

# Professional Learning Centres Minimum Spend Policy and Process

## 1. General

- 1.1. This policy applies to all Sports Leaders UK Professional Learning Centres (PLC) and replaces any previous versions. Where reference is made to minimum spend in any other document produced by Sports Leaders UK, and where any inconsistencies may occur, the information in this document takes precedence.
- 1.2. Any reference to 'Centre' refers to 'Professional Learning Centres (PLCs)' unless stated otherwise.

## 2. Review arrangements

- 2.1 We will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to customer and learner feedback or requests from, or good practice guidance issued by, the regulatory authorities
- 2.2 If you would like to feedback any views please contact us via the details provided at the end of this policy.

## 3 PLC Minimum Spend

- 3.1 The terms and conditions agreed to by a Centre are a legally binding agreement that binds the Centre to meet the stated minimum spend communicated by Sports Leaders UK. The Terms and Conditions are binding unless a withdrawal notification is received by Sports Leaders UK or PLC approval is removed by Sports Leaders UK. The withdrawal process for PLC's can be found in the Sports Leaders UK Withdrawal policy.
- 3.2 The PLC minimum spend commitment through the terms and conditions can be found on the price list on the [website](#).
- 3.3 A PLC is committed to spend the stated amount over a 2 year academic period (from the 1<sup>st</sup> August of a given year until the 31<sup>st</sup> July 24 months after).
- 3.4 The minimum spend must be spent on courses with a course start date before or on the 15<sup>th</sup> July of the second academic year.
- 3.5 The minimum spend can be spent on delegate registration for professional qualifications, licenses and course resources (eg: printed LERs). The minimum spend cannot be used towards Tutor Training.
- 3.6 If a Centre has agreed to more than one terms and conditions for Sports Leaders UK an overspend in any of the terms and conditions can be included to meet any other minimum spend agreement.

#### **4 Not meeting the PLC minimum spend**

- 4.1 If a Centre does not meet the minimum spend for the given 24 months by the 31st July of the second academic year Sports Leaders UK will issue an invoice for the remaining balance on or after 1st August. This will have 60 day payment terms applied to the amount from invoice date.
- 4.2 The minimum spend is non-refundable and therefore the refund policy does not apply.

#### **5 Withdrawing from the Terms and Conditions agreement**

- 5.1 A Centre can withdraw from the Terms and Conditions by following the Sports Leaders UK Centre Withdrawal policy.
- 5.2 To ensure that a Centre is not eligible for future minimum spend, notification of withdrawal of the PLC must happen by 1st of November following the 31<sup>st</sup> July of the second academic year. E.g. The PLC minimum spend period agreed to through the terms and conditions ends 31st July 2019 if a Centre wishes to withdraw from future delivery the Sports Leaders UK withdrawal policy must be followed and notification given by the 1st November 2019.

#### **Contact us**

If you've any queries about the contents of the policy, please contact Sports Leaders UK, Telephone: 01908 689180 to speak to the Customer Services Team or via email: [contact@sportsleaders.org](mailto:contact@sportsleaders.org) or via post to: 24 Linford Forum, Rockingham Drive, Linford Wood, Milton Keynes, MK14 6LY.