

## Training for Early Years, Childcare & Play Workforce Terms and Conditions

### Course applications

It is essential that we receive an application form and full payment for all our courses so we can ensure we provide the right facilities and resources.

- The quickest way to apply is to complete the online application form
- Your place will not be confirmed until full payment is received. Payment must be made within 24 hours of making the course booking, or your place will automatically be cancelled.
- If you use our online booking service and would like a paper record, please print a copy of your booking before submitting it.
- Please remember to put the course date in your diary; your application is your commitment to attend the training and monies are not refundable
- One confirmation email will be sent for each booking. This will be sent to the email address provided by the setting. It is the responsibility of each setting to ensure they have received their confirmation email.
- **If you arrive at a course without booking you will be turned away.**

### Course allocation and confirmations

- We accept applications on a first come, first served basis but reserve the right to prioritise places where necessary.
- If a course is oversubscribed, we may restrict the number of places allocated to each setting, or allocate places to those with a specific need for particular training e.g. Makaton.
- It is the responsibility of the applicant or their line manager to check and note the details of the course; time, venue, date etc.
- For training queries, please contact us on: [childcaretraining@wokingham.gov.uk](mailto:childcaretraining@wokingham.gov.uk).

## Course Charges

As an authority we aim to deliver a wide and varied programme of training courses, conferences and network meetings based on identified needs of the Borough. We offer training at a greatly subsidised rate – see below:

	Half day	Full day
<b>Ofsted registered providers, including those in the process of registration, within Wokingham Borough</b>	£25	£50
<b>Out of Borough providers and External Organisations</b>	£45	£90

### Variations

Safeguarding courses are charged at £10 per person for half day and £20 for full day for Wokingham-based practitioners.

From time to time, we may commission externally sourced courses from alternative providers. These sessions will have their own fee structure – where this is the case, this will be clearly detailed in the course description.

**Bespoke in-house training** may be arranged and will be costed on a case by case basis. Please contact the Early Years team if you would like to discuss this.

Please be aware that some course costs may incur a charge for resources such as work books required within the session, this will be notified in the course description if this is the case.

Look out for training '*special offers*' such as 3 for the price of 2 or reduced costs for linked sessions on selected courses.

## Cancellations

Refunds cannot be made on cancellations less than **seven calendar days** before the course start date. A £5 administration fee will be applied to **any** cancellation.

WBC reserves the right to change and/or cancel training events if there are insufficient attendees, or in exceptional circumstances. We aim to notify attendees of cancellation via their registered email address at the earliest opportunity. Where a course is cancelled by WBC, a full refund will be provided.

***Your information will be stored on our database and used for the co-ordination of training, monitoring and council regulated mailings. It will not be shared with other organisations without your prior permission.***