



FIPI MASTER PROGRAM

2025

How to become a FIPI Master in Image Consultancy

Why attaining Master status

Image Consultants who have achieved the FIPI Master Award are Internationally recognized as Masters in Image Consultancy. It is a huge achievement for you and your business.

This prestigious qualification can be attained by FIPI members and non members:

- Who have submitted an Image Portfolio.
- Who have been assessed a competent in four Modules of Image Consultancy.

Master status assures the public of quality and competence and verifies that professional standards and performance have been met.

It is also:

- The Image profession's benchmark for standards of Professionalism.
- The only International Qualification for the Image Profession of its kind verifies the experience and status of the Image Professional.
- For the benefit of clients seeking assurances of high standards and professional practice and ethics.

The areas of image (4 Modules required for FIPI Master in Image Consultancy)

- 001 Colour Analysis
- 002 Female Style & Body Analysis
- 003 Male Style & Body Analysis
- 004 Tuition in Cosmetic Application
- 005 Personal Shopping
- 006 Wardrobe Management

Undertaking the accreditation process requires a consultant to be experienced and knowledgeable in 1:1 consulting.

Assessments

All assessments take place online.

Investment FIPI Master in Image Consultancy

For FIPI members

FIPI Master (4 modules/2 diplomas)	£1,000
Certificate – 1 Module	£250
Diploma – 2 Modules	£500

For non members

FIPI Master (4 modules/2 diplomas)	£1,500
Certificate – 1 Module	£375
Diploma - 2 Modules	£750

Re-assessment

Re-assessment fee per Module	£50 for members	£75 for non members
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Application

Please send an email to the Accreditation Director accreditation@fipigroup.com to receive the Information Package Master Route.

How to become a FIPI Assessor

An Assessment is a practical form of measuring the competence of a candidate by evaluating their knowledge and practice according to the FIPI Master standards.

To be considered as an Assessor, one:

- Should be a holder of the FIPI Masters Award in Image Consultancy
- Should be a current Master Member of the Federation of Image Professionals
- Should have at least four years practical experience in Image Consultancy or/and Personal Styling
- Should be appointed by the approval of the Accreditation Director & Head Assessor and vetted by the Internal Verifier to assess candidates' evidence as a try-out to become qualified as a full Assessor.
- Must sign the Assessor Code of Conduct

An Assessor will:

- Judge candidates' evidence against FIPI Master standards
- Decide when a candidate has demonstrated competence
- Ensure that their assessment practice meets awarding body standards.

Quality Control:

- Observations of performance in the work environment
- Questioning the candidate- use the appropriate forms
- Discussing with the candidate- use the appropriate forms
- Write observations into the Comments / Questions boxes while assessing candidates, *it is not sufficient to say Yes or No*

A FIPI Accredited Trainer Provider (ATP) is only allowed to assess their own students, when a second Assessor is present in order to prevent conflict of interest

Assessor Code of Conduct

An Assessor will maintain objectivity and will work within the Standards of Competence at all times.

An Assessor may only disclose information regarding the candidate's assessment to members of the Accreditation Management Team and confidentially is conducted at all times.

An Assessor must declare to the Internal Verifier any vested interest in or prior knowledge of a candidate.

The Assessor should follow the minimum standards as set out in the sheets, when this does not comply and the Assessor has any doubts three questions after each exam can be asked and the answers need to be written on the files.

An Assessor will maintain objectivity and will work within the Standards of Competence at all times.

An Assessor will not assess anyone with whom s/he has or has had a personal or professional relationship.

An Assessor is committed to ensuring assessments are fair and do not make barriers to anyone.

An Assessor will not disclose any information about a candidate's business practice.

An Assessor will not abuse his/her position by undertaking private coaching of individual consultants for this Award for private gain.

An Assessor will not disclose any personal opinion of a candidate in any report, either verbal or written.

Business dress and behaviour are required of all Assessors when conducting assessments.

Extra care should be taken into account with hygiene situation of the candidate towards the models.

Date:

Name:

Signature:

How to become a FIPI Accredited Training Provider

Image consultants training delivered by an ATP is required to meet the exact criteria of the FIPI Masters Award in Image Consultancy. The training is designed to enable students to be knowledgeable and able to demonstrate and measure their performance against these standards.

Students can sit a Certificate (one Module), Diploma (2 Modules) and in time and with experience the student will be able to progress to the Masters Award (2 Diplomas) if s/he chooses to do so.

Modules which make up the Standards of Competence

- 001 Colour Analysis
- 002 Female Style & Body Analysis
- 003 Male Style & Body Analysis
- 004 Tuition in Cosmetic Application
- 005 Personal Shopping
- 006 Wardrobe Management

Requirements

To achieve accreditation the company's trainers, training manuals, related and advertising materials and products have to meet the benchmarks outlined in the Award governed by FIPI and registration with Companies House or Chamber of Commerce are also mandatory.

ATP Status will be reached after successful completion of the initial Audit and can be maintained after successful completion of the 2 yearly Audit .

Benefits of ATP Status

- The FIPI Master Award in Image Consultancy receives international recognition as the only award available with this status. It provides the ATP with the unique USP to facilitate trainees' advancement to Master level and to their international professional recognition.
- Listing on the FIPI website with a link to the own website
- FIPI will provide a FIPI ATP logo that can be used by the ATP during the period they are a FIPI ATP. Each calendar year a new logo will be issued.
- A referral fee of 25% of the price of the Module(s) is paid to ATP's for assessment referrals of FIPI members and FIPI non-members.
- Opportunity to provide Post Foundation and Advanced Image Training eligible for CPD approval on application.
- Opportunity to promote events organised by your company also open for FIPI members in the FIPI newsletters and Facebook HUB.
- Offer FIPI membership at 50% of the fee for the period of 6 months to your students. The names and email addresses have to be sent to the Membership Director, membership@fipigroup.com.

Costs for ATP Status

Audit to become ATP members £500 non members £750

Application

To become a FIPI Accredited Training Provider:

- The applicant should have at least 4 years experience in training Image Consulting or/and Personal Styling and should be the holder of the FIPI Masters Award.
- The application form should be completed and returned to the Accreditation Director.
- The applicant will then receive an invoice for the Audit to become an ATP.
- After receipt of payment, an appointment will be made for the Audit which will take place online or via Skype.
- On completion of a successful audit, the ATP's trainer name/company name will be listed on the FIPI website and be mentioned in FIPI Members News, the FIPI public newsletter and the Facebook HUB.

APPLICATION FORM

for **FIPI Accredited Training Provider**

The undersigned applies/apply for FIPI ATP Status

Training company name:

Principal trainer name:

Address:

Telephone:

Mobile:

Email:

Website:

Additional Trainers:

Signature Principal Trainer/Proprietor

For FIPI office use only

Auditor:

Additional Requirements:

Date Required:

Signed by ATP:

Signed by Auditor:

AUDIT

FIPI Accredited Training Provider

Compliances Accredited Training Provider:

For a company or individual to become or remain an ATP the following criteria must be met:-

1. The Company

- 1.1 The Company Owner/Training Director should preferably be a member of FIPI.

Compliance:

1.1 Auditor to complete administration check.

- 1.2 The Company Owner/Training Director must have been a practicing image consultant for a minimum of 4 years before applying for ATP status.

Compliance:

1.2 Auditor to complete administration check

- 1.4 The Company Owner and all the trainers employed/used by the company to train in the Modules must abide by the FIPI Code of Ethics. A signed copy of FIPI's Code of Ethics from the company owner and each trainer will accompany the application.

Compliance:

1.4 All trainers have signed the FIPI Code of Ethics - visual check

2 . Company Documentation

2.1 Prior to the Audit the Company will send the Accreditation Auditor the following documentation:

- Letterhead
- Business card
- Website address
- Social media record
- Current information pack for prospective trainees

For existing ATP's

A full list of Trainers, training procedures and other items which have altered since last audit.

Compliance

2.1 Review of documentation by Auditor

2.2 A current insurance certificate appropriate for the business is displayed on the premises.(photographic evidence required).

Compliance

2.2 Valid certificate seen by Auditor

3. Promotional/marketing documentation and materials

3.1 The company is required to have the following:-

- Website with information relating to image training course/s
- Brochure/information pack

The company may offer alternative ways of promoting their courses such as organic social media posting and paid social media advertising. These or other methods for forms of promoting courses must reflect the written and audited version of materials.

The company will provide a current brochure/information pack or online material used to advertise/promote its training courses/s. The information must be unambiguous and define the following or any/all prospective trainee/s:-

- Company profile
- Course/module content
- Duration of each course/module — hours online and classroom days
- Start/finish times of training including refreshment breaks
- Home study — hours (if offered)
- Post-course mentoring
- Minimum and maximum number of trainees on the course
- Methods and systems for all subjects
- Equipment and resources provided for training — all subjects
- Trainee guarantees/assurances – Company Training Satisfaction Policy
- Training location/s — information/brochure of alternative training venues
- Amenities
- Trainer/s profiles
- Training fees — what training includes/excludes
- The Company's Terms and Conditions

Compliance:

3.1 Physical review of written trainee information/brochure by Auditor.

4. Company practice and responsibilities

4.1 A certificate of training is provided for each core subject studied.

Compliance:

4.1 Sample certificate to accompany ATP application.

4.2 Sample contract detailing the company's Term and Conditions and Training Satisfaction Policies.

Compliance:

4.2 Sample contract of Terms and Conditions and Company Training Satisfaction Policies is provided.

4.3 The company adhere to all relevant Health & Safety current legislation and provide evidence of this.

Compliance:

4.3 Video review of premises and equipment.

4.4 A First Aid Kit will be suitably stocked and readily available for trainees use, and kept in a prominent position in the training area/s.

Compliance:

4.4 Photographic review of First Aid Kit.

5. Company training

5.1 The company demonstrates a systematic approach to training with each module:-

- Structure
- Aims & Objectives
- Learning Outcomes
- Evaluations including trainee feedback on training and trainer/s

The company's training manual identifies each competency from the Standards of Competence and is clearly described and explained in accordance with the appropriate competency* .

Compliance:

5.1 Video review of training manual by Auditor. Each competency must be identifiable by the Auditor.

*The Auditor will satisfy her/himself that the competence is clearly defined for the trainee so that with practice and experience s/he will eventually be able to take their Masters qualification.

5.2 The Company will actively promote FIPI and its benefits to every trainee. They will pay HALF the cost of FIPI membership for the first year and HALF the initial registration fee or include these fees in their course training fees.

Compliance:

5.2 Evidence within the training programme/agenda of a FIPI information-giving session.

6.Trainer Credentials

6.1 The Company trainer(s) must be FIPI Masters.

Compliance:

6.1 Auditor to complete administration check and ATP form to be signed by Company Owner/Training Director.

6.2 The Company's trainer/s can train only in the modules/they have qualified in with FIPI. Trainers names are to be allocated to each module of training undertaken by them.

Compliance:

6.2 Auditor to complete administration check and ATP form to be signed by Company Owner/Training Director.

6.3 Trainer/s relevant curriculum vitae is available.

Compliance:

6.3 A copy of the trainer(s) curriculum vitae accompanies the ATP application.

6.4 Trainer/s must provide written evidence of their Continuing Professional Development -CPD- within the field of image or related fields at every audit.

Compliance:

6.4 A copy of the trainers/CPD since the previous audit accompanies the ATP application or renewal.

6.5 Where trainers are employed, the Company Owner/Training Director will show evidence of their appraisal scheme of trainers.

Compliance:

6.5 A video review of the appraisal scheme/form.

6.6 The Company is obliged to notify FIPI's Accreditation Manager immediately of any changes of its trainers during the biennial audit period.

Compliance:

6.6 Signed ATP application

7. Training Content

7.1 The training course(s) content must equip the trainee to meet the requirement of FIPI Masters Award Standards of Competence.

Compliance:

7.1 Video review of each competence signed off in the training manual by cross reference by Auditor.

7.2 Models/Clients are engaged for trainees to work with and a log kept of their details.

Compliance:

7.2 Video review of logging details-Signed ATP application.

7.3 In the Cosmetics training module, FIPI's Rules of Hygiene are clearly defined for the trainee.

Compliance:

7.3 Video review and signed ATP audit.

8. Equipment

8.1 Equipment and resources used in training are to meet the requirements contained within FIPI Masters Award Standards of Competence.

Compliance:

8.1 Video review of training equipment and resources to its trainee and shows clearly the cost of each item.

8.2 The Company can supply equipment and resources to its trainees and shows clearly the cost of each item.

Compliance:

8.2 Sample of list/order form offered for sale to clients.

8.3 Alternative suppliers of equipment and resources are made available to trainees if the Company does not act as a supplier.

Compliance:

8.3 Review of list of alternative suppliers by Auditor.