



Guide for Individual Training Requests under £600.00

Children's Services actively encourage and support the development of our workforce delivering a programme of learning across the service through our annual planning cycle. We also recognise as part of our learning culture that valuable learning opportunities can also be identified throughout the year. Staff can request the opportunity to attend individual learning opportunities by discussing with their manager and completing an external training request form.

Training must be relevant to role, team/service needs, support individual development and used to improve practice. Funding is limited so to ensure allocation of training is fair and balanced managers/service managers must ensure training is relevant and provide authorisation prior to submitting the request.

Staff should always discuss any developmental needs with their manager in the first instance.

To request training under £600.00 please follow the below guidelines:

- ***Training under £200.00 Team Manager approval required**
 - ***Training between £200.00 - £600.00 Service Manager approval required**
1. Staff member must discuss the training with their manager ensuring they understand the requirements, expectations, and commitment to undertake the training. Managers must consider the relevance to individual development, team and service needs whilst also ensuring cover is available to protect the time required to attend training, so service delivery isn't impacted.
 2. Staff member must complete the external training request form ensuring it contains sufficient information to make certain the authorising manager can make an appropriate informed decision. It is the responsibility of the staff member to ensure they meet any eligibility criteria stated by the training provider which may include previously gained qualifications. The authorising manager will consider your request within appropriate timeframes and communicate their decision. Please note incomplete forms or those with limited information will not be accepted.
 3. Once the completed external training request form has been signed off by either your Team Manager or Service Manager (see criteria above*) the form then needs to be emailed to CSClearninganddevelopment@wokingham.gov.uk for budgetary sign off and booking process.
 4. The training booking process will follow the requirements of the provider and be supported by the L&D department. Staff members may be required to complete application forms and/or provide supplementary information. This should be sent to CSClearninganddevelopment@wokingham.gov.uk ready for submission to the provider along with confirmation of funding and PO information.