

Booking Information and Charges for Newcastle Sexual Health Training Courses 2019-20

Costs

All courses are provided **free** to workers in statutory and non-profit organisations in Newcastle upon Tyne by members of the Newcastle Sexual Health Training Group, unless otherwise stated. We do not currently have funding to provide lunch or refreshments, so participants are asked to bring their own lunch to all-day courses, unless otherwise stated in individual course information. Refreshments are provided and we ask participants for a voluntary contribution to cover these costs.

Two places on each course are available for workers outside Newcastle. The cost to organisations outside Newcastle and to private organisations in Newcastle is £100 per participant per day's training. (There is a small bursary available for workers from small voluntary organisations if they are unable to meet the full cost. Please contact lead facilitator to discuss).

Non-attendance and late cancellation fees apply – please see below.

Application process

Please see individual course details for how to apply for each course. Most courses use the standard booking form (available at www.newcastle.gov.uk/sexualhealthtraining).

You need to have attended the Essential training – the two-day 'Introduction to Sexual Health' course - before attending any of the Advanced courses. Advanced courses can be booked before completing Introduction to Sexual Health, as long as you will have completed it by the time you attend the Advanced course.

Places are allocated to ensure a diverse group of participants. Successful applicants will receive an email confirming their place on the course no later than two weeks before the course is due to take place. Please save the dates that you have applied for in your calendar. **Please do not attend any training course unless you have received an email confirming your place. If you have applied and heard nothing, please contact wfdadmin@newcastle.gov.uk**

Line manager's approval

You need your line manager's approval to attend the course and they need to be aware of our cancellation and non-attendance policy (see below). This is so that your manager protects your time to attend the course, as well as provides support to develop the learning you will take from the course in your area of work. Your manager will be copied into all course correspondence, so please ensure you provide an accurate email address.

Attendance and cancellations

You must attend all of any chosen course in order to receive a certificate of attendance. If, for any reason, you are unable to attend, please contact wfdadmin@newcastle.gov.uk (or other contact if stated differently on course outline) as soon as possible so the place may be given to someone else. Cancellations must be received by email by no later than **one week** before the course start date (unless in exceptional circumstances). Booking organisations from Newcastle will pay a fee of £50.00 per day's training for anyone who does not attend and does not cancel their place. Two-day courses will be charged at £100 and half-day courses at £30. Workers from organisations outside Newcastle and private organisations will pay the full course fee.

Further information on any of the courses can be obtained from the named lead facilitator.