

Touchline Training Ltd
Provision of Instructors' Training Courses

Terms and conditions and Outline Learner's Agreement

IMPACT Workplace Wellbeing Programme
Kind Hands Massage Stories and Songs

Terms and conditions

Course information

Courses are open to all adults with an interest in wellbeing for personal use, for use with friends and family or for use professionally.

Details of open courses are provided on our website www.touchlinetraining.co.uk

In-house training information is available on request.

Please note that it may be necessary for some learners to have a Disclosure and Barring Service (DBS) check if working with children or vulnerable adults. This may be provided by the organisation with which a learner is employed.

Both courses are therapy accredited short courses for CPD and are accredited by Federation of Holistic Therapists (FHT) and Complementary Therapists Association (CThA). Therapists should check the website for pre-requisites if they are using the training for CPD and also check availability of insurance.

How to book a course

To secure a place on any of our training courses request an application form or download a course appropriate application form from our website

www.touchlinetraining.co.uk Complete and submit it by email attachment.

We comply with data protection regulations (GDPR) and no personal information will be released to third parties without your permission.

The course fees include one day's training with experienced trainers and online resources to support your role as an instructor. Instructors receive a certificate and sign an Instructor's Agreement.

When we receive your application we will send you confirmation of booking and issue an invoice. When payment is made, we will forward a paid invoice for your records. Course fees must normally be paid in full at **least 2 weeks prior** to the commencement of training or within 30 days of training if payment is made by an organisation. Methods of payment include bank transfers and cheques.

Cancellation of training by you

Cancellation should be made no later than two weeks before training. The course fee will be refunded. If you cancel less than two weeks before the training a refund will be decided on a case by case basis.

Cancellation or amendments of training by us

In the unlikely event that we need to cancel training we will offer you a secured place on the next scheduled training. If you cannot attend, we will refund full fees paid at that stage.

Our courses are planned months in advance and although we strive to offer the training as scheduled, sometimes changes are necessary. We reserve the right to amend details of training including training times, venues and tutors.

Please note that other policy documents are provided on the website; Equal Opportunities Policy and Complaints Procedure.

Learner's Agreement Outline

Prior to your training you will receive a Learner's Agreement which states what we provide for you and what you are expected to provide as a learner.

Example

The agreement is between

Learner's Name:

Contact details:

And the provider, Touchline Training Ltd.

Contact details:

Date:

Touchline Training Ltd is the provider of your training

Your course fees include training by experienced trainers. We provide the resources to support your training and your role as an instructor. The training day is 6 hours tuition.

We provide an Instructor's Agreement which outlines your responsibility as an instructor, your Instructor's Certificate and access to on-line resources; Instructor's manual, audio and image downloads and resources to support implementation. The trainer provides occasional on-going support via email and phone as required.

On the training day we provide regular breaks with light refreshments at morning and afternoon break times.

We do not provide lunch, transport and overnight accommodation. Please provide a packed lunch or purchase some when there is a nearby facility. We provide information about facilities for each training venue.

Course Information

All courses follow a scheme of work, detailing the areas of the curriculum to be covered. Teaching and learning methods include trainer presentations and demonstrations, individual learner and whole group discussion, individual and paired practical work.

Resources used at the training

We provide you with a folder, paper and pen. Handouts include the registration form, instructor's agreement, worksheets, evaluation form and welcome information. Display materials include a printed instructor's manual (there is an on-line version for instructors to download), examples of on-line resources, power point presentation, demonstrations etc.

Assessment methods

Assessments, both theory and practical are carried out during the training day to monitor your progress. Trainers use observation of practical sessions, contributions to discussions, quiz activities as a learner review and evaluation form feedback.

Learner's requirements

Full attendance is required. Please inform the trainer by text or phone if you are likely to be delayed. Mobile phones should be on silent during the training. All learners should be treated with respect by the trainer and other learners and their contributions noted. You should take part as much as possible but if you do not wish to join in an activity you are expected to observe and learn by watching. You are advised to wear comfortable clothes for doing practical work which includes clothed massage.

Certificates

Certificates are awarded at the end of the training. Learners should have demonstrated the level of competence required to achieve certification. Additional trainer support can be provided if, in the opinion of the trainer, a learner needs extra time to achieve the award.

Health and safety

Learners should disclose any relevant medical or special needs when booking the course to ensure that the course is appropriate and that their needs can be met. Some training materials can be adapted in advance if we know of specific needs. A variety of training venues are used and some may have limited access.

Course aims and outcomes:

IMPACT Workplace Wellbeing Programme

Aim: The aim of IMPACT Wellbeing Programme Instructor's Training is for adults working with young people and adults to:

- acquire the skills and knowledge related to the relaxation programme
- be inspired to introduce the programme to young people and adults to benefit their wellbeing

Course content

The course includes theory and practical work. The practical work is individual, paired and group work. Participants can choose to observe if they do not wish to take part in an activity.

At the end of the training learners should:

- Have a basic understanding of the causes of stress
- Know how the body reacts to stress and the contribution of the nervous and hormonal systems and the brain
- Be aware of research that shows the effectiveness of different types of relaxation techniques and a mindfulness-based approach
- Understand the use of contraindications, health and safety and risk assessment when using relaxation techniques
- Have experienced a range of relaxation techniques and understand how they work; breathing and stretching exercises, relaxation and guided visualisation, self-massage and peer massage for head and shoulders and arms and hands.
- Have considered the way in which the Programme could be developed in their personal life/work/organisation and the resources needed
- Understand the importance of planning, monitoring and evaluation of the programme
- Be prepared to use the programme consistently to benefit self, family and friends and then those with whom they work
- Understand their rights, responsibilities and role as an Instructor.

Course aims and outcomes:

Kind Hands Massage Stories and Songs

Aim The aim of Kind Hands Instructor's Training is for adults working with early years children and their parents to:

- acquire the skills and knowledge related to the positive touch programme
- be inspired to introduce the programme to children and their parents to benefit their wellbeing

Course content

The course includes theory and practical work. The practical work is individual, paired and group work. Participants can choose to observe if they do not wish to take part in an activity.

At the end of the training learners should:

- Have an understanding of the importance of play to children's development
- Know how the body reacts to stress and the effects on the young brain
- Appreciate the role of touch in children's development
- Be aware of research that shows the effectiveness of positive touch activities (kinaesthetic learning)
- Be able to use the Kind Hands massage strokes in a range of activities to include nursery rhymes, short stories and songs
- Be able to use their imagination to adapt massage strokes to new situations
- Have the confidence to develop their own activities
- Be aware of the need for health and safety and safeguarding
- Consider ways to implement the programme and work with parents
- Understand the importance of planning, monitoring and evaluation
- Understand their rights, responsibilities and role as an Instructor.