



QUALIFYLA CENTRE ACCREDITATION APPLICATION FORM

All sections of this application are to be completed and returned to QUALIFYLA with any supporting documents that have been requested.

Section A: Administration Details

Type of Application (new centre/additional or change of premises)	
Date of application	
Centre name	
Centre address (including country & postcode)	
Beauty/Holistic site address (if different from centre address)	
Telephone number (with international dialling code)	
Emergency Contact number	
Email address	
Head of Beauty/Holistic's (name/direct contact)	
Type of establishment (FE/Private/other - please state)	
Contact for Exam Scheduling	
Name Email Telephone	

Section B: Account/Finance details

Accounts contact name Telephone number	
Accounts email (all invoices are sent via email)	

Section C: Accreditation/Qualification details

Have you applied to or are currently accredited with another Awarding Organisation?	YES	NO	DETAILS
Have you ever had any approvals from another Awarding Organisation turned down or withdrawn?	YES	NO	DETAILS
Do you have any current sanctions/restrictions imposed on you by another Awarding Organisation?	YES	NO	DETAILS
Where did you first hear about QUALIFYLA?			

Please list the QUALIFYLA qualifications you wish to offer

Qualification Code	Qualification Level	Qualification Title

Section D: Staff details

Please list the details of the proposed teaching staff below. You will be required to complete a 'new tutor form' and submit the required supporting documents for each member of the teaching team in addition to this accreditation application form.

Staff name	Position in department (e.g. Tutor, Senior Tutor, Head of Department)

Please confirm all staff will receive an induction and will have full access to both QUALIFYLA and your centre's required policies and procedure documents	YES	NO
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Please identify the nominated contact for the centre who will be responsible for Health & Safety, Complaints/Grievance and Equal opportunity issues	
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Section E: Resource/Equipment details

Please confirm your premises has fire safety equipment and evacuation procedures, a first aid box, accident book, up to date equipment and facilities and you have Health & Safety and Risk assessment policies that are in use, reviewed and updated as necessary.	YES	NO
If no, please give details:		

Please confirm your premises has a practical salon room with space to accommodate all learners, hot/cold water, suitable surfaces, easy access for all, toilets, changing facilities and a suitable space for theory sessions.	YES	NO
If no, please give details:		

Please confirm there will be enough equipment for the learners to use exclusively during their training	YES	NO
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QUALIFYLA equipment requirements:

For teaching purposes, you are required to have one piece of general equipment per two learners (i.e. couch, trolley, stool etc.) For other equipment you are required to have one piece per five learners, unless otherwise stated below.

For examination purposes, QUALIFYLA expects that each learner has access to all equipment required for individual use.

QUALIFYLA rules state no more than ten learners will be practically examined in any one session. All equipment must comply with current safety standards and be used in accordance with manufacturer's instructions.

It is the centres responsibility to ensure:

- All equipment used conforms to EU-Electromagnetic compliance Directive 2014/30/EU, EU low voltage Directive 2014/35/EU and the Electrical Equipment (Safety) Regulations 1994/2016 as applicable. If the equipment conforms to any other regulatory body other than the above, QUALIFYLA will review the certification and will decide to grant acceptance or not.
- Products used are those approved by EU Cosmetics Regulations for cosmetic use by practitioner. If the product conforms to any other regulatory body other than the above, QUALIFYLA will review the certification and will decide to grant acceptance or not
- Adequate insurance is in place, as recommended by industry, at all times, to include cover for all learners, staff and clients attending QUALIFYLA courses

Please list under 'centre check' the **NUMBER** of each item you have/will have for starting to deliver your QUALIFYLA qualifications. You are only required to stock the specific equipment relevant to the qualification you are offering. A QUALIFYLA representative will confirm the equipment you have stated under 'QUALIFYLA check' during your site inspection.

Qualification type	Specific requirements	Centre check	QUALIFYLA check
All practical qualifications (excluding make up)	Beauty couch		
	Trolley		
	Stool/chair		
	Magnifying lamp (where applicable)		
	Sterilisation equipment/methods (appropriate for course offered)		
	Appropriate and sufficient range of products (as required/detailed in the syllabus for course offered)		
All Make-up qualifications	Make up stool		
	Magnifying lamp		
	Sterilisation equipment/methods (appropriate for course offered)		
	Appropriate and sufficient range of products (as required/detailed in the syllabus for course offered)		

Qualifications requiring beauty therapy equipment	Steamers		
	Brush cleanse		
	Comedone extractors		
	Paraffin wax heater		
	Hot wax system (one per two learners)		
	Warm wax system (one per two learners)		
	Thermal mitts/boots		
	Manual/automatic tweezers		
Qualifications requiring facial electrical equipment	High frequency		
	Galvanic		
	Micro-current		
	Faradic (EMS)		
	Vacuum suction		
	Hot towels/cabinet		
Qualification type	Specific requirements	Centre check	QUALIFYLA check
Qualifications requiring body electrical equipment	Galvanic		
	Faradic (EMS)		
	Microcurrent		
	Vacuum suction		
	G5		
	Infra red		
	Audio sonic		
	Hot towels/cabinet		
Qualifications requiring epilation equipment	Short wave diathermy (one per two learners)		
	Blend epilator (one per two learners)		
	Selection of needles		
	Sharps box or equivalent		
Qualifications requiring make-up equipment	Airbrush and Compressor (airbrush make up only)		
	Specialist products (as listed in relevant syllabus)		
Qualifications requiring tanning equipment	Spray booth (if required)		
	Spray gun and compressor		
Qualifications requiring nail technology equipment	Nail stations/desks		
	Desk lamps		
	UV/LED lamps		
	Airbrush and compressor		
	Gel system		
	Liquid & powder system		
	Wrap system		
	Electric file system		
Qualifications	Stone heaters (one per two learners)		

requiring stone therapy equipment	Sets of stones (one per two learners)		
	Thermometers (one per two learners)		
	Heat resistant gloves (one per two learners)		
	Means of cooling stones		
Qualifications requiring aromatherapy products	Selection of essential oils (40)		
	Selection of carrier oils (10)		
Qualifications requiring ear candling equipment	Biosun Ear candles		
Qualification type	Specific requirements	Centre check	QUALIFYLA check
Qualifications requiring chemical peeling, Microneedling or blemish removal by Thermolysis and cryotherapy equipment	Specific chemical peel		
	Minimum of 2 glycolic or lactic acid peels (40% maximum strength and minimum pH 2.5)		
	A salicylic or mandelic acid peel (20% maximum strength and minimum pH 2.5)		
	A choice of minimum 3 different combination peels (50% maximum total strength and minimum pH 2.5)		
	Disposables - brushes, peel applicators or swabs		
	Small glass ceramic dishes		
	Antihistamine cream		
	Cosmeceutical products to include: Mineral only sunscreen Hyaluronic acid serum Antioxidant serum/Vitamin C serum Retinol products (maximum 0.3% strength) Anti-inflammatory/anti-redness products		
	Specific Microneedling		
	Manual dermal roller devices up to 0.5mm or mechanical devices from a reputable source constructed with a valve to prevent backflow of contaminated matter into the cartridge		
	5kg sharps bin		
	4% Lidocaine topical anaesthetic (sufficient supply for 10mg per client, per treatment)		
	Antihistamine cream		
	Cosmeceutical products to include: Mineral only sunscreen Hyaluronic acid serum Antioxidant serum Retinol products (maximum 0.3% strength) Anti-inflammatory/anti-redness products		
	Specific blemish removal		

	Shortwave diathermy machine (1 per 2 learners)		
	Finger switch needle holder (2 per machine)		
	Needle holder caps (multiple per machine)		
	Spare machine leads		
	Magnifying lamp/headset (1 per couch)		
	Autoclave		
	Stainless steel or disposable kidney dishes		
	Stainless steel or disposable tweezers		
	Pointed surgical tweezers		
	Appropriate and sufficient range of wound dressings		
	Sharps bin (0.5-1 litre, 1 per couch)		
	Specific blemish removal continued		
	Cryopen/cryotherapy blemish removal device		
	Electrolysis needles to include: 1.0mm needles Two piece 0.3mm 0.4mm 0.5mm 0.6mm One piece 0.4mm 0.5mm 0.6mm		
	Chlorhexidine solution		
	Barbicide (manicure size jar) plus solution		
	Antiseptic gel		
	Generic for all treatments		
	Soft clinical waste bin		
	Hazardous waste collection service		
	Surgical gauze swabs (7cm – 10cm square toppers)		
	Sterile saline pouches		
	Non-latex surgical gloves/surgical gloves		
	Oxygen canister		
	Informed consent documents		
	Digital camera		
Qualifications requiring laser equipment	Please list all relevant equipment you provide for your learners here:		
Qualifications requiring micropigmentation equipment	Please list all relevant equipment you provide for your learners here:		

Section F: Learner details

Please confirm your learners will be aged 16 and above and that you will provide them with an induction covering information about QUALIFYLA and your Centre requirements, policies and procedures	YES	NO
Please confirm you will have secure arrangements for storing records and that you will monitor learner attendance and progress	YES	NO
If no, to any of the above, please give details:		

Section G: Completion of Centre Accreditation Application

Once completed and returned with all required supporting documents, QUALIFYLA will process your paper application and arrange a site inspection. During the visit all information you have provided will be verified by the QUALIFYLA representative. Any additions you wish to make after this time should be done so using the correct application forms (new course, new or change of site, new tutor) and sent to QUALIFYLA with all required supporting documents.

Data Protection

QUALIFYLA is committed to data security and the fair and transparent processing of personal data. The information you provide in this form will be used solely for the purpose of applying to be a QUALIFYLA Centre.

The organisation has a Data Privacy Policy which can be found on our website www.QUALIFYLA.com

Your data will be stored and used in accordance with this policy. For further information or questions regarding this policy, please contact us directly.

We (the staff) agree to abide by QUALIFYLA policies and procedures and ensure they are positively and actively promoted and practiced

Signed on behalf of the Centre by:

Name:	Signature:
Position:	Date: