



iTEC/VTCT

Centre Registration Form

February 2020

Version 3



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Welcome to iTEC/VTCT

Thank you for choosing iTEC/VTCT. We have designed the approval process to be clear and straightforward while addressing all of the requirements for the quality of regulated qualifications and assessment.

There are two parts to iTEC/VTCT approval to become a registered Centre:

- Centre Approval – this recognises that you agree to the general requirements and have the quality and management systems and policies in place to offer training and assessment for regulated qualifications
- Sector Approval – qualifications often have specific requirements. Sector approval recognises that your Centre has the specialist resources and staff to offer a specific qualification

If you require advice or clarification at any stage of the approval process please contact our customer support staff on approval@itecworld.co.uk or call +353 49 389 1240 for Africa/South Africa call +27 827 678 339.

How the system works

There are two stages to demonstrate compliance with the iTEC/VTCT Centre approval criteria:

- through completing an application, and
- from an iTEC/VTCT representative visit to a Centre

All applications will require the following evidence to be provided:

- All policy statements (refer to page 10 of this document)
- Copies of CVs (résumé), qualification certificates and diplomas for every member of staff that will be teaching
- List of the courses you wish to offer, with details of the tutor(s) that will be teaching each course
- Schemes of Work for each course, or a signed commitment to use iTEC/VTCT's Schemes of Work
- A forecast of the number of students to be enrolled for each course on an annual basis. For example Year one
 - the minimum requirement is 40 Learners per year

At the end of the review (whether at a visit or via an application) the iTEC/VTCT representative will make a recommendation, either:

- Approved - If they recommend approval you will receive formal notification within a few days and you can then begin offering the relevant iTEC/VTCT qualifications immediately and your centre will be given probationary status. Please note: if approved through an application only, this will be subject to an iTEC/VTCT examiner performing an audit of the original documents at your first examination visit. After 3 satisfactory examinations your centre will be deemed fully approved.
- Not approved - if they do not recommend approval you will receive formal notification within 20 working days. You will be offered full feedback and an action plan to help you gain approval in the future

NB: iTEC/VTCT is under no obligation to process every application it receives



Centre approval fee

The Centre approval fee is £600/€675 (Republic of Ireland) plus vat with no annual fee (there is a fee of £450/€500 (Republic of Ireland) plus vat for any additional venue or sites). The Centre approval fee is invoiced on application.

If your application is unsuccessful the full fee will be refunded, however the application should be withdrawn after the iTEC/VTCT visit has taken place, an administration charge of £200 plus vat will be charged.

Centre Number (iTEC/VTCT use only)



1. Centre Registration

1.1. Centre details

Centre Name		
Centre Address		
Centre Main Address	Address	
	County	
	Postcode	
	Contact Name	
	Email	
	Telephone	
Centre Address (for correspondence – exams department)	Address	
	County	
	Postcode	
	Contact Name	
	Email	
	Telephone	
Centre Billing Address	Address	
	County	
	Postcode	
	Contact Name	
	Email	
	Telephone	



Details for each Head of Department (including direct email and phone number)			
Name		Title and Position	
Email		Telephone No	
Name		Title and Position	
Email		Telephone No	
Name		Title and Position	
Email		Telephone No	
Name		Title and Position	
Email		Telephone No	

Preferred Language for Theory Examinations (translation administration fee applicable)

Information to go onto the public area of the iTEC website				
Indicate if you wish to have your details on the public website	Yes		No	
Main Email Enquiry Address				
Main Telephone No				
Website Address				

1.2. Type of Centre

Please tick as appropriate			
<input type="checkbox"/>	School (<i>irrespective of type</i>)	<input type="checkbox"/>	HM Prison/Youth Offenders Institution
<input type="checkbox"/>	6th form College	<input type="checkbox"/>	Armed Forces
<input type="checkbox"/>	Adult Education Centre	<input type="checkbox"/>	Employer
<input type="checkbox"/>	Local Government/Central Government/NHS	<input type="checkbox"/>	Private Training Company (Apprenticeships)
<input type="checkbox"/>	University or other HE Institute	<input type="checkbox"/>	Other
<input type="checkbox"/>	Voluntary Organisation	<input type="checkbox"/>	Further Education
<input type="checkbox"/>	Private Provider		

1.3. Registration with other organisations

Please provide the following information, where registered as a training provider:

- UK provider reference number (UKPRN)¹
- National Centre Number (NCN)²
- South African SETA/DHET number

Please provide the following information if registered for VAT per the following:

- If UK based and VAT registered
 - If European Union (EU) based outside the UK and VAT registered
 - If not VAT registered or outside the EU
- VAT number³

VAT Number Optional
VAT Number Required
Not Applicable

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N.B. EU customers failing to provide their VAT registration number may incorrectly be charged for VAT

¹ A UK provider reference number (UKPRN) (e.g. 10022592) can be obtained or checked on www.ukrlp.co.uk

² A national centre number is a 4 or 5 digit number issued to centres when approved by a JCQ awarding organisation.

³ A VAT number can be verified online at the EU's official VIES website:

http://ec.europa.eu/taxation_customs/vies/vieshome.do



2. Qualification(s) details

2.1. Programme provision

Level	Qualification Title	Reference/ Qualification Accreditation Number	Estimated Number of Learners in First Year	Estimated Number of Learners in Second Year	Estimated Number of Learners in Third Year



Please provide a brief summary of why you would like to offer our qualification(s) (we use these responses to continuously improve our services.)

To help us provide tailored on-going support please give a brief outline of some of the support and guidance you hope to receive from iTEC/VTCT (we use these responses to continuously improve our services.)

Please provide details of any other awarding organisation you are recognised and approved to offer qualifications by (including the title of the qualifications.)

Provide details, and current status, of any sanction(s)/restriction(s) imposed by any other awarding organisation within the last 18 months (noting that any misleading information may impact on your approval status.)

Has your Centre been refused Centre recognition or qualification approval by another awarding organisation within the last 18 months for any qualification (if so, please provide details)?



2.2. Partnership or Franchise details

Organisation Name	Partner/Franchise Role	Partner/Franchise Responsibility	Main Contact	Address



3. Policies and procedures

Please initial the boxes below to confirm that you have the following arrangements and/or documents in place and that they are up to date and appropriately communicated across the Centre and any partner sites/organisations, sub-contractors and third parties. Please submit copies of these forms with your application and also reference the web address link below (if applicable).

	Policy/Document	Web Address Link from your Website	Initial
1	Arrangements to prevent and investigate instances of Malpractice and Maladministration		
2	Learner Appeals procedure/policy		
3	Complaints handling policy and/or process which learners can access		
If you do not have any of the above policies and/or arrangements in place provide a rationale for any that are missing			



4. Resources

4.1. Staff

When delivering a skills based qualification the iTEC/VTCT general requirement is that teaching staff have:

- Qualifications equivalent to and at the same level or higher to the subject areas to be taught
- A minimum of 3 years' recent and relevant experience in industry.
- Teaching or Assessing experience or qualifications - preferred

Therefore please list the key staff you intend to use in the delivery, assessment and/or quality assurance of the qualification(s) listed in this application and attach their CV.

Name	Role	Specify Subject	Tick to indicate the following are attached with the application		
			CV	Certificate	Diploma
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have any gaps in staffing, or their experience, please provide details of your action plans for addressing these prior to and/or during the enrolment of learners onto the qualification(s) (e.g. training and/or recruitment plans).

Please note, we reserve the right to remove approval if no appropriate staff are in place within 6 months of our qualification approval decision (unless an alternative period has been agreed with your Centre).



4.2. Resources

To offer iTEC/VTCT qualifications, Centres are required to ensure that they have in place the appropriate resources. Please complete the relevant Appendix for each sector.

A designated signatory on behalf of your Centre needs to initial each statement to declare that you:

	Statement	Initial
1	will retain staff of appropriate size, competence, experience and track record to undertake the delivery of the qualification - this includes taking reasonable steps to ensure their competence where this is required for the assessment of specific qualifications and keep iTEC/VTCT updated of any staff changes	
2	will ensure that it has available sufficient managerial and other resources to enable it effectively and efficiently to undertake the delivery of the qualification as required by iTEC/VTCT	
3	will undertake to provide staff with appropriate inductions and professional development (including a development plan) to ensure staff can maintain their expertise and competence for the above-named qualification(s)	
4	will supply and make available staff CVs and other evidence (for example original certificates) to us in a timely manner upon request	
5	will ensure that staff involved with a qualification will fully understand the relevant qualification specification(s) provided by iTEC/VTCT, and will comply with its provisions	
6	will ensure that assessments are not undertaken by any person who has a personal interest in the result of the assessment (e.g., Internal Verifiers signing off their own assessments; someone assessing the work of a family member; or someone whose pay is unduly influenced by positive assessment results)	
7	use buildings that provide access for learners for assessment purposes, in accordance with relevant equalities legislation	
8	ensure that the appropriate range of relevant and current equipment required to deliver and assess the qualification are available in accordance with the associated qualification specification(s) and that these are maintained	
9	ensure the security of any examination/assessment material in respect of storage and the handling process in line with the requirements of iTEC/VTCT	
10	has the necessary level of financial, technical and staffing resources and systems necessary to support the delivery of iTEC/VTCT's qualifications	
11	will have a minimum of 40 iTEC/VTCT registrations/enrolments per annum. Otherwise your centre is liable for a minimum fee, which will be invoiced at the end of each academic year	



5. Qualification Delivery

An authorised signatory on behalf of your Centre needs to initial each statement to declare that your centre:

	Statement	Initial
1	will have appropriate internal quality assurance arrangements in place to ensure the effective and efficient delivery of the approved qualifications it will offer and these are underpinned by appropriate records	
2	will have appropriate arrangements and agreements in place with any third parties who provide goods or services to the Centre which contribute to the delivery and/or assessment of the qualification(s)	
3	has an appropriate and effective system and records for the management of all sub- contracted services and that all policies and requirements referred to in this application will apply to any satellite sites affiliated to the Centre, for example remote assessment sites or delivery sites	
4	will ensure it has effective communications systems in place with third parties and sub-contractors to keep them up to date with the requirements of iTEC/VTCT and the regulatory authorities	
5	will take all reasonable steps to prevent the loss, theft of, or breach of confidentiality in assessment materials and should such an incident occur then the Centre must immediately inform iTEC/VTCT	
6	will ensure the security of any examination/assessment material in respect of storage and the handling process in line with the requirements of iTEC/VTCT	
7	take all reasonable steps to prevent incidents of Malpractice or Maladministration from occurring	
8	take all reasonable steps to investigate any suspected incidents of Malpractice or Maladministration and rectify any negative impact of these incidents	
9	will promptly notify iTEC/VTCT of any incidents of Malpractice or Maladministration in line with the requirements of iTEC/VTCT's Malpractice/Maladministration policy	
10	will provide access to documents, records, data, staff, third parties, sub-contractors, learners, satellite Centres or any other resource required by iTEC/VTCT and/or the regulatory authorities during an investigation of the Centre of Malpractice or Maladministration	
11	will develop a full action plan for managing and rectifying the negative impact caused by any incident of Malpractice or Maladministration, and which may include taking and proportionate action against those responsible for the Malpractice or Maladministration, to ensure it does not recur in the future – and that such action plans will be made available to iTEC/VTCT upon request	
12	will regularly review your internal procedures for preventing and investigating incidents of Malpractice or Maladministration and make any improvements necessary to ensure they remain relevant and fit for purpose	



13	understands and accepts that whilst iTEC/VTCT have a regulatory responsibility to protect the interests of the learner, the learners are recruited and registered by your Centre and not iTEC/VTCT and therefore any services the learner's receive, or fees they pay are the responsibility of the Centre	
14	will register/enter learners for assessment in an efficient manner and which adheres to iTEC/VTCT's registration timetables and in doing so will abide by any restrictions regarding the minimum amount of time that learners must be registered with iTEC/VTCT before certification	
15	will take reasonable steps to ensure that all relevant Centre staff understand how and when to apply for learner registration and certification	
16	will ensure that appropriate and reasonable arrangements are in place to confirm the identity of all learners enrolled at your Centre and registered on iTEC/VTCT qualifications	
17	will maintain all learner records and details of achievement in an accurate, timely and secure manner in line with the requirements of iTEC/VTCT and Data Protection Legislation and make these records available for external quality assurance and auditing purposes, as required	
18	will ensure that learners receive appropriate inductions and support when enrolled on an iTEC/VTCT qualification	
19	will have appropriate administrative systems in place to track the progress of learners towards their target awards and to ensure the validity of any claims for certification	
20	have appropriate staff, resources and systems necessary to support the assessment of units and the award, accumulation and transfer of credits and recording of exemptions (where appropriate)	
21	where appropriate to the qualification/unit, has in place arrangements that allow for recognition of prior learning (RPL)	
22	will take all reasonable steps to guard against fraudulent or mistaken claims for certificates	
23	will keep relevant assessment and learner records, for at least 3 years from the end of the year to which they relate, for all qualifications and make these available to iTEC/VTCT upon request	
24	agrees to undertake assessments in accordance with any requirements in the associated qualification specification and in doing so will take account all admissible evidence generated by each learner	
25	will have in place effective arrangements to ensure that, as far as possible, the criteria against which learners' performance will be assessed/differentiated are understood by assessors and accurately applied consistently by assessors regardless of the identity of the learner	
26	agrees to notify iTEC/VTCT in advance, and seek our approval, if it wishes to deliver, or assess an iTEC/VTCT qualification in another language other than English	



6. Overarching Declarations

An authorised signatory on behalf of your Centre needs to initial each statement to declare that your centre:

	Statement	Initial
1	agrees to promptly notify iTEC/VTCT should a change of control occur in relation to the ownership of your Centre (e.g., taken over by another organisation/individual, or there is a material change in your governance structure or legal status; there is a merger between your Centre and another body, or any insolvency or bankruptcy proceedings have commenced in relation to your organisation.)	
2	agrees to promptly notify iTEC/VTCT if your Centre is convicted of a criminal offence; or is held by a court or any professional, regulatory, or government body to have breached any provision of Competition Law, Equalities Law, or Data Protection Law; or is held by a court or any professional, regulatory, or government body to have breached a provision of any other legislation or any regulatory obligation to which it is subject, or becomes insolvent or subject to corporate financial restructuring or bankruptcy proceedings agrees to comply with current and any additional requirements from iTEC/VTCT as updated and amended from time to time and as outlined in their policies, qualification specifications and	
3	Centre guidance materials and in doing so takes all reasonable steps to help ensure that iTEC/VTCT is able to comply with the regulatory requirements placed on it	
4	will take all reasonable steps to comply with requests from iTEC/VTCT for information, data or documents required by iTEC/VTCT or by the regulatory authorities as soon as practicable	
5	will provide payment of all valid invoices presented by iTEC/VTCT within the stated terms and conditions of the invoices	
6	understands that failure to pay iTEC/VTCT in accordance with the payment terms associated with its qualifications may result in services being suspended and/or qualification approval being removed	
7	has effective communication arrangements in place to ensure that your learners and staff are fully informed of the requirements associated with iTEC/VTCT's qualifications	
8	will not make any use of iTEC/VTCT's trademarks, trade names, logos or other insignia except as expressly agreed in writing with iTEC/VTCT and in accordance with all of iTEC/VTCT's written instructions from time to time	
9	will not make any statements, advertisements or promotions in relation to our qualifications that are likely to mislead learners and other users of the qualifications	
10	will use only the full accredited qualification title(s) as specified by iTEC/VTCT in any Centre statements, advertisements, promotions or marketing materials	
11	will comply with all relevant legislation (including without limitation data protection, health and safety and equalities law.)	



12	agrees to notify iTEC/VTCT if your Centre wishes to withdraw from offering an approved iTEC/VTCT qualification in accordance with our qualification withdrawal process and/or is unable to continue to offer approved iTEC/VTCT qualifications	
13	will co-operate fully with iTEC/VTCT in cases where either the Centre or iTEC/VTCT decides it needs to withdraw the Centre from its role in delivering a qualification. This co-operation will be provided whether the withdrawal is voluntary or via the application by iTEC/VTCT of sanctions (in accordance with our sanctions policy.)	
14	will take all reasonable steps to protect the interests of learners in the case of a withdrawal of an iTEC/VTCT qualification from the Centre (e.g., will make best endeavours to find alternative Centres for any current registered learners in order for them to complete the qualification and/or seek certification from iTEC/VTCT for any achievements that learners may have obtained to date.)	
15	will assist iTEC/VTCT in carrying out any reasonable monitoring and moderation activities and visits to your Centre and to assist the regulatory authorities should they carry out any investigations/monitoring activities in relation to the delivery of regulated qualifications or iTEC/VTCT activities	
16	acknowledge that investigation interviews may be taped and give consent to taping for investigation purposes	
17	will work in line with any instruction issued by iTEC/VTCT to change the marking of evidence generated by a learner during an assessment	
18	accepts that if your Centre is in breach of reasonable requirements specified by iTEC/VTCT and/or associated regulatory criteria that sanctions may be imposed in accordance with the iTEC/VTCT sanctions policy	
19	acknowledge that failure to comply with actions or to notify iTEC/VTCT of a likely failure to comply may result in sanctions being imposed in accordance with the iTEC/VTCT Sanctions policy	
20	will promptly notify iTEC/VTCT when it has cause to believe there has, or is likely to be, a major non-compliance with our documented procedures and requirements and/or associated regulatory requirements	
21	agrees and understands that if this application is accepted it will form the contract between the Centre and iTEC/VTCT and the terms specified in this agreement will be referred to where there is any dispute or disagreement relating to the role and responsibilities of our Centre	
22	agrees that if iTEC/VTCT terminate the approval, giving notice in writing, that we shall immediately cease providing the qualifications (to which this approval relates) and all courses related thereto	
23	agrees to promptly inform iTEC/VTCT of any material changes to the information given in this application. If you fail to do so, iTEC/VTCT reserve the right to terminate your approval by written notice to you, effective from the date stated in that notice	



24	to the best of your knowledge (having made all due and careful enquiries) that there is no information, that if disclosed might reasonably be expected to affect iTEC/VTCT's decision to approve the Centre	
25	agrees to promptly notify iTEC/VTCT should a change of control occur in relation to the ownership of your Centre (e.g., taken over by another organisation/individual, or there is a material change in your governance structure or legal status; there is a merger between your Centre and another body, or any insolvency or bankruptcy proceedings have commenced in relation to your organisation.)	
26	agrees to promptly notify iTEC/VTCT if your Centre is convicted of a criminal offence; or is held by a court or any professional, regulatory, or government body to have breached any provision of Competition Law, Equalities Law, or Data Protection Law; or is held by a court or any professional, regulatory, or government body to have breached a provision of any other legislation or any regulatory obligation to which it is subject, or becomes insolvent or subject to corporate financial restructuring or bankruptcy proceedings	
27	agrees to comply with current and any additional requirements from iTEC/VTCT as updated and amended from time to time and as outlined in their policies, qualification specifications and Centre guidance materials and in doing so takes all reasonable steps to help ensure that iTEC/VTCT is able to comply with the regulatory requirements placed on it	
28	will take all reasonable steps to comply with requests from iTEC/VTCT for information, data or documents required by iTEC/VTCT or by the regulatory authorities as soon as practicable	
29	will provide payment of all valid invoices presented by iTEC/VTCT within the stated terms and conditions of the invoices	



6.1. Declaration

I confirm that that the centre has read and accepted the terms of the Centre Agreement which can be found [here](#).

Signed		Date	
--------	--	------	--

I declare that I am authorised for the Centre to supply the information given above and the date of signing the information provided is a true and accurate record to the best of my knowledge

Signed		Date	
Full Name (in block capitals)		Job title	

ITEC/VTCT head office use only

Recommended for approval		Not recommended for approval			
Please give reasons below					
Signed by (ITEC/VTCT)		Name (in Block Capitals)		Date	



7. Appendices

The following forms will be completed by the iTEC/VTCT Examiner during the visit to your Centre for the relevant sector approval.

- Appendix A: Beauty/Complementary Therapy & Sports Massage Sector Approval
- Appendix B: Hairdressing Sector Approval
- Appendix C: Fitness Sector Approval

All requirements for each qualification will be highlighted in the syllabuses on our website www.itecworld.co.uk



7.1. Appendix A: Beauty/Complementary Therapy & Sports Massage Sector Approval

To become approved to offer the iTEC/VTCT range of Therapy and Beauty qualifications you must demonstrate that you meet the general sector requirements and agree to provide the qualification specific equipment when you are training and during assessment. These requirements will be reviewed by the by the iTEC/VTCT Examiner during the visit to your Centre.

7.1.1. A1 General Requirements

While the Centre is not expected to have the full range of specialist equipment for all sectors, you must have the equipment relevant to the qualifications you wish to offer for your application to be approved

Requirement	Evidence	Tick Here
<ul style="list-style-type: none"> Centres must have suitable schemes of work or adopt standard iTEC/VTCT schemes of work (see the iTEC/VTCT website) 	<ul style="list-style-type: none"> Copy of the scheme of work to be reviewed by the iTEC/VTCT Examiner or a signed commitment to use iTEC/VTCT standard schemes of work All teaching materials associated with qualification(s) Lesson plans for qualification(s) 	<input type="checkbox"/>
Centres must also have: <ul style="list-style-type: none"> separate theory and practical rooms (or separated area within same room) sufficient facilities to accommodate a minimum of 10 Learners per group (theory and practical classes) a designated training facility, i.e. not in a house or hotel unless specifically and permanently used for training only practical rooms with sufficient space for students to move freely around the couch (3m x 2m per workstation) used for training only 10 couches, 10 trolleys A wash basin/sink in the training room 	<ul style="list-style-type: none"> Observation by the iTEC/VTCT Examiner during the inspection visit, photographic evidence and floor plan 	<input type="checkbox"/>

7.1.2. A2 Qualification Specific Requirements

Qualification	Level	Specific Requirements
Beauty	2	Magnifying lamps (1 between 2 students), Steamers (1 between 2 students), Brush Cleanse (1 between 2 students), Wax pots (1 between 2 students), 50% hot wax and 50% cool wax), 10 couches, 10 trolleys
Beauty (Face)	3	Faradic, Galvanic, Micro-current, Vacuum Suction, High Frequency (1 between 2 students across the full range), 10 couches, 10 trolleys
Beauty (Body)	3	Faradic, Galvanic, Micro-current, Vacuum Suction, Infra-Red, G5 (1 between 2 students across the full range), 10 couches, 10 trolleys
Microdermabrasion	3	Microdermabrasion machine as appropriate to class numbers, 10 trolleys, 10 couches
Epilation	3	Short Wave Diathermy & The Blend machines (1 between 2 students), 50% of equipment for SW Diathermy and 50% for The Blend, 10 couches, 10 trolleys
Spa Treatments (<i>links can be made with local spas for practical tuition</i>)	3	Access to a hydrotherapy bath/pool, Steam & Sauna, an area suitable for body wraps, masks, sea water and seaweed treatments, 10 couches, 10 trolleys
Tanning Treatments	3	Access to sun beds and tanning products, 10 couches, 10 trolleys
Stone Therapy Massage:	3	Stone heater and selection of appropriate stones (as detailed in syllabus), 10 couches, 10 trolleys
Nail Technology	2	UV lamps (1 between 2 students), 10 couches/nail stations, 10 trolleys
Nail Technology	3	UV lamps (1 between 2 students), 10 couches/nail stations, 10 trolleys
Nail Art	2	Access to nail art products, 10 couches/nail stations, 10 trolleys
Nail Art	3	Air brushes (1 between 2 students), 10 couches/nail stations, 10 trolleys
Red Vein Treatment	3	SW Diathermy (1 between every 2 students), 10 couches, 10 trolleys
Laser & Intense Pulsed Light Treatments	4	Intense pulsed light machine/s as appropriate to class numbers in order to practice sufficiently to meet all Learning Outcomes and Assessment Criteria in the qualification.
Complementary Therapies	2	Access to relevant treatment products as detailed in syllabus, 10 couches, 10 trolleys
Complementary Therapies – massage, aromatherapy, reflexology, lymphatic drainage massage, infant and child massage, Reiki	3	Access to relevant treatment products as detailed in syllabus, 10 couches, 10 trolleys
Indian Head Massage	3	Access to relevant treatment products as detailed in syllabus, 10 couches/massage chairs, 10 trolleys
Thai Massage	3	Access to relevant treatment products as detailed in syllabus, 10 treatment mats, 10 trolleys



Sports Massage	3, 4, 5	Access to treatment products, 10 couches, 10 trolleys
Students should have their own kit, or enough equipment should be supplied appropriate to the qualification to be assessed in the workplace and/or an approved realistic working environment		

7.1.3. A3 Confirmation

I confirm that we will meet the qualification specific requirements outlined above when we provide the course at the time of assessment			
Signed		Date	
Full Name (in block capitals)		Job title	

iTEC/VTCT head office use only

Recommended for approval		Not recommended for approval			
Please give reasons below					
Signed by (iTEC/VTCT)		Name (in Block Capitals)		Date	



7.2. Appendix B Hairdressing Sector Approval

To become approved to offer the iTEC/VTCT range of Hairdressing qualifications you must demonstrate that you meet the general sector requirements and agree to provide the qualification specific equipment when you are training and during assessment. These requirements will be reviewed by the by the iTEC/VTCT Examiner during the visit to your Centre.

7.2.1. B1 General Requirements

While the Centre is not expected to have the full range of specialist equipment for all sectors, you must have the equipment relevant to the qualifications you wish to offer, for your application to be approved.

Requirement	Evidence	Tick Here
<ul style="list-style-type: none"> Centres must have suitable schemes of work or adopt standard iTEC/VTCT schemes of work (see the iTEC/VTCT website) 	<ul style="list-style-type: none"> Copy of the scheme of work to be reviewed by the iTEC/VTCT Examiner or a signed commitment to use iTEC/VTCT standard schemes of work All teaching materials associated with qualification(s) Lesson plans for qualification(s) 	<input type="checkbox"/>
Centres must also have: <ul style="list-style-type: none"> separate theory and practical rooms (or separated area within same room) sufficient facilities to accommodate a minimum of 10 Learners per group (theory and practical classes) a designated training facility, i.e. not in a house or hotel unless specifically and permanently used for training only facilities for at least 10 Learners per group backwash/frontwash basins in the training room 	<ul style="list-style-type: none"> Observation by the iTEC/VTCT Examiner during the inspection visit, photographic evidence and floor plan 	<input type="checkbox"/>



7.2.2. B2 Qualification Specific requirements

Please Note: A list of the courses you wish to offer, with details of the tutor(s) that will be teaching each course is to be submitted. This list is to be updated annually.

Qualification	Level	Specific Requirements
Hairdressing Barbering	2	10 chairs and 10 workstations, 3 basins, 2 heat developers, 1-2 standing Hairdryers, 10 trolleys. Students should have their own kit, or enough equipment should be supplied appropriate to the qualification e.g. perming rods, rollers, hairdryers, scissors and all disposables etc.
Hairdressing Barbering	3	10 chairs and 10 workstations, 3 basins, 2 heat developers, 1-2 standing Hairdryers, 10 trolleys. Students should have their own kit, or enough equipment should be supplied appropriate to the qualifications e.g. perming rods, rollers, hairdryers, scissors and all disposables etc.

7.2.3. B3 Confirmation

I confirm that we will meet the qualification specific requirements outlined above when we provide the course at the time of assessment			
Signed		Date	
Full Name (in block capitals)		Job title	

iTEC/VTCT head office use only

Recommended for approval		Not recommended for approval	
Please give reasons below			
Signed by (iTEC/VTCT)		Name (in Block Capitals)	
		Date	



7.3. Appendix C Fitness Sector Approval

To become approved to offer the iTEC/VTCT range of fitness qualifications, you must demonstrate that you meet the general sector requirements and the qualification specific requirements. These requirements will be reviewed by the by the iTEC/VTCT Examiner during the visit to your Centre.

7.3.1. C1 General Requirements

While the Centre is not expected to have the full range of specialist equipment for all sectors, you must have the equipment relevant to the qualifications you wish to offer, for your application to be approved.

Requirement	Evidence	Tick Here
<ul style="list-style-type: none"> Centres must have suitable schemes of work or adopt standard iTEC/VTCT schemes of work (see the iTEC/VTCT website) 	<ul style="list-style-type: none"> Copy of the scheme of work to be reviewed by the iTEC/VTCT Examiner or a signed commitment to use iTEC/VTCT standard schemes of work All teaching materials associated with qualification(s) Lesson plans for qualification(s) 	<input type="checkbox"/>
Centres must also have: <ul style="list-style-type: none"> separate theory and practical rooms (or separated area within same room) sufficient facilities to accommodate a minimum of 10 Learners per group (theory and practical classes) a designated training facility, i.e. not in a house or hotel unless specifically and permanently used for training only facilities for at least 10 Learners per group suitable sterilising and sanitising equipment in each room 	<ul style="list-style-type: none"> Observation by the iTEC/VTCT Examiner during the inspection visit, photographic evidence and floor plan 	<input type="checkbox"/>

7.3.2. C2 Qualification Specific Requirements

Please Note: A list of the courses you wish to offer, with details of the tutor(s) that will be teaching each course is to be submitted. This list is to be updated annually.

Qualification	Level	Specific Requirements
Fitness Instructing – Exercise to music, Exercise and Physical Activity for Children	2	10 x steps, selection of stretch bands, selection of mats Stopwatch, Whistle, Heart Rate monitors, Strength Bands, Selection of functional Barbells /Dumbbells / Kettle bells, Music system
Fitness Instructing - Gym Based Exercise	2	Selection of Cardio Vascular machines such as Treadmills (1-2), Cross trainers /Elliptical machines, Upright/Recumbent Bike, Wave or step machine, Rowing machine Machine weights - Chest press, Lat pull down, leg press, leg extension, leg curl, shoulder press, pulley machines (bicep/tricep) Free weights: 2kg-20kg dumbbells, selection of Kettle bells, adjustable roman/benches chairs, 2kg-10kg barbells, 5-6 stability balls, selection of strength bands, selection of mats, E-Z curl bars, collars and selection of weight discs, Functional equipment (balance trainer ball, suspension equipment, mats) Fitness testing: equipment for testing blood pressure, body fat (Calipers), BMI, peak flow meters, weight, height, sit and reach, stop watch and measuring tapes, Chester step test, Dynameters
Kettlebell Training	2	heart rate monitors 2kg-15kg kettle bells, Selection of kettle bells of the same weight x 10
Studio Fitness Cycling	2	11 x Upright Spinning bikes
Personal Training	3	Fitness testing equipment as per Gym Instruction, Functional Training equipment such as loose dumbbells, Bars, Strength Bands, Step equipment, Mats
Taping and Strapping	3	Underlay, Zinc Oxide tapes of different widths, .5 inch, 1 inch, 1.5 inch, 2 inch, Mueller Tape or equivalent, scissors, adherent sprays
Yoga Teaching	3	11 Yoga Mats
Pilates Teaching	3	11 Pilates Mats



7.3.3. C3 Confirmation

I confirm that we will meet the qualification specific requirements outlined above when we provide the course at the time of assessment

Signed		Date	
Full Name (in block capitals)		Job title	

iTEC/VTCT head office use only

Recommended for approval			Not recommended for approval		
Please give reasons below					
Signed by (iTEC/VTCT)		Name (in Block Capitals)		Date	



Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v1	Head of Quality	13/04/2018	New document	Centre Administrator
V1.2	Head of Quality	21/02/2020	New branding and updated some terminology	Head of Processing and Compliance
V2	Head of Quality	21/02/2020	Proof-read and format changes, UK format	Compliance manager
V3	Head of Quality	21/02/2020	Added phone number for SA and translation request box	Compliance Manager

Document Review

Role	Review Status
Centre Administrations Manager	Reviewed

Document Owner

Document Owner	Document shared with
Head of Quality	Quality Lead Examinations International Commercial Director

Document Sign-off

Role	Sign-off Date
Quality and Processing Supervisor	13/04/2018