



# **TEACHER APPROVAL CRITERIA**

**August 2018**

## **1. INTRODUCTION**

Thank you for your interest in delivering an IFA Qualification and becoming an IFA Teacher at one of our approved centres. We are delighted to guide you through the quality assurance process. To deliver an IFA Qualification(s) at an IFA approved Centre, the individual must register as a teacher for the IFA Qualification they are applying to deliver and meet the criteria of the category of teacher status they are applying. Supporting information is also provided on how to meet those requirements.

## **2. TEACHER CATEGORIES & CRITERIA**

There are three categories of teacher status dependent on experience. Each category allows the applicant to accrue valuable experience and develop their training skills.

### **PRINCIPAL TEACHER**

Only Principal teachers are able to deliver an IFA Qualification (minimum of 75% of the course). The criteria are as follows:

- Qualification in Aromatherapy equal or higher than the course they will be delivering.
- Qualified in Aromatherapy at least five (5) years or more from date of application.
- Held continuous IFA FULL membership or postgraduate IFA membership in the qualification they wish to deliver for a minimum of three (3) years or equivalent.
- Hold a teachers qualification.

**£125.00**

### **ASSISTANT TEACHER**

Assistant teachers are able to deliver 25% of an IFA Qualification supervised by a Principal teacher. Assistant teachers have two (2 years) from the date of approval to upgrade to Principal teacher status. Teachers' applications to upgrade must be supported and counter-signed by their Principal Teacher in their capacity as mentor. The criteria are as follows:

- Qualification in Aromatherapy equal or higher than the course they will be delivering.
- Qualified in Aromatherapy at least three (3) years or more from date of application.
- Held continuous IFA FULL membership or postgraduate IFA membership in the qualification they wish to deliver for a minimum of two (2) years.
- Hold a teachers qualification.
- Name an appointed principal teacher who you will shadow and who will monitor your performance.

**£100.00**

### **TRAINEE TEACHER**

Trainee teachers will shadow Assistant teachers. Trainee teachers have two (2 years) from the date of approval to upgrade to Assistant teacher status. Teacher's applications to upgrade must be supported and counter-signed by their Assistant Teacher in their capacity as mentor. The requirements are as follows:

- Qualification in Aromatherapy equal or higher than the course they will be delivering.
- Qualified in Aromatherapy at least two (2) years or more from date of application.

- Held IFA FULL membership or postgraduate IFA membership in the qualification they wish to deliver for a minimum of one (1) year.
- Undergoing a teachers qualification
- Name an appointed Assistant or Principal teacher who you will shadow and who will monitor your performance.

**£75.00**

### **3. HOW TO MEET THE REQUIRED STANDARDS**

#### **SUBJECT PROFICIENCY**

The individual delivering an IFA qualification must hold the same, equivalent or higher qualification than the one they are applying to teach and assess and is therefore eligible for IFA postgraduate membership.

Types of evidence include:

- IFA Qualification Certificate e.g. Aromatherapy Diploma, PEOT, Aromacare
- IFA Membership number
- A copy of Qualification/Certificate(s) that are consistent with the IFA course components. Please download and complete a copy of the [Accredited Prior Learning \(APL\) mapping questionnaire](#), which identifies the learning and assessment requirements - in order to qualify for full membership.

Sample teaching notes will be requested of Centres when they apply to become an approved Centre. A Centre may, as part of their employment contract, request that the tutor produce these notes or provide them to the teacher, which is between the tutor and their employer.

#### **SUBJECT EXPERIENCE**

The applicant must have held their qualification in aromatherapy for the amount of years specified for the category of teacher for which they are applying.

Types of evidence include:

- IFA Qualification Certificate e.g. Aromatherapy Diploma, PEOT, Aromacare
- Other Qualification Certificate(s) awarded as 'of equal'
- IFA Membership number

#### **REGULATORY COMPLIANCE**

To assure itself that individuals awarded teacher status have a history of conforming to regulatory standards the applicant must either:

- Have held IFA postgraduate membership for 3 years or more or
- Provide evidence of having belonged to another appropriate professional membership body for 3 years or more.

NB. If the applicant has not held continuous IFA membership for the required years then the applicant must join the IFA membership at the required level and apply after the respective period. Membership cannot be backdated for the previous 'unregulated' time period. The IFA

will consider applicants' who have held membership with other governing bodies during the time elapse where appropriate.

### **TEACHERS QUALIFICATION**

The individual applying must hold a teachers qualification. Examples of teaching qualification we accept include:

- IFA Teacher Training Course Certificate,
- B.Ed.;
- Dip.Ed;
- PTLLS (City & Guilds 7303),
- CTLLS (City & Guilds 7304),
- DTLLS (City & Guilds PGCE);
- Train the Trainer Award;
- other City and Guilds Certificates of Education (7306, 7307, 7321; 7407);
- relevant learning & development units or N/SVQ/QCF provision.

Other comparable qualification supported by a copy of the course outline and relevant CPD.

### **TEACHING EXPERIENCE**

If you have experience teaching or lecturing in aromatherapy or allied subjects then you will need to provide details to support your application.

Types of evidence include:

- CV
- Completion of the Teacher Application Form

If the applicant is inexperienced or has not undertaken the IFA Qualification(s) of which they are applying to teach and are therefore unfamiliar with our curriculum, the IFA may also:

- Interview the person by telephone
- Refer them to IFA teacher training
- Request that the applicant supply a DVD or USB evidencing their teaching in progress (1 hour maximum); this will include a cross section of subjects taught (4 x 15 minutes). If translation is required the onus is on the applicant to supply an English interpreter.

## FREQUENTLY ASKED QUESTIONS

### **Q. I haven't trained on an IFA course and do not meet the subject proficiency requirements what do I need to do?**

- A.** If an applicant's qualifications fall short of the required criteria, the applicant will need to either undertake an [upgrade course](#) or dependent on the applicants' previous experience this may also be completed via supervision. The IFA will be able to advise once we are in receipt of your application. The IFA considers each applicant's suitability according to the applicant's merits, previous training, knowledge and experience.

The minimum criteria to upgrade qualifications is a level 3 Aromatherapy Qualification and above, validated by an external examining body, which meets the national occupational standards (NOS). Otherwise the difference in course content will be too great to bridge and the applicant will be advised to undertake the IFA Qualification(s) in which they are applying to teach.

### **Q. I do not hold a teachers qualification what can I do?**

- A.** You can request that an IFA representative visit your premises to undertake IFA [teacher training](#) (costs payable by the applicant) or you can source other providers who offer teacher training qualifications, as per the examples provided above.

Other comparable qualification supported by a copy of the course outline and relevant CPD may also be accepted so please ensure you supply as much information as possible on your application form.

### **Q. I have experience teaching but not specifically in aromatherapy. Can I still apply?**

- A.** Yes as long as you meet the subject proficiency requirements. We recommend you enrol on an IFA [teacher training](#) course which teaches you specifically how to teach an IFA qualification.

### **Q. How do I know if I my qualification is equal to the course I am applying to teach?**

- A.** You will need to complete the [Accredited Prior Learning \(APL\) mapping questionnaire](#), which breaks down the subject content of each module and unit incorporated within the IFA Diploma course. Completion of the questionnaire and supply of supplementary evidence, will enable you to identify areas already covered during prior learning and areas requiring further development.