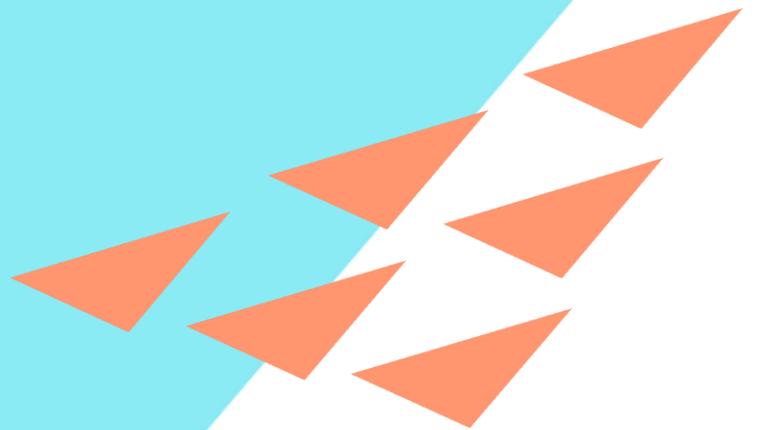


Terms and Conditions

The PE Life Skills Award



Terms and Conditions

The PE Life Skills Award

1. About this agreement

This agreement is for the school to deliver the PE Life Skills Award (primary stage 1 and 2 or secondary stage 3, 4 and 5) as a Leadership Skills Foundation awards centre.

Planning, delivery and training for the programme may commence on the date the centre accepts this agreement and may continue until the centre withdraws from the agreement (see the Awards Centre Withdrawal Policy).

The PE Life Skills Award has been created by the Youth Sport Trust ('YST') and is powered by the Leadership Skills Foundation through our accreditation processes.

2. About being a centre for the 'PE Life Skills Award'

The school agrees to deliver the PE Life Skills Award as agreed and directed by the Leadership Skills Foundation. The centre must:

- 2.1. comply with relevant laws regarding safeguarding and health and safety and act within the policies of their organisation;
- 2.2. 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);
- 2.3. agree to comply with the relevant data protection legislation prevailing in the country of delivery. For the avoidance of doubt, this includes the 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;
- 2.4. allow the Leadership Skills Foundation to be the data processor through the accreditation processes and share the centre data (e.g. centre name and address) and anonymised learner registration and completion data with our partners YST (this will be in compliance with relevant data protection legislation (e.g. GDPR) and to be used in accordance with YST's privacy policy);
- 2.5. adhere to policies and procedures and any additional requirements from the Leadership Skills Foundation;
- 2.6. appoint an individual to be the named programme coordinator who will be the point of contact for the purposes of any communications and feedback between the parties. The programme coordinator must manage the programme and update centre information should it change during delivery of the PE Life Skills Award;
- 2.7. appoint personnel to undertake the delivery of the award and ensure they are appropriately trained to deliver the PE Life Skills Award;

- 2.8. agree to deliver the PE Life Skills Award at the one school named in the online agreement form. Fees for additional schools can be organised by the Leadership Skills Foundation on request;
- 2.9. use the programme resources as specified and ensure their use is standardised across the centre's delivery team;
- 2.10. ensure that programme plans, records of delivery and learner achievements are recorded and shared with the Leadership Skills Foundation as requested;
- 2.11. provide completion data for each of the PE Life Skills Award certificates to be awarded by the centre;
- 2.12. guard against fraudulent or mistaken claims for programme achievements;
- 2.13. comply with all brand guidelines, style and consistency guidelines and any logo and brand use documentation supplied by the Leadership Skills Foundation;
- 2.14. comply with the payment terms of invoices;
- 2.15. the programme coordinator will notify the Leadership Skills Foundation through the withdrawal process if the Centre wants to withdraw from the PE Life Skills Award.

3. The role of the Leadership Skills Foundation

To support the centre's delivery, the Leadership Skills Foundation will:

- 3.1. process the registration of the centre to deliver the PE Life Skills Award as required;
- 3.2. carry out the accreditation process to ensure that standards of delivery can be met by the centre and to approve the centre for the PE Life Skills Award;
- 3.3. provide resources and training to deliver the PE Life Skills Award;
- 3.4. arrange agreed intervention meetings to monitor progress and gather feedback on improvements that could be made, if required;
- 3.5. review the standards of delivery at the centre;
- 3.6. provide access to the PE Life Skills Award certificates for the licence year purchased when standards have been met;
- 3.7. notify the centre of the withdrawal process and the requirement of withdrawal notification for the next licence year. Process detailed below.

4. The licence renewal process

The licence renewal process for the PE Life Skills Award is as follows:

- 4.1. The licence period for the PE Life Skills Award is the year from 1 August to 31 July of the following year.
- 4.2. Every June the Leadership Skills Foundation will raise a renewal invoice for the PE Life Skills Award (as purchased in the previous licence year);
- 4.3. If the centre is not planning to continue with the PE Life Skills Award 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:

- 4.3.1. 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.
- 4.3.2. 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.
- 4.4. The Leadership Skills Foundation's Invoice and Refund Policy does not apply to the PE Life Skills Award licence renewal.

5. Agreement

This agreement is part of the registration process for a centre. By completing the registration form the centre and the Leadership Skills Foundation agree to meet the terms and conditions above.

Any failure to comply with the terms of this agreement may result in centre approval being removed/terminated.

By agreeing to this centre commits are committing to the financial liability stated in the agreement above and to deliver the PE Life Skills Award.

- End -

Appendix 1

Definitions

The following definitions relate to terms used in the this agreement:

Term	Definition
Award	The programme of learning that is being delivered by the centre. In the context of this agreement, this is the PE Life Skills Award.
Centre	The organisation or other legally recognised entity that applies to deliver the PE Life Skills Award.
Programme coordinator	<p>The individual identified by the centre as the person responsible for the management of the administration, delivery and standardisation of the award at the centre. They have the responsibility and remit within the centre to agree to this agreement and the relevant Leadership Skills Foundation terms and conditions.</p> <p>They also act as the primary contact with the Leadership Skills Foundation and the Youth Sport Trust.</p>

