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**BRAMBLES CHILDCARE CIO**

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| **POLICY TITLE:** | **TRAINING** |

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| **POLICY REFERENCE:** | **BRAM32** |
| **Issue Number:** | **03** |

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| **2020-2021** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2021-2022** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2022-2023** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

Policy to be reviewed and signed annually (see above). Policy to be re-issued 3 yearly or when changes are required. Whichever occurs first.

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| **Issue Date:** | **OCT 2020** |
| **Review Date:** | **OCT 2023** |

1. **Introduction**

This notice outlines the policy for the provision of support to individuals wishing to undertake further education and external training courses that fall outside normal training provision. Brambles recognises the value of developing staff in this way with the overriding principle that there must be some perceived benefit to the organisation. Examples of where support may be appropriate include diplomas, NVQs and professional certificates. The training/study will usually involve regular attendance at a class or other participation over a period of months or years, leading to a professionally recognised qualification.

1. **Level of support**

There are no central funds allocated to this support. The Brambles Committee has the discretion to make money available from funds. Approval for support will be at the Committees’ discretion via the usual line management channels, and decisions will be based on judgement of value, availability of funds and/or duration of the course, taking into account work commitments and other training being undertaken within the setting. As a guide, the following levels of financial support will normally be considered:

100% funding: course/training is considered to be essential to the organisation

75% funding: course / training is highly relevant, and would enhance performance/ability

50% funding: course/training is complementary to role and/or future role

Long term financial commitment to funding beyond a year (e.g. for degree courses) may not be possible, and staff must ensure that they have alternative plans in place to finance their studies if they wish to guarantee completion. Staff should also be aware that if they leave Brambles Childcare CIO within one year of the completion of the course/training, they would normally be expected to reimburse the cost, as stated in the employee contract. Clear communication on course content/cost at the outset between staff, line manager, and committee are necessary to avoid misunderstandings.

1. **Process**

Requests for financial support must be made in writing and supported by the line management (see attached template). Approval should be sought via the management chain (to manager and Committee or Chairperson, as appropriate). If the request is not approved, the chairperson will be responsible for providing an explanation for the decision in writing.

A copy of the request proforma (whether successful or not), along with any other related correspondence should be kept in the employee’s personal file for record purposes. Staff are reminded that all such training must be entered onto development plans, and evaluated in the usual way.

1. **College Day Release**

Staff will not automatically be allowed day release, as it may not fit with operational and/or logistical requirements. Requests for day release should be made in the same way as above.

1. **External Assessors**

For any training done within setting(e.g. professional discussions with external assessors), the employee needs to give advance notice in writing to the line manager, and the Committee will individually assess whether funds are available to cover any required additional staff if needed. In certain circumstances, funding may not be available, and staff may need to undertake training courses and assessments outside of their normal working hours.

**version History**

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| Issue No | Significant changes from previous version | Author | Date |
| *03* | *Adopted on to new template* | *R Russell* | *05/10/2020* |
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