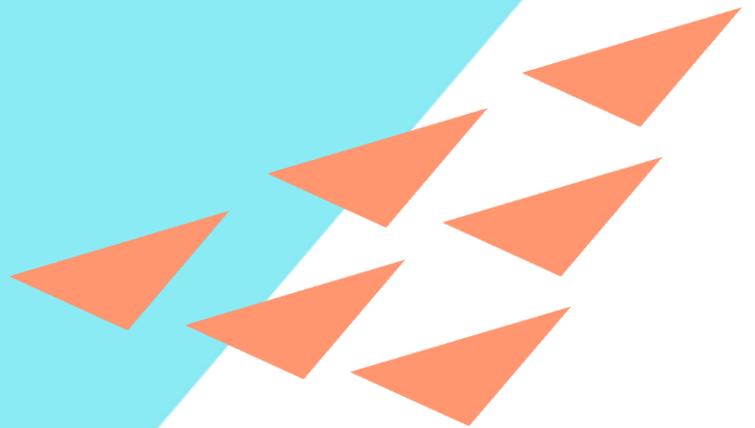


Terms and Conditions

Activity Volunteer Programme



Terms and Conditions

Activity Volunteer Programme

1. About this agreement

This agreement is for the Active Partnership (centre) to become an approved centre for the Activity Volunteer Programme.

2. About being a centre for the Activity Volunteer Programme

- 2.1. The Active Partnership agrees to deliver the Activity Volunteer Programme as directed by the Leadership Skills Foundation, and will:
- 2.2. agrees to comply with relevant laws regarding safeguarding and health and safety and act within the policies of their organisation;
- 2.3. be the data controller for the programme and comply with UK GDPR if delivery is within the UK, or the GDPR if within the EU, EEA, or anywhere else outside of the UK. Any processing in the UK will be compliant with EU law (see the Data Sharing Agreement for details of how the Leadership Skills Foundation process data);
- 2.4. work with the Leadership Skills Foundation to adhere to policies and procedures and any additional requirements from the Leadership Skills Foundation;
- 2.5. appoint an individual to be the named point of contact for the purposes of any communications and feedback between the parties and this appointed person to manage the programme and update centre information should it change during delivery of the programme;
- 2.6. agree to deliver the Activity Volunteer Programme only within the geographical area of the Active Partnership remit and not wider;
- 2.7. use the programme resources as specified and ensure their use is standardised across the centre's delivery team;
- 2.8. appoint personnel to undertake the delivery of the award and ensure they are appropriately trained and suitable to deliver the programme;
- 2.9. ensure that course plans, records of delivery and learner achievements are recorded and shared with the Leadership Skills Foundation in an appropriate manner;
- 2.10. guard against fraudulent or mistaken claims for programme achievements;
- 2.11. comply with all brand guidelines, style and consistency guidelines and any logo and brand use documentation supplied by the Leadership Skills Foundation;
- 2.12. complete the monitoring and evaluation form every six months as requested;
- 2.13. comply with the payment terms of invoices;
- 2.14. the Active Partnership will notify the Leadership Skills Foundation through the withdrawal process if the centre wants to withdraw from the Activity Volunteer Programme for future academic years (outlined in section 4).

3. The role of the Leadership Skills Foundation

To support your Active Partnerships delivery, the Leadership Skills Foundation will:

- 3.1. register the Active Partnership to deliver the programme as required;
- 3.2. carry out the accreditation process to recognise the Active Partnership as an accredited provider that works towards developing skills in their learners and to ensure that the Leadership Skills Foundation's standards of delivery are being met;
- 3.3. provide the Active Partnership with resources and training to deliver the programme;
- 3.4. arrange agreed intervention meetings to monitor progress and gather feedback on improvements that could be made, if required;
- 3.5. support the Active Partnership with any issues that may arise;
- 3.6. notify the Active Partnership of the withdrawal process and the requirement of withdrawal notification for the next academic year. Process detailed in section.

4. The licence renewal process

The licence renewal process for the Activity Volunteer Programme is as follows:

- 4.1. The licence period for the Activity Volunteer Programme is the academic year from 1 August to 31 July of the following year.
- 4.2. If the Active Partnership is not planning to continue with the Activity Volunteer Programme licence, they must inform the Leadership Skills Foundation through the [Awards Centre Withdrawal Form](#) by the 31 May of the current licenced year (other formats will not be accepted). For clarity:
 - 4.2.1. A centre who wishes to withdraw for the 2024/25 licence year must notify the Leadership Skills Foundation by 31 May 2024. If this date is met, the centre will be withdrawn for the 2024/25 licence year.
 - 4.2.2. If notification is made after 31 May 2024, they must pay the renewal invoice for the following licenced year (1 August 2024 to 31 July 2025). The centre will be withdrawn from the 2025/26 licence year.
- 4.3. The Leadership Skills Foundation's Invoice and Refund Policy does not apply to the Activity Volunteer Programme licence renewal.

5. Agreement

- 5.1. This agreement is part of the registration process for a centre. By completing the registration form the centre you are representing and the Leadership Skills Foundation agree to meet the roles and the payment terms outlined on your invoice. Any failure to comply with the terms of this agreement may result in approved centre status being removed/terminated.
- 5.2. Please note that by agreeing to this you are committing to the financial liability stated in the agreement above and to deliver the Activity Volunteer Programme.



**Leadership
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