



# **UPGRADE TO AN IFA APPROVED CENTRE**

## **INTRODUCTION**

Thank you for your interest in providing an IFA Qualification. The aim of this scheme is to evaluate training material against the IFA's kite mark standard and provide the Centre with specific feedback of how to upgrade their curriculum for the sole purpose of delivering an IFA Qualification in the near future.

We anticipate that this feedback will assist the Centre to structure and modify their teaching and learning delivery to ensure a smooth transition from their current curriculum to delivering an IFA Qualification and provide valuable insight into the knowledge and depth required to deliver an IFA Qualification in preparation for applying to be an approved centre.

Applying Centres will have read the Approval Criteria, Centre Agreement and Centre Handbook on the IFA website before applying to have their curriculum evaluated. This is to ensure that once the Centre is provided with an action report of how to upgrade their curriculum content, and undertake the necessary additional work, that they are also able to meet the other components of the approval criteria. It is the Centres responsibility to demonstrate that they will meet the approval criteria in full before approval is granted.

All teaching material will be examined by an IFA Quality Assurance Assessor and the £25.00 assessment fee of teaching material is non-refundable. On completion of the comparison the Centre will be provided with a report. All other approval criteria i.e. Teachers qualifications and suitability etc. will be assessed separately during the approval process. Please note feedback provided does not constitute an endorsement of the Centres course material in any way.

To formally apply for the IFA to compare your curriculum content to the IFA Aromatherapy Diploma Course you will need to complete this application form and provide the relevant evidence. Once completed please send to [office@ifaroma.org](mailto:office@ifaroma.org)

The evidence you present will be assessed to ensure that this meets all the criteria for learning outcomes using the following APL criterion:

- Acceptable
- Sufficient
- Current
- Authentic

### **Acceptable**

This means that the evidence you present meets all the criteria for the prescribed learning outcomes of the Aromatherapy Diploma Qualification.

### **Sufficient**

This means that the evidence you present provides sufficient proof that the criteria has been fully met (you may, therefore, need to produce more than one piece of evidence for some elements).

### **Current**

The evidence provided is within the last 3 years and no more than 5 years old. Where certificated material is more than 5 years old supplementary evidence must be provided to show how the knowledge or skills of learners have been maintained (i.e. how they are still current).

### **Authentic**

The evidence presented must be your own and you must be able to confirm, where appropriate, that experiential or certified learning has been endorsed by direct evidence (e.g.: certificates, references or witness statements).

Module	Module Title	QCF HE level 4 Credit	Unit	Subject Units	TEACH	TO BE INCORPORATED	EVIDENCE
1	Anatomy, Physiology & Pathology	10	1.1	Anatomy & Physiology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			1.1.1	Introduction to the Human Body			
			1.1.2	Body Tissues			
			1.1.3	The Integumentary System			
			1.1.4	The Skeletal System			
			1.1.5	The Muscular System			
			1.1.6	The Nervous System			
			1.1.7	The Endocrine System			
			1.1.8	The Cardiovascular System			
			1.1.9	The Lymphatic System			
			1.1.10	The Immune System			
			1.1.11	The Respiratory System			
			1.1.12	The Digestive System and Nutrition			
			1.1.13	The Urinary System			
			1.1.14	The Reproductive System			
			A.1A	Bones of the Body			
			A.1B	Muscles of the Body			

Module	Module Title	QCF HE level 4 Credit	Unit	Subject Units	TEACH	TO BE INCORPORATED	EVIDENCE
	<b>A &amp; P Continued</b>		<b>1.2</b>	<b>Pathology</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			1.2.1	Introduction to Pathology			
			1.2.2	Diseases and Disorders of the Integumentary System			
			1.2.3	Diseases and Disorders of the Skeletal System			
			1.2.4	Diseases and Disorders of the Muscular System			
			1.2.5	Diseases and Disorders of the Nervous System			
			1.2.6	Diseases and Disorders of the Endocrine System			
			1.2.7	Diseases and Disorders of the Cardiovascular System			
			1.2.8	Diseases and Disorders of the Lymphatic System			
			1.2.9	Diseases and Disorders of the Immune System			
			1.2.10	Diseases and Disorders of the Respiratory System			
			1.2.11	Diseases and Disorders of the Digestive System			
			1.2.12	Diseases and Disorders of the Urinary System			
			1.2.13	Diseases and Disorders of the Reproductive System			

	Module Title	QCF HE level 4 Credit	Unit	Subject Units	TEACH	TO BE INCORPORATED	EVIDENCE
2	Aromatherapy	17	2.1	<b>Aromatherapy in Context</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			2.1.1	Historical Use of Plants and Development of Aromatherapy			
			2.1.2	Research and Aromatherapy			
			<b>2.2</b>	<b>Applied Science for Aromatherapy</b>			
			2.2.1	The Sense of Smell and Aromatherapy			
			2.2.2	Botany for Aromatherapy			
			2.2.3	Chemistry for Aromatherapy			
			2.2.4	Cultivation and Production			
			2.2.5	Adulteration, Quality Control and Storage			
			2.2.6	Potential Hazards and toxicity of Essential Oils			
			2.2.7	Pharmacology, Pharmacokinetics and Therapeutic Properties			
			<b>2.3</b>	<b>Aroma-therapeutic Remedies and Application</b>			
			2.3.1	Fixed Oils and Other Carriers			
			2.3.2	Essential Oils			
			2.3.3	Therapeutic Blending, Dosage & Methods of Application			
			2.3.4	Benefits and Contra-indications of Essential Oil Therapy			

	Module Title	QCF HE level 4 Credit	Unit	Subject Units	TEACH	TO BE INCORPORATED	EVIDENCE
			<b>2.4</b>	<b>Practice of Aromatherapy</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			2.4.1	Safety for Aromatherapy Practice			
			2.4.2	Presentation and Preparation			
			2.4.3	The Aromatherapy Treatment:			
				Massage Therapy			
				Setting up Work Area: including equipment, environment			
				Consultation and Assessment			
				Treatment Plan			
				Treatment Process			
				Aftercare and Home Advice			
				Record Keeping and Data Protection			

Module	Module Title	QCF HE level 4 Credit	Unit	Subject Units	TEACH	TO BE INCORPORATED	EVIDENCE
<b>3</b>	<b>Theory and Practice of Massage Therapy</b>	<b>6</b>	<b>3.1</b>	<b>Theory of Massage Therapy</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			3.1.1	Background to Massage Therapy			
			3.1.2	Massage and Research			
			3.1.3	Benefits and Contraindications			
			3.1.4	Classification of Massage Movements			
			3.1.5	Massage Media			

			<b>3.2</b>	<b>Practice of Massage Therapy</b>			
			3.2.1	Preparation and Presentation			
			3.2.2	Consultation and Treatment Planning			
		<b>3</b>	<b>3.1</b>	<b>Professional Practice</b>			
			3.1.1	The Therapeutic Relationship			
			3.1.2	Consultation and Treatment Planning			
			3.1.3	Reflective Practice			
			3.1.4	Working Practice and Self Care			
			3.1.5	Hygiene, Health and Safety			
			3.1.6	Complementary Therapies and Allopathic Medicine			

<b>4</b>	<b>Business Studies</b>	<b>1</b>	<b>4.1</b>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			4.1.1	Business Organisation			
				Writing a Business Plan			
	<b>Total HE (Level 4) Credits</b>	<b>37</b>					

**LIST OF IFA ESSENTIAL OILS \*IFA Examinable Oils**

	Generic Name	Latin Name	☑		Generic Name	Latin Name	☑
1	Ylang Ylang *	<i>Cananga odorata</i> (Lam.) Hook.f. & Thomson		19	Marjoram, sweet *	<i>Origanum majorana</i> L.	
2	Coriander	<i>Coriandrum sativum</i> L. (syn. <i>Coriandrum officinalis</i> L.)		20	Patchouli *	<i>Pogostemon cablin</i> Benth.	
3	Fennel, Sweet *	<i>Foeniculum vulgare</i> var. <i>dulce</i> Mill		21	Peppermint *	<i>Mentha piperita</i> L.	
4	Chamomile, German *	<i>Matricaria recutita</i> L.		22	Rosemary *	<i>Rosmarinus officinalis</i> L.	
5	Chamomile, Roman *	<i>Chamaemelum nobile</i> (L.) All. (syn. <i>Anthemis nobilis</i> L.)			Rosemary ct verbenone *	(Corsica and France) <i>Rosmarinus officinalis</i> L.	
6	Helichrysum *	<i>Helichrysum italicum</i> (Roth.) G.Don.f.			Rosemary ct camphor	(Spain and Croatia) <i>Rosmarinus officinalis</i> L.	
7	Yarrow	<i>Achillea millefolium</i> All.			Rosemary ct cineole *	(Tunisia and France) <i>Rosmarinus officinalis</i> L.	
8	Frankincense * (vulnerable)	<i>Boswellia sacra</i> Flueck. (syn. <i>Boswellia carterii</i> Birdw.)		23	Spearmint	<i>Mentha spicata</i> L.	
9	Myrrh *	<i>Commiphora myrrha</i> Engl.		24	Thyme *	<i>Thymus vulgaris</i> L.	
10	Cypress *	<i>Cupressus sempervirens</i> L.			Thyme ct thujanol *	<i>Thymus vulgaris</i> L.	
11	Juniper berry *	<i>Juniperus communis</i> L.			Thyme ct linalool *	<i>Thymus vulgaris</i> L.	
12	Geranium Bourbon *	<i>Pelargonium graveolens roseum</i> L'Her.			Thyme ct thymol/carvacrol	<i>Thymus vulgaris</i> L.	
13	Basil ct linalool	<i>Ocimum basilicum</i> L.			Thyme ct geraniol	<i>Thymus vulgaris</i> L.	
14	Clary Sage *	<i>Salvia sclarea</i> L.		25	Cinnamon	<i>Cinnamomum zeylanicum</i> Nees	
15	Lavandin	<i>Lavandula x intermedia</i> Emeric ex Loisel (syn. <i>Lavandula hybrida</i> Rev.)		26	May Chang	<i>Litsea cubeba</i> Lour.	
16	Lavender *	<i>Lavandula angustifolia</i> Mill. (syn. <i>Lavandula officinalis</i> Chaix ex Vill)		27	Ravensara	<i>Ravensara aromatica</i> Sonnerat	
17	Lavender, spike	<i>Lavandula latifolia</i> Medik. (syn. <i>Lavandula spica</i> L.)		28	Rosewood (endangered)	<i>Aniba rosaeodora</i> Ducke	
18	Melissa *	<i>Melissa officinalis</i> L.		29	Cajeput	<i>Melaleuca leucadendron</i> (L.) Powell, (syn. <i>Melaleuca cajuputi</i> Powell)	



	Generic Name	Latin Name	☑		Generic Name	Latin Name	☑
30	Eucalyptus, lemon	<i>Eucalyptus citriodora</i> Hook		45	Rose damask *	<i>Rosa damascena</i> Mill.	
31	Eucalyptus, broad leaf	<i>Eucalyptus dives</i> Schauer		46	Bergamot *	<i>Citrus bergamia</i> Risso. & Poit.	
32	<b>Eucalyptus, blue gum *</b>	<b><i>Eucalyptus globulus</i> Labill</b>		47	Grapefruit *	<i>Citrus x paradisi</i> Macfad.	
33	Eucalyptus, gully gum	<i>Eucalyptus smithii</i> R.T. Baker		48	Lemon *	<i>Citrus limon</i> (L.) Burm. (syn. <i>Citrus limonum</i> L.)	
34	Myrtle	<i>Myrtus communis</i> L.		49	Lime *	<i>Citrus aurantifolia</i> Swingle	
35	<b>Niaouli *</b>	<b><i>Melaleuca viridiflora</i> <i>quinquinervia</i> (Cav.)S.T. Blake (syn. <i>Melaleuca quinquinervia</i> (Cav.) S.T. Blake)</b>		50	<b>Mandarin *</b>	<b><i>Citrus nobilis</i> Lour. (syn. <i>Citrus reticulata</i> Blanco)</b>	
	<b>Niaouli ct linalool *</b>	<b><i>Melaleuca viridiflora</i> <i>quinquinervia</i> (Cav.)S.T. Blake</b>		51	<b>Neroli *</b>	<b><i>Citrus aurantium</i> L.</b>	
	Niaouli ct nerolidol	<i>Melaleuca viridiflora quinquinervia</i> (Cav.)S.T. Blake		52	<b>Orange, sweet *</b>	<b><i>Citrus sinensis</i> (L.) Osbeck</b>	
	Niaouli ct cineol	<i>Melaleuca viridiflora quinquinervia</i> (Cav.)S.T. Blake		53	<b>Orange, bitter</b>	<i>Citrus aurantium</i> L.	
36	<b>Tea tree *</b>	<b><i>Melaleuca alternifolia</i> Cheel</b>		54	<b>Petitgrain *</b>	<b><i>Citrus aurantium</i> L</b>	
37	<b>Jasmine *</b>	<b><i>Jasminum grandiflorum</i> L., (syn. <i>Jasminum officinale</i> L.)</b>		55	<b>Sandalwood, Mysore (vulnerable)</b>	<i>Santalum album</i> L.	
38	Cedarwood, Atlas	<i>Cedrus atlantica</i> Manetti		56	<b>Sandalwood, * Australian</b>	<b><i>Santalum spicatum</i> (R. Br.) A.DC.</b>	
39	<b>Pine needles *</b>	<b><i>Pinus sylvestris</i> L.</b>		57	<b>Sandalwood, Pacific/New Caledonian</b>	<i>Santalum austrocaledonicum</i> Vieill.	
40	<b>Pepper, black *</b>	<b><i>Piper nigrum</i> L.</b>		58	<b>Benzoin</b>	<i>Styrax benzoin</i> Dryand.	
41	<b>Lemongrass *</b>	<b><i>Cymbopogon citratus</i> Stapf. (syn. <i>Cymbopogon flexuosus</i> (Nees ex Steud.) Will. Watson)</b>		59	<b>Cardamon *</b>	<b><i>Elettaria cardamomum</i> (L.) Maton</b>	
42	<b>Palmarosa *</b>	<b><i>Cymbopogon martini</i> Stapf.</b>		60	<b>Ginger *</b>	<b><i>Zingiber officinale</i> Rosc</b>	
43	<b>Vetivert *</b>	<b><i>Vetiveria zizanioides</i> Nash ex Small (syn. <i>Andropogon</i> <i>zizanioides</i> (L.) Urb)</b>					
44	<b>Rose cabbage *</b>	<b><i>Rosa x centifolia</i> L.</b>					

**LIST OF IFA VEGETETABLE OILS \*IFA Examinable Oils**

	<b>Generic Name</b>	<b>Latin Name</b>	<input checked="" type="checkbox"/>		<b>Generic Name</b>	<b>Latin Name</b>	<input checked="" type="checkbox"/>
1	<b>Coconut *</b>	<i>Cocos nucifera L.</i>		19	Macadamia	<i>Macadamia ternifolia</i> F.Muell. (syn. <i>Macadamia integrifolia</i> Maiden & Betche)	
2	<b>Sunflower *</b>	<i>Helianthus annuus L.</i>		20	<b>Almond sweet *</b>	<i>Prunus communis</i> L. [syn. <i>Prunus amygdalus dulcis</i> (L.) Batsch]	
3	<b>Borage *</b>	<i>Borago officinalis L.</i>		21	<b>Apricot kernel *</b>	<i>Prunus armeniaca L.</i>	
4	Tamanu	<i>Colophyllum inophyllum L.</i>		22	Peach kernel	<i>Prunus vulgaris</i> Mill. [syn. <i>Prunus persica</i> (L.) Batsch]	
5	<b>Hazelnut *</b>	<i>Corylus avellana</i> L. (syn. <i>Corylus americana</i> Walter)		23	<b>Rosehip seed *</b>	<i>Rosa rubiginosa</i> L. or <i>Rosa moshata</i> Herrm.	
6	Safflower	<i>Carthamus tinctorius L.</i>		24	Rosehip seed (Chile)	<i>Rosa Mosqueto/Rosa affines Rubiginosa</i> L.	
7	Sea buckthorn berry	<i>Hippophae rhamnoides L.</i>		25	<b>Argan *</b>	<i>Argania spinosa</i> (L) Skeels	
8	Castor	<i>Ricinus communis L.</i>		26	<b>Camellia *</b>	<i>Camellia oleifera</i> C.Abel ( syn. <i>Camellia sasanqua</i> Thunb.)	
9	Kukui nut	<i>Aleurites moluccana</i> (L.) Willd		27	Grapeseed	<i>Vitis vinifera L.</i>	
10	Walnut	<i>Juglans regia L.</i>			<b>Macerated Oils / Liquid Wax / Vegetable (possibly GM***)</b>		
11	<b>Avocado *</b>	<i>Persea americana</i> Mill. (syn. <i>Persea gratissima</i> Gaertn.)		28	Arnica	<i>Arnica Montana</i> L.	
12	Linseed	<i>Linum usitatissimum L.</i>		29	<b>Calendula*</b>	<i>Calendula officinalis L.</i>	
13	Neem	<i>Azadirachta indica</i> (L.) Adalb.		30	Carrot	<i>Daucus carota sativa L.</i>	
14	Olive	<i>Olea europaea L.</i>		31	<b>St John's Wort</b>	<i>Hypericum perforatum L.</i>	
15	<b>Evening primrose *</b>	<i>Oenothera biennis L.</i>		32	<b>Jojoba*</b>	<i>Simmondsia chenensis</i> (Schneid.)	
16	<b>Sesame *</b>	<i>Sesamum indicum</i> L. (syn. <i>Sesamum orientale</i> L.)		33	Peanut***	<i>Arachis hypogaea L.</i>	
17	Rice bran	<i>Oryza sativa L.</i>		34	Soya***	<i>Glycine max</i> Merr.	
18	Wheatgerm	<i>Triticum vulgare Vill.</i>					

**Any additional notes and comments:**

## DECLARATION

I declare that I am author of the evidence provided and the information provided is accurate and true to the best of my knowledge at the date of submitting.

I declare that I have read the IFA Approval Criteria, Centre Agreement and Centre Handbook before applying.

### Centre details (of whom you are applying on behalf)

Centre Name:	
Centre Address	
Website:	

### Applicant's details

Full Name:	
Position Held	
Signature:	
Email:	
Telephone:	
Date completed:	

### PAYMENT

I authorise the IFA to deduct £25.00 from my card to assess my teaching material.

Name .....

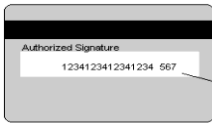
Address .....

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Debit/Credit Card details: Solo  Switch  Visa  Visa Electron  MasterCard

Card No: \_ \_ \_ \_ \_

Card Holder Name..... Issue No..... Valid From .....

Expires end ..... **Security Code** .....  **(Last three digits)**

Please submit this application form to [office@ifaroma.org](mailto:office@ifaroma.org) alongside copies of sample course notes.

Thank you for your interest in upgrading your current curriculum to the IFA Diploma standard.