



All you need to know about the Peep Progression Pathway

1 Introduction

Thank you for participating in the Peep Progression Pathway. We hope you will enjoy the experience and knowledge gained through:

- 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 Peep Progression Pathway to an employer or an education provider (for example, college)
- ✓ how to get started

2 What is the Peep Progression Pathway?

The Peep Progression Pathway was created by Peeple, a charity that supports parents and carers to learn together with their child(ren). It is made up of a number of units (sometimes referred to as 'programmes' or 'courses') that are offered through your local Peep sessions. These units are offered on a range of topics relating to child development and the learning children already do every day at home with their families.

The units are open to **everyone** and are recognised on a framework called the SCQF (Scottish Credit and Qualifications Framework) which shows the different levels of learning. The units are offered at three different levels – SCQF Level 3, 4 and 5 (*more on this later - Section 5*).

Support will be given to anyone who needs a hand with reading or writing and your Peep practitioner will be there to guide you whenever you need it. If there is anything else you would like to tell us (in confidence) that you feel will help us to support you, please have a chat with your Peep practitioner.

3 What to expect

To participate in the Peep Progression Pathway 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'.)*

Peep Sessions

The Peep Progression Pathway is delivered through Peep sessions that happen regularly over a number of weeks (dates confirmed by your Peep practitioner). In order to participate in the Peep Progression Pathway, you should be able to attend all, or most of the Peep sessions. We understand that things come up, and you may need to miss a couple of sessions. You will still be welcome to participate in the Peep Progression Pathway and there will be an opportunity to catch up on missed sessions.

Keepsake Book

During or after the group, you will work your way through completing a keepsake book. The keepsake book will provide memories of important milestones and events in your child's life, and the learning together you **already** do every day at home. We'd love for you to personalise your keepsake book by adding photos, drawings and anything else you feel is meaningful. Your Peep practitioner will share information during the sessions that will help you to complete your keepsake book. You will also have the opportunity to share experiences with other learners that you will find useful to answer the questions in your keepsake book.

Your Peep practitioner will want to take a look at your keepsake book regularly to make sure you're on the right track and to guide you on how to add more detail to your book if needed.

4 How the course will be delivered

The course will be delivered by a Peep practitioner and will include songs (you don't have to sing if you don't feel comfortable), stories, activities and a talk time. The talk time is when the Peep practitioner will have a chat about a topic relevant to child development (for example, sleep patterns, baby noises etc.), and you and the other learners can share your experiences and learn from each other!

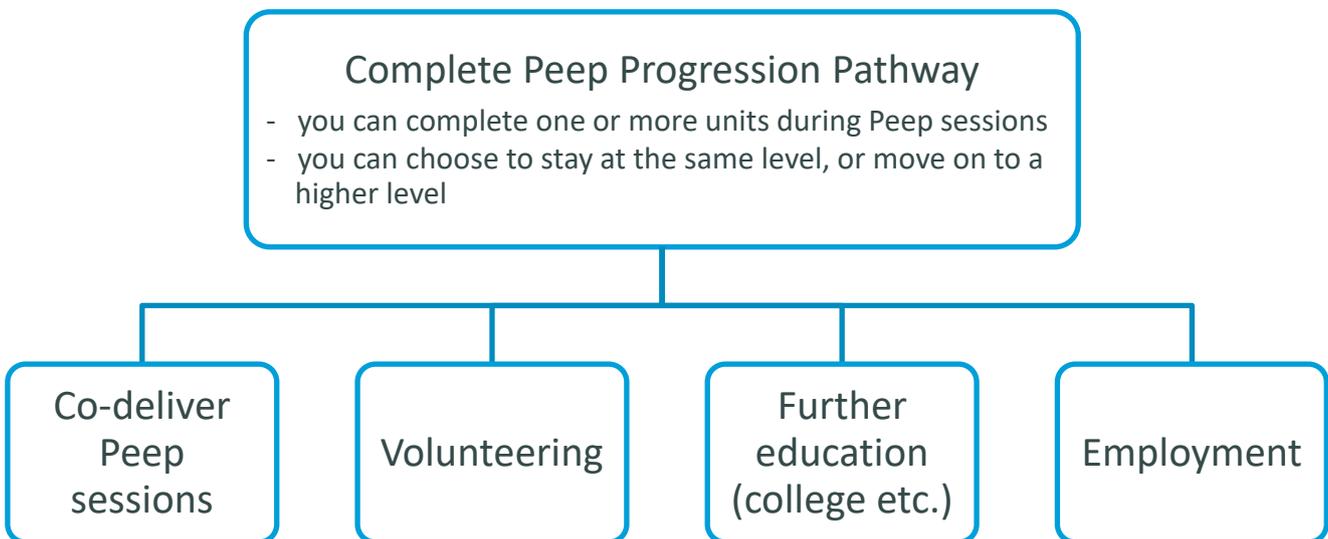
You are welcome to take your keepsake book home to work on – please remember to bring it back the following week! Your Peep practitioner may also offer opportunities to complete some of the pages during the sessions too. Have a chat with your Peep practitioner if you have difficulties finding the time to work on your keepsake book – they might have some ideas that will help you.

5 Getting your certificate

Once you have completed your keepsake book, and the Peep practitioner has checked it over, it will go to a Peep manager to double-check. If no changes are needed, your details will be registered to receive a certificate. Completion of your course will give you something called a 'credit -rated unit' and is worth either 2, 3 or 4 'credit points'. The number of credit points shows a value for the length of time you have worked on the unit.

The units are recognised on the SCQF (Scottish Credit and Qualifications Framework). This framework is used widely by colleges, universities and employers and shows what level of learning you have achieved.

6 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 on a supply basis' Parent

'I've been looking after my children solely since my first was born 7 years ago and the thought of going back to work is nerve-wracking. This course has given me more confidence to consider a change of career into childcare' Parent

If you feel like you want to progress on from learning in Peep sessions, there are several exciting options available to you:

- Co-deliver Peep sessions** Speak to your Peep practitioner to see if it's possible for you to help deliver Peep in your area. Some parents/carers have chosen to do this through volunteering, and others have found paid employment co-delivering Peep sessions.
- Volunteering** Your Peep practitioner may be able to tell you about volunteering opportunities in your local area. Other good sources of advice on volunteering can be found on www.volunteerscotland.net or on www.projectsotland.co.uk (learners aged 18-30).
- Further Education** People has set up agreements with local colleges to offer guaranteed interviews and, in some cases guaranteed places on childcare and health & social care courses. Some colleges have full-time and part-time options available to suit your needs. College agreements are for learners who have completed two Peep Progression Pathway units – speak to your Peep practitioner for more details on college agreements. If you are considering attending further education we also recommend that you contact student services within the college to seek advice on finances and childcare.
- Employment** Through the Peep Progression Pathway, you will be able to build on skills that are needed in the workplace - problem solving, completing a project, working with others etc. These skills can be used in a very wide variety of work settings, and can be added to your CV (curriculum vitae). We know that the types of work you may be interested in will differ greatly. Some learners have taken part in the Peep Progression Pathway to give them a taste of what it might be like to work in:
- Early Years
 - Adult Learning
 - Play
 - Family Learning
 - Social Care
 - Health

'We have a parent who is considering volunteering or going to college to do early years, when her child turns four. I think Peep is a good vehicle to have a taste at it and decide if it's something they'd like to do before committing to a college course' Practitioner

'I've been helping out at my local primary school, in primary and nursery classes. I've also done 12 weeks of cooking classes in the community' Parent

7 How to explain the Peep Progression Pathway to an employer or an education provider (for example, college)

It is important to know how to communicate your learning to an employer or education provider so that they understand what you have achieved. This can be done in two ways:

- CV** You should record the Peep Progression Pathway within the ‘education’ or ‘training’ sections of your CV and you would list the unit as it is on your certificate for example, SCQF Level 3 Development of Babies, SCQF Level 4 Communication and Language (Toddlers).
- Job / College application / Interview** Within an application, you should provide examples of how you meet the essential and desirable criteria within the job advert. You can use an example from the Peep Progression Pathway if you choose – perhaps something around ‘working with others’. You may want to include something along the lines of:
- ‘I attended Peep sessions for x months. Peep is a family learning programme where parents/carers learn together with their children on a variety of topics relating to child development. As part of the Peep sessions I was involved in group and 1-1 discussions relating to my experiences of learning together with my baby/child. Through this I have developed my communication skills – both speaking and listening, and feel that I am better equipped to support others and respect their ideas and opinions. As a result I not only learned x about my child and how to improve learning at home, but I also successfully completed an SCQF Level 5 unit in Early Maths relating to Toddler Development’*

It’s important when completing your CV, an application or interview that you are specific with the length of time you were learning, who was involved and what the result was. A useful tool in building examples to use these situations is the STAR Technique (Situation, Task, Action, Result). For more information, go to <http://lifehacker.com/5960201/use-the-star-technique-to-ace-your-interviews>.

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

To get started, all you need to do is complete the **Learner Registration and Declaration** – you may have been given one with this Handbook, if not then ask your Peep Practitioner for a copy. 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	<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) 	<ul style="list-style-type: none"> - Data held on Peep database (<i>password protected – only</i>

assessment log & declaration)	<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"> <i>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>.

Your Peep Practitioner will guide you through everything you need to be aware of that relates to learning within a Peep session. It is important for you to get in touch with Peep directly if there are any issues that can't be fixed by your Peep practitioner. We're here to help, and we'd love to hear from you! We want to make the learning as good as it can be for parents and carers, so your feedback is always gratefully received.

Your Peep practitioner is your first point of contact for any queries or concerns about your learning. If you wish to speak to Peep directly about anything, please feel to contact Denise Millan, Peep Qualifications Manager directly on pathwayscotland@peep.org.uk or on 07442 500 693. If you prefer, you can drop us a line at Peep, Office S2, Edinburgh Palette, 525 Ferry Road, Edinburgh EH5 2FF.