

## Course information for The SHAPE CODING™ System Accredited Part 1 Course

### FEES AND EXPENSES:

This one day course can be delivered by Dr Susan Ebbels, who designed the SHAPE CODING™ System, or by a Trainer who has been accredited by Susan Ebbels and provided with the slides and workshop materials and training in how to deliver the course

Accredited trainer (up to 30 attendees):	£1,600
Susan Ebbels (up to 30 attendees):	£2,000
Susan Ebbels PLUS accredited trainer (up to 50 attendees):	£3,500

Plus travel from the Trainers' homes, accommodation, in-room internet, breakfast, dinner and incidental expenses such as taxis (if required)

*If more than one day of training is booked, a reduction of £100 will apply to subsequent consecutive days if delivered by the same trainer.\**

### 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 £175.

### 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. Computer plus projector
2. Loud speakers - laptop speakers are too quiet
3. Flip chart plus flip chart paper
4. Please ask attendees to bring coloured pens/pencils

### HANDOUTS:

The Host is responsible for printing handouts and certificates of attendance. **These will need to be printed in colour.** The Trainer will send pdf versions of the handouts to the Host at least a week before the course. These should not be distributed electronically to attendees or uploaded to webpages or the Cloud.

### CDs:

CDs of resources (see <http://www.moorhouseschool.co.uk/shape-coding>) are available for half price on the day of the course (£25) as long as cash or cheque (payable to Moor House School) or payment by PayPal is received on the day. Organisers should inform the Trainer two weeks before the course how many will be required

### COURSE AGREEMENT:

All attendees will need to sign an agreement that following the course, they will not deliver training courses on the SHAPE CODING™ system to others (unless they have attended a train the trainer course), or charge others when discussing their learning from this course

### SET-UP:

The ideal set-up is horseshoe of chairs at front for lecture-type parts and tables at the back for workshops and group work. However, the Trainer can work around whatever will fit best in the room.



### **CERTIFICATES:**

Certificates will be sent by email directly to the attendees as a pdf file by Moor House Research & Training Institute on receipt of the fee, feedback forms and course agreements. Please ensure we receive a typed list of attendees' email addresses for the purposes of sending certificates.

*\*Other courses available (costs differ from this course, please email for more information): The SHAPE CODING™ System Accredited Part 2 Course and The current evidence base for school-aged children with DLD.*