

Responsibilities

The following tables outline who is responsible for which aspects of running the course(s):

1. DEMONSTRATION COURSE

Stage	Centre	ALSG
Set date	This should be done in conjunction with ALSG to ensure that the co-ordinator will be available and that dates do not clash with other courses.	ALSG will advise on suitable dates.
Organise Venue	This should be done in conjunction with ALSG to ensure that the required facilities are available.	ALSG will advise on suitable venue.
Book faculty	No responsibility in the recruitment of faculty.	ALSG will find the faculty and organise all flights.
Book hotel	You will be asked to make the hotel bookings in a suitable hotel, which is close to the venue.	ALSG will advise on the bookings required.
Waiting list maintenance	You may be asked to recommend suitable candidates. For a GIC these candidates must have been recommended from the appropriate provider course.	ALSG will advise on the criteria for suitable candidates
Recruit Candidates	See above	See above
Course approval including materials order	No responsibility in this aspect.	ALSG will complete this.
Equipment	You will be expected to provide all equipment locally. ALSG will liaise with you to advise on what equipment is required.	ALSG will advise on the equipment required and provide advice regarding any shortfalls.

Stage	Centre	ALSG
Other services	On some courses, we need patients and nurse assistants. You may be asked to assist in the recruitment of these.	ALSG will advise on any of these additional requirements.
Finances / Course Budget	<p>You will receive all of the candidate fees and will be asked to cover the cost of:</p> <ul style="list-style-type: none"> • ALSG organisation and co-ordinating - please see covering letter regarding the daily fees for ALSG co-ordinator time for course days and travelling days • Course materials and shipping costs • Flights/UK and overseas travel expenses for instructors • Hotels for instructors • Subsistence for instructors • Educator Fee £800.00 per GIC • Venue hire • Equipment hire (where necessary) • Catering during the course • Any course/faculty dinners (if arranged) 	
Pre-course paperwork	You will be asked to distribute manuals and pre-prepared paperwork to local candidates by post and email	ALSG will prepare the pre-course paperwork

Stage	Centre	ALSG
In-course paperwork	ALSG will undertake this	ALSG will undertake this
During course	ALSG will undertake this	ALSG will undertake this
Post course returns submission	ALSG will undertake this	ALSG will undertake this
Course updates	You may be asked at the end of the course, to advise on any local differences that have arisen during the course.	ALSG will undertake this, but may ask for assistance from you (as outlined opposite)

2. PROVIDER COURSE AND/OR GIC SELF-SUFFICIENCY

Stage	Centre	ALSG
Set dates	This should be done in conjunction with ALSG to ensure that the co-ordinator and instructors will be available	ALSG will advise on suitable dates.
Organise Venue	This should be done in conjunction with ALSG to ensure that the required facilities are available.	ALSG will advise on suitable venue.
Book faculty	No responsibility in the recruitment of faculty from the UK, although you may want to suggest some local existing instructors (if there are any). If you wish to run 4 courses in single visit by ALSG, you will be asked to ensure that the candidates who undertake the provider and then GIC will be available to teach on the second and third provider courses, to undertake their ICs. You may also be asked to identify a future potential local Course Director.	ALSG will recruit UK faculty and co-ordinator and organise their flights. ALSG will advise on the identification of a potential local Course Director.
Book hotel	You will be asked to make the hotel bookings in a suitable hotel, which is close to the venue.	ALSG will advise on the bookings required.
Waiting list maintenance	You will be asked to maintain a local waiting list and ensure that you are recruiting candidates who are more likely to be “instructor potential” for the first provider course.	ALSG will advise on requirements for “instructor potential” as required.

Stage	Centre	ALSG
Recruit Candidates	You will be asked to offer out the places on the course and produce a candidate list for ALSG to use to provide the paperwork if your own co-ordinator is not preparing this.	ALSG will advise on candidate recruitment and remind you when you are due submit the list to ALSG.
Course approval including materials order	No responsibility in this aspect.	ALSG will complete this.
Equipment	You will be asked to provide all the equipment locally. ALSG will liaise with you to advise on what equipment is required.	ALSG will advise on the equipment required and endeavor to assist to by advising about any shortfalls.
Other services	On some courses, we need patients and nurse assistants. You will be asked to assist in the recruitment of these.	ALSG will advise on any of these additional requirements and remind you prior to the course to ensure that these are available.
Finances / Course Budget	<p>You will receive all of the candidate fees and will be asked to cover the cost of:</p> <ul style="list-style-type: none"> • Course materials and shipping costs • ALSG organisation and co-ordinating - please see covering letter regarding the daily fees for ALSG co-ordinator time for course days and travelling days • Flights/UK and overseas travel for instructors • Hotels for instructors • Subsistence for instructors • Educator fee £800.00 per GIC 	ALSG will advise in this area where required.

Stage	Centre	ALSG
	<ul style="list-style-type: none"> • Venue hire • Equipment hire (where necessary) • Catering during the course • Any course/faculty dinners (if arranged) 	
Pre-course Paperwork	<p>You will be asked to distribute manuals and pre-course paperwork to candidates by post or email.</p> <p>You may be asked to prepare pre-course paperwork, based on masters provided by ALSG if your co-ordinator has been trained in the preparation</p>	<p>ALSG will assist with or fully undertake this depending on the set-up model employed.</p> <p>ALSG will provide you with a master of all of the paperwork for these packs, together with the course manuals. ALSG will also provide advice on this area</p>
In-course paperwork	<p>You may be asked to prepare in-course and welcome paperwork, based on masters provided by ALSG if your co-ordinator has already been trained in the preparation.</p>	<p>ALSG will assist with or fully undertake this depending on the set-up model employed.</p> <p>ALSG will provide you with a master of all of the paperwork for these packs, together with pre-prepared in-course paperwork by email (which you will be asked to print). ALSG will also provide advice on this area.</p>
During course	<p>You may be asked to co-ordinate the course fully if your co-ordinator has already been trained. If not you will be asked to provide a shadow co-ordinator to train during the running of the provider courses.</p>	<p>ALSG will assist with or fully undertake this depending on the set-up model employed.</p> <p>If ALSG are co-ordinating the courses we will fully train the local co-ordinator on the courses.</p>
Post course	<p>You will be asked to ensure that all finances are settled and that all borrowed equipment is returned. You may be asked to submit the post-course returns if your co-ordinator has already been</p>	<p>ALSG will assist with or fully undertake this depending on the set-up model employed.</p> <p>If ALSG are co-ordinating the courses we will fully train the local co-ordinator how to submit the post-</p>

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	<p>trained. If not you will be asked to provide a shadow co-ordinator to train during the running of the provider courses. You may be asked to send the certificates to the candidates.</p>	<p>course returns for the courses. ALSG will contact you to explain the next step in the process (should you wish to take it).</p>
Course Updates	<p>You may be asked at the end of the course, to advise on any local differences that have arisen during the course. You may wish to translate some or all of the teaching materials.</p>	<p>ALSG will undertake any general updates. They will also provide the masters for translation and advise on translation rights for published manuals.</p>