2.3 Preschool Staff Training Policy

Commitment to Training

The preschool recognises the significant role of professional and continuation training. Consequently the preschool commits a significant proportion of the annual budget towards staff training.

Childcare Qualifications

It is the policy of the Preschool that every manager will hold at least an NVQ 3 Childcare qualification (or equivalent)

It is also the policy of the preschool that a minimum of 50% of all Nursery staff in any one setting will hold relevant childcare qualifications.

Mandatory courses will be organised by the management team, when the majority of staff can attend; if for any reason you can not attend the dates organised, the staff member will be required to assist management in finding a course and date that best suits them.

Policy & Procedure Training

Although the preschool is responsible for the training of employees in the application of preschool policies & procedures, it is the responsibility of all employees, regardless of qualification to be familiar with the policies and implement the procedures generated by the preschool.

Non-Qualified Staff

It is the managing director responsibility to ensure that their team members (particularly non-qualified staff) are conversant with childcare standards, rules & regulations and their roles & responsibilities within the team.

On-Going Training

All staff will regularly be provided with opportunities to carry out professional training. Employees should submit applications for professional training to the management team.

Once our budget for training has been met and you wish to go on a course we will do our upmost to provide this, however it may be that you will need to pay a percentage.

Should you choose to gain a further level of learning it is your responsibility to gain the student loan and to ensure you are able to meet those requirements without it impacting on the setting.

Should the pre-school pay for a course, if you leave within one year of your start date of the course, you will be required to repay the amount of the course and it will be your responsibility to ensure the course is able to be transferred to a new setting.

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| This policy was adopted by | Hadleigh Parkside pre-school |  |
| On | January 2024 |  |
| Date to be reviewed | January 2025 |  |
| Signed on behalf of the provider |  | |
| Name of signatory | Chloe Bambridge | |
| Role of | Manager | |