

1. RJC Membership

- a. To apply for Registered Training Provider status and, if awarded registered status, to be included on our Practice Registers, you must hold a current [RJC Organisational](#) or [Charitable Membership](#).
- b. To be a constitutional member (also known as ‘formal membership’) of the RJC an organisation must agree:
 - To our vision of a society where high-quality restorative practice is available to all
 - That in the event that the RJC is dissolved with outstanding debts/liabilities, including the expenses of winding up the organisation, to contribute up to £5 towards those debts/liabilities
- c. Only RJC constitutional members may vote at the RJC Annual General Meeting. For more information on the constitutional rights of RJC members please see the RJC’s ‘Articles of Association’ at <https://restorativejustice.org.uk/resources/articles-association>
- d. Organisations may waive their constitutional membership and voting rights and still receive RJC membership services. Organisations who have waived constitutional membership are included in the term ‘RJC members’ for the purposes of these terms and conditions.
- e. The RJC reserves the right to withdraw membership benefits once the renewal date has passed.
- f. A member will cease to be an RJC member:
 - When 6 months have passed since the renewal date and no payment of due membership fees has been received
 - When the member resigns its membership of the RJC (excluding to the right to waive formal membership)
 - By resolution of the RJC Board of Trustees in accordance with the RJC’s [Articles of Association](#)
- g. The RJC reserves the right to temporarily suspend membership for any breach of our:
 - [Organisational membership terms and conditions](#)

- Training Provider Code of Practice

- h. Membership can also be suspended if the organisation acts in a way which brings the reputation of the RJC or wider restorative sector into disrepute.

2. Applicant Organisation Responsibilities

By applying for the Training Provider Registration your organisation agrees to:

- a. Pay the initial assessment fee within 30 days of receiving the RJC invoice.
- b. Ensure that the assessor introductory meeting takes place no later than two months after the submission of the application form.
- c. Agree the scope of your application with the RJC at the assessor introductory meeting. Scope will remain fixed and may not be altered once it has been confirmed your assessor.
- d. Ensure that the documentary evidence and signed code of practice are submitted no later than three months after the assessor introductory meeting.
- e. Ensure that the professional discussion meetings take place no later than two months after the submission of the documentary evidence.
- f. Provide access to relevant individuals and/or documentation for the purpose of assessment.
- g. Comply with RJC written guidance, documents, or rules relating to the achievement and maintenance of Registered Training Provider Status.
- h. Maintain your organisational membership of the RJC for the duration of your registration period.
- i. Notify the RJC immediately in writing of any changes which affects your eligibility for or maintenance of your Registered status.
- j. Provide access to all relevant data requested by the RJC.
- k. Allow the RJC to store your application data.

3. Payment and Refund of Registration Fees

- a. By applying for Registered Training Provider Status your organisation agrees that the Initial assessment fee (plus VAT) will be paid on receipt of the RJC invoice, and not later than 30 days after the invoice date.
- b. Your organisation agrees that on expiry of 3 months from the date of receipt of the RJC invoice, if payments has not been received, your registration application will expire, and a new application will need to be submitted.

- c. If the Registered Training Provider application is unsuccessful the initial assessment fee will still be retained by RJC.
- d. If your organisation wishes to withdraw from the Registered Training Provider assessment process, it may be entitled to a refund of part of the application fee. The percentage that may be refunded will depend on when the refund request is received. The maximum amount that may be refunded is set out in Table 1 below:

Table 1

Refund request received	% of fee refunded
Within seven days of initial application	80%
Before the date of the assessor introductory meeting	50%
After the completion of the introductory meeting	0%

- e. The figures provided in Table 1 above indicate the maximum amount that will be refunded. Where costs have been incurred by the RJC which cannot be recovered – for example where non-refundable travel and accommodation has been booked or to cover work which has commenced on your application – then the RJC retains the right to refund a smaller percentage if the indicated % of fee refunded would not cover these costs.

4. Registered Training Provider Logo

- a. The Registered Training Provider logo is the property of the RJC. It can only be used by organisations holding Registered Status.
- b. In applying for Registered Status your organisation agrees that in respect of the associated logo it will not adapt it in any way other than to resize it proportionally and will ensure that it is always legible.
- c. If Registered status is withdrawn your organisation agrees to:
 - Stop using the relevant Registered status logo with immediate effect
 - Remove the Registered Training Provider logo from any organisational materials, websites and/or email signatures

Full terms and conditions for the use of our logos will be provided upon successful completion of the registration process.

5. Withdrawal of Registered Status

- a. The RJC reserves the right to withdraw Registered Status if, in the reasonable opinion of the RJC, during the period of holding this status your organisation or practitioners:
- Fail to meet RJC standards
 - Closes down
 - Fails to renew their Registered status within one month of the expiry date
 - Fails to renew its RJC organisational membership with one month of the expiry date
 - Does (or omits to do) any act that could result in the weakening or damaging of the reputation of, or goodwill associated with, the Registration Frameworks or the RJC
 - Acts in a way which brings the reputation of the RJC or wider restorative sector into disrepute

6. Renewal

- a. Registered Training Provider status expires 12 months after it is awarded. Your organisation will be notified of the requirement to renew your Registered Status 6 weeks before it expires.
- b. Should your organisation wish to renew your Registered Status, your organisation agrees to pay the annual Training Provider renewal fee of £260 plus VAT within 30 days of receipt of the RJC renewal invoice.
- c. If your organisation fails to meet the Registered Training Provider standards at renewal stage, the Registered Status will not be renewed.
- d. If your organisation wishes to achieve Registered status at a later date it will need to re-apply, paying the full application fee again.
- e. Submission of the Registrational renewal form confirms your organisation's acceptance with these Terms and Conditions for the renewed Registration period.

7. Quality Assurance

Your organisation agrees to:

- a. comply with RJC quality assurance processes. Registered Training Provider are required to agree to provide the RJC with an Annual Monitoring Report and any other information required to demonstrate they continue to meet the Registered Training Provider Framework requirements.
- b. advise the RJC of any changes that may impact on your organisation's ability to meet the requirements of the Registered Training Provider framework.

Continued failure to comply with RJC quality assurance processes may result in your Registered Status being withdrawn.

8. Approved Courses

Where you have chosen to have your course material assessed, your organisation agrees to:

- a. Submit a portfolio of evidence demonstrating how they meet our registration standards.
- b. Inform the RJC and provide evidence of any significant changes to the course content or materials that would suggest the course is different from the original course assessment submission.

8a. Reduced Fees for Registered Practitioners

Your course may attract 'Reduced Fees for Registered Practitioners'. For the RJC to honour this, it is essential that all course certificates contain the following:

- a. The agreed course title - This can be found on your attached certificate
- b. Your company's logo
- c. The relevant RJC Approved Course logo
- d. Date of completion (Must be whilst the Approved Course award was active)
- e. Name of Trainer (Must have been declared on the Registered Training Provider application form or latest renewal form)
- f. The Signature of the Lead Trainer for the Registered Training Provider

8b. Approved Courses delivered on behalf of the Registered Training Provider

- a. Participants who successfully complete an Approved 'Train the Trainer' course delivered by a Registered Training Provider can deliver your Approved Course. However, the organisation that holds the Approved Course must issue the certificate of completion for each delegate who completes the course.
- b. These certificates must include both the Approved Course logo, your company logo and the logo of the organisation you have authorised to deliver the course. If these are not present on the certificate, we will not accept the practitioner application via the Approved Course route.
- c. It is the responsibility of the Registered Training Provider to have processes in place to quality assure the training being delivered on your behalf. This must include processes which confirm that those completing the course have reached the expected level of competency.

9. Variation

- a. At its discretion, the RJC may at any time alter, amend, change, modify or withdraw any of these terms and conditions.
- b. Your organisation will be notified of any variation in writing. Continuation of the assessment process, or failure to notify the RJC that you do not agree to the variation of terms within one month of notification, shall be deemed as acceptance of the variation.

10. Privacy Policy

- a. The RJC and registration assessors will process (non-sensitive) personal data relating to staff, for example, the names of the organisation's contact people, their job title, employer, direct phone line, email address. All such personal data will be processed in accordance with the General Data Protection Regulation 2018.
- b. As part of the assessment process, it will be necessary for our assessors to have access to sensitive personal data. For the purposes of the General Data Protection Regulation 2018, the RJC and assessors will not process any such sensitive personal data.
- c. As part of the assessment process, assessors will be required to look at confidential information about your organisation. The RJC and assessors will treat your application in the strictest confidence.
- d. The RJC will not supply data to any third party for any purpose without your prior consent.

11. Governing law

- a. These terms and conditions shall be interpreted in accordance with English law and all disputes shall be subject to the exclusive jurisdiction of the courts of England and Wales.