

Short Course Accreditation

Application Form



BEAUTY



HAIR



HOLISTIC



CPD



TRAINING

Application

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 sent with the application. The application must be signed in order to secure your Short Course Contract.

Public Liability Insurance

We need to see a copy of your current Public Liability Insurance Certificate, this can be with us or another supplier. (T&C's apply)

Teaching Insurance

All tutors require a Level 3 teaching qualification and all certificates will need to be sent along with the application. In conjunction we will also require a copy of your teaching insurance certificate. At BABTAC we do offer teaching insurance at a very competitive price. (please see attached article)

Curriculum Vitae

When sending through teaching qualification certificates, it is also mandatory that you send all tutor CV's too.

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 Risk Assessment & Health and Safety Policy needs to be submitted 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 day 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. (please see the attached structure)

Terms & Conditions

You should have a Terms and Conditions for your business and this should be given to all students that attend your courses to read. The T's & C's need to include a complaints policy and refund policy.

Equal Opportunities & Additional Policies

Once payment has been made you will also receive a guide for producing an equal opportunities policy for your business. You will also be provided with any additional policies you need to complete your application.

Practical DVD

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	
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

Section 2

All tutors must be fully qualified in the subject they will be teaching, with at least 12 months experience and hold a recognised level 3 teaching qualification . The principle tutor and all trainers must be current BABTAC members or applying for membership . This must be renewed every year to continue.

Name of tutor	BABTAC membership number	Teaching qualification

Does your centre hold regular meetings with tutors?	Yes / No
---	----------



Short Courses

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	Practical hours	Theory hours	Total days	Tutor(s)



Resources

Section 4

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

Firefighting equipment, fire exits and fire doors	Yes	No
First aid boxes	Yes	No
Up to date accident book	Yes	No
Active risk assessment policy (monitored regularly)	Yes	No
Electrical equipment tested annually	Yes	No
If no, please give details		
Are fire evacuation procedures clearly displayed	Yes	No
Are the facilities and equipment current and in common use in business	Yes	No
Are all the facilities and equipment regularly updated	Yes	No
Where is the Health and Safety policy displayed:		

Is it 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 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 T&C's signed		
Public liability certificate		
Teaching insurance certificate		
BABTAC membership (For principle tutor & all staff)		
Tutor teaching certificate (s) (Minimum requirement— Level 3 for all staff)		
Tutor certificate (s) (For all staff)		
Scheme of work (If course is no longer than 2 days)		
Lesson plan (For each day of training)		
Completed course manual		
Terms & conditions of your business		
Your centres refund policy		
Your centres complaints procedure		
Risk assessment (For each venue)		
Health and safety policy		
Malpractice maladministration policy		
Equal opportunities policy		
Practical DVD (15 minutes of your chosen course)		
Payment (Please note the below prices are inclusive of VAT, payments are non-refundable) <ul style="list-style-type: none"> • £242—for one course • £325—for three courses • £640—for 10 courses • £72—for additional course 		
<i>For High Risk course accreditation only: Quality Officer visit - £295</i>		
BABTAC office use only		
Date payment received		
Date checked		
Target date issued after initial quality check		

Agreement

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 course accreditation approval and that BABTAC has the right to issues updates and amendments to this agreement from time to time.

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

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 if course accreditation is approved. I agree to act in accordance with the requirements specified in this agreement.

Signed for and on behalf of Centre:
Signature

Signed for and on behalf of BABTAC:
Signature

Section 7

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

Section 8

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 external Hair Accreditation Officer, Carole Richardson.

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 staff CVs and other evidence (for example, original certificates) to BABTAC in a timely manner upon request
- Notify BABTAC of any change in 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 practicable 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

Terms & conditions

Section 8

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 years from the date that course accredited is approved and an annual renewal fee of £193.60 + VAT 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 if you change your venue location from your set address, charges 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 once completing an accredited course
- The Centre will be required to pay a £22 (including VAT) fee 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

Section 9

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

Make any changes or modifications to the logo. Use only BABTAC approved artwork when using BABTAC accreditation logos

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



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

sca@babtac.com

01452 623 110 (option 6)

