



Leeds Safeguarding
Children Partnership

LSCP Learning and Development Charging Policy

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JDFI – Level 1 – all LSCP Partner Agencies

SCOPE OF THESE GUIDELINES

This document outlines the LSCP Learning and Development Charging Policy as agreed by the LSCB (now LSCP) in January 2018. The policy is in relation to charging for attendance and non-attendance at Learning & Development events delivered by the LSCP.

The document has been classified as **JFDI** level 1 which means it is for information and dissemination.

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1. INTRODUCTION

The LSCP delivers a large number of learning and development events each year including, training, briefings, masterclasses, symposiums, conferences and Learning Lessons events. Historically the LSCP has not charged for any of these events (other than conferences).

The Training Programme has been delivered by partner agencies providing trainers 'in-kind' in return for free training places. This has worked to a degree but there are some partner agencies who do not deliver any training and many organisations in the third and private sector that access training, who are not LSCP partner agencies. There has been a long-standing agreement with partner agencies that extra training days will be offered to cover those attendees from smaller Third Sector agencies. There has however been a continual issue with cover for those who do not contribute to the training pool.

Non-attendance at sessions has continually been a problem for the LSCP as places are not utilised whilst there are people sat on waiting lists. In addition notification of non-attendance is poor, so it is not possible to offer vacant places to those on waiting lists in sufficient time for them to be fully utilised.

In January 2018 it was agreed at the LSCB Meeting that from 1st April 2018 the LSCP would introduce charging for attendance at training for non-partner agencies and another fee for non-attendance at training.

This policy offers clarity on how and when the charges will be implemented for all partner and non-partner agencies accessing LSCP Training and other learning and development events.

2. CHARGING FOR LSCP LEARNING EVENTS

2.1 Charges for Training

There is no charge to attend any LSCP training courses for participants from an LSCP partner agency, or Third Sector / not-for-profit agencies who have an annual turnover of less than £250k. There will be a charge for all Private organisations.

All other agencies will be charged at the following rates:

£35 for half day sessions (up to 4 hours in length)

£50 for full day sessions (over 4 hours in length)

£150 for Training for Trainers full day with in-house Introduction Training Package (which will be emailed upon completion of the full-day training)

There will be no charges for Light Bite/briefing sessions but non-attendance charges will still apply as detailed below.

Partner agencies provide 'in-kind' support for the training programme through delivering sessions based on an annual training quota. If a partner agency is unable to meet their agreed annual quota this will be taken up with the agency's Training Lead and may lead to a charge.

2.2 Charges for other Learning Events

Conferences and other events that incur charges will be advertised with the charges attached. Details of any discounts for partner agencies or other agencies will be detailed on the promotional material.

3. ATTENDANCE AT LSCP LEARNING AND DEVELOPMENT EVENTS

3.1 Late arrival / early departure

Start times for courses and events vary, delegates will be informed of the start and finish time in their confirmation emails. Participants should arrive at the venue 15 minutes before the start time to be sat and ready to start at the stated time. Due to the nature and content of LSCP sessions delegates are required to arrive on time and stay for the full duration of the session. If delegates are more than 20 minutes late for the start of a session (which will be detailed on their confirmation email) they will not be permitted access to the session and will be charged for non-attendance. If they do not attend for the full duration they may not be issued with a certificate. If a delegate knows in advance that this may be an issue for them they should contact a member of the LSCP Training Section (0113 378 6018) to discuss and arrange attendance on an alternative date. The LSCP Training Section and the trainers have the right to refuse a place to a participant if they will miss a significant section of the session.

If a participant is held up on the way to a course it would be appreciated if they could contact the LSCP Training Section (0113 378 6018) to inform them, who will in turn advise on attendance and inform the trainers.

3.2 Signing In

All delegates will be required to sign in with their own signature on the register on the day of the session as proof of attendance. Failure to sign in could result in a participant not being issued a certificate and a charge being made to their agency. If someone is sent in replacement they must sign in against the name of the person they are replacing (if the register has not been updated) and make a clear note that they are a replacement on the register.

If a participants name does not appear on the sheet the trainer has the right to request that the person does not stay for the course, or that the participant shows proof of their place (confirmation email). If they are permitted by the trainer to stay, and are not on the register, payment details (or proof that they are a member of staff from a partner agency) will be collected by the trainer at the event. Failure to provide these will prevent them from being able to access the session on that day.

3.3 Certificates

All participants on LSCP courses will receive a Certificate of Attendance, however the trainer reserves the right not to give certificates to people who do not attend for a full day, or are deemed not to have fully participated in the session.

4. NON-ATTENDANCE AT LSCP LEARNING AND DEVELOPMENT EVENTS

From April 2018 all delegates who fail to inform the LSCP of non-attendance at training or events, in accordance with the process below, will be charged for this irrespective of which agency they come from.

This fee is to cover the administrative costs involved with providing the session. Delegates will be expected to inform the LSCP **2 working days prior of a session taking place via email to LSCP.training@leeds.gov.uk** if they are no longer able to attend a session that they have booked onto. Other forms of contact will not be accepted.

The place will then be offered to someone on the waiting list for that session.

If the delegate is not able to inform the LSCP 2 working days prior to the session taking place their manager may find another appropriate* colleague from within their agency to take their place and where possible inform the LSCP of this replacement as soon as possible.

If a replacement delegate is not provided and the notice period is less than 2 days the non-attendance fee will be charged.

Charging for non-attendance or late notice cancellation will be a flat-fee of £50 regardless for all sessions (including training, masterclasses, launches, learning events, etc.). The exception to this will be the Light Bites/briefings which will be charged at £25 per session up to a maximum of £50 per day.

Non-attendance at conferences and other charged for events will require payment of the full event fee.

All delegates will be asked to provide invoice details at the point of applying for a session. These invoices will be sent out within 6 weeks of the event taking place.

Please note that if a service is in 'exception' which prevents delegates from attending they will not be charged for non-attendance. The LSCP must still be informed within one working day.

*An appropriate replacement would be someone with the correct level of prior training required. For example: someone who has already attended in-house introductory level training prior to accessing LSCP Working Together or specialist courses.