

Planning and preparing for CPD events:

1. The Proposal Form

Complete a proposal form and send to the Training & Development team. These are available on the shared "k drive" electronically or can be e-mailed to you if requested.

Alternatively if you have received training and are confident on CPD online you can add the event to the site yourself.

All courses and conferences should be approved by the Senior Management Team and finance forms to authorise expenditure signed by appropriate senior managers before a proposal form is given to the Training and Development Team or the event is added to CPD online.

Please include all the information required on the proposal form, the information required will support the administration of the event, aid marketing and communication and enable meaningful reporting of training offered by the authority. If you require advice or support regarding the organisation and set up of your event call the Training & Development Team 01622 203800.

The course director/tutor shall be responsible for working with the Training and Development team to promote the opportunities they are accountable for and for ensuring the event is well supported and links to key priorities.

2. The Training and Development Team

The team will provide the following services:

Pre-event

- Book the venue if required (KCC first and then most economic fit for purpose)
- Add the event to CPD online
- Notify event provider of event code
- Add news item to CPD online if new event
- Confirm delegate places
- Monitor numbers and inform the course director if a waiting list

develops

- Offer applicants alternative dates/venues (if these exist) when a course is oversubscribed
- Assess the viability of the course and contact the course director if the minimum number is not reached
- Cancel a course if necessary
- Notify venues of final numbers and special dietary/access needs of delegates
- Provide the course director with:
 - A course register
 - A delegate needs list
 - Evaluation forms
 - A venue evaluation form

Local Authority Training Providers, Tutors and support staff can access their events on CPD online. They can view their event bookings, download

registers, view evaluation feedback and email applicants pre-course or post course materials via the site.

Post event

Please return the following to The Training and Development Team as soon as possible after the course is completed (two weeks maximum delay):

- The completed Attendance Register
- The completed Course Evaluation Forms
- The completed Venue/Administration Evaluation Form

The Attendance Register is needed promptly so that:

- Supply cover can be paid where relevant
- The invoice from the venue can be checked
- Attendance confirmed to enable delegates to download their certificates
- Delegate Invoices can be raised

3. Timescales

There will be a published closing date for submitting proposals for an annual programme to be included in any promotional materials.

It is recommended for bespoke courses or responses to local or national priorities a lead time of 6 weeks. These timescales will help to ensure the events are well attended and cost effective. Enabling delegates time to book their place and arrange supply cover.

Many areas in Kent have only a few suitable venues and these tend to get booked up quickly. If you wish to arrange courses in particular areas and/or venues then it is prudent to give as much notice as possible.

4. Bespoke/District event - **Event to be offered to a target district, school or group of schools**

- | | |
|---|--------|
| 1. Is a venue to supplied free | Yes/No |
| 2. Is the Tutor free | Yes/No |
| 3. Is there a dedicated fund to pay for the event | Yes/No |

If the answer is “No” to points 1 & 2 budget manager approval required for costs including venue, materials, equipment, administrative support and tutor – standard course fees will be applied to participating schools. If using an external provider higher course fees will be levied where necessary to cover expenditure.

Complete a proposal form and send to T & D including any cost detail known to date including Tutor/keynote fees if commissioning in. T & D will recommend cost per head, provide professional lead with event code to enable delegates to book online and advise on communication options.

Alternatively at INSET days/twilight events arrange to take a register at the event using a blank registration form and hand out evaluation forms. Return the register of attendees and evaluation forms to T & D and this can then be added to CPD online to aid evaluation and reporting.

T & D team will

- Book the venue if chargeable (KCC first and then most economic fit for purpose)
- Add the event to CPD online
- Notify event provider/requester of event code and send hyperlink
- Add news item to CPD online if new event open across District

District support

- Email target audience/district subject leaders/cpd leaders the event code and hyperlink to event request a place screen (requesting audience to book a place)
- Prepare materials/agendas if needed
- Email pre-course information to delegates if required
- Download registers if required by Facilitator/Tutor

T & D team will

- Confirm delegate places
- Monitor numbers and inform the course director if a waiting list develops
- Assess the viability of the course and contact the course director if the minimum number is not reached
- Cancel a course if necessary
- Notify venues of final numbers and special dietary/access needs of delegates
- Provide the course director with:
 - ❑ A course register or blank register if INSET school bespoke
 - ❑ A delegate needs list if available
 - ❑ Evaluation forms
 - ❑ A venue evaluation form