

School Staff: Form A

To be completed by the School Principal and returned to the IFPA office: e-mail: admin@ifparoma.org



(Note: tables expand as required)

Name & address of school			
Name of School Principal			
School Principal IFPA membership number			
School application <i>Please tick appropriate box</i>	New School		
	4 year re-accreditation		
	Franchise school		
	Satellite school		
Contact telephone*			
Contact email*			
Website			

*Note – The Principal must be registered to receive IFPA correspondence

Aromatherapy Teaching Staff

(Note: See Qualifying Teaching Criteria for IFPA Accredited School delivering IFPA accredited training)

Name	IFPA Principal Tutor/IFPA Tutor/ Associate Tutor	IFPA current membership number	Copies of aromatherapy and teaching certs attached	Current CV attached

Massage Teaching Staff

(If an Aromatherapy Tutor also teaches the massage component, just add (M) after their name in the box above)

Name	Qualification	Copies of teaching cert and massage cert attached	Current CV attached

Anatomy & Physiology Teaching Staff

(If an Aromatherapy Tutor also teaches the A&P component, just add (A&P) after their name in the box above)

Name	Qualification	Copies of teaching cert and relevant cert attached	Current CV attached

Business Studies & Research Teaching Staff

(If an Aromatherapy Tutor also teaches this component, just add (BS or R) after their name in the box above)

Name	Qualification	Copies of teaching cert and relevant cert attached	Current CV attached

Other Teaching Staff

(If an Aromatherapy Tutor also teaches this component, just add the appropriate initial after their name in the box above)

Name	Qualification	Copies of teaching cert and relevant cert attached	Current CV attached

External Examiners

Note: School External Examiners must be registered with IFPA

Name	IFPA EE Registration Number	Copy certificate attached	Current CV attached

School Application – Marketing & Timetables: Form B

Name of school	
Length of course	
Name of school owner if different from Principal	

DOCUMENTS REQUIRED	Tick enclosed	For office use only:-	
		Meets IFPA requirements	Action required
Marketing Literature <i>Marketing literature reflects course content delivery, entry criteria, fees, hours of study and any mention of IFPA is appropriate</i>			
Website details			
Course Structure <i>Course structure offers evidence of meeting IFPA syllabi and hours</i>			
Course Timetable <i>Course timetable offers evidence of meeting IFPA syllabi and hours</i>			
Copy Insurance Certification <i>Insurance covers buildings, contents, staff, students (on and off site as needed) and, if appropriate, clients</i>			
Copy Student Handbook			
Copy Health & Safety Certificates			
Copy Student Policies			
Copy Students Complaints Policy			
Copy Equal Opportunities Policy			
Copy Data Protection Policy			
APLY system available (yes/no)			
Identify how student records will be kept			
All key documents and handouts are available in students' main language			

Criteria for Teaching Premises: Form C

Name of school	
Name of Principal Tutor	

All IFPA teaching premises must meet the following criteria, please tick each box to confirm:

1	The theory room must have sufficient seating to accommodate the student numbers and there should be at least basic visual aids, eg poster board with paper/pens, whiteboard/markers, an overhead projector or data projector	<i>Tick box</i>
2	The washrooms must be within easy access of the practice room (toilet, sink etc)	
3	Practice area – this may be the same room as for theory, but where practical skills are taught the room must have:	
	Sufficient space between couches for easy mobility of therapist/client	
	Ability to access privacy	
	Trolley, wipes and other resources to support the student group (which should be no more than 6 students massaging at any one time per tutor present)	
	Natural light	
	Good standard of cleanliness	
	Adequate lighting	
	Floor surfaces are non-slip	
4	If appropriate, secure locked storage space for client records	
5	Satisfactory Health & Safety arrangements, such as fire exit and on site first aid kit, Accident Record Book	
6	Certificate of Public Liability on display	
7	Attendance Registers completed for each session	
8	Secure storage for good quality essential and carrier oils	
9	Premises are suitably insured and copy certificate is on display	
10	Please attach/scan photos of all internal rooms used for theory and practical sessions, including the wash room facilities	

I confirm I have read the above and the school meets the required criteria for teaching premises

Principal Tutor Signature:

Please print name:

Date:

TEACHING MATERIALS: Form D

Name of school	
Name of Principal Tutor	

Please enclose sample lecture notes:-

1. Aromatherapy theory x 4
2. Massage x 3
3. Business studies x 1
4. Professional studies/ client care x1
5. Case study information/ format x1
6. A and P x 2
7. Research x1

The course level is Level 4 in the National Qualifications Framework, therefore teaching is expected to meet this standard.

Comments: