

## Training Fees for Luke Clements ~ 2023

### **Training fees**

#### **Training delivered in person**

The standard daily training fee is £1,300.00 (£750.00 for voluntary sector training) plus travel, and where necessary overnight accommodation: fees vary depending upon such factors as the contractual requirements of the commissioning organisation and the numbers attending. The local organiser is responsible for all participant arrangements (as above).

#### **Webinar training sessions**

Webinar training sessions are run either: (1) on a half day basis (generally two one hour sessions with a 30-minute break) at £625.00 (£350.00 for voluntary sector training); or (2) on a full day basis (generally four one hour sessions with suitable breaks between) at £1,250.00 (£700.00 for voluntary sector training). The sessions use Microsoft Teams or Zoom software (unless otherwise agreed), with the local organiser responsible 'hosting' and for all participant arrangements – ie issuing / coordinating registrations, addressing specific participant requirements, appraisals, certificates etc.

### **Course materials**

We supply a top set of the training materials, consisting of a programme and a handout of the PowerPoint slides. The local organiser is responsible for copying and distributing the materials and any register/appraisal sheets etc. Increasingly providers are distributing the notes/programme to delegates by email or via their intranet and this is entirely acceptable.

### **Class size**

The (non-voluntary sector) fee is based upon a maximum class size of 60 (although generally training sessions work better with smaller class sizes). For class sizes in excess of 60 an additional fee may be payable (depending on the nature of the event). The class size limitation does not apply to voluntary sector organisations.

### **Additional work / materials**

During the training verbal questions and discussion are encouraged. The training fee does not however cover the consideration of (and response to) written questions or requests for advice.

### **Presentation aids**

For training delivered in person we ask that the local organiser provide data projection facilities (for the PowerPoint presentation).

### **Travel**

Generally second-class rail travel plus taxi/tube etc. If rail travel impracticable, then a mileage rate of .50p per mile is charged.

### **Accommodation (where necessary)**

For overnight accommodation the cost is usually in the region of £100.00 - £125.00 per night – but depends much on local availability and in London is generally more.

### **Gross costs invoice**

If it is more convenient for your organisation, we can provide a gross cost invoice based on an estimate of travel and accommodation charges.