

Terms and conditions for learners

Elklan courses are accredited externally by a quality assured and OFQUAL regulated national awarding organisation.

To gain accreditation:

- I agree to attend at least 8 out of the 10 sessions (or 80% if the course have less than 10 sessions) delivered by an Elklan tutor.
- If I am attending a 'three-day intensive' course and I miss one day, I agree to purchase and complete the relevant e-learning sessions that I have missed so that I meet the Awarding Organisation's criteria.
- I will complete a Learning Log at either level 2, 3 or (for some courses only) 4
- The Learning Log is divided into sections to match the sessions of the course. I agree to submit assignments from each session I attend before or at the following session unless I am completing a 3 day intensive course in which case I agree to follow the guidelines given by my tutor.
- I understand that for each Learning Log session this means I need to expect to spend:
 - 1 hour writing up my Learning Log answers
 - 4 hours planning and carrying out practical tasks for your Learning Log, reading Language Builders and other background research, talking about the course with a colleague or observing the communication skills of children with and without difficulties.
- I have read the information about plagiarism and I understand how important it is. I know that if I copy another learner's work or copy text from a book, the internet or another source without appropriate referencing, I will have to re-submit that work and I may jeopardise my opportunity to gain accreditation.
- I am aware that the tutor has a responsibility to deliver 20 hours of teaching and to mark my Learning Log. My tutor is not required to provide additional seminars, phone calls or visits to support me to complete my work. Any Elklan tutor who provides this additional service is doing so out of their own choice. If I require significant additional support, then I am aware that the Elklan tutor has a right to charge me for this at a cost agreed between us.
- I agree to follow the amendment policy as stated below.
- I agree to complete my Learning Log by the date indicated in my Learning Log submission agreement. If there are any extenuating circumstances that prevent this, I will inform my tutor and the earliest opportunity. I am aware that the Elklan tutor will discuss how and when my Learning Log can be completed and submitted. I am aware that even in extenuating circumstances I will have to complete my Learning Log within 11 months of the start date of my course otherwise I will not receive accreditation.

- Paper based Learning Logs:
 - I agree to the Elklan tutor sending my Learning Log or part of my Learning Log to Elklan for verification.
 - In view of the fact that my Learning Log might be sent in the post, I agree to keep a copy of my Learning Log just in case it is lost in the post. I agree to submit the original copy.
- E-Learning Logs:
 - I am aware that my Learning Log will be viewed on line by my Elklan tutor, an Elklan Internal Verifier and possibly an External Verifier appointed by the Awarding Organisation.
- I am aware that paying fees, attending the training and completing the Learning Log does not guarantee accreditation as the Learning Log must achieve certain criteria determined by Elklan internal verifiers. The final decision lies with Elklan's internal and external verifiers and not with my tutor.
- **I am aware that once registered with the Awarding Organisation, my accreditation fee cannot be re-funded regardless of whether I complete my course and or the Learning Log.**

Data Protection and Data Handling

- Elklan assures you that any information about your name, D.O.B. address, ethnicity, employment and ability status will be passed onto an Ofqual regulated [Awarding Organisation](#) only. Elklan will NOT pass this information to anyone else.
- The data you submitted when registering will be uploaded onto a secure, password protected section of the [Awarding Organisation](#)'s website. An electronic version of the information will be stored securely by Elklan at our Head Office.
- If you have any queries or concerns please contact Henrietta on henrietta@elklan.co.uk. The purpose of keeping this data is purely administrative. It allows Elklan to support your tutor with any queries about the administration of your course, register your details with [Awarding Organisation](#) and submit these for your accreditation.
- Elklan is registered with ICO (Information Commissioner's Office). The ICO enforce the Data Protection Act 2018. Our registration number is Z8152068.

Learning Log amendment policy:

- A Learning Log assignment/task can be amended twice.
- If the answer is still unsatisfactory after the initial submission and two amendments, the task will be marked as 'criteria not achieved'.
- If you fail one or more tasks/questions you will drop down a level from level 3 to level 2 and from level 2 to an attendance certificate.

This policy is not intended to be harsh, but clear and has been introduced to protect the standard of Elklan qualifications.

Please note that over 90% of learners who complete the course and their Learning Log achieve the level of accreditation they set out to achieve!

Post course conditions

Elklan wants to preserve the integrity of the training and ensure that all participants have the best possible learning experience. We also want to ensure that the children and young people have maximum benefit from the strategies learned and so we only train speech & language therapists and specialist advisory teachers as Elklan tutors and co-tutors.

- Following the training it is acceptable for you to inform colleagues at an informal meeting regarding the content of the training.
- It is NOT permissible to cascade the training in a more formal manner to colleagues within or outside of the school or setting. If you or your school are interested in cascading information, please either contact liz@elklan.co.uk or visit the Elklan website and see the information about becoming a Communication Friendly Setting.
- It is not possible to call the training Elklan training or to use Elklan logo or graphics or any of the intellectual property which belongs to Elklan.
- Photocopying pages from the book is not permitted other than to share information with parents and carers for a specific child or young person.

Elklan, August 2020