



ABN: 22 061 652 140

*International Federation of Aromatherapists
(Australian Branch) Inc*

GUIDELINES FOR IFA REGISTERED TEACHERS

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1. INSTRUCTIONS

Keep this document safely for your future reference. You will be notified of any changes or updates legally required or considered necessary for the IFA (Australian Branch) Inc to retain its status and creditability (as agreed by the IFA Council). If necessary a new copy of the regulations will be issued.

You will be asked to sign a statutory declaration confirming compliance with all the enclosed regulations.

Record your reference numbers in the space provided when your teacher registration is finalised with the IFA (Australian Branch) Inc.

For all people seeking IFA teacher registration, the following guidelines apply.

2. IFA MEMBERSHIP

The applicant must be a current Full member of the IFA.

3. MEMBERSHIP REQUIREMENTS

To comply with the above the applicant must have either:

- completed an IFA registered or recognised course and possess current relevant professional indemnity insurance and a senior first aid certificate; or
- be teaching / working in Australia.

4. SUBJECT EXPERTISE

In order to demonstrate experience as an aromatherapist and therefore possessing subject expertise, the applicant must be able to supply evidence of a minimum of 2 (two) years relevant industry experience that includes a minimum of 1500 (fifteen hundred) hours of clinical work as a qualified practitioner.

Acceptable evidence is as follows:

- an affidavit signed by a Justice of the Peace, in which the applicant states that sufficient and relevant professional clinic practice has occurred.

An affidavit is included in the teacher application kit.

5. TEACHING QUALIFICATIONS

The applicant must have a teacher training certificate ie BSZ40198 Certificate IV in Workplace Training and Assessment (or its equivalent) or seek recognition of prior learning (“RPL”) for his/her equivalent teaching qualifications through a recognised state/territory training provider eg TAFE.

6. APPLICATION DETAILS

The IFA Teacher Registration Application form must be completed and forwarded with registration fee to the IFA. Evidence of qualifications and professional experience must be attached.

7. RESPONSIBILITIES OF THE EDUCATION OFFICER IN RELATION TO THE APPLICATION

Once the application form, appropriate fee and documentation are received by the IFA, the administrator will then respond as follows:

- acknowledge receipt of application;
- process payment;
- send qualifications to the education officer to confer with the Education Sub Committee; and
- the education officer will then recommend / not recommend to the IFA Council.

If the application is successful, the administrator will:

- send a formal letter of notification, welcome kit and a certificate of teacher registration bearing a teacher registration number;
- notify the administrator to process payment and forward a receipt; and
- enter the registered teacher number and details on the IFA database.

If the application is not accepted, the education officer will:

- send a formal letter of notification;
- provide written feedback as reference for future applications; and
- return the registration fee.

8. RESPONSIBILITIES OF IFA REGISTERED TEACHERS

8.1 An IFA registered teacher may be:

- employed by the course owner of an IFA registered course to teach all or part of the course designated by the course owner;

- delegated to act as the course coordinator especially by course owners who are not IFA registered teachers and may not be aromatherapists; and
- the registered teacher who is the course owner is therefore automatically the course coordinator.

8.2 As an employee, the registered teacher will be required to:

- teach aromatherapy according to the IFA syllabus;
- work under the supervision of the course coordinator / course owner;
- comply with Workplace Health and Safety and Duty of Care Principles in relation to self, staff, students and clients; and
- support students in their training, providing feedback and accurately recording assignment/assessment results.

8.3 As a course coordinator designated by the course owner the registered teacher will be required to:

- perform all of the above, but will also perform a supervisory and administrative role;
- adopt the supervisory role which will include maintenance of standards in relation to course content, assessment procedures and educational resources;
- accept the responsibility of student administrative procedures at the discretion of the course owner;
- act as the conduit of information between the IFA, course owner, other registered teacher and students and play an active role in encouraging students to become IFA student members; and
- sign student graduation certificates. These certificates must bear IFA teacher and course registration numbers.

8.4 As a registered teacher / course owner the registered teacher is totally responsible for all of the points mentioned above and as such adopts the role of a principal. In addition the course owner is responsible for the development of:

- course curriculum;
- learning resources; and
- assessment instruments (tests, checklists etc).

plus the responsibility for:

- course administrative procedure;
- venue suitability
- student selection;
- compliance with insurances, local government by-laws and IFA regulations; and
- performance of registered IFA and visiting teachers.

Please Note: Refer to the IFA's Guidelines for Developing an IFA Registered Course.

9. ATTENDANCE AT THE ANNUAL EDUCATION CONFERENCE

To keep up-to-date and to contribute input into educational matters, it is of great benefit to attend the Annual Education Conference and it is expected that all teachers will endeavour to attend.

The conference papers will be available at a nominated cost, per annum, to those unable to attend.

10. REGISTERED TEACHER FEE STRUCTURE

There is a one-off membership fee as long a Full membership is maintained.

11. RENEWAL OF TEACHER REGISTRATION

- Renewal of Full membership must be maintained.
- Failure to pay the annual IFA Full membership fee will be seen as a decision not to continue with IFA teacher registration.
- Notification of change of address is the responsibility of member/teacher.

12. ABSENTEE REGISTRATION

A registered teacher may apply in writing to IFA Council, for absentee teacher registration. This will be valid for one year.

A second consecutive year will be at the discretion of the Council, upon application.

Maximum absenteeism is two years within a five year period.

13. COMPLAINTS

All complaints must be made in writing and will be considered as confidential until such time as open discussions are instigated between both parties.

The IFA can only follow up complaints, made in writing, directed to the IFA Council, regarding an IFA registered teacher.

The IFA does not follow up complaints through a third uninvolved party or relayed from hearsay.

Complaints from students who are prepared and willing to stand by their allegations regarding IFA registered Teachers, will be followed up directly with the teachers themselves or with the course owners if the teachers are employed to teach for owners of IFA registered aromatherapy courses.

All teachers will be offered the right to reply to any written complaint made.

Withdrawal of teacher registration will be made if serious unsolicited complaints are received and confirmed.

14. COMPLIANCE WITH TEACHER REGISTRATION REGULATIONS

The affidavit must be completed stating that the person applying for IFA teacher registration has:

- read and understood the regulations pertaining to IFA teacher registration as set down in these guidelines; and
- will abide by the teacher registration regulations to ensure continued registration.

15. DOCUMENT UPDATE LOG

Release Number	Date Issued	Description	Altered By