

TERMS AND CONDITIONS FOR INDIVIDUAL APPLICANTS

Abbreviations:

HA = Host Administrator LLT = Later Life Training

Individual applicants = Self-paying or other local funding applicants recruited through LLT

Course Dates and Applicants:

An *individual applicant* is either placed on a pre-arranged/pre-booked course organised by a HA **or** is placed on an LLT course comprising solely *individual applicants*.

1. A “completed Application Form” and deposit are required to secure a booking on a course. The “Application Form” and deposit must be received at least three weeks before the start date of the booked course. Once confirmed in writing course dates will only change for exceptional reasons. *Individual applicants* will be informed by LLT of any course date changes as soon as these occur. If the individual applicant cannot attend the rearranged dates they, or their funder, will receive a full refund of any course fees paid.
2. A minimum of 8 and a normal maximum of 20 applicants is required to run a course. In the event that LLT do not receive the sufficient number of individual applicant bookings to run a course, LLT reserve the right to defer or cancel course dates. If this does occur Individual applicants, or their funder, will receive a full refund of any course fees paid.

Candidate Eligibility and Application:

3. The Individual Applicant undertakes to check that they meet the eligibility criteria to undertake the course (see accompanying document “Candidate Eligibility & Guidelines”). LLT will advise on eligibility, if requested.
4. 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.
5. The Individual applicant is responsible for providing LLT with a completed Application Form at least **three** weeks before the course commences. Insufficient notice of the Individual applicant’s details **may** result in late arrival of course joining instructions (refer to Item 6 below).
6. LLT will send out course joining letters, which includes Manual 1 (optional pre-course reading), Enrolment Form, course timetable, venue map and these Terms and Conditions to all *individual applicants* at least **three** weeks before commencement of the course.
7. **Substitution** of *individual applicants* is permitted but it is the responsibility of the *individual applicant* to re-allocate any received documentation (Manual 1 and joining letter) to the substitute applicant. It is also the *individual applicant’s* responsibility to advise LLT of the substitute applicant’s name, address and contact details to allow a new “Enrolment Form” to be issued and returned completed to LLT. LLT **cannot** take responsibility for late arrival of joining instructions to the new *individual applicant* if the substitution is within two weeks of course commencement.

Fees, Cancellation, Deferral and Referral:

8. 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.
9. The full course cost includes all administration, Manuals, resources, course assessments and certification. **They do not cover any travel, subsistence or accommodation costs for Individual applicants. All Individual**

applicants must inform LLT at time of booking, if their funder is part of a SHARED BUSINESS SERVICE and supply all Payable Code details.

10. LLT will issue an outstanding balance **invoice** to *individual applicants* booked onto the course. Final **outstanding balance** payments are to be received by LLT before the course commences, unless otherwise agreed by LLT. If payment is not received by this time, LLT reserve the right to withhold qualification paperwork and certification, or withhold the ability for the *individual applicant* to take their assessments.
11. **Cancellation with less than two weeks** notice by an *individual applicant* will result in the applicant's **full course fee** being paid. Cancellation, with less than two weeks notice, for medical reasons by an *individual applicant* will be accepted only with a signed MED 3 Certificate and a refund made less an administration charge of **£50, if the place is deferred to another course**. 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. Cancellation with **more than two weeks** notice by an *individual applicant* will result in a refund, less an administration charge of £100.
12. **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 their *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 11 above.
13. **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 their *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 11 above.
14. **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. 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.
15. 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.
16. LLT will automatically register your email address on to our mailing list. This will not be shared with any other company or individual, but will be needed by LLT to inform you of useful information and courses.

Accompanying Documents to be read with these Terms and Conditions:

- "Candidate Eligibility & Guidelines"
- "Course Flyer"

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.