

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 1st April 2015.

Course duration	Revised delegate fee	Revised PVI sector delegate fee*
Full day	£60	£30
Half day	£30	£30
<2.5 hours	FREE* Schools £30**	FREE*

Private, Voluntary and Independent sectors

Courses are offered at a subsidised rate of £30 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 to check if you are eligible.

Schools and other Local Authorities

Courses are offered at £30 per person for up to a half day and £60 for a full day.

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.

**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. Please contact training@reading.gov.uk

Cancellation Policy

Cancellation 7 days or MORE before the course date:

All cancellations must be made by email to 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 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 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.

Substitutions

Substitutions are welcome provided you notify us in advance.

Transferring to a later course

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