

Guide to Running a Course in your local area

Pre-contract:

1. To start the booking process, we will discuss with you the details of the training you wish to book, which will include requested timeframes, location, preferred registration process, contractual/invoice details.
2. Education for Health will negotiate with trainers and liaise with you on possible dates for study days. You will need to liaise with appropriate venues (please refer to 'Guide to booking a venue') and confirm back to us on your chosen date/s.
3. Once dates confirmed, we will send you our Third Party Agreement (contract), which will need signing to confirm the booking. This needs to be returned minimum 8 weeks prior to start date of module/date of workshop.

Please note, once Third Party Agreement signed and returned, you are liable to cancellation/rescheduling fees (please refer to cancellation schedule – appendix 1) so if time allows, you may wish to determine the level of interest before you sign the contract.

If recruiting outside of contract to determine interest:

4. We will send you a course flyer with key dates and information on. You can use this to advertise the course amongst your network.
5. You will need to collate attendee's details via your own process.

Post contract/pre-delivery:

6. The invoice will be raised for the full amount, unless special payment terms have been pre agreed.
7. Student registration to course commences via your preferred route:

Option 1 – online registration

We will provide you with a URL link – unique per course - where you direct students to register their details with us. We will provide regular updates around registrations.

Option 2 – offline registration

You collect student data via your own means and then pass the data to us prior to course date using an excel template which we will provide to you.

8. Registration via URL (option 1 above) will close 4 working days prior to start date (module) or workshop date. If you are sending registration details via CSV file (option2 above), we require this minimum 5 days prior to start date/workshop date.
9. On being registered to the course, students will receive course confirmation – this will include the date, time and venue.
10. Students will also receive a welcome letter which will be sent via email to them prior to the start date/workshop date. This will include information relating to the course and how to access the Learning Management System (LMS). Here, students can access the appropriate course information, for example, workshop/study day programme, pre-reading as required, and eLearning (for modules).
11. Students will receive study day/workshop reminder 1 week prior to the date they need to attend – this will include date, time and venue. Any additional information relating to lunch facilities/parking will be the commissioner's responsibility to share with attendees.

Post-delivery:

12. For workshops – students can access the course presentation on the LMS and will complete the course evaluation & download attendance certificate
13. For modules - students can access study day evaluations and end of module evaluation on the LMS.
14. We will provide you with a summary of evaluations on completion of the course.

CANCELLATION & RESCHEDULING FEES

In the event the Third Party cancels/reschedules after receipt of a signed Third Party Agreement the fee payable will be dependent on the time frame between the cancellation/reschedule request date and the course start date. These time frames and charges are as follows:

CANCELLATION FEES

<i>Period prior to start date</i>	<i>Course Fees</i>	<i>Development Fees</i>	<i>Other Fees</i>
Greater than 6 weeks	£250 per Cohort	50%	50%
4 – 6 weeks	25%	75%	75%
2 - 4 weeks	75%	100%	100%
0 – 2 weeks	100%	100%	100%

RESCHEDULING FEES

(Rescheduled start date must be within 4 months of original course start date)

<i>Period prior to start date</i>	<i>Course Fees</i>	<i>Development Fees</i>	<i>Other Fees</i>
Greater than 6 weeks	£250 per Cohort	N/A	25%
4 – 6 weeks	£250 per Cohort	N/A	50%
2 - 4 weeks	£750 per Cohort	N/A	75%
0 – 2 weeks	£750 per Cohort	N/A	100%