



Minimum Spend Policy for Professional Qualification Centres



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The scope of this policy

This policy gives guidance to professional qualification centres (PQC) on the annual minimum spend requirements and outlines the steps the Leadership Skills Foundation will take to apply the minimum spend requirement on centres.

It applies to all Leadership Skills Foundation PQC*s 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.

*Professional qualification centres (PQCs) are approved to deliver the Leadership Skills Foundation's qualification in professional learning (see the programmes page of our website for details of these qualifications).

The minimum spend for PQCs

What is the minimum spend for PQCs

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 PQC. For guidance on the requirements for these, see the Maintained Qualification Centre Status Policy and the Qualification Centre Withdrawal Policy respectively.

The minimum spend for PQCs:

- is for a two year period, and comes into force as soon as a centre agrees to the Qualification Centre Terms and Conditions;
- is for the period between 1 August of a given year until 31 July two years later (e.g. 1 August 2023 to 31 July 2025);
- can be found on the price list on the website;
- must be spent on courses with course start dates before or on the 15 July of second year minimum spend period;
- relates to the amount spent on delegate registrations for awards and qualifications, licenses and course resources over a given two year period. All other programmes and services offered by the Leadership Skills Foundation and partner organisations (e.g. tutor training) do not qualify for contribution towards the annual minimum spend.

Not meeting the PQC minimum spend

If a PQC does not meet the minimum spend for the given two academic year period by the 31 July of the second year, the Leadership Skills Foundation will issue an invoice for the remaining balance on or after 1 August following the second academic year. 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.

Notes on PQCs withdrawing from the Qualification Centre Terms and Conditions

If a PQC wishes to withdraw to ensure that they are no longer liable for future minimum spend, notification of withdrawal must be received by the Leadership Skills Foundation by 31 October following the end of the second academic year (e.g. by 31 October 2025 if initial two year period is 1 August 2023 to 31 July 2025). See the Qualification Centre Withdrawal Policy for details of how to withdraw.

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.

