

HCF Training and Development (formerly HTDC) supports the voluntary sector to develop the skills of the workforce and to help training providers from the VCS and other sectors working with disadvantaged members of the community. With this in mind we have undertaken a significant programme of development of the HCF Training & Development website. We are keen that the Trainers' Directory provides current and useful information to help users find suitable providers. And we want this to help you raise the profile of your work.

Our website [www.hcftraining.org.uk](http://www.hcftraining.org.uk) (formerly [www.htdc.org.uk](http://www.htdc.org.uk)) has become a valuable source of information about voluntary sector training in Hertfordshire. The site has over 5,000 unique users annually and averages over 800 visits per month (source: Google Analytics). In order to be able to sustain this resource, we will in future charge a modest fee for certain entries in this section.

## Benefits for Training Providers and Trainers

The Trainers' Directory allows users to browse the list of trainers alphabetically, or filter by type of training or geographical area. HCF Training and Development can also undertake more complex searches of the directory for external stakeholders, prime contractors etc.

Organisations looking for suitable trainers for their workforce can search for and find suitable providers. If trainers have not worked directly with us before, they will be required to provide a reference that we will check. However it will be the buyer's responsibility to make their own checks as well to ensure they have made the right choice. Providers who deliver training in the community will be able to identify potential project partners. It is also useful for those wishing to find sub-contracting opportunities.

Training providers can also promote specific courses/provision in other sections of the site:

- Courses Directory - for specific open course dates
- Specialist Training - for on-going programmes or provision within a range of categories
- Online/E-learning - information and links to resources grouped by category

## Price List for Entries on the HCF Training website

Type of Entry	Organisation Type	Price £
Trainer's Directory	VCS*; Freelance/Sole Trainers	£20 for 2 years
	Private Companies – 2+ trainers	£30 for 2 years
	FE/HE/Statutory	£30 for 2 years
Courses Directory	All	£20 per course date
Specialist Training entry	All	£20 for 12 months
Online/E-learning entry	All	£20 for 12 months
Document upload	All	£10 each (max 1MB)

*\*VCS includes charities, charitable companies and other not for profit organisations. VCS organisations providing training for clients/service users/the community (i.e. who are not workforce development providers) will not be charged for entries in the Trainers' Directory.*

Payments are required in advance.