

Guidance notes for persons seeking registration as a Therapist to administer treatments in an establishment that is Licensed for Special Treatment

As of 1 April 2009 new conditions will apply to special treatment licences in respect of therapists operating in a premises licensed for special treatments within the Royal Borough of Kensington and Chelsea.

From this date all therapists will need to be registered with the Royal Borough of Kensington and Chelsea in order to provide 'special treatments' at a licensed premises within the borough. Once registered the therapist will be able to work at any licensed premises within the borough without having to be named on the special treatment licence.

Special treatment premises "means any premises in the borough used, intended to be used or represented as being used for the reception or treatment of persons requiring massage, manicure, acupuncture, tattooing, cosmetic piercing, chiropody, light, electric or other special treatment of a like kind or vapour, sauna or other baths" *London Local Authorities Act 1991*.

If you are in any doubt whether the treatments which you provide fall within the definition of "special treatment" please contact the licensing authority on 020 7341 5720 to discuss.

HOW TO REGISTER

Registration is free.

You should complete the relevant application form, and return it to the Licensing Team at Council Offices, 37 Pembroke Road, London W8 6PW, together with photographic proof of identify i.e. passport or driving licence, proof of address, copies of your qualifications and two recent colour passport size photographs. You may be required to attend Council Offices in person and produce original copies of your qualifications and proof of identity. Where this is the case an officer will contact you to make an appointment.

Registration may last up to 5 years, after which time it must be renewed.

Trainees should complete the trainee registration application form and indicate their current training programme and expected finish time, and should return the completed form, together with any supporting evidence of training, e.g. letter from the college, and/or employer, and two recent colour passport size photographs. Trainees will only be registered for a maximum period of 1 year in the first instance.

Any person who wishes to provide special treatments at a licensed premises within the borough must be registered with the Council before providing any special treatments, save for persons who fall within any of the following exemption criteria

- a. A medical practitioner duly registered with the General Medical Council
- b. A bona fide member of a body of health practitioners which has been granted exemption under the Act
- c. in the case of acupuncture, a dentist registered under the [1984 c. 24.] Dentists Act 1984;
- d. a person who is registered by the Health Professions Council

- e. a persons employed at any hospital provided by the Secretary of State or by a National Health Service Trust established under the National Health Service and Community Care Act 1990 or by a charity which is registered under section 4 of the Charities Act 1960 or is exempted from registration.
- f. a persons employed at any nursing home which is for the time being registered under Part II of the Registered Homes Act 1984 or exempted from registration under that Part of that Act;

If you are a member of a body of health practitioners as referred to in (b) above please contact the licensing team, to check whether or not the relevant body has been granted exemption for its members, and whether the treatments you are providing are included within the exemption.

Acceptable qualifications

The Council will only accept national/international qualifications, i.e. City and Guilds, NVQ or equivalent. Registration with the Council does not guarantee the competency of the practitioner, it merely shows that they are qualified to provide the treatments which have been approved. Where no nationally recognised qualification is available for a particular special treatment, applicants are expected to provide evidence of relevant training. Some examples are given below:

- Many beauty treatments are brand based and training is only given by product specific manufacturers or suppliers. In this case therapists are expected to have nationally recognised qualifications in areas of beauty treatments as well as supplier training.
- Massage learnt from small independent colleges may not be nationally recognised. In these cases therapists are expected to have a nationally recognised qualification in general massage therapy as well.
- Laser and IPL – Therapists are expected to be trained to a minimum NVQ level 3 or equivalent in Beauty Therapy AND must have attended the Core of Knowledge training programme in addition to supplier training.

If there is no relevant nationally recognised qualification (i.e. some holistic therapists), and there is an exempt organisation that covers the particular therapy, the Council may require the therapists to become a member of an exempt organisation in order to practice within the Borough. Where no exempt organisation exists the Council will require further information regarding the training, this will be considered on a case by case basis.

Therapists undertaking body piercing, scarification, beading, tattooing and similar treatments will be required to attend a pre arranged interview before registration can be granted. If no recognised qualification is available the applicant must provide references, evidence of past work and proof of when and where their apprenticeships/training was undertaken. All such applicants must have certificated training in the area of hygiene such as a level 2 certificate in salon hygiene as offered by the Royal Institution of Public Health, or an equivalent qualification.

Trainees, who have not yet received a recognised qualification, will be provisionally registered which will allow them to work within licensed premises. It will be the responsibility of the therapist and licence holder to ensure trainees are supervised at all times and are competent to carry out treatments. After one year the person may apply for full registration

International Qualifications

If you have obtained an International qualification which is not generally recognised within the UK, you must complete two stages before applying for registration:

1. If the certificate of qualification is in a language other than English, you must obtain a full translation of the certificate into English. This must be carried out by an independent licensed translator and must be endorsed as a true translation of the certificate.
2. Once the qualification certificate has been translated into English, you will need to obtain a comparability certificate. This will state what your qualification is equivalent to in terms of UK qualifications.

A comparability certificate may be obtained from the National Academic Recognition Information Centre of the UK (UKNARIC)

UK NARIC provides a service for individuals seeking information on comparability between international and UK academic qualifications. This service is intended to assist those with overseas qualification to progress towards further studies and employment in the UK.

You will need to supply them with the following;

- a photocopy of your certificate together with transcripts
- a copy of certificated translation of the certificate of qualification in English
- a covering letter from yourself stating the purpose of your enquiry

UK NARIC make a charge for this service.

UK NARIC, ECCTIS Ltd
Oriol House
Oriol Road
Cheltenham
Glos GL50 1XP
Tel; +44 (0)871 330 7033
Fax;+44 (0)871 330 7005

Filling in the application form

You must complete all sections of the form, and identify all treatments or therapies which you are qualified to provide. Please do not write “beauty therapy” as this term can cover a whole range of different treatments, be specific about the types of treatment i.e. facial scrub treatments, galvanic, body wrap treatments etc.

If you have changed your name or have married since obtaining your qualifications you will need to provide proof of the name change, e.g. copy of marriage certificate, or deed poll certificate..

Identification

You must provide proof of identify at the time of application. Photocopies are acceptable

You must provide either –

- 1) a full, current passport or

2) a current photo driving licence

If you do not have these please contact 020 7341 5152 for advice on alternative documents which may be acceptable.

Photographs

Two full face passport size **colour** photographs will be required to be submitted with your application. The Council reserves the right to reject any photographs which are not considered acceptable. Your full name should be written on the back of one of the photographs.

Proof of address

Acceptable proof of address includes; driving licence, or utility bill, bank statement, or similar dated within the past 3 months

Contact Details

If you have any queries please contact the Licensing Team, Royal Borough of Kensington and Chelsea, Council Offices, 37 Pembroke Road London W8 6PW 020 7341 5152.