

## Training and Development Event Protocols

The following bullet points outline the parameters that we are required to follow as outlined in KCC guidance in relation to planning and managing events and financial regulations:

- Any venues booked must be KCC venues first and only if a KCC venue is not available or not suitable the cheapest external venue that is fit for purpose – Corporate Policy. Colleagues who are the professional lead for professional development opportunities stipulate their venue requirements, which are then used to inform the booking.
- Lunch is to be offered only on events running for a full day. No lunches are funded for ½ day training sessions or internal meetings - Corporate Policy. The professional lead for each event may request the type of refreshments that are required.
- Any communication to all schools must be done through e-bulletin or put on Kent Trust Web – Corporate communication protocols. The style of all electronic and paper based communication has to be approved by Corporate Communications within the new KCC guidelines.
- All events offered or commissioned by Local Authority Adviser/Consultants should be supported through the Training & Development Team (T & D) and added to CPD online including invite only events and projects offered to groups of schools and/or Districts. This supports a strategic approach to training and enables strategic reporting, monitoring and evaluation of professional development and training by the service.
- A published programme of event details is available on CPD online, including inset days. A brochure of the latest training programme posted to schools regularly on an annual basis with seasonal updates. KCC corporate directive to reduce the amount of paper going into schools.
- The viability of all planned programmes and courses is to be assessed 6 weeks prior to any event so that cancellation fees are avoided or are greatly reduced
- Locally planned events need to have 6 weeks lead time from their published date. (Events published with shorter lead times have a high percentage of cancellations and have lower numbers of delegates).
- All CPD is moving towards becoming self-funding and aiming to be fully traded under EduKent, School Improvement and Development. CPD is funded through grant, commissioned work and income generation which is supported by teams across KCC. Standard Course fees will apply to all events unless there are factors which mean that other charges need to apply to ensure the viability of the event. Administration, venue and adviser costs need to be included in all financial calculations whether teams have a direct income target or not so that the true cost of all opportunities is ascertained.

£40 is a minimum invoice amount KCC finance will process and therefore no events can be charged at less than this amount.