

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 £75 per day or £35 per half day will be levied in all cases where attendees are absent on the training day without notification
- An administration fee of £25 will incur for delegates who do not book in advance and are accepted on to the course on the day.
- A cancellation fee of £75 per day or £35 per half day will be levied for cancellations received within 5 working days of the training
- A cancellation for a two day or more course will only incur a fee for the first day
- Replacement certificates from the Workforce Development Team are charged at £10 per copy. Certificates from accredited training will be confirmed at the time of request. (CACHE charge £36, RB £20)

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 session 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 two weeks 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.
- 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 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 two weeks 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 or phone. 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.

Group Discount

Group bookings can be made and a discount will be offered for 4 or more individuals. Please email workforcedev@richmond.gov.uk and provide details of your booking. The Workforce Development Team will contact you to discuss the group booking further.

Designated training

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

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

Some of the training necessary to undertake designated roles may be available free of charge to the one or two people in your setting/organisation . Please check the relevant page of the web site for further details.

Quality assurance

CPD opportunities are provided/ facilitated by freelance subject experts, accredited training providers, London Borough of Richmond upon Thames local authority advisers, curriculum advisers and consultants. To ensure consistently high quality of provision, all programmes are subject to the following Quality Standards.

Commissioning

- All new trainers/facilitators will submit a CV and be interviewed by a member of the Workforce Development Team.

Preparation and planning

- A member of the Workforce Development team will observe the first session of any new CPD programme.

- Trainers and facilitators will draw upon their knowledge of their subject to inform the programme content. Course outlines will be submitted for approval to the Workforce Development Team and to the Safeguarding Quality Assurance Sub-Group as appropriate.
- Any pre-reading or research will be made available to delegates.
- Power points and training material will conform to local authority presentation standards and will either be made available to delegates by email or posted on the Workforce Development web site.

Punctuality

- All sessions will start and finish on time, unless negotiated otherwise.

Pedagogy

- Trainers/facilitators will accommodate different learning styles through a combination of presentations, discussions, group or individual work. All aims and objectives will be shared at the start and a plenary will capture the main learning and any next steps

Participation

- Everyone will be encouraged to contribute to discussions and group work. Any delegate with special educational needs or barriers to learning will be asked to state this on application in order that these can be addressed as far as possible.

Evaluation

- All programmes will be evaluated. Delegates will be required to complete a standard evaluation form. 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 £250 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 when the full course fee will be incurred	£400 for 5 hours £200 for 2.5 hours	
Community and voluntary sector organisations contracted by Richmond LA to provide services	£100 per day Or £50 per half day	To be negotiated	
Academies and SWLSEP schools	£120 per day Or £75 per half day		Bronze Service - £850 Silver Service - £1,275 Gold Service - £2,125 Platinum Service - £2,975
Independent schools and non-SWLSEP schools	£150 full day Or £85 half day	£750 per day Or £300 half day	Bronze Service - £900 Silver Service - £1,350 Gold Service - £2,250 Platinum Service - £3,150
Community and voluntary	To be negotiated – contact	To be negotiated – contact	To be negotiated – contact

sector organisations not contracted to provide services	workforcedev@richmond.gov.uk for details.	workforcedev@richmond.gov.uk for details.	workforcedev@richmond.gov.uk for details.
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Local Safeguarding Children Board Multi agency training.

The following indicates the charges that apply depending on which agency/organisation you work for. Please be aware of all charges relevant to you and your organisation.

Categorisation	Local Safeguarding Children Board multi agency training
Organisations who contribute to the LSCB training budget.	No charge up to the value of the organisation's contribution. Standard charges apply thereafter.
PVI EYFS settings and providers	2 free places per setting. All other places charged at £100 per delegate per full day, £50 per half day.
Local charities or voluntary/ community groups	2 free places per organisation. Additional places to be charged at a rate negotiated with Workforce Development.
Local charities or private organisations contracted by Richmond LA to provide services	2 free places per organisation. Additional places to be charged at a rate negotiated with Workforce Development.
Organisations who do not contribute to the LSCB training budget	£100 per delegate per full day, £50 per delegate per half day.

