

## **EARLY HELP & PREVENTION SERVICES TRAINING FOR CHILDCARE WORKFORCE Eligibility, Charging and Cancellation Policy (Effective from 14th January 2019)**

### **Eligibility**

Places on training courses and conferences are open to Ofsted registered early years settings in the private, voluntary or independent sector (PVI's), Childminders and their Assistants, Out of School Clubs, Schools, Early Year Providers and Children's Centres (for staff working directly with children) which are:

- located within the East Riding of Yorkshire Council boundary
- delivering the Early Years Foundation Stage Framework (EYFS)
- in the Target Audience for particular courses, which are intended for a particular group only
- not in arrears with payment of course or cancellation fees, if applicable (this may be waived for settings who need to attend a course due to a less than "Good" Ofsted judgement)
- and any other invited individuals.

Training courses may also be open to long-term Volunteers, Committee Members, Students on placement, if they are working in an eligible setting, prospective Childminders, and Foster Carers subject to availability.

### **Course/Conference Fees**

Some courses are provided without charge to all eligible participants working in the East Riding of Yorkshire as part of our commitment to continuous professional development in key areas and will be identified with a "No charge" when the course/conference is advertised. Some courses may have limited availability also, whereby only 2 delegates per setting will be able to participate. In addition some chargeable courses may also be offered for free to settings with a less than "Good" Ofsted judgement, where the offer of support by the Local Authority includes particular courses.

All other courses/conferences will be charged the fee as stated in the course details.

### **Cancellation of Courses/Conferences and Non-Attendance**

If insufficient bookings have been taken for a course/conference a decision will be taken 7 working days before the event whether to cancel. Where less than 50% of places have been booked, the course/conference may be relocated to a smaller venue.

We will notify all delegates of cancellations or changes to venues due to low numbers **7 working days** before the start date and any fees paid for chargeable courses will be refunded, or a place reserved on a future course/conference, as the delegate wishes.

Cancellations may occur after 7 working days **in exceptional circumstances only**, due to tutor illness for example. Payment for chargeable courses will not normally be refunded in this instance; an offer of an alternative date will be made as soon as possible.

It is the settings and delegates responsibility to ensure those booked on a course/conference can attend. **Cancellations by managers/delegates must be received 7 working days before the start date**, or a substitute nominated. This will enable places to be filled from the waiting list, where relevant, or a course/conference to be cancelled if necessary.

**The non-attendance/late cancellation fee (where no nominated substitute attends) is £20 per delegate or the course/conference fee for chargeable courses, whichever is the greater.** Exceptions to this will only be considered if the delegate falls ill, or another family emergency occurs, on the day of the course and telephone notification with an additional explanatory email is received by 10.00am that morning to the Early Years Portal from the Manager of the setting or Childminder, or other exceptional circumstances occur after the deadline and delegates have nominated a substitute.