

A note from the Course Leaders

The COVID-19 outbreak has clearly disrupted every aspect of our lives and there is still uncertainty as to how we are going to emerge out of these times.

Some of our Early Years partners have told us that thinking about starting a new training course, or releasing staff to participate in training, is extremely difficult right now. But others have said this is a good time to be thinking about training, about investing in their staff and strengthening what they can offer the children and families they support. So following this consultation, we are pleased to offer our Interactive Music-Making course once more in September 2020.

Of course, subject to what happens in the coming weeks and months we may need to adjust our plans. With this and the guidance of our Early Years partners in mind, we are happy for people to book provisional places, simply register their potential interest (subject to confirmation in due course) or to submit full applications now. So, if you would like to apply, please do read the FAQs relevant to you on the following pages. And if you have other questions which aren't addressed here, please get in touch with Freya who co-ordinates the course from *Music as Therapy International* (freitagibbs@musicastherapy.org or 07792783183).

We are holding onto the hope for a return to a life where we can think about more than infection control and social distancing, whilst being realistic about the flexibility we may need to work together towards this safely.

Sarah Hadley and Alexia Quin

Support to help people participate in this training is available through our Interactive Music-Making Award Scheme, please visit www.interactivemusicmaking.org to find out more.

Please Note: Early years managers are integral to the application process for the majority of students on our Interactive Music-Making course. Many of the questions below correspond to questions managers may have although these questions can be equally relevant to early years practitioners or independent practitioners who are considering joining the course. The guidance below is likely to hold true whether you are a manager or a practitioner (whether your application will be linked to a children's care setting or if you are peripatetic/independent).

FAQS

I would like a practitioner to undertake the course, but it totally depends on how my centre is operating in the autumn. Is it possible for me to make a provisional application?

Yes. Please complete the Student Application Form on their behalf, and when you email it to us tell us it is a provisional application and any information about why this is the case which will help us understand your situation.

Can I apply for an IMM Award if I can only make a provisional application at this time?

Yes. Please complete the IMM Award Form and submit it alongside the Student Application Form. The first page of both forms tells you which sections remain essential even for a provisional application (these are highlighted yellow).

I would like a practitioner from my centre to train to be an interactive music-maker, but I don't know exactly who at this time. Can I apply now and let you know nearer the time?

Yes. Please complete the essential sections of the Student Application Form (highlighted in yellow on the form). This will be sufficient for us to review your application and secure a place for your setting on the course. It must be received by us by Friday 21st August (*extended deadline*). We will then prompt you to nominate your identified practitioner in September to ensure they complete the remaining sections of the Student Application Form themselves. This process must be completed by 18th September 2020.

I am paying for a place, but can only make a provisional application at this time. Do I have to pay now?

No. We will not issue invoices to any fee paying students until they have confirmed they will be taking up their place. Please note: Unless there are extenuating circumstances, payment for the course must be received by Friday 11th September.

What if we are unable to fill out some of the information requested in the form as we do not currently have access to our setting records?

That's OK. Please complete the essential sections of the Student Application Form and any additional sections for which you have sufficient information (and on the [IMM Award Form](#), if relevant to you). When you email it to us, please tell us why your form is incomplete and when/if you anticipate being able to provide any missing information. We may get in touch with you directly to discuss this. Please note: If you are unable to fill out the essential sections of the form(s) by Friday 21st August (extended deadline), we may not be able to accept your Application.

What happens if the way my centre is operating in the autumn makes it impossible for me/my practitioner to attend the course?

Don't worry - we appreciate the future is uncertain. However, to provide the quality of teaching and learning of which we are proud requires a minimum number of students and also demands we limit the number of places on the course. Last minute dropouts could jeopardise the course for others. Additionally, the course is run without profit by a small charity and places left empty incur avoidable costs for *Music as Therapy International*. So please alert us to any risks to your practitioner's participation as soon as possible. If they are ultimately unable to participate, we may be able to offer your setting's place to an early years practitioner from somewhere else. You may also find it helpful to read the FAQs in relation to refunds below.

If my practitioner is awarded a place on the course in the autumn and then the course is deferred, will I need to re-apply?

No. Your place on the re-scheduled course will be reserved for you. If the re-scheduled course is not viable for your practitioner, you will be able to nominate a different practitioner without reapplication, or withdraw. If you nominate a different practitioner, we will need them to complete the sections of the Student Application Form which relate specifically to their own experience and aspirations from the course.

When do I need to pay for the course?

Unless there are extenuating circumstances, payment for the course must be received by Friday 11th September. You can indicate your preferred payment option at the bottom of the Student Application Form. There is no payment required if you are applying for an Interactive Music-Making Award.

What will happen if I've paid for a place and the course has to be deferred or cancelled?

If the course is cancelled before teaching has begun, you will receive a full refund. If the course is deferred you will automatically be offered a place on the re-scheduled course. If the re-scheduled course is not viable for your practitioner, you will be able to nominate a different practitioner without reapplication, or withdraw. Any setting which withdraws due to deferral or cancellation of the course prior to teaching beginning will be offered a full refund.

What happens if the course delivery is interrupted by COVID-19 or further lockdown measures?

All students are given an IMM Student Handbook at the start of the course which details our general expectations with respect to their attendance, self-directed study, how to handle extenuating circumstances etc. This should be the starting point for any student whose attendance is interrupted for reasons specific to their own circumstances (COVID-19 or otherwise).

However, if either the taught or practical component of the course is disrupted by further lockdown measures, we will assess alternative means of completion available at that stage in order to protect the quality of the learning opportunity and do our best to help our students become confident Interactive Music-Makers by the end of the course. If this is not possible, we will pause the course, and resume as soon as possible.

What if my nominated practitioner decides he/she isn't able to do the course?

If your practitioner decides they are no longer able to take part in the course before teaching has begun, then we will reserve the place for you while you find another practitioner. A replacement practitioner will need to be ready to join the course for the first week of teaching.

If the practitioner decides they are no longer able to take part in the course after teaching has begun, they may be able to resume the course the following year. There are no refunds available on fees paid for a practitioner who withdraws from the course *after* teaching has begun.

I'm an independent practitioner. Can I apply for the IMM Course without knowing where I will undertake my practical assignment?

Yes, but you should have made some initial enquiries with local early years settings within which you could undertake your practical assignment, bearing in mind people are likely to be more cautious about who visits their setting following the recent lockdown and with concern about future COVID-19 outbreaks. You will need to confirm where you will undertake your placement by early October.

My question hasn't been answered here. What can I do?

If you have any further questions, please contact Freya Gibbs at freitagibbs@musicasterapy.org or on 07792 783183.