday & Tuesday	6.15pm - 9.30pm
12 th 13 th 17 th 18 th October 2022	Wednesday, Thursday, Monday & Tuesday	6.15pm - 9.30pm
23 rd 24 th 28 th 29 th November 2022	Wednesday, Thursday, Monday & Tuesday	6.15pm - 9.30pm
7 th 8 th 12 th 13 th December 2022	Wednesday, Thursday, Monday & Tuesday	6.15pm - 9.30pm

DATE	DAY	TIME
2-Day Saturday Courses 9.30am-4.30pm		
10 th & 17 th September 2022	Saturdays	9.30am – 4.30pm
15 th & 22 nd October 2022	Saturdays	9.30am – 4.30pm
12 th & 19 th November 2022	Saturdays	9.30am – 4.30pm
3 rd & 10 th December 2022	Saturdays	9.30am – 4.30pm

EMERGENCY FIRST AID FOR SCHOOLS

Suitable for all staff that need a comprehensive knowledge of First Aid skills but are not required to complete the full 12-hour Paediatric course. Also applicable for general First Aid skills competence.

Members £85, Non-Members £100

DATE	DAY	TIME
30 th September 2022	Friday	9.30am – 4.30pm
10 th October 2022	Monday	9.30am – 4.30pm
2 nd November 2022	Wednesday	9.30am – 4.30pm
9 th December 2022	Friday	9.30am – 4.30pm

FIRST AID AT WORK (FAW)

This 3-day course provides a comprehensive set of practical skills and knowledge needed to become a confident first aider in the workplace. The course covers Emergency First Aid and Recognition and Management of Illness and Injury, meeting the standards required to help comply with Health and Safety (First Aid) regulations.

Members £215, Non-Members £260

DATE	DAY	TIME
14 th 15 th 16 th November 2022	Monday, Tuesday & Wednesday	9.30am – 4.30pm

EMERGENCY FIRST AID AT WORK (EFAW)

This course is suitable for organisations whose risk assessment identifies the need for somebody trained in emergency first aid but is classed as low-risk. If your risk assessment identifies a need for additional first aid training, we recommend the three-day First Aid at Work course, which teaches the skills to recognise and treat a wider range of injuries and medical conditions.

Members £90, Non-Members £105

DATE	DAY	TIME
31 st October 2022	Monday	9.30am – 4.30pm

SAFEGUARDING CHILDREN – A BASIC AWARENESS OF CHILD PROTECTION WITH LEARN AND INSPIRE

This course will help you to recognise abuse, know current procedures, learn how to deal with the issues, where to get help and support and understand what your responsibilities are when working with children and young people. Suitable for all staff.

Members £45, Non-Members £60

DATE	DAY	TIME
12 th October 2022	Wednesday	9.30am – 12.30pm
9 th November 2022	Wednesday	6.30pm - 9.30pm
8 th December 2022	Thursday	9.30am – 12.30pm

SAFEGUARDING FOR DESIGNATED LEADS WITH LEARN AND INSPIRE

This course has been designed to ensure that leads are able to implement their responsibilities in safeguarding children from harm, in line with Government and Local Safeguarding Children Board protocols. Suitable for those who have completed Basic Safeguarding training.

Members £55, Non-Members £70

DATE	DAY	TIME
18 th October 2022	Tuesday	9.30am – 1pm
10 th November 2022	Thursday	6.15pm – 9.30pm



MAKING PLAY HAPPEN

Other Services



ROOM HIRE

Training Room seats 20.
Cost £15 per hour (+ VAT).
With projector, flipchart and paper.
Hot & cold drinks and biscuits included.

**Call 01908 263033 for a viewing,
check availability or to make a
booking.**



RESOURCES

Have you visited our Resource Unit and Scrapstore? Here you will find a variety of materials which can be used for all sorts of play and activities; art and craft, den building, scrap modelling and much more.



SUPPORT

We can support community groups, play settings, uniformed groups, faith groups and others with equipment hire, skills and expertise.

MEMBERSHIP

Membership starts from as little as £12 per year for an individual.

Contact Us

For more information, please visit our website at www.mkpa.co.uk

Follow us on Twitter at [@MKPlay](https://twitter.com/MKPlay)

Join us on Facebook at [Milton Keynes Play Association \(MKPA\)](https://www.facebook.com/MiltonKeynesPlayAssociation)

Phone us [01908 263 033](tel:01908263033)

Email training@mkpa.co.uk

Office address & Scrapstore [2-4 Burners Lane, Kiln Farm,
Milton Keynes MK11 3HB](#)

Registered Charity Number 1047318



Training Booking Form 2022-23

2 Burners Lane, Kiln Farm, Milton Keynes MK11 3HB Tel: 01908 263033

Registered Charity Number 1047318

www.mkpa.co.uk

NAME OF GROUP/SETTING IF APPLICABLE			DAYTIME TELEPHONE NUMBER	
CONTACT NAME AND ADDRESS			MKPA MEMBERSHIP NUMBER	
			EMAIL ADDRESS FOR COURSE REMINDER	
COURSE TITLE	DATES	TIMES	CANDIDATE NAME	FEE

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DECLARATION

I accept the terms and conditions of this booking form and understand that I/We will be liable for full payment of course fees on non-attendance or cancellation.

Signature Date

