

**Reading Borough Council**  
**Learning and Workforce Development**  
**CHARGES FOR TRAINING COURSES**

Learning and Workforce Development has a revised and consolidated charging model to enable the Council to deliver a consistent and simplified charging structure for training offered to our external partners in the Private, Voluntary and Independent (PVI) Social Care and Early Years Sectors, Schools and other key partners.

**The new charging policy has effect from 1<sup>st</sup> April 2018.** This may be subject to future review.

Course duration	Fee for schools and other partners	Fee for PVI sector*	RBC staff
Full day	£63	£31.50	£0
Half day	£31.50	£31.50	£0
<2.5 hours	FREE* Schools £31.50**	FREE*	£0

**Reading Borough Council staff**

Reading Borough Council staff do not pay to attend courses run by Learning and Workforce Development.

**Private, Voluntary and Independent sectors**

Courses are offered at a subsidised rate of £31.50 per person per half or full day. Sessions of less than 2.5 hours are free of charge.

\*There may be some exceptions which will be advertised with the course information.

There is no charge for unpaid carers and Personal Assistants employed directly by the service user to attend training courses - please contact [training@reading.gov.uk](mailto:training@reading.gov.uk) to check if you are eligible.

**Schools and other Local Authorities**

Courses are offered at £31.50 per person for up to a half day and £63 for a full day.

\*\*Schools who are part of the Health & Safety Service Level Agreement are not charged for Health & Safety training of less than 2.5 hours.

**Health Trusts**

Limited free places may be available to staff working in the west of Berkshire for Berkshire Healthcare NHS Foundation Trust and Royal Berkshire Hospital NHS Trust on selected courses. For further information please contact [training@reading.gov.uk](mailto:training@reading.gov.uk)

We may exercise discretion to apply a higher course fee for specialised high-cost training to ensure value for money and course viability. Where this applies it will be clearly indicated in the course information.

## **Cancellation Policy**

### **Cancellation 7 days or MORE before the course date:**

All cancellations must be made by email to [training@reading.gov.uk](mailto:training@reading.gov.uk) by the delegate or their manager. No telephone cancellations will be accepted.

### **Cancellation LESS than 7 days before the course date:**

Email notification must be sent to [training@reading.gov.uk](mailto:training@reading.gov.uk) by the line manager or their deputy stating the reason. A charge of £75.00 per person per training day will be incurred unless there are exceptional circumstances.

### **Unforeseen circumstances:**

If you are unable to attend the course due to unforeseen circumstances, email notification from your line manager/deputy must be sent to [training@reading.gov.uk](mailto:training@reading.gov.uk) and consideration will be given to a waiver of the charge. This is at the discretion of Learning and Workforce Development.

Charges will be made where there is non-attendance due to:

- other work pressures
- annual leave bookings
- course booked in error
- applicant forgot or went to wrong location

Charges are unlikely to be made where:

- there is a personal or family emergency
- compassionate leave has been given
- staff have reported sick using absence reporting policies and procedures. It is the responsibility of the line manager to report the absence to Learning and Workforce Development by email before or on the day of the training event.

### **Substitutions**

Substitutions are accepted provided you notify us in advance.

### **Transferring to a later course**

Any delegate who wishes to transfer to a later course date but sends email notification to [training@reading.gov.uk](mailto:training@reading.gov.uk) less than 7 days before the course will be fined £75.00 per day for the cancelled date.