



UK REIKI FEDERATION COURSE ACCREDITATION TERMS & CONDITIONS

These Terms and Conditions apply to course providers seeking or holding Accreditation from the UK Reiki Federation (UKRF) and supersede all previous versions published. Please ensure that you carefully read this document in its entirety and understand all points before signing the declaration.

1. Provide electronically any documentation/paperwork requested by either the UKRF or UKRF accreditation inspectors.
2. Any amendments requested by the UKRF or its Accreditation Inspectors to course materials and pre-requisites according to National Occupational Standards or Core Curricula where available must be made as part of the accreditation process.
3. You will accept and implement any recommendations made by the UKRF about your teaching facilities to ensure the safety of your learners and teaching staff.
4. You will comply with required amendments to your application within 3 months of notification to avoid resubmission of application and further fees.
5. Accreditation application and renewal fee(s) are non-refundable.
6. Failure to provide the required documentation for review and subsequent cancellation of an application will not result in a refund of the accreditation fees.
7. Application fee(s) will be submitted with application forms. Full payment of the balance of the fees must be made within 30 days of the invoice date.
8. Any additional costs incurred for site visit(s) deemed necessary by the UKRF are to be paid by the course provider/training centre.
9. All accreditation fees must be paid in full prior to gaining accreditation and using the UKRF logo for promotion of the course(s). The UKRF reserves the right to withhold accreditation status if fees are not paid.
10. Ensure that you follow the guidelines for use of the accreditation logo/s that are provided and only use UKRF Accreditation logos for collateral/webpages relating to courses officially accredited by the UKRF.



11. Ensure that all publicity, advertising and other literature relating to the UKRF or UKRF Accreditation shall be legal, honest and accurate.
12. Provide a learning plan to meet the needs of any student as required, which must be completed and signed by both parties.
13. All course providers must operate an Equal Opportunities Policy for learners. It is your responsibility to ensure that every student's learning needs are met.
14. All course providers must ensure compliance with the General Data Protection Regulation (GDPR), which applies from 25 May 2018.
15. Tutors must be appropriately qualified in the subject they are assigned to teach and must have a working experience in the therapy concerned.
16. Tutors must hold or be currently studying a relevant teaching qualification. Evidence of enrolment onto a teaching course must be provided prior to accreditation completion. A Level 3 Award in Education and Training is the minimum qualification accepted by the UKRF.
17. All tutors/course providers must have appropriate insurance in place to cover all aspects of therapy training: a. Professional Indemnity insurance b. Public Liability insurance c. Employer's Liability insurance (if you employ staff) d. Teaching insurance
18. You must immediately notify the UKRF of any changes to: a. Centre name b. Business status (i.e. change of ownership, liquidation, etc.) c. Course content, course title, pre-requisites d. Tutors e. Training venue/facilities.
19. Keep abreast of developments/amendments in regulations/legislation, National Occupational Standards, Core Curricula and update courses accordingly.

For NOS qualification accreditation

20. It is the tutor/course provider's responsibility to ensure that all students are appropriately qualified in the required pre-requisite training prior to undertaking the course.



21. You must have a learner agreement in place, signed and adhered to by both parties.
22. You agree to allow an inspection visit by an UKRF Accreditation Inspector as part of the second stage of the application process if needed.
23. You agree to random inspections visits 3-yearly inspection of the courses and premises subsequent to accreditation of a qualification, as well as spot checks as deemed necessary by the UKRF.

For CPD short course accreditation

24. It is the tutor/course provider's responsibility to ensure that all students are appropriately qualified in the required pre-requisite training prior to undertaking the course.
25. You must have a learner agreement in place, signed and adhered to by both parties.

Complaints

26. Course Providers must hold a clear and fair Complaints Policy and make this easily accessible to learners via your website.
27. All complaints must be dealt with by the course provider in the first instance and every effort must be made to resolve the issues in a professional and timely manner.
28. The UKRF will only mediate if the complaint is unresolved due to an inability to reach a mutually agreeable outcome or if, the training provider has, in any way, refused to handle the complaint.
29. The UKRF reserves the right to suspend or withdraw accreditation depending on the nature and severity of the complaint, as well as the number of repeated complaints lodged against a course provider.

Data protection and privacy

30. The UKRF adheres to General Data Protection Regulation (GDPR), which applies from 25 May 2018. Your information will only be used for accreditation purposes unless otherwise informed.



31. 38. We will share your information with our UKRF Accreditation Inspector(s) who will review your course information against any applicable education standards and, if you are applying for accreditation of a qualification, conduct any inspections of your training premises. Inspectors may wish to contact you directly to request any additional information they may require.
32. 39. By applying for and having their accreditation application accepted, course providers consent to:
 - Having their business name, UKRF accredited courses and email/website details listed on the UKRF website.
 - Having their business name and email/website details listed in the UKRF's membership magazine, International Therapist.
 - Receiving the UKRF's quarterly accreditation newsletter (permission can be withdrawn at any time).
33. Your telephone number and/ or email address may also be used by our Marketing Department who may contact you to offer free resources that may be of benefit to you and your students. Please indicate on your application form if you are happy to be contacted for this purpose.

Termination of accreditation

34. In the event of termination of accreditation by the UKRF or non-renewal of your course(s):
35. UKRF reserves the right to terminate accredited status with a minimum of five working days' written notice to the accredited course provider depending on the circumstances leading to termination.
36. UKRF will delete all course documents and information upon notification of termination or non-renewal.
37. You will be required to re-submit all documents and pay the required accreditation fees should you wish to re-apply for accreditation.
38. You must remove all reference to UKRF Accreditation from all documents and web pages, Accreditation Logos and destroy Accreditation Certificates and plaques if you withdraw from the Accreditation scheme or do not renew accreditation.
39. The UKRF reserves the right to retain all fees. Any refunds may be issued at the UKRF discretion, on a pro-rata basis except for the application and renewal fees which are non-refundable.
40. Failure to adhere to these terms and conditions may result in the UKRF withdrawing accreditation without notice.



41. 48. The UKRF reserves the right to revise these Terms and Conditions at any time. Any changes will be communicated to all applicants and accredited course providers, who will be expected to read the new document and return a signed declaration to the UKRF.
42. I have read and understood this document and agree to abide by the Terms and Conditions as set above.

Approved CPD courses listing on the website and making the 20% booking fee. Then up to course provider to collect remainder of fee.

Listing NOS accredited courses on the website and making the 20% booking fee . Then up to course provider to collect remainder of fee