

Early Years Professional Status  
Candidate guidance



Course guidance and our  
expectations of EYPS candidates

# Welcome to your EYPS training

Before you begin your course, please take the time to read through the information in this booklet. It contains guidance and advice gathered from tutors, assessors, mentors and previous EYPS candidates as well as outlining our expectations of you.

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## EYPS training overview

### Introduction

Because your work setting and experience will be individual to you, training sessions will be open-ended enough to allow you to address your specific training needs and gaps in your knowledge. Tutors will help to facilitate your learning and will guide you towards the information and experience that you need.

As a graduate and potential lead professional, we expect you to be able to identify your own training needs. In addition to your face-to-face training, you will need to carry out your own study and activities to address any gaps in your knowledge or skills. This could include accessing Tribal online EYPS training materials at [www.eypsattribal.co.uk](http://www.eypsattribal.co.uk).

### Your work setting

Previous candidates have described training and preparing for EYPS assessment as "robust". It is important that your employer/placement manager has an overall understanding of EYPS, the 39 Standards and the three skill areas in order to appreciate the amount of work involved in the course. For Short or Long Pathway candidates, they also need to be aware that you will require release time in order to attend training, preparation days, your Gateway Review and also to prepare for the final assessment. This is not the responsibility of Tribal.

It is essential that you keep your employer/placement manager up to date with information on your training and assessment timetable. Your tutor may schedule a visit to your work setting or placement towards the beginning of the course to find out more about your current responsibilities and the opportunities available to gain any extra experience needed there. They will also ensure that your employer/placement manager is aware of the type and amount of work that will be involved as you study towards EYPS.

### Funding

CWDC provides funding to cover supply costs for candidates on work-based pathways who are working within private, voluntary and independent early years settings. These payments are made directly to your place of work and are primarily to be used for supply cover, to allow you to be released to attend training and to study.

If you are a childminder, this funding will be paid directly to you, to allow you to pay for alternative cover



for the children you care for whilst attending training. Full Training Pathway candidates will be paid a bursary directly.

We have to claim our funding from CWDC at set points and we distribute this as soon as we receive it. We pay out this funding in three instalments – at approximately the beginning, middle and end points of the course (once assessment is complete).

- Short Pathway (6 months):  
£1000 available for supply cover
- Long Pathway (15 months):  
£4000 available for supply cover
- Full Training Pathway (12 months):  
£5000 bursary paid directly to the candidate

This funding is separate to any Graduate Leader Fund monies your setting may be receiving through their local authority.

### Your training timetable

You will be given a training timetable outlining when face-to-face sessions will take place at your chosen training location. The number of sessions indicated below includes four preparation days to prepare you for each stage of the assessment process:

Short Pathway: candidates attend six or seven sessions over the six months.

Long Pathway: candidates attend thirteen training sessions over the 15 months.

Full Training Pathway: candidates attend weekly training sessions and must also complete two work placements for a minimum of 90 days in total.

Full Pathway candidates must attend their work placements for at least two full days per week to get the required amount of practical experience and must also set aside one full day per week for private study.

## Training days

These sessions are an opportunity for you to meet up with your tutor, gain knowledge, share your experience with other candidates and participate in learning exercises. For those on part-time pathways, these training days are limited in number, so we encourage you to attend all of them otherwise you may have difficulty in meeting the requirements for EYPS.

If you are unable to attend any of your scheduled sessions, you must contact your tutor and the Tribal office to let us know (see p4). We can then make sure that you receive any information or assignments that you have missed. You can also access extra training exercises online (see p5).

## Preparation days

All candidates attend four face-to-face preparation days to prepare for each stage of the EYPS assessment process. These are not optional and will focus on:

- learning more about the 39 EYPS Standards
- preparing your written tasks
- preparing for the Gateway Review
- preparing for the setting visit

It is essential that you attend all four preparation days in order to be fully prepared for the EYPS assessments. You must make optimum use of these days by reading the relevant sections in CWDC's 'Handbook for Candidates' and any handouts you are given. You will also need to make sure that you complete any assignments according to the instructions from your tutor.

Preparation days provide excellent opportunities for in-depth discussion with other candidates about identifying evidence to meet the EYPS standards, as well as for sharing ideas on addressing any gaps in knowledge, experience or skills.

## Tutors, assessors and mentors

The amount of contact you will have with your tutor and mentor depends on the pathway you are following. If you are on the Full or Long Pathway, you will have considerably more contact with tutors than those on the Short Pathway.

You will be allocated a specific assessor for your Gateway Review who will assess your skills. A different assessor will then be allocated for your final assessment.

### Tutors

Your tutor will work with you to help you gain the knowledge and expertise required to evidence the 39 Standards and three skill areas for EYPS. They will support you in identifying your own strengths and areas for development, and in accessing EYPS materials that match your training and development needs. The success of this depends on your ability to reflect on your own work in order to identify gaps in your learning or practical experience.

As well as face-to-face training days, tutors will provide you with additional study materials and activities and some tutor support by telephone and email. When you have a significant gap in, for instance, leadership experience or working with babies or toddlers, your tutor will help to arrange a placement for you in another early years setting.

### Assessors

Our assessors are professionals from Education, Health or Social Care backgrounds. They have extensive experience of working with children, as assessors of adult learners and/or inspectors of schools and early years settings. They have all successfully completed an EYPS assessor training course and are required to comply with our Code of Conduct. Many of our tutors are also assessors, but they do not assess candidates that they have tutored.

### Mentors

The mentor's role is to support candidates in a number of ways:

- To discuss the feedback from the Gateway Review
- To act as a facilitator, to ensure that candidates get the opportunities for any

- additional experience they need  
To provide encouragement and act as a sounding board, giving support should the going get tough.

Mentors usually provide support by telephone and email. In some circumstances the support may be face-to-face. Your mentor will have a good understanding of EYPS and will have experience of working in the early years and childcare sector. A lot of our mentors are EYPs, so have first hand experience of EYPS training, and they will also have attended an EYPS mentor training day.

We will assign you a mentor at the beginning of the course. They will then make initial contact in the early stages of the course and at intervals throughout to check on your progress. Candidates use their mentors in different ways – some find that they make regular contact, whilst others only contact them occasionally.

Any discussions or contact you have with them is confidential and they will only contact the office or your tutor to raise issues concerning you with your permission.

Mentors will not tell you what to do and will not give you specific advice about how to carry out an assignment. If you have specific questions or concerns regarding an assignment or a particular EYPS Standard, your tutor is the best person to contact in the first instance.

## The assessment process

Please read through CWDC's 'Handbook for Candidates' that contains detailed information about the assessment process.

### Your Gateway Review

The Gateway Review is a formative assessment and takes place approximately mid-way through your EYPS pathway. You will be set four exercises to complete and will be assessed against the three key EYPS skill areas so that assessors can judge whether you are ready to move on to your final assessment. It is essential that all Gateway Review materials are treated as confidential.

You will also be asked to reflect on the process yourself, to identify what you did well and what could be improved upon.

Following the Gateway Review, you will be given written feedback and advice on the best course of action if your assessors feel that more training or experience is needed before your final assessment.

It is really important that you act on this feedback and concentrate on any areas judged to be weak in order to prepare yourself fully for the final assessment. Your tutor and/or mentor can help with this process.

### Your final assessment

For your final assessment you will be required to complete a number of written tasks that you must submit by email by a specified date. If you miss this deadline or fail to complete the tasks and setting visits forms accurately, you may be ineligible to proceed to the setting visit.

Through your written tasks and the actual setting visit, you will be expected to evidence both your personal practice and leadership and support of others within your work setting/placement against the 39 EYPS Standards. This includes evidence of your experience of working with babies, toddlers and young children.

During your setting visit, an assessor will examine a portfolio of your documentary evidence, carry out a tour of the setting, conduct two interviews with you as well as interviews with three witnesses selected by you.

Your assessment then needs to be moderated both internally and externally (to ensure marking is fair and even nationally) before we are able to release your final results. This means that you may need to wait up to a few months after your assessment before receiving your results.



## Our expectations of you

### Staying in touch

It is essential that you keep in touch with us at the Tribal office and contact us immediately to inform us of any changes to your contact details. This includes any changes to your email, mobile, work or home phone numbers, in case we need to make contact with you at short notice.

As well as your tutor and mentor, Julie Collins (EYPS Project Manager), Sarah Dewar and Chayma Benkhoud (EYPS Administrators) can be contacted if you need advice. We can also put you in touch with the right person to help with any queries.

#### Tribal EYPS office

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Email is our main method of communication, so it is essential that you have a reliable email address that you access regularly. Important information and dates to remember will be emailed to you and, if you are unable to attend a training session, your tutor may wish to email resources to you. Your tutor may also refer you to websites that will be of use to you, so it is essential that you have regular and easy access to the internet.

Please also ensure that you can send and receive email attachments, as it is vital that documents can be sent easily between candidates and the office. When you reach the validation stage of the course you will be required to be in both email and telephone contact with your assessor and the office.

### Attendance

If you are unable to attend any training dates or other scheduled events, you must let us know in case we need to make alternative arrangements. This is particularly important for the four preparation days and assessment days (Gateway Reviews and setting visits), where it is vital that we are informed if you are unable to attend for any reason.

**If you miss multiple training sessions without notifying us, an attendance meeting may be arranged and, following this, we will review whether you should be allowed to remain on the course. The same course of action will apply to Full Pathway candidates who fail to attend the required number of days at their work placement.**

### Difficulties and deferring training

Circumstances change; people change jobs, family and personal issues arise which might affect your ability to maintain EYPS training. You may decide that you are on the wrong training pathway. If you find yourself in difficulties, please contact us straight away. You may choose to speak to your mentor or tutor first, but we are all here to help and support you, so please contact us if you need advice or guidance.

Should you need to apply to defer EYPS training, you will need to provide a valid reason for your request. Deferrals are not agreed to lightly and are only awarded in special circumstances. If a deferral is agreed, we will notify your tutor and mentor and will keep in touch to arrange a suitable time for you to re-join the course.

Please note, if you do defer, payment of any funding still due will stop until you resume training. You can only receive each funding instalment once (unless you have completed the final assessment and are re-starting a pathway from scratch). This means that, for instance, if you defer after having received the second instalment, the only remaining payment due will be the final instalment, paid out once assessment is complete.

### Assessment

Gateway Reviews and final assessments are set at specific times for each intake and are **non-negotiable**. Unless circumstances beyond your control prevent it, these events must go ahead on the date set by us or your assessor and you cannot choose to delay these without a very good reason.

Requests for postponement of your setting visit will be considered on a case by case basis, but approval is confined to circumstances such as serious ill health. We would require a medical certificate as proof of this.

Failure to go through assessment at the set time and submit all necessary tasks and forms by the deadline given may result in you being withdrawn from the course. As you will not have completed your final assessment, this also means forfeiting your final instalment of funding. If you can foresee that your assessment may need to be delayed for any reason, you must contact us immediately.

### Plagiarism

All written tasks or documents that you submit must be your own work. All sources of information should be cited and referenced. Copying from books, journals, websites, someone else's work or commissioning another person to complete work which you then submit as your own is unacceptable.

Tribal does not tolerate cheating of any kind. Plagiarism is taken very seriously and any candidate who submits work which is not their own may be automatically granted a 'not met' assessment outcome. For further details on what constitutes plagiarism and how to avoid it, please refer to <http://bit.ly/byVVnK>

### In summary

As an EYPS candidate you will be expected to:

- behave in a professional manner at all times
- have an email address that you check regularly
- let us know immediately of any changes to your contact or employer details
- access Tribal's EYPS website in order to familiarise yourself with the training materials available
- let us know if you are unable to attend any training or prep days, or are struggling with any aspect of EYPS training
- complete your Gateway Review and setting visit on the dates set by us
- act on any feedback given to you by your tutor or following your Gateway Review
- keep Gateway Review materials and any passwords given confidential
- submit written tasks and setting visit forms within given timescales and according to the requirements laid out in CWDC's Candidate Handbook.

### Feedback and equality

At Tribal we value your feedback, so you will be asked to complete evaluation throughout your EYPS training programme. We are working to ensure the highest standards of training and assessment, so please share any ideas for building upon or improving our course delivery. If you are unhappy with any aspect of your course, you can initially speak to your tutor, mentor or contact us at the office.

### Complaints procedure

If you have any serious concerns or complaints, please forward them in writing to Julie Collins, Project Manager, at the Bristol office who will review your complaint and respond. Your complaint will be acknowledged and then fully investigated. Julie will collate evidence before coming back to you with her findings within four weeks of receipt of your complaint. If you are unsatisfied with our response, you can contact CWDC directly on 0113 244 6311.

### Equality of opportunity

The Disability Discrimination Act 1995 (DDA) makes it unlawful to discriminate against disabled students, either by treating them "less favourably" than other people, or by failing to make a "reasonable adjustment" when they are placed at a "substantial disadvantage" compared to other people for a reason relating to their disability.

Tribal will take reasonable steps to find out about a student's disability during the recruitment and induction of EYP students, so that all staff can plan to support them to succeed on their EYPS journey.



### Online resources

Part of our particular training delivery is making use of multimedia resources. We have developed a bank of materials on our EYPS website ([www.eypsattribal.co.uk](http://www.eypsattribal.co.uk)) which we hope will prove a valuable resource for you. All candidates will be sent a username and password that can be used to access the candidates' area, where there are training exercises, links to useful resources and further information available to view and download.

The website is in the process of being developed. It is hoped that in the future we will be able to use it as a way to communicate with candidates, so we recommend that you familiarise yourself with the site and check back regularly once you have access.

## About Tribal

Tribal is a leading provider of professional services to the public sector.

We believe that high quality public services enrich people's lives. We also think that everyone deserves a good education, accessible healthcare and the opportunity to fulfil their potential.

That's why we're passionate about working in partnership with our clients to innovate and progressively improve the quality and value for money of public services.

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