

## **Elklan Licence Agreement for Elklan-Makaton Tutors**

1. Elklan tutors, co-tutors, AAC tutors, Let's Talk tutors and tutors delivering Makaton Training on behalf of Elklan, can only deliver courses under licence.
2. An Elklan licence must be renewed annually through the website, <https://www.elklan.co.uk/Licence>. For Elklan tutors the licence to deliver Makaton courses on behalf of Elklan will be covered by their Elklan tutor licence. For tutors who are not also an Elklan tutor, the licence fee for an Elklan-Makaton tutor will be charged. An Elklan licence can only be issued by Elklan Training Ltd.
3. Payment of the annual licence fee is mandatory. Where a licence has lapsed an additional administration and re-joining fee will be charged.
4. An Elklan, or an Elklan-Makaton licence entitles the tutor to deliver all courses which are within their range of competence to teach.
5. All Taster Sessions and Makaton Training Workshops must be registered using the course tracker.
6. Each Makaton session or module must be taught over the time indicated in the Makaton tutor guidelines.
7. The Elklan-Makaton Tutor must ensure that they have the current tutor guidelines for the workshop or session they are delivering from the Makaton Charity. They must have attended the necessary 'Train the Trainer' workshop to deliver the Safeguarding and Using Makaton with Singing Workshops. The Elklan- Makaton Tutor must have a valid Makaton Tutor licence.
8. The Elklan-Makaton Tutor agrees to share a minimum of one evaluation feedback form with Elklan from a participant after the completion of a Makaton Workshop. This could be a Level 1-4 Workshop or one of the specialist Workshops such as Safeguarding or Using Makaton with Singing.
9. All material (Elklan and Makaton) is bound by copyright. Handouts may be photocopied for participants but teaching notes, video clips, pages from the book and slides cannot be copied and incorporated into other publications or presentations. When delivering Makaton courses, the tutor must adhere to the copyright and conditions set out by Makaton.
10. At the end of all Makaton Taster Sessions or Workshops, the Elklan-Makaton Tutor should signpost learners to details of any follow-up or complimentary Makaton Workshops being offered through Elklan Training: <https://www.elklan.co.uk/Training/Practitioners/#makaton> and other Elklan courses: <https://www.elklan.co.uk/Training/Practitioners/>