



Standard Operating Procedure

DCS, MOD Schools Early Years Settings

Standard Operating Procedure (SOP): Training and Development

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Review annually or if any changes are made to support practice.

Qualifications and pathway for all employees

- The Early Years Manager and Deputy Early Years Manager hold at least a full and relevant Level 3 qualification as defined by the DfE Early Years Qualification List. As a minimum, half of all other staff working directly with children, hold at least a full and relevant Level 2 qualification. If not already qualified, Early Years Managers and Deputy Early Years Managers are expected to work towards their Level 3 Assessor qualification within 3 months from the start of their employment (where QAAC staffing levels allow, timings TBC with the QAAC). This qualification enables Early Years Managers and Deputy Managers to assess and support staff to develop in to Early Years Level 2 and Level 3 qualified practitioners.
- Early Years Managers and Deputy Early Years Managers ensure effective arrangements are in place for the supervision of staff. Supervisions include one-to-one support, mentoring, joint observations and forward planning to discuss training. Through purposeful supervision, Early Years Managers and Deputy Early Years Managers support staff to continually improve their practice and develop the quality of provision.
- The MoD Schools Quality Assurance and Assessment Centre (QAAC) Lead manages a team of early years assessors to support staff achieve their qualification/s.
- MoD Schools provide access to a comprehensive range of on-line mandatory and essential training via the Defence Learning Environment and CACHE Laser Learning. The CACHE accredited Laser Learning is administered by the QAAC Team. Additionally, free, extensive CPD is available to all Early Years staff through Laser Short Courses. These CPD courses are administered by the QAAC Laser Learning Clerk and can be requested by Early Years Managers.
- Training will be facilitated in person and virtually by SMEs and further training will be led by Managers and Deputy Managers in-house in staff meetings and on training days. Leaders in the setting will coach and mentor staff to develop their knowledge and practice. Further development opportunities will be developed through peer observations and reflective practice.
- The Early Years Career Pathway produced by DCS CPD, Assessment and Curriculum Lead shows demonstrates the qualifications available to employees and the career pathway for each employee from Unqualified Practitioner to Manager of an Early Years Setting.



- MoD Schools allocates resources to early years training to ensure sufficient numbers of qualified staff are maintained. Where agreed unqualified staff register to start working towards their Level 2 Early Years qualification and Level 2 qualified staff register to start working towards their Level 3 qualification. Staff registering to train for a Level 3 qualification must provide evidence of achieving both a Maths and English certificate at a minimum of Level 2; Functional Skills or equivalent. Both Early Years Level 2 and Level 3 qualifications are delivered through the QAAC, and supported by their Early Years Manager/Deputy Early Years Manager.
- Where a particular strength is identified in a Level 3 qualified member of staff, the Early Years Manager may nominate the member of staff for the Level 4 Early Years Advanced Practitioner qualification. (See QAAC Career Pathway)
- Nominated Special Educational Needs and Disability Coordinators (SENDCo) for each setting will work towards their Level 3 Award for SEND Coordinators in Early Years Settings or the Level 4 Award in Special Educational Needs and Disability (SEND) Leadership and Management in the Early Years. These qualification applications are authorised and assessed by the DCS MoD Schools Special Education Needs and Disabilities Lead, and administered by the QAAC.