



Getting Ahead – Summer Work

#BrockFreshers

Beauty Level 3 Diploma and Beauty Level 2 Diploma

Welcome to the Ultima Academy of Health Beauty and Complementary Therapies. This handbook is designed to provide you with some useful information and guidance about the college and the course you are attending. Do ask if you have any questions that are not answered in this booklet.

Course Tutors

Sally Griffiths – Level 3 - sgriffiths1@brock.ac.uk

Anna Low - Anatomy & Physiology and Level 3 - alow@brock.ac.uk

Laura Brady – Level 2 and 3 - lbrady@brock.ac.uk

Amanda Duggan - Sixth form Beauty Therapy – aduggan@brock.ac.uk

Presentation

To create the professionalism required and to prepare for industry, it is necessary that all students present themselves as follows: -

- Hair neatly tied back and off the collar.
- No jewellery allowed, except a wedding band or small stud earrings
- College tunic to look smart with all buttons sewn on with smart black trousers.
- Flat black closed in shoes with black socks.
- Light day make-up only
- Plain black cardigan allowed.
- Nails to be kept short and unvarnished.
- All coats, bags mobile phones are to be kept in lockers provided or safely put away and not in the classroom.

All students should have a beauty kit and it is advised that you label your equipment so that it does not get mixed up with other student's equipment.

Salon Duties

- Rotation of towels including washing dirty towels, putting wet ones into tumble or hung outside. Any dry towels to be folded in the correct way and put back into salon.
- Sweep and hover salon floors
- Two Chairs to be placed back under each couch. Curtains to be pulled back to the walls. Trolleys to be put at the end of the couches and wiped down with surgical spirit.



Getting Ahead – Summer Work

#BrockFreshers

- Products and equipment put back in the right place i.e. back into dispensary or in the cupboards in the salon. If any products are running low please then record on board in dispensary.
- Cleaning of both sinks and all sides.
- If kitchen has been used, cups etc. to be washed up and put away ready for the next class.
- White bins at each station to be cleaned and emptied.
- Reception duties as and when needed.
- Please dispose of all personal rubbish at the end of each day.

Study Aids: The following textbooks can be purchased from the college to assist you in your course work.

ITEC BEAUTY course textbooks that are essential to the course

- The Art & Science of Beauty Therapy (Beauty Therapy Level 2)
- An Introductory Guide to Massage (Complimentary Therapy Level 3)
- An Introductory guide to Anatomy & Physiology (Complimentary Therapy Level 3)

Course Structure

Beauty Specialists – ITEC Diploma Level 2

The course will cover units in manicure and pedicure, waxing, skincare, Eye Treatments, Make-up, Health and Safety Practice in the salon, Salon Reception Duties, Client Care and Communication in Beauty Related industries and working in the beauty related industries. The Diploma is comprised of 11 mandatory units plus 2 additional units:

- Unit 800 – Provide Facial Skincare
- Unit 802 – Provide Eyelash & Eyebrow Treatments
- Unit 803 – Apply Make-up
- Unit 804 – Provide Manicure Treatments
- Unit 805 – Provide Pedicure Treatments
- Unit 806 – Remove hair using waxing Techniques
- Unit 600 – Follow health and safety practice in the salon
- Unit 611 – salon reception duties
- Unit 818 – Client care & communication in beauty related industries

Advanced Beauty Therapy – ITEC Level3 Diploma

The main aim of the ITEC level 3 Diploma is to enable candidates to gain the practical and theoretical skills to provide advanced beauty therapy treatments.

- Unit 822 – Provide body massage
- Unit 824 – Provide facial and body electrotherapy treatments
- Unit 825 – provide massage using pre blended aromatherapy oils



Getting Ahead – Summer Work

#BrockFreshers

- Unit 826 – Apply stone therapy massage
- Unit 827 – Provide Indian head massage
- Unit 819 – working in beauty related industries
- Unit 613 – monitor and maintain health and safety practice in the salon
- Unit 821 – Client care and communication in beauty related industries.

Assessment Guide

If you prepare for your exams and prepare well then there is nothing stopping you from achieving those top marks.

Start early – starting early is the best thing to do. Give yourself a studying timescale and break your revision up into manageable pieces.

Mock Exams – make sure that you know what format the exams will be in and how you need to give the answers. These exams will help you practice your skills and knowledge under exam conditions.

Practical Training – It is vital that you attend all of your practical sessions so that you are able to gain confidence and skills by having your technique checked on regular bases by your trainer. Practice makes perfect.

Case Studies – Start to ask around for volunteers to act as clients for your case study work. You will need a variety of clients of differing ages and body types to gain experience. Case studies will account for 1/3 of the ITEC award.

Multiple choice Theory Test – All theoretical knowledge is tested by a multiple-choice paper set and marked externally by ITEC.

For any further information on course content or any points mentioned above see the ITEC website



Getting Ahead – Summer Work

#BrockFreshers

College Facilities

The college has a no smoking policy, The College provides tea and coffee facilities and a water dispenser for refreshment and lunch breaks. There is also the use of a fridge and microwave, but students must keep this area clean and tidy and clear away any equipment used. Students can also purchase refreshments and snacks from the local facilities and shops in the area.

Each student should have their own college kit with all equipment and products that they need for the course. This equipment is needed for your practical lessons so **should be bought into college** with you. If anyone should need to use college products because they have forgotten their own a **small fee** will be charged to cover the replacement of the product. Students may also purchase replacement products to replenish their kits from Capital hair and beauty supplies, when treating clients in the weekly open salon college products will be used.

Your Summer Tasks

Task One: Write down what you think are the qualities of a beauty/complementary therapist. You can write and or use a picture and label.

- Think of as many positive characteristics.
- How would you expect them to be presented from top to toe?
- How would you expect to be greeted?
- What type of temperament, attitude and behaviour should they have?

Task Two: Look at the beauty and complementary industry and see how many career opportunities there are, it's very extensive and well worth investigating. You will realise the opportunities are endless.

Task Three: Investigate your local area and research on line three different businesses e.g. salons, spa, nail bar, recreational centre, hairdressers

Please bring this work with you on your first day in September. We will discuss the findings and gather all information.