



Process Guide for applicants

for Instructor Membership of

The Tai Chi Union

for Great Britain C.I.C.

Tai Chi Internal Arts is a trading name for The Tai Chi Union for Great Britain C.I.C.

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About the Tai Chi Union

The Tai Chi Union for Great Britain is a not-for-profit Community Interest Company (CIC), founded more than 30 years ago. It is owned and run by its members, with most administrative work carried out by unpaid volunteers on a part-time basis.

The Union supports everyone with an interest in the Chinese Internal Arts, including Tai Chi Chuan, Baguazhang, Xingyiquan and Qigong. Membership is open to all styles and all levels of experience, from complete beginners to highly experienced instructors. Ordinary Membership is available for practitioners who are not teaching, including those who have retired from instruction, while Instructor Membership provides recognised professional credibility.

The Union is committed to promoting high standards in teaching, helping to ensure that people across the UK can benefit safely from the health and wellbeing associated with Tai Chi and the Internal Arts. As part of its public benefit role, the Union also provides free educational resources, including booklets on Tai Chi Chuan and Qigong, along with recommended reading written by members.

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Introduction

Becoming an Instructor Member of the Tai Chi Union for Great Britain recognises that you have achieved a good standard of practice and teaching in the Chinese Internal Arts. The Union welcomes practitioners from all recognised Tai Chi Internal Arts and styles, so assessments focus on demonstrating core principles rather than style-specific techniques. As different traditions interpret the classical teachings in different ways, applicants are assessed on sound practice rather than conformity to one style.

To be eligible for Instructor Membership, applicants must have practised for a minimum of five years and intend to teach at least one of the following disciplines: Tai Chi Chuan, Baguazhang, Xingyiquan or Qigong.

Preparing for your Technical Panel assessment

Below is some guidance on the best way to prepare for your assessment. If you have any questions, please contact us at enquiries@taichiunion.com.

Train for at least 5 consecutive years before applying

Make sure that you have been training for at least 5 consecutive years with experienced and knowledgeable instructors who are able to teach you an authentic style of your chosen discipline to an appropriate standard. Be aware of your lineage where possible. You must apply to teach one of the four main Tai Chi Internal Arts, Tai Chi Chuan, Baguazhang, Xingyiquan or Qigong.

Understand the principles of your art

We accept all recognised Tai Chi Internal Arts and styles, so our assessment process focuses on principles that need to be demonstrated rather than style specifics and we recognise that different styles interpret the classics differently. These principles should already be familiar because they are common across the various styles in any given Internal Art.

For Tai Chi Chuan and Qigong we have given the principles the Technical Panel (TP) expect applicants to demonstrate in our [Standards Guide](#).

Make sure you can demonstrate your understanding of them in your documentation and video evidence. We can only assess you on what we see in your videos and read in your written evidence.

Ensure techniques and postures are safe

Make sure your techniques and postures are safe and unlikely to cause injury to yourself or your students, e.g. by causing damage to joints due to incorrect foot positioning, posture or load bearing.

What must you include in your application?

To be admitted to the Union as an Instructor member, you need to send us evidence of your practice AND teaching ability.

Remember that you must pay the assessment fee.

If you need help, please contact us at enquiries@taichiunion.com.

Checklist

No	Submission	Comments
Written Information - REQUIRED		
1.	Training history Included in the Application Form	New member form Existing member – email us for a form
2.	Explain your teaching approach	Teaching approach template with hints and tips Teaching approach example
3.	Lesson Plan	Lesson plan template with hints and tips Lesson plan example
4.	Review your teaching video demonstration	Teaching video review template with hints and tips Teaching video review example
5.	Risk Assessment <i>Send your own OR send relevant course certificate dated in last 12 months (*)</i>	Risk assessment template - UK Health & Safety Exec. Risk assessment example – Tai Chi Lesson
Written Information – optional		
6.	Reference from your Instructor	See process guide for further information
7.	Other documentation	See process guide for further information
Video demonstration - REQUIRED		
8.	Practice demonstration	See process guide for further information
9.	Teaching demonstration	See process guide for further information

(*) Union members can access an online Risk Assessment Awareness Course assured by Royal Society for the Prevention of Accidents (RoSPA). We accept certificates from this course or similar.

Access to online Professional Skills courses at a discounted rate is one of the membership benefits.

Written Information - REQUIRED

- 1) Include sufficient **training history** in your **application form** to prove you have been **practicing for at least 5 consecutive years**.
- 2) **Self-reported statement on your teaching approach**
 - a) Explain how and why you use teaching methods, how you meet the individual needs of your student(s) and how you identify those needs e.g., verbal discussion or completed PAR Q etc.
- 3) **Lesson plan**
- 4) **Self-evaluation of your teaching video**
 - a) Write a short evaluation of your recorded teaching session, what worked well and what you might change next time
- 5) **One risk assessment** for a venue where you teach or intend to teach
 - a) **OR** certificate within last 12 months from the Union's recommended training provider
 - b) If you are providing a completed risk assessment, then it needs to follow the UK Health & Safety Executive template or very similar
 - **We are simply looking to see that you have taken a reasonable approach covering typical foreseeable risks that are faced in a class.**
 - **This should include a consideration of both the premises used (inside and outside) AND the characteristics / health of the people attending.**
 - **Our review does NOT ensure that your risk assessment is fit for your purposes**

Written Information - optional

- 6) Reference from your own Instructor.

Examples of the information that can be useful for your assessment include:

 - Length of time in training
 - Understanding of principles as per guidelines
 - Additional learning/workshops applicant participated in
- 7) Other documentation

Such as relevant certificates for your skills, coaching / teaching ability etc.

Videos - REQUIRED

We strongly recommend you read the [Appendix for video guidance](#) to ensure that your video provides sufficient evidence of your practice.

- 8) **Video(s)** of your **practise**, showing that you understand and can demonstrate the main principles underlying your chosen discipline through your own movements.

Our [Standards Guide](#) contains the principles we are looking for in each of the four main Internal Arts of Tai Chi Chuan, Baguazhang, Xingyichuan and Qigong
- 9) **Video(s)** of you **teaching** your chosen discipline to a class or group of individuals.

How to send us your application

Once you have completed the application form, send all other information to enquiries@taichiunion.com

We would prefer everything on one email but appreciate this can be difficult.

Please title your email “Instructor Application Evidence” and clearly label each document.

If you have any questions, then please get in touch with us at enquiries@taichiunion.com.

Submitting written evidence

- 1) Written documentation can be sent as attachments to an email, or you can send us a link to your online storage where we can download the information.

For example, Dropbox, GoogleDrive etc.

Make sure that the links allow us to access the documents. We will download your documents to our systems for future reference.

Please label each document clearly, e.g. “Lesson Plan”, Teaching Video Evaluation” etc.

- 2) Alternatively use a suitable documentation transfer system such as “WeTransfer” which is free for limited use: <https://wetransfer.com/>
- 3) You can send documents as attachments to an email. We can accept documents in the following formats which are (in order of preference):
 - a) **Pdf (preferred)**
 - b) Microsoft Word
 - c) Google Docs
 - d) Apple Pages

Submitting video evidence

Be sure to read the [Appendix](#) about making your videos

- 1) Send evidence via links to your online storage where we can download the information.

For example, Dropbox, GoogleDrive etc.

You **cannot** send videos as attachments to emails

Make sure that the links allow us to watch the videos. We will download your videos to our systems for future reference.

Please label each video clearly, e.g. “Practice Video”, Teaching Video” etc.

- 2) Alternatively use a suitable documentation transfer system such as “WeTransfer” which is free for limited use: <https://wetransfer.com/>

Check your application

Before submitting your application, you are strongly encouraged to review any videos carefully. Check for common errors, correct any issues, and re-record videos if necessary.

What happens after you apply to be an Instructor Member?

Your application form, videos and other evidence of your skills and teaching are received by the Membership Team, who check to ensure that all the required evidence needed has been supplied.

They download your documents and videos to our systems for future reference.

Review of written information

The Membership Team pass your written information to an expert Instructor Member who will look for evidence of the knowledge of the principles and safe teaching practices relevant to the Internal Art(s) you wish to teach.

If your documentation does NOT provide sufficient evidence, then we will let you know and give you feedback to help you submit better documentation.

Technical Panel assessment - Videos

Once your written submission passes, your videos and application form are passed to the Technical Panel.

Each makes a written assessment of your videos and application form to see if you have evidenced that you can demonstrate and teach in a safe manner and at an appropriate level. They will have access to your written information and comments from the assessment of your written information.

The outcome of your assessment will be one of the following:

- Accepted as an Instructor Member of the Union, or
- Not yet meeting the standards required by the Union

This outcome will be sent to you by the Membership Team. If you have yet to meet the standards there will be feedback from the Technical Panel to explain their decision.

Appendix – Hints and tips for making your two videos

Below is a guide to help you record your two videos.

Practical Considerations

- 1) Each video should be between 5 and 10 minutes long.
- 2) Be viewable on a standard landscape format screen
- 3) Clearly show head and feet
- 4) Have a clean background (where possible)
- 5) Wear light coloured clothing, allowing us to see body alignments well
- 6) Try to choose a location with no (or low) background noise (i.e., no traffic) especially if the we need to hear what you say as will be the case for your video evidence of teaching ability.
- 7) Don't walk out of the shot or stand motionless for a lengthy period of time

Practice Demonstration Video

- 1) This video must demonstrate your understanding of the principles of your chosen Internal Art (as stated in the [Standards Guide](#))

Check your demonstration against the guide and perhaps ask someone else to do this as well and give you feedback. Avoid doing anything on the list of things to avoid. If necessary, you are strongly advised to correct any errors and re-record your videos.

- 2) Make sure your video is representative of the main forms you are teaching.

Teaching Demonstration Video

- 1) Make sure you can convey your understanding of the principles of your chosen Internal Art (as stated in the [Standards Guide](#)) in your videos
- 2) Record a video of yourself teaching a class or small group of people.
 - a) This could be a regular class you already teach, as the main instructor, or as an assistant instructor, or a one-off teaching session with a small group.
 - b) We suggest you demonstrate a few individual movements of a sequence while explaining the principles and safety considerations at each stage.
 - c) **If you do not have a class to teach yet** or cannot do so (e.g. because you lack insurance), you can still demonstrate your teaching skills to us by recording yourself teaching an imaginary class as if you are making an instructional video.
- 3) Show participants what to do, while explaining how and why to do it, do not just talk to the camera.
- 4) If you record a video with students in it, you should also do the following
 - a) Check there is insurance in place to cover you teaching the session
 - b) Make sure you have taken account of the students' health and mobility issues
 - i) Insurance may require Physical Activity Readiness Questionnaire for each student
 - c) You are aware of any health and safety issues where you are teaching
 - i) Insurance may well require a Risk Assessment of your teaching location
 - d) Get permission to video the attendees in your class