

**Advancing VdTMoCA knowledge: Application to practice series**

Participants must be fully VdTMoCA trained either through ICAN or Pre-registration OT training in South Africa plus practice experience (attending introductions or lectures on the VdTMoCA is insufficient). If you have received equivalent training and wish to make a case for being considered for the sessions, you are welcome to make an application.

It is desirable but not essential to have a minimum of 12 months experience of routinely applying the VdTMoCA to everyday Occupational Therapy practice, and to be currently working with clients experiencing the session’s focused diagnosis.

By booking and logging into the session, the participant grants permission for the session to be recorded and for recordings to be made available for future training via the ICAN online training platform.

Participants must ensure they can access Zoom via a PC with good internet connection (a SMART phone is not adequate), and a working microphone and camera.

Applications should only be made by Occupational Therapists and submitted **when you have funding secured. If your application is successful and you have a place confirmed, you are obligated to pay for your place.** See Terms & Conditions in Section 2.

**SECTION 1 – Application**

Please send to wendy@ican-uk.com

**Name**: Click or tap here to enter text.

**Trust/organisation**: Click or tap here to enter text.

**Your contact email**: Click or tap here to enter text.

**Mobile/contact telephone** (to be contacted on if there’s a loss of internet connection/technology problems on the day): Click or tap here to enter text.

**Have you undertaken the ICAN online VdTMoCA training?**

NO [ ]

YES [ ]  YEAR OF TRAINING Click or tap here to enter text.

**Did you learn the VdTMoCA on a pre-registration OT programme in South Africa?**

NO [ ]

YES[ ]  WHICH UNIVERSITY? Click or tap here to enter text.

**How many years of experience do you have in actively applying the VdTMoCA as part of routine/regular practice?**

Less than 1 year [ ]

1 year [ ]

2 [ ]

3 [ ]

4-5 [ ]

More than 5 [ ]

**Which event(s) are you applying to attend?** (click box)

Applying the VdTMoCA to autistic children and adults, 10, 17 & 24 May 2024 [ ]

Closing date for applications 19 April 2024.

Applying the VdTMoCA to personality traits and disorders, 12, 19, 26 July 2024 [ ]

Closing date for applications 17 May 2024.

Applying the VdTMoCA to understanding occupational therapy for individuals with substance use disorders, 30 Aug, 6, 13 Sept 2024 [ ]

Closing date for applications 12 July 2024.

**What field of practice and service are you currently working in?** Click or tap here to enter text.

**Are you currently working with individuals who are experiencing the condition which is the focus on your chosen sessions?**

NO [ ]

YES [ ]

**How confident are you in your knowledge of the levels of creative ability, particularly what the volition is for at specific levels, and how to assess and treat at the levels of creative ability commonly seen in your service?** Click or tap here to enter text.

**What 3 things do you most want to gain from the sessions?**

Click or tap here to enter text.

Thank you for your interest in the ICAN sessions and for taking the time to complete this application.

By submitting your application, you are agreeing to the Terms and Conditions below, so please read through them.

You will be notified of the outcome of your application by no later than the closing date for the application.

**SECTION 2**

**Terms and conditions**

**1.0** Completion of the application process and acceptance of our terms and conditions forms your contract with ICAN to pay for the requested sessions, whether you pay yourself or your employer pays – making an application through completion of this forms is a commitment to paying for the event that you have booked and abiding by the terms and conditions.

**2.0 Cancellation and variation of events by ICAN**

ICAN reserves the right to change advertised details of events including event/training content, dates, timetable, venue and facilitators etc. If we have to cancel an event, we will aim to inform all participants at least two weeks before the event is due to take place or as soon as is reasonably possible. We will reimburse all event fees paid, but we are unable to compensate for any other costs incurred.

If we have to change the dates of an event, applicants may request a full refund of event fees if the new dates are not convenient.

**2.1 Cancellations and non-attendance by trainees**

If you gain a place on your requested sessions but wish to cancel your place, you must notify ICAN in writing and pay cancellation charges. These are a percentage of the full cost for providing the booked services and depend on how long before the event ICAN receives notification of cancellation (excluding the day on which the event was to commence and the day that ICAN receives notice of wish to cancel). We regret that we have to do this, however all bookings involve administrative costs and it is difficult to fill spaces made vacant by late cancellations. Cancellation charges depend on when we receive your written/emailed cancellation notice:

If cancelled more than 14 days before the event date, we will refund 40% of event fees.

* For bookings cancelled less than 14 days before the event date or for 'non-attendance’, no refund will be made. If an issued invoice is unpaid at the time of cancellation, you will still be liable for 100% of the event fee.
* **Non-completion of training**
* 3.0 Trainees who start but do not complete the series of sessions will be provided with a certificate for completed parts of the course/training.

**4.0 Payment and Late payment charges**

* Our contracted terms of payment are strictly 30 days unless paying with a credit card whereby payment terms are 48 hours.
* Should you fail to meet these terms ICAN will make late payment charges:
* Late payment charges:
* **Between 1 and 30 days late £5 per day will be charged regardless of invoice value**
* **Between 31 and 90 days late £10 per day will be charged regardless of invoice value**
* **For invoices over 90 days late a charge of £30 per day will be made**
* Late payment charges will be raised on a separate invoice and will be sent at the end of each month after the original invoice was due. Failure to pay an invoice on time will always result in a late payment charge.
* Compensation will be sought for late payment at the following amounts:
* Up to £999.99 = £40 compensation charge
* £1000 - £9,999.99 = £70
* In the event of you using a purchase order system for allocating invoice costs you will need to arrange these to cover the cost of late payment and compensation charges. Failure to pay late payment charges for any reason will result in legal recovery action. In the event of invoices being outstanding for longer than 60 days, we shall be entitled to cancel all your outstanding bookings and all outstanding invoices will become immediately due and payable.

**5.0 Recordings, rights and liability**

* By logging into the session, each participant grants permission for the session to be recorded and for recordings to be made available for future training via the ICAN online training platform.
* Participants do not have the right to access recorded sessions, only to attend live sessions.
* The trainer(s) are not liable for any adverse event arising due to the participant’s implementation of teaching, advice and/or discussions during the sessions. Participants remain fully responsible and accountable for their clinical reasoning, intervention and management of their patients.