

# Daoist Flow Yoga Teacher Training Course Policy

## Pre-requisites and Eligibility

- Two years of regular yoga practice
- Teacher recommendation/reference
- Written contemplation
- An openness and willingness to explore yoga experientially.
- A commitment to fulfilling the course requirements to your best ability

## Bookings

Payment in full is required upon registration for the course. Once your application has been accepted and payment has been received your place on the course is secured. Early Bird discounts are available.

## What the fees include

- 5 Modules that includes teaching, practice, and feedback at triyoga, Camden, London
- All course materials, paperwork and handouts
- 6 classes observing senior course teachers or course mentors during the mentorship period
- 6 classes assisting senior course teachers or course mentors during the mentorship period

## What the fees do not include, but is required:

- Books on the course reading list
- Emergency at Work First Aid (6 hours training minimum)
- Registration as a YAP Trainee Teacher
- 6 practice classes with senior course teachers during the mentorship period

## Refund Policy

- If cancelling 6 weeks prior to the start, a partial refund minus a processing fee is available. Processing fees include: credit card fees, administration costs incurred by triyoga and Daoist Flow Yoga TT course administration
- If cancelling within 6 weeks, then a refund is only possible if a space is taken from the waitlist.
- Once the training has started, no refund is possible, however if trainees need to leave of the training they can rejoin on any future intakes
- Any cancellations or withdrawals must be sent in writing via email or letter to a senior course leader and the teacher training administrator

## **Course Requirements**

To successfully complete the Daoist Flow Yoga Teacher Training you will need to meet the following requirements:

- Attend and fully participate in all 5 modules
- Complete the catch up plans and/or sessions for any missed modules
- Attend 6 practice classes (9 hours) with Mimi and/or Jean
- Observe 6 classes (9 hours) with Mimi and/or Jean or your mentors or approved teacher
- Assist in 6 classes (9 hrs) with Mimi and/or Jean or your mentors or approved teacher
- Attend 3 trainee exchange teaching and feedback sessions of 3 hours each to be attended in between modules. Abroad trainees will be required to Skype or video call in to attend the sessions.
- Complete 4 homework assignments (approximately 16 hours in total) to a satisfactory level
- Complete a practice diary - logging of reflections and contemplations on their practice (4 hours minimum)
- Complete course reading (12 hours minimum)
- Establish and maintain a daily practice of at least 3 times a week
- Hold a valid certificate in Emergency First Aid at Work (minimum 6 hours training)
- Adhere to the codes of conduct and fully participate and engage on the course.

## **Attendance and Participation**

- The minimum attendance rate during the course is 90%. You cannot miss more than 18 hours of the course. Any missed hours will require a catch up plan which may involve a private session at an additional cost to the trainee.
- Once the training has officially finished, a trainee has up to 3 years to complete the course. This is in regards to deferrals, late submission or re-submission of required coursework. Certification can only be given when all requirements of the course have been completed to a satisfactory level.
- Missed modules:
  - It is the trainee's responsibility to speak to a course leader or course teaching assistant to discuss what is required to catch up
  - If a catch up session is required, it will be a private session at an additional cost to the trainee. When possible you may wish to coordinate a single session with fellow trainees who have missed the same module.

## **Homework and Assignments**

The course is largely experiential based, however there are assignments, all of which are required to be completed to a high standard and submitted on time. We hope you have a passion and openness to learning so that the course assignments, meeting exchanges and reading requirements are engaged with as opportunities to deepen understanding and expand knowledge.

Request for assignment extensions need to be made in writing to course leaders.

The assignments will be as follows:

- 4 assignments to be completed in between modules of approximately 2 hours each which will total 8 hours
- 3 trainee exchange teaching + feedback sessions of 3 hours each to be attended in between modules. Abroad trainees will be required to Skype or video call in to attend the sessions.
- Practice diary - logging of reflections and contemplations on their practice (4 hours minimum)
- Course reading (14 hours minimum)

If course work and assignments are not of a satisfactory standard you will receive support, guidance and feedback on how to improve and then subsequently resubmit your work having taken on board these guidelines.

## **Injury and/or pregnancy**

Attendance of 90% is still required if you have an injury, become pregnant or have a personal challenge (such as bereavement, job change etc). Modification of your practice will be understood, and we endeavour do everything possible to support you in working out the best way forward.

Naturally there may be some life circumstances that might require deferral or discontinuation.

## **Assessment**

There will be no final exam, but throughout the course modules, teaching practices and assignments there will be on-going assessment by the senior teachers and faculty members through observation and feedback. This will also extend into the mentorship period.

Trainees who fall behind in meeting the course requirements will be supported in catching up and improving in the areas which they may not feel confident in.

Deferral is considered a useful and viable option to enable trainees to graduate at a later date if necessary.

## **Graduation and Certification**

Certification will be determined based on completion of the required hours, full engagement and interaction with the course contents and a satisfactory level of completed assignments and meeting exchanges.

To successfully complete the training and gain accreditation students are required to:

- Attend a minimum of 90 per cent of the course. If a student misses more than this, a catch-up session will be agreed with the assistants or tutors at an additional charge.
- Complete practice hours with senior teachers
- Complete all course assignments to a satisfactory standard
- Attend all peer group study exchange meetings
- Complete all mentorship requirements: observation and assisting hours with senior/approved teachers

## **Cancellation of the Course**

If the course is cancelled, we will notify you at least 3 months prior to the training being cancelled. A refund will be given to registered participants minus any processing fees (e.g. credit card fees and administration costs incurred)

## **Complaints Procedure**

We endeavour to communicate and dialogue well with all our trainees. However, if you find you have any concerns or grievance please see the procedure below on how we recommend a way forwards to resolve them. It is possible to have an advocate or someone else present to support you throughout this process.

1. Informal complaint: If there is an issue with a faculty member from the training, a fellow trainee, a mentor, or the teacher training administrator we recommend you initially communicate directly with the person involved to resolve the issue. This can be either in person, telephone, email or letter.
2. Mediation: If this communication has not been able to resolve the issue, then speak with another course mentor or senior faculty member who can act as a mediator.
3. Formal complaint: If the issue cannot be resolved informally, then send a dated email or letter to the teacher training administrator, or if the complaint is about the teacher training administrator, to one of the senior course leaders. A response to the complaint will be within 30 days from the date of receipt. If it is not possible to provide a full answer within 30 days, you will be sent a letter outlining the reasons why, and the date by which you can expect to receive a full answer.

## **Code of Conduct**

A fundamental element of the Daoist Flow Yoga Teacher Training is the mutual respect between teachers, trainees and training team – this is vital to maintaining a safe learning environment and high ethical standards we wish to uphold and encourage during the course. Set out below are some core principles that we ask be observed by all participants throughout the training:

General:

1. To ensure that safe and effective teaching is available to the public
2. To provide the public with access to safe and effective yoga teachers

Throughout the course:

3. Good time keeping. This applies to both your arrival at modules and the submission of assignments.
4. Attendance. You are required to attend at least 90% of the training - this means you cannot miss more than 18 hours of instruction.
5. Professional and respectful communication – speaking and listening. In treating each other with respect we create a space for honest and higher teaching and learning. Be considerate and appropriate with questions and during discussions.
6. Work authentically from where you are. Acknowledge your current limitations of skill and scope of practice and seek instruction, advice, or treatment in any areas where you need additional support. Be kind to yourself, do the best you can and be open to the journey.
7. Respect the role of the teacher. As teachers it is our responsibility to create a place that is safe, comfortable, non-threatening and welcoming for all students. This applies to us, as teacher trainers, and to you as teacher trainees and future teachers.
8. Maintain the cleanliness of the studio space – this is a physical space that we share together

A persistent inability to adhere to the above Code of Conduct may result in your disqualification from the training. Please sign below to confirm your understanding of these conditions:

Course name:

Student name & Signature:

Date signed:

**GDPR**

As a student of *Daoist Flow Yoga Teacher Training*, your contact details (name, email and phone number) will be held by triyoga and all teacher training team. Your details will also be passed onto our accrediting body: Yoga Alliance Professionals, so they can contact you directly to complete your registration as a Trainee Teacher and invite you to become a fully qualified Yoga Teacher on successful completion of this course. You can opt out of this at any time.