

Short Course Accreditation

Guide 2017



BEAUTY



HAIR



HOLISTIC



CPD



TRAINING

Welcome

Short Course Accreditation

It's all about quality...

BABTAC Accredited courses are renowned for their high standards and you can be confident that students taking your accredited course will be fully 'salon ready' and insurable upon completion.

We know that therapists gain so much from taking part in training courses - whether to support the growth of their business by learning to perform new treatments or from networking and gaining inspiration from being around other therapists. That's precisely why we invest so much time and energy in ensuring we accredit only quality driven courses that we can be proud to be associated with.

Having your course Accredited is crucial to give your business and course the BABTAC stamp of approval and recognition it deserves.



- ◇ Qualified
- ◇ Verified
- ◇ Insured

“

Babtat stands for 'Professionalism at its best' - with exceptional customer service and support through the whole process of accreditation. We have found the entire organisation's staff very helpful, understanding, approachable and most of all very sincere in providing efficient service. They always made our life easy by treating us like their valued business partners, *VARSHA BEAUTY*

”

Benefits

Short Course Accreditation



When you affiliate with BABTAC you will be joining one of the largest reputable organisations in the industry known for their quality driven training



Your accredited courses will be accepted by BABTAC for insurance purposes



Your details will be listed on our training website which has been created just for Accredited Centres to showcase their courses



Any students enquiring about courses will be sent directly to your centre



Use of the BABTAC Accredited Logo for promotional purposes



Each course will also receive a Continued Professional Development allocation



You will have direct access to CIBTAC International Qualifications should you wish to add to your centre offerings



We promote your course dates directly to our members, completely free



Your students will receive £5 off membership when they join with BABTAC for membership



Free option to enter your centre into our prestigious annual awards

New for 2017



Your centre will have the opportunity to be featured in an upcoming edition of our newsletter or VITALITY Magazine (T&C's apply)



Guidelines

Getting your courses accredited

Before submitting your application to BABTAC, please ensure payment has been made and all areas of the application have been filled out. Supporting evidence should be sent with the application. The application should be signed, this will 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 to us.

Scheme of Work

We will provide a template scheme of work for you to start planning your course - to use 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 be in as much detail as possible and should mirror BABTAC's idea of quality driven training. Assistance will be given 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 terms & conditions needs to include a complaints policy and refund policy.

Equal Opportunities Policy

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 used and a theory element.

Mandatory Requirements

Short Course Accreditation

Eligibility

In order to be eligible for BABTAC accreditation, it is mandatory that all trainers are 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 have the intent on joining. This membership must be renewed every 12 months. You will only need to apply for a non-insurance membership with BABTAC to proceed your application.

All sections of the application form must be complete and be returned to BABTAC with any supporting documents that are required.

Quality Standards

BABTAC reserves the right to carry out random spot checks. In the event that the outcome of the spot check isn't successful, accreditation can be revoked. Additional support may be given to comply with BABTAC accreditation standards. If a complaint has been made, BABTAC can instruct an officer to visit the centre, chargeable to the centre.

To provide a safe environment for students, BABTAC requires notification of courses being offered at any additional venues, other than the premises stated in the application form. The charge to offer courses at a separate location is £99 per venue for the year inclusive of VAT.

Complaints Procedure

BABTAC has a procedure in place to ensure complaints are dealt with efficiently and professionally. BABTAC can take up to 30 days to fully investigate and review a complaint made from a Student or Centre.

Renewal

To continue with BABTAC accreditation, it is mandatory to pay your annual accreditation renewal fee of £249 inclusive of VAT after your first year of approval.

An annual renewal invoice will be raised on the 1st January and will then need to be paid within 30 days.

Certificates

It is mandatory for centres to only issue official BABTAC accredited certificates to students. We advise you to incorporate this in your course cost.

The cost is £22.00 inclusive of VAT, which also includes an accredited badge and a £5 discount off BABTAC membership for each student.





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

sca@babtac.com

01452 623 110 (option 6)

