

# APPLICATION FORM WTEO

centre / academy

# Application

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## Completing the form

Before submitting your application to WTEO, please ensure payment has been made and all areas of the application have been completed. Supporting evidence should be sent with the application. The application must be signed in order to secure your Contract.

### Insurance & Qualifications

We need to see a copy of your current Public Liability and Teaching Insurance Certificate. You will be required to hold a valid full Membership with WTEO .

All tutors must hold a recognised qualification from an awarding body in the subject that they wish to teach and a level teaching qualification. All certificates will need to be sent along with the application form.

### Titling of Courses

We need to approve your course title to make sure it fully reflects the course content and to ensure it reflects that this is a short course and not a qualification.

### Scheme of Work

We will provide a template scheme of work for you to start planning your course - as an example. The course should be no longer than 7 days and no more than 200 hours. If your course is less than 2 days a scheme of work will not be needed, a lesson plan will be sufficient.

### Risk Assessment and Health & Safety

A Risk Assessment & Health and Safety Policy needs to be submitted before carrying out any accredited course. We will provide you with a Health & Safety policy guide once we have received payment.

### Lesson Plan

We will need to see your planning lessons, as an example. You should ensure that you have a separate lesson plan for each day that you are running a course.

### Course Manual

Your course manual should contain as much detail as possible and should to meet WTEO REQUIREMENT **Structure for Course Manual** idea of quality driven training. Assistance will be provided throughout your application process.

### Terms & Conditions

You should have a Terms and Conditions for your business and this should be given to all students that attend your courses to read. These Terms and Conditions need to include a complaints policy and refund policy.

### Equal Opportunities & Additional Policies

Once payment has been made, we are able to provide you with a guide for producing an Equal Opportunities Policy, Malpractice & Maladministration, Complaints Policy and a Refund Policy for your business.

### Observation

The practical DVD needs to be 15 minutes long and needs to clearly show the method of teaching that will used and include a theory element.

The video also should be taken to show us a short tour of your academy

# Administration

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## Section 1

Date of application	
Centre name	
Principle tutor address	
Centre address	
Centre telephone number	
Mobile number	
Email address	
Website	
Principle tutor	
Contact name	
Contact number	

Is the centre located at the above address? If no, please give details.	Yes	No
Have you ever had any approvals turned down or withdrawn?	Yes	No
Have you registered with another awarding body? If yes, please provide details.	Yes	No
Where did you first hear about WTEO ?		

# Staffing

## Section 2

All tutors must hold a recognised Beauty Qualification from an awarding body in the subject they will be teaching, with at least 5 years experience and hold a recognised Teaching Qualification. The principle tutor must have Full Membership . All additional Tutors must be current WTEO Associate Members. This must be renewed every year to keep Accreditation and Licence active.

Name of Tutor	WTEO Membership Number	Teaching Qualification	Work Experience

# Short Courses

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## Section 3

Please complete the information below for the courses you intend to offer and you want to accredited.  
Please refer to WTEO short course structure document for recommended guided learning hours and pre-requisites required

Course Title	Practical Hours	Theory Hours	Total Days	Tutor(s)	Pre-Requisites

# Resources

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## Section 4

It is a WTEO requirement that you have the correct number of the following and it is sited correctly.

Firefighting equipment, fire exits and fire doors	Yes	No
First aid boxes	Yes	No
Up to date accident book	Yes	No
Active risk assessment policy (monitored regularly)	Yes	No
Electrical equipment tested annually	Yes	No
If no, please give details		
Are fire evacuation procedures clearly displayed	Yes	No

It is a WTEO requirement that all WTEO TRAINING centres have the following :

- ◆ A practical salon room that can accommodate one workstation per candidate
- ◆ Easy physical access to all facilities and accommodation for candidates
- ◆ Sufficient hot and cold water, waste disposal, heating, lighting and ventilation
- ◆ Adequate hygienic toilet and changing facilities
- ◆ A suitable area for theory sessions
- ◆ Equipment for sterilisation

Does your centre comply with all the above on the indicated site?	Yes / No
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# Checklist

## Section 5

Please check you have collected the required documents to complete your submission.

Required document	Centre check	WTEO check
Completed and signed application form		
WTEO terms & conditions signed		
Public liability & teaching insurance certificate		
WTEO full membership & corporate teaching cover (for principle tutor)		
Additional tutors WTEO associate membership		
All tutor teaching certificate (s) (minimum requirement - Level 3 beauty qualifications for all staff )		
All tutor subject specific beauty qualifications (from recognised Awarding Body)		
Evidence of 5 years experience for a teachers and educators		
Scheme of work (If course 2 days or longer)		
Lesson plan (For each day of training)		
Completed course manual		
End of course assessment materials		
Terms & conditions of your business		
Your centre refund, complaints, risk assessment, malpractice maladministration policy & health and safety policy		
Equal opportunities policy		
Observation (15 minutes of your chosen course) video of your academy		
Photo evidence of training centre		
Payment (Please note the below prices are inclusive of VAT, payments are non-refundable) <ul style="list-style-type: none"> <li>• £..... - for one course</li> <li>• £..... - per additional course</li> <li>• £.....- yearly renewal</li> </ul>		

WTEO office use only
Date payment received
Date checked
Target date issued after initial quality check

# Agreement

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## Section 6

I, the undersigned declare that the Centre understands that this is an enforcement agreement between the Centre and WTEO. I further understand and agree that this agreement applies for a period of one year from the date of accreditation and license approval and that WTEO has the right to issues updates and amendments to this agreement from time to time.

I accept that if the Centre defaults on the commitments made in this application it may lead to the termination of the course endorsement.

I declare that I am authorised by the Centre to supply the information given above and at the date of signing, the information provided is as true and accurate record to the best of my knowledge. I further declare that I am authorised by the Centre to sign this agreement on behalf of the Centre.

The parties here to have caused this Agreement to be executed on the 'Proposed start date' which will be confirmed by WTEO in writing if accreditation and license is approved. I agree to act in accordance with the requirements specified in this agreement.

Signed for and on behalf of Centre:
Signature

Signed for and on behalf of WTEO:
Signature

## Section 7

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I declare that the information in this application form is true and correct and agree to abide by the terms and conditions and WTEO policies and procedures of the accreditation service and ensure they are positively and actively promoted and practiced.

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Signature

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Print Name

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Position in the Organisation

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Date



# Terms & Conditions

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## Section 8

### General

- Your Centre hereby declares that it will comply with WTEO policies, Centre guidance materials and any additional requirements set by WTEO.
- WTEO will only consider courses that sit within its current footprint.
- No variation to these Terms & Conditions shall be binding unless agreed in writing between the authorised representatives of the Centre and WTEO Ltd.

### Retention of records and access to records, people and premises

- Your Centre hereby declares that it will take all reasonable steps to comply with requests made by WTEO for information, data or documents in relation to the accredited course and its delivery.
- WTEO reserves the right to retain records but will comply with current legislation in the UK. We may use, analyse and assess information about you, including the nature of your transactions, and exchange such information with other members of the company for financial assessment, market research, insurance and training purposes.
- We may monitor and/or record phone calls you may have with us for training and security purposes.

### Centre Workforce

Your Centre hereby declares that it will:

- Retain a workforce of appropriate competence to undertake the delivery of the accredited course.
- Ensure that it has sufficient resources (i.e. relevant equipment) to enable it to undertake effectively and efficiently the delivery of the accredited course.
- Notify WTEO of any change in teaching staffing and provide the necessary documentation and other evidence (for example, CV or original certificates) upon request.

### Legislation

Your Centre hereby declares that it will:

- Comply with all relevant law (including equalities law, data protection, health and safety).
- Accept that WTEO can in no way be held responsible for any infringements on any third party's or intellectual property rights.

### Complaints

Your Centre hereby declares that it will:

- Operate a complaints handling procedure for the benefit of Learners.
- Comply with WTEO in the case of any complaints made to WTEO

### Malpractice and maladministration

- Your Centre hereby declares that it will take all reasonable steps to prevent incidents of malpractice and maladministration from occurring.

### Resources

- Where practical, your Centre will use buildings that provide access for all Learners, in accordance with relevant equality legislation and ensure that the full range of relevant, current equipment required to deliver and assess the endorsed course is supplied.

### Withdrawal of approval and interests of learners

- You must cooperate fully with WTEO in cases where either the Centre or WTEO decides it needs to withdraw the approval of the course.
- You must take all reasonable steps to protect the interests of learners in the case of such a withdrawal.

# Terms & Conditions

## Section 8

### Accreditation

- You will agree to pay WTEO a non-refundable initial accreditation fee for the review of course materials, in advance of an accreditation being approved.
- You will agree that the accreditation will run for one year from the date each course is approved and an annual renewal fee will be paid thereafter, as listed in **WTEO published price list**.
- You will agree not to make use of WTEO's trademarks, trade names, logos or other insignia except as agreed in writing with WTEO
- You will agree not to in any way mislead Learners and other users that the accredited course is, is part of, or will lead to a regulated qualification.
- You will inform WTEO when there is cause to believe that there has been, or is likely to be a non-compliance with WTEO's centre procedures and requirements.
- You will inform WTEO if significant material changes are made to the accredited course.
- In the event of a complaint against your Centre, WTEO must be informed within 5 working days of receiving the complaint and regular updates are to be made available as to the status of the complaint and all relevant investigations.
- You will agree that if an application for Accreditation is accepted that it forms a contract between the Centre and WTEO.
- You will agree to notify WTEO of any changes to your venue location (charges may apply).
- You will provide an educational test to your Learners to meet the theoretical competence of the course.
- Individual courses submitted to WTEO for accreditation should not be longer than 200 hours or more than 7 days.
- You agree to send all copies of Principal Tutor and additional tutor Beauty and Teaching qualifications from a recognised awarding body/OFQUAL registered course.
- You agree to send proof of Learner qualification as proof of pre-requisites where applicable.

### Insurance

- All tutors must hold a Membership with WTEO
- All tutors must be covered by a Corporate Teaching insurance policy.
- Evidence of insurance must be submitted on the annual renewal of all Short Course Accreditation

### Certification

- You will agree to WTEO issued certification for all Learners upon successful completion of an course.
- You will agree to pay a certification fee for each accredited certificate, as listed in WTEO published fees.
- Information supplied to WTEO for the purposes of certification will be complete, accurate and in accordance with stipulated time requirements.
- You are solely responsible to ensure prompt certification of Learners through the submission of Learner details and associated payments.
- Certificates will be sent to the Centre address only. No certificates will be sent to individual Learners.
- A Centre will receive a 10% discount on Learner certificates if 20 or more certificates are order at once.
- There will be an administration charge of £10 per certificate for any errors in certification paperwork.
- You agree to take appropriate and reliable steps to confirm each learner's identity and check their prerequisites prior to registration.
- You agree to take reasonable steps to ensure that relevant center staff understand how and when to apply for course learner registration and certification.
- The Centre must have completed all practical and theory assessments, for a Learner to obtain a WTEO certificate
- WTEO reserves the right to withdraw accreditation if certificates are not requested within a 12 month period.

### Invoicing

- You will agree to provide payment of all valid invoices presented by WTEO within 14 days from the date of invoice.
- You will agree that failure to pay WTEO in accordance with the agreed payment terms may result in Centre suspension or the withdrawal of course accreditation.

### Price of Goods and Services

- The price of Goods and Services shall be the quoted price, or where no price has been quoted (or a quoted price is no longer valid), the price listed in WTEO published price list will apply. All prices quoted are valid for 30 days.
- WTEO reserves the right by giving notice to the Centre at any time to increase the price.
- The price is exclusive of any applicable value added tax that the Centre shall be additionally liable to pay.
- All prices will include standard postal services in GERMANY. However, the price is exclusive of international postal charges, courier or special delivery requests. If requested, WTEO will apply special postal charges as listed in the published price list.

# Terms & Conditions

## Section 8

### Terms of Payment

- WTEO shall be entitled to invoice the Centre for the price of Good and Services at any time before the delivery of any Goods and Services.
- All invoices are payable by Debit or Credit card or by bank transfer within 14 days of receipt of invoice. The Centre shall pay all invoices in full within 14 days before the delivery of any Goods or Services. Receipts for payments will be issued upon request only.
- You will agree that failure to pay WTEO in accordance with the agreed payment terms may result in Centre suspension or the withdrawal of course accreditation.
- If the Centre fails to make payment on the due date then, without prejudice to any other right, WTEO will be entitled to cancel the contract or suspend any further Goods or Services to the Centre. WTEO is entitled to charge the Centre interest on any late payment, at the rate of 4 per centre per annum above the Bank of England base rate, until payment has been made in full.

### Delivery

- Delivery of Goods and Services shall be made by WTEO only after payment has been made in full.
- Any dates quoted for delivery are approximate only and WTEO shall not be liable for any delays in deliver of the Goods or Services howsoever caused.
- If the Centre fails to take delivery of the Goods or Services, or fails to give adequate delivery instructions at the time of order, it is the Centres responsibility to reorder or replace any missing Goods.

### Termination

- This agreement can be terminated by either party, in writing with at least one month's notice. WTEO reserves the right to retain records but will comply with current legislation.

### Logo Usage

You will agree to only use WTEO approved artwork when using WTEO accreditation logos.

**You cannot (and agree not to) do any of the following:**

- Display a WTEO accredited logo in any manner that implies sponsorship by WTEO , or that can be reasonably interpreted to suggest editorial content has been authored by, or represents the views or opinions of WTEO , unless previously agreed with WTEO
- Display a WTEO accreditation logo anywhere that contains or displays adult content, promotes gambling, involves the sale of tobacco or alcohol to persons under age, or otherwise violates applicable law
- Display a WTEO accreditation logo in a manner that is in WTEO's sole opinion misleading, defamatory, infringing, libelous, disparaging, obscene or otherwise objectionable to WTEO
- Display or use a WTEO accreditation logo on copies of certificates produced by centres
- Display a WTEO accreditation logo anywhere that violates any law or regulation
- Remove, distort or alter any element of a WTEO accreditation logo
- Incorporate WTEO accreditation logos into your own product name, service names, trademarks, logos or company names
- Adopt marks or logos that are confusingly similar to WTEO's marks or logos
- Use WTEOs accreditation logos in a manner that would disparage WTEO or its products or services

Declaration

I/We, the undersigned, agree to all Terms & Conditions outlined above.

Signature		Print name	
Date		Centre Name	

If you have any questions regarding the Terms and Conditions needing further clarification please contact the WTEO Office

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