hello@sldtraining.co.uk
01924 311405
www.sldtraining.co.uk

Substance Misuse and Associated Health (SMAH)
In-house Training Course Organiser Agreement

Please read and complete the below questions and return a signed copy of this agreement to the SLD Training Coordinator at least 1 month in advance of your planned training event.

1. **Which SLD Training course are you organising?** (Please note, if you are planning on organising a RCGP Drugs Part 1+ course, all delegates will need to have completed the RCGP Drugs Part 1 no more than 5 years prior. Evidence of this will be requested).

   SOS (Spotting Overdose Signs)

2. **Proposed date of the training session** (Please note that if you would like to organise more than 1 training session you will need to complete an agreement for each separate date).

3. **Will this training be face-to-face or virtual?**

   Virtual

4. **If face-to-face, please let us know the venue details below:**

Name:	
Phone Number:	
Address:	
Post code:	

5. **Where should we send the packs if not sent direct to venue?**

Name:	
Phone Number:	
Address:	
Post Code:	

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6. **Who within your organisation is responsible for entering this contract with SLD Training and will ensure consistency of delivery?**

Name of contact:	
Name of organisation:	
Email address:	
Telephone number(s):	
Address:	
Post Code:	

7. **How many delegates will be attending the training?** Please confirm delegate numbers at least **2 weeks** prior to the event to enable preparation & delivery of training materials. If we do not receive confirmation within this time frame, we cannot guarantee that materials will be received in time for your course.

☐

8. **Is this training day open to non-local delegates?** (Those professionals not under your remit)

Yes ☐ No ☐

9. **Would you like SLD Training to advertise your training course on its website?**

Yes ☐ No ☐

10. **Would you like SLD Training to source you a certified Trainer?**

Yes ☐ No ☐

11. **If not, who is the Trainer?** (Lead Trainer must be SLD Training approved)

Name:	
Email:	
Telephone number:	

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12. Please provide invoicing details:

Name of organisation:	
Name of contact:	
Email address:	
Telephone:	
Invoice address:	
Invoice postcode:	
Purchase order no. (if applicable)	

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COURSE DELIVERY NOTES

Responsibilities of the Course Organiser:

- Complete and sign this agreement.
- Ensure that you have secured a trainer who has been SLD approved.
- Ensure you have authorisation to organise this course.
- Provide an appropriate venue for the training day (face-to-face only) with adequate facilities (see guidance below).
- Complete and return the detailed 'attendees list' electronically (this will be sent to you on receipt of this document) to hello@sldtraining.co.uk within **7 days** of the course date. If any changes occur, please provide us with an updated copy as soon as possible.
- Ensure delegates have completed their feedback forms and e-learning modules (for RCGP Drugs Part 1 and Alcohol only) to receive certifications.
- Ensure payment of your invoice is settled in accordance with payment terms which is **30 days** (see invoice for details).
- If a delegate cancels or does not attend the face-to-face/virtual training day and has already completed the E-learning modules there will be a charge of £30 per delegate this applies to.

Venue guidance:

- A temperature-controlled room.
- A room laid out board room style for groups up to 12 and cabaret style for larger groups. This is so that the delegates can contribute fully to smaller group activities.
- Comfortable chairs and suitable tables so that delegates can see the presentations and make notes in their delegate packs.
- An ample supply of fresh water throughout the day, along with further refreshments and lunch for all attendees.
- IT equipment set up in readiness for the trainer on the day.
- It is up to the course organiser to share any relevant details of the venue (e.g. parking) to the delegates prior to the event.

It would be beneficial for you to utilise the 'Course Organiser Checklist' (which will be sent to you on receipt of this document) and use this as a guide to help you successfully manage the training event.

Responsibilities of the SLD Training Team:

- Send you copies of the course materials, reading packs and Power Point Presentations for the event.
- Collate delegate contact details supplied by you to register all the delegates on our database for marketing purposes.
- Provide Certifications to all delegates who have completed all elements of the training once payment has been received.

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Materials and Payments

Course	Cost per delegate
RCGP Certificate in the Management of Alcohol Problems in Primary Care	£210*
RCGP Certificate in the Management of Drug Misuse Part 1 (Generic or Secure Environment)	£210*
RCGP Certificate in the Management of Drug Misuse Part 1+	£162*
MECC (Making Every Contact Count)	£84*
SOS (Spotting Overdose Signs)	£90*
E-learning modules only (Drugs Part 1 or Alcohol)	£30 each or £50 for both

*These prices are inclusive of VAT.

These costs include the delegate packs containing course handbook, any associated textbooks, access to e-modules (where applicable) and certification. Please note that these prices do not include the trainer fee.

Refunds

Please note that we do not offer refunds for unused course materials. You must ensure that you confirm the number of delegates that have registered for your course at least 2 weeks prior to the face-to-face training date. Please do not order more materials than you have registered delegates.

Administration

Please download the 'attendee list' spreadsheet on our website and fill in the delegate contact details in full and return to us via hello@sldtraining.co.uk once the course has ended.

Certifications

Certifications will be released to each delegate electronically after completion of e-learning module (where applicable), attendance of the face-to-face or virtual training day, payment has been received and feedback forms have been completed.

Confidentiality, Intellectual Property, and Information Security

SLD Training owns all Foreground Intellectual Property in the materials provided for the course and will have sole editorial control over the content of the materials. In performing the services, the Course Organiser shall not infringe the Intellectual Property Rights of any third party.

The Course Organiser shall comply with and be bound by the items of this Agreement and all relevant SLD Training policies or procedures that are in place.

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E-learning modules (For RCGP Drugs Part 1 and Alcohol only)

All delegates who will be attending a RCGP Drugs Part 1 or Alcohol face-to- training event must complete the e-module element within a 6-month period of attending the face-to-face/virtual event. This ideally should be completed prior to attending the training event. Course organisers are responsible for ensuring delegates complete this to receive certifications.

If an individual has completed their e-learning earlier than 6 months before the face-to-face training, SLD Training can reset their account so that they complete the e-learning within this 6-month window.

The e-module for RCGP Drugs Part 1 and Alcohol can be accessed at: www.elearning.sldtraining.co.uk.

The course organiser will need to send SLD Training the names and email addresses of the delegates so that we can grant access to the E-learning portal. Once we receive the details, delegates will receive a username and password to log in to the site within 3 working days.

SLD Training Signature

Course Organiser Signature

Name	
Job Title	
Date	

Please ensure you have read and understood what is outlined in this document. Once you have signed this agreement, please send a copy to hello@sldtraining.co.uk and a member of the team will be in touch with next steps.

Thank you.