



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

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

Version 2.0

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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 1 April 2018 it has been the responsibility of the holder of a Special Treatment Premises Licence to ensure that all persons providing 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.

Licensees should **only** accept national or international regulated qualifications.

- Any UK qualification must be regulated by Ofqual, you can check that qualifications are regulated by them on [The Register of Regulated Qualifications](https://www.gov.uk/find-a-regulated-qualification).
<https://www.gov.uk/find-a-regulated-qualification>
- Any qualifications from overseas will have to be submitted by the therapist/practitioner to [UK ENIC](https://www.enic.org.uk/). (<https://www.enic.org.uk/>). A compatibility certificate will indicate the qualification comparison of the international qualification and the UK qualification equivalent.

The council has produced a table that sets out the minimum acceptable qualification for many special treatments. 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; and
- Tattooing.

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

Type of Treatment	Minimum qualification accepted
Acupuncture	<ul style="list-style-type: none"> ● CNM Diploma in Acupuncture ● BSc(Hons) Acupuncture ● Traditional Chinese Medicine BSc (Hons) ● Acupuncture MSc ● Professional Licentiate in Acupuncture (Lic.Ac.).
Advanced electrolysis	<ul style="list-style-type: none"> ● ITEC Level 4 Blemish Removal ● VTCT Level 4 Advanced Epilation Techniques ● VTCT (ITEC) Level 5 Certificate in Advanced Blemish Removal
Cosmetic piercing including beading, bio skin jetting, micro dermal anchors	<p>No accredited qualifications available. You must be able to either</p> <ul style="list-style-type: none"> ● provide evidence including references of 2 years experience; or ● provide evidence that you are training with a cosmetic piercer that has had at least 2 years experience. <p>Training must cover infection control.</p> <p>The practitioner may be required to successfully complete an infection control course, specified by the Council, and/or to complete a questionnaire on infection control. Any practitioner failing to satisfactorily complete the questionnaire may be required to undertake further training to improve their knowledge, by successfully completing a course specified by the Council, before they can offer treatments under the premises licence.</p>
Ear Piercing	<ul style="list-style-type: none"> ● VTCT Level 2 Award in Ear Piercing (QCF), ● Safe Pierce ear and nose piercing training on their own equipment <p>Cosmetic piercers meeting standards set out for 'Cosmetic Piercing' (above) do not need to hold this qualification for ear piercing.</p>
Electrical treatments	<ul style="list-style-type: none"> ● ITEC Level 3 Certificate in Body Electrical Treatments, ● ITEC Level 3 Diploma in Massage and Electrotherapy Treatments, ● ITEC NVQ Level 3 Apprenticeship in Spa Therapy, ● ITEC Level 3 Diploma in Beauty and Massage Therapy, ● ITEC Level 3 Diploma in Beauty and Spa Therapy, ● ITEC Level 3 Diploma in Facial and Body Massage Treatments, ● ITEC Level 3 Diploma in Advanced Beauty Therapy, ● VTCT Level 3 Extended Diploma in Beauty Therapy, ● VTCT Level 3 NVQ Diploma in Beauty Therapy General (QCF), ● CIBTAC Level Three Award in Facial Electrical Treatments, ● CIBTAC Level 3 Diploma in Beauty Therapy Treatments, ● CIBTAC Level Three Diploma in Electrotherapy Treatments; ● Focus Awards Level 3 Diploma in Beauty Therapy Studies as long as the units 'Provide facial electrotherapy treatments' and 'Provide body electrotherapy treatments' have been completed.
Electrolysis / electrical epilation (hair removal)	<ul style="list-style-type: none"> ● CIBTAC Level 3 Certificate In Electrical Epilation (QCF) ● CIBTAC Level 3 Certificate in Epilation ● ITEC Level 3 Certificate in Epilation ● VTCT Level 3 Certificate in Epilation ● ITEC Level 3 Diploma in Epilation (VRQ) ● Other accredited Level 3 beauty qualifications such as the ITEC Level 3 Diploma in Beauty Therapy where the 'Provide Electrical Epilation' unit has been completed as part of the course

<p>Laser / Intense Pulsed Light</p>	<ul style="list-style-type: none"> ● ITEC Level 4 Diploma In Laser and Light Treatments ● CIBTAC Level 4 Certificate In Laser and Light Skin Rejuvenation (QCF) ● VTCT Level 4 Award in Laser and Light Treatments for Skin Rejuvenation (QCF) ● ITEC Level 4 Diploma in Laser and Intense Pulsed Light Treatments ● IAO Level 4 Certificate In Laser and Intense Pulsed Light Treatments (RQF) ● City & Guilds Level 4 Award In Laser and Light Treatment for Skin Rejuvenation (QCF) ● VTCT Level 4 Certificate in Laser and Intense Pulsed Light (IPL) Treatments ● City & Guilds Level 4 Award In Laser and Light Treatment for Hair Removal (QCF) ● ITEC Level 4 Certificate in Laser and Light Treatments for Skin Rejuvenation ● City & Guilds Level 4 Award In Laser and Light Treatment for Hair Removal (QCF) ● CIBTAC Level 4 Certificate In Laser and Light Hair Removal (QCF) <p>Plus Mandatory 'Core of Knowledge' training which must be delivered by an LPA who is approved by one of the following:</p> <ul style="list-style-type: none"> ● RPA2000 list of certificate holders ● Association of Laser Safety Professionals ● Laser Protection Adviser Service ● Public Health England
<p>Manicure</p>	<ul style="list-style-type: none"> ● VTCT Level 2 Certificate in Nail Technology (QCF), ● VTCT Level 2 NVQ Diploma in Nail Services (QCF), ● ITEC Level 2 Certificate in Nail Technology, ● CIBTAC Level 2 Award in Providing Manicure Services, ● City & Guilds Level 2 Technical Certificate in Beauty Therapy, ● Focus Awards Level 2 Certificate in Nail Official Treatments, ● ITEC Level 2 Award in Provide Manicure Treatments, ● ITEC Level 2 Certificate in Manicure, ● VTCT Level 2 NVQ Award in Providing Manicure Services (QCF), ● City & Guilds Level 2 Certificate in Manicure (QCF)
<p>Massage</p> <p>Only massages that are stated on a qualification will be permitted on a licence.</p> <p>Where a general massage qualification is held, modules should be evidenced.</p>	<ul style="list-style-type: none"> ● VTCT Level 3 Diploma in Massage Therapies, ● ITEC Level 3 Certificate in Body Massage, ● VTCT Level 3 Certificate in Stone Therapy Massage, ● ITEC Diploma in Beauty and Massage Therapy, ● TQUK Level 3 NVQ Diploma in Beauty Therapy - Massage (RQF), ● ITEC Level 3 Diploma In Facial and Body Massage Treatments, ● CIBTAC Level 3 Certificate In Massage Techniques, ● VTCT Level 3 Certificate in Thai Massage, ● ITEC Level 3 Diploma in Massage Therapies, ● VTCT Level 3 Diploma in Massage Therapy, ● ITEC Level 3 Award in Body Massage, ● VTCT Level 3 Certificate in Swedish Massage, ● City & Guilds Level 3 Award in Indian Head Massage (QCF), ● City & Guilds Level 3 Award in Body Massage (QCF), ● VTCT Level 3 NVQ Diploma in Beauty Therapy Massage (QCF), ● ITEC Level 3 Diploma in Stone Therapy Massage (VRQ), ● ITEC Level 3 Award in Indian Head Massage, ● CIBTAC Level 3 Award In Indian Head Massage (QCF), ● CIBTAC Level 3 Certificate In Stone Therapy Massage (QCF), ● VTCT Level 3 Certificate in Beauty Therapy Studies (Massage), ● VTCT Level 3 Extended Diploma in Massage Therapies, ● ITEC Level 3 Award in Stone Therapy Massage,

	<ul style="list-style-type: none"> ● ITEC Level 3 Diploma in Indian Head Massage (VRQ), ● VTCT Level 3 Certificate in Indian Head Massage, ● VTCT Level 3 NVQ Award in Indian Head Massage (QCF), ● CIBTAC Level 3 Award In Body Massage (QCF), ● ITEC Level 3 Diploma in Massage and Electrotherapy Treatments, ● ITEC Level 3 NVQ Diploma in Beauty Therapy Massage, ● ITEC Level 3 Award in Massage using PreBlended Aromatherapy Oils, ● VTCT Level 3 Certificate in Massage Using Pre-Blended Aromatherapy Oils, ● CIBTAC Level 3 Diploma In Massage Techniques and Beauty Therapy Services, ● City & Guilds Level 3 NVQ Diploma in Beauty Therapy - Massage (QCF)
Microblading	<ul style="list-style-type: none"> ● VTCT Level 4 Certificate in Microblading Techniques ● VTCT Level 4 Certificate in Enhancing Eyebrows with Microblading Techniques
Micro-pigmentation, semi permanent make-up	<ul style="list-style-type: none"> ● ITEC Level 4 Certificate In Micro-Pigmentation Treatment ● ITEC Level 4 Award In Micro-Pigmentation Treatment ● City & Guilds Level 4 Award in Enhance Appearance using Micro-Pigmentation Treatment (QCF), ● VTCT Level 4 Certificate in Micropigmentation (QCF).
Nail Extensions	<ul style="list-style-type: none"> ● VTCT Level 2 Certificate in Nail Technology (QCF) ● VTCT Level 2 NVQ Diploma in Nail Services (QCF) ● City & Guilds Level 2 Technical Certificate in Nail Treatments ● Focus Awards Level 2 Certificate in Nail Technology ● CIBTAC Level 3 Certificate in Nail Technologies ● ITEC Level 2 Certificate in Nail Technology
Pedicure	<ul style="list-style-type: none"> ● VTCT Level 3 Diploma in Nail technology (covers manicure, pedicure & nail extensions, including use of electric file) ● ITEC Level 2 Certificate in Nail Technology ● CIBTAC Level 2 Award in Providing Pedicure Services ● City & Guilds Level 2 Technical Certificate in Beauty Therapy ● Focus Awards Level 2 Certificate in Nail Treatments ● VTCT Level 2 NVQ Award in Providing Pedicure Services (QCF).
Reflexology	<ul style="list-style-type: none"> ● VTCT Level 3 Diploma in Reflexology ● CIBTAC Level 3 Diploma in Reflexology ● SEG Awards ABC Level 3 Diploma in Reflexology for Wellbeing ● Agored Cymru Level 5 Diploma in Practitioner Reflexology ● VTCT (ITEC) Level 3 Diploma in Reflexology Treatments ● VTCT Level 4 Diploma in Reflexology for the Complementary Therapist ● VTCT (ITEC) Level 3 Diploma in Reflexology for the Complementary Therapist
Steam room/Spa pools/Water baths/Sauna	<ul style="list-style-type: none"> ● City and Guilds Level 3 NVQ Award in Monitor Clients and Operate Sauna, Steam and Hydrotherapy (QCF) ● Swimming Teachers Association (STA) course: Pool Plant Operations ● ITEC Level 3 diploma in Spa Treatments ● CIBTAC Spa Therapy Diploma <p>Documented specific manufacturer training for the facility offered in your premises. Must include evidence of understanding and implementation of Legionella controls.</p>
Tattooing	<p>No accredited qualifications available. You must be able to either</p> <ul style="list-style-type: none"> ● provide evidence including references of 2 years experience or

	<ul style="list-style-type: none"> • provide evidence that you are training with a tattooist that has had at least 2 years experience. <p>Training must cover infection control.</p> <p>The practitioner may be required to successfully complete an infection control course, specified by the Council, and/or to complete a questionnaire on infection control. Any practitioner failing to satisfactorily complete the questionnaire may be required to undertake further training to improve their knowledge, by successfully completing a course specified by the Council, before they can offer treatments under the premises licence.</p>
<p>Ultra Violet tanning (sunbeds)</p>	<ul style="list-style-type: none"> • The Sunbed Association training package, • VTCT Level 2 Award in Skin Tanning Techniques, • NVQ unit BT30 Provide UV Tanning Treatments, • ITEC Level 2 Award in Apply Skin Tanning Techniques, • ITEC Level 3 NVQ Diploma in Beauty Therapy General with optional unit Provide UV Tanning Services, • Focus Awards Level 3 Diploma in Beauty Therapy with optional 'Provide UV Tanning' unit completed.

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	Facial with massage
Electrolysis – hair removal	Foot massage
Faradism (i.e. Arasys, Slendertone, Transion)	Gyratory massage – G5
Galvanism (i.e. Endermologie)	Holistic massage
High frequency	Manual lymphatic drainage
Micro current therapy	Reflexology
Micro-dermabrasion	Reiki (if with massage)
Non-surgical facelifts	Rolfing
Radio frequency	Shiatsu
Scenar therapy	Sports massage
Therma vein	Stone therapy
Ultra sound	Thermos auricular therapy (hopi ear candles)
Light Treatments	Thai massage
Colour therapy	Trichology (if with massage)
Infra-red	Tui Na
Lumi lift / lumi facial	Only Required if not state registered
Ultra Violet Tanning (Sunbed)	Chiropody
Nail Treatments	Chiropractic
Manicure	Osteopathy
Pedicure	Physiotherapy
Nail extensions	

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 ENIC)
<https://www.enic.org.uk/> Tel: 0871 330 7303

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