



TUTOR LICENCE RENEWAL

1st February 2021 to 31st January 2022

Whichever payment method you choose, please complete and **RETURN THE WHOLE FORM** by post, with the signed Condition of Issue form, or scan and email to office@thehealingtrust.org.uk

Licence Details:

Tutor Licence No:					Date granted:				
Single Country Licence £55	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Worldwide Licence £110	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
*UK Tutors - please note: USA and Canada are exempt from a Worldwide licence. To teach in these Countries you will need to arrange your own insurance.									
In which country or UK Region(s) do you wish to teach Healing Trust Courses?									
What period did your last licence cover?									

Personal details:

Title	
Full Name	
Address	
Town	
County	
Postcode	
Country	
Home Tel No.	
Mobile No.	
Email address:	

Declaration

I hereby state that I wish to renew my Tutor Licence for the 12 months 1st February 2021 – 31st January 2022 and I confirm that I have read and understood the Terms and Conditions of this Licence (as included with this form) and agree to abide by them.

Signed:

Membership No:

Date:

Payment Methods - Please tick your payment method and complete where necessary.

Payment by Credit Card (full annual amount) - please complete the following:

Card Type: Visa Debit Visa Credit Mastercard Other (please specify) _____

Card Number:

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Expiry Date:

(where applicable):

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Security Number (last 3 digits on reverse of card):

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Issue Number

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Name on Card (please PRINT):

Online Payment (via PayPal™): Please logon to our website www.thehealingtrust.org.uk and go to 'Subscriptions' on the top menu

Annual Direct Debit: Please see separate sheet to set up a new Direct Debit. This is the only method we now accept for paying quarterly. For data protection reasons a completed renewal form will be required each year to ensure insurance is valid.

Overseas Tutors: please pay online by PayPal™ or by Bank Transfer

You may wish to pay into our Euro bank account:

Overseas Members and Supporters (Friends):

You may wish to pay into our Euro bank account (details below):

Bank:	Barclays	Account Name:	NFSH
Account No:	75585055	Sort Code:	20-46-73
IBAN:	GB37BUKB20467375585055	Swift:	BUKBGB22

Cheque Payment - please make cheque payable to 'The Healing Trust' for the full amount. Please ensure that your membership number, name and address are printed on the reverse of your cheque.

Charity Gift Aid Declaration

Please boost your donation by 25% by ticking the box and signing below.

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Gift Aid can be reclaimed by the Charity from the tax you pay on your membership fee for the current tax year **AT NO**

ADDITIONAL COST TO YOU. Your address, as above, is needed to identify you as a current UK taxpayer.

By ticking this box, I confirm I wish Gift Aid to apply to this donation and any donations I make in the future or have made in the past 4 years. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Please notify the Charity if you want to **cancel this declaration, change your name or home address or you no longer pay enough tax on your income and/or capital gains**

Please indicate your agreement to the following:

I agree to my name, postcode, email address, landline and mobile telephone numbers being listed on the Tutor section of The Healing Trust website. YES NO

Signed: Date:

The Healing Trust takes your privacy seriously. We will only use your personal information to administer your membership and provide the services you have requested from us. We will never sell your data and promise to keep your details safe and secure.

For Office Use Only	
Payment Received	<input type="checkbox"/> Date:
Signed T&Cs Received:	<input type="checkbox"/> Date:
Licence Sent	<input type="checkbox"/> Date:

Bull End, 1 Strixton Manor Business Centre, Strixton, Northamptonshire. Nn29 7PA
T: (01604) 603247 E: office@thehealingtrust.org.uk W: www.thehealingtrust.org.uk
Patron: Dr Rosy Daniel

The Healing Trust is the working name of the NFSH Charitable Trust Limited – Registered Charity No. 1094702





NFSH The Healing Trust Terms & Conditions of Issue of Annual Tutor Licence

The Healing Trust Board of Trustees delegates responsibility for training to the National Training Officer. Tutors should contact the Office for routine enquiries about training and contact the National Training Officer regarding any problems for which specialist advice is required.

The Healing Trust issues Tutor and Trainee Tutor licences based upon agreement with the Tutor with the terms and conditions detailed in this document. If these terms and conditions are breached the matter will be initially investigated by the National Training Officer. If the National Training Officer considers that the licence should be withdrawn, the matter will be referred to the National Standards Officer for final decision under the Healing Trust's Complaints and Disciplinary policy.

Licences

1. The licence for a Trainee Tutor or a Tutor is issued annually on payment of a fee.
2. As a registered Charity, the Healing Trust has an obligation to ensure it complies with The Charity Commission's rules and regulations and that it does not knowingly circulate incorrect or misleading information. Therefore, only those Tutors in receipt of a current licence may advertise themselves as a Tutor for The Healing Trust. Action may be taken against anyone advertising themselves as a Tutor for The Healing Trust who does not hold a current licence.
3. If a Tutor has held a current licence but has not taught a course for more than three years, they are not able to automatically renew their licence for a fourth year. After discussion with the National Training Officer, either the licence will be renewed, or the Tutor may be required to resit their Tutor Panel.
4. If the Tutor chooses not to renew their annual licence because of, for example personal circumstances, they may do so for up to three years. The licence can be renewed at any point during this period. If the licence has lapsed for more than three years, and the Tutor wishes to renew it, they should contact the National Training Officer. After discussion with the National Training Officer, either the licence will be renewed, or the Tutor may be required to re-sit their Tutor Panel.

Courses

1. Length of courses: The Healing Trust courses must meet the following requirements in terms of taught hours: *Introduction to Healing*: 6 x taught hours, *Foundation Course*: Parts 1 – 4: 60 x taught hours (Note: Tutors are required to facilitate all 4 Parts of the *Foundation Course* to students.)
2. Trainee Tutors: Trainee Tutors are present at courses to observe and/or teach a module. With the Tutor's permission they may take part in discussions and interact with Students during the course. However, the Tutor is **always** responsible for the Trainee Tutor and must ensure that their conduct is in keeping with The Healing Trust Code of Conduct. If any complaint is made against a Trainee Tutor by a Student regarding any incident during a course, the Tutor will be held accountable.
3. No other discipline may be introduced or demonstrated at any time by the Tutor or Trainee Tutor during a Healing Trust training course. Any mention of another discipline in which the Tutor is qualified e.g. aromatherapy, counselling, massage, spirit release must be seen to tie in with the modules being taught. At all times during a course (including breaks) the Tutor and Trainee Tutor **must** work within The Healing Trust Code of Conduct.
4. Worksheets may be handed out to be completed in class, or Students offered an opportunity to take them home to complete. All worksheets will be returned to the Tutor for marking, prior to Certificates being issued to Students.
5. Students are required to fill in evaluation forms about the course. Completed evaluation forms should be given to the Tutor in a sealed envelope. These should be sent unopened by the Tutor to the Office.

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Alternatively, the Student may download a form from the website and return it by email directly to The Office. A summary of the feedback, with Student details anonymised, will then be sent to the Tutor from The Office.

Certificates

1. Certificates for Students must be ordered at the same time as Course Notes for each Part being taught. This practice assists administration and simplifies record keeping at the Office. **Orders for Certificates and Notes should be submitted to the Office at least two weeks before the course date.** A credit for sets of unused Notes and Certificates will be awarded for any Student registered to attend a course who cancels. In this case the unused Notes may be retained by the Tutor for use later, but the Certificate must be returned to the Office. Please advise the Office of cancellations on your courses so that the database is updated.
2. Certificates issued by The Healing Trust for attendance at courses must be signed by the Tutor and must not be altered in any way.
3. If a certificate is altered by the Tutor, or Student, it is invalid and will not be accepted as proof of attendance at a Course when the Student submits their documentation in order to proceed to Panel.
4. Should any mistake be made by the Tutor when issuing a Certificate to a Student, the Certificate must be returned to the Office for a new one to be issued so that records will be correct at the Office.
5. If a Certificate is damaged or spoiled by the Tutor, the Tutor will be charged for the replacement. Special circumstances will be considered by the National Training Officer.

Statement by Tutor/Trainee Tutor

I apply for a licence as a Trainee Tutor/Tutor (delete as appropriate) and agree to abide by the Conditions detailed above:

Signed: Date:

Name:
(PLEASE PRINT)

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or post to The Healing Trust, Bull End, 1 Strixton Manor Business Centre, Strixton. Northamptonshire. NN29 7PA

