



ORGANISATION CHART POLICY

Skin Aesthetics & Academy - Organisation Chart Policy
Review Date: 13/6/27

Policy Statement

At Skin Academy, we believe that a clear organisational structure supports transparency, accountability, and the efficient delivery of our training programmes. This Organisation Chart Policy outlines how the academy defines, updates, and communicates the roles and responsibilities of its team members to ensure effective leadership, management, and learner support.

1. Purpose of the Policy

This policy aims to:

- Provide a clear overview of the internal structure of Skin Academy.
- Define the roles and lines of reporting and communication.
- Ensure all staff and stakeholders understand the leadership and decision-making structure.
- Support compliance with awarding body and regulatory requirements for centre management and staffing.

2. Scope

This policy applies to:

- All staff members, including management, tutors, assessors, internal quality assurers (IQAs), and administrative personnel.
- External partners or contractors who contribute to training delivery or centre operations.
- Learners, awarding bodies, and regulators who require clarity on the structure of the academy.

3. Organisational Structure

The organisational chart typically includes the following roles:

Our Organisation Chart:

Academy Director: Overall leadership and strategic management.

Head Educator: Heads the teaching team, curriculum delivery.

Other Academic Trainers: Deliver subject-specific training.

Assessors & IQA: Assess learner work and ensure quality.



Academy Director



Client Coordinator/PA



Head Educators



Trainers



Assessors and Internal Quality Assurers (IQA)

4. Responsibilities of Management

Management will:

- Maintain an up-to-date organisation chart reflecting current roles and reporting lines.
- Communicate changes in structure to all staff members.
- Review and update the chart at least annually or when key personnel changes occur.
- Ensure that each role is clearly defined with specific responsibilities and accountabilities.

5. Benefits of the Organisation Chart

The organisational chart supports:

- Clear communication channels.
- Defined responsibilities and points of contact.
- Efficient decision-making.
- Compliance with regulatory and awarding body requirements for centre staffing.

6. Review and Communication

This policy, along with the organisational chart, will be reviewed annually or:

- When significant staffing changes take place.
- If required by external regulators or awarding organisations.
- In response to operational growth or restructuring.

7. Availability

The organisation chart and this policy will be:

- Shared with all new staff during induction.
- Included in internal quality assurance documentation.
- Made available to external quality assurers and regulators on request.