

## **Michael Palin Centre Training Policy for International Courses**

### **Costs**

The cost for a member of the MPC team to deliver training internationally is £1,000 per day plus £500 for travel time in addition to travel, accommodation and subsistence costs. Subsistence costs include breakfast and evening meals.

### **Cancellation policy**

There is a one month cancellation policy for our training courses. If a host team cancels a course within one month of the training date they are liable for the full fee plus the costs of any booked travel and accommodation.

In the event that a course needs to be postponed or cancelled by the MPC team we will let the host team know at least 4 weeks in advance.

### **Timing**

Courses typically run from 9.15am until 4.45pm. Morning and afternoon breaks are typically scheduled for approximately 15-20 minutes. Lunch is typically for one hour. Local teams can make arrangements for refreshments.

### **Attendance**

It is essential that participants attend the full course. Certificates are only awarded to participants who complete the full training.

### **Eligibility**

MPC training courses are designed for qualified Speech and Language Therapists. Specifically designed courses are eligible to student SLTS close to qualification. Speech and Language Therapy Assistants and co-workers and other professionals are not eligible to attend.

### **Language Ability**

All courses and written information are in English (with the exception of Palin PCI which can be delivered in French on request). It is important to consider the level of participants' English and to book a moderator where appropriate.

### **Participant Numbers**

The nature of the workshops is interactive and skills based. Typically we recommend groups of up to 40 participants for each course. Where participant numbers exceed 40 separate arrangements will need to be made.

### **Venue Requirements**

As the host team you are responsible for booking a suitable venue with good quality equipment including amplification (for Powerpoint presentation/ DVDs). Most courses involve pair and small group work so it is helpful to book a venue with enough space.

### **Confidentiality**

Client-related material, including video material, presented during the training courses is confidential and should not be discussed outside the training course.

### **Handouts**

An email will be sent to the organiser of the course with handouts and information to be circulated to participants 2 weeks prior to the course. These handouts are for participants' personal use only. Please do not distribute the handouts after the course or upload course materials or brainstorming notes onto social media sites e.g. Facebook, Twitter (the course materials come under our own copyright). Each participant is responsible for printing off their own handouts prior to the course. We recommend putting all resources in a folder for ease of use.

### **Twitter**

If participants wish to 'tweet' about being part of a training course that is welcomed. However we ask that participants do not 'tweet' any video footage or photographs (as these contain

client material and are confidential) nor the content of group discussions that are part of the group process.

### **Pre-course reading and homework**

There may be some recommended pre-course reading for some courses. In addition, participants will be given a short piece of homework each evening of the course. Information about this will be detailed in the email sent prior to the course.

### **SLT database**

The Michael Palin Centre has an SLT database so that we can keep participants informed of further training and development opportunities and about MPC events that they might wish to attend. Please email [mpc.admin@nhs.net](mailto:mpc.admin@nhs.net) to let us know if you wish your name to be added to this list.

Please visit the website [www.stammeringcentre.org](http://www.stammeringcentre.org) or contact the Centre Tel: 020 3316 8100 if you have any queries regarding training courses.

The Michael Palin Centre,  
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