

TERMS AND CONDITIONS FOR COURSE HOSTS

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 pre-course online learning tasks (monitored and supported by *LLT* tutors) and an *LLT* led face to face training date. All applicants **must** complete online tasks and **must** attend the face to face training day.

A course has deemed to have commenced once the online access has gone live (4 weeks prior to the face to face training day).

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 a training day date.
2. The date for a Dementia 1st Steps course is 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 Details form". This form must be received at least **eight** weeks before the date of the booked course. Once confirmed in writing this date will not change without the agreement of both parties and only for exceptional reasons.
3. It is the responsibility of the *HA* to inform all host applicants of face to face training date, online work timeframes, 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.

Facilities and Equipment:

4. 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 requirement, 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 a course date can be confirmed.
5. The *HA* **must** complete and return the "Venue Details form" at least **eight** weeks before the course date. Until this form is received by *LLT* and the venue **cleared as suitable to host the course**, the course date will remain provisional. If this form is not received by *LLT* by this time *LLT* reserve the right to reschedule dates as necessary.
6. Please note the venue room must be open from 8.30am to 5.00pm on the course day and the *HA*, or a representative, **must** be present to welcome *LLT* course tutors and delegates.

Candidate Eligibility and Application:

7. *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.

8. The *HA* is responsible for ensuring that LLT receive all online Application Forms for their own *Host applicants* at least **four** weeks before the course face to face training day. Failure to supply this information, at least **four** weeks before the face to face training day, **may** result in course cancellation and loss of deposit. **Insufficient notice of the HA applicant details will result in late arrival of online portal login details.**
9. *LLT* will email all *Host applicants* and *individual applicants* (where applicable) on receipt of their completed Application Forms, a link to view full course details. *LLT* will also email all *Host Applicants* login details to access the online training portal.
10. *LLT* will email the *HA* with course resources **which must be printed and made available to all Host Applicants on the face to face training day**
11. **Substitution** of *Host applicants* is permitted but it is the *HA* responsibility to ensure that a new “Application Form” is completed and sent to *LLT* as soon as possible; the *HA* is also responsible for arranging any required re-allocations of course materials. *LLT cannot* take responsibility for late arrival of portal login details to the new *Host applicant* if the substitution is within two weeks of the course face to face training day.

Fees, Cancellation, Deferral and Referral:

12. The full course comprises of 1 face to face training day and 4-5 hours of online learning. The cost of this course is £1200 plus VAT, regardless of how many host applicants attend up to the maximum of 20. Applicants can be substituted at any time by the *HA* to ensure all course places are used (however please refer to point 11 above regarding late online portal access).
13. The full course cost includes all administration, access to the online portal, handouts/resources (electronic format) and certification. **They do not cover any travel, subsistence or accommodation costs for Host applicants. The HA must inform LLT at time of booking, if their funder is part of a SHARED BUSINESS SERVICE and supply all Payable Code details.**
14. The *HA* will ensure a **non-refundable deposit**, of £300, is paid at the time of booking the course. *LLT* will be responsible for obtaining deposits, by Invoice, from all *individual (LLT) applicants (where applicable)*.
15. *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. We reserve the right to cancel the training if full payment is not received before the commencement date.
16. **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 commencement will incur an administration charge of £100. Cancellation with between 1 month and 2 months notice from course commencement will incur an administration charge of £300. Cancellation with between 2 weeks and 1 month notice from course commencement will incur an administration charge of £500. Cancellation with less than 2 weeks notice from course commencement will result in the **full course fee** being paid.

Accompanying Documents to be read with these Terms and Conditions:
<ul style="list-style-type: none">• ‘Course Booking Form’• ‘Venue Details Form’

Date of Issue of these Terms and Conditions – September 2018

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