



## LICENSING POLICY

Skin Aesthetics & Academy – Licensing Policy  
Review Date: 6/6/26

### Policy Statement

At Skin Aesthetics & Academy, we are committed to operating in full compliance with all relevant licensing laws, awarding organisation requirements, and copyright regulations. This Licensing Policy sets out how the academy manages and maintains all legal permissions required to deliver accredited training, use intellectual property, and maintain a credible and compliant learning environment.

### 1. Purpose

This policy is designed to:

- Ensure the legal delivery of qualifications and courses under valid centre approval and licensing.
- Comply with all awarding organisation and regulatory requirements (e.g. Ofqual).
- Safeguard the use of licensed learning materials, logos, and software.
- Provide transparency to learners, staff, awarding bodies, and regulators.
- Prevent misuse or unauthorised use of any licensed assets or qualifications.

### 2. Scope

This policy applies to:

- All accredited qualifications and non-accredited courses offered by the academy.
- All directors, staff, tutors, assessors, and support personnel.
- All learners enrolled on courses where licensing is relevant.
- All intellectual property, logos, software, digital tools, and learning content used.

### 3. Centre Approval and Awarding Organisation Licensing

Skin Academy will:

- Maintain valid centre approval with each awarding body under which it delivers qualifications.
- Adhere to all terms set out in centre agreements or licensing contracts.
- Renew centre licences on time and ensure continuous compliance with quality assurance requirements.
- Provide access to awarding body representatives (e.g. EQAs) as required.

### 4. Course Licensing

The academy ensures that:

- All regulated qualifications are delivered only under the scope and licensing approved by the awarding body.
- All advertised courses reflect correct accreditation or non-accreditation status.
- Only qualified and approved tutors deliver courses that require professional licensing or regulation.
- All resources, manuals, and branded content used in courses are either owned by the academy or used under license.



## 5. Use of Logos and Brand Marks

- The use of awarding body logos and accreditation marks will strictly follow the branding and logo usage guidelines issued by the awarding organisations.
- The academy will not misuse logos to misrepresent a course's status.
- Learners will be informed clearly of which qualifications are regulated, which are accredited, and which are CPD or internal.

## 6. Software and Digital Licensing

Where software, apps, or online platforms are used (e.g. virtual learning environments, image editing tools, AI tools, or assessment systems), the academy will:

- Use only fully licensed or authorised versions of digital products.
- Ensure staff and learners do not download or use pirated software on academy devices.
- Renew licenses promptly to maintain access and avoid legal risk.

## 7. Copyright and Intellectual Property (IP)

- The academy respects the copyright and IP rights of authors, software developers, and awarding bodies.
- Any materials reproduced or shared with learners are either created in-house, licensed, or used under fair usage terms.
- Learners and staff must not photocopy, download, or share copyrighted content unlawfully.

## 8. Responsibilities

- Director/Principal: Oversees all licensing agreements, compliance reviews, and renewals.
- Centre Manager/IQA: Ensures all course delivery and assessment is within licensed scope.
- Trainers & Assessors: Use licensed materials and comply with this policy.
- IT Support/Data Officer: Ensures all software and systems are used lawfully and kept up to date.

## 9. Breaches of Licensing Policy

Breaches of this policy—including unauthorised course delivery, misuse of logos, or copyright infringement—may result in:

- Disciplinary action.
- Termination of awarding body approval.
- Legal action or financial penalties.

Any suspected breaches must be reported immediately to the Director or Centre Manager.

## 10. Review and Updates

This policy is reviewed annually or sooner if there are changes to legislation, awarding body requirements, or academy operations.