

# Breathworks Teacher Training Programme

## Terms & Conditions

### 1. Application Process

- 1.1. An application to the programme does not guarantee acceptance. Applications will be accepted on the basis that all pre-requisites have been (or will be) met to the satisfaction of the Breathworks training team.
- 1.2. The non-refundable £15 application fee is payable on submission of the application form.
- 1.3. Breathworks reserves the right to provisionally accept an applicant and how they might further develop the knowledge and skills necessary to successfully participate, which will ensure the student is best prepared to train with us.
- 1.4. In the event that an application is not accepted, Breathworks will provide guidance to the applicant about activities they can engage in to improve their application.
- 1.5. Once accepted to the programme, students must book on a training event within one year. If they fail to do so, they will need to resubmit an application.

### 2. Fees & Payments

Fees for each training stage are payable at the rates which apply at the time the student does the main TT event involved in that stage (TTi or TTa). Details of the fees for teacher training are as listed here:

<http://www.breathworks-mindfulness.org.uk/become-a-teacher/training-fees>

#### 2.1. Stage 1 - Payment Terms

*Standard terms (our standard terms are to pay a deposit and then the outstanding balance 6 weeks before commencing TTi training).*

- 2.1.1. A non-refundable deposit of 25% of the stage 1 fee is payable to confirm a place in the programme, book on the TTi event and orientation workshop and be assigned a mentor. In case of cancellation or postponement please see clause 3 below for full details.
- 2.1.2. Payment is required, in full, 6 weeks before the TTi event start date.
- 2.1.3. If full payment has not been received 6 weeks before the event start date and a prior arrangement has not been agreed with the Breathworks Admin Team, then we reserve the right to cancel the booking which would result in a loss of all fees paid.

If our standard terms make attending training cost prohibitive, we can offer a payment plan, details below:

*Payment plan terms (spread over 6 equal monthly payments):*

- 2.1.4. To help spread the cost of training we can also offer to spread this over 6 equal monthly payments
- 2.1.5. The student will set-up a standing order instruction with their bank to pay Breathworks 6 equal/monthly instalments.
- 2.1.6. On receipt by Breathworks of the first monthly instalment, the student can book on a TTi event.
- 2.1.7. A Minimum of 4 instalments need to have been paid to Breathworks before the student can attend the TTi event (ie if a student starts a payment plan in January, the earliest it's possible to attend a TTi event would be in May).
- 2.1.8. If the standing order is cancelled at any point during the payment plan an alternative means of payment must be arranged promptly. If we do not receive new payment instructions we reserve the right to cancel any bookings which would result in a loss of all fees paid.

#### 2.2. Stage 2 – Payment Terms:

*Standard terms (our standard terms are to pay a deposit and outstanding balance 6 weeks before commencing TTa training).*

A non-refundable deposit of 25% of the stage 2 fee is payable to accept a place in the programme and book on the TTa event and/or mindful movement weekend.

- 2.2.1. This deposit is non-refundable and in case of cancellation or postponement of either the TTa event or mindful movement event, please see clause 3 below for full details.
- 2.2.2. Payment is required, in full, 6 weeks before the TTa event start date.
- 2.2.3. If full payment has not been received 6 weeks before the event and a prior arrangement has not been agreed with the Breathworks Admin Team, then we reserve the right to cancel the booking which would result in a loss of all fees paid.

If our standard terms make attending training cost prohibitive, we can offer a payment plan, details below:

*Payment plan terms (spread over 6 equal monthly payments):*

- 2.2.4. To help spread the cost of training payment can be made over 6 equal monthly payments
- 2.2.5. The student will set-up a standing order instruction with their bank to pay Breathworks 6 equal/monthly instalments.
- 2.2.6. On receipt by Breathworks of the first monthly instalment the student can book on a TTa event and make other training arrangements.
- 2.2.7. A minimum of 4 instalments need to have been paid to Breathworks before the student can attend the TTa event (ie if a student starts a payment plan in January, the earliest it's possible to attend a TTa event would be in May).
- 2.2.8. If the standing order is cancelled at any point during the payment plan an alternative means of payment must be arranged promptly. If we do not receive new payment instructions we reserve the right to cancel any bookings which would result in a loss of all fees paid.

Any payment made to Breathworks CIC will be for the invoiced sterling amount with any currency costs or bank fees borne by the payer.

### 3. Cancellation & Postponing training bookings

We appreciate things happen in life and you may need to make changes to your bookings. Whilst we can't offer refunds we can help to change bookings subject to the following terms:

#### 3.1. Orientation & e-learning workshops

There is no charge for changing your booking on the e-learning aspects of training.

#### 3.2. TTi & TTa Training

The following terms apply if you need to cancel your booking and transfer to a later event:

- 3.2.1. Up to eight weeks before the start of the event, you can postpone to a later event, subject to paying a £50 admin fee (or you can cancel your booking altogether and *not* transfer to a later event, in which case we will refund your deposit minus £150 to cover our costs).
- 3.2.2. Up to the start of the event and a substitute can be found, you can postpone to a later event, subject to paying a £50 admin fee. If a substitute cannot be found then unfortunately you would need to pay again to attend the TTi or TTa event (organisational rate: £1,600 / Individual rate: £1,295 / Concessionary rate: £980)

#### 3.3. Mindful Movement

The following terms apply if you need to cancel your booking and transfer to a later event:

- 3.3.1. Up to eight weeks before the start of the event, you can postpone to a later event, subject to a £35 admin fee.
- 3.3.2. Up to the start of the event and a substitute can be found, you can postpone to a later event, subject to paying a £35 admin fee. If a substitute cannot be found then unfortunately you would need to pay an additional fee (organisational rate: £330 / Individual rate: £280 / Concessionary rate: £210) to book onto a future event.

#### 3.4. No refunds will be given after the training event has commenced eg if you decide to leave the training event early.

4. Cancellation Insurance

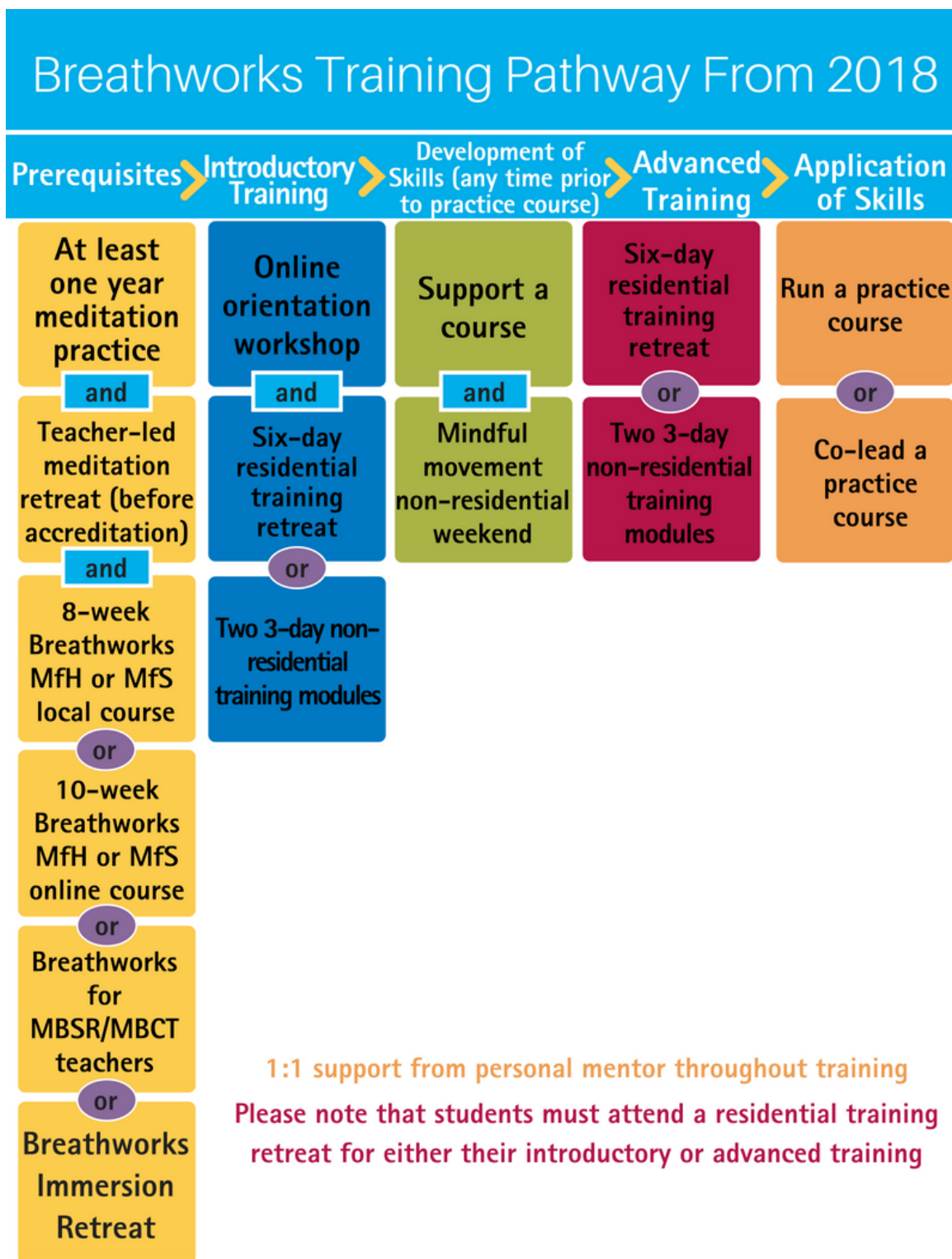
We recommend that you purchase cancellation insurance for your booking. The organisation below offers reasonably priced course insurance and have no restrictions on age or pre-existing health conditions:

<http://www.cancelsure-insurance.co.uk/>

You may also consider taking out insurance for your travel arrangements.

5. Completing the Teacher Training Pathway

5.1. An illustration of the training pathway



Training is available at the introductory and advanced levels in both retreat and non-residential modular formats. Students are required to attend at least one level in the retreat format.

Students who complete the Breathworks for MBSR/MBCT teachers event can fast track to the TTa level of training.

In order to undertake the supervised practice course, all students must have completed TTi and TTa, had all diaries approved, attended a mindful movement weekend and spoken with your mentor to determine readiness.

## 5.2. The Practice Course (full guidance notes are provided once invited, pertinent points are detailed below)

- 5.2.1. The practice course constitutes an essential part of your training. Once you feel you are ready you should discuss this with your mentor. A practice course should not be arranged without prior approval.
- 5.2.2. You are responsible for inviting your own participants and all aspects of the event organisation, which includes (but is not limited to) sourcing a venue, printing materials, ensuring completion of evaluation forms. The invitees should be people known to you, not advertised to the general public.
- 5.2.3. It is permitted to charge a fee for the event that covers the cost of the venue/refreshments/materials etc. but it must be made clear that the participants are not paying for your time or your supervision fee.
- 5.2.4. The practice course will be delivered over a period of 8 weeks. For the Health course it should be 8 weekly sessions; though the stress course can be delivered in either 8 weekly sessions or 4 longer fortnightly sessions; with an optional practice retreat day.
- 5.2.5. The evaluation forms should be given to your mentor and if they are satisfied with the feedback received from the course participants you will pass this stage of the training.
- 5.2.6. No formal plans for offering further courses to members of the public, colleagues etc should be made until you are accredited as a Breathworks teacher.

## 6. Our Commitment to Students

We want all students to thrive in the programme and are committed to providing a quality training experience and achieving the highest standards of conduct.

If at any stage you want to raise a concern about the quality of the training delivery or conduct of the team, you can do this in the first instance to Ginny Wall, Head of Programmes [gabby.wall@breathworks.co.uk](mailto:gabby.wall@breathworks.co.uk)

## 7. Accreditation as a Breathworks Teacher

- 7.1. Once the pathway (illustrated in point 4) is complete you will be invited to apply for accreditation; once approved by the training team, an annual accreditation fee of £80 pa is due; once paid an Accredited Teachers certificate will be issued.
- 7.2. Approval for accreditation is entirely at the discretion of the Training team and it is not guaranteed on completion of the training. If there is a concern, the Training team will offer feedback and explore ways forward for the student to be approved for accreditation, but the final decision resides with the Training team.
- 7.3. No reference to the Breathworks brand can be used by un-accredited teachers or students in the training programme (other than for the practice course). This includes (but is not limited to) any promotional materials.
- 7.4. Once accredited, an accreditation fee must be paid annually in order to make use of the Breathworks curriculum and branding, plus free advertising on the Breathworks website and is set at a cost of £80.00 PA.
- 7.5. The annual accreditation requires that the teacher continues to adhere to the UK good practice guidelines and Breathworks Code of Conduct for teaching mindfulness-based courses.
- 7.6. Breathworks reserve the right not to renew an accreditation in the case of breaches to Breathworks Code of Conduct.

## 7. Use of materials and copyright

- 7.1. The Breathworks course (which includes the teaching materials) is the intellectual property of Breathworks CIC.
- 7.2. Copyright of the Breathworks signature Mindfulness for Health and Mindfulness for Stress course belongs to Breathworks CIC.
- 7.3. Materials must not be amended or adapted without the specific permission of and in collaboration with Breathworks CIC.
- 7.4. Materials must not be copied, shared or adapted except for the purposes of teaching by accredited Breathworks teachers.
- 7.5. No reference to the Breathworks brand can be used by un-accredited teachers or students in the training programme. This includes (but is not limited to) any promotional materials.

By applying for a Breathworks Teacher Training course, you are agreeing to these terms and conditions.