



DG EARLY LEARNING AND CHILDCARE

Frequently Asked Questions (FAQs)

Funding for Professional Learning and Training 2024-2025.



Frequently Asked Questions (FAQs): Early Learning and Childcare

Funding for Professional Learning and Training 2024-2025.



Background and scenarios:

In response to formal and informal feedback, additional funding has been allocated for session 2024-2025, to allow you to engage in Professional Learning (PL), over and above your SSSC minimum of 12 hours per annum.

This PL can be accessed via your 'DG Early Learning and Childcare: Learning and Development Framework', DG 'Live' Professional Learning Directory 2024-2025, or via other methods which have been agreed by your line manager and meet the needs of the service.

In support of you and your setting, there is a degree of flexibility with how the funding can be spent to allow you to access your PL.

Scenario 1: PL completed within your allocated working hours.

- Must be agreed with your Nursery Manager and/or school management within your setting
- Any time taken within your working hours must fit within the needs of the service. (Back-fill, to cover your post can be sought.)

Scenario 2: PL completed out-with your allocated working hours.

- Must be agreed with your Nursery Manager and/or school management within your setting
- You are entitled to claim 'additional hours' payments.

To be reimbursed for any additional hours worked you should complete a time sheet and return it to the School Office or School Support Manager.

For office use only:

Where there is a payment to be made, either for supply hours to cover backfill, or for additional hours worked out-with normal working hours, these should be coded to the appropriate central GL account code.

Private ELC providers and **Childminders** should [click here](#) to use the Reimbursement Form appropriate for your setting.

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What is Professional Learning (PL)?

Learning, training or development opportunities which stimulate your thinking and enhance professional knowledge.

Active engagement in rich PL will ensure that your practice is critically informed, current and supports you to meet the needs of the learners.

PL activities may include:

- Live or face to face training, where presenters lead collaborative seminars or workshops
- Online training, which may be 'live' via Teams or pre-recorded
- Online courses or engaging in the materials offered via your DG Learning and Development Framework
- Professional dialogue with colleagues, other professionals, parents, and learners
- Focused professional reading
- Setting visits/ peer observations/ shadowing with related professional dialogue

- Co-operative support activities (working with an experienced teacher or LA to jointly lead an intervention or activity)
- Leading or participating in a working party or task group.

All PL activities must be agreed by your line manager and meet the needs of your school/ setting and the wider service.



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How many hours of PL are funded?

- For a Full-Time Early Learning and Childcare Practitioner (ELCP), a maximum of 19.5 hours for academic year (24/25) has been allocated for engagement in PL which meets the needs of the service.

Is the funding offered on a Pro-Rata Basis?

- We have provided examples below of the number of training hours depending on your contracted hours. If your contracted hours are different to what is in the table (figure 1), you can calculate this by using the following formula: **(Contracted hours) divided by (36 hours) x (19.5)**. If the hours come out as for example 10.33, please round up or down to the nearest number.

Accumulated number of contracted hours	Number of eligible hours of additionally paid PL (based on 39 week contract)
36 Hours	19.5
32 Hours	17
30 Hours	16
24 Hours	13
16 Hours	9

Will I be paid time and a half for any hours I work undertaking training that are over my normal contracted hours?

- Overtime rates are never paid until a member of staff has worked in one position for 37 hours in a week (36 hours + first hour of overtime paid at normal rate). Additional hours up to 37 are paid at normal rate. Hours in excess of 37 are paid at time and a half.
- The 36-hour limit applies to each position held by an employee.

Where do I find PL?

- Your DG Early Learning and Childcare- Learning and Development Framework and 'Live' Professional Learning Directory can be found on the [ELC HUB](#) or via the 'DG ELC' tile on GLOW,
- SSSC have an updated PL Site which you can find by [clicking here](#),
- All/any other PL can be negotiated with your line manager at a school level.

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Who is eligible to receive the funded hours?

- All staff on a Permanent or Fixed Term Temporary Contract.
- Both full time and part time are eligible, please see the questions above for further clarification for part time staff.
- Supply staff are not eligible for this funding.

Will this funding for additional hours to engage in PL always be available?

- No, the funding is only available to academic session 2024-2025. We are currently exploring recurring funding for this and will work with Human Resources/Joint Trade Union's on how best to progress.

Does 'mandatory' training, such as Child Protection, use any of my additional PL time, or is my additional time on top of mandatory training?

- The additional time is on top of any time taken to complete mandatory training.



Does 'INSET' day training, such as Team Teach, use any of my additional PL time, or is my additional time on top of INSET Day training/ courses?

- The additional time is on top of any time taken to complete any training during INSET days you are contracted to work on.

If I find a PL course which needs to be paid for, am I eligible to claim for this?

- No additional funding is available. Your time can be claimed back, but not the course fee.

Can I claim mileage payments for any training that I undertake?

- No additional funding is available for mileage.