



# T2T – terms and conditions



## Licence to deliver

A 'licence to deliver' is issued to those trainers who have the required training experience and relevant knowledge and who have completed the appropriate T2T session for the course they wish to be licenced to deliver.

This licence is subject to the following conditions;

- ◆ the licence is issued to the trainer and not to the organisation for which they work
- ◆ the trainer must not sub-contract or delegate any part of the training course to anybody who does not hold a licence for Common Threads to deliver that course
- ◆ All materials supplied as part of the T2T programme are copyrighted and the following useage is not permitted;
  - use of any training materials (handouts, visual aids etc) for any other purpose than delivering the course for which you are licenced by Common Threads
  - use of any of the training exercises for any other purpose than delivering the course for which you are licenced by Common Threads.
- ◆ The trainer must not vary the content of the course without prior permission from Common Threads.

The initial licence to deliver is only valid for twelve months from the date of the T2T session. Licences must then be renewed on an annual basis.

## Quality Assurance

### T2T applications

Common Threads reserve the right to;

- ◆ refuse applications to the T2T programme in order to maintain the quality of delivery
- ◆ offer conditional places to trainers with limited experience *provided* that they are able to co-train with a colleague who is licenced to deliver the same course until such time as a satisfactory quality assurance report has been achieved
- ◆ change the licence offer to 'conditional' as a result of the trainer's participation in a T2T course.

### Trainer's paperwork

Licenced trainers must return the following original paperwork to the Common Threads office within seven days of delivery course;

- ◆ trainer report
- ◆ risk assessment form
- ◆ application forms and evaluation forms for each participant
- ◆ course attendance log
- ◆ trainer assessment record (*where applicable*).

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The above forms are supplied by Common Threads in electronic form. The above list may be altered or varied at any time in line with specific course requirements. It is the responsibility of the trainer to print all forms needed.

Common Threads reserves the right to withdraw the licence to deliver at any time in the event of failure on behalf of the trainer to abide by the quality assurance procedures for the courses they are delivering and/or an unsatisfactory quality assurance visit. In the event that a licence is withdrawn no refunds will be made.

## **Costs**

There is an initial fee for delivery of the T2T course. This fee varies per course and will be quoted for separately.

A licence fee for each T2T participant of £450 is payable from the date of the T2T course. This licence to deliver is valid for 12 months. All T2T participants will be issued with a training manual, PowerPoint disc and Forms disc.

For each course delivered by the trainer the following costs are incurred;

- ◆ £30 per candidate registered (which includes full handout pack, plus certification per person for each successful candidate).

In the event that trainers do not inform the Common Threads office of changes of dates, venues and times so as to cause a wasted quality assurance visit, a fee of £100 will be charged.

In the event that trainers do not register courses in time for handout packs to be sent out by second class post then the difference in postage costs will be charged to the trainer.

The renewal fee for each licence for all courses is £450 per course per annum.

All prices subject to VAT where applicable.

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