



***Upgrade to an IFA Course
Provider***

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INTRODUCTION

For the IFA to ascertain what your current course teaches and what you will need to teach in addition to become an IFA Aromatherapy Diploma Course provider you will need to complete the tables below and supply evidence of your teaching material, for each component.

The evidence you present will be assessed to ensure that this meets all the criteria for learning outcomes using the following APL/ APEL criterion:

- Acceptable
- Sufficient
- Current
- Authentic

Acceptable

This means that the evidence you present meets all the criteria for the prescribed learning outcomes of the programme undertaken by students.

Sufficient

This means that the evidence you present provides sufficient proof that the criteria has been fully met (you may, therefore, need to produce more than one piece of evidence for some elements).

Current

The evidence provided is within the last 3 years and no more than 5 years old. Where certificated material is more than 5 years old supplementary evidence must be provided to show how the knowledge or skills have been maintained (i.e. how they are still current).

Authentic

The evidence presented must be your own and you must be able to confirm, where appropriate, that experiential or certified learning has been endorsed by direct evidence (e.g.: certificates, references or witness statements).

Below are the components which make up the IFA Aromatherapy Diploma Course:

Upgrading to an IFA Course Registration Form

Module	Module Title	QCF HE level 4 Credit	Unit	Subject Units	TEACH	TO BE INCORPORATED	EVIDENCE
1	Anatomy, Physiology & Pathology	10	1.1	Anatomy & Physiology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			1.1.1	Introduction to the Human Body			
			1.1.2	Body Tissues			
			1.1.3	The Integumentary System			
			1.1.4	The Skeletal System			
			1.1.5	The Muscular System			
			1.1.6	The Nervous System			
			1.1.7	The Endocrine System			
			1.1.8	The Cardiovascular System			
			1.1.9	The Lymphatic System			
			1.1.10	The Immune System			
			1.1.11	The Respiratory System			
			1.1.12	The Digestive System and Nutrition			
			1.1.13	The Urinary System			
			1.1.14	The Reproductive System			
			A.1A	Bones of the Body			
			A.1B	Muscles of the Body			

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Module	Module Title	QCF HE level 4 Credit	Unit	Subject Units	TEACH	TO BE INCORPORATED	EVIDENCE
	A & P Continued		1.2	Pathology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			1.2.1	Introduction to Pathology			
			1.2.2	Diseases and Disorders of the Integumentary System			
			1.2.3	Diseases and Disorders of the Skeletal System			
			1.2.4	Diseases and Disorders of the Muscular System			
			1.2.5	Diseases and Disorders of the Nervous System			
			1.2.6	Diseases and Disorders of the Endocrine System			
			1.2.7	Diseases and Disorders of the Cardiovascular System			
			1.2.8	Diseases and Disorders of the Lymphatic System			
			1.2.9	Diseases and Disorders of the Immune System			
			1.2.10	Diseases and Disorders of the Respiratory System			
			1.2.11	Diseases and Disorders of the Digestive System			
			1.2.12	Diseases and Disorders of the Urinary System			
			1.2.13	Diseases and Disorders of the Reproductive System			

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	Module Title	QCF HE level 4 Credit	Unit	Subject Units	TEACH	TO BE INCORPORATED	EVIDENCE
2	Aromatherapy	17	2.1	Aromatherapy in Context	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			2.1.1	Historical Use of Plants and Development of Aromatherapy			
			2.1.2	Research and Aromatherapy			
			2.2	Applied Science for Aromatherapy			
			2.2.1	The Sense of Smell and Aromatherapy			
			2.2.2	Botany for Aromatherapy			
			2.2.3	Chemistry for Aromatherapy			
			2.2.4	Cultivation and Production			
			2.2.5	Adulteration, Quality Control and Storage			
			2.2.6	Potential Hazards and toxicity of Essential Oils			
			2.2.7	Pharmacology, Pharmacokinetics and Therapeutic Properties			
			2.3	Aroma-therapeutic Remedies and Application			
			2.3.1	Fixed Oils and Other Carriers			
			2.3.2	Essential Oils			
			2.3.3	Therapeutic Blending, Dosage & Methods of Application			
			2.3.4	Benefits and Contra-indications of Essential Oil Therapy			

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	Module Title	QCF HE level 4 Credit	Unit	Subject Units	TEACH	TO BE INCORPORATED	EVIDENCE
			2.4	Practice of Aromatherapy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			2.4.1	Safety for Aromatherapy Practice			
			2.4.2	Presentation and Preparation			
			2.4.3	The Aromatherapy Treatment:			
				Massage Therapy			
				Setting up Work Area: including equipment, environment			
				Consultation and Assessment			
				Treatment Plan			
				Treatment Process			
				Aftercare and Home Advice			
				Record Keeping and Data Protection			

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Module	Module Title	QCF HE level 4 Credit	Unit	Subject Units	TEACH	TO BE INCORPORATED	EVIDENCE
3	Theory and Practice of Massage Therapy	6	3.1	Theory of Massage Therapy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			3.1.1	Background to Massage Therapy			
			3.1.2	Massage and Research			
			3.1.3	Benefits and Contraindications			
			3.1.4	Classification of Massage Movements			
			3.1.5	Massage Media			
			3.2	Practice of Massage Therapy			
			3.2.1	Preparation and Presentation			
			3.2.2	Consultation and Treatment Planning			

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Module	Module Title	QCF HE level 4 Credit	Unit	Subject Units	TEACH	TO BE INCORPORATED	EVIDENCE
3	Professional Practice	3	3.1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			3.1.1	The Therapeutic Relationship			
			3.1.2	Consultation and Treatment Planning			
			3.1.3	Reflective Practice			
			3.1.4	Working Practice and Self Care			
			3.1.5	Hygiene, Health and Safety			
			3.1.6	Complementary Therapies and Allopathic Medicine			
4	Business Studies	1	4.1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			4.1.1	Business Organisation			
				Writing a Business Plan			
	Total HE (Level 4) Credits	37					

LIST OF IFA ESSENTIAL OILS *IFA Examinable Oils

	Generic Name	Latin Name	<input checked="" type="checkbox"/>		Generic Name	Latin Name	<input checked="" type="checkbox"/>
1	Ylang Ylang *	<i>Cananga odorata</i> (Lam.) Hook.f. & Thomson		19	Marjoram, sweet *	<i>Origanum majorana</i> L.	
2	Coriander	<i>Coriandrum sativum</i> L. (syn. <i>Coriandrum officinalis</i> L.)		20	Patchouli *	<i>Pogostemon cablin</i> Benth.	
3	Fennel, Sweet *	<i>Foeniculum vulgare</i> var. <i>dulce</i> Mill		21	Peppermint *	<i>Mentha piperita</i> L.	
4	Chamomile, German *	<i>Matricaria recutita</i> L.		22	Rosemary *	<i>Rosmarinus officinalis</i> L.	
5	Chamomile, Roman *	<i>Chamaemelum nobile</i> (L.) All. (syn. <i>Anthemis nobilis</i> L.)			Rosemary ct verbenone *	(Corsica and France) <i>Rosmarinus officinalis</i> L.	
6	Helichrysum *	<i>Helichrysum italicum</i> (Roth.) G.Don.f.			Rosemary ct camphor	(Spain and Croatia) <i>Rosmarinus officinalis</i> L.	
7	Yarrow	<i>Achillea millefolium</i> All.			Rosemary ct cineole *	(Tunisia and France) <i>Rosmarinus officinalis</i> L.	
8	Frankincense * (vulnerable)	<i>Boswellia sacra</i> Flueck. (syn. <i>Boswellia carterii</i> Birdw.)		23	Spearmint	<i>Mentha spicata</i> L.	
9	Myrrh *	<i>Commiphora myrrha</i> Engl.		24	Thyme *	<i>Thymus vulgaris</i> L.	
10	Cypress *	<i>Cupressus sempervirens</i> L.			Thyme ct thujanol *	<i>Thymus vulgaris</i> L.	
11	Juniper berry *	<i>Juniperus communis</i> L.			Thyme ct linalool *	<i>Thymus vulgaris</i> L.	
12	Geranium Bourbon *	<i>Pelargonium graveolens roseum</i> L'Her.			Thyme ct thymol/carvacrol	<i>Thymus vulgaris</i> L.	
13	Basil ct linalool	<i>Ocimum basilicum</i> L.			Thyme ct geraniol	<i>Thymus vulgaris</i> L.	
14	Clary Sage *	<i>Salvia sclarea</i> L.		25	Cinnamon	<i>Cinnamomum zeylanicum</i> Nees	
15	Lavandin	<i>Lavandula x intermedia</i> Emeric ex Loisel (syn. <i>Lavandula hybrida</i> Rev.)		26	May Chang	<i>Litsea cubeba</i> Lour.	
16	Lavender *	<i>Lavandula angustifolia</i> Mill. (syn. <i>Lavandula officinalis</i> Chaix ex Vill)		27	Ravensara	<i>Ravensara aromatica</i> Sonnerat	
17	Lavender, spike	<i>Lavandula latifolia</i> Medik. (syn. <i>Lavandula spica</i> L.)		28	Rosewood (endangered)	<i>Aniba rosaeodora</i> Ducke	
18	Melissa *	<i>Melissa officinalis</i> L.		29	Cajeput	<i>Melaleuca leucadendron</i> (L.) Powell, (syn. <i>Melaleuca cajuputi</i> Powell)	

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	Generic Name	Latin Name	<input checked="" type="checkbox"/>		Generic Name	Latin Name	<input checked="" type="checkbox"/>
30	Eucalyptus, lemon	<i>Eucalyptus citriodora</i> Hook		45	Rose damask *	<i>Rosa damascena</i> Mill.	
31	Eucalyptus, broad leaf	<i>Eucalyptus dives</i> Schauer		46	Bergamot *	<i>Citrus bergamia</i> Risso. & Poit.	
32	Eucalyptus, blue gum *	<i>Eucalyptus globulus</i> Labill		47	Grapefruit *	<i>Citrus x paradisi</i> Macfad.	
33	Eucalyptus, gully gum	<i>Eucalyptus smithii</i> R.T. Baker		48	Lemon *	<i>Citrus limon</i> (L.) Burm. (syn. <i>Citrus limonum</i> L.) .	
34	Myrtle	<i>Myrtus communis</i> L.		49	Lime *	<i>Citrus aurantifolia</i> Swingle	
35	Niaouli *	<i>Melaleuca viridiflora</i> <i>quinquinervia</i> (Cav.)S.T. Blake (syn. <i>Melaleuca quinquinervia</i> (Cav.) S.T. Blake)		50	Mandarin *	<i>Citrus nobilis</i> Lour. (syn. <i>Citrus reticulata</i> Blanco)	
	Niaouli ct linalool *	<i>Melaleuca viridiflora</i> <i>quinquinervia</i> (Cav.)S.T. Blake		51	Neroli *	<i>Citrus aurantium</i> L.	
	Niaouli ct nerolidol	<i>Melaleuca viridiflora quinquinervia</i> (Cav.)S.T. Blake		52	Orange, sweet *	<i>Citrus sinensis</i> (L.) Osbeck	
	Niaouli ct cineol	<i>Melaleuca viridiflora quinquinervia</i> (Cav.)S.T. Blake		33	Orange, bitter	<i>Citrus aurantium</i> L.	
36	Tea tree *	<i>Melaleuca alternifolia</i> Cheel		54	Petitgrain *	<i>Citrus aurantium</i> L	
37	Jasmine *	<i>Jasminum grandiflorum</i> L., (syn. <i>Jasminum officinale</i> L.)		55	Sandalwood, Mysore (vulnerable)	<i>Santalum album</i> L.	
38	Cedarwood, Atlas	<i>Cedrus atlantica</i> Manetti		56	Sandalwood, * Australian	<i>Santalum spicatum</i> (R. Br.) A.DC.	
39	Pine needles *	<i>Pinus sylvestris</i> L.		57	Sandalwood, Pacific/New Caledonian	<i>Santalum austrocaledonicum</i> Vieill.	
40	Pepper, black *	<i>Piper nigrum</i> L.		58	Benzoin	<i>Styrax benzoin</i> Dryand.	
41	Lemongrass *	<i>Cymbopogon citratus</i> Stapf. (syn. <i>Cymbopogon flexuosus</i> (Nees ex Steud.) Will. Watson)		59	Cardamon *	<i>Elettaria cardamomum</i> (L.) Maton .	
42	Palmarosa *	<i>Cymbopogon martini</i> Stapf.		60	Ginger *	<i>Zingiber officinale</i> Rosc	
43	Vetivert *	<i>Vetiveria zizanioides</i> Nash ex Small (syn. <i>Andropogon</i> <i>zizanioides</i> (L.) Urb)					
44	Rose cabbage *	<i>Rosa x centifolia</i> L.					

LIST OF IFA VEGETABLE OILS *IFA Examinable Oils

	Generic Name	Latin Name	<input checked="" type="checkbox"/>		Generic Name	Latin Name	<input checked="" type="checkbox"/>
1	Coconut *	<i>Cocos nucifera L.</i>		19	Macadamia	<i>Macadamia ternifolia</i> F.Muell. (syn. <i>Macadamia integrifolia</i> Maiden & Betche)	
2	Sunflower *	<i>Helianthus annuus L.</i>		20	Almond sweet *	<i>Prunus communis</i> L. [syn. <i>Prunus amygdalus dulcis</i> (L.) Batsch]	
3	Borage *	<i>Borago officinalis L.</i>		21	Apricot kernel *	<i>Prunus armeniaca L.</i>	
4	Tamanu	<i>Colophyllum inophyllum L.</i>		22	Peach kernel	<i>Prunus vulgaris</i> Mill. [syn. <i>Prunus persica</i> (L.) Batsch]	
5	Hazelnut *	<i>Corylus avellana</i> L. (syn. <i>Corylus americana</i> Walter)		23	Rosehip seed *	<i>Rosa rubiginosa</i> L. or <i>Rosa moshata</i> Herrm.	
6	Safflower	<i>Carthamus tinctorius L.</i>		24	Rosehip seed (Chile)	<i>Rosa Mosqueto/Rosa affines Rubiginosa</i> L.	
7	Sea buckthorn berry	<i>Hippophae rhamnoides L.</i>		25	Argan *	<i>Argania spinosa</i> (L) Skeels	
8	Castor	<i>Ricinus communis L.</i>		26	Camellia *	<i>Camellia oleifera</i> C.Abel (syn. <i>Camellia sasanqua</i> Thunb.)	
9	Kukui nut	<i>Aleurites moluccana</i> (L.) Willd		27	Grapeseed	<i>Vitis vinifera L.</i>	
10	Walnut	<i>Juglans regia L.</i>			Macerated Oils / Liquid Wax / Vegetable (possibly GM***)		
11	Avocado *	<i>Persea americana</i> Mill. (syn. <i>Persea gratissima</i> Gaertn.)		28	Arnica	<i>Arnica Montana</i> L.	
12	Linseed	<i>Linum usitatissimum L.</i>		29	Calendula*	<i>Calendula officinalis</i> L.	
13	Neem	<i>Azadirachta indica</i> (L.) Adelb.		30	Carrot	<i>Daucus carota sativa</i> L.	
14	Olive	<i>Olea europaea L.</i>		31	St John's Wort	<i>Hypericum perforatum</i> L.	
15	Evening primrose *	<i>Oenothera biennis L.</i>		32	Jojoba*	<i>Simmondsia chenensis</i> (Schneid.)	
16	Sesame *	<i>Sesamum indicum</i> L. (syn. <i>Sesamum orientale</i> L.)		33	Peanut***	<i>Arachis hypogaea</i> L.	
17	Rice bran	<i>Oryza sativa L.</i>		34	Soya***	<i>Glycine max</i> Merr.	
18	Wheatgerm	<i>Triticum vulgare</i> Vill.					

ADDITIONAL NOTES AND COMMENTS

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REGISTRANTS DETAILS

School Name	
School Owner Name	
Tutor Name	
School Address	Address:
	Postcode:
	County:
	Country:
Telephone Number	
Mobile Number	
Email	
Fax Number	
Website Address	
Please enclose copies of Tutors qualifications, diploma, certificates, teaching certificate and CV	
Provide details of any other awarding organised you are recognised with and approved to offer qualifications	1.
	2.
	3.
	4.
Provide details of any sanctions imposed by the other awarding organisations, if any	
Has your school ever been refused by another awarding organisation before? if so please supply organisations name	
Confirm you have purchased and read the IFA Aromatherapy Diploma Syllabus	Y/N

NEXT STEPS

Once your course material has been reviewed by the Education Accreditation Board you will receive a feedback form with recommendations (if applicable). The next steps of the process are as follows:

REGISTERING TUTORS

Those who teach an IFA course must be registered as an IFA member and tutor at the correct grade and show they are capable of delivering a course based on the IFA guidelines. IFA tutors are employed directly by the school owner but may in some circumstances be the school owner themselves. Someone other than an IFA teacher who has specialist expertise may teach parts of the course for example A&P, Chemistry, Botany and Business Studies as per the IFA syllabus recommendations.

NEW SCHOOL APPLICATION FORM

You will then need to complete and sign the new school registration form, and agree to adhere by IFA course provider's policies and procedures.

PREMISES INSPECTION

All course providers' must be willing to submit their school venue or premises to inspection and will receive a report on areas of strength and weakness's to improve on.

All premise(s) inspection is undertaken by an external examiner. An external verifier will contact your school once your school registration form has been received to arrange a visit. In brief, the visit will include inspection of:

- Accommodation
- Training Facilities
- Hygiene
- Health and Safety
- Insurance
- Equipment
- Teachers Resources
- Training Establishment promotion
- Textbooks
- Timetables
- Course Structure

It is the responsibility of the course owner to ensure that the premises are fully insured for the use as intended and all local legislation regarding use of premises, fire regulations and health and safety are met.

PAYMENT

Once all steps have been completed, an invoice will be sent to the school. The annual fee for course providers is £250 per year and a one-off fee of £200 + travel for school inspection. Once payment is received the school can open as an IFA School and will be listed as an IFA Course Provider.

Thank you for your interest in becoming an IFA Course Provider and we look forward to assisting you through the process