



**Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service**

Continuing Professional Development Funding Policy and Procedure for Application

**Approved by Full Governing Board: July 2025
Next Review: July 2026**

Continuing Professional Development Funding Policy and Procedure for Application

This policy sets out the procedure for applying for funding for a professional development course costing £500 or more. **It should only be used for courses and professional development where they have not been identified within the member of staff's annual appraisal.**

It would also apply in exceptional circumstances for example; where a key staff member has changed and specific training is needed by the new member of staff but appraisal is not yet due. This could include Team Teach training, Makaton Tutor, Rebound etc.

If a source of funding is identified by the school/BIS, the request would go to the Associate Executive Headteacher for agreement. Only if they have concerns or the cost is very high would the request go to the Full Governing Board (FGB) for their agreement.

It is important that the CPD needs to be in line with the identified school/service development priorities.

Please note that agreement to funding represents an investment in the skills of the employee. If the employee leaves the employment of the Federation after the employer has incurred liability for the cost of the training they will be liable to repay some or all of the costs. See Appendix A for details.

Stage One

A member of staff identifies a course that they are interested in attending. They must gather all the details and discuss with their immediate Line Manager, identifying whether it is of personal interest and how it might address any relevant priorities in the respective school or service development plan.

If agreed by the Line Manager the application may then be forwarded to the School Headteacher/Head of BIS for consideration. They will make the final decision as to whether the application should be forwarded to the EHT and, potentially, the Full Governing Board (FGB) for consideration. They will need to be satisfied that funding is available from within the school/BIS budget.

If it is agreed that the application may be submitted for consideration for funding to the EHT the member of staff must submit a formal funding application.

Information contained within the application must include course details, the nature of the course and why it is important for them to attend and the expected impact on the Federation of Westminster Special Schools' provision, both in terms of benefits for the children and young people and/or the other members of staff.

The costs of the course must be clearly set out alongside any costs that the applicant is willing to contribute and, if the course requires time away from the applicant's normal

duties, how the impact of their absence can be lessened e.g. details of any suggested management strategies discussed with senior staff responsible for cover.

Applicants may apply for the costs of overnight stays, but must be aware that only a contribution to those costs may and they may need to share some of these costs. There will be no allowance made for meals and travel will only be paid at the level as if the applicant had come to work and left from the school. Travel costs will be paid for public transport rates and it is expected that all staff will endeavour to use the cheapest possible option. If difficulties arise over booking transport, staff are expected to discuss this with their respective Headteacher or the Head of BIS.

Stage Two

On completion, the application must be submitted to the School Headteacher or Head of BIS who will submit the application to the EHT who in most cases make the final decision. The EHT reserves the right to refer the application to the FGB if they have concerns and would need a wider discussion or if the cost of the proposal is very high. The EHT will keep the FGB informed of decisions reached via the Report to Governors.

Stage Three

The EHT (and potentially Governors) will consider all applications on the information submitted but may request additional information if they do not feel able to make a final decision.

All applicants will be informed of the outcome as soon as possible after the meeting. At this point applicants may approach their Headteacher or Head of BIS and request details of how to continue their application.

It is expected that all members of staff attending courses will arrange to share their content and conduct at least one training session for the rest of the school or BIS in order to cascade their knowledge.

Main criteria used to support decisions by the EHT (and Governing Board)

- Does the course meet an identified training need within the area of the school or BIS that the applicant works in?
- What arrangements has the applicant made to share the knowledge from the course?
- Is the course being delivered by a reputable and high quality provider?
- Is the cost of the course justified in relation to the expected benefit to the children and young people and staff in the school or BIS?
- Is the course a stand alone training module or does it form part of a whole? If this is the case, what arrangements have been put in place by the applicant to complete the rest of the course?

- Does the course meet an identified need set out in the applicant's performance management paperwork?
 - Has the applicant submitted all relevant details and provided a detailed application?