



Therapists who are passionate about their subject may well consider teaching at some point in their career. IPHM recommendation for the following guidelines are for those of you who may now wish to become an IPHM approved Training Provider or are already offering teaching courses but would like your courses recognised as IPHM approved.

1. **Submitting Your Course Work** - You personally and your actual course work will be accredited by IPHM & therefore you will be asked to submit a sample of course work or link if offering video training which will be required for evaluation. Copyright infringement will be taken seriously so please ensure you have written the courses yourself or have the necessary permission of commercial use if offering outsourced training manuals. You will also be asked for your qualifications in the subjects you are offering if relevant.
2. **Course Work** - Your courses should include a clear introduction and outline of what the student can expect to achieve once they have completed this. You should include a test so you can assess your students and a recommendation of a minimum of 5 case studies to be carried out before issuing them with a qualification. We recommend that online courses should offer a minimum of 30hrs study time, which may or may not include case studies.
3. **Advanced Level Training** - If offering advanced level courses either online or face to face it is your responsibility to ensure your students have completed basic training first before awarding them with an advanced level qualification.
4. **Case Studies** - When offering your courses you must ensure that all your students submit case studies and have their course work checked by either setting them an exam or offering a personal one to one assessment to ensure you feel confident that your students are capable and confident in the subjects they have been taught before offering them a qualification using our logo.
5. **Qualifications** - Once you have assessed your student and are confident they can offer what they have been taught with competence, you may then provide them with a certificate with our logo which you can create from the members dashboard or use your own design. Please note that the qualification you issue will show they have been taught by an IPHM accredited training provider, not that they themselves are accredited. Should your students then wish to be IPHM accredited and use the letters IPHM after their name, then they will need to join as a therapist and will be accepted on your recommendation. Details will be provided for you on how you can claim £10 referral fee for each one.
6. **Student Benefits** - The primary benefit of offering a course to your students is that they will be able to learn a new skill and gain a qualification that will enable them to become professional therapists registered with IPHM. IPHM has a strict code of conduct for its

teachers and therapists, and by providing a comprehensive course that covers the required elements, you can ensure that your students are equipped with the necessary knowledge and skills to practise competently and safely. Furthermore, by offering a qualification, you will be able to recommend your students to join IPHM as professional therapists and benefit from our reward scheme.

Further recommendations:

1. **Teaching Qualification** - Although it is not a necessary requirement IPHM recommend Level 3 Award in Education and Training (AET) as an excellent qualification to hold if you are offering training to others. If you wish to undertake this course then IPHM members will benefit from an £100 discount on this course.
2. **Insurance** - If working directly with the public or visiting their homes then IPHM strongly recommend you have a minimum of public liability insurance. We will request to see a copy of your insurance cover, however if you do not hold insurance when applying, this can be obtained with one of our affiliates from your members dashboard and you maybe eligible for a discount. You should then submit this to us within two weeks of your listing going live if insurance is required.