

Terms and Conditions

By using this site to access Continued Professional Development or accessing any CPD events offered by the Local Authority you are agreeing to all terms & conditions associated with event/course places including all charging and cancellation policies.

Charging

Event/course fees are detailed on the course detail tab. For both chargeable courses/events and those offered free of charge cancellation fees will be applicable as per the cancellation policy detailed below. Delegates allocated places on development courses should attend all sessions, failure to do so could result in cancellation fees levied for all sessions.

The course fee will include the following:

- a place on the training course;
- access to resources and materials needed on the course (on occasion a specific publication or piece of ICT software may be included in the course fee - this will be clearly advertised in the course outline). Other materials may be available on our website to download;
- refreshments on arrival and during breaks in the course;
- Lunch on full day courses unless otherwise specified.

Invoices will be raised monthly in arrears. The payment terms and options are detailed on the invoices.

Cancellation Policy

Course cancellation by applicant:

Our Cancellation Policy and associated charges apply to any applicant not attending/who do not arrive for an event/course for which a confirmed place has been allocated to them or where they have cancelled their place within the timescales detailed in the cancellation policy below.

Chargeable Courses (non funded and partially funded)	
Applicant cancels more than 6 weeks prior	No Charge
Applicant cancels less than 6 weeks prior to course start date or fails to attend	Full event/course fee
Non-chargeable Courses (funded)	
Applicant cancels 14 days or less time prior to course start date or fails to attend	£50 per half day session not attended, £100 per full day session not attended
Subscription Courses ITN & Governor Training).	When a school is a subscriber No cancellation charge is levied for twilight sessions.
Applicant cancels 14 days or less time prior to course start date or fails to attend	£50 for Half day courses £100 for full day events/conferences
Subscription Courses (KSCB)	When an organisation is a subscriber, £50 per half day session not attended, £100 per full day session not attended

Applications

Applications can be made on-line either by individual staff or via the organisations CPD Leader. All applications by individual staff will be emailed to their CPD Leader for approval before acceptance on the course where an organisation uses a dedicated CPD Leader authorisation process.

Places are registered on a first-come, first-served basis. Apply at least 6 weeks before the course is due to take place wherever possible, as decisions regarding viability of an event will be taken at that point.

It is essential that all places on events are pre booked. Including those offered free of charge. Failure

to do so could result in any of the following:

- you will not receive pre-course information or details of alterations in content, timing or venue;
- insufficient catering will be provided for the event;
- the training room may not be adequate for the number of delegates, which could have health and safety implications;
- insufficient training resources/materials will be available.

Kent County Council reserves the right to prevent delegate(s) from taking part in a course which has not been pre booked.

Confirmation of booking

After making an event/course application applicants should expect to receive notification when their application has been authorised or declined by their CPD leader where CPD leader used. Upon authorisation the application will be held pending allocation of an event place by the event administrator. Applicants will be sent notification if they are successful in being allocated an event place.

Waiting Lists

In the event that a course is over subscribed, applicants will be placed on a waiting list and wherever possible, provided applicant numbers are sufficient, the course leader is available and a training venue can be found - a repeat course may be run.

Changes to Courses

Every attempt will be made to provide the event/course in the form described in the course outline. In the event that there are significant changes (for example, date or venue) delegates will be notified of these changes.

Course cancellation by course organisers

In the event that a course has to be cancelled due to low delegate numbers, a minimum of 10 working days notice of cancellation will be given to those delegates allocated a place.

In the case of last minute unforeseen circumstances i.e. bad weather conditions or tutor illness delegates will be notified as soon as the circumstance is known where possible. The venue will also be notified of the situation.

Commitment to Quality

KCC is committed to providing a high quality professional development and training programme, including:

- accessible venues
- expert course facilitators
- high standard of course content which is informed by relevant research and best practice
- sensitivity to the experience and needs of participants
- Evaluation of service so that improvement can be identified.

Inclusion and Equality

All of our professional development and training courses make every effort to ensure equality of access and to meet the needs of the target audience. We are committed to promoting inclusive practice when working with children and young people. Please let us know if you have any specific needs.