

Elklan Licence Agreement

1. Elklan tutors, co-tutors, AAC tutors, and Let's Talk tutors can only deliver Elklan courses under licence.
2. An Elklan licence must be renewed annually through the website, <https://www.elklan.co.uk/Licence>. The licence fee for the first year is included in the initial tutor training fee. An Elklan Licence can only be issued by Elklan Training Ltd.
3. Payment of the annual licence fee is mandatory. Where a licence has lapsed an additional administration and re-joining fee will be charged.
4. An Elklan licence entitles Elklan tutors and co-tutors to deliver all Elklan courses which are within their range of competence to teach. Suitability is determined by the licensee. AAC tutors can only deliver AAC courses. Let's Talk tutors deliver the course in which they have been trained.
5. All accredited courses must follow the Elklan policies and procedures available in the tutor area of the Elklan website.
6. It is the expectation that all learners will complete a Learning Log and gain accreditation through OCN London to recognise the time and effort they invest in attending the course. The exceptions are parents on Let's Talk courses and qualified teachers. However, accreditation is not compulsory if a learner has a good reason for not striving to achieve their award.
7. **ALL** Elklan courses must be registered on the Course Tracker, and are confirmed on receipt of a course code. **All** learners attending the course must register themselves on the course, even if they are not going for accreditation. For Let's Talk courses **ONLY**, the tutors can register the parents/carers if they are not able to do this for themselves.
8. Let's Talk tutors must ensure that the learner feedback forms are completed and uploaded into the Course Tracker once the course has been completed to enable Elklan to monitor the delivery and learner feedback to ensure quality standards across all Elklan courses. This applies to ALL Let's Talk learners, accredited or not.
9. Each Elklan session must be taught over the time indicated in the training manuals. e-learning courses must include webinars for each session delivered.
10. Elklan will provide licensed tutors only with updated training resources free of charge if a new course is registered on the Course Tracker. Tutors must destroy the old manual. If customs duty or international P&P costs are incurred this will be paid by the Elklan tutor or co-tutor.
11. All material is bound by copyright. Handouts may be photocopied for participants but teaching notes, video clips, pages from the book and slides cannot be copied or incorporated into other publications, PowerPoints, courses or presentations.
12. A book from the Language Builder or Let's Talk series must be sold at the agreed price to every participant attending a full Elklan course and the two-day overview. Under no circumstances can photocopies of the book be given to course participants. Course participants must have their OWN book. They cannot use a colleague's who has previously attended a course.
13. A Let's Talk at Home resource pack must be purchased for each parent/carer attending a Let's Talk, Let's Count or Let's Read course.

14. Elklan's videos may not be copied either in whole or in part. They must only be used as part of an Elklan course and be held by the Elklan tutor or co-tutor only.
15. A course cannot be called 'Elklan Speech and Language Support for 3-5s/5-11s' etc. if it is not a 'full' training package, i.e. either the two-day over-view course or the ten-week course.
16. Only Elklan licensed tutors can run the full training courses on their own. Co-tutors cannot run them without a full Elklan tutor. Responsibility for running local courses lies with the tutor and not with Elklan Training Ltd or the Awarding Organisation. Elklan co-tutors with appropriate qualifications and experience can transfer to full tutor status on application to Elklan. Elklan co-tutors can deliver the Let's Talk courses without an Elklan tutor.
17. Any promotional material which advertises Elklan Training and/or Elklan courses must contain the Elklan logo which is available in the tutor section of the website.
18. From Sept 2018 every Elklan tutor and co-tutor must complete an annual standardisation activity prior to delivering training and renewing their Elklan license.