**Training Plan Form:**

**For arranging training for SDS Scotland Members**

The aim of the form is to enable anyone looking to plan and deliver training to SDS Scotland members, to prepare the information that will support the delivery of that training.

(Please complete a separate form for each training session to be delivered)

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| Title of Training: |  |
| Short public description of training: |  |
| Who is the training aimed at: (eg people using social care services)(please tick or highlight all that apply) | People using social care services:Carers:People providing Independent SDS Information and Support:Advocacy workers:Other voluntary sector organisations:Public Authorities (eg Local Authorities or NHS):Other (please specify):  |
| What are the learning outcomes for your training (eg in knowledge, skills etc) |  |
| SDS Scotland Outcomes to be met:(please highlight which outcomes will be met by this training) | Outcome 1: Local SDS ISOs are better able to influence change positivelyOutcome 2:Local and national decision makers embed SDS and Independent LivingOutcome 3:Independent Support services are sustained to deliver & are recognisedOutcome 4:More people feel empowered & supported to develop local independent support |
| Number of places available on the training: |  |
| Cost of the training for each person: |  |
| Number of any discounted places and cost: |  |
| Are there any free places available and how many: | Free places available?:Number available:  |
| Will an Invoice Ticket be available for groups or organisations and the code used: |  |
| Will you allow refunds? | Yes: No:In certain circumstances (please state): |
| Eventbrite Listing URL: |  |
| Have you asked about access needs in Eventbrite listing (tick or highlight all that apply): | BSL: Captions: Easy Read: Translation: Other (please specify): |
| Online platform used with link (eg Zoom or Teams): |  |
| Do you agree to the payment of a 10% admin fee to SDS Scotland: |  |
| Do you agree to the Terms and Conditions’ as outlined below: | Yes: No:  |
| Date: |  |
| Name: |  |
| Organisational name and contact details: |  |
| Terms and Conditions agreed (signature or name): |  |

**SDS Scotland’s Terms and Conditions for accepting Training Events:**

1. Any training offered has to be agreed between SDS Scotland and the organisation / group providing the training. This includes:
* Content
* Structure
* Delivery
* Style
* Language
* Accessibility
* Promotional material
* Cost charged
1. Training will be advertised as a **joint initiative** between SDS Scotland and the organisation / group delivering the training
2. SDS Scotland will **promote the training** to SDSS member organisations
3. The organisation / group delivering training will also promote the training through their networks
4. It is possible to offer the training to **non-member organisations** and **individuals**, provided there are enough places and they pay the appropriate fee
5. A minimum of **50% of places** will be reserved for SDSS member organisations
6. There must be provision made for **some free places** to be offered. The offer of **free places will be agreed** between SDS Scotland and the organisation / group delivering training
7. Any **fee paid** for training will **go to the organisation / group** who designed and delivered the training (minus the SDSS admin fee)
8. Where SDSS and a member organisation jointly deliver training, the income will be shared equally (50 / 50). SDSS will not charge the admin fee in these circumstances
9. SDS Scotland will charge a **10% administration fee** (based on total sales for the training)
10. SDS Scotland will **receive and collate any Evaluation information** and report on this to the organisation / group who delivered the training
11. **Repeat delivery** of training will depend on Evaluation information and any agreed changes needed to the training plan between SDS Scotland and the organisation / group delivering the training