



Warwickshire Training & Development Plans

Exemplar Guidance Sheets

Warwickshire Sure Start Early Years & Childcare Partnership



Notes – Exemplar Sheets.

These sheets form the training plan for the Green Dragon Pre-school. There are 5 members of staff. The supervisor is Audrey and the deputy is Marge.

Sheet 1 – Skills Matrix.

This shows the previous experience and training of all five members of staff. From this sheet Audrey is able to identify training needs for the setting, and some of the needs of the individuals.

Sheet 2 – Needs of the Setting.

On this sheet, Audrey has identified the training needs and allocated staff appropriately. Completing this sheet was the focus of a staff meeting, in order for all members of staff to be involved. During the year Audrey updates this sheet to show completion of activities and the impact on the setting.

Sheet 3 – Needs of the Individual.

The individuals featured on this set of sheets are Marge and Hyacinth. Information from Sheet 2 is transferred to here, along with preferences indicated during appraisals. During the year Marge and Hyacinth update their sheets to show completion of activities and note an evaluation of the training. They may also add in training activities not planned for at the beginning of the year.

Sheet 4 – Record of Staff Training Hours.

These are Marge and Hyacinth's records of training for the year Sept 2003 to July 2004. The total hours of training are recorded here, and as you can see they exceed the minimum entitlement of 24 hours.

Training Plans Sheet 1: Green Dragon Pre-school

Skills Matrix.

Date: July 2003

Member of staff & Early Years qualification	Statutory & Care related First Aid, Food Hygiene, Child Protection, Health and Safety, Equal Opportunities	Curriculum Including attendance at Cluster Meetings	SEN	Other AT visits to other settings Reading documentation & periodicals
Audrey Forbes - Hamilton DPP Jan 1999	First Aid 04/01 Child Protection 09/01	Preparation for Ofsted 06/03 Environment in a Box 03/03 Purposeful Learning Environment for the FS 06/03 "Crayola" Workshop 07/03 All Cluster meetings attended 2002 -2003	Autism 11/02 IEP 02/03 Behaviour Management 03/03	Visit with AT 05/03 In-house <ul style="list-style-type: none"> • IEP writing
Marge Simpson NNEB Jun1981	First Aid 12/02 Child Protection 03/00	Planning for Each Child 11/02 Environment in a Box 03/03	Autism 11/02 Positive Behaviour 03/03	In-house <ul style="list-style-type: none"> • IEP writing
Hyacinth Bucket NVQ 2 July 02	First Aid 05/02 Child Protection 02/03 Equal Opps 01/03 NVQ3 on-going	Planning for Each Child 11/02	Autism 11/02 Positive Behaviour 03/03	In-house <ul style="list-style-type: none"> • IEP writing • Behaviour Management • Records 04/02
Sybil Fawltly NNEB June 1992	First Aid 10/02 Child Protection 06/03	Planning for Each Child 11/02		In-house <ul style="list-style-type: none"> • Induction • Planning 09/02 • Transfer profiles 06/03 • IEP writing • Behaviour Management
Geraldine Granger	First Aid 11/01			In-house <ul style="list-style-type: none"> • Induction 04/02 • Planning 04/02 • Records 04/02

Training Plans Sheet 2: Green Dragon Pre-school
Meeting the Training and Development needs of the setting.
Date: July 2003

Identified area of need	What will T&D achieve?	T&D activity, date, provider	Staff member(s)	How will information be fed back?	Actual impact on practice / evaluation
SEN training	Improved knowledge of SEN issues to ensure quicker recognition of children with SEN and more effective management by all members of the team.	See individual training plans	Audrey Marge ✓	In-service training at staff meetings	April 04 Strategies and resources suggested in courses have been tried in setting – most successfully. Have gained more knowledge on how to recognise children with potential SEN needs.
First Aid	Statutory requirement	First Aid in Early Years Settings 08/11/03 15/11/03	Audrey ✓	In-service training at staff meetings	Dec 03 List of contents and instruction leaflet now kept in First Aid kit. Feel more confident to administer First Aid.
Equal Opportunities	An understanding of what “equal opportunities” means and how it should be reflected within the setting.	On waiting list	Audrey Geraldine Marge	In-service training at staff meetings	
Health & Safety	Increase knowledge of H&S legislation and the provision of a safe environment for all group members	Health and Safety Risk Assessment PLA 15/10/03	Audrey ✓	In-service training at staff meetings	Oct 03 Personal safety of staff reviewed and stepladders purchased for staff to use when reaching high objects.

Child Protection	Ensure good practice with regard to child protection issues is followed within the setting	On waiting list 18/10/03 01/03 & 08/03/04 15/5/04	Audrey ✓ Geraldine ✓ Marge ✓	In-service training at staff meetings	May 04 Attendance has resulted in increased awareness of child protection issues.
Basic Food Hygiene	Improved knowledge of food hygiene when preparing children's snacks/cooking activities	On waiting list Foundation Course in Food Hygiene 20/03/04	Audrey ✓ Geraldine ✓ Sybil Hyacinth ✓	In-service training at staff meetings	Mar 04 Mainly aimed at settings providing cooked meals for children but our snacktime and hygiene routines were reviewed after the course.
Staff qualifications	All staff to hold NVQ2 or 3 or equivalent	NVQ3 Completed Feb 2004 On-going	Hyacinth ✓ Geraldine	Verbal feedback of relevant issues at staff meetings	Staff who have completed their NVQ feel that it has improved the standard of the care and education they offer to the children as well as extending their personal knowledge of childcare practices.
Management	Improved personal/staff management skills and management of the setting	Producing Training and Development Plans 09/03/04 AT support	Audrey ✓	In-service training at staff meetings	Mar 04 Unable to attend this course, but have drawn up training plans with support of Advisory Teacher. In conjunction with staff appraisals, we are more able to identify training needs of both the group and individual staff members and comments made about courses attended help to establish whether it would be of benefit for other staff members to attend.

<p>Curriculum based training Focus on K&U and Creative</p>	<p>Improved knowledge of curriculum guidance and relevant resources & activities to provide a varied, balanced and differentiated curriculum.</p>	<p>Courses: Resourcing the Learning Environment 11/12/03 Everyday Science 22/01/04 Fantasy & Fun through Small World Play 12/01/04 AT support through visits to setting and sharing documentation.</p>	<p>Audrey ✓ Geraldine ✓ Marge ✓ Marge ✓ Sybil ✓ Audrey ✓ Hyacinth ✓</p>	<p>In-service training at staff meetings, sharing documentation from courses and AT.</p>	<p>Jan 04 Many of the ideas gained on this training have been tried out in the setting, especially those from the Fantasy and Fun course. Collecting resources in theme based boxes as demonstrated on the Resourcing the Learning Environment course. Documentation from AT and courses passed around staff and shared at staff meetings.</p>
<p>Planning</p>	<p>Improved knowledge of curriculum guidance and relevant resources & activities to provide a varied, balanced and differentiated curriculum.</p>	<p>Non –LEA Planning course. 21/04/04 & 05/05/04 AT training</p>	<p>Marge ✓ Sybil ✓ Audrey ✓ Geraldine ✓ Marge ✓ Sybil ✓ Hyacinth ✓</p>	<p>In-service training at staff meetings</p>	<p>Training sessions with AT for all staff. (24/05/04 & 31/05/04) Non – LEA planning course attended by Marge and Sybil – very useful, would be of benefit to other members of staff. Long and medium term plans in place. Short term planning being reviewed.</p>
<p>Developing children's independence within the setting</p>	<p>Improved knowledge of curriculum guidance and relevant resources & activities to provide a varied, balanced and differentiated curriculum.</p>	<p>AT training Visits to other settings</p>	<p>Audrey ✓ Geraldine ✓ Marge ✓ Sybil ✓ Hyacinth ✓</p>	<p>In-service training at staff meetings</p>	<p>All members of staff attended training sessions with AT (16/01/04 & 23/01/04), and went to visit other settings to see routines in action. (21/04/04 & 28/04/04). Self-registration routine now successfully in place, working on implementing independent snack time.</p>

Key: Plan as written in July 2003 Updates added with dates

Training Plans Sheet 3: Green Dragon Pre-school
Meeting Individual Training and Development needs.

Name: Marge Simpson

Date: Sept 2003 – July 2004

Identified area of need/interest	What will T&D achieve?	T&D activity	Cost	How will information be fed back?	Managers signature on completion	Actual impact on practice / evaluation
Equal Opportunities	An understanding of what "equal opportunities" means and how it should be reflected within the setting.	On waiting list	£10	In-service training at staff meetings		
Child Protection	Revision of Child Protection issues and procedures ensuring good practice is followed within the setting.	On waiting list Introduction to Child Protection 01/03/04 & 08/03/04	£34	In-service training at staff meetings	AFH Mar 04	Made more aware of child protection issues. Procedures are followed correctly within our setting.
SEN training	Improved personal knowledge of SEN issues to support SENCO and to ensure faster recognition of children with SEN and more effective management.	Helping Children with Behavioural Difficulties in the Early Years Setting 16/03/04 & 30/03/04	£24	In-service training at staff meetings	AFH April 04	April 04 Found this course very useful, have tried some of the suggestions and had a good response from the children.

Curriculum based training Focus on K&U and Creative.	Improved knowledge of curriculum guidance and relevant resources & activities to provide a varied and balanced curriculum.	Resourcing the Learning Environment E03 – EY074/03 11/12/03 7.00 – 8.30pm	Nil	In-service training at staff meetings	AFH Dec 03	Dec 03 It highlighted how themes/activities can be adapted to meet all areas of the curriculum. I have begun to encourage all staff to contribute to setting up theme-based resource boxes, using two boxes I created as examples.
		Everyday Science EO3 – EY039/01 22/01/04 9.15 – 12.15pm	Nil	In-service training at staff meetings	AFH Jan 04	Jan 04 Intend to try out some of the ideas, although found some were too advanced for pre-school children.
Planning	Increase knowledge of effective planning of a balanced and differentiated curriculum.	Training session with AT.	£12	In-service training at staff meetings	AFH May 04	24/05/04
		Non-LEA planning course. 21/04/04 & 05/05/04	£24		AFH May 04	May 04 Much clearer about how the planning process fits together, and how to use the Stepping Stones. Finding the new formats for long and medium term planning useful.
Developing children's independence within the setting	Improved knowledge of curriculum guidance and relevant resources & activities to provide a varied, balanced and differentiated curriculum.	Training session with AT on routines – registration and snack time.	£12	All staff attending session with AT and going on a visit – discussion at staff meeting.	AFH Jan 04	16/01/04 Not clear how we will make this work in our setting. Maybe the visits will clarify this.
		Visits to other settings to see routines in action.	£12		AFH April 04	28/04/04 Excellent way to see how to make routines work successfully. Look forward to implementing some of the ideas in our setting next term. May 04 Self-registration working very well, independent snacktime being developed.

Key:

Plan as written in July 2003

Updates added with dates

Training opportunities identified after July 2003 – with dates

Training Plans Sheet 3: Green Dragon Pre-school
Meeting Individual Training and Development needs.

Name: Hyacinth Bucket

Date: Sept 2003 – July 2004

Identified area of need/interest	What will T&D achieve?	T&D activity	Cost	How will information be fed back?	Managers signature on completion	Actual impact on practice / evaluation
Completion of NVQ 3 training	A good working knowledge of all aspects of early years care and education to enhance the learning and care offered within the setting.	NVQ3 Early Years Care & Education Warwickshire College, Rugby Site	Nil	Verbal Feedback at staff meetings of any information relevant to other staff good practice within the setting.	AFH Feb 04	Found the course very useful and have used the knowledge and understanding gained. I have put it into practice within my setting, enabling me to offer the children a higher level of care and education.
Basic Food Hygiene	Improved knowledge of food hygiene when preparing children's snacks/cooking activities.	On waiting list Foundation Course in Food Hygiene 20/03/04	£10	In-service training at staff meetings	AFH Mar 04	Mar 04 We reviewed our hygiene procedures for snacktime, cooking activities and occasional food preparation
Curriculum based training Focus on K&U and Creative.	Improved knowledge of curriculum guidance and relevant resource/ activities to provide a varied and balanced curriculum.	Fantasy & Fun through Small World Play E03 – EY041/01 12/01/04 9.15 - 3.30pm	£22	In-service training at staff meetings	AFH Jan 04	Jan 04 Very good course – gave an insight into how you can use your small world play in different ways, which were especially suitable for pre-school children.

Planning	Increase knowledge of effective planning of a balanced and differentiated curriculum.	Training session with AT.	£12	In-service training at staff meetings	AFH May 04	24/05/04 Good introduction to the planning process.
Developing children's independence within the setting	Improved knowledge of curriculum guidance and relevant resources & activities to provide a varied, balanced and differentiated curriculum.	Training session with AT on routines – registration and snack time.	£12	All staff attending session with AT and going on a visit – discussion at staff meeting.	AFH Jan 04	16/01/04 Not clear how we will make this work in our setting. Maybe the visits will clarify this.
		Visits to other settings to see routines in action.	£12		AFH April 04	28/04/04 I really enjoyed the visit, it enabled me to see how these routines might work – ready to give it a go now!! May 04 Self-registration working very well, independent snacktime being developed.

Key:

Plan as written in July 2003

Updates added with dates

Training opportunities identified after July 2003 – with dates

Training Plans Sheet 4: Green Dragon Pre-school
Record of Staff Training Hours 2003 – 2004

Name: Hyacinth Bucket

Course title	Hours	In-service development opportunities	Hours	Cluster meetings	Hours
Sept 2003 – Feb 2004 NVQ level 3 – Early Years Care & Education	On-going	Play plans 15/10/03	0.5	25/09/03	2
Fantasy and Fun 12/01/04	6	Training on routines with AT 16/01/04	2	11/02/04	2
Basic food Hygiene	3	Visit to other settings to observe routines 28/04/04	3	24/06/04	2
Accreditation evening	2	SEN – SAL assessments 06/05/04	0.25		
		Planning with AT 24/05/04	2		

Total Number of Hours:

11 + 7.75 + 6 = 24.75 not including NVQ3

Training Plans Sheet 4: Green Dragon Pre-school
Record of Staff Training Hours 2003 – 2004

Name: Marge Simpson

Course title	Hours	In-service development opportunities	Hours	Cluster meetings	Hours
Resourcing the Learning Environment 11/12/03	1.5	Play plans 15/10/03	0.5	18/11/03	2
Everyday Science 22/01/04	3	Training on routines with AT 16/01/04	2	24/03/04	2
Child Protection 01/03/04 & 08/03/04	6	Visit to other settings to observe routines 28/04/04	3	13/05/04	2
Behavioural Difficulties 16/03/04 & 30/03/04	6	SEN – SAL assessments 06/05/04	0.25		
Non LEA planning course 21/04/ 04 & 05/05/04	6	Planning with AT 24/05/04	2		
Accreditation evening	2				

Total Number of Hours:

$$24.5 + 7.75 + 6 = 38.25$$

Notes

