

# Equality, Diversity, Equity & Inclusion Training & Consultancy

The Diversity Trust CIC works on the following standard training and consultancy rates and terms.

## Online and in-person sessions

Training can be delivered in-person and online as follows:

- **Workshops** - 'live' facilitated interactive sessions ranging from 1.5 - 3.5 hours, depending on the training.
- **Large group sessions/webinars** - between 1 - 1.5 hours using a presentation style delivery.
- **Speaking event** - we can provide a speaker for your event, please enquire for further details.

## Tailoring your session

If a course or programme requires tailoring (including a request for hybrid training) to fit your audience, we charge a bespoke fee. We will confirm this bespoke fee once we have met and confirmed the course(s) with you.

## Rates

<b>STANDARD TRAINING RATE</b>	<b>Max. No. of people</b>	<b>Online £</b>	<b>In-person (excl travel) £</b>
Workshop up to 3.5 hours	15 - 25	995	1295
Large group session/webinar 1 - 1.5 hours	100	1495	1695
Full day's training (i.e. EDEI delivered over 1 day)	25	1895	1895
Workshops for Leaders and Managers up to 3.5 hours	15	1695	1695

If you would like to book 6 or more sessions to be delivered within a 6-month period, we should be pleased to offer a bulk booking discount.

<b>CONSULTANCY RATE</b>	<b>Time</b>	<b>£</b>
Audits	1 day	1895
Consultancy	Half-day	995
	1 day	1895

Please note that our prices may increase or vary; we will always endeavour to give a period of 21-days' notice of any changes.

Our rates include reasonable PPS costs (for postage, phone and stationery). Any out-of-pocket expenses, e.g. photocopying, travel by public transport or accommodation, are charged to the client at cost. Mileage is charged at 45p per mile.

## Cancellation/Postponement Policy

In the event of cancellation or postponement by the client, we reserve the right to charge the following fees:

Notice Period of Cancellation/ Postponement	Fees Payable on Cancellation/ Postponement
Over 60-days	No fee
59 - 30 days	50%
29 - 14 days	75%
<14 days	100%

If there is a cancellation/postponement within **0 - 14 days, 100% of the fee will be payable.**

Rights are reserved to charge the client for any expenses already incurred for postponed or cancelled projects, e.g. bought-in services.

## Payment Terms

- The Diversity Trust CIC applies a net 30-day payment of invoice term.
- All prices are exclusive of VAT.
- Invoices are issued a month before the training, with payment due prior to delivery.
- All payments are to be made in GBP Sterling.
- If required, purchase order number/document should be provided prior to us sending you a booking confirmation.
- We are members of The Federation of Small Businesses (FSB) and reserve the right to claim interest and compensation under the Late Payment of Commercial Debts (Interest) Act 1998 if we are not paid according to our agreed credit terms.
- For bulk training, a discount will be given on the final invoice (if agreed at the time of booking).

Information correct as of February 2026