

## TERMS AND CONDITIONS FOR COURSE HOSTS BLENDED LEARNING FORMAT

### **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:**

A 'course' is defined as a training package of blended learning approaches comprising online learning tasks (monitored and supported by LLT tutors) and LLT led face to face training dates. All applicants must complete online tasks (these form part of summative assessment) and must attend all face to face training days.

A course has deemed to have commenced once hard copy resources are posted by LLT to the candidate. Resources will be posted to be received 4 weeks prior to the face to face training days in order that online learning tasks can be completed.

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 for face to face elements of the training including assessment. 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 up to 2 weeks prior to commencement of face to face training days by the *HA* to ensure all course places are used (please refer to point 17).
2. The dates for an Otago 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", and "Venue Details Form" (please see point 9 below). These forms must be received at least eight weeks before course commencement. 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 maximum of 16 applicants are 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*.
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 and completion of online tasks prior to attendance of face to face training. Learners will not be permitted to attend face to face training unless online learning is completed. The *HA* must ensure that all *host applicants* are able to meet the requirements of the blended learning approach with regard to access to suitable Internet connections and software requirements (please refer to point 13).
5. The *HA* is responsible for issuing all *host applicants* with *LLT's* applicant "Terms & Conditions", prior to the course commencing. A minimum of 8 hours will be required to carry out work, which includes reading manuals, watching PPTs and completing online tasks.

### 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 '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.
7. The *HA* is also responsible for the provision of **one pair of ankle weights for each *HA candidate*** for use on the Course **and one set for the LLT Tutor**.
8. Any individual *LLT* recruited candidates will bring their own pair of ankle weights for use on the Course.
9. The *HA* **must** complete and return the accompanying documents "Venue Room Bookings" 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 Room Bookings" and "Venue Details Form" 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 Booking:

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 online tasks are 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. The *HA* undertakes to inform all *Host applicants* that they must 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.
13. The *HA* is responsible for ensuring that all *host candidates* are able to meet the requirements of the blended learning approach with regard to access to suitable Internet connections and software requirements, in order to complete mandatory online tasks. The minimum browser version that can be used is: Google Chrome (30+), Mozilla Firefox (25+), Safari 6 and Internet Explorer 9 or 10.
14. *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.
15. The *HA* is responsible for providing *LLT* with the Booking Forms for their own *Host applicants* at least **four** weeks before the course commences (8 weeks before the first course face to face day). 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 **will** result in late arrival of the course manual and portal login details, which will delay the start of pre-course work (refer to point 16 below).
16. *LLT* will not send any further course correspondence, other than the course manual and portal login details, both of which are required for completion of online tasks. The course manual will be posted, and the portal login details emailed, to all host and individual candidates 4 weeks prior to the face to face training days (subject to payment being received). Full course details can be found on the relevant course events page of the *LLT* Website.

17. **Substitution** of *Host applicants* is permitted up to course commencement and provided the new learner is made aware of online task requirements to be completed. Learners will not be permitted to attend face to face training days unless online tasks have been completed. 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 hard copy course manuals. *LLT* will not provide new hard copy materials. Portal passwords **MUST NOT** be passed onto any other individual, *LLT* will re-issue. *LLT* **cannot** take responsibility for late arrival of course manuals or portal login details to the new *Host applicant* if the substitution is within four weeks of the first face to face course day.

#### **Fees, Cancellation, Deferral and Referral:**

18. The full course comprises; online learning tasks, 3 face to face days including assessment, of which all course days **must** be attended by all candidates. Online tasks comprise a mix of narrated presentations, videos and quiz’s/learning checks. *LLT* tutors will monitor and support completion of these tasks. Timelines for completion will be set and must to be adhered to. Please note that completion of all online tasks are a requirement and not optional. Full certification may not be issued unless all works are completed in a timely manner.
19. The full course cost includes all administration, access to the Otago training portal (access will expire on course completion), 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.**
20. 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 16 *Host* and *Individual (LLT)* enrolments is reached. These free places are **dependent** on payment being received as outlined in point 22 below.
21. The *HA* will ensure a **non-refundable deposit**, of £1200.00, is paid at the time of booking the course. *LLT* will be responsible for obtaining deposits, by Invoice, from all *individual applicants*.
22. *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 **four** weeks before the commencement of the course. If payment is not received by this time, *LLT* reserve the right to withhold the course manuals and portal login details for all *HA applicants*, both of which are required for the host applicants to complete the necessary online tasks. We also reserve the right to cancel the training if full payment is not received before the commencement date.
23. **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. Cancellation after course commencement (online enrolment) will result in the **full course fee being paid**
24. **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, £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.
25. **Assessment Referral** – A referral of any part of the assessment will result in a re-assessment, which cannot be taken re-taken on the same day as the referral decision. 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 referral 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.

26. **Deferrals** and **Referrals** must be taken within **twelve** months of the **original** assessment date. Learners requiring to re-sit practical assessment will be required to attend an assessment day of another course as scheduled by *LLT* on their existing course programme. These could be anywhere in the country and dates variable. In the event that the *HA* 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. It is the *HAs* 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.
27. *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 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.
28. *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:**

- 'Course Booking Form'
- 'Venue Details Form'
- 'Venue Room Bookings Form'
- 'Course Flyer'
- "Applicant Terms & Conditions"

*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.***