

Charging Policy

Please ensure you are aware of our attendance and cancellation policy. We appreciate that at times agencies may need to cancel places reserved on training courses. However, this can be costly in terms of wasted resources, therefore the OSCP expects applicants to observe the following procedure:

All cancellations/withdrawals from training course should be made in writing at least 5 working days in advance of the course to OSCPtraining@oldham.gov.uk and cc catherine.lawler@oldham.gov.uk.

When advanced notice (5 working days) is not possible the applicant's line manager must notify of the reasons for non-attendance in writing. Telephone cancellations will NOT be accepted.

Charges for non-attendance are:

£75.00 for a half day or one day course

£150.00 for a 2-day course

£25.00 for a briefing session – please note the expectation is you must arrive on time for a briefing, the £25.00 fee also applies to late arrival.

The application email requesting a place on training does not guarantee your place on a course. After the course closing date if you are allocated a place on your requested course, you will receive a full confirmation via e-mail which will contain the full details of the course, venue etc.

All application emails must be sent to OSCPtraining@oldham.gov.uk