



Hyde Park College

**HYDE PARK COLLEGE
OF
SKIN AND BODY THERAPY**

**LONG DISTANCE
LEARNING BEAUTICIAN
COURSE**

I am delighted that you are interested in enrolling in our Beautician correspondence course.

Please find attached, **the course outline, extras sheet and course enrolment form.**

I am proud of what we can offer you in training at the Hyde Park College of Skin and Body Therapy and assure any applicant that my staff and I will provide a high standard of training and expertise which will ensure the success of our students.

The College:

The College is conveniently situated on **UNLEY ROAD, MALVERN**, being only a few minutes by public transport from the centre of Adelaide. (Bus stop No.6 is right outside our front door).

As you complete each unit you will sit an assessment and you will also be sent tests by mail or electronically which you will need to return to the College for marking and assessment.

WORK EXPERIENCE:

We ask that you organise work experience in your home town so you can gain that important practical experience in a salon.

Enjoy reading our **Long Distance Learning information** and we will be happy to answer any of your questions!

I look forward to seeing you when you come to the College for your first practical training sessions in Adelaide.

Yours faithfully,



A handwritten signature in black ink, appearing to read 'Dianne', written over a light background.

DIANNE J. MILES
PRINCIPAL

www.hydeparkbeauty.com.au

OUR GRADUATES GET THE JOBS BECAUSE OF OUR TRAINING.

BEAUTICIAN CERTIFICATE By Long Distance Learning

Hyde Park College of Skin and Body Therapy Long Distance Learning students are expected to complete their studies within a 16 month period in Beautician or Body Therapy studies. Shorter courses require shorter completion times. Please contact the College for this information.
HPC Long Distance Learning also enables the student to sit International CIBTAC examinations.

After your enrolment your Text Book, HPC learner Guides, your work books and power points will be sent to you along with your assignments. Upon completion of each assignment, you will need to forward them to the College for marking.

The results will be discussed with you in person at your next College attendance.

Theory unit assessments will also be conducted at the College and please understand that self study at home and completion of work books and tests are a very important aspect of your training and continued success.

Theory assessments will only be conducted at the College when attending your weekly sessions.

The Final theory paper will be conducted at the College.

Papers will be marked and you will be notified of your results.

The Practical assessment must be conducted at the College. You will need to make arrangements with the Principal or Correspondence Co-ordinator for a time suitable to both.

You are welcome to attend the College throughout the duration of your course from time to time outside your attendance programme.

This will allow you the opportunity to get assistance to correct your techniques, give you encouragement and confidence in your knowledge and skills. Please notify us if you wish to attend other classes so that we can arrange for your participation.

You will be contacted periodically regarding your progress and if you need any assistance, you can contact us by phone or email.

Non attendance of planned and programmed practical classes will not change monthly fee payments as per your instalment plan.

When practical classes have been scheduled at least two weeks notice to the College in writing giving the reason for inability to attend scheduled class is essential for continuity of your planned programme.

The College will do its best to reschedule your training week to mutual agreement.

We also offer assistance in getting you started in the beauty industry, by way of guidance and who to contact for further information such as Associations, Insurance, products etc.

Our experience and Beauty Industry knowledge guarantees your learning success.

THESE UNITS MUST BE COMPLETED SUCCESSFULLY TO GAIN YOUR CERTIFICATE

Manicure and Pedicure services

Conduct financial transactions

Provide service to clients

Knowledge of nail science to nail services

Advise on beauty services

Knowledge of skin biology to beauty treatments

Knowledge of anatomy & physiology to beauty therapy treat

Knowledge of skin science to beauty therapy treatments

Knowledge of electricity to beauty therapy treatments

Knowledge of nutrition to beauty therapy treatments

Knowledge of cosmetic chemistry to beauty therapy treatments

Treatment plan for beauty therapy treatments

Design and apply make-up

Lash and brow treatments

Facial treatments

Advanced facial treatments

Temporary epilation and bleaching treatments

Communicate in the workplace

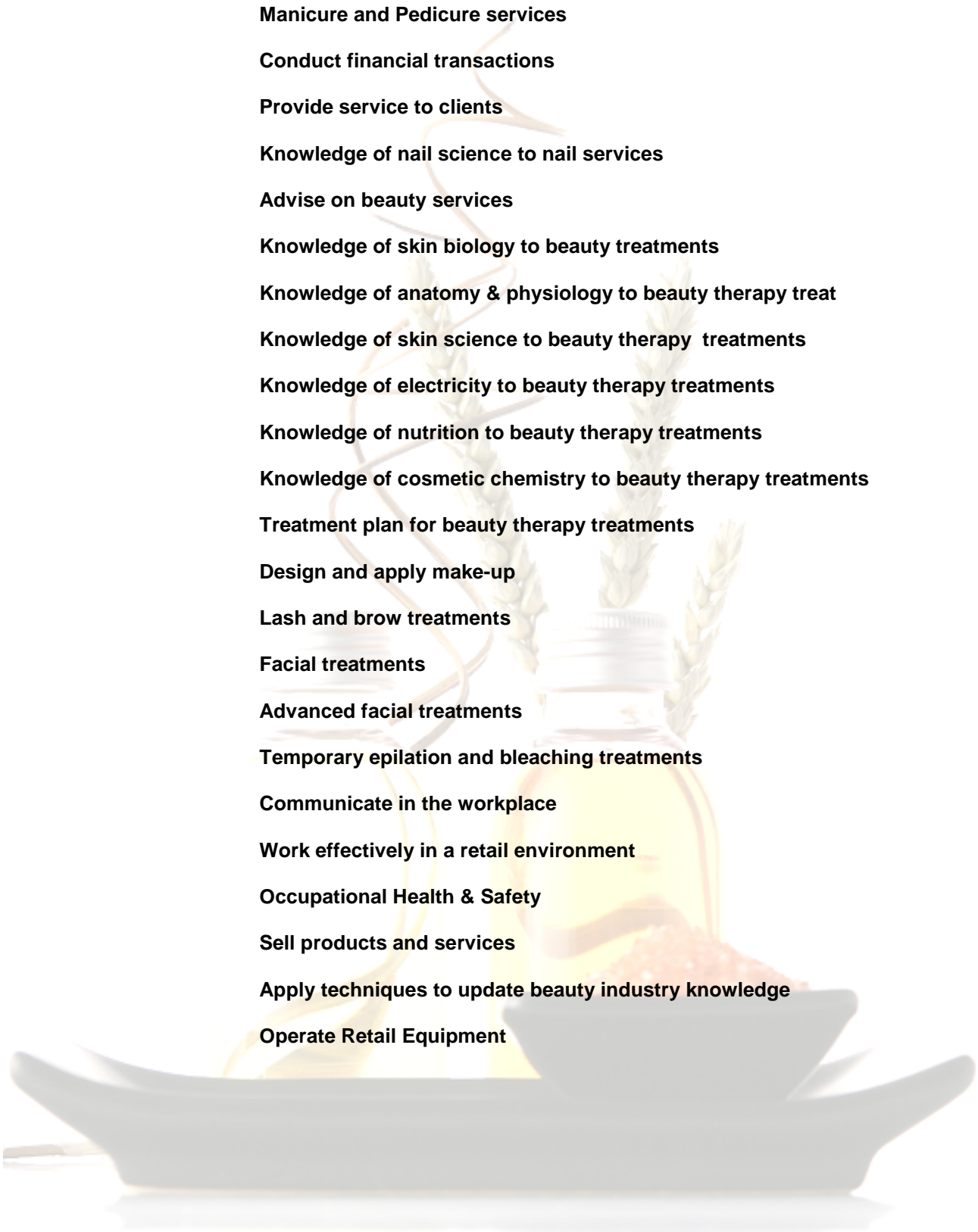
Work effectively in a retail environment

Occupational Health & Safety

Sell products and services

Apply techniques to update beauty industry knowledge

Operate Retail Equipment



PLEASE FIND **BELOW** THE **FIRST** MODULES YOU WILL NEED TO SUCCESSFULLY COMPLETE TO FULFILL THE REQUIREMENTS OF THE **FIRST PART OF THE COURSE.**

TO FULFILL THE **TOTAL REQUIREMENTS** OF THE COURSE THIS ALSO **MUST** INCLUDE THE **PRACTICAL** TRAINING PROGRAM OF **35 DAYS** TOTAL FROM 9AM - 5PM, Monday to Friday **IN-COLLEGE TRAINING** WHICH WILL CONSIST OF **7 ONE** WEEKLY BLOCKS IN TOTAL OVER A 16 MONTH PERIOD.

You will have assessments theory & practical at the end of **every** unit with **final assessments in practical and theory** being held at the end of your twelfth unit of practical training. CIBTAC International Examinations are generally held at the end of the year.

UPON COMPLETION OF THE FOLLOWING FIRST MODULES YOU WILL BE ASKED TO ATTEND THE COLLEGE FOR YOUR FIRST FULL WEEK OF PRACTICAL TRAINING WHICH WILL COVER THESE FIRST UNITS.

FIRST UNITS OF THEORY

- The Cell & Tissues
- Nail Science **INCLUDING** Nail Diseases and Disorders
- Client Consultation
- Client Care
- Manicures
- Pedicures
- Skeletal System
- First Aid
- Hygiene and Sterilization
- Eyelash & Eyebrow Treatments
- Hair Bleaching
- Hair Removal - Waxing

Along with your study notes and tests sheets you will also receive **power point presentations** on the following subjects to assist you in this **first part** of your study program:

Appendages of the Skin

Microbiology and Bacteriology

Hair Growth

Bleaching

Electricity

Eyelash & Eyebrow Treatments

Hair Bleaching

Hygiene and Sterilization

Manicures and Pedicures

Hair Removal - Waxing

First Aid

The Skin

DELIVERY MODES

Delivery of units is by means of

- College Learners Guides
- College Power points
- College Assignments.

All students are requested to undertake work experience during their training of a minimum of 80 hours, where available, to demonstrate their skills on the job in a workplace environment.

Student's assignments and assessments must be completed before any qualifications can be issued.

ASSESSMENTS

Assessment is undertaken on a continuous basis throughout the enrolment period.

Assessment methods may include a combination of the following:

Practical Demonstration

Oral Questions/explanations

Theory

Observation

Treatment Plans/Case Studies

Assignments

All Correspondence students are expected to:

- Complete successfully all required units
- Attend 7 workshops of training over a 16 month training programme. (please be aware the course is self paced learning so a student may be able to complete this course earlier than the designated time frame.)
- Two compulsory product knowledge trainings (Thalgo and Ahava and possibly a Danne workshop) during the training.
- **At least 80 hours of work experience** over the 16 month period conducted in a salon near you wherever possible.
- Students will be expected to complete and send to the College six assignments on topics related to the subjects being studied and organised by the College.
- Students must successfully pass all exams. These exams will consist of written, practical and oral assessments held at the College in Adelaide. The students must achieve 70% pass mark in all assessment, practical sessions and exams
- Students can also enrol in CIBTAC International examinations
- **Students are expected to attend at least 80% of the total class hours in order to successfully qualify for final assessments**
- Students **must** attend the College to perform practical classes and all assessments.

Dates and times will be arranged with the Correspondence Co-ordinator or the Principal after discussion with the Correspondence student.

FURTHER HELPFUL INFORMATION:

Literacy and Numeracy

If you feel you may have a learning or literacy problem during the course please discuss this with the Principal prior to enrolling. We can assist you by providing you with a literacy and numeracy self assessment to help you determine if you need help.

Welfare / Guidance Services and Client support

Sometime whilst studying, you may feel you need help with your study and college life. We are here to help you as much as possible. You are encouraged to discuss any issue you wish with staff so that you may continue to enjoy your time at the college.

Appeals and complaints procedures

The college has in place a complaints and appeals policy that allows students to make formal complaints and appeals and receive written responses. Further information is outlined in the Student Protocols and Procedures and this is discussed during orientation.

Disciplinary procedures

This College expects students enrolled in all courses to behave in a professional manner at all times. Students guilty of actions such as cheating, intimidating, being disrespectful to staff and other students will be given 1 formal warning.

If the behaviour continues they will be given notice of expulsion in writing. Fees will not be refunded. Malicious damage to equipment and/or stealing materials or products will result in instant dismissal. Any student who does not abide by the Protocols & Procedures will be counselled by the Principal.

For more information regarding this please speak to the Principal prior to enrolment.

Body Contact

As all treatments within the beauty and health industry require contact with the client, student to student and Trainer to student contact is required on very frequent occasions. In deciding to enrol into any beauty or SPA Therapy course, you should be aware that you will be required to provide treatments to fellow students as well as receive treatments which will involve body contact.

If you have any issues with contact with other people in terms of the above you **must** speak to the Principal **prior** to enrolment.

Access and Equity Contact

Access and Equity policies are incorporated into College operational procedures.

HYDE PARK COLLEGE OF SKIN & BODY THERAPY prohibits discrimination towards any group or individuals in any form, inclusive of:

- Gender
- Pregnancy
- Race, colour, nationality, ethnic or religious background
- Marital status
- Physical or intellectual or psychiatric disability
- Homosexuality (male or female, actual or presumed)
- Age.

The College encourages students with diverse backgrounds and a genuine interest in Beauty Therapy to apply for admission into all courses.

FOR MORE INFORMATION ABOUT ANY OF OUR COURSES PLEASE DO NOT HESITATE IN CONTACTING THE COLLEGE ON 08 8373 4375

TRAINERS & ASSESSORS

All our trainers are Internationally trained and highly qualified in their field of expertise.

How our Long Distance Training works with us and for you.

To choose a subject to study you may wish to browse our website and take your time to look at our courses listed (do be aware some may have pre requisites, such as a qualification in Anatomy & Physiology is a pre requisite for Body Massage, although Anatomy & Physiology is also a course in our training programme, and some courses may not be able to be undertaken by long distance learning). Upon choosing a subject you will then need to contact us about a course.

You can email us for assistance through our website contact page if you need to or phone us for direct information. Once you decide on a course you can enrol by contacting the College and obtaining more information.

We will then explain the payment plan and when you decide on your course we will then send out your information pack which includes:

- Student Handbook
- Enrolment requirements, including all training costs
- Payment obligations and instalment procedures.
- Paper work (which will need to be sent back to the College)

Once Enrolment is complete and confirmed you will then receive your complete course kit in the mail which will include:

- Student information details
- Instruction letter and information
- Official paper work (which will need to be sent back to the College before you can begin your course)
- Text book, Activity Book and Work Experience Log Book
- You will receive your kits at the time of your practical lessons attendance in the College pertaining to the subject being studied

You are now you are ready to start your Hyde Park College Long Distance Learning. You will be able to take advantage of the following at anytime.

- A regular phone call with a College trainer to answer any questions you may have
- Emergency questions via email (allowing a 24hr response time)
- Always remember you have our assistance at all times.

Your learning activities will include:

- Theory power points on all subjects for your practical training.
- Exercises in your work books.
- 6 x Assignments which you will post into the College when you have completed them.
- Theory and Practical assessments within Hyde Park College of Skin and Body Therapy.
- Work Experience training

Hyde Park College of Skin and Body Therapy Course subjects that are also available by Long Distance Learning:

- Beautician Course:
- Waxing course:
- Manicure & Pedicure Course:
- Body Massage:

- Anatomy & Physiology:
- Facial treatments:

If you require any more information please do not hesitate in contacting us.

Yours sincerely,



Dianne Miles
PRINCIPAL



HYDE PARK COLLEGE EXTRAS

PLEASE FIND LISTED BELOW EXTRA REQUIREMENTS WHICH ARE **NOT** INCLUDED IN YOUR COURSE TUITION FEES.

BEAUTY THERAPY & BEAUTICIAN TRAINING COURSE

COMPULSORY EXTRAS

2 UNIFORM TOPS at \$100.00 each (you will need to supply black trousers, straight leg and not hipsters)

Soft soled, black low heeled court shoes. (sports shoes are not allowed)

1 TEXT BOOK @ \$89

4 Learner guides will be sent to you as you progress through the course at a charge of \$30 per Learner guide.

(The following items are required for practical training and can be purchased by the student from the College.)

MANICURE AND PEDICURE KIT (\$95)

1 WAXING KIT COMPLETE (\$120)

SET OF PROFESSIONAL MAKEUP BRUSHES (\$95)

FACIAL KIT (\$20)

1 BODY AND HEAD WRAP (\$20)

2 HAND TOWELS

Purchased by you:

1 CLIPBOARD AND ALL STATIONARY REQUIREMENTS

3 Make up Foundations, base coat & top coat and red nail polish

2 mascaras, plus disposables (latex sponges and mascara wands items etc)

Please speak to the College about CIBTAC Examination fees.

Hyde Park College of Skin and Body Therapy Enrolment Form

Personal Details:

Name: _____

Address: _____

Phone: (Home) _____ (Work) _____ (Mobile) _____

Email: _____ Date of Birth _____ Uniform size: _____

Disabilities/Allergies (if any) _____

Emergency Contact Name: _____ Relationship: _____ Phone: (Mobile) _____

Educational Background: _____

Work Experience: _____

To register for our courses we require identification including a photograph and your date of birth must be supplied.

Acceptable forms of identification are a current driver's license, current proof of age card, or a current passport and 1 passport size photo. This form must be returned to the College with the appropriate deposit fee.

Enrolment Details: (please tick below)

CIDESCO Diploma of Beauty Therapy - Full Time. Includes SPA Therapy []

To enroll in the **CIDESCO Diploma of Beauty Therapy**, students must:

Have identification including a photograph and your date of birth must be supplied. Acceptable forms of identification are a current driver's licence, current proof of age card, or a current passport, copies to be attached to this application.

- CIDESCO Training also includes CIBTAC training :**N.B. CIDESCO training is full time only**

Please Note: (Students enrolled in CIDESCO usually sit CIBTAC International exams, CIBTAC Exams fees are the only extra cost)

CIBTAC Diploma of Beauty Therapy - Full Time/Part Time/LDL (does not inc SPA Therapy) []

To enroll in the **CIBTAC Diploma of Beauty Therapy**, students must:

Have identification including a photograph and your date of birth must be supplied. Acceptable forms of identification are a current driver's licence, current proof of age card, or a current passport, copies to be attached to this application.

Payment Details: (please tick)

[] Cash [] Cheque [] Money Order [] credit card/eftpos + 2% merchant fee

Amount: \$ _____ date _____

Payment is for: please tick

[] **CIDESCO** International Diploma of Beauty Therapy - Full Time start date _____

[] **CIBTAC** International Diploma in Beauty Therapy - Full Time/Part Time/LDL start date _____

[] **Other course, please name _____ start date _____**

If the applicant is under 18 years of age a parent/guardian's signature is required.

Office use only: Student's signature _____ Parent/guardian _____

COURSE NAME _____

Application Fee/Deposit received _____ \$ _____
Date and signed by staff member _____ amount

1st Instalment received _____ \$ _____
Date and signed by staff member _____ amount

Copy given to student and copy to student's file

Staff signature _____ student signature _____ Parent/guardian _____

INSTALMENT PLAN
HYDE PARK COLLEGE OF BEAUTY THERAPY COURSES

COURSE: LONG DISTANCE LEARNING

Duration: 16 months CORRESPONDENCE fees by instalments

TUITION FEE ONLY **\$7300**

1ST PAYMENT **\$ 600**

BALANCE **\$6,700**

Thereafter 11 Learning Unit Payments of \$625 each (accounting fee included) for the course.

Fees are payable at the beginning of each month.

NB Late payment fee applies to overdue accounts.

PLEASE NOTE:

PAYMENTS MUST BE MADE BEFORE THE FIRST DAY OF EACH MONTH. LATE PAYMENTS NOT PAID ON OR BEFORE THE DUE DATE WILL UNFORTUNATELY BE SUBJECTED TO A 10% LATE PAYMENT CHARGE AND MAY RESULT IN THE CANCELLATION OF THE STUDENT'S CLASSES UNTIL FEES ARE UP TO DATE AND NO LONGER IN ARREARS.

Credit cards and Eftpos are accepted but have a 2% merchant charge. AMEX not accepted.

THE ABOVE FEES ARE IN RELATION TO TUITION FEES ONLY, PLEASE SEE HYDE PARK EXTRAS SHEET FOR ADDITIONAL COSTS.

PLEASE READ THE REFUND CONDITIONS IN OUR INFORMATION, ON THE ENCLOSED APPLICATION FORM OR ON OUR WEB SITE BEFORE COMPLETING AND SIGNING THESE FORMS.

PLEASE NOTE THAT APPLICATION FEES AND DEPOSITS ARE NOT REFUNDABLE UNLESS SPECIFIED IN REFUND POLICY CONDITIONS.

COURSE FEES ARE NOT TRANSFERABLE TO OTHER COLLEGE COURSES.

TUITION FEES ARE SUBJECT TO CHANGE.

I AGREE TO THE CONDITIONS SET OUT ABOVE AND HAVE READ AND UNDERSTOOD THE REFUND POLICY OF HYDE PARK COLLEGE OF SKIN AND BODY THERAPY.

PLEASE FIND ENCLOSED MY DEPOSIT OF \$ _____ FOR THE LONG DISTANCE LEARNING COURSE.

NAME _____

ADDRESS _____

POST CODE _____

CONTACT PHONE NUMBERS WORK _____ **HOME** _____

SIGNATURE _____

DATE _____

PLEASE RETURN THIS SHEET TO HYDE PARK COLLEGE OF SKIN AND BODY THERAPY TOGETHER WITH YOUR APPLICATION FORM AND APPLICATION FEE/DEPOSIT. UPON RECEIPT OF YOUR DEPOSIT, YOU WILL RECEIVE YOUR FIRST LEARNER GUIDE.

Refund Policy

Hyde Park College of Skin and Body Therapy offers a fair and equitable refund policy that complies with all legislative requirements. The policy is outlined within the College information booklet and discussed prior to enrolment.

Course fees shall not be refunded to the student under any circumstances unless;

- The course is cancelled by the College; or
- The commencement date is postponed by more than 6 weeks.

If a student has paid in full for tuition fees and withdraws from the course prior to commencement due to personal circumstances beyond her control - **a medical certificate is required**. The College will then refund any payments made **after** the initial deposit, however, an administration fee is also payable and the next month's installment fee.

The College will refund tuition fees applicable to the remainder of the course only, but excluding the deposit, administration fee and one month's installment providing another student may be enrolled for **immediate** commencement in the next intake - otherwise the balance of fees **will not** be refunded.

Student's who have left the course without a valid medical reason and doctor's certificate will be liable for remainder of course fees owing. A month's fees are payable and administration fee if the reason in writing is accompanied by a doctor's letter and certificate.

Courses and course fees are not transferable.

International examination fees are an extra cost and payable by the student.

To secure a position at the College, a 12.5% deposit is required with the application **which is not refundable**.

The full fee amount becomes payable before the first day of the course or by special arrangement with the Principal. The enrolment cannot be processed without the deposit required for the designated course.

The Principal reserves the right to refuse the application of any student and subsequent monies will be returned to the applicant.

If the applicant is under the age of 18, a Parent or Guardian's signature is necessary.

FOR MORE INFORMATION ABOUT ANY OF OUR COURSES PLEASE DO NOT HESITATE IN CONTACTING THE COLLEGE ON 08 8373 4375

