



Course Information 2019/20

Introduction to Working in the Beauty Industry

Start Date	24 September 2019
Time	7.00pm-9.00pm
Day of week	Tuesday
Number of Weeks	10 weeks
Please note this class will not be running in half term w/c 21 October, Christmas holidays, Spring 2020 half term and Easter holiday	
Venue	ELY COLLEGE
Course Fee	£FREE subject to certain criteria. Please contact us for further information.
Course Level	Beginners
Additional Course Cost (e.g. visits, materials, books, assessment fee, equipment)	No additional costs, however you may wish to purchase your own products and equipment for use at home.
Any skills or qualifications needed for entry to the class	A willingness to learn and enthusiasm for the subject.
Materials required for first class	Pen and notebook might be useful, but not essential.
Course Description: A brief introduction to beauty therapy, including: - Facials, Make-up, Manicure, Pedicure, Nail Art, the course will also cover relevant health and safety and benefits of using different communication techniques when working with others. Join us to unleash your inner beauty therapist, you will have the opportunity to practice your new skills while working with others from week 1.	
How Progress & Success will be recorded: You will also have to complete an individual learning plan to monitor your progress and achievement throughout the course.	
Any further next steps Progress onto the VTCT Level 2 in Beauty Services offered from January 2020 at Ely College	

What else will you need to do	We ask all students to complete an enrolment form which asks for details required by the Education & Skills Funding Agency & the County Council and is a requirement of entry to the course. We ask for full payment prior to the course beginning. Please note refunds can only be made if a class is cancelled or closed.
What else do we ask of you	Please can you let us know if you have any attendance problems and if you are not able to attend the class (contact details below). We like to know if you have a problem.
How do we know if you are happy with your course	We will ask you to complete a course evaluation, giving us your feedback on the course, tutor & college. You are always welcome to feedback directly to us at any time during your course to help us improve our services & courses.

Funding

Some of our courses are funded through the Adult Education Budget allocated by the Cambridgeshire and Peterborough Combined Authority (CPCA) or the Education and Skills Funding Agency (ESFA) and part financed by the 2014-20 European Social Fund (ESF) programme. This funding is managed by Cambridgeshire County Council, Adult Learning and Skills. A short video covering the background of ESF, what it does, how it helps and who benefits is available on the European Union website: <http://ec.europa.eu/esf/home.jsp>

How we use your data

<https://www.gov.uk/government/publications/esfa-privacy-notice>

Safeguarding

Arrangements have been made to make sure that you are safe at our Centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against, please tell your tutor or the Centre Manager, who will investigate to ensure your safety.

Equality and Diversity

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+. We positively encourage all learners with any concerns about specific needs which might affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect. We will do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

Cambridgeshire County Council, Adult Learning and Skills service supports a wide range of other adult learning opportunities across Cambridgeshire to support adults with the lowest level of qualifications, or no qualifications at all, and so typically find themselves in lower paid, less secure jobs or unemployed. Search our website www.cambsals.co.uk for details of all our funded courses.

Please contact us for further information

Tel: 01353 664853

Email: community@elycollege.co.uk

Web: www.elycollege.com/community

Address: Community Education, Ely College Downham Road, ELY, Cambs CB6 2SH



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