



ASSOCIATE CENTRE APPLICATION FORM

APPLICATION FORM

PREVIOUS APPROVAL	
Ofqual Regulated Body currently recognised with (to a level 3 standard) i.e. ITEC, VTCT etc.	
Qualification Number:	
Do you have accreditation with any other body not regulated by ofqual? If yes, please name the organisations.	
Provide details of any sanctions imposed by the other awarding organisations and provide details in the space provided if applicable.	
Has your centre ever been refused by another awarding organisation, if yes please supply details in the space provided.	

CENTRE DETAILS	
Centre Name <i>(This will be printed on certificate)</i>	
Training Venue Address	In Colloquial language if outside UK
	Street
	City
	Town/District
	County/Province
	Country
	Postcode
	Telephone
	Fax
	Email
	Website
<p><i>The details provided will be displayed on the IFA website and printed in the Aromatherapy Times magazine. Please also supply a copy of your logo to display on the website the size of a passport picture 4.5cm x 3.5cm.</i></p>	

KEY STAFF

Please provide details of those who will fulfil the following roles:

Centre owner	Full Name	
	Email	
	Telephone	

(Who has overall responsibility for the centre)

Tutor(s)	Full Name	
	IFA Associate Member No	
	DOB	
	Address	
	Email	
	Telephone	

(Who is responsible for quality assurance)

Finance officer	Full Name	
	Email	
	Telephone	

(Who is responsible for any financial enquiries)

Administrator	Full Name	
	Email	
	Telephone	

(Who is responsible for registering learners and communications)

Any other staff members:

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KEY STAFF CREDENTIALS

We only require evidence of the credentials of the person who will be overseeing quality assurance/delivering the course. Please provide information for the tutor below. If you do wish to register additional staff to support delivery of the course or teach parts of the course, please see additional staff application form.

TRAINING QUALIFICATIONS

The principal teachers qualifications must be of-equal or higher than the qualification they are teaching (minimum Aromatherapy Diploma level 3) and also to be eligible for IFA associate membership.

Please note the tutor/owner of the Centre who holds a certificate issued by their own centre will not be accepted.

QUALIFICATION TITLE	AWARDING BODY	YEAR GRADUATED
Aromatherapy		
Massage		
Anatomy and Physiology		

Include any other information you would like to be considered here:

MEMBERSHIP BODIES

Please provide details of membership bodies of which you are or have been a member of:

MEMBERSHIP BODY	TIME PERIOD

CONTINUAL PROFESSIONAL DEVELOPMENT

Part of the criteria for associate membership is to complete 12 hours of CPD per annum and part of teachers criteria is to have been qualified for three (3) years, therefore, please provide details of CPD activity for the previous 3 years (36 hours). Once the teacher's qualifications are approved, the centre will be invoiced for the teacher to join the IFA as an associate member. If you have been an associate member of the IFA for the past 3 years this section will not need to be completed as already verified.

ACTIVITY	DATE

TEACHER QUALIFICATIONS

Examples of teaching qualifications we accept:

B.Ed; Dip.Ed.; PTLLS (City & Guilds 7303), CTLLS (City & Guilds 7304), DTLLS (City & Guilds PGCE); Train the Trainer Award; other City and Guilds Certificates of Education (7306, 7307, 7321; 7407}; relevant learning & development units or N/SVQ/QCF provision. Other comparable qualification supported by a copy of the course outline and relevant CPD.

QUALIFICATION TITLE	AWARDING BODY	YEAR

TEACHER EXPERIENCE

Tutors must have a minimum of 3 years' working experience in Aromatherapy.

Please indicate which statement would best describe your experience:

- Self-employed Teacher Freelance Teacher Not currently teaching

Please provide details of any previous teaching employment below:

EMPLOYER (inc website)	ADDRESS	YEAR

Nb. Please also provide any additional supporting information you would like to be considered for example, training sessions, workshops, lectures, presentations - either attended or convened by you in the space provided below:

Please provide copies of certificates /transcripts of study with your application and enclose a CV.

ASSOCIATE CENTRE TERMS AND CONDITIONS

These Terms and Conditions apply to Centres who hold or are seeking to hold Associate Centre approval with the IFA. By applying or holding IFA approval, the Centre agrees to the following:

- 1) The Centre will register all learners enrolled on their approved course as student's members with the IFA within three (3) months of approval being granted.
- 2) The Centre will register six (6) students per year with the IFA or will be invoiced the shortfall six (6) months after approval is granted.
NB. For associate centres, student registration is £25.00 per student for 12 months.
- 3) The Centre will ensure all tutors involved in delivering the approved course are registered with the IFA as associate members and thereby bound by the IFA's Code of Practice, Ethics and Conduct.
- 4) The Centre will have appropriate insurance in place to cover all aspects of training.
- 5) The Centre will ensure all teaching staff keep abreast of developments and changes in legislation, and update their curriculum accordingly.
- 6) The Centre will inform the IFA immediately if any details on their application form changes.
- 7) All complaints regarding associate centres will be referred back to their original regulator. IFA associate centre approval is based on prior approval and regulation by ofqual. The Centre will inform the IFA immediately if any malpractice or maladministration should take place and inform the IFA of their regulators applied sanctions/recommendations. The IFA reserves the right to suspend or withdraw approval depending on the nature and severity of the complaint.
- 8) The Centre will ensure that any and all marketing relating to the IFA approved course is legal, accurate and honest.
- 9) The Centre will ensure that the IFA Associate Centre logo is only applied to marketing/web pages relating to the IFA approved course only.
- 10) The Centre will make any amendments to promotional material of associate approved status when requested by the IFA.
- 11) The Centre will pay any applicable fee(s) and renewal fee(s) thirty (30) days prior to due date.
NB. Any required approval and renewal fee(s) are non-refundable under any circumstances.
- 12) The Centre's approved status will be withdrawn if fees are not paid in full by the due date.
- 13) If approved status is withdrawn or the Centre wishes to withdraw from approval the Centre will cease to use the IFA Associate Centre logo.
- 14) The Centre will remove all reference to IFA approved status from all documents and web pages, if the Centre withdraws from approval or does not choose to renew their approved status and return the Associate Centre certificate within 30 days.

The IFA do not require any additional/other operational evidence as this is already quality assured by your original regulator and ofqual.

DECLARATION

I confirm that I have understood and agree to comply by the associate centre terms and conditions.

I declare that I am authorised to submit this application on behalf of the centre and the information provided is accurate and true to the best of my knowledge at the date of submitting.

Applicants Name:	
Position Held:	
Applicants Signature:	
Email:	
Telephone:	
Date completed:	

PAYMENT

Service charges are £150.00 per annum for Associate Centre Registration and £50.00 associate membership for the named tutor.

Please debt my account: £200.00

Name

Address
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.....
.....

Debit/Credit Card details: Solo Switch Visa Visa Electron MasterCard

Card No: _ _ _ _ _

Card Holder Name..... Issue No..... Valid From

Expires end Security Code



The CSC is 567.

(Last three digits)

Please submit this application form to office@ifaroma.org alongside copies of certificates.

We look forward to welcoming you to the IFA