## **SCTP Opportunities Newsletter**

The aim of the SCTP Opportunities Newsletter is to provide information on any relevant training, events or opportunities from any organisation (member or non-member) that might be of use to member organisations and their staff. This newsletter will not include items promoting members' services to employers or learners.

The newsletter is scheduled to go out fortnightly on a Thursday starting from 6 September.

## **Criteria for Inclusion**

- Any SCTP member organisation can submit items to us for consideration for inclusion that would be of use to other members e.g. staff training, products or services which would be beneficial to member organisations and their staff.
- Depending on the volume of submissions we receive, we may need to limit the number of times any one organisation can be included per year.
- Items should be limited to 100 words of text and links or documents for further information can be provided.
- If the opportunity has a deadline, i.e. a course running on a specific date, please send it to us in plenty of time to get it scheduled into a newsletter. To prevent the newsletter becoming too overloaded, if we have lots of items submitted for the same time period, we will include those which we receive first.
- If there is no particular deadline for an opportunity, we will operate a scheduling system to ensure each newsletter does not become too overloaded.

These criteria are subject to change as the opportunities newsletter develops over time.