



CPD: New Tutor Guidance

OVERVIEW

This guidance enables the potential new tutor to understand the process for being accepted as a CPD tutor. The process begins with submitting a CPD event on the website for review by the CPD Officer and confirmation that the criteria have all been fulfilled. Once the CPD Officer has approved the plan, the Pilot Course can be held within the region of the potential new tutor. The teaching of the Pilot CPD day will then be observed and assessed by a designated assessor. Once the Pilot day has been successfully held, the day will be entered on the CPD register and the BWY Website.

CRITERIA TO SUBMIT A PROPOSED CPD EVENT

- The potential tutor needs a sponsor/ mentor which might be their Regional Officer (RO), DCT (Diploma Course Tutor), an active officer on the British Wheel of Yoga Training Committee (BWYT) or a Regional Committee Member of the BWY. All of whom will have some understanding of what is required
- The potential tutor approaches the RO/ RTO or vice versa with their idea for new CPD day
- The potential tutor should be an active BWY member or must become a BWY member
- The RO or Regional Committee Member may be an assessor or they can help the potential tutor find an assessor. This could be a DCT, Internal Quality Assurance (IQA) person or a Regional Committee Member who has undergone the one-day Basic Assessor Training course (BAT).
- If the CPD Officer themselves wishes to submit a CPD event for the register, this will be submitted to the BWYT committee for approval prior to it being uploaded onto the website.

REGISTERING THE NEW EVENT

- The potential tutor logs on to the BWY website and submits their course for registration, including Lesson Plan, Plan of the day, handouts and CV etc.
- The CPD officer, Sponsor and Assessor all will review the contents of the course and give approval or propose the required changes.
- The approved course will be uploaded onto to the Pilot Course register on the website.
- The potential tutor will contact a regional committee Area Rep to arrange the Pilot Day, giving at least three months to ensure the Pilot day is adequately advertised on the website and in the regional newsletter to assure good attendance.

PILOT COURSE ADMINISTRATION

- The Committee Area Rep will arrange the venue and date and upload the pilot course onto the regional website to give members the opportunity to attend the day. It will be clearly advertised as a 'pilot day' at a lower-than-usual rate, but ensuring all basic costs (eg. hall hire) are covered. This may vary depending on the region. Expenses for the day are discussed and paid as agreed (see below).
- The Pilot day will, if time allows, be entered in the regional newsletter, on flyers and social media etc.

PILOT COURSE DAY

On the day of the Pilot Course the Area Rep who has organised the day delivers the Housekeeping information and introduces both the New Tutor and THE Assessor. The New Tutor starts the Pilot Course.

- The new tutor agrees with the assessor the assessor's travel expenses. Payment can be made in cash/ online. This transaction is between the pilot tutor and the assessor with no involvement from the BWY, thus having an assessor in the region keeps the costs down.
- During the Pilot course the assessor monitors the event throughout the day, gives verbal feedback and confirms that the written feedback will be completed and forwarded as soon as possible and within no longer than two weeks.
- After the day, the participants will complete the evaluation form on the website and at the same time register their CPD hours. BWY CPD days attract one additional hour to encourage members to choose BWY CPD days over outside courses.
- When the Pilot Day is complete and has received a good assessment the RO/ RTO/ CPD officer changes the status of the day from 'Pilot' to fully recognised CPD day
- If the course is 'referred' i.e. needs some improvement before becoming fully-recognised, this will be reflected in the feedback and the new tutor will need to arrange another pilot day, possibly in another county in the region and possibly with a different Assessor.
- If the feedback from the assessment is a borderline case from the Assessor and Participants, then the CPD officer has the final decision.
- If the day is not beneficial then the course will be denied and the new tutor will be encouraged to submit again after a year, having implemented any suggested changes.
- The money generated from the Pilot Day is the region's responsibility. A payment of £75.00 each is paid to the assessor and the new tutor. All other money goes to the region to cover the cost of the venue and the region's expenses.

The New Approved CPD day will now be on the register on the website for all the regions. Area Reps can view and select from the register for future events at the agreed Capped Tutor fee (£400 plus travel expenses).

EXEMPTION FROM NEED TO DELIVER A PILOT DAY

The following applicants are exempt from the necessity to deliver a Pilot day and can be approved as CPD tutors by the CPD officer and if necessary in consultation with the BWYT education committee.

- DCTs with a track record of delivering a BWY Diploma and/or Certificate course within the last 3 years – to be evidenced by: CV including a reference from another DCT or IQA.
- BWY Module tutors with a track record of delivering a BWY Module within the last 3 years – to be evidenced by: CV including contact details for a DCT, IQA or the Modules Officer who will provide a reference, if asked.
- BWY Foundation course tutors with a track record of delivering a BWY Foundation course within the last 3 years – to be evidenced by: CV including contact details for a DCT, IQA or the Foundation Course Officer who will provide a reference, if asked.

If the applicant is a trainer with a track record of delivering training at an equivalent level which is outside the BWY they must be able to evidence:

- Have qualifications and experience relevant to their area of expertise – to be evidenced by: CV including details of a referee, ideally from a reputable yoga training organisation, who can provide a suitable reference, if asked.
- Have experience and a proven track record of running workshops or seminars in their area of expertise – as above – to be evidenced by: CV including details of a referee, ideally from a reputable yoga training organisation, who can provide a suitable reference, if asked.
- Have excellent teaching skills and the ability to employ a range of teaching strategies, appropriate to their subject matter.
- Know how to write a Day plan with educationally recognised Aims and Learning outcomes, which clearly demonstrates ways in which teachers can develop, and reflects a distinct difference between it and a regular Yoga day.
- Offer an area of speciality, which serves the modern Yoga community.
- Demonstrate an awareness of Equal Opportunities, professional Code of conduct and be fully insured with professional indemnity.

All prospective CPD Tutors should be members of the BWY and be committed to its Duty of Care and Code of Ethics policies.