



capalc

Cambridgeshire and Peterborough
Association of Local Councils

Outreach Training Policy

Courses available:

Full day intensive new / refresher Councillor training - 6 hours

Short session (half day or evening) covering the basics as refresher training - 3 hours

If you wish to discuss alternatives, please contact the office.

CAPALC welcome requests from councils to book outreach Councillor training with our recognised trainers under the following criteria:

- The requesting council will provide the training room facility (for a maximum 15 delegates, kitchen for refreshments, parking and access to Wi-Fi if necessary, for the course) and refreshments (if required) and will receive two free delegate spaces per course.
- CAPALC reserve the right to sell on all the remaining spaces if the requesting council does not specifically wish to book more than 2 places
- Delegate places over and above the two free spaces will be invoiced at the current rate of £75 per person (full day), £50 per person (half day)
- CAPALC will issue all course invoices
- CAPALC will send out all joining instructions and updates
- A member of CAPALC staff will act as the emergency contact on the day
- All certificates and additional information to be sent by CAPALC
- CAPALC reserve the right to cancel a course if it is not viable

Expression of interest form – once completed email to office@capalc.org.uk

Council Name	Clerk full contact details	Course requested	Preferred month for training
Office use			