

TRAINING FORMS

Guidance Notes

1. Applications can be made on line or an application form downloaded and sent direct to the Learning & Development Section (Room 204, The Grange, County Hall, Tower Street, Chichester PO19 1QT) following discussion with your Family Placement Social Worker who is required to complete part of the form. **Forms that are incomplete cannot be processed and will be returned to the applicant.**
 - One form per person per course (additional forms can be obtained from your FPSW, downloaded or you can apply on line).
 - Please apply before, or by the closing date.
 - For courses advertised in Learning & Development Directory for Children and Young People's Services staff, the stated closing date also applies for Foster Carers.
 - Please prepare for having a place on the course, most applicants will be successful. Confirmation is not sent out until after the closing date.

2. **Criteria** - Applications will be prioritised based on the following:
 - a) Application supported by FPSW;
 - b) The course has been identified as an area of 'learning need' and at appropriate level in the developmental pathway;
 - c) Where particularly relevant for the child/children being cared for;
 - d) Meeting service needs/priorities;
 - e) If your situation makes it particularly difficult for you to reapply e.g. due to work demands or particularly complex childcare arrangements to organise, please highlight this need on your application;
 - f) Applicant has previously applied for a course that was over or under subscribed

3. You will receive a letter stating either:
 - a) The course has been cancelled due to lack of applicants. Your application will be carried over and prioritised for the next course
 - b) You have been allocated a place, or
 - c) You have been placed on the reserve list, or you have been unsuccessful

You will need to re-apply for future courses; application forms will not be carried over.

4. Carers notified they have been successful will be expected to attend for the whole day. If you are unable to do so please notify the Training Section and your FPSW as soon as possible. Foster Carers who do not attend and who do not notify the training section will be asked for an explanation by their Family Placement Social Worker and may be charged a cancellation fee. (The standard cancellation policy will apply of £70 per day) Regular non-attendance will be recorded on the Foster Carer's file and included in the annual review. You will only be recorded as having attended if you have completed the whole course. You will be able to print off your certificates from your Learning Record of any courses that have been completed.

FULL ATTENDANCE IS EXPECTED ON COURSES. FAILURE TO ATTEND MAY INCUR A CANCELLATION CHARGE AND MAY PREVENT ANOTHER CARER UNDERTAKING THE COURSE.

5 Enclosures:

- Maps for venues will be sent out with all course details.

6 Travel – Wherever possible, course participants should share transport. Course Application forms request that applicants state their travel start point to assist this.

7 In most cases **lunch will no longer be provided**. Please read your joining instructions for confirmation as certain venues include lunch as part of the booking e.g. Lodge Hill and Aldingbourne. Refreshments will sometimes be provided.

8 Training Expenses – Travel will be paid at 46.9p per mile for all courses. A contribution towards child care may be claimed at £5.30 per hour (an invoice for child care costs is required). All expenses to be claimed on the MT10F form for training expenses and sent to the Training and Development Section to be processed for payment. Travel and child care expenses must be claimed within **three months** of undertaking the training. Please send claims to Learning & Development, Room 204, The Grange County Hall, Tower Street, Chichester PO19 1QT.

9 NB – Please note that a charging policy for non-attendance will be introduced on the 1st April 2011.

***Please note** that West Sussex Standards for Childminders state that if children under eight years are being cared for by someone who is not a member of the family and the care provided is for more than two hours per day, with payment being made, that carer becomes subject to the Childminding Regulations, ie needs to be a Registered Childminder. Children in Care being cared for by another foster carer are exempt from these requirements. If you have difficulties attending training events due to childcare constraints, please discuss this with your Family Placement Social Worker.*