

## Course Title: Baby Signing for Childcare Professionals 2 Units (Basic and Follow On)

### Target Audience:

Nurseries, Play Schemes, Child Minders, Play Groups and Out of School Clubs

### Skill Level: 2

**Course Aim:** The course will introduce and explain the techniques and skills needed to introduce effective baby signing into your setting.

**Course Objectives:** By the end of the course you will be able to:

1. **Produce, understand and recall 72 signs** from the Basic Unit.
2. **Produce, understand and recall 110 signs** from the Follow On Unit.
3. **Plan** games and activities to incorporate the signs with the children in your setting.
4. **Adopt** the use of signs during everyday communication with children.
5. **Chart** progress by completing the post course Action Plan.
6. **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

**This course contributes to the following policy and practice areas:**

EYFS	ECM	SLCF	Ofsted	Common Core
<ul style="list-style-type: none"> <li>• A Unique Child</li> <li>• Positive Relationships</li> <li>• Enabling Environments</li> <li>• Learning and Development</li> </ul>	<ul style="list-style-type: none"> <li>• Enjoy and Achieve</li> </ul>	<p>Covers the majority of competences in Universal Stage of the Speech, Language and Communication Framework. For some competences, knowledge is specifically aimed around signing.</p>	<ul style="list-style-type: none"> <li>• Welfare Requirement</li> <li>• Learning and Development</li> </ul>	<ul style="list-style-type: none"> <li>• Child Development</li> <li>• Supporting Transition</li> </ul>

### I CAN Early Talk Accreditation:

Implementation of skills and knowledge gained on this course together with completion of the Course Action Plan provides 'Portfolio Evidence' towards I CAN accreditation at both Supportive and Enhanced levels.

## Further Course Information:

**Duration:** 8 hours guided learning hours (plus 2 additional hours for practising).

- The units can be achieved separately (4 hours each).
- The course can be delivered at flexible times to suit you e.g. In blocks of 2 hours to enable the training to be completed after your setting closes.

**Location:** All training is done at your setting.

**Places:** Max. 20 people per course. No minimum numbers but minimum fee applies.

**Costs:** Please contact us for current prices.

**Funding:** Many sessions are funded by the Graduate Leader Fund. Details can be found at [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

### What's included?

- Experienced knowledgeable tutor using quality course materials.
- Quality handout booklet with images of all the signs taught.
- Post course Action Plan to implement skills and provide evidence.
- Certificate for each learner.
- Evaluation of training sent to course organiser.
- If required a course flyer to support internal promotion.
- Availability to contact us anytime after the course with any related queries.
- Access to a wide range to additional learning material via our online web shop. [www.talkfirst.net](http://www.talkfirst.net)

### Need more information?

Course prices and further course information e.g. list of signs used can all be obtained from us. Please contact us and we'll be happy to help you.

**Local tutors:** All local tutor details can be found on [www.talkfirst.net](http://www.talkfirst.net) (click on 'Tutor Locator' top right hand tab on home page.)

**Head Office:** If you haven't a tutor in your local area or you're unable to find their details contact Head Office on Tel: 01706 872816 Fax: 01706 872131 [headoffice@talkfirst.net](mailto:headoffice@talkfirst.net) or [www.talkfirst.net](http://www.talkfirst.net) and we will be able to answer any questions you have.

### How do I book the training?

1. Contact us to check availability.
2. Complete the Booking Form and return to us.
3. We will contact you to finalise the details.

## Booking Form

### About your organisation?

Name of Organisation/Nursery:

Address:

### Your Contact Details

Name:

Job Role:

Telephone number:

Email Address:

### Training Course Details

Training Venue (if different to above):

Date/s for Basic Unit (4 hours):

Date/s for Follow on Unit (4 hours):

Time:

Number of Learners (Max 20)

### Make a Booking

**I would like to book this training.  
I have read and accept TalkFirst terms and conditions.**

**Your signature:**

**Date:**

**Please return this form to:**

## TalkFirst Baby Signing Limited Terms and Conditions

### 1 Interpretation

In these Conditions the following expressions shall have the following meanings:

“Booking Form” means the Confirmation of Booking Form, which contains the details of the course

“TF” means TalkFirst Baby Signing Limited™

“TF Consultant” means the TF employee or agent designated by TF to provide the Course.

“Client” means the person, firm or corporation identified as enrolling on the Course by returning the Booking Form to TF or providing other oral or written confirmation.

“Confidential Information” means all information relating to the Course including the Course.

“Course” means the course to be supplied by TF as described on the Booking Form.

“Course Fee” means the price for the Course set out on the Booking Form, which excludes VAT.

“Confirmation Date” means the date TF receives either the Booking Form signed by the Client or written confirmation by the Client that it intends to attend the Course or if the Course is provided sooner, the date the Course begins.

“Course Materials” means any documents, customised training materials, dataset or computer program supplied by TF for the purpose of the Course.

“Intellectual Property” means all inventions, patent, applications, granted patents, registered and unregistered designs, copyright works, trade marks and Confidential Information”

“Working Day” means any day other than Saturday or Sunday or a Bank or Public Holiday

### Fees/Expenses

- 2 The Client shall pay TF the Course Fee as per the invoice terms and in any event no later than 20 Working Days before the date the Course commences.

The Client shall reimburse to TF all those reasonable expenses of TF which are set out in the Booking Form together with reasonable travel accommodation and subsistence expenses of the TF Consultant.

### Quality

- 3 TF shall use reasonable skill and care in providing the Course, however, all conditions and warranties express or implied, statutory or otherwise are expressly excluded. The Client will be deemed to have accepted the Course if more than 10 days have elapsed since the date Course ended and the client has not raised any concerns with TF in accordance with the paragraph below. The Client must raise any concerns over the quality of the Course in writing immediately and in any event no later than 10 days after the Course ended.

### Cancellation

- 4 TF reserves the right to cancel or reschedule the Course and will endeavour to provide reasonable notice of the cancellation or change, except in and emergency. The Client will be entitled to a full refund of the Course Fee if TF cancels the Course but TF shall not be liable for any other loss or expenses to the Client arising out of the cancellation. The Client may cancel the Course by notifying TF in writing and the Client shall be entitled to a full refund of the Course fee if it notifies TF of the cancellation at least 20 Working Days before the Course date. If the Client notifies TF between 10 and 20 Working Days before the Course date, it shall be entitled to a refund of 75% of the Course Fee. If the Client gives TF less than 10 Working Days notice before the Course date, it will not be entitled to any refund of the Course Fee.

### 5 Intellectual Property

All Copyright associated with any TF Course Materials remains the property of TF. The Intellectual Property in the Course Materials can be used by the Client in a teaching environment provided that TF is participating. If in future the Client wishes to use the Course Materials then a separate contract must be negotiated to deliver the Course Materials under licence.

TF shall indemnify, defend, or at its option, settle any claim or action against the Client on the basis of infringement of any copyright in the Course Materials or use thereof and pay any final judgement entered against the Client on such issue in any such proceeding, provided TF has sole control of such defence and/or settlement and the Client promptly notifies TF and gives TF all related information known to the Client.

### 6

#### Absence

If the TF Consultant is temporarily unable to provide the Course, TF will attempt to provide a substitute of at least equivalent standing. If no substitute is available, TF will reschedule the Course at no additional cost to the Client.

### 7

#### Limitation of Liability

TF does not exclude liability for death or personal injury caused by the negligence of TF.

TF's total liability shall not exceed an amount equivalent to the Course Fee.

Except as set out above, (first paragraph Clause 7) TF shall not be liable for the following loss or damage howsoever caused even if foreseeable by TF: loss of profits, business, revenue, goodwill, anticipated savings, data, corruption of data, whether sustained by the Client or another person, and/or special indirect or consequential loss whether suffered by the Client or another person.

### 8

#### General Provisions

These Conditions shall come into force on the Confirmation Date and shall continue until the Course Fee and any expenses due are paid in full to TF.

The Client shall not assign or transfer this contract or any interest in it without TF's prior written consent, which shall not be unreasonable by withheld.

If any part of these Conditions are held to be unenforceable at law it shall be severed from these Conditions and the remainder shall be enforceable.

TF shall not be liable for failure to supply any Course under these Conditions due to a cause beyond its reasonable control.

Following completion of the Course the Client shall not approach the TF Consultant directly or indirectly for a period of 365 days to seek to employ or provide a further assignment of any sort to the HR Consultant.

Any equipment lent by the Client to TF remains the property of the Client and at the risk of the Client and shall be returned to the Client upon demand.

These Conditions shall be construed and enforced in accordance with the laws of England and TF and the Client agree to submit to the exclusive jurisdiction of the English courts.