




Review Sheet

Last Reviewed
15 Jan 2026Last Amended
15 Jan 2026This policy will be reviewed as needs require or at the following interval:
Annual

Business Impact:	 MEDIUM Changes are important, but urgent implementation is not required, incorporate into your existing workflow.
Reason for this Review:	Best practice
Changes Made:	Yes
Summary:	This policy will support staff with regards to training. It has been reviewed with a minor update to the training plan to identify who is responsible for its completion in line with recent CQC guidance. Underpinning Knowledge and Further Reading links have been checked and updated to ensure they remain current.
Relevant Legislation:	<ul style="list-style-type: none"> • The Care Act 2014 • The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 • Health and Care Act 2022
Underpinning Knowledge:	<ul style="list-style-type: none"> • Author: Care Quality Commission, (2025), The Fundamental Standards [Online] Available from: https://www.cqc.org.uk/about-us/fundamental-standards [Accessed: 15/01/2026] • Author: Skills for Care, (2025), Culturally Appropriate Care [Online] Available from: https://www.skillsforcare.org.uk/Developing-your-workforce/Care-topics/Culturally-Appropriate-Care/Culturally-Appropriate-Care.aspx?_cldee=igFgzlInnqKKbpmNVMAM4yVQe9 [Accessed: 15/01/2026] • Author: Health Education England (HEE), (2025), The Oliver McGowan Mandatory Training in Learning Disability and Autism [Online] Available from: https://www.hee.nhs.uk/our-work/learning-disability/current-projects/oliver-mcgowan-mandatory-training-learning-disability-autism [Accessed: 15/01/2026] • Author: Skills for Care, (2025), Statutory and Mandatory Training [Online] Available from: https://www.skillsforcare.org.uk/Learning-development/Guide-to-developing-your-staff/Core-and-mandatory-training.aspx [Accessed: 15/01/2026] • Author: Skills for Care, (2025), The Care Certificate Standards - Assessor and Employer Guide [Online] Available from: https://www.skillsforcare.org.uk/resources/documents/Developing-your-workforce/Care-Certificate/Care-Certificate-Standards/Care-Certificate-assessor-and-employer-guide-March-2025.pdf [Accessed: 15/01/2026] • Author: Skills for Care, (2025), Care Certificate Standards [Online] Available from: https://www.skillsforcare.org.uk/resources/documents/Developing-your-workforce/Care-Certificate/Care-Certificate-Standards/Care-Certificate-standards-March-2025.pdf [Accessed: 15/01/2026] • Author: Care Quality Commission, (2025), Regulation 18: Staffing - Health and Social Care Act 2008 (Regulated Activities) Regulations 2014: Regulation 18 [Online] Available from: https://www.cqc.org.uk/guidance-providers/regulations-enforcement/regulation-18-staffing [Accessed: 15/01/2026]
Suggested Action:	<ul style="list-style-type: none"> • Encourage sharing the policy through the use of the QCS App
Equality Impact Assessment:	QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to



the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.

Quality Compliance Systems
Wellspring Recruitment and Care Services Limited
Downloaded: 16 January 2026
OLAJUMOKE OMOLOLA



1. Purpose

1.1 To formalise the training needs of Wellspring Recruitment and Care Services Limited based on regulatory requirements, service needs and to formalise the methods for identifying training needs for all staff groups.

1.2 To identify training opportunities for staff and provide a framework for annual planning and review.

This includes:

- Induction
- Mandatory training
- Role-specific training
- Refresher training
- Specialist training
- Vocational training
- CQC Fundamental Standards
- Support for overseas workers

1.3

Key Question	Quality Statements
EFFECTIVE	QSE1: Assessing needs QSE2: Delivering evidence-based care & treatment
EFFECTIVE	QSE2: Delivering evidence-based care & treatment QSE3: How staff, teams & services work together
SAFE	QSS6: Safe and effective staffing

1.4 Relevant Legislation

- The Care Act 2014
- The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- Health and Care Act 2022



2. Scope

2.1 Roles Affected:

- All Staff

2.2 People Affected:

- Service Users

2.3 Stakeholders Affected:

- Commissioners
- Local Authority
- NHS



3. Objectives



3.1 Wellspring Recruitment and Care Services Limited ensures that all staff are in possession of the knowledge, skills and experience necessary to perform their jobs to the standards Wellspring Recruitment and Care Services Limited and Service Users expect.



4. Policy

4.1 Wellspring Recruitment and Care Services Limited believes that the standard of its service is dependent upon the continuous development of the skills of its workforce, making sure that staff have the relevant knowledge, and are properly skilled to meet the needs of the people they support.

To achieve this, Wellspring Recruitment and Care Services Limited commits to regularly review and plan for that continuous development.

4.2 Wellspring Recruitment and Care Services Limited has a commitment to ensure that staff receive training and demonstrate competency, to provide assistance to the service user bands we support. This ensures we have the understanding and are best placed to provide safe, effective and person-centred care in line with the needs of the Service Users.

4.3 Wellspring Recruitment and Care Services Limited will ensure that it reviews (at least annually – see Business Plan for Wellspring Recruitment and Care Services Limited) its operational plan and objectives to ensure that all objectives are supported by appropriate training and development.

4.4 Wellspring Recruitment and Care Services Limited will review the needs of its Service Users (at least annually or when changes occur) to ensure that all needs are supported by appropriate training and development.

4.5 Wellspring Recruitment and Care Services Limited will review all requests for development against its objectives to ensure that the activity supports the achievement of its objectives.

Staff requesting development which is not required by organisational goals may be authorised by Wellspring Recruitment and Care Services Limited for individual reasons, such as a reward for exceptional attendance or performance.

4.6 Staff supported by Wellspring Recruitment and Care Services Limited to attend external courses will prepare a teaching summary of the course content and an evaluation within seven days of completion of the course. They will also deposit the course material or a copy of the same in a place accessible by all staff.

4.7 Wellspring Recruitment and Care Services Limited believes that in-house resources, in-house training, development events and support are the most effective way of achieving its aims and will use those strategies wherever possible.

Wellspring Recruitment and Care Services Limited will also maintain a list of approved training providers.

4.8 Wellspring Recruitment and Care Services Limited will complete an annual training needs analysis that will outline training requirements, who needs to complete training and how training will be delivered such as:

- E-Learning
- Face to Face
- Frequency
- Which Training Provider
- Competencies

This approach enables Wellspring Recruitment and Care Services Limited to be flexible in ensuring individual learning styles can be catered for.



5. Procedure



5.1 Wellspring Recruitment and Care Services Limited ensures that all our staff are suitably trained, competent and supported to deliver the necessary care to the Service Users who use the service.

We source our training both internally, using suitably qualified staff, our lived experience, knowledge and expertise and externally to ensure we remain up to date and current with best practice.

5.2 To deliver a service that is truly person-centred, Wellspring Recruitment and Care Services Limited understands and is committed to ensuring that the care needed for Service Users is within its scope of knowledge and competency. As such Wellspring Recruitment and Care Services Limited understands that there is a risk that Service Users needs could be unmet without the necessary training, knowledge and evidenced competencies of the staff providing the service.

5.3 Staff Training Plan & Entitlement

Wellspring Recruitment and Care Services Limited has a staff training plan in place that outlines all the necessary requirements to ensure that meet the needs of the people supported.

The staff training plan includes the following topics and how we meet them:

- Mandatory Induction training
- Mandatory 16 Care Standards
- Role- specific
- Service-specific
- Specialist training
- Competencies/observations and feedback
- Focused personal development, such as recorded and focused supervisions and individual coaching also count towards training time and will be recorded as such
- All staff will receive training in their roles and this training will ensure that certain standards of competence are met
- Any mandatory training an employer requires the employee to complete, should usually be completed in working hours and therefore be paid.

5.4 Mandatory Induction Training

All staff at Wellspring Recruitment and Care Services Limited receive in-house Induction training that is specific to the requirements of Wellspring Recruitment and Care Services Limited.

It is the responsibility of the line manager to ensure that new staff are welcomed to the team and take part in an appropriate onboarding and induction programme, although it is not expected that they will cover all elements personally.

Where possible, Wellspring Recruitment and Care Services Limited aims to hold Inductions in groups as it is recognised that this helps people learn from each other.

During Induction the following topics are included but not limited to:

- how the service operates at Wellspring Recruitment and Care Services Limited
- varying roles of staff
- roles and responsibilities of the new staff member
- introduction to the 16 Care Standards

New staff will be provided with a written plan of induction, setting out what is entailed, the location and who will support them through the process. Wellspring Recruitment and Care Services Limited makes use of the Induction Toolkit, as recommended by Skills for Care, a link to which can be found in the Further Reading section. The induction programme will comply with legislation and staff will be aware of their expectations and responsibilities around its completion, it includes the 16 Care Standards as outlined by Skills for Care.

Further information can be found in the Induction and Onboarding Policy and Procedure at Wellspring Recruitment and Care Services Limited.



5.5 Mandatory Training

As part of the training needs analysis at Wellspring Recruitment and Care Services Limited, Olajumoke Omolola will take into account [skills for care](#) guidance on core and mandatory training in order to produce an annual plan of training.

All staff receive mandatory training that covers the:

- 16 Care Standards
- Autism and Learning disability - [Oliver McGowan Mandatory Training in Learning Disability and Autism](#)

Wellspring Recruitment and Care Services Limited determines what other training is deemed mandatory in the organisation due to the specific needs of the Service Users supported.

All staff will be required to undergo any training that is defined as mandatory. This training may include competency assessments and periodic refresher training as defined within the training needs analysis at Wellspring Recruitment and Care Services Limited.

In addition, culturally appropriate training resources have also been launched by Skills for Care and will support with embedding culturally appropriate care and support in everyday good practice by staff. Reference to this can be found in the Underpinning Knowledge section.

5.6 Role-specific Training

At Wellspring Recruitment and Care Services Limited we outline our role-specific training in our training plan. This includes training for all of the roles at Wellspring Recruitment and Care Services Limited including our management team.

Our management/senior leadership training plan includes but is not limited to:

- Leadership Training
- Supervisory Training
- Supportive Team Training
- Developing a positive culture
- Safeguarding for managers
- On call training
- Role-specific training that requires specialist knowledge such as cyber security and data processing
- Working at height and specialist health and safety courses

5.7 Specialist Training

There may be times when additional specialist training is necessary depending on the needs of the Service Users who use Wellspring Recruitment and Care Services Limited. Olajumoke Omolola reviews this at the pre-service assessment stage with a potential Service User to ensure best practice. Where further specialist training is required to effectively support the Service User, Olajumoke Omolola will outsource this with the relevant training provider or member of the multidisciplinary team. On no account will staff be placed in a situation where they do not have the relevant skills or competency to fulfil the requirements of the care for the Service User.

Further to the training needs analysis, Olajumoke Omolola will also outline training that is required to meet the very specialist needs of both Service Users and specialist roles, defined within business and job role functions.

This may include:

- Epilepsy, rescue medication or other specialist health-related conditions and interventions

Specialist training may also materialise through regulatory requirements.

5.8 Understanding the CQC Fundamental Standards

Wellspring Recruitment and Care Services Limited understands the importance of ensuring that employees have a sufficient understanding and awareness of their responsibilities in meeting the Fundamental Standards of the regulatory body the Care Quality Commission (CQC). As such, Wellspring



Recruitment and Care Services Limited will complete training with all employees to ensure full understanding and to embed knowledge of CQC regulatory framework.

Training should include a brief explanation of the structure of the requirements as laid out by the [CQC Fundamental Standards](#). It should be used to demonstrate that successful compliance with the Fundamental Standards will be achieved by following all policies contained in the QCS Compliance Centre.

Training will demonstrate that the use of the extensive supporting QCS policies under each Quality Statement will evidence to employees, including the Provider and Senior Management, the interdependence of the full suite of QCS policies.

Training should highlight that focusing on certain policies and ignoring others, for whatever reason, will place Wellspring Recruitment and Care Services Limited at risk of not meeting some of the legal requirements.

5.9 Support to Complete Training

Wellspring Recruitment and Care Services Limited offers support for staff as part of ongoing training and development. Supervisions, personal development plans and annual appraisals will assist Olajumoke Omolola to ensure that staff are receiving appropriate levels of support, complete any required training and provide a forum for confidential discussion on individuals support needs.

Wellspring Recruitment and Care Services Limited has a strong focus on assisting staff to develop Self Reflective Practices that aid staff in confidently sharing their thoughts about a workplace situation as well as reflecting on their own abilities and training experiences.

Overseas Workers

Wellspring Recruitment and Care Services Limited recognises that additional support may be required for some staff, such as overseas workers who may require a longer induction period or language support.

5.10 In-House Training

All in-house training will be delivered by staff members who are suitably qualified to deliver the training topic. For transparency:

- They have completed a relevant qualification to be able to disseminate the information
- Have appropriate experience on the the topic

All staff who attend in-house courses will be asked to complete a course appraisal form.

Wellspring Recruitment and Care Services Limited believes that all members of staff must participate in the identification and dissemination of best practice in their work area. Accordingly, staff will be polled to identify those persons with interests in a specific skill area, or specialist skills, who will then be appointed and recognised as 'Specialists' in that area. The 'Specialists' will:

- Receive prioritised access to all training and development in their specialist area
- Be funded, within the training plan and training budget, to access such training and research the specialism
- Receive training in coaching, training and presentation skills
- Be responsible for the dissemination of the specialist information to all other staff
- Be responsible for identifying sources of best practice and publicising that standard within Wellspring Recruitment and Care Services Limited

Staff undergoing training will be given the Training Approval Form, which can be found in the Forms section of this policy. If the member of staff refuses to sign the form, the uptake of the training will be at the direction of Wellspring Recruitment and Care Services Limited alone.

5.11 Periodically, Wellspring Recruitment and Care Services Limited will organise short courses in-house, usually where a group of staff require specific additional knowledge or training, e.g. changes in procedures, the introduction of new equipment, and courses for newly promoted supervisors.

A list of courses will be circulated to senior staff for each service / location who will be responsible for ensuring that regular updates are provided. Nominations for courses must be sent in writing to Olajumoke Omolola.



Wellspring Recruitment and Care Services Limited
16 Patmore House, Mayville Estate, Mathias Road N16 8LQ

Suggestions for additional courses are welcomed.

5.12 External Training

To remain up to date with best practice and to ensure variety, there are times when Wellspring Recruitment and Care Services Limited outsources training with external training providers.

All staff who attend off site courses will be asked to complete the Training Approval Form which includes an evaluation. The teaching summary, together with all course material (or a copy of the material), will be packaged in a wallet-file and stored in a place accessible for reference by other members of staff in accordance with the training philosophy at Wellspring Recruitment and Care Services Limited.

5.13 The training suite at Wellspring Recruitment and Care Services Limited will be put in place to support the efforts to provide the best training opportunities to the care team. Many of these will fall under mandatory training, whilst others will be role specific and service specific.

Staff can refer to the 'Forms' section for a template on statutory and mandatory training requirements.

Wellspring Recruitment and Care Services Limited will also work responsively to changes in requirements that, Care Quality Commission or commissioning teams require them to complete as part of contracts and regulatory requirements.

5.14 Working with Staff

Aside from any mandatory training, the most common form of training at Wellspring Recruitment and Care Services Limited is on-the-job training provided by colleagues and team leaders. All members of staff are expected to co-operate in training newcomers.

Wellspring Recruitment and Care Services Limited gives regular tuition on coaching skills. Staff with management responsibility will ensure that all relevant members of staff receive such tuition.

Where it is found that staff are not completing training in line with the requirements at Wellspring Recruitment and Care Services Limited, the relevant HR policy and procedure at Wellspring Recruitment and Care Services Limited will be followed.

5.15 Wellspring Recruitment and Care Services Limited provides a resource of training materials. All staff are requested to make use of these resources, taking care to return them as soon as possible to ensure that their availability to all is maintained.

5.16 Training Costs

Wellspring Recruitment and Care Services Limited accepts that some training provided is essential such as training defined as statutory and mandatory in order for Wellspring Recruitment and Care Services Limited to meet its regulatory and contractual arrangements. Unless specified in individual contracts of employment or training costs agreements, Wellspring Recruitment and Care Services Limited agrees to fund this training.

Statutory training is training that is required by law (for example, under the Health and Safety at Work Act 1974). Mandatory training is training that is determined by Wellspring Recruitment and Care Services Limited as compulsory to allow employees to carry out their roles safely and efficiently, comply with regulations, and meet organisational standards.

If Wellspring Recruitment and Care Services Limited pays for an employee's training costs, such as courses for career development at the request of an employee, which includes any fees, expenses or other costs associated with the training course, Wellspring Recruitment and Care Services Limited may require the individual to enter into a Training Costs Agreement. Under the terms of a Training Costs Agreement, employees may be required to repay a proportion of the costs if they:

- Fail to complete the training course without valid reason
- Voluntarily withdraw from the training
- Leave employment within a specified period following completion of the course

The repayment schedule and applicable conditions will be outlined clearly in the Training Costs Agreement, and a standard template can be found within the Forms section of this policy.

5.17 From time-to-time Wellspring Recruitment and Care Services Limited will arrange for work experience students from local schools / colleges to spend a short time working in different departments. The cooperation of managers and other staff is requested in making such visits as useful and as



pleasant an experience as possible for the student concerned.

To facilitate this:

- Olajumoke Omolola will agree in advance a suitable plan of work and will complete a form detailing the tasks accomplished
- A programme of practical and directed training will be agreed for each trainee and thereafter they will be placed in the appropriate team by Olajumoke Omolola in consultation with staff delegated the responsibility of overseeing the placement
- Olajumoke Omolola is responsible for trainees who will be expected to adhere to the agreed programme and any problems in this respect must be referred to Wellspring Recruitment and Care Services Limited
- Trainees under the scheme have the same protection as staff for the purpose of health and safety legislation and under the Equality Act 2010. They are also subject to organisation rules on discipline and any problems regarding conduct must be reported to Wellspring Recruitment and Care Services Limited

Placements will only be offered to students where operational circumstances make this possible. Full consultation will take place with the senior members of staff where appropriate.



6. Definitions

6.1 Care Certificate

- The Care Certificate is a set of standards that social care and health workers stick to in their daily working life. It is the minimum standards that must be covered as part of induction training of new care workers
- The Care Certificate was developed jointly by Skills for Care, Health Education England and Skills for Health. It applies across all of social care and health and covers what is needed to be caring and gives staff a good basis from which they can develop their knowledge and skills
- Designed with non-regulated workers in mind, the Care Certificate gives everyone the confidence that workers have the same induction - learning the same skills, knowledge and behaviours to provide compassionate, safe and high-quality care and support
- Although the Care Certificate is designed for new staff, it also offers opportunities for existing staff to refresh or improve their knowledge
- The standards cover 16 areas:
 - Understand your role
 - Your personal development
 - Duty of care
 - Equality and diversity
 - Work in a person-centred way
 - Communication
 - Privacy and dignity
 - Fluids and nutrition
 - Awareness of mental health, dementia and learning disabilities
 - Safeguarding adults
 - Safeguarding children
 - Basic life support
 - Health and safety
 - Handling information
 - Infection prevention and control
 - Awareness of learning disability and autism



7. Key Facts - Professionals

Professionals providing this service should be aware of the following:

- Course appraisal forms will be completed for all training undertaken
- Staff with specific interests will be encouraged to undertake training in the identified area and to develop an understanding of best practice
- It is expected that all staff will share the knowledge they have gained through training
- Individual staff training and development needs will be reviewed annually or more frequently dependent upon the needs of the Service Users
- Wellspring Recruitment and Care Services Limited must ensure employees receive learning disability and autism training appropriate to their role
- Access to training will be planned and based upon assessed need
- Training is important to develop staff and to ensure that they all have the skills needed to undertake their role effectively



8. Key Facts - People Affected by The Service

People affected by this service should be aware of the following:

- You have the right to be supported by staff that are trained and competent to perform their roles
- Wellspring Recruitment and Care Services Limited offers a suite of training for staff. We welcome your views on any ideas or suggestions regarding future training offered within Wellspring Recruitment and Care Services Limited



Further Reading

Resources

A QCS Reflective Learning Record is linked to this policy, please click on the Resources tab to view it.

Skills for Care - Induction Toolkit:

<https://www.skillsforcare.org.uk/Recruitment-support/Induction/Induction-toolkit/Induction-toolkit.aspx>

Skills for Care - Care Certificate Standards - Self-Assessment Tool:

<https://www.skillsforcare.org.uk/resources/documents/Developing-your-workforce/Care-Certificate/Care-Certificate-Standards/Care-Certificate-self-assessment-tool-March-2025.pdf>

CQC - Inadequate Example: Staffing, Training:

<https://www.cqc.org.uk/guidance-providers/gps/inadequate-example-staffing-training>

SCIE - Training, Learning and CPD for Health and Care:

<https://www.scie.org.uk/training/>

Skills for Care – A Workforce Strategy for Adult Social Care in England:

https://www.skillsforcare.org.uk/Workforce-Strategy/home.aspx#msdyntrid=TMP6S3ZJPILuCLfzja9DXeJNVNwC8VPyLI_nayhu5Fg

**GOV.UK - Care Workforce Pathway for Adult Social Care: Overview:**<https://www.gov.uk/government/publications/care-workforce-pathway-for-adult-social-care/care-workforce-pathway-for-adult-social-care-overview>**GOV.UK - Oliver McGowan Code of Practice:**https://www.gov.uk/government/publications/oliver-mcgowan-code-of-practice?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=958c2427-6841-4780-9f1a-c25ce9be224a&utm_content=immediately**Outstanding Practice**

To be "outstanding" in this policy area you could provide evidence that:

- The wide understanding of the policy is enabled by proactive use of the QCS App
- Highly specialised and individualistic training is provided
- External courses are sourced to increase the 'best practice' knowledge of staff
- Quality, not cost, is the driving factor in training provision
- Staff report that they are encouraged to develop at Wellspring Recruitment and Care Services Limited and that training is embedded into care practice
- Mandatory and minimum requirements for training are seen as that within Wellspring Recruitment and Care Services Limited and there are extensive opportunities for training
- Wellspring Recruitment and Care Services Limited provides training for other services and is seen as a source of 'best practice'
- Commissioners and other stakeholders consistently report that Wellspring Recruitment and Care Services Limited is innovative in how it delivers training

**Forms**

The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
Training Approval Form - PR35	To be completed by staff undergoing training.	QCS
Record of Statutory and Mandatory Training, Development and Qualifications - PR35	To record statutory and mandatory training of staff.	QCS
Organisational Training Needs Analysis / Plan - PR35	To review the training needs of the service.	QCS
Training Attendance Record - PR35	To record attendance at training.	QCS
Repayment of Training Costs Letter	Letter setting out repayment of training costs.	QCS



Title of form	When would the form be used?	Created by
Training Costs Agreement	When an employee is undertaking training that is paid for by the employer	QCS

**Training Approval Form - PR35**

Please complete Part 1 of this form and submit it to Olajumoke Omolola for authorisation before committing to a training event.						
In order to assess the effectiveness of training courses, please complete Part 2 of this form after you have completed the course.						
Please complete the form and return it to:				Within 2 weeks of attending the course.		
Name:			Job Title:			
Address:			Course Organiser:			
Course Title:						
PART 1						
Identify the business goal or objective which will be supported by the proposed training activity:						
Describe the way in which the training activity supports the identified goal or objective:						
Training authorised by (Manager):				Date:		
PART 2 (to be completed by person attending)						
	Very Poor				Excellent	Score
Suitability of the level of the course	1	2	3	4	5	
How good was the course organisation?	1	2	3	4	5	
Did the presentation maintain your interest?	1	2	3	4	5	
Use of visual aids	1	2	3	4	5	
Use of practical examples	1	2	3	4	5	
Level of participation	1	2	3	4	5	
Describe how well the course/event achieved the objectives identified in Part 1 above:						



What did you expect to gain from the training?		
Did you achieve what you set out to?		
Name:	Date:	
Details of course / training:		
<p>In consideration of being supported by my employer to attend a training course, unless otherwise agreed between me and Wellspring Recruitment and Care Services Limited under a Training Costs Agreement, I agree to remain employed by Wellspring Recruitment and Care Services Limited for a minimum of 12 months from the end of the course and undertake that if I leave my employment at any time before the end of this minimum period, then I will refund to my employers an amount proportionate to the unexpired portion of the contracted minimum period of service (calculated on a sliding scale) made up as follows:</p> <ul style="list-style-type: none"> • The salary/wages, superannuation and National Insurance contributions paid by my employers in respect of my period of absence to attend the courses • The course fees for the full course of studies/training • Any relevant examination fees • Any grants towards the cost of textbooks paid to me or paid on my behalf by my employers • Any allowances or other expenses paid to me to enable me to attend the training course <p>I also agree that Wellspring Recruitment and Care Services Limited has the right to deduct the outstanding amounts due under this agreement from my wages, or from other payments due to me on termination of my employment.</p>		
Signed:	(employee)	Date:
Training authorised, signed:	(manager)	Date:





Record of Statutory & Mandatory Training

Name:		Job Title:				
Training/Course Title		Frequency	Completion/Renewal Dates			
Care Certificate		N/A				
Induction Training		N/A				
Basic Life Support						
Communication						
COSHH						
Data Protection/GDPR						
Dignity						
Equality/Diversity						
Fire Safety						
First Aid						
Food Hygiene						
Health and Safety						
Infection Control						
MCA/Liberty Safeguards						
Medication						
Moving/Handling	Objects					
	People					
Nutrition/Hydration						
Oral health						
Person Centred Care						
Positive Behaviours						
Recording/Reporting						
Safeguarding	Adults					
	Children					





Service Specific (If applicable)						
Training/Course Title	Frequency	Completion/Renewal Dates				
Alzheimer's/Parkinsons						
Learning Disabilities and Autism						
Buccal Midazolam						
Catheter Care						
Continence Support						
Effective Communication						
End of Life						
Epilepsy						
Dementia						
Diabetes						
Disability Awareness						
Falls Awareness						
Lone Working						
Mental Health						
PEG Feeding						
Stroke						



Organisational Training Needs Analysis / Plan - PR35

Organisational Aims / Objectives (as identified in the Business Plan)			
No	Aim / Objective	Requirements	Current Skills Available
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Organisational Training SWOT Analysis			
Strengths		Weaknesses	
Opportunities		Threats	
Approved Training Providers			
Provider	Courses	Contact No.	Email



Training Key		Staffing Key											
F = Face-to-face	H = Handy Man	A = All			S = Seniors			D = Domestic					
E = E-learning	O = Office	N = Nurses			C = care workers			K = Kitchen					
Identified Mandatory Training													
Course	Training Type		Trainer	Allocate to the following staff groups								Practical / Competency	
	F	E		A	N	S	C	D	K	H	O	Yes	No
RQF Dip L2													
RQF Dip L3													
Care Certificate													
Basic Life Support													
Communication Needs													
COSHH													
GDPR													
Dignity													
Fire Safety													
First Aid 3 Day													
Food Hygiene													
Health & Safety													
Infection Control													
MCA / LPS													
Medication													
Moving & Handling	Objects												
	People												
Nutrition Hydration													
Oral Health													
Person Centred Care													
Positive Behaviour													
Records / Reporting													
Safeguarding	Adults												
	Children												



Identified Service Specific Training													
Course	Training		Trainer	Allocate to the following staff groups								Practical / Competency	
	Type			A	N	S	C	D	K	H	O	Yes	No
	F	E											
Alzheimer's / Parkinsons													
Learning Disabilities and Autism													
Buccal Midazolam													
Catheter Care													
Continence Support													
Communication													
End of Life / Palliative													
Epilepsy													
Dementia													
Depression													
Diabetes													
Disability Awareness													
Falls Awareness													
Lone Working													
Mental Health													
Multiple Sclerosis													
PEG Feeding													
Stroke													



Quarter Four Training Plan

October			No of Staff Trained	Matrix Updated		
Planned Training	Dates Booked	Actual Training		Y	N	
November			No of Staff Trained	Matrix Updated		
Planned Training	Dates Booked	Actual Training		Y	N	
December			No of Staff Trained	Matrix Updated		
Planned Training	Dates Booked	Actual Training		Y	N	
Management End of Year Review						
Manager Sign:				Date:		



Repayment of Training Costs Letter

[on headed notepaper of the employer]

[Employee's name]

[Employee's address]

[Date]

Dear [Employee's name],

Re: Recovery of Training Costs

I write to you in relation to the payment of your [insert name of training course] training course (Training Course). I enclose, for your information, a copy of an agreement that you made with the Company dated the [insert date] (Agreement). Under the terms of this Agreement, you are required to repay the costs of the Training Course if you resign from the company within [12 months] of completion of the Training Course.

The repayment structure in the Agreement is set out below:

Period of Time	% of Costs Payable by the Employee
Before attending the Training Course, but when the Employer has already incurred liability for the cost of the training.	100% of all costs incurred for the Training Course or the proportion of the costs that is unrecoverable from the provider of the Training Course.
Before the completion of the Training Course or within [3 months] of completion of the Training Course.	[insert amount - e.g. - 100]% of the costs incurred for the Training Course.
More than [3 months], but not more than [6 months] from the date of completion of the Training Course.	[insert amount - e.g. - 50]% of the costs incurred for the Training Course.
More than [6 months], but not more than [12 months] from the date of completion of the Training Course.	[insert amount - e.g. - 25]% of the costs incurred for the Training Course.
More than [12 months] from the date of completion of the Training Course.	No repayment of costs incurred for the Training Course shall be required.

You have now resigned from the Company, with the effect from [insert date] and as such, according to the terms of the Agreement, you are required to repay the Company £[insert amount and how it is calculated].

[As your final salary payment, which is due to be paid to you on [insert date], is greater than the amount that you owe to the Company, the amount owed will be deducted from the final salary payment, and no further action is required from you.]

OR

[As your final salary payment of £[insert amount], due to be paid to you on [insert date], is less than the amount you owe to the Company, we will recover this amount from you and you will not be receiving your final salary payment. Additionally, you must pay to the Company the outstanding balance of £[insert amount] by the [insert date].

If you do not think you will be able to make the full payment by the date stated, please contact me as soon as possible and we may be in a position to offer you a payment plan consisting of a number of smaller payments.

Please ensure that all payments due are made by cheque to [insert name] and that you send the cheque directly to me.



Wellspring Recruitment and Care Services Limited
16 Patmore House, Mayville Estate, Mathias Road N16 8LQ

I have enclosed a copy of this letter for your signature to indicate that you have understood and accept these arrangements. Once you have signed the copy letter, please could you return it to me.

If you have any questions in relation to this letter, please do not hesitate to contact me.

Yours sincerely

[Name]

on behalf of [insert employer name]

I have read, understood and accept the arrangements for recovery of the training costs in relation to the [insert name of training course] training course.

Signed.....

Date.....



Training Costs Agreement

[DRAFTING NOTE - Employers should take caution when looking to exercise repayments under this agreement and consider the true motive for recovering the training costs, particularly where this involves mandatory training. Employers should also consider the impact any repayment would have on the employee's entitlement to national minimum wage. We strongly recommend that you seek legal advice before doing so.]

THIS AGREEMENT is dated 202{x}

BETWEEN

- (1) **{NAME OF EMPLOYER}** incorporated and registered in England and Wales with Company number {Co number} whose registered office is at {address} ("**Company**" or "**Employer**").
- (2) **{NAME OF EMPLOYEE}** of {address} ("**Employee**" or "**You**").

1. The Employer hereby agrees to meet the course fees and any associated costs incurred by, or on behalf of, the Employee in pursuing the following training course: **{INSERT DETAILS OF THE TRAINING COURSE}**.

2. The total cost of the training (including fees and other associated costs) is £**{INSERT AMOUNT}** and this will be met by the Employer (**Costs**).

3. If the Employee fails to satisfactorily attend and/or satisfactorily complete the course then 100% of the Costs shall be paid in full by the Employee, whether by way of a deduction from wages or otherwise. The Employer shall determine at its sole discretion, acting reasonably, whether the Employee has satisfactorily attended and/or completed the training course for the purposes of this Agreement.

Employee Leaves the Employer

4. In addition to the conditions above, if the Employee leaves the service of the Employer {(other than by reason of redundancy)} within a specific timescale after completing the course and the Employer has already incurred liability for the Costs, the Employee will be responsible for repaying the Costs to the Employer, whether via a deduction of wages or otherwise. The following table sets out the level of repayment required under this agreement.

Period of Time	% of Costs Repayable by the Employee
Before attending or completing the training course, but when the Employer has incurred liability for the Costs.	100% of the Costs or such proportion of the Costs that is unrecoverable from the course provider, shall be repaid.
Before the completion of the course or within {3 months} of completion of the course.	{INSERT AMOUNT – e.g. 100} % of the Costs shall be repaid.
More than {3 months}, but not more than {6 months} from the date of completion of the course.	{INSERT AMOUNT – e.g. 50} % of the Costs shall be repaid.
More than {6 months}, but not more than {12 months} from the date of completion of the course.	{INSERT AMOUNT – e.g. 25} % of the Costs shall be repaid.
More than {12 months} from the date of completion of the course.	No repayment of Costs shall be required.

5. The Employer reserves the right to deduct any sums owed under this Agreement from the Employee's wages or any other sums owing to the Employee by the Employer.

6. The Employee agrees to the Employer deducting any monies owed from {his/her} wages, including {his/her} final salary or any outstanding payments due to the Employee. Where the final salary does not satisfy the outstanding sums owed to the Employer, the Employer reserves its right to recover such sums from the Employee by way of a debt.

7. The Employee agrees that if the Employer waives the obligation to repay the Costs under this Agreement, the Employee shall be solely responsible for any income or other tax payable as a result of the waiver and shall indemnify the Employer on a continuing basis in relation to any such liability.



Signed: _____

On behalf of the Employer

Date: _____

Signed: _____

Employee

Date: _____