

I CAN
LICENSED TUTOR INFORMATION PACK

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1 OVERVIEW

About us

I CAN is the children's communication charity. Our mission is to ensure that children who struggle to communicate are not left out or left behind. Our vision is a world where all children and young people who struggle to communicate receive the help they need so that they can have a happy childhood, make progress at school and thrive as adults.

In this changing commissioning landscape, we have recognised the need to adapt the way we work so that children with SLCN in nurseries and schools can continue to receive the help they need to be able to join in and learn. Going forward we aim to work more collaboratively with local experts who are best placed to get help to where it is needed. To do this, we have set up a Licensing operation.

Our Vision

To create a UK-wide network of Licensed Tutors who will be trained and supported by I CAN to disseminate evidenced-based training and intervention programmes (to practitioners in nurseries and schools so that they can support the language and communication skills of children in their care.

Our Model

The model has been designed so that for most licensed products the set-up costs of becoming a Licensed Tutor can be recouped by you within 1 or 2 training sessions. In this way, Licensed Tutors can earn an income through delivery of training and achieve a surplus relatively quickly; we recognise how important this is for self-employed SLTs/Trainers and increasingly for practitioners employed by education and health authorities.

The supporting materials that trainees require with each course must be purchased from I CAN as this provides I CAN with the income to operate the licensing programme, keep materials up-to-date, and provide ongoing support to both Licensed Tutors and settings and schools. By covering our costs in this way, and allowing Licensed Tutors to keep 100% of the training revenue, we aim to create a sustainable and efficient model.

2 THE LICENSE

Suitably trained and qualified individuals and organisations can take on one or more product licenses, enabling the right to deliver I CAN's evidence based training and intervention programmes for a defined period of time. The terms of the License specify each party's obligations, expectations and responsibilities so that there is clarity around levels of performance, service standards and quality, thus offering protection to the Licensed Tutor, I CAN, and respective brands and Intellectual Assets.

Typically a License Agreement will cover:

- Provision and use Intellectual Property and Trade Marks
- Minimum qualification requirements, CPD and professional conduct
- Duration of Licence and other agreed parameters, e.g. minimum performance requirements.
- Reporting and quality assurance requirements
- Procedures, policies and processes, including ordering materials for trainees
- Details of any on-costs - e.g. annual license fee and bi-annual CPD fee.

3 WHO CAN BECOME A LICENSED TUTOR?

Typically, to have the necessary range of experience, you will be an Expert Teacher (teacher with additional qualifications or experience, SENCO, Language Unit teacher, etc), Speech and Language Therapist with training experience, Educational Psychologist, or other practitioner who is secure with the competences described in the Enhanced level of the Speech and Language Communication Framework (SLCF). All Licensed Tutors will need to have experience of training staff in schools.

4 HOW WILL LICENSED TUTORS BE RECRUITED AND TRAINED?

The recruitment and selection process will include checks on applicants' experience, professional status and relevant registrations.

As part of the Licensed Tutor package, full training will be given on delivering Training (or mentoring in the case of Accreditation products) to practitioners, schools and settings, dependent on the product. Training for individuals or small groups of Licensed Tutors will be delivered through open events in accessible locations around the country; for larger groups (e.g. Local Authorities, Social Enterprises), where the organisation wishes to train 6 or more of its staff together we can provide the Licensed Tutor Training in your workplace .

Every Licensed Tutor Training event includes a generic module on operating as an I CAN Licensed Tutor.

Each Licensed Tutor is allocated a full set of supporting materials e.g. manuals, workbooks, trainer resource packs and toolkits where relevant. These remain the property of I CAN and are to be returned when the License expires or if the License is terminated early.

I CAN will also provide on-going support to its Licensed Tutors. We offer telephone and email support, we provide CPD, and from time to time we offer surgery days where you will be able to talk to one of I CAN's expert for the training course you have licensed. We also provide you with a range of marketing materials; promotional flyers, sales presentations etc.

5 REPORTING REQUIREMENTS

I CAN takes performance and quality assessment very seriously, and seeks full and active participation and support from its Licensed Tutors in its monitoring, evaluation and QA processes.

So that we can measure the impact, quality and reach that are being achieved through the Licensed Products programme, Licensed Tutors will be required to report regularly (generally quarterly) on activity. Typically reports will include:

- Number of sessions delivered
- Numbers of delegates trained
- Contact details of delegates/their setting/school

It is therefore important that Licensed Tutors keep good records of who they have trained and when.

6 PRICING

The cost of becoming a Licensed Tutor varies from product to product, and covers:

- Training
- Licensed Tutor Training Materials and samples of trainee resources and manuals
- Support and aftercare for the duration of the License

I CAN will continue to deliver training in areas not covered by Licensed Tutors, and will continue to publish prices for this Direct Delivery training. Whilst I CAN does set a maximum price that Licensed Tutors can charge for a day's training, we do not dictate a minimum, thus if you are in position to charge less you can do so. Supporting materials, manuals and resources will be supplied by I CAN in advance of the training courses. Once you place an order, supporting materials can be delivered either directly to a training venue or to you as required.

7 HOW DO I BECOME AN I CAN LICENSED TUTOR?

1/ When you apply to become a Licensed Tutor I CAN will send you a universal application form and a sample License Agreement. This information will advise minimum requirements (e.g. qualifications, registrations and experience) for the licensed product.

2/ On receipt of the completed application form, I CAN will check that you meet the minimum qualification requirements for the particular product(s) (as part of which we may contact you for further information).

3/ If your application is successful you will be notified by email and you will be sent details of the next training course including instructions for registration and payment. You will also be sent a formal License Agreement which must be returned to us prior to your training. Please retain a copy for your records.

4/ Your training course will cover

- training practitioners, schools and settings how to most effectively use the programme and resources
- working as an I CAN Licensed Tutor
- how to validate your Licensed Tutor training on-line to prompt I CAN to issue your certification and Licensee Number which you will need to order supporting materials.
- how to order supporting materials for a training event, school or setting

You will be provided with course materials, and a sample copy of each of the resources required by your future trainees.

After you have been trained you will need to validate your training on-line after which I CAN will issue your Licensed Tutor certification and Licensee Number which you will need to order training materials and support from I CAN's licensing team.

You will then be ready to start operating as an I CAN Licensed Tutor.

8 WHAT PRODUCTS WILL BE AVAILABLE FOR DELIVERY UNDER LICENSE?

I CAN has developed and will continue to develop a range of training and intervention programmes for delivery under License. Designed to meet children's SLC needs across a range of ages, we will be releasing details over the coming months. [Click here](#) or visit www.ican.org.uk/What-we-do/Training for a current list of Licensed Tutor courses. Details of Licensed Tutor Courses are also included in the universal application form.

9 AFTERCARE/SUPPORT

We aim to offer Licensed Tutors a range of forward-thinking support, which will develop in response to Licensed Tutors' and end-user feedback. The support package currently includes:

Issuing Certificates to trainees – I CAN will issue Certificates to your trainees directly using the information they provide on the online evaluation and validation form. Instructions for trainees are included in their participant/delegate packs. Please do make sure you prompt your trainees to go online following a training session.

Business Support - We offer advice and guidance on marketing, and will be developing a range of marketing materials which you can download or order.

Central Marketing – I CAN will continue to promote its products and brand through marketing and PR activity, and, subject to the Licensed Tutor's permission, will publish a list of Licensed Tutors so that buyers of training can easily identify local Licensed Tutors who are approved for delivery of I CAN training products.

Fulfilment – I CAN undertakes to provide a comprehensive fulfilment service to distribute training materials and resources directly to end-user delegates in advance of training courses, or, where this is preferred, deliver to the Licensed Tutor.

Ongoing Training and CPD – I CAN will provide at least one mandatory CPD training event for its Licensed Tutors every two years. Subject to demand, I CAN will also consider facilitating an online forum as part of its package of support for Licensed Tutors.

Updates - in response to feedback and evaluation data and emerging new evidence or policy, I CAN will provide updates and modifications to the Materials as and when required.

10 LICENSED TUTOR RESOURCE PACK

Your Licensed Tutor manual will describe in detail all relevant operational processes, along with copies of necessary forms and procedures.

As far as possible, I CAN aims to provide a paperless system and is building a dedicated area on the I CAN website exclusively for approved Licensed Tutors: www.licensing.ican.org.uk. This area will also be used to provide online support and will become more comprehensive over time.

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