

# THE ULTIMATE ACCREDITATION GUIDE BY



An independent CPD verification service, boasting consultancy factors within the beauty, makeup, hair and aesthetic industry.



Globally Recognised with overseas affiliations.

[www.cosmetologycpd.com](http://www.cosmetologycpd.com)

What is CPD and who are Cosmetology CPD?

CPD stands for Continuous Professional Development, meaning that those in their qualified industry, continue to upscale their own knowledge and skill. The industry that Cosmetology CPD specialise in, is of course, Cosmetology.

So what exactly is Cosmetology? It is the practice of 'beautifying' the face, hair, skin and nails. Therefore, we, at Cosmetology CPD ONLY offer an accreditation service to those in this sector. WHY? Our staff are equipped with decades of experience, in both training and client skill base themselves, that's why we not only accredit, we also offer a consultancy option for your practice. We are experts in the beauty, make up, aesthetics and hair filed. Consultancy? So, for example, if you have limited experience in teaching, or knowing how to create your brand, how to deal with SEND students, or just a little low on confidence, we can consult you

through the entire process. If you are brand new to launching your academy, we will walk you through everything that you need to know to launch successfully and within relevant protocols, licenses and documents for a successful business launch.

We have a specialist SEND staff providers, who are on hand to help you through the management of SEND students. We have an internal verifier on board, to ensure that the teachers are up to scratch, and a DTLLS level 5 trainer, who is specific to helping create and write courses, helping you with insurers and protocols and options for different learning methods and types. We have easily accessible materials ready and waiting for academies that may lack the extra knowledge for more complicated teaching methods (SEND for example, those with English as a second language etc).

We also have a mental health nurse on board, ready to help you with any queries you, your staff or student may be experiencing. More information is given in your welcome pack, should you wish to go forward with accreditation and/or consultancy.

We know how stressful running an academy can be, and sometimes you just don't have the answer, well don't worry, we DO! Should you find that you require the assistance of our mental health professional, there is no extra cost for this, and our amazing mental health nurse will help to guide you, your staff and student into a better position. (This is not a chance for diagnosis or prescription, but a great means of extra support, immediate referral can be considered to allocated GP if we feel anyone is in danger to themselves).

## WHAT ARE THE STAGES TO SUCCESSFUL ACCREDITATION?

### STAGE ONE

Fill in the form online, you can either opt for a call or an email discussion, this is a quick chat or a straight forward email, just outlining what we expect from you, and what you can expect from us.

### STAGE TWO

Upon viewing your teacher training certificates, which MUST be a government accredited qualification (VTCT, OFUAL etc), level 3 AET, teaching assistant equivalent, we will invite you to take a look at our accreditation payment options. Upon purchase of either a monthly or annual payment, we will award you your academy authentication document. Your authentication paperwork will include your Academy Reference Number.

If you are a soul trader trainer, you will need the above mentioned qualification.

If you are a group of training staff, the Head of Academy MUST hold a government accredited training qualification, whilst staff members may hold a CPD version, or be under taking training to gain their teaching qualification. Proof of these will be needed per staff member.

### STAGE THREE

Now that you have official accreditation, we will ask to view a copy of each course manual you wish to train with. Along with these, we will need the relevant staff members own certificates to prove that they have their own adequate skill in the subject. If course manuals need to be edited, we will advise you on what needs to be added, and give you several weeks to complete this task.

### STAGE FOUR

We will now send across the student profile form that each one of your pupils must complete upon joining your academy, whether that be for a one day course, a 3 day course or a monthly running option. You must keep these on record, following GDPR standards and complete our monthly student form, so that we too have our own database version of your students. This ensures each student has their own Learner Identifier Number which will be displayed on their certificates, we will talk you through this very simple task via email. This is super easy to set up and keeps each student's achievement on record twice with both yourselves and our database. This also ensures that no one can 'copycat' your certificate fraudulently.

### STAGE FIVE

Start TEACHING under your brand new ACCREDITING BODY.

## HOW LONG DOES THE ACCREDITATION PROCESS TAKE?

From start to finish, around 10-14 days. But you will receive your academy accreditation document as soon as we view your teacher training certificates.

## HOW LONG DOES MY ACCREDITATION LAST FOR?

Each accreditation package is based on one year, once your first year is up, a rolling contract will be initiated unless you have given notice of termination after 12 months. Direct debits are still based on a 12 month contract, and this is signed in the terms and conditions once

reaching the payment options. You can terminate your contract with a proof of business closure.

## WHAT ARE THE BENEFITS OF BEING ACCREDITED WITH COSMETOLOGY CPD?

We are affiliated with The Australian Beauty Council AND recognised by the British Beauty Council. We are also in talks with other over seas collaborations, USA specifically. THIS IS A WORLDWIDE RECOGNISED ACCREDITING BODY.

CONSULTANCY - Unlike ANY other CPD representation that you could join, we specialise ONLY in our sector, meaning that we have the experience and skill to consult you throughout your entire business branding, launching your academy, organising your staff, creating lesson plans, looking at different teaching methods and how to create the most effective profit margin as an academy. We are MORE than an accreditation centre.

You will also have access to your own REGIONAL MANAGER, who will deal specifically with your area once monthly via zoom call, this will be to talk through any queries you may have, advise with tips and so on. This is also an immediate port of call for you and your business if out of our standard working hours.

We are a dedicated team, striving to make your business the best it can be.

We also offer a brilliant range of materials that you can refer too, when training SEN students. Along with this, we will hold online events where all academies are welcome to join, this is basically a CPD zoom for yourselves, to make sure that your training skills are forever improving.

## GENERAL POINTS OF CONTACT

CONTACT NUMBER - 447344490081

EMAIL - INFO@COSMETOLOGYCPD.COM

Further direct contacts are provided upon completion of sign up.

[www.cosmetologycpd.com](http://www.cosmetologycpd.com)

