

## **FRYOG POSTGRADUATE COURSES POLICY AND PROCEDURES (agreed by the Executive Committee on 16/11/08 and amended on 10.5.09)**

### **Why offer Postgraduate courses?**

Postgraduate courses are available for those qualified teachers who wish to develop their knowledge and skills in teaching a specific group of students or a particular aspect of Yoga. Postgraduate courses form one strand of FRYOG's commitment to providing opportunities for continuous professional development for teachers. Yoga teachers from other disciplines will be verified by the Training & Standards Officer.

### **What Postgraduate courses do we have and how long are they for?**

There are currently 3 Postgraduate courses:

How to teach Yoga to Children  
Yoga for Pregnancy  
One to One Therapeutic Yoga

There have been 2 Teaching Meditation Postgraduate courses in 2007 & 2008. Any future Meditation courses will be open to all FRYOG members so all successful participants including qualified teachers will receive a Short Course certificate not a Postgraduate diploma.

Following completion of pilot Postgraduate courses, Pranayama and Yoga Nidra will not be offered again.

Typically a Postgraduate course will be for 6 whole day sessions over 6 months.

### **What are the procedures for Tutors of Postgraduate courses?**

1. A prospective Tutor wishing to offer a Postgraduate course must discuss this with the Training and Standards Officer and submit a course outline. Following discussion with the Diploma Board Officer and Postgraduate Officer, the Training and Standards Officer will decide whether the proposed course will be put forward to the Executive Committee for approval.

2. The Training and Standards Officer will appoint a suitable Assessor for each approved Postgraduate course and inform the Postgraduate Officer.

3. Advertisements from Tutors for approved Postgraduate courses to appear in the FRYOG newsletter or website must be approved by the Postgraduate Officer before being sent to the Newsletter Editor or Website Co-ordinator.

4. Tutors of Postgraduate courses must inform the Postgraduate Officer whether an advertised course has attracted sufficient enrolments to run and if so supply the students' names so these can be checked against the FRYOG database. Tutors must liaise with the Postgraduate Officer regarding the date for student assessment so that the availability of the approved Assessor can be checked.

5. Tutors are responsible for advising their students that they must pay the assessment fee to the Assessor on the day of the assessment. This fee is currently £35 per student, which includes a contribution to the Assessor's travelling expenses. Tutors are also responsible for explaining the process and cost of obtaining Postgraduate certificates. (Please see paragraph 3 in the procedures for students section below).

6. Attendance on a Postgraduate course will count as CPD for the year in which it is completed. At the end of the course, Tutors are responsible for sending all participating students' names and FRYOG membership numbers to the Membership Officer promptly so their continuous professional development records can be kept up to date.

### **What are the procedures for students on Postgraduate courses?**

1. Queries and enrolments are directed to the Tutor. The course will not start if the Tutor decides there are insufficient enrolments. Any payments for cancelled courses which have already been made will be reimbursed by the Tutor.

2. After enrolment any concerns should be addressed by the Tutor. If the concern is not resolved the student may contact the Postgraduate Officer. Should the matter remain unresolved the student may write to the Training and Standards Officer who will investigate and produce a report for the Executive Committee.

3. To obtain the Postgraduate diploma certificate, successful students must, within 3 months of the assessment, send the Postgraduate Officer :

- a. a copy of the Tutor's report
- b. a copy of the Assessor's report(s)

- c. a cheque made out to FRYOG. This certificate fee is currently £15.
- d. a self-addressed sticky label

The Postgraduate Officer will ensure that the certificate is signed by the Chairman and Diploma Board Officer. It is the student's responsibility to get the Tutor's signature.

The Policy and Procedures for FRYOG Short Courses are exactly the same as for FRYOG Postgraduate courses. The Postgraduate Officer is responsible for the administration of both types of course.

Copies of this Policy & Procedures document will be made available to all Postgraduate and Short Course Tutors, Assessors and students.

Miranda Harrison  
Postgraduate Officer