



SAAS – Training Price Lists

This document should be read in conjunction with the Payment Terms and Conditions, as found here: [Understanding Payment Terms for SAAS Specialists Services | School Admission Appeal Specialists](#)

Types of Training Available:

Training for Panel Members, Clerks and / or Presenting Officers is dependent upon the type, or level of, training required.

Training Price List:

Service Description	Price
<p>Refresher Training (approx. 2 - 3 hours) Refresher training is best for Panel Members, Clerks and / or Presenting Officers who have already been trained / are experienced and just require a refresher session. This training session requires approximately 2 hours and will focus on the main requirements of the School Admission Appeals Code. Refresher training is charged at the following rates:</p>	<ul style="list-style-type: none"> • For in-person training: £125 per delegate (plus reasonable travel expenses). • For virtual training: £100 per delegate. <p>For 10 or more delegates, please contact SAAS to negotiate a suitable price package.</p>
<p>Full Training (approx. 4 – 5 hours) Full training is best for Panel Members, Clerks and / or Presenting Officers who are completely new to Admission Appeals. Full training will include everything from the refresher training session, plus additional material and background to the Appeals process along with a workshop seminar to provide delegates with the opportunity to put what they have learnt into practice. This training session requires approximately 4 hours. Full training is charged at the following rates:</p>	<ul style="list-style-type: none"> • For in-person training: £175 per delegate (plus reasonable travel expenses). • For virtual training: £150 per delegate. <p>For 10 or more delegates, please contact SAAS to negotiate a suitable price package.</p>



Training Venue:

- The Client is responsible for providing a suitable venue for in-person training and for ensuring the venue complies with the requirements of Nos. 24 – 26 of the Payment Terms and Conditions document ([Understanding Payment Terms for SAAS Specialists Services | School Admission Appeal Specialists](#)).
- For virtual training sessions, SAAS will provide a Microsoft Teams link for all delegates.

Training Equipment:

- For in-person training, the Client is responsible for providing suitable equipment i.e. TV screen or projector / screen with a HDMI input, appropriate connection leads and extension leads as necessary.
- For virtual training, no additional equipment will be required.

Training Material / Document Pack:

SAAS is a paper-free company. Training material, in the form of an electronic Document Pack (PDF), will be emailed to all delegates approximately a week in advance of the date agreed for the training. Should delegates wish to print the training document pack, this will be at their own expense, or that of the organisation they are training for / on behalf of.

Training Lunch / Refreshments:

- For in-person training, the Client is responsible for providing suitable lunch and refreshments for the number of delegates agreed upon.
- For virtual training, refreshments will not be required.

Certificate of Attendance:

- Upon completion of the training course, delegates will receive an official SAAS training certificate to evidence that they have been trained to the standards required by the School Admission Appeals Code.

Additional services:

If there are any other areas not covered above, or services required, please contact SAAS to ascertain if a bespoke / tailored package can be negotiated.

Larger Training Sessions:

If training for a large group of delegates (above 10 delegates) is required, please contact SAAS directly to discuss a suitable price package.