



Terms and conditions for learners

Elklan courses are accredited by an externally quality assured and accredited by OFQUAL approved national Awarding Organisation.

Successful participants will gain 9 credits at either level 2 or 3

To gain accreditation:

- I agree to attend at least 8 out of the 10 sessions (or 80% of the sessions for courses less than 10 sessions) delivered by an Elklan tutor.
- If I am on a 'three-day intensive' course, I agree to purchase the relevant e-learning sessions that I have missed so I meet the Awarding Organisation's criteria.
- I will complete a portfolio at either level 2, 3 or (for some courses only) 4.
- The portfolio 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.
- I understand that for each portfolio session this means I need to expect to spend:
 - 1 hour writing up my portfolio answers
 - 4 hours planning and carrying out practical tasks for your portfolio, 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 below 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 portfolio. S/he 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 from his/her 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 portfolio by the date indicated in my portfolio submission agreement. If there are any extenuating circumstances that prevent this I will inform my tutor and at the earliest opportunity. I am aware that the Elklan tutor will discuss how and when my portfolio can be completed and submitted. **I am aware that even in extenuating circumstances I will have to complete the course within 11 months of the start date otherwise I will not receive accreditation.**
- Paper based portfolios:
 - I agree to the Elklan Tutor sending my portfolio or part of my portfolio to Elklan for verification.
 - In view of the fact that my portfolio might be sent in the post, I agree to keep a copy of my portfolio just in case it is lost in the post. I agree to submit the original copy.
- E-portfolios:
 - I am aware that my portfolio will be viewed online 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 portfolio does not guarantee accreditation as the portfolio 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 portfolio.**

Plagiarism Policy

- Plagiarism is the copying of someone else's work or ideas and suggesting that they are your own. This might involve copying information from books, the internet or another learner.
- **Plagiarism of any kind is strictly unacceptable. Plagiarism is a form of fraud.**
- As of August 2018, every e-portfolio will be checked using plagiarism software.
- Any suspected instances of plagiarism found in paper portfolios will be reported to Elklan immediately.
- Elklan will inform the Awarding Organisation of incidents of plagiarism.
- If information has been copied from a book or the internet, you will be asked to resubmit your work but this time writing the information in your own words.
- If two learners submit identical or very similar work, then BOTH of you will have to complete the tasks again and re-submit.
- It is acceptable for you to share ideas, talk about your work and even support the same child but the written portfolio submissions MUST be different.
- Please note that if plagiarism is proven, it is within the Awarding Organisation's right to disqualify you from receiving your award and no fees can be refunded.
- **NOTE:** If you wish to copy text, or a picture or a diagram from another source that is fine but **any text must be written inside quotation marks and the source must be given including any internet links used.** For example: 'The Blank model has important implications for the management of behaviour.' Language Builders by Henrietta McLachlan and Liz Elks, 2012

Data Protection and Data Handling

- Elklan Training Limited collects the information you provide in the booking or registration form to allow us and your licenced Course Tutor(s) and their administrators to deliver your training course.
- If you applied for a course being delivered directly by Elklan and you choose to pay by credit and debit card, your details will be passed to SagePay for payment processing.
- Your name, date of birth and address allow us to register your details with an Ofqual regulated Awarding Organisation. This information will be shared with them digitally to their online learner management platform so that we can provide you with an accredited course.
- If you set up an E-Portfolio, your name and email address will be passed to Momentum eLearning Limited who provide our bespoke E-Portfolio platform. This will be used to create an account on the E-Portfolio platform for you, linked with your elklan.co.uk account so that you don't have to log in twice.
- Your email address is used to create a unique user account to log in to our online services, the Learners' Area and any E-Portfolio you complete as part of your course, and to allow you to reset your password if required.
- The additional information collected on registration on this website is for administrative purposes, allowing us to support you and your tutor with any queries regarding course administration and to verify your training in connection with our Communication Friendly Schools scheme and other programmes. It may also be used to alert you and your colleagues to other opportunities available through Elklan.

- We may contact you directly where necessary by email or telephone in connection with the delivery of your course.
- If your course is being delivered directly by Elklan, we will also collect and process the payment or invoicing information you supply on application insofar as necessary to perform the contract.
- Either during your course and/or at the end you will be asked to provide feedback. This provides valuable information to help Elklan to keep their portfolio of courses and opportunities fit for purpose. Feedback from learners is collated into feedback or evaluation reports. All comments in the reports are anonymised. The feedback reports may be shared with staff at Elklan, Elklan's Internal Verifiers, The Awarding Organisation, Course Commissioners or Contractors, other organisations asked to evaluate Elklan's activity or other interested parties. All feedback comments will be anonymised unless specific permission to include personal data such as your name is sought from and given by you.
- Feedback comments may be used on Social Media, publicity materials or the Elklan website. All feedback comments will be anonymised unless specific permission to include personal data such as your name is sought from and given by you.
- You may also choose to subscribe to receive 'Elklan alerts' by email with news, updates and special offers from Elklan.
- Please see our privacy policy for full information – available at elklan.co.uk/privacy.
- If you have any queries or concerns, please contact Henrietta on henrietta@elklan.co.uk.
- Elklan is registered with ICO (Information Commissioner's Office). The ICO enforce the Data Protection Act 2018 and General Data Protection Regulation. Our registration number is Z8152068.

Portfolio amendment policy:

- A portfolio 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'.
- You can fail to achieve one assignment/task across your whole portfolio.
- If you fail two 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 awards.

Please note that over 90% of learners who complete the course and their portfolio 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.