



## Inclusive Activity Programme workshop booking terms and conditions

### Venue

The workshop organiser is responsible for securing and covering any costs associated with venue hire for an IAP workshop. The venue must be accessible and of sufficient size to enable practical activity to take place.

### Workshop costs

The cost of an Inclusive Activity Programme (IAP) in-person workshop is £480. This includes **30 days free access** to the IAP eLearning module, the practical workshop, interactive workbook and access to the IAP dashboard and hub.

### Payments and invoicing

A PO number and invoice details are required at the time of submitting a workshop booking request. Activity Alliance will send invoices approximately one week prior to the workshop delivery date and are payable within 30 days. Once an invoice has been sent, this will become payable under all circumstances, unless the course has been cancelled, as per the cancellation process below.

Where an invoice becomes overdue, we reserve the right to pass your account to a debt collection agency.

### Cancellations and amendments

All cancellations and amendments must be sent via email to [programmes@activityalliance.org.uk](mailto:programmes@activityalliance.org.uk)

#### At least five working days' notice

Activity Alliance will not charge workshop organisers for any cancellations or amendments made to bookings at least five working days before the workshop. Once a tutor has been allocated, if amendments are made to the date/time/venue of the workshop, we cannot guarantee a tutor will be available to deliver.

#### Less than 5 working days' notice

For workshops cancelled with less than 5 working days' notice, Activity Alliance will charge the workshop organiser **100% of the workshop fee**.

### Tutor cancellation

In the event of a tutor being unable to deliver a workshop at short notice due to illness or an emergency, Activity Alliance will contact the workshop organiser immediately. Activity Alliance will work with the workshop organiser to reorganise the workshop later. Activity Alliance shall have no liability to reimburse any costs that may have been incurred.



### Pre-course eLearning

To ensure the best possible workshop experience, all learners should complete the IAP eLearning module **prior** to attending the workshop. Activity Alliance will require individual, valid email addresses for all learners to provide access to the eLearning. Workshop organisers are responsible for providing Activity Alliance with learner details and valid email addresses, at least **seven working days** before the workshop.

Workshop organisers are also responsible for ensuring participants are aware of the need to complete the eLearning module in advance of the workshop and that enrolment information will be provided via email.

### Learner needs

It is the responsibility of the workshop organiser to let Activity Alliance and the tutor, once allocated, know of any additional or specific learner needs. We will aim to put measures in place to best support the learner and may need to contact them in advance of the workshop.

### Minimum and maximum numbers

For an IAP workshop to go ahead there must be at least twelve learners. The recommended maximum number of learners is sixteen. With prior agreement we can cater for larger groups.

### Minimum age

The minimum age to attend an IAP workshop is 14 years provided learners have an immediate opportunity to apply their learning.

Closed workshops can be booked for groups of young people. For closed workshops, the appropriate number of responsible adults must be present for the duration of the course. Where minors are attending an open workshop, the young person must have an adult chaperone in attendance. This chaperone must take part in all elements of the course. It is the responsibility of the workshop organiser to check participants' age and ensure appropriate adults are in attendance with young people.

### Appropriate attire

The IAP workshop is a practical session with low levels of physical activity involved. The workshop organiser is responsible for ensuring all learners are aware of the practical nature of the workshop. Participants should attend dressed appropriately to take part in physical activity.



## Certificates

Workshop attendance certificates will be emailed to learners by Activity Alliance within 6 weeks of the workshop taking place. The learner details provided by the workshop organiser will be used as the name on the certificate.

eLearning certificates can be downloaded by the learner following completion of the module and feedback survey.