

Multi Agency Training

Cancellation, Non Attendance and Leaving Early Policy

This policy relates to all courses co-ordinated and delivered through the Multi Agency Training Programme. Multi Agency training courses are fully subsidised, but a charge will be applied according to the following;

Cancellation

Charges will be applied during the following times frames

Within 10 working days of the course date - £75 per full days training

A course applicant may withdraw without penalty when more than 10 working days notice has been given.

No charge will be applied if another team member or colleague fills the place.

Non-Attendance

If a course applicant does not show up on the day of the course and the Multi Agency Training Administrator has had no notification (see cancellation charges) then a full charge will be made of £75 per full days training.

Leaving early

Course applicants who leave early with more than 1 hour left to run on the course programme will be charged at £75 per day. If leaving with less than one hour remaining to run a charge of £55 will be applied.

If a course applicant knows that they will have to leave early on a specific course then it is advisable for that individual to re book on a different date to allow them to complete the whole course. Cancellation charges will apply according to the time frames outlined above.

When booking on a course your manager will sign to agree for you to be released from duty and work responsibilities for the whole training day.

Discretion

Due to the nature of the course delivery and the high demand for course places, charges will be applied in most cases. Due to the way in which the Multi Agency Training is subsidised it is not financially viable to have empty places on courses due to non-attendance and cancellation. (Courses applied for out of borough would always incur cancellation charges.)