



# Introduction to MB Academy

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## Maximillian Beauty & Holistic Academy

### ***Our Mission Statement***

- Employment for learners
- Employer satisfaction
- Passion for the Beauty Therapy industry
- Raise Standards within the industry

The academy's aim is to raise industry standards through modules that address communication, client care and beauty skills, delivered alongside first-hand salon experience in one of the participating real-life salons, as well as in the academy's own facilities that are designed to look and feel like a real salon. In a highly competitive job market we believe this approach helps its students to get a job and move forward in their careers, resulting in fulfilling, long-term employment.

At MB Academy we specialise in intensive and flexible learning, allowing you to study in your own time at home, yet receive excellent hands-on training with our highly qualified lecturers. The tutors are all practicing therapists within the industry, which enables them to remain up-to-date with all the latest beauty treatments.

Our academy is the place to be for apprentices, traineeships, study programme and adult learning. We cater to the needs of people looking to achieve a career in the beauty therapy industry (from level 1 to 4), or for people looking for a career change. You'll be taught by inspired educators in beautiful surroundings designed to feel like real salons.

We've got full time study (funded depending on age), as well as evening and weekend options. You'll learn how to make every client feel special and give them the confidence that only comes from being transformed by true professionals.

The course modules are taught by dedicated educators and include theory work, tests, project work, portfolio building, demonstrations and workshops. You receive personal guidance and monitoring throughout the course to ensure you are achieving the learning goals required.

## The Skills Company (working partnership for funding)

Economic Solutions Ltd is committed to making the best use of resources when securing the provision of education and training. In some circumstances we use Subcontracting out of Skills Funding Agency (SFA) and Education Funding Agency (EFA) provision as one route to achieve this. This policy describes the principles underpinning the selection and management of subcontracted provision to ensure that it meets the standards required.

Economic Solutions Ltd policy is to follow the SFA and EFA funding requirement guidelines for procuring high quality subcontract provision that meets the needs of the business and our employer and learner customers. Our aim is to build long term partnerships and to support and deliver continuous improvement.

The following policy applies to all provision that is subcontracted and replaces any previous versions, where applicable, and is effective from 1st August 2013. The policy will be reviewed at least annually and will be published on our website [www.economic-solutions.co.uk](http://www.economic-solutions.co.uk)

### RATIONALE

- To widen participation by providing access to or engagement with a new range of customers
- To provide niche delivery where the cost of developing direct delivery would be prohibitive
- To deliver a wide sector offer that responds to local and regional priorities
- To support a partner provider to develop capacity/quality



**European Union**  
**European Social Fund**  
Investing in jobs and skills

The European Funding Network was set up to inform voluntary organisations about the European Social Fund (ESF) and other EU funds. We also make sure the ESF and other EU funds are working effectively and are improving people's lives across the EU.

The European Funding Network is an England-wide network of civil society – voluntary, community and social enterprise organisations – active in the European Social Fund (ESF) and other EU funds. We provide advice, support and information exchange to make sure the ESF and other EU funds are working effectively and are improving people's lives.

### What we do

We provide visibility of the current European Social Fund (ESF) programme by providing advice and support on how voluntary, community and social enterprise sector organisations can access European Funding representing the interests of civil society on national programme monitoring committees providing information on ESF through publications and events.

## Health and Safety Policy

The Health & Safety at Work Act 1974 and subsequent additional legislation places a duty upon the management of an establishment to secure and maintain a safe working environment for all employees and those affected by the service provided.

### **The Academy undertakes to:**

- ✚ Provide a consistently safe environment.
- ✚ Provide guidance of safe working practices for staff and students
- ✚ Incorporate health & safety knowledge into all student activities
- ✚ Provide information and procedures for fire and emergencies
- ✚ Provide information and procedures for accidents
- ✚ Provide training and up to date information on health & safety to all concerned
- ✚ Promote training of a responsible attitude to health & safety throughout the Academy
- ✚ Provide monitoring processes for the above

### **The Academy will require its students to:**

- ✚ Follow the School's health & safety regulations
- ✚ Co-operate with others in keeping the environment safe
- ✚ Take care to avoid injury to themselves or others, by being appropriately dressed and not misuse or damaging equipment, materials or the premises
- ✚ Report any hazards immediately to the staff in charge

<http://www.hse.gov.uk/contact/maps/yne.htm>

## Equality and Diversity

The Center intends to help everyone by creating a positive and full inclusive learning/working environment, celebrating the rich diversity of all, where discrimination, harassment and bullying and prejudice will not be tolerated.

This means that everyone will be treated equally, their differences respected and their learning needs met. This will be achieved by ensuring that we all:

- ✚ Respect individual needs and differences
- ✚ Do not accept bullying and harassment either personally or to others.
- ✚ Be aware of body language and avoid invasion of personal spaces
- ✚ Think before we speak to ensure we don't offend those who make up our training community.
- ✚ We will ensure that equality matters are actively promoted throughout all of our services and activities.
- ✚ We are firmly opposed to any form of discrimination and are committed to taking positive action where necessary to minimise the impact of disadvantages.
- ✚ We are committed to challenging and preventing discrimination.
- ✚ We believe in respecting diversity and difference, and encouraging good relations between all the people who learn or work with us.
- ✚ We want all students and staff to be treated with respect and dignity and will promote a positive learning and working environment free from any form of discrimination, harassment or victimisation. Our aim is to create an environment where issues of stereotyping and discrimination can be discussed openly.

### Examples of discriminatory behaviour

- ✚ Comments about physical appearance
- ✚ Behaviour that excludes, disadvantages or isolates someone
- ✚ Being leered at or touched or subjected to any unwanted sexual behaviour
- ✚ Pornographic or sexual images being displayed
- ✚ Racist literature, language or behaviour
- ✚ Offensive or abusive graffiti
- ✚ Suggestive or offensive remarks (which may be in a language other than the victim's own) – including email, internet messaging, text messages or websites
- ✚ Aggressive or demeaning language or behaviour
- ✚ Jokes about gender, colour, ethnicity, sexuality or disability

### Underpinning legislation

- ✚ Race Relations Acts (1976 and 2000)
- ✚ Sex Discrimination Acts (1975 and 1986)
- ✚ Disability Discrimination Acts (1995 and 2001)
- ✚ Work and Families Act (2006)
- ✚ Age Discrimination Legislation (2006)
- ✚ Religion or Belief (2003)
- ✚ Sexual Orientation (2003)
- ✚ Human Rights Act (1998)

If at any time you feel that your equal opportunities are being threatened then:

- ✚ Approach a member of staff
- ✚ Talk to any member of staff in confidence.

### **Safeguarding of Children and Vulnerable Adults**

**This policy is about preventing harm to learners both in training and when learning at work. Safeguarding means making sure people are safe and that they feel safe.**

Key responsibilities are placed upon The Academy's Head of Centre, under civil and criminal law and government direction to safeguard children and vulnerable adults. This means doing our very best to ensure that they do not come to harm. Assessors, sub-contractors and tutors are therefore to read this policy carefully and conform to it. Failure to adhere to it is a disciplinary offence. If in doubt you must put children and vulnerable adults first. Training will be delivered in safe guarding including Health and Safety training. WE will operate in compliance with the Safeguarding Vulnerable Groups Act 2006. These instructions will be shown to staff as part of their training.

Safeguarding involves protecting those that are more vulnerable from harm, abuse or neglect. It is also about preventing impairment to health, safety and development and ensuring learners are growing up, training and working in circumstances that optimise their life chances.

It is the responsibility of all working with The Academy and volunteers to keep all our learners safe from harm and to take direct action to protect; nurture and support them to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing.

Please take note of the following aspects of safeguarding:

- ✚ The welfare of a child or vulnerable adult is paramount;
- ✚ All humans without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs;
- ✚ This policy applies to all trustees, trainers, tutors, assessors, volunteers and learners;
- ✚ Learners and parents are to be informed of the policy and procedures as appropriate;
- ✚ All concerns and allegations of abuse will be taken seriously by staff and responded to appropriately – this may require a referral to children's or adult services and in emergencies, the police;
- ✚ The Academy has a commitment to safe recruitment, selection and vetting;
- ✚ The Academy will abide by the principles, legislation and guidance that underpin the policy;
- ✚ The policy and procedures will be regularly reviewed – not less than once per year;
- ✚ There are associated policies and procedures which promote children's safety and welfare e.g. Health and Safety and anti-bullying etc.

**MB Academy appointed safeguarding officer: V. Maximillian-Green. 0777 609 53 82**

<http://www.kirkleessafeguardingchildren.co.uk/>

## **Appeals Procedure**

The school is committed to ensuring that the assessment procedure meets the requirements of the Awarding Bodies and fulfils National Standards.

The School operates a system for reviewing the quality and fairness of the assessment procedure. As part of this process the candidate has the right of appeal against any assessment decision, written or practical, which the student deems to be unfair.

The student should notify the Assessor of dissatisfaction with the outcome of the assessment within seven days, stating why there is a disagreement with the decision. The assessor must explain the decision in writing within seven days.






If the student is not satisfied, the Principal may order the student to be re-assessed by another tutor/assessor. The matter should be resolved within fourteen days.

## **Complaints Procedure**

MB Academy strives to provide training of a standard and quality suited to professional practice and discipline. Tutors and students are expected to adhere to the code of practice and ethics.

We encourage students to voice any areas of concern or dissatisfaction with any aspect of the course, venue or tutoring as soon as they arise, so that matters may be addressed and resolved quickly and amicably.

We recommend that should a complaint or concern arise it should be made in one or more of the following ways:

-  Speak to the course tutor, at break time or arrange an appointment
-  Request a tutorial
-  Request a course evaluation sheet
-  Write, email or telephone the Principal, Veronica Maximillian-Green
-  The Appeals procedure can be found in your VTCT Record book.



## **Assessment of Candidates with Special needs**

MB Academy operates a policy of equal access to all its courses and qualifications and the procedure regarding students with special needs is as follows:

Inform the Academy at the earliest possible opportunity if extra help throughout the course. This may either be written on the application form or addressed verbally to a staff member at the School.

The situation will then be reviewed on an individual basis and a decision will be made by the course tutor as to whether special circumstances need to be taken into account throughout the course.

If special circumstances do need to be taken into account then every effort will be made to tailor the teaching to suit individual needs.

An action plan will be agreed based on the information given.

Supplementary evidence such as GP letter or certificate of special needs may be required.

### **Recognised Prior Learning Policy (RPL)**

The Academy RPL policy has been put in place to clarify the RPL process for our students. The policy aims to demonstrate recognition of any previous industry experience, manufacturer's qualifications or certification that a student may have.

The main principles behind RPL are that an individual's prior achievements can now be recognised and that a student is not disadvantaged by unnecessarily having to repeat a course of learning. The Academy is responsible for ensuring that the process has been correctly applied and RPL is deemed valid and reliable.

### **Ofqual has issued an explanatory statement qualifying the use of RPL:**

*"Learners are unlikely to have all the evidence they need to achieve a full unit and may need to produce additional evidence. Evidence used for RPL is not time-limited but assessors must determine whether it is valid and authentic. RPL may be used in conjunction with other assessment methods such as examination of recent products, professional discussion or observation to assess current performance".*

If it is agreed that RPL may be applied, the student will present the evidence in a format agreed and will present cross mapping of evidence to the relevant units. The assessor will then produce an individual learning plan and an action plan will be devised, with all assessment requirements detailed. The student will then agree to this in writing.

**Apprentice Information: (fully funded 16-18 and partially funded 19+)**

We take pride in working closely with salons and apprentices to ensure the right trainee is placed in the salon that is best suited to its requirements and facilities. In-salon training is also backed up with classroom/online learning and support. For the student, they leave the academy qualified and experienced, often employed to work full-time at the salon where they trained.

As a beauty therapy apprentice, you'll assist senior therapists and learn a range of skills and techniques, such as how to improve facial skin conditions, wax body hair, spray tan, shape and colour brows, perform hand and foot treatments, and apply make-up.

On the advanced apprenticeship, you'll work as a beauty therapist, learning techniques like business, promoting the salon, Swedish body massage, Indian head massage, stone therapy, aromatherapy and spray tanning services. You'll work closely with clients and will need the ability to put them at ease, and generally be pleasant and personable.

As a MB Academy beauty apprentice you will build the broad-ranging portfolio of skills and personal qualities that the beauty employers really want. Expert staff, impressive facilities – and high-quality training, MB Academy has an exceptional reputation for training the beauty therapy professionals of tomorrow. MB Academy beauty therapy apprenticeship courses provide an excellent opportunity for students keen to enhance their career prospects in a rewarding profession.

The beauty therapy industry is growing, with increasing demand for services such as maintenance treatments and massage techniques.

***There's never been a better time to apply for a beauty therapy apprenticeship.***

<http://www.vtct.org.uk/Centres/Apprenticeships.aspx>

<http://www.vtct.org.uk/Learners/CareerPathways.aspx>

<http://www.vtct.org.uk/Centres/FunctionalSkills.aspx>

<http://www.habia.org/standards-qualifications>

## Employer Information

The academy has already won the backing of local salons that appreciate the benefits of taking on an apprentice. Many have previously found an element of re-training is required when taking on a newly qualified therapist. But with the apprentice scheme, each salon is able to bring the trainee up to speed on how they want things to be done while they work towards their qualification.

Adding an apprentice to your team is an investment. A good apprentice is someone who's keen to learn and who'll be a real asset to your business once they're fully up to speed on how you work. We make this all about you so your apprentice learns how you want things done. But we don't overlook the needs of the learner; the practical in-salon training is backed up by classroom learning and support. Your apprentice gets first class training in a salon environment.

Funding is available for participating salons and what's more, all apprentices are paid so they can 'earn while they learn'. This might be particularly appealing to someone looking for a change of career or to offset the associate set-up costs of similar training courses.

<https://www.gov.uk/take-on-an-apprentice/overview>

<https://www.gov.uk/take-on-an-apprentice/employer-grants-apprentices>

<https://www.gov.uk/take-on-an-apprentice/pay-and-conditions-for-apprentices>

<https://www.gov.uk/national-minimum-wage-rates>

<https://www.gov.uk/government/publications/apprenticeship-grant-employer-fact-sheet>

<http://www.habia.org/standards-qualifications>

## Traineeships (funded)

Traineeships prepare young people for future careers by helping them become work ready. They provide the essential work preparation training, literacy and numeracy skills, and work experience needed to get an apprenticeship or other job.

### How do they work?

Traineeships last from six weeks to six months – with content tailored to your individual career needs.

- ✚ **Work preparation training** – only 38% of unemployed young people say they feel ready for the world of work – this training gives you the skills and confidence needed for an apprenticeship or the first step in your career
- ✚ **Skills you need to find a job** – employers are at the centre of traineeships, so they focus on your skills and future success in employment
- ✚ **Maths and English support** – developing the skills you need for the workplace and boosting your job prospects, your long-term career progression and earning potential
- ✚ **Work experience** – 74% of employers say work experience is critical or significant when recruiting – plus you'll get an insight into the world of work, a useful reference and an exit interview (or even a job interview if a role becomes available)
- ✚ **An improved CV** – traineeships give you great experience both practically and on paper

### Is it right for me?

Traineeships are an ideal opportunity for young people who are motivated to get a job or an apprenticeship, but lack the skills and experience employers are looking for.

#### *It could be suitable if:*

- ✚ you're unemployed (or work less than 16 hours per week) and have little work experience
- ✚ you're aged 16 to 19 and qualified below level 3 (equivalent to two A levels at grades A to C)
- ✚ you're aged 19 to 23 and qualified below level 2 (equivalent to five GCSEs at grades A\* to C)
- ✚ you think you'll be ready for employment within six months of starting a Traineeship

#### *It's probably not right if:*

- ✚ you already have the skills and experience needed to find an apprenticeship or work
- ✚ you're already in a job

<http://www.vtct.org.uk/Centres/Traineeships.aspx>

<http://www.vtct.org.uk/Learners/CareerPathways.aspx>

<http://www.vtct.org.uk/Centres/FunctionalSkills.aspx>

<http://www.habia.org/standards-qualifications>

## **Study programme Level 1 or 2 (funded full-time study)**

### **Is this course for you?**

This course will start you on your journey to becoming a Beauty Therapist. If you are interested in the Beauty Therapy industry and have a passion for working with people, this course may be suitable for you. You will need to demonstrate excellent customer service and communication skills, as well as time management and dedication to the course.

### **Level 1: What you will study?**

You will study units including: Health & Safety, assisting facial skin care treatments, assisting enhancing the appearance of eyebrows and lashes, assisting waxing services, providing assisting manicure services, assisting pedicure services, assisting make-up services & assisting salon reception duties.

### **Level 2: What you will study?**

You will study units including: Health & Safety, promoting additional services and products to clients, developing and maintaining your effectiveness at work, facial skin care treatments, enhancing the appearance of eyebrows and lashes, carrying out waxing services, providing manicure services, providing pedicure services, providing make-up services & fulfilling salon reception duties.

Alongside your course, you will also study English and maths (if required), and be required to undertake work experience in a salon for one full day a week.

### **Will I get paid?**

If you join this course you'll be entitled to bursary payments to cover travel costs. We'll also provide any protective clothing or specialist equipment that you might need.

### **What can I do after?**

You'll be able to move on to the Level 2 qualification if Level 1 or go straight onto to being a Level 3 apprentice if you are on Level 2.

### **When should I come in?**

We're recruiting onto our programmes all year round – give us a call or drop us an email to find out more.

<http://www.vtct.org.uk/Centres/StudyProgrammes.aspx>

<http://www.vtct.org.uk/Learners/CareerPathways.aspx>

<http://www.vtct.org.uk/Centres/FunctionalSkills.aspx>

<http://www.habia.org/standards-qualifications>

## **Adult learner responsive (funded if on job seekers allowance)**

### **Programmes for Unemployed Adults**

If you are aged 19 or over, unemployed and claiming JSA you can access our classroom based courses for adults.

- ✚ Level 1 certificate in the Introduction in to the beauty therapy industry.
- ✚ Level 2 Award in Facial Massage and skin care 12-14 weeks– delivered with attendance of 6 hours per week. The course covers client consultation, skin care, client care and health and safety
- ✚ There are a number of courses that could suit your needs to gain employment examples; nail technology, massage, waxing and many more. Please contact the centre to find out more.

### **24+ Advanced Learning Loans**

#### **What are they?**

24+ Advanced Learning Loans are student loans similar to higher education loans, but for the further education sector.

Loans may be available for learners aged 24 and over, studying at level 3 or level 4, including QCF Certificates and Diplomas, Access to HE, A-Levels and Advanced and Higher Apprenticeships.

You can apply for a loan to meet the upfront costs of your qualification, which will be paid directly to the college on your behalf. If you don't take out a loan, you will be expected to meet the course costs yourself.

Even people over 24 who were previously entitled to free tuition will have to take out a loan for any level 3 course from September, i.e. the old fee remission entitlement doesn't apply.

#### **Who is eligible for a 24+ Advanced Learning Loan?**

Individuals who are:

- aged 24 or over at the start of their course,
- resident in the UK.

Loans will not be means tested (or subject to credit checks) and any individual who meets the criteria above will be able to apply for a loan irrespective of their current employment status.

#### **What does it mean for me?**

You don't pay anything up front for your course fees and if you're not earning over £21k, you don't pay anything back. If your loan is for an Access to Higher Education programme and you progress and complete higher education study, you will not have to pay back your FE loan.

#### **How and when do I need to apply?**

You will be able to apply online. You cannot apply to the college. The loans application process will launch in March/April 2015 for the academic year 2015/16. For more information see:

- <http://www.vtct.org.uk/Learners/CareerPathways.aspx>
- <https://www.gov.uk/24-advanced-learning-loans/overview>
- <https://www.gov.uk/advanced-learning-loans>
- <http://www.habia.org/standards-qualifications>

## General Rules

All Students must follow general rules whilst attending a course at Maximillian Beauty & Holistic Academy. We do our utmost to provide a high and safe standard of training at the Academy. Please assist us in maintaining these professional standards.

***Please note that these rules are compulsory for Health & Safety purposes.***

**Punctuality** - Courses will commence promptly at the times agreed at the start of the course. The teaching time on your course is extremely precious! We do understand that incidents occur that cannot be prevented e.g. heavy traffic, poorly children, but we would appreciate a telephone message if you are running late.

**Dress Code** - Not only is it important for a therapist to appear professional at all times, it is vital that we comply with the dress code for Health & Safety issues. All students should adhere to the Academy's dress code. We may refuse students entry on the day if he/she has not complied with these rules. Shoes must be plain black, low heel and enclosed toe. Your uniform will be red tunic/trousers (order form enclosed provided).

**Personal Hygiene** - Students must at all times maintain their own personal hygiene. (Please refer to industry codes of practice)

**Hair and Nails** - Long or medium length hair must be tied back during the course and nail varnish cannot be worn. Nails should be cut/filed to a sensible length to avoid injury to a client.

**Jewellery** - No Jewellery (including nose and tongue piercings) should be worn during the course except for a wedding band and small stud earrings. Please leave any valuables at home as the Academy cannot take any responsibility for loss or damage to student's or clients personal belongings.

**Tattoos** – Must be covered at all times (unless discussed with principal)

**Training Manuals** - Training manuals supplied by the Academy will be emailed in PDF format to you and must not be reproduced, copied or given to any person not attending the course.

**Models** - Students may be required to bring models during their course. We do realise that this can often be a problem due to work commitment, so please contact the Academy at least 1 week prior to the course if you would prefer us to find the models. For the waxing courses, your models must have sufficient bodily and facial hair.

**Mobile Phones** -These must be switched off or put on silent during the course.

**Smoking** - If you do smoke, please do not do so when wearing your therapist's uniform or directly outside the entrance.

**Behaviour and Attitude** - Poor attitude and bad behaviour is not tolerated at the Academy. A professional mannerism and attitude is expected at all times; whether on the course or out in the Beauty/Holistic Industry.

**Please be aware of the following:-**

- ✚ Attendance of course does not guarantee a qualification, diploma or certificate of achievement. These are gained by successful completion of the course assignments, assessments and examinations.
- ✚ Any student found deliberately damaging any property belonging to MB Academy or any student found stealing will be instantly dismissed with no written or verbal warning or refund of fees.
- ✚ Any student caught 'using', in possession of or attempting to sell drugs/illegal substances of any kind or under suspicion of doing so by the Police will be immediately expelled with no refund of fees.
- ✚ The Principal reserves the right to terminate the training of students who fail to comply with the MB Academy Rules and Regulations.
- ✚ The Academy takes no responsibilities for any valuables or possessions.
- ✚ If a student has a complaint about any aspect of training, the Principal should be contacted at the earliest possible time.
- ✚ Children are not allowed at the training venues.
- ✚ The Academy will not tolerate physical or verbal abuse to any student, client or members of staff at any time.
- ✚ As part our service to provide excellent student service the School operates an equal opportunities policy. Students will not experience discrimination on any counts.
- ✚ All student and client information is kept confidential.
- ✚ If required, extra tuition on scheduled training dates is available.



## General information

- ✚ You will study all practical treatments at the school
- ✚ You will be required to complete theory work at home
- ✚ You will be required to practice your treatments at home
- ✚ You will be required to return to the academy for practical assessments
- ✚ You may need to bring models for assessments
- ✚ You need to be assessed on paying clients (they pay minimal fee during your assessment)
- ✚ You will need to take written exams
- ✚ You will receive one-on-one tutorials
- ✚ You can have extra study time should you require it
- ✚ All manuals, handouts are emailed to you
- ✚ Equipment and products are provided for your use during practical training
- ✚ You will need to build a portfolio of evidence
- ✚ You will need to wear a professional uniform with hair up, no jewellery or tattoos showing
- ✚ Be prepared to give and receive treatments
- ✚ You will be required to be available for an EV visit. You will be informed of the date and time.

## You will need the following to complete the course (these items are not included in the course fee)

- ✚ Professional uniform
- ✚ Practical kit
- ✚ Stationary – pens, pencils, highlights
- ✚ Lunch/snacks

<http://www.vtct.org.uk/Learners/LearnerPublications.aspx>

<http://www.vtct.org.uk/Learners/LearnerFAQs.aspx>

<http://www.vtct.org.uk/Centres/Traineeships.aspx>

<http://www.vtct.org.uk/Centres/Apprenticeships.aspx>

<http://www.vtct.org.uk/Centres/StudyProgrammes.aspx>

<http://www.vtct.org.uk/Learners/CareerPathways.aspx>

<http://www.vtct.org.uk/Centres/FunctionalSkills.aspx>

<http://www.habia.org/standards-qualifications>

### Kit Information

Whilst training at MB Academy we will provide all products, towels, consumables and equipment needed during the course. However, some students may like/need to practice treatments during/after their course and the starter kits you purchase will be used for this purpose.

We recommend that kits are purchased as it will allow you to practice your treatments professionally and satisfactorily.

Cost of kit £107.00



Uniform includes: name badge, fob watch, red tunic, red trousers postage and packaging

Cost £73.00



Order form will be supplied.

## Private courses/CPD

### Private Beauty Therapy Courses

Private courses can be tailored to the individual and their requirements, various courses are available from qualifications to refresher courses.

### Payment Details

Full payment is required in order to secure your place on the course. Payment plans can be put in place if required, please contact the school for more details. Please note that payments are non-refundable but may be re-applied to another course commencement date, if notice of at least 3 days is given to the School subject to an emergency situation, however there will be an administration fee of £50. Once payment has been received by MB Academy you will receive a confirmation letter with your training manual or 1st lesson via email.

### Guild - One/two day Diplomas: Course work

You will be given a question paper which must be completed before the day of the course. You can forward the paper via email or post. This requires some pre-course reading of the manual.

### Manuals

**MB Clinic** will provide all students with a relevant training manual; it will be e-mailed prior to the start date. This covers the course material and all techniques you will learn. This makes it easier for you to remember the routine without having to make notes. After the course, you are required to practice on family and friends until you are confident.

We recommend reading the course training manual sent to you before your course. You may be asked to complete case studies by your tutor. Before a certificate is given (this will help with you practice and learning).

### Certification

We are an accredited and recognised training school - enabling you to practice professionally and gain insurance.

Certificates are sent in the post, once students have demonstrated that they are competent in carrying out a safe practical treatment and complete the final written exams. On completion of your final assessments you will receive an MB Clinic **Diploma** or **VTCT** certificate depending on the route taken. As with all qualifications, the tutor will use professional knowledge to judge competency.

To ensure good practice, should the tutor feel that you would benefit from further training, your certification will be withheld and you will be offered the opportunity to attend the next available course that has a space. You must reach the correct standard to enable MB Clinic to issue you with a certificate.

### Refreshments

Biscuits and coffee/tea will be served mid morning after your theory session. Water and juice will also be available throughout the course. Please inform the Academy if you have any food allergies, intolerance's or preferences. Please bring a light lunch if you are attending full day training.

**Please inform your tutor if you have any medical conditions.**

### Products/Equipment

**MB Clinic** will provide all products and equipment whilst training with exceptions. Kits will be available to buy.

### Course dates

Available on the website and we can arrange to suite personal your requirements.

<http://www.vtct.org.uk/Centres/CPD.aspx>

<https://www.beautyguild.com/>

## Booking Terms

### Cancellation Policy

1. Cancellation of any course is required by telephone at least 21 days prior to the course commencing. No refund will be issued by MB Academy; however your course fee can be transferred onto another course.
2. In the event of a student failing to attend or complete a course or assessment, for any reason, no refunds will be made by MB Academy although a later course date may be arranged if the next course is not already booked. There will be an administration fee of £50.
3. It may be necessary for the student to pay an additional fee if they have missed an assessment, or their model fails to turn up.

### General Booking Terms

1. The minimum age for entry is 16 years (there is no upper age limit)
2. In order to apply for a place on one of our courses, please telephone either 01484 541672 or 0777 609 5382. Once you have paid, you will be sent a confirmation letter, via email, detailing the course dates and any course requirements. Please note that payments, including deposits are non-refundable but may be re-applied to another commencement date, if notice of at least 21 working days is given to the School
3. No previous experience is required on most courses but please check the pre-requisites for each course. A good general education is essential and you must be able to speak, read, write and understand English.
4. Please contact MB Academy regarding course dates.
5. It may be necessary for MB Academy to cancel or re-schedule the course due to unforeseen circumstances; if this occasion should arise, an alternative date will be given. If the date offered is unsuitable, MB Academy will refund any fees paid.
6. Course fees include tuition, training materials, resources and electronic manuals as deemed appropriate by MB Academy for each course. Water will also be provided during attendance.
7. Course fees do not include additional items where required, such as student work wear and practical items such as beauty/holistic kits for home practice or text books. These items are an additional expense to be met by the student. Kits may be purchased from MB Academy which may also provide information for purchase of other items from wholesalers.
8. MB Academy reserves the right to decline applications.
9. It is acknowledged that all intellectual property rights, including copyright, patents, design rights and know how in or relating to the course or course materials provided or made available in connection with the course, remain the sole property of MB Academy. No copies of course materials or any usage of or reference to MB Academy name may be made unless it has been agreed in writing in writing by the Academy.
10. All students are required to observe and abide by all policies regarding health and safety, security, student conduct and any other regulations as set out by MB Academy.
11. It is the course applicant's responsibility, having referred to relevant sources of course information, to ensure that the course in all of its aspects is suitable for her/his requirements, and that they are able to **commit to all course dates** prior to the course commencing. MB Academy is happy to provide advice but accepts no liability in the event that the content of the course, any changes to course timetables, structure or cancellation where necessary does not meet individual requirements. Once an application has been received and processed by MB Academy and a course place allocated, the applicant will be subject to and in agreement with all conditions as set out herein by MB Academy.

The terms and conditions set out herein are a complete statement of the agreement between the course applicant and MB Academy and supersede all discussions, correspondence and representations made prior to the date of booking. In order to avoid disappointment, we recommend early reservation as the courses are in demand and places are limited.

Student Name: \_\_\_\_\_ Tutor: \_\_\_\_\_

		Yes	No	Comments
1	Do you feel that you understand all of the things that were covered on your induction? e.g. Fire Evacuation			
2	I know what qualifications I am doing and what is required.			
3	I believe I have all the information I need to get on with my programme.			
4	If I need support, I know who to contact and how to contact them.			
5	Did your tutor answer all your questions? If not please tell us what was not answered.			
6	On the whole, I have enjoyed my induction session.			
7	I understand the health and safety [making sure you are safe at work / place of learning] arrangements.			
8	I understand the safeguarding information			
9	Equality and diversity arrangements have been explained to me.			
10	I understand what Equality and Diversity means.			
11	I need more understanding of Equality and Diversity.			
12	I understand what I need to do if I am being treated unfairly.			
13	Overall what is your first impression of MB Academy & Skills Company?			
14	Would you recommend us to friends, family or others			
15	Which part of the induction did you find most useful.			
16	What would you have liked more of?			
17	Have you received your copy of the Student Handbook?			

Any Additional Comments to help us improve?

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## To help with your business

**Free E-Learning Packages** - HMRC have some fantastic e-learning products for people starting in business. They cover everything you need to know about starting and running a business. You can work through this at your own pace and dip in and out to suit your own needs. Thousands of people starting in business have already used these and found they are a great way of learning.

[Tax Advice for HABIA](#)

**Webinars** - Webinars last less than an hour and you can either choose between a pre-recorded webinar available any time or a live and interactive webinar where you also get the opportunity to ask questions [webinars](#).

**You Tube** - If you are looking for 'bite-sized- chunks of information on a range of tax matters, why not access HMRC's YouTube channel. There are numerous YouTube clips to help you, some lasting for less than one minute! Take a look here to see what's available [YouTube](#)

**Ready Reckoner** - This calculates how much tax you have to pay on your earnings which again is a very useful tool to have [ready reckoner](#)

**Business Support Tax App** allows access to all the above via your tablet or mobile device:  
[Apple i-store](#) or [Google play](#)

**@HMRCbusiness** is a Twitter account designed to provide help to business. We tweet about our educational products, upcoming tax matters and online guidance. Followers can also ask us general queries via twitter, but we cannot discuss any individual's specific tax issues.



**Contact Details:**

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