



Early Years and Childcare eLearning and self-led online training brochure 2025/2026

- Online, self-led eLearning courses (on Learning Pool)
- Online, self-led NDNA courses



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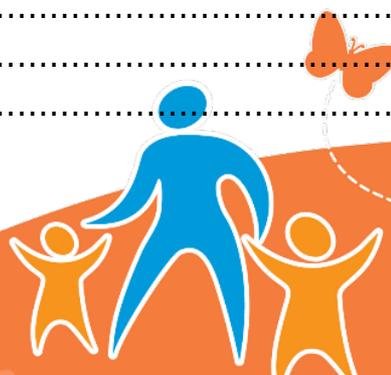
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Section 1: West Sussex Early Years and Childcare eLearning Training

This section of the brochure is for online, self-led, eLearning courses accessed via Learning Pool.

Webinars and face to face courses can be found in our Early Years and Childcare Training Brochure 2025 26 on our webpage: [Early Years and Childcare training support programme.](#)

We recognise the importance of keeping your training up to date and the effect this has on children. With this in mind, our West Sussex Early Years and Childcare experts have developed a selection of eLearning support courses. These are available to take as many times as you need and are **free**. Note, these are not on West Sussex Services for Education but via different booking avenues.

To book your course

To book you need a Learning and Development account:

1. Go to Learning and Development <https://westsussexcpd.learningpool.com/>
2. Select 'External User' if you have an account or 'create new account.' New accounts may take up to 48 hours to activate.
3. Select 'Find Learning.'
4. Select 'Early Years' and 'eLearning' from the list on the left or enter a key word from the course title into the 'Search' box and select the magnifying glass icon.
5. Select 'Go to course'. If you have not viewed the course previously, you may have to select 'Enrol me' to view details. This does not mean you have booked.
6. Select the course title located under the 'Learning Activities' box.
7. Select 'Enter' to begin the course.

If you need assistance with booking, please email learninganddevelopment@westsussex.gov.uk

Keep up to date with all our activities by joining our [Facebook page](#) or at [Early Years and Childcare Training Support Programme.](#)

If you would like to contact the Early Years and Childcare Training Team, please email: early.years.training@westsussex.gov.uk



Managers, leaders, and childminders courses

Effective Leadership - New Manager Support

For practitioners aspiring to be, or who are in leadership positions, this module is an overview of the role and the support available in West Sussex.

In this module, you'll find out about:

- immediate steps to take when appointing or becoming a new manager
- manager responsibilities
- support you can access from your Early Years and Childcare Advisors (EYCA's)
- your safeguarding responsibilities
- West Sussex County Council's training offer
- where to access guidance on running a successful business.

By the end, you'll be able to:

- explain the steps to take when appointing or becoming a new manager
- list the responsibilities of a manager
- describe the value of professional support and challenge and why it matters
- list the support available from your EYCA
- summarise your safeguarding responsibilities and access further guidance
- access West Sussex County Council's training brochure
- signpost others to guidance on running a successful business.

Duration: 30 minutes



Starting a New Early Years Setting

Explore what to consider before setting up an early years or childcare business in West Sussex.

In this module, you'll find out about:

- business planning
- process of registration
- safer recruitment
- promoting your business
- support available to you.

By the end, you'll be able to:

- understand the childcare market in West Sussex.
- make an informed choice regarding premises
- create a business plan for the first and future years based on research and evidence
- understand Ofsted's registration process
- hire staff using safer recruitment procedures
- market your business
- access the support and guidance

Duration: 30 minutes

Developing a Business Plan for Childcare Services

This module is for new and existing Early Years and Childcare business owners. It will support you to prepare or redraft your plan to concisely describe your business, it's objectives, it's strategies, the market it is in and it's financial forecasts to ensure your business' sustainability and growth.

In this module, you'll find out about:

- writing a business plan
- support and training you can access
- your safeguarding responsibilities
- where to access guidance on running a successful business.

By the end, you'll be able to:

- write a robust, informed business plan suitable for a variety of audiences.
- define your business objectives.
- research and define your customer base and competitors.
- develop a marketing plan
- conduct a SWOT analysis
- create a financial plan and three to five year forecast.

Duration: 30 minutes



Marketing for Early Years and Childcare Providers

This module is for managers, owners, and committee members in private, voluntary, and independent (PVI) early years and childcare settings in West Sussex. Why should parents and carers choose you when looking for childcare? Discover why marketing is a crucial activity for successful childcare businesses.

In this module, you'll find out about:

How to create an effective marketing strategy by exploring practical ideas and proven methodology.

By the end, you'll be able to:

- Recognise the need for marketing and develop a marketing strategy
- Create an effective marketing plan

Please print the accompanying handout, as it provides examples and further explanations of the course content.

Duration: 30 minutes

Closing Your Early Years Setting

This module will provide information on what to do when closing, selling, or merging your setting, either on a temporary or a permanent basis.

In this module, you'll find out about:

- the process of closing your setting, either temporarily or permanently
- the steps to take and who to inform
- organisations that can support you through the process

By the end, you'll be able to:

- plan what you need to do if your setting needs to close
- access guidance on responding to emergencies in childcare settings
- explain when and how to report a serious childcare incident
- access contact details for EYCA support
- outline the steps to take when permanently closing, selling, or merging your setting.

Duration: 25 minutes



Practitioners and Childminders courses

New Early Years Practitioner

This module will introduce you to the responsibilities of your new role, as an Early Years Practitioner and support you to develop your knowledge and skills around key topics.

In this module, you'll find out about:

- Child Development
- Safeguarding
- Health and Safety
- Purposeful Play
- Supporting Children with Special Educational Needs and Disabilities
- Working with others, both in your setting and with external professionals.

By the end, you'll be able to:

- explain the stages of child development and the expected outcomes at each age.
- Implement the curriculum of your setting, in-line with Ofsted's Early Years Foundation Stage (EYFS) description in terms of the Intent, Implementation, and Impact.
- Identify and enact your safeguarding responsibilities and access further guidance.
- Recognise and explain the role of the LADO (Local Authority Safeguarding Officer).
- Act in accordance with the Health and Safety Guidelines of your setting.
- Support the planning of, and delivering of activities, purposeful play opportunities, and educational programmes.
- Identify barriers to children's engagement and learning and take steps to remove them.
- Support children with Special Education Needs and Disabilities (SEND).
- Recognise the value of working with parents, carers, and other professionals within and outside of your setting.

Duration: 30 minutes



New Early Years Room Leader

This module will introduce you to the responsibilities of a room leader and support you to develop your knowledge and skills.

In this module, you'll find out about:

- Role of the Room Leader
- Skills you need and top tips
- Benefits of being a Room Leader.

By the end, you'll be able to:

- Explain the key responsibilities and functions of the role
- Understand the managerial aspects that you will need
- Apply the skills you need to carry out your role effectively
- Identify training needs and proactively plan for ongoing professional development
- Carry out effective communication and leadership practice

Duration: 30 minutes

LADO Introduction

This module is for anyone who has contact with adults who work or volunteer with children and / or young people in West Sussex. It will help you to know what to do when you have concerns about an adult's behaviour towards children and young people. Adults are people aged 16 and over.

In this module, you'll find out about:

- what to do if you have concerns about an adult aged 16 and over working or volunteering with children and young people in West Sussex
- the role of the Local Authority Designated Officer (LADO)
- when you should refer to the LADO.

By the end, you'll be able to:

- recognise inappropriate behaviour by adults aged 16 and over who work, volunteer with or care for children and young people
- share your concerns in the right way and with confidence
- explain the role of the LADO
- list what you should refer to the LADO
- describe how we manage allegations and safeguarding concerns
- plan your next steps in better protecting the children and young people in West Sussex

Duration: 60 minutes



Working with Young Carers and their Families

This module is for anyone working with young carers or their families. The module will provide you with key information for the identification and support of Young Carers in West Sussex. It will enable you to gain an understanding of the work of the Young Carers Family Service and how you can access further support and guidance.

In this module, you'll find out about:

- young carer roles
- how to support young carers and their family
- the Young Carers Family Service.

By the end, you'll be able to:

- define young carer and young adult carer roles
- identify the signs that may indicate a child is a young carer
- analyse the types of caring roles and the impact of caring on children and young people
- outline the legislation and statutory guidance relevant to Young Carers
- describe the work of the specialist West Sussex Young Carers Family Team and how you can access this service.

Duration: 30 minutes



SEND and Inclusion courses

EY New Inclusion Coordinator (INCO) / Special Educational Needs Coordinator (SENCO)

This module is for new Early Years Inclusion Coordinators (INCOs) and Special Educational Needs Coordinators (SENCOs) and it will develop your understanding of the responsibilities of your new role.

It will also support you to explore relevant legislation and documentation, how to create and revise support plans, and how to work with parents/carers and professionals inside and outside of your setting.

By the end, you'll be able to:

- Explain the difference between a SENCO and an INCO.
- Use key legislation documents within your practice.
- Implement a person-centred planning approach.
- Write an Early Years Individual Support Plan (EYISP), an Action Plan and know the difference between the two
- Enhance and support your practice using the Ordinarily Available Inclusive Practice (OAIP), Inclusion Framework and other West Sussex resources.
- Describe what a 'SEND Under 5s meeting' is and how to make a referral.
- Describe what funding sources are available and who they are for.
- Communicate effectively with parents/carers, including planning and executing difficult conversations.
- Explain avenues of information and support that parents/carers could access.

Duration: 20 minutes



Section 2 - West Sussex Early Years Online Training (NDNA)

This section is for online, self-led courses only. These are £10 each and accessed via a course code.

Webinars and face to face courses can be found in our Early Years and Childcare Training Brochure 2025 26 on our webpage: [Early Years and Childcare training support programme.](#)

We recognise the importance of keeping your training up to date and the effect this has on children. With this in mind, we offer a selection of online, self-led courses at the affordable price of **£10 per course (note: these are different to the free, eLearning courses mentioned earlier on in this brochure)**. These courses are subsidised by West Sussex County Council and offer much better value than purchasing directly with training providers.

3 easy steps to book and pay for your course

1. To pay, make the required payment through the WSCC [payments portal](#).
2. Next, email us at early.years.training@westsussex.gov.uk to request the code(s) for your chosen course(s) specifying which course you require.
3. You will receive an email with instructions on how to logon and start your online course.

You can keep up to date with all our activities by joining our [Facebook page](#) or at [Early Years and Childcare Training Support Programme](#).

If you would like to contact the Early Years Training Team, please email: early.years.training@westsussex.gov.uk



EYFS Outcomes courses

Characteristics of Effective Learning

Embed the Characteristics of Effective Learning in your setting with this online course.

What will I learn?

This online childcare course will help you understand the three key 'Characteristics of Effective Learning' - Engagement, Motivation, and Thinking. These characteristics must be central to the planning and guiding of children's activities.

Key topics include:

- Understand how children are born to learn and key policy recommendations
- Attachment and the key person
- The EYFS in relation to the COEL
- Motivating children to learn
- Bloom's taxonomy
- The adult role in implementing the COEL in practice

Duration: 1.5 hours

Exemplary Practice with Babies

What will I learn?

Practitioners working with babies have the amazing job of being the architects of babies' brains, of laying the foundations they need to grow and develop.

Every single action you make, words you speak, expressions you make has an impact on the babies you care for.

Learners taking our Babies course will be able to provide the highest and most exemplary practice to the 0-1 year olds in their care.

Key topics include:

- Signs of attachment
- Engaging Baby Diaries
- Enabling environments
- Having the right toys and resources
- Outdoor play with babies
- Fun care routines.

The course provides support activities to use with the children along with action plan templates.

Duration: 1.5 hours



Exemplary Practice with Toddlers

What will I learn?

Toddlers are amazing beings who are constantly learning from everything and everyone around them.

During this stage their physical development skyrockets whilst their language expands on a daily basis as they learn new words from those around them.

Learners taking our Toddlers course will be able to provide the highest and most exemplary practice to the 1-2 year olds in their care.

Key topics include:

- The uniqueness of toddlers
- Key areas of language development for toddlers
- Promoting and providing positive relationships to support toddlers
- Exemplary enabling environments
- Teaching and learning indoors and outdoors for toddlers.

The course provides support activities to use with the children along with action plan templates.

Duration: 1.5 hours

Exemplary Practice with Two Year Olds

What will I learn?

"Terrible Twos" is a phrase you often hear with this age range, but in fact it should be the terrific two's!

If you look at how much the individual child develops learn a large amount of vocabulary, start to toilet train and develop more physical skills.

Key topics include:

- The uniqueness of two-year-olds
- Providing positive relationships to support two-year-olds
- Key areas of the learning environment and two-year-old development
- Ideas to provide high quality teaching for two-year-olds

The course provides support activities to use with children, along with action plan templates.

Duration: 1.5 hours



Exemplary Practice with Three to Five-Year-Olds

The pre-school room has the largest age range in the nursery with three-, four- and sometimes even five-year-olds.

As practitioners you need to have a firm understanding of the stages of development each child is progressing through and how to support them.

Your relationships with the three to five-year-olds are completely different to those with younger children. With this age range, the practitioner's role has changed to more of an "enabler". Learners taking our three to five-year-olds course will be able to provide the highest and most exemplary practice to the children in their care.

Key topics include:

- The Unique Child
- Positive Relationships
- Exemplary Enabling Environments
- Teaching and Learning Indoors and Outdoors
- Also - Adult Play, Scaffolding, the Zone of Proximal Development and Top tips for Consulting with Children

The course provides support activities to use with the children along with action plan templates.

Duration: 1.5 hours

Home Learning Environment

Strategies to promote home learning.

What will I learn?

Parental involvement in early learning has a greater impact on children's well-being and achievement than any other factor.

This online course will give practitioners an increased understanding of the importance of the home learning environment and its impact on long-term outcomes for children.

Practitioners have a key role to play in encouraging home learning. Course participants will receive ideas to engage and support parents, helping them to create a positive home learning environment.

Key topics include:

- Good home learning environments and overcoming barriers
- Ways to engage parents
- Ideas for improving practice

Duration: 3 hours



Let's look at Reading and Storytelling

Key skills and techniques to enhance children's love of reading.

What will I learn?

Support children's early literacy by developing your story-telling skills. This short online course will help you understand how children learn to read. It also gives practical tips on engaging children in books and how to bring stories to life.

Key topics include:

- Why reading is important for young children
- Identify how to develop a passion for reading in young children
- Explore the benefits of oral literacy
- Identify a range of creative story telling experiences
- Understand how to create stories using story props and story stones
- Strategies for supporting parents with their child's reading
- Identify practical ideas to enhance reading in the early years environment.

Duration: 1.5 hours

Let's Look at Writing

Key skills and techniques to help children learn to write.

What will I learn?

This short online course will help practitioners offer the best support to children learning to write. It covers age and stage appropriate activities you can use to give children confidence to pick up a pen.

Key topics include:

- Why writing is an important method of communication
- Assessing your setting against EYFS results and an internal progress tracker
- The physical stages of development (including the emergence of fine motor skills)
- Identifying the different stages of writing development
- Activities to develop children's writing skills
- Creating resources for your setting to support writing development.

Duration: 1.5 hours



Let's look at Evaluative Practice and Impact Measurement

Reduce achievement gaps and improve quality by evaluating your practice. Our online course provides the skills and tools to evaluate childcare practice and measure impact.

What will I learn?

The course provides methods of evaluation and impact measurement, including suggestions on consulting with children and a cohort tracking tool.

Key topics include:

- Maintain or improve inspection results
- Reduce achievement gaps between cohorts by tracking and taking action on needs
- Keep improving the quality of children's learning and development
- Measure the impact in their outcomes
- Improve the life chances for all children

Duration: 1.5 hours

Let's look at EYFS Progress Checks

Learn how to carry out EYFS Progress Checks for two year olds.

What will I learn?

This course covers the essential information you need to effectively carry out Progress Checks with two year olds. It includes details on when you need to do it and it discusses some of the tools available.

Key topics include:

- Your requirements under the EYFS regarding Progress Checks
- What the Progress Check should cover
- When the Progress Check should take place
- Tools and templates you can use
- Sharing information with parents

Duration: 1.5 hours



Let's Look at Schemas

Understand children's schematic behaviour to support learning and development

What will I learn?

Early years practice is most effective when it supports children's natural behaviour. This course will help you harness children's schemas to extend their learning.

Key topics include:

- Theories relating to play
- Types of schematic behaviour
- Your role in harnessing schematic behaviour
- Using schemas to create positive learning environments
- Partnering with parents

Duration: 1.5 hours

Little Scientists Leading the Way

Inspire children to learn about the world through scientific experimentation.

What will I learn?

You will learn how science in the early years manifests itself through play and exploration and how scientific opportunities can support children's development across all areas of learning.

Key topics include:

- Outline how science in the early years manifests itself through play and exploration
- Describe how scientific opportunities can support children's development across all areas of learning
- Create sensory opportunities for younger children
- Design an environment that provides provocation for children to learn about science and the world around them.

Duration: 3 hours



Making Maths Matter

An introductory-level online course for new practitioners.

Understand the basics and importance of Maths in the Early Years.

Key topics include:

- What "maths" means in the early years
- The key components of maths: weighing, counting, measuring and shapes
- Brain development in relation to maths
- Develop your environment to support maths
- Different teaching methods.

Duration: 3 hours

Maths in Early Years

This is a higher level course for experienced practitioners and graduates. Help children develop their maths from an early age.

What will I learn?

This online course will help you become more confident and involved in helping children develop their maths skills. The course shows how easy Maths can be incorporated into play.

Key topics include:

- Key theories and research relating to mathematical development
- Brain and cognitive development in relation to mathematical development
- Relate mathematics to all areas of learning and development and the EYFS
- Understand schemas and mathematical development
- Observe, plan and assess for children's mathematical development
- Implement maths into everyday life
- How parents can support mathematical development

Duration: 3 hours



Mini Maths Explorers - Outdoors Challenge

Mud, the park, or the woods outdoor activities that help children learn maths!

What will I learn?

This course will help you link every outdoor situation to learning about numbers, shape, space and measure but keeping it fun at the same time!

Key topics include:

- The weather and other natural resources
- Going to the park, the beach, or the woods
- Mud check out the chapter on Mini Mud Mathematics
- Using bikes and trikes to understand maths in motion
- Audit tools and action plan templates

Duration: 3 hours

Promoting Positive Behaviour

Techniques to promote positive behaviour and address challenging behaviour.

What will I learn?

Behaviour is learnt, but it is also a product of the environment.

Behaviour can be considered as a form of communication. The course will give practitioners the skills to promote good behaviour in young children.

It will also help you interpret and correctly address challenging behaviours, such as tantrums, biting and not sharing.

The course offers interactive activities to help you understand theories of behaviour, drag and drop activities to support learning, video content, plus a final quiz to test your knowledge.

Key topics include:

- What is behaviour
- The theory of behaviour
- The role of the adult
- Creating positive environments
- Behaviours at different stages
- Dealing with challenging behaviour

Duration: 3 hours



Quality Teaching in Early Years

Become an effective teacher to help the children at your setting reach their full potential.

What will I learn?

Early years practitioners are teachers. You teach children every day. This online course will help you to raise the quality of your teaching, so you can provide higher quality learning to the children in your care.

Key topics include:

- Teaching in early years
- Creating a high quality early years environment
- How 'Higher Order Thinking' leads to higher quality learning
- The role of the adult in supporting high quality teaching in learning.

This course consists of four modules. It contains a range of resources to use in your setting.

Duration: 1.5 hours

Supporting 0-2 year olds in the EYFS

Provide the highest quality care to babies and toddlers.

What will I learn?

This online introductory childcare course will support practitioners to understand what high quality provision looks like for babies and toddlers.

Key topics include:

- Prime areas of learning and development
- The importance of the key person
- Forming secure attachments
- The unique child
- Best practice and schemas

Duration: 3 hours



Supporting 2 year olds in the EYFS

Understand how a two-year-old develops and you'll provide high quality care.

What will I learn?

This introductory course will support practitioners to understand what high-quality provision looks like for two year olds. Key modules include the key person approach and partnerships with parents.

Key topics include:

- Prime areas of learning and development
- Communication and language skills
- Understand learning styles and schemas
- Two year old progress checks
- The importance of play

Duration: 3 hours

Supporting 3-5 year olds in the EYFS

Understand what high quality provision looks like for 3-5 year olds.

What will I learn?

This introductory course will support practitioners to understand what high-quality provision looks like for three to five year olds.

Key topics include:

- Prime and specific areas of learning and development
- Best practice and different learning styles
- Entitlement for three and four year olds
- Revised Code of Practice
- How to consult with children

Duration: 3 hours



Management courses

Managing Performance Through Effective Appraisal

An online training course for nursery owners and managers who are responsible for conducting staff appraisals.

It highlights the benefits of conducting appraisals for individuals and the organisation. It also provides good practice, advice and tips to help you prepare your staff for the appraisal process and ensuring appraisals are conducted in a consistent and competent manner.

Key topics:

- Understand the purpose and benefits of appraisals
- Improve your knowledge of the appraisal process
- Be able to conduct appraisals effectively and consistently
- Contribute effectively and encourage staff to contribute to appraisals
- Communicate ideas constructively and effectively regarding appraisals.

Duration: 3 hours

Outstanding Practice

Provide the highest quality childcare for children and families with this online course.

What will I learn?

In this course you will understand how to take your practice to outstanding levels of quality.

This course will support you to provide exemplary practice, enabling you to gain or maintain the highest quality of care for children and families.

Key topics include:

- Key factors that lead to outstanding practice
- The importance of leadership in establishing a vision
- Continuous improvement
- Working well with parents and external professionals
- The learning environment
- Reflecting on and improving your own practice.

Duration: 3 hours



Safer Recruitment, Selection, and Induction

Safely recruit and retain the best performing staff with this online course.

What will I learn?

Recruiting the right staff is a tricky process, but particularly for early years. Your recruitment, vetting and induction process needs to be watertight as you are responsible for safeguarding the children in your care.

Once you have recruited the right person, they need to start off feeling a part of the team and immediately follow all policies and procedures.

This course will help owners and managers implement a safer recruitment process, followed by a thorough induction system for new staff.

Following the procedures in this course will help you to recruit and retain the best staff, and to ensure the safety of the children in your care.

Key topics include:

- Job descriptions and person specifications
- How to write a job advert
- Shortlisting and interviewing
- References and ID checks
- Successful and safe inductions

Duration: 3 hours



SEND and Vulnerable Families courses

Supporting Children with SEND

What will I learn?

It is crucial for children with SEND that their needs are identified as early as possible. Giving them the support they require from the earliest stages will help them achieve their full potential.

This online course gives practitioners a clear and basic understanding of how to identify a child with SEND. It covers the responsibilities you and the setting has towards the child.

This course will give practitioners the skills and confidence to provide the care that children with SEND need.

Key topics include:

- Definitions of SEND
- Your setting's responsibilities
- Inclusion
- Identifying and planning for children's needs delay
- Involving parents and families
- Successful transitions into schools and other settings.

Duration: 3 hours

Food Hygiene Level 2 course

Level 2 Award in Food Safety (Early Years version)

This version of Level 2 Food Hygiene is specifically written for Early Years practitioners. As well as gaining a good understanding of general food safety practice, learners will also cover the specific requirements of the Early Years sector.

What will I learn?

This course teaches the essentials of food safety during handling, preparation and serving. It also covers the legal responsibilities of workers within a food environment, and comprehensively addresses food safety threats and the good practice required to minimise them. It is suitable for nursery workers, childminders and preschool teachers and assistants.

Key topics include:

- Food handling, preparation and serving
- Food safety threats
- Legal responsibilities

Duration: 2-4 hours



West Sussex Early Years Training - Terms and Conditions

We are committed to delivering the highest standards of continuing professional development to improve outcomes for our customers. We aim to provide you with a positive learning experience and to facilitate this, there is an expectation of mutual accountability between attendees and the Early Years Training Team. We continually review our service and welcome any suggestions for improvement.

Purchasing and payment

All online training in the 2025 26 Early Years Training Programme is purchased by card. If you cannot pay by card, please email early.years.training@westsussex.gov.uk to discuss options.

Any applicable fees and charges will be governed by West Sussex County Council's debt recovery process.

Bookings (for the NDNA Online training only)

Once paid, email us at early.years.training@westsussex.gov.uk to request a login for your chosen course specifying which course(s) you would like. You will receive an email with information on how to start your online course.

Course completion time frame (for the NDNA Online training only)

Once you have received your login details you must start within 6 months. Once started, you have 6 months to complete, after which the code will expire and is non-renewable.

Cancellations (for the NDNA Online training only)

Once booked, course places are non-refundable. It is permissible to transfer the booking to another individual assigned to the setting.

Disclaimer

All details of courses and costs contained in this brochure are correct to the best of our knowledge at the time of publication. West Sussex County Council cannot be held responsible for any errors contained therein, and we reserve the right to cancel or modify any of the courses in this brochure.

West Sussex Early Years Training, West Sussex County Council - May 2024



Notes



