

## **Staff Training policy**

### **Statement of intent**

The Pre-school's staff play a crucial role in ensuring the success of the setting and the health, safety and development of the children. It is our intention to ensure that wherever possible all necessary steps are taken to ensure that all staff receive the training they require to perform their duties effectively. It is essential to the Pre-school that it has staff qualified to at least the minimum National Standard levels. We encourage career development and improvement of knowledge and understanding of the Early Years Foundation Stage at all levels.

### **Aim**

We aim to allow leave and re-imbusement for training courses, as far as possible but within the annual budget.

Training that meets the national standards of skills and qualifications, is identified through staff appraisal, new legislation or foreseen need. This is reviewed on an annual basis in line with the training budget.

### **Methods**

Training may be by:

- Initial induction to the job
- In-house training and meetings, keeping current with information on a wide variety of issues
- On the job training
- Informal workshops to update knowledge and skills
- External training such as formal qualifications e.g. NVQs

Within our budget there is an allocation towards training costs to cover course fees, travel, materials, job cover or any cost that needs to be covered in order that the staff member access the training.

### **Procedure**

If a member of staff decides they would like to undertake training and needs to access financial support from the Pre-school then s/he should speak to the Manager giving full details of the training in writing on the 'Application for Training Form'. The request should be made before the training commences and include all expected costs and their reason for wanting to undertake the training. The committee will look at each application and make a decision as to how much the Pre-school is able to give towards the costs. That decision will depend on:

- the course requested
- the amount of money requested and the training budget
- the need of the Pre-school to have a member of staff with that qualification
- other training applications being considered at the same time.

### **Training Cost Reimbursement**

If a decision is made to help finance training then the staff member will need to sign a training agreement. The terms of this agreement are, that the employee:

- Attend all classes
- Submit all coursework satisfactorily
- Pass all exams and tests satisfactorily.

**Toy Box Pre-School**  
Castle Cary, Somerset

If the employee fails to complete the course or leaves the Pre-school either prior to the completion of the course, or within one month of the date of completion of the course then the 100 percent of all the training costs are to be paid back to the Pre-school in full by the employee.

If the employee leaves the Pre-school at any point after one month of completion of the course then the training costs required to be paid back by the employee will reduce on a sliding scale of 1/18<sup>th</sup> for each month that lapses.

For example

If a staff member has had £400 towards attending a training course (to cover whatever costs) and then leaves 3 months after completing the training they will owe the following to the Pre-school:

$\text{£}400/18 \text{ months} = \text{£}22.22 \text{ per month}$

They will have worked off 3 months at £22.22 and still owe 15 months at £22.22. Which is £333.33.

If the employee fails to achieve a pass grade on completion of the course the employee will be expected to retake the exam and resubmit the coursework in their own time in order to gain the qualification. If the employee fails to do this then it will be classed as failure to complete the course and the above penalties come into force.

Members of staff will be informed whether their request for payment for a training course can be met in writing.

Should the Pre-school request the individual to attend a training course then all course fees will be paid and cover supplied in order that the staff member attend.

This policy was adopted by Toy Box Pre-School	Date:
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	