

# Short Course Accreditation

## Application Form



BEAUTY



HAIR



HOLISTIC



CPD



TRAINING

# Application

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## Completing the form

Before submitting your application to BABTAC, please ensure payment has been made and all areas of the application have been completed. Supporting evidence should be submitted with the application. The application must be signed in order to secure your Short Course Contract.

### Insurance & Qualifications

We need to see a copy of your current Public Liability and Teaching Insurance Certificate. You will be required to hold a valid full Membership and Corporate Teaching with BABTAC. (please speak to our membership team for a discount)

All tutors must hold a recognised qualification from an awarding body in the subject that they wish to teach and a level 3 teaching qualification. All certificates will need to be verified and submitted at the time of application.

### Titling of Courses

We need to approve your course title/s to make sure it fully reflects the course content and to ensure it reflects that this is a short course and not a qualification. At no time can a BABTAC short course be marketed as a qualification.

### Scheme of Work

We will provide a template scheme of work for you to start planning your course - as an example. The course should be no longer than 7 days and no more than 30 hours. If your course is less than 2 days a scheme of work will not be needed, a lesson plan will be sufficient.

### Risk Assessment and Health & Safety

A documented Risk Assessment & Health and Safety Policy is required before carrying out any accredited course. We will provide you with a Health & Safety policy guide once we have received payment.

### Lesson Plan

We will also provide you with a template for you to begin planning your lessons, as an example. You should ensure that you have a separate lesson plan for each session that you are running a course.

### Course Manual

Your course manual should contain as much detail as possible and should mirror BABTAC's idea of quality driven training. Assistance will be provided throughout your application process. Any changes to this once accredited must be sent to BABTAC for approval.

### Terms & Conditions

Terms and Conditions for your Business are required and this should be issued to all students that attend your courses to read and agree. These Terms and Conditions need to include a complaints policy and refund policy

### Equal Opportunities & Additional Policies

Once payment is received, we will provide you with a guide for producing an Equal Opportunities Policy, Malpractice & Maladministration, Complaints Policy and a Refund Policy for your business.

### Observation

The practical DVD needs to be 15 minutes long and needs to clearly show the method of teaching that will be used and include a theory element.

# Administration

## Section 1

Date of application	
Centre name – please include legal name of the business and trading name, if different	
Principle tutor address	
Centre address	
Centre telephone number	
Mobile number	
Email address	
Website	
Principle tutor	
Contact name	
Contact number	

Is the centre located at the above address? If no, please give details.	Yes	No
Have you ever had any approvals turned down or withdrawn?	Yes	No
Have you registered with another awarding body? If yes, please provide details.	Yes	No
Where did you first hear about BABTAC?		

# Staffing

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## Section 2

All tutors must hold a recognised Beauty Qualification from an awarding body in the subject they will be teaching, with at least 12 months experience and hold a recognised Level 3 Teaching Qualification. The principle tutor must have Full Membership and Corporate Teaching with BABTAC. All additional Tutors must be current BABTAC Associate Members. This must be renewed every year to keep Accreditation active.

Name of Tutor	BABTAC Membership Number	Teaching Qualification	Work Experience

# Short Courses

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## Section 3

Please complete the information below for the courses you intend to offer. Please refer to BABTAC short course structure document for recommended guided learning hours and pre-requisites required for BABTAC insurance purposes.

Course Title	Practical Hours	Theory Hours	Total Days	Tutor(s)	Pre-Requisites

# Resources

## Section 4

It is a BABTAC requirement that you have the correct number of the following and it is sited correctly.

It is a BABTAC requirement to check that you have the highest standards of health and safety and can evidence this has been addressed to assist the safety of the learners accessing short courses.

Firefighting equipment, fire exits and fire doors	Yes	No
First aid boxes (fully equipped)	Yes	No
Up to date accident book	Yes	No
Active risk assessment policy (monitored annually or more frequently if required)	Yes	No
Electrical equipment tested annually	Yes	No
If no, please give details		
Are fire evacuation procedures clearly displayed	Yes	No

It is a BABTAC requirement that all centres have the following :

- ◆ A practical salon room that can accommodate one workstation per candidate
- ◆ Easy physical access to all facilities and accommodation for candidates
- ◆ Sufficient hot and cold water, waste disposal, heating, lighting and ventilation
- ◆ Adequate hygienic toilet, hand washing and changing facilities
- ◆ A suitable area for theory sessions
- ◆ Equipment for sterilisation

Does your centre comply with all the above on the indicated site?

Yes / No

# Checklist

## Section 5

Please check you have collected the required documents to complete your submission.

Required document	Centre check	BABTAC check
Completed and signed application form		
BABTAC terms & conditions signed		
Public liability & teaching insurance certificate		
BABTAC full membership & corporate teaching cover (for principle tutor)		
Additional tutors BABTAC associate membership		
All tutor teaching certificate (s) (minimum requirement - Level 3 for all staff)		
All tutor subject specific beauty qualifications (from recognised Awarding Body)		
Evidence of 12 months experience		
Scheme of work (If course 2 days or longer)		
Lesson plan (For each day of training)		
Completed course manual		
End of course assessment materials		
Terms & conditions of your business		
Your centre refund, complaints, risk assessment, malpractice maladministration policy & health and safety policy		
Equal opportunities policy		
Observation (15 minutes of your chosen course)		
Photo evidence of training centre		
Payment (Please note the below prices are inclusive of VAT, payments are non-refundable) <ul style="list-style-type: none"> <li>• £240 - for one course</li> <li>• £200 - per additional course</li> <li>• £249 - yearly renewal</li> </ul>		
<b>BABTAC office use only</b>		
Date payment received		
Date checked		
Target date issued after initial quality check		

# Agreement

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## Section 6

I, the undersigned declare that the Centre understands that this is an enforcement agreement between the Centre and BABTAC. I further understand and agree that this agreement applies for a period of one year from the date of SCA (short course accreditation) approval and that BABTAC has the right to issues updates and amendments to this agreement.

I accept that if the Centre defaults on the commitments made in this application it may lead to the termination of the SCA.

I declare that I am authorised by the Centre to supply the information given above and at the date of signing, the information provided is as true and accurate record to the best of my knowledge. I further declare that I am authorised by the Centre to sign this agreement on behalf of the Centre.

The parties here to have caused this Agreement to be executed on the 'Proposed start date' which will be confirmed by BABTAC in writing subject to the short course accreditation being successful. I agree to act in accordance with the requirements specified in this agreement.

Payment of the annual renewal fees is also acceptance of the T&C's which attached with the renewal invoice

Signed for and on behalf of Centre:

Signed for and on behalf of BABTAC:

Signature

Signature

## Section 7

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I declare that the information in this application form is true and correct and agree to abide by the terms and conditions and BABTAC policies and procedures of the accreditation service and ensure they are positively and actively promoted and practiced.

Signature

Print Name

Position in the Organisation

Date



# Terms & Conditions

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## Section 8

### General

- Your Centre hereby declares that it will comply with BABTAC policies, Centre guidance materials and any additional requirements set by BABTAC.
- BABTAC will only consider courses that sit within its current footprint.
- Any Approval will only be official when confirmed in writing by BABTAC and such Approval will be limited by the terms of that written confirmation
- The terms and conditions set out in this application are subject to variation at BABTAC's sole discretion

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

- Your Centre hereby declares that it will take all possible steps to comply with requests made by BABTAC for information, data or documents in relation to the accredited course and its delivery.
- BABTAC reserves the right to retain records but will comply with current GDPR legislation in the UK. We may use, analyse and assess information about you, including the nature of your transactions, and exchange such information with other members of the company for financial assessment, market research, insurance and training purposes.
- We may monitor and/or record phone calls you may have with us for training and security purposes.

### Centre Workforce

Your Centre hereby declares that it will:

- 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.
- Notify BABTAC of any change in teaching staffing and provide the necessary documentation and other evidence prior to them undertaking any teaching of courses (for example, CV or original certificates)

### Legislation

Your Centre hereby declares that it will:

- Comply with all relevant law (including equalities law, data protection, health and safety).
- Accept that BABTAC cannot be held responsible for any infringements on any third party's or intellectual property rights.

### Complaints

Your Centre hereby declares that it will:

- Operate a complaints handling procedure for the benefit of Learners.
- Comply with BABTAC in the case of any complaints made to BABTAC.
- Assist BABTAC in carrying out any investigation made for the purposes of performing its function

### Malpractice and maladministration

- Your Centre hereby declares that it will take all reasonable steps to prevent incidents of malpractice and maladministration from occurring.
- Your Centre hereby agrees to share, on request, learner contact details to enable BABTAC to carry out any malpractice investigations

### Resources

- Where practical, your Centre will 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 approved course is supplied.

### Withdrawal of approval and interests of learners

- You must implement any written recommendations made by BABTAC within the agreed timeframe. If BABTAC is not satisfied that any such recommendation has been properly implemented, Approval may be withdrawn
- You must cooperate fully with BABTAC in cases where either the Centre or BABTAC decides it needs to withdraw the approval of the accredited course.
- You must take all reasonable steps to protect the interests of learners in the case of such a withdrawal.
- Approval is subject to review at any time. BABTAC has the right to withdraw Approval. Learners are recruited by the Centre and not BABTAC and therefore any fees learners may have paid upon enrolment have been paid to the Centre and not to BABTAC and as such BABTAC are not liable for refunding any fees
  - upon immediate written notice if the Centre or any employee or representative thereof breaches or fails to abide by the terms and conditions of this Application (including non-payment of fees or provision of information as part of the Application or Proposal which turns out to be incomplete or incorrect)
  - upon immediate written notice if the Centre fails to implement any aspect of any Action Plan agreed with BABTAC regarding Approval of the Centre
- The Centre must inform BABTAC in writing if it decides to no longer run BABTAC SCA courses. The Centre will be solely responsible for ensuring that Learners are not adversely affected and that Learners are kept fully informed. The Centre accepts that no Learner will have redress against BABTAC in these circumstances.

# Terms & Conditions

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## Section 8

### Accreditation

- You will agree to pay BABTAC a non-refundable initial accreditation fee for the review of course materials on submission of the application
- You will agree that the accreditation will run for one year from the date each course is approved and an annual renewal fee will be paid thereafter, as listed in BABTAC published price list. On paying this annual renewal fee you are agreeing to any updated T& C's which will be sent along with the renewal invoice
- You will agree not to make use of BABTAC's trademarks, trade names, logos or other insignia except as agreed in writing in advance with BABTAC.
- You will not undertake any activity or advertising that could bring the name of BABTAC into disrepute. Prior to obtaining Approval, the Centre may NOT recruit Learners for BABTAC SCA courses. The Centre may not produce any certificates containing the BABTAC logo
- You agree to maintain BABTAC's reputation and conduct business honestly and professionally
- You will 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.
- You will inform BABTAC when there is cause to believe that there has been, or is likely to be a non-compliance with BABTAC's centre procedures and requirements.
- You will inform BABTAC if significant material changes are made to the accredited course.
- In the event of a complaint against your Centre, BABTAC must be informed within 5 working days of receiving the complaint and regular updates are to be made available as to the status of the complaint and all relevant investigations.
- You will agree that if an application for Accreditation is accepted that it forms a contract between the Centre and BABTAC.
- You will agree to notify BABTAC of any changes to your venue location (charges may apply).
- You will provide an educational test to your Learners to meet the theoretical competence of the course.
- You will retain a copy of all Learner assessment records for a period of five years following certification
- Individual courses submitted to BABTAC for accreditation should not be longer than 30 hours or more than 7 days.
- You agree to send all copies of Principal Tutor and additional tutor Beauty and Teaching qualifications from a recognised awarding body/OFQUAL registered course.
- You agree to send proof of Learner qualification as proof of pre-requisites where applicable.
- You agree that you will regularly monitor, review and evaluate operations, and, in any event, will do so at least on an annual basis. Findings of any review may be requested by BABTAC.

### Insurance

- All tutors must hold a minimum of Associate Membership with BABTAC.
- All tutors must be covered by a Corporate Teaching insurance policy. Special discounted rates are available from BABTAC. Please contact the SCA department for further information.
- Evidence of insurance must be submitted on the annual renewal of all Short Course Accreditation

## Certification

- You will agree to BABTAC issued certification for all Learners upon successful completion of an accredited course. You are not authorised to produce any certificates with any BABTAC branding
- You will agree to pay a certification fee for each accredited certificate, as listed in BABTAC published fees.
- Information supplied to BABTAC for the purposes of certification will be complete, accurate and in accordance with stipulated time requirements. Certificates may not be claimed retrospectively for Learners who have attended training prior to SCA course approval
- You are solely responsible to ensure prompt certification of Learners through the submission of Learner details and associated payments.
- Certificates will be sent to the Centre address only. No certificates will be sent to individual Learners.
- A Centre will receive a 10% discount on Learner certificates if 20 or more certificates are order at once
- There will be an administration charge of £10 per certificate for any errors in certification paperwork.
- You agree to take appropriate and reliable steps to confirm each learner's identity and check their prerequisites prior to registration.
- You agree to take reasonable steps to ensure that relevant centre 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 Learner to obtain a BABTAC certificate. BABTAC may request evidence of this at any time.
- BABTAC reserves the right to withdraw accreditation if certificates are not requested within a 12 month period.

## Invoicing

- You will agree to provide payment of all valid invoices presented by BABTAC within 14 days from the date of invoice.
- Certificates will not be released until full payment of invoice is received
- You will agree that failure to pay BABTAC in accordance with the agreed payment terms may result in Centre suspension or the withdrawal of course accreditation.
- Non payment of yearly renewal can result in accreditation status being withdrawn and full reapplication of accreditation process being required before accredited status is given

## Price of Goods and Services

- The price of Goods and Services shall be the quoted price, or where no price has been quoted (or a quoted price is no longer valid), the price listed in BABTAC published price list will apply. All prices quoted are valid for 30 days.
- BABTAC reserves the right by giving notice to the Centre at any time to increase the price.
- The price is exclusive of any applicable value added tax that the Centre shall be additionally liable to pay.
- All prices will include standard Royal Mail postal services. However, the price is exclusive of international postal charges, courier or special delivery requests. If requested, BABTAC will apply special postal charges as listed in the published price list.

# Terms & Conditions

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## Section 8

### Terms of Payment

- BABTAC shall be entitled to invoice the Centre for the price of Goods and Services at any time before the delivery of any Goods and Services.
- All invoices are payable by Debit or Credit card or by bank transfer within 14 days of receipt of invoice. The Centre shall pay all invoices in full within 14 days before the delivery of any Goods or Services. Receipts for payments will be issued upon request only.
- You will agree that failure to pay BABTAC in accordance with the agreed payment terms may result in Centre suspension or the withdrawal of course accreditation.
- If the Centre fails to make payment on the due date then, without prejudice to any other right, BABTAC will be entitled to cancel the contract or suspend any further Goods or Services to the Centre. BABTAC is entitled to charge the Centre interest on any late payment, at the rate of 4 per centum per annum above the Bank of England base rate, until payment has been made in full.

### Delivery

- Delivery of Goods and Services shall be made by BABTAC only after payment has been made in full.
- Any dates quoted for delivery are approximate only and BABTAC shall not be liable for any delays in delivery of the Goods or Services howsoever caused.
- If the Centre fails to take delivery of the Goods or Services, or fails to give adequate delivery instructions at the time of order, it is the Centre's responsibility to reorder or replace any missing Goods.

### Termination

- This agreement can be terminated by either party, in writing with at least one month's notice. BABTAC reserves the right to retain records but will comply with current GDPR legislation.

### Logo Usage

You will agree to only use BABTAC approved artwork when using BABTAC accreditation logos.

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

- Display a BABTAC accredited logo in any manner that implies 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 centres
- 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

**Declaration**

I/We, the undersigned, agree to all Terms & Conditions outlined above.

Signature		Print name	
Date		Centre Name	

If you have any questions regarding the Terms and Conditions needing further clarification please contact the BABTAC Office on 01452 623110.



Ambrose House, Meteor Court, Barnett Way,  
Barnwood, Gloucester, GL4 3GG

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[sca@babtac.com](mailto:sca@babtac.com)

01452 623 110 (option 6)

