

Citizens Advice Hampshire On-Demand Courses 2020-2021

On-Demand courses hosted by your local office will require you to source and pay the costs of the venue. You will need to fill the course with at least 7 delegates (absolute minimum) and a maximum of 15. ***If the minimum course number is not achieved, then the course may be cancelled.***

Citizens Advice Hampshire will pay the trainer costs for the course.

Once confirmation of the course date and location has been received the hosting LCA will have 1 week (minimum) to compile the list of their delegates and email the list including the delegate's email addresses to admin1@citahants.org This gives a one week priority (exclusive) booking to the hosting office.

After the 'hosting office only' priority booking week the course will be advertised on the Citizens Advice Hampshire website (and by email notifications to the LCAs) allowing other offices to book delegates on to the course. LCAs hosting courses that have places available for other offices will receive a payment of £50 per whole day course **up to a maximum of £150 per district in any financial year**. This payment will be made to the LCA at the end of the Financial year (March/April 2021).

Two weeks before the delivery of the course CitAH will send out joining instructions to all delegates who are booked on to the course.

Whole day courses usually run 10am - 4pm with a 9:45am arrival time for coffee/tea before the start of the course which will be organised by the hosting LCA.

A Course Directory giving information about all the courses can be found on the [training page](#) of our website.

Delegates from other LCAs

Once the locally hosted course is advertised on the [CitAH website](#) other LCAs can book delegates on to the course by completing the CitAH Booking Form and emailing it to admin1@citahants.org. CitAH will manage the bookings centrally for **all** courses.

If you have any questions, please do not hesitate to email [Citizens Advice Hampshire Admin](#).

Citizens Advice Hampshire

Chief Exec: Paul Bright