

## **Guidelines on DOCET Financial Support for Local CET Events**

### **Background**

Each year, the Directorate of Optometric Continuing Education and Training (DOCET) sets aside a proportion of its available funds to provide some financial assistance to help enable CET to be delivered locally, throughout the UK, in the form of meetings, courses, events or workshops. Local optometric groups who need some financial help towards the costs of hiring a room or paying for lecturers or speakers can apply for this DOCET funding. Funds can also be made available to commercial providers of optometric CET.

DOCET is keen to support locally delivered CET and we will do our best to make a financial contribution whenever we can. However our funds are limited each year and there is no automatic guarantee of DOCET financial support.

Initial provisional approval is based upon the information supplied on the Application Form. Final approval is based on details of actual costs supplied on the Claim Form and the supporting documentation provided. These Guidelines are to be read in conjunction with the accompanying Guidance Notes.

### **Key Principles**

DOCET can contribute up to a maximum of between £26-£40 per head to help towards the costs of running a CET event. Maximum amounts are based on a scale, dependent upon the number of delegates attending an event.

Actual funding is based upon proofs of expenditure provided with the claim form.

A DOCET financial contribution is intended to help towards the costs of any/all of the following items only:

- **Lecturer/speaker fees (up to a maximum of £200 an hour per speaker)**
- **Lead facilitator fees for peer discussion (up to a maximum of £100 per peer discussion session per lead facilitator, and cap of £400 maximum for total facilitator fees for any one CET event).**
- **Reasonable travel and accommodation expenses for lecturers/speakers**
- **Room hire (excluding any catering/refreshments costs)**
- **Essential equipment hire**
- **Payments to patients (up to a maximum of £50 a day per patient)**
- **Reasonable advertising for the event (eg. mailshot)**

To help ensure fair distribution of the limited DOCET funds available, DOCET will apply the following caps:

- **Maximum possible DOCET funding for any one event is capped at £5000**
- **Maximum possible DOCET funding for any one organisation or provider in any one financial year (April-March) is capped at £6000**

## Conditions

- DOCET expects CET event organisers to be mindful of value for money when considering event costs such as room hire and travel expenses.
- DOCET can only provide financial support for events that have official CET approval from the GOC, which must have been applied for before any application is made for DOCET funding. See **Guidance Notes** for details of the CET points approval process.
- DOCET funded CET events must be related to the provision of primary eye care services, which means that topics covered will normally be clinical in nature. See **Guidance Notes** for more details.
- DOCET funds are only made available for CET for qualified optometrists currently registered in the UK with the GOC. Funding will be reduced proportionally for any delegates attending an event who are not fully qualified, currently UK-registered optometrists (incl. pre-registration trainees, dispensing opticians etc).
- Other sources of income, including any delegate fees being charged or other sources of funding being applied for (eg. sponsorship) must be declared on the application form for information.
- DOCET reserves the right to adjust any claim and/or to pay only a proportion of a claim.
- DOCET reserves the right to reject any application or claim from organisers who consistently fail to comply with the process and requirements outlined in these Guidelines and the accompanying Guidance Notes.
- All CET event funding decisions remain at the absolute discretion of the DOCET Executive Committee.

## **Applying for DOCET funds for a CET event**

- **Before the CET event** the organiser must complete and submit an online application form. This must be submitted **at least four weeks prior** to the date of the CET event, to ensure sufficient time for processing and any queries to be dealt with.
- The application form asks for some basic details about the planned CET event, including details of the event content, format and duration, proposed number of delegates, and any expected costs. **Organisers should remember that when submitting a claim after the event they will need to be able to provide copies of receipts and actual proofs of expenditure to support each of the cost items included when they come to make a claim. They will also need to provide delegate details and event evaluations – see Guidance Notes for more details.**
- Once the application form is submitted online, the organiser will receive an automatic email confirming submission of the form, with a PDF of the completed application form to keep for their records. This will include a unique DOCET reference number for the event, for use in any future correspondence including when submitting the claim form.
- Once the detail of the application has been reviewed, DOCET will contact the organiser as soon as possible by email to confirm whether the application is provisionally approved in principle. The actual amount of any financial support from DOCET cannot be confirmed until the claim has been submitted, reviewed and approved.

## **Claiming DOCET funds**

- **After the CET event** has taken place the organiser must complete and submit an online claim form **within four weeks of the date of the event**. The organiser will receive an email reminder of this from DOCET on or after the date of the event, telling them the date by which the claim form is due.
- The claim form asks for specific details about the event and the actual costs.
- The organiser will need to be able to provide copies of **receipts and actual proofs of expenditure** to support each of the cost items included in any claim. Guidance and explanations of the types of documents required are given throughout the online claim form.

**Please note: a general summary or breakdown of costs without actual receipts or proofs of purchase will not be sufficient**, and will mean DOCET is unable to process the claim. Organisers who are using a third party/commercial CET provider to deliver an event should make the provider aware beforehand that they will need to provide copies of their actual proofs of expenditure for each item included in the claim. DOCET will not reimburse VAT added on by and payable to a third-party organiser/contractor.

Complete the online **claim form** and submit it **within four weeks of the event** together with:

- All supporting receipts of expenditure for the costs specified.
- A copy of the completed, signed delegate list for the event (See Guidance Notes for details).
- Copies of or a link to completed delegate evaluations for the event (see Guidance Notes for details).

**Course organisers must contact DOCET before the four week claim deadline expires if they have any problems meeting the deadline, otherwise DOCET may not be able to process the claim.**

- Once the claim form is submitted online, the organiser will receive an automatic email confirming submission of the form, with a PDF of the completed claim form to keep for their records.
- Once the detail of the claim form and supporting documentation has been reviewed, DOCET will contact the organiser as soon as possible by email to confirm whether the claim has been approved.

**If organisers have any queries or need any assistance with applying for or claiming DOCET funds they should contact DOCET on 020 7839 6000 or at [enquiries@docet.info](mailto:enquiries@docet.info)**

### **Summary of application and claim process**

- **Application forms** must be received by DOCET **four weeks prior** to an event taking place. DOCET aims to process application forms and confirm the provisional funding decision within two weeks of receipt.
- **Claim forms**, with all required supporting documentation, must be submitted to DOCET by the organiser **within four weeks of the event** taking place. *Remember to contact DOCET in good time before the four week deadline expires if there are any problems submitting a claim on time.*
- Provided that the completed claim form is submitted on time, together with all the required supporting documentation, DOCET aims to review and provide a final funding decision within four weeks of receipt of the claim. DOCET will make any payment due as soon as possible once the final funding decision has been confirmed. If incomplete information is provided or if there are any queries or issues relating to the submitted claim, this may delay the claim approval and payment process.

**Please read the accompanying Guidance Notes in conjunction with these Guidelines.**