



CANDIDATE TRAINING POLICY

Skin Aesthetics & Academy – Candidate Training Policy

Review Date: 13/6/27

This Candidate Policy outlines the terms and expectations between Skin Academy ("the Academy") and the student ("the Candidate") enrolling in any course provided by the Academy.

1. Purpose of the Contract

This contract ensures that all candidates:

- Understand and agree to the terms of participation.
- Are aware of the responsibilities of both the academy and themselves.
- Are committed to maintaining professional conduct and upholding the academy's values and standards.

2. Academy Commitments

Skin Academy agrees to:

- Provide high-quality training and assessment services.
- Treat all candidates with respect, fairness, and confidentiality.
- Deliver training in accordance with awarding body standards and course requirements.
- Provide appropriate resources, materials, and qualified tutors.
- Offer guidance, feedback, and support throughout the course.

3. Candidate Commitments

As a candidate, you agree to:

- Attend all scheduled classes and training sessions on time.
- Submit all coursework, assignments, and assessments by the deadlines.
- Conduct yourself in a professional and respectful manner.
- Follow all academy policies (including Health & Safety, Equal Opportunities, Safeguarding, and Assessment Policies).
- Notify the academy promptly of any issues affecting your ability to attend or complete the course.
- Respect the privacy and dignity of other learners, tutors, and staff.
- Avoid any form of cheating, plagiarism, or use of unauthorised artificial intelligence tools in assessments.

4. Fees and Refunds

- Course fees must be paid in full or according to the agreed payment plan before certification is issued.
- Refunds are granted in accordance with the academy's Refund & Cancellation Policy.
- Non-payment of fees may result in removal from the course or withholding of certification.

5. Attendance and Conduct

- Full attendance is required unless agreed otherwise in writing.
- Persistent lateness or unexplained absences may result in exclusion from the course.
- Candidates must wear appropriate attire (if applicable) and comply with health and safety rules during practical sessions.



6. Certification

- Candidates will receive certification only upon successful completion of all training, assessments, and payment obligations.
- Certification is issued in accordance with awarding body guidelines and timelines.

7. Data Protection

- Your personal data will be processed and stored in line with our Data Protection & ICO Registration Policy.
- By signing this contract, you consent to the sharing of relevant data with awarding organisations and regulatory bodies for qualification purposes.

8. Termination of Contract

The academy reserves the right to terminate this contract and remove a candidate from the course in the event of:

- Gross misconduct or breach of academy rules.
- Non-attendance or failure to complete assessments.
- Misuse of academy property or digital systems.

How to make an official report?

To make a report regarding any of our policies please contact:

Name: Leah Torrington

Email: info@skin-aesthetics.co

Your report will be acknowledged within 7 working days.