



## Guide for Team Training Requests

For identified team\* specific learning needs (inc. Foster Carers) you will need to complete and return the 'Team Training Needs Request Form'.

**\*Please note for the purposes of this form 'Team' relates to any group identified with the same learning need**

### Please follow the below guidelines:

1. If a learning need is identified for multiple team members this should initially be discussed with your team manager who should consider the following information:
  - Specific learning need / subject area
  - Aims & Objectives and target audience (*what level: Introductory, specialist, advanced?*)
  - How many individuals require the training and the viability of everyone attending at the same time
2. Manager to complete the 'Team Training Needs Request Form' ensuring it contains sufficient information to make certain the reviewing manager can make an appropriate informed decision.
3. A subject area request for inclusion in future training programme development which doesn't necessarily require in year funding should be signed by the Team Manager and form returned to [CSClearninganddevelopment@wokingham.gov.uk](mailto:CSClearninganddevelopment@wokingham.gov.uk) This will be used to provide information for future training planning discussions.
4. If the request is for a specific team training requirement (with or without an identified provider) to be delivered in year both the Team Manager and Service Manager will need to authorise the request. The form will then need to be returned to [CSClearninganddevelopment@wokingham.gov.uk](mailto:CSClearninganddevelopment@wokingham.gov.uk).
5. The L&D reviewing 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.
6. If the submission is successful and funding approved. The training booking process will follow the requirements of the provider and be supported by the L&D department.