

Multi-Agency Course Charging

Charges - E-Learning Courses

Kirklees Safeguarding Children Partnership (KSCP) partner agencies (those who contribute financially to the KSCP) are eligible for free e-learning. Registered charities are also exempt from charge

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. This includes those organisations commissioned or contracted to undertake work on behalf of a partner agency.

If you are unsure whether you need to pay for the courses, please email kscp.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 through the course management system, where insufficient details are provided to enable the system to do this an invoice will be issued separately.

Charges - Classroom courses

Kirklees Safeguarding Children Partnership (KSCP) partner agencies (those who contribute financially to the KSCP) are eligible for free classroom courses. Registered charities based within the Kirklees Local Authority Area are also exempt from charge.

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. This includes those organisations commissioned or contracted to undertake work on behalf of a partner agency.

Organisations from outside of the Kirklees area are not eligible for a place on classroom courses

Failure to attend classroom courses without prior notification

Failure to attend a course on which you are confirmed without informing the KSCP 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). The reason for failing to attend and failing to give notice may be understandable, however, this does not negate the fact that the place on the course is lost and KSCP incurs charges for these lost places which needs to be recovered.

All course must be agreed by your line Manager. 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. KSCP recommends a "buddy" approach to training applications where a colleague also makes a note in their diary so that should the applicant not be able to attend their "buddy" is available to take the place. This saves valuable training places being lost and charges being levied.

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 KSCP at their partnership meetings.

Agencies or individuals who persistently fail to attend for KSCP 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 may be 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 KSCP 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 THE KSCP AND NOT TO THE COURSE VENUES

Late arrivals

Learners must make sure that they arrive in time to start the course promptly at the stated start time and are able to stay for the full duration.

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