

# Terms & Conditions

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Terms and conditions of the BABTAC Accreditation service.

Your Centre hereby declares that it will:

## 1) General

- Comply with BABTAC policies, center guidance materials and any additional requirements set by BABTAC – BABTAC will only consider courses that sit within its current footprint.
- Please contact the SCA department regarding Hair Accreditation applications or queries. Applications are reviewed by our Hair Accreditation Officer,.

## 2) Retention of records and access to records, people and premises

- Take all reasonable steps to comply with requests made by BABTAC for information, data or documents in relation to the accredited course and its delivery

## 3) Centre Workforce

- Retain a workforce of appropriate competence to undertake the delivery of the accredited course
- Ensure that it has sufficient resources (i.e. relevant equipment) to enable it to undertake effectively and efficiently the delivery of the accredited course
- Supply teaching staff CVs and other evidence (for example, original certificates) to BABTAC in a timely manner upon request
- Notify BABTAC of any change in teaching staffing and provide the necessary documentation (CV) and other evidence (for example original certificates) upon request

## 4) Legislation

- Comply with all relevant law (including equalities law, data protection, health and safety)
- Accept that BABTAC can in no way be held responsible for any infringements on any third party's or intellectual property rights

## 5) Complaints

- Operate a complaint handling procedure for the benefit of learners
- Comply with BABTAC in the case of any complaints made to BABTAC

## 6) Malpractice and maladministration

- Take all reasonable steps to prevent incidents of malpractice and maladministration from occurring

## 7) Resources

- Where practical, use buildings that provide access for all learners, in accordance with relevant equality legislation and ensure that the full range of relevant, current equipment required to deliver and assess the endorsed course is supplied

## 8) Learner certification

- Take appropriate and reliable steps to confirm each learner's identity and check their prerequisites prior to registration
- Take reasonable steps to ensure that relevant center staff understand how and when to apply for course learner registration and certification
- The centre must have completed all practical and theory assessments, for a student to obtain a BABTAC certificate

## 9) Withdrawal of approval and interests of learners

- Cooperate fully with BABTAC in cases where either the Centre or BABTAC decides it needs to withdraw the approval of the accredited course
- Take all reasonable steps to protect the interests of learners in the case of such a withdrawal

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## 10) Invoicing

- Provide payment of all valid invoices presented by BABTAC within 30 days of the date of invoice.
- Agree that failure to pay BABTAC in accordance with the agreed payment terms may result in Centre suspension or the withdrawal of course accreditation

## 11) Accreditation

- Agree to pay BABTAC a non-refundable initial accreditation fee for the review of course (s) materials, in advance of an accreditation being approved
- Agree that the accreditation will run for one year from the date that course accredited is approved and an annual renewal fee of £249.00 will be applicable
- Agree not to make use of BABTAC's trademarks, trade names, logos or other insignia except as agreed in writing with BABTAC
- Agree not to in any way mislead learners and other users that the accredited course is, is part of, or will lead to a regulated qualification
- Inform BABTAC when there is cause to believe that there has been, or is likely to be a non-compliance with BABTAC's center procedures and requirements
- Inform BABTAC if significant material changes are made to the accredited course
- In the event of a complaint BABTAC is to be informed within 5 working days of receipt of that complaint and regular update is to be made available as to the status of the complaint and all relevant investigations
- Agree that if this application is accepted it will form the contract between the Centre and BABTAC
- Agree to notify BABTAC of any changes to your venue location, charges may apply
- Educational test required to meet the theoretical competence of the course.
- Individual courses submitted to BABTAC should not be longer than 30 hours or more than 7 days.

## 12) Certification

- Agree to issue BABTAC certificates to all candidates upon completion of an accredited course
- The Centre will be required to pay a £22 fee for each accredited certificate, we would recommend you incorporate this charge into your course fee
- Information supplied to BABTAC for the purposes of certification will be complete, accurate and in accordance with stipulated time requirements
- The Centre is solely responsible to ensure prompt certification of Candidates through submission of Candidate details and associated payments to BABTAC
- Candidate certificates will be sent by BABTAC within 2 weeks of request
- Certificates will be sent to the centre's address only. No certificates will be sent to individual candidates
- Centres will receive a 10% discount on candidate certificates if they order 10+
- There will be an administration charge of £10 for any errors in certification paperwork

## 13) Termination

- Agree that this agreement can be terminated by either party, in writing with at least one month's notice. Sections 1,2,4,5,9,10 and 11 of these terms and conditions continue beyond termination

# Use of the BABTAC Logo

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Accredited centers may use the BABTAC accreditation logo for the purposes of promoting BABTAC accredited courses and employment standards to prospective and existing students, tutors, employers and industry contacts.

However, there are a few restrictions to using the logo.

You cannot (and agree not to) do any of the following:

- Display a BABTAC accredited logo in any manner that implies a relationship or affiliation with sponsorship by BABTAC, or that can be reasonably interpreted to suggest editorial content has been authored by, or represents the views or opinions of BABTAC, unless previously agreed with BABTAC
- Display a BABTAC accreditation logo anywhere that contains or displays adult content, promotes gambling, involves the sale of tobacco or alcohol to persons under age, or otherwise violates applicable law
- Display a BABTAC accreditation logo in a manner that is in BABTAC's sole opinion misleading, defamatory, infringing, libelous, disparaging, obscene or otherwise objectionable to BABTAC
- Display or use a BABTAC accreditation logo on copies of certificates produced by centers
- Display a BABTAC accreditation logo anywhere that violates any law or regulation
- Remove, distort or alter any element of a BABTAC accreditation logo
- Incorporate BABTAC accreditation logos into your own product name, service names, trademarks, logos or company names
- Adopt marks or logos that are confusingly similar to BABTAC's marks or logos
- Use BABTAC's accreditation logos in a manner that would disparage BABTAC or its products or services

If you have any questions about usage, requests for clarification or permission please contact the BABTAC Office.

Signature

Print Name

Position In The Organisation

Date