

“
Education
is the most
POWERFUL
weapon which you
can use to *change*
THE WORLD
Nelson Mandela”



BRITISH ORCHARD CENTRE
Training Together

British Orchard Centre Head Office



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www.britishorchardcenter.com
www.britishorchardnursery.com

COURSE DETAILS REGISTRATION PACK

WHY CHOOSE US?



British Orchard Centre has its office in Oxfordshire, UK and is proud to offer a series of short term and long term diploma courses. The Centre has grown and developed, across Dubai, Sharjah and Abu Dhabi to offer training in Early years education.

British Orchard Centre is a subsidiary of British Orchard Nursery, the largest quality certified nursery chain in the Middle East. Winner of more than 25 Quality Awards and 17 branches across the UAE.

A blend of teaching methods is used, including online platforms and regular tutor led workshops. The Centre tracks the progress and provides support from the teaching academy staff and the assigned qualified assessor.

Learners are offered free volunteer placement hours at a British Orchard Nursery branch near them.

Learners are supported in the workplace by CACHE NCFE qualified practitioners and are assigned mentors during their volunteer work placement.

Learners have the choice of several centres, to complete the monthly workshops with baby crech facilities available for their little ones.

Employment opportunities with British Orchard Nurseries will be available for the right candidate.

Opportunity to become a Principal, Class Teacher, or an Assistant Teacher, at any Early Years Centre or School.



CACHE NCFE QUALIFICATIONS ARE REGARDED
AS THE GOLD STANDARD IN EARLY YEARS TEACHER
QUALIFICATIONS ACROSS THE WORLD AND
ARE APPROVED BY KHDA IN UAE.

OUR BRANCHES



BRITISH ORCHARD CENTRE BUR DUBAI BRANCH

Mankhool, Bur Dubai
20A 33rd St.
Tel.: 04 398 3536



BRITISH ORCHARD CENTRE MIRDIF BRANCH

Sharooq Community,
Mirdif, Dubai
Tel: 04 514 7913



BRITISH ORCHARD CENTRE JUMEIRAH BRANCH

Villa No. 35 6D St Jumeirah Rd
Umm Suqeim 1, Dubai
Tel: 04 395 3570



BRITISH ORCHARD CENTRE DUBAI SILICON OASIS BRANCH

Opposite Choithrams Supermarket
Dubai Silicon Oasis
Tel: 04 388 6602



BRITISH ORCHARD CENTRE DUBAI MEDIA CITY BRANCH

Business Central Towers
Next To Gloria Hotel
Tel: 04 438 5255



BRITISH ORCHARD NURSERY SHARJAH BRANCH

Villa no. 260, 128, Al Qasimi St.
Sheikh Mohammed Bin Saqr,
Al Jazzat Area (near Quaran R/A)
Tel: 06 522 6710



BRITISH ORCHARD CENTRE DEIRA BRANCH

Al Twar 1, Deira
28B Street
Tel : 04 261 8788



BRITISH ORCHARD CENTRE ABU DHABI BRANCH

Al Bateen,
Abu Dhabi
Tel: 02 622 2903



BRITISH ORCHARD CENTRE
Training Together

VISION

TO BE A LEADER IN TRAINING, PROVIDING HIGH QUALITY CERTIFICATIONS AND RAISE THE BAR IN EDUCATION.

MISSION

- ✓ To offer world class training and development in line with latest research on education
- ✓ To attract and teach learners to become excellent practitioners
- ✓ To exceed training expectations of learners

VALUES

VALUES GUIDING THE EDUCATIONAL VISION

- ✓ Respect and integrity
- ✓ Equality and diversity
- ✓ Rights and responsibility
- ✓ Working hard to achieve success
- ✓ Continuous improvement & innovation



BRITISH ORCHARD CENTRE
Training Together

TESTIMONIALS

“Training helped me enjoy the world around children. Loved working with the trainers. Can't thank the team enough!

~ Linda S.

“I want to take this opportunity to thank you all for the support I have received so far from the BON/CACHE team. I have developed invaluable skills and knowledge over the time I have been at BOC.

~ Sarah J.

“Thank you so much for everything and you are amazing! I really enjoyed each and every workshop with you. We are anxiously waiting for our graduation ceremony.

~ Maria

“Thank you so much for your positive feedback. I am really enjoying this study course and looking forward to my continued progress.

~ Shauna M. Willhelm

100's of learners have graduated with us, proud on receiving their UK diploma's.

OUR COMMITMENT...

TO LEARNERS

That we provide a challenging and positive learning experience.

TO CHILDREN

That the training we provide is transferred to their learning so they receive the best education in early years that prepares them for their transition to school .

TO STAKEHOLDERS

Committed towards our educational success

TO INDIVIDUALS

We adhere to the belief that everyone should have access to high quality education and training.

TO PARTNERS

This will be the best delivered by working in partnership with those who are committed to the continuous development of others.

COURSE INFORMATION

AS A CACHE NCFE APPROVED CENTRE, BRITISH ORCHARD CENTRE IS PROUD TO OFFER UK ACCREDITED QUALIFICATIONS IN EARLY YEARS EDUCATION ACROSS UK, DUBAI, SHARJAH AND ABU DHABI.

We offer a wide selection of approved CPD (Continual Professional Development) and CACHE NCFE courses.

CACHE NCFE is the leading sector specialist in Early Years Education globally. Learners completing a CACHE branded Early Years Educator qualification will have trained to the highest of standards, equipping them with the best early years qualifications and skill available.

These are now the must have qualifications across the world for all those wanting to work as Early Years Educators with children from birth to five years of age, and our Level 3 qualification will provide the full relevant status of being an Early Years Educator.



COURSES



BRITISH ORCHARD CENTRE
Training Together

COURSE	INFORMATION	COURSE DURATION
CACHE Level 2: Certificate Introducing Caring for Children and Young people	<p>For those with no previous experience in an Early Years Education setting or Nursery. To be completed before CACHE Level 3 Diploma.</p> <p>Topics Covered:</p> <ul style="list-style-type: none"> • The EYFS- the Early Years Foundation Stage model of best practice. • The importance of play for early learning. • Food and nutrition • Safeguarding the welfare of children and young people <p>Entry Requirement:</p> <ul style="list-style-type: none"> • Learner's must be at least 16 years of age • Learners must be prepared to volunteer in an early years setting to gain valuable practical skills that can help them to progress onto the level 3 CACHE Diploma • Learners will need to arrange their own police clearance, health and authority clearance which BON can advise you on • Learners should have an email account & access to a laptop with internet connection and a Skype account. 	3-6 months
CACHE Level 3: Diploma for the Early years Workforce (Early Years Educator)	<p>Prepares students to become Early Years educators to work and care for children up to 5 years of age</p> <p>Topics Covered:</p> <ul style="list-style-type: none"> • Health and Well being • Legislation, Frameworks and professional Practice • Play development and learning for school readiness • Professional Development <p>Entry Requirement:</p> <ul style="list-style-type: none"> • Learners must at least 18 Years of age • Learners must have completed a Certificate in Early Years Care or equivalent or be prepared to volunteer in an early years setting prior to starting the course to gain some experience. • Learners should have an email account & access to a laptop with internet connection and a skype account. 	9-12 months

CACHE Level 4: Certificate for the Early Years Advanced Practitioner	<p>The qualification covers a range of early year's topics at level 4, including enabling children to learn working with families and other professionals and implementing change, as well as specialist areas such as physical activity and nutrition and especial educational needs.</p> <p>Topics Covered:</p> <ul style="list-style-type: none"> • Enabling Children to learn • Promoting health and well-being through physical activity and nutrition coordination (PANCo) • Working with others to support children with additional needs, including special Educational needs and disability. • Working with Families and other professionals In early years setting. • Implementing change in an early years setting incorporating a small scale researched project <p>Entry Requirement:</p> <ul style="list-style-type: none"> • Learners must be at least 18 Years of age • Learners must have completed a full level 3 early years/ childcare qualification • Learners should have an email account & access to a laptop with internet connection and a Skype Account. 	12 months (Unit can be studied individually)
CACHE Level 5: Diploma in Leadership for Children & young People services	<p>Provides the skills and knowledge to manage, practice and lead others in nurseries, children centres, kindergartens and early years setting</p> <p>Topics Covered:</p> <ul style="list-style-type: none"> • Safeguarding and Child protection • Managing Early Childhood services • Supporting child development & working in partnership • Contributing with local quality systems & continuously improving quality • Developing and carrying out policy and procedures • Promoting and developing best practice in an early childhood setting • Childcare management 	12 months (1 tutor-led workshop bi-weekly)

	<p>Entry Requirements:</p> <ul style="list-style-type: none"> • Learner's must be at least 19 years old hold a level 3 qualification or above in a related area. • Learners must be currently working in a leadership or management role. • Learners should have a laptop, internet connection and an email account. • Learners should have a good reading, writing communication in English. • Learners must pass an entry test to be eligible for the course. 	
CPD Courses Available – Please contact BOC for courses which are KHDA approved	<ul style="list-style-type: none"> • CACHE Level 2 Award in Babysitting • CACHE Level 2 Award in Preparation for the Responsibilities of Parenting • CACHE Level 2 Award in Food Safety in Early Years Settings • Introduction to Nannying • Observing Children • Partnership with Parents • Managing Behaviour • Child Development • Fulfilling the Role of the Key Person • Self-Evaluation • Inclusion • Cultural Awareness • KEEP Key Elements of Effective Practice • Introduction to Safeguarding • Recognizing and supporting children with SEN • Health and Safety in the Workplace • Nutrition in the Early Years • Aspergers Syndrome • Managing People - An Introduction to Conflict Management • The Receptionist's Role in Providing Excellent Customer Service in your Early Years Setting 	All courses are delivered via face to face induction followed by ten hours maximum of online study and online assessment. Certified CACHE courses incur an additional fee for an approved CACHE certificate

Ever thought of registering with your friends?

Register for any of our BOC full qualifications in a group of 5 or more and receive a discount off your course fees.

CACHE LEVEL 2 CERTIFICATE



**INTRODUCING CARING FOR CHILDREN
AND YOUNG PEOPLE**

Units Covered

Unit 1 - Young children's development.

Unit 2 - Craft Activities with young children.

Unit 3 - Importance of play for early learning.

Unit 4 - Safeguarding the welfare of children and young people.



ENTRY REQUIREMENTS:

None (for those with no previous experience in an Early Years setting)



WORKSHOP FREQUENCY:

Once per week



DURATION:

6 months - 6 three hour tutor led workshop supported by learners online study and assessment



PLACEMENT HOURS REQUIRED:

36 hours across various children's age groups.

Unit 5 - Use Food and nutrition information to plan a healthy diet.

Unit 6 - Accident Prevention and Fire Safety.

BOC PROVIDES A VOLUNTEER PLACEMENT IN A BON NURSERY BRANCH NEAR YOUR HOME SO THAT YOU EXPERIENCE REAL WORK IN AN EYFS SETTING TO SUPPORT YOUR LEARNING.

If you decide to progress to the CACHE Level 3 Diploma for the Early Years Workforce when you achieved your Level 2 certificate, then you can use these placement hours towards the 350 placement hours required of the level 3 qualification.

CACHE LEVEL 3 CERTIFICATE



**DIPLOMA FOR THE EARLY YEARS WORKFORCE
(EARLY YEARS EDUCATOR)**

Units Covered

Theme 1 Health and Wellbeing

Theme 2 Legislation, Frameworks & Professional Practice

Theme 3 Understand the value of play & plan, lead & review play

Theme 3 Plan, lead and review play & promote enabling play environments

Theme 3 Developing children's emergent literacy & maths skills

Theme 3 Support Children's transition to school

Theme 3 Develop Children's cognitive skills and promote children's speech, language and communication

Theme 3 Promote Children's physical, personal, social and emotional development

Theme 3 Support Children with special needs

Theme 4 Professional Development



ENTRY REQUIREMENTS:

None (for those with previous experience in an Early Years setting)



WORKSHOP FREQUENCY:

One 3 hour Workshops every 2 weeks



DURATION:

1 year



PLACEMENT HRS REQUIRED:

350 hrs across 3 children's age ranges

CACHE LEVEL 4 CERTIFICATE



**CERTIFICATE FOR THE EARLY YEARS
ADVANCED PRACTITIONER**

Units Covered

- Unit 1** - Enabling Children to learn.
- Unit 2** - Promoting health and well being through physical activity & nutrition coordination (PanCo) in the early years.
- Unit 3** - Working with others to support children with additional needs, including Special Educational Needs and Disability.
- Unit 4** - Working with families and other professionals in early years settings.
- Unit 5** - Implementing change in an early years setting incorporating a small scale research project.



ENTRY REQUIREMENTS:

Must be qualified and have achieved CACHE NCFE Level 3 Diploma



WORKSHOP FREQUENCY:

Must be qualified and have achieved CACHE NCFE Level 3 Diploma



DURATION:

6-9 months for full qualification - units may be studied individually



PLACEMENT HOURS REQUIRED:

Early years practitioners will be expected to be working in an EYFS nursery setting to provide evidence for the qualification.

CACHE LEVEL 5 CERTIFICATE



**DIPLOMA IN LEADERSHIP FOR CHILDREN & YOUNG
PEOPLE - MANAGEMENT PATH**

Units Covered

- Unit 1** - Management Theories
- Unit 2** - Champion Equality, Diversity & Inclusion.
- Unit 3** - Appraisal Staff Performance.
- Unit 4** - Recruitment and Selection within a Children's setting.
- Unit 5** - Manage Induction in Children's Settings
- Unit 6** - Facilitate Coaching & Mentoring of Practitioners in Children's Settings
- Unit 7** - Promote Professional Development
- Unit 8** - Develop Health & Safety and Risk Management Policies
- Unit 9** - Develop and Implement Policies & Procedures to Support Safeguarding
- Unit 10** - Understand How to Manage a Team
- Unit 11** - Lead and Manage a Team within a Children's Setting
- Unit 12** - Develop Professional Supervision Practice in a Children's Setting
- Unit 13** - Understand Children's Development
- Unit 14** - Lead Practice That Supports Positive Outcomes for Children
- Unit 15** - Lead Practice in Promoting the Well Being & Resilience of Children
- Unit 16** - Manage Quality in Children's Settings
- Unit 17** - Manage Physical Resources
- Unit 18** - Use and Develop Systems that Promote Communication
- Unit 19** - Work in Partnership in Children's Settings
- Unit 20** - Undertake a Research Project within Services for Children



ENTRY REQUIREMENTS:

Learners must be at least 19 years old and it is recommended that they hold a Level 3 qualification or above in early years and are currently working as a manager or principal in an early years setting.



WORKSHOP FREQUENCY:

One workshop every 2 weeks



DURATION:

18 months

CONTINUAL PROFESSIONAL DEVELOPMENT



UAE Government (KHDA) Approved Courses

KHDA CURRENTLY REQUIRE ALL EARLY YEARS PRACTITIONERS TO UNDERTAKE CERTIFICATED CPD OF 30 HOURS PER YEAR.

- ✓ CACHE level 2 Award in Preparation for the responsibilities of parenting
- ✓ CACHE level 2 award in Food Safety in Early Years Settings
- ✓ Introduction to Nannying
- ✓ Observing Children
- ✓ An Enabling Learning Environment Partnership with Parents
- ✓ Managing Behavior
- ✓ Child Development
- ✓ Fulfilling the Role of the Key Person
- ✓ Self-Evaluation
- ✓ Inclusion
- ✓ Cultural Awareness
- ✓ KEEP - Key Elements of Effective Practice
- ✓ Introduction to Safeguarding
- ✓ Recognizing & supporting children with SEN
- ✓ Health and Safety in the Workplace
- ✓ Nutrition in the Early Years
- ✓ Asperger's Syndrome
- ✓ Managing People - An Introduction to Conflict Management
- ✓ The Receptionist's Role in Providing Excellent Customer Service in your Early Years Setting

UNDERSTANDING THE REVISED EYFS

- ✓ Understanding the revised EYFS is a course
- ✓ The Prevent Duty
- ✓ Digital Marketing
- ✓ E-Safety
- ✓ Communication Skills
- ✓ Produce Minutes
- ✓ An Introduction to Conflict Management
- ✓ Appraisal Skills
- ✓ Reception
- ✓ Time Management
- ✓ Health and Safety in the Early Years
- ✓ Understanding Leadership and Management
- ✓ Building a Team
- ✓ Continuous Professional Development
- ✓ First Time Leadership
- ✓ Managing People
- ✓ Managing Safeguarding
- ✓ Effective Supervision in the Early Years
- ✓ Events Management
- ✓ Managing Health and Safety
- ✓ Advanced Conflict Management
- ✓ A Green, Sustainable Workplace
- ✓ Corporate Social Responsibility

ADMISSIONS POLICY

IMPORTANT

Please read through the below points

- If admission to the teaching Centre is offered, it shall be deemed secured and accepted only upon payment of the registration fee. Please note that these fees, once paid, are non- refundable under any circumstances.
- Before commencing your course with British Orchard Centre, full payment of the corresponding course fee is required. A security deposit cheque is required if you choose to pay by installments.
- All fees should be paid either by cheque, card or bank transfer to the Centre. British Orchard Centre is not responsible for any charges related to dishonoured cheques.
- All dishonoured cheques will be liable for a AED100 bank charge.
- All documentation shall be provided to the Centre before the course starts. The centre has the right to refuse admission if documentation is missing.
- A learner will not be allowed to attend the course, until due fees have been paid. If fees agreed to be paid by installments are overdue, then workshop attendance and access to the Laser learning platform will be suspended.
- Regular attendance is beneficial to the learner and hence encouraged and monitored. Learners are requested to attend all scheduled workshops for their course to receive the full benefit of their learning experience and value for money
- Learners attending classes must adhere to all BON policies and the BOC dress code which will be advised during registration. All BOC volunteers must abide by British Orchard Nursery's dress code whilst attending their volunteer placement in BON branches for safeguarding purposes.
- An administrative fee will be charged for any refund processed. Please see details on th disclaimer for full details.

I hereby agree to all of the above conditions:

Learner Name:

Course and Level:

Learner Signature:

Date:

REGISTRATION REQUIREMENTS

Please provide the following to the British Orchard Centre Administrator at the point of registration:

- Updated CV Copy
- Passport and residency visa copy if applicable
- Emirates ID Copy (both sides) if applicable
- 4 Passport sized photographs
- British Orchard Centre Course Application Form
- British Orchard Centre Disclaimer

Please provide the following if applicable:

- Sponsor passport and residency, visa copy
- Sponsor Emirates ID copy (both sides)
- No Objection Letter from Sponsor (must be signed)

If your course requires completion of volunteer placement hours and you would like to volunteer in a Branch of British Orchard Nursery, please complete and provide the following requirements:

- Medical clearance (X-ray, blood test [HIV, hepatitis A,B & C])
- Medical certificate (must state that you are fit to work by a doctor)
- Police clearance (Good Conduct Certificate)- Obtainable from Police Department of Criminal Investigation.

If you are currently employed in the UAE or UK, please also provide the following:

- References from your current employer
- No Objection Letter from your current employer

REFUND POLICY

Refunds adhere to British Orchard Nursery Policies and Procedures

- No refund will be provided on registration fees under any circumstances.
- Refunds require the approval of the learner BOC Centre Manager and Head of BON Accounts, for processing.

REGISTRATION FORM

Admission Details:

Course:		Photograph of Learner
First Name:		
Surname/ Family Name:		
Date of Birth:	Mobile:	
Nationality	Home phone no:	
Address (residential):		
Passport number:		
City of residence:		
Location for Workshop:		
Email address:		
Alternate Email address:		
Known allergies:		
Emergency contact detail 1	Emergency contact detail 2	
Name:	Name:	
Mobile:	Mobile:	
Relationship:	Relationship:	

☐ I wish to apply for the above course(s) with British Orchard Centre and confirm that the above information is correct.

Learner Signature: _____

Date: _____

DISCLAIMER

IMPORTANT

Please read through the below points

- All volunteers should comply with British Orchard Nursery policies/ BOC policies and procedures, throughout the duration of study and volunteer placement hours.
- Course fees will be reviewed annually in line with competitors' fees and are subject to increase for future learners. Your fees will not increase from the amount you agree and sign acceptance of during your course.
- Payment should be made either by cheque, credit card or bank transfer. Cash Payments will not be accepted by British Orchard Centre.
- Course fees are payable in full by cheque in advance or by post-dated cheques upon acceptance onto the course(s). A security cheque for the full course amount will be held by British Orchard Centre, for the duration of the course. Should you default on any payment, the cheque will be cashed. If all payments are made successfully by the end of the course, the security cheque will be returned or destroyed.
- Payment should be received by the first week of each month. If payment is delayed your security cheque may be deposited. If two payments are delayed, British Orchard Centre reserve the right to terminate your course.
- If you do not complete your course by the specified end date, then you may be liable to additional charges.
- Fees once paid are non-refundable, non-transferable and cannot be offset against any other payment.
- No refund, off set or reduction will be granted in case of absence, illness or vacations.
- I agree to indemnify and keep indemnified the Centre and Nursery for any loss or damage caused by me or by any member of my family to the Centre/ Nursery property.
- Administration and text book charges applicable.

I hereby agree to all of the above conditions:

Learner Name: _____

Learner Signature: _____

Date: _____