

Safeguarding Children Workshop (SCW)

Nottinghamshire FA Bespoke Course Information Form

Please see below the guidelines of how to arrange a bespoke SCW course, the costs, and also a booking form to fill in if interested. Please return your form to coacheducation@nottinghamshirefa.com

Structure of iFAiF course:

No. of Workshops	Course Title	Course Duration
1	SCW	3 hours (classroom based)

Course Costs

No. of candidates	12	13	14	15	16	17	18	19	20	21	22	23	24
Total Costs	£350	£365	£380	£395	£410	£425	£440	£455	£470	£485	£500	£515	£530

Bespoke Course Process:

1. Find out how many definite candidates you have to attend the course
2. Find out dates you can run the course
3. Fill out and return the bespoke course proposal form (in this booklet)
4. Notts FA will decide if the course is able to go ahead
5. Upon confirmation - club is to make deposit payment before dates and tutors are then agreed
6. Once deposit is paid – Notts FA/club to confirm dates and tutor availability
7. Final costs then paid by club
8. Club to send final details of all candidates attending course (minimum of 2 weeks before start date)
9. Course delivery

Key Points:

- **FACILITY INFO:** It is the clubs responsibility to book, pay and provide a suitable venue for the course. Venues **MUST** include:
 - Appropriate classroom area with tables and chairs to comfortably seat the number of candidates on the course
 - Projector and screen
 - Sufficient car parking facilities
 - Male, female and disabled toilet/changing access
 - The facility must conform to Disability Discrimination Act (DDA)

- **TIME FRAMES:** Bespoke courses must be planned in advance to allow time for all details to be confirmed i.e. tutor availability, payments to be made, candidate numbers confirmed, resources ordered
 - There is a minimum timeframe of 6 week's notice to book a course to allow for the above to be agreed

- **COURSE NUMBERS:** Minimum candidate numbers per course is 12, maximum 24
- It is the clubs responsibility to manage candidate bookings and payment from candidates (if applicable)
- It is the clubs responsibility to provide candidate medical conditions and/or disabilities that the tutor needs to be aware of

- We cannot guarantee the course can go ahead unless we find tutors

- If Notts FA have to cancel the course for any reason then the fee will be reimbursed in full. If the course does not run due to the club cancelling, then Notts FA will refund as stated below: (this is based on tutor fees etc. which may still need paying due to last minute cancellations)
 - 4 week's notice – full refund minus deposit
 - Less than 4 week's notice – no refund



Bespoke SCW Workshop Booking Form

Course Date: (please state more than one option if available)	
Course Time:	
Course Venue: (please state full address)	
No. of Candidates:	
Club Contact Name:	
Club Contact Number/Email Address:	
Venue Contact Name:	
Venue Contact Number/Email Address:	

I can confirm I have read and understood the key points and I have supplied accurate information. I understand that if actions are not submitted within the allocated time frames this could incur additional costs or prevent the course from taking place. I understand that it is the clubs responsibility to contact Notts FA if anything changes or problems arise.

Name:..... Signed:..... Date:.....

