A logo for a community action for locally managing students

Description automatically generated

**Invitation to Tender – Complementary Therapy**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POST APPLIED FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Essential Criteria** |
| 1. **Please tell us about your experience and knowledge of complementary therapies.** |
| 1. **Please indicate in detail any relevant Trauma Training, including your experience and knowledge of working with Victims & Survivors.** |
| 1. **Please indicate details of recent CPD completed and demonstrate your commitment to Continuing Personal Development.** |
| 1. **Qualifications and dates of completion.** |
| 1. **Have you completed Child and Adult Safe Training within the last 3 years?  If so, please detail completion dates and include a copy of your certificate with your tender.**  OR demonstrate your commitment to achieving this within three months of submitting your tender. |
| 1. **Have you completed Mental Health First Aid and/or ASIST (or equivalent) training?  If so, please detail completion dates and include a copy of your certificate with your tender.**   **OR** demonstrate your commitment to achieving this within three months of submitting your tender. |
| 1. **Demonstrate a clear understanding of issues regarding confidentiality, GDPR, health and safety** |
| 1. **Please detail your knowledge and skills in IT**– experience in word, spreadsheet, emails and database etc |
| 1. **Please state your cost per hour inclusive of travel, subsistence and VAT** |
| 1. **Clearly outline the days, times you are availability and capacity to deliver sessions** demonstrating your commitment to updating all client data/records on the same day of booked appointments. |

**NOTE: This form must be submitted with tender.**