

Stockport Council Workforce Development

Charging Policy

Revised June 2018

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Non-attendance charge:

For all delegates, irrespective of their organisation, a non-attendance charge of £50 applies to those who book a place on a course and then do not attend. This charge will be waived if:

- The delegate cancels their place on the course at least 5 days prior to the date of the course, or
- The delegate arranges for a substitute to attend in their place.

For internal delegates the charge will be made via an IDT to their service, the Cost Centre that is used to pay the delegates salary will be charged. For external delegates their organisation will be invoiced.

Where a delegate feels that the charge should not be applied, or that they have been charged incorrectly, they may request the decision is looked again by the Workforce Development Service Manager by emailing workforce.development@stockport.gov.uk. Please be aware that pressures of workload or the delegate taking leave will not be considered as good reason for the non-attendance on the course.

Internal delegates:

For the purposes of this charging policy, internal delegates are defined as:

- Anybody who is directly employed by Stockport Council in CSS, People or Place directorates
- Anybody who is employed by partner organisations, such as the NHS, and who works in Stockport Family or Stockport Neighbourhood Care/Stockport Together
- Foster Carers commissioned by Stockport Council

For internal delegates there is normally no charge to attend any of the courses run by the Workforce Development team or access any of the e-learning material provided. Exceptions to this are where the Workforce Development team incurs a cost to provide this course, for example where an accreditation or registration charge applies or certain courses where an external trainer is paid to deliver the training. Examples include Lone Worker Safety & Managing Lone Workers

When a charge applies delegates will be advised of the charge when they register for the course and asked to provide a Cost Centre code for payment.

External delegates:

For the purposes of this charging policy, external delegates are anybody who is not defined as an internal delegate, including:

- Employees of early years settings, schools, colleges and other educational establishments
- Employees of partner organisations such as SSK and Stockport Homes
- Employees of the private, voluntary and independent sector organisations, including those commissioned by Stockport Council

Access to training provided by the Workforce Development team is normally at a cost for external delegates. Unless otherwise indicated, the cost for attending training courses are:

- £75/delegate for full day course
- £50/delegate for a half day course

The course below exempt from these charges, and so are free to attend for any external delegates:

- Safeguarding Adults from Abuse (alerters and referrers training)
- Mental Capacity Act and DOLS
- Autism Awareness

Rather than paying per delegate organisations may request that the Workforce Development team runs a separate course for their employees. In these cases the following charges apply:

- £500 for a full day course
- £300 for a half day course

These charges are inclusive of printing costs for handouts, venue hire if arranged within Stopford House and travel time and expenses within Stockport. They are exclusive of VAT and lunch is not provided.

Where the organisation requires a bespoke version of the course any time required to customise the content development work will be charged at the above rates.

External organisations can request access for their staff to Learning Pool, Stockport Council's e-learning system. This is available at a cost of £15 per staff member per year and gives them access to over 100 e-learning courses. The cost is subject to a minimum charge of £100 per year (i.e. organisations who request 6 or fewer licences will pay £100).