

northamptonshire  
**rec**  
rights & equality council

Training  
&  
Consultancy  
Services

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A Registered Charity No: I097767

A Company Limited by Guarantee No: 473485I

## WELCOME

For the past twenty-one years Northamptonshire REC has been offering a programme of courses to statutory and voluntary agencies as well as to commercial organisations. Now Northamptonshire REC is offering courses that benefit from these years of development, but they have been further enhanced by a range of pricing and purchasing opportunities.

The courses are tailored to the individual requirements of each agency with course material reflecting the working environment of the commissioning body.

The demand for these courses has increased significantly and the courses have now been refined to suit the needs that are being requested.

The courses adopt of a holistic approach of giving some information amount the legislative framework of the issue together with practical learning opportunities of dealing with situation relevant to the environment where the course is being commissioned

Past Courses have included:

- An Introduction to the Equality Act
- Performing Equality Impact Assessments
- Introduction to Equalities
- Equalities for Managers
- Consultation – Equalities Best practice
- Dealing with hate incidents at work and in the community
- Policy and practice on Equal Opportunities
- Equalities Action Planning for Services

Training courses can be arranged "in-house" (for up to 16 participants) or by arrangement. Training is undertaken by proven practitioners with extensive experience

Fees are negotiable individually, depending on your requirements, needs and ability to pay. **An initial consultation of up to one hour is free.**

Special discounts are available for voluntary organisations or for combined packages of training and consultancy.

***For further information contact: Anjona Roy***

***Email: [info@northamptonshirerec.org.uk](mailto:info@northamptonshirerec.org.uk)***

***Telephone: (01604) 400808***

## OUR VISION

Northamptonshire REC's vision is to challenge and eradicate discrimination (both personal and institutional) and prejudice or hostility in all its forms; so that all Northamptonshire's diverse communities and citizens can enjoy peace, achieve their full potential and live free from injustice. We aim for a socially cohesive society in which diversity is recognised, celebrated and valued.

We will utilise our human and financial resources to:

- Assist and support individuals and groups who have suffered discrimination, harassment or injustice
- Campaign and develop strategies to influence public opinion, legislation, practices and procedures to tackle inequality and discrimination and to promote social and community cohesion
- Work closely with diverse communities to enable them to develop their own organizations and strengths
- Work in partnership with others - voluntary organizations, local authorities and public bodies in the achievement of our objectives and realize our vision

In pursuing the above vision, we will be guided in our work by the following values:

- Injustice is wrong (morally, legally, philosophically) arguments and a desire to take action to put it right
- Other forms of injustice/inequality, based on religious belief, sexuality, gender, age, disability etc., are also wrong
- An open mind - to listen to and engage in discussions on current issues/ concerns about racial injustice
- Non-sectarian and non-parochial (i.e. the interests of racial equality require that sectional interests - to a particular political party, ethnic/racial group, or religious belief, etc., - need to be transcended)
- Sharing personal experiences, skills, professional knowledge and expertise with others - in the interests of promoting racial equality
- Courtesy and respect for all NREC members, users, user groups, staff, volunteers
- Cost effective delivery of planned and published services so that funders, users, and members of the public can see that resources are used well and effectively
- Accountability to members, funders and the wider public

- Honesty, compassion and integrity - a willingness to explore failings, contradictions, weaknesses, strengths and potential in ways which are supportive and understanding
- To ***do things*** to promote racial justice and equality - i.e. take specific action, rather than just talk about action
- Take risks, without fear or favour, in exposing and opposing injustices and inequalities. The existence of the NREC is not an end in itself, but a mechanism (a means) to an end (achieving our vision).

# FOUNDATION EQUALITIES MODULE

## AIMS OF THE COURSE

To ensure that all staff understand and are able to exercise their rights and responsibilities relating to Equalities/Human Rights legislation and your organisations equality policies

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## OBJECTIVES OF THE COURSE

On completion of this training participants should be able to:

Understand the key elements of and reasons for legislation in this context;

Understand how the agency's corporate and departmental equality policies support the legislation both in service provision and in the recruitment and ongoing employment of staff;

Understand their rights as employees and the rights of service users and are clear about what steps they should take if they believe these rights are not being respected/met;

Understand their wider responsibilities as employees and be clear what is expected of them;

Identify additional training requirements to enable them to fully meet their responsibilities in their specific area of work.

**DURATION**  
1 FULL DAY OR  
TAILORED ½ DAY

**DATES**  
NEGOTIABLE TO YOUR  
REQUIREMENTS

**LOCATION**  
AT YOUR CHOSEN VENUE

**BOOKINGS**  
**TEL: 01604 400808**

**E-MAIL:**  
[info@northamptonshirerec.org.uk](mailto:info@northamptonshirerec.org.uk)

## LEARNING METHODS

Formal input  
Group work

**TUTOR**

Northamptonshire Rights Equality Council

# INTRODUCTION TO EQUALITY AND DIVERSITY

## AIMS OF THE COURSE

This course is ideal for those who have had no previous Equality & Diversity Awareness training. It covers the basics in a way that is informative and helps understand the context for Equality & Diversity in the workplace. It explores what we mean by equality & diversity and gives participants and opportunity to explore the benefits of embracing diversity and challenging discrimination.

## OBJECTIVES OF THE COURSE

Learning Outcomes for participants include

An understanding of the terms equality and diversity

An examination of common terms and meanings

An exploration of discrimination and the forms it takes

An understanding of types of diversity and its impact

An overview of some of the laws that support equality

## LEARNING METHODS

This one day course is delivered in a relaxed and informative manner to help participants make this a meaningful opportunity to update themselves on what we need to know about equality and diversity. There is small group work, discussion, facilitation, but no role playing.

## WHO SHOULD ATTEND?

Anyone who has not received Equality & Diversity training and wants to understand the basics.

*Suitable for all levels and all roles*

### DURATION

1 FULL DAY

### DATES

NEGOTIABLE TO YOUR REQUIREMENTS

### LOCATION

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## TUTOR

Northamptonshire Rights Equality Council

# EQUALITY AND DIVERSITY (HEALTH)

## AIMS OF THE COURSE

Delivering Diversity for Health Care Services, this course seeks to address the context and ethos of providing and delivering effective services in NHS. This course is particularly useful for those working in Health Care Trusts, Primary Care Trusts, Acute and Mental Health Trusts. The course puts into context the National, regional and local perspective of Equality & Diversity for NHS. This course aims to make equality meaningful, so it can be used to support the planning, delivering and monitoring of modern patient focused services. It gives an overview of the drivers for Equality and Diversity and a basic overview of the NHS Vision alongside appropriate legal responsibilities and begins to explore the impact of diversity for staff and service user / patient experience.

*Courses Available for: Managers, Clinical Staff and Non-Clinical Staff*

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## OBJECTIVES OF THE COURSE

The Equality & Diversity HEALTH course will help  
To develop an understanding of the Equality & Diversity Agenda.

Recognise and consider Discrimination

Examine the meaning of Equality and Diversity

To enhance understanding of the NHS vision

To explore the benefits of delivering diversity

Highlight responsibilities

Create enthusiasm to take forward delivering diversity

## LEARNING METHODS

This course is delivered to maximise learning outcomes by using a number of methods. Working in small groups this course is aimed to be informative not intimidating, there will also be some inter active learning exercises, but no role play!

## WHO SHOULD ATTEND?

All Clinical and Non-Clinical Staff & Managers

### DURATION

1 FULL DAY

### DATES

NEGOTIABLE TO YOUR  
REQUIREMENTS

### LOCATION

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## TUTOR

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# FOUNDATION EQUALITIES FOR CHILDCARE PROFESSIONALS

*The Children Act requires local authorities to take full account of children's background in providing services and in meeting the needs of individual users*

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## BENEFITS

The aim is to equip staff to provide services in a way that takes full account of individuals' racial background and to raise awareness of racial discrimination

Opportunities to

- Understand how discrimination can work and how to combat it in practice
- Understand methods of integrating into child care practice
- Understand the range of resources available to assist and support staff in this aspect of work

## LEARNING METHODS

Formal input  
Group work

## WHO SHOULD ATTEND?

All staff in Child Care Units

**DURATION**  
1 FULL DAY

**DATES**  
NEGOTIABLE TO YOUR  
REQUIREMENTS

**LOCATION**  
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**TUTOR**

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# CHALLENGING DISCRIMINATION

One day course that will be useful to everyone as it is designed to encourage equality and diversity champions.

It is suitable for all levels and is delivered in a positive and practical way to underpin equality standards and increase confidence in recognizing and responding to discrimination issues.

## BENEFITS

**The course looks at discrimination in across all protected characteristic and answers the following questions.**

How can you identify discrimination

What is discrimination, what forms can that take

How do you recognise discrimination

What is the opponent to discrimination

How can you apply equality principles

What are the benefits of understanding diversity

How can we challenge with confidence.

## LEARNING OUTCOMES

- An overview of discrimination An exploration of direct and indirect discrimination
- Legislation that promotes anti discriminatory practice
- Awareness of victimisation and harassment
- An understanding of the Equality & Diversity Agenda
- An opportunity to explore discrimination concerns

## WHO SHOULD ATTEND?

Staff at all levels

### DURATION

1 FULL DAY

### DATES

NEGOTIABLE TO YOUR REQUIREMENTS

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# CULTURAL COMPETENCY

## **AIMS OF THE COURSE: *Tailored to your service's needs,***

this course seeks to address the practicalities of providing an effective frontline service in a multicultural environment. It is enjoyable, participative and not heavy on legislation (which is covered on other courses). Candidates will gain additional knowledge and understanding that enhances their ability and confidence to deliver services to clients from a variety of backgrounds. The course provides the right 'comfort zone' for an open and honest discussion on what can be a sensitive subject.

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## **OBJECTIVES OF THE COURSE**

The Cultural Competency course will help:

To develop candidates understanding of cultural differences and similarities.

Recognise varying customer needs and how to address them

Examine attitudes and behaviours and how it impacts on service provision

To enhance the confidence and skills of candidates to challenge inappropriate behaviour in the workplace

To enhance the ability of candidates to deliver services effectively across cultures

Highlight the business implications of addressing or ignoring the diverse needs of clients from different cultural backgrounds

Create a platform for developing and maintaining relationships that value and respect diversity in the workplace to improve performance

## **LEARNING METHODS**

This course is facilitator-led and may include the following: Group/ individual activities and exercises, video(s), self-assessment materials, role play, case studies and scenarios based around your service.

## **WHO SHOULD ATTEND?**

All staff who plan, manage or deliver frontline services.

### **DURATION**

1 FULL DAY

### **DATES**

NEGOTIABLE TO YOUR REQUIREMENTS

### **LOCATION**

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## **TUTOR**

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# CULTURAL COMPETENCY FOR CHILDCARE PROFESSIONALS

## **AIMS OF THE COURSE: *Tailored to your service's needs,***

this course seeks to provide additional knowledge and understanding that enhances individuals and organisations ability to deliver services effectively across language and/or cultural differences. The course provides the right 'comfort zone' for an open and honest discussion on what can be a sensitive subject.

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## **OBJECTIVES OF THE COURSE:**

The Cultural Competency course will help:

To improve candidates understanding of cultural differences

Recognise varying customer needs and how to address them

Examine attitudes and behaviours and how it impacts on service provision

To enhance the confidence of candidates to challenge inappropriate behaviour in the workplace

To enhance the ability of candidates to deliver services effectively across cultures

Provide the right 'comfort zone' for an open and honest discussion on what can be a very sensitive subject.

## **LEARNING METHODS**

This course is facilitator-led and may include the following: Group/ individual activities and exercises, video(s), self-assessment materials, role play, case studies and scenarios based around your service.

## **WHO SHOULD ATTEND?**

Staff delivering or managing frontline services.

Staff involved in the development of policies and procedures

Staff with responsibility for planning services

**Note** – *This course is enjoyable and participative. It seeks to address the practicalities of providing an effective frontline service in a multicultural environment.*

### **DURATION**

1 /2 DAY

### **DATES**

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REQUIREMENTS

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# INTRODUCTION TO ADVOCACY

## AIMS OF THE COURSE

This is an introduction to the field of advocacy and is suitable for all levels. It is particularly useful for people who are working with, wishing to develop, commission or plan advocacy services, as well as for those who wish to have a better understanding of what advocacy means.

It offers simple, yet informative information on the different styles of advocacy, the ethos underpinning advocacy and benefits both to service users and service providers of engaging in the advocacy agenda.

It begins to explore the principles of empowerment, person centred approaches, how advocacy can be developed as an equality tool and an brief overview of how engaging with advocacy can support the diverse needs.

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## OBJECTIVES OF THE COURSE

The course looks at advocacy from a service user and service provider perspective and answers the following questions.

- What is advocacy?
- What are the benefits of advocacy?
- Why do people need advocates?
- What does an advocate do?
- What types of advocacy models are there?
- What types of advocacy services are available?

## LEARNING OUTCOMES

- An understanding of the nature and functions of different types of advocacy
- An overview of service user led / person centred approach to advocacy
- An exploration of the impact of diversity and disempowerment
- Examination of the role of an advocate

### DURATION

1 FULL DAY

### DATES

NEGOTIABLE TO YOUR REQUIREMENTS

### LOCATION

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## TUTOR

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# EQUALITIES FOR MANAGERS

## AIMS OF THE COURSE

To raise the profile of Equalities issues by information and supporting managers in their development of an integrated culture of Equalities and anti-discriminatory practice. To increase awareness of issues including legislation and to suggest approaches for integration into service delivery and staff care

## OBJECTIVES OF THE COURSE

On completion of this training participants should be able to:

Integrate Equalities issues in all practice -  
Employment and Service delivery

Measure Equalities performance through:

- Complaints monitoring and evaluation
- Integrating Equalities targets into generic Performance Indicators
- Staffing statistics
- Service recipient statistics
- Integration of Equalities issues into written materials e.g. client assessments
- Developing Equality Impact Assessment
- Evidence of consideration of Equalities issues in meetings and incident reporting
- Identification of under or over-representation of groups, both in employment and service delivery, and implement action plans to address any inequalities identified
- Identification of any "external" barriers to successful implementation of action plans and how to address these

### DURATION

1 FULL DAY

### DATES

NEGOTIABLE TO YOUR  
REQUIREMENTS

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# EQUALITIES ACTION PLANNING FOR SERVICES/UNITS

## AIMS

Initial session to look at *specific* issues concerning equalities for the service/unit. Development and agreement on an Action Plan to address issues identified. Follow-up session held 6-months later to review progress

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## OBJECTIVES OF THE COURSE

- Initial session:
  1. Identification of Equalities issues through examination of relevant statistics relating to service users (e.g. over and/or under-representation?)
  2. Identification of possible reasons for any inequalities identified
  3. Development of a **SMART\*** Service/Unit **Action Plan**
- Action Plan is **integrated** into core work of the Service/unit
- Action Plan will be **reviewed** and measured against outcomes identified on a 6-monthly basis

### DURATION

1 / 2 DAY

### DATES

NEGOTIABLE TO YOUR REQUIREMENTS

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\***SMART** = **S**pecific action, **M**easurable outcomes, **A**chievable outcomes (i.e. realistic), **R**elevant and properly **R**esourced, **T**imed (i.e. clear deadlines to carry out action and agreement as to who will do what)

# EQUALITIES IMPACT ASSESSMENTS

## AIMS

To provide core skills and framework for equalities impact assessment as tool for effective implementing equalities policies in your organisation.

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## BACKGROUND

The Race Relations Amendment Act imposes a statutory duty on all public bodies to examine their functions and policies for relevance in respect of eliminating discrimination, promoting equal opportunities and promoting positive race relations. After assessing relevance, it is essential that organisation assess the impact of existing and new policies

## OBJECTIVES OF THE COURSE:

To give participants an understanding:

Of Equalities Impact Assessment in the context of the Equality Act.

A framework for performing Equalities Impact Assessments

Practical experience using the framework

Of how to deal with adverse impacts

## LEARNING METHODS

Formal input

Group work

## WHO SHOULD ATTEND?

All Staff involved in developing policy and procedures

### DURATION

1 FULL DAY

### DATES

NEGOTIABLE TO YOUR REQUIREMENTS

### LOCATION

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## RESPONDING TO INCIDENTS: RECOVERING IN THE WORKPLACE 1

### AIMS OF THE COURSE

**1. *Recovering in the Workplace Team Talking*** are courses tailored to meet the needs of organisations, departments or individuals that are recovering from delivering discrimination.

This course aims to embed a common understanding of *delivering diversity* not discrimination by exploring good policy and practice, responsibility and benefits with a team focused approach. A one day course that is followed up with a one day evaluation of learning outcomes, experiences and developments.

This course looks at a specific way forward from a recent Equality issue. This course will look at a relevant issue within the context of Equality & Diversity awareness and will give an overview of legal requirements alongside the benefits of delivering diversity in the workplace.

### OBJECTIVES OF THE COURSE

***The Workplace Recovery course will help:***

An opportunity to develop: Specific awareness of what went wrong.

An opportunity to develop: General Awareness of what needs to be put right

Participants to have:

- An Understanding of The Equality & Diversity Agenda
- An awareness of the Legal and Social Drivers for Equality
- An Exploration of Discrimination and the impact of diversity
- An understanding of Policy
- Examining the practice of work-based excellence.
- Delivering Diversity Action plan.

### LEARNING METHODS

This course is delivered to maximise learning outcomes by a number of methods including working in small groups and pairs, case studies, interactive learning exercises and feedback. There is no role play, this course is led to be informative not intimidating, but does rely on engagement.

### WHO SHOULD ATTEND?

Teams that need to focus on equality issues.

#### DURATION

1 FULL DAY

#### DATES

NEGOTIABLE TO YOUR REQUIREMENTS

#### LOCATION

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# FEMALE GENITAL MUTILATION TRAINING (BRONZE PACKAGE)

## AIMS OF THE COURSE

- Exploring the practice of FGM (The why's, the where's and the how's?)
- Understanding the impact: This is my Pain - Stories from survivors
- Building knowledge of Legislation
- Participative learning through case studies-Multi-Disciplinary Pathways

This training session may be of particular interest to teachers and teaching support staff, medical practitioners, social care professionals, students and anyone else interested in understanding FGM and the effects of this dangerous custom that is practiced worldwide.

This course will be delivered in an informative, interactive way.

There will be time for Q & A's and understanding of duty of care and the mandatory reporting requirement.

### **DURATION**

1 /2 DAY

### **DATES**

NEGOTIABLE TO YOUR  
REQUIREMENTS

### **LOCATION**

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# UNCONSCIOUS BIAS

Implicit or unconscious bias happens by our brains making incredibly quick judgments and assessments of people and situations without us realising. Our biases are influenced by our background, cultural environment and personal experiences.

How aware are you, your work colleagues, your employees that background, personal experiences, societal stereotypes and cultural context can have an impact on your decisions and actions without even realising it?

Implicit or unconscious bias happens by our brains making incredibly quick judgments and assessments of people and situations without us knowing.

What can we do about it? What practical and simple steps can be taken to reduce the impact of our unconscious biases?

Come and explore these issues more fully. In a friendly, often amusing, sometimes serious and challenging, but always purposeful, context.

This three hour interactive session will support you in ensuring that your practice is as effective as possible when serving a diverse community.

Use of film and discussion to raise both questions and conclusions

## **DURATION**

1 / 2 DAY

## **DATES**

NEGOTIABLE TO YOUR REQUIREMENTS

## **LOCATION**

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## **AGENCIES WITH WHOM WE HAVE WORKED**

We have undertaken training and consultancy with the following companies and organisations. *Some training has been undertaken jointly and in a partnership between the REC and other organisations* (these are indicated in brackets):

**Telfer Foods Limited - Northampton**  
(with Wellingborough Black Consortium)

**R. Griggs Group Limited - Wellingborough**  
(The makers of Dr. Martens and Air Wair shoes and boots)

**Northamptonshire County Council - various departments**

**Wellingborough Primary Care Group and doctor's surgeries**  
(with Wellingborough Black Consortium)

**Leicestershire Education Department**  
(with Peterborough REC)

**Central and Eastern (Northampton and Wellingborough) Citizens  
Advice Bureaux**

**User Support Service – Northamptonshire**

**Northamptonshire Healthcare Trust**

**Northamptonshire Multi-Agency Groups on Racial Attacks &  
Harassment**  
(with Northamptonshire Police & Victim Support)

**Northamptonshire Healthcare NHS Trust**

**Rutland County Council**

**Northamptonshire Early Years Partnership**

# TRAINING & CONSULTANCY

## *Terms and Conditions*

1. Once training\* dates have been offered it is expected that these will be confirmed within 7 days
2. The fee for each course, or packages of courses, shall be agreed in *advance*.
3. Once training dates have been agreed the following cancellation terms apply (*see below*)
4. Cancellation fees will apply as follows.  
If a course is cancelled by the agency the following percentage of the agreed fee will payable:
  - One week (7 days or less) before the course commences - **100%**
  - More than one week (7 days) but less than two weeks (14 days) - **50%**
  - More than two weeks (14 days) but less than three weeks (21 days) - **25%**
  - More than 3 weeks' notice - **no fee due**
5. The NREC will normally invoice for any fees due within one month of the course having taken place.
6. Payment against NREC invoices should be received by the NREC within 21 days of receipt of the invoice
7. Unless there is clear prior agreement, the numbers attending any single course should not exceed **16**.
8. Unless there is clear prior agreement, the numbers attending any single course should not be less than **4**.

\*Reference to training/course(s) also means consultancy work