

Student Prospectus and Course Information

INTRODUCTION

Trichology is the science and study of hair; and clinical trichology is defined as the diagnosis and treatment of diseases and disorders of the scalp and hair. Trichology is not an extension of any other profession - it is a discipline in its own right.

The Institute of Trichologists was founded in 1902 and is the foremost professional association for Trichologists. The Institute is an independent, self-governed, self-financed education body for aspiring professional Trichologists in the United Kingdom and Internationally and the longest established Institute of its type in the world.

Entry to the register of qualified members of the Institute of Trichologists is by successful completion of the Institute's full training course in trichology. On successful completion of the Institute's full course – the level 5 Diploma in Clinical Trichology you will be eligible to apply for admission as an Associate Member of the Institute of Trichologists. If your application is approved by the Board of Directors, you will be entitled to use the post nominal letters 'AIT' subject to the payment of an annual subscription fee.

Associate and Membership criteria and fees are available on request.

THE INSTITUTE OF TRICHOLOGISTS' COURSE

The Institute's course is academic and scientific in nature and requires **a positive and continuing commitment to the course by the student.**

The progress, aptitude and attitude of each student will be closely monitored throughout the course. If a student fails to make satisfactory progress or reach the standards required in all aspects of the course, the student will be counselled and may be advised by the Board of Directors that they cannot proceed further with the course. In such circumstances the Board of Directors reserves the right to remove students from the course.

SKILLS REQUIRED

- Good manual (hand) skills
- Organization skills
- Good communication skills
- Ability to explain treatments to patients
- Business skills

PERSONAL CHARACTERISTICS

- Happy to handle other peoples' hair and scalp
- Good listeners
- Understanding and empathy
- Calm, caring manner
- Dedicated and willing to work alone or in a team

DISTANCE LEARNING

The course is delivered mainly by blended learning (a combination of distance learning and on-line presentations/clinical training) and is entirely self-contained. Students undertaking the course in Trichology should be competent in the basic use of computer technology and have internet access. A virtual learning platform - Google Classroom will be used for students to

access all learning materials relating to the course whilst also providing access to online support. If students have concerns regarding the use of technology to access learning materials, we ask you contact the Manager of Education, Sara Alkazraji at the earliest opportunity to discuss by emailing educationmanager@trichologists.org.uk

Students are not expected to have to purchase additional books or teaching materials; all of the written and academic material needed for the course is contained in the books, learning units and tutor handouts supplied by the Institute although additional research is required.

Although the course requires great commitment and motivation on the part of the student, it is not intended to be a full-time course. Almost all Institute students are mature, and most are also in full-time employment or undertaking family commitments and responsibilities (in some cases both).

Prospective students should not think that a distance-learning course is an easy option: it is not. The course is very demanding and requires a high degree of dedication and self-discipline. The Institute's guidelines for study are a minimum of 10-12 hours per week of study in addition to any presentations or clinical training.

COURSE STRUCTURE AND OBJECTIVE

The Institute of Trichologists course comprises three Parts:

- Part 1 (Foundation Level) – September/January –

March/July

- Part 2 (Intermediate Level) – September - July
- Part 3 (Final Level) – September - July

The entire course is structured to take two and a half years to complete and to prepare the student for entry into professional practice.

TRAINING SESSIONS

Once you are formally enrolled as a student with the Institute, you will be given contact details for your tutors who will monitor your progress and mark your submitted assignments.

During the Foundation Level, which commences each September/January you are required to attend an on-line induction in September/January along with two online teaching sessions: one in November/March and one in February/June. These teaching sessions will be 4 hours duration and are designed to support you with the course. You are then required to attend the on-line examinations in March/July.

During both the Intermediate and Final Levels of the course, you are required to attend a total of 20 clinical training sessions. These are held on a set timetabled day – 1 per month for ten months of each of the two academic years. (There are no clinical training sessions during December and August).

These regular clinical training sessions combine lectures with practical experience. These are one-day sessions, and you will be given a timetable of the clinical training

sessions during the enrolment process.

The foundation level course is completed remotely i.e. online and does not require students to attend physical clinical training sessions. Progression onto the Intermediate and Final Levels does require the student to attend clinical training.

The training sessions are a compulsory element of the course therefore, the Institute cannot accept students who are unable or unwilling to commit to these timetabled attendances. Any student who has poor attendance throughout the year may not be permitted to sit the examination. This would be discussed with the student and their tutors.

COMMENCEMENT

A new six-month foundation course commences each January and September, with an induction day. On this induction day you will be given access to all the material you need for the first part of the course.

Examinations are held every March and July. Re-sits of examinations from March will be held in July and resits of examinations from July will be held the following March.

COURSE MATERIALS

All course materials are entirely self-contained within units published by the Institute and in specialist books provided by the Institute for you to keep. All learning materials are supplied through a virtual online classroom.

Within the units are various assignments for you to complete and submit to the tutors for marking and assessment. Submission of assignments must be strictly

in accordance with the timetable and instructions provided. You may be advised of other supplementary recommended reading or directed research throughout the course.

All course material is owned/copyright by the Institute of Trichologists and provided for the purpose of learning and study for those who are enrolled in the programme only. Learners are prohibited to share units or any learning materials with anyone outside the organisation. Failure to follow these guidelines may result in students being withdrawn from the course. For further details see The Institute of Trichologists **Misconduct Policy** available through our website.

COURSE CONTENT

The Institute of Trichologists course includes study of the following topics:

- The Profession of Trichology
- Basic Science
- An Introduction to Microbiology
- An Introduction to the Skin & Hair
- Communication Skills
- The Trichologist in Consultation
- An Introduction to Trichological Treatments
- Hair Structure and Processing
- Hair and Scalp Disorders
- Anatomy & physiology (human biology)
- Chemistry
- Research & Statistics
- Nutrition and the Trichologist

- Microbiology and the Trichologist
- Genetics
- Immunology and Hormones
- Trichological preparations
- Organisation and Operation of a Trichology Practice
- Clinic Hygiene - Health and Safety*
- Consultation – Diagnosis, Prognosis and Advice*
- Basic Trichoscopy and Microscopy*

* These subjects are not issued in unit form - they are covered during your clinical training sessions.

An additional piece of free writing in the form of an essay will be required from you during the Foundation Level. You will be given the guidelines following the induction day. Submission of the formative essay will be due by mid-November/March, and submission of the summative essay will be due by the end of February/June.

STUDENT ASSESSMENTS AND EXAMINATIONS

Students are assessed on each assignment submitted and for Intermediate/Final Level students, after every clinical training session.

Examinations for the Foundation Level will take place every March/July. Examinations for the Intermediate and Final Levels of the course will take place each July.

Progression from the Foundation Level will be dependent upon satisfactory examination results. If a student fails to make satisfactory progress or reach the standards required in all aspects of the course, the student will be counselled and may be advised by the Board of Directors that they cannot proceed further with the course. In such

circumstances the Board of Directors, reserves the right to remove students from the course. Ultimately, the Institute reserves the right to refuse a students' progression from Part 1 to Part 2 and from Part 2 to Part 3 of the course if the requirements have not been met.

The Institute of Trichologists assessment process comprises of three elements.

1. The student is assessed according to satisfactory completion of all assignments according to the timetable supplied.
 2. The Institute of Trichologists must receive satisfactory reports and assessments about the student from the clinical/training tutors.
 3. The student must pass the end of Level examinations in order to proceed to the next level.
- The formal course examinations are held in March and July each year and comprise of the following:

End of Part 1 (Foundation level) – one three-hour written paper. A percentage of the summative essay will be taken into consideration (pass rate 50%)

End of Part 2 (Intermediate Level) – two three-hour written papers held in one day (pass rate 55%)

End of Part 3 (Final Level) – two three-hour written papers, a practical examination and a viva voce examination - held over two days (pass rate 60%)

(Note: A viva voce examination is an oral examination by interview.)

All written examinations will be based entirely on material contained within the units studied, books supplied and clinical training session handouts.

Students will only be permitted to enter for the examinations if they have completed all the set assignments according to the timetable* and have attended all training sessions for the current year. Exceptional circumstances will need to be put in writing to the Director of Education for consideration by the Board of Directors, whose decision is final. Refer to the **Special Considerations Policy** available through The Institute of Trichologists website.

(*NB: the assignments are part of the learning process and do not contribute to the final pass rate. Only the summative essay submitted in the Foundation Level contributes to the pass rate at the end of the Part 1. Progression is based on examinations only).

Final year students must pass the written examinations, the practical examination *and* the viva voce examination. Failure to do so will require the student to re-sit the relevant examinations.

Any examination resit will be subject to an extra fee (refer to page 16).

APPEALS PROCEDURE

Should you have any reason to query any aspects of your course, you should discuss the matter in the first instance with your distance learning course tutor or clinical tutor, whichever is appropriate, regarding your concern. If they are unable to help you or should you wish to take the

matter further, please put your concern in writing to the Director of Education at the Institutes registered office.

In the event that issues cannot be resolved the matter will be referred to NCFE – our awarding body.

APPLICATION AND ENROLMENT

In all cases, admission as a student of the Institute is at the discretion of the Education manager. The Education Manager will contact the referees stated on the application form as part of the enrolment process.

Applicants should ideally be educated to ‘A’ level standard or higher and should have specific interests in scientific and health related subjects. Alternative qualifications include BTEC, HND or HNC, relevant NVQs, science-based access courses or previous degrees or a full practicing qualification in a related area.

To receive an application, email the Education Manager supplying your full name, address and contact telephone numbers. These details will be added to our database, and you will be contacted when enrolment commences. Applications should be submitted on the approved application form which is emailed out to you. Prospective students may be asked for further information and attendance to a pre-course presentation is a compulsory part of the enrolment process. After the presentation, prospective students will be given some test questions to answer and return by a deadline. These questions will reflect the type of questions given in an assignment or an

examination (Foundation Level) and will form part of the application process.

The Education Manager will notify your acceptance as a student of the Institute to you in writing. If you are in a position to proceed (i.e. you have the funds available) you will then receive an invoice for Part 1 of the course.

Once an invoice has been issued, payment is due by return. Once payment has been made your place on our course is secure.

If you are not accepted as a student of the Institute, or, if you are accepted subject to certain conditions, you will be notified accordingly by the Education Manager. If your acceptance is made subject to certain conditions, your ultimate acceptance will be dependent upon your agreement to such conditions, in writing.

It should be fully understood that once a student is accepted onto the course, all payments are the responsibility of the student.

Our contract and our dealings are strictly with the student at all times and no other third party. Prospective students need to be aware that the Institute runs a no refund policy, which is why the Institute asks all applicants to confirm in writing that they are able to commit to the course before any payment is made.

We are unable to accept students who are not able to

abide by this policy.

MISCELLANEOUS PROVISIONS

SUSPENSION OF STUDIES

At the discretion of the Board of Directors, whose decision is final, any student who, due to extenuating circumstances, wishes to suspend his or her studies, may do so for one year only and remain a registered student on payment of £500. On resumption of studies the following year, £300 will be credited to your student account and the remaining £200 is retained as administration and student membership fees.

No refund will be payable if the course is not resumed within the one year agreed.

STUDENT RESPONSIBILITIES

Once enrolled, a student of the Institute shall:

- a) Maintain regular contact with the assigned tutors and ensure that the tutors are informed early of any problem or difficulty that is likely to hinder the student's progress or ability to meet deadlines.
- b) Access the online virtual classroom regularly to access learning materials and online tutor support.
- c) Attend all compulsory training sessions. Where there are extenuating circumstances the student must inform the training clinic of inability to attend any particular session; the student must also put the reason for absence in writing to the Education Manager.
- d) Ensure that course work for marking is forwarded

- to the appropriate tutor according to the timetable.
- e) The student is responsible for advising the Institute of any change of name, postal or email addresses and contact telephone numbers.
 - f) The student must abide by the Student Code of Conduct and Ethics at all times (refer to page 17 & 18). Students must not share or misuse any of the learning/course materials provided. For full details refer to The Institute of Trichologists **Misconduct Policy** available through the website.

FEES

Fees inclusive of student registration, course materials, tuition, marking of assignments, practical training and examinations fees are as follows:

Part 1 – £1975.00 Foundation Level

Part 2 – £3750.00 Intermediate Level

Part 3 – £3750.00 Final Level

No student will be enrolled until the payment for the appropriate Part or Level has been received. This includes those students who enrol part way through a year for commencement of the course the following January or September.

Students are advised that the course fees specifically do not cover any travel, sustenance or accommodation expenses incurred by a student in attending training sessions or examinations.

Students are required to supply and wear white clinical laboratory coats for the clinical training sessions during the Intermediate and Final Levels of the course.

FINANCE

The Institute is unable to accept staged payments and does not currently offer student loan facilities.

STUDENT REGISTRATION FEE

An element of the course fee paid for each year of the course (i.e. for Parts 1, 2 or 3) will be assigned to the student membership fee. This entitles you to access the student area on the Institute's website, receive regular newsletters and receive communications about continual professional development seminars.

FEES FOR REPEATED PARTS OF THE COURSE

Individual units cannot be taken in isolation. However, if you wish, or are advised to repeat any of the course, you will be required to pay the course fees as set out on page 12, less 20%. A student who, for whatever reason, wishes to repeat a Part or Parts of the course, will be required to pay the course fees detailed on page 14, less the discount of 20%.

A repeated course fee includes a repeat examination fee and the student registration fee.

The above is subject to the Board of Directors approval.

FEES FOR EXAMINATION RE-SITS

The fees for examination re-sits, in cases where the student wishes to re-sit the examination without repeating any Part of the course, are as follows:

Foundation Level Examination	£200
Intermediate Level Examination (paper A & paper B)	£400
Intermediate Level Examination (paper A or paper B)	£200
Final Level Examination (paper A & paper B)	£400
Final Level Examination (paper A or paper B)	£200
Re-sit of practical examination	£400
Total Final Level Examination (paper A & paper B, plus practical)	£800

ADDITIONAL NOTES RELATING TO FEES

1. Enrolment as a student of the Institute brings about a legal contract under which the student is obliged to pay the fee for that year of the course. Students should note that there is no obligation upon the Institute to refund any fees in the event that a student fails to make satisfactory progress on the course or is removed from the course by the Board of Directors, **or if the student changes their mind about studying trichology**, and no such refunds will be made except in the most exceptional of circumstances, and then only after a detailed request in writing approved by the Institute's Board of Directors.
2. The fee payable for each Part or year of the course includes all online course materials (the course is entirely self-contained; there are no extra books to purchase), tuition, marking of assignments, setting and marking of examinations, and the training/clinical sessions.
3. Students are expected to complete each part of the course in the specified time given and the course is

designed to be continued in consecutive academic years. (See under suspension of studies for extenuating circumstances).

4. All fees are payable in pounds sterling. Payments may be made by cheque, direct bank transfer or debit/credit card (We do not accept American Express).

5. Any student having authorised postponement of the course for one year, will be obliged to abide by the regulations and fees as set out in the prospectus for that specific year.

STUDENT CODE OF CONDUCT AND ETHICS

1. The student must always act within either the UK Law or the laws, which govern the country in which they reside and work.

2. The student has no right to advertise their connection with this Institute in any form whatsoever be it in hard copy, electronically or by any other means.

3. The student must never act in any capacity as a representative of the Institute of Trichologists (IOT), or claim any association within their advertising, business stationary or if dealing with the media.

4. The student must always act with integrity.

5. The student is not entitled to use the IOT Registered Logo.

6. The student cannot copy, save electronically, or in hard copy, any IOT Material (unless by prior arrangement by the Education Team), as these materials are IOT copyright.

7. The student may not share any IOT materials or permit any other person, company, bodies or Institutions to study or copy the materials as this would be in breach

of both Copyright and the Student Code of Conduct and Ethics.

8. The student must always act in an equitable manner towards all IOT personnel, IOT Members, IOT patients and fellow students and all other professionals and associates during the course of their training.

9. The student must not take any action that could bring the IOT into disrepute.

Any breaches of this Code will result in immediate dismissal from the course.

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