

The Otago (NHS) Exercise Programme Leaders Award

TERMS AND CONDITIONS FOR INDIVIDUAL CANDIDATES BLENDED LEARNING FORMAT

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

Date of Issue of these Terms and Conditions – April 2024

Abbreviations

HA = Host Administrator

LLT = Later Life Training

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

Accompanying Documents to be read with these Terms and Conditions:

- “OEP Eligibility for training and key considerations for implementation” flowchart

Course Dates and Candidates:

An *individual candidate* is either placed on a course organised by a *HA* **or** is placed on an *LLT* course comprising solely *individual candidates*.

A ‘course’ is defined as a learning journey and training package of blended learning approaches comprising online learning tasks (monitored and supported by LLT tutors), self-directed learning hours and LLT led face-to-face training dates. Individual candidates **must** complete **all** 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 the candidate has been enrolled onto the online training portal. Hard copy resources will be posted at the time of online enrolment in order that online learning and self-directed learning can be completed.

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** prior to course commencement. Once confirmed in writing, course training dates will only change for exceptional reasons. *Individual candidates* will be informed by LLT of any training date changes as soon as these occur. If the individual candidate cannot attend the rearranged dates they, or their funder, will receive a full refund of any course fees paid.
2. A minimum of 8 candidates is required to run a 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 candidates, or their funder, will receive a full refund of any course fees paid. LLT cannot be responsible for any lost travel/accommodation costs.

Equipment:

3. All individual LLT recruited candidates **are required to bring their own pair of ankle weights for use on all face-to-face training days. Host candidates must refer to the course event page on the LLT website for further guidance on whether they are being provided weights, or to bring their own set.**

Candidate Eligibility and Application

4. The Individual candidate for the OEP (NHS) training must be employed by the NHS (evidenced by an NHS email address) and undertakes to check that they meet the eligibility criteria to undertake the course (refer to LLT’s OEP Eligibility Flowchart). LLT will advise on eligibility, if requested.

5. A minimum of 8 hours will be required to carry out online learning, which includes reading manuals, watching PPTs and completing online tasks.
6. The individual candidate must ensure that they are able to meet the requirements of the blended learning approach about access to suitable internet connections and software requirements. The minimum browser version that can be used is: Google Chrome (30+), Mozilla Firefox (25+), Safari 6 and Microsoft Edge – **please note that we don't recommend using Internet Explorer. We also don't recommend completing online learning tasks on work PC's, as firewalls can be quite strict and you may find activities/functions don't work as expected.**
7. The Individual candidate undertakes to check that they are within their scope of professional practice to be leading the OEP/has appropriate insurance to implement the training they are about to undertake. LLT advise that all candidates contact their respective insurance provider to ensure cover will be provided on successful completion of the training.
8. 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. If LLT are not informed at time of booking, we cannot guarantee that support can be provided.
9. The Individual candidate is responsible for providing LLT with a completed booking form at least **one week** before the course commences. Insufficient notice of the Individual candidate's details **will** result in late arrival of online portal login details which will delay the start of online course work (refer to point 10 below).
10. *LLT will not send any further course correspondence, other than the hard copy resources and online portal login details, both of which are required for completion of online tasks. The course resources will be posted, and the portal login details emailed, to the candidate 4 weeks prior to day 1 of the face-to-face training date (**subject to payment being received**)*. Full course details can be found on the relevant course events page of the LLT Website.
11. **Substitution** of *individual candidates* is permitted up to 2 weeks before the first course face to face day but it is the responsibility of the *individual candidate* to re-allocate any received hard copy resources to the substitute candidate. Portal passwords **MUST NOT** be passed onto any other individual, LLT will re-issue. It is also the *individual candidate's* responsibility to advise *LLT* of the substitute candidate's name and contact details. *LLT cannot take responsibility for late arrival of the course resources or portal login details to the new individual candidate if the substitution is within four weeks of the first face to face course day. Substitutions are not permitted if the individual candidate has logged into the portal, or within 2 weeks of the first face-to-face training.*

Fees, Cancellation, Deferral and Referral

12. The OEP (NHS) course comprises; mandatory online learning tasks, two face-to-face days and submission of an OEP home visit plan and practical skills video assignment. Online tasks comprise a mix of narrated presentations, videos and learning checks. LLT tutors will support candidates across the learning journey via the online course forum. Completion of all online tasks is mandatory and form part of the certification requirements. Full completion of the OEP (NHS) Leader Award will not be gained unless all guided learning hours and tasks are completed in a timely manner.
13. The OEP (NHS) 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 individual candidates. All individual candidates must inform LLT at time of booking if their funder is part of a SHARED BUSINESS SERVICE and supply a Purchase Order number.**
14. The Individual Candidate will ensure a non-refundable deposit of £50 is paid at the time of booking a place on a course/event. LLT will then issue a balance invoice to the individual candidate booked onto the course, or their

funder. Payments **must** be received by LLT at least **two** weeks prior to course commencement. If payment is not received by this time, LLT reserve the right to withhold the course resources and portal login details, both of which are required to complete the necessary online tasks.

15. **Cancellation** of a course booking by an individual candidate will incur a cost 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 months' 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. **Online portal access will be cancelled at the time of cancellation.** Cancellation, at any time prior to course commencement, for medical reasons by an individual candidate will be accepted only with a signed MED 3 Certificate and a refund made less an administration charge of **£100**. 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.
16. **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.
17. **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 **£200, irrespective of reason**. If Candidates wish to defer just the course assignments, the deferred assessment costs are £25 for the OEP Visit Session Plan and Reflective Practice action plan, £50 for Practical Skills video submission. **No refunds** will be given if course assignments are not taken. Late deferrals of all assessments with a Med 3 Certificate received by LLT and related to the assessment date, will incur an administration charge of **£50 only**. An invoice for deferral costs will be sent to the *Individual* or to their *Funder*, as appropriate.
18. **Assignment Referral** – A referral will result when work submitted is insufficiently detailed. The marking of assignments resubmitted will incur a fee of £25 for a referred Visit Plan and Reflective Practise Action Plan. An invoice for referrals costs will be sent to the *Individual* or to their *Funder*, as appropriate.
19. **Deferrals and Referrals** must be taken within **twelve** months of the **original** assignment date. 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 a 'confirmation of attendance letter' will be issued after which point the individual cannot submit assignments.
20. LLT will issue a **Certificate** to candidates successfully completing all elements of the course within **two** weeks of course completion.