

## 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 online booking form is required to secure a booking on a course. The booking form must be received at least one week 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. Due to Covid-19 and requirements for social distancing and transmission risk reduction measures to be implemented, minimum and maximum number of candidates is 8 per course. In the event that LLT do not receive the sufficient number of 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 Booking

3. The Individual applicant undertakes to check that they meet the eligibility criteria to undertake the course (please refer to course flyer). LLT will advise on eligibility, if requested. Additional self-directed learning hours will be required for practical rehearsal and written worksheets (part of summative assessment).
4. **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 *individual applicant must* inform LLT at time of booking the course if they are attending the intensive course and a **copy** of the relevant qualification certificate **must** be submitted with the booking form.
5. The Individual applicant undertakes to check that they have appropriate insurance in order to implement the qualification they are working towards. LLT advise that all candidates contact their respective insurance provider to ensure cover will be provided on successful completion of the qualification. This is particularly important for REPs registered exercise instructors holding insurance with REPs.
6. LLT will offer support to candidates with individual learning needs and/or medical conditions. 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.
7. The Individual applicant is responsible for providing LLT with a completed booking form at least **one** week before the course commences. Insufficient notice of the Individual applicant's details **may** result in late arrival of course joining instructions.
8. LLT will not send any further course correspondence, other than the confirmation email. Full course details can be found on the relevant course events page of the LLT Website.
9. **Substitution** of *individual applicants* is permitted but it is the responsibility of the *individual applicant* to re-allocate any received documentation (joining instructions) to the substitute applicant. It is also the *individual applicant's* responsibility to advise LLT of the substitute applicant's name and contact details. 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:

10. The full course comprises of 4 days (2 if enrolled on intensive course), of which all course days **must be** attended by all candidates, together with additional self-directed learning hours.
11. 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 a Purchase Order number.**
12. The Individual Applicant will ensure a non-refundable deposit of £50 is paid at the time of booking a place on a course/event.
13. LLT will then issue an invoice to the individual applicant booked onto the course or their funder. Payments **must** 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.
14. **Cancellation** of a course booking by an *individual applicant* will incur a cost, which will be on a sliding scale. Cancellation with more than 2 months' notice from course commencement will incur an administration charge of £50. Cancellation with between 1 month and 2 months' notice from course commencement will incur an administration charge of £75. Cancellation with between 2 weeks and 1 month notice from course commencement will incur an administration charge of £100. Cancellation with less than 2 weeks' notice from course commencement will result in the **full course fee** being paid. Cancellation, at any time prior to course commencement, 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**. 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 of a booked course as a result of covid related guidance from the Government will not incur a cancellation fee.
15. Force Majeure - Neither Party shall be liable for any breach of this Agreement resulting from that Party being prevented, hindered or delayed from observing or performing its obligations hereunder by an act beyond its reasonable control. The Party affected will as soon as reasonably possible give notice to the other Party of the occurrence of such event. Where a Force Majeure event prevents the attendance at a course, or the running of a course, the Parties agree to delay the booking until circumstances permit.
16. **Deferral During the Course** – once a course has commenced, if candidates wish to defer the remainder of the course there will be an administration charge of **£100, irrespective of reason**. If Candidates wish to just defer the course assessments (**irrespective of reason**), the deferred assessment costs are £25 for Practical Session Plan (where 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 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 (**irrespective of reason**) will still be charged. Deferred elements as a result of covid related symptoms or guidance from the Government will not incur defer fees.
17. **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 decision. The re-assessment costs are £25 for a referred Practical Session Plan (where 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 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 (**irrespective of reason**) will still be charged.
18. **Deferrals and Referrals** must be taken within **twelve** months of the **original** assessment date. **However, in order to support learning LLT recommend that candidates do not allow this amount of time to elapse.** For courses paid for by employer/other organisation they may stipulate deadlines for completion in line with project/service requirements. Candidates requiring to re-sit practical assessment are strongly urged to attend an assessment day of another course as scheduled by LLT on their existing course programme, or in the case of re-sit consider remote assessment. These could be anywhere in the country and dates variable. In the event that the candidate

requests a dedicated re-assessment as organised by them at their workplace/venue, LLT will charge additional assessor expenses for travel and accommodation and assessor fees to be negotiated by LLT and the host/candidate. LLT cannot guarantee that future courses will be run in any one specific area. 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](http://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.

19. LLT will issue a **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 1 full day 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.
20. 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 we encourage you to make this public on the online LLT Instructor Directory/Locator. This will help generate a detailed directory of qualified instructors where we can sign post any class enquiries to.

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| <b>Accompanying Documents to be read with these Terms and Conditions:</b> |
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| <ul style="list-style-type: none"><li>• "Course Flyer"</li><li>• "Guidance for Remote Re-sit Assessment"</li></ul> |
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*Date of Issue of these Terms and Conditions – November 2020*

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