

COVID-19 Safe Advice and Training for Small and Micro Businesses and Not for Profit Organisations on behalf of KCC 2021

All Bookings are accepted subject to availability, status of account and these Terms and Conditions. These Terms and Conditions should be read carefully, and any queries should be raised with Social Enterprise Kent as making the booking constitutes acceptance by you of these Terms and Conditions.

Eligibility

Social Enterprise Kent will conduct eligibility checks to ensure the organisation meets the following organisational classifications;

- Small or Micro Business as defined by Companies House.
- Or
- Not for Profit organisations that are incorporated. This covers Charitable Companies, Community Interest Companies (CIC) and Charitable Incorporated Organisation (CIO)

In addition, organisations can only send no more than 2 employees onto the training for free, can only attend the training once for free, must be registered on either Companies House or the Charities Commission with their registered location in the geographical area of Kent County Council (KCC) however if registered outside of KCC they may receive free training may be permissible if they can provide evidence proving their primary area of delivery is within KCC geographical area.

Social Enterprise Kent (SEK) will contact organisations who are not eligible or request additional attendees above your free allocation. You will be able to attend the training however a charge for training will be made. Please note, charged training must not prevent an eligible business from being able to book to receive free training so dates may be changed. During the life of the contract the eligibility criteria may be extended to include other organisations outside of the definitions listed above.

Cancellation or failure to attend by the delegate

KCC will only pay for attendees that have attended the training and where their organisation has successfully completed the COVID-19 Risk Assessment unless due to exceptional circumstances.

Attendees should be charged a fee of £50 inclusive of VAT for:

- Failing to attend a booked training session with a valid reason. Valid reasons will be at the discretion of the provider and must be reported to KCC as part of performance reporting.
- Failing to submit a completed risk assessment within 10 days of training attendance and after having reminded the attendee for the completed risk assessment.
- Failing to submit a satisfactory risk assessment following attendance training. A satisfactory risk assessment will be at the discretion of the provider. Additional support should be offered with additional time allocated to complete the risk assessment.

Conditions of Attendance

Delegates are asked to ensure they arrive/join the Zoom meeting a minimum of 10 minutes prior to the course start time stated on the booking confirmation. Social Enterprise Kent reserve the right to refuse access to, or remove any delegate from any training course who, in our reasonable opinion has, or is likely to affect the ability to learn and enjoyment of the course. Unsuitable footwear (practical courses), inability to provide valid ID (accredited courses) or late arrival, may result in attendance being denied.

Cancellation of courses by Social Enterprise Kent and changes to course content

Social Enterprise Kent's courses are constantly updated and improved, and we reserve the right to alter any course content without prior notice. Social Enterprise Kent reserves the right to cancel a course at any time without liability. SEK will not be responsible for additional costs incurred as a result of cancellation i.e parking charge, venue changes/cancellation booked by the customer. In these circumstances, delegates will be offered an alternative date or a credit note.

Certificates

Certificates are sent via email once course has been attended and a satisfactory risk assessment being returned the SEK.

Course notes and training

The notes and training for Social Enterprise Kent courses should not be taken as a legal interpretation. Social Enterprise Kent and its employees, trainers and consultants cannot accept responsibility for:

- Delegates' actions, or those of other people reading the course notes, or interpreting the training in litigation
- Clients are advised to seek qualified legal advice.

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Training safely - COVID-19

We are continuing to train within the government guidelines. Our policies and procedures are reviewed regularly and following guideline changes. For the purpose of Covid-19 contact tracing, you may be requested to complete NHS Track and Trace at our training locations and comply with requirements of the venue.

Data Protection

Social Enterprise Kent is committed to protecting and respecting your privacy. As an organisation, we comply with obligations under the General Data Protection Regulation (GDPR). The information you have provided Social Enterprise Kent will be strictly used for the sole intention expressed. Any personal information Social Enterprise Kent holds will only be kept for the duration it is needed for. Details and retention periods are included in our policy on Data Protection, which is available on our website: www.sekgroup.org.uk

Copyright and Intellectual Property

The copyright of any notes and slides issued by Social Enterprise Kent as part of a course will remain with Social Enterprise Kent and its associates. Any such notes and slides must not be reproduced or distributed in any form or by any means without the written permission of Social Enterprise Kent.

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