

PICT Trauma & Abuse Specialist Skills Training

Terms & Conditions Policy (2024)

I. DEFINITIONS

In this document the following words shall have the following meaning.

- 1.1. 'PICT'** means Parks Inner Child Therapy™, the therapy model created and developed by Penny Parks.
- 1.2. 'Student'** means the organisation or person who purchases goods and services from PPT.
- 1.3. 'PICT Practitioner'** means a qualified practicing professional who has successfully achieved a PICT Diploma certification.
- 1.4. 'PPT'** means Penny Parks Training Ltd the company administering the provision of PICT Trauma & Abuse Specialist Skills Diploma Training, through its authorised third party trainers and awarding the PICT Trauma & Abuse Specialist Skills Diploma Training certification.

2. APPLICATION, PRICE AND PAYMENT for PICT TRAUMA & ABUSE SPECIALIST SKILLS TRAINING

- 2.1. PICT Trauma & Abuse Specialist Skills Diploma Training** is a course that builds on existing psychotherapy training. Students are therefore required to already have an appropriate psychotherapeutic foundation qualification and 2 years of practice experience. In order to assess both suitability and compatibility students are required to undergo a one-on-one assessment with the trainer prior to acceptance on the course. The application and payment process for the course is as follows:
 - a.** Submission of full application to Penny Parks Training, including a signed copy of the Terms & Conditions, copies of qualifications/certificates, copies of insurance.
 - b.** If your application fulfils the appropriate criteria, and there is a place on the course requested, your referees will be contacted and your references gathered.
 - c.** If your reference check is successful an invoice will be issued for a deposit of £225 which will need to be paid on receipt to reserve your placement on the course. If there is no place on the course requested you will be contacted to be given an alternate course date/location.
 - d.** On receipt of the deposit by PPT you will be contacted by the trainer to book a one-to-one online interview. *(£100 of this deposit goes towards the one-to-one online interview and is non-refundable.)*
 - e.** On successful completion of the one-to-one online interview your place on the course will be confirmed, and you will be sent an invoice for the balance of the course fee. **The balance of the course fee must be paid in full at least one month prior to the start of the course.**
 - f.** Students who are funding themselves may request to pay in accordance with the instalment payment plan by prior agreement with PPT.
 - g.** In the event that the trainer feels that you are not yet ready for the PICT Advanced Skills course, based on the one-to-one online assessment, you will be notified by the trainer as to the reasons why. The balance of your deposit of £125 will be refunded to you *(£225 less the £100 non-refundable element of the one-to-one online assessment).*
- 2.2.** If payment is being **provided by an employer**, or other funding body, it is the student's responsibility to ensure the funding body is fully aware of payment procedures and **deadlines** and that PPT is notified that a funding body is involved.
- 2.3.** Where students are wishing to **split payment with their employer**, it is the **student's responsibility** to ensure full course costs are paid up front **by the deadline** to PPT and to make separate reimbursement arrangements with their employer.
- 2.4.** Should a purchase order be required for payment of the invoice, it is the student's responsibility to ensure PPT has the full details and agreed purchase order to meet the payment deadline.

- 2.5. Students who do not honour payment deadlines will incur a late charge of £75.00 and may risk losing their course placement. PICT certification will not be issued until all course fees have been paid along with any extra tuition fees that may be owed to the Trainer.
- 2.6. Once Module 1 notes have been issued there will be **no refunds given**. By signing these Terms & Conditions, students who are accepted on the course are committed to pay the full course fee regardless of any subsequent student dropout or student termination from course by trainer. *You have a right to cancel this agreement within 14 working days of the date you sign the Terms & Conditions. To cancel, please first verbally notify your PICT Trainer, then complete the Cancellation Form available on the PPT website (www.pennyparkstraining.com/cancellation) and send by recorded delivery, to Penny Parks Training Ltd, Mount Pleasant, Roamwood Green Lane, Debenham, Suffolk, IP14 6PT.*
- 2.7. In the event of the course having to be cancelled by the trainer before it commences, an alternative date and/or venue (and perhaps alternate trainer) will be offered, or students may choose to receive a full refund of monies paid. The trainer and Penny Parks Training Ltd accept no liability for any consequential or indirect loss.
- 2.8. Qualified PICT Practitioners who wish to be listed on the PPT website agree to pay a £25.00 donation per year and take full responsibility for notifying PPT of any changes to their details. Newly qualified PICT Practitioners will receive their first year of PPT website listing free of charge.

3. DELIVERY AND PROGRAMME INFORMATION

- 3.1. PICT is an experiential course, with **no role-play utilised**, students are required to use their own personal experiences during experiential exercises as they learn all techniques. Students not appropriately engaging in these exercises may be dismissed from the training.
- 3.2. Module 1 notes along with the manual binder will be sent to each student 3 weeks prior to the start of Module 1. Subsequent module notes are handed to each student at the end of the preceding module. It is mandatory that students **read the notes completely** to familiarise themselves with the material, write any queries in their reflective journal and present those queries when the module commences. Students agree NOT to utilise any PICT technique contained in the module notes prior to receiving proper training.
- 3.3. Each student will be assigned a qualified PICT Supervisor and must agree to a minimum of 1 hour supervision per month with their PICT supervisor during the course of the training. The cost of PICT supervision is in addition to the course fee and is payable directly to the assigned supervisor.
- 3.4. To achieve a PICT Practitioner qualification, students agree to be assessed against the following personal qualities: flexibility, adaptability, self-awareness, willingness to embrace change, self-respect and integrity, as well as question sheets, PICT Assessment day results, a minimum of one case study and the quality of pairs work.
- 3.5. PICT is based on varied and flexible scripted work; if potential students are unable to, or are averse to, reading scripts aloud in a relaxed, conversational manner they will not be successful in achieving a PICT qualification.
- 3.6. Students **must disclose** any information, including, but not exclusive of, any medical, emotional, physical condition or learning challenge, (e.g. diabetes, epilepsy, dyslexia, bi-polar, Asperger's, dyspraxia, DID, hearing or sight problems) that could adversely impact on their own or others learning experience. Failure to inform the Trainer of any such conditions (for preparations to be made) may result in being withdrawn from the training – no refund will be given.
- 3.7. Individual students must agree to being 'tasked' (given specific undertakings during the course) should the trainer feel it would be of positive benefit in their development towards becoming a PICT Practitioner.
- 3.8. If a student has not disclosed they have unresolved or overwhelming personal material and it consequently impacts adversely on their own and others learning experience, they may be withdrawn from the training and, optionally, referred to a qualified PICT Practitioner (at additional cost to the student). The student may attend the five-day PICT Quick Change with a PICT Practitioner of their choice and continue the PICT training. However, if QC is not an option, the student will be withdrawn from the training and, optionally, attend traditional once a week PICT therapy - when successful therapy is complete they can resume their PICT training on the next available course.

- 3.9. Students will be required to keep an on-going reflective journal and complete a minimum of one case study.
- 3.10. Students found to have misrepresented themselves regarding their *application* form, personal interview, professional training *qualifications*, professional *indemnity insurance* policy or *professional body membership*, will immediately be withdrawn from the PICT course and be unable to apply for any future PICT training.
- 3.11. Students are expected to attend the full 20 training days, plus one follow up supervision day, to receive PICT Practitioner Diploma certification. Up to two days may be missed through illness or unforeseen circumstances, but must be made up by booking private tuition with the trainer, at extra cost (£150.00 per day paid directly to the trainer).
- 3.12. Leaving early on the last day of any module will be considered a day missed (requiring private tuition). Therefore, students are required to arrange their travel plans, and social engagements to **fully** accommodate the course hours – *there will be no exceptions*.
- 3.13. Any final decisions regarding a student's standing on any course will be made by PPT after consultation with any third parties relevant to that decision. An appeal to that decision can be made by following the PPT complaints procedure.
- 3.14. PPT shall not be liable for any loss, costs, damages, charges or expenses caused directly or indirectly by any delay in the delivery of the training.
- 3.15. PPT is not liable for any travel and accommodation costs or additional travel and accommodation costs the delegate may incur should the training dates or venue be altered.
- 3.16. In the event of a trainer becoming incapacitated in any way and unable to complete the training, another PICT trainer will be complete the training.
- 3.17. Upon successful completion of the PICT Trauma & Abuse Specialist Skills Diploma training, and assuming full payment of course fees and certification fees, the newly qualified PICT Practitioner may identify their qualification level with the words 'PICT Practitioner' and use the PICT logo on their website and promotional materials.

4. PICT TRAINING COST VARIATIONS & FORMATS

- 4.1. When PICT Trainers organise a course outside of their local area, for **varied independent students**, the fee is increased to £2500.00 (due three months prior to course start) to cover venue, travel, food and accommodation. Class size required is 6 minimum – 12 maximum.
- 4.2. When a **specific group or organisation** requests a Trainer to teach at the group's location, class size is 6 minimum – 12 maximum, the course fees will remain at £2145.00, but the group will supply and meet the costs of:
 - trainer accommodation, subsistence (£20 per day) and travelling expenses (50p per mile)
 - venue (room/s large enough to accommodate the students working in pairs)
 - flip chart/pens
 - break refreshments
- 4.3. PICT Trauma & Abuse Specialist Skills Diploma Training is offered in two formats. Format One is a standard UK training. Format Two is designed for courses held in the UK or abroad.

Format One - Ten, 2-day, monthly modules (approximately ten months overall) + case study.

Format Two - Five 4-day segments, each held monthly (approximately five months overall) + case study.

5. INTELLECTUAL PROPERTY RIGHTS

- 5.1. Unauthorised use of the PICT logo or of the phrase 'PICT' or 'Parks Inner Child Therapy' is not permitted at any time.
- 5.2. Unauthorised teaching of PICT material by anyone who is not a currently recognised qualified PICT Trainer is not permitted at any time. PICT trainers who have not attended two PICT Trainer's Meetings per year to keep up with course material changes are prohibited from teaching PICT until reinstated by PPT.
- 5.3. No student may claim to be a PICT Practitioner or to carry out unauthorised practice of Parks Inner Child Therapy until they have received a PICT qualification certificate.

- 5.4. Students and PICT Practitioners agree to only share, copy or distribute material contained in the PICT manual during the course of work with their personal clients. They are prohibited from sharing or teaching PICT manual material with colleagues or friends unless they have express permission from PPT.
- 5.5. All Intellectual Property Rights produced from or arising as a result of PICT training shall, so far as not already vested, become the absolute property of PPT. The student, or consequent PICT Practitioner, shall do all that is reasonably necessary to ensure that such rights are correctly and appropriately vested in PPT by the execution of appropriate instruments or the making of agreements with third parties.

6. COMPLAINTS

Should you wish to make a complaint about the services from the Penny Parks Training Ltd or your trainer, please send in writing, by recorded delivery to: Penny Parks Training Ltd, Mount Pleasant, Roamwood Green Lane, Debenham, Suffolk, IP14 6PT. A full copy of our complaints procedure is available at: www.pennyparkstraining.com/complaints

You can also contact us via email at info@pennyparkstraining.com

7. WAIVER

The failure by either party to enforce at any time, or for any period, any one or more of the Terms and Conditions herein shall not be a waiver of them or of the right at any time subsequently to enforce all Terms and Conditions of this agreement.

8. GOVERNING LAW AND JURISDICTION

- 7.1. This agreement shall be governed by and construed in accordance with the English law and the parties hereby submit to the exclusive jurisdiction of the English courts.
- 7.2. As a training provider we take complaints seriously and, as such, we have an Independent Complaints Reviewer (ICR) to assess complaints should there be dissatisfaction with the handling or outcome of a complaint.

9. ENTIRE AGREEMENT

This agreement contains the entire agreement between the parties relating to the subject matter and supersedes any previous agreements, arrangements, undertakings or proposals, oral or written, unless expressly provided elsewhere in this agreement. This agreement may be varied only by a document signed by both parties.

By signing below, I agree that I have read, accept and will adhere to the Terms & Conditions Policy for the PICT Trauma & Abuse Specialist Skills Training.

Name: (BLOCK CAPITALS)_____

Signature:_____ Date:____/____/____

Please send a signed copy of these Terms and Conditions with your application form and keep a copy for yourself.

When scanning items to email or submit online, please scan and send in PDF format.

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