Yearly Audit

Your yearly audit must be completed every month, this is everything that you submit to us per month, but in one 12 month table, to ensure that everything on our database matches your database.

Every month you must have a complete total of - courses taught, students taught, new students, existing students. We also wish to know if all staff are still the same at the end of the year to who they were at the start of the year. The below template is to be used and submitted for your overall yearly figures. If you did not teach one month, please fill it in with 0 for all.

On a monthly audit, we require, the name of each student, whether they are brand new, or an existing student, and what course they have completed with you.

We also require information on who has taught what course, per week, at the end of each monthly audit.

If you require help with these tables, please do not hesitate to ask.

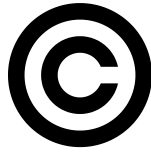info@cosmetologycpd.com

Name of Academy...

Name of Head of Education / Responsible for Education at the Above academy

....

Month	Amount of courses taught this month	Brand new students taught this month	Existing students taught this month	Complete amount of students taught this month
Jan				
Feb				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Please confirm that all trainers remain the same, with an adequate level 3 education (aet/ptlls) and a suitable insurance. These will need to be stored by yourselves (the training academy).

Yes I can confirm all staff remain the same.

No, there has been a change to staff, which I will update at info@cosmetologycpd.com