

## **Charging and Cancellation Procedure**

### **Early years and childcare courses subsidised offer**

#### **1. Introduction**

- 1.1 Dorset Council will offer providers in the early years and childcare sector subsidised (and in some cases free) places on a range of courses to support the continuing professional development (CPD) of individuals employed in the early years workforce.
- 1.2 There is limited funding and places, and the following information sets out Dorset Council's charging and cancellation policy to ensure maximum capacity at professional development events, and appropriate use of budgets available.

#### **2. Settings that can apply for funding**

- 2.1 Any Early Years provider that is based in the Dorset Council area and registered with Ofsted may apply for spaces on courses under the 'subsidised' offer.
- 2.2 Any Early Years provider based in an authority adjacent to Dorset Council which is registered with Ofsted and has one or more children living in the Dorset Council area on its roll may apply for places on courses under the 'subsidised' offer except for courses delivered by the Pan-Dorset Children Safeguarding Partnership and the Level 2 Safeguarding course.

#### **3. Cancellation charges**

- 3.1 Charges will not be made for bookings cancelled more than 2 weeks in advance of the event date.
- 3.2 An administration fee of £20 will be charged for non-attendance and bookings cancelled within 2 weeks of the course date, including those which are otherwise free unless replaced with an alternative attendee from the same setting or the place can be taken up by an alternative setting from the waiting list. No charge will be levied in respect of the briefing meetings described at section 4.
- 3.3 Pan-Dorset Safeguarding Children Partnership (PDSCP) courses funded through the Early years and childcare courses 'Subsidised' offer will be charged at the fee rates detailed in the [PDSCP cancellation policy](#)
- 3.4 Charges will not be made for bookings cancelled due to Coronavirus (COVID-19).
- 3.5 Future bookings will not be accepted where a cancellation fee is outstanding.
- 3.6 Cancellations by Dorset Council will not be subject to a cancellation fee.

#### 4. Definitions of briefings and network meetings

- SENCO Network Briefings are free virtual **briefings** providing local and national information **managed by** locality teams
- Locality Termly Briefings are free virtual **network meetings** providing settings with the opportunity for peer support and learning **facilitated by** locality teams

***For courses where booking will be subject to this Cancellation Policy will be clearly shown in the booking information.***