

Introduction

We offer a full and comprehensive menu of learning opportunities through our CPD Directory. The learning and development on offer is provided for our staff, which numbers around 8000. In addition we provide, free of cost, the mandatory training required by the partners we have working with our children and families, such as Partner Provider Nurseries. As a large public service organisation in Edinburgh we are able to provide additional courses for our partners at a manageable cost. Our voluntary and non-profit making charitable organisation partners are able to access our courses (one place per event) at no cost. We are also able to offer courses to external organisations, dependant on our capacity, at a cost. This document outlines the protocols we follow in the charges levied.

Delegates/groups covered by this protocol

- Children and Families staff – self-explanatory
- City of Edinburgh Council staff – staff from any other service area of the Council
- City of Edinburgh Council Partner Provider Nurseries
- Voluntary and Non profit making Charitable Organisations – (proof of membership of SCIO required)
- Independent schools and other external users/organisations

Charging Categories

1. Half day or less (0.5) – for an individual to attend a Directory course
2. Whole day (1.0) – for an individual to attend a Directory course
3. Half day group course – WLD to run an event already in the Directory for a whole group of staff in own establishment
4. Whole day group course – WLD to run an event already in the Directory for a whole group of staff in own establishment
5. Half day group course – WLD develop and run a bespoke event for a whole group of staff in own establishment
6. Whole day group course – WLD develop and run a bespoke event for a whole group of staff in own establishment

WLD can organise venue and catering required for categories 3- 6. This would be added to the costs indicated included overleaf.

We charge £150 for a half day and £300 for a whole day for a member of Children and Families Staff to speak at a Conference or other external event

Non-attendance Charges

Staff should make every effort to attend courses they book. If they cannot attend then they must cancel their place as soon as possible. This enables us to fill the place and make the very best use of the resources we have. From 1 June 2014 there will be no charge for cancelled places. However, if staff do not attend a course and no prior cancellation has been made, we are then unable to fill the place. In this circumstance the charge for non-attendance will be £50 for a whole day course and £25 for a half day course.

Delegate	Individual attendance on a Directory course		Charge to establishment for delivery of Directory course to a group		Charge to establishment for the development and delivery of a bespoke course to a group	
	1	2	3	4	5	6
	0.5 day	1.0 day	0.5 day	1.0 day	0.5 day	1.0 day
City of Edinburgh Council Children and Families Staff	Free of charge (unless otherwise stated)	Free of charge (unless otherwise stated)	Free of charge (unless otherwise stated)	Free of charge (unless otherwise stated)	Free of charge (unless otherwise stated) and depending on capacity to provide	Free of charge (unless otherwise stated) and depending on capacity to provide
City of Edinburgh Council staff (except CF)	£30	£60	£150	£300	£250	£500
City of Edinburgh Council Partner Nurseries	£30 (except mandatory or statutory courses – (excludes CF1540))	£60 (except mandatory or statutory courses)	£150	£300	£250	£500
Voluntary and Non profit making Charitable Organisations – (proof of membership of Scottish Charitable Incorporated Organisations SCIO required)	One place free of charge or access training via Children in Scotland or Edinburgh Child Protection Committee (Additional places charged at partner rate)	One place free of charge or access training via Children in Scotland or Edinburgh Child Protection Committee (Additional places charged at partner rate)	£150	£300	£250	£500
Independent schools and other external users	£60 or access training via Children in Scotland or Edinburgh Child Protection Committee	£120 or access training via Children in Scotland or Edinburgh Child Protection Committee	£250	£500	£300	£600