**Introduction**
West Sussex County Council (WSCC), Early Childhood Service (ECS) training programme is provided so that early years and childcare practitioners are able to regularly undertake professional development to support a highly skilled, graduate led early years and childcare workforce.

WSCC ECS provides information and training to practitioners working in the following early years and childcare settings in West Sussex:

- Day Nurseries;
- Childminders;
- Pre-Schools or Playgroups;
- Out-of-school provision (Out-of-School Clubs, Breakfast Clubs and Holiday Playschemes);
- Private, Voluntary and Independent, Free Schools, Academies and Local Authority maintained nursery schools that provide the Early Years Foundation Stage (EYFS) curriculum.

To access the training programme providers will need to join the Training Subscription Scheme. The details of which are included in this pack; sections 1 and 2 form the terms and conditions of the scheme.

The content of the training programme is underpinned by the principles of the Early Years Foundation Stage (EYFS), Playwork Principles and the priorities identified by Ofsted through inspections.

The Training Schedule with course dates and venues is produced termly and will be on the Training Schedule webpage.

**Accessing Training Information**
All workforce development information is available termly on the WSCC website. The key links are:

<table>
<thead>
<tr>
<th>Training Schedule</th>
<th><a href="http://www.westsussex.gov.uk/trainingschedule">www.westsussex.gov.uk/trainingschedule</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Qualification Bursary application form and Practitioner Profile</td>
<td><a href="http://www.westsussex.gov.uk/childcarequalifications">www.westsussex.gov.uk/childcarequalifications</a></td>
</tr>
<tr>
<td>Course Guide</td>
<td><a href="http://www.westsussex.gov.uk/courseoverviews">www.westsussex.gov.uk/courseoverviews</a></td>
</tr>
<tr>
<td>Training Subscription Scheme Online Payment</td>
<td><a href="http://www.westsussex.gov.uk/IP">www.westsussex.gov.uk/IP</a></td>
</tr>
<tr>
<td>Online Staff Module Guidance</td>
<td><a href="http://www.westsussex.gov.uk/ecsportal">www.westsussex.gov.uk/ecsportal</a></td>
</tr>
<tr>
<td>Becoming a Childminder</td>
<td><a href="http://www.westsussex.gov.uk/becomingachildminder">www.westsussex.gov.uk/becomingachildminder</a></td>
</tr>
<tr>
<td>Early Years Qualification List</td>
<td><a href="http://www.education.gov.uk/eypqd/index.shtml">www.education.gov.uk/eypqd/index.shtml</a></td>
</tr>
</tbody>
</table>
Other training opportunities

The West Sussex Learning and Development Gateway allows you to search and book courses online from a range of learning opportunities and will help support your continuing professional development and training needs in addition to the ECS training programme.

Before you can book onto training you will need to set up an account. If you are external to West Sussex County Council you will need your account verified. Please note this can take up to 2 working days.

You can also book onto West Sussex Safeguarding Children’s Board (WSSCB) courses via this gateway. These courses are not funded by ECS and you may need to pay for these courses.

Services for Young Children (SfYC) in Hampshire 2016/17 training subscription scheme is open to any early years and childcare provider working with children who live in Hampshire. Applications are welcome from providers who work in neighbouring local authorities.

Brighton and Hove City Council will also offer places to West Sussex practitioners.

National Day Nurseries Association (NDNA) offers training and support to NDNA members and non-members. They can be contacted by phone on 01484 40 70 70 or by email training@ndna.org.uk

PreSchool Learning Alliance (PLA) offers training and support to PLA members and non-members. They can be contacted by phone on 01732 363070 or by email training.centre@preschool.org.uk

Professional Association for Childcare and Early Years (PACEY) offer training to PACEY members and non-members. They can be contacted by phone on 0300 003 0006 or by email training@pacey.org.uk
Support and Network Meetings
The Early Years and Childcare Advisers run the following Support and Network meetings for settings to attend throughout the year. Only one place per settings is allocated for Network meetings.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SI001N</td>
<td>INCO/SENCO Network Meeting</td>
<td>Networks are open to the named INCO (Inclusion co-ordinator) or SENCO (Special Educational Needs co-ordinator) from all settings. Each term these network meeting will have a different focus relevant to the role. Information will be given, issues explored and support offered in developing effective leadership in meeting individual children’s needs.</td>
</tr>
<tr>
<td>NM003N</td>
<td>Early Years Learning and Development Network Meeting</td>
<td>This meeting focuses relevant to the local area. Provides information, explores issues and offers support. Opportunities for networking with schools, pre-schools and childminders in the local area.</td>
</tr>
<tr>
<td>BR018N</td>
<td>Business and Welfare Event</td>
<td>This event covers all aspects of the Welfare Requirements, giving support in managing a business including sustainability, marketing and recruitment. Receive updated information on the latest developments, initiatives and legislation. Opportunities to share ideas and ways of working.</td>
</tr>
<tr>
<td>NM004N</td>
<td>Childminder Events</td>
<td>This event will combine the information and support provided from the above INCO/SENCO Network Meeting, Early Years Learning and Development Network Meeting and the Business and Welfare Event.</td>
</tr>
</tbody>
</table>

This training information document covers:

**Section 1:** Training Subscription Scheme
**Section 2:** Course Administration
**Section 3:** Individual Qualification Bursaries
**Section 4:** Graduate Leader Fund

**Section 1: Training Subscription Scheme**

**Joining the Training Subscription Scheme**
WSCC subsidises the training programme together with a contribution from providers through an annual subscription scheme. The cost of the Training Subscription for the year represents good value compared to the cost per place on commercially run courses.

**The Benefits of Joining the Training Subscription Scheme**
Training courses included in the training programme are quality assured to ensure the content, delivery and consistency of training is of a high standard. If you decide not to join the scheme then you will have to source and pay for your own training.

All staff who work directly with children in your setting will be able to access a variety of courses from the ECS Training Programme. There will be no limits to the number of different courses that staff can attend. Paying the Training Subscription for your setting also means that you can access other funding, for example the
Individual Qualification Bursary (IQB) and Graduate Leader Fund (GLF) subject to meeting the criteria.

**Subscription Scheme Rates**
Providers pay a rate based on the total number of all staff working directly with children in your setting. Committee members are exempt from the rate. The rates payable for 2016-2017 have been increased by 0.8% in line with the retail price index:

<table>
<thead>
<tr>
<th>Number of Staff</th>
<th>Training Subscription Rate Bands</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 2</td>
<td>£50.40</td>
</tr>
<tr>
<td>3 to 6</td>
<td>£151.20</td>
</tr>
<tr>
<td>7 to 10</td>
<td>£352.80</td>
</tr>
<tr>
<td>11 to 15</td>
<td>£554.40</td>
</tr>
<tr>
<td>16 to 20</td>
<td>£806.40</td>
</tr>
<tr>
<td>21+</td>
<td>£1058.40</td>
</tr>
<tr>
<td>Out of School Clubs maximum fixed rate*</td>
<td>£191.52</td>
</tr>
<tr>
<td>Schools fixed rate^</td>
<td>£136.08</td>
</tr>
</tbody>
</table>

**Rates may change subject to confirmation by WSCC**

*Out of school provision has a fixed lower rate. This reflects that practitioners are often part time working across several types of provision and may not access many courses from the programme. Instead of the fixed rate an out of school club is able to purchase an alternative lower rate based on the actual number of staff working directly with children.

^Schools fixed rate reflects that not all staff working in a school will access the programme. There is a maximum limit of three staff working in the EYFS for this rate.

Examples of Training Subscription rates where a provider operates more than one type of setting:

- A day nursery and an out of school club on different premises – two training subscription numbers are needed, one for each setting.
- One provider running a day nursery, out of school club, breakfast club and holiday playscheme, from the same premises – only one subscription is needed (this is based on the assumption that the same staff will be working across all of these settings.)
- A school with an out of school club and breakfast club – two training subscriptions numbers are needed (this is based on the assumption that they are run by different staff.)

These examples will not cover every situation and a simple calculation of £50.40 multiplied by the number of staff working across your organisation may be more appropriate. If you would like to discuss the band and rate for your setting(s) please contact the Workforce Development team via the Family Information Service on 01243 777807 or by email: workforce.development@westsussex.gov.uk

You will need to make your own calculation based on all staff members who work directly with children. Staff can be updated using the Online Provider Portal (OPP). In the autumn we will audit the amounts that providers have paid for their 2016-17
training subscription against the OPP record and course attendance. Any adjustments based on your updated staff numbers will be requested. Staff who are not linked to your settings will not be able to book a place on a course.

**Paying to join the Training Subscription Scheme**

Please pay with a debit or credit card online by [clicking on the link here](#). You will then need to click on the ECS Training Subscription Scheme option.

You will be asked to complete the following information and add in your payment card details:

- Setting Name
- Early Years/Ofsted number
- Email Address
- Amount payable (based on the number of staff in your setting)
- Agree to the Terms and conditions

Once we have processed your application and payment we will send an email confirming receipt of payment and will issue your unique 2016 – 2017 training subscription number. Please allow 10 working days, if you have not received a reply within this time please contact us.

If you are unable to pay online please contact Workforce Development via email at workforce.development@westsussex.gov.uk who will forward you a version of the application form and instructions for how to pay by BACS.

You will be asked to quote your training subscription number when booking training. We will not be able to take course bookings without this. You will be able to start booking courses for the summer term from 15 March 2015.

The subscription will be valid from 1 April 2016 to 31 March 2017 regardless of when in the year that you have applied. You will be asked to apply again each year when you will be issued with a new number. This will ensure that numbers cannot continue to be used without a current subscription payment being made.

**Using your Training Subscription Number**

We will issue the training subscription number to your setting’s main contact. You will need to think about who needs to have access to it and will need to keep this number safe. Anyone who is given access to it will be able to use it to book onto a course.

**New providers**

New providers should subscribe to ensure that owners or committee members and staff have immediate access to training courses. As a new provider you will be given a reduced rate that is based on the month you register with Ofsted.
Section 2: Course Administration

Course scheduling
All courses are scheduled to take place between specific dates each term. We avoid scheduling courses in the first and last few weeks as we recognise that the beginning and end of terms can be particularly hard to release staff to attend training.

<table>
<thead>
<tr>
<th>Term</th>
<th>Training Programme Course Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Term</td>
<td>Monday 18 April 2016 – Friday 15 July 2016</td>
</tr>
<tr>
<td>Autumn Term</td>
<td>Monday 12 September 2016 – Friday 9 December 2016</td>
</tr>
<tr>
<td>Spring Term</td>
<td>Monday 9 January 2017 – Friday 31 March 2017</td>
</tr>
</tbody>
</table>

We schedule courses to update practitioners on changes to legislation or practice and provision requirements and from training needs identified from the analysis of Ofsted inspection outcomes. We run the programme at strategic venues across the county in our main towns where there are good transport links. These towns are Crawley, Horsham, Worthing and Chichester.

A limited number of courses may also be run in satellite towns across the County depending on sufficient numbers attending; for example East Grinstead, Hayward’s Heath, Burgess Hill, Billingshurst, Southwick, Littlehampton and Bognor Regis. Where ever possible we use Children and Family Centres or otherWSCC and community venues, this limits the location of courses to some extent. Practitioners and providers should be aware that they will need to travel in order to access the programme.

Course Guide
A course guide containing course overviews for all courses running between 1 April 2016 – 31 March 2017 is available on the website at www.westsussex.gov.uk/courseoverviews

This guide lets you search all courses in a table format, and enables you to view the course overview by clicking on the relevant course code.
Expression of Interest courses
Courses which historically have had low take up or are not frequently run will continue to be advertised without dates as “expression of interest” (EOI) courses and will be scheduled when enough interest is generated. Courses are advertised in the Training Schedule under the course code prefix of EOI.

Please indicate your location preference at the point of registering your interest in the course. The course will be scheduled in the town with the most preferences indicated. Once enough interest has been received we will schedule the course with the training provider. You will be sent a letter via email advising you of the course details and date with instructions to contact us to book your place.

Course banding
Courses have been identified to provide differentiated training to meet the needs of practitioners in specific roles such as Designated Child Protection Officer. The three bands are:

<table>
<thead>
<tr>
<th>Introductory (IN)</th>
<th>For practitioners who are new to working in early years and childcare.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universal (UN)</td>
<td>For all practitioners who have a level 3 qualification and have experience in the sector and need continuing professional development in a specific area or topic.</td>
</tr>
<tr>
<td>Extension (EX)</td>
<td>For practitioners who have additional responsibilities in their setting, are leading practice or who are in a specific role.</td>
</tr>
</tbody>
</table>

The training programme mostly provides training at universal and extension band except the introduction to child protection.

Induction is the provider’s responsibility. Practitioners should be aware of all setting policies and procedures including safeguarding and child protection policies and the documents listed below:

- EYFS statutory framework and guidance

- SEND Code of Practice – Early Years

- SEND Code of Practice guidance

- The Children and Families Act 2014

- The Equality Act 2010

- Other useful links can be found at:
Course codes
A course code is needed to be able to book a place on a course. For all course codes that end in 'S' you will need to have subscribed to the Training Subscription Scheme and will also need to quote your subscription number when booking. Course codes that end in 'N' are exempt from the Training Subscription Scheme for example Network meetings, however a place will still need to be booked.

How to book onto a course

By Telephone
Courses can be booked by calling the Family Information Service (FIS) on 01243 777807. You will need to quote the course code; date of the course and the setting’s training subscription number when booking. Any courses marked with an asterisk (*) in the Training Schedule need to be booked directly with the training provider.

Please note if you book a place on a course without a valid training subscription number we will contact you and ask you to join the Training Subscription Scheme prior to attending or cancel your place.

Online – via the Online Provider Portal (OPP)
Course places can be requested online through the Online Provider Portal (OPP). Further information on using the Online Provider Portal along with guidance on how to request course places is available here.

You will receive confirmation within 2 days to advise whether a place has been booked or if you have been added to the waiting list on the course.

At the time of booking your place, ensure the contact details we have for you are up to date, including an email address and mobile number. You will be contacted by email with relevant course information. We may also contact you by phone or alternatively send you a text message to alert you to essential course information, for example if a course has been cancelled due to adverse weather.

When calling, please use this opportunity to confirm details of your booking including venue, time and date, to ensure you have all the necessary information.

It is important that you read the course guide prior to booking. The course overview guide provides essential information on the content and instructions for the course.

Places are booked on a first come first served basis and are limited to two practitioners per setting per course or three practitioners per course with settings with 11+ staff members. Only one place per settings is allocated for Network meetings. If the course you want to book onto is full please ask to be put on the waiting list.

Waiting lists
Waiting lists are used when courses or network meetings are full to enable us to offer places to reserves if anyone cancels. If you request to be added to the waiting list you will be sent a letter via email to confirm your waitlisted place on the course.
If a space becomes available we will contact practitioners on the waiting list by date and time order. The space will be offered to the first waitlisted practitioner we are able to make contact with who is available to attend.

If a space does not become available for you on the course you will be contacted when more dates are scheduled, with instructions to contact us to book your place within a limited period of time. This will ensure you have the first opportunity to book if you have been waitlisted before.

**Booking confirmation**

When practitioners book on courses and network meetings they are sent a confirmation letter via email, shortly after booking. **No further reminders will be sent** so it is essential that settings and individuals maintain a record of course bookings for all staff. If you do not receive a booking confirmation via email within 2 days of booking, please contact us to ensure a place has been booked prior to attending. It is important that you check the contact details that we have for you are up to date at the point of booking. Attending a course without booking a place will incur an administration charge.

**Cancelling a place on a course**

To cancel your place on a course or network meeting, please contact the FIS on 01243 777807. You will receive a letter by email confirming that the place has been cancelled. It is important that you keep these letters as a record of the cancellation. Should you not receive a letter, it is important that you contact us so that we can ensure that the cancellation has been made and you are not subsequently charged.

If you are no longer able to attend a course or substitute the place with another practitioner from your setting you must contact us to cancel the place in advance. Late cancellations made within 5 days significantly impacts courses and in some cases results in courses being cancelled at very short notice due to low numbers, incurring expensive cancellation fees and disruption to other attendees. We ask that you always consider substituting the place rather than cancelling it at late notice. If your name does not appear on the course register it may be because you booked your place after the register was produced. In this instance please add your name, setting and signature to the bottom of the register. If you have not booked a place you will incur a charge for attending without booking.

If you attend a course in place of another practitioner from the same setting, whose name does appear on the register, please cross through their name and add your name and signature in their place. You will not be charged for substituting the practitioner as long as you are from the same setting, your name is linked to the setting and a place was booked.

**Course cancellations made by the Early Childhood Service**

Please book early on any courses that you wish to attend. We need to make decisions on courses that are at risk of being cancelled due to low numbers three weeks in advance of the course date. Booking in advance will help to avoid disappointment and enable enough time for personal or staffing arrangements to be made. At the point of cancelling a course we will advise you of alternative dates. Should no further dates be available in the same term, we will offer you the dates for the course in the following term if we have them confirmed.
We will contact you by telephone and email to confirm a course cancellation. It is therefore important that the contact details we hold for you are correct.

**Attendance**
As with all training it is essential that you attend for the entire session and all parts of the course. Non-attendance on part of a multi-part course may incur a course administration charge.

All courses will start promptly at the advertised time; you are advised to arrive at least 15 minutes before the course start time. It is at the trainer's discretion to accept late entry up to 10 minutes after the start time. If you arrive later than this you may be asked to rebook your session and may incur a course administration charge for non-attendance. This also applies to network meetings.

If you are unavoidably delayed please contact Workforce Development via the FIS on 01243 777807.

**Course administration charges**
Course administration charges are:
- **£70** will be invoiced for non-attendance at all or part of a course and cancellations made within 5 days of the course start date.
- **£150** will be invoiced for attending a course without booking a place. This charge is based on the average cost per place to attend a course.

Settings will be invoiced directly for any practitioners booked onto a course where any of the above instances occur.

**Course evaluation**
At the end of the training course you will be asked to complete an evaluation form. During the next year we plan to move to an online evaluation form which will be emailed to you after the course. This form is returned to the ECS who collate all of the responses. This is reviewed to ensure courses are relevant and delivered to a high standard. Any improvements or changes required are agreed when we meet with the training providers.

You will have a copy of your completed evaluation form to take away with you. This evaluation form acts as a record of your attendance. It is important to share and discuss evaluation feedback in your setting upon return. If you have a concern, complaint or compliment about an ECS course please express them through your evaluation. Your feedback regarding courses is important. Your views help us to monitor the effectiveness and quality and help us improve our services to you in the future. Please be honest when you complete your evaluation of the course. Training providers and tutors also need to know what you think to be able to make any improvements where necessary. Training providers have to submit the evaluation forms to us so information will always be passed on. Alternatively if you feel the matter is urgent you can send a comment, compliment or complaint for the attention of the Lead Adviser via email to workforce.development@westsussex.gov.uk
Section 3: Individual Qualification Bursary (IQB)

The purpose of an IQB
The ECS award’s an IQB to support practitioners to gain a nationally recognised, full and relevant qualification, as defined by the Department for Education http://www.education.gov.uk/eypqd/search/search.cfm

What qualifications can be funded?
An IQB can be applied for to support the cost of gaining a relevant Award, Certificate or Diploma on the Qualifications and Credit Framework (QCF). Please see the IQB webpage for further information on how to apply.

A setting will be limited to a number of IQB applications per year as follows:

<table>
<thead>
<tr>
<th>Team Size</th>
<th>Number of IQBs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>1</td>
</tr>
<tr>
<td>3 - 5</td>
<td>2</td>
</tr>
<tr>
<td>6 - 10</td>
<td>3</td>
</tr>
<tr>
<td>11 - 15</td>
<td>4</td>
</tr>
<tr>
<td>16 - 20</td>
<td>5</td>
</tr>
<tr>
<td>21+</td>
<td>6</td>
</tr>
</tbody>
</table>

Timetable for applications
If you would like an IQB application to be considered at the funding panel meeting you need to meet the following funding application deadline:
Friday 24 June 2016 for all courses starting in the Autumn Term 2016 and the Spring Term 2017, including courses with rolling starts.

Late applications may be considered dependent on budget availability. Only complete applications with all the supporting documentation received before the closing date will be considered for funding.

What funding is available?
Successful applicants will be awarded a set amount towards the full cost of their qualification. See table below for levels of bursary funding available.

Please note that there is limited funding available for bursaries for the financial year 2016-17, therefore applications will be considered in line with the priorities and criteria outlined in the IQB funding pack. When the allocation of funding has been committed there will be no further bursaries agreed.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Up to a maximum IQB amount*</th>
<th>Priority group and conditions $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Years Educator Level 3 qualification</td>
<td>£2000</td>
<td>Setting leaders and deputy’s without a full and relevant Level 3 qualification. GCSE Maths and English at grade C or higher must be achieved before IQB can be awarded.</td>
</tr>
<tr>
<td>GCSE’s in English, Maths and science</td>
<td>£100</td>
<td>Limited bursaries available, for a Leader or Deputy who needs GCSE’s to gain a level 3 qualification.</td>
</tr>
</tbody>
</table>

*The amounts may be reviewed when new fees are known for September 2016.
$ Please see IQB terms and conditions for full priority groups and conditions.
Support for new Childminders:
For further information on becoming a Childminder please see our Childminder webpages.

Early Years Teacher Status Training and Funding:
The National College for Teaching and Leadership (NCTL) are leading the project for the delivery of Early Years Initial Teacher Education. Information regarding funding for the Graduate Entry (mainstream) and Graduate entry-employment based routes for the Early Years Teacher Status qualification can be found at: https://www.gov.uk/early-years-initial-teacher-training-a-guide-for-providers

Contact Training Providers directly to enquire about available funding. For local Training Provider contact details and Pathways to training please see the FAQs on the IQB webpage.

Section 4: Guidance 2016/17 Graduate Leader Fund
The Graduate Leader Fund is financial support for Early Years providers where they have staff that lead practice and who are graduates with a level 6 qualifications. Research demonstrates that early years practitioners who have a relevant Early Years Degree and/or professional qualification are better equipped to enhance the quality of provision in their setting through improving and developing practice beyond the minimum expectations of the Early Years Foundation Stage (EYFS).

Practitioner(s) must have completed a qualification considered full and relevant at level 6 on the Early Years Qualification List www.education.gov.uk/eypqd/index.shtml to be eligible to apply for funding.

Providers can apply for funding for up to three practitioners where they hold the following qualifications;

- Early Years Professional Status (EYPS) – EYP
- Early Years Teacher Status (EYTS) - EYT
- Qualified Teacher Status – QTS (Where there has been a focus on early years)

For settings that do not have a qualified EYP/EYT/QTS, they can claim for one graduate who has a Level 6 full and relevant qualification.

Criteria
To apply for funding providers must meet the following criteria:

- The setting has an Ofsted inspection outcome of ‘Good’ or above. Providers who receive a ‘Requires Improvement’ Ofsted Inspection outcome are not able to claim GLF funding. If a setting is in receipt of GLF, and subsequently receives a ‘Requires Improvement’ or ‘Inadequate’ outcome, they must immediately notify the Early Childhood Service (ECS).
- If the setting is new or has recently changed name/legal status and has to re-register we would expect the manager/owner of the setting to outline in writing how the practitioner would lead the setting towards a ‘good’ or above OFSTED outcome. We will ask for evidence from a childcare adviser who is supporting the setting.
• Settings must be in receipt of Free Entitlement for 2, 3 and 4 year olds.
• Settings must have joined the WSCC Training Subscription Scheme 2016/17.

**Funding amounts**

<table>
<thead>
<tr>
<th></th>
<th><strong>Early Years Providers</strong></th>
<th><strong>Childminders</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EYP/EYT /QTS Or Level 6 full &amp; relevant qualification</td>
<td>EYP/EYT /QTS Or Level 6 full &amp; relevant qualification</td>
</tr>
<tr>
<td>Practitioner 1</td>
<td>£3000</td>
<td>£1000 £1000 £500</td>
</tr>
<tr>
<td>Practitioner 2</td>
<td>£1500</td>
<td></td>
</tr>
<tr>
<td>Practitioner 3</td>
<td>£1000</td>
<td></td>
</tr>
<tr>
<td>Maximum total</td>
<td><strong>£5500</strong></td>
<td><strong>£1000</strong> £1000 £500</td>
</tr>
</tbody>
</table>

**What can the Graduate Leader fund be spent on?**

- Costs that reflect how the provider intends to improve practice based on Ofsted Inspections, their own accounts of practice, staff performance reviews and business objectives.
- Continuing Professional Development (CPD) for all staff in the setting
- Paying for WSCC ECS Training Subscription Scheme.
- Costs towards improving outcomes for children in the setting, for example improved monitoring of children’s progress, communication with parents and setting up or implementing new initiatives.

**Monitoring how the funding is spent**

- Providers must complete a GLF Spending Proposal outlining their intentions on how the funding will be used. The setting must keep a copy and monitor against the original proposal.
- The Early Childhood Service (ECS) reserves the right to request information on how GLF funding has been spent at any time. The ECS will not automatically request this information; however, the setting MUST keep a record of this and supply it upon request.
- Staff from the ECS will visit a sample of providers during the spring term each financial year to look at the impact of the funding and ensure the funding is being used appropriately.
- The setting manager must retain evidence (receipts, certificates etc.) of attendance on external courses, conferences or events as this evidence may be required for audit purposes.