

TERMS AND CONDITIONS FOR COURSE HOSTS

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 13).
2. The dates for a Falls Prevention 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 Equipment/Facility Checklist" and "Venue Details Form" (please see point 7 below). 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 20 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 20, LLT reserve the right to 'top' up the course with appropriate *individual applicants* recruited by LLT, up to a maximum of 20. The normal maximum of 20 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. The HA is responsible for issuing all *host applicants* with LLT's applicant "Terms & Conditions", prior to the course commencing.

Facilities and Equipment:

6. The HA is responsible for **the arrangement and payment** of the course venue and the provision of adequate venue equipment and facilities. All venue rooms must meet the minimum size requirements as outlined in the "Venue Equipment/Facility Checklist", regardless of the number of Host 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.
7. The HA **must** complete and return the accompanying documents "Venue Equipment/Facility Checklist" and "Venue Details Form" 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 a completed "Venue Equipment/Facility Checklist" and "Venue Details Form" are not received by LLT by this time LLT reserve the right to reschedule dates as necessary.
8. Please note the venue rooms must be open from 8.00am to 6.30pm 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:

9. The *HA* undertakes to check the eligibility of their own *Host applicants* and only to recruit those who are eligible (see accompanying document "Candidate Eligibility & Guidelines"). *LLT* will advise on the eligibility of *Host applicants*, if requested. Please ensure that all *Host Applicants* are fully aware of the commitment required and that substantial homework is involved. 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.
10. *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.
11. 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 12 below).
12. *LLT* will send out course joining letters, which includes Manual 1 (optional pre-course reading), Enrolment Form, course timetable, venue map and Terms and Conditions to all *Host applicants* and *individual applicants* at least **three** weeks before commencement of the course.
13. **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 Manual 1 and the joining letter. *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:

14. The full course comprises 6 days of which Days 1 & 2, 3 & 4 and 5 **must be** attended by all candidates and then each candidate attends Day 6 **or** Day 7 for the Practical Assessment and Case Study Viva. The results of the Theory Paper will be given on the day of the Practical Assessment.
15. 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.**
16. 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 the maximum of 20 *Host* and *Individual (LLT)* enrolments is reached. These free places are **dependent** on payment being received **before** the course starts.
17. The *HA* will ensure a **non-refundable deposit** of £1500, is paid at the time of booking the course. *LLT* will be responsible for obtaining deposits, by Invoice, from all *individual (LLT) applicants*.
18. *LLT* will issue an outstanding balance **invoice, minus paid deposit**, to the *HA* for the *Host applicants* booked onto the course. Final **outstanding balance** 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.
19. **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.

20. **Deferral During the Course** – If Candidates wish to defer the course assessments (Theory Paper, Case Study and Practical Assessment) there will be an administration charge of **£50**. However, once candidates have signed the assessment sign-up form on Day 3 of the course, failure to attend the assessments (“late deferral”) will result in a maximum re-assessment fee of **£160**. Deferred assessment costs are **£35** for the Theory Paper, **£35** for the Case Study, **£25** for the Session Plan (where the Practical teaching was passed) and **£90** for the Practical Assessment. Late deferral of all assessments with a medical certificate, received **before** the assessment date, will incur an administration charge of **£50 only** and the place will be transferred to a future course. **No refunds** will be given if course assessments are not taken. An invoice for late deferrals 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 will still be charged, unless for medical reasons which will be subject to the same Med 3 Certificate requirements as covered in item 19 above.
21. **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 **£35** for the Theory Paper, **£35** for the Case Study, **£25** for the Session Plan (where the Practical teaching was passed) and **£90** for the Practical Assessment. 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 will still be charged, unless for medical reasons which will be subject to the same Med 3 Certificate requirements as covered in item 19 above.
22. **Deferrals and Referrals** must be taken within **twelve** months of the **original** assessment date and may result in candidates having to travel to another 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 time 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.
23. *LLT* will issue a **Qualification Certificate** to successful candidates within **four** weeks of assessment. *LLT* will issue an **Attendance Certificate**, within **four** weeks of the end of the course, to all candidates who attended at least 4 full days 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”
- “Venue Equipment/Facility Checklist”
- “Venue Details Form”
- “Candidate Eligibility & Guidelines”
- “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.