



Local Safeguarding Children Board (LSCB), Safeguarding Adult Board (SAB) and Community Safety Board (CSB) Charging, Cancellation & Non-Attendance Charges

Charging, cancellation and non-attendance charges of Gateshead LSCB, SAB & CSB training are detailed below. These charges have been approved by LSCB, SAB & CSB.

Charging

Classroom based training is free to all organisations. The Boards reserve the right to levy charges at a higher level for specific training purchased from specialist training organisations. Delegates will be informed of such rates within the course details.

To attend online learning modules, charges are as follows:

Gateshead LSCB partners	Free
Gateshead Organisations who contribute to the LSCB Training Programme	Free
All other organisations	£25 per module. Contact Virtual College on 01943 885083 and quote SCBGATES

Cancellation and non-attendance charges (Applicable to all)

If you need to cancel classroom based training, charges are as follows:

Notice Period	Half day charge	Full day charge
More than 72 hours	No charge	No charge
72 hours or less	£25	£50
Non attendance	£50	£100

Non completion of online learning charges (Applicable to all)

It is not possible to cancel online learning modules, the charges are as follows:

Non completion of online learning module	£25 per module by given date
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Where a charge has been incurred, then the candidate concerned will not be permitted to attend any further LSCB / SAB / CSB courses until the fee has been paid. In the event of non-payment of due fees Gateshead Council will pursue legal action to recover the sum owing to it through the Council's debt recovery system.

Cancellation Procedures

Cancellation by learner (classroom based training)

If you need to cancel your place on LSCB/SAB/CSB training please log into iTrent www.gateshead.gov.uk/hrpayroll and cancel your place.

Cancellation on behalf of someone else (classroom based training)

If you need to cancel LSCB/SAB/CSB Training on behalf of someone and you are a Gateshead Council employee with access to iTrent People Manager please log into your account and cancel their place. Please note you must be their reporting manager in order to be able to do this.

If you are external to Gateshead Council please call the Workforce Development Support Line on 0191 4338355 and select option 1 or email: organisationaldevelopmentssupport@gateshead.gov.uk You will need to provide your full name, the name of the person you are cancelling on behalf of and the name and date of the event you wish to cancel.

Cancellation on the day of training

In the event of sickness or other unexpected reason for absence on the day of training the line manager of the learner must inform Workforce Development of the reason for non-attendance, as soon as practicably possible. Please follow the procedures as above. Alternatively, managers can nominate another member of staff to attend the training.

Cancellation of E-learning via Virtual College

It is not possible to cancel online learning, once your application has been accepted you must complete the learning module.

Cancellation by LSCB / SAB /CSB

We reserve the right to cancel or amend the date/time of any training within the directory, due to low registration or for any other reason. Where we cancel or amend the date/time of any training, we will endeavor to give you as much notice as possible of the cancellation/amendment.

Cancellation / non-attendance monitoring

The LSCB, SAB & CSB will be monitoring non-attendance / cancellation of training courses per Organisation.

Record of Attendance

Delegates must sign the attendance record at their training session. Failure to do this will result in a non-attendance charge.

If you have any queries relating to this policy please contact:

Workforce Development, Gateshead Council, Civic Centre, Gateshead, 0191 433 3559
lscbtraining@gateshead.gov.uk