

DOCET Financial Support for Local CET Events

Guidance Notes

These Guidance Notes accompany the Guidelines on DOCET Financial Support for Local CET Events. Please ensure you read both documents carefully before making an application or claim for DOCET funding. The Guidance Notes explain in more detail some of the key elements of the processes involved in applying and claiming for DOCET financial support for local CET events. If you have any queries that are not covered by the information given here, please contact DOCET at enquiries@docet.info or on 020 7839 6000.

CET Approval

- **Before applying for DOCET funds**, you must first have applied for CET approval for your event or lecture/workshop from the GOC at <http://cet.optical.org>. DOCET is not responsible for this process. Applications for CET approval are made directly through the GOC.
- As soon as you apply for CET approval, the GOC will allocate your event, lecture, workshop or peer discussion a **unique 'C' reference** number. You will need to enter this number in the **CET Unique ID** box on the DOCET funding application form.
- If you have applied for CET approval but not yet had confirmation from the GOC, you must select the 'Applied' option on the DOCET funding application form. DOCET may indicate likely approval of financial support in principle, based on the details you supply at this stage, but this will only be pending confirmation of CET approval.
- DOCET will only approve financial support for a CET event once the organiser has had CET approval confirmed by the GOC. If CET approval is not given by the GOC DOCET will not be able to provide financial support.

Event format and duration

- If a CET event is a 'one-off' being held on one day, OR a continuous conference taking place over one or more days, OR a series of different lectures or workshops being presented to delegates over consecutive days, only **one application form** is required to cover the whole event.
- If the 'event' consists of a series of the same lectures or workshops being repeated on different dates for different groups of delegates, **a separate application form for each event date** will be required.
- If organisers are in any doubt as to the application forms required for an event, they should contact DOCET at enquiries@docet.info or on 020 7839 6000.

Content and eligibility

- DOCET asks you to provide full details about the content of your CET event. This information is very important as it enables us to assess whether the event is eligible for DOCET funding. It also enables us to gather valuable information on the types of CET that are being made available locally to optometrists throughout the UK.
- DOCET funds are normally only made available for CET that is related to the **provision of primary eye care services**, and/or aligned with stated DOCET priorities. The amount of funding given may be reduced proportionally for any elements of content that fall outside of these parameters.
- Information on current **DOCET priority topics** is available on the DOCET website – go to <http://www.docet.info/cms/about/priorities/index.cfm> (or follow the ‘More about DOCET’ link from the home page).
- DOCET may decide not to provide financial support for any event if it considers the content to be primarily focussed on or too closely related to a particular commercial brand or product.

Number of sessions – completing the application form

- The application form asks for details of all the sessions (lectures, seminars, workshops, peer discussions) that form part of the CET event. This information is essential in order for DOCET to assess and make a decision on the validity of the application and therefore must be provided as requested.
- For any event that comprises **a total of 6 or less than 6 sessions**, organisers should simply input details of each session individually on the online application form. Just click ‘Add another session’ after inputting details for each one. Under ‘Duration’ please insert the number for hours for each individual session.
- For any event comprising **more than 6 sessions**, organisers may input the total number of hours of CET for the whole event in the ‘Duration’ box. They may then use the ‘Programme Information’ box to upload a document such as a conference programme, **as long as that document includes all the required details about key learning objectives, session content, and speaker appropriateness.**

Peer Discussion sessions

DOCET does not normally provide funding support for small, local peer review groups, but can provide some funding to assist with delivering larger-scale **peer discussion events**. For peer discussions, the following principles will be applied:

- **Lead facilitator fees** are applicable instead of lecturer/speaker fees. These are intended as a contribution to costs of employing those facilitators who have a central role in preparing and delivering a peer discussion event.

- **If your event includes a mixture of lectures/workshops/seminars AND peer discussions, do not add Lead Facilitator fees in the Lecturer/Speaker fee box – use the separate boxes provided to give information on the peer discussion sessions.**
- The maximum possible contribution available for Lead Facilitator fees is **£100** per Lead Facilitator for one peer discussion session. A **maximum cap of £400** for total Lead Facilitator fees for any one event will be applied.
- DOCET expects that the only other cost elements normally applicable for a peer discussion event should be any room hire, and reasonable travel/accommodation expenses for any Lead Facilitator/s if appropriate.

Room and/or Equipment Hire

- Organisers must provide copies of supplier invoices detailing the amount/s charged for room hire and/or equipment hire. Please remember that DOCET cannot provide any funding towards catering/refreshments costs, so these should be separated out from any room hire/equipment costs.
- CET event organisers using a venue such as a hotel or conference centre, which charges a 'delegate rate' as a package, should make the venue aware of this requirement beforehand to ensure that the room hire and equipment cost elements are shown clearly (separate from any catering/refreshment costs) on the supplier's invoice.

Delegate numbers

- DOCET will not normally consider contributing financially to CET events with fewer than ten delegates.

Delegate Lists

- Organisers must provide a **completed and signed delegate list** for the event with the claim form. This must include all delegates with their GOC numbers, and details of any non-optometrists attending. DOCET provides a **template delegate list** for organisers use – you may use your own delegate list but it must include at least the same information contained in the DOCET template.
- For events such as large conferences where an electronic scanning or similar system is used to register delegates (rather than signing in), DOCET asks organisers to provide evidence in the form of a completed delegate list or link to view the final delegate data.
- **Spot checks:** delegate lists/information will be used by DOCET after the event (on receipt of the claim form) in order to confirm attendance by spot checking with a random selection of attendees. At least one form of contact – email or phone – for each delegate is therefore required. (Details about individuals on delegate lists will not be used by DOCET for any other purpose).

- DOCET funds are only made available for CET for UK-registered optometrists. Funding will be reduced proportionally for any delegates attending an event who are not optometrists (eg. Pre-registration trainees, dispensing opticians etc).

Important information about data protection:

- By applying for financial support under DOCET rules, organisers agree to provide DOCET with delegate details. DOCET will only use this information for the purposes of confirming attendance at the event, and may contact a random selection of delegates in this respect. The data will only be used for this and no other purpose. Data provided by the organiser will be stored by DOCET under its requirements as a publicly funded body.
- Organisers have a responsibility to make delegates aware of the use of their details by DOCET. The following statement may be used and added to delegate information if required:
[Name of training provider] has applied for DOCET funding support for this CET event. As part of the funding agreement we will provide DOCET with details of delegates attending the event. DOCET will only use this information to confirm attendance and may contact some delegates in this respect. DOCET will not use this information for any other purpose.

Evaluation Forms

- DOCET has an obligation to ensure that funds are being used appropriately. To help us with that we ask organisers of CET events that are given DOCET financial support to submit evidence in the form of **completed delegate evaluations**.
 - **Please provide a representative sample of at least 10 completed delegate evaluations** for your CET event. These should be sent by post or email (or via a relevant link to equivalent information if an online evaluation process is used).
- An **evaluation form template** is provided on the DOCET website, which course organisers may use and/or adapt as required.