

## ***Private and Voluntary Sector Attendance on Social Care Training Courses***

As part of Knowsley Council's Social Care training offer, the Private and Voluntary Sector has been able to access training courses free of charge.

Each of these training courses holds a cost, and there are a high number of non attendances at training courses as well as last minute cancellations. If places are cancelled last minute, or delegates do not turn up on the day, places are lost on courses which could have otherwise been filled by another delegate. Unfortunately, these lost places are very costly to the Social Care training budget.

As providers and commissioned organisations are required either by their statutory obligations to their registration body and/or their terms and conditions of contract with the Council to ensure that their workforce is adequately trained. The Council wishes to continue to support and facilitate these requirements by providing relevant and suitable training opportunities but it is faced with restrictions in the Social Care training budget. Therefore, we have no option but to implement a full cost recovery model charging policy for the Private and Voluntary Sector for attendance on Social Care training courses.

This charging policy will include a standard rate for attendance on courses based on an average course cost and duration. **This charge is calculated at £60 per full day or £30 per half day.**

There will be a charge for non-attendance or cancellations of less than 7 days before the course date. **This charge is calculated at £80 per full day or £40 per half day.**

### **Free of Charge Training**

**Safeguarding Training  
Medication Training  
Infection Control Training**

All of the above courses will be provided free of charge. However, for free of charge courses there will be a charge for non-attendance or cancellations of less than 7 days before the course date. **This charge is calculated at £80 per full day or £40 per half day.**

If your employee cannot attend the training they are booked onto for any reason you **MUST** email the Workforce Development team to discuss and if appropriate rearrange the date 7 days or more before the training date so that the training place can be given to another member of staff and you can be given an alternative date. If a cancellation is made less than 7 days before the course date, and you are able to nominate another member of staff to take the place, no cancellation fee will be incurred.

**All charges will be reclaimed via invoice after the course event.**