**Introduction**

These terms and conditions apply to the Clinical Scientist Guided Training Scheme (the “Training Scheme”) offered by the Institute of Physics and Engineering in Medicine (the "Institute") to the trainee (the "Trainee").

**Duration of the Training Scheme**

The Training Scheme will last for three and a half years from the start date of the Training Scheme, which will be specified in the acceptance letter sent to the Trainee.

**Training**

The Institute will provide the Trainee with a programme of study that prepares the trainee for assessment for registration by an organisation approved to award certificates accepted by the regulatory body to enable registration as a Clinical Scientist. The regulatory body is currently the Health and Care Professions Council (the “HCPC”) but may include other similar regulatory bodies who have regulatory powers to oversee the Clinical Scientist profession.

**Expectations of the Trainee**

The Trainee will be required to attend all online training sessions, all in-person training days, visit their external assessor and compile their own portfolio for assessment, and failure to do may result in termination of the participation in the Training Scheme.

The Trainee must comply with the Institute’s [Academic Misconduct Policy](https://www.ipem.ac.uk/media/4kgekxni/01-10-01-0651-01-00-academic-misconduct-policy.pdf) and failure to do so may result in termination of the participation in the Training Scheme.

The trainee will be an IPEM member and must comply with the Institute’s [Code of Conduct](https://www.ipem.ac.uk/about/professional-conduct/code-of-conduct-and-disciplinary-procedure/) and failure to do so may result in termination of the participation in the Training Scheme.

The Trainee must be employed by an organisation that employs HCPC registered clinical scientists in a role that enables the trainee to gain the relevant professional experience for the duration of the Training Scheme.

**Payment of Fees**

The Trainee will be required to pay the fees for the Training Scheme in accordance with the payment schedule specified in the acceptance letter. Failure to pay fees on time may result in termination of the Trainee's participation in the Training Scheme.

**Right to Cancel**

The Trainee has 14 days from the start date in the acceptance letter to cancel the contract. If the contract is cancelled within 14 days then a full refund of fees paid will be provided.

**Termination**

Either party may terminate the Trainee's participation in the Training Scheme at any time for any reason. In the event of termination, the Trainee will be required to pay all outstanding fees and will not be entitled to any refund of fees paid. Membership of IPEM will also be terminated.

**Deferral**

The Trainee may apply in writing to defer in line with the [Extension and Deferral Policy](https://www.ipem.ac.uk/media/hrqlr5go/01-10d-01-0343-01-00-csgts-extension-and-deferral-policy.pdf).

**Withdrawal and Substitution**

The Trainee may withdraw from the Training Scheme at any time by writing to the Institute. The Trainee will not be entitled to a refund of fees already paid. Where the fees have been paid by the Trainee’s employer, there is no right to substitute an alternative Trainee.

**Data Protection**

Information on how the Institute uses personal data can be found in the [Privacy Policy - IPEM](https://www.ipem.ac.uk/privacy-policy/)

**Intellectual Property**

The Institute retains all rights to training materials shared with the Trainee, these must not be copied, broadcast or distributed without express permission from the Institute.

Intellectual Property created by the Trainee, such as a Portfolio, belongs to the Trainee.

**Right to change**

The Institute reserves the right to make changes to this agreement by giving 10 days written notice, however the need to provide notice shall not apply if the change becomes necessary or it is not reasonable to provide such notice. There may be events beyond the control of the Institute that affect the delivery of the Training Scheme and we reserve the right to change the delivery method of the planned workshops and support provided.

**Disability and reasonable adjustments**

The Institute is committed to providing an inclusive and accessible environment. If a trainee requires reasonable adjustments to be able to undertake the Training Scheme, the Trainee must make the Institute aware of those adjustments as soon as possible to assess and implement those agreed adjustments. Information regarding reasonable adjustments and disability will be kept confidential and only shared where it is necessary in making those adjustments.

The Institute is committed to inclusivity and will apply the [Fair Access Policy](https://www.ipem.ac.uk/media/tpjlj25f/01-20-25-0602-01-00-fair-access-policy.pdf) in delivering practice assessments and training.

**Liability**

The Institute will not be liable for any loss or damage suffered by the Trainee as a result of the Trainee's participation in the Training Scheme.

**Complaints**

Complaints must be made in writing and sent to the Institute in line with the Compliments and Complaints Policy.

**Governing Law**

These terms and conditions will be governed by and construed in accordance with the laws of England and Wales.

**Entire Agreement**

These terms and conditions constitute the entire agreement between the parties and supersede all prior agreements and understandings, whether written or oral, relating to the Training Scheme.

By accepting the offer to participate in the Clinical Scientist Training Scheme, the Trainee agrees to be bound by these terms and conditions.

**Declaration**

I confirm that I have read and understood the terms and conditions in respect of the Clinical Guided Training Scheme and agree to abide by them at all times whilst enrolled on the training scheme.

Name:

Signature:

(Physical signature is required (a scanned signature is permitted)).

Date:

Please return this declaration to training@ipem.ac.uk before the commencement of your training.