A logo for a childcare company

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**Reintroduction of**

**Training Charges, including cancellation charges from**

**1st April 2024**

From **Monday 1st April 2024** theCharging and Cancellation Policy will be reintroduced for West Sussex Safeguarding Children Partnership (WSSCP) training.[[1]](#footnote-1)

**Booking charges**

Agencies who contribute to the WSSCP budget are not charged for attending training. Contributing agencies are:

* West Sussex County Council (including Fire and Rescue Service, Maintained Schools and Pupil Referral Units, Maintained Early Years Settings)
* Sussex Police
* NHS Sussex commissioned ‘Health’ Providers
* District and Borough Councils

All other organisations are charged to attend WSSCP training and payment is taken at the time of booking via the [Learning Pool platform](https://westsussexcpd.learningpool.com/totara/dashboard/index.php). Charges to attend a course apply to all other organisations.

If you are a small not-for-profit organisation, based solely in West Sussex, you may be eligible for a discretionary reduction of 50%. See our WSSCP Training Charges table below. Please email [wsscp@westsussex.gov.uk](mailto:wsscp@westsussex.gov.uk) prior to the course if the reduction applies to you and to be given a special access code.

Please note if you are an Early Years setting who has signed up to the WSCC Training Subscription, WSSCP courses are **NOT** included as part of this package.

**Cancellation charges**

Cancellation charges will apply to **all** agencies and organisations, including those who contribute to the WSSCP. Delegates will be charged 100% of the course fee in the following circumstances:

* Less than **5 working days’** notice of cancellation is given prior to the course date.
* For **non-attendance** on the day. Line managers will also be notified of the non-attendance.

These charges will apply when a place has been confirmed. Cancellation charges as above will be recouped via an advance payment at time of booking, or as an invoice to line managers.

Please note the substitution of a colleague at late notice is acceptable; it is the responsibility of the worker attending to inform the Learning Pool team so that attendance records are accurate.

**Why are these charges being reinstated?**

The WSSCP Training Programme is available to a wide range of professionals across West Sussex and courses are often fully booked with some holding waiting lists. Subject experts are sourced for our training at a cost, which we must fully optimise with 100% training course attendance whenever possible. If a place is booked but is not cancelled in time or the individual fails to attend training, planned training activities may also be impacted (breakout rooms, group discussions, etc).

Not cancelling in time or not coming to a booked course will mean that a charge is made to your line manager. The WSSCP has adopted a user-friendly approach so that the process is easier to understand and follow and we welcome your feedback on revisions to the booking process.

1. The WSSCP paused charging for its training due to technical issues with a new booking platform. [↑](#footnote-ref-1)