



BRITISH BEAUTY GROUP

THE BRITISH GROUP OF PROFESSIONAL BEAUTY THERAPISTS

## Training Course Accreditation

# CONTENTS

Page 3	Accreditation Application Overview
Page 4/5	Accreditation FAQ's
Page 6	Teaching Course (PTLLS)
Page 7	Guidance for Course Accreditation
Page 8	Form A - Training School Administration Details
Page 9	Form B - Course(s) Details
Page 10	Form C - Tutor(s) Details
Page 11	Form D - Training Resources & Other Details
Page 12	Accreditation Application Checklist
Page 13	Terms & Conditions / Declaration
Page 14	Payment Details
Page 15 to 19	Additional Sheets of Form B

## **APPLY FOR SHORT COURSE ACCREDITATION (OVERVIEW)    Insert Referral Code (if applicable): \_\_\_\_\_**

The British Group of Professional Beauty Therapists is UK's fastest growing accrediting body and membership/insurance organization within the beauty industry with rapidly increasing recognition.

The British Beauty Group represents highly trained and experienced beauty therapists, holistic therapists, nail technicians and hairdressers in the UK and the rest of the world, offering treatments and private training courses after having undergone a rigorous approval process.

### **Criteria to be accredited by the British Group of Professional Beauty Therapists**

Applicants are required to be fully qualified and have at least 2 to 3 years experience in the subject they wish to teach. Qualifications are accepted from any UK training provider including NVQ qualifications. You must also have a teaching qualification. We recommend enrolling on to the Level 3 or 4 PTLLS teaching course. (Details of the teaching course are on page 4).

You must be a member of the British Group of Professional Beauty Therapists and have appropriate teaching insurance cover. To become a member and obtain teaching insurance, please visit our website and click on the 'Membership & Insurance' tab at the top of the page.

The accreditation application fee is required to be paid in full at the time of submitting your application. (Fees set out as below). Fees can be paid by credit or debit card over the telephone or by filling in your payment details on the application form. Please allow at least 21 working days to process applications.

(In the unlikely event that your application is unsuccessful, all fees will be fully refunded).

### **Cost of accreditation**

Initial registration & Short Course Accreditation for 1 course	£170
Initial registration & Short Course Accreditation for up to 12 courses	£350
Price per additional course	£25
Annual renewal fee for accreditation	£145
Teaching insurance (renewable annually)	£135

Please note that to remain accredited with us you will need to renew your accreditation annually.

### **To Apply for Accreditation**

Please complete and return the application form electronically to our email address: [info@britishbeautygroup.co.uk](mailto:info@britishbeautygroup.co.uk) or by saving on to a CD or memory stick and sending it to: The British Group of Professional Beauty Therapists, 100 Pall Mall, St James, London, SW1Y 5NQ.

## **ACCREDITATION FAQ'S**

### **What is accreditation and why is it important to have my training school accredited?**

When you will be teaching students, you will need to issue them with certificates once they have completed the training with you. For this certificate to be able to be used for insurance purposes, it requires a stamp of approval so that your students know they are able to obtain insurance which will then allow them to work on clients by buying public liability insurance. This will not be possible if you are not registered and approved with an accrediting body such as ourselves.

The accreditation process allows the British Group of Professional Beauty Therapists to check and ensure that the content of each course being offered by you meets our insurance requirements in order to be able to offer your students insurance once they have completed your training.

### **What qualifications will I need?**

All tutors need to be members of the British Beauty Group and must be qualified in the subject they wish to teach. They must also hold a recognised teaching qualification.

### **Who issues certificates to my students when they have completed my training?**

You will be issuing your own certificates to your students once you are satisfied that they are competent enough in carrying out what they have been taught. We will require an example of the certificate you will be issuing to your students and it must have our stamp (logo) on it.

### **Do you accept courses accredited by other organizations?**

All applications are processed on an individual case basis. We will look at your application and let you know about this at the time of application.

### **How long will it take for the accreditation process?**

Upon receiving your application, the accreditation process should be complete within 21 working days. In the case where further information may be required from you, this may take slightly longer.

### **Does my training have to be carried out at one fixed location?**

You do not have to operate from one place as long as the same content is included and the same procedures are followed. This therefore allows you to operate anywhere in the UK including teaching at other individual salons/venues.

## **What information do I need to send you?**

You will need to provide us with the following in order for us to process your application:

- All certificates of qualifications
- Your teaching qualification
- The course syllabus outline
- All manuals/handbooks/textbooks that you will be issuing to your students
- A sample of the certificate that you will be giving out to your students once they have completed your training.
- The completed forms in this application pack.

Please note that we only require copies of the above, not the originals.

The above can either be sent to us electronically via email by scanning in your documents or you may submit your application by post and send it to:  
The British Group of Professional Beauty Therapists, 100 Pall Mall, St James, London, SW1Y 5NQ

## **Refusal or cancellation of Accreditation**

Please note that the British Group of Professional Beauty Therapists reserve the right to refuse or withdraw accreditation at any time and the decision will be final.

## **What if I still have more questions?**

Please kindly contact us by email [info@britishbeautygroup.co.uk](mailto:info@britishbeautygroup.co.uk).

## TEACHING COURSE

### Preparing to Teach in the Lifelong Learning Sector (PTLLS) Level 4 - £349

The PTLLS qualification is a recognised teaching qualification that you must enrol on to in order to become an accredited trainer.

The PTLLS course is an intensive teaching training course. It is a minimum requirement for beauty therapists to hold this qualification who wish to teach beauty.

This course is available as a distance learning course in which you will be asked to complete various assignments which will need to be submitted to your tutor online. Once this is complete you will be required to attend a one off micro teaching session. Details of the micro teaching sessions will be provided by your tutor with fortnightly dates & locations that you can attend.

<b>AWARDING ORGANISATIONS</b>  CITY & GUILDS / HIGHFIELD ABC (HABC)	<b>RESULT TURNAROUND TIME</b>  10 Working Days After Successful Completion of Assignments	<b>VENUE</b>  Harrow, London or Croydon, London	<b>DURATION OVERALL (MICRO TEACHING SESSION)</b>  3 TO 4 HOURS (You will only be required to deliver your session for 20 minutes)
--	---	---	--

The PTLLS course will teach you how to develop valuable lessons and how to plan your teaching sessions. You will need to keep in mind the type of learners you may have in your class and how to deal with varying levels in one class. You will then deliver a complete lesson of 20 minutes on any topic of interest to you (micro teaching session) to a small group of learners while your tutor observes and takes notes. At the end of the session, you and the other learners in your group will be asked to evaluate your lesson.

You are able to complete this course in your own time and freedom so that you are able to achieve it as quickly as you like. However, there is a submission deadline of 1 month from the date of booking.

*(You can get an extension in genuine cases. You will be asked for proof of the reason for extension.)*

The cost of our teaching course is competitively priced at £349.

Please visit [www.britishbeautygroup.co.uk](http://www.britishbeautygroup.co.uk) for further details and to enrol onto this course or kindly email us on [info@britishbeautygroup.co.uk](mailto:info@britishbeautygroup.co.uk).

## GUIDANCE ON INFORMATION REQUIRED FOR COURSE ACCREDITATION

Before you can become accredited by the British Group of Professional Beauty Therapists, you must ensure that your students receive all the practical skills and theoretical information that is needed to carry out the treatment.

Please ensure the course syllabus/manual includes all relevant information as below:

- Front cover with company details (company name, web address, telephone number)
- Learning Objectives (what they will learn by the end of the course)
- Health and Safety Law
- Sterilisation Methods and Hygiene
- Data Protection
- Relative Course Anatomy & Physiology
- Consultation process and an example of the consultation sheet
- Contra-indications & Contra-actions (add images to enable students to recognise them)
- Licensing Requirements (if required)
- Code of Ethics
- Treatment Procedure
- Aftercare and an example of the aftercare sheet
- Insurance (Please download 'Student Insurance Form' from our 'Downloads' section on our site and insert this at the back of your manual)

In addition to the above, please attach your lesson plans (ie. breakdown of practical and theory work and how much time will be allocated to each) for each course which should also include:

- Methods of assessment (must include a practical element)
- Details of case studies required to be completed by the student (if any)

## FORM A TRAINING SCHOOL ADMINISTRATION DETAILS

(Please ensure ALL answers are typed)

Training School/Institute Name	
Training School/Institute Name	
Training School/Institute Name	
Postcode	
Website Address	
Telephone	
Fax	
Email Address	
British Beauty Group Membership Number	
Course Venue Address (If different from above)	
Postcode	
Which other organization has the course(s) been accepted by, if any?	
Has accreditation ever been withdrawn by another company?	YES NO
Have you taken out Teaching Insurance cover for ALL tutors?	YES NO
Have you taken out Public Liability Insurance cover for your business?	YES NO

## FORM B COURSE(S) DETAILS

(Additional sheets of Form B are provided at the end of this pack)

Course Name	
Maximum Number of Students	
Pre-requisites Required	
No. of Hours (Theory)	
No. of Hours (Practical)	
Total Days	
What form of assessment will be carried out? (To include theory, practical and/or case studies)	

Course Name	
Maximum Number of Students	
Pre-requisites Required	
No. of Hours (Theory)	
No. of Hours (Practical)	
Total Days	
What form of assessment will be carried out? (To include theory, practical and/or case studies)	

## FORM C TUTOR(S) DETAILS

Tutor Name	
British Beauty Group Membership Number	
Professional Qualifications Held	
Teaching Qualifications	
Number of years experience in the industry	
Email Address	

Tutor Name	
British Beauty Group Membership Number	
Professional Qualifications Held	
Teaching Qualifications	
Number of years experience in the industry	
Email Address	

Tutor Name	
British Beauty Group Membership Number	
Professional Qualifications Held	
Teaching Qualifications	
Number of years experience in the industry	
Email Address	



## ACCREDITATION APPLICATION CHECKLIST

Please use the checklist below to ensure you have included all the relevant documentation required. Kindly note that failure to submit all of the required information may result in a delay in processing your accreditation application.

- Forms A, B, C & D
- Photocopies of each individual Tutor(s) Beauty/Nails/Holistic/Hair qualification relating to the course(s) they wish to teach and a copy of their Teaching qualification(s). Copy of an up-to-date CV for each tutor.
- Copies of the certificate that successful students will be issued with upon completing each course.  
*(Please ensure 'The British Group of Professional Beauty Therapists' logo is clearly displayed on **ALL** student certificates)*
- Full details of course content to include full course notes in the form of a training manual for each course.  
*(Include a list of supportive text books recommended, if any)*
- Accreditation Fee  
*(Please include completed payment details form on page 14)*
- Current copy of insurance policies to show that each tutor is covered for teaching and holds professional public liability insurance policy to show that students will be covered at the course venue.

Please complete and return the application form electronically to our email address: [info@britishbeautygroup.co.uk](mailto:info@britishbeautygroup.co.uk) or by saving on to a CD or memory stick and sending it to: The British Group of Professional Beauty Therapists, 100 Pall Mall, St James, London, SW1Y 5NQ.

*Please allow at least 21 working days for your application to be processed.*

## TERMS & CONDITIONS / DECLARATION

All enquiries should be submitted by email to [info@britishbeautygroup.co.uk](mailto:info@britishbeautygroup.co.uk).

Alternatively, you may call us. Due to the high demand of our services however, please do bear in mind that there may be a slight delay in answering your call.

In order to be eligible to be included on The British Group of Professional Beauty Therapists short course accreditation program, you must become a member and this can be done by visiting our site and clicking on the tab titled 'Membership & Insurance'. You must remain a member of The British Group of Professional Beauty Therapists whilst your courses are accredited by us and renew annually. It is a requirement to hold a teaching qualification where the minimum is City & Guilds 7303 or equivalent.

You are advised that The British Group of Professional Beauty Therapists reserves the right to carry out spot checks without prior notice in order for us to maintain the high quality standards of our organization. In the event that your accreditation is withdrawn, the decision to refuse approval is final.

If information on this form proves to be false, course accreditation will be withdrawn and no fees will be refunded as a result.

The British Group of Professional Beauty Therapists has the right to change these terms and conditions at any time.

*Please allow at least 21 working days for your application to be processed.*

### Declaration

I agree that as a member of The British Group of Professional Beauty Therapists, I will abide by the terms & conditions laid out above at all times.

**Signed**

**Position**

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Date**

\_\_\_\_\_

## PAYMENT DETAILS

Course costs are shown below:

Initial registration & Short Course Accreditation for 1 course	£170
Initial registration & Short Course Accreditation for up to 12 courses	£350
Price per additional course	£25
Annual renewal fee for accreditation	£145
Teaching insurance (renewable annually)	£135

Tick here if you require teaching insurance cover (Or click 'Membership & Insurance' on our website and sign up now)

Please kindly complete the section below so that we can process your payment.

Card - **Visa / Delta / MasterCard / Switch / Solo**



16 Digit Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cardholder's Name

Amount Payable

Expiry Date

MM	YYYY
----	------

Start Date

MM	YYYY
----	------

Security Number

Issue Number *(maestro only)*

Signed

Date

---

## FORM B COURSE(S) DETAILS

Course Name	
Maximum Number of Students	
Pre-requisites Required	
No. of Hours (Theory)	
No. of Hours (Practical)	
Total Days	
What form of assessment will be carried out? (To include theory, practical and/or case studies)	

Course Name	
Maximum Number of Students	
Pre-requisites Required	
No. of Hours (Theory)	
No. of Hours (Practical)	
Total Days	
What form of assessment will be carried out? (To include theory, practical and/or case studies)	

## FORM B COURSE(S) DETAILS

Course Name	
Maximum Number of Students	
Pre-requisites Required	
No. of Hours (Theory)	
No. of Hours (Practical)	
Total Days	
What form of assessment will be carried out? (To include theory, practical and/or case studies)	

Course Name	
Maximum Number of Students	
Pre-requisites Required	
No. of Hours (Theory)	
No. of Hours (Practical)	
Total Days	
What form of assessment will be carried out? (To include theory, practical and/or case studies)	

## FORM B COURSE(S) DETAILS

Course Name	
Maximum Number of Students	
Pre-requisites Required	
No. of Hours (Theory)	
No. of Hours (Practical)	
Total Days	
What form of assessment will be carried out? (To include theory, practical and/or case studies)	

Course Name	
Maximum Number of Students	
Pre-requisites Required	
No. of Hours (Theory)	
No. of Hours (Practical)	
Total Days	
What form of assessment will be carried out? (To include theory, practical and/or case studies)	

## FORM B COURSE(S) DETAILS

Course Name	
Maximum Number of Students	
Pre-requisites Required	
No. of Hours (Theory)	
No. of Hours (Practical)	
Total Days	
What form of assessment will be carried out? (To include theory, practical and/or case studies)	

Course Name	
Maximum Number of Students	
Pre-requisites Required	
No. of Hours (Theory)	
No. of Hours (Practical)	
Total Days	
What form of assessment will be carried out? (To include theory, practical and/or case studies)	

## FORM B COURSE(S) DETAILS

Course Name	
Maximum Number of Students	
Pre-requisites Required	
No. of Hours (Theory)	
No. of Hours (Practical)	
Total Days	
What form of assessment will be carried out? (To include theory, practical and/or case studies)	

Course Name	
Maximum Number of Students	
Pre-requisites Required	
No. of Hours (Theory)	
No. of Hours (Practical)	
Total Days	
What form of assessment will be carried out? (To include theory, practical and/or case studies)	