

Training and Development Policy

The Employees of Next Steps Childcare Centre represent its greatest asset.

By providing opportunities, facilities and financial help, Next Steps Childcare Centre aims to ensure that all its employees are in possession of the knowledge, skills and experience necessary to perform their jobs to the required standard.

To this end, the Company is committed to providing all employees with the opportunity for training and re-training in accordance with their own needs and those of the business.

Employees should address queries about the suitability or availability of training and education in general, and their eligibility in particular, to their supervisor or manager and, if unanswered, to the Directors.

Next Steps Childcare Centre will be running a specific Childcare training programme, all who join the Company are partnered with a mentor. The mentor will ensure the new employee has maximum exposure to a variety of experiences within the Company.

All employees have the opportunity to identify training requirements at their probationary appraisal within 3 months of starting with the Company and at their annual Appraisal. This is to enable the employees to continue their personal development in line with the needs of the Company.

In certain circumstances, the Company may reserve the right to make training conditional upon employees undertaking to repay all or part of the cost if they leave the Company within a specified period.