

The Otago (NHS) Exercise Programme Leaders Award

Terms and Conditions for Individual Applicants

July 2023

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

Abbreviations	
HA = Host Administrator	<i>Host applicants</i> = applicants recruited and paid for by the HA
LLT = Later Life Training	<i>Individual applicants</i> = applicants recruited by LLT.
Accompanying Documents to be read with these Terms and Conditions:	
<ul style="list-style-type: none"> • “OEP Eligibility for training and key considerations for implementation” flowchart 	

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*.

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 applicants 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 hard copy resources are posted by LLT to the candidate. Resources will be posted 4 weeks prior to the face-to-face training days 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.
 - 1.1 The booking form **must be received at least one week prior to course commencement** in preparation for online learning tasks.
 - 1.2 Once confirmed in writing, face- to-face training dates will only change for exceptional reasons. *Individual applicants* will be informed by **LLT** of any face-to-face training date changes as soon as these occur.
 - 1.3 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 applicants is required to run a course. **If LLT do not receive sufficient 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.
3. Covid - The 4 nations have had different approaches to the opening up of businesses and reducing social distancing and mask wearing. These restrictions may, of course, also return at short notice. We will follow each nations particular policy at the time and constantly be mindful of the health of both the learners and the tutors.
4. All individual LLT recruited candidates **are required to bring their own pair of ankle weights for use on face- to-face training days. Host applicants 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.**

5. Candidate Eligibility and Application

- 5.1 The Individual applicant 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.
- 5.2 A minimum of 8 hours will be required to carry out online learning, which includes reading manuals, watching PPTs and completing online tasks.
- 5.3 The individual applicant 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.**
- 5.4 The Individual applicant 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.
- 5.5 *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.
- 5.6 The Individual applicant is responsible for providing *LLT* with a completed booking form at least **one** week before the course commences (5 weeks prior to face-to-face training days). Insufficient notice of the Individual applicant's details **will** result in late arrival of portal login details which will delay the start of online work.
- 5.7 *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 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.
- 5.8 **Substitution** of *individual applicants* is permitted up to 2 weeks before the first course face to face day but it is the responsibility of the *individual applicant* to re-allocate any received hard copy resources to the substitute applicant. Portal passwords **MUST NOT** be passed onto any other individual, *LLT* will re-issue. 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 the course manual or portal login details to the new *individual applicant* if the substitution is within four weeks of the first face to face course day. **Substitutions are not permitted if the online work has already been started.**

6. Fees, Cancellation, Deferral and Referral

- 6.1 The OEP (NHS) course comprises; 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.
- 6.2 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 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.**
- 6.3 The Individual Applicant 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 applicant booked onto the course or their funder. Payments **must** be received by *LLT* at least four weeks prior to course commencement. If payment is not received by this time, *LLT* reserve the right to withhold the course manual and portal login details, both of which are required to complete the necessary online tasks (see point 6.7).
- 6.4 **Cancellation** of a course booking by an individual applicant 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 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.

- 6.5 **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.
- 6.6 **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 assignments (**irrespective of reason**), 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. An invoice for deferral costs will be sent to the *Individual* or to their *Funder*, as appropriate.
- 6.7 **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.
- 6.8 **Deferrals and Referrals** must be taken within **twelve** months of the **original** assignment date. 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.
- 6.9 *LLT* will issue a **Certificate** to candidates successfully completing all elements of the course within **four** weeks of Reflective Practice Action Plan.