

# Law of Attraction



## SYLLABUS & HANDBOOK

Certified teacher training by

*Sarah K Starre*

## **CONTENTS**

<b>INTRODUCTION .....</b>	<b>1</b>
<b>COURSE SYLLABUS .....</b>	<b>2</b>
About the instructor .....	2
Course description .....	2
Course entry requirements.....	3
Course contents and outcomes .....	3
<b>COURSE HANDBOOK.....</b>	<b>6</b>
Course materials and supplies .....	6
What to bring to your training .....	6
Coursework requirements.....	6
Coursework deadline .....	7
Additional information.....	7
Grading and assessment .....	8
Submitting your work.....	10
Attendance.....	10
Cancellation policy .....	10
Complaints policy .....	11
<b>CODE OF ETHICS AND GOOD PROFESSIONAL PRACTICE .....</b>	<b>12</b>
<b>HEALTH AND SAFETY POLICY STATEMENT .....</b>	<b>15</b>
<b>EQUAL OPPORTUNITIES POLICY STATEMENT .....</b>	<b>17</b>
<b>DATA PROTECTION PRIVACY NOTICE – CLIENT INFORMATION.....</b>	<b>19</b>

## INTRODUCTION

A warm welcome to an abundantly inspiring, law of attraction advanced teacher training course that goes above and beyond traditional, limited resources and allows you to learn more about the law of attraction on a deeper level.

This advanced teacher training will take your business from coasting along to thriving. But best of all, you will be certified to teach these life-changing techniques and principles to others, and their life will become rich and fulfilled too. It really is the best of both (even if that sounds a bit like a Hovis advert!).

This teacher training is a powerful certification designed to add skills to your existing career or create something completely new. Once qualified as a law of attraction instructor, you will be able to:

- Run successful law of attraction courses that are fun and make a difference to people's lives.
- Teach from a solid understanding of the law of attraction.
- Communicate how the law of attraction works.
- Demonstrate simple and effective tools that will help your students implement the law of attraction into everyday life.
- Share powerful systems and mindset strategies to help your students activate the law of attraction.

We are very much looking forward to welcoming you on this uplifting course. We think this Course Syllabus and Handbook covers everything you need to know about the course, but if you have any questions please feel free to make contact using the details below.

With kindness,

A handwritten signature in cursive script that reads "Carolynne".

Telephone: 07825 727331  
Email: [carolynne@carolynnebennett.com](mailto:carolynne@carolynnebennett.com)

## **COURSE SYLLABUS**

Accredited by:

CPD value:

Course location:

Course dates:

Course times:

Course instructor: Carolyne Bennett

Email: carolyne@carolynebennett.com

Telephone: 07825 727331

Registered address: 26 Way Field Close, Botley, Southampton, SO32 2DS

### **About the instructor**

This law of attraction teacher training course has been written by Carolyne who has more than 13 years of experience as a qualified law of attraction/life coach and has helped hundreds of people through one-to-one sessions, as well as an array of courses and workshops since 2006.

Qualified as an NLP practitioner, Life Coach, EFT Practitioner, Heal Your Life® Coach and certified mindfulness and meditation instructor, Carolyne is inspired by Buddhism, Kabbalah and New Age thoughts, and is one of the only law of attraction teacher trainers in the United Kingdom. Based in Southampton, she uses her own life experiences to help others make positive changes.

Carolyne has featured regularly on the BBC, sharing tips to live a fulfilling life, and has had various articles published in local and national magazines and newspapers. Carolyne recently won a Highly Commended Award from Soul & Spirit magazine.

### **Course description**

The law of attraction advanced certificate teaches individuals, coaches and therapists to become qualified instructors of the law of attraction. The course has been designed to supply the tools needed to become a competent instructor – including detailed lesson plans, exercises and scripts that will help you guide your students down the path towards using the law of attraction to achieve certain life goals and live a happier, healthier and more prosperous life.

The course is fully insurable, giving instructors peace of mind and added security in their professional career. It goes above and beyond traditional, limited resources and allows participants to learn more about the area and understand the law of attraction on a deeper level. This also empowers teachers to teach their students how to live using the law of attraction every day and become consistent in their practice.

Designed to be delivered over an eight-week period, four-week masterclass or weekend retreat, the law of attraction course that you will be certified to teach builds attendees' knowledge step by step, and gradually becomes more practical as the weeks go by. This incremental approach helps to build a solid understanding in the law of attraction, which helps to cement learning and create results.

This course can be delivered on a one-to-one basis, or in groups of five or more.

We further cement learning by setting simple and enjoyable homework tasks, which can be found in the easy-to-use workbook that accompanies this course. The homework is set at the end of each session.

### **Course entry requirements**

People from many career paths and backgrounds can attend the teacher training. It is designed to give instructors the tools they need to be an advanced law of attraction instructor, taking their business to new levels while helping their clients embrace the magic of a happier, healthier and more prosperous life.

The required prerequisite is a level three certification, which can include: therapists, counsellors, coaches, yoga teachers, reiki practitioners, hypnotherapists and such like. In addition to the aforementioned, you will also need a willingness to empower people to live a happy and fulfilling life.

This law of attraction teacher certification requires 16 hours of in-house supervised skills development with an additional 25 hours of post-course learning. Full details of coursework requirements are outlined in the accompanying Course Handbook.

### **Course contents and outcomes**

Module One: Introducing the law of attraction

- 1.1 The law of attraction
- 1.2 Introduction to universal laws
- 1.3 What to expect from the law of attraction
- 1.4 The missing element of the law of attraction
- 1.5 Brief introduction to affirmations

Module Two: Putting the law of attraction into action and how the law of attraction works

- 2.1 The foundational understanding of how the law of attraction works
- 2.2 Putting the law of attraction into action with five basic principles
- 2.3 Becoming a co-creator with the universe
- 2.4 Understanding the power of the human brain
- 2.5 A brief scientific explanation about energy
- 2.6 Double success by focusing on daily successes

- 2.7 Making the law of attraction work for you by playing the 'Wouldn't it be nice if...' game
- 2.8 Gaining an understanding of how our reality is a projection of our programming

#### Module Three: Understanding the law of attraction's history

- 3.1 The journey of an effective law of attraction teacher – personal journey
- 3.2 The history behind the law of attraction
- 3.3 The first time the term 'law of attraction' appeared in print
- 3.4 The interest that the law of attraction has developed since 391 BC
- 3.5 Celebrities that follow the law of attraction
- 3.6 New Thought movement teaching on how thoughts affect all areas of our life
- 3.7 Roald Dahl's *The Twits* and the importance of thoughts

#### Module Four: Using gratitude to turbocharge the law of attraction and making the law of attraction work for you

- 4.1 The importance of gratitude and a powerful three-step process
- 4.2 How to create the most effective foundation for positive outcomes with a three-step checklist
- 4.3 Gratitude tactics to enhance your practice
- 4.4 Simple techniques to raise your vibrations to get the best out of the law of attraction
- 4.5 Determining the ultimate goal in life

#### Module Five: Setting and achieving your personal goals

- 5.1 How to make the law of attraction work for you
- 5.2 The importance of being proactive
- 5.3 Staying motivated in the process
- 5.4 Goal-setting activity – a fun and easy process to achieve your dreams
- 5.5 Becoming clear about what you want and the WHY behind your dreams
- 5.6 Nine-step checklist for setting and achieving your goals
- 5.7 Creating primary and secondary goals
- 5.8 Imagining you have achieved your goals

#### Module Six: Clearing the way for your goals to manifest and bringing your goals to life

- 6.1 Learning to maintain focus
- 6.2 Decluttering to activate the law of attraction
- 6.3 21-day declutter challenge
- 6.4 Boost your feel-good levels meditation
- 6.5 Becoming a conscious creator of your reality

## Module Seven: Harnessing affirmations and visualisation

- 7.1 What an affirmation is and how to create powerful affirmations
- 7.2 What happens if it doesn't work?
- 7.3 Affirmation visualisation
- 7.4 Affirmation bath
- 7.5 Manifestation shopping lists

## Module Eight: Using visualisation to turbocharge the law of attraction

- 8.1 Introduction to visualisation through a guided visualisation
- 8.2 What visualisation is and why it's important
- 8.3 17 seconds to manifestation with Esther and Jerry Hicks
- 8.4 Generating a good emotional state for manifestation
- 8.5 How to visualise
- 8.6 Circle of excellence technique

## **COURSE HANDBOOK**

### **Course materials and supplies**

What will be supplied to you:

- Teacher teaching manual (one hard copy and a PDF copy sent via email).
- Student's workbook (one hard copy and a PDF copy sent via email).
- Recorded guided meditations/visualisations sent via Dropbox or WeTransfer for you to use in your classes.

What will *not* be supplied:

- All other materials and equipment, as set out in the teacher's manual (listed in each module under the *Materials and equipment* section).
- The music recommended in the course. For a music licence, please check that the venue your course is held at has a music licence or contact the following to obtain one:

#### **PPL PRS Ltd**

Telephone: 0800 0720 808

Email: [customerservice@pplprs.co.uk](mailto:customerservice@pplprs.co.uk)

Monday to Friday, 8am to 6pm

- Professional indemnity insurance (required):

Recommended:

Federation of Holistic Therapists

18 Shakespeare Business Centre

Hathaway Close

Eastleigh SO50 4SR

Telephone: 023 8062 4350

Email: [info@fht.org.uk](mailto:info@fht.org.uk)

### **What to bring to your training**

- Please bring a packed lunch and snacks with you each day (avoiding nuts to protect other participants in case of a known or unknown nut allergy). There may be no reheating facilities or cutlery at the premises so please bear this in mind when making your selection.
- A journal and pen.
- Blanket and cushion (if you would like added comfort).
- Although some hot drinks will be supplied, please bring soft drinks of your choice, if desired.

### **Coursework requirements**

- It is a course requirement that you read/listen to the book *Becoming Magic* by Genevieve Davis and implement for at least one week



(preferably two) the steps outlined below prior to starting the remaining coursework. Some of the tools in the book are great for a vibration reset.

The four steps are:

1. Take responsibility
  2. Stop complaining/gossiping/criticising
  3. Gratitude (morning and night)
  4. Notice
- Complete the full workbook by following the week-by-week assignments.
  - Read and write two book reviews on separate A4 pieces of paper (each book review to be no longer than one page of A4). Choose two books from the book list in the teacher's manual. These books are in addition to *Becoming Magic* by Genevieve Davis.

### **Coursework deadline**

You will have 10 weeks from the first Monday following your in-house weekend training to complete and hand in or post your coursework. The exact deadline for coursework will be confirmed on your training.

### **Additional information**

- Please make sure your handwriting is legible and every part of the coursework is complete and in full. If any areas are missed or left blank, then points will be deducted. The course is marked on a point system (see full point system below).
- Points are awarded for correct wording and terminology, and for demonstrating an understanding of the task required. Grades for this course will be determined through a number of assignments. Different kinds of assignments feed into the strengths of different students, and the coursework is designed to provide a range of opportunities for you to show what you've learned.
- On rare occasions, an additional one-to-one coaching session may be required to help achieve a pass mark. This will be discussed in advance and is payable at the discounted fee of £65.00 for 30 minutes. However, this is rare and will be avoided wherever possible.
- You will also be required to deliver a 15-minute *Micro Teach* session via Zoom. You will choose a short segment from the course and deliver it LIVE via Skype/Zoom online for assessment at a pre-agreed (mutually beneficial) time. This *Micro Teach* session is an opportunity for you to demonstrate the understanding, transferable skills and competency needed to be an effective and professional teacher.
- A further two-week extension is available and will only be granted under exceptional circumstances, for example, family emergencies and ill health. Please note that coursework handed in after the agreed deadline without

an approved two-week extension will be liable for an additional fee of £199.00 for certification.

- Once all coursework is handed in and the *Micro Teach* session completed, please allow a few weeks for marking, feedback and certification.

### Grading and assessment

	Course segment	Points available
1	<b>Complete Module One in workbook</b> <ul style="list-style-type: none"> <li>• Demonstrate an understanding of how to align thoughts with a desired outcome, create motivation and become a co-creator with the universe by taking action.</li> </ul>	24 points
2	<b>Complete Module Two in workbook</b> <ul style="list-style-type: none"> <li>• Demonstrate how to shift negative thoughts to positive with the 'Wouldn't it be nice if...' game.</li> <li>• Demonstrate an ability to focus on successes (where attention goes, energy flows).</li> </ul>	49 points 35 points
3	<b>Complete Module Three in workbook</b> <ul style="list-style-type: none"> <li>• Demonstrate continued learning and ability to source development resources.</li> <li>• Create feel-good resources to maintain and raise vibrations.</li> </ul>	5 points 5 Points
4	<b>Complete Module Four in workbook</b> <ul style="list-style-type: none"> <li>• Demonstrate how to reset vibration prior to working on goals/manifestations to maximise positive outcomes.</li> <li>• Demonstrate how to show capacity for the ability to focus on and appreciate life.</li> </ul>	63 points 35 points
5	<b>Complete Module Five in workbook</b> <ul style="list-style-type: none"> <li>• Experience full benefits with a vibration reset and show consistency within the practice by completing the second phase of the process.</li> <li>• Demonstrate a full understanding of goal setting.</li> <li>• Demonstrate the ability to create a full mental picture of desired outcomes.</li> <li>• Demonstrate an understanding of the importance of activating senses (visual, auditory, kinaesthetic, olfactory and gustatory).</li> <li>• Demonstrate how success will be measured.</li> <li>• Set achievable and tangible action steps to be a co-creator with the universe.</li> <li>• Demonstrate the ability to gain clarity and maintain</li> </ul>	63 points 25 points

	motivation through understanding the WHY behind the goals.	
6	<p><b>Complete Module Six in workbook</b></p> <ul style="list-style-type: none"> <li>• Understand the importance of decluttering to activate the law of attraction.</li> <li>• Demonstrate through completing the 21-day declutter challenge.</li> <li>• Demonstrate the ability and understanding of how to be a 'conscious creator'.</li> </ul>	<p>21 points</p> <p>21 points</p>
7	<p><b>Complete Module Seven in workbook</b></p> <ul style="list-style-type: none"> <li>• Demonstrate an understanding of creating powerful affirmations using positive present tense language.</li> <li>• Demonstrate the ability to gain clarity on what you want to come into your life.</li> </ul>	<p>7 points</p> <p>7 points</p>
8	<p><b>Complete Module Eight in workbook</b></p> <ul style="list-style-type: none"> <li>• Demonstrate the ability to focus on growth and success.</li> <li>• Demonstrate the ability to write as if desires have already manifested.</li> </ul>	<p>9 points</p> <p>1 point</p>
9	<p><b>Complete your personal law of attraction story</b> Describe your personal journey with the law of attraction (minimum of one page of A4 and no more than two pages).</p> <ul style="list-style-type: none"> <li>• Include how you discovered the law of attraction.</li> <li>• Include how the law of attraction has changed your life. Give at least two specific examples.</li> <li>• Include what a difference the law of attraction has made in your life and what you have manifested as a result of using this law in your life.</li> </ul>	3 points
10	<p><b>Complete book reviews x 2</b></p> <ul style="list-style-type: none"> <li>• Reflect on what you have read to help expand your knowledge in the field.</li> <li>• Challenge the ideas behind the text.</li> </ul>	2 points
11	<p><b>15-minute Micro Teach session via Zoom, showing:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of subject.</li> <li>• Understanding of teaching methods.</li> <li>• Imparting knowledge.</li> <li>• Checking understanding and learning.</li> </ul>	15 points
	<b>Total points available:</b>	390
	<b>Minimum pass mark required:</b>	312

## **Submitting your work**

Please send your completed workbook and other required documents to:

Carolyne Bennett  
Firs Farm  
Capers End Lane  
Curdridge  
Southampton  
SO32 2DS

Please include your FULL name and postal address on the front page of all your work before submitting. Please **DO NOT** post the documents as *signed for* as the above address will have no one to sign for or collect your work. Post first class and keep a copy of your work in case it is needed. We do not accept photos of your work via email.

## **Attendance**

You will be required to attend:

- A full two-day in-house training session at the allocated course times. Attendees are required to arrive on time and leave at the course finish time. Under no circumstances are students permitted to arrive late and/or leave early unless there is an emergency.
- Attend the LIVE Micro Teach Class at the pre-agreed time.
- Attend the (OPTIONAL) LIVE group Zoom call.

## **Cancellation policy**

### Will I be able to get a refund if I change my mind?

We'll be happy to refund you 50% of your course fees, provided the request for your refund is submitted at least six weeks before your course starts. Deposits are non-refundable.

### How do I request a refund?

To submit a cancellation and request a refund you can:

- Email: [carolyne@carolynebennett.com](mailto:carolyne@carolynebennett.com)
- Submit your request in writing to: The Advanced Attraction Company, 26 Way Field Close, Southampton, SO32 2GD

### When and how will I receive my refund?

Your request will be processed within seven working days and sent via BACS.

### What if my course is cancelled?

Very few courses at The Advanced Attraction Company are cancelled. If we have to cancel a course due to unforeseen circumstances, you will be transferred to the next available course.

We regret that we cannot accept liability for an inability to provide courses where these are affected by circumstances beyond our reasonable control, for example, industrial action, public transport disruptions or severe weather.

### **Complaints policy**

We are committed to providing a high-quality service to all our students. When something does not go to plan, we need you to tell us about it. This will help us to improve our standards and your experience.

If you have a complaint, please contact us with the details. By law we have eight weeks to consider your complaint. We aim to resolve it well within this time frame.

What will happen next?

1. We will send you a letter or email acknowledging receipt of your complaint.
2. We will then investigate your complaint.
3. We will then invite you to a meeting (either on the phone, in person or online) to discuss and hopefully resolve your complaint. If it is not possible to attend a meeting, we will send you a written reply via email offering suggestions for resolving the matter.

## **CODE OF ETHICS AND GOOD PROFESSIONAL PRACTICE**

The Advanced Attraction Company Ltd is passionate and committed to maintaining and promoting excellence in teaching and coaching practice. It therefore expects all law of attraction teachers to comply with and maintain the essential elements of ethical, competent and effective practice, as set out in this Code of Ethics and Good Professional Practice.

Please note: 'clients,' 'students' and 'participants' (may be used interchangeably) refers to anyone that participates in your coaching programmes or workshops.

To comply with this Code of Ethics and Good Professional Practice, you will ensure the following:

- You have the qualifications, skills and experience appropriate to the needs of your clients. If not, you will not offer the service but instead refer your clients to those professionals that hold the necessary qualification appropriate to the needs of your client.
- You are medically, psychologically and physically fit to practise. Where necessary, you will make alternative arrangements with your clients to fulfil your agreement with them so that your clients are supported in the best way for them.
- You will have professional indemnity insurance adequate to cover your coaching, teaching and workshops, and provide evidence of this.
- You will always act in a manner that shows kindness, patience and respect for all your clients and anyone connected to your work, making sure that any communication is honest and reflects your current knowledge and understanding of the law of attraction.
- You will be respectful of and sensitive to issues of culture, religion, gender, sexuality, disability, and all other aspects of diversity. You will treat all clients with kindness and respect at all times.
- You will maintain high standards by monitoring the quality of your work through feedback from clients, using the feedback forms supplied, and keep this feedback on record for each client and course that you run.
- Where a client may need levels of emotional support that you are not qualified or don't feel competent to provide, you will refer the client to an appropriate professional, such as the client's GP, a counsellor, or another appropriate professional or service.
- You are committed to adhering to the Code of Ethics and Good Professional Practice, as laid out here.
- Before starting work with a client or running a course, you will make sure that your clients know and fully understand the terms and conditions of business including costings, cancellation policy and complaints procedure.
- You will maintain awareness of and discuss any potential conflict of interest with those who might be affected.

- You will be aware of and comply with legislation related to working with children or vulnerable adults, including the need for a Disclosure and Barring Service (DBS) check before starting.
- You will seek written permission from the parents or legal guardians of any children or young adults under the age of 18 prior to the commencement of any programmes, workshops and/or courses.
- You will keep appropriate, up-to-date and accurate records of your work with clients and ensure they remain confidential, are stored securely, and comply with the Data Protection Act.
- You will use the tools supplied in the course for the betterment of the individual and not for self-gain.
- You will maintain client confidentiality, unless this is overruled by a child protection issue or vulnerable adult protection issue, in which case you will report all suspected such cases to the relevant authority.
- You will maintain a professional relationship between yourself and your clients at all times, and act with integrity and due diligence at all times. You will not abuse this trust in any way.
- Your attitude towards your students must be competent and sympathetic, compassionate and positive. You will work to promote a positive mental outlook.
- You will not enter into a sexual relationship of any kind with a client, and you will maintain awareness at all times of any conduct, suggestion or statement that may, mistakenly or otherwise, be interpreted as having a sexual implication.
- All teachers working within schools, corporate settings or hospitals will comply with the protocols and guidelines in force at such establishments.
- Participants of courses must be aware that there is absolutely no claim to 'heal' any individual through this work. You can however describe the possible therapeutic benefits of the work.
- You will ask your clients for a brief medical history (this is covered in the student application form template, supplied to all teachers). Where appropriate, ask your students what medical advice they have received. Record and document the aspects of the medical complaint that have been reported to the doctor and the treatment received, if any. If the client lists a medical complaint for which they have not seen a doctor, then it is important you advise them to do so. It is not a legal requirement to visit and report medical concerns to the doctor, but as a teacher it is important to maintain records of any conditions that your students have not reported to their doctor. This is for your and their protection.
- You must not give medical advice, make any diagnosis (unless qualified to do so) or advise students to take any drugs for their condition. This includes the prescription of any herbs, supplements and other related products, unless qualified to do so.
- You will be open, honest and upfront with your clients about your qualifications and not give any false information about your current level of qualification/certification.
- You will maintain a professional tone in any advertising and marketing of the course.

- Before the course/workshop begins, you will fully explain, either in writing or verbally, the following: course content, application procedures, length of course, number of classes/session/modules, fees and other key specifications of the course.
- You understand that it is the client's prerogative to make their own choices with regard to their health, relationships, lifestyle and finances.
- Prior to the commencement of the course, you will carry out a risk assessment of the training premises and remedy any factors that may be cause for injury.
- Teachers have an implicit duty to keep attendances, information, records and any views formed about clients entirely confidential. No disclosure may be made to any third party, including any member of the client's own family or friends without the client's consent. In some cases, this may be required by law, by order of any court of competent jurisdiction or similar governing body.



## **HEALTH AND SAFETY POLICY STATEMENT**

It is the policy of THE ADVANCED ATTRACTION COMPANY LTD (the Company), including all and any trading names connected with them, to pursue and promote at all levels within the Company measures that shall aim to ensure and protect the health and safety of all trainers and any other persons connected with the operations of the Company.

### **1. The implementation of this policy will fulfil all and any legislative requirements the Company is subject to through ensuring:**

- A. That all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all trainers of the Company while on the premises.
- B. That the safety and health of any members of the public, or any other persons who may visit sites and locations where the Company carries out its business operations, is protected so far as is reasonably practical.
- C. That sufficient measures are implemented by the Company to prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
- D. Provision of clear and adequate information, instructions and support to all trainers to ensure that they are competent to carry out their training in a responsible and safe manner.
- E. Company engagement with and consultation of trainers on a regular and appropriate basis in relation to the health and safety conditions of their work in relation to the Company.
- F. Implementation of emergency procedures in case of significant events, such as fires etc., which threaten the health and safety of trainers and others.
- G. That the Company maintains safe and healthy working conditions.

### **2. The relevant actions that will be taken in order to ensure compliance with health and safety are:**

- A. Relevant risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions change, risk assessments shall be reviewed.
- B. All relevant and necessary signage for the protection and safety of trainers and any other persons entering and present on Company premises will be displayed clearly and updated as necessary. Escape routes shall be well signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary.
- C. All relevant trainer and public facilities such as toilets, washing facilities and drinking water shall be provided at all times. The Company shall ensure that these facilities are always safe to use

through a system of routine inspection and cleaning and will take appropriate action where any defects are found.

- D. Other relevant actions that shall be taken are:
  - First Aid Certificate
- E. The implementation of the health and safety actions detailed above shall be the responsibility of: **CAROLYNE BENNETT (Company Director)**.

**3. All and any trainers, or other persons working with the Company, have a duty to cooperate in the implementation of this policy through:**

- A. Working and conducting themselves in a manner that promotes their own safety and the safety of others.
- B. Following and obeying procedures and practices of the Company that have been designed and implemented to ensure safe and healthy working conditions.
- C. Reporting accidents and any other working conditions they may feel are unsafe and have led or may lead to injury or damage.
- D. Assisting in any necessary investigations of accidents with the aim of introducing new measures to prevent reoccurrence.
- E. Using any personal protective equipment that has been provided by the Company for the personal safety of trainers under the requirements of the law. Where any trainer or any other persons do not follow the relevant training, signage or wearing of personal protective equipment, the Company shall not be held to have acted in contravention to this policy.

**4. All relevant Health and Safety information and equipment can be found in the following locations:**

- A. Health and Safety Law Poster is displayed at:
  - Main entrance**
- B. First-aid box is located:
  - Top kitchen cupboard (nearest main entrance)**
- C. Accident Book (Reported under RIDDOR) is located:
  - Top kitchen cupboard (nearest main entrance)**

This policy is made in fulfilment of the requirements of the Health and Safety at Work etc. Act 1974 and any other relevant legislation and regulations.

**Signed:** \_\_\_\_\_ (CAROLYNE BENNETT, COMPANY DIRECTOR)  
**Date: 07/01/2020**

# **EQUAL OPPORTUNITIES POLICY STATEMENT**

## **Introduction**

This is a policy statement setting out The Advanced Attraction Company's position on equality. This document is not contractual but describes how the company is committed to equality and equal opportunities.

The company is committed to the principles of equality and to fostering an environment in which everyone is able to prosper and advance.

This policy is based on the principle that everyone should be treated with dignity and respect. There should be no unfair discrimination of associates of the company on the basis of gender, race, ethnicity, nationality, health, age, sexual orientation, marital status, religious belief or philosophical belief.

The company seeks to ensure that this policy is implemented in practice in all and every aspect of the business and its activities.

The company will take all reasonable steps to ensure that any stakeholders associated with the company comply with this policy.

All law of attraction trainers are asked to read this policy and are expected to comply with the provisions at all times.

## **1. Legislation**

There are a number of pieces of legislation making provision for equal opportunities and the company will always comply with the relevant law as required. However, the company is committed to exceeding the minimum expected standards for equal opportunities wherever possible.

The company will review and update this policy in line with any changes to the relevant legislation.

## **2. Discrimination**

The company is opposed to all unfair and unjustified discrimination. Discrimination is defined by the Equalities Act 2010 and can take the form of direct or indirect discrimination, harassment and victimisation. It is unlawful to discriminate against a person on the grounds of the following 'protected characteristics':

- Gender
- Race, ethnicity and nationality
- Disability
- Age
- Sexual orientation

- Marital status
- Religious or philosophical belief
- Gender reassignment
- Pregnancy and maternity

### **3. Responsibilities**

#### Directors/partners

The directors/partners of the company have collective responsibility for the content, implementation and review of this policy. They are also responsible for leading by example in matters of equality and diversity and encouraging good practice across the organisation.

#### Law of attraction trainers and other individuals associated with the company

All trainers are required to comply in all respects with the provisions of this policy. Where an individual is subject to or witnesses a breach of this policy, they should report the matter without delay to a director.

### **4. Disability policy**

The company will, wherever possible, seek to make adjustments to accommodate issues relating to any individual's health, regardless of whether or not they have a disability.

The company is committed to making available to individuals who have a disability the same opportunities for training and development. The company is aware of and committed to complying with its duty to make reasonable adjustments where a physical feature of the workplace or circumstances puts a disabled person at a substantial disadvantage.

The company will take into account the impact of any disability on an individual's conduct, performance and attendance when assessing those matters.

The company will seek to consult with individuals in relation to any matter upon which his/her disability will have an impact, and individuals are encouraged to bring to the attention of the company any concerns or issues arising as a result of the disability.

## **DATA PROTECTION PRIVACY NOTICE – CLIENT INFORMATION**

This privacy notice tells you what to expect when we collect personal information from clients and potential clients.

### **Topics**

1. What information do we collect about you?
2. How will we use the information collected about you?
3. Marketing
4. Access to your information and corrections/changes
5. Third parties
6. Cookies
7. Changes to our privacy policy
8. Complaints
9. How to contact us
10. Record of changes to this Privacy Notice

#### **1. What information do we collect about you?**

We collect personal data about you, including your name and contact information, if you:

- Contact us with an enquiry
- Ask us to provide a quotation
- Place an order with us for services
- Register for marketing communications
- Attend one of our courses
- Make use of our website. Website usage information is collected by using cookies (see below)

We will only collect the information that is necessary for us to process in order to meet your expectations.

Where you place an order with us for services, we will require you to supply certain information in order that we can meet our contractual obligations to you and comply with our legal obligations to you (including health and safety and accounting obligations).

#### **2. How will we use the information collected about you?**

We will use the information you provide in order to deliver the services you have requested.

Our lawful basis for processing personal data belonging to clients are:

- To comply with our contractual obligations (i.e. provide the service, collect payment)
- To comply with our legal obligations (including tax and revenue record keeping, and health and safety compliance)
- In the event of any legal claims arising out of the services we provide
- Our legitimate interests with regards to marketing activities relating to commercial contacts and clients
- Where we have active consent to send marketing materials to consumer contacts and clients

We do not transfer personal data to countries outside the EU.

If you make an enquiry or request a quotation, we will keep your information for as long as is necessary to answer the enquiry or supply the quotation and then for a period of 12 months in the event you do not decide to use our services.

If you place an order for our services, we will keep your information for the duration of the services and then for a period of six years in the event of any legal proceedings. We may be required by a contract or by law to retain certain information for longer (e.g. warranty information or health and safety information).

We may seek your consent to keep information relating to a project we have completed on your behalf for a longer period in order that we can use the information to demonstrate our competence and quality of our work to other interested parties.

We may use images of a project we have completed on your behalf for advertisement purposes, but we will ensure that you or any other person cannot be identified from the images used.

### **3. Marketing**

We may send marketing communications to named individuals within a business where we consider our services may be of interest to that business. We will always give such individuals the right to opt out of receiving any further communications.

We will only send marketing communications to consumer contacts where they have actively consented to receiving such communications. Consumer contacts can revoke their consent at any time by contacting us at the details below.

### **4. Access to your information and corrections/changes**

If you would like to know what information we hold about you, please write to us using the contact details below. We will usually supply copies of the information held within 30 days of receiving your request.

Please notify us if any of the information we hold about you has changed or is incorrect, and we will be happy to update this for you.

## **5. Third parties**

We may need to provide certain third-party organisations with your information in order to provide our services.

We will only provide them with the information they require and will only permit them to use the information for the required purpose only. If any such third party has used your information for any other reason without your consent, please notify us using the details below and we will investigate the matter.

The third parties we anticipate sharing your information with include:

- Third-party contractors and suppliers (e.g. subcontractors, courier services)
- Authorisation bodies where we need to obtain consents and permissions to perform the services (e.g. local planning authorities, the Environment Agency, medical representatives)
- Our accountants for tax and revenue accounting
- HMRC for tax and revenue purposes
- The Health and Safety Executive for the purposes of health and safety reporting and compliance

## **6. Cookies**

Our website uses cookies, which are text files which record information about website use. Further information can be found in the cookie policy which is on our website.

## **7. Changes to our privacy notice**

We keep this privacy notice under regular review and will post details of any changes below. This privacy policy was last reviewed on 07/01/2020.

## **8. Complaints**

We strive to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously.

If you think that our collection or use of information is unfair, misleading or inappropriate please bring it to our attention. We would also welcome any suggestions for improving our procedures. You may report any concerns regarding the way in which we have handled your personal data to the Information Commissioner on 0303 123 1113 or by using this link: <https://ico.org.uk/your-data-matters/raising-concerns/>.

**9. How to contact us**

You can contact us by email at: [carolyne@carolynebennett.com](mailto:carolyne@carolynebennett.com)

Alternatively you can write to us at: 26 Way Field Close, Botley, SO32 2GD

**10. Record of changes to this Privacy Notice**

We have made the following changes to this Privacy Notice:

<b>Date</b>	<b>Change</b>