



**LONDON LOCAL AUTHORITIES ACT 1991
(as amended)
SPECIAL TREATMENT PREMISES**

**GUIDANCE ON THE QUALIFICATIONS AND
TRAINING OF SPECIAL TREATMENT
PRACTITIONERS**

Version 1.1

Last updated: Monday, 04 February 2019

INTRODUCTION

This guidance has been produced to assist special treatment premise licence holders evaluate the qualification and/or competence that a special treatment practitioner (a person who provides a special treatment to a client, often known as a therapist) must have achieved to enable them to perform specific special treatments.

From the 1 April 2018 it is the responsibility of the holder of a Special Treatment Premises Licence to ensure that all persons providing special treatments at the premises are suitably qualified, trained and/or competent to perform the specific treatments they provide. The licence holder is required to record how they determine a special treatment practitioner competence and these records must be kept on the premises at all times.

Licensees are also responsible for ensuring trainee practitioners, who haven't attained the required competence and/or qualification level are directly supervised by a qualified special treatment practitioner.

These are requirements of condition 45 of the Council's Standard Conditions for Special Treatment Premises. Please be aware that failure to comply with any of these conditions is an offence liable on summary conviction to a fine not exceeding Level 4 on the standard scale and the possible revocation of your licence.

TRAINING AND QUALIFICATIONS

Premises licence holders should ensure that all special treatment practitioners have attained the minimum level of qualification, training and/or competence before permitting them to provide treatments on the premises. As the council do not run a therapist registration scheme the responsibility for checking qualifications and/or training documents will be with the licensee.

Licensees should **only** accept national or international qualifications. For example

- National Qualification: National Vocational Qualifications (NVQ) contained within the Regulated Qualifications Framework (RQF), or City and Guilds of London Institute (City & Guilds), or equivalent.
- International Qualification: These are supported by the United Kingdom National Academic Recognition Information Centre (UKNARIC).

The council has produced a summary of the qualifications and training requirements along with the special treatments that they cover. This table is attached at APPENDIX 1. This list is not exhaustive and is provided by way of an example only. If a qualification does not appear it is for the licence holder to take necessary steps to satisfy himself or herself that the training certificate evidences necessary competence to provide a specific special treatment. You can email the Licensing Team at licensing@kingston.gov.uk / licensing@sutton.gov.uk for further clarification.

Where there are no nationally recognised qualifications for a particular special treatment, or where a special treatment practitioner is relying on experience and training, they should expect to be provided:

- Evidence of relevant training, and
- Reference and evidence of past work and proof of when and where their apprenticeship or training was undertaken.

At present there are no nationally or internationally recognised qualifications for the following special treatments:

- Body piercing;
- Floatation tanks;

- Tattooing; and
- Ultra violet tanning;

For special treatment practitioners who have international qualifications, which are not generally recognised in the UK the licensee must request that the practitioner obtains a comparability certificate from the United Kingdom National Academic Recognition Information Centre (UKNARIC). A compatibility certificate will provide the licensee with what that international qualification is and what the qualification equivalent in the UK is. That will then allow the licensee to compare that compatibility certificate information with summary of qualification and training attached to this document at APPENDIX 1.

Licensees must ensure that they complete the council's approved record form for each special treatment practitioner and trainee practitioner and attach copies of all of the recorded training and/or qualifications. Further information on the requirements for record keeping is detailed below

TRAINEE PRACTITIONER SUPERVISION

The council understands that due to the nature of some of the special treatments it will be necessary for trainee special treatment practitioners to provide treatments to demonstrate that they meet the minimum level. The council has incorporated condition 45(c) of its Standard Conditions for Special Treatment Premises relating to the supervision of trainees.

The requirement of this condition is to allow trainees to learn and gain experience but only under the supervision of a practitioner who has firstly attained the required qualification and/or training for the treatment that the trainee is giving and secondly will directly supervise that trainee whilst the treatment is being conducted.

RECORDS

It is the responsibility of the licence holder to keep training records in respect of every special treatment practitioner and trainee practitioner providing special treatments at the premises.

In order to ensure that satisfactory records are kept the council has included a record keeping requirement in its standard conditions. A copy of the Approved Record Keeping Form together with notes on its completion is attached at APPENDIX 2 to this guidance.

APPENDIX 1. Awarding bodies and formal qualifications

Awarding Body - formal qualification*	Low/Medium Risk treatments covered (Mandatory Units)	High Risk treatments covered (Mandatory Units)	Additional Treatments (Optional Units)
CIDESCO	Facial, Faradism, High Frequency, Infra Red, Lymphatic Drainage, Manicure & Pedicure, Massage, Micro Current Therapy (this covers Galvanism & Diathermy), Ultra Sound.	Persons applying for laser or IPL require the pre-requisite of CIDESCO and 'core of knowledge' training	Aromatherapy, Ear Piercing, Electrolysis, Flotation Tank, Nail Extensions, Reflexology, Sauna & Steam, Spa & Bath, Ultra Violet Tanning.
CIBTAC Aestheticiene	Facial Manicure Pedicure	n/a	Aromatherapy, Ear Piercing, Electrolysis, Flotation Tank, Nail Extensions, Reflexology, Sauna & Steam, Spa & Bath, Ultra Violet Tanning.
Physiatrics	Faradism, High Frequency, Infra Red, Lymphatic Drainage, Massage Micro Current Therapy (this covers Galvanism & Diathermy) Ultra Sound,	Persons applying for laser or IPL require the pre-requisite of CIBTAC and 'core of knowledge' training	Aromatherapy, Ear Piercing, Electrolysis, Flotation Tank, Nail Extensions, Reflexology, Sauna & Steam, Spa & Bath, Ultra Violet Tanning.
Electrology	Electrolysis Micro Current Therapy (this covers Galvanism & Diathermy)	n/a	n/a
ITEC	Facial, Faradism, High Frequency, Infra Red, Lymphatic Drainage, Manicure & Pedicure, Massage, Micro Current Therapy (this covers Galvanism & Diathermy), Ultra Sound.	Persons applying for laser or IPL require the pre-requisite of ITEC and 'core of knowledge' training	Aromatherapy, Ear Piercing, Electrolysis, Flotation Tank, Nail Extensions, Reflexology, Sauna & Steam, Spa & Bath, Ultra Violet Tanning.

Awarding Body - formal qualification*	Low/Medium Risk treatments covered (Mandatory Units)	High Risk treatments covered (Mandatory Units)	Additional Treatments (Optional Units)
BTEC Beauty Therapy Diploma Certificate Beauty Therapy Sciences	Facial, Faradism, High Frequency, Infra Red, Lymphatic Drainage, Manicure & Pedicure, Massage, Micro Current Therapy (this covers Galvanism & Diathermy), Ultra Sound.	Persons applying for laser or IPL require the pre-requisite of IBTEC Diploma/Certificate/Beauty Therapy Science and 'core of knowledge' training Persons applying for Electrolysis, Ear Piercing, and Ultra Violet Tanning require the additional unit.	Aromatherapy, Ear Piercing, Electrolysis, Flotation Tank, Nail Extensions, Reflexology, Sauna & Steam, Spa & Bath, Ultra Violet Tanning.
BTEC HND Beauty Therapy	Aromatherapy Facial, Faradism, High Frequency, Infra Red, Lymphatic Drainage, Manicure & Pedicure, Massage, Micro Current Therapy (this covers Galvanism & Diathermy), Nail Extensions Reflexology Ultra Sound.	Persons applying for laser or IPL require the pre-requisite of IBTEC Diploma/Certificate/Beauty Therapy Science and 'core of knowledge' training Persons applying for Electrolysis, Ear Piercing, and Ultra Violet Tanning require the additional unit.	Aromatherapy, Ear Piercing, Electrolysis, Flotation Tank, Nail Extensions, Reflexology, Sauna & Steam, Spa & Bath, Ultra Violet Tanning.
NVQ Beauty Therapy Level 2	Facial Manicure & Pedicure	Persons applying for Electrolysis, Ear Piercing, Ultra Violet Tanning require the additional unit	Ear Piercing, Electrolysis, Flotation Tank, Nail Extensions Sauna & Steam, Spa & Bath, Ultra Violet Tanning.

Awarding Body - formal qualification*	Low/Medium Risk treatments covered (Mandatory Units)	High Risk treatments covered (Mandatory Units)	Additional Treatments (Optional Units)
NVQ Beauty Therapy Level 3	Facial, Faradism, High Frequency, Infra Red, Lymphatic Drainage, Manicure & Pedicure, Massage, Micro Current Therapy (this covers Galvanism & Diathermy), Ultra Sound.	Persons applying for Laser or IPL require the pre-requisite of NVQ Level 3 and “core of knowledge training” Persons applying for Electrolysis, Ear Piercing, Ultra Violet Tanning require the additional unit	Aromatherapy, Ear Piercing, Electrolysis, Flotation Tank, Reflexology, Sauna & Steam, Spa & Bath, Ultra Violet Tanning.
NVQ Beauty Therapy Level 4		Additional units Micropigmentation Micro blading	
VTCT Level 2 in Beauty Services	Facial Manicure Pedicure	Persons applying for Ear Piercing, Ultra Violet Tanning require the additional unit	
Beauty Specialist Techniques	Facial Manicure Pedicure	Persons applying for Ear Piercing, Ultra Violet Tanning require the additional unit	
Level 3	Facial, Faradism, High Frequency, Infra Red, Lymphatic Drainage, Manicure & Pedicure, Massage, Micro Current Therapy (this covers Galvanism & Diathermy), Ultra Sound.	Persons applying for Laser or IPL require the pre-requisite of NVQ Level 3 and “core of knowledge training” Persons applying for Electrolysis, Ear Piercing, Ultra Violet Tanning require the additional unit	
Level 4	Radio frequency Skin peeling Skin needling Ultrasound	Additional units Micropigmentation Micro blading	
Level 5	Laser skin blemish removal Laser tattoo removal	Additional units Micropigmentation Micro blading	

Awarding Body - formal qualification*	Low/Medium Risk treatments covered (Mandatory Units)	High Risk treatments covered (Mandatory Units)	Additional Treatments (Optional Units)
City & Guilds NVQ 2 or 3	Facial, Faradism, High Frequency, Infra Red, Lymphatic Drainage, Manicure & Pedicure, Massage, Micro Current Therapy (this covers Galvanism & Diathermy), Ultra Sound.	Persons applying for Laser or IPL require the pre-requisite of NVQ Level 3 and “core of knowledge training” Persons applying for Electrolysis, Ear Piercing, Ultra Violet Tanning require the additional unit	Aromatherapy, Ear Piercing, Electrolysis, Flotation Tank, Reflexology, Sauna & Steam, Spa & Bath, Ultra Violet Tanning.
IHBC	Aromatherapy Massage Reflexology Shiatsu	Acupuncture	
IIHHT	Aromatherapy Massage Reflexology Shiatsu	Acupuncture	
In-house training**	Flotation Tank Sauna & Steam Spa & Bath	Body Piercing Tattooing Ultra violet Tanning	

***Formal Qualifications** are set in line with National Occupational Standards

** **In-house training** confirms that the applicant has received in-house training on Health & Safety procedures for the relevant special treatments

Low Risk - the applicant needs to provide evidence on letter headed paper from the organisation that has supplied the training. Please note that in-house training certificates and/or proof of relevant experience gained is also accepted.

High Risk – the applicant may be required to attend an interview with a Licensing Officer at the special treatment premises. Please note Ultra Violet Tanning is considered a high-risk treatment, however in-house training would be acceptable.

Exempted Organisations (please see list of bodies) – membership of such an organisation will exempt the applicant from the need to be registered with this authority. These organisations are exempt for the following treatments because they follow a clinical nature rather than a beauty treatment nature: Acupuncture, Aromatherapy, Massage, Reflexology and Shiatsu.

General Medical Council – if the applicant is a member of the General Medical Council and any treatments carried out under their supervision are exempt from the need to be registered with this local authority. These members are advised to contact the Care Quality Commission on www.cqc.org.uk.

Chiropody/Podiatry – the applicant is required to be registered with the Health Professions Council and is exempt from the need to be registered with this local authority.

Training Certificates – are gained from courses that have not been approved by the National Occupational Standards. Training certificates are only accepted in conjunction with formal qualifications.

APPENDIX 2. Special Treatment Practitioner/Trainee Training & Qualification Record



Part 1. Special Treatment Practitioner/Trainee information	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other title: _____	
Surname	First Name(s)
Date of birth	Place of birth
Home address	

Do you hold a Therapist Registration with another London Local Authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'yes' please provide details	

Part 2. Special treatments offered by therapist	
Low Risk Treatments (please tick)	
Ear piercing (using gun)	
Medium Risk Treatments (please tick)	
Bath / Vapour	Massage Treatments
Floatation tank	Acupressure
Hydrotherapy	Aromatherapy
Sauna	Ayurvedic medicine
Spa	Body massage
Steam room / bath	Bowen technique
Oxygen bar	Champissage (Indian head massage)
Electric Treatments	
Electrolysis – hair removal	Facial with massage
Faradism (i.e. Arasys, Slendertone, Transion)	Foot massage
Galvanism (i.e. Endermologie)	Gyratory massage – G5
High frequency	Holistic massage
Micro current therapy	Manual lymphatic drainage
Micro-dermabrasion	Reflexology
Non-surgical facelifts	Reiki (if with massage)
Radio frequency	Rolfing
Scenar therapy	Shiatsu
Therma vein	Sports massage
Ultra sound	Stone therapy
	Thermos auricular therapy (hopi ear candles)
Light Treatments	
Colour therapy	Thai massage
Infra-red	Trichology (if with massage)
Lumi lift / lumi facial	Tui Na
Ultra Violet Tanning (Sunbed)	Only Required if not state registered
Nail Treatments	
Manicure	Chiropody
Pedicure	Chiropractic
Nail extensions	Osteopathy
	Physiotherapy

Guide to completing training and qualification record

The form is made up of 3 sections.

- Section 1 contains personal information relating to the practitioner or trainee practitioner such as their name, date of birth, home address etc.
- Section 2 allows the licensee to list the training that's been attained or is being worked towards attaining by the special treatment practitioner or trainee practitioner.
- Section 3 is to be completed if the trainee special treatment practitioner is being supervised whilst working towards achieving the appropriate level of training and qualifications.

Section 1 of the form must be completed in full, except when expressly stated not too. The licensee must complete the full name, including all first names of the special treatment practitioner or trainee practitioner. The date of birth, place of birth and current address, including post code must be recorded.

The licensee must make sufficient checks to ensure that the personal details are correct. The licensee must check that information against photographic proof of identity documents such as passport, driving licence, identity card, etc.

In **Section 2** of the form you must list tick all the special treatments the therapist will be carrying out under your licence. The ability to carry out these treatments will need to be documented in section 3.

In **section 3** of the form the licensee must list the training and/or qualifications that the special treatment practitioner or trainee practitioner has attained. The licensee must also record any additional training and/or qualifications that may be attained at a later date so as to ensure that the form is constantly updated. The licensee must also see the original qualification certificates or evidence of relevant training. A copy must be taken of these documents and stored with the special treatment practitioner's record.

Use additional paper if required.

LINKS TO FURTHER DETAILS ON FORMAL QUALIFICATIONS

Professional Indemnity

- British Association of Beauty Therapy and Cosmetology (BABTAC)
www.babtac.com/index.php?pageid=10 Tel: 0845 065 9000
- Guild of Professional Beauty Therapists
www.beautyguild.com/contactus.asp Tel: 0845 21 77 383

Qualifications

- Business & Technology Education Council (BTEC)
www.edexcel.com/Aboutus/contact-us/Pages/home.aspx Tel: 0844 576 0026
- City & Guilds of London Institute (NVQ)
<https://www.cityandguilds.com/> Tel: 08700 242 466
- National Vocational Qualification (NVQ)
www.edexcel.com/Aboutus/contact-us/Pages/home.aspx Tel: 0844 576 0026
- International Therapy Examination Council (ITEC)
www.itecworld.co.uk/home/contact.htm Tel: 020 8994 4141
- Vocational Training Charitable Trust (VTCT)
www.vtct.org.uk/ Tel: 02380 684 500
- International Health & Beauty Council (IHBC)
- International Institute of Health & Holistic Therapies (IIHHT)
- Confederation of International Beauty Therapy and Cosmetology Ltd (CIBTAC)
www.cibtac.com/contactus_home.htm Tel: 01452 623 114
- Comite International D'Esthetique et de Cosmetologie (CIDESCO)
www.cidesco.co.uk/15.html Tel: 01580 212 954

Overseas Qualifications

- The National Recognition Information Centre for the United Kingdom (UK NARIC)
www.naric.org.uk/index.asp?page=30 Tel: 0871 330 7033

Occupational Standards

UK Commission for Employment & Skills (National Occupational Standards)

<http://nos.ukces.org.uk/Pages/Search.aspx>

Health and Beauty Industry Authority (HABIA) (HABIA is a company limited by guarantee).

<http://www.habia.org/> Tel: 0845 230 6080