



37. Training Policy and Procedure

Aims of Policy

It is the intention at Seer Green Pre-School to provide the appropriate training for all our staff and to ensure that any qualifications or training that are time critical are updated promptly. We aim to have at least half of our paid, non-operational staff qualified to Level 3 or above (as outlined in the EYFS and to adhere to any change in these standards). In the event that a member of staff has the appropriate level of qualification but that it was achieved some years earlier, it is our view that regular updates on specific training matters will be necessary.

Training Costs

For short term courses, the Pre-School will pay for the cost of the course attended, also for the employee's time while attending the course, regardless whether it coincides with their work shift. If the course does overlap with the employee's shift, then a relief worker will be hired during their absence. Alternatively they can complete the course on-site and cover will be obtained as necessary to adhere to ratios.

If the course does not coincide with Pre-School hours, then the Pre-School will pay the member of staff their normal rate of pay.

At all times training costs will have to be checked against the Training Budget. If money is not available then the relevant members of staff and committee would be notified. The situation would have to be reviewed and appropriate action taken.

Funding

The Pre-School will pay for courses, however, wherever possible the Pre-School will try to claim funds from the County Council when available. Employees need to submit all records of proof to the Pre-School, as these items are needed to claim any available funding. The funding is limited and available on a first come, first served basis.

Expenses

Employees can claim travel expenses for courses where these exceed normal costs incurred by commuting to the Pre-School. Where public transport is used, employees can submit travel tickets/receipts to be reimbursed. If using your own vehicle, the Pre-School will pay 45 pence per mile for petrol. The Pre-School will not cover food expenses.

Terms & Conditions *(Already applicable in the current Terms & Conditions of Pay for the Staff)*

Courses which are required for the benefit of the Pre-School will be paid for by the Pre-School. However, should an employee subsequently leave, costs will be required to be paid back to the Pre-School by the employee as follows:

- For ad hoc courses, should the employee leave within six months of attending such a course, then the employee will be required to pay 75% of the cost back to the Pre-School.
- For degree level courses, the following costs must be repaid to the Pre-School:

- Within 1 year of completion: 60% of costs incurred;
- Between 1 year and 2 years from completion: 40% of costs incurred; and
- Between 2 years and 3 years from completion: 20% of costs incurred.

For the avoidance of doubt, completion of a degree is defined by the course completion date. If in doubt, an employee should seek written confirmation of the terms of repayment prior to attending the course. This clause will not be enforceable for courses of less than £30.

Procedures

Staff training will reflect the needs of the Pre-School and the members of staff. Which courses are relevant will be according to the development of individual members of staff as highlighted in appraisals by the Pre-School Manager and Committee Chairperson.

Some courses will be seen as essential, some not. Obviously those seen as essential should be attended by staff, ideally staggered over a period of time to assist with the funding available. Any non-essential courses should be considered in the context of funding and benefit, with approval by the Pre-School Manager in all cases. For courses costing over £150, approval should also be sought from the Committee.

The Operations Manager arranges the booking and payment of courses, unless staff are notified to do so. The Financial Manager keeps account of booking costs and the costs accrued by the attendance of training courses and the hiring of temporary staff for cover.

Where available, the member of staff is responsible for applying for any funding.

Training of relief staff is dealt with separately, as needed.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day-to-day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) _____

Signed on behalf of Seer Green Pre-School (Chairperson) _____

This policy was reviewed as indicated below:

2007 created
2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required
July-Nov 2017 reviewed and updated
June-July 2018 reviewed and updated
May 2019 reviewed and updated
June 2020 reviewed
June 2021 reviewed and updated
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June 2023 reviewed
September 2024 reviewed and updated