

## 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 Application Form” and deposit are required to secure a booking on a course. The “Application Form” and deposit must be received at least three weeks 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. A minimum of 8 and a normal maximum of 16 applicants are required to run a course. In the event that LLT do not receive the sufficient number of individual bookings to run a course, LLT reserve the right to defer or cancel course dates. If this does occur individual applicants, or their funders, will receive a full refund of any course fees paid.

### Candidate Eligibility and Application:

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.
4. 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.
5. 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.
6. The Individual applicant is responsible for providing LLT with a completed Application at least **three** weeks before the course commences. Insufficient notice of the Individual applicant’s details **may** result in late arrival of course joining instructions (refer to Item 7 below).
7. LLT will not send any further course correspondence after your initial acknowledgement email. Full course details can be found on the relevant course events page of the LLT Website.
8. **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, address and contact details to allow a new “Application Form” to be issued and returned completed to LLT. 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:

9. The full course comprises of 2 days, of which both course days **must be** attended by all candidates, together with additional self-directed learning hours.
10. 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 all Payable Code details.**
11. LLT will issue an outstanding balance **invoice** to the individual applicant booked onto the course. Final **outstanding balance** payments are to 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.
12. **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.
13. **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 defer just the course assessments (**irrespective of reason**), the deferred assessment costs are £25 for each assessment element. **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.
14. **Assessment Referral** – A referral of any part of the assessment will result in a re-assessment. The re-assessment costs are £25 for each assessment element. 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.
15. **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. 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 and these could be anywhere in the country and dates variable. 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. **This may affect valid insurance. For**

**exercise professionals aligned with REPs, associated CPD points will not be valid.** 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.

16. LLT request certificates from Central YMCA Qualifications (YMCA Awards) for all successful candidates. These certificates are requested in the name stated on the application form, any amendments requested will be charged under the terms of YMCA Qualifications. *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 date without re-taking the full course at full course cost.
17. *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.

<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 – August 2019*

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