

Semester 1, 2015 VET Confirmation Letter

Dear Student,

Thank you for your VETnetwork Australia Training Services enrolment forms. We would like to confirm that you have been accepted into the **Partial Retail Make-Up and Skin Care** course in **Semester 1, 2015**.

This course will commence on **Monday 16th February 2015** at **Media Makeup Academy**, Level 2, 27 James Place, Adelaide (see map enclosed) from **5.30pm to 7.30pm** for 12 weeks.

This course will conclude on Monday 1st June 2015.

To complete the enrolment process, please ensure you complete a Media Makeup Enrolment Form which needs to be handed in to Media Makeup on your first lesson or posted to them prior to your first lesson.

Induction:

Specific requirements for your training will be discussed during the first session with your trainer, along with the VETnetwork Australia Training Services and in-house Induction explaining the specific requirements and expectation of participation in your VET course.

VETnetwork Australia Training Services student induction handbook:

Please download and read the VETnetwork Australia Training Services student induction handbook at the following link:

[Student-Induction-Handbook.pdf](#)

You will need to sign an induction sheet in the first week of class to agree that you have read and understand the information in this handbook.

If you have any questions, please speak to your trainer during the induction session in the first week.

Conditions of enrolment and Consent:

Please familiarise yourself with the conditions of enrolment and Consent forms that you have signed and returned to VETnetwork Australia Training Services. Please take note of the cancellation conditions.

Your Conditions of enrolment and Consent are your acceptance of these conditions and approval of your enrolment into this VET course.

As a student undertaking a Vocational Educational Course (VET) course with VETnetwork Australia Training Services you have consented that you are aware of the extra responsibilities that come with participating in a VET course.

Cancellation fees:

Please note: cancellation fees apply if you withdraw from your course.

- > I agree to pay all course fees by **Friday 14th November 2014**.
- > **Any course withdrawals after Friday 14th November 2014 will incur a 25% withdrawal fee.**
- > Any course fees not paid by **14th November 2014**, will incur a \$50 late processing fee.
- > No refund will be issued after **Wednesday 21st January 2015**.

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Please find attached specific course information for your first lesson. This will include the following:

- > **A map** of the venue
- > Course **schedule** and information including your **trainer's contact** number
- > **Travel in private vehicle** form (if you are travelling with another student)
- > **Notification of absence** form (if you are absent this must be presented to your trainer at your next lesson)
- > **Permission to leave premises** form
- > Media Makeup **handbook**
- > **Media Makeup enrolment** form (please post to Media Makeup or take to your first lesson)
- > **Course Commencement Checklist**

Course absence:

If you are unable to attend any VET lesson, you are required to notify your trainer and your school prior to your lesson. You will be required to take along a signed note of explanation for your absence from a parent/guardian or your school to your next VET lesson.

Please be aware that your VET course takes priority over sporting commitments and casual employment and missing 3 classes may result in withdrawal from your course.

It is the student's responsibility to contact the trainer after any missed lesson to ensure you have caught up on work missed, tests, assignments, assessments etc. Missing one lesson may mean missing one complete unit of competency and the student not fulfilling all requirements of the course. Please make sure you liaise with your trainer as soon as possible to catch up on what has been missed.

Graduation and Recognition Ceremony:

The VETnetwork Australia Training Services Graduation and Recognition Ceremony is a compulsory component of undertaking your VET Course. Students are expected to attend to receive their certificate. The Graduation and Recognition Ceremony will be held at Prince Alfred College. Your formal invitation will be forwarded to you towards the end of your VET course.

May I take this opportunity to thank you for your enrolment with VETnetwork Australia Training Services and to ensure that you are fully aware of the commitment you have made to your VET course?

The information enclosed with this letter (which you need to retain throughout the duration of your course) is available from our website. If you require any further information relating to your course, please see our website <http://training.vetnetwork.org.au/> or see your school VET coordinator.

If you have any queries or concerns, please contact our Project Officer, Erin Lenehan on 8297 4533 or via email erin.lenehan@vetnetwork.org.au.

VETnetwork Australia also has a **Facebook** page so 'like' us to keep up-to-date with the latest information. We hope you have a productive and enjoyable experience and wish you success in your course.

Yours sincerely,



Rachel Rowett

Executive Manager - Training

Partial Certificate II in Retail Make-Up & Skin Care
COURSE CODE: SIB20110

SEMESTER 1, 2015 COURSE PROGRAM

DAY OF COURSE: Monday

TRAINER: Jess Bailey

CONTACT NUMBER: 8223 3233

LOCATION: Media Makeup Academy & Agency, Shop 17 Renaissance Arcade, Pulteney Street, Adelaide

WEEK	DATE OF CLASS	COURSE OUTLINE	STUDENTS TO BRING	TIMES OF CLASS
1.	16 February	Orientation, VETnetwork & MMA Policies & Procedures. Demonstrate Retail Skin Care Products. Skin types & skin care procedure theory. Cleanse tone & moisturise. Trainer practical demonstration; student participation	Stationery, Hand towel Learning & Assessment strategy books	5.30 – 7.30pm
2.	23 February	Apply safe working practices. Identify & explain OH&S safety procedures (brush cleaning) Industry protocol & set. Students apply makeup on each other no tuition Assessment A2.4 due week 4	Stationery, Hand towel, brushes, Learning & Assessment strategy books	5.30 – 7.30pm
3.	2 March	Identify & Explain Makeup application and tools. Discuss products that students use. Basic makeup application theory. Colour principles for makeup. Skin undertones. Trainer demo matching foundation	Stationery, Hand towel, paint brushes	5.30 – 7.30pm
9 March		PUBLIC HOLIDAY		
4.	16 March	Identify eye shapes. Trainer demo Eye Makeup Apply eye designs on each other. Makeup practical. A2.4 Submitted	Stationery, Hand towel Learning & Assessment strategy books	5.30 – 7.30pm
5.	23 March	Sell products and services, selling techniques. Update beauty industry knowledge. Student practical application of skin care. Trainer demo Day Retail Makeup & selling techniques. Apply skin care & MU; selling cheek & lip colour. Skincare practical; MU practical; industry theory	Learning & Assessment strategy books, kits, stationery, Resume	5.30 – 7.30pm
6.	30 March	Review & Discuss information from week 5. Excursion to cosmetic counters. Discuss information collected from cosmetic counters. Discuss ways to update industry knowledge. Industry theory. Assessment A2.2 due week 9	Stationery, Hand towel Learning & Assessment strategy books	5.30 – 7.30pm
SCHOOL HOLIDAYS				

Statement of Attainment

Certificate II in Retail Make-Up & Skin Care

COURSE CODE: SIB20110

TERM 2

WEEK	DATE OF CLASS	COURSE OUTLINE	STUDENTS TO BRING	TIMES OF CLASS
7.	27 April	Practical application (role play) of a quick cleanse and apply a full retail makeup whilst selling. A2.1 Questionnaire completed. A2.1 due today.	Stationery, Hand towel Learning & Assessment strategy books	5.30 – 7.30pm
8.	4 May	Practice skin care & makeup on partner (using your own products from home) and selling techniques for role play * Prepare for final Assessment A2.3 due week 12	Stationery, Hand towel Learning & Assessment strategy books Skin Care products own makeup	5.30 – 7.30pm
9.	11 May	Identify & explain Evening formal makeup. Trainer demo: shimmers, highlighters, eyeliner techniques & full Smokey makeup. Prepare one on one reviews. Eye Makeup Practical. A2.2 submission due week 11	Stationery, Hand towel Learning & Assessment strategy books	5.30 – 7.30pm
10.	18 May	Apply Evening/Formal Makeup. Chose a makeup from a magazine and complete on each other. Change to a different makeup if time. Performance reviews 1 st half of class. Eye Makeup Practical.	Stationery, Hand towel Learning & Assessment strategy books	5.30 – 7.30pm
11.	25 May	Practice skin care and makeup for final assessment. Performance reviews 2 nd half of class. Skincare practical. Makeup practical.	Stationery, Hand towel Learning & Assessment strategy books	5.30 – 7.30pm
12.	1 June	Practical Skin Care & Makeup for final Assessment. Practical assessment A2.3 due. Students to present role play of demonstration and selling techniques of skin care and makeup to assessor. Submit completed Learning & Assessment book. Trainer to scan handbooks and give back to students. Please note: The Learning & Assessment book must be collected from Media Makeup within 2 months of the course completion.	Stationery, Hand towel Learning & Assessment strategy books Model 15 years or over	5.30 – 7.30pm
VETnetwork Graduation and Recognition Ceremony				

REQUIREMENTS:

- ✓ Stationery
- ✓ Hand Towel
- ✓ Learning & Assessment Strategy Books
- ✓ Makeup kit
- ✓ Snack and drink

Please note: written permission from a parent /guardian is required before students are permitted to leave the Media Makeup premises during breaks.

The **VETnetwork Graduation and Recognition Ceremony** is a compulsory component of undertaking your VET Course with VETnetwork Australia Training Services. Students are expected to attend to receive their certificate.

Your formal invitation will be given to you by your trainer towards the end of your VET course.

For further information contact Vocational Education & Training Network Australia Inc. via:

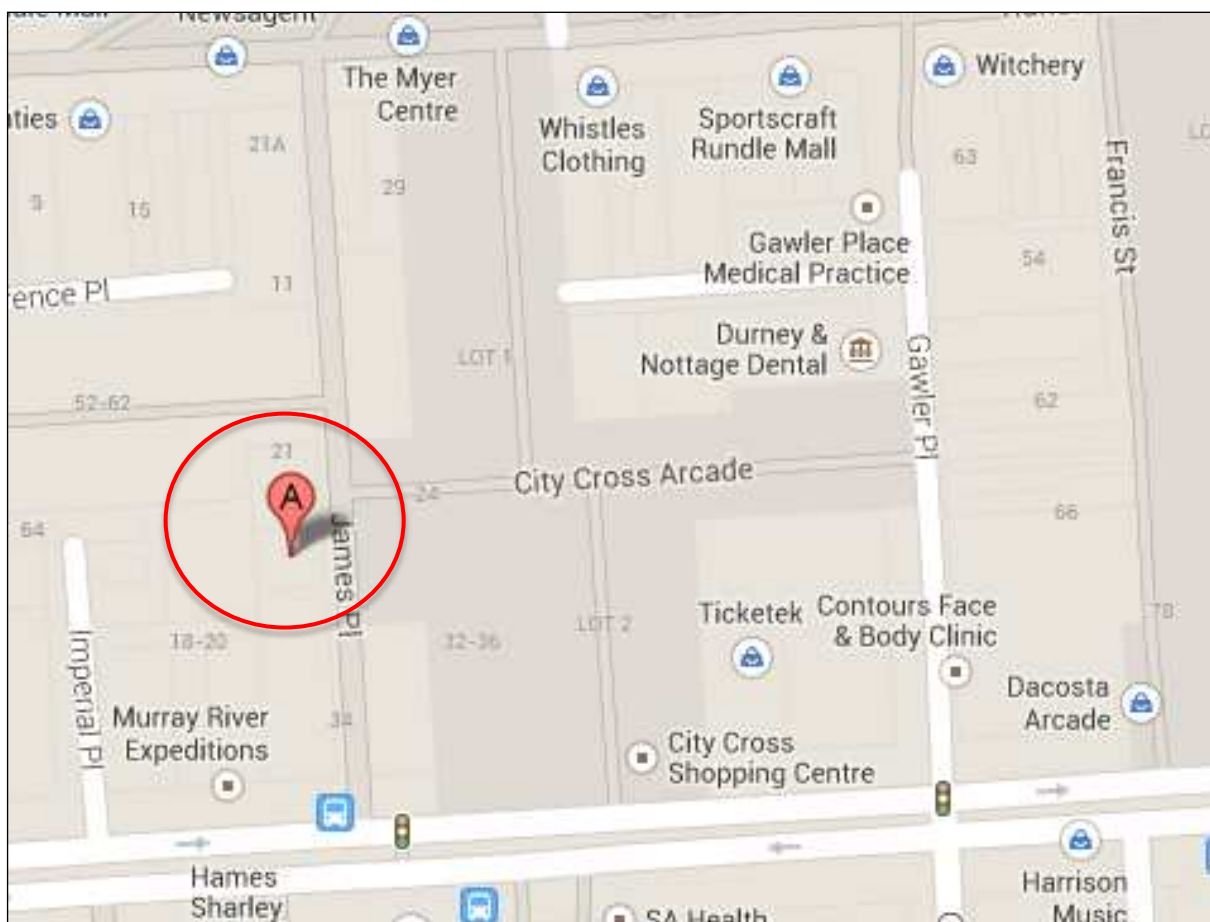
P 08 8297 4533 F 08 8351 3599 E admin@vetnetwork.org.au A 3/262 Marion Road, Netley SA 5037 ABN 94 619 317 099

Map

Media Makeup Academy

Level 2, 27 James Place, Adelaide.

Phone: 8223 3233



SACE Course Commencement Check List

Statement of Attainment in

Retail Makeup & Skin Care Certificate II

To ensure you are prepared for your first day of class being "Orientation", **please bring the following:**

- > General stationery (ie: pen & paper)
- > Dark coloured hand towel
- > Makeup Cape/hairdressing cape, available from Hairhouse Warehouse, Priceline etc
(Light weight good quality hairdressing cape)

Your material cost includes incidental expenses including your own set of Makeup Brushes, Brush Cleaner and to cover the cost of the use of the products supplied during the course program.

Please ensure you have read the Media Makeup Student Handbook (Policy and Procedure Handbook) found at the following link:

http://www.mediamakeup.com.au/_r587/media/system/attrib/file/113/V28Student%20Handbook.pdf

Camera: You may be required to bring in a Digital Camera at some stage throughout the course (at least 4 megapixels; mobile phones are not acceptable as a camera). Media Makeup does have an in house camera if you do not own a camera.

Please wear your school uniform.

It is considered good practice to be at the academy 15 minutes prior to class start time.

Media Makeup Contact Details

Telephone: 8223 3233
Facsimile: 8232 8738
Email: info@mediamakeup.com.au
Web: www.mediamakeup.com.au

Please note that Media Makeup are moving as at 6 January 2014

New Address: Level 2, 27 James Place Adelaide

Models

Students may be required to bring in models for some practical classes and to arrange a photographic model for their in house photo shoots. This enables the Student to work with different client's needs and to complete more applications in class time.

It is a requirement that each student be willing to be a model for other students in the classroom, unless other suitable arrangements have been made with Media Makeup management.

VET IN SCHOOLS SACE STUDENT APPLICATION FORM

Certificate II in Retail Makeup and Skincare SIB20110
☐ Semester 1 - Fridays 9am to 3pm

☐ Semester 2 - Fridays 9am to 3pm

☐ Semester 1 - Monday Nights & Thursday Nights 6pm to 8.30pm

Partial Certificate II in Retail Makeup & Skincare
☐ Semester 1 - Part Time Mondays 5.30pm to 7.30pm

☐ Semester 2 - Part Time Mondays 5.30pm to 7.30pm

☐ Semester 1 - Part Time Thursdays 5.30pm to 7.30pm

☐ Semester 2 - Part Time Thursdays 5.30pm to 7.30pm

Media Makeup to invoice
☐ Parents

☐ School

☐ Other

The incidental expenses (material cost) is payable at the time of the enrolment. This is paid as a deposit and is nonrefundable. *Please note that any Visa or Mastercard transactions attract a 2% merchant fee.

Personal Details

 Family Name (Surname): _____ Sex: ☐ Female ☐ Male

Given Names: _____ Date of Birth: _____

Address: _____

Suburb: _____ Postcode: _____

Postal Address: _____

Telephone: hm _____ wk _____ student mob _____

Email: _____ School Year Level: _____

Emergency Contact Person: _____ Relationship: _____

Telephone: hm _____ wk _____ mob _____

Address: _____ Email: _____

School Details

School : _____ Telephone: _____

School Address: _____

VET Coordinator Name: _____ Email: _____

Part A

1 In which country were you born?

☐ Australia

☐ Other - please specify _____

2 Resident Type

☐ Australia Citizen

☐ Permanent Australian Resident

☐ New Zealand citizen living in South Australia

☐ Visa Type

IMPORTANT: provide copy of VISA with application.

3 Visa Type (if applicable)

☐ Skilled - Regional Sponsored (provisional) Visa, subclass 475 and subclass 495.

☐ Skilled - Regional Sponsored (provisional) Visa, subclass 487.

☐ Skilled - Nominated or State Territory Sponsored, subclass 489.

☐ State/Territory Sponsored Business Owner (provisional) Visa, subclass 163

☐ State/Territory Sponsored Senior Executive (provisional) Visa, subclass 164

☐ State/Territory Sponsored Investor (provisional) Visa, subclass 165

- 5 Have you successfully completed any of the following qualifications, in any field?

Please indicate all previous qualification.

- ☐ Bachelor Degree or Higher Degree
☐ Advanced Diploma or Associate Degree
☐ Diploma or Associate Diploma
☐ Certificate IV or Advanced Certificate/Technician
☐ Certificate III or Trade Certificate
☐ Certificate II
☐ Certificate I
☐ Certificate other than the above
☐ No post school qualifications

IMPORTANT: provide a copy of your resume with application.

- 6 Are you registered with Centrelink for these allowances?

- ☐ No - Go to Question 7
☐ Yes

- ☐ Newstart Allowance
☐ Youth Allowance
☐ Parenting Payment
☐ Age Pension
☐ Disability Support Pension
☐ Parenting Payment

IMPORTANT: provide one form of evidence with application.

- 7 Do you hold any of the following concession?

- ☐ Health Care Card
☐ Pensioners Concession Card
☐ Veterans Affairs Concession Card
☐ None - Go to Question 9

IMPORTANT: provide a copy of concession with application.

- 8 Please state Centrelink customer card number.

Expiry Date: _____

- 10 Were you/Are you under the Guardianship of the Minister?

- ☐ No
☐ Yes

- 11 Do you have any previous Industry Experience?

- ☐ No
☐ Yes - please provide brief details on resume.

- 12 Are you currently employed within the industry?

- ☐ No
☐ Yes

IMPORTANT: provide a copy of your resume with application.

- 13 Is your employer funding this course?

- ☐ No - Go to Question 15
☐ Yes

Name of Employer _____

Contact Name _____

Phone Number _____

- 14 Would you like to apply for Recognition of Prior Learning?

- ☐ No
☐ Yes
☐ Unsure

- 15 How did you hear about Media Makeup Academy?

Part B Demographic

Mandatory information for AVETMISS reporting.

- 16 What is your highest completed school level?

- ☐ Year 12 or Equivalent
☐ Year 11 or Equivalent
☐ Year 10 or Equivalent
☐ Year 9 or Equivalent
☐ Year 8 or Below
☐ Never attended school

- 17 In which year did you complete that school level? _____

- 18 Of the following categories, which best describes your current employment status? Tick one box only.

- ☐ Full-time employee
☐ Part-time employee
☐ Self-employed - not employing others
☐ Employer
☐ Employed - unpaid worker in a family business
☐ Unemployed - seeking full-time work
☐ Unemployed - seeking part-time work
☐ Not employed - not seeking employment

- 19 Do you speak a language other than English at home?
If more than one language, indicate the one that is spoken most often.

- ☐ No, English only
☐ Yes, other - please specify _____

- 20 How well do you speak English?

- ☐ Very Well
☐ Well
☐ Not well
☐ Not at all

24 Do you have any medical health conditions that the academy should be aware of?

- ☐ Yes - if yes please provide more details.
☐ No

25 Do you have any learning difficulties that the academy should be aware of?

- ☐ Yes - if yes please provide more details.
☐ No

26 What is your main reason for study? A brief paragraph.

CHECKLIST

- ☐ Resume
☐ VISA (if needed)
☐ Centrelink evidence (if needed)
☐ Copy of concessions (if needed)
☐ School Report

Please send

Email: applications@mediamakeup.sa.edu.au

Post: Media Makeup Academy
PO Box 3090
Adelaide SA 5000

Refund Policy

Deposit

If a deposit is required on enrolment this will confirm a position in the course. The deposit is part of the total course fee. The deposit is refundable up until three weeks prior to the course start date, after which it is not refundable. In the event of a deposit refund, an administration fee of \$100.00 will be deducted from the deposit amount. Written notification is required in the event of requesting a deposit refund.

Student Default and Withdrawal from Course

Students are required to provide written notification of withdrawal from any course or course component, prior to the commencement of the enrolled course. If a student withdraws from the course prior to the course start date but after the three week deposit deadline the deposit is nonrefundable, however any further prepaid course fee and incidental expenses will be refunded, less a \$100 admin fee. The student may defer their course to another intake date within a 24 month period from the initial course start date.

If a student withdraws from the course after commencement of the course, then the student is required to pay any fees owing for the weeks completed in the program. In that case, fees may be refunded on a pro-rata basis, for example if 50% of the course program has been delivered then 50% of the fee paid minus the original deposit. All refunds claims will be paid to the student within two weeks from the date of receiving the notification of withdrawal. Refunds incur an admin fee of \$100.00.

Deferment of Enrolment

Students are required to provide written notification of deferring from any enrolled course or course component. A student is only allowed to defer commencement or suspend studies of a course on medical grounds (with a medical certificate) or other exceptional compassionate circumstances. An enrolment can be held no longer than 24 months from the original start date.

Media Makeup reserves the right to defer or temporarily suspend the enrolment of the student on the grounds of misbehaviour (breach of Media Makeup Policies & Procedures) by the student. In this situation Media Makeup will inform the student in writing of the intention to suspend or cancel the student's enrolment and that the student has 20 working days in which to access the complaints and appeals processes. If the complaints & appeals processes are accessed by the student then the deferment will not take place until the internal process is completed.

Misbehaviour (breach of Media Makeup Policies & Procedures) of students can also be grounds for cancellation of the course program and in this situation the student will be informed of this prior to enrolment.

There is no monetary action on deferments, however, please note that courses may be subject to change and you are required to check with Student Administration, at the beginning of the year in which you intend to re-enrol, to ensure that re-enrolment is possible.

Privacy Statement

Australian Skills Quality Authority (ASQA) collect the required information on this form for use by the Commonwealth Department of Education Science and Training. This information is collected for the purpose of auditing participation and the monitoring and reporting of training outcomes.

Media Makeup Academy will not share staff or student information with a third party or other Organisation without the staff/student's permission, except by law.

If a third party requires student information we will obtain permission from the student prior to release of any information.

In order to protect the security of the personal information obtained appropriate measures will be taken by Media Makeup Academy.

Student Declaration

I have honestly and accurately provided information contained on this enrolment form. I understand any offer or any subsequent enrolment in a Skills for All training place made on the basis of false or misleading information may be withdrawn by Skills for All Training Provider and/or the Minister for Employment, Higher Education and Skills.

Upon signature of this form, the applicant agrees to the course and incidental expenses (materials) and to abide by the Media Make Up Academy Policies & Procedures including the refund policy and privacy statement.

First Name: _____ Surname: _____

Signature: _____ Date: _____

Guarantor/Guardian's Name and Signature (if applicant is under 18 years):

The Guarantor / Guardian irrevocably guarantees to be liable for the payment of all monies due under this agreement.

Default clause: **In the case of default of any monies due under this agreement the applicant and or guarantor are jointly or severally liable for payment of all costs incurred including but not limited to legal costs, debt collection costs, and any reasonable administration costs.**

Guarantor/Guardian's First Name: _____ Surname: _____

Guarantor/Guardian's Signature: _____ Date: _____

Travel in Private Vehicles Form

Any student who is intending to travel with a driver under the age of 18 or drive other student(s) to and/or from a VET related location must complete this form with the necessary parent/guardian consent and be returned to the trainer at the commencement of the course.

Driver Details

Full Name: _____ School: _____

VET Course Name: _____

Year level: _____ Date of Birth: ____/____/20__ ☐ Male ☐ Female

Contact Number: _____ or _____

Driver to Complete ONLY

I, _____, hold a current drivers licence, will be driving a registered and safe vehicle, will be driving a vehicle covered by insurance for my passengers and myself, agree to ensure seat belts will be used by all passengers in the vehicle and am aware that VETnetwork Australia Training Services will take no responsibility for damage or injury caused as the result of an accident.

Driver Signature: _____ **Date:** ____/____/20__

Parent/Caregiver of Driver

I give permission for the above student to drive other student(s) to and/or from VETnetwork Australia Training Services VET course locations as per the VETnetwork Australia Training Services course schedule, and agree with the conditions mentioned above including that VETnetwork Australia Training Services Training and Development Provider will take no responsibility for damage or injury caused as the result of an accident.

Name: _____ **Relationship:** _____

Signature: _____ **Date:** ____/____/____

Contact Number: _____ **or** _____

Passenger to Complete ONLY

Name: _____ **School:** _____

Year Level: _____ **Date of Birth:** ____/____/20__ ☐ Male ☐ Female

Contact Number: _____ **or** _____

Parent/Caregiver of Passenger

I give permission for the above passenger to be driven to and/or from VETnetwork Australia Training Services VET course locations as per the VETnetwork Australia Training Services course schedule by the above mentioned driver. I accept that VETnetwork Australia Training Services Training and Development Provider will take no responsibility for damage or injury caused as the result of an accident.

Name: _____ **Relationship:** _____

Signature: _____ **Date:** ____/____/20__

Contact Number: _____ **or** _____