

## **Staff Training and Development**

### **Policy Statement**

Pound Hill Pre-school is committed to the support of professional development for all staff. The key purpose is to facilitate personal and professional development enabling individuals and groups to achieve their full potential at work. The Pre-school also recognises that, as it is concerned with education, learning and development, it has a special responsibility to encourage and support learning for all practitioners. The Pre-school's success is based largely on the contribution, commitment and achievements of individual members of its staff, working individually and in teams or groups. The Pre-school wants to support practitioners in the performance of their designated roles and to help them to fulfil their potential during the course of their employment. Training and development includes any activity, which contributes to the enhancement of their knowledge, skills, competence, and working practices. Staff development is thus a key contributor to the success of individuals and ultimately to the success of the Pre-school as a whole.

### **Accessing Training and Development**

Pound Hill Pre-schools expects that all practitioners will continue with their own professional development which the pre-school will support. There will be equality of access to staff training and development opportunities for all staff. No member of staff will be treated less favourably than another. Identification of Staff Development Needs is through an assessment of the skills of individuals, when they are appointed to a new role, will lead naturally to the identification of their need for training and development, related to duties that they are to perform. In addition, staff training and development needs may be identified in a variety of ways, e.g. by skills audit, by feedback and by staff performance appraisal. Where staff attend courses to develop their own personal qualifications in Early years related subject matters such as NVQ's, Degrees or EYT, the preschool will support financially, that practitioner, provided that the preschool is in a financial situation to be able to do so and the practitioner is prepared to work for one additional year after the completion of their course. If they do not complete one year after they have completed their course they will be required to repay the annual course fees. The practitioner will be required to sign to agree to this condition before the funds are released to the training provider.

**This policy was adopted by**  
**Position within the Pre-School**

**Katy Platt**  
**Manager & nominated individual**