

HB BEAUTY TRAINING  
CENTRE  
PROSPECTUS

# Welcome to HB Beauty Training Centre

Welcome to our friendly vibrant private beauty training centre, we are proud to offer you a learning experience in luxurious surroundings, to stimulate and inspire you.

When you join us you will be welcomed into a safe secure environment to enable easy learning to commence.

Your tutor is committed to supporting you to achieve your chosen qualification or to enjoy your leisure learning experience.

HB Training Centre is situated close to Bolton Town centre and easy access to the Railway and Bus stations. We have our own private secure parking facilities and pride ourselves on the quality of our establishment. HB Training is a new beauty training school and works very closely with HABIA which is the Hair and Beauty International Association; they are responsible for raising awareness for training standards and work very closely with industry and meeting their needs. We also have a highly qualified training provider who has a vast knowledge and experience within the Beauty/Holistic Therapy industry. Our lecturer has an academic background and has a Further/Higher Education teaching background, with excellent retention and achievement figures. Our aim is to pass our vast knowledge and professionalism onto those who wish to pursue a career in an expanding but rewarding industry.

## **Mission Statement**

We pride ourselves on our professional ability and quality of standards, providing exclusive treatments and training in luxurious surroundings. Our Aim is to be regarded as one of the finest private Beauty/Nail training providers in the North West. We will provide responsive provision that meets the needs of local and regional employers.

We place great importance on issues of Health, Safety, Hygiene and Sterilisation regulations/procedures.

Our commitment to learners is to offer you a support network from our dedicated trainers.

We aim to produce competent people who can strive to improve their own professional status.

## Career Overview

Beauty Therapy is a rather demanding industry, therefore, requires extreme dedication, the beauty business can take you into varying industries. Below lists, in no particular order various career options you may wish to consider. You may also need to consider, if you choose the Beauty industry as your career pathway, it is a continuous learning curve and training is a life-long commitment.

- Spa
- Hotel
- Private Clinic
- Holistic Therapies
- Sports Therapist
- Medi Spa
- Nail Technician
- Lecturer
- Private Educator
- Make-up Artist
- Working on Cruise Liners
- Product Manager
- Sales Distributor
- Salon Owner
- Counter Manager
- Mobile Therapist

## Courses Available

On the completion of the following units, will give the candidate a level 2 Diploma in Beauty Therapy. The candidate will also be required to complete theoretical knowledge on every subject. There are also assignments to complete in home study and advised to practice all practical treatments. This programme is designed to enable individuals to gain a Diploma in Beauty Therapy whilst still working or have limited time available to return to study. This course will enable the learner to build up units to achieve a full level 2 qualification, how you gain your qualification is optional, whether you choose to complete by building unit accreditation or fast track, this programme it is easily achievable.

<b>Course</b>	<b>Start Date</b>	<b>End Date</b>	<b>Days Times</b>	<b>Kit required</b>	<b>GLH</b>	<b>Qualification</b>	<b>Fee</b>
Eye Treatments				E.L.T Tweezers Eyebrow brush	60		
Facial				Facial equipment	120		
Wax Depilation				N/A	60		
Manicure				Manicure kit	60		
Pedicure				Pedicure kit	60		
Nail Art				Nail art kit	40		

## Course Contents

### EYE TREATMENTS: 209

#### Learning Outcomes to provide eyelash and eyebrow treatments:

- Project a professional image
- Preparation of treatment area, adhering to Health, Safety, Hygiene and Sterilisation procedures.
- Adopt a professional Ethical manner
- Carry out Consultation procedures confirming client's requirements.
- Check for Contra-indications, explain treatment procedure
- Position client safely, ensure comfort and privacy throughout treatment
- Correctly carry out tweezing and tinting treatment
- Identify Contra-actions
- Offer after-care advice and retail products
- Evaluate treatment

Candidate will be assessed practically, minimum of 3 times for re-shape, tidy x3 and tint eyebrows on red, grey, fair, and dark. Tint lashes for desirable effect, dark, red and fair.

Assignments related to practical skill, underpinning knowledge and related anatomy and physiology.

Key skills and application of number will also be the requirements throughout assessments.

## **Courses Contents**

### **FACIAL: 204**

#### **Learning Outcomes to Improve and maintain skin condition:**

- Project a professional image
- Preparation of treatment area, adhering to Health, Safety, Hygiene and Sterilisation procedures.
- Adopt a professional Ethical manner
- Carry out Consultation procedures confirming client's requirements.
- Check for Contra-indications, explain treatment procedure
- Position client safely, ensure comfort and privacy throughout treatment
- Select correct cleansing, exfoliating and warming products
- Apply suitable massage medium and carry out correct technique
- Identify skin conditions/types
- Identify effects of masks on skin
- Identify Contra-actions
- Offer after-care advice and retail products
- Evaluate treatment

Candidates will be assessed practically, minimum of 6 facials covering all skin types and age groups. Assignments related to practical skill, underpinning knowledge and related anatomy and physiology.

Key skills will also be the requirements throughout assessments.

## Course Contents

### WAX DEPILATION: 206

#### Learning Outcomes: The Candidate will be able to remove hair using wax techniques

- Project a professional image
- Preparation of treatment area, adhering to Health, Safety, Hygiene and Sterilisation procedures.
- Adopt a professional Ethical manner
- Carry out Consultation procedures confirming client's requirements.
- Check for Contra-indications, explain treatment procedure
- Position client safely, ensure comfort and privacy throughout treatment
- Meet salons legal requirements
- Use waxing techniques on specified areas
- Carry out wax tests
- Describe waxing methods
- Explain working methods
- Identify Contra-actions
- Offer after-care advice and retail products
- Evaluate treatment

Candidates will be assessed practically, minimum of 12 on specified areas on varying age groups. Assignments related to practical skill, underpinning knowledge and related anatomy and physiology.

Key skills will also be the requirements throughout assessments.

## Course Contents

### MANICURE TREATMENTS: 206

#### Learning Outcomes: The Candidate will be able to provide manicure treatments

- Project a professional image
- Preparation of treatment area, adhering to Health, Safety, Hygiene and Sterilisation procedures.
- Adopt a professional Ethical manner
- Carry out Consultation procedures confirming client's requirements.
- Check for Contra-indications, explain treatment procedure
- Position client safely, ensure comfort and privacy throughout treatment
- To meet salons requirements
- Describe desirable characteristics of an appropriate treatments environment
- Describe range and equipment and resources
- Identify different types of manicure tools
- State objectives for providing manicure treatments
- How to treat a range of skin/nail conditions
- Outline key ingredients of manicure products
- State benefits/effects of massage
- Improve skin/nail condition
- Perform manicure treatments using full range of techniques
- Provide enamelling service in solid colour and French
- Identify Contra-actions
- Offer after-care advice and retail products
- Evaluate treatment

Candidates will be assessed practically, minimum of 6 on various nail lengths and condition, providing nail enamelling using dark solid, light and French finish. Assignments related to practical skill, underpinning knowledge and related anatomy and physiology.

Key skills will also be the requirements throughout assessments.

## Course Contents

### **PEDICURE TREATMENTS: 207**

#### **Learning Outcomes: The Candidate will be able to provide pedicure treatments**

- Project a professional image
- Preparation of treatment area, adhering to Health, Safety, Hygiene and Sterilisation procedures.
- Adopt a professional Ethical manner
- Carry out Consultation procedures confirming client's requirements.
- Check for Contra-indications, explain treatment procedure
- Position client safely, ensure comfort and privacy throughout treatment
- To meet salons requirements
- Describe desirable characteristics of an appropriate treatments environment
- Describe range and equipment and resources
- Identify different types of pedicure tools
- State objectives for providing manicure treatments
- How to treat a range of skin/nail conditions
- Outline key ingredients of pedicure products
- State benefits/effects of massage on foot and lower leg
- Improve skin/nail condition
- Perform pedicure treatments using full range of techniques
- Provide enamelling service in solid colour and French
- Identify Contra-actions
- Offer after-care advice and retail products
- Evaluate treatment

Candidates will be assessed practically, minimum of 6 on various nail and conditions, providing nail enamelling using dark solid, light and French finish. Assignments related to practical skill, underpinning knowledge and related anatomy and physiology.

Key skills will also be the requirements throughout assessments.

## Course Contents

### **NAIL ART: 212**

#### **Learning Outcomes: The candidate will be able to provide nail art services**

- Project a professional image
- Preparation of treatment area, adhering to Health, Safety, Hygiene and Sterilisation procedures.
- Adopt a professional Ethical manner
- Carry out Consultation procedures confirming client's requirements.
- Check for Contra-indications, explain treatment procedure
- Meet salons legal requirements
- Select appropriate products, tools and equipment
- Describe desirable characteristics of an appropriate treatment environment
- Describe techniques used in nail art
- Describe effects of different nail art tools and products
- Identify Contra-actions
- Offer after-care advice and retail products
- Evaluate treatment

Candidates will be assessed practically, minimum of 12 on various nail lengths and conditions, providing range of nail art criteria using all products tools and equipment. Assignments related to practical skill, underpinning knowledge and related anatomy and physiology.

Key skills will also be the requirements throughout assessments.

## **Learning Resources**

Candidates will receive a work package for every unit, which will help with home study. We also have a variety of Beauty Therapy text books for candidates to refer to for theoretical subjects. Candidates are expected to carry out a variety of research methods; therefore, a lap top will be available on request. Written tests will be completed on-line, using City & Guilds facilities of set questions and will be marked by them. Students receive a wealth of Human Resource from our experienced, professional staff, which will support all students throughout the duration of the course.

## **What Equipment will I need**

Students will receive a kit list for every unit, which can be purchased in house, from our Salon Trade Centre, which students will be encouraged to register to receive membership. Kits can be purchased during Induction day, students will need to purchase pen, pencil, eraser, tip-ex, highlighter, paper, plastic wallets and an A4 lever arch file, we do not supply these items.

## **Entry Requirements**

Places are limited and entrance by interview only, previous beauty therapy experience is not required. If you are a school leaver 4 grade C GCSE are required. Students must have manual dexterity.

## **Dress Code**

There is a strict professional dress code at HB Training centre, a uniform is to be worn at all times, a white tunic, black, plain full trouser and low heeled black court shoe, hair must be clean and tied back, nails must be worn short with no enamel but well maintained. Make-up should be worn but not in excess. Students must not wear too much perfume so not to offend others. No jewellery is allowed only a wedding band; this is a Health and Safety regulation. Tunic and black trousers is available for purchase at our in house Salon Trade centre, which will be arranged after enrolment.

## **Support Network**

All candidates will receive necessary guidance throughout the courses and will be allocated a personal tutor, their responsibility will be to support their students and help them achieve their goals. A one to one tutorial will also be available, in which their personal tutor will check on retention and achievement, discuss action plans and set goals. We also have a specialist in advanced IT skills and web design if students feel they are struggling with key skills, you be allocated a time to receive support.

## **Centre Facilities**

HB Training centre has an eating area, which provides fridge, micro-wave and fresh running hot and cold water. We have separate toilet facilities which provide washing facilities, there is not a sanitary vending machine available. There are vending machines which offer hot and cold drinks and snacks. We are a non-smoking establishment, which are all public buildings and do not encourage smoking. There is a quiet room available on request for private study. All rooms/salons are furnished with high quality equipment with no expense spared and products are readily available from our in-house Salon Trade centre.

## **Dates for Diary**

Enrolment and Induction: TBA

Autumn Term Commences: Mon 15<sup>th</sup> September 2008

Mid-Term Study Break: Mon 20<sup>th</sup> October 2008

Compulsory Staff Development Day: Fri 21<sup>st</sup> November 2008

Autumn Term Ends: Fri 19<sup>th</sup> December 2008

Spring Term Commences: Tuesday 20<sup>th</sup> January 2009

Mid-Term study break: Mon 16<sup>th</sup> February 2009

Compulsory Staff development day: Thu 12<sup>th</sup> March 2009

Spring Term ends: Fri 3<sup>rd</sup> April 2009

Easter Bank holidays: Fri 10<sup>th</sup> April to Mon 13<sup>th</sup> April 2009

Summer Term Commences: Mon 20<sup>th</sup> April 2009

May Day holiday: Mon 4<sup>th</sup> May 2009

Compulsory Staff development day: Wed 13<sup>th</sup> May 2009

Spring Bank holiday: Mon 25<sup>th</sup> May 2009

Mid-Term study Break: Mon 25<sup>th</sup> May to Fri 29<sup>th</sup> May 2009

Summer term ends: Fri 26<sup>th</sup> June 2009

## **Course Fees**

**TBA**

## **Centre Contact**

For all enquiries contact Nicola Crellin-Bansal, Programme Director: No.6 St Marks Street: Bolton BL3 6NR call for details on 0870 3303407 or you can leave a message on 0870 3303405 E-mail [nicola@hbmed.co.uk](mailto:nicola@hbmed.co.uk) we send regular up-dates on course information, simply ask to be added to our mailing list.

## **Disciplinary procedures**

If for any reason a student behaves in an unruly manner or breaks any HB Training centre policies, there is a disciplinary procedure to follow. All policies and centre guidelines will be explained to you during Induction. There are 3 stages of disciplinary, which will all be documented. First stage will involve your personal tutor and Programme Director, if you are under 19 years you may bring your guardian, during this stage you will be actioned and monitored for 6 weeks. If there is no improvement, there will be a second stage disciplinary hearing, which will involve the programme director and the Quality Assurance Director; you will be given an action plan to follow and a rigorous 6 week monitoring programme. If this fails and no improvements are implemented a third stage disciplinary is carried out. This is in front of the board of Directors, this is the last stage and you may bring along a member of your family to represent you. Usually at this stage everything has failed and the student is suspended due to further investigation.

### **The following points are possible disciplinary actions:**

- Smoking on company premises
- Disfiguring or damaging any part of building/equipment or products
- Taking anything without permission
- Foul language
- Non adherence to professional ethics
- Non conformant to uniform regulations
- Constant punctuality problems
- Non adherence to Equal opportunity policy
- Poor attendance figures
- Attitude problems
- Bullying
- Not bringing equipment/kits in, for theoretical or practical lessons.
- Under the influence of drugs/alcohol on the premises
- Supplying illegal substances

## Equal Opportunity

### Our Commitment:

This training centre recognises the community in which it is set and people require differing educational needs. The centre is committed to developments whenever possible, to promote independence, self-advocacy and equality of opportunity for students and fully supports the Disability Discrimination Act (DDA) in respect of all aspects of recruitment, work, career development and promotion.

We aim to ensure that the resources, talents and skills of our employees are fully utilised and will [provide terms and conditions, training, promotion and appraisal without regards to colour, race, nationality or ethnic origin, gender, sexual orientation, disability, creed or martial status.

For all students at HB Training Centre, life experience and existing knowledge should be the foundation of this centres approach in curriculum opportunities and progression routes to further learning, training and employment.

HB Training Centre is committed to ensuring that all students including those with disabilities are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled staff, students and visitors are not substantially disadvantaged. This centre will treat information about an individual`s disability appropriately in line with the student`s wish for confidentiality and the Data Protection Act.

### Meeting Our Duties:

Staff and learners are aware of the value placed upon equal opportunity and that action will be taken in the event of breach of policy. HB Training will raise awareness of the Equal Opportunity Policy and the access for all disability statement to all new and existing staff and learners at induction and when the policy is amended.

We will oppose all forms of harassment and bullying, so as not to affect the dignity of women and men at work. We will oppose racial harassment so that individuals are not subject to a hostile working environment because of their colour, race or ethnic origin.

All staff and learners will receive a copy of our policy with their handbooks and at induction.

This policy will be reviewed every two years by the Quality team as part of the annual review and views of students.

### Reporting procedure:

If an incident arises, your line manager should be informed immediately or within four hours. When you approach the incident, bear in mind (LIR) Listen, Inform, Record. Avoid detailed investigation, as it could jeopardise the whole process. Listen to what is being said, stay calm, do not probe for details, empathise, but do not jump to conclusions. Do not promise complete confidentiality, as you have a duty to report the concern to the line manager, do not attempt to question the alleged abuser.

Tell all the facts that you have been told or observed, try not to give your own conclusions, but share your instincts.

Record accurately, in writing details of the allegation or the grounds for suspecting abuse, include date time and any observed injuries. Note the appearance of the victim and what they say, be prepared to cooperate. Remember you are a witness not a complainant. Do not forget there may be an innocent explanation, do not try to become a detective. If you are unable to contact your line manager contact a senior member of staff.

## **Terms and Conditions**

If you decide to cancel a course we require 6 weeks notice in writing or by E-mail, a phone call will not be sufficient. If the full cancellation notice is not given, HB Training Centre will have the right to charge 100% course fees. All rooms must remain in a clean tidy manner and any breakages will be invoiced to the student who has caused damage. Should the course be cancelled due to unforeseen circumstances a further date will be offered, if this is not suitable, the candidate will be reimbursed. Course fees do not include travel, beverages or meals. A student is accepted for enrolment subject to an interview, application form and 20% registration fee, which is non-refundable. Any outstanding fees to be paid 6 weeks prior start date. Once registration fees have been paid a letter of course confirmation will be sent out. If students fail to complete their course or do not attend HB Training centre will not reimburse fees. All candidates attending Beauty/Nail courses are expected to bring their kits with them. All products for training purposes will be provided by HB Training centre. If any learners fail to complete assessed work at the period given, there may be a late completion chargeable fee.

**Disclaimer:**

All information in this prospectus is accurate at the time of printing; however, some variation in fees may occur as a result beyond our control. In addition courses will require students to purchase equipment, text books and materials, prior to start date.