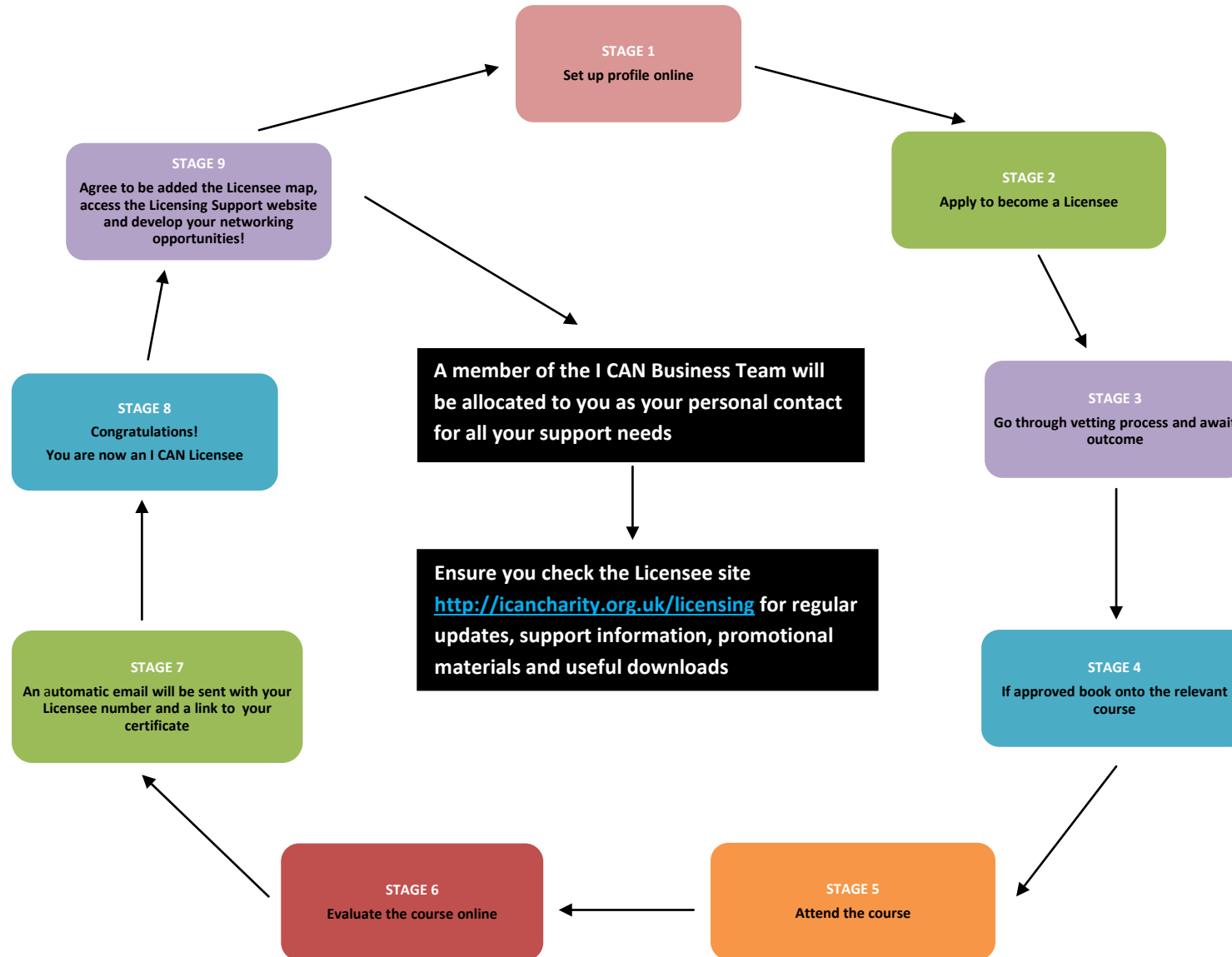


# Getting Up & Running - Stages of the Licensee Journey



## Getting Up & Running - Stages of the Licensee Journey

<p><b>STAGE 1</b> Set up profile online</p>	<p>Click <a href="http://icancharity.org.uk/user/register">http://icancharity.org.uk/user/register</a> to register. Please ensure you make note of the user name and the password you have entered. I CAN do not have access to your password for security purposes. However, we can reset your password for you should you need us to.</p>
<p><b>STAGE 2</b> Apply to become a Licensee</p>	<p>Click <a href="http://icancharity.org.uk/licensee-apply">http://icancharity.org.uk/licensee-apply</a> to start your application form. During the application process you will be asked to pay your first year's licence fee (£50+VAT). You can either pay via credit card online or enter a purchase order number for us to raise an invoice for you.</p>
<p><b>STAGE 3</b> Go through vetting process and await outcome</p>	<p>Your application will then go through the vetting process and we will advise you via email once this has taken place whether you have been successful for the course you wish to attend. We will also advise you of any other programmes you may have been approved for should you wish to attend further training in the future.</p>
<p><b>STAGE 4</b> If approved book onto the relevant course</p>	<p>You will be sent a link to the course you wish to attend in order for you to complete the booking process. During the process you will be asked to pay for the course either by credit card or by adding a purchase order number or your name in the Purchase Order No field and we will raise an invoice for you. A confirmation email will be sent to you regarding your booking.</p>
<p><b>STAGE 5</b> Attend the course</p>	<p>You then attend the course. Course materials will be available on the day for you to access. However, your full set of resources will be sent to an address provided by you after the course. Materials usually take approx 3 days to be delivered. If you are part of a Workplace Training cohort your resources will be available at your training venue for you to take away with you.</p>
<p><b>STAGE 6</b> Evaluate the course</p>	<p>After the course you will be sent an email with instructions on how to evaluate the course you attended. This is mandatory and must be in place to complete your Licensee status. Don't forget to make sure you choose the correct course under the Licensed Tutor or Licensed Mentor section or your certificate will be incorrect.</p>
<p><b>STAGE 7</b> An automatic email will be sent with your Licensee number and a link to your certificate</p>	<p>You will be sent an automatic email once your evaluation is complete. The email will contain your Licensee number and a link to your certificate. Your certificate will remain on your profile should you need to access this at anytime in the future.</p>
<p><b>STAGE 8</b> Congratulations! You are now an I CAN Licensee</p>	<p>Congratulations! You are now an I CAN Licensee.</p>
<p><b>STAGE 9</b> Agree to be added the Licensee map, access the Licensing Support website and develop your networking opportunities!</p>	<p>Now you're ready to go! You will have been asked within the application process if you wish to be added to the Licensee map and to enter the contact details you wish to appear. If you choose not to be added to the Licensee map you may miss trading opportunities, as I CAN advises settings and schools to check the map in the first instance to source tutors or mentors for delivery of their training or accreditation needs.</p>
<p><b>Additional Information:</b></p> <ul style="list-style-type: none"> <li>You will be allocated a member of the Business Team as your point of contact for any support needs you may have.</li> <li>You will be contacted in a year's time to remind you when your next licence fee is due for renewal.</li> <li>Please ensure you keep us up to date if any of your contact details change.</li> <li>You will also receive our monthly Licensee newsletter by e-mail which contains updates and important information.</li> </ul>	<p>On the Licensing support website you will find a vast amount of information and downloads which are extremely useful to Licensees so it is always best to check back for up to date information and support materials at <a href="http://icancharity.org.uk/licensing">http://icancharity.org.uk/licensing</a>.</p> <p>Social media plays a large role in allowing you to ask questions, share advice and receive the latest updates from us as they come in. Our Facebook Licensee Group and Linked In Licensing Team page are great platforms for us to share relevant news with you, and for you to interact with each other. Click the links to join now! <a href="#">Licensee Facebook Group</a> an Licensee <a href="#">LinkedIn</a> page Plus, don't forget to <a href="#">tweet</a> about your training experiences and please encourage your delegates to tweet as well at <a href="https://twitter.com/icancharity">https://twitter.com/icancharity</a> to help raise awareness of our fantastic charity and the great work we do together.</p>

**Before you start the process of becoming a Licensee you should read the Licensee information regarding criteria we are looking for below. [Criteria](#)** - If you are still unsure if your experience and qualifications fit, please feel free to email [licensing@ican.org.uk](mailto:licensing@ican.org.uk) and we can ask the vetting team if you would be eligible to apply.



If you wish to apply to become a Licensee you must first set up your online profile on the Licensing site. Use this link to set up your account <http://icancharity.org.uk/licensee-apply>

You will see the option to [Create new account](#)

You will be asked to enter your basic information and set up your password. Please ensure you make a note of the username and password and keep this safe.

**Password:** We cannot see the password you have entered for security reasons. If at any point you do forget your password we can reset it for you or you can request a new password from the site choosing the [Request new password](#) option.

**Username:** We can view your username so if you forget this at any point we can look this up for you and advise.

Once your profile is set up you will receive an email to ask you to login to activate your profile. You can only use this link once so it is very important that this is actioned to enable you access to apply.

STAGE 2

Apply to become a Licensee

<b>Step 1:</b>	Are you a Speech and Language Therapist (SLT), experienced Teacher (with equivalent QTS) or Educational Psychologist?
<b>Step 2:</b>	Location - Are you based in England? I CAN's programmes and interventions are piloted in England and sometimes refer to the English curriculum and so the outcomes outlined in our evaluation reports may differ when delivered in other countries. If you live overseas and are considering applying, please contact <a href="mailto:licensing@ican.org.uk">licensing@ican.org.uk</a> or by tel: 020 7843 2515 so that we can discuss your requirement in more detail.
<b>Step 3:</b>	Licensing information - Have you read the Licensing information on our website?
<b>Step 4:</b>	Are you an ELDP Practitioner? - Are you an Early Language Development Programme (ELDP) Lead Practitioner?
<b>Step 5:</b>	Are you part of a cohort? - Are you part of a group who have arranged for I CAN to come and train you?
<b>Step 6:</b>	<p>Licence fees - You will be charged a fee of £60 (inc. VAT) at Step 33 to submit this application. If your application is approved, this will count as your first year's fee. In the event that your application is not approved, this cost will be refunded in full. Please have a purchase order number or payment card ready. Do you wish to proceed?</p> <p><b>At this point if you do not click on the 'yes' button you will not get through to the next step.</b></p> <ul style="list-style-type: none"> <li>• If you have previously paid the relevant year's licence fee you can indicate in the next step in the purchase order number section that this was previously paid</li> <li>• If you are part of a workplace training cohort you need to click 'yes' and should have received instructions on what you need to enter in this box from your lead organiser</li> </ul>
<b>Step 7:</b>	Delivery of courses - Do you understand that as an I CAN Licensed Tutor/Mentor you will be required to train/support at least one school or setting per year for the 3 years of your Licensing agreement and you will be responsible for finding the settings/schools which you train/mentor (although from time to time I CAN may send you leads)?
<b>Step 8:</b>	<p>Choose course - Please select which course you would like to attend</p> <ul style="list-style-type: none"> <li>• You will see a list of upcoming courses available, so click the one which you would like to book onto.</li> <li>• If you are part of a workplace training cohort please choose the 'Training has already been arranged with I Can' option</li> </ul>
<b>Step 9:</b>	Create account - Because you are logged in, you don't need to create an account. <b>Please click next.</b>
<b>Step 10:</b>	Your details
<b>Step 11:</b>	Your address
<b>Step 12:</b>	Licensee Map – you can opt in to have your details on the Licensee Map, this is where we would signpost any settings/schools looking for a Licensed Tutor in their area to source training. This is not mandatory, however it may mean missed trading opportunities for you as a Licensee.
<b>Step 13:</b>	You will be asked to add your contact details, which will be placed on the map for you, your postcode is the most important step. If you have a number of Licensees in one organisation, we would add the address once, and then list the names of the Licensees under the one location. Please also state how far you are willing to travel.
<b>Step 14:</b>	Your Business/organisation
<b>Steps 15 to 28:</b>	The next questions are text free boxes so you can enter as much information here as you deem relevant
	<b>Your Knowledge, Experience &amp; Qualifications</b>
<b>Step 15:</b>	<p>If you are a Speech and Language Therapist, what is your current role in schools or settings?</p> <p>If you are not a Speech and Language Therapist, what aspect of your current role is involved with children with SLCN?</p>
<b>Step 16:</b>	Have you worked with I CAN previously? If so please give brief details

<b>Step 17:</b>	What CPD activities have you engaged in regarding SLCN in the past 2 years?
<b>Step 18:</b>	What training have you provided in the last 2 years focussing on SLCN?
<b>Step 19:</b>	What involvement have you had in whole school or setting development in the last 2 years? What was your role?
<b>Step 20:</b>	Have you worked in a language unit or resource base?
<b>Step 21:</b>	What is your range of experience with SLCN? Please give examples of the different types of difficulties you have supported.
<b>Step 22:</b>	What SLCN intervention packages have you used?
<b>Step 23:</b>	How do you keep up to date with general educational developments and how they affect the education of children with SLCN?
<b>Step 24:</b>	What changes in practice have you seen in staff as a result of training or support you have given?
<b>Step 25:</b>	What is your experience of training or supporting groups of parents?
<b>Step 26:</b>	Please provide a list of your professional qualifications in education, speech and language therapy or educational psychology.
<b>Step 27:</b>	Please list memberships of relevant professional organisations, including registration numbers where applicable.
<b>Step 28:</b>	Please list relevant HPC or other professional registration numbers.
<b>Step 29:</b>	What is your most recent and relevant employment (or self employment)
<b>Step 30:</b>	In terms of direct work with children and SLCN, which age groups have you worked with? - <b>You will have a list of years you work with you can click on more than one option</b> Your knowledge, experience and qualifications - You will have list of tick boxes i.e. age group: 0-3, 3-5, Primary Key Stage 1, Primary Key Stage 2, Secondary
<b>Step 31:</b>	Please rate your skills in these areas - Verbal communication skills, Organisational skills, Quickly establishing rapport with practitioners or teachers, Ability to use IT software such as Word, Power Point and Excel - <b>You will have list of answers average, good, excellent</b>
<b>Step 32:</b>	Please rate your skills in these areas - Knowledge of EYFS, Knowledge of Primary Key Stage 1 Curriculum, Knowledge of Primary Key Stage 2 Curriculum Knowledge of Secondary Curriculum- Ability to develop and maintain good working relationships - <b>You will have a list of answers Average, Good, Excellent, Not Applicable</b> <b>Additional questions:- Mandatory Fields</b> <b>Where did you get information, about becoming a licensee?</b> <b>What is your delivery plan to cascade training in your area?</b>
<b>Step 33:</b>	Please give a reference. Reference 1 of 2. - Referee
<b>Step 34:</b>	Please give a second reference. Reference 2 of 2. - Referee
<b>Step 35:</b>	Continue to payment - You have almost completed your application and will now be directed to complete payment. If your application is approved, this will count as your first year's fee Licence fee. In the event that your application is not approved, this cost will be refunded in full. Please note, your application will not be reviewed unless you continue and complete payment. Once you have completed your application and paid your fee, you will receive a confirmation email. Your application will then be reviewed and we will be in touch with next steps. <b>you will then see your basket e.g. Product Annual Licence Fee (Period 1 April 2017 - 31 March 2018) - Total: £60.00 - Click 'Checkout' - you will be asked to enter billing information.</b> <b>Please note:</b> If you wish to be invoiced for the fee you will be asked for your purchase order number, this number is only for your accounts departments use if required. If a purchase order number is not required you may add your name in this box. If you are part of Workplace training cohort your course lead will have details of what you should enter in this box. - Review order – <b>Payment.</b> <b>You will be asked how you wish to pay: either by Purchase Order, Credit or Debit card (form) Purchase order</b> <b>Enter your Purchase Order Number</b> <b>If you chose to pay via credit or debit card tick the box and the system will take you to the secure payment area where you should see - Checkout Complete</b>

### STAGE 3

Go through vetting process  
and await outcome

Once you have applied your application will go through the vetting process to enable the team to see if you have the relevant experience and qualifications to be able to attend the Licensee training course.

Once the vetting process has taken place you will receive an automatic email which will advise you if you have been successful. This email may also tell you of other programmes you have been pre-approved for, should you wish to attend further training courses in the future. This is in place so that you do not have to go through the application process again.

If you wish to attend a further course later and you cannot see that you were vetted for the course, please email [licensing@ican.org.uk](mailto:licensing@ican.org.uk) and we can ask the vetting team to revisit your application form. Sometimes the vetting team may require more information for this process and will email you to ask that you supply the additional information on relevant experience or qualifications for vetting purposes.

If you have not been successful you can contact I CAN and one of the vetting team will be able to give you more feedback on why you have not been successful.

### STAGE 4

If approved book onto the  
relevant course

Use the Licensing site home page to navigate to the suite of upcoming courses, using either of the following links: [Licensee Training Courses](#) or [Licensee Home Page](#)

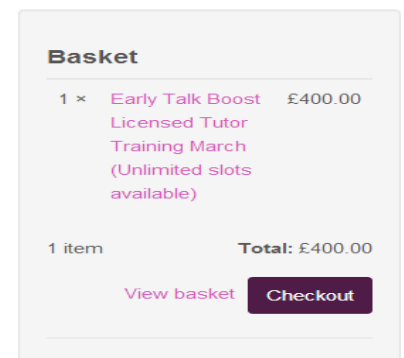
Once you have followed the link, you will be presented with a page listing the current available upcoming central office courses that I CAN are running. If you are interested in booking yourself on to an upcoming training course, use the purple 'more info' button to the right of the course name.



Once you are on the course page, if you have been approved for the programme, you will be able to click the 'Book this course' button at the bottom of the page.

Once you have clicked to confirm that you will be attending the course, the course booking is added to your basket, as seen here:

Use the checkout button and follow the instructions on screen to complete payment. In the same manner that you completed your Licence Fee payment when applying, you are able to enter a purchase order number or reference if the payment will be made by your accounts department rather than yourself. You are also able to pay via credit card.



**Be aware that clicking the button alone will not add you on to the course until you have pressed 'Checkout' and completed the payment stage.**

Once we have received payment, your place is confirmed on the course, and you will receive a confirmation email.

**STAGE 5**  
**Attend the course**

You will be sent details on the course venue address, timings etc before the course commences. You can then attend the course. Resources will be available on the day to use in the training. However, your own personal set of resources will be sent out to an address of your choice after the course. Resources are sent from our fulfilment house and are usually delivered within 3 working days.

If you are part of a workplace training cohort you will have access to your resources on the day of the training to take away with you. Please Note: Some of the resources for the Programmess are quite heavy and bulky so it is advisable to bring a large wheelie bag with you on the day.

**STAGE 6**  
**Evaluate the course**

After you have attended the course you will be sent an email with instructions on how to complete the evaluation form. This form is mandatory and once completed will allow your Licensee status to be active and you will be able to access information and downloads on the restricted area of the Licensing site. The evaluation form completion will also generate your certificate which will then remain on your profile for you to access at any time in the future.

It is very important that you select the correct course under either the Licensed Tutors or Licensed Mentors headings. If you are unsure which course is relevant to you please contact the Licensing team on 020 7843-2515 or email: [licensing@ican.org.uk](mailto:licensing@ican.org.uk)

**STAGE 7**  
An automatic email will be sent with your Licensee number and a link to your certificate

After stage 6 is complete - you will receive an automatic email from Licensing which will advise you of your Licensee number and the link to your certificate.

**STAGE 8**  
Congratulations!  
You are now an I CAN Licensee

Congratulations you are now an I CAN Licensee.

**STAGE 9**  
Agree to be added the Licensee map, access the Licensing Support website and develop your networking opportunities!



You can opt in to have your details on the Licensee Map, this is where we would signpost any settings/schools looking for a Licensed Tutor in their area to source training. This is not mandatory, however it may mean missed trading opportunities for you as a Licensee. You will be asked this question on the application form.

## Your Licensee Support Website - Licensee media and useful links

The Licensee Support Website is exclusively for I CAN's Licensed Tutors and Mentors and contains all the information we think you'll need to become a successful Licensee.

The site is full of valuable advice on ways to market yourself as a Licensee, you can easily download extra leaflets (example), logos, training materials, order forms and even a media toolkit called PR Guidance: Raising your Profile & Increasing Demand for your Services designed to help you raise your profile through promotion and marketing. Be sure to visit Licensee Support Materials regularly as we are constantly adding new content.

If you do have any further questions, please do not hesitate to get in touch with us; as we can provide further help or support. Please also email us here [licensing@ican.org.uk](mailto:licensing@ican.org.uk) or phone 0207 843 2515 if you feel there are any changes we can make to the site to improve your experience.

## Monthly E-mail Newsletter

As a Licensee you will receive our monthly e-newsletter full of news stories and information related to communication and education. You can catch up on past issues by choosing using the '[Newsletters](#)' tab on the Licensee site.

## Licensee Networking

Finally, please ensure you take advantage of all of the social networking opportunities we have available. Social media plays a large role in allowing you to ask questions, share advice and receive the latest updates from us as they come in. Our Facebook Licensee Group and LinkedIn Licensing Team page are great platforms for us to share relevant news with you, and for you to interact with each other. Click the links to join now!:

[Licensee Facebook Group](#)

Licensee [LinkedIn](#) page

Plus, don't forget to [tweet](#) about your experiences in training and please encourage your delegates to tweet as well at <https://twitter.com/icancharity> to help raise awareness of our fantastic charity and the great work we do together.

Welcome aboard, you are now an active I CAN Licensee!



Example of Talk Boost Leaflet 2013

