

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 14).
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 Room Bookings & Venue Details forms”. 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 16 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 16, *LLT* reserve the right to ‘top up’ the course with appropriate *individual applicants* recruited by *LLT*, up to a maximum of 16. The normal maximum of 16 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 intensive 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. A **copy** of their relevant qualification certificate **must** also be submitted with their booking form.
6. The *HA* is responsible for issuing all *host applicants* with *LLT*’s applicant “Terms & Conditions”, prior to the course commencing.

Facilities and Equipment

7. 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.
8. The *HA* **must** complete and return the “Venue Room Bookings & Venue Details forms” 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.

9. 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 Booking:

10. 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.
11. 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 booking form so that appropriate support, **within reason**, can be provided. For any learning needs, a professional report **must** be submitted with the booking form.
12. The HA is responsible for providing LLT with the Booking 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 13).
13. LLT will not send any further course correspondence to *Host applicants*, other than the confirmation email. Full course details can be found on the relevant course events page of the LLT Website.
14. **Substitution** of *Host applicants* is permitted but it is the HA responsibility to ensure that a new "Booking 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:

15. The full course comprises of 4 days (2 if enrolled on intensive course), of which all course days **must be** attended by all candidates.
16. 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.**
17. The HA will receive one **free** place on their course if a minimum of 12 *Host* and *Individual (LLT) enrolments* is reached and **a second** free place if 15 *Host* and *Individual (LLT) enrolments* is reached. These free places are **dependent** on payment being received **before** the course starts.
18. 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*.
19. 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.
20. **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.

21. **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.
22. **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.
23. **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.
24. *LLT* will automatically generate a user account/profile for each individual candidate which can be accessed via the LLT Website. This account/profile will be private to the individual applicant, however there is an option to make this public on the online LLT Instructor Directory/Locator.

Accompanying Documents to be read with these Terms and Conditions:

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| <ul style="list-style-type: none">• 'Course Booking Form'• 'Venue Details Form'• 'Course Flyer'• 'Applicant Terms & Conditions' |
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Date of Issue of these Terms and Conditions – August 2019

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