



Milborne Ladybirds Playgroup

TRAINING FUND POLICY

Milborne Ladybirds Playgroup is committed to supporting its Staff and volunteers in providing the best possible service to its member parents and their children. As such it needs to ensure that permanent Staff and volunteers receive appropriate training in order for this to be realised.

Within the management and control of the Playgroup funds a budget will be made available to support an active training program.

As the amount and type of training required may vary from year to year depending on Staff requirements and changes as well as any statutory obligations forward planning will be a requirement to ensure needs are met. On this basis it is expected that the Playgroup Supervisor would, prior to the budget setting cycle, each year detail their anticipated requirements and submit this to the management committee. The management committee will use this as one of the inputs to derive what the budget allocation should be for the forthcoming year.

As it is likely that in some years the demand on this budget might exceed the amount allocated some guidance as to its distribution by the management committee is needed.

The general principles of the management of the training budget will be as follows:

- Preference will be given to existing permanent Staff members
- Training has to be relevant and pertinent to the aims and objectives and/or good running of the Playgroup
- Funding for some or all of a specific training fee will be at the discretion of the Management Committee
- Funding for volunteers will be based on their agreed weekly attendance to provide voluntary services
- Amount of funding allocation will be re-assessed yearly to support the aims and objectives of the Playgroup
- Should a permanent member of Staff in receipt of financial training support from the fund leave while still undertaking training they agree to re-imburse the Playgroup 100% of its contribution to the training fees or any support payments made for their training
- Should a paid member of Staff leave within 3 months of completion of training, to which the training fund contributed they undertake to re-imburse the Playgroup 75% of its contribution to the training fee or any support payments



Milborne Ladybirds Playgroup

- Should a volunteer Staff in receipt of financial training support from the fund cease providing the agreed weekly voluntary services while still undertaking training they agree to re-imburse the Playgroup 100% of its contribution to the training fees or any support payments made to them for their specific training.
- Should a volunteer Staff ceases to provide the agreed weekly voluntary services within 3 months of completion of training, to which the training fund contributed they undertake to re-imburse the Playgroup 75% of its contribution to the training fees or any support payments made to them for their specific training.

Reviewing the Policy

The Training Fund Policy will be kept under review and will be reviewed annually

This policy was reviewed and agreed at a meeting of the Management Committee held on 15th March 2011