

## **Licensed Tutor/Mentor information to accompany the application form**

**(This document and the Minimum Qualification Criteria document should be read in conjunction with the application form to become an I CAN Licensed Tutor or Mentor.)**

### **Is there a cost involved in being a Licensee?**

There is a cost charged for becoming a Licensee. From time to time I CAN may advertise a training bursary funded by our donors. These are usually partial bursaries which may subsidise the cost of Licensee training, requiring you to only pay for the course materials and/or manuals. A fixed price is also payable in advance for each delegate booked onto the courses you lead (see below for details of resources available as part of this fee).

### **What is the process for becoming a Licensee?**

Licensees will need to go through application and vetting process.

Licensees are required to sign a License Agreement which lasts for a period of three years (subject to terms and conditions being met and payment of an annual license fee of £60).

Licensees are also required to attend a mandatory CPD event, once every two years - a nominal sum of £50 will be charged to cover attendance.

### **What are the minimum criteria levels for Licensees?**

Each licensed programme has its own qualifying criteria. Applicants must read through the Minimum Qualification Criteria document before applying.

### **What does I CAN expect from a Licensee?**

For each product minimum delivery targets may be stipulated obliging Licensees to deliver one or more training or mentor sessions per annum.

Licensees may be required to provide reports from time to time which provide details of their activity including information regarding reach which we are collating.

Licensees need to be aware that they or the setting they are training will need to be charged a fixed price per delegate booked on each training event or for each setting or school mentored.

Some Licensees may choose to fund the fixed delegate price out of their own department budgets, but you can also order materials on behalf of a school or setting and can give instruction for I CAN to invoice a school directly - we will however require a Purchase Order Number from the school or setting.

All product licenses come with a set of materials which enable the Licensed Tutor/Mentor to deliver the training/act as mentor to a setting or school.

## **What are the delegate/participant books, certificates and toolkits?**

As part of the fixed delegate/participant price I CAN will provide one delegate/participant book per trainee and a maximum of one toolkit (for relevant courses) per trainee if desired. The fixed price is standard and is payable in advance, per trainee booked on the course. A copy of the toolkit applicable to each course will have been provided as part of the licensee training (contents are detailed in the Licensee Product Information document).

Following training, trainees must go online to validate their training and complete a course evaluation form. Completion of this prompts I CAN to issue a certificate and enables them to access ongoing support.