

**Who will be charged?**

Organisations that make a financial contribution to the SSCB will be charged for non-attendance. This is Stockport Family, Police, CAFCASS, Probation (NPS & CRC), Stockport CCG, Stockport GPs, Stockport NHS Foundation Trust & Pennine Care NHS Foundation Trust.

Small voluntary organisations and students on placement in Stockport will only be charged for non-attendance.

The SSCB also agreed to introduce a charge per person, per place for those organisations that do not contribute financially. This includes Schools, Early Years and other Private, Voluntary and Independent providers. If delegates from these organisations do not attend then there will be no refund.

**What is the charge?**

From September 2017 the charge will be £80 per person per full day. Half day events will be charged at £50 per person per day.

**How do I book a place on a course?**

All places on the multi-agency programme are booked using SLA Online. There is guidance on how to do this on the SSCB website. The training administrator can also help.

**What happens if I don't receive notification of a place on a course?**

Places on multi-agency courses are not allocated on a first-come, first-served basis but are short-listed to ensure a multi-agency balance. Confirmation emails are sent to applicants about 2 weeks before the course date. If you don't receive any information then you should contact the Training Administrator on 218 1772 or email

[CYPDevelopment@stockport.gov.uk](mailto:CYPDevelopment@stockport.gov.uk) .

It is your responsibility to check whether you have been allocated a place on a course or not. If you have been allocated a place but don't turn up on the day then your agency will be charged.

**What happens if I turn just turn up on the day?**

If there are spaces available then you will be able to add attend. You should add your name, job title, workplace & email address to the register. A charge will be made if appropriate.

**I have been given a place on a course but I'm unable to attend.****What do I do?**

You will need to notify the Training Administrator in writing (email to [CYPDevelopment@stockport.gov.uk](mailto:CYPDevelopment@stockport.gov.uk)) that you are unable to attend.

You should notify as soon as you receive the confirmation email and no later than 5 working days before the course date.

Please note that once you have been sent the email with the course handouts then you will be charged for non-attendance.

Your manager may choose to substitute a suitable colleague to attend the course in your place. The Training Administrator should be advised so that the register can be amended

### **What happens if I'm ill on the day and unable to attend?**

If you don't attend the course then your agency will be charged. When you notify your manager of your illness, s/he will be able to nominate a substitute to attend in your place. The replacement will need to mark on the attendance register that they are attending instead of you so that it's clear that a non-attendance charge isn't levied.

### **What happens if I'm late?**

If you are going to be more than 30 minutes late then you should ask to be moved to a later date.

If you arrive more than 30 minutes late on the day then the registration arrangements for the course will have closed and you may not be admitted. This is at the trainer's discretion. Your agency will be charged for non-attendance.

### **What happens if I need to leave early?**

You need to make sure your manager agrees to this as delegates who don't complete the full course are not issued

with a certificate. This may mean that your organisation is not compliant with its safeguarding responsibilities. If you leave at lunchtime for a full-day course then your manager will be notified. Full course charges will be applied.

### **What happens if the course I have applied for is cancelled by the SSCB?**

Courses may not take place if there are fewer than 12 applicants by the closing date or may be cancelled if the numbers drop below 12 people. In either case, charges will not be applied. You will need to re-apply for a future date when one is available.

### **I came to the training but I didn't get a certificate of attendance**

Paper certificates are no longer issued. After the course, delegates are sent a link to complete an online evaluation. Once this has been completed then a certificate is available to print or save electronically. Links will not be sent to delegates who have left the course early (where the trainer has indicated this on the register).

## **STOCKPORT SAFEGUARDING CHILDREN BOARD**



## **CHARGING FOR ATTENDANCE AT MULTI- AGENCY TRAINING**

**FREQUENTLY ASKED QUESTIONS**  
(revised July 2017)