

Elklan Licence Agreement

1. Elklan Tutors, Co-Tutors, AAC tutors, Early Years LCPs and Let's Talk Tutors can only deliver Elklan courses under licence.
2. An Elklan licence must be renewed annually through the website, <https://elklantraining.worldsecuresystems.com/renew-my-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. Early Years LCPs can only deliver the Communication Counts course in which they hold a Level 3 award. 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. All courses must be registered using the Course Tracker,
6. Each Elklan session must be taught over two hours. The exceptions are:
 - Communication Counts - 1 hour (apart from Communication Counts for Adults and Young People with Learning Difficulties which is 2 hours)
 - Communication Support for Children with Complex Needs – 2½ hours (8 sessions)
7. Elklan will provide licensed tutors only with updated training resource free of charge when a course is registered on the Course Tracker. Post the manual to Elklan with return details and this will be replaced.
8. All material is bound by copyright. Handouts may be photocopied for participants but lecture notes, pages from the book and slides cannot be copied and incorporated into other publications or presentations.
9. A book from the Language Builders 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 be given to course participants. Course participants must have their OWN book. They cannot use a colleague's who has previously attended a course.
10. Elklan's DVDs may not be copied either in whole or in part. They must only be used as part of the Elklan training packages and be held by the Elklan Tutor only.
11. You cannot call your training '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 course or the ten-week course.
12. Only Elklan licensed tutors can run the full training courses on their own. Co-Tutors cannot run them without a full tutor. Responsibility for running local courses lies with you and not with Elklan Training Ltd or the awarding body. 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 a tutor.
13. Any promotional material which advertises Elklan Training and/or Elklan courses must contain our logo which is available in the tutor section of the website.
14. You may use no more than one complete session of the training for one off twilight sessions. In this situation, the school or establishment where you are offering the training must have purchased the book at full price to allow you to photocopy the relevant information. Elklan MUST be referenced and learners directed to the website.