



## **CUBAS DYNAMIC PARENTING ASSESSMENT LICENCE TERMS & CONDITIONS**

1. Only trained and licensed individuals can utilise CUBAS tools, software, and report templates. No other individual can report upon assessments under your licence.
2. Your CUBAS licence is registered in your name, and to either you personally, (if self-funding) or to the organisation funding your training and licence. The terms of your licence require that the association between the licence holder and the fee payer is maintained. They are electronically linked by CUBAS.
3. In every circumstance a CUBAS report must contain your electronic signature and licence number which is also held by Geraldine Wetherell & Associates Ltd for verification.
4. Where you have funded your own training and licence both apply to you in entirety, and you can use them to undertake CUBAS assessments for any organisation with whom there is no potential conflict of interests. You must **not** however, undertake *'independent'* assessments for any organisation with whom you also have a contract of employment. Clearly these could not be deemed independent, and conflicts of interests are apparent. You will need to be clear you are an employee and not independent, even if your employment is via an agency.
5. If you wish to purchase a second licence to work independently to undertake any assessments, you will need your employer's permission due to both contractual issues and potential conflicts of interests and impact upon your management of your contracted workload. If they are in agreement to you doing so, you can get them to confirm this with us, via an email from your workforce manager or your locality (team) manager. Upon receipt of this, you can then purchase your own licence from us to operate as a CUBAS assessor separately from your fee-paying local authority. We can't act on any request however until confirmation of consent is received. Upon receipt, an additional fee is due from yourself of **£250**. You need not undertake further training, but should you wish to, the additional licence fee increases to £599.
6. If your organisation has funded your training and licence, you can only undertake assessments for this organisation. Your funding organisation can request that your CUBAS licence is cancelled upon you leaving their employ or for any other reason they see fit. Your funding organisation may demand your agreement to repay the costs of your training and licence if/when you leave the organisation. They may also negotiate with any organisation you are joining, for transfer of your licence to that new organisation upon payment of an administration fee (£60) to Geraldine Wetherell and Associates Ltd. Written confirmation of their agreement will be required.
7. CUBAS software, training materials, facilitation tools and report formats are not transferable either in part, or in entirety, to other untrained unlicensed individuals or within organisations.
8. Users must not combine PAMS tools or any other licensed frameworks' tools, or processes within CUBAS assessments. Users must not utilise CUBAS tools/processes of facilitation or any elements of the report templates within any other licensed framework.

9. CUBAS must be used appropriately as per the training provided and as designed to be used. There is no authority from GWAL for any organisation or individual to duplicate, replicate or otherwise copy in part or in full any CUBAS document, process, facilitation tool technique or reporting templates for any purpose other than as directed within the training courses. There is no authority for any individual or organisation who is not trained and licensed to use CUBAS for any other purpose without the express permission of GWAL.
10. Geraldine Wetherell & Associates Ltd also reserve the right to suspend or cancel your CUBAS software licence should it emerge that any of the terms and conditions above have been breached, or concerns are brought to our attention (either by your employer or by suitably qualified professionals) as to your competency to undertake the nature and depth of assessment and/or the analysis required.
11. GWAL reserve the right to suspend or cancel your CUBAS software licence should it emerge that that your username is inactive. Or that you have sought access to the system for any other purpose than to undertake, complete and file CUBAS assessments upon instruction. Software access is only available upon successful course completion.
12. Any changes required to the organisation details / individual name / user email address attached to your licence will require administrative amendments on the software system. An admin fee of £60 is payable to enable such changes. Contact [info@cubas.co.uk](mailto:info@cubas.co.uk) for direct payment details.
13. Training cancellation: Should you wish to cancel your course less than 28 days before the course start date, no refunds will be given. You may however wish to transfer to another course date/venue up to 14 days before your course start date by emailing us at [info@cubas.co.uk](mailto:info@cubas.co.uk). GWAL will transfer you to another course and confirm this to you via email. GWAL reserves the right to offer no further options of transfers.
14. Refunds are subject to a deduction of £13.00 which is the cost of processing your original payment through the billing company (Stripe). This does not apply to payments made by bank transfer. Please allow 7 working days for this refund to be processed.
15. Please notify GWAL within 14 days of the course of any arrangements required to ensure particular learning needs are met (i.e., additional learning needs, special requirements/adaptations and/or neurodiversity issues, access and course materials).
16. GWAL reserves the right to amend these conditions and upon revision of these terms and conditions you will be duly notified via the software system.

### Agreement:

<b>I (Print Full Name)</b> <b>have read and agree to the above terms and conditions</b>	
Licence Holder Signature:	
Date:	
My social work registration number is:	
Funding Organisation authorised Name: (Complete if your licence has been funded by the organisation you work for)	
Funding Organisation email address: (Complete if your licence has been funded by the organisation you work for)	
Funding Organisation Telephone number:	
I have funded myself for CUBAS training and licensing. (Indicate Y/N)	