

Training & Development Arrangements

Training and Development Costs

If your governing body has subscribed to Governor Development Services then you have unlimited free access to all training, events, advisory support and internet information and guidance.

If your governing body does not subscribe, then services can still be accessed on a Pay As You Go rate, however support and internet services are extremely limited.

Full Day course	£150
Half Day course	£95
Evening course	£65

The cancellation policy also applies to Pay As You Go reservations.

Cancellation Policy

Courses are organised in response to governor demand and feedback. It is our intention to ensure that cancellations are kept to a minimum but there may be occasions when, due to insufficient bookings, there is no option. To enable us to offer such a diverse range of courses within your subscription, we have to set a minimum number of attendees.

It is important to book as early as possible, your booking may avoid a cancelled event.

If the lead trainer is unavailable due to illness or other exceptional circumstances, every effort is made to find an alternative trainer. However, if this is not possible the event will either be cancelled or, if possible, postponed. Delegates will be notified by telephone or email.

If you book and subsequently find you are unable to attend a course, you must cancel your place at least 7 days in advance of the course or arrange for another governor to attend in your place.

Failure to do so will result in your school being charged the following **cancellation fee**:

Full day course	£70
Half Day course	£40
Evening Course	£35

To cancel contact
Governors Development Services,
tel: **01454 863182**,
or email:
Governor.services@southglos.gov.uk

Booking Arrangements

You can apply for a place on a course by:

Telephone

01454 863182

Email

Governor.services@southglos.gov.uk

(If emailing your booking, please include your telephone number and the name of your school)

If you wish to fax or post your request;

Fax

01454 864473

Post

Governor Development Service
P O Box 2082
South Gloucestershire Council
Castle Street
Thornbury
South Gloucestershire
BS35 9BY

Upon receipt of your request a new booking letter will be sent to you immediately acknowledging and reserving your place on the course.

Confirmation of your place on the course will be sent to you at least 2 weeks before the event is due to take place. This will provide full details of the course, venue and joining arrangements. Confirmed numbers are used to ensure sufficient seating, materials and refreshments are available.

Please book early and do not attend courses or network meetings unless you have received written confirmation of a place.

