

the **guild**
of Beauty Therapists

Guild Accreditation Information Pack

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Guild Accreditation Of Short Training Courses

Accreditation of training courses is vital for any school as it means your students will be able to obtain insurance with your certificate. Being a Guild accredited school shows your students that your courses are run to a high standard set out by an industry leader.

The Guild accreditation scheme is unique as it offers more than any other. Guild accredited schools can enjoy a wide range of benefits as well as knowing they are represented by the most widely recognised trade body in the industry.

In addition to recognition of your courses, Guild accreditation also gives you advertising on the Beautyguild.com Training Directory. It also allows you to use the respected Guild branding on your certificates, website and marketing materials.

You can also benefit from advertising credits which you will accrue for every student you refer to the Guild for insurance. These credits can then be put towards advertising your courses on the Beautyguild.com website and Guild Gazette magazine.

Guild accreditation also gives you the opportunity to offer Guild Training International courses alongside your own.

Benefits

- ✓ **Your accredited courses will be accepted by the Guild for insurance purposes.**
- ✓ **Your details will be listed on the Beautyguild.com searchable Training Directory and in the Guild Gazette magazine.**
- ✓ **Course enquiries will be sent to you immediately by email.**
- ✓ **Each course will receive a Continuing Professional Development (CPD) rating.**
- ✓ **Guild accreditation is the biggest accreditation scheme in the country, making our recognised courses amongst the most sought after.**
- ✓ **You can use the Guild's logo for advertising and promotional purposes.**
- ✓ **You can add Guild Training International theory courses to your prospectus.**
- ✓ **You can earn membership referral credits which can be used to advertise your courses on Beautyguild.com and in the Guild Gazette magazine.**
- ✓ **You will have access to Guild Training International courses.**

Guild Accreditation Requirements

In order to become an accredited school you must be qualified in the subject you are teaching and also have an appropriate teaching qualification. **You should also have a minimum of six months qualified experience** in the area in which you would like to teach. If you do not already have a teaching qualification, we recommend you enrol on the BTEC Level 4 PTLLS course offered by the Guild.

Accreditation Fees

	Accredit Up To 3 Courses	Accredit Up To 10 Courses
Accreditation Fee	£395 + VAT (£474)	£495 + VAT (£594)
Renewal Fee	£295 + VAT (£354)	£295 + VAT (£354)
Cost Per Additional Course	£45 + VAT (£54)	£45 + VAT (£54)

You must make arrangements to pay in full the accreditation application fee at the time of submitting your application. Fees can be paid by credit or debit card over the telephone or by cheque payable to GPBT Ltd, 320 Burton Road, Derby DE23 6AF. All fees will be reimbursed in full if your application is not successful.

To apply for Guild Accreditation, you need to complete and return the four forms which can be found in the 'Downloads' section of Beautyguild.com. Alternatively you can contact Thereasa Morgan on **0845 2177 386** or **01332 224 883** or email thereasa@beautyguild.com.

All forms must be filled in electronically and submitted either by email or on CD.

If you need any further information, please call 0845 2177 386 or 01332 224 833.

****Please allow at least 20 working days for the course accreditation process****

Guidelines on how to get your Courses Accredited

In order for your courses to be accepted for accreditation by the Guild, you need to ensure that they provide the student with all the required theoretical knowledge and practical skills required to carry out the treatment.

Before you submit your training courses for accreditation, you must ensure that your course notes include all relevant information about:

- Treatment procedure
- Health and safety law
- Sterilisation methods and salon hygiene
- Data protection
- Anatomy and physiology relating to the course, or you must stipulate students hold an A&P qualification prior to attending the course.
- Consultation process and an example of the consultation card.
- Contra-indications and how to recognise them.
- Contra-actions.
- Licensing requirements if necessary.
- Professionalism/Code of Ethics.
- Local bye laws that may affect your business, for example, treating minors.
- Examples of methods of assessment.
- Insurance.
- Details of case studies that students are required to complete.
- You will also need to provide a multiple choice test for your students to complete

Guild accreditation also requires a breakdown of practical and theory work and the assessment must include a practical element.

gti | GUILD TRAINING INTERNATIONAL

One of the many benefits of Guild accreditation is access to the full range of Guild Training International courses.

Guild Training International is the gold standard in beauty, holistic and nail courses, and you can be a part of it. GTi offer the courses that are in demand, bringing new business to your school.

As an accredited school you will automatically qualify to offer GTi theory courses to your students. These include theory courses such as Anatomy & Physiology, Professional Standards For Therapists plus an extensive range of business and practical courses.

GTi courses make training easy to offer without compromising on quality. We do the hard work so that you can concentrate on offering top quality practical training.

GTi are here to help you make the most of your business and can boost the number of students coming through your doors with our extensive joint marketing campaigns.

GTi courses are written by leading industry experts and contain full examinations at the end of each module. All GTi courses fit the needs of employers and students and offer training centres an easy way to start earning money straight away.

For a copy of the GTi brochure, please see the 'Downloads' section of the Beautyguild.com website or contact Thereasa on **01332 224 833** or thereasa@beautyguild.com.



Frequently Asked Questions

Does Guild accreditation mean my students can get insurance?

Yes. Once you have your courses accredited by the Guild, your students will be able to apply for Guild membership and insurance cover.

What are the benefits of the accreditation process?

The purpose of the accreditation process is to allow us to assess the content of each course and check that it meets our insurance requirements. Once accredited, we will be able to offer insurance to those students who have successfully completed their training with you.

What qualifications do I need?

In order to be accredited, your tutors need to be Guild Members who have been qualified for at least six months in all of the subjects they wish to teach. They will also need to hold a recognised teaching qualification, which can include City and Guilds 7300, City and Guilds 7302, City and Guilds 7303 (PTLLS), City and Guilds 7304 (CTLLS), City and Guilds 7305 (DTLLS) or Certificate in Education.

The Guild offers an online Preparing to Teach in the Lifelong Learning Sector (PTLLS) - Level 4 BTEC course. PTLLS is the first level of a revised teacher/trainer qualification for those wishing to teach adults, which includes the introduction of licensed practitioner status. The course will teach you to plan sessions and develop interesting and valuable lessons. You will be asked to consider the type of learners you may have in your class and how to deal with varying levels in one classroom. Through interaction with your tutor you will produce a lesson plan for teaching a short session. Each trainee will then deliver a complete lesson of between 15 and 30 minutes on a topic of interest to you. To enrol on the course please call Thereasa Morgan on 0845 2177 386/01332 224 833 or email thereasa@beautyguild.com.

How much does it cost?

The cost to become a Guild Accredited Training Provider is £495 + VAT (£594.00). This also allows you to accredit up to 10 courses within 12 months from the date of your initial accreditation. Any additional courses over and above the initial 10 or after the 12 months will cost £45 + VAT each (£54.00). The annual renewal fee is £295 + VAT (£354.00). You will also need to be a Guild member.

Is there an age limit for students?

Please be aware that although you can teach students under the age of 16, we can only offer insurance to students aged 16 and above. It is up to you to check the Health and Safety Law with regard to teaching under 16 year olds.

Does accreditation include insurance?

Guild accreditation does not include insurance for your training establishment, or you as a tutor or any of your staff or students. However, it is an accreditation criteria that you have public liability insurance cover for your business, and we do also recommend that you take out teaching risk cover for all of your tutors. The Guild can offer individual quotations if required. Please call 0845 2177 383 for more information on what cover you will need.

Can I start teaching before I get my teaching qualification?

Whilst you may know your subject inside out, the ability to teach this is completely different, which is why we require tutors to hold a teaching qualification. The teaching qualification will also help you to build and structure your course, and so we will not accredit anybody who has not completed and passed their teaching qualification.

Do you issue certificates to my students when they pass my course?

The Guild does not issue certificates to the students of any training schools. You should issue your own certificates when you are happy the student has successfully passed your course. Once accredited, you may use the Guild logo on your certificates, website and marketing material.

Frequently Asked Questions

Do you have any membership forms I can give to my students?

Once accredited, we will send out batches of postcards with details about Guild membership and insurance for you to pass to your students. These cards will include a referral code which relates to your school. When a student joins the Guild using this code they will not have to pay the joining fee.

Will you accept courses accredited by other companies?

When you apply to get your courses accredited by the Guild, it is specifically for our membership and insurance purposes.

How long does the accreditation process take?

Once we have received your application, the accreditation process should not take more than four weeks or 20 working days. If updates are required then this will mean that it will take longer.

Who recognises Guild accredited courses?

Guild accredited training courses are recognised by the Guild for membership and insurance purposes. This means that any student who holds a Guild accredited course will be able to obtain the insurance they need from the Guild to work in the industry in the UK and Ireland. Guild Membership is also available throughout the rest of the world, although insurance will need to be arranged locally. Guild accredited training courses are widely recognised throughout the industry in the UK, Ireland and internationally. However, we can not guarantee that Guild accredited courses will be universally accepted by all organisations and some licensing authorities may require additional qualifications. It is the responsibility of the training school to make students aware of any local licensing restrictions.

Does this accredit me for life, or do I have to renew?

The accreditation is reviewed every year, and you will have to pay a renewal fee of £295 + VAT (£354.00) on a yearly basis.

Does my school have to be at a fixed address, or can I offer training in the salons of students?

The Guild accredits the courses you offer, so as long as the same content and procedures are included. You can offer training at individual salons and venues throughout the UK providing they comply with the necessary health and safety requirements and have adequate training facilities.

Can I add more courses at a later date?

You can add courses to your accreditation at any time. Your initial accreditation fee allows you to accredit up to 10 courses within 12 months from the date of your initial accreditation. Any additional courses over and above the initial 10 will cost £75 + VAT (£90.00) each.

What information do I need to send you?

You need to complete the forms in this application pack and return them to us in an electronic format along with your course manuals and copies of your training/teaching/beauty/holistic/nail qualification certificates.

Are there any other benefits of Guild accreditation?

Not only will your courses be accepted for insurance purposes by the Guild, they will also be advertised on the Beautyguild.com Training Directory. This will allow you to use the Guild branding on your certificates, website and marketing materials. For every student you refer to the Guild for insurance, you will be given advertising credits which you can use to promote your courses on the Beautyguild.com website and Guild Gazette magazine. Guild accreditation also gives you the opportunity to offer Guild Training International courses alongside your own.

What if I have any further questions?

Contact Thereasa Morgan on 0845 2177 386 or email thereasa@beautyguild.com.

Guild Accreditation Terms And Conditions

The Guild Of Beauty Therapists works with training centres in the UK and worldwide to provide students with world class training and qualifications. The Guild Of Beauty Therapists are committed to providing support for training centres as required. By applying to become a Guild accredited training school, the individual or organisation agrees to abide by and comply with the following general terms and conditions. The Directors of the Guild of Professional Beauty Therapists Ltd reserve the right to withdraw accreditation and remove from the website any training centre that fails to comply with any of the following general terms and conditions.

Complaints Procedure

The Guild Of Beauty Therapists strive to provide a world class standard of customer service. A formal complaints procedure is in place which is designed to settle any disputes as quickly and as fairly as possible. All complaints will be investigated thoroughly. If a complaint is made about a Guild accredited school, the school will be sent a copy of the complaint and will be obliged to provide a written response within five working days. The Directors of the Guild of Professional Beauty Therapists Ltd will make every attempt to resolve the complaint to the satisfaction of all parties. Where disputes cannot be settled amicably by both parties, the Directors of the Guild of Professional Beauty Therapists Ltd will decide on the appropriate action. The Directors decision is final.

Legislation And Insurance

Guild accredited training schools are required to operate in accordance with health and safety and all other legislation as required by law in the country in which they operate. Training schools are also required to hold an adequate level of employers, treatment, public and product liability insurance. Training schools will be required to provide proof of public liability to the Guild of Professional Beauty Therapists Ltd on an annual basis.

Tutors

Training for Guild accredited courses can only be delivered by tutors who are qualified in the subject area they are teaching and hold a recognised teaching certificate. Training schools are required to provide details of all tutors who provide training for Guild accredited courses and agree to provide notification of any additions to teaching staff.

Training Locations

Guild accredited training schools must be able to provide students with adequate professional facilities in order to deliver a satisfactory standard of practical training. The Guild of Professional Beauty Therapists Ltd must be informed of any significant changes to training facilities.

Privacy Policy

The full Privacy Policy is available on the Beautyguild.com website.

Refusal or Cancellation of Accreditation Status

Please note that as a training provider you must comply with Health and Safety Law and any local bye laws. All equipment used by students must comply with safety standards. The Guild Of Professional Beauty Therapists Ltd reserve the right to refuse or cancel accreditation at any time if any of the information provided on the application is false and students will not be assured of GPBT Ltd group insurance. Where accreditation is refused or cancelled, the directors decision is final.

The following must be adhered to in order for your Guild Accreditation to continue:

Please ensure that for all accredited courses that the certificate is signed and issued by the head of the school. This must not be done by employed or self employed staff.

Any employed or self employed tutor is not permitted to advertise Guild Accredited courses on their own website. The Guild recognition is for your courses only and is not to be used in conjunction with any unaccredited course or training school.

You must not advertise any courses as being Guild Accredited unless you have had confirmation that we (the Guild of Professional Beauty Therapists) have accredited the course. Advertising your courses as Guild Accredited before they have actually been accredited is false advertising.

You should avoid the use of generic statements such as 'All of our courses have been Guild Accredited' unless this is true and you have confirmation from us stating that we have accredited the course for you.

If you are unsure about any of the above then please do not hesitate to get in touch.

If you require any further information, please contact **Thereasa Morgan** on **0845 2177 386 / 01332 224 833** or email thereasa@beauty-guild.com.

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