



Early Education & Childcare

Continuing Professional Development (CPD) Policy

Aims:

- To continually improve the skill levels and specialist knowledge of all practitioners working with children at BS3 Community nurseries.
- To ensure practitioners are supported in identifying and accessing training which benefits them, the organisation and the children and families who access provision here.
- To maximise and monitor the impact of training opportunities and ensure that there is a rationale behind the investment of time, money and support needed for each training opportunity.

Practitioner Commitment and BS3 Community Support

As per job descriptions it is a requirement that all practitioners/playworkers commit to furthering personal professional development, through formal and informal opportunities, as appropriate. In addition there is an expectation that all BS3 Community employees will actively assist in the induction, teaching and skills development of other members of staff and volunteers and participate in their on-going learning where it is relevant to the organisation and their role.

BS3 Community considers it important to support staff to access opportunities which are appropriate to their job role. Where feasible BS3 Community commits to providing resources such as finance, equipment, time, guidance/support and opportunities to ensure employees have the skills and knowledge required to carry out their role.

Obligations to Complete Training

As part of a commitment to develop the highest quality of provision for children and families many roles have specific qualification or training requirements. Where a position is accepted on this basis an employee must complete training if it is available, e.g. Lead Practitioners are encouraged be working towards a minimum Level 4 qualification and the SENDCo must renew their specialist training every 2 years. The DSL must update their training every 2 years.

In addition to this, should legislation enforce a requirement for additional training in relation to a role it is expected that anyone holding this role works towards achieving this requirement.

For Early Years Practitioners, there are 5 mandatory training that forms part of various role. These are:

- 1) First Aid

- 2) Child Protection/ Safeguarding including Prevent training
- 3) Food Hygiene
- 4) Physical Handling/ Manual handling
- 5) Behaviour training

Procedure for Applying for Professional Development Opportunities

The procedure for applying for opportunities allows employees to identify the benefits and importance of a specific training opportunity and to demonstrate this to their line manager who will consider benefits to their room. Where there are multiple applications for an opportunity it also allows departmental managers to select the most suitable candidate, based on their role and application information.

Practitioners can discuss potential training needs or aspirations with their mentor and/or during supervision, who will help to identify training, either externally or in-house, and give support. As part of both the mentor programme and appraisals/reviews there will also be regular specific opportunities to discuss professional development.

A Continuing Professional Development form should be used for all applications and include details of the training opportunity, the potential costs, time and support required and the perceived benefits for children and the organisation as a whole. Applications will then be considered by the Head, taking into account the training budget and an assessment made of the potential benefits in relation to the current objectives/development plan. The decision to allocate resources/time will be made on the basis of this assessment and will be consistent with BS3 Community's commitment to equal opportunities for all employees.

Once a training opportunity has been attended the second section of the form should be completed, to evaluate the opportunity and detail how any information will be shared and what action will be taken. Mentor meetings also provide an opportunity for staff to reflect on their training and discuss how it can be used to improve their room's practice. Staff have the opportunity to hold staff meetings to feedback to whole teams.

BS3 Community may attach conditions where training represents a substantial investment, for example employees may be required to cover costs if they fail to attend or complete the training. BS3 Community's training and development policy also outlines the organisations right to recover up to 100% of training costs (over the value of £80) where an employee leaves the organisation within 12 months, and up to 50% of training costs where an employee leaves the organisation within 24 months. In some cases, particularly where an arrangement is more complicated or applies over an extended period, a letter of understanding may need to be signed before an application is approved.

Reviewed December 2020

The purpose of this document is to communicate aspects of CPD which relate specifically to those working within BS3 Community Early Education & Childcare. Please refer to 060 BS3 Community Training & Development Policy for further details of BS3 Community terms and conditions in relation to CPD.

Related Documentation

- Early Education & Childcare 060 Training & Development Policy
- Early Education & Childcare Mentor Information
- CPD Application Form
- 13. Early Education & Childcare Equal Opportunities Policy