FAQs – Able Pupil Enrichment

This document aims to anticipate questions and provide some of the answers about the arrangements for Able Pupil Enrichment provision in West Sussex. E-PD will add to these and re-issue the document to providers periodically.

- **What has changed?**

  - ➢ You decide on the courses you wish to offer and when.
  - ➢ You will be able to log on and add enrichment courses to the e-PD website at any time throughout the year; e-PD will make subscribers aware of new courses on a regular basis through a weekly automated newsletter.
  - ➢ You can add courses beyond the normal termly limits to provide certainty regarding your future provision and a longer 'lead time' for bookings
  - ➢ Courses can be offered to run at any time during the year, including half-terms and holidays e.g. summer schools.
  - ➢ You price courses according to your own budget and 'market rates'; the same course can be offered at different times and at different rates if you consider it appropriate based on experience.
  - ➢ Schools will be able to book as many pupils on a course as they wish as there is no pupil allocation; places are reserved on a first-come first-served basis.
  - ➢ If a course is popular, you may offer and run additional courses to suit demand.
  - ➢ You can monitor bookings online and cancel courses within 14 days if take-up is insufficient.

- **What does it cost to belong to e-PD?**

  All tutors / providers will pay an initial fixed fee which includes the set-up. For individual tutors the fee will be £100 and for organisations £250. These rates will be subject to annual review.

- **What other costs are there?**

  For each course that runs, there will be percentage charge to pay to e-PD for each booking. This is to reflect the operational support you are receiving from e-PD, eg web site development and maintenance, marketing, financial support etc. This will be 10% of the course fees you receive from bookings and **will be automatically deducted from each transaction before reaching your e-PD credits account**. You will therefore receive 90% of your course fee per pupil into your e-PD credits account. This means that when you request a withdrawal of credits and transfer to cash, there will be no further reduction as the 10% will have already been taken.

- **How do I offer courses?**

  First, you will have to apply to e-PD. You need to contact e-PD (details are at the end of this document) for a registration pack. You will have to read, agree to and sign the Terms and Conditions and pay the annual registration fee.

  Once your application is approved you will receive a welcome pack for access to the e-PD website. A brief 'pen portrait' of you as a tutor / organisation has to be completed using the online template. You will then be able to upload your course descriptions using a template.

- **Do I have to find my own venue for the course? Do you have any suggestions? Does that mean I have to pay for my own venue?**

  Yes, you will have to find your own venue. E-PD will provide a list of venues (many of which are the ones the current Enrichment programme uses) and this is available on our website under the 'Enrichment' button.

  We suggest you also try local schools in the area where you would like to deliver the course, church or village halls etc. **Remember** you need to ensure the venue has the appropriate Public Liability Insurance cover.

  Yes, you will have to pay for the venue and take that into account when calculating the course fee.

- **What about Insurance and Safeguarding?**

  You need to ensure you have adequate Public Liability Cover. (e-PD will want to hold a copy of your cover note).

  E-PD will also ask you to confirm you hold a current an Enhanced CRB check or equivalent under the Disclosure and Barring Service (DBS) rules from 1 December 2012 (including number and date of issue).

- **What First Aid cover do I need to provide?**

  You need to make sure there is adequate First Aid cover available at all times during the course in case of accident and emergency. **Some** venues will provide this but it is your responsibility to check. If they do not, you will have to be first aid qualified or have someone with you at all times who is.

- **Once I'm a member of e-PD how do I go about advertising my courses?**

  See above.

  Courses uploaded onto the e-PD website will be available to schools immediately. E-PD circulates a weekly newsletter to all its member schools. The Enrichment programme will be included in this newsletter. A key advantage of the programme is that you have the facility to add additional courses at any time during the year.

- **Can I put links to my own web site on the courses details?**

  Yes – but only through additional resources e.g. flyers attached to the course template. However, you will responsible for making sure that any links continue to work properly. The Terms and Conditions document makes reference to external web-sites – please make sure you have read and understood the terms under which you establish the links.

- **How do I know what to charge? Is it totally up to me?**

  It is up to each provider (individual tutor or organisation) to decide what each session will cost. Use of the credit calculator feature built into the course upload template can help with identifying the necessary costs; you input the cash values but the result will be the credit value per pupil rather than the cash value – so that the credit value is included in the course details offered to the schools.

  You may wish to draw on historical data about your previous courses and think about market rates, but ultimately it is up to each provider.

  It will be essential to have a budget plan for each course which takes account of all the costs in running the course (eg your fee, venue charge, materials, travel, e-PD commission etc). You need to decide how many pupils you will have (minimum and maximum). Taken together this information will enable you to calculate both the course fee and the break even number of pupils.

- **Most maintained schools are members of e-PD, but will other schools be able to book onto my courses? What about schools outside of the County / independent schools?**

  Under your terms of agreement with e-PD the price per person charged for places for pupils in e-PD schools must be at **least 25% less** than that charged for pupils in non-e-PD schools. In these circumstances, you will not have the protection of structure provided by the e-PD umbrella; the relationship, including contact and safeguarding requirements will be entirely at your own risk. E-PD may be prepared to take bookings of some non-e-PD schools who contact them direct or are referred by you, but special conditions will apply. **It would be advisable to refer any such enquiries to e-PD in the first instance**.

- **Is there a minimum / maximum number of courses I need to offer each term?**

  No, you can offer as few or as many (within reason). It is suggested that you take into account your potential audience when deciding how many courses to offer eg if you run courses for Year 4 in a particularly unusual area of the curriculum – there are only so many year 4's within an acceptable travel distance who will want to / be able to attend. You may wish to think about offering your most popular courses in additional venues around the County.

- **How do schools book a place?**

  Schools have been given guidance on how their G&T coordinator can reserve and pay for places through e-PD..

When the programme goes 'live' via the e-PD, schools will be able to log on and register their applications immediately. Each school has a G & T co-ordinator and it will be them who authorise the applications. Once authorised the applications are finalised. They will appear on your course details and be charged to the school.

You will have access on an on-going basis to your current course registers (allowing you to see how many bookings have been finalised at any time).

Once a booking is finalised, schools will be able to download the course details and access any additional documents you wish to upload eg maps, equipment lists etc.

Schools pay when they finalise the bookings. There is no direct facility to cancel a place and / or get a refund; schools need to contact e-PD in exceptional circumstances.

- **Who will decide which pupils attend the course?**

    Schools will use their current systems to identify suitable applicants. It will be the responsibility of each individual school G & T co-ordinator to authorise the booking.

    Bookings for each course will be on a first come first served basis.

- **What happens if a course is full almost immediately?**

    Providers will have access to the course registers at all times. If a course reaches capacity very quickly and the provider is able to offer an additional date (venue etc permitting) then the additional date will become available on-line and will be advertised online and in the next e-PD newsletter.

- **How will schools pay?**

    e-PD has agreed to manage the financial interface between schools and providers.

    As soon as a booking is authorised and finalised schools will be automatically charged and the appropriate amount of credits (minus e-PD's 10%) will be transferred to the provider's credits account.

- **How do I get paid?**

    Details are included in the welcome pack. In summary, the system will generate an electronic register for each course. Providers can download / print this ready for each course.

    Immediately after the course has been delivered, providers can request for payment by clicking the 'Withdraw credits' button when in 'My Account'. A template will appear for completion and sending to e-PD; the rest of the process will be dealt with by the automated email system and central e-PD administration.

- **Will the programme be run on a termly basis or can I offer courses way in advance?**

  You can offer courses for the whole year – three terms – at any time, if you wish. The more time you allow for schools to consider your courses, liaise with parents and reserve places the better.

- **What form of evaluation will be required, by schools / by e-PD?**

  It is essential that the Enrichment opportunities are seen as only one part of a school's provision for their G & T pupils. It is also essential that parents, pupils and schools can understand the intended benefits for pupils and the impact on their learning / confidence.

  Once the course has run, there will be an evaluation process and you will be invited to provide feedback to the schools in question via their G&T Coordinators.

- **If not enough pupils sign up for one of my courses, what happens? Is there a timescale for this?**

  The decision on whether there are enough pupils registered for a courses to run is the responsibility of the provider. You will need to consider the minimum number of places to make the course viable.

  Up to 14 days ahead of the planned delivery each provider needs to check the register and make the decision as to whether the course is viable. If not, then the provider will need to contact e-PD central administration to cancel the course. This means that schools that have registered a pupil will need to be notified by providers that the course has been cancelled and their money will be refunded (all done by e-PD.)

- **If I have to cancel a course at very short notice how do I inform pupils?**

  In the unlikely event of having to cancel a course at short notice **ie less than 14 days** eg weather conditions, illness, it will be the responsibility of the provider to contact all the schools from which pupils have been registered.   A full list of school telephone numbers and email address will be available through the e-PD website.

  When booking a venue it will be worth checking what support they can offer on a Saturday morning, for example running late if you are held up in traffic.

- **e-PD contact**

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