



## Professional Aromatherapy Practitioner Diploma

## Introduction

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This accredited by the International Federation of Professional Aromatherapists course will provide you with everything you need to know to become a Professional Aromatherapist Practitioner. You will be able to gain insurance and start your own business offering bespoke aromatherapy prescriptions and treatments. This is a high-level course that is detailed and comprehensive. You will be fully supported and mentored by our qualified and experienced Principal Aromatherapy Tutor who are practicing Aromatherapists and have real life experience of running a successful business.

Following successful completion of this course you will become a Professional Aromatherapist Practitioner and be able to join the IFPA as a member. For the 1<sup>st</sup> year of your course, you will have IFPA Student Membership included in your fees. To find out more about the benefits of IFPA membership click on the link

<https://ifparoma.org/membership/why-join-the-ifpa/>

## Accreditation

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This course is accredited by the International Federation of Professional Aromatherapists who are a leading organisation committed to protecting aromatherapy standards, safety and research.



You can find our school registered on the IFPA website

<https://members.ifparoma.org/Find-A-School/school/11913>

The International Federation of Professional Aromatherapists is the largest aromatherapy specific professional practitioner organisation in the UK, involved in supporting aromatherapists and improving standards of education and practice in aromatherapy. We are now growing internationally by encouraging and supporting aromatherapy training in many other countries.

The IFPA is a registered charity in the UK. We believe wholeheartedly in the principles and philosophies of holistic health, and the promotion of well-being for the individual. These principles and beliefs are the foundations of the IFPA's aims and objectives for its members together with its strong [code of ethics and practice](#).

## Topics covered on this course

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- Historical uses of plant therapy
- How essential oils work in and on the body
- Dermal limits for essential oils
- Methods of using aromatherapy
- Creating synergies for safe and effective treatments
- Subtle aromatherapy energy work
- 60 essential oil profiles
- 15 carrier oil profiles
- 10 hydrosol profiles
- How to mix and blend safely and effectively
- Plant family characteristics and personalities
- Organic Compounds in plants and their importance in aromatherapy
- Research – study articles
- Introduction to aromatherapy for babies and children
- IFPA Cancer guidelines
- IFPA Pregnancy guidelines

## Your Tutor

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Joanne Woodward Holistic Health Education provides professional level courses to the highest training standards in aromatherapy and holistic therapies. Classes are taught in house and online by qualified tutors and experts in the field of holistic health.

Our contact details are as follows.

Joanne Woodward Holistic Health  
The Old Forge  
Main Street  
Congerstone  
Nuneaton  
Warwickshire  
CV13 6LZ

Phone 01827 881339  
Mobile 07975 590493

Email [info@joannewoodwardholistichealth.com](mailto:info@joannewoodwardholistichealth.com)  
Website [www.joannewoodwardholistichealth.com](http://www.joannewoodwardholistichealth.com)

## Equality and Diversity

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Joanne Woodward Holistic Health Education provides various training methods to suit different learning abilities for equality and diversity. We believe that Holistic Health education should be inclusive. Should you have any special requirements, please let us know prior to commencing your course so that we can do our best to ensure you have a great learning experience with us.

Students are expected to attend or complete all modules of each course according to the course syllabus. Each student will be assessed, monitored and mentored through their course.

If there is an unforeseen circumstance or a change in personal situation, please discuss this with us to see how we can help you stay on track and complete the course on time.

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.

<https://www.gov.uk/guidance/equality-act-2010-guidance#overview>

Joanne is an experienced practicing Professional Aromatherapists and IFPA Principal Aromatherapy Tutor. She runs a successful home-based aromatherapy and holistic therapies business. Joanne is passionate about natural health and well-being for the mind, body and energy of life.

### Tutor Credentials

Joanne Woodward is an IFPA Principal Tutor, MIFPA, Holistic Therapist, Reiki Master and Practitioner.

## Options of study

Options of Study	Course Title	Duration	Requirement	Examinations	Price
In House	Full Aromatherapy Diploma including Massage (Max 6 students)	September to June  25 days in house plus home based case studies	Level 3 Anatomy & Physiology or equivalent	Assessments Assignments Case Studies Final Theory exam Final Massage Exam	£3000
In House	Aromatherapy Theory Only  For qualified massage therapists, physiotherapists etc and those wanting to offer prescription aromatherapy without massage	September to June  20 days in house plus home based case studies	Level 3 Anatomy & Physiology or equivalent	Assessments Assignments Case Studies Final Theory exam	£2500
Online	Aromatherapy Theory Only  For qualified massage therapists, physiotherapists etc and those wanting to offer prescription aromatherapy without massage  You can enrol on this course here <a href="#">Joanne Woodward Holistic Health Online Theory only Diploma</a>	9 – 18 months. Starts anytime.	Level 3 Anatomy & Physiology or equivalent	Assessments Assignments Case Studies Final Theory exam	£2000  Or 6 monthly payments of £375
Online	Aromatherapy Upgrade/Refresher  For therapists trained in level 3 aromatherapy to upgrade their qualification  For qualified IFPA Aromatherapists	From 6 months to 18 months	Level 3 Anatomy & Physiology or equivalent	Assessments Assignments Case Studies Final Theory exam	From £500

	wanting to refresh or gain more confidence in their knowledge				
Online	Anatomy & Physiology  Our online A&P Course can be found here <a href="#">Joanne Woodward Holistic Health A&amp;P Course</a>	Start anytime	Level 3	Online	£200

## Examinations (COVID-19)

### Theory Examination

Written exam can be taken and invigilated via Zoom or similar platform.

Before exam commences students must show the invigilator their exam area to ensure no book or charts are visible.

A written paper will be emailed to students 15 minutes prior to the commencement of the exam.

At the end of the exam students will scan their completed examination papers and send to the School Principal within 15 minutes.

### External Verification

The examination will be marked by your School Principal Tutor and then forwarded to an IFPA external invigilator for external verification.

Throughout your course you will be assessed, tested, monitored and mentored so that you feel fully confident in your knowledge prior to taking the final examination so there is no need to be worried about this as we will make sure you are ready.

### Practical Massage Examination

This will be carried out via Zoom or similar platform which will be recorded. We will use Zoom breakout rooms, this gives the examiner the freedom to ask students questions without disturbing other students.

The student will be assessed on completion of the client consultation form, selection of aromatherapy products chosen for the client and reasoning, care of the client, professional appearance and manner as well as the massage itself.

### External verification

The online examination will be recorded and sent to an IFPA approved Assessor for final verification.

## Full Professional Aromatherapy Diploma in house course from £3000

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The course runs for a minimum of 10 months and up to 24 months for completion. There are around 30 in house days spread in blocks of 3, 4 or 5 days. You will be personally taught in a small group of no more than 6 students to guarantee the highest level of training. We will teach you everything we know as practicing aromatherapists and help you to understand what you need to do to start your own successful business.

You will be assessed during the course via online tests, multiple choice questions, essays and in-house assessments. You will need to sit a final exam on ZOOM which lasts approximately 2.5/3 hours.

You will be required to hold a level 3 Anatomy & Physiology qualification or equivalent. Please see more information below.

Theory only £2500

Theory and aromatherapy massage £3000

### Included in your 'in house' course

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- Tutor Fees
- Pastoral Care
- Course content material
- Access to the online portal for up to 18 months
- All information needed to complete your course
- Course marking and assessment reviews by your tutor
- Mentoring
- Use of products and equipment in class
- Examination Fees

### Not included in your course

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- Products
- Equipment
- Travel and accommodation costs
- Food
- Clothing

Online - all course materials via the online portal. Products are not included but a starter kit of our recommendations are listed below. Professional hard copies of course notes can be sent out at a cost of £75.

In house – all course notes are provided as a hard copy and you will also have access to the online portal.

You will need to invest in a range of essential oils, carrier oils and hydrosols to be able to complete your course.

## Online Theory Course

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Theory is taught on an online platform with live and recorded classes with your tutor. The course contains downloadable course materials so that you can print off and make your own notes. It is fully narrated for those who like to listen and learn.

The course will teach you everything you need to know and understand about aromatherapy so that you can create bespoke blends under consultation for clients, friends and family.

If you already hold a level 3 massage and Anatomy & Physiology qualification, this course will provide you with the tools to use essential oils in your treatments safely and effectively. Please see information about the A&P qualification below.

You will be assessed during the course via online tests, multiple choice questions and essays. You will need to sit a live final exam which lasts approximately 2.5/3 hours.

## Course Costs

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Your course includes all tuition fees, downloadable course materials, access to the online portal which is assessed by your tutor throughout your training, marking and feedback from your tutor for 18 months. The final exam is externally assessed by a verified IFPA examiner. does not include products.

## Payment Options

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One off payment of £2000

6 monthly payments of £375

We are not VAT registered.

## Included in your course online

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- Tutor Fees
- Pastoral Care
- Course content material for download
- Access to the online portal for up to 18 months
- All information needed to complete your course
- Course marking and assessment reviews by your tutor
- Mentoring
- Examination Fees

Preview and enrol on this course here

[Joanne Woodward Holistic Health Aromatherapy Online Theory Only Diploma](#)



### In house Professional Aromatherapy Massage course £500

This course is for qualified or trainee Aromatherapists to include Aromatherapy Massage as part of their qualification. It is taught at the clinic over and intensive 5 days. You will learn a professional aromatherapy body massage and facial which can then be sub divided into shorter treatments so that you can offer several options for treatments.

You may also like to take this course if you are already qualified but have been out of practice for a while as a refresher and to update your skills.

You will need a level 3 qualification in Anatomy & Physiology. Please see below.

5 consecutive days in house £500 on a group basis of no more than 6 attendees.

Refresher course £150 per day.

Private tuition is available upon request.

### Professional Appearance for Massage

For massage training, we require that you wear suitable clothing and present a professional image. Tunics are practical and easy to clean. Here are some recommended suppliers.

[www.labeeby.co.uk](http://www.labeeby.co.uk)

[www.simonjersey.com](http://www.simonjersey.com)

[www.inlinelondon.co.uk](http://www.inlinelondon.co.uk)

### Aromatherapy Upgrade

This course is ideal for those looking to increase their skills and knowledge in aromatherapy who may already have a basic qualification. It is also useful for those returning to practice to review areas where renewing or updating skills would be beneficial. We will conduct an interview in house or via video link and then devise a plan to help you to achieve your goals.

ZOOM interview £30

Upgrade from £500 (online or in house).

Anatomy & Physiology

The IFPA recommends the level 3 Anatomy & Physiology course by Essential Training Solutions and they have negotiated an excellent rate of £200.

IFPA – Anatomy, Physiology and Pathology Online Course, IFPA Accredited, Level 3



The key features of our [Joanne Woodward Holistic Health](#) IFPA Accredited Anatomy Physiology and Pathology course are:

- Level 3 IFPA Accredited course
- Perfect for new therapists who have chosen to go down the IFPA accredited course route
- Upon completion can be used as prior learning for IFPA accredited practical training courses
- Interactive tutorials and online assessments mean you can study completely from home
- Immediate online marking of assessments – no written assignments to be posted
- Fully supported
- No attendance required
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What's included in this course?

This course is just £200 and is *fully inclusive* of the following:

- 24/7 online access for the duration of your course
- The [Essential Anatomy & Physiology Study Manual](#)
- The [Complete Pathology for Complementary Therapies](#) book
- Free access to the ETS Resource Centre
- Free access to the ETS Health and Safety Resource
- Unrivalled and unlimited student support
- Printed certificate upon completion

This course comprehensively covers Anatomy, Physiology and Pathology for all body systems. You can choose the order in which you take them to tailor your study to your own needs.

## Aromatherapy Continual Professional Development Courses

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These are short courses for Professional Aromatherapists to attend post qualification to further develop and deepen their knowledge and skills as required by the IFPA. A guideline will be provided on your course, but these are points that need to be collected to prove you are keeping up to date with the aromatherapy professional industry.

Courses include

- Hot Stone Massage
- Warm Bamboo Massage
- Aromatic Foot Reflex Massage
- Aromatherapy Rituals Facial
- Aromatic Ear Candling

## Aromatherapy Products

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It is necessary to buy from professional aromatherapy suppliers. Please do not buy from big multi-level marketing companies (MLM's). the reason for that will be covered on your course. Please buy organic where possible as it does make a difference. Always ask for proof of certification as some may say that they are organic.

We have selected the suppliers that I believe offer the best aromatherapy products. On this course we will cover many and they all have varying prices. To get going I recommend you buy the following products and then choose additional ones as you study them to see what appeals to you. It's important that you buy the right product as there are various species so, do observe the Latin names when buying.

We recommend that you look on the Aromatherapy Trade Council website for approved aromatherapy suppliers [here](#).

## Formulation and Making Organic Skincare

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At the end of this course, you will become a Professional Aromatherapist with an internationally recognised qualification. You will be able to treat people using individual client consultations with signed consent from them.

This course does not cover being able to make and sell water based products to the public which would require that your products must comply to cosmetic testing. If you are creating your products properly you shouldn't have a problem with anything, but it is a legal requirement to have proof that your products meet the standards.

We will teach you how to make anhydrous products which are based around oils, waxes and butters and contain no water which do not require challenge testing.

Here is what the EU cosmetic regulation says.

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'Developing your cosmetics

Manufacturing according to Good Manufacturing Practices (GMP)

The EU Cosmetics Regulation stipulates that all cosmetics products must be manufactured in accordance with the harmonised standards laid out in GMP, in turn described in the

Official Journal of the European Union. GMP ensures that products are prepared in a clean environment and that the products are not contaminated in production. Microbial contamination can be quite common as many microorganisms live freely in the atmosphere around us, and could lead to degradation and, in severe cases, could cause harm to the consumer.

Placing a product on the market

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### Europe

Before being placed on the European market, all cosmetics products must be listed on a centralised database, the Cosmetic Products Notification Portal (CPNP), managed by the European Commission. When a product has been notified in the CPNP, there is no need for any further notification at national level'

### UK 2020

Office for Product Safety and Standards (OPSS).

If you are making cosmetic products available to consumers in Great Britain (GB: England, Scotland, and Wales), you must notify your cosmetic products using the Submit cosmetic product notifications service.

[Access the Submit cosmetic product notifications service](#)

<https://www.gov.uk/guidance/submit-a-cosmetic-product-notification>

What does that mean for Aromatherapists?

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Quite simply we are qualified to make, use and sell products to clients and friends after taking a full consultation. That is what this qualification does in that sense. We offer a unique service to individual people with a holistic approach.

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## Memberships

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### IFPA – International Federation of Professional Aromatherapists

Your course fees include student membership for the first year of your course. See the benefits here

Students enrolled on our [Professional Aromatherapy Diploma](#) at one of our accredited schools are required to become a Student Member.

Some schools include the cost of Student Membership in their tuition fees so prospective students should check with their chosen school first.

Student Members are expected to qualify within three years. Any extension to this period will be on a case-by-case basis, at the discretion of the school and in conjunction with the IFPA.

Once qualified Student Members will automatically be eligible for Full Membership and the use of the letters MIFPA after their name.

[Check out the new Student Facebook Page](#)

Fees for Student Membership are £27 per annum (£27.50 International)

Browse our list of [accredited schools](#) for your course to become an IFPA qualified Professional Aromatherapist.

## Labaroma

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This is a chemistry formulation app that helps you to formulate and test your aromatherapy blends. As a school we have a special deal with Labaroma for our students. Please ask for details.

<https://www.labaroma.com/en/about>

## Insurance

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IFPA Members-have exclusive access to a discounted insurance package, designed specifically for professional Aromatherapists by Balens. Who were founded in 1950 and are an ethical 4th-generation family brokerage with 50 staff and 70,000 plus clients. They have been looking after Health and Wellbeing Professionals for over 21 years and have designed a Hybrid policy that they believe is one of the most comprehensive on the market. Their exclusive Professional Liability Insurance is available to IFPA Student Members, Associate Members and Full Members

For full details, please contact Balens here: <http://www.balens.co.uk/services/customised-schemes/ifpa-insurance-scheme.aspx>

For the purpose of insurance only The International Federation of Professional Aromatherapists are an Introducer Appointed Representative of Balens Limited, Bridge House, Portland Road, Malvern, Worcestershire, WR14 2TA who are authorised and regulated by the Financial Conduct Authority.

Whilst training with Joanne Woodward Holistic Health Education, in house courses are covered by the school's insurance policy for treatments and training but we do recommend

that you obtain student insurance with Balen's Ltd or another appropriate insurance company of your choice for any work outside of the training venue. This would cover you for public liability and products.

Visit <https://www.balens.co.uk/>

### First Aid Qualification

The IFPA do not require you to hold a First Aid at Work certificate but, we do highly recommend that you do gain this qualification if you are going to run a business with hands on services.

### Cancellation, Deferring and Payment Policy

You are required to pay your course fees at the time of booking. Our Aromatherapy Diploma can be paid in one lump sum or spread over 6 monthly payments which costs slightly more. All short courses must be paid in full at the time of booking. Course fees are non-refundable once your course has commenced. You may be able to defer the start date of your course at your Tutor's discretion.

### Refunds Policy

We regret that unless there are exceptional circumstances that we are unable to offer a refund for a course that has already commenced.

For in-house courses we require

- 30 days' notice of cancellation prior to the course start date for a full refund
- 14 days' notice of cancellation prior to the course start date 50% refund
- 7 days' notice of cancellation prior to the course start date 0% refund
- If we need to postpone or cancel your course a full refund or alternative dates will be offered.

## Government Guidelines

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During your course we will stay updated with the Government Guidelines for COVID-19 in relation to close contact services. We will ensure your course is run legally and safely. We operate a strict hygiene policy and through risk assessment policy. See our separate booklet for more COVID-19 policy procedures.

We will keep you up to date with any changes during these times whilst you are training with Joanne Woodward Holistic Health Clinic.

Please check the current Government Guidelines for close contact services regularly if you are carrying out close contact services which massage is covered under.

<https://www.gov.uk/coronavirus>

## Governing Body Guidelines

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The IFPA will notify us of any changes to the operations of close contact services to due COVID-19. We recommend that you follow their social media pages and check your emails for updates. The Guidelines change depending on the rate and spread of the virus, so it is important to know the current guidelines and how they affect your work.

[Close contact services: Guidance for keeping workers and clients safe in close contact services,](#)

## NHS England Hand Washing Procedures

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<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

## Government Guidelines - Face coverings

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Wear something that covers your nose and mouth:

- on public transport
- when you go to hospital appointments or visit someone in hospital

If you can, also wear a face covering in other places when it's hard to stay away from people, such as in shops.

Face coverings should not be worn by children under 3 and people who would find wearing them difficult (such as people with breathing difficulties).