

Terms and Conditions

Kaleidoscope Licenced Practitioner Course

1) The full cost of the Practitioner Course including the licence and certificate includes:

- 5 training days (25 hours contact time bespoke to school or setting)
- Kaleidoscope Training Documents and access to Certificate Course and Enrichment Portal downloads
- £200.00 worth of practical resources to aid the students Kaleidoscope work:
Classical Guitar Colour Music, Guided Visualisations, Colour Fans x 10, Colour boards x10, Emotion Cards x 2 sets, 48-piece Affirmation Card Pack
- Marking and moderation of case study and essay with feedback
- Course Practitioner Certificate
- One Year Licence Certificate commencing on successful completion of the course within a given time limit and the running of an approved Kaleidoscope Environment
- Subscription to newsletters, development forums and updates online
- Ongoing support from tutors by email and telephone
- Vegetarian Buffet lunch on 5 training days. Where Kaleidoscope is unable to cater for specific dietary requirements the student will be required to provide their own lunch. There is no reduction in the cost of the course for this as this as lunch is not part of the course costs but provided free for wellbeing purposes
- Liquid refreshments will be available throughout the 5 training days
- Advice on suppliers and installation of equipment for Kaleidoscope environment
Complete bespoke rooms can be designed, purchased and installed by 'Kaleidoscope Colour Therapy' to suit the setting's requirements and budget. Please note this cost is bespoke and not included in the cost of the course
- An official Kaleidoscope Wall Plaque for Kaleidoscope rooms of all sizes which meet the Kaleidoscope standards criteria. (See separate agreement).

2) Training days can be delivered in a consecutive 5-day block, spread over one term or over 2 financial years to suit the needs of the individual establishment.

3) In addition to the 5 training days students are required to spend approximately 25 hours completing:

a) 1 extended case study or 4 smaller individual case studies over 12 Kaleidoscope sessions. These may be completed in-between taught days or after the teaching days have been completed. Templates are offered for evaluation and outcomes.

b) 1800-word essay on an aspect of colour that relates to Kaleidoscope.

4) Students will be encouraged to go on their own journey of self-discovery as part of their training both to help others but also importantly, to look after their own wellbeing

5) Enrichment Days are in addition to the Licensed Certificate Course. There is a separate cost for these workshops. All Enrichment Days stand alone. They build on the skills and understanding associated with the Kaleidoscope method, science and psychology. They can be attended at the same cost by students and other non-Kaleidoscope colleagues, space permitting.

6) All Kaleidoscope scripts and materials are protected by copyright, owned and licensed by Anne Kaye. Photocopying or any other duplication of these materials for any other purposes

other than student case studies and personal training needs in their chosen placement is strictly prohibited.

7) Each Kaleidoscope room is different depending on the size and layout of the space available. The provision and instalment of lighting and soft furnishings used in Kaleidoscope rooms/environments are not included in the cost of any Kaleidoscope training courses.

We provide a bespoke service for the design and setting up of environments matched to your requirement and budget.

Establishments may use their own suppliers and electricians to install their Kaleidoscope room. However, it must be noted that the official wall plaque is issued when the room meets the standards required for Kaleidoscope Practice. This includes at least one member of staff having successfully completed the Licensed Practice Certificate Course. These criteria will be assessed exclusively by Anne Kaye and the Kaleidoscope Technical Consultant, Dave Turnbull. (Further information available)

8) A Licensed Practitioner is qualified to:

- Lead sessions with children and young people either as a small group or one to one in the approved Kaleidoscope setting
- Incorporate Kaleidoscope principles into their area of expertise i.e. social work, interior design, counselling. (Kaleidoscope Practitioners are asked to credit Anne Kaye, Kaleidoscope Colour Therapy, where references to Kaleidoscope methods, principles and techniques are used)
- Have access to support and advice from Anne Kaye whilst under licence
- Have access to certain downloadable updates and new developments in Kaleidoscope practice and updates
- Be able to familiarise and support colleagues in their immediate work place in the delivering of non-targeted groups in Kaleidoscope sessions with non- targeted groups of children
- **The Certificate course does not qualify practitioners to train other adults in the Kaleidoscope method outside their immediate setting. The use of copyright Kaleidoscope materials outside the immediate workplace including other schools within the same trust or to external visitors is strictly prohibited. Multiple licences can be awarded with the correct training**
- Study as an Advanced Trainer in Kaleidoscope provides the opportunity for the graduate practitioner to register an expression of interest to lead training alongside and/or under the guidance of Anne Kaye. In such circumstances bookings with school and other establishments or an individual must be made directly with Anne Kaye at Kaleidoscope. (Service level agreement contract will be drawn up for such work in order to protect both the contracted trainer and Kaleidoscope).

9) Some schools/settings who meet the requirements, may wish to become a host training Centre for Kaleidoscope. Terms and condition including hiring costs are set out separately from this document.

10) Published dates for submitting course work must be adhered to. Students are asked to keep a copy of all assignments. Assignments become the property of Kaleidoscope. Written feedback is given to the student for each assignment.

11) In case studies children and young people's identity must be anonymized for the purpose of Kaleidoscope data protection and the safeguarding of all children.

12) Individual establishments are responsible for following their own safeguarding, data protection, plus health and safety policies when monitoring, evaluating and measuring the outcomes of Kaleidoscope on children and young people's wellbeing, aptitude, academic achievement, progress and attendance.

Blank templates are offered during Kaleidoscope training as an aid for monitoring, evaluation and accountability of progress. Kaleidoscope Colour Therapy takes no responsibility for any mismanagement of these blank templates.

13) In genuine circumstances a student can seek permission from Kaleidoscope for an extension regarding the submitting of an assignment. This must be done in writing.

14) Records of student attendance will be kept and signed by the student.

Students are also asked to keep a record of their own attendance.

A minimum attendance of 80% (20 hours taught time) is required in order to meet the requirement of study for the Certificate Licensed Practitioner Course.

All aspects of the course will need to be completed before the Kaleidoscope Certificate will be awarded to the student.

Please Note: students who wish to attend the taught days and Enrichment days without completion of assignments will receive a Certificate of Attendance providing 80% of the course has been attended. They will not be given licence to practice and lead their internal team.

15). Students should provide their own note paper and pens during training. Students may wish to purchase small pieces of equipment and books from time to time in order to enhance their studies. Such extra requirements will be kept to a minimum and are not compulsory. Kaleidoscope will provide lists and advice for all such items.

16) The Licensed Practitioner Certificate in Kaleidoscope is designed to be experiential and practical wherever possible with a sound academic, theoretical basis.

Students will be required to carry out small case studies with individual and small groups of children or in certain circumstances with an adult.

17) Students will be responsible for finding their own placements and be prepared to fulfil the requirements of the establishment they choose in terms of Health and Safety, Disclosure and Barring checks and First Aid.

18) Should Kaleidoscope cancel any of the Module Training or Enrichment Sessions the student will be given an alternative date for that module.

19) Kaleidoscope reserves the rights to change or cancel the Enrichment Day dates and leader due to any unforeseen circumstances that may occur. Every effort will be made to inform students of changes and rearrangements as soon as possible.

20) The cost of this course has been calculated for the full year. Therefore, refunds cannot be claimed for any missed module or withdrawal from any of the courses.

21) Help will be given in genuine circumstances to catch up with modules. In exceptional circumstances the student will be allowed to continue with the Licensed Certificate Practitioner course the next time it runs at no extra cost if there is a space available. Kaleidoscope gives no guarantee that the course will run again.

Any bespoke training requested as a result of these circumstances will incur an additional cost.

22) Where a student does not attend a training module they will be responsible for gaining access to notes missed on that day. Kaleidoscope will make every effort to email the notes on request. Postage of these notes will incur a cost to the student.

23) If a certificate holder should move to another establishment and wish to continue with Kaleidoscope they are required to inform Anne Kaye at Kaleidoscope so that registrations can be transferred and the new premises assessed.

Licensed Practitioner Certificate holders in a peripatetic role are permitted to carry out Kaleidoscope sessions with children in the settings they support but are not permitted to train other providers and practitioners. (Portable environments are available)

24) Should it be necessary for Kaleidoscope to cancel or postpone any courses due to lack of numbers, illness or other unforeseen circumstance on the part of Kaleidoscope then the full payment including the deposit will be refunded.

If the course starting date is postponed the student will be informed of new a starting date and given seven days to inform Kaleidoscope of their wish to withdraw from the course. After this time no refunds will be given.

25) Kaleidoscope reserves the right to change the exact content of the Licensed Practitioner Course in the light of the group's needs, their pace and needs. Government policy and guidelines, the steering group and new research may also impact on this a little.

26) Paying guests are very welcome to attend the Enrichment Day Sessions dependent on spaces available.

27) Certificates of attendance will be issued at the end of each Enrichment Workshop.

28) Kaleidoscope Colour Therapy will not disclose any student's personal details to any other bodies without written consent from students

29) Kaleidoscope reserves the right to ask a student to leave the course if he or her is judged to be behaving inappropriately or failing to follow the agreed ground rules (Ground Rules are drawn up by all students and trainer at the beginning of a course in order to protect everyone's emotional and physical safety plus confidentiality) All prepaid fees cannot be returned under these circumstances.

30) If a student should have cause for complaint about any aspect of the training they should take up the matter in the first instance with Anne Kaye, the Course Director. Following this, if the matter remains unresolved the Kaleidoscope Steering Group and Legal insurance body will be involved.

31) The Kaleidoscope licence and registration must be renewed annually. The cost is dependent upon the size of the organisation. This includes a one-day review workshop or surgery type support for each Kaleidoscope Practitioner wishing to continue with their practice and have access to updates, support and discounts.

32) All further enquiries for bespoke training as a Kaleidoscope practitioner and advice can be sought from Anne Kaye at Kaleidoscope.

33) PAYMENT AND CANCELTION CHARGES – Full costs must be paid before commencement of the course. For bespoke 'School' or 'Company' courses of up to 10 students for the cost of £5000 cancelation charges will be incurred as this is heavily discounted course reduced from £1600 per student to £500 per student.

Course cancelations made up to 2 months before the commencement of the course incur a 50% calculation fee of the full cost. Course cancelations made less than one calendar month of the commencement of the course incur full costs.

34) Kaleidoscope will not share any personal details of its students with any third parties. Students will be given the opportunity to share email addresses with one another for mutual support.

Any official photographs taken during training may be used on promotional material including the Kaleidoscope website. Any person not wishing to be photographed, or have their photograph used on the website, news or promotional materials must inform Anne Kaye or Yosh Tasaki (Website and Publicity Manager) before the onset of any training. Personal photographs are not permitted without permission during training in the interests of Data Protection.

Course Founder and Director

Anne Kaye

January 2018

Agreement form on next page.

(Select to download and print from your web browser.)

**I have read and agree to all the above terms and conditions of the
Kaleidoscope Licensed Practitioner Course**

Full Name of Student (Block Capitals)

Signed (Signature of Student).....

Line Manager (Block Capitals).....

Signed (Signature of Line Manager).....

Date.....

Please return a signed copy of this complete document

before the First Training Day to Anne Kaye directly or

Email a scanned copy to info@kaleidoscopetherapy.co.uk

Please keep a copy of this complete document for your own reference.

Please Tel Kaleidoscope on 07387388785 if you have any queries.