

EARLY YEARS TAMESIDE TRAINING CONSORTIUM



Terms of Reference

1. Aims and Objectives

- 1.1 Tameside Metropolitan Borough Council will manage and facilitate the Early Years Tameside Training Consortium ('the Consortium') with the aim of establishing a training support service in order to enable the early year's sector of Tameside to achieve a competent workforce in line with national expectations and statutory duties.
- 1.2 This Terms of Reference will be reviewed every third year, or sooner if circumstances dictate.
- 1.3 The key objectives are:
- To provide cost effective training for core skill requirements to meet the training requirements of all partners.
 - To provide the sectors with innovative and creative solutions to workforce training needs and to ensure equitable access for all partners, securing access to funded training where possible.
 - To support and assist in meeting objectives relating to recruitment and retention within the sector to develop partnership strategies within the context of best value.
 - To promote equality of opportunity across the workforce.

2. Membership

In joining the Consortium, members accept and agree the following criteria:

- Tameside MBC through the Consortium will act as the lead partner in securing possible training grants and will supply workforce data, partnership and training forms relevant to such applications.
- Membership is open to all organisations using the Early Years Foundation Stage and / or supporting children aged 0 – 5, resident in Tameside.
- Members who provide services outside of the borough may receive training support only for those of their staff who are employed to work in Tameside. Those employed and based outside Tameside may access the training opportunities, depending on availability but with higher costs to ensure a reasonable income generation.
- Tameside MBC reserves the right to set the membership fee each year, commencing in September, and currently set on a sliding scale.
- Tameside MBC disclaims liability for any loss or damage suffered by members resulting from membership of the Consortium
- Members accept full responsibility for their staff whilst taking part in any training course or event organized by the Consortium.
- Members share responsibility for the longevity and quality of the Consortium, being equal owners in its benefits and liabilities.

3. Tameside MBC Responsibilities

To ensure the work of the Consortium meets the needs of the sectors, Tameside MBC will:

- Administer the Consortium in accordance with its legal responsibilities, policies and procedures.
- Provide the day-to-day co-ordination of the Consortium
- Seek to secure funding for training on behalf of the Consortium.
- Maintain regular communication with members in order to offer a support and guidance function related to sector staff training and development.
- Regularly update members training initiatives and items of interest.

4. Allocation of Funding

It is in the interests of the partnership that available funding is fully utilised in order to safeguard future applications. Therefore,

- Secured funds will in the first instance, be offered and allocated in equal proportions to all members.
- The staff of the Consortium will allocate any surplus training opportunities (if generated), in order to expedite usage.

5. Training Providers

- 5.1 The purpose of this service is to create a resource, which is maintained for the benefit of the early years providers of Tameside to conveniently procure training services. In relation to training providers there are two broad roles that can be undertaken by the Consortium on behalf of its membership:
- Facilitate the publication of training provider details to the membership in order for informed choices to be made by members.
 - Facilitate on behalf of the membership the registration of learners with training providers; in some instances this will entail the collection of fees from members and making payments to training providers. The trainers contracted will be subject to quality and insurance checks.
- 5.2 Wherever possible, subject to the terms of the contributing fund-holding authority, the choice of training provider will be determined by the individual member in order to ensure a consistent and successful outcome for learners and their employer.
- 5.3 Tameside MBC disclaims liability for any loss or damage suffered by members as a consequence of engaging training organisations and in accepting training support, whether physical, verbal or financial, directly or indirectly from the Consortium, members accept that they do so at their own risk.
- 5.4 In instances where at the outset funding is made available, through or by a specific training provider, members will be fully advised of the conditions in order to make informed decisions.
- 5.5 Members are solely responsible for agreeing their own contracts with Training Providers in respect of training, and accept full liability in this respect. This is notwithstanding the fact that the Consortium has agreed standard terms with all registered Training Providers or the fact that the Consortium may (in some instances) act as agent for members in respect of collecting fees and making payments to Training Providers on behalf of members.

6. Termination of membership

- 6.1 Members may withdraw from the partnership at any time by writing to the Training Consortium. If any member does not comply with the Terms of Reference, this will result in cancellation of membership. Membership fees are not refundable.