



Bach Foundation
INTERNATIONAL REGISTER

Bach Centre Approval Criteria for Level 3

Introduction

This document sets out minimum standards that Bach Centre-approved Level 3 courses must meet. Courses that meet or exceed these requirements can be considered for approval as Level 3 courses.

Decisions about course approval are taken on a case-by-case basis. Meeting these criteria does not in itself guarantee course approval. Where granted, approval may be for a specified time only, and renewal and withdrawal of approval will at all times be at the Bach Centre's entire discretion.

Overall aims of courses at Level 1, 2 and 3

Level 1 courses aim to present basic information to students and start them off on a process of self-development. Students then have an opportunity, either on or after the course, to use the remedies and deepen their knowledge.

Level 2 courses aim to encourage reflection on that personal experience and refine remedy knowledge, and Level 3 courses aim to give remedy users the tools they need to help other people with the remedies in a professional setting.

The ultimate aim of any Level 3 course is to produce competent and caring practitioners who will share the Bach Centre's commitment to continuing the work and ethos of Dr Edward Bach.

Students on Level 3 courses are given opportunities to enhance their existing skills and to explore remedy use in the context of the classic Bach consultation. This allows them to gain confidence in their ability to select remedies for clients in a professional setting in accordance with Dr Bach's wishes and the Bach Centre's Code of Practice.

All students on a Level 3 course must attend a Level 2 course before they start Level 3; and Level 1 is in turn a prerequisite for Level 2.

Detailed aims and objectives of Level 3 courses

Aims of the course – a Level 3 course aims to:

- inspire students to be committed and caring practitioners of Dr Bach's system
- demonstrate in its administration, approach, teaching style and content the best possible example of caring professionalism and education towards self-help, so as to mirror the standards to which practitioners should aspire
- consolidate existing knowledge of the remedies and provide opportunities for revision and the resolution of problem areas
- explore and develop students' practical and theoretical knowledge of consultation skills
- explore through the Code of Practice ways in which Bach Foundation Registered Practitioners (BFRPs) put Dr Bach's philosophy into practice
- provide a forum in which students can exchange personal experiences and learn from each other
- encourage peer support and networking and continuous professional and personal development
- provide all the skills students need if they are to complete successfully the Level 3 assessment process

Student learning objectives – after attending a course where these aims have been met a student could reasonably expect to:

- build and maintain rapport with the tutor and with other students on the course and benefit from opportunities to share problems and experiences
- resolve any problem areas related to remedy indications or remedy use
- have a good grasp of basic consultation techniques and know how these function within the dynamic of a classic Bach remedy consultation
- build and maintain boundaries and rapport in relation to clients
- select appropriate remedies for clients making appropriate use of consultation skills
- describe the role of the practitioner using examples from Dr Bach's philosophy and from the Bach Centre's Code of Practice
- demonstrate awareness of opportunities offered by the Bach Centre and its education partners for peer support, networking and continuous professional and personal development
- complete successfully the Level 3 assessment process

Approval criteria

The following sections list different aspects of planning and running a Level 3 course. For each of these aspects we give the minimum standards expected. The Bach Centre will consider these criteria when assessing a course's eligibility for approval.

Section 1: Course provider

The course provider manages the supply of courses. The provider may be an institution, company, school or college, or an individual tutor.

<i>Area of concern</i>	<i>Minimum standards</i>
Reputation	<ul style="list-style-type: none"> • the Bach Centre shall be satisfied that the course provider demonstrates integrity and an honest approach to its work
Teaching premises	<ul style="list-style-type: none"> • the room and facilities available to the students shall be appropriate for the type of course offered • the room and facilities shall be appropriate for the numbers of students recruited and shall allow space for group exercises and practical work • the atmosphere and layout of the teaching facilities shall be conducive to learning and shall provide opportunities for break-out groups
Bach Centre contact	<ul style="list-style-type: none"> • where appropriate, the provider shall supply the Bach Centre with the name and contact information of a senior responsible administrator for each area, country or zone in which the provider operates • where any such administrator is not already a BFRP, he or she will seek to complete within 24 months all levels of Bach Centre-approved training available in that region, and will (when qualified) apply to register as a Bach Foundation Registered Practitioner

Section 2: Course administration

Area of concern

Minimum standards

Course fee

- the fee suggested for the course shall be reasonable for the type of course and its delivery method
- the fee shall take into account the range of fees demanded locally for similar types of courses

Advertising

- advertising shall be appropriate and avoid sensationalism and unwarranted claims
- advertising and certificates associated with a course shall display the 'Bach Foundation' logo only after written course approval has been granted
- the Bach Centre's name, logo and images shall not be used in a way that might suggest the Centre has validated or approved other courses the provider offers
- the course shall be advertised as dealing with Dr Bach's generic system of 38 remedies
- trade names, trade marks, logos and company names may be used to denote the name of the course provider or sponsor; no other use is allowed

Refunds

- there shall be a clear and fair policy on refunds
- the refund policy shall be explained to students at or prior to the point at which they book a place on a course

Complaints

- there shall be a clear and fair policy on dealing with complaints from students
- the complaints procedure shall be made available to students whenever it is reasonable to do so

Section 3: Course tutor(s)

Area of concern

Remedy knowledge

Minimum standards

- tutors must be eligible for¹ and maintain a current and continuous registration with the Centre as a Bach Foundation Registered Practitioner or Registered Animal Practitioner (BFRP or BFRAP)
- the tutor shall have been using the remedies in line with the Bach Centre's Code of Practice for at least six years
- tutors shall have at least four years' experience of helping other people select remedies in a professional context
- tutors shall have been the principle or sole teacher of at least five Bach Centre-approved Level 2 courses before they start teaching at Level 3
- tutors shall demonstrate their ability to answer in-depth and complex questions about remedy use and consultation procedures
- tutors shall be aware of the limits of their knowledge and know how to research questions they cannot answer unaided
- tutors shall be aware of their own needs as far as remedies are concerned and shall use the remedies when appropriate

Teaching ability

- tutors shall demonstrate a high standard of knowledge and experience in respect of appropriate communication, presentation, facilitation and organisational skills
- tutors shall *either*:
 1. be licensed graduates of a Bach Foundation Teachers Programme Level 3 course (BFTP3) *or*
 2. have completed a Level 3 teacher training programme run by an Institute authorised by the Bach Centre to

¹ Eligibility involves attending Levels 1, 2 and 3; completing the Level 3 assessments to a satisfactory standard; and agreeing to work under the Bach Centre's Code of Practice.

license teachers *or*

3. have received appropriate training from an existing Level 3 tutor who has been licensed by the Centre to train tutors *or*
4. be employed by a course provider that has satisfied the Bach Centre of its ability independently to recruit and train suitable teachers

Personal qualities

- tutors shall demonstrate an ability to set and maintain boundaries so as to allow the safe exchange of personal insight and experiences among students
- tutors shall be focused on student needs
- the tutors' approach to teaching shall be based on openness, humility, simplicity and genuineness
- tutors shall demonstrate respect for others and a high degree of self-awareness
- tutors shall model an example of good practitioner technique in their interaction with students

Tutor/student ratio

- the tutor-to-student ratio shall be sufficiently small to allow for meaningful and controlled group-work
- a clear lower and upper limit on the number of students recruited shall be set so as to maximise the learning experience for students

Complaints

- tutors shall not have any professional conduct complaints of any kind outstanding against them

Section 4: Educational material(s)

Area of concern

Minimum standards

Delivery materials

- tutors shall have access to appropriate teaching aids such as projectors, flipcharts, whiteboards

Books

- tutors shall have access to a selection of Bach Centre-approved texts for Level 3 (www.bachcentre.com/reading) and will make these available to students
- texts and other material that explicitly contradict Dr Bach's completed system as taught by the Bach Centre shall not be recommended to students

Printed materials

- handouts and other printed materials shall refer to Dr Bach's generic system of 38 remedies
- trade names, trade marks, logos and company names may appear as course providers or sponsors; trade marks must not be used to refer to the system or elements of the system
- all handouts distributed to students shall be available for the Bach Centre's inspection on request
- all students shall be provided with a copy of the Bach Centre's Code of Practice

Remedies

- the course shall *either*:
 1. make stock remedies, treatment bottles etc. available to students for use during the course *or*
 2. require students to obtain access to remedies etc. as a prerequisite of the course
- the course shall encourage students to use remedies for self-help during and after the course

Section 5: Course content(s)

Area of concern

Prerequisites

Minimum standards

- *either:*
 1. the course shall only be available to students with a valid Bach Centre-approved Level 2 certificate in their possession *or*
 2. the course itself shall meet all the Level 2 course criteria and contents in addition to those listed here
- course providers shall enrol on their Level 3 courses every applicant who holds a valid Bach Centre-approved Level 2 certificate except where they can show the Bach Centre that there is just reason not to do so
- notwithstanding the previous clause course providers may defer enrolments for up to five months if in the opinion of the provider the applicant has not allowed sufficient time between courses and does not already have sufficient experience with the remedies to benefit from a Level 3 course

Overall accuracy

- all the material taught and referred to in the course shall be in line with Dr Bach's final intentions as embodied by the Bach Centre's teachings, philosophy, publications, guidelines and Code of Practice
- the course will not teach or support the use of products, concepts, ideas, techniques and approaches that do not form part of the traditional system of 38 single liquid remedies plus the traditional crisis formulas

Philosophy

- the course shall review and reinforce the philosophical concepts introduced at Level 2
- the course shall develop a closer and more detailed practical understanding of Dr

Bach's philosophy in so far as it relates to the work of a professional practitioner

- the course shall give students an opportunity to explore the relevance of Dr Bach's philosophy to their own lives and beliefs
- the course shall stress the simplicity and universality of Dr Bach's approach at all times

Remedy knowledge

- the course shall develop the students' familiarity with all 38 remedies to a degree high enough for them to complete successfully the Level 3 assessment process
- the course shall explore the concept of remedy catalysts (Holly and Wild Oat) and explain why they should be used only very rarely
- the course shall use group discussion and/or group activity to allow students to test, practise and reinforce their knowledge of the remedies
- the course shall provide ample opportunity for students to raise and explore any questions they have about remedy use
- the course shall stress the need for practitioners to possess a thorough and complete remedy knowledge

Personal awareness

- the course shall encourage students to be aware of their own moods, personalities, tendencies and prejudices and of how these might affect their work as practitioners and their relationships with clients
- the course shall allow students to share with each other and with the tutor their experiences of using the remedies for themselves
- the course shall explore how practitioners benefit from continuing to use the remedies for themselves
- the course shall encourage students to explore how remedies can continue to

impact on their own lives and personalities and professional activities

- the course shall explore the concept of 'professionalism' and what this means in the context of working with the remedies
- the course shall discuss the qualities and skills that the ideal Bach Foundation Registered Practitioner might display and encourage students to develop these qualities and skills

Using remedies with clients

- the course shall allow students to share with each other and with their tutor their experiences of selecting remedies for others
- the course shall give students a clear idea of the procedures involved in running a Bach remedy consultation, such as welcoming, observing, explaining the system, setting boundaries, taking case notes, reviewing the choice of remedies etc.
- the course shall explore in detail case histories and examples of practitioner /client remedy selection in action so as to model the processes involved
- the course shall discuss items of practical concern when offering a consultation to clients, such as appointments policy, refunds, safety, insurance, personal hygiene, premises, client confidentiality etc.
- the course shall explore the 'peeling the onion' concept and how this relates to work with clients
- the course shall explore different methods by which practitioners can recommend apparently 'negative' remedies to clients
- where appropriate the course shall explore strategies for working with clients with specific needs, such as small children, people with learning difficulties, the elderly, people with Alzheimer's disease

and so on

- the course shall explore the role of the practitioner in the healing process and allow space for discussion on this and for the sharing of experiences and knowledge within the group
- the course shall explicitly state and demonstrate that practitioners are educators and not prescribers
- where appropriate the course will provide localised information on legal, regulatory and other requirements that might impact on the work of practitioners

Consultation skills

- the course shall provide students with opportunities to practise the skills needed to run a Bach remedy consultation
- the course shall encourage students to share and develop effective listening, questioning, observational and summarising skills
- the course shall provide opportunities for students to give feedback to each other on their consultation skills in a controlled and supportive environment
- the course shall explore and explain the practitioner's need to demonstrate empathy, sincerity and acceptance
- the course shall explore the different types of verbal and non-verbal communication
- the course shall explore different types of effective and ineffective listening strategies

Code of Practice

- the course shall explain the philosophical background to the Bach Centre's Code of Practice
- the course shall provide students with an opportunity to discuss and clarify any parts of the Code that they wish to explore
- the course shall draw specific attention to the Code's clauses on selection methods and the integrity of the system and shall give a clear explanation of the rationale

behind these statements and explore their impact on practice methods

The Bach Centre

- the course shall explain the aims of the Bach Centre as regards the continuation of Dr Bach's system and approach to self-healing
- the course shall outline the registration process and the kind of support services offered by the Bach Centre and others to practitioners who join its Register
- the course shall aim to inspire students with the wish to register with the Bach Centre at the completion of their studies and with a sense of shared mission with the Centre

Further study

- the course shall aim to inspire students to continue to make extensive use of the remedies in the future
- the course shall help students identify areas in which they need to undertake further development
- the course shall outline opportunities for further learning including continuous professional development, BC-ACE programmes and peer group support
- the course shall provide suggestions for further reading

Section 6: Course design(s)

Area of concern

Length of course

Teaching methods

Minimum standards

- the length of the course shall be consistent with the course contents to be covered
- a variety of teaching methods shall be used, including small group exercises, consistent with the number of students taught and the basic delivery system (e.g. distance learning, small groups, larger groups etc.)
- opportunities for student feedback and for student-led and interactive activities shall be actively encouraged and built into the course design

Section 7: Quality control

Area of concern

Student records

Minimum standards

- students shall be encouraged to use online feedback forms (such as the one at www.bachcentre.com/evaluation) in order to provide feedback direct to the Centre
- where paper evaluation forms are used, they shall be collected by the provider after each course and retained for at least five years
- a register showing the attendance record of each student shall be maintained and retained by the provider for at least five years after the course finishes

Tutor's report

- the tutor shall write a short report on each course which will be retained by the provider for at least five years
- the tutor's report shall include a self-assessment on teaching methods and performance and suggestions for improving the course and its delivery in the future

Provider's report

- if no formal minuted meetings have been held between the provider and the Bach Centre in a calendar year, the provider shall prepare a report on its Bach Centre-approved courses in December of the year, detailing any changes, developments and issues that have arisen during the year, and pass this to the Bach Centre on or before the following 10th January
- the provider shall send copies of evaluation forms, registers and/or tutor's reports on courses to the Bach Centre at the Bach Centre's request

Feedback from the Bach Centre

- the provider and tutor shall accede to any reasonable requests by the Bach Centre regarding any aspect of the course and its delivery
- the Bach Centre may at any time request a formal observation of a course and any such request shall be acceded to without

delay by the provider and the tutor

Section 8: Assessment

Area of concern

The assessments

Minimum standards

- the core three-part assessment programme issued by the Bach Centre shall be used for all Level 3 students unless agreed otherwise in writing by the Bach Centre
- the provider undertakes to take account of any changes to the assessment processes notified to it by the Bach Centre within a reasonable and agreed time
- translation of and amendments to all documents that relate to the course and the assessment process in particular shall be at the cost of the provider unless otherwise agreed in writing

Marking of students' work

- all marking of students' work shall be undertaken by *either*:
 1. one or more current BFRPs or BFRAPs individually nominated or approved by the Bach Centre for this purpose *or*
 2. by the Bach Centre itself
- marking shall be strictly in accordance with marking guidelines issued or agreed by the Bach Centre

Marking checks

- the provider shall liaise direct with the Bach Centre in order to set up and maintain an agreed quality control checking system for marking
- translation of student papers into another language for the purpose of checking marking (if required) shall be at the cost of the provider unless otherwise agreed in writing
- the Centre may ask to see coursework and related comments by markers pertaining to any student who completed the course in the last four years; providers must respond to any such request within one month

Section 9: Other concerns

Area of concern

Educational need

Impact on existing programmes

Co-operation with existing providers

Code of Practice

Minimum standards

- providers proposing a new course shall demonstrate a demand for the course
- providers proposing a new course shall demonstrate that the proposed course will not reduce the overall provision of approved remedy education
- providers shall not seek to operate outside their normal geographic area without prior written permission from the Bach Centre
- providers and tutors shall demonstrate a willingness to co-operate with other providers and tutors of approved courses so as to raise the profile and reputation of all Bach Centre-approved courses
- providers shall refer to one or more of the Bach Centre's web sites in their literature and advertising as a source of information on training
- the course and its advertising and delivery shall not contradict any clause of the Bach Centre's Code of Practice