



Training Policy

It is our aim to provide opportunities for training for all our staff and volunteers. The Little Pennies Pre-School aims to financially help and support all staff access training whenever possible.

Staff can claim up to a maximum of 3 days paid for courses undertaken within working hours. Courses attended during evenings or weekends will not be paid.

The training may be:-

- In-house training, keeping current with information on a wide variety of issues
- informal workshops to update knowledge or skills
- working towards a recognised qualification e.g. National Vocational Qualification
- other specialist training

Within the childcare provision budget is an allocation towards training costs, e.g. travel costs, purchasing course materials, NVQ Funding. If a member of staff or volunteer decides that they would like to undertake training and needs to access financial support from the childcare provision, then the management committee requests that the staff member writes to the committee giving full details of the training. The request should be made before the training commences and include all expected costs. The committee will then look at each application and make a decision as to how much the childcare provision is able to contribute towards the training costs.

However The Little Pennies Pre-School must make it known that should an individual cease to offer their services or leave employment at the setting, then repayment of any sums paid in excess of £100 towards training costs of an individual course e.g. N.V.Q. course, will be required. This will take the form of a sliding scale as follows:

Leaving the setting:

Within 6 months of finishing training	Reimburse all costs met by the provision
6 months – 9 months of finishing training	Reimburse 60% of costs met by the provision
9 months – 24 months of finishing training	Reimburse 40% of costs met by the provision
24 months plus of finishing training	No reimbursement necessary

If training has not been completed, any sums paid by the pre-school must be repaid in full.

This policy was adopted at a meeting of Trustees held on

and was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)

