

Policies and Procedures for Teacher Training

Statement of Purpose

The teachers at BayYoga Centre, Dubai recognizes the sensitive nature of the student-teacher relationship. We believe that it is the responsibility of the teacher to ensure safe and protected environment in which a student can grow physically, mentally and spiritually.

Student Rights and Responsibilities

BayYoga Center advises students to be aware of their rights and responsibilities as stated in the Occupational Health and Safety Act and by law of UAE.

Any student who feels they have been unfairly treated is encouraged to raise the matter with BayYoga Center management, who are committed to resolving such matters. Equally, students are expected to behave in a manner that is not offensive to fellow students or staff of BayYoga Center. Courtesy and politeness are expected of all students.

Expectations of Teacher Trainers

The teacher trainer(s) are responsible for facilitating the learning experience, explaining the assessment material, feedback and marking assessment material.

We aim to provide a safe, supportive learning environment for all students. Any behaviour that has the potential to adversely affect the Equal Opportunity learning environment, OH&S or learning outcomes of the group can result in a student being excluded from the class. A prior notification via email or verbal will be served to relevant student on these regards. Prior consultation and opportunities will be provided to the student for their correction before such action is being taken.

The teacher trainer(s) will be available for questions regarding the material or assessment items.

Please note if the questions relate to material the student missed or outside the scope of the material, it is at the trainer's discretion whether to answer, defer to a later date or refer to the attendance policy.

Support Services

Literacy and Numeracy – Should you have any difficulty in understanding any information we provide you in writing, please bring this to the attention of your instructor who will provide whatever immediate assistance he or she can.

Learning Difficulties – Should you have any difficulty in comprehending any course content due to the method of delivery, please bring this to the attention of your instructor who will provide whatever immediate assistance he or she can.

Assessment Policy

All in class assessments are due as per the class schedule. Please speak to the trainer before the due date if you will be unable to attend the assessment on time.

If you attend all classes but don't finish the assessments to the appropriate standard you may have the opportunity to resubmit the assessments. If it is still not completed additional fees may apply to resubmit or re-attend the course.

Attendance policy

Students are expected to attend all classes. If unable to attend a session it is the student's responsibility to make other arrangements, contact us in writing to arrange, emails are acceptable. BayYoga Center staff to the student will advise any additional associated cost.

If there is a compassionate reason for missing the original classes please include in application, some fee reduction may apply in certain cases.

Assessment

All written and practical assessments must be completed to receive certificates.

- Assessment must be valid, reliable, fair and flexible
- Evidence must be valid, sufficient, current and authentic
- All evidence for assessment must be submitted within 6 months of start date.

Appeals

All appeals are welcomed and reviewed to ensure, both student, organization and industry standard satisfaction. BayYoga Center and its trainer will assess the appeal for the fair evaluation.

Complaints

If in the event a student feels the need to voice a complaint about either the facilitator, administration issues, delivery premises, a fellow student, course content, assessment strategy or anything else, a written letter with supporting evidence will be required. All complaints are welcomed and reviewed to ensure both student, organization and industry standard satisfaction in accordance to the UAE laws.

Training Schedules

Class will begin promptly the scheduled time. Training schedule will be distributed to applicants at the time of joining of program and also will be published on BayYoga Center website.

It is acceptable to eat during class, if needed. There will be breaks during the training but the longer break usually decided by the trainer and will be notified to the student during course initiation briefing class.

Payment Policy

All course fees can be found at www.bayyoga.ae

No enrolment will be accepted without a minimum deposit of AED 500.00

Payment Plans

Payment plans are offered at BayYoga Center, Dubai discretion, if a payment plan is approved:

- The following schedule of payments will be agreed upon and signed by both parties
 - Initial deposit of AED 500.00 (non-Refundable) is to be paid immediately for registration.
 - Maximum duration of payment plan is 3 months and shall be paid at 1st date of the calendar month starting from the date of course commencement.

Transfer Policy

No transfer or the course works will be given to another members or students. The signed up student is required to complete the course work accordingly.

Refunds Policy

All refunds are offered at BayYoga Center, Dubai's discretion.

Our refund policy is:

- All refunds must be requested in writing. AED 500.00 refund fee will apply to all refunds.
- If you feel you may eligible for a full refund on compassionate grounds, please provide details and attach copies of appropriate evidence (i.e. medical certificates).
- If at least one months' notice is given before the scheduled start date.
- No refunds or reduction of payment plans will be offered if students decide to withdraw with less than 2 weeks' notice before the scheduled start date of course.
- No refunds or reduction in payment plans will be offered if students decide to cancel or drop out of course.
- No refund or reduction in payment plans will be offered if students are excluded from class for reasons of OH&S, violations of BayYoga Center Code of Conduct or any unethical and/or illegal conduct.

Student Support Policy

Students will be given an individual student access code to access BayYoga Center, Dubai website portal allowing them to revisit all course content delivered during the certification. Each student has access to face-to-face, email, phone and online group forum support to assist in student enquiries.

Student's records and certification are available for viewing and reprint within 5 business days of written or verbal request

Principles

In order to protect the student in this potentially vulnerable relationship, as well as to uphold the highest professional standards for the teachers, we agree to accept the following foundational principles:

1. To avoid discriminating against or refusing professional help to anyone on the basis of race, gender, sexual orientation, religion, or national origin.
2. To stay abreast of new developments in the field of Yoga through educational activities and study.

3. To seek out and engage in collegial relationships, recognizing that isolation can lead to a loss of perspective and judgment.
4. To manage our personal lives in a healthful fashion and to seek appropriate assistance for our own personal problems or conflicts.
5. To provide rehabilitative instruction only for those problems or issues that are within the reasonable boundaries of our competence.
6. To establish and maintain appropriate professional relationship boundaries.
7. To cultivate an attitude of humanity in our teaching, we dedicate our work to something greater than ourselves.

Professional Practices

In all professional matters, we maintain practices and teaching procedures that protect the public and advance the profession.

1. We use our knowledge and professional associations for the benefit of the people we serve and not to secure unfair personal advantage.
2. Fees and financial arrangements, as with all contractual matters, are always discussed without hesitation or equivocation at the onset and are established in a straightforward, professional manner.
3. We neither receive nor pay a commission for referral of a student.
4. We conduct our fiscal affairs with due regard to recognized business and accounting procedures.
5. We are careful to represent facts truthfully to students, referral sources and third party payers regarding credentials and services rendered. We will correct any misrepresentation of our professional qualifications.

Student Relationships

It is our responsibility to maintain relationships with students on a professional basis.

1. We do not abandon or neglect students. If we are unable to provide professional help or continue a professional relationship, every reasonable effort is made to arrange for continuation of instruction with another teacher.
2. We make only realistic statements regarding the benefits of Yoga and Pilates.
3. We show sensitivity in regard for the moral, social and religious standards of students and groups.
4. We recognize the trust placed in and unique power of the student-teacher relationship. While acknowledge the complexity of some Yoga relationships, we avoid exploiting the trust and dependency of students. We avoid those dual

relationships with students (e.g., business, close personal relationships) that could impair our professional judgment, compromise the integrity of our instruction, and/or use the relationship for our own gain.

5. We do not engage in harassment, abusive words or actions, or exploitative coercion of students or former students.
6. We recognize that the teacher-student relationship involves a power imbalance, the residual effects of which can remain after the student is no longer studying with the teacher. Therefore, we suggest extreme caution if you choose to enter into a personal relationship with a student.

Student and Employee Relationships

As Yoga teachers, we have an ethical concern for the integrity and welfare of our students, and employees. These relationships are maintained on a professional and confidential basis. We recognize our influential position with regard to both students and employees, and avoid exploiting their trust and dependency. We do not engage in any harassment of current assistants, students, employees or colleagues.

1. We advise our students, and employees against offering or engaging in, or holding themselves out as competent to engage in, professional services beyond their training, level of experience, and competence.
2. We do not harass or dismiss an assistant or employee who has acted in a reasonable, responsible and ethical manner to protect, or intervene on behalf of, a student or other member of the public or another employee.

Inter-professional Relationships

As Yoga teachers, we relate to and cooperate with other professional persons in our immediate community and beyond. Knowingly soliciting another teacher's students is unethical.

1. Speaking of other teachers with disrespect is unethical.

Advertising

Any advertising, including announcements, public statements and promotional activities, done by us or for us, is undertaken for the purpose of helping the public makes informed judgments and choices.

1. We do not misrepresent our professional qualifications, affiliations and functions, or falsely imply sponsorship or certification by any organization.

2. Announcements and brochures promoting our services describe them with accuracy and dignity.
3. We do not make public statements which contain any of the following:
 - A false, fraudulent, misleading, deceptive or unfair statement.
 - A misrepresentation of fact or a statement likely to mislead or deceive because in context it makes only a partial disclosure of relevant facts.
 - A statement implying unusual unique or one-of-a-kind abilities, including misrepresentation through sensationalism, exaggeration, or superficiality.
 - A statement intended or likely to exploit a student's fears, anxieties, or emotions.
 - A statement concerning the comparative desirability of offered services.
4. Advertisements or announcements by us of workshops, training programmes are to give a clear statement of purpose and a clear description of the experiences to be provided. The education, training and experience of the provider involved are to be appropriately specified.

Confidentiality

We respect that integrity and protect the welfare of all persons with whom we are working and have an obligation to safeguard information about them that has been obtained in the course of the instruction process.

1. All records kept on a student are stored or disposed of in a manner that assures security and confidentiality.
2. We treat all communications from students with professional confidence.
3. We do not disclose student confidences to anyone, except: as mandated by law; to prevent a clear and immediate danger to someone; in the course of civil, criminal, or disciplinary action arising from the instruction where the teacher is a more than one person (as student), written permission must be obtained from all legally accountable persons who have been present during the instruction before any disclosure can be made.
4. We obtain written consent of students before audio and/or video tape recording or permitting third party observation of sessions.

Non-competition

You will agree before the training to not set up a NEW Yoga studio within 15km of BayYoga Center studio located at 905-906, Grosevenor Business Tower, Al Abraj Street Business Bay Dubai (within 2 years of training). You agree not to contact any of the clients from the BayYoga Center studio for any commercial purpose. Teaching at an existing business, studio or gym is acceptable. You agree not to offer yoga teacher

training courses yourself for 1 years after completion of the course and agree to acknowledge 'BayYoga Center' as your training provider on your website and the like.

Course Materials

All materials provided during the course are for the purposes of enabling you to achieve the qualification(s) and are copyright protected. You will agree not to use any of the material for any commercial purpose, including delivery.