



## Kirklees Safeguarding Children Board

### MULTI-AGENCY COURSE CHARGING POLICY 2017

#### Charges - E-Learning Courses

Kirklees Safeguarding Children Board (KSCB) partner agencies (those who contribute financially to the KSCB) are eligible for free e-learning. Charities/voluntary based within the Kirklees Local Authority Area is generally free.

Private Sector organisations or profit organisations (including the early years sector and childminders) within Kirklees Local Authority Area will be charged £36 (inc VAT) for every e-Learning course completed.

If you are unsure whether you need to pay for the courses please email [kscb.admin@kirklees.gov.uk](mailto:kscb.admin@kirklees.gov.uk) stating your contact details and where you work.

All organisations/individuals based outside of the Kirklees Local Authority area will be charged £36 (inc VAT) for every e-Learning course completed.

You or your organisation will be charged upon completion of the course via invoice; however, this may change to upfront payment in the future.

#### Charges - Classroom courses

Kirklees Safeguarding Children Board (KSCB) partner agencies (those who contribute financially to the KSCB) are eligible for free classroom courses. Charities/voluntary based within the Kirklees Local Authority Area is generally free.

For the Private Sector organisations or profit organisations (including the early years sector and childminders) within Kirklees Local Authority Area there will be a charge of £100 per person, per course for private organisations/individuals attending full day courses and £50 for a half day.

#### Failure to attend classroom courses without prior notification

Failure to attend a course on which you are confirmed without informing the KSCB will result in you/your organisation being **charged** for the lost place (£100 or £50 per course, per person for full day or half day, respectively). **Any cancellations must be made at least 48 hours prior to the course start time.** In the event of sickness on the day, it is a line manager's responsibility to find an appropriate replacement to attend.

Non-attendance or late cancellation of training courses wastes valuable places that can be used by other individuals. Data on absences is collated and discussed by the KSCB at their board meetings. Details of your board representative can be found here:

<http://www.kirkleessafeguardingchildren.co.uk/board-members.html>

Agencies or individuals who persistently fail to attend for KSCB training courses or notify less than 48 hours before the start of the course, may be excluded from future training courses or events.

Please note that this penalty is levied regardless of the reason for absence.

### **Cancelling a place on a course**

It is the learners' responsibility to cancel a place on a course. Any cancellations made within 48 hours of the course will need to be done by telephoning KSCB Administration on 01484 225161. If you have a colleague who is able and eligible to attend you may substitute them for your place to prevent non-attendance charge.

### **NOTIFICATIONS OF CANCELLATIONS MUST BE MADE DIRECTLY TO KSCB AND NOT TO THE COURSE VENUES**

#### **Late arrivals**

Please make sure that you **arrive in time to start the course promptly** at the stated start time and are able to stay for the full duration.

Late arrival may result in being turned away from the course and subsequently a charge will be levied for non-attendance.