

Abbreviations:

HA = Host Administrator

LLT = Later Life Training

Host applicants = applicants recruited and paid for by the *HA*

Individual applicants = applicants recruited by *LLT*

Course Dates and Applicants:

1. Before any course arrangements can commence, *LLT* must receive a completed "Course Booking Form" and Deposit to secure the booking of a course. On receipt of a completed "Course Booking Form" and Deposit, *LLT* will then commence course arrangements including the setting of course dates. The number of *host applicants* specified by the *HA* at the time of booking the course will be the number paid for by the *HA*, irrespective of the number who actually attend the course. Applicants can be substituted at any time by the *HA* to ensure all course places are used (please refer to point 15).
2. The dates for a Chair Based Exercise Course are negotiated between the *HA* and *LLT*. Please note that any dates discussed between the *HA* and *LLT* will only be provisional and will remain so until *LLT* receive a completed "Venue Checklist & Venue Details forms" (pages 4 & 5 of the Host Information Pack). These forms must be received at least **eight** weeks before the start date of the booked course. Once confirmed in writing these dates will not change without the agreement of both parties and only for exceptional reasons. However, *LLT* reserve the right to defer or cancel course dates if the *HA* cannot fill their "booked" places and course numbers are low.
3. A minimum of 8 and a normal maximum of 21 applicants is required to run a course. The minimum number of applicants may be negotiable between the *HA* and *LLT*. If the number of *Host applicants* recruited by the *HA* is less than 21, *LLT* reserve the right to 'top up' the course with appropriate *individual applicants* recruited by *LLT*, up to a maximum of 21. The normal maximum of 21 applicants will only be exceeded by agreement between the *HA* and *LLT*.
4. It is the responsibility of the *HA* to inform all host applicants of course dates, times and venue details at the point of recruitment, and to ensure candidates are aware of the commitment requirements for **full attendance** of the course.
5. **Fitness Instructors (L2 Exercise to Music or above)** - may be accredited with prior learning and achievement and are eligible to attend an accelerated two day course (Days 1 & 4 of a full course). The Course *HA* **must** inform *LLT* at time of booking the course how many fitness professionals will be attending just the two day course, as this will impact on course planning, staffing and course delivery. These applicants will also receive their full course pack with their joining information. A **copy** of their relevant qualification certificate **must** also be submitted with their application.
6. Accelerated course candidates **must** complete all four course worksheets prior to attendance and submit to the course tutor on Day 1. Failure to submit completed worksheets on Day 1 will be classed as a defer and will incur a £25 resubmission fee.
7. The *HA* is responsible for issuing all *host applicants* with *LLT's* applicant "Terms & Conditions", prior to the course commencing.

Facilities and Equipment: (please refer to Host Information Pack)

8. The *HA* is responsible for the **arrangement and payment** of the course venue and the provision of adequate venue equipment and facilities. Venue rooms **must** meet the minimum size requirements as outlined in the "Host Information Pack", regardless of the number of applicants the *HA* is putting on the course, to allow for maximum

course numbers. Room sizes may be negotiable between the *HA* and *LLT*, but **must** be discussed and clarified before course dates can be confirmed.

9. The *HA* **must** complete and return the “Venue Checklist & Venue Details forms” (pages 4 & 5 of the Host Information Pack) at least **eight** weeks before the course commencement. Until these forms are received by *LLT* and the venue **cleared as suitable to host the course**, course dates will remain provisional. If these forms are not received by *LLT* by this time *LLT* reserve the right to reschedule dates as necessary.
10. Please note the venue rooms must be open from 8.00am to 6.00pm on all course days and the *HA*, or a representative, **must** be present on Day 1 to welcome *LLT* course tutors and delegates.

Candidate Eligibility and Application:

11. The *HA* undertakes to check the eligibility of their own *Host applicants* and only to recruit those who are eligible (please refer to course flyer). Please ensure that all *Host Applicants* are fully aware of the commitment required and that homework is involved. *LLT* will advise on the eligibility of *Host applicants*, if requested. All *individual applicants* recruited by *LLT* will have the necessary qualifications, experience, commitment and, if necessary, work support to enable them to take part in this course.
12. *LLT* will offer support to candidates with individual learning needs and/or disabilities. It is the candidate’s responsibility to inform *LLT* of any individual needs on their application form so that appropriate support, **within reason**, can be provided. For any learning needs, a professional report **must** be submitted with the application form.
13. The *HA* is responsible for providing *LLT* with the Application Forms for their own *Host applicants* at least **four** weeks before the course commences. Failure to supply this information for the 8 minimum applicants required to run a course, at least **four** weeks before the course commences, **may** result in course cancellation and loss of deposit. Insufficient notice of the *HA* applicant details **may** result in late arrival of course joining instructions (refer to Item 14).
14. *LLT* will send out course joining letters, which includes a course timetable, venue map, Enrolment Form and Terms and Conditions to all *Host applicants* and *individual applicants* at least **two** weeks before commencement of the course. Host applicants attending the accelerated course will also receive their course pack in preparation for homework prior to the course (as covered in item 5.)
15. **Substitution** of *Host applicants* is permitted but it is the *HA* responsibility to ensure that a new “Application Form” and Enrolment Form” is completed and sent to *LLT* as soon as possible; the *HA* is also responsible for arranging any required re-allocations of course joining instructions. *LLT* **cannot** take responsibility for late arrival of joining instructions to the new *Host applicant* if the substitution is within two weeks of course commencement.

Fees, Cancellation, Deferral and Referral:

16. The full course comprises of 4 days (2 if enrolled on accelerated course), of which all course days **must be** attended by all candidates.
17. The full course cost includes all administration, Manuals, resources, course assessments and certification. **They do not cover any travel, subsistence or accommodation costs for Host applicants. All HA must inform LLT at time of booking, if their funder is part of a SHARED BUSINESS SERVICE and supply all Payable Code details.**
18. The *HA* will receive one **free** place on their course if a minimum of 15 *Host* and *Individual (LLT) enrolments* is reached and a **second** free place if 18 *Host* and *Individual (LLT) enrolments* is reached. These free places are **dependent** on payment being received **before** the course starts.
19. The *HA* will ensure a **non-refundable deposit**, of £1200, is paid at the time of booking the course. *LLT* will be responsible for obtaining deposits, by Invoice, from all *individual (LLT) applicants*.

20. *LLT* will issue an outstanding balance **invoice, minus paid deposit**, to the *HA* for the *Host applicants* booked onto the course. Final **outstanding payments** are to be received by *LLT* at least **two** weeks before the commencement of the course. We reserve the right to cancel the training if full payment is not received before the commencement date.
21. **Cancellation** by the *HA* of a booked course will incur a cost, which will be on a sliding scale. Cancellation with more than 2 months notice from course start date will incur an administration charge of £150. Cancellation with between 1 month and 2 months notice from course start date will incur an administration charge of £500. Cancellation with between 2 weeks and 1 month notice from course start date will incur an administration charge of £1000. Cancellation with less than 2 weeks notice from course start date will result in the **full course fees** for all *Host applicants* being paid. Cancellation for medical reasons by a *Host applicant* will be accepted only with a signed MED 3 Certificate and a refund made less an administration charge of **£50**. Medical certificates **must** be received by the *LLT* Office **before** the course starts. Backdated Medical Certificates, letters or notes that do not confirm that the named person was examined will not be accepted.
22. **Deferral During the Course** – If Candidates wish to defer the course assessments (irrespective of reason), the deferred assessment costs are £25 for Practical Session Plan (where the Practical teaching was passed), £50 for Practical Teaching Session and £25 for a set of Worksheets. **No refunds** will be given if course assessments are not taken. An invoice for deferral costs will be sent to the *Individual* or to the *Host/Funder*, as appropriate, as soon as course and dates are agreed and must be paid **before** the assessment dates. Non attendance at the arranged re-assessment (irrespective of reason) will still be charged.
23. **Assessment Referral** – A referral of any part of the assessment will result in a re-assessment, which cannot be taken on the same day as the referral. The re-assessment costs are £25 for a referred Practical Session Plan (where the Practical teaching was passed), £50 for a referred Practical Teaching Session and £25 for a referred set of Worksheets. A maximum of **three** referrals on an assessment are permitted before having to re-take the course at full course cost. An invoice for referrals costs will be sent to the *Individual* or to the *Host/Funder*, as appropriate, as soon as course and dates are agreed and must be paid **before** the re-assessment dates. Non attendance at the arranged re-assessment (irrespective of reason) will still be charged.
24. **Deferrals and Referrals** must be taken within **twelve** months of the **original** assessment date and may result in candidates having to travel to a course venue elsewhere in the country and may involve transport and/or accommodation costs. *HA* should clearly indicate to all *host applicants* the specific funds they are willing to provide. It is the Candidate's responsibility to book their referral/deferral dates within this period. All course dates and venues can be found on the *LLT* website – www.laterlifetraining.co.uk. If deferrals or referrals are not taken within twelve months of the original assessment date an **Attendance Certificate** will be issued. Once an Attendance Certificate is issued the individual cannot sit assessments at a future course without re-taking the full course at full course cost.
25. *LLT* request certificates from Central YMCA Qualifications (CYQ) for all successful candidates. These certificates are requested in the name stated on the application form. *LLT* will issue an **Attendance Certificate**, within **four** weeks of the end of the course, to all candidates who attended at least 2 full days (1 full day if on accelerated course) of the course but did not wish to complete the assessments. Once an Attendance Certificate is issued the individual cannot sit assessments at a future course without re-taking the full course at full course cost.

Accompanying Documents to be read with these Terms and Conditions:

- 'Course Booking Form'
- 'Host Information Pack'
- 'Venue Details Form'
- 'Course Flyer'
- 'Applicant Terms & Conditions'

Date of Issue of these Terms and Conditions – January 2012

Later Life Training Ltd reserve the right to change and re-issue these Terms and Conditions at any time