

Delivery Centre Approval Process

PLC welcomes individuals and organisations who wish to help their local communities develop life skills by providing free training courses. We aim to make becoming a PLC* Delivery Centre (“DC”) as simple and accessible as possible. No prior experience, qualifications or organisational status is required. There is no fee to become a Delivery Centre. All of our courses must always be provided free of charge.

Who can become a Delivery Centre?

A PLC Delivery Centre may be almost *anywhere* people meet, including:

- a community group or charity
- a church or faith group
- a school or college
- a business or a local organisation.

‘Home Delivery Centres’ refers to people who wish to share our courses – or perhaps *part* of a course – with those they know from the comfort of their home.

We welcome anyone who shares PLC’s aim of helping local communities through free life skills training.

Approval requirements

PLC operates a straightforward approval process. Automatic approval as a Delivery Centre (“DC”) is provided once:

1. you have confirmed acceptance of the responsibilities & commitments set out in the DC Agreement; and
2. your Contact Email Address has been successfully verified.

Provided these two requirements are completed, approval is granted automatically.

PLC does not operate a selective approval or assessment process beyond these requirements.

Understanding Delivery Centre (DC) responsibilities

Before registering, DCs are expected to read and understand the following PLC documents:

- DC Agreement
- DC Onboarding Notes
- Terms of Use
- Privacy Policy
- Guide for Hosts (if you are wanting to Host courses in your home)

These documents explain the responsibilities associated with organising and delivering our courses and can be found in the [Information page](#) of our website.

Safeguarding, safety and local responsibilities

DCs are fully responsible for assessing and accepting all safeguarding, safety and operational risks associated with the courses they organise locally. PLC does not provide safeguarding supervision, safeguarding approval, risk assessments or local operational oversight. Each DC is responsible for making sure its activities, venues, Hosts and course arrangements are appropriate, safe and compliant with applicable laws and local requirements.

What approval means

Approval as a PLC Delivery Centre allows you to:

- organise and deliver our courses
- access PLC support materials and resources
- promote yourself (or your organisation) as a PLC Delivery Centre

The ‘legal bit’: approval does not create a partnership, or an employment, agency, franchise relationship with PLC.

Delivery Centres operate independently and remain responsible for their own local activities and decisions.

Ongoing participation

PLC aims to maintain a welcoming, supportive and community-focused environment. Delivery Centres are therefore expected to act responsibly, respectfully and consistently with the aims and values of PLC. PLC reserves the right to suspend or withdraw Delivery Centre approval where necessary.