

Swindon Sure Start Partnership

In House Training Application Form: April 2011 – March 2012



Funding could be available to your setting to organise training on your own premises and for childminders in cluster groups in your area. Setting contributions towards in house training are based on a minimum number of attendees.

The following training will be considered for funding:

Course Title	Minimum Number	Training Provider	Contact	Setting Contribution
First Aid	10 or 16	Wolverest Training: Gary Cotterill	07719 468959	£250 for 10 – 12 £320 for 16 – 24
Food Hygiene	12	SBC: Caroline Lock	01793 466413	£300
Health & Safety	12	SBC: Caroline Lock	01793 466413	£300
Positive Behaviour	15	CAMHS: Karen Paul	01793 428807	£150
Safeguarding Children	15	LSCB Geoff Wood	01793 464635	£0 £100% funded by SSSP
Moving and Handling	12	Switch Training	01666 823626	£240

Application Procedure:

- Training provider contact details, minimum number of attendees required to be eligible for funding & setting contribution amounts are detailed above.
- If you cannot meet the minimum number please contact another setting in your locality and arrange a joint event prior to returning the funding application.
- Contact the relevant training provider and pencil in mutually convenient dates and times.
- **Funding is not guaranteed. You MUST apply for funding at least 20 working days before the start date of your course.**
- SSSP will notify you within 15 working days of receiving your completed form if your bid has been successful or not.
- Register and evaluation forms will be sent to the Training Provider along with a copy of the funding confirmation letter.
- Setting/Childminder must pay contribution due to SSSP at least 1 week prior to the start of the course; **failure to pay the contribution on time may result in the funding being withdrawn.**
- Training Provider will submit completed register and evaluation forms to SSSP within one month of last day of training with their invoice or payment cannot be made.
- If you subsequently cancel any training you have arranged, then any cancellation fees will be your responsibility.
- If you fall below minimum numbers due to non-attendance, SSSP reserve the right to request payment for empty spaces.

Criteria:

- Setting/Childminder must be Ofsted registered in the Borough of Swindon
- Funding must be applied for by January 20th 2012 and training delivered by the end of March 2012.

Return to:

Swindon Sure Start Partnership Training, c/o Civic Offices, Euclid Street, Swindon, SN1 2JH

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All sections of this form must be completed – see over for procedures

Setting Name			
Contact Name			
Contact Address			
Contact Phone Number		E-mail	
Preferred contact method (please indicate):	E-mail	Letter	
Name of course			
Training Provider			
Proposed date & time of course			
Course Costs	£ _____ full course cost OR £ _____ cost per person Number of attendees _____ *		
Important	Please check maximum numbers with your Training Provider * You must inform SSSP at least 1 week prior to the start of the course if your numbers increase to ensure the additional funding is available.		
Course attendees Please list details of practitioners who will attend this course (please continue on additional piece of paper if necessary)	Name	Job title	Childcare Setting (if different to above)
Venue	Name		
	Total venue cost (if applicable)		

For office use only Date bid received _____

accepted Maximum funding of £ _____
 rejected Reason: _____