

Terms and conditions

The following terms and conditions apply to all Business Interchange activity.

1. In order to be eligible for Business Interchange support:
 - a. The placement must not be funded from any alternative source.
 - b. The proposed placement must be certified as meeting all of the Business Interchange assessment criteria as set out online at www.businessinterchange.org. This certification must be completed online by the participant's line manager prior to the placement taking place.
 - c. The placement must be registered online and validated by following the steps as set out online at www.businessinterchange.org.
 - d. Placement evaluations must be completed and submitted to Lifelong Learning UK by the participant and their nominated assessor.
 - e. An output as identified in the placement proposal must be produced as a result of the placement and shared with the sector via the LSIS Excellence Gateway. A link to the outputs must be submitted to Lifelong Learning UK for evaluation purposes.
2. The deadline for registering placements for Business Interchange is 4 June 2010. All placements must be completed and evaluations submitted by 30 September 2010.
3. In order to be eligible for full Business Interchange support the online registration, placement, evaluations and outputs must be completed and submitted to Lifelong Learning UK by 15 June 2010. Placements registered after this date will have access to limited support resources through the website but will not be able to access the host finding service and additional support from the coordinator service.
4. Each learning and skills provider and participant registering for Business Interchange acknowledges that, in respect of each placement, the learning and skills provider has total responsibility and risk for all matters in relation to the participant including (but not limited to) all placement-related arrangements and the well-being, health and safety of the participant. All such arrangements are solely between the learning and skills provider, the participant (and any other third parties, as may be the case) and Lifelong Learning UK accepts no liability whatsoever for any loss, whether direct or indirect, arising in connection with such arrangements.
5. Each learning and skills provider and participant registering for Business Interchange agrees to exercise all proper and reasonable care and skill in discharging all of their obligations and carrying out all activities under and pursuant to these terms and conditions and in a manner consistent with best practice.

The following terms and conditions apply to learning and skills providers registering for Business Interchange:

6. You agree to provide the teacher, tutor, trainer with sufficient support and time to undertake their identified placement and produce their agreed output(s).
7. You agree to take all appropriate steps to ensure the health and safety of the teacher, tutor or trainer whilst on their placement and comply with all relevant legislation and all applicable codes of practice.
8. You agree to identify individuals to undertake Business Interchange placements based on individual need irrespective of disability, gender, religion, race, nationality, age or sexual orientation.
9. You agree to undertake an evaluation of each placement and submit them to Lifelong Learning UK.
10. You agree to undertake a true self assessment in advance of the proposed placement taking place and certify only where the proposed placement does meet the criteria as set out online at www.businessinterchange.org
11. You agree to ensure all necessary information is provided to Lifelong Learning UK by the registration and completion deadlines.
12. You agree to ensure that the teacher, tutor or trainer fulfils their registration obligations.
13. You agree to indemnify and hold harmless Lifelong Learning UK, its employees, agents, officers and sub-contractors with respect to all claims, demands, actions, costs, expenses, losses and damages arising from, or incurred by reason of:
 - a. Any actions or omissions by you or your employees, agents, officers or sub-contractors in connection with any activities supported by Business Interchange;
 - b. Any breach of these terms and conditions by the same.

The following terms and conditions apply to teachers, tutors and trainers registering for Business Interchange:

14. You agree to undertake the placement as per the proposal which has been self-assessed by your line manager.
15. You agree to undertake an evaluation of the placement and submit it to Lifelong Learning UK in accordance with the assessment criteria set out online at www.businessinterchange.org
16. You agree to develop and submit to Lifelong Learning UK the proposed outputs as identified in the placement proposal, within the completion deadlines as set out in the information pack and online at www.businessinterchange.org
17. You agree to share your developed outputs with colleagues and peers via the LSIS Excellence Gateway.