

The Otago Exercise Programme Leaders Award

TERMS AND CONDITIONS FOR INDIVIDUAL CANDIDATES BLENDED LEARNING FORMAT

Abbreviations:

HA = Host Administrator

LLT = Later Life Training

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

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 online enrolment. 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.

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.**

Candidate Eligibility and Application:

4. The Individual candidate undertakes to check that they meet the eligibility criteria to undertake the course (please refer to LLT's OEP Eligibility Flowchart). LLT will advise on eligibility, if requested. A minimum of 8 hours will be required to carry out online work, which includes reading manuals, watching PPTs and completing online tasks. Additional self-directed learning hours will be required for practical rehearsal and written worksheets (part of summative assessment).
5. The individual candidate must ensure that they are able to meet the requirements of the blended learning approach with regard to 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.**

6. The individual candidate undertakes to check that they have the appropriate insurance to implement the training programme they are working towards. LLT strongly advise that candidates have a conversation with their potential/insurance provider ahead of applying for the training course. For Individuals who do not hold the recommended prerequisite qualifications, insurance, and CIMSPA membership will be affected.
7. *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.
8. 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 9 below).
9. *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 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.
10. **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 manual 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 online work has already been started.**

Fees, Cancellation, Deferral and Referral:

11. The full course comprises; online learning tasks and 3 face-to-face days including practical skills assessment, of which all course days **must be** attended by all candidates. Online tasks comprise a mix of narrated presentations, videos and quizzes/learning checks. *LLT* tutors will monitor and support completion of these tasks. Timelines for completion will be set and must be adhered to. Please note that completion of all online tasks is mandatory and form part of the assessment requirements. Full completion of the OEP Leader Award will not be gained unless all guided learning hours and tasks are completed in a timely manner. To further support timely completion of the award, there is an option to submit practical assessments via recordings/videos through WeTransfer (this must be discussed at time of booking).
12. 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 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.**
13. The Individual Candidate will ensure a non-refundable deposit of £50 is paid at the time of booking a place on a course/event.
14. *LLT* will then issue a balance invoice to the individual candidate 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 9).
15. **Cancellation** of a course booking by an individual candidate 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 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. Cancellation after course commencement

(online enrolment) will result in the full course fee being paid, **irrespective of reason**. **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 **£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.

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 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 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 will still be charged, unless for medical reasons which will be subject to the same Med 3 Certificate requirements as covered in item 15 above.
18. **Assessment Referral** – A referral of any part of the assessment will result in a re-assessment, which cannot be re-taken on the same day as the referral decision. The re-assessment costs are £25 for a referred Practical Session Plan (where 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 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 will still be charged, unless for medical reasons which will be subject to the same Med 3 Certificate requirements as covered in item 15 above.
19. **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. Candidates requiring to re-sit practical assessment are strongly urged to attend an assessment day of another course as scheduled by LLT on their existing course programme, or in the case of re-sit consider remote assessment. These could be anywhere in the country and dates variable. 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. 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 . 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.
20. LLT will issue a **Certificate of Achievement** 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 face-to-face 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.

Accompanying Documents to be read with these Terms and Conditions:

- “Guidance for Remote Re-sit Assessment”
- “OEP Eligibility for training and key considerations for implementation” flowchart

Date of Issue of these Terms and Conditions – March 2024

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