



# Application to become a JCCP approved Education and Training Provider

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## 1.0 Introduction

Thank you for your interest to become a JCCP approved education and training provider.

Applicants must complete the pre-approval application in full and self-declare that the training centre meets Joint Council of Cosmetic Practitioners (JCCP) education and training standards, modality competency framework and the relevant Cosmetic Practice Standards Authority (CPSA) standards prior to progressing to the final approval stage.

Please note that JCCP education and training standards supersede the previous HEE guidance (2015) which has now been rescinded. This guidance is for use by any provider seeking to develop any JCCP approved education and training programmes that lead to participants being eligible to enter the JCCP register. The standards are divided into 5 'sections' each with defined criteria:

1. Organisational Infrastructure and operational capacity.
2. Advertising and marketing of programme Information.
3. Admission to a programme
4. Programme content and delivery.
5. Programme assessment and quality assurance.
6. Programme evaluation.

Centres who can self-declare that they meet the pre-approval standards will be invited to attend an approval visit (this could be either remote or in person) with an external quality assurer to review the proposed application prior to final approval. This will involve sampling the centre's teaching and learning infrastructure and resources, operational structure, operational policy, teaching, assessment and IQA processes together with an inspection of the training premises to quality assure that the minimum standards are met.

Please note that the JCCP only accepts education and training providers whose qualifications have been approved and are awarded by a UK regulated vocational awarding organisation or by a UK University with their own awarding powers. UK regulated awarding organisations include OFQUAL, the SQA and other UK equivalents in Northern Ireland and Wales.

This application will be invoiced in line with current JCCP published service fees which requires an initial payment for pre-approval submission and review, followed by a subsequent payment for the full cost of the approval assessment which must be paid prior to the final approval visit.

## 1.1 Business/Company details

Name of Business		Business Formation	(LTD company and no., sole trader etc)
Head Office Address			Post Code
Business Contact		Position	
Email		Tel No:	

## 1.2 Proposed Qualification

Please provide details of qualification for which approval is sought. (A sperate application must be made for each qualification).

Name and Level of Qualification		Academic Level	
Awarding Organisation Approval		Date of Approval	

## 1.3 Education and Training Provider

Please provide details of the main centre where education, training and assessment will take place

Name of Main Education and Training Centre			
Address			
Centre Contact Person		Position	
Email		Tel No:	

## 1.4 Satellite Centres

Please provide details of the satellite centres delivering the above qualification and for which approval is sought. Satellite centres must also have centre approval by an awarding organisation

Name of Satellite Centre and Location		Qualification Awarding Organisation	Date Approved
1			
2			
3			
4			
5			

## SECTION 2.0 Operational Infrastructure

The Centre must have sufficient infrastructure, capacity, capability and governance procedures to deliver the high-quality academic and clinical educational programmes.

### 2.1 Head of Centre/Programme

Please provide details of the person with overall responsibility for the Centre.

Name:		Job Title	
Professional Qualifications		Date Appointed	
Responsibilities			
E-mail:		Contact No	

### 2.2. Head of Finance

Please provide the details of the person with overall responsibility for finances and invoice payments

Name:		Job Title	
Professional Qualifications		Date Appointed	
Responsibilities			
E-mail:		Contact No	

### 2.3 Head of Quality Control & Governance

Please provide the details of the person who has overall responsibility or Quality Control and governance

Name:		Job Title	
Professional Qualifications		Date Appointed	
Responsibilities			
E-mail:		Contact No	

## 2.4 Operational Policy

The Centre must have the relevant operational policy and procedures in place to ensure the provision of quality services. Please confirm that the centre has the following operational policies in place.

Policy	Confirm Yes/No
Academic and Clinical Environment Policy	
Appeals and Enquiry Policy	
Clinical Waste Management Policy	
Conflict of Interest Policy	
Conducting Examinations and Invigilation Policy	
Complaints Policy	
Data Protection Policy	
Equality, Inclusivity and Diversity Policy	
Health & Safety Policy	
Learner Handbook	
Malpractice and Maladministration Policy	
Medicines Management Policy	
Occupational Health Policy	
Programme Evaluation Policy	
Quality Assurance Policy	
Safeguarding Vulnerable Adults Policy (Body Image and impacts on mental Health)	
Staff Induction, Training and Supervision policy	
Reasonable Adjustments and Special Considerations Policy	
RPEL, Exemption and Equivalence Policy	
GDPR Policy	

## 2.5 Education and Training Premises

The Centre must have a permanent training base with appropriate facilities and resources to deliver the academic components of the qualification together with an environment that is clinical in nature for practice-based and clinical skill teaching and assessment. Clinical environment standards must be aligned to the JCCP relevant modality premises standards.

Please confirm as a minimum, that the Centre has the following standards in place for academic learning and administrative tasks.	Confirm Yes/no
The Centre has a permanent training base with appropriate facilities and resources to deliver the academic components of the qualification.	
The Centre has in place academic learning facilities that are separate to the clinical teaching environment.	
The Centre has separate facilities in place to conduct operational and administrative tasks.	
Please confirm as a minimum, that the Centre has the following standards in place for practice and clinical skill-based learning and assessment	Confirm Yes/no

The clinical training environment is a permanent base, clinical in nature and lockable. As a minimum must adhere to the following.	
The ceilings, fixtures, fittings are damage free, smooth impermeable surface and easy to clean.	
The floors are impervious to moisture, Intact washable and non-slip.	
The clinic has adequate lighting and ventilation.	
The clinic has adequate sharps and clinical waste deposal equipment and management.	
A clinical use 'handwash only' basin is located within the treatment room with easy access to wall mounted disinfectant consumables and disposal papers towels.	
The treatment room is sufficient in size to allow access to all sides of the treatment couch (The room must be a minimum of 12sqm).	
The clinic has a temperature controlled lockable fridge for cold link medicines.	
A range of storage cupboards (lockable and unlocked) are available for medicines, medical equipment, materials and consumable storage (to prevent cross contamination).	
The clinic has separate waiting area with toilet facilities and hand-wash facilities with wall mounted disposal papers towels for staff and other visitors.	
The clinical environment has sufficient clinical consumables to support the administration of no touch aseptic techniques.	
The clinic has a safe and effective cleaning schedule for immediate spills, including daily, weekly, and monthly cleans.	

## Section 3.0. Advertising and Marketing

The Centre must adhere to relevant legislation, professional standards, and industry guidance when advertising and marketing the qualification to potential learners. The Centre must have in place a programme prospectus that provides an open, honest, and transparent overview of the qualification offered (see section 4).

### 3.1 Marketing Content

Please confirm that the Centre has in place a qualification prospectus aligned to industry (JCCP) standards and contains following information.	Confirm Yes/No
Course title	
Academic level (aligned to industry standards)	
Qualification credits and framework	
Entry requirements/criteria	
Overview of the training provider	
Overview of awarding organisation	
Overview of content and high-level learning outcomes (aligned to industry standards)	
Guided learning hours and period to complete course	
Percentage that is online	
Application process	
Appeals process	
Qualification delivery processes	
Assessment processes	
Quality assurance and governance processes	
Recognition of prior experiential learning (RPEL) opportunities	
Contact details (including HQ address, Tel No, website and social media channels)	
Course fees. (For full learning programme and RPEL route)	



## Section 4 The Course(s)

Centres must have in place a qualification syllabus (schemes of work) detailing the qualification structure and content.

### 4.1 Programme Development

Centres should be able to confirm that they have a programme development group that is comprised of appropriately qualified staff.

Please confirm Yes/No

### 4.2 Entry requirements

The Centre should have course entry requirements that ensure the learner will successfully complete the programme of study.

Please confirm Yes/No and give an example.

### 4.3 Course handbook

The Centre should have a detailed handbook for the learners (please attach an example). The handbook should include details of the course, resources to deliver the course, support for the learners and the Centres' expectation of the learners.

Please confirm that the Centre has in place a handbook which includes those listed below	Confirm Yes/No
Overview of the course content	
List of all units/modules	
Unit/module descriptors	
Unit/module leader	
Unit/module learning outcomes	
Unit/module assessment	
Formative and summative assessment process (including in-clinic and or online)	
Progression Routes	
Final external examinations process (including failure and referral processes)	
Length of unit/module	
Unit/module content (hours)	
Course delivery (including centre/remote/online)	
Unit/module evaluation	
External Moderation and Certification	
External Quality Assurance Processes.	
Centre housekeeping	
Dress Code	
Training centre policy and procedures (including H&S, complaints. Appeals etc)	
The role of the different staff within the training centre and how to contact	
Training centre commitment to learner	
Learner commitments	
Support Services (including reading materials and resources)	
Frequently asked questions (FAQs)	

## Section 5.0 Centre staff

Centres must ensure that academic and practice-based tutors are occupationally competent and hold regulated qualifications that are a level higher than is being delivered or, as a minimum, are at the same level. In addition, they must hold a regulated qualification in teaching or education and training those without the appropriate qualifications will be classed as trainee tutors/educators and their work must be overseen by a qualified tutor and sampled by the internal quality assurer Centres must have a minimum of one occupationally competent and qualified tutor at each training location to deliver the qualification.

### 5.1 Main Centre: Academic and Practice-based Tutor/Educator

Please provide the details of the occupationally qualified tutor who has responsibility for academic and clinical skill training.			
Name		Centre	
Regulatory Body		PIN	
Occupational Qualification		Awarding Organisation	
Education & Training Qualification		Awarding Organisation	

### 5.2 Satellite Centre: Academic and Practice-based Tutor/Educator

Please provide the details of the occupationally qualified tutor who has responsibility for academic and or clinical skill training.			
Name		Centre	
Regulatory Body		PIN	
Occupational Qualification		Awarding Organisation	
Education & Training Qualification		Awarding Organisation	

### 5.3 Satellite Centre\*: Academic and Practice-based Tutor/Educator

Please provide the details of the occupationally qualified tutor who has responsibility for academic and or clinical skill training.			
Name		Centre	
Regulatory Body		PIN	
Occupational Qualification		Awarding Organisation	
Education & Training Qualification		Awarding Organisation	

\*Add sections for additional satellite centres where required

## Section 6.0 Programme assessment and quality assurance

### 6.1 Learner Assessment

Centres must ensure that learner assessment is aligned to the awarding organisation and industry (JCCP) assessment requirements.

Please confirm that learner assessment meets the awarding organisation and industry (JCCP) assessment requirements, examples included in the list below	Confirm Yes/no
An assessment of knowledge, values, and practice-based skills	
A range of assessment types: e.g., initial, diagnostic, formative and summative assessments	
A range of assessment methods: e.g., written assignments, case studies, short answer questions, literature reviews, Direct Observation of Practical Skills/Objective Structured Clinical Examinations, oral questioning	
Assessments are Valid, Authentic, Reliable, Current and Sufficient.	
Standardisation of assessment	
Internal quality assurance of assessment	
External moderation	
External quality assurance	

Centres must confirm that both academic and practice-based assessors are occupationally competent and hold regulated qualifications that are a level higher than is being delivered or, as a minimum, are at the same level. In addition, they must hold a regulated assessor qualification. Those without the appropriate qualifications will be classified as trainee assessors and their work must be overseen and signed off by qualified assessor. Centres must have a minimum of one occupationally competent and qualified assessor at each training location.

### 6.2 Main Centre: Academic and Practice Based Assessor

Please provide the details of the person who has overall responsibility for learner assessment at the centre.			
Name		Centre	
Regulatory Body		PIN	
Occupational Qualification		Awarding Organisation	
Assessor Qualification		Awarding organisation	

### 6.3 Satellite Centre\*: Academic and Practice-Based Assessor

Please provide the details of the person who has overall responsibility for learner assessment at the centre.			
Name		Centre	
Regulatory Body		PIN	
Occupational Qualification		Awarding Organisation	
Assessor Qualification		Awarding organisation	

\*Add sections for additional satellite centres where required

## Section 7.0 Internal Quality Assurance

Centres must confirm that those who conduct Internal Quality assurance activities at the centre are occupationally competent and hold qualifications at that are a level higher than is being delivered or, as a minimum, are at the same level. In addition, they must hold an Internal Quality Assurance Qualification . Those without the appropriate qualifications will be classed as trainee IQAs and their work must be overseen and signed off by a qualified IQA. Centres must have a minimum of one occupationally competent and qualified IQA.

### 7.1 . Main Centre: Internal Quality Assurer

Please provide the details of the person who has overall responsibility for the centre's internal quality assurance			
Name		Centre	
Regulatory Body		PIN	
Occupational Qualification		Awarding Organisation	
IQA Qualification		Awarding organisation	

### 7.2 Satellite Centre\*: Internal Quality Assurer

Please provide the details of the person who has overall responsibility for the centre's internal quality assurance			
Name		Centre	
Regulatory Body		PIN	
Occupational Qualification		Awarding Organisation	
IQA Qualification		Awarding organisation	

\*Add sections for additional satellite centres where required

## Section 8.0 Programme Evaluation

For quality and governance purposes, centres must undertake an annual evaluation of the qualification being delivered.

Please confirm that the centre has in place a written evaluation demonstrating the effectiveness of the qualification being delivered, including:	Confirm Yes/No
The total number of learners	
Learner professional background	
Times to complete qualification	
Attrition rates	
Statistics for learner pass/fail rates	
Learner feedback process and how feedback is utilised to improve or make changes	
Concerns and Complaints	
Progression routes	

## Section 9.0 Invoicing and Finance Arrangements

Please provide the following invoicing details:

Invoice Name (Business to be invoiced)		
Address Line 1		
Address Line 2		
Town/City		
Postcode/Eircode		
Country		
Contact Name		Position
Email		Contact No

## Section 10.0 Declaration

The Centre declares that the information given in this application document, at the date of completion and to the best of my knowledge is a true and accurate record.

I confirm that the centre will adhere to all JCCP and CPSA policy, procedures and processes associated with the delivery of approved qualifications.

I confirm that the centre has sufficient infrastructure, operational policy and appropriately qualified staff to deliver assess and quality assure the qualification.

The Centre agrees to comply with requests from the JCCP for access to premises, records, information, learners and staff for the purpose of external quality assurance.

The Centre confirms that the qualification and staff involved in the delivery, assessment and internal quality assurance of the qualification will remain valid, reliable and current.

The Centre agrees to submit the centre external quality assurance report on request by the JCCP.

The Centre has adequate indemnity insurance to cover all operational activities in relation to learners, employees, patients and visitors.

The Centre authorises for the centre to be listed on the JCCP approved education and training provider register which will be displayed on the JCCP website

The Centre declares that appropriate licenses are in place with local authorities (where applicable)

Name: (on Behalf of Centre)		Position	
Signed		Date	
Email:		Tel No	

## Section 11.0 Submission

Following pre-application screening, you will be contacted by the JCCP to attend a Centre approval meeting, The JCCP representative will conduct an onsite or remote site visit to ensure that the Centre meets the minimum standards for the delivery, assessment and quality assurance of the proposed qualification. Centres must ensure that all the required documentation, including the qualification marketing materials, policies and procedures, staff qualification certificates and insurance documentation are made available on request to the EQA at the approval meeting.

Completed applications must be submitted to [admin@jccp.org](mailto:admin@jccp.org)



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## Document amendment history page

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### Document Sign-off

Name	Role	Date signed off
Professor David T Sines CBE 	Executive Chair and Registrar	22 <sup>nd</sup> November 2022