



Essex Safeguarding Adults Board

ESAB Training Charging Policy

A charging policy is in place for all ESAB learning and development opportunities, this policy applies to all courses from April 2019. The cost to participants for each course is clearly stated in the learning and development brochure and on the website. The purpose of charging for learning and development opportunities is to cover costs.

Application Process - Applications for all our courses need to be made via an online booking system (found on the ESAB website). Line managers or supervisors of all delegates must agree to them attending the course. An acknowledgement of the application will be sent within two weeks of the delegate applying.

Costs - Essex Safeguarding Adults Board has a charging policy for classroom-based training courses. Generally, there is a flat rate of £45 for half day courses and £85 for full day courses, however, there are a few exceptions these are clearly marked on the website and application forms. Specialist training packages will be charged at a set rate to meet the costs of the training course. There is no charge for the Safeguarding Adult ELearning course.

Delegates may rebook onto an alternative course, if at least 15 working days notice is given. If a delegate is unable to attend another member of staff from the same team/service can be substituted without any additional cost.

ESAB will reserve the right to charge in circumstances where it is felt appropriate for the services of ESAB staff. All fees are at the discretion of ESAB.

Cancellation and non-attendance for free Events/Conferences - Non-attendance on the day of the event will incur the charges stated below. Charges for late notice cancellation (less than 15 working days) or non-attendance are set at £85 per full day course and £45 per half day course per delegate. If a delegate is unable to attend another member of staff from the same team/service can be substituted without any additional cost.

Cancellation of Courses by ESAB - Training may be cancelled by the ESAB in exceptional circumstances:

- If there is judged to be insufficient numbers for the course to be viable
- In adverse weather conditions
- If venue, utilities or equipment failure make it unacceptable to commence or continue a course
- If the trainer is unable to get to the venue i.e. sickness

In the above cases, the ESAB will take all reasonable steps to reschedule the missed sessions. If the ESAB has to cancel a training session, then the procedure below will be followed:

- All delegates will be informed of a cancellation by email/phone as soon as possible.
- If it is not possible to give prior notice, then a notice will be posted at the venue with the contact details of ESAB.

All delegates will be asked to confirm they have read this policy (with link to document) when they book onto a course.

This will be reviewed in April 2020.