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| **Guide for Summative Assignment 1: Roles and Responsibilities of a Yoga Teacher, Q2,3,6,7,8,9** |
| **Student Teacher Name**  **BWY Number**  **Date** |
| **Answer each section. Use as much space as you need when giving your answer(s)** |
| **Please continue on in the worksheet where you answered question 1:** |
| **Question 2:**  **List the records and data you must keep as a self-employed yoga teacher. State how long you will keep each record. Indicate where you will store learners’ data.**  See: Duty of Care Document, Data Protection Guidelines for Teachers 2010 |
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| **Question 3:**  **Refer to government guidance on RIDDOR, listing examples of reportable incidents that may occur in a yoga class and how you would deal with them.**  See: BWY Accident Report Form, Duty of Care Document, Emergency Checklist (on back of Duty of Care) |
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| **Question 6:** **Complete a risk assessment for a yoga class you attend and attach it to this document. You may use the BWY risk assessment form or any other appropriate format.**  See: BWY Risk Assessment Form |
| **Question 7: List the key attributes of a suitable venue for a yoga class.** |
| **Question 8: Explain how you will advertise your course. Attach an example of a flyer/Poster/leaflet/website screenshot.**  **See on BWY website Members/Resources/Marketing Resources**  Here you will find a Marketing Guide for Teachers to help establish your brand and promote yourself as a Yoga Teacher. Please click on the **'Marketing tip for Yoga Teachers' title below to access the guide** and also check out the 4 part Facebook Live Series with Lucy Edge.  [Marketing Tips for Yoga Teachers](https://www.bwy.org.uk/pdf/1612436473Marketing%20Tips%20for%20Yoga%20Teachers.pdf) Guidebook  How to Market Yourself as a Yoga Teacher with Lucy Edge  [Part 1 - Creating Your Brand Stand](https://www.facebook.com/BritishWheelofYoga/videos/581587779363641)  [Part 2 - Creating Your Brand Identity](https://www.facebook.com/BritishWheelofYoga/videos/609774693145127)  [Part 3 - Creating Your Content](https://www.facebook.com/BritishWheelofYoga/videos/485306322109606)  [Part 4 - Using PR, social media and email marketing to build engagement using the content you’ve created.](https://www.facebook.com/BritishWheelofYoga/videos/2719484058376706) |
| **Question 9: Design and attach a handout or web page for prospective students explaining a little about yoga and what to expect from your class.** |
| **Bibliography**  **References** |