



Joint Training Charging and Cancellation Policy 2019-20

The over-arching objective of local Safeguarding Boards is to ensure that all children, young people and adults in our community are kept safe.

Ensuring all agencies work together to promote the safety and welfare of our community and to develop the skills and knowledge, are vital components in achieving this aim. The purpose of multi-agency training, at both strategic and operational levels, is to achieve better outcomes for the community through partnership working. Please refer to the Joint Training Strategy for further information.

Charging

Training is free of charge to both Telford & Wrekin Safeguarding Children Board (TWSCB) and Telford & Wrekin Safeguarding Adult Board (TWSAB) contributing organisations, Local Authority Maintained Schools and volunteers.

Non contributing organisations will be expected to pay a fee for their training as detailed below. The Board reserves the right to charge at a higher rate for specific bespoke events commissioned from specialise training organisations, these charges will be detailed on advertising flyers for these training events.

Costing for non contributing options:

Level	Cost	Services included
Gold	£3,000*	Unlimited access for organisation to TWSCB and TWSAB safeguarding training (including eLearning courses)
Silver	£2,000*	Unlimited access for 10 people to TWSCB and TWSAB training and any more at £20 a head per course (including eLearning courses)
Bronze	£1,000*	Unlimited access for 5 people to TWSCB and TWSAB training and any more at £30 a head per course (including eLearning courses)
Individual place	£50 per person per 1/2day course* £80 per person per full day course*	Access to the individual course and course specific resources.
Access to eLearning courses	£100*	Access to TWSCB and TWSAB eLearning courses for 20 people.

*50% discount to voluntary sector and Town & Parish Councils - cancellation fees apply

For anyone with enquiries on how this charging policy applies to their organisation or individual circumstances they should contact the Partnership Management Team on partnerships@telford.gov.uk or 01952 380131.

Cancellation

Demand for interagency training courses is high and some applicants will not obtain a place. Therefore we require **a minimum of five working days notice** of any cancellation in order for the place to be offered to another candidate.

Where a cancellation is not received within this five day period the employing agency will be invoiced for the full training fee. This cancellation fee applies to **all organisations**, including contributing partners.

Non Attendance

Places on Multi-agency training events are extremely limited. Failure to attend without giving prior notice denies giving others the opportunity to attend. Once a place has been allocated it is assumed that the applicant is committed to attending the course. Consequently last minute cancellations should only arise as the result of an emergency or illness.

Unfortunately, the TWSCB and TWSAB continues to see a number of courses undersubscribed on the day due to cancellation with very little notice or non-attendance on the day. Due to this the TWSCB and TWSAB charges for non-attendance.

Failure to attend without prior notice will incur a charge of £50 per person per session; this will apply to all organisations including contributing partners.

It is possible to send a suitable substitute on training events from within your organisation; however, the Partnership Management Team must be notified of any substitutions in advance of attending the course.

To make a cancellation/substitution please contact the Partnership Management Team on partnerships@telford.gov.uk or 01952 380131.