



# ST GEORGE'S PRE-SCHOOL HINTON ST GEORGE

Website: <http://saintgeorgespreschool.co.uk>

## Training Policy

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

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 training

Within the childcare provision budget is an allocation towards training costs, e.g. travel costs, childcare or purchasing course materials.[or funding to undertake an NVQ]

If a member of staff 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 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 £200 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 training	reimburse all costs met by the provision
6 months - 9 months of training	Reimburse 60% of costs met by the provision
9 months - 12 months of training	Reimburse 40% of costs met by the provision
12 months plus of training	No reimbursement necessary

**This Policy was updated and re-adopted by the committee members of St George's Pre-school at a Policy Meeting held on 10<sup>th</sup> March 2009**

**Helen Harding (Chair)** .....

**Alison McNee (Secretary)**.....