



***New School
Registration Pack***

APPLICATION FORM

APPLICANT DETAILS		
School Number (IFA Use Only)		
School Name		
Business Name (if different)		
School Owner Name		
School Address (Venue where the course will be taught from)	Line 1	
	City	
	Town	
	County	
	Country	
	Postcode:	
Contact Details	Landline	
	Mobile	
	Fax	
	Email	
	Website	
Attached logo	Y/N	
Provide details of any other awarding organisation 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		

COURSE DETAILS

Mark with an X the course you wish to apply to teach

	PROFESSIONAL AROMATHERAPY DIPLOMA COURSE
	PROFESSIONAL ESSENTIAL OIL THERAPY DIPLOMA COURSE (PEOT)
	AROMATOUCH CARER COURSE
	UPGRADE COURSE (FROM LEVEL 3) TO IFA AROMATHERAPY DIPLOMA COURSE

QUALIFICATION DETAILS

Confirm you have purchased and read the syllabus you intend to teach and understand the requirements for delivering the course outlined therein	Y/N	
Confirm you have read and signed the IFA School Regulations and Procedures and returned the form (page 31 of the manual)	Y/N	
Principle Tutor Details	Full Name	
	Membership No	
	Tutor No (if applicable)	
Enclosed tutors application form and accompanying documents including qualifications, diploma, certificates, teaching certificate and CV etc. (if not already registered)		
If you are planning on teaching the IFA Aromatouch Course to children (under 16) you will also need to forward a CRB certificate		
I declare that the information provided is true to the best of my knowledge	Signed:	
	Print Name:	
	Dated:	

STAFF AND TUTORS

All schools are required to employ enough staff that has the relevant experience to teach and administer the course. We recommend a ratio of 1 principle tutor to 8 students. Schools must ensure principal tutors teach at least 75% of the course, and may be assisted by an Assistant tutor who can teach up to 25% of the course. Trainee teachers cannot teach the students they are only in the classroom as observers. It is the principle tutors responsibility to supervise assistant and trainee tutors.

PRINCIPAL TUTOR must be qualified Aromatherapists and hold continuous IFA full membership for at least five years and have a teaching qualification. The fee for joining the IFA as a Principal Tutor is £125.

ASSISTANT TUTOR must be qualified Aromatherapists and hold continuous IFA full membership for at least three years and have a teaching qualification. The fee for joining the IFA as an Assistant Tutor is £100.

TRAINEE TUTOR must be qualified Aromatherapists and hold continuous IFA full membership for at least two years and have, or are planning to undergo a teaching qualification. The fee for joining the IFA as a Trainee Tutor is £75.

Someone other than an IFA teacher who has specific expertise and follows the IFA syllabus recommendations may teach Anatomy & Physiology, Chemistry, Botany, and Business Studies. These visiting lecturers may be employed as the course owner sees fit and as appropriate.

Please list the staff you intend to use in delivery of the course

FULL NAME	MEMBERSHIP NO	ROLE	CV ATTACHED
		Principle Tutor (mandatory)	Y/N
		Assistant Tutor (if applicable)	Y/N
		Trainee Tutor (if applicable)	Y/N
		Visiting Lecturer (if applicable)	Y/N
		Administrator (who will liaise with the IFA)	Not necessary

SAMPLE COURSE MATERIAL

To ensure that schools are capable to teach the course we do ask for sample teaching notes in advance based on the syllabus you intend to teach. The school must forward the following with this registration form:

PROFESSIONAL AROMATHERAPY DIPLOMA COURSE:

1. Course/Teachers Notes for:
 - a) Anatomy & Physiology
 - b) Body Massage (Theory & Practical)
 - c) Aromatherapy (Theory & Practical)
2. Sample in-house examination questions to include A&P, Body Massage and Aromatherapy with answers covering a cross section of the aromatherapy subject taught
3. Sample Profile of an Essential Oil
4. Sample of Assignment(s) for each module; Anatomy & Physiology, Body Massage, Aromatherapy set during the course.
5. Detailed practical Aromatherapy Massage Sequence
6. Sample Case Study Format as per IFA Guidelines
7. Sample session/lesson plan
8. Sample business project
9. Sample thesis (2500 words)
10. Copy of full training programme and breakdown of the face-on attendance study time with course outline

PROFESSIONAL ESSENTIAL OIL THERAPY DIPLOMA COURSE

1. Course/Teachers Notes Notes for:
 - a) Anatomy & Physiology
 - b) Professional Essential Oils Therapy
 - c) Professional Practice
 - d) Business Studies
2. Sample of in-house examination questions to include A&P and Essential Oil questions and answers
3. Sample Profile of an Essential Oil
4. Sample of Assignment(s) for each module; Anatomy & Physiology, Professional Essential Oils Therapy, Professional Practice and Business Studies
5. Detailed of practical session on application of essential oils
6. Sample Case Study Format as per IFA Guidelines
7. Sample session/lesson plan
8. Sample business project
9. Sample thesis (2500 words)
10. Copy of full training programme and breakdown of the face-on tuition study time with course outline

AROMATOUCH CERTIFICATE COURSE

All those applying for the Aromatouch Course must have undertaken the Aromatouch Teacher Training Course, which includes submitting the assessment criterion in section 8 of the manual on completion. Please forward Aromatouch teacher training certificate.

EXTERNAL VERIFICATION AND INSPECTION

Before opening a school an inspection of the premises will be required to verify the venue the course will be taught from. The IFA will contact your school once your school registration form has been received to arrange a visit. An IFA representative will visit the school and submit a report to the IFA. The IFA will then inform the school of the outcome and discuss an action plan for any identified areas of weakness (if any).

In brief, the visit will include inspection of:

- Accommodation
- Training Facilities
- Décor
- Security
- Facilities
- Hygiene
- Health and Safety
- First Aid
- Insurance
- Furniture
- Equipment
- Teachers Resources
- Training Establishment promotion
- Textbooks
- Timetables
- Course Structure

NB. 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.

OPENING FEES

All fees relating to IFA accreditation can be found in the school regulations and procedures. The initial fees of opening a school are as follows:

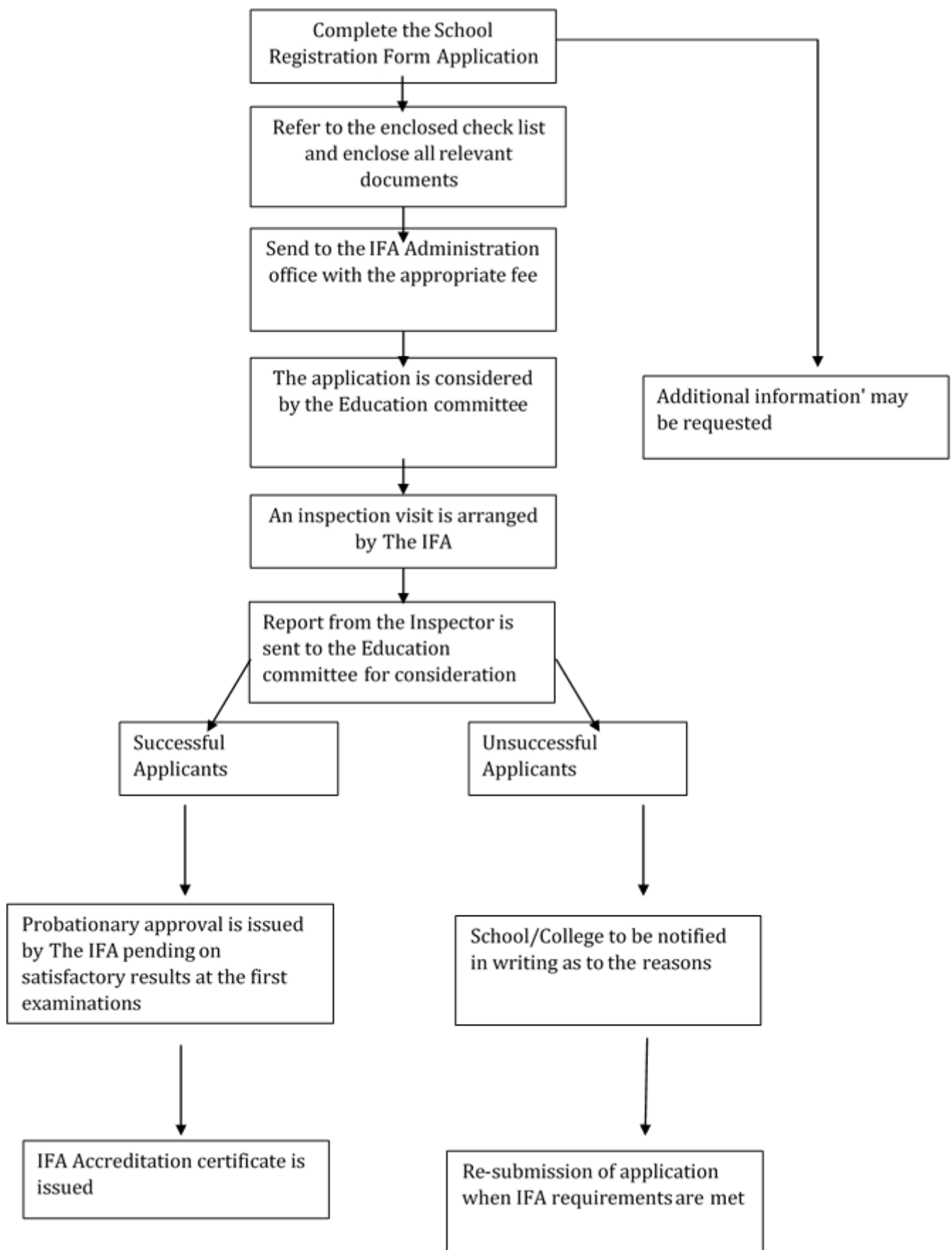
ACCREDITATION RELATED COSTS		IN GB £ STERLING
Syllabus or Training Manual for each tutor		£25 + postage
Full IFA Membership for the tutor (s)		£80 Annual Fee
Friend Membership for the school owner		£35 Annual Fee
Principle Tutor		£125
Assistant Tutor		£100
Trainee Tutor		£75
Aromatouch Tutor		£100
School Registration	Aromatherapy Diploma	£250 Annual Fee
	PEOT Diploma	£250 Annual Fee
	Aromatouch	£150 Annual Fee
Inspection Fee	Aromatherapy Diploma	£200 + travel
	PEOT Diploma	£200 + travel
	Aromatouch	£100 + travel

On acceptance an invoice will be raised within 21 days or notification requesting further information.

CHECKLIST

- ✓ Completed applicants details
- ✓ Enclosed all Teachers Information
- ✓ Enclosed sample course notes
- ✓ Read the School Rules and Regulations and enclose a signed copy of page 31
- ✓ Signed the Terms & Conditions of the school registration form

APPLICATION PROCEDURE



TERMS AND CONDITIONS

Please initial that your school and staff are willing to adhere to the following, which the school and its dependents will be bound by:

TERMS	INITIAL
Will maintain an appropriate amount of staff with the correct experience in place to deliver the course at all times	
Confirm that the principle tutor will take full responsibility for any and/or all Assistant and Trainee Tutors	
Confirm 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.	
Will provide inductions to staff members on IFA regulations and procedure	
Ensure all staff adhere to the IFA regulations and procedure	
Ensure that all appropriate equipment is in place and maintained whilst delivering IFA courses	
Ensure the school and all its dependents adhere to the regulations regarding how a school may market their course	
Take all reasonable steps to prevent malpractice and maladministration from occurring	
Will notify the IFA if any malpractice or maladministration takes place	
Agrees to undertake all internal assessments as outlined in our policies and syllabus guidelines	
Will make the IFA aware if they wish to discontinue their accredited course and remove all marketing campaigns	
Will protect the interests of the students if the course is discontinued and assist in the transfer to another IFA course provider	
Accept that sanctions will be imposed if the regulations and procedures are breached and indemnifies the IFA from any claims arising from damage or loss caused by deregistration or the suspension of a school.	
Agrees that if the IFA terminates accreditation approval the course must immediately cease to teach the course	
Agrees to notify the IFA immediately if any information in this registration form is subject to change.	

DECLARATION

I agree to be bound by the following terms and conditions	School Owner Print Name:
	Signed:
	Dated: