

Step-by-Step Guide to Creating IPHM Beauty Accredited Course Manuals

IPHM Beauty | For Training Providers

As part of the accreditation process with IPHM Beauty, all applicants are required to provide complete access to the learning resources that will be delivered to students. This enables IPHM to assess the quality of provision and ensures that the knowledge, skills, and competencies gained will sufficiently prepare learners to deliver treatments with professionalism, confidence, and care.

High-quality learning resources not only equip students with the tools they need to achieve their learning objectives but also support trainers and academies by creating a consistent, structured, and professional delivery of the training experience.

Course Manual Structure

Your training manual should be professionally presented, clearly structured, and comprehensive in content. At minimum it must include the following sections.

Introduction

Set the tone of the course by explaining the context and purpose of the therapy or treatment being taught. State clear aims and objectives, describe the delivery method (theory, practical, or blended), and provide a breakdown of topics to be covered.

Health and Safety

Include all specific health and safety considerations related to the treatment, referencing applicable regulations such as COSHH, PPE requirements, infection control protocols, and any local or national licensing standards. Clearly explain how these regulations are applied in practice to ensure client and practitioner safety.

Equipment and Materials

Provide a list of all products, tools, consumables, and machines required for the treatment. Include a brief description of each item's purpose, along with clear guidance on its correct storage, cleaning, and sterilisation procedures.

Session Preparation

Describe how to prepare for the treatment, including setting up the treatment area and listing all products and equipment needed. Include any required client preparation steps and therapist hygiene procedures to ensure a safe and professional treatment environment.

Client Consultation

Explain the importance of carrying out a thorough client consultation, outlining the different consultation methods that may be used. Describe how consultation details should be accurately recorded and stored in compliance with data protection regulations. Provide examples of treatment-specific consultation forms and explain how to develop clear treatment plans.

Contraindications

List all contraindications relevant to the treatment, explaining how they may present and why they could prevent or restrict the procedure. Include guidance on situations where a GP referral would be advisable.

Contra-actions

Detail all potential contra-actions relevant to the treatment, explaining what may occur, why it happens, and how to manage each appropriately. Emphasise the importance of accurately recording any contra-actions and the steps taken in response.

Treatment Procedure

Provide a detailed step-by-step description of the treatment procedure and techniques, including diagrams or photos where necessary. Ensure that the documented process accurately reflects what is taught during practical training so learners can replicate it safely and effectively.

Aftercare

Provide comprehensive aftercare guidance relevant to the treatment, explaining the purpose and benefits of each recommendation. Include potential contra-actions that may occur if aftercare instructions are not followed, and outline how practitioners should record the aftercare provided to clients.

Follow-up and Long-term Care

Explain any maintenance, removal, or follow-up treatments that may be required, detailing the processes involved and how they should be carried out to ensure client safety and optimal results.

Course Conclusion

Summarise the aims and objectives achieved during the treatment or course, outline recommended next steps such as follow-on training, and provide contact details for any support or queries.

Lesson Plans for Beauty Courses

For courses delivered in person or online with live tuition, a structured lesson plan must accompany the course manual. This ensures consistency of delivery and provides a framework for assessment. Each lesson plan should include:

Introduction

Provide an overview of housekeeping including fire evacuation procedures and available facilities, state break times, and outline the aims, objectives, and content of the course. Explain the assessment methods, introduce yourself, and consider including an ice-breaker activity to engage participants.

Body

Organise content into manageable sections, specifying what each will cover and the delivery method such as demonstrations or practice sessions. Ensure all content is presented in sufficient depth, balancing comprehensive coverage with realistic learner expectations.

Conclusion

Conclude each session by summarising the content covered and confirming that the aims and objectives have been achieved. Allow time for questions, explain follow-up steps such as assessments or certification, and provide contact details for ongoing support.

Tips for Creating Outstanding Manuals

Visual Appeal: Use professional images, infographics, diagrams, and flowcharts to simplify complex concepts and keep learners engaged.

Clarity and Structure: Organise your content with clear headings, subheadings, and concise sections to support easy navigation and quick reference.

Interactive Elements: Incorporate case studies, reflection prompts, and short quizzes to reinforce knowledge and encourage active participation.

Comprehensive Content: Ensure every aspect of the therapy is addressed from theory to practical application to deliver consistency and depth.

Professional Design: Apply a consistent style, colour palette, and branding throughout your manuals to reflect the credibility of your academy.

Student-Friendly Features: Add summaries, checklists, and key takeaways at the end of each module to help learners consolidate information.

Practical Tools: Provide templates, sample consultation forms, treatment plans, and assessment sheets that learners can adapt for practice.

Health, Safety, and Legal Compliance: Include up-to-date guidance on hygiene, sterilisation, COSHH, and relevant local regulations. Highlight the importance of safeguarding clients and maintaining professional standards.

Quality Assurance: Regularly review and update manuals to reflect current best practices, safety standards, and developments in beauty therapy.

References and Further Reading: Include credible sources, industry standards, or recommended publications to support theory content and encourage deeper learning.

Final note

Well-designed course manuals and lesson plans are essential for IPHM Beauty accreditation. They ensure that all students receive a high-quality, structured learning experience covering both the technical skills of beauty treatments and the principles of client care. By maintaining these standards, you help to prepare competent, ethical, and confident beauty practitioners who can deliver safe, professional, and exceptional services.

Get in touch

If you have any questions about your application or accreditation requirements, we are here to help.

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