

Complete Document Templates for Aesthetics Tutor

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Course Documentation Templates

1. Course Syllabus Template

Course Title: [Insert Course Title] **Level:** [Level 4/5/6/7] **Duration:** [Number] hours/days/weeks
Delivery Mode: Blended/Online/Face-to-face **JCCP Approved:** Yes/No **Ofqual Regulated:** Yes/No

Course Overview

This course provides comprehensive training in [specific aesthetic procedures/skills] for [target audience]. The programme is designed to meet JCCP competency framework requirements and aligns with the 2025 licensing scheme for non-surgical cosmetic procedures in England.

Prerequisites

- [List required qualifications]
- [Professional experience requirements]
- [Age restrictions if applicable]
- [DBS check requirements]

Learning Outcomes

Upon successful completion, learners will be able to:

- 1. [Specific skill-based outcome]
- 2. [Knowledge-based outcome]
- 3. [Professional practice outcome]
- 4. [Regulatory compliance outcome]

Module Structure

Module 1: Anatomy and Physiology (Duration: X hours)

- Learning objectives
- Content overview
- Assessment methods
- Resources required

[Continue for all modules]

Assessment Strategy

- **Formative Assessment:** [Methods and frequency]
- **Summative Assessment:** [Final assessment details]
- **Practical Assessment:** [OSCE/practical exam details]
- **Portfolio Requirements:** [Documentation needed]

Certification

Successful learners will receive:

- [Qualification title]
- [Awarding body]
- [Validity period]
- [CPD requirements]

2. Lesson Plan Template

Date: _____ **Course:** _____ **Module:** _____ **Duration:** _____ **Tutor:** _____

Session Objectives

By the end of this session, learners will be able to:

1. _____
2. _____
3. _____

Resources Required

- Equipment: _____
- Materials: _____
- Technology: _____
- Handouts: _____

Session Structure

Time	Activity	Method	Resources	Assessment
0-15 mins	Introduction & Review	Discussion	Whiteboard	Q&A
15-45 mins	Theory Delivery	Lecture/Demo	Slides, Models	Quiz
45-60 mins	Practical Activity	Hands-on	Equipment	Observation
60-75 mins	Review & Questions	Discussion	Notes	Peer Assessment

Differentiation Strategies

- For visual learners: _____
- For kinesthetic learners: _____
- For auditory learners: _____
- For students with additional needs: _____

Health & Safety Considerations

- Risk assessment completed: Yes/No
- PPE requirements: _____
- Emergency procedures: _____
- First aid provisions: _____

Student Management Templates

3. Student Enrolment Form

CONFIDENTIAL - STUDENT ENROLMENT FORM

Personal Details

Full Name: _____ Date of Birth: _____ Address: _____ Phone: _____ Email: _____
Emergency Contact: _____

Professional Background

Current Profession: _____ Relevant Qualifications: _____ Years of Experience: _____
Professional Registration: _____ Insurance Details: _____

Course Selection

Course Title: _____ Start Date: _____ Delivery Mode: _____ Fee Payment Method: _____

Medical History (for practical training)

Any medical conditions: _____ Medications: _____ Allergies: _____ Pregnancy status: _____

Learning Support Needs

Dyslexia/Learning difficulties: _____ **Physical disabilities:** _____ **Language support needs:** _____ **Other requirements:** _____

Declarations

- ☐ I confirm all information provided is accurate
- ☐ I have read and agree to the terms and conditions
- ☐ I consent to photography/video for educational purposes
- ☐ I understand the refund and cancellation policy
- ☐ I have valid professional indemnity insurance (if applicable)

Student Signature: _____ **Date:** _____ **Tutor Signature:** _____

4. Student Progress Tracking Template

Student Name: _____ **Course:** _____ **Start Date:** _____ **Expected Completion:** _____

Module Progress Tracker

Module	Start Date	Completion Date	Theory Grade	Practical Grade	Comments	Tutor Initial
Module 1						
Module 2						
Module 3						
Module 4						

Attendance Record

Session Date	Module	Present	Absent	Late	Reason	Catch-up Required
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Skills Development Log

Skill/Procedure	Introduced	Practiced	Competent	Proficient	Date Achieved	Assessor
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Action Plans & Support

Date: _____ **Issue Identified:** _____ **Action Required:** _____ **Support Provided:** _____
Review Date: _____ **Outcome:** _____

Assessment and Certification Templates

5. OSCE Assessment Template

OBJECTIVE STRUCTURED CLINICAL EXAMINATION (OSCE)

Student Name: _____ **Course:** _____ **Date:** _____ **Station:** _____ **Procedure:** _____
Assessor: _____

Assessment Criteria

Competency Area	Criteria	Not Met (0)	Partially Met (1)	Met (2)	Exceeded (3)	Score	Comments
Preparation							
	Equipment sterilised						
	Workspace organised						
	PPE worn correctly						
Patient Interaction							
	Professional manner						
	Consent obtained						
	Questions answered						
Technical Skills							
	Correct technique						
	Precision/accuracy						
	Safety protocols						
Post-Procedure							
	Aftercare explained						
	Documentation complete						
	Cleaning/disposal						

Overall Performance

Total Score: / Percentage: ____% **Pass Mark:** 70% **Result:** Pass/Fail

Feedback

Strengths: _____ **Areas for Improvement:** _____ **Recommendations:** _____

Assessor Signature: _____ **Date:** _____ **Student Signature:** _____

6. Portfolio Assessment Rubric

PORTFOLIO ASSESSMENT - LEVEL [X] AESTHETICS

Student: _____ **Submission Date:** _____ **Assessor:** _____

Portfolio Components

Component	Weighting	Criteria	Grade	Comments
Case Studies	30%			
	Comprehensive analysis			
	Evidence-based practice			
	Professional reflection			
Practical Evidence	40%			
	Photo documentation			
	Consent forms			
	Treatment plans			
Professional Development	20%			
	CPD log			
	Reflection on learning			
	Action planning			
Regulatory Compliance	10%			
	JCCP standards met			
	Insurance evidence			
	Risk assessments			

Grading Scale

- **Distinction (70-100%):** Exceptional work exceeding requirements
- **Merit (60-69%):** Good work meeting all requirements
- **Pass (40-59%):** Satisfactory work meeting minimum requirements
- **Fail (0-39%):** Work below minimum requirements

Overall Grade: _____ Feedback: _____ Resubmission Required: Yes/No Deadline for Resubmission: _____

Regulatory Compliance Templates

7. JCCP Compliance Checklist

JCCP COMPLIANCE AUDIT - [COURSE TITLE]

Date of Review: _____ Reviewer: _____ Course Level: _____

Core Requirements

Requirement	Compliant	Evidence	Comments	Action Required
Approval & Accreditation				
JCCP approved provider	<input type="checkbox"/>			
Ofqual regulated qualification	<input type="checkbox"/>			
Awarding body partnership	<input type="checkbox"/>			
Competency Framework				
Anatomy & physiology covered	<input type="checkbox"/>			
Procedure-specific training	<input type="checkbox"/>			
Complications management	<input type="checkbox"/>			
Professional ethics	<input type="checkbox"/>			
Assessment Standards				
Theory assessment minimum 60%	<input type="checkbox"/>			
Practical assessment OSCE style	<input type="checkbox"/>			
Portfolio requirements met	<input type="checkbox"/>			
Quality Assurance				
External moderation	<input type="checkbox"/>			
Student feedback collection	<input type="checkbox"/>			
Annual review completed	<input type="checkbox"/>			

2025 Licensing Scheme Compliance

Requirement	Green Tier	Amber Tier	Red Tier	Compliant
Practitioner qualification requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Premises registration (CQC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-face consultation training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Plan:

1. _____
2. _____
3. _____
Review Date: _____ Sign-off: _____

8. Risk Assessment Template

HEALTH & SAFETY RISK ASSESSMENT

Activity: _____ Location: _____ Date of Assessment: _____ Assessor: _____
Review Date: _____

Risk Identification & Control Measures

Hazard	Who Might Be Harmed	Risk Level (L/M/H)	Current Controls	Additional Controls Required	Residual Risk	Review Date
Sharp needles/equipment	Students/tutors	H	Sharps boxes, training	Enhanced supervision	M	
Chemical exposure	Students/tutors	M	PPE, ventilation	COSHH sheets available	L	
Infection transmission	Students/models	M	Sterilisation protocols	Enhanced screening	L	
Allergic reactions	Models/students	M	Patch testing, first aid	Emergency protocols	M	
Equipment malfunction	Users	L	Maintenance schedule	Training updates	L	

Emergency Procedures

First Aid: _____
Fire Evacuation: _____
Medical Emergency: _____
Equipment Failure: _____

Risk Assessment Valid Until: _____
Assessor Signature: _____
Management Approval: _____

Business Operations Templates

9. Course Pricing Structure

AESTHETICS TRAINING COURSE PRICING - 2025

Foundation Courses (Level 4/5)

Course Title	Duration	Mode	Standard Price	Early Bird	Group Discount	Payment Plan
Basic Chemical Peels	1 day	Face-to-face	£495	£445 (6 weeks early)	10% (3+ students)	3 x £175
Microneedling Fundamentals	1 day	Face-to-face	£545	£495	10%	3 x £195
Laser Hair Removal	2 days	Blended	£895	£795	15%	4 x £245

Advanced Courses (Level 6)

Course Title	Duration	Mode	Standard Price	Early Bird	Group Discount	Payment Plan
Dermal Fillers Foundation	2 days	Face-to-face	£1,495	£1,295	10%	6 x £275
Anti-Wrinkle Injections	2 days	Face-to-face	£1,395	£1,195	10%	6 x £255
Advanced Skin Peels	1 day	Face-to-face	£695	£595	10%	4 x £195

Master Level Courses (Level 7)

Course Title	Duration	Mode	Standard Price	Early Bird	Group Discount	Payment Plan
PG Cert Clinical Aesthetics	6 months	Blended	£4,995	£4,495	N/A	12 x £445
Advanced Complications	2 days	Face-to-face	£995	£895	10%	5 x £215

Additional Services

- **Model fees:** £50-£100 per session
- **Repeat practical:** £150-£300 depending on course
- **Portfolio review:** £75 per hour
- **CPD workshops:** £95-£195 per session

Terms & Conditions

- All prices include VAT where applicable
- Early bird discounts require full payment 6 weeks in advance
- Group discounts apply to bookings of 3+ students from same organisation
- Payment plans subject to credit check and 5% administration fee
- Cancellation policy: 14 days full refund, 7 days 50% refund, <7 days no refund

10. Terms and Conditions Template

TERMS AND CONDITIONS - AESTHETICS TRAINING COURSES

1. Course Bookings and Payments

- 1.1 All course bookings must be confirmed with a non-refundable deposit of £150
- 1.2 Full payment is required 14 days before course commencement
- 1.3 Payment plans are available subject to credit approval and administration fee
- 1.4 We reserve the right to cancel courses with insufficient numbers (minimum 4 students)
- 1.5 Course materials and certification fees are included in the course price

2. Attendance and Participation

- 2.1 Minimum 95% attendance required for certification
- 2.2 Students must arrive punctually and remain for the full duration
- 2.3 Students unable to attend may transfer to another course date (subject to availability and £50 admin fee)
- 2.4 Practical sessions require students to act as models for fellow students
- 2.5 Students must declare all medical conditions and medications

3. Assessment and Certification

- 3.1 Students must achieve minimum 70% in all assessments to qualify for certification
- 3.2 Unsuccessful students may retake assessments within 3 months (additional fees apply)
- 3.3 Certificates are issued within 28 days of successful completion
- 3.4 Replacement certificates cost £25 plus postage

4. Professional Requirements

- 4.1 Students must maintain valid professional indemnity insurance
- 4.2 DBS checks are required for certain courses and must be current
- 4.3 Students must comply with all professional body requirements and regulations
- 4.4 Any criminal convictions must be declared before enrolment

5. Health and Safety

- 5.1 Students must comply with all health and safety procedures
- 5.2 Appropriate PPE must be worn during practical sessions
- 5.3 Students with infectious conditions may be excluded from practical training
- 5.4 Emergency contact details must be provided and kept updated

6. Code of Conduct

- 6.1 Professional behaviour is expected at all times
- 6.2 Discrimination, harassment, or bullying will result in immediate exclusion
- 6.3 Use of mobile phones during training sessions is prohibited
- 6.4 Photography or recording is only permitted with written consent

7. Intellectual Property

- 7.1 All course materials remain the property of [Training Provider Name]
- 7.2 Materials may not be copied, distributed, or used for commercial purposes
- 7.3 Students retain rights to their own portfolio work and case studies

8. Data Protection

- 8.1 Personal data is processed in accordance with GDPR 2018
- 8.2 Information may be shared with awarding bodies for certification purposes
- 8.3 Marketing communications can be opted out of at any time
- 8.4 Student records are retained for 7 years after course completion

9. Complaints Procedure

- 9.1 Complaints should be made in writing within 14 days of the incident
- 9.2 We aim to respond to all complaints within 5 working days
- 9.3 Unresolved complaints may be escalated to the relevant awarding body
- 9.4 Independent mediation services are available if required

10. Limitation of Liability

- 10.1 Our liability is limited to the course fees paid
- 10.2 We are not responsible for travel, accommodation, or other incidental costs
- 10.3 Students practice at their own risk after certification
- 10.4 Professional indemnity insurance is the student's responsibility

Acceptance of Terms: By enrolling on any course, students confirm they have read, understood, and agree to these terms and conditions.

Contact Information: [Training Provider Name] [Address] [Phone/Email] [Website]

Marketing and Communication Templates

11. Course Marketing Template

PROFESSIONAL AESTHETICS TRAINING Transform Your Career with Industry-Leading Education

Why Choose [Training Provider Name]?

- ✓ **JCCP Approved** - Recognised industry standards ✓ **Ofqual Regulated** - Government-approved qualifications
- ✓ **Expert Tutors** - 15+ years clinical experience ✓ **Small Class Sizes** - Maximum 8 students per course ✓
- Ongoing Support** - 12 months post-course mentoring ✓ **CPD Accredited** - Contributes to professional development

Featured Courses

 **LEVEL 7 POSTGRADUATE CERTIFICATE** *Clinical Aesthetic Injectable Therapies*

- Duration: 6 months blended learning
- Perfect for medical professionals
- Includes Botox and dermal fillers
- **From £4,495** (payment plans available)

★ **FOUNDATION COURSES** *Start your aesthetics journey*

- Chemical peels from £495
- Microneedling from £545
- Laser hair removal from £895
- No previous experience required

🎯 **ADVANCED TRAINING** *Enhance your skills*

- Dermal fillers foundation £1,495
- Anti-wrinkle injections £1,395
- Complication management £995
- For qualified practitioners

What Our Students Say

"Outstanding training with excellent practical opportunities. The tutors are incredibly knowledgeable and supportive." - **Dr Sarah Mitchell, GP**

"Best investment in my career. Now running a successful aesthetics clinic thanks to the comprehensive training received." - **Emma Thompson, Aesthetic Practitioner**

Next Steps

📞 Call us: 0800 XXX XXXX ✉ Email: [training@\[company\].co.uk](mailto:training@[company].co.uk)

🌐 Visit: [www.\[company\].co.uk](http://www.[company].co.uk) 📍 Training centres in London, Manchester, Birmingham

Book your place today - courses fill up quickly!

12. Student Communication Templates

Welcome Email Template

Subject: Welcome to [Course Name] - Your Journey Begins Here!

Dear [Student Name],

Congratulations on enrolling in our [Course Name] programme! We're delighted to welcome you to [Training Provider Name] and excited to support you on your aesthetics journey.

Course Details:

- **Start Date:** [Date]
- **Time:** [Time]
- **Location:** [Address with postcode]
- **Duration:** [Duration]

What to Bring: ☐ Photo ID (driving licence or passport) ☐ Pen and notepad ☐ Professional indemnity insurance certificate ☐ DBS certificate (if applicable) ☐ Comfortable clothing suitable for practical work ☐ Hair tie (for long hair)

Pre-Course Preparation:

1. Complete the attached health questionnaire
2. Read the course handbook (attached)
3. Review the anatomy revision materials
4. Confirm your emergency contact details

Course Materials: All equipment and consumables are provided during training. You'll receive a comprehensive manual and certification upon successful completion.

Support: Your course tutor is [Tutor Name] who brings [X] years of clinical experience. If you have any questions before the course, please don't hesitate to contact us.

Next Steps: We'll send you a follow-up email 48 hours before your course with final details and any last-minute updates.

Looking forward to meeting you!

Best regards,
[Tutor Name]
[Training Provider Name]
[Contact details]

Course Completion Certificate Template

CERTIFICATE OF ACHIEVEMENT

This is to certify that

[STUDENT NAME]

has successfully completed the

[COURSE TITLE] Level [X] - [NUMBER] Credits

Meeting all requirements of the [AWARDING BODY] framework and demonstrating competency in:

- [Specific skill 1]
- [Specific skill 2]
- [Specific skill 3]
- [Specific skill 4]

This qualification is recognised by the Joint Council for Cosmetic Practitioners (JCCP) and aligns with the UK 2025 licensing scheme for non-surgical cosmetic procedures.

Date of Completion: [Date] **Certificate Number:** [Number] **JCCP Registration:** [Number]

Awarded by: [Training Provider Name] **Signed:** [Signature] **Position:** [Title]

Valid for: [Time period] **CPD Requirements:** [Hours per year]

This certificate is evidence of successful completion of training and does not constitute a licence to practice. Recipients must ensure they meet all legal and professional requirements for their intended scope of practice.