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| **HR Connect** |
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| **Authorisation for Training Form (External)** |

In order to make a booking please return this form via email to[HRConnectops@capita.co.uk](mailto:HRConnectops@capita.co.uk)  Telephone number 0114 273 4299.

|  |  |
| --- | --- |
| Title of Course/Programme: | |
| Date: | Time(s): |
| Name of Candidate(s): | |
| Email address: | |
| Worksite Address: | |
| Please give details of any special requirements eg loop system, requirement to pray, large print etc. | |

**MANAGER/ WORKSITE DETAILS**

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| --- | --- |
| Name of Line Manager: | Tel. No: |
| Worksite/School Address: | |

**COURSE CHARGING DETAILS**

**Please note this application will not be accepted without one of the following**

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| Invoice Account Number and Full Address |  |
| Unique IVP Booking Code (**not applicable for schools/health and social care staff)** | |

**Joining instructions will be sent out on confirmation of booking**

**Training Cancellation and Non-Attendance Charging Policy 2014/15**

**Aim of the Policy**

The aim of this policy is to provide managers with clear information on the charges that will be made for the cancellation of training places and for the non-attendance of booked participants.

**Reason for Policy**

The demand for places on training programmes and the cost to the Local Authority in providing training means that every place booked needs to be a place used.  For services and organisations where there is a funded training Service Level Agreement in place, training places booked (i.e. purchased) will continue to be supplied free on the understanding that the place will be used.

**Booking**

When booking training an expenditure code must be provided (applicable to all internal Council Services), and invoicing details provided by non-Council organisations. Arrangements for Service User Employers will be through the Direct Payment Office.  These will be used to claim any charges incurred. Charges will be claimed on a monthly basis. A monthly non-attendance report will be provided to managers/employers, and to Training Commissioning Groups.

**Cancellations**

Cancellation charges will apply for all places cancelled regardless of length of cancellation notice given.  They will apply up to the day of the training. The charge for cancellation will be £50 per day, for each training day cancelled. The cancellation charge for ½ days training programmes will be £25 per ½ day.

**There will be no charge if you substitute another person to fill the place at the point of cancellation.**

Cancellation charges will apply to all Council services and all external organisations.  Cancellation charges will not apply to Service Users who directly employ their own workers.

**Non-attendance**

Non-attendance on the day (did not attend and did not cancel) will be charged at a rate of £80 per day, for each day of non-attendance.  The charge for ½ day programmes will be £40 per day. These non-attendance charges will apply to all Council services and all external organisations

**Circumstances when Charges will not apply**

Charges for cancellations or non-attendance will not apply only if:

* There is a personal or family emergency
* Compassionate leave has been given
* Staff have called in sick using absence reporting policies and procedures
* The person has left the Organisation

Manager/employer confirmation of the above is required at point of cancellation or on the day of non-attendance otherwise charges will be incurred.