

**ADDITIONAL SITE**

**APPLICATION**

**FORM**

**INTRODUCTION**

Thank you for your interest in delivering IFA Qualification(s) from an additional site. The IFA anticipate that having already set up and run IFA Qualification(s), the Centre will have accrued valuable insight, knowledge and experience. The IFA encourage expansion and outreach of the IFA’s aromatherapy teaching and learning programmes into the wider community and other regions. Demonstrating growth through expansion also potentially inspires public confidence and awareness as well as providing a valuable service to the local community.

To apply to deliver IFA Qualification(s) from an additional site the Centre must complete this application form and send to [office@ifroma.org](mailto:office@ifroma.org).

Centres are reminded to only apply if the Centre has registered the minimum amount of six (6) learners per year at their current (which will be referred to as the ‘parent’) site and has passed its probation period.

If your application is approved the IFA will liaise with the named Centre owner to organise an inspection of the training venue and raise an invoice. The invoice must be paid in full before the inspection is scheduled. Please note that this fee is non-refundable. If a return visit is required the inspection fee will be payable once again. We recommend that all applying Centres ensure they comply with training venue requirements and view the [Site Approval Checklist](https://ifaroma.org/application/files/7615/2542/8996/IFA_SITE_APPROVAL_CHECKLIST.pdf).

Additional site (branch) fees are £250.00 per annum to register, plus an initial inspection fee of £200.00 plus travel. Please see the [Service Fee Policy](https://ifaroma.org/application/files/7115/5412/1590/Service_Fees.pdf) for all Qualification delivery fees.

Approval as a site linked to the original centre has a number of implications, which both the original site and additional site (branch) must understand before applying.

* The parent Centre will bear full responsibility for any additional site(s) activities, including but not limited to, managing quality control, monitoring performance of staff, learners experience and marketing initiatives.
* Any and all additional sites will comply with the Centre [Approval Criteria](https://ifaroma.org/application/files/5715/6084/6379/IFA_CENTRE_APPROVAL_CRITERIA.pdf), [Centre Agreement](https://ifaroma.org/application/files/7615/5973/4123/IFA_CENTRE_AGREEMENT.pdf), [Centre Handbook](https://ifaroma.org/application/files/2415/6084/7157/IFA_CENTRE_HANDBOOK.pdf) and any other such Qualification specification(s).
* If approval of the parent Centre is withdrawn, approval will also be withdrawn from all linked sites/branches. Equally if a sanction is imposed on a site and is not resolved within the specified timescale this may have implications for the Centres other sites.
* Policies and training material will be standardised across the Centre and its additional sites.
* The Centre will ensure all appropriate agreements and contracts are in place for any subcontractors who provide goods or services, which contribute to the delivery of Qualification(s) for any additional sites and have the necessary resources available.
* All invoices relating to the additional site will be sent to the parent Centres invoice/billing address previously provided.

**If the parent Centre owner is not willing to be responsible for fees and or quality control of the additional site, or does not employ the principal tutor or has separate internal policies to the original site then the additional site will need to apply as a centre in its own right and complete the** [**Centre Application Form**](https://ifaroma.org/application/files/5215/6084/7429/IFA_CENTRE_APPLICATION_FORM.doc)**.**

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| **ADDITIONAL SITE DETAILS** | | | | |
| All additional sites will be listed with the same name as the Centre with the wording Branch at the end. Please provide details of the additional training venue you wish to be inspected: | | | | |
| **Training Venue Address** | Colloquial Address  (If outside UK) | |  | |
| Street | |  | |
| City | |  | |
| Town/District | |  | |
| County/Province | |  | |
| Country | |  | |
| Postcode | |  | |
| Telephone | |  | |
| Email | |  | |
| Website | |  | |
| Parent Centre Name  Site Linked to |  | | | |
| Parent Centre IFA Registration No |  | | | |
| *The details provided will be displayed on the IFA’s website and printed in the Aromatherapy Times magazine.* | | | | |
| **Training Venue Status**  Please indicate  |  | | Owned by the Centre | |
|  | | Rented by the Centre on a permanent basis | |
|  | | Rented by the Centre for the sole purpose of delivering an IFA qualification. | |
|  | | Rent/own part of Centre | |
|  | | Other, please provide details in the space below: | |
| **KEY STAFF** | | | | |
| Please provide details of those who will fulfil the following roles: | | | | |
| **Principal Tutor(s)** | | Full Name | |  |
| IFA Member No | |  |
| Teacher No | |  |
| DOB | |  |
| Address | |  |
| Telephone | |  |
| Email | |  |
| *Who is responsible for quality assurance?* | | | | |
| **Administrator** | | Full Name | |  |
| Telephone | |  |
| Email | |  |
| *Who is responsible for registering learners, exam candidates and communications)?* | | | | |

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| **KEY STAFF CREDENTIALS** |
| We only require evidence of the credentials of the person who will be overseeing quality assurance at the additional site. If the named Principal Tutor is different from the Principal Tutor named at the parent site or if you do wish to register additional staff to support delivery of the course or teach parts of the course, please see [Additional Tutor Application Form](https://ifaroma.org/application/files/5715/6084/9064/IFA_ADDITIONAL_TUTOR_APPLICATION_FORM.doc). |

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| **QUALIFICATION DETAILS** | | | |
| Please indicate  which IFA Qualification(s) you are applying to deliver from the additional site:  Please note if you are applying to teach an additional Qualification from the one the Centre is already approved to teach you will need to complete the [Additional Qualification Application Form](https://ifaroma.org/application/files/3915/6084/9550/IFA_ADDITIONAL_QUALIFICATION_APPLICATION_FORM.doc). | | | |
|  | **PROFESSIONAL AROMATHERAPY DIPLOMA COURSE (PAD)** | | |
|  | **PROFESSIONAL ESSENTIAL OIL THERAPY DIPLOMA COURSE (PEOT)** | | |
|  | **AROMACARE CERTIFICATE COURSE** | | |
| Expected start date to deliver the course: | | | |
| **CERTIFICATE DETAILS** | | | |
| Please provide details of where all examinations certificates should be addressed. Typically this is the additional site training venue address but may also be the Centres head office. | | | |
| **Recipient Name**  *(For courier service it must be a person’s name)* | |  | |
| **Postal Address** | | Colloquial Address |  |
| Business Name |  |
| Street |  |
| City |  |
| Town/District |  |
| County/Province |  |
| Country |  |
| Postcode |  |
| **Email:** | |  | |
| **Telephone:** | |  | |

**DECLARATION**

I declare that I am authorised to submit this application on behalf of the additional site and the information provided is accurate and true to the best of my knowledge at the date of submitting.

* I confirm authorisation for the additional site to be linked to my Centre.
* I understand and confirm that I, as Centre owner will bear full responsibility for any additional site(s) activities, including but not limited to, managing quality control, monitoring performance of staff, learners experience and marketing initiatives.
* I confirm that the additional site linked to my Centre will meet the IFA’s [Approval Criteria](https://ifaroma.org/application/files/5715/6084/6379/IFA_CENTRE_APPROVAL_CRITERIA.pdf).
* I confirm that the additional site linked to my Centre has agreed and accepted the terms of the [Centre Agreement](https://ifaroma.org/application/files/7615/5973/4123/IFA_CENTRE_AGREEMENT.pdf).
* I confirm that the additional site linked to my Centre has read and understood the regulations and procedures outlined in the [Centre Handbook](https://ifaroma.org/application/files/2415/6084/7157/IFA_CENTRE_HANDBOOK.pdf) and Qualification specifications of the Qualification(s) of which the Centre is applying to deliver.
* I confirm that the additional site (branch) will be delivering the same course material previously approved by the IFA and all internal documents previously approved by the IFA will be applied across my additional site.
* I confirm that the site understands that if approval of the parent Centre is withdrawn, approval will also be withdrawn from all linked sites/branches. Equally if a sanction is imposed on a site and is not resolved within the specified timescale this may have implications for the Centres other sites.
* The Centre will ensure all appropriate agreements and contracts and are in place for any subcontractors who provide goods or services, which contribute to the delivery of Qualification(s) for any additional sites and have the necessary resources available.
* All invoices relating to the additional site will be sent to the Centres invoice/billing address previously provided.
* I hereby authorise the stated ‘additional site administrator’ to correspond with the IFA in relation to the day-to-day running of the additional site on my behalf.
* I confirm I will notify the IFA immediately if I want to discontinue IFA approved status at the additional site and will immediately remove all logos and marketing material bearing the IFA symbols or insignia and return the branch Centre certificate to the IFA.
* I agree to notify the IFA immediately if any information provided within this additional site application form is subject to change.

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| Centre Name: |  |
| Centre Owner Name: |  |
| Centre Owner Signature: |  |
| Email: |  |
| Date completed: |  |