



MA in Professional Practice (Neuro Coaching)

FREQUENTLY ASKED QUESTIONS

The overall programme

- i. Who runs the programme? *The programme is a partnership between Dr Sally Vanson, Neurominds Ltd and University of Wales. It is run on a day to day basis through NeuroMinds Ltd, who manage enrolments, tuition, assignment submissions and first marking and all enquiries should be directed to them. Dr Sally Vanson owns the programme structure and provides the academic strategy. University of Wales are responsible for quality assurance, second marking, and academic certification. Students do not have direct contact with the academic team at the university.*
- ii. *Students are part-time students of the university and have access to the library and the moodle system.*

Students

- iii. If someone has done an NLP Practitioner with any other 'approved' NLP Trainer, what will they need to do in order to do:
 - The Certificate? *One more module plus the two assignments*
 - The Diploma? *Two more modules, research methods plus the 3 assignments*
 - The MA? *Two more modules, research methods plus the 3 assignments and then the work-based dissertation*
- iv. And if they have done the Master Practitioner?
 - The Certificate? *the two assignments*
 - The Diploma? *Two more modules, research methods plus the 3 assignments*

-The MA? *Two more modules, research methods plus the 3 assignments and then the work-based dissertation*

- v. Is there any time limit for previous students of 'approved trainers' (for prior courses to be valid? For example, if someone who did my Practitioner in 2001 wanted to do the Academic course, would they get credit? *Yes as long as they can provide a valid certificate.*
- vi. Will there be a list of 'approved' NLP training providers? Where will this be shown (e.g. a website)? *Yes, on the website however we are not using the term NLP as other psychologically based courses e.g. Counselling, Psychotherapy may meet the criteria as well, as will other ICF courses.*
- vii. What previous coaching qualifications will count? E.g. AC 'Professional' Level and above, ILM, EMCC. *These will be reviewed on a case by case method and for a small fee. Candidates will be asked to provide relevant certificates and a map showing cross matching of module learning outcomes and content. The Academic Director's decision is final.*
- viii. What are the arrangements for APL? *We will accept previous Post Graduate Certificates and Diplomas from relevant coaching courses at other universities and entry from those will be directly into the next level. Otherwise we will accept APL for the taught content on production of a relevant certificate but the assignments must be completed.*
- ix. . Reading list- Electronic
- Can I use the university library and its electronic material or did I get the books myself? *Once enrolled you can access the library but most students prefer to purchase their own books or already have them. Google Scholar should also be used for researching recent works. Apart from seminal texts, reading must be current – i.e. papers less than 5 years old, books less than 10 years old.*
- x. What are my tasks? *You should consult the module guides for information about the assignments for each module. Modules 1-4 have the same assignments obviously the content will differ and we are looking for progression i.e. your work becomes deeper and more academic as you continue.*
- xi. What is the study schedule, ie do I have a deadline for returning the assignments? Is this something I speak with my tutor? *The scheduled dates are sent to you upon enrolment or you can request them in advance. These are non-negotiable except in case of a serious illness. Pressure of work is not an excuse. You should work backwards from your submission dates to plan in you supervision sessions and ensure you allow reading time both for the mechanics of the programme and for your module referencing.*

Training providers:

- xii. From the perspective of NLP Trainers who have trained (or will train) with an approved NLP Master Trainer, will their Practitioner & Master Practitioner courses be eligible for approval? *Yes, as long as both trainers are approved by ANLP, INLPTA or similar.*
- xiii. How does someone get added to the list of approved trainers? *They should email info@neurominds.co.uk explaining why/how they wish to be considered. There will be a one off non-returnable admin fee of £200 which will include the website listing and the decision of the Academic Director is final.*

Fees:

- xiv. Will there be common pricing for NLP Practitioner & Master Practitioner prospects wanting to do the Cert / Dip / MA? *No, other providers will of course set their own prices. Page 11 shows the Neuro Minds prices.*
- xv. Following from the previous point, it looks like the pricing for Practitioner & Master Practitioner is as per page 11, i.e. approx. £2,200 and £2,995 respectively. *These are the Neuro Coaching Prices. Other providers are free to set their own.*
- xvi. Can we offer the Practitioner & Master Practitioner at higher prices for people who aren't doing the academic course? If so, would we need to do a partial rebate if someone subsequently signs up, or take the position that there's no rebate due because they could have signed up for the Academic course at the time. *This is a decision for each provider, however we assume you will charge all your students the same price.*
- xvii. Linked to the previous point, I'm thinking of increasing my NLP prices quite a bit (apart from those doing the Academic course), to differentiate them from the mass of NLP courses. *You can charge whatever feels right for you. You will have your own added value e.g. ILM accreditation.*
- xviii. What's the VAT situation. Do the prices on Page 11 include or exclude VAT? Is VAT payable for this type of education? *These prices exclude VAT and we are currently taking advice. It appears that the University fees element is non vatable.*

Marketing

- xix. How will the course be marketed? Who will be in charge? What would you like from the other approved trainers? *There will be a dedicated website and a prospectus. Neuro Coaching and University of Wales will share approved marketing materials and we will give clear instructions about wording to be used. **No marketing can be published without our consent.***
- xx. Will there be 'introduction fees' for 'approved' training orgs (or indeed, other people) if they introduce people to the course? For example, if a number of my previous students want to do the course? *It is assumed that organisations will*

make their profit from running courses in their usual way or from a commission in referring students to Neuro Minds courses. Fees are also payable to faculty members for supervision and marking of assignments.

The Process

Students will apply for the MA and have a telephone discussion with a faculty member to clarify any issues.

Students will attend an induction day before starting modules and will choose their learning route.

Each module must be attended in full (unless previously attended with a recognised provider) and all assessments must be completed and passed. The pass mark is 50%. There will be a supervisor for each module and these will change by module. You will be given a set of student guides which explain how to complete and submit assessments.

Students can exit with a Post Grad Certificate or Post Grad Diploma or continue to the Master's year when you work with a Master's Supervisor to complete your work based investigation.

At each stage your work is marked by your supervisor and second marked at the University. You will be a student of the University and graduate from University of Wales.

The Faculty

The faculty is headed up by Dr Sally Vanson, our Director of Academic Studies. Sally designed and developed the MA programme. All faculty members have relevant post graduate qualifications at Masters' or Doctorate level as well as professional qualifications. Your module supervisors will be chosen for their specialisms and your work-based investigation supervisor will be chosen to suit your topic.

Questions about assignments

What if I can't think of a work-based project topic or research question? Sometimes having the freedom to study whatever interests you can be a bit daunting, and it is difficult to narrow your interests down into just one topic or question. Your employer or organisation can be a good place to start. Are there any projects that have been looming for a while with no one to complete them? Are there any policies or practices that could be trialled/piloted? Any major questions that need to be answered? Questions like these can help you to frame your thinking and begin the process of finding a topic. If you are still struggling to refine your thoughts, your Individual Project Tutor is here to support you through all aspects of your work-based project, including helping you to settle on a topic.

What if I have a great idea for a work-based project, but my employer/organisation won't allow me to conduct it? It is frustrating but remember that your employer/organisation is the host of your work-based project and must be completely on board with the project you are going to do. Keep in mind that it is important to frame your project in terms of its potential contributions to your workplace and the benefits it might bring. If your employer/organisation has specific concerns, think seriously and honestly about how you can address them within your project. If things

are still not progressing, don't hesitate to ask your Individual Project Tutor to join you in a meeting with your employer/organisation to discuss the project further.

Remember, however, that your Individual Project Tutor cannot demand that your project be allowed to go ahead, only advocate on its behalf. If, after hearing the project and any potential modifications explained, your employer/organisation is still not happy for it to go ahead, you will have no choice but to settle on a new topic of interest.

What if the nature of my role at work changes during my work-based project? As a work-based learner, your professional and personal life will rarely be static and compliant while you attempt to focus on your academic life and complete your studies! Students of work-based learning are almost always working to navigate changes while studying, and the work-based project is no different. In the majority of cases, the change to the nature of your work will not have a major effect on your ability to complete the workbased project. Remember that it certainly will have an impact, however – think of this as a nice enhancement to your final report, and an opportunity to examine the way that dynamic, ever-changing workplaces affect the area you are studying!

What if my workplace changes in a fundamental way that affects my work-based project? In very rare instances, your personal role or your workplace may change in a way that makes it impossible for you to continue with your work-based project as it has been designed. Should this happen, don't panic. Simply contact your Individual Project Tutor as soon as possible, and they will help you to negotiate your existing project (or, if necessary, design a new project) that will allow you to complete the work-based project module.

What if my employer/organisation change their minds about allowing me to conduct my work-based project? In the case of your employer/organisation, the best defence against a change of approval is a good offence – make sure that all relevant members of your organisation have a full understanding of your work-based project before you begin. Don't hesitate to involve your Individual Project Tutor and ask them to attend meetings to support you and ensure that your employer and other relevant colleagues know what the organisation's role will be, what you intend to do, when, with whom, for how long, and to what effect. If an issue still arises with an employer/organisation deciding after you have begun that they do not want your project to go forward, don't panic. Simply contact your Individual Project Tutor as soon as possible, and they will help you to negotiate your existing project (or, if necessary, design a new project) that will allow you to complete the work-based project module.

What if I have a fundamental disagreement with my Individual Project Tutor about my work-based project research question or project design? Your Individual Project Tutor is an expert in work-based learning research and projects and is here to give you advice and guidance on making sure that your project is effective, achievable, and has a real impact on your workplace and on you as a professional. That said, this is your project, and it is important that you are fully comfortable and happy with the project you design. Don't be afraid to be honest with your Individual Project Tutor about what you want to do and why. They are only ever offering advice to help, and if they know what you are trying to achieve, they can usually find a way to get you there. If a disagreement arises that you just cannot resolve, don't hesitate to involve

the Module Lead in your meetings and discussions, to find a way to reach a project that you are happy with and that your Individual Project Tutor can support you in.

What if I have a fundamental disagreement with my Individual Project Tutor about my Ethics Form? When it comes to the Ethics Form, there is a chain of command that dictates what is and is not considered ethically acceptable by the University. While your Individual Project Tutor is giving you guidance and advice on how to successfully produce an ethical assessment of your project, it is the University, and not your Individual Project Tutor, who make the ultimate decision on whether your ethical analysis is sufficient for your project to go ahead. Any ethical issues that cannot be resolved between you and your Tutor should be referred first to the WAPPAR Ethics Board Representative, our School's ethics expert. Should you disagree with their advice or want additional review, it is your right to request that your Ethics Form be reviewed by the Institute's Ethics Board and, if necessary, the University Ethics Board.

Why is it taking so long to negotiate my Ethics Form and begin my work-based project? The Ethics Form is complex for a very good reason – its purpose is to protect your participants, you as a researcher, and the University itself. A proper Ethics Form WALES ACADEMY FOR PROFESSIONAL PRACTICE AND APPLIED RESEARCH 42 demonstrates that you have paid due consideration to all of the ethical issues associated with your project, and this can take some time and effort, especially if your project is multifaceted or involves working with specific groups or in specific circumstances. Make sure that you are in constant contact with your Individual Project Tutor during your ethics approval process, and stay on top of questions that are asked of you, requests for comments, etc. The sooner those responsible for reviewing your Ethics Form have complete information, the sooner they can render a verdict on your form. Have patience with the process and know that, in the long run, fully engaging with your Ethics Form will dramatically improve your work-based project.

Why can't I begin my project while I'm waiting for my Ethics Form to be approved? Remember that the Ethics Form is all about protection from harm – for you, for your participants, and for the University. Until your Ethics Form has been approved and the appropriate party (whether the WAPPAR Ethics Board Representative, the Institute's Ethics Board, or the University Ethics Board) has confirmed that you have given due regard to the ethical issues associated with your project, we cannot be confident that your project will not inadvertently do harm to one of these parties, therefore you cannot be permitted to begin any data collection.

What if I really want to complete my work-based project early? We understand that it can be very tempting to want to finish your work-based project early, especially if it is the last module standing between you and your BA or MA degree, but the allocated times exist for a reason. These are the times considered necessary to truly engage with the work-based project at the level and credit value you have selected, and if you find yourself needing significantly less time than given, the odds are that you have either designed a project that is not suitably complex or failed to engage fully with the project you have designed. Individual circumstances vary, and your Individual Project Tutor will work with you to ensure that your submission dates are suitable, but expect to take the full time allocated for your project to complete and submit.

What if I'm struggling to keep up with the schedule of tutorial meetings? Your Individual Project Tutor will work with you to ensure that your tutorial meetings fit your specific needs and your personal and professional schedule. If you are having a hard time making meetings or have fallen behind and haven't completed the work you are planning to discuss at your next meeting, don't hesitate to call/email your Individual Project Tutor and ask to reschedule. Just try not to make a habit of it – just a few delayed/missed meetings over the course of your project can set you behind and make it difficult to meet your final submission deadline.

What if I'm struggling to keep up with the timeline of my work-based project, and won't finish in time? Your work-based project tutorial and meeting schedule has been designed, in part, to help ensure that you are able to stay on track with your project, catch any issues early, and meet your submission deadlines. Sometimes, however, life happens, and you can end up in a WALES ACADEMY FOR PROFESSIONAL PRACTICE AND APPLIED RESEARCH 43 situation where you feel you may not be able to complete your project by the submission deadline. If you're starting to get concerned, speak to your Individual Project Tutor as quickly as possible. They can help you to get back on track with your timeline or, if appropriate, make an application for recognition of Extenuating Circumstance/Interruption of Studies to the University.

What if I want a second opinion regarding my project, from someone other than my Individual Project Tutor? Sometimes you may disagree with the advice or guidance your Individual Project Tutor gives you, and sometimes you might just feel unsure or want a second opinion. Never hesitate to contact the Module Lead if you want another member of WAPPAR staff to look over a piece of work or give an opinion.

What if I need study skills support in writing my proposal, writing my report, preparing my presentation, etc.? As a work-based learner and a UWTSD student, there are many support services available that can help you make the most of your time as a student and achieve your best academically. Have a look at the "Support Resources" chapter of this handbook for contact information for Student Services, the UWTSD Library, and many other resource offices. Or, don't hesitate to use the 24/7 online resources available on Moodle, both on your module page and on the WAPPAR Learner Zone page.

What if I can't find any suitable sources, references, studies, etc. to include in my literature review? The Institute of Management and Health have a "Subject Librarian" who has tons of resources available to support you in writing your report and developing a literature review for your project. The Subject Librarian can provide you with expert advice and guidance and make sure you have the tools and resources you need.