



Care to Move (CtM)

TERMS AND CONDITIONS FOR INDIVIDUAL CANDIDATES

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 – June 2024

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 has deemed to have commenced once the candidate has been enrolled onto the online training portal.

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** before 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. *LLT* cannot be responsible for any lost travel/accommodation costs.

Application:

3. *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.
4. The Individual candidate is responsible for providing *LLT* with a completed booking form at least **one week** before the course commences (online). Insufficient notice of the Individual candidate's details **will** result in late arrival of online portal login details.
5. *LLT* will not send any further course correspondence, other than online portal login details, which is required to access the training portal. Portal login details will be emailed, to the candidate 2 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.
6. **Substitution** of *individual candidates* is permitted up to 2 days before the first course face to face day. Portal passwords **MUST NOT** be passed onto any other individual, *LLT* will re-issue. It is 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.

Fees, Cancellation, Deferral and Referral:

7. The full course comprises; 2 face-to-face days of which **both** course days **must be** attended by all candidates.
8. The full course cost includes all administration, access to the training portal (access will expire on course completion), manuals, resources 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.**
9. LLT will issue an **invoice** to the individual candidate booked onto the course, or their funder. Payment **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.
10. **Cancellation** of a course booking by an individual candidate will incur a cost, which will be on a sliding scale. Cancellation with **more than two weeks** notice from course commencement will incur an administration charge of **£80. Cancellation** with **less than two weeks** notice from course commencement will result in the candidate still being liable for the **full course fee. 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. Cancellation after course commencement (online enrolment) will result in the full course fee being paid, **irrespective of reason.**
11. 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.
12. LLT will issue a **Certificate of Achievement** to successful candidates within 2 weeks of course completion. This will be made available to download from the course page on the portal.