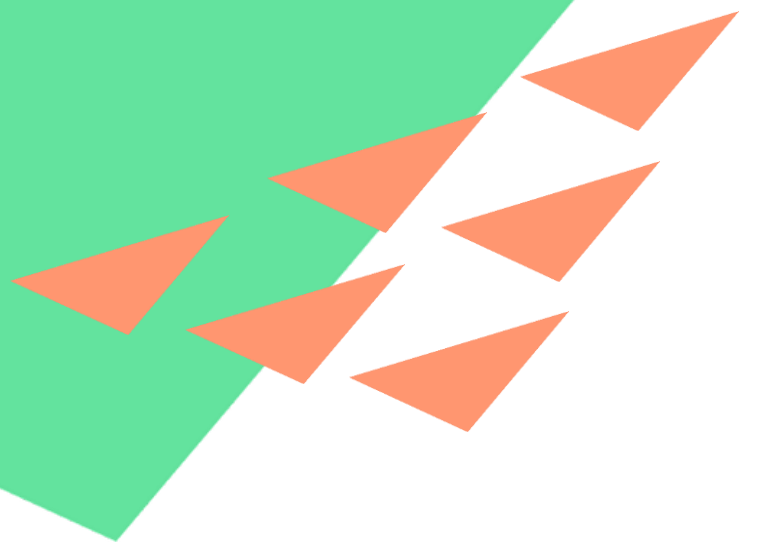




Minimum Spend Policy for Qualification Centres



Minimum Spend Policy for Qualification Centres

The scope of this policy

This policy gives guidance to centres on the annual minimum spend requirements and outlines the steps the Leadership Skills Foundation will take to apply the minimum spend requirement on its centres.

It applies to all Leadership Skills Foundation qualification centres* and replaces any previous versions. Where reference is made to minimum spend in any other document produced by the Leadership Skills Foundation, and where any inconsistencies may occur, the information in this document takes precedence.

*For centres **with professional qualification centre (PQC)** status with the Leadership Skills Foundation, please see the Minimum Spend Policy for Professional Qualification Centres for guidance on the minimum spend requirements and procedures.

The annual minimum spend

What is the annual minimum spend

The Qualification Centre Terms and Conditions agreed to by a centre are a legally binding agreement that requires the centre to meet an annual minimum spend communicated and set by the Leadership Skills Foundation.

These terms and conditions remain in place unless a centre either maintains as a qualification centre for a given academic year or withdraws from being a qualification centre. The Leadership Skills Foundation deadline for receiving a notification for maintaining or withdrawing as a centre is 31 October of the given year. For further guidance on the requirements for these, see the Maintained Qualification Centre Status Policy and the Qualification Centre Withdrawal Policy respectively.

The annual minimum spend for qualification centres:

- comes into force as soon as a centre agrees to the Qualification Centre Terms and Conditions;
- is for the period between 1 August and the 31 July of any given year;
- can be found on the price list on the website;
- must be spent on courses with course start dates before the 16th July of the given minimum spend year;
- relates to the amount spent on learner/delegate registrations for awards and qualifications, licences and course resources (e.g. printed learner evidence records) in period between 1 August and the 31 July in a given year. All other programmes and services offered by the Leadership Skills Programme (e.g. tutor training) do not qualify for contribution towards the annual minimum spend.

Not meeting the annual minimum spend

If a centre does not meet the annual minimum spend for a given year by the 31 July of that year, the Leadership Skills Foundation will issue an invoice for the remaining balance on or after 1 August. This will have 60 days payment terms applied to the amount from invoice date.

The minimum spend is non-refundable, therefore, the Invoice and Refund Policy does not apply.

Policy review arrangements

The Leadership Skills Foundation will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to centre, learner/delegate and third party feedback or requests from, or good practice guidance issued by the regulatory authorities.

Contact us

If you would like to feedback any views, please contact the Leadership Skills Foundation via policies@leadershipskillsfoundation.org or in writing to Leadership Skills Foundation, Loughton Lodge, Bradwell Road, Milton Keynes, MK8 9LA.

