

# Level 5 Early Years Lead Practitioner Course Guide



# Achieving your Level 5 Early Years Lead Practitioner

## *Is this course for me?*

If you are currently in a senior role, reporting directly to the head of the setting and responsible for supporting the quality of learning and development, and also lead on the operational aspects of the setting, then this course will be ideal for you.

You will be a proactive practitioner, working directly with children, and skilfully leading the day-to-day practice at an operational level. You will also be an effective role model of play-based learning, and actively encourage your team to develop their own skills and qualifications.





## How long will the course take me to complete?

As you will have discovered in any previous apprenticeships and as with anything worthwhile, this course will require you to dedicate some of your own time to it. The average duration of the course will be 18-24 months in total, if you are working full time, but afterwards you will have the fantastic feeling of being a professionally recognised Level 5 Early Years Lead Practitioner and an accomplished senior member of the team.

You will be assigned your own tutor to support you throughout your qualification, however you will be required to attend theoretical based masterclass sessions and complete self-directed studies.

## The course is made up of 2 parts, as follows:

Main part of the course - can be between 18-24 months.

The course delivery plan is planned out and split into 3 Learning Themes:

- Theme 1: Health, Safety & Wellbeing
- Theme 2: Children's Learning & Development
- Theme 3: Leaderful Practice

The occupational duties are based around your skills, knowledge and behaviours which you develop throughout your apprenticeship. Each theme has between 3-5 masterclass sessions for you to attend.

The sessions will require you to complete tasks that are based upon your working role and environment. Tasks set also require a level of Academic Writing that includes referencing, analysis and in-text citation.

Part 2 is in 2 sections - duration 3 months.

- 1 Preparation for your End Point Assessment** - this is called Gateway. You will be required to upload evidence of your work from your online portfolio and an observation session plan accompanied by a risk assessment.
- 2 End Point Assessment (EPA) consisting of 2 assessments** - Direct Observation of practice and Professional Discussion underpinned by a portfolio of evidence.



## *How do I achieve the qualification?*

The course is made up of 16 mandatory 'occupational duties' - all of which must be achieved to pass this course. You will find details of the duties below.

During the course, you will learn how to develop high quality childcare environments that are continuously evaluated. You will lead on the operational aspects of your setting and will be responsible for leading other practitioners on Legislation and guidance, enabling environments, theoretical approaches, learning and development and professional enquiry.

## *Will I need to attend classes?*

Yes, as part of the apprenticeship standard we offer Level 5 Masterclass sessions that have been carefully crafted to link into the occupational duties. Each master class is part of a timetable that is always set 3 months in advance helping you to plan your studies.

You will have regular contact with your Parenta tutor either remotely or face-to-face to observe you at work and check you're fulfilling the course requirements. Your tutor will set you course work to complete on OneFile our e-learning platform and will agree submission timings with you. It is important that you meet your submission deadlines to ensure you complete your qualification on time.





## How will I be assessed?

As with any previous apprenticeships, you will be assessed through a mixture of 'at home' and 'at work' tasks which you must provide evidence for on your online portfolio. Before this happens, your tutor will talk to you to find out what learning style suits you best and tailor your assessments around it.

### At home:

- Writing from personal experience
- Self directed study on key areas within the themes
- Reflections on how you dealt with past events
- Attend online masterclass sessions every 4-6 weeks - this can be at home or during your working hours, as long as it's paid time
- Professional discussions with your tutor. This can be at home or during your working hours, as long as it's paid time



### At work:

- Functional Skills sessions and exams (if applicable) will need to be completed, in addition to your main knowledge, skills and behaviours virtual sessions. Observations of your work practice by your tutor
- Professional discussions with your tutor (these can also be done at home over the phone), as long as it's paid time In addition there will be work based tasks to complete following on from live sessions
- Attend online masterclass sessions every 4-6 weeks. This can be at home or during your working hours, as long as it's paid time

### Functional Skills – risks and implications of opting out.

It's strongly recommended that you take Functional Skills exams if you have not achieved GCSEs in English and maths - and include this during your apprenticeship, as it's fully funded.

Opting out of functional skills is an option. However, it could limit your role in an early years setting, as you may not count towards staff-to-child ratios without a recognised Level 2 English qualification.

This may also impact your career progression as many employers and industry bodies require these core skills.

Managers appointed on or after 4 January 2024 must hold a Level 2 Maths qualification or achieve one within two years of starting their position. Additionally, your setting may face staffing challenges, and your employer is responsible for ensuring compliance with all regulatory requirements.

## *How will the course impact my future?*

You will be equipped with a further improved set of early years practitioner skills and your sector knowledge will have grown. You will have completed another nationally recognised apprenticeship - the Level 5 Early Years Lead Practitioner - which will enhance your CV and help you improve your career even further.

## *Who can I speak to about Parenta courses?*

Call our training team on [0800 002 9242](tel:08000029242) to find out more or email us on [hello@parenta.com](mailto:hello@parenta.com).





*The table below gives you the mandatory occupational duties for this qualification.*

No.	Occupational Duties
1	Promote the health and well-being of all children, self-regulation and resilience through learning rich environments, opportunities for challenging play and a healthy attitude towards risk taking.
2	Provide playful, sensitive interaction opportunities that reflect children's needs, interests and motivations in order to facilitate and extend deep level learning.
3	Participate in and lead daily routines and practice, including childrens' personal care, play and maintaining the physical environment.
4	To be an effective key person and advocate for the child, supporting the child's developmental, emotional and daily needs within a secure and caring relationship. To ensure the effectiveness of the key person approach across the aspect or environment for which they are responsible.
5	To take the lead and provide support in disseminating best practice in the use of observation, assessments and planning to meet children's needs and extend their holistic development within the aspect or environment for which they are responsible.
6	Promote, demonstrate and facilitate a clear understanding of diversity and equality to support all children, including those with additional needs, those of high ability, those with English as an additional language and those with disabilities.
7	Ensure full compliance with all safeguarding legislation, policies and strategies at a national, local and setting based level are promoted, implemented and embedded respectfully within practice, providing appropriate support to colleagues as, or supporting, the Designated Safeguarding Lead.
8	Demonstrate leaderful practice through the effective deployment of resources and practitioners keeping the child's voice and needs central to practice.
9	Reflect and build on practice through ongoing professional enquiry and action research to contribute to the pedagogical approach of their setting. To be accountable for day to day practice, longer term planning, management and training.
10	Establish engaging, inclusive and collaborative relationships and participate in multiagency meetings. Enable and facilitate practitioners to develop professional relationships with parents, carers and multi-agencies to meet the individual needs of the children.
11	Commit to becoming a reflective practitioner, enhancing skills and knowledge to improve pedagogical practice. Guide and support the development of the reflective practice of others.
12	Initiate continuing professional development opportunities in response to identification of strengths and weaknesses both personally and within your team. Provide constructive feedback and contribute to formal performance management as necessary.
13	Ensure compliance with all Health and Safety legislation, policies & strategies at a national, local & setting based level.
14	Maintain effective administrative systems including development records, assessment, report writing and record keeping, such as risk assessments and safeguarding concerns.
15	Work in collaborative partnership with parents and carers in the planning, implementation and review of strategies in place to support children's experience, holistic development, learning and progress.
16	To lead and manage across the area, aspect or environment for which they are responsible for.

# Parenta Solutions



## SOFTWARE

### NURSERY MANAGEMENT - ABACUS

- Save hours by reducing planning time by 50%
- Speedy invoicing to all parents and carers in minutes
- Instant view of all financial reports
- Manage payments and track debt

### EYFS LEARNING JOURNEY TRACKER - FOOTSTEPS 2

- Record meaningful and detailed EYFS observations
- Improve essential safeguarding and save hours of time
- Reduce your workload and spend more time with the children
- Identify at a glance each child's development pathway

### ONLINE DAILY DIARY - DAYSHARE

- Share every magical moment of each child's day with their parents and carers with our online diary software

### PARENT PORTAL APP

- Bringing parents and carers closer to their child's day by providing a timeline of their progress
- Download Parent Portal App on Android or iOS



## ONLINE CPD COURSES

No deadlines, no time restrictions, no classroom! Support your staff or further your professional development with our online CPD accredited courses



## TRAINING

Increase employee motivation and keep staff for longer within your setting by offering training - the ideal tool for you to develop your team.

Parenta courses include:

- Level 2 Early Years Practitioner
- Level 3 Early Years Educator
- Level 5 Early Years Lead Practitioner

PLUS ... Parenta offers a free recruitment service - no fees!



## MARKETING SOLUTIONS

### WEBSITE DESIGN

- Our childcare websites generate genuine interest and leads from parents and carers
- We specialise in designing and building childcare websites so you can rest assured that our team know what Ofsted and parents/carers are looking for

### BRANDING & DESIGN

- Showcase your setting with branded products. From newsletters to logos and prospectuses to business cards, we take care of all your branding needs

### SOCIAL MEDIA

- We assist you with setting up and using your social media accounts in no time to help you increase your setting's visibility

## Working together for our children



0800 002 9242



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Follow us on social media @TheParentaGroup



[www.parenta.com](http://www.parenta.com)

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