



HOW TO BECOME AN IFPA TUTOR

We welcome new IFPA Tutors, including those who have completed upgrading courses.

To become an IFPA Tutor you must have the following qualifications

- Be a current full member of the **IFPA**
- Have been a qualified practising aromatherapist for 3 years following required IFPA training or upgrading
- Hold a recognised teaching certificate e.g. City and Guilds or higher
- Have access to an IFPA approved school to develop your teaching skills

There are 3 levels of Tutor

Trainee – You must be qualified for 3 years as a practising Aromatherapist and hold a teaching certificate but no teaching experience. Upgraded members also fall into this level. Trainee IFPA Tutors can teach any part of the basic syllabus, but must be directly supervised by a Principal Tutor (PT) for a year, i.e. all lesson plans are checked and the PT or allocated Tutor sits in on teaching sessions. This is a good time to observe more experienced colleagues' sessions to see different ways of delivering material.

Tutor – Is a qualified practising Aromatherapist for 3 years and holds a teaching certificate with proven teaching experience. If you are one of the therapists who have undertaken a year of supervised teaching, upon the recommendation of your Principal Tutor, you can now be registered as a Tutor for the IFPA. The IFPA office will issue you with a Tutor card. This Tutor card will enable you to teach any part of the IFPA syllabus or CPD unsupervised. You will be required to work under a Principal Tutor as part of their team, and they may decide if there are still some areas of work where you need minimum supervision.

Principal Tutor – Is a qualified practising Aromatherapist for 5 years and holds a teaching certificate with proven teaching experience. This will enable you to work independently thus allowing you to write your own teaching course material and if desired start the process of accrediting your own work and school with the IFPA. Also as an independent Principal Tutor you will be able to lead courses and course teams, supervising and supporting Tutors and trainee Tutors ensuring all members of your team are teaching to IFPA standards. There is only one designated Principal Tutor who has overall responsibility for each school and course syllabus programme or CPD day.

You do not have to be attached to a school to work as an IFPA Tutor or Principal Tutor. As a Principal Tutor you are able to register as an examiner/accreditation officer for the IFPA. As a Principal Tutor or Tutor you can offer your services as a bank Tutor, (fill in for staff sickness or holidays) or for CPD, your registration Principal Tutor or Tutor ID card is your evidence of good practice. This card is renewed yearly to ensure currency with IFPA standards.

To retain membership as an IFPA Tutor you must complete all yearly CPD requirements. As a Principal Tutor to retain your status as an IFPA Principal Tutor you must complete all CPD requirements and are required to attend the IFPA schools meeting once a year.