



## Course information for Makaton Training for Professionals



### FEES AND EXPENSES:

These courses can be delivered by Hilary Nicoll, a Makaton Regional Tutor and Highly Specialist Speech and Language Therapist, who has been accredited by the Makaton Charity and provided with the slides and workshop materials and training in how to deliver the courses:

2 day Makaton Foundation Course for Professionals (max. 10 attendees):	£1,000
2 day Makaton Foundation Course for Professionals (max. 15 attendees):	£1,500
3 day Makaton Enhanced Course for Professionals (max. 10 attendees):	£1,500
3 day Makaton Enhanced Course for Professionals (max. 15 attendees):	£2,250

Plus travel from East Grinstead, accommodation, in-room internet, breakfast, dinner, incidental expenses such as taxis and additional resources (if required – see below)

### TRAINING MANUALS:

The Tutor is responsible for providing training manuals. These are included in the course fees. Please note, they do not include a full set of images of the relevant signs and symbols for reference. If the Tutor is not travelling by car, these will need to be delivered to the venue in advance.

### SIGN & SYMBOL POCKET BOOKS:

These helpful resources can be purchased separately by the Host or individual directly from the website [www.Makaton.org](http://www.Makaton.org). However, if purchased at the same time as the training manuals by the Tutor, a discounted price is available. Please let us know if you would like to take advantage of this offer at the time of booking. Again, if the Tutor is not travelling by car, these will need to be delivered to the venue in advance.

### CANCELLATION POLICY:

The Host will pay the Fees as per the agreed schedule. If the Host cancels the course at any time up to 21 days prior to the date of the course, the Host will not be obliged to pay the Fees, or any part of the Fees. If the Host cancels the course at any time between 21 and 7 days prior to the date of the course, part payment of 75% of the Fees will be made by the Host. If the Host cancels within 7 days of the course, the Host will be obliged to pay the whole of the Fees.

If the Trainer cancels or does not attend on the agreed date, we will endeavour to send a replacement trainer, or re-schedule the training. If the Host and the Trainer are unable to agree a replacement trainer or a revised date then any fees already paid by the Host to Moor House School & College will be refunded. Moor House School & College will not be responsible for any other costs incurred whatsoever.

Please note that if you advertise the course publically (e.g., on any social media) the price of the course must not be lower than £160.

### NAME AND ADDRESS FOR INVOICES AND RECEIPTS

Before the event, hosts should provide the name and address to be used for the fee invoice, travel claim reimbursement invoice if applicable, and receipts.

### EQUIPMENT REQUIREMENTS:

1. Projection Equipment plus HDMI or VGA cable and remote control (Tutor will bring laptop)
2. Loud speakers (laptop speakers are too quiet) and connectors
3. Extension cable depending on venue facilities
4. Flip chart plus flip chart paper

### SET-UP:

The ideal set-up is a single horseshoe of chairs at front of training space facing a table and chair for the Tutor's use. Ideally the projection of training slides should be on the wall behind the Tutor. However, the Tutor can work around whatever will fit best in the room.

### CERTIFICATES:

Certificates of attendance will be handed directly to the attendees/host at the end of the course.

### FEEDBACK:

Feedback will be requested in two forms:

- a) directly to the Makaton Charity via online link per attendee
- b) from Host via Moor House School and Training Institute Feedback form