

## Terms, conditions and charges

### Continuing professional development for Richmond upon Thames children's workforce

#### Introduction

The local authority offers a programme of training and professional development in the form of courses, conferences, seminars network meetings and organisation-focused support. All programmes are open to professionals who work with children, young people and families in the London Borough of Richmond upon Thames (LBRuT).

Full details of our service level agreements and charges are set out in the table below. **Additional charges** will be levied as follows:

- A non-attendance charge of £100 per day or £50 per half day will be levied in all cases where attendees are absent on the training day without notification (with the exception of accredited programmes that will be charged at the cost of delivery, eg Paediatric First Aid)
- An administration fee of £50 will incur for delegates who do not book in advance and are accepted on to the course on the day.
- A cancellation fee of £100 per day or £50 per half day will be levied for cancellations received within 5 working days of the training

The charge for attendance includes the venue hire, refreshments, trainer/ facilitator fees, materials and administration.

## Applications and the booking process

You must complete a booking form to be able to access professional development opportunities. The following should be noted:

- booking forms can only be submitted via the website; please ensure the personal contact number and email address of the attendee is included.
- once the booking form has been submitted you will receive an automated reference number. The reference number indicates that we have received your booking form. Please note that this does not guarantee that you have a place.
- you will receive a confirmation email to the email address provided on the booking form. If you are completing the booking form on behalf of an employee you must inform them of all details; and
- delegates should only attend if they have received their confirmation email.

Please ensure you have the support and agreement of your line manager, headteacher, or CPD Leader before booking on a CPD programme. Applications must be made at least one week prior to the course date, as decisions regarding course viability will be made at this time.

It is expected that applicants for programmes that are scheduled to run over a number of days or across the three terms of the year will attend all sessions in the programme.

## Reminders and additional information

All communications will be made via email to the email address given at the application stage.

- You will receive email notification of any changes to venue or pre course information.
- We will also send you a reminder 5 working days prior to course start date.

## Waiting lists

When a programme is over-subscribed, applicants are automatically entered on to a waiting list and will be notified to this effect. Should a place become available, applicants will be notified via email and places will be allocated on a first come first served basis.

## Attendance

Please note the following:

- delegates are advised to arrive 15 minutes before the start time (registration and refreshment time).
- Late arrivals may be refused entry at the discretion of the trainer and a 'no show' fee will be charged.
- the attendance register must be signed by all delegates.
- delegates must stay for the full duration of the programme and delegates who leave early will not be presented with a certificate and their professional development record will be marked as 'incomplete' (unless agreed otherwise by the trainer/facilitator).

## Cancellation and non-attendance

Please note the following:

- if you have booked and received confirmation but are unable to attend a CPD programme you must contact the Workforce Development Team on: [workforcedev@richmond.gov.uk](mailto:workforcedev@richmond.gov.uk) or phone: 020 8487 5345;

## Cancellation by organisers

It is our policy not to postpone or cancel unless:

- a minimum number of bookings (usually 6) is not received within 5 working days of the start date (please note that this decision is at the discretion of the organiser)
- there are unavoidable circumstances, such as a sudden illness.

If a course has to be cancelled in either of these circumstances all candidates will be contacted via email. It is therefore essential that colleagues registering for a programme of professional development provide relevant contact details.

## Substitutions

The Workforce Development Team must be advised of any name changes. Substitutions will only be accepted with the agreement of the Workforce Development Team.

- if your name is not on the register and you do not have a copy of your name change confirmation, you may be refused entry and a 'no show' fee will be charged.
- substitutions cannot be made on any training which is accredited.

## Designated training

It is strongly suggested that one person in every organisation should be designated as the lead in each the following areas:

- special educational needs
- equality and diversity
- health and safety (including paediatric first aid)
- safeguarding (including common assessment framework)
- behaviour management.

## Evaluation

All programmes will be evaluated. Delegates will be required to complete a standard evaluation form at the end of each session. The Workforce Development team will analyse the evaluations for each programme and report as required to the course providers and heads of service areas, the Local Safeguarding Children Board and the Workforce Development Steering Group.

A number of courses / programmes offered will be subject to more in depth impact assessment. This will include follow up evaluation of impact in practice.

### Service level agreements and charges.

Categorisation	Charge per person	Charge per in-service bespoke session	Service level agreement
State maintained schools and nurseries	£100 per day Or £50 half day	£500 per day Or £400 half day	Bronze Service: £800 Silver Service: £1,200 Gold Service: £2,000 Platinum Service: £2,800
PVI /settings and providers/childminders and EYFS practitioners in Independent Schools	Early Years courses are free to Early Years practitioners with the exception of accredited training for non-designated staff. In those situations the full course fee will be incurred	£500 per day Or £400 half day	Please contact <a href="mailto:workforcedev@richmond.gov.uk">workforcedev@richmond.gov.uk</a> for details.
Academies, Free Schools and SWLSEP schools	£130 per day Or £65 per half day	£750 per day Or £600 half day	Bronze Service: £1,064 Silver Service: £1,596 Gold Service: £2,660 Platinum Service: £3,724
Independent schools and non-SWLSEP schools	£150 full day Or £75 half day	£750 per day Or £600 half day	Bronze Service: £1,084 Silver Service: £1,616 Gold Service: £2,680 Platinum Service: £3,744
Community and voluntary sector organisations	To be negotiated – contact <a href="mailto:workforcedev@richmond.gov.uk">workforcedev@richmond.gov.uk</a> for details.	To be negotiated – contact <a href="mailto:workforcedev@richmond.gov.uk">workforcedev@richmond.gov.uk</a> for details.	To be negotiated – contact <a href="mailto:workforcedev@richmond.gov.uk">workforcedev@richmond.gov.uk</a> for details.

## **Local Safeguarding Children Board (LSCB), multi agency training**

Organisations who contribute towards the Local Safeguarding Children's Board budget can access free training