



## Guide for Individual Training Request over £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 that the specific needs of individual to continue in their development and the needs of the team sometimes require higher level training opportunities.

Due to the financial and time investment required to support individual development we want to be assured that the individual is enthusiastic and committed to the training and fully aware of the requirements. They must also have effective time management skills and be confident in managing their work and study requirements. Although study days are often provided staff may also have to undertake some learning in their own time.

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

To request advanced level / qualification training over £600.00 please follow the below guidelines:

1. Staff member must discuss the training with their manager ensuring they understand the requirements, expectations, and commitment to undertake the course. Managers must also ensure they consider potential study days and reasonable adjustment requests to support the staff member in their learning whilst also ensuring consistency in service delivery isn't impacted.
2. Staff member and manager to complete the Expression of Interest form ensuring it contains sufficient information to make certain the reviewing manager(s) can make an appropriate informed decision. It is the responsibility of the staff member to ensure they meet the minimum eligibility criteria stated by the training provider which may include previously gained qualifications.
3. Email your Expression of Interest to [CSClearninganddevelopment@wokingham.gov.uk](mailto:CSClearninganddevelopment@wokingham.gov.uk) and the reviewing manager(s) will consider your request within appropriate timeframes and communicate their decision. Please note incomplete forms or those with limited information will not be accepted.
4. If the submission is successful, the staff member and their manager will be asked to complete and return the Commitment Statement form.
5. 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 applications forms and supply certificates, these should be sent to [CSClearninganddevelopment@wokingham.gov.uk](mailto:CSClearninganddevelopment@wokingham.gov.uk) for submission to the provider along with confirmation of funding and PO information.