



***SOUTH AFRICAN ASSOCIATION
OF HEALTH & SKIN CARE
PROFESSIONALS***

RULES AND REGULATIONS

***FOR SAAHSP TWO YEAR SCHOOL
RECOGNITION***

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SOUTH AFRICAN ASSOCIATION OF HEALTH & SKINCARE PROFESSIONALS

RULES AND REGULATIONS FOR APPLICATION FOR SAAHSP TWO YEAR SCHOOL RECOGNITION

1. APPLICATION

Special attention shall be given to ensure that the school meets all standards regarding requirements, facilities, equipment, syllabus, time-table and lecturers, which must be fulfilled BEFORE inspection may take place.

The application form shall be returned to Head Office with:

- 1.1 Membership application forms from all lecturers not already members of the Association.
- 1.2 A cheque to cover all application costs.
- 1.3 Qualifications in full, with copies of all certificates etc., of ALL LECTURERS, both practical AND theoretical (full and part time), together with proof of years of experience.
- 1.4 A detailed plan of the school, to scale, showing ALL rooms, hot and cold water facilities, electrical points, windows, etc.
- 1.5 Full list of all electrical equipment.
- 1.6 A letter from an electrician stating that all the equipment listed by the school is in good working order.
- 1.7 A list of all other equipment, furniture, etc.
- 1.8 Detailed time-table, stating length of each lecture, total hours of lectures each day, hours of each subject each week, lecturers for each subject. Revision, test and examination time and product training must be included.
- 1.9 Detailed time-table for the for the two year syllabus, showing all planned holidays - proving that over 2860 lecture hours are provided.
- 1.10 Detailed time-table for each subject showing that the required hours for each are covered - as per syllabus.

2. SAAHSP SCHOOL RULES BOOKLET

A fee as per the SAAHSP fee structure will be charged. This covers the cost of the SAAHSP School information.

3. SAAHSP TWO YEAR SYLLABUS

This fee also covers the cost of the framework for the SAAHSP Two Year Syllabus. The SAAHSP Two Year Syllabus will only be handed to the school Principal/ Owner on the day of inspection. Please refer to the SAAHSP fee structure for the cost of the SAAHSP two year syllabus.

4. APPLICATION FEE - (As per the SAAHSP fee structure - non refundable)

This fee includes:

- Inspection fee
- Registration fee

SAAHSP will pay the inspectors' travel costs for the **first** inspection only. Should a re-inspection need to be carried out, or should the school completely fail the inspection, subsequent travel costs (at SARS rates R2.46 per km) will be the responsibility of the school. A nominal charge as per the SAAHSP fee structure will be charged to the school on re-inspection.

5. INSPECTION

Once ALL the application requirements have been met, SAAHSP will send inspectors to the school.

An inspection will be carried out at a time when all the students are present and lectures are underway. Inspectors may request to sit in on a lecture.

Inspection should be carried out before 31 March each year.

Any matters to be rectified after an inspection, before a trial period can commence, must be satisfactorily rectified within two months. A further satisfactory inspection must be carried out at that time, before permission can be given for a trial period to commence.

After a satisfactory inspection report has been received by Head Office written permission will be given for the school to commence its trial period.

6. RE-INSPECTION

Should a school completely fail its first inspection, a further inspection could be arranged by Head Office within two months of submitting the additional evidence.

If a school fails the second inspection, re-application must be made at the start of the next year, once ALL the faults have been rectified. Only a nominal charge as per the SAAHSP fee structure will be made for the re-application if it is made at the beginning of the following year.

7. TRIAL PERIOD

Following a successful school inspection a school is given a trial period of two years to work towards SAAHSP recognition. This period continues until a **SUCCESSFUL** SAAHSP

EXAMINATION has taken place AND the Education Committee is convinced that the school is running and will continue to run in the years ahead to the stipulated SAAHSP standards. (See trial examination). If the school has been in existence and has been in full operation for at least one year, and can be benchmarked against a standard, then a one year trial period will exist.

8. STUDENT AND LECTURER MEMBERSHIP

The school owner or Principal and ALL lecturers in Skin/Body Care Therapy subjects shall be members of the Association PRIOR to inspection taking place. All students shall become paid up members of the Association within ONE month of the school being accepted as a trial school.

All students are to be members within one month or by the 31 March, or the trial period could be revoked.

Students at trial schools may purchase the SAAHSP student badge as per the SAAHSP fee structure.

9. SAAHSP EXAMINATIONS

Entrance into the SAAHSP examination is compulsory for 60% of the registered second year students at a SAAHSP trial or recognised school.

Schools are required to have a minimum of 10 students, therefore it would be compulsory for schools to enter at least 6 students into the examination (above 60% requirement). If a school enters less than 6 candidates, SAAHSP will still require examination payment for the minimum compulsory amount of 6 students.

Prospective students should be told this at their interview.

If the students' examination fees are not structured into the school fees, students shall be informed at their interview and before each academic year what the expected costs will be.

10. MOCK EXAMINATION

A SAAHSP trial school is recommended to organise a mock SAAHSP examination for the students in August, which should be set up and run to the SAAHSP rules and regulations. SAAHSP will be pleased to send a representative to assess these examinations and then forward a report, to assist in preparation for the school examinations. A minimum of **10** candidates must be entered. Please refer to the SAAHSP fee structure for the cost per day.

The school will also be responsible for travel costs (SARS rates at R2.46 per km) if the representative travels over 60km per day, plus any hotel accommodation required. Booking for a mock examination shall be made with Head Office PRIOR to June 30.

11. SAAHSP TRIAL EXAMINATION

60% of the students registered at a SAAHSP trial school MUST be entered into the SAAHSP National examination.

60% of these students MUST pass the complete examination for a school to be eligible for SAAHSP recognition. If less than 60% of the students pass this examination, the school may, at the discretion of the Education Committee, be given an additional year of trial period.

If less than 60% of the students pass the examination in the additional year of trial, the trial period shall end and the school shall only re-apply after the relevant deficits are corrected.

SAAHSP sends two practical examiners to a trial school.

The practical examiners must be satisfied that all the SAAHSP rules and regulations have been adhered to.

The school must maintain the same standards for the following year for the school to be eligible for SAAHSP recognition.

A written report is sent to a school that does not pass its first trial period. A school that rectifies its shortcomings is allowed a further trial period, where ALL the same conditions apply.

12. SCHOOL ADVERTISING

In the first year of trial a trial school may state in advertising material "training towards a SAAHSP Recognised School". The SAAHSP logo may not be used.

During the first year of trial, progress reports, tests etc to be given to SAAHSP four times per annum. A mock examination can be given with another on-site inspection whilst lecturers and students are present. If they are satisfactory, in the second year of trial they may use the words "training towards a SAAHSP Recognised School" and use the logo.

Current students and applicant students at their interview may be told of the SAAHSP trial period.

13. RECOGNITION

SAAHSP school recognition is given at the sole discretion of the Education Committee and National Board.

A trial school is NOT recognised by SAAHSP.

A school shall not qualify for SAAHSP recognition until after a successful trial SAAHSP examination has been held and the Association is satisfied that the school has met ALL the SAAHSP requirements AND will continue to meet these standards in the future.

On receiving SAAHSP recognition, the school will be advised by Head Office in writing and be eligible to purchase a SAAHSP plaque as per the SAAHSP fee structure. The school may then advertise that it is a "SAAHSP Recognised School" and may use the SAAHSP logo.

14. ASSISTANCE

All lecturers at a trial school are expected to attend all Educational workshops provided by the Association in the regions

Where possible, Head Office will arrange for a SAAHSP appointed lecturer to visit a school, to give a lecture on a specific topic, if so requested. Please refer to the SAAHSP fee structure for the current charges for a SAAHSP trial school.

15. MEMBERSHIP AND FEES

Schools are invoiced with all amounts owing to the Association. Membership statements are sent to the individual. Student statements are sent to the schools.

The school owner and/or the principal shall be a member of the Association. Annual membership fees to be paid by 31 March each year.

Practical lecturers (full and part-time) in skin/body care therapy subjects shall be members of the Association. This includes assistant/student teachers. Annual membership fees to be paid by 31 March each year.

ALL students attending a SAAHSP recognised or trial school (i.e. after a successful inspection) shall be student members of the Association. Annual fees to be paid by 31 March each year, or within one month of a successful inspection.

16. ANNUAL SCHOOL FEE - (non refundable)

Annual school fee to be paid by 31 March each year. School fees will be increased annually, in line with the cost of inflation.

Schools are eligible for a 10% discount, if the school fee, principal and lecturer membership fees are paid together in ONE CHEQUE by 31 March each year.

17. SCHOOL FACILITIES

A SCHOOL APPLYING FOR TRIAL MAY NOT OPERATE IN CLOSE PROXIMITY OF A SAAHSP AND/OR CIDESCO SCHOOL. THE RADIUS BEING 1KM OR AT THE BOARD'S DISCRETION.

THE MINIMUM NUMBER OF STUDENTS AT A RECOGNISED SCHOOL IS 10 PER YEAR OF ENTRY.

A NO-SMOKING sign to be displayed in entrance.

The school shall be able to accommodate a minimum of 10 students per 1 year of entry, i.e. minimum 20 for 2 year school. The classrooms shall be clean, bright, well ventilated and sufficiently heated.

There shall be 10 treatment areas in a practical work area. There shall be a separate lecture room (or a practical room converted to a lecture room and not used for practical at that time with suitable desks and chairs), cloakroom and preferably a room for the students' breaks. There shall be running hot and cold water and toilet facilities appropriate to the number of students and staff (suggestion 1 toilet per 10 students and 1 for staff).

If the school is also a trade centre for products and equipment or a clinic, the two must be kept separate so that students do not impose on the clinic and vice versa. The school shall have a separate entrance for the students.

An entrance to the skin care clinic attached to a school, shall NOT be through a teaching or practical area of the school.

Theoretical and practical lessons are to be supported with adequate media options, i.e. whiteboard, computer with software, models and charts.

Optional recommended equipment includes overhead projectors, Television and DVD player, Computers and Proxyma's.

18. PRACTICAL WORK AREAS

In the practical areas there shall be:

- A minimum of 1 basin per five students.
- Washable floor surfaces only, no carpets or carpet squares.

19. EQUIPMENT

All equipment shall be in proportion to the number of students, used regularly and kept in good working order. Equipment shall be updated periodically and will be inspected at the end of year practical examinations.

An electrician's certificate stating that all the machinery is in good working order shall be sent to Head Office on original application and at the start of EACH academic year.

When a school has a sister school or clinic attached, EACH school shall have the minimum equipment, and NOT share equipment between the schools.

Listed below is the MINIMUM equipment for 10 students.

- 1 Plinth per student ie; 10 plinths
- 4 Galvanic machines (with both face and body attachments)
- 2 Infra-red lamps/radiant heat lamps - on stands
- 2 Vacuum suction (ventouses for face and body)
- 1 Heavy duty electrical brush
- 1 Vaporiser (steam) with or without ozone between every two plinths
ie, 5 vaporisers
- 1 Facial faradic
- 1 Pulveriser or a vacuum/spray
- 3 High frequencies
- 1 Magnifying lamp for every plinth, ie; 10 lamps
- 4 Faradic type machines for body treatments, each with a minimum
of 6 outlets
- 3 Gyrotory vibrators - i.e. G5, NOT hand-held percussors
- 3 Wax heaters (hot)
- 6 Wax heaters (organic/strip)

- 1 Interferential unit (optional)
- 1 Paraffin wax heater or suitable heating device

Sterilisation - see below

The abovementioned allocation is for a minimum of 10 students, however for Practical examinations for the larger volume schools the above equipment must be supplemented to ensure that 10 students can work simultaneously on facial and body equipment.

Supplemented equipment list for larger schools
Requirements for 20 students being examined **simultaneously**

- 20 plinths
- 4 Galvanic for face
- 4 Galvanic for body or 2 Combi units
- 2 Infra-red lamps
- 3 Vacuum Suction - Ventouses for face and body
- 1 Heavy Duty Brush Machine
- 10 Vaporisers
- 1 Facial Faradic
- 1 Pulveriser or a vacuum spray
- 4 High Frequency
- 10 Magnifying lamps
- 3 G5
- 4 Hot wax heaters
- 6 Body Temperature wax heaters
- Interferential (optional)
- Paraffin wax heater (optional)
- 4 Faradic-type with 6 outlets
- Steriliser
 - Hot bead steriliser
 - Liquid Steriliser
 - Autoclave (optional)

All overhead plugs and extension cords **MUST** be fitted with an on/off switch at the end nearest the equipment.

Equipment preferred, but not compulsory:-

- steam cabinet
- sauna
- ultra-violet lamp
- soft infra-red laser unit
- heat pads/body wraps

- Micromassage/ETR/Micro Current.

20. STERILISATION

All equipment, implements and utensils must be washed in a soapy solution prior to sterilisation.

Recommended methods:

- Bead steriliser
- Liquid steriliser
- Autoclave (optional)

21. HYGIENE

SAAHSP strongly recommends that all paper towels, cotton wool, tissues and anything that might have blood and/or body fluids on, be put into a sealable, leakproof plastic bag, sealed and disposed of in a suitable manner.

Finger cots to be worn during extraction and rubber gloves during electrical epilation and hot waxing.

ALL disposable needles, lancets, etc. shall be placed in a plastic sharps container with a small top. When the container is full, the lid shall be taped down and the container sent to the hospital or a waste removal service for incineration. The container shall NEVER be thrown away.

Implements used during extraction, e.g. comedone extractor/ blade and glass ventouse must be washed with a soapy solution and sterilised according to above guidelines.

(Refer to Sterilization & Hygiene - A Practical Guide available from Head Office).

22. PRODUCTS

SAAHSP schools shall work with at least three Professional Salon ranges of skin care products, from three different manufacturers to treat all skin types. Two of the three ranges of skin products shall be used during the practical examination. The training manuals to be on display during the practical examinations for the examiner's reference only.

Additional training in a broad range of cosmetic ranges is recommended.

For the SAAHSP examination the school shall display a certificate for at least three cosmetic ranges to show qualification in the above or the school shall display a status report of those who have passed the examinations.

23. LECTURERS' QUALIFICATIONS

All practical experience must be obtained after qualifying and apart from the 400 hours experiential training in the final year.

23.1 Practical

- SAAHSP Diploma with 2 years' experience in the industry.
- CIDESCO (Zurich after 1976) with 2 years' experience in the industry.

- ITEC (Beauty Specialist, Facial Electrical and Body) with 2 years' experience in the industry.
- CIBTAC (Skin & Body Therapy) with 3 years' experience in the industry.
- Legacy Qualifications
- AAD with 2 years' experience in the industry.
- International Health & Beauty Council with 3 years' experience in the industry.

23.2 Theory

Anatomy & physiology

Science

- chemistry & physics
- applied cosmetic chemistry
- Communication
- Nutrition

To be taught by Subject Matter Experts

Preferably, the lecturer should also have completed a course in didactics/training methodology.

23.3 Advanced subjects

Aromatherapy

Reflexology

Electrical epilation

Manual Lymph Drainage etc...

One year's experience after qualifying with a separate certificate/equivalent in the specialised modalities.

24. HOURS OF TRAINING

A MINIMUM of 2460 hours of practical and theoretical training (excl elective) AND 400 hours of supervised practical salon work shall be done. These hours must be done as a full-time course. Training courses shall be planned for more than the stipulated hours to cover any absenteeism due to illness, etc.

In addition to the above the following must be adhered to:

- To enter the required number of students.
- To have a pass percentage of 60% which is the current requirements.
- To ensure that the students are adequately prepared (according to the Two Year Syllabus) to enter into the examination.

It must be the undertaking of any Training Institute to enter the 60% minimum students for the SAAHSP examination and to maintain their excellent standard of the past.

Absenteeism should not be more than 80 hours per year. Any student who has been absent for more than 80 hours shall have their work ready for inspection by the SAAHSP practical examiner

plus a year mark in each subject. Examiners are to check the attendance register. Schools are to prepare this for the examiner.

The SAAHSP certificate is only presented after the satisfactory completion of the 400 hours of practical work. Proof of this practical work must reach Head Office by February the year following the SAAHSP examination or 4 months thereafter to aid in streamlining the administration in respect of certificates.

25. SCHOOL RECORDS

SAAHSP schools are required to:-

- Display timetables
- Keep a diary
- Maintain an attendance register and log the total of the school's hours and each student's hours at the end of each term.
- Maintain an electrical epilation register (where applicable).

All school records and registers shall be filled in with pen.

The diary shall be hard covered and record daily the dates and times of all practical and theoretical lessons, tests, examinations, subjects taught and whether practical work has been carried out on models or students. The diary shall indicate the length of each lesson, which shall be at least 45 minutes.

A detailed progress report shall be kept of what each student does in practical work. All these above records shall be on display for the SAAHSP examiners to inspect at the SAAHSP practical examination. Records are to be displayed at the time of the practical examination of students' FIRST AID Certificates.

26. WRITTEN TESTS

Students shall take at least four assessment opportunities in each theoretical subject during each school year. The test files, with memorandum and results and examiners details shall be on display for the SAAHSP examiners to inspect at the practical examinations.

27. SAAHSP EXAMINATIONS

All students shall be informed at their interview, of their option to enter into the SAAHSP examination and their financial obligation thereof provided that the students has reached the standard required by the school.

28. ENTRANCE REQUIREMENTS

The minimum entrance requirement to a SAAHSP examination is cognitive, language, motor skills, equivalent to a Grade 12, science recommended.

Applicants over 23 years of age on August 1 of the year of examination application, do not require a Grade 12 certificate or FET Certificate

29. STUDENT ENROLMENT

All students must be told at their interview that membership of the Association is a requirement at a SAAHSP trial and recognised school. A student who loses her badge shall purchase a replacement.

SAAHSP student membership fees for the first year of membership are available on the SAAHSP fee structure, which includes a student badge for students at a recognised school, the Association's magazine and correspondence. For subsequent years of training, also refer to the SAAHSP fee structure

Schools are responsible for ensuring that ALL first year students, together with any intakes into other years, register with the Association and correctly complete the required student form. Student registration forms and subscriptions shall be kept by the school until all have been completed and then sent to Head Office in one batch. All students forms shall be returned to Head Office with the students' fees for the year, by 31 March.

In order to maintain a professional standard, SAAHSP recommends the following for selecting students.

- Interview and orientation session informing prospective students of career.

30. ASSOCIATION MEMBERSHIP

Students who pass the SAAHSP examination AND return their practical work record cards to Head Office in the required time, will automatically be upgraded to post graduate membership the year following their training.

Such students are also eligible for Associate membership of the Association if they so wish. Students are advised of the available memberships before the completion of their course.

31. 400 HOURS PRACTICAL CLINIC WORK

All students studying at a SAAHSP school shall undertake 400 hours of practical work during (and spread preferably over the 2 years period of training) or just after the completion of their course before full time employment.

These 400 hours are NOT included in the basic hours of training. They must be worked OUTSIDE the school lecture hours, in the student's own time and BEFORE they commence full-time employment.

Students may work for up to 100 hours in a health and skincare related environment such as gymnasium, pharmacy or cosmetic house. The choice shall be approved by the school.

All student work must be done in a controlled environment.

A minimum of 200 hours is to be worked in a skin care clinic, the choice to be approved by the school.

Students who work in a clinic attached to a school, may only work there for a maximum of 100 hours of the required 400 hours.

Students may only work a maximum of 100 hours of the 400 hours in administration, office and clerical work in a gym, clinic or pharmacy.

Only second year students may undertake electrical epilation treatments.

Students shall not expect payment for their 400 hours, as it is part of their training.

Students shall at all times be neatly dressed in their school's practical uniform and wear the SAAHSP student badge.

Students must remember that they may not work on a member of the public without that client's knowledge and agreement that he/she is a student.

32. PRACTICAL WORK RECORD CARD

Practical work record cards are issued to the school for distribution to each student, plus an accompanying letter for clinic owners/students explaining the student work scheme. Students shall return these completed cards to their school, for return to Head Office by February in the year following their SAAHSP examination (+ 4 months thereafter). Later return of the record card can render the student ineligible to receive the SAAHSP certificate that year.

These cards shall be filled in detail and signed by the manageress EACH time the student works at the clinic (including hours worked and treatments listed). Insufficiently filled in cards shall not be accepted. Alternations and deletions can render the card invalid and no alternative proof of completion of work will be accepted.

School shall ensure that students are only given a second record card for a very valid reason.

33. EXAMINATIONS - ASSOCIATION EXAMINATION FEES ARE NOT REFUNDABLE

A minimum of 60% of the students registered at a school shall be entered for the SAAHSP examination each year.

60% of these entrants must pass the complete examination for a school to keep its recognition.

If a school is unable to enter 60% of its students into the SAAHSP examination one year, it may apply to Head Office in writing to enter a smaller percentage, giving valid reasons. If permission is given, it will be on the sole discretion of the Education Chairperson and only for that ONE year.

Examination entry forms are sent to the schools in June and shall be returned to Head Office by August 1.

Schools will be invoiced for the examination fees owed in August and this amount is due by September 30. All examination fees shall be paid in full prior to the students writing.

Late entries, if accepted, shall be surcharged. Please refer to the SAAHSP fee structure.

It is the school's responsibility to ensure that all students are familiar with the examination procedures, rules and regulations. Examination procedures, marking schedules and sample record cards will be issued to the SAAHSP schools, and should be discussed in detail with students.

The SAAHSP national examination consists of two parts:

33.1 Theoretical examination - which consists of two three hour papers, held on separate mornings, at a selected venue in each main centre, or at the individual schools. Theoretical examinations are set up, marked and controlled by SAAHSP and run to its rules and regulations. SAAHSP will organise a chief invigilator to each school for each examination room. Schools are requested to supply the second invigilator for each examination room.

Students have to pass both Paper 1 and Paper 2 in order to pass the Theory examination.

Students who received less than the sub-minimum of 40% on either of their papers the previous year, have to prove further study before they are allowed to re-write the subject. The examination will not be conducted in Afrikaans
No cell phones are allowed in the examination room.

33.2 Practical examination - which is one full-day examination, held at the individual schools. This examination is set up, marked and controlled by SAAHSP and run to its rules and regulations.

10 candidates will be examined on each day.

Where a school requires more than 3 days for the practical examination - two examiners will be appointed.

No Cell phones are allowed in the examination room.

SAAHSP will select impartial examiners each year, who where possible shall not be a principal or lecturer from another school in the same area. Schools shall accept all examiners selected by SAAHSP.

34. SUPPLEMENTARY EXAMINATIONS

SAAHSP does not hold supplementary examinations. Should a student fail all or part of the examination, they may retake the examination at their school the following year. Students wishing to retake the whole or part of the examination shall apply to their school prior to June 1, and their application form and fees must be returned with the current student applications prior to August 1. Such students must be paid up members of the association.

35. SAAHSP EXAMINATION FEES

SAAHSP informs the school principal of the charges for the next year's national examination in October. Students must enquire of each school's total examination fees from the principal.

A letter will be sent to the schools and students informing them that the SAAHSP examination fees are available on the SAAHSP fee structure. Fees include PAB certificate verification.

36. COSTS OF REWRITES

The full examination fee for the current year is charged for a full retake of BOTH the practical and theoretical examination. Half is charged for one theoretical examination and one practical examination, or both theory or both practical examinations.

A quarter of the current years examination fee is charged for ONE theoretical or ONE practical examination (facial or body).

37. EXAMINATION REMARKS

Candidates may have theoretical examination answer papers remarked as per the SAAHSP fee structure. Written application, within seven days of the results issued, with payment, must reach Head Office by January 31 the year following the examination.

38. SPECIALIST EXAMINATIONS

Available upon request.

39. CANCELLATION OF PRACTICAL EXAMINATION DAYS

If a school cancels one or more days of practical examination after their examination dates have been issued by SAAHSP, they will be charged as per the SAAHSP fee structure for each cancelled day.

40. SAAHSP PLAQUE

SAAHSP schools may purchase a SAAHSP plaque as indicated on the SAAHSP fee structure. Excluding postage. Should the school lose its recognition the plaque shall be returned to Head Office.

41. ADVERTISING AND PROMOTION

Once a school has received WRITTEN permission from the Association, it may use the name of SAAHSP in advertising.

42. ADVERTISING

SAAHSP promotes its recognised schools whenever possible and will ask them to participate in careers and educational exhibitions. When joint advertising is done through the media, each school shall pay a proportion of these costs and, where possible, will be informed of these the year prior to such advertising taking place.

43. SAAHSP LECTURERS

When, at the request of a SAAHSP school, Head Office arranges a part-time lecturer to attend the school, a current fee as per the SAAHSP fee structure is charged, plus travel as per SARS rates of R2.46 per kilometer when over 30 kilometers is travelled. Please also refer to the SAAHSP fee structure for a non-SAAHSP school plus travel.

If a school cancels a lecturer with less than seven days clear notice given, a 50% cancellation fee is charged.

44. INSPECTIONS

SAAHSP reserves the right for members of the Education Committee to inspect schools at SAAHSP's discretion.

45. CHANGE OF OWNERSHIP OR PREMISES

If the ownership of a SAAHSP school is changed for any reason, or if the school has moved to different premises, or if there is a change of principal at a school where the owner is not a full member of the Association, the school shall notify SAAHSP Head Office.

The school will be re-inspected by SAAHSP inspectors, who will send a report to Head Office. All costs involved in the re-inspection will be charged to the school (Please refer to the SAAHSP fee structure).

46. SCHOOL RESIGNATION

Should a school no longer desire to be a SAAHSP recognised school, a minimum of 12 (twelve) month's written notice shall be given. From that date of notice, NO further advertising shall be made that the school is SAAHSP recognised.

47. WITHDRAWAL OF SAAHSP RECOGNITION

If unfavourable written reports are received concerning a school, or if the examination results are unsatisfactory, or the SAAHSP examiners' reports show major deficiencies, the school will be advised by SAAHSP Head Office, and all shortcomings must be rectified within one year of the first report. Failing this, SAAHSP recognition will have to be withdrawn.

When a school has been informed by SAAHSP Head Office that recognition has been withdrawn, the school shall immediately notify the students on the course, which is in progress, and applicants for future courses. The SAAHSP plaque shall be removed from display and returned to Head Office. All advertising literature, brochures, letterheads, etc. which include the words "SAAHSP Recognised School" or any other words implying recognition by SAAHSP shall be destroyed.

48. RE-APPLICATION

A school that has had its recognition withdrawn by SAAHSP shall wait for at least one year before it can re-apply at that current year's full fee.

The school will make the same application as all new applicant schools.

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These rules and regulations may be altered, amended and updated at the discretion of the Board.