

Train to Gain Child Care Learning and Development NVQ Level 2

School Centre	
Address	
Postcode	
Telephone	

To whom it may concern

We confirm that the following staff members are employed in our organisation as a volunteer or paid member of staff and are taking the above course as part of their development to achieve qualification as Crèche or Class workers.

Name	
Place of work	
Time as employee Paid/Volunteer	

Name	
Place of work	
Time as employee Paid/Volunteer	

Our organisation has a staff development policy in place and the above training will ensure that the above people have the most up to date training to continue in their post after the course is finished.

Print Name	
Signed	
Position	