

OMF Teacher Training Agreement

Our Mission is to improve lives through mindfulness and the practice of being mindful. Our Vision is a world in which there is universal access to mindfulness and a greater understanding and acceptability of the impact of mindful behaviours. Such behaviours and practice would be integrated into everyday life with teachers and champions in all areas of society, using mindfulness and mindful approaches to support wellbeing both explicitly (via courses and training) and implicitly (in their everyday work and way of living).

We are now offering all our teaching, training and personal development activities under the Oxford Mindfulness Foundation (OMF) name rather than as the Oxford Mindfulness Centre (OMC).

Introduction

The Oxford Mindfulness Foundation commit to offering a world class training, which will include the training and experience the trainee needs to begin teaching MBCT courses safely under supervision. This includes deepening their personal practice and integrating it with the development of teaching skills. It also includes training in theory, research, and professional competencies.

We expect an OMF trainee to commit to full participation in all that this training offers and reach a required level of competence whilst adhering to the highest ethical standards in their practice, teaching, and interactions with us.

This document sets out the parameters of the trainee's relationship with the OMF which starts when the trainee accepts an offer on an OMF teacher training programme by signing and returning the attached acceptance form.

On acceptance of the offer, the trainee is agreeing to the terms in this and the following additional documents which collectively make up the training contract with the OMF. The trainee must read the below documents thoroughly before accepting any offer.

- a. General Terms and Conditions
- b. Guiding Ethical Principles
- c. Fitness to Practise Policy
- d. Complaints Policy and Procedure
- e. Disciplinary Policy and Procedure

Teacher Training Information

1. Information about the training programme is available on the OMF website and further details are provided at information sessions. It is expected that potential

trainees use these information routes to familiarise themselves with the learning goals and training activities, requirements for training completion, and what to expect when the programme is completed.

2. Trainees are asked to pay particular attention to the requirements for training completion. During the programme, trainers (with supplementary feedback from mentors) will monitor trainees' progress toward stated goals and will provide feedback to them and to other OMF staff involved in the programme as necessary. Mentoring sessions provide trainees with additional opportunities to cultivate the necessary skills.
3. If a trainee is unable to demonstrate the required skills, particularly by the end of the first 8 training days, it may be necessary to discontinue their participation on the programme. If this happens, the OMF will engage fully with the trainee in question, discuss all the available options, and provide guidance on how best to move forward.

Guiding Ethical Principles

4. All trainees at the OMF commit to abide by the OMF Guiding Ethical Principles. Trainees are expected to be familiar with this ethical code from the outset of their training.

Policies and Procedures

5. The OMF aspires to create a safe and positive culture for deep learning to happen. When challenges and difficulties arise, our strong preference is to learn and grow from these, to resolve differences amicably, and to retain a positive relationship with trainees regardless of the outcome.
6. Our Complaints Policy and Procedure was developed in the recognition that sometimes things arise that affect the experiences (of both trainees and trainers). The OMF aims to review and resolve any concerns as soon as possible, working with those involved following the relevant processes and procedures.
7. The use of the term 'Fitness to Practise' refers to having the skills, knowledge, health, and character to teach mindfulness safely, competently and with integrity. This Policy was developed to meet the OMF's responsibilities to:
 - Ensure that trainees are fit to practise and teach mindfulness in accordance with the training offered within each specific training route.
 - Upon full completion of the teacher training programme of study, ensure that only trainees who are considered fit to practise are eligible to apply for any form of teacher certification.
 - To safeguard public confidence in the mindfulness teaching profession.

8. The Disciplinary Policy and Procedure is intended to provide a clear and impartial process for dealing with any issues relating to misconduct.
9. Any complaints, disciplinary, or fitness to practise issues, will be overseen by the CEO and the OMF Board and dealt with under these policies and procedures.

Medical Conditions

10. It is important that trainees disclose to the OMF before the programme begins any disability, special need, condition, or treatment, that might in any way be affected by, or affect the trainee’s experience of, or engagement with, the training programme in question.
11. Similarly, any new condition that arises during the course that might affect the trainee’s experience of, or ability to engage with, the programme must be reported to their trainer and the OMF via admin@oxfordmindfulness.org.
12. “Condition” includes both physical and psychological conditions. “Treatment” includes any form of medical attention, however minor. The OMF will make every attempt to make reasonable adjustments.

By signing below, I hereby acknowledge that I have completely read, and fully understand the Oxford Mindfulness Foundation’s Teacher Training Agreement (and accompanying policies and procedures) and agree to be bound by these terms and conditions.

Signed	
Full name (please print)	
Date of signature	
Email address	
Date of start of programme	
Title of training programme	

For OMF office use only

OLI ID	
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