

# FHT Accreditation Terms and Conditions

These Terms and Conditions apply to course providers seeking or holding FHT Accreditation 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.

## General Terms

1. Course Providers are required to uphold clearly defined objectively measured standards of behaviour and will not bring into question the integrity of the FHT.
2. Course Providers and their employees must abide by the FHT Professional Code of Conduct ([www.fht.org.uk/code](http://www.fht.org.uk/code)).
3. Ensure that you follow the guidelines for use of the accreditation logo/s that are provided and only use FHT Accreditation logos for collateral/webpages relating to courses officially accredited by the FHT.
4. Ensure that all publicity, advertising and other literature relating to the FHT or FHT Accreditation shall be legal, honest, accurate and not misleading.
5. The Accredited Course Provider can display the Accreditation certificate and plaque for as long as they maintain the accreditation and comply with the accreditation standards, terms and conditions.
6. Course Providers must operate an Equal Opportunities Policy for learners. It is your responsibility to ensure that every student's learning needs are met.
7. Course Providers must ensure compliance with the General Data Protection Regulation (GDPR).
8. Course Providers must provide a learning plan to meet the needs of any student as required, which must be completed and signed by both parties.
9. Any certificates/diplomas for additional training completed in your own school/centre must be signed by the relevant tutor.
10. Course Providers must keep abreast of developments, amendments in regulations, legislation, National Occupational Standards, Core Curricula and update courses accordingly.
11. Course Providers are required to complete Continuing Professional Development (CPD) activities.
12. You must immediately notify FHT 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.

13. Accreditation is **not** transferable to another course provider.

### **Application**

- 14. Application fee(s) must be submitted with the application forms.
- 15. Accreditation application fee(s) are non-refundable.
- 16. Provide electronically all documentation requested by the FHT to complete the accreditation process.
- 17. Failure to provide the required documentation for review and subsequent cancellation of an application will not result in a refund of the accreditation fees.
- 18. Course Providers must be appropriately qualified in the subject/therapy they are assigned to teach and must have a minimum of 2 years' working experience in the therapy concerned.
- 19. Course Providers 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 FHT.
- 20. Course Providers must have appropriate insurance in place to cover all aspects of therapy training including teaching insurance.
- 21. Any additional costs incurred for site visit(s) deemed necessary by the FHT are to be paid by the course provider/training centre.
- 22. Any amendments requested by the FHT 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.
- 23. You will accept and implement any recommendations made by the FHT about your teaching facilities to ensure the safety of yourself, learners and teaching staff.
- 24. You will comply with required amendments to your application within 3 months of notification to avoid resubmission of application and further fees.
- 25. All accreditation fees must be paid in full prior to gaining accreditation and using the logo for promotion of the course(s). The FHT reserves the right to withhold accreditation status if fees are not paid.

26. You agree to allow an inspection visit by an FHT Accreditation Inspector as part of the second stage of the application process for a qualification course.
27. You must ensure all students are appropriately qualified in the required pre-requisite training prior to undertaking any accredited short course.

### **Renewal**

28. Accredited Course Providers will receive an invoice for renewal of the accredited courses and the renewal fees must be paid within 30 days upon receipt of invoice and prior to the course renewal date(s).
29. You must notify the FHT 30 days in advance if you do not wish to renew accreditation of your course(s).
30. Accreditation renewal fee(s) are non-refundable.
31. You agree to complete a Quality Assurance Form annually to confirm and maintain your accredited status prior to the accreditation renewal and return to the FHT within 10 working days of receipt.
32. You agree to complete any actions that are required on the Quality Assurance Form set by the FHT, within the agreed timescale.

### **Complaints**

33. Course Providers must hold a clear and fair Complaints Policy and make this easily accessible to learners via your website.
34. All complaints must be dealt with by the Course Provider in the first instance according to their own complaints policy/procedures and every effort must be made to resolve the issues in a professional and timely manner.
35. The FHT will only mediate if the complaint is unresolved due to an inability to reach a mutually agreeable outcome.
36. The FHT reserves the right to suspend or terminate accreditation depending on the nature and severity of the complaint, as well as the number of repeated complaints lodged against a course provider.
37. If three (3) or more complaints are received about your school/centre, FHT reserves the right to terminate your accreditation with immediate effect.

### **Data Protection and Privacy**

38. The FHT adheres to General Data Protection Regulation (GDPR). Your information will only be used for accreditation purposes unless otherwise informed.

39. We will share your information with our FHT Accreditation Inspector(s) who will review your course content against any applicable education standards.
40. Inspectors may wish to contact you directly to request any additional course information they may require.
41. By applying for and gaining accreditation, course providers consent to:
  - Having their business name, contact details and FHT accredited short courses and qualifications listed on the FHT website.
  - Having their business name and email or website details listed in the FHT's membership magazine, *International Therapist*.
  - Receiving the FHT's quarterly magazine, *International Therapist* (permission can be withdrawn at any time).
42. Your telephone number and/or email address may also be used by our Editorial Department and media partners, Century One Publishing Ltd, who may wish to contact you to offer advertising and sponsorship opportunities. Please indicate on your application form if you are happy to be contacted for this purpose.
43. 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**

In the event of termination of accreditation by the FHT or non-renewal of your course(s):

44. FHT 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.
45. FHT will delete all course documents and information upon notification of termination or non-renewal.
46. You must remove all reference to FHT Accreditation from all documents and web pages; remove Accreditation logos and destroy Accreditation certificates and plaques if your Accreditation is terminated or in the case of non-renewal.
47. You will be required to re-submit all documents and pay the required accreditation and admin fees should you wish to re-apply for accreditation.

48. The FHT reserves the right to retain all fees. Any refunds may be issued at the FHT's discretion, on a pro-rata basis except for the application and renewal fees which are non-refundable.
49. Failure to adhere to these terms and conditions may result in the FHT terminating accreditation without notice.
50. The FHT 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 FHT.

I have read and understood this document and agree to abide by the Terms and Conditions as set above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return a signed copy of the declaration to [accreditation@fht.org.uk](mailto:accreditation@fht.org.uk). This will be kept on file for the duration of your accreditation or until a new version supersedes this one.