

**Lee Stafford Academy**

**of**

**Hairdressing, Barbering and Applied Therapies**

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**VTCT Level 1 Diploma in an Introduction to the Hair & Beauty Sector**

**PDHF01HB11**

**Course Handbook**

**Induction**

As a new student the first thing you can expect is a big, warm welcome. Your first day at college can be understandably nerve-racking, but when you show up and see that your fellow students are every bit as excited and nervous as you are, you will soon feel at ease. It helps to know that you are in good company. During induction you will get chance to meet students within your class and carryout fun team building activities.

The new term will commence with a ‘welcome talk’ followed by an induction period to ensure you settle happily into College life. At this point, we will check that you are taking the appropriate course and are fully aware of all the facilities and resources at the College.

You will also receive a Student Welcome Pack covering the services we offer, our expectations of students, details of the way we operate and useful telephone numbers.

All learners are required to carry out online assessments. This is carried out using an online system called “WEST”’. WEST carries out a learners' needs analysis, by using an initial and diagnostic assessment. By discovering individual level outcomes your tutor will be able to prepare the support needed to meet your needs.

Every student at NPTC Group is important to us and we go the extra mile to ensure that the time you spend at college is both productive and pleasurable.

Student Services provides the many support services that underpin your learning journey from the first point of contact – reception or telephone, the applications and admission processes, enrolment and induction, student finance – FCF, EMA, WGLG and student finance Wales for HE students, as well as support such as guidance, careers, counselling, safeguarding, and mentoring and UCAS.

## **Admissions**

The recruitment and selection of students is a critical task that is supported by an Admissions Co-ordinator and an Admissions Officer. The team ensures that student entitlement is the same across the group and that there is a single point of entry into the College in Neath Port Talbot and Powys.

**For any questions or queries regarding your application please contact:**

**Admissions Neath Port Talbot:**

[Tel:](mailto:Tel:) 03308188100 email: [admissions@nptcgroup.ac.uk](mailto:admissions@nptcgroup.ac.uk)

**Powys:**

Tel: 03308188100 email: [admissions@nptcgroup.ac.uk](mailto:admissions@nptcgroup.ac.uk)

## **Transition and Retention**

Our Transition and Retention Co-ordinator posts are spread across the college. They provide a service which supports the positive transition of applicants into the college and for current students between programmes and levels and onward progression beyond NPTC Group. The team also provide support for at risk learners whilst on programme. The Co-ordinators draw on relationships with partner agencies to support those most at risk, a close working relationship is also established with the College academic schools and the Study Support Coaches.

Email [transitionandretention@nptcgroup.ac.uk](mailto:transitionandretention@nptcgroup.ac.uk)

Working in support are a team of **Student and Business Services Assistants** who draw together the key aspects of the student's services functions. The team are spread across the campuses which mean that students are looked after at most points of entry into the college. The posts are defined around servicing the student’s learning journey.

## **Counselling Service**

Four Counsellors are available to provide support for students across all campuses. Access to the service is via a referral process, students can self-refer or be referred by their tutors. Counselling is provided on a six-session model and the team link closely with specialist external partners.

All learners are required to carry out online assessments. This is carried out using an online system called “WEST”’. WEST carries out a learners' needs analysis, by using an initial and diagnostic assessment. By discovering individual level outcomes your tutor will be able to prepare the support needed to meet your needs.

**Course information**

The Level 1 Diploma in an Introduction to the Hair and Beauty Sector is a Full-time Further Education course designed for students who are interested in becoming a hairdresser or beauty therapist within the hairdressing and applied therapies industry. This is located in the Hairdressing and Applied Therapies (HAT) department.

This programme covers styling, setting and blow-drying skills, colouring, shampooing and conditioning hair, basic salon health and safety, creating an image and customer care. The beauty units are basic manicure/pedicure/nail art/themed face painting and basic make-up techniques.

**Course Code:** PDHF01HB11

Study Mode

Full-Time

Location

Afan College - 03308188100

Brecon Beacons College - 03308188100

Newtown College - 03308188100

Course Length

1 year

**Career Prospects**

This qualification will allow students to continue their studies to Level 2 Diploma in Hairdressing or Beauty Therapy and/or advanced skills courses.

**Assessment**

Assessment methods include observation of practical work, written assignments, oral questioning and written end of unit tests. Learners will have homework to complete, which includes compiling a portfolio of evidence, completing evidence workbooks and practising skills.

**LIST OF UNITS**:

**VTCT Level 1 Diploma in an Introduction to the Hair and Beauty Sector.**

1. UV10343: Introduction to the Hair and Beauty Sector.
2. UV10344: Presenting a professional image in the salon.
3. UV30341: Hair Plaiting.
4. UV30336: Shampoo and conditioning.
5. UV30340: Themed face painting.
6. UV30339: Basic make-up application.
7. UV30333: Nail art application.
8. UV10479: Create a hair and beauty image.
9. UV10480: Colour hair using temporary colour.
10. UV10416: Providing basic manicure treatment.
11. UV10417: Providing basic pedicure treatment.
12. UV10345: The art of dressing hair.
13. UV30335: Skin care

**Professional appearance and etiquette**

Hairdressing is a very personal service, so the personal appearance of the people who work in the industry is of great importance. When hairdressers look presentable, neat and well groomed, the client will have more confidence in them and will be more likely to return to the salon for repeat business.

Personal appearance covers:

* Hair and make-up
* Hands and nails
* Clothes
* Footwear
* Jewellery
* posture

**Hair and make-up**

First impressions are very important, people can form an opinion of you within a few seconds of meeting you. Ensure your own hair and make-up are presented professionally to reflect the industry you have chosen to work in.

**Hands and nails**

Make sure that you look after your hands as they are a very important asset. Keep hands clean and moisturised. Nails should also be kept clean and cut to a workable length.

**Uniform**

It is important that you always present yourself professionally in line with salon polices. **No** students will be allowed to enter the salonunless they are dressed appropriately following the salons code of conduct.

The standards set are as follows:

Personal appearance: clothes/uniform are clean, ironed. Flat/low heeled, closed in toe shoes. Wear minimal jewellery as this can lead to a health and safety issue.

Personal hygiene: Hair must be clean and styled to reflect the industry you are working in. It is important that you shower daily, have clean teeth and fresh breath, re-apply deodorant throughout the day, avoiding overpowering perfume/aftershave, as this industry involves working closely to clients. Wear light fresh make-up to set the standards, as you are a walking advert for your profession. This will present an approachable appearance following all salon codes of conduct.

**Attendance**

**Important Information**

* 100% Attendance is required by all learners. Any holidays taken during term time will be viewed as an unrecorded absence.
* Time taken off for care responsibilities i.e. children or family, will also be noted as an unrecorded absence.
* It is vital all classes are attended regularly and punctually in accordance with your timetable and college requirements.
* All homework, assignments and project work must be handed in promptly as lateness will affect your final results and certification.
* **No mobile phones to be on in any classes unless directed by your tutors as part of the session** – please forward the college number to any schools or others for emergency use.

Poor attendance (minimum of 100%), poor punctuality, failure to hand in work and/ or miss written examinations will affect your grants (EMA, WGLG, SSF) and ultimately your qualification. If learners are below the attendance threshold, unless evidence such a doctor’s letter/certificate are produced your payment may be affected.

**We ask that you always come fully prepared for your lessons** – this includes kit, uniform, paper, files, pens, pencils and highlighters. Failure to do so may result in you being excluded from the relevant class.

**Absent –** If you are absent from college, you must log your absence before 9.30 for each day of your absence using your prospect page.

**How to log an absence** **–**

1. From the college website, click my application.
2. Login to prospect using your normal college username and password.
3. From the menu bar, click on absences.
4. Click on request new absence
5. Complete the form and if necessary, you can attach evidence such as a picture of an hospital appointment letter, dentist appointment card etc.

Notify your tutor by e-mail if you may be absent for a longer period. If the period of absence is more than 5 College Days students will need to provide a doctor’s certificate on their return. Students must book an authorised absence with their course tutor in advance.

Ensure that you find out what you have missed in the lesson/lessons through a fellow student, your subject lecturer and Moodle.

**However –** ensure you obtain extra handouts and homework prior to the lesson and not at the beginning of the lesson to avoid wasting lesson time.

**Homework** must be completed by submission dates.

**Exams** must be sat at the scheduled date.

College administration exam costs – No show - £20

Resit - £10

Payments (with receipt shown) must be made prior to the exam being requested.

**Homework** must be completed by submission dates.

**E – Step tutorial – Moodle**

Weekly tutorials will be arranged within your timetable both online and in person with your personal tutor, where constructive feedback and information will inform you of how to manage your workload. You will be required to participate in an E-step online tutorial system – a specified time will be scheduled to complete the online tutorials in your course timetable.

**Ontrack – ILP’S**

Ontrack is a tool for staff and students to access throughout the year. Ontrack is used to mark registers, track attendance and log pastoral entries. All learners can access their attendance to check it is not dropping below 100% benchmark and look at their timetable. ILP’S (Individual Learning Plan) this is for learners to complete each term, where you as the learner will comment on your performance, targets and achievement's. Your Course tutor will also have an area where they will make comments on your progress and performance throughout the term.

**Assessment requirements and schedules**

**- IQA/EQA roles-**

Your centre will have an internal quality assurer whose role is to check that your assessment and evidence is valid and reliable and meets VTCT and regulatory requirements.

An external quality assurer, appointed by VTCT, will visit your centre to sample and

quality-check assessments, the internal quality assurance process and the evidence gathered.

**- Sampling of students during EQA visits**

You may be asked to attend on a different day from usual if requested by the external quality assurer. During this visit the

**- Portfolio of evidence**

During your programme of study, you will be required to construct an online portfolio of evidence. Your portfolio will be monitored by your course tutor throughout the year to ensure that all required evidence has been maintained, uploaded and entered correctly.

To access the appeals procedures, follow the links below:

**NPTC Group of Colleges Appeals procedures**

<https://www.vtct.org.uk/wp-content/uploads/2018/02/Appeals-policy-and-procedure-September-2017.pdf>

**VTCT Appeals procedures**

<https://www.vtct.org.uk/wp-content/uploads/2018/02/Appeals-policy-and-procedure-September-2017.pdf>