

Becoming a Communication Friendly Setting What's involved?

1. Staff member/s to complete **Level 3 Speech and Language Support for 0-3's or 3-5's**. This will be one staff member for early years settings with less than 10 staff and two staff members for settings with more than 10 staff. These staff members will;
 - Access 10 online sessions covering different areas of Speech, Language and Communication (SLC). This is self-directed learning, to be completed in practitioners' own time (**1-1 ½ hours per week**)
 - Participate in live weekly webinars with an Elklan Tutor – These sessions will provide opportunities for discussion, questions and sharing ideas (**1 hour per week**)
 - Plan and implement strategies in their setting, and write-up their plan and reflections in an online e-log. This needs to be completed throughout the course and enables participants to gain accreditation (**1½-2 hours per week**)

For further information about the Level 3 course and course content please see; [www.elklan.co.uk/Training/Practitioners/Speech and Language Support for 3-5s](http://www.elklan.co.uk/Training/Practitioners/Speech_and_Language_Support_for_3-5s)

2. Member/s of staff who have completed the Level 3 become the **Lead Communication Practitioner(s)** (LCP) for their setting. They will then go on to complete **Level 4**.

This staff member will;

- Be supported to train all the staff in the Early Years on the content from the level 3 course. This support is provided through 4 online seminars with an Elklan Tutor (**1-2 hour sessions**).
- Deliver five training sessions of the 'Communication Counts' training to ALL staff in their Early Years Setting (**1 hour each**).
- Complete an online Learning Log to achieve Level 4 accreditation

The organisation will;

- Gather evidence (via a learning log) to show how strategies have been embedded and the organisation is 'Communication Friendly'. This will be

confirmed by an audit visit from a peer or an Elklan Tutor at the end of the programme (the final audit will take 1-1.5 hours)

- Have a **maximum of 2 years** to complete the 'Communication Friendly Setting' (CFSe) status award. Once an organisation has achieved CFSe, this accreditation is valid for **3 years**.

For further information about the Level 4 course and course content please see; www.elklan.co.uk/Training/Settings/CFSe/EarlyYears/

3. Reaccreditation

- Settings have up to **2 years** from the expiry of their last award to renew their CFSe accreditation.

For further information about CFSe renewal and FAQ's please see; www.elklan.co.uk/Training/Settings/CFSe/Renewal/

For up-to-date information please see:

[Communication Friendly Settings | Elklan Training Ltd](#)

