

## Training Factsheet – Commissioning an International NPA Accredited Training Course



(If you are based in the UK, please refer to the factsheet: **Commissioning an NPA Accredited Training Course – UK.**)

### Overview

International training requests are bespoke. A Portage Training Workshop will be designed and costed based on the information provided in the completed Training Request Form (ICTM01).

### International Workshops Costings

Delegates	3 Day Workshop	4 Day Workshop
Up to 40	£6,000	£7,000
41-60	£8,000	£9,500
61-80	£9,500	£11,500

#### Please note:

These prices exclude all travel, airport transfers, accommodation, and subsistence costs for Trainers. A 50% deposit is required once the training has been agreed.

Attendance numbers are dependent on the NPA identifying a Trainer able to deliver to the requested group size. Prices will be confirmed once arrangements have been agreed so that providers can determine which option offers the best value

#### What the NPA Will Provide

- Discuss your requirements and propose an appropriate training package.
- Supply two Accredited Trainers to deliver the workshop.
- Deliver the workshop for, covering all aspects of Portage practice and support.
- Provide certificates for participants who attend and complete the course.
- Support planning for next steps, including an optional virtual follow-up session.

#### What the Provider Must Provide

- Interpreters and translation of all training materials.
- Printing of training manuals and any NPA-supplied materials.
- A suitable venue with tables for participant work.
- IT facilities (projection, sound, and internet access).
- Management of bookings, including name badges for participants and trainers and a daily attendance register.
- Refreshments for participants, with timings coordinated with the Trainers.
- All travel, airport transfers, accommodation, and subsistence costs for Trainers.

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### Cancellation Policy

- Within 2 weeks of the start date: 100% of the costs payable.
- Within 2–4 weeks of the start date: 75% of the costs payable.
- More than 4 weeks before the start date: the 50% deposit remains chargeable.
- If the training is cancelled by the NPA due to circumstances such as Trainer illness or incapacity, the NPA will endeavour to supply an alternative Trainer and/or offer an alternative date that is mutually suitable.
- If cancellation is required due to Foreign Office advice, all funds will be returned minus a 5% administration fee.

### Requesting an NPA Training Course

To begin the process of commissioning an NPA-delivered international training workshop, please complete the **ICTM01 Training Request Form**, available on the NPA website or by emailing: **administrator@portage.org.uk**