

Swindon Sure Start Partnership In House Training Bid Form 2008/09



WOULD YOU LIKE TO ORGANISE YOUR OWN IN-HOUSE TRAINING?

Funding could be available to your setting to organise training on your own premises and for childminders in cluster groups in your area.

The following training will be considered for funding:

- First Aid: Switch Training 01666 823626
- Food Hygiene: SBC Environmental Services 01793 466067
- Moving and Handling in a Childcare Setting: Switch Training 01666 823626
- Health & Safety: SBC Environmental Services 01793 466067
- Managing Behaviour: Pauline Mayes 01793 428807
- Take 5: SSSP Training Helpline 0845 602 3209
- Safeguarding Children: Safe2Learn 01793 336113

Procedure:

- Contact the relevant training provider and obtain a cost for the course and their minimum number per course
- If you cannot meet the minimum number contact another setting in your locality and arrange a joint event
- Contact the SSSP Training Helpline on 0845 602 3209 to request a funding bid form
- Arrange with the training provider mutually convenient dates and times
- SSSP will notify you within 5 working days of receiving your completed form if your bid has been successful
- Register and evaluation forms will be sent to the Training Provider along with a copy of the funding confirmation letter
- 75% of the cost of the course (100% for Safeguarding Children) will be made available if funding bid is successful
- Training provider will send an invoice directly to SSSP for the amount agreed on the funding confirmation letter within one month of last day of training.
- Setting/Childminder will be responsible for paying any remaining course fees
- Training Provider will submit completed register and evaluation forms to SSSP at the end of the course 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 – please see SSSP cancellation policy (page 32 of 08/09 Training Plan)
- On submitting this bid form you are agreeing to these conditions

Criteria:

- Setting/Childminder must be Ofsted registered in the Borough of Swindon
- The training must be delivered by 31st January 2009

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- Up to 75% funding may be available towards the cost of your in house training, please complete this form, we will contact you in writing to inform you whether your bid is successful.

ALL SECTIONS OF THIS FORM MUST BE COMPLETED – SEE OVER FOR PROCEDURES

Setting Name			
Contact Name			
Contact Address			
Contact Phone Number			
Name of training course			
Training Provider			
Proposed date of course			
Course Costs	Overall cost of course £ _____ (Minimum of 10 attendees MUST attend course) OR Cost per person £ _____ Minimum students required _____ <small>(by training provider)</small>		
Course attendees Please list details of practitioners who will attend this course (please continue on additional piece of paper if necessary)	Name	Job title	Name of Childcare Setting
Venue	Name _____ Total venue cost (if applicable) _____		

For office use only Date bid received _____

accepted Maximum funding of £ _____

not accepted Reason _____

Letter to applicant _____ Letter to Training Provider _____

Signed _____ On behalf of Swindon Sure Start Partnership

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