

Terms and Conditions for OTHM “Preferred Partners”

1. All Preferred Partners must adhere to the “Terms and Conditions for all OTHM-Registered Centres”
In addition, Preferred Partners are OTHM centres who commit to the following:

2. **TO SUPPORT OTHM TEACHERS**
To co-operate with future requests from OTHM regarding the OTHM Teacher Training Programme. Centres’ commitments in this area will include the following:
 - 2.1 To demonstrate a commitment to teacher training, by cooperating with OTHM initiatives in this area.
 - 2.2 To ensure that at least one college lecturer or tutor of OTHM students is a card-holding member of OTHM. A copy of their membership card should be kept on their HR file, and supplied with each college upgrade application and self-audit.
 - 2.3 To send at least one college lecturer or tutor of OTHM students to the OTHM Annual Tutors’ Conference, and to arrange cover for any OTHM students on those days.
 - 2.4 To send at least one college lecturer or tutors of OTHM students to all OTHM Tutors’ CPD Workshops, and to arrange cover for any OTHM students on those days.

3. **TO SUPPORT OTHM STUDENTS**
To make a long-term commitment to OTHM students as follows:
 - 3.1 For the duration of a centre’s listing as a Preferred Partner, and in the field(s) of Travel, Tourism, Leisure and Hospitality, the centre commits to market, promote and teach OTHM programmes exclusively, with the exception of certain specialist ticketing, room booking and Airline Industry qualifications, as agreed in advance with the OTHM Registrar.
 - 3.2 To guarantee that OTHM students will receive a minimum level of tuition equivalent to the OFQUAL-approved Guided Learning Hours for their qualification.
 - 3.3 Should a centre decide for any reason to cease the teaching of OTHM programmes, it agrees to give OTHM a minimum of 12 months’ notice before OTHM lessons are stopped. In the case of OTHM students who have paid, or have committed to pay, more than 12 months’ fees to the centre, the centre will refund any such fees, and relieve such students of any further financial obligations with them.
 - 3.4 Should a centre fail to meet its obligations as described in 3.3 above, the centre will transfer all outstanding course fees for all OTHM students who have not completed their course(s), directly to the students, who will arrange another teaching centre at which they may complete their studies.
[Please note: OTHM will not recommend specific centres to students. However, OTHM will provide a list of “Preferred Partner” centres, and an explanation of the guarantees that a student may expect to be given such centres.

4. To show evidence, to the satisfaction of the OTHM Quality, Audit and Accreditation Committee, that the college has made reasonable investment in all or most of the following areas: classroom furniture; teaching facilities; toilets; other general college facilities. Supporting evidence should document investments made within the 12 months up to and including the date when the PP application is signed.

SIGNED ON BEHALF OF THE CENTRE:

Full name + position: college name + stamp: signed: date: