



Kirklees Safeguarding Children Board

MULTI-AGENCY COURSE CHARGING POLICY 2017

Charges - E-Learning Courses

Public sector agencies/organisations, charities and individuals based within the Kirklees Local Authority Area are **free**. Private Sector organisations or profit organisations within Kirklees Local Authority Area will be charged £30 + VAT for every E-Learning course completed.

Private organisations, public sector agencies/organisations, charities and individuals based **outside** of the Kirklees Local Authority area will be charged £30 + VAT for every E-Learning course completed.

Your organisation will be charged upon completion of the course via invoice.

Charges - Classroom courses

Courses are free for the statutory, voluntary and community sector in Kirklees. There is a £100 charge per place for private organisations attending full day courses and £50 for a half day.

Failure to attend class room courses without prior notification

Failure to attend a course on which you are confirmed without informing the KSCB will result in your organisation being charged for the lost place. 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 in your place you may substitute them into your place.

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 your being turned away from the course.

Table of charges

	Private Organisations		Voluntary, Community and Faith Organisations		All other	
	Full Day	Half Day	Full Day	Half Day	Full Day	Half Day
Attendance Charge	£100	£50	Free	Free	Free	Free
Conference Charge	£50	N/A	£50	N/A	£50	N/A
Master class charge	N/A	£35	N/A	£35	N/A	£35