

Course Development Timeline for Tutor, CPD and other courses

1. **Conception of the course:** Suitable venue sought, costings calculated (cost of premises, materials required etc.) and participant fee agreed upon.
2. **6 weeks (prior to course):** Notification of course sent to relevant people and venue booked.
N.B. Notification should include a common narrative for Electronic Fund Transfer (EFT) payments e.g. 'A Name STT CPD' to prevent unidentifiable payments.
3. **4 weeks prior:** Applications received.
4. **3 weeks prior:** Applicants are agreed and notified (This step may be n/a for some courses)
5. **1 week prior:** All payments received by HQ, otherwise forfeiting place on the course.
N.B. HQ to be notified if fee for some applicants to be invoiced to WSAC.