



BRITISH ORCHARD
CENTRE

TRAINING TOGETHER

Registration Pack

Evolve.

Educate.

Empower.

Early Years Teaching
Professional Awards &
Vocational Training



Table of Contents



Introduction

About Us	1-2
Meet the Team	3-4
Why Choose BOC	5



Early Years Educator Courses

CACHE Level 1	6
CACHE Level 2	7
CACHE Level 3	8
CACHE Level 3-CAVA	9
CACHE Level 3-CAVA	10
CACHE Level 5	11



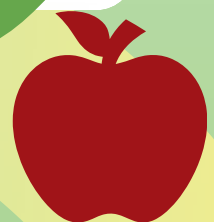
New Courses

SENCO 3 - SEND 4	12
SENCO 3 - SEND 4	13-14
Autism - Neuroscience	15-16
Safeguarding & Prevent	17
Customer Service	18



Additional

Internship Opportunities at BON	19
Basic Life Support	20
CPD	21
Exhibitions, CPDs, CSR	22





About Us

British Orchard Centre is a subsidiary of British Orchard Nursery, the largest quality-certified nursery chain in the Middle East. Winner of more than 50 Quality Awards and operates over 35 branches across the UAE.

British Orchard Centre has its office in the UAE and is proud to offer a series of short-term and long-term diploma courses. The Centre has expanded across Dubai, Sharjah, Abu Dhabi and India, offering early years and vocational training courses.

A blend of teaching methods is used, including online platforms and regular tutor-led workshops. The Centre monitors learners' progress, while teaching staff and assigned qualified assessors provide support.

Vision, Mission, Values & Commitment

VISION

To be a leader in training, provide high-quality certifications and raise the bar in education.

MISSION

- To offer world-class training and development in line with latest research in 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 responsibilities
- Working hard to achieve success
- Continuous improvement & innovation

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.

Dr. Vandana Gandhi

CEO & Founder of British Orchard Nursery Group & Teacher Training Centres, UAE & UK



Our Team



Ms Lisa

BOC Centre Manager Asia, IQA, Assessor & Trainer

Lisa has experience in teaching and assessing students to become teachers via lectures in college and through workplace assessments assessing against the standards of Cache, City and Guilds and BTEC in all levels of Early Years courses. She holds an Assessor/Verifier certificate to validate other teachers/assessors' submitted portfolios and has also worked in social services as a residential social worker with children who were disadvantaged and had safeguarding issues.



Ms Shamima

BOC Assessor & Trainer

She is an experienced Early Years Trainer, IQA, Assessor and Creative Arts Practitioner with over 23 years in early childhood education. She holds professional credentials as an Early Years Trainer, Internal Quality Assurer (IQA), Assessor and Creative Arts Practitioner. Passionate about supporting educators, she promotes inclusive, creative learning, shares practical strategies and helps every child thrive through meaningful play and development.



Ms Rachna

BOC Trainer & Assessor

Based in London, Rachna brings 23 years of experience in early years education. As an Early Years Educator (EYE), she joined British Orchard Centre in 2008 and has worked as a Teacher, Deputy Manager and Manager. Since joining the BOC Training Centre in 2017, she has supported students pursuing CACHE qualifications, helping them build confidence and develop into skilled early years professionals through practical, supportive training and guidance.



Ms Iris

BOC Trainer & Assessor

An Early Years professional with 18 years of experience at British Orchard Nursery (BON), Iris serves as Principal at a BON Government Branch, leading a team that supports children's care, learning and development. Since 2019, she has taught the CACHE Level 1 course, sharing expertise with learners and helping them connect their studies to professional practice. She is passionate about developing confident educators and inspiring nurturing learning environments.



Ms Shanti

BOC Trainer & Assessor

An Early Years assessor and mentor supporting CACHE/NCFE Level 3 and Level 5 learners. Her experience as an Early Years educator helps her connect learning with everyday practice in early years settings. She guides learners through assignments, observations and professional discussions, and look forward to supporting them throughout their learning journey.



Ms Fatima
BOC IQA, Trainer & Assessor

Committed to high-quality Early Years Education, Ms Fatima is an Internal Quality Assurer (IQA), Assessor, Trainer, Early Years Specialist and Curriculum Consultant. She holds the Inspectors' Certificate and a course in Applied Behaviour Analysis (ABA), reflecting her interest in educational standards and children's learning and development.



Ms Ranjani
BOC Assessor & Trainer

She brings two decades of experience in Early Years education and holds a Master's degree in Child Care and Education. As an NCFE (UK)-approved CACHE assessor and trainer, she supports learners across the Middle East. She also holds SENCO certification from CACHE UK and serves as a curriculum specialist. A CPD speaker and Montessori Trainer in Early Years education, she creates practical resources aligned with international standards and promotes child-led learning.



Ms Sofia
BOC IQA, Trainer & Assessor

With nearly 15 years of experience in the Middle East, Ms Sofia is a dedicated Early Years educator. A qualified medical graduate, she holds a Master's degree in Education, CACHE Level 5 Diploma in Leadership (Children and Young People's Management), CACHE Assessor and IQA qualifications, a Certificate in Autism and Level 4 SEND qualification. She has managed nurseries, provides curriculum consultancy, and now serves as an IQA, Assessor and Tutor.



Ms Vicky
BOC Remote Assessor & IQA

Vicky has worked with BOC as a remote assessor and IQA from the United Kingdom since 2021. She holds a degree in Early Childhood and has spent her entire professional life working with children and in the Early Years sector. She is passionate about supporting individuals as they pursue careers they value, helping to strengthen the learning and development of children today.



Ms Laila
BOC Trainer

She has completed her IPC level 2 from a US based institution and completed her CACHE level 3 from British Orchard Centre. She is currently pursuing her master's in early childhood education and working on a dissertation on Young Children's ongoing Assessment Skills. She has worked as an early years practitioner for several years and due to her potential and passion towards Early Years Education, she has been working as a BOC trainer for over 4 years.



Ms Sabina
BOC Trainer

With over two decades of experience across the Gulf, she supports children with additional learning needs. She established the Inclusion Department at British Orchard Nursery and leads inclusive provision. She trains aspiring SENCOs for CACHE Level 3 SENCO certification through British Orchard Training Centre. Her expertise spans Special Educational Needs, inclusive education and leadership.

Why Choose BOC?



- KHDA and NCFE approved CACHE courses
- Globally recognised awards, certificates and diploma programmes
- 100% UK Certified Trainers and Assessors
- BOC NCFE CACHE courses are Gold Standard in Early Years Practitioner training
- Learners' progress is monitored and supported by the assigned tutors
- Training centres in the UAE, the UK and India
- Opportunities for holistic training for Early Years starting from the Nanny Course, Teacher Assistant, Early Years Teacher to becoming a Manager in Early Years Centre + SENCO + CAVA
- Flexibility to attend classes (blended) live classes on various timings, including weekends
- Volunteering opportunities provided in British Orchard Nursery
- Flexible payment plans
- CPD courses starting from as low as AED 100/-
- Price-to-Quality match promise. (T&Cs apply)
- First Aid Training provided with certifications from Highfield and British Orchard Centre, recognised by the DCAS
- Professional Career Development counselling provided by industry specialists

Early Years Educator Courses

Take The First Step Towards
Becoming Early Years Professional



CACHE Level 1

Become a Qualified Nanny

CACHE Level 2

Become a Learning Support Assistant

CACHE Level 3

Qualify as a Lead Educator

CACHE Level 5

Qualify for a Leadership Role



NCFE CACHE LEVEL 1 AWARD



AWARD IN CARING FOR CHILDREN

Qualification No. 500/9010/0

UNITS COVERED:

1. Craft activities for young children
 2. Supporting babies to play
 3. Growth and development of young children
 4. Healthy eating
-

ENTRY REQUIREMENTS:

Good command of basic written and spoken English and IT skills.

DURATION:

8 weeks – three-hour tutor-led workshops supported by learners' online study and assessment

WORKSHOP FREQUENCY:

Classes twice monthly

NCFE CACHE LEVEL 2 CERTIFICATE



INTRODUCING CARING FOR CHILDREN AND YOUNG PEOPLE

Qualification No. 600/0336/4

UNITS COVERED:

1. Young children's development
2. Craft activities with young children
3. Importance of play for early learning
4. Safeguarding the welfare of children and young people
5. Use food and nutrition information to plan a healthy diet
6. Accident prevention and fire safety

ENTRY REQUIREMENTS:

None (for those with no previous experience in an Early Years setting)
IT Skills and good command of English language

DURATION:

Four months – six three-hour tutor-led workshops supported by learners' online study and assessment

WORKSHOP FREQUENCY:

Classes twice monthly

NCFE CACHE LEVEL 3 DIPLOMA



DIPLOMA WORKING IN THE EARLY YEARS SECTOR (EARLY YEARS EDUCATOR)

Qualification No. 601/2629/2

UNITS COVERED:

1. Introduction to the role of the early years educator
2. Holistic child development
3. Children with special educational needs and disabilities (SEND)
4. Effective communication in an early years setting
5. Safeguarding and welfare requirements
6. Health, wellbeing and safety
7. Promoting an effective early years curriculum
8. Assessment of children's Learning and development
9. Understanding play for holistic development and learning
10. Partnership working

ENTRY REQUIREMENTS:

None (for those with no previous experience in an Early Years setting)
IT skills and good command of English language

PLACEMENT HOURS REQUIRED:

350 hours across 0-5 years age range
Assessor observations and discussions in the setting are required

WORKSHOP FREQUENCY:

Three-hour workshops, held twice monthly

NCFE CACHE LEVEL 3 CERTIFICATE



IN ASSESSING VOCATIONAL ACHIEVEMENT

Qualification No. 501/0885/2

This qualification is intended for those who assess both occupational competence in the workplace and vocational skills, knowledge and understanding in environments outside the workplace (for example, workshops, classrooms or other training environments).

THE OBJECTIVES OF THIS QUALIFICATION ARE TO:

Provide assessment staff with the essential knowledge and understanding required for effective assessment practice, while offering additional units that support the development of professional competence. This flexible approach enables aspiring assessors to meet a wider range of professional needs.

UNITS COVERED:

1. Understanding the principles and practices of assessment.
2. Assessing occupational competence in the work environment.
3. Assessing vocational skills, knowledge and understanding.

HOW THE QUALIFICATION IS ASSESSED

Assessment involves measuring a learner's skills, knowledge and understanding against the standards specified in the qualification.

ENTRY REQUIREMENTS:

This qualification is designed for learners aged 19 and over. Applicants must hold a minimum of a CACHE Level 3 Diploma in Early Years Workforce and have experience working in an early years setting.

COURSE DURATION:

4-6 months

NCFE CACHE LEVEL 5 DIPLOMA



DIPLOMA IN LEADERSHIP FOR CHILDREN & YOUNG PEOPLE – MANAGEMENT PATH

Qualification No. 601/4312/5

UNITS COVERED:

1. Use and develop systems that promote communication
2. Promote professional development
3. Champion equality, diversity & inclusion
4. Develop health & safety & risk management policies, procedures & practices in health & social care or children & young people's settings
5. Work in partnership in health & social care or children & young people's settings
6. Undertake a research project within services for health & social care or children & young people
7. Understand children's and young person's development
8. Lead practice that supports positive outcomes for children's and young people's development
9. Develop & implement policies & procedures to support the safeguarding of children & young people
10. Lead & manage a team within a health & social care or children & young people's setting
11. Develop professional supervision practice in health & social care or children and young people's work settings
12. Lead practice in promoting the well-being & resilience of children & young people
13. Recruitment & selection within health & social care or children & young people's settings
14. Facilitate coaching & mentoring of practitioners in health & social care or children & young people's settings
15. Manage induction in health & social care or children & young people's settings
16. Manage quality in health & social care or children & young people's settings
17. Manage physical resources
18. Understand how to manage a team
19. Appraise staff performance

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 or deputy in an early years setting.

IT Skills and good command of English

DURATION:

12 months

WORKSHOP FREQUENCY:

Classes twice monthly

BE ABLE TO CRITERIA FOR ASSESSOR OBSERVATIONS

2 observations + 1 professional discussion

Care, Connect, Support

SEN, Autism, Safeguarding,
Neuroscience & Customer Relations



SENCO Level 3

Special Educational Needs
Coordinator

SEND Level 4

Award in Special Educational
Needs and Disability

NCFE Level 2

Certificate in
Understanding Autism

NCFE Level 2

Award in an Introduction to
Neuroscience in Early Years

NCFE Level 2

Certificate in Safeguarding
and Prevent

NCFE Level 2

Certificate in Principles
of Customer Service



NCFE CACHE LEVEL 3 AWARD



3

SPECIAL EDUCATIONAL NEEDS COORDINATORS IN EARLY YEARS SETTINGS

Qualification No. 603/3476/9

UNITS COVERED:

1. Roles and responsibilities of the Special Educational Needs Coordinator in the Early Years
2. Strategies and techniques for supporting children and their families

THIS QUALIFICATION AIMS TO:

- Explore the role and responsibilities of the Special Educational Needs Coordinator in an early years setting
- Understand the strategies and techniques for supporting children and their families
- Increase knowledge of SEND codes of practice

THE OBJECTIVES OF THIS QUALIFICATION ARE TO HELP LEARNERS TO:

- Progress to further and higher education
- Develop new practical skills in health and social care
- Progress to SEND Level 4

ENTRY REQUIREMENTS:

IT Skills and
good command
of English

DURATION:

3 months

WORKSHOP FREQUENCY:

Three-hour workshops twice
monthly

NCFE CACHE LEVEL 4 AWARD



SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) LEADERSHIP AND MANAGEMENT IN THE EARLY YEARS

Qualification No. 603/4888/4

UNITS COVERED:

1. Leading effective practice in the role of the Special Educational Needs Coordinator (SENCO) within Early Years Settings
2. Evaluate Special Educational Needs and/or Disability (SEND) provision for effective practice within an Early Years Setting
3. Lead change to inform Special Educational Needs and/or Disability

OBJECTIVES:

The qualification is designed for those who already working in a lead SENCO role as an early years practitioners and who wish to increase their confidence in leadership and management progression. Learners will be prepared for leadership and management in specific aspects of the SENCO role, including:

- Enabling the best outcomes for children and their families
- Enriching professional development
- Liaising with parents/careers, colleagues, other professionals
- Undertaking and applying research for improved outcomes

ENTRY REQUIREMENTS:

Learners must be aged 19+ and working as an Early Years practitioner in a lead SENCO or SEND-related role. Have Level 3 SENCO

DURATION:

3 months

WORKSHOP FREQUENCY:

1 class every three weeks

NCFE LEVEL 2 CERTIFICATE



CERTIFICATE IN UNDERSTANDING AUTISM

Qualification No. 601/6330/6

UNITS COVERED:

1. Introduction to autism
2. Using a person-centred approach to support autistic individuals
3. Communication and social interaction in autistic individuals
4. Sensory processing, perception and cognition in autistic individuals
5. Supporting positive behaviour in autistic individuals
6. Supporting autistic individuals to live healthy and fulfilled lives

QUALIFICATION AIMS AND OBJECTIVES:

- This qualification is designed for learners who wish to develop an understanding of autism and how to support autistic individuals.
- This will also help learners to progress within employment in a variety of sectors and in a number of job roles where an understanding of autism and knowledge of how to support autistic individuals is required.

ENTRY REQUIREMENTS:

Must be at least
18 years old

DURATION:

3-4 months

MODE OF DELIVERY:

Blended-live tutor session

WORKSHOP FREQUENCY:

2 classes per month

NCFE CACHE LEVEL 2 AWARD



INTRODUCTION TO NEUROSCIENCE IN EARLY YEARS

Qualification No. 603/5216/4

UNITS COVERED:

1. Understanding neuroscience in early years
2. Understanding self-regulation and how to nurture this in children from birth to seven years

THIS QUALIFICATION AIMS TO:

This qualification is designed to provide an introduction to neuroscience from birth to seven years. It will support learners who are seeking a career within the early years sector. This qualification aims to:

- Focus on the study of neuroscience in early years
- Offer breadth and depth of study, incorporating a key core of knowledge
- Provide knowledge for those seeking employment in the early years

THE OBJECTIVES OF THIS QUALIFICATION ARE:

- Support learners to gain an understanding of neuroscience in early years
- Support learners to progress to further higher education
- Support the practitioner role in the workplace

ENTRY REQUIREMENTS:

Learners must be at least 18 years old

DURATION:

3 months

MODE OF DELIVERY:

Blended-live tutor session

WORKSHOP FREQUENCY:

1 class per month

NCFE LEVEL 2 CERTIFICATE



CERTIFICATE IN SAFEGUARDING AND PREVENT

Qualification No. 603/2818/6

UNITS COVERED:

1. Understanding the Prevent Duty
2. Understanding safeguarding
3. Understanding online safety

*Optional class understanding UAE Legislation and procedures (BOC Certificate)

THE OBJECTIVES OF THIS QUALIFICATION ARE:

The purpose of this qualification is to increase the learner's knowledge and awareness of the Prevent Duty and safeguarding, including online safety.

By completing the qualification, learners will develop knowledge of safeguarding in an environment where they have a duty of care. This qualification aims to:

- Learners will look at the Prevent Duty, understanding why it exists and what their roles and responsibilities are in relation to it.
- Learners will understand the term 'safeguarding', identify national policies and local systems that relate to safeguarding.
- Learners will understand the potential consequences of inappropriate or illegal online activity, how to reduce the risks posed online, and how to spot signs and behavioural changes that could cause concern.

ENTRY REQUIREMENTS:

Learners must be at least 18 years old

DURATION:

3 months

MODE OF DELIVERY:

Blended-live tutor session

WORKSHOP FREQUENCY:

2 classes per month

NCFE LEVEL 2 CERTIFICATE



CERTIFICATE IN PRINCIPLES OF CUSTOMER SERVICE

Qualification No. 601/7070/0

THIS QUALIFICATION AIMS TO:

Provide learners with the underpinning knowledge that is required by employees to work in a range of different environments within a customer service role.

THE OBJECTIVES OF THIS QUALIFICATION ARE:

- Develop essential knowledge of how to carry out customer service tasks, such as how to manage information and support events
- Know how to apply their knowledge in a variety of industries and job roles

ACHIEVING THIS QUALIFICATION:

To be awarded the NCFE Level 2 Certificate in Principles of Customer Service learners are required to successfully complete total of 7 units (3 mandatory units and 4 optional units)

MANDATORY UNITS:

Unit 01 Principles of customer service and delivery

Unit 02 Understand customers

Unit 03 Understand employer organisations

- With 4 optional units relating to your area, the centre will support you choosing them
- 7 Workshops and 1 induction to attend
- Assignments are covered by written work, case studies, discussions with the assessor.

INTERNSHIP OPPORTUNITY AT BRITISH ORCHARD NURSERY

BOC provides a volunteer placement in a BON nursery branch near your home to support your learning.



BASIC LIFE SUPPORT TRAINING



HIGHFIELD LEVEL 3 INTERNATIONAL AWARD IN EMERGENCY FIRST AID AT WORK AND USE OF AN AED WITH CPR FOR ALL AGES

The qualification covers knowledge such as the roles and responsibilities of a first aider and how to assess an incident. It also covers first aid skills in cardiopulmonary resuscitation (CPR) for adult, child and infant, providing first aid to a casualty who is choking, dealing with external bleeding & hypovolaemic shock, and safe use of an automated defibrillator.

TRAINING MODULES:

- Understand the role and responsibilities of a first aider.
- Be able to assess an incident.
- Be able to manage an unresponsive casualty who is breathing normally.
- Be able to manage a casualty who is not breathing normally and is unresponsive.
- Be able to provide first aid to a casualty who is choking.
- Be able to provide first aid to a casualty with external bleeding.
- Know how to provide first aid to a casualty with minor injuries.
- Know how to provide first aid to a casualty who is in shock.
- Know how to safely use an automated external defibrillator.

COURSE DURATION:

This international qualification is typically delivered and can be completed by learners through a one-day training course (6-8 hours)

CERTIFICATION:

3 years certification validity
Accredited by the Dubai Corporation for Ambulance Services (DCAS) In line with the latest resuscitation guidelines



CONTINUAL PROFESSIONAL DEVELOPMENT (CPD)



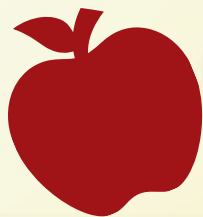
KHDA currently requires all early years practitioners to undertake certificated CPD of 30 hours per year.

UAE Government (KHDA) Approved Courses

- Level 2 Award in Food Safety in Early Years Settings
- An Introduction to Nannying
- Observing Children
- An Enabling Learning Environment
- Partnership with Parents
- Managing Behaviour
- Child Development
- Fulfilling the Role of the Key Person Self-Evaluation
- Introduction to Safeguarding
- Recognising and supporting children with SEN
- Health and Safety in the Workplace
- Nutrition in the Early Years
- Asperger's Syndrome
- Managing People
- Understanding the revised EYFS
- The Prevent Duty
- Digital Marketing
- Inclusion
- Cultural Awareness
- KEEP Key Elements of Effective Practice
- 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 safeguarding
- Effective Supervision in the Early Years
- Events management
- Managing Health and Safety
- Advanced Conflict Management
- A Green, Sustainable Workplace
- Corporate Social Responsibility and Sustainability
- ADHD
- Outdoor Play
- Communication and the EYFS
- Developing Self-Esteem in Young Children
- Understanding Dementia
- Supporting Remote Teams
- Equality and Diversity
- A Good Place to Be Two
- I Made a Unicorn
- What Happens in the Baby Room
- Lighting the Fire
- Keeping Children Safe on the Internet
- Communication Skills
- Produce Minutes
- Babysitting
- Infection Control and Prevention
- Safeguarding Adults
- Introduction to Project Management
- Inspections, ratings and the Care Quality Commission
- Manage Personal and Professional Development
- Duty of Candour
- Personal Safety for Lone or Remote Workers
- The Mental Capacity Act
- Good Relationships with Relatives and Visitors
- Introduction to Business Accounting
- Introduction to Marketing
- Leadership and Management
- Good End of Life Care
- Dementia and Communication
- Fundamental British Values
- Resolving problems and handling complaints
- Digital Skills
- Health and Safety: ICT
- Personal Development and Management
- Understanding Complaints
- Understanding nutrition, hydration and pressure sores
- An introduction to customer service
- Parenting
- Managing Medicines
- Literacy and the EYFS

Note: Course takes more than 10 hours to achieve, and study time is based on the learner's ability and experience to complete each course.

EXHIBITIONS, EVENTS & CSR



Annual Graduation Ceremonies



CSR Initiatives



The School & Nursery
Show Exhibition



CPD Session



Festivals and Celebrations





**BRITISH ORCHARD
CENTRE**

TRAINING TOGETHER

START YOUR AMAZING JOURNEY WITH US.

 +971-50-163-8790

 +971-4-226-0996

 22nd Street, Al Twar 2, Dubai

 boccustomerservice@britishorchardnursery.com

 www.britishorchardcentre.com



FOLLOW US ON SOCIAL MEDIA FOR FRESH UPDATES AND RELEVANT CONTENTS.

Instagram: @britishorchardtrainingcentre

TikTok: @britishorchardcentre.uae

Facebook: British Orchard Centre UAE

YouTube: British Orchard Centre

LinkedIn: British Orchard Centre