

Sample training matrix – identify (by a dot) the training that each member of staff has completed, this will give you an “at a glance” chart to see where the gaps are for your setting

Discussions to rectify these areas can now take place at appraisal / one-to-one meetings with the staff member with the responsibility or interest in this area.

WORKERS NAME	V. Y. GOOD	A. N. OTHER	P. T. ANON			
SPECIFIC JOB / AREAS OF RESPONSIBILITY	Manager	Room Supervisor	SENCo			
Level 2 early years or playwork qualification		● 10/05				
Level 3 early years or playwork qualification	● 06/02		● 06/07			
Level 4 qualification		● 07/07				
Level 5 qualification	● 06/05	● w/twds				
Level 6 qualification	● 07/08					
Level 7 qualification						
EYP Status	● 07/08					
Effective Leadership	● 09/07					
Managing Meetings						
Staff Development	● 03/08					
Aiming to be Outstanding						
First Aid		● 05/04	● 04/06			
Basic Food Hygiene		● 11/06				
Safeguarding (stage 1)	● 05/06	● 03/05				
Safeguarding (stage 2)	● 03/08					
SEN awareness raising (stage 1)			● 10/06			
Early Years SENCO training (4 days)						
Health & safety risk assessment		● 03/06				
Disability Discrimination Act						

Staff team identified across here ...

Now do they have lead responsibility for a room / Key Worker or subject matter?

First thing you need to consider is the qualification levels your staff team have achieved or are working towards!

Have you checked on that they are all 'full & relevant' see your training directory for guidance on how to do this

See *Statutory Framework for the EYFS page 31*

All settings open for 4 hrs+ a day, need to be aware that there is a Government target to be graduate led with EYPS by 2015 (not Registered Childminders)

If you are providing the childcare within a Children's Centre this is by 2012

LEADERSHIP & MANAGEMENT TRAINING:

Good reflective leadership is key to an effective setting and a happy staff team

Ongoing training is essential for these firm foundations to be maintained and developed

MANDATORY TRAINING:

It should be noted that you have specific legal requirements that must be met in relation to first aid, safeguarding, health & safety and handling food & drink

The nominated SENCo should be appropriately trained and should attend organised network meetings in order to remain up to date with new initiatives and resources

Ensuring Every Child Matters in Lincolnshire

Childrens Workforce Induction Training						
Introduction to the EYFS	● 07/08	● 09/07	● 09/07			
Assessment & Record Keeping (ARK)		● 07/08				
Your role as a Key Person	● 07/08					
Communicating Matters						
Making observations count			● 04/08			
Play principles in the EYFS		● booked	● booked			
Child Development		● 06/08				
Managing children's behaviour						
Equal opportunities			● 06/03			
Developing confident children		● 05/07				
Beginning with babies	● 04/08					
Celebrating 2's & 3's						
Supporting children's interests	● 02/08					
Healthy choices						
Putting the fun into listening		● 03/07				
Parents as partners		● 08/08				
Portage basic workshop			● 02/07			

CORE TRAINING:

The Local Authority provides a full range of essential training for anyone working with children in Lincolnshire - giving a basic knowledge base for all practitioners to build upon

"Providers should use training made available by the local authority and other sources"

**EYFS Statutory Framework*

UPSKILLING KNOWLEDGE IN SPECIFIC AREAS:

"Regular staff appraisals should be carried out to identify the training needs of staff. A programme of continuing professional development should be applied so that these needs are met"

**EYFS Statutory Framework*

Every member of staff should have their own "TRAINING PASSPORT" that should be kept up to date as their training log! *This belongs to the staff member and is theirs to take with them should they leave the setting.*

So this Manager has nicely spread the training around, but there are still now many identified gaps e.g. Managing children's behaviour and Communicating matters, why not go through what you'd like to see covered and create your own staffing list

REMEMBER:

1. Every member of staff should attend 4 days training per year if the setting is in receipt of Nursery Education Funding, this can be scaled down if the practitioner works part-time
It is recommended that all other settings offering care only, should allocate staff 3 training days per year – this includes Registered Childminders
2. Use of the Training Passport is highly recommended – additional copies can be obtained free of charge from the Birth to Five Service Workforce Development Team. This belongs to the staff member and is theirs should they leave the setting. Staff members are advised to take the passport with them to each course they attend so as their attendance can be logged
3. At least one member of staff should be present at all times with First Aid – your setting may receive an inadequate grading if this is not adhered to!
4. Currently funding is available for staff cover and transport to / from courses, so that's the financial barrier out of the way
5. Training can be fun!

