



# **TEACHER TERMS & CONDITIONS**

**教師條款和條件**  
**教师条款和条件**

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## 1. INTRODUCTION 引言/引言

IFA teacher status is awarded to those who have met the approval criteria and continuously meet these terms and conditions.

IFA 教師身份頒發給符合批准標準且不斷滿足這些條款和條件的人員。

IFA 教师身份颁发给符合批准标准且不断满足这些条款和条件的人员。

## 2. PURPOSE 目的/目的

The purpose of this document is to set out the terms and conditions, which will be referred to in the case of any dispute between the IFA and a teacher.

本文件的目的是列出條款和條件，如果 IFA 與教師之間發生任何爭議，將參考這些條款和條件。/ 本文件的目的是列出条款和条件，如果 IFA 与教师之间发生任何争议，将参考这些条款和条件。

The IFA reserves the right to amend or withdraw these terms and conditions without prior notice. IFA 保留修改或撤銷這些條款和條件的權利，恕不另行通知。/ IFA 保留修改或撤销这些条款和条件的权利，恕不另行通知。

## 3. TEACHER REGISTER 教師註冊/教师注册

The IFA provides a register of teachers who have met the teacher approval criteria, so that they may be contacted by those recruiting training staff at their Centre.

IFA 提供了符合教師批准標準的教師名冊，以便他們的中心的招聘培訓人員可以聯繫他們。/ IFA 提供了符合教师批准标准的教师名册，以便他们的中心的招聘培训人员可以联系他们。

The register will identify, in relation to each teacher:

登記冊將確定與每位教師有關的內容：/ 登记册将确定与每位教师有关的内容：

- Which IFA course the teacher is registered to teach  
教師註冊的 IFA 課程/教师注册的 IFA 课程
- The category of teacher  
教師類別/教师类别
- Whether the teacher is freelance or employed at a Centre  
教師是自由職業者還是在中心工作/ 教师是自由职业者还是在中心工作

## 4. MAINTAINING TEACHER STATUS 維持教師地位/维持教师地位

To maintain teacher status the individual must:

為了保持教師身份，個人必須：/ 为了保持教师身份，个人必须：

- a) Hold continual IFA postgraduate membership in the courses they are registered to teach e.g. if they are registered to teach the IFA Aromatherapy

Diploma Course and Aromacare course they will need current FULL + CARER membership.

在他們註冊的課程中持續持續 IFA 研究生會員資格，例如如果他們已註冊教授 IFA 香薰文憑課程和 Aromacare 課程，他們將需要現有的 FULL + CARER 會員資格。/在他们注册的课程中持续持续 IFA 研究生会员资格，例如如果他们已注册教授 IFA 香薰文凭课程和 Aromacare 课程，他们将需要现有的 FULL + CARER 会员资格。

- b) Co-operate if asked to provide any information that we may require in order to perform our regulatory function

如果被要求提供我們可能需要的任何信息以執行我們的監管職能，則進行合作 / 如果被要求提供我们可能需要的任何信息以执行我们的监管职能，则进行合作

## 5. ADVERTISING YOUR STATUS 宣傳你的教學/宣传你的教学

IFA teacher status means the person is approved to specifically teach one or more IFA course. You may not promote your IFA teacher status next to other aromatherapy courses or disciplines that are not registered with the IFA or which you are registered with the IFA to teach.

IFA 教師身份意味著該人被批准專門教授一門或多門 IFA 課程。您不能在未有 IFA 註冊的其他芳香療法課程或學科旁邊宣傳您的 IFA 教師身份，或者您未有在 IFA 註冊的教學。IFA 教师身份意味着该人被批准专门教授一门或多门 IFA 课程。您不能在未有 IFA 注册的其他芳香疗法课程或学科旁边宣传您的 IFA 教师身份，或者您未有在 IFA 注册的教学。

## 6. TERMINATING IFA TEACHER STATUS 終止 IFA 教師狀態/终止 IFA 教师状态

- a) A teacher's IFA status will be terminated in the event of

教師的 IFA 狀態將在以下情況下終止/教师的 IFA 状态将在以下情况下终止

- i. non-renewal of IFA postgraduate membership;  
IFA 研究生會員資格不續簽;/ IFA 研究生会员资格不续签;
- ii. non-payment of the annual teacher fee or;  
未支付年度教師費 或;/ 未支付年度教师费 或;
- iii. failing to cooperate when asked to provide information required the by IFA to perform our regulatory function or;  
在被要求提供 IFA 履行我們的監管職能所需的信息時，未能合作;/  
在被要求提供 IFA 履行我们的监管职能所需的信息时，未能合作;
- iv. notification from you that you wish to terminate your teacher registration  
您希望終止教師註冊的通知/您希望终止教师注册的通知

- b) When IFA teacher status terminates, all references to IFA teacher status must be removed from the individual's practice/business, publications, promotional material, and websites no later than one month after termination.

當 IFA 教師身份終止時，必須在終止後的一個月內從個人的實踐/業務，出版物，宣傳材料和網站中刪除對 IFA 教師身份的所有引用。/ 当 IFA 教师身份终止时，必须在终止后的一个月內从个人的实践/业务，出版物，宣传材料和网站中删除对 IFA 教师身份的所有引用。

## 7. COMPLAINTS 投訴/投诉

Complaints raised against you, in your capacity as a teacher, will be addressed to your employer, the Centre owner. Equally, if you wish to raise a concern about the IFA's service this must come through the Centre owner.

以您的教師身份向您提出的投訴將發送給您的僱主，即中心所有者。同樣，如果您想對 IFA 的服務提出疑慮，則必須通過中心所有者提出。/ 以您的教师身份向您提出的投诉将发送给您的僱主，即中心所有者。同样，如果您想对 IFA 的服务提出疑慮，則必須通過中心所有者提出。

## 8. DISCLAIMER 免責聲明/免责声明

IFA teacher status is granted to those who have met the approval criteria and comply with the terms and conditions. The IFA promotes individuals with IFA teacher status on the 'source a teacher register' but does not guarantee work. Teachers are employed by Centres, not the IFA. The IFA is third party to any arrangements between a teacher and a Centre. The IFA shall not be liable for any claims arising or levelled for damage or loss caused by termination of teacher status or removal from the register. In completing the teacher application form the individual has indemnified the IFA in respect of each and every such claim and all actions, claims, costs, proceedings and demands in respect thereof.

IFA 教師身份授予那些符合批准標準並遵守條款和條件的人員。IFA 通過“來源教師註冊”推廣具有 IFA 教師身份的個人，但不保證工作。教師受僱於中心，而不是 IFA。IFA 是教師和中心之間任何安排的第三方。對於因終止教師身份或從註冊簿中刪除而造成的損害或損失，IFA 概不負責。在填寫教師申請表時，個人已就每項此類索賠以及與此相關的所有訴訟，索賠，費用，訴訟和要求向 IFA 提供賠償。

IFA 教师身份授予那些符合批准标准并遵守条款和条件的人员。IFA 通过“来源教师注册”推广具有 IFA 教师身份的个人，但不保证工作。教师受雇于中心，而不是 IFA。IFA 是教师和中心之间任何安排的第三方。对于因终止教师身份或从注册簿中删除而造成的损害或损失，IFA 概不负责。在填写教师申请表时，个人已就每項此类索賠以及与此相关的所有诉讼，索賠，費用，诉讼和要求向 IFA 提供賠償。

## 9. TEACHER FEES 老師費/老师费

- a) Teacher registration is currently a one off payment however if your membership lapses the fee will be payable again.

教師註冊目前是一次性付款，但如果您的會員資格失效，將再次支付費用。/  
教师注册目前是一次性付款，但如果您的会员资格失效，将再次支付费用。

- b) Teacher registration fees are non-refundable and non-transferable.

教師註冊費不予退還且不可轉讓。/教师注册费不予退还且不可转让。

## **10. RENEWING YOUR TEACHER REGISTRATION 更新您的教師註冊/更新您的教师注册**

- a) Teachers will receive written notification inviting them to renew their teacher registration alongside their membership, unless their Centre pays this on their behalf.

教師將收到書面通知，邀請他們與會員一起續簽教師註冊，除非他們的中心代表他們付費。/教师将收到书面通知，邀请他们与会员一起续签教师注册，除非他们的中心代表他们付费。

- b) Irrespective of whether you or your employer pay your teacher registration, you are responsible for ensuring that the payment reaches the IFA before the renewal date.

無論您或您的雇主是否支付您的教師註冊費，您都有責任確保在續訂日期之前付款到達 IFA。/无论您或您的雇主是否支付您的教师注册费，您都有责任确保在续订日期之前付款到达 IFA。

- c) If you no longer wish to renew your teacher subscription with the IFA you will need to confirm this in writing.

如果您不再希望通過 IFA 續訂教師，則需要以書面形式確認。/如果您不再希望通过 IFA 续订教师，则需要以书面形式确认。

## **11. PROCESSING TEACHER APPLICATIONS 處理教師申請/处理教师申请**

Teacher applications are typically processed on our system and confirmation sent by post within five (5) working days of receipt of all the relevant documentation and required fee.

教師申請通常在我們的系統上處理，並在收到所有相關文件和所需費用後的五個工作日內通過郵寄方式發送確認。/教师申请通常在我们的系统上处理，并在收到所有相关文件和所需费用后的五个工作日内通过邮寄方式发送确认。

## **12. CONFIRMATION 確認書/确认书**

When a teacher successfully registers, the IFA will confirm this by post and will send a confirmation letter, certificate and badge (except for trainee teachers who do not receive a badge).

當教師成功註冊時，IFA 將通過郵寄方式確認，並將發送確認函，證書和徽章（未收到徽章的實習教師除外）。/当教师成功注册时，IFA 将通过邮寄方式确认，并将发送确认函，证书和徽章（未收到徽章的实习教师除外）。

### **13. REPLACEMENT ORDERS 更換證書/更換证书**

If for any reason you require a replacement certificate e.g. due to a name change or require a replacement badge, then you can order this through the IFA shop, once you have logged in as a member. For replacements of certificates you will also need to complete the Replacement Order Form, and provide a valid reason.

如果出於任何原因需要更換證書，例如由於名稱更改或需要更換徽章，您可以通過 IFA 商店訂購，一旦您以會員身份登錄。要更換證書，您還需要填寫更換訂單，並提供正當理由。/ 如果出于任何原因需要更換证书，例如由于名称更改或需要更換徽章，您可以通过 IFA 商店订购，一旦您以会员身份登录。要更換证书，您還需要填寫更換订单，并提供正當理由。

### **14. CONFIDENTIALITY 保密 / 保密**

All correspondence regarding teachers will be directed to the Centre owner. All Centre owners will inform their employees about the necessity for confidentiality. All teachers must treat all documents and other communications from the IFA that they are privileged to, as an employee of an IFA Centre, as strictly private and confidential.

所有關於教師的信件都將發送給中心所有者。所有中心所有者都會告知其員工保密的必要性。作為 IFA 中心的員工，所有教師必須將他們有權享有的 IFA 的所有文件和其他通信視為嚴格保密。

所有关于教师的信件都将发送给中心所有者。所有中心所有者都会告知其员工保密的必要性。作为 IFA 中心的员工，所有教师必须将他们有权享有的 IFA 的所有文件和其他通信视为严格保密。

### **15. FEEDBACK 反饋 / 反馈**

The IFA is always looking for new ways in which to assist approved Centres and feedback is valuable to us. If you would like to make any suggestions of how we can improve our services please complete the Centre feedback form.

IFA 一直在尋找新的方式來協助經批准的中心，反饋對我們很有價值。如果您想就我們如何改進服務提出任何建議，請填寫中心反饋表。/ IFA 一直在尋找新的方式來協助經批准的中心，反饋對我們很有價值。如果您想就我們如何改進服務提出任何建議，請填寫中心反饋表。

### **16. CENTRES' AREA 中心區域 / 中心区域**

Centres have access to a private area of the IFA website, which they may allow their employees to access. If the Centre gives permission for you to access this area, you must not share the access codes with any third party.

中心可以訪問 IFA 網站的私人區域，他們可以允許其員工訪問。如果中心允許您訪問此區域，則不得與任何第三方共享訪問代碼。/ 中心可以訪問 IFA 網站的私人區域，他們可以允許其員工訪問。如果中心允許您訪問此區域，則不得與任何第三方共享訪問代碼。