



All you need to know about the Peep Progression Pathway

1 Introduction

Thank you for taking part in this course. You will be:

- completing your keepsake book (assessed portfolio)
- taking part in the group
- finding out how the everyday things you already do with your child helps support their development
- building on these experiences

This handbook will explain:

- ✓ what to expect
- ✓ how the course will be delivered
- ✓ getting your certificate
- ✓ what you could progress on to
- ✓ how to describe the course to an employer or an education provider (for example, college)
- ✓ how to get started

2 What is the Peep Progression Pathway?

Your Peep Practitioner will talk you through what the Peep Progression Pathway is.

3 What to expect

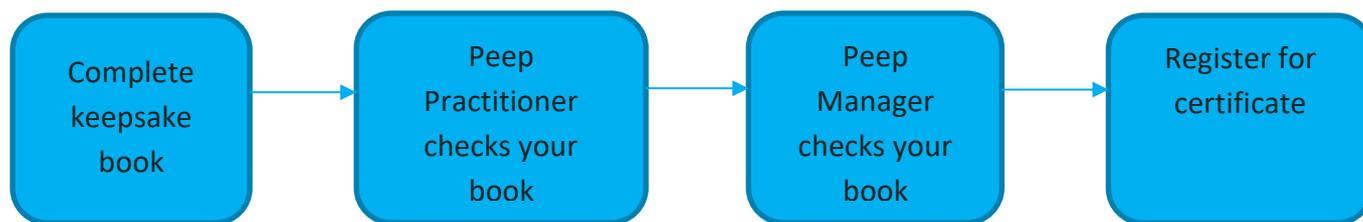
To do this course, you will need to:

- attend the Peep sessions with your baby/child
- work your way through completing a Keepsake Book showing how you and your baby/child are learning together. *(Note: this may sometimes be referred to as an assessed portfolio, but we prefer to call it a 'Keepsake Book'.)*

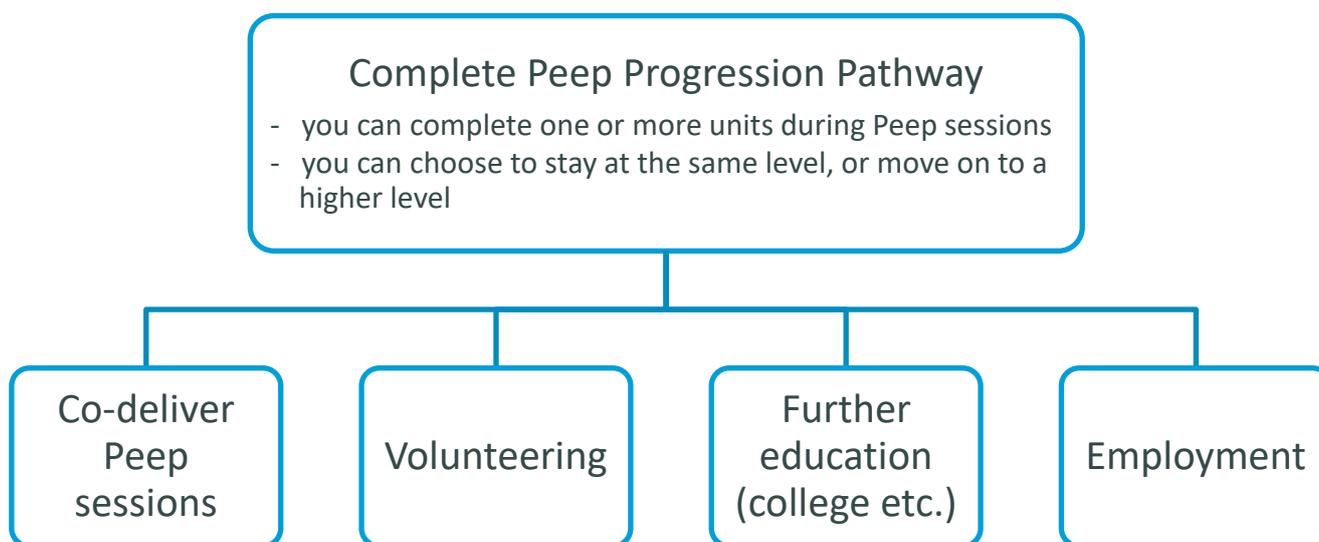
4 What happens in the course

- Singing
- Activity/talk time
- Stories
- Work on keepsake book

3 Getting your certificate



4 What could you progress on to?



'I now feel I could move on to working with children' Parent

'Since completing Peep I have started working as a Pupil Support Worker' Parent

'I've been helping out at my local primary school. I've also done 12 weeks of cooking classes' Parent

If you would like to move on from Peep, speak to your Peep Practitioner for advice and support.

5 After Peep, what to write on your CV or application form

CV and application tips can be provided by your Peep Practitioner at the end of the course.

6 How do I get started and what else do I need to know?

- Fill in **Learner Registration and Declaration**
- Attend sessions
- Have fun!

The following table will show you how we will handle your data:

Data	Purpose <i>(the reason we hold this data)</i>	Storage and retention
Your name, date of birth, home address, email/mobile/landline number, course title, course level (from Learner registration document)	<ul style="list-style-type: none"> - To share with your Peep practitioner and Peep manager so they can contact you regarding your course (contractual) - To allow us to quality assure your course (contractual) - For certification purposes (contractual) - To allow us to report anonymously to our funder , the Scottish Government - To allow us to recognise any prior learning through Peep (legitimate interests) 	<ul style="list-style-type: none"> - Data held on Peep database (<i>password protected – only accessible to authorised staff</i>). All data except your email/mobile/landline number will be kept for twenty years to allow us to re-issue your certificate in the future should you need it, and in case of you decide to return to a Peep course in the future with children or grandchildren - Your email/mobile/landline number will be kept for the required fifteen months from the course end date, after which it will be deleted - Your data will not be shared with any other organisations unless you have given specific permission
Your name, your child's name, photos and/or drawings provided (from Portfolio)	<ul style="list-style-type: none"> - To allow us to quality assure your course (contractual) - For certification purposes (contractual) 	<ul style="list-style-type: none"> - Data held on Peep database (<i>password protected – only accessible to authorised staff</i>). - Viewed and checked by other Peep managers across Scotland as part of quality assurance requirements. - Kept for the required fifteen months from

		the course end date, after which it will be deleted.
Your name, course title, and course level (from Learner assessment log & declaration)	<ul style="list-style-type: none"> - To share with your Peep practitioner and Peep manager so they can support you through your course (legitimate interest) - To allow us to quality assure your course (contractual) - For certification purposes (contractual) 	<ul style="list-style-type: none"> - Data held on Peep database (<i>password protected – only accessible to authorised staff</i>). - Kept for the required fifteen months from the course end date, after which the form will be deleted. May be shared with other Peep managers as part of quality assurance requirements.
Anonymous feedback on the course (from Parent/carer reflective feedback and Parent/carer learning journey)	<ul style="list-style-type: none"> - To allow us to quality assure your course (contractual) - To allow us to report anonymously to our funder, the Scottish Government 	<ul style="list-style-type: none"> - Data held on Peep database (<i>password protected – only accessible to authorised staff</i>). - Kept for the required fifteen months from the course end date, after which the form will be deleted. May be shared with other Peep managers as part of quality assurance requirements.
Your name, email/mobile/landline number and course name (Appeals and malpractice forms)	<ul style="list-style-type: none"> - To allow us to quality assure your course (contractual) - For certification purposes (contractual) 	<ul style="list-style-type: none"> - Data held on Peep database (<i>password protected – only accessible to authorised staff</i>). - Kept for the required fifteen months from the course end date, after which the form will be deleted.
Your progression following completion of the Peep Progression Pathway (employment, return to work, volunteering or further learning)	<ul style="list-style-type: none"> - To allow us to quality assure your course (contractual) - To allow us to report anonymously to our funder, the Scottish Government 	<ul style="list-style-type: none"> - Data held on Peep database (<i>password protected – only accessible to authorised staff</i>). - Kept for the required fifteen months from the course end date, after which the data will be deleted.

For further information, please take a look at our privacy policy: <https://www.peeple.org.uk/privacy-policy>.

7 What to do if something goes wrong

First contact your Peep Practitioner. If they can't fix it, contact Denise Millan at Peeple on pathwayscotland@peeple.org.uk or on 07442 500 693. Or write to us at Peeple, Office S2, Edinburgh Palette, 525 Ferry Road, Edinburgh EH5 2FF.