

Essential Skills

English

JJN

Sustainability

- Recycling
- Recycling Waste
- Management of Resources.

Home and general life

Examples to what we do.

- Recycle all rubbish, reduced food waste down to one black bin bag a week.
- Recycling in my area pick up all rubbish on a weekly basis.
- Some areas in Brecon don't get their recycling picked up from outside their house, it has to be dropped off at the tip. So money being wasted on petrol.
- Meters in the home. I'm aware of the amount of energy we are using around the home.
- Cook large amounts of food, freeze what's left and it can be used another time. Less money being spent at Supermarket.
- I use energy saving lightbulbs these have been sent to me from different energy groups.
- Two children in the same school I get two of the same letters every night. Waste of paper.

Summary

We discussed as a group our home lives and how different we do things. We discussed recycling in the home and in work. Elouise works and lives in a hotel. I asked how different recycling in her work place was to recycling at home. Food waste at home I would put in the bin, but at the hotel food that's not been used the staff get.

Deila and I both recycle at home and both use energy saving lightbulbs. We also talked about how we saved money. Cooking larger amounts of food, freezing whats left. Deila and I both have Water, Gas and electric metres so we are both aware of the amount of energy being used in our homes. Where as in the hotel where Elouise works it wouldn't be practical.

Evaluation

I spoke confidently in front of my group and I would feel confident talking in a larger group. We all got our points across, and discussed together comparing how different we do things. It's made me feel that I actually recycle a lot and save more energy than I thought I did. After discussing this subject with the group, I will definitely be continuing what I'm doing and carry on encouraging my children to recycle and save energy.

WEALTH FROM WASTE

People used to describe Britain as 'an island built on coal, surrounded by fish'. These days, Britain is more like an island built on rubbish, surrounded by pollution. Every year, each household in Britain creates about 1 tonne of rubbish that has to be thrown away. If it *wasn't* taken away, the streets of our towns would be impassable rubbish mountains. But much of our rubbish is not rubbish at all! Most of it could be recycled.

What happens to our rubbish?

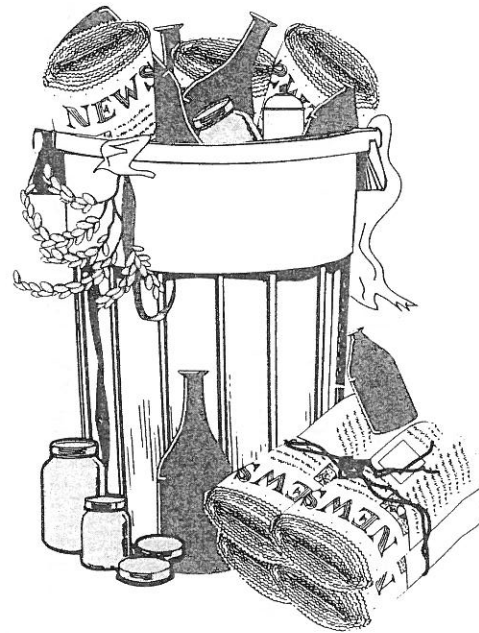
Once the dustmen have taken rubbish away, most of it gets dumped in huge landfill sites. Most sites eventually get covered with soil, but they cannot be used to grow crops and they are not strong enough for buildings. Meanwhile, all the rubbish inside them begins to decompose and all kinds of nasty, poisonous things seep down into the soil. Many of them seep into the water supply. Fires on landfill sites are common because of chemical reactions taking place below the surface. Other rubbish is burned in incinerators – but sometimes that releases toxic fumes and leaves poisonous ash behind.

Why recycle?

Recycling makes such perfect sense, it is amazing people are not forced to do it by law! When something is recycled it saves on finding fresh raw materials to make the same item. Most importantly, it cuts down the amount of energy needed to make that item. It takes less heat to make a glass bottle out of broken, recycled glass than it does starting afresh with the raw ingredients. Less heat means using less oil or coal.

How to recycle

The key to successful recycling is sorting. Recycling is more efficient if different types of items are separated into categories – the more, the better. Rubbish



can be split up into paper, glass, metal, organic waste (food, dead flowers, potato peelings, tea leaves, etc.), plastic and things made out of a mixture of items. At the bottle bank, glass can be separated again, into brown, green and clear. By using magnets, metal cans can be separated into steel and aluminium (aluminium will not stick to a magnet).

What can be recycled?

PAPER Paper is made from trees. Each year, everyone in Britain gets through six trees worth of paper. Making new paper harms the environment as the process usually involves chlorine bleach, which pollutes rivers. It's far better to use unbleached, recycled paper. Not only can newspapers be recycled, but also magazines, cardboard, paper bags and envelopes.

GLASS Most high streets now have bottle banks. Remove all tops first, then recycle drinks bottles, jam jars and sauce bottles. *But never recycle bottles that can be reused* like milk bottles. It's more efficient to refill them with milk than to make new bottles. If glass is not reused, it lasts forever, broken and buried in the soil.

ORGANIC MATTER If you have a garden, you need never again throw away vegetable peelings, uneaten or rotten food. Get an old dustbin, drill a few holes in it, and pop off to the fishing shop. Buy some brandlings – worms that will happily munch away on your rubbish. In a few months you will have lovely black compost to put on the garden.

METAL Most cans are made out of steel. As steel is magnetic, you can throw it out and it will be magnetically separated out and recycled at a waste centre. If aluminium cans are not recycled, it is a great waste of the energy it takes to make them. As they are not magnetic you need to separate them out of your rubbish.

CLOTHES Yes, you can recycle old clothes! Take them along to charity shops like Oxfam. Some will be sold, others will go to the Oxfam Wastesaver Unit in Huddersfield. That is where the thousands of tons sent in by *Blue Peter* viewers in the 1987 Rags Appeal went. Clothes are sorted according to material and returned to textile mills for recycling.

Figure 10.2

How green are you?

Recycling is very important so that we help save the natural materials in the world. It will help improve the environment. On average people in the UK throw away seven times their own body weight in rubbish every year.

The rubbish you make is picked up by your local bin men. The council then has to find a way to get rid of it.

How can you help?

- Reduce - use less
- Re-use - can it be used again
- Recycle - to process so that it can be used again

Reduce

Can you buy less? Can you use less?

How much do you throw away - food, paper, etc.?

Can you buy things with less packaging or even without any at all?

Re-use

Think before you throw away. Can it be used again or for something else?

That nice big coffee jar can be used to store something in. Old shirts will make good dusters.

Recycle

What can be sent off to be made into new materials? Glass, plastics, cans and papers can all be melted down to make new. Garden rubbish can be composted to put onto your garden to help the next crop grow again.

DRAFT.

Essential Skills

7/9/10

- Sustainability -
- Recycling
- Reducing Waste
- Management of Resources

Home and general life.

examples to what we do

- Recycle all of rubbish, reduced food waste down to one black bag a week.
- Recycling in my area pick up rubbish every week from house.
- Some areas in Brecon don't get their recycling picked up and have to drop it off at tip. So money is being wasted on petrol.
- Meters in home, I'm aware of the amount of energy we are using around the home.
- Cook large amounts of food to freeze, less money spent in Supermarket.
- I use energy saving lightbulbs, these have been sent to me from different energy groups. money saved.
- Two children in the same school get 2 of the same letter every night wasted paper.

Summary -

we discussed our home lives and how different we live and how different we do things. We discussed recycling in the home and recycling in the work. We also talked about how we save money and save food waste. Discussed metres in the home.

Evaluation - I spoke confidently in front of my group and would feel confident with others. We all discussed together and compared how different we do things. It made me feel like I actually recycle a lot and save energy more than I thought I did. After discussing this subject with my group, I will definitely be continuing what I'm doing and hope more people would do it to.

More detail

Five Things I Couldn't Live Without

Mobile Phone

I couldn't live without my mobile phone, my family live abroad it's the only way I can have contact with my mother as she doesn't know how to use a computer.

Ugg Boots

My Ugg boots keep me so warm and are very comfortable I do use them as slippers as well as outdoor shoes.

Music

I couldn't live without music it's always played a big part in my life, my father is a musician and so is my brother. As children we used to watch him play gigs. There was always music being played in our house as I was growing up and it hasn't changed I always have the music playing. I love how certain songs bring back memories and lift my mood.

My Children

I couldn't live without my two beautiful little girls. Yes they drive me mad sometimes, but they also bring the biggest smile to my face. The cuddles I get off them are the best ever and I wouldn't change that for the world.

Tea-Bags

I love a cup of tea, I have to have one as soon as wake up in the morning. Nothing better than relaxing with a cup of tea in front of the television. It has been known that without a cup of tea I can get quite grumpy.

Lianne Dupre from Pontyclun made a comment about her daughter sending her a gift card with the words "I love you with all of my heart" on it. I also have a gift card from my daughter which I keep in my purse all the time My daughter like Lianne's also went out with her pocket money and bought this for me, I will always treasure it.

Yeg 7V
15/12/10.

Am
14-12-10

Summary of Discussion

The discussion started by us talking about the article in the Western Mail newspaper called "five things I couldn't live without". In the article one of the ladies said that she couldn't live without her children's keepsake boxes. As a group we could all relate to this as we have children and we all have little keepsakes from our children.

One woman in the article couldn't live without her wok. Kelly couldn't relate to this and thought it a bit silly. I could relate to this as my mother is a chef and will only use her own pots and pans, it's like a professional gets used to working with their own tools.

The people picked for this article barring the one were all professional working mothers and their choices of "five things they couldn't live without" all seem sentimental which as a group we could relate too.

Evaluation

When we were discussing our list of "five things we couldn't live without" we had a couple of things that were the same, Kelly and I both had our mobile phones on the list but for very different reasons, my family live abroad my mother doesn't write letters and is computer illiterate so my mobile phone is the only contact I have with my mother. Kelly uses her phone for everything picture, email and addresses. Carol could live without her phone as she would much prefer the peace and quiet. All of us had music on our list and all for the same reasons, certain songs brought back memories, lift our moods and for me a musical background. We all had the same views about our children. When Kelly had mentioned a family heirloom it made me remember that I have a gold crucifix that I was left by my grandma when she passed away, I don't wear it I keep it safe in my jewellery box.

Self Evaluation

I enjoyed this assignment and felt that I joined in with the discussion full heartedly and had my say and got to view my opinions clearly. It did make me realise how sentimental I am and how important my little keepsakes are. I also found out a little more about the people in the group by having this discussion. I went into this with my notes on my "five things I couldn't live without" prepared enough to speak confidently in front of the group.

JcG JV
15/12/10

AM.
14-12-10

Draft.

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The discussion started by us talking about the article in the Western mail newspaper called "five things I couldn't live without". In the article one of the ladies said that she couldn't live without her children's keepsake boxes. As a group we all could relate to this as we ~~had~~ have children and we all have little keepsakes from our children.

~~Some of the choices made by other people in the article~~ One woman in the article couldn't live without her wok. Kelly couldn't relate to that, she thought it was a bit silly. I could relate to it as my mother is a chef and will only use her own pots and pans, it's like a professional gets used to their own tools.

The people picked for this article barring one were all professional working mothers and their choices of five things ^{✓ they couldn't live without} all seem sentimental which as a group we could relate to.

When we were discussing our list of "five things we couldn't live without" we had a couple of things that were the same. Kelly and I both had our mobile phones on the list but for very different reasons. My family live abroad so ~~as~~ that's my only contact, Kelly uses hers for everything pictures, email and addresses. ~~I was shocked Kelly hadn't backed~~. Carole ~~thought it wouldn't~~ could live without her phone, because she ~~didn't think~~ would much prefer the peace and quiet.

~~But~~ All of us had music on our list and all for the same reasons. Certain songs brought back memories, lift our moods and for me musical background. We all had the same views on our children.

Five things I couldn't live without.

- 1) My Phone - I couldn't live without my phone because my family all live abroad and it's the only way I can get into contact with my mother as she doesn't know how to use a computer.
 - 2) My Ugg boots - They keep me so warm and they are so comfortable I use them as slippers as well as outdoor shoes.
 - 3) Music - I couldn't live without music it's always ~~been~~ played a big part in my life, my father is a musician and so is my brother as children we used to watch him play gigs. There was always music playing in our house as I was growing up and it hasn't changed I always have music on. I love how certain songs bring back memories.
 - 4) My Children - I couldn't live without my two beautiful girls. Yes they drive me mad sometimes, but they also bring the biggest smile to my face. The cuddles I get off them are the best ever and I wouldn't change that for the world.
 - 5) Tea bags - I love my cups of tea, have to have ~~to~~ one as soon as I get up in the morning. Nothing better than relaxing with a cuppa in front of the telly. Has been known that without a cup of tea I can get quite cranky.
- Lianne Dupre from Pontyclun made a comment about her daughter sending her a gift card with the words 'I love you with all my heart', I also have a gift card from my daughter and I keep it with me in my purse all the time. My daughter Luce Lianne's also went out with her pocket money and bought this for me I will always treasure it.

When Kelly had mentioned a family heirloom it made me remember ~~to~~ that I have a gold cross that I was left from my nan when she passed ~~off~~ away, I don't wear it I keep it in my Jewellery box safe,

I enjoyed this ~~discussion~~ ^{assignment and} ~~and this discussion~~, I felt that I joined in ^{with the discussion} and had my say and ^{full heartedly} got to view my opinions. ^{clearly} I feel I spoke confidently in front of the group. It did make me realise how sentimental I am and how important my little keepsakes are. I also found out a little more about the people in the group by having this discussion. I went into this ~~discussion~~ with ~~my prepared~~ ^{my} notes on my "five things" prepared enough to speak confidently in front of the group.

Consult, Prepare and Plan For Waxing Treatments with Clients

Before you work with a client, you need a full knowledge of the products you're going to use.

Aims of waxing

Everybody's pain threshold will be different, some clients find it more painful than others. Waxing will not change the hair colour, the hairs will grow back slightly thicker and coarser but the hair will grow back the same colour. It will take 3-6 weeks for the hair to grow back.

The couch should be in the right position to allow you and your client to be comfortable. As a therapist you have to ensure you don't suffer any injuries when undertaking a treatment. If your client should require extra support under the knees or the small of the back, offer a covered rolled up towel as a prop. Always offer the client some bed roll to protect their clothes if doing a bikini or underarm wax. You may want to advise your client before treatment not to wear expensive underwear when having a wax. It's important to be confident with your abilities as this is reassuring for the client

Consultation

When giving your client a consultation remember that you should record all details on the client's record card, and you must always get your client's signed consent before giving a treatment. Make sure you conduct your consultation in a polite and friendly manner, when finding out what your client's particular needs are.

Identifying Contra-Indications to Waxing

A contra-indication is a condition that will prevent the treatment from taking place. There are picture examples of this in *Beauty Therapy Level 2* book page 416. These pictures will help you understand by seeing a contra-indication. Encourage the client to ask questions so that you can establish any problems, and can take necessary action if required.



The area that is being treated should be examined thoroughly so you can see if any of the following conditions are present, ie Skin Disorders, Infections and Blemishes. If the client has had any heat treatments, infrared treatment, saunas or steam bath, this would also make the client unsuitable for a wax treatment.

Possible Contra-Actions

A contra-action is a physical reaction which will take place during or after treatment. Your client may have a reaction to the wax even if he or she has been having this treatment for years. This could be due to medication, hormones or an allergic reaction that has recently developed. The reaction may be visible either during or after the treatment. You must make sure your client is aware of what action to take.

Redness and soreness to the area, this could be because the wax may be too hot. You should stop the treatment, apply a cold compress and apply a cooling lotion.

During your consultation your client needs to know what to expect from their treatment, for example waxing isn't a permanent hair removal and waxing may be painful. It would be unrealistic for your client to believe different.



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Consult, prepare and plan for waxing treatments with clients.

Before ^{you} work with a client, you need ^{to gain} a full knowledge of the products ^{you're going to} you'll use.

~~Read~~ Aims of waxing

When waxing

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It will take 3-6 weeks for the hair to grow back.

The couch should be in the right position to allow you and ~~the~~ your client to be comfortable. As a therapist you have to ensure you don't suffer any injuries when undertaking a treatment. If your client should require extra support under the knees or in the small of the back, offer a covered rolled up towel as a prop. Always offer the client some bed roll to protect ^{their} their clothes if doing a bikini or underarm wax.

You may want to advise your client before treatment not to wear expensive underwear ~~during~~ when having a wax.

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How to have fun with fashion that doesn't cost the earth.

I have read this article which is about fashion and how it could relate to sustainability.

Are higher priced items worth the cash? The material is better quality. This means they look better and feel better to wear; this is because they are created by designers and not technicians copying from a magazine, they are pattern cut garments and designed. Cheaper garments have made it easier for people on a low income to afford being fashionable.

In this article it says that the cheaper clothes are bad for the environment as when they go to landfill they will never decompose. They are likely to be made from synthetic thread. So not only are cheap clothes damaging the planet, but also they are killing the high fashion industry. The cheaper stores are giving catwalk copies to their technicians who are recreating a high fashion look for half the price. British and Welsh people need to start considering where the garments were created and where they're going to die.

Africa no longer wants the recycled clothes from the UK, because we send so many. In Scandinavia they buy fewer garments, wear them until they can't be worn anymore before buying new.

The purpose of this article was to hit certain environmental issues and to economise when it comes to fashion.

23.11.10

How To Have fun with Fashion That doesn't cost the Earth.

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The benefits of quality.

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Africa no longer wants the recycled ~~as~~ clothes from the UK anymore, because we send so many. In Scandinavia they buy ^{few} ~~new~~ garments, wear them ~~but~~ ^{until} they can't be worn anymore before buying new.

This purpose of this article was :- was to hit certain environmental issues, and to economise more who are re-creating the a high-fashion look at half the price. When it comes to clothes and fashion the more we spend ~~the longer~~ on garments the better the quality the longer they should last.

Professional Appearance and Hygiene in the Salon.

Uniforms

Most salons and training establishments require a professional uniform to be worn. This should be clean, pressed, and of a suitable length to work in. It is advisable to go up a size to allow free movement, or at least try it on with arm movements tested!.

It is also advisable to have several uniforms in order to allow one to be in the wash, and to prevent one uniform getting too soiled. Regular washing is essential to prevent body odour build-up as this can give off an unpleasant stale smell for the client.



Shoes



Your shoes should be clean flat and comfortable for a full days work. If your shoes do not fit securely it may cause an accident. No open-toe shoes to be worn in salon this is to prevent any accidents.

Hair

Hair needs to be clean, tidy and professional looking. It should be tied back away from the face. Your hair style should not interfere with the treatment. It is very distracting for clients if you have to keep flicking hair out of your eyes, and they may find this irritating. Equally important by constantly touching your hair you will be breaking hygiene rules.



Nails

Nails should be clean, short and unvarnished. Clients may develop an allergy to varnish. Chipped nail varnish is not a good advert for your trade. Long nails may scratch the clients skin when performing massage.

Make up

Subtle make up may be worn, but heavy make up or stale make up is not professional. The key is how the therapist feels and looks on that day . Light make up can hide minor blemishes and help tired eyes.

Perfume

Remember a strong perfume maybe unpleasant for your client as body odour. Choose a light fragrance that does not over power, and remember that stale perfume can be very off putting.

Also bare in mind that perfume cannot hide body odour, so the use of anti perspirants and deodorants is recommended as well as daily bathing to prevent an accumulation of smells.

Jewellery

Hygiene and professional ethics state that the only jewellery permitted to wear is a plain wedding band and small earrings. Rings could scratch the client and carry germs. Remember that other body piercing may cause offence to some clients and does not reflect a professional image



Oral Hygiene



Regular dental care will prevent tooth decay and keep gums healthy, so will stop bad breath forming. Regular brushing, mouth sprays, sugar free mints and breath fresheners are also advisable to prevent stale breath being passed over to the client. Its only polite and courteous to avoid strongly flavoured foods such as, curry, garlic and onions especially at lunchtimes. Smoking can also cause odours that cling to breath.

Draft

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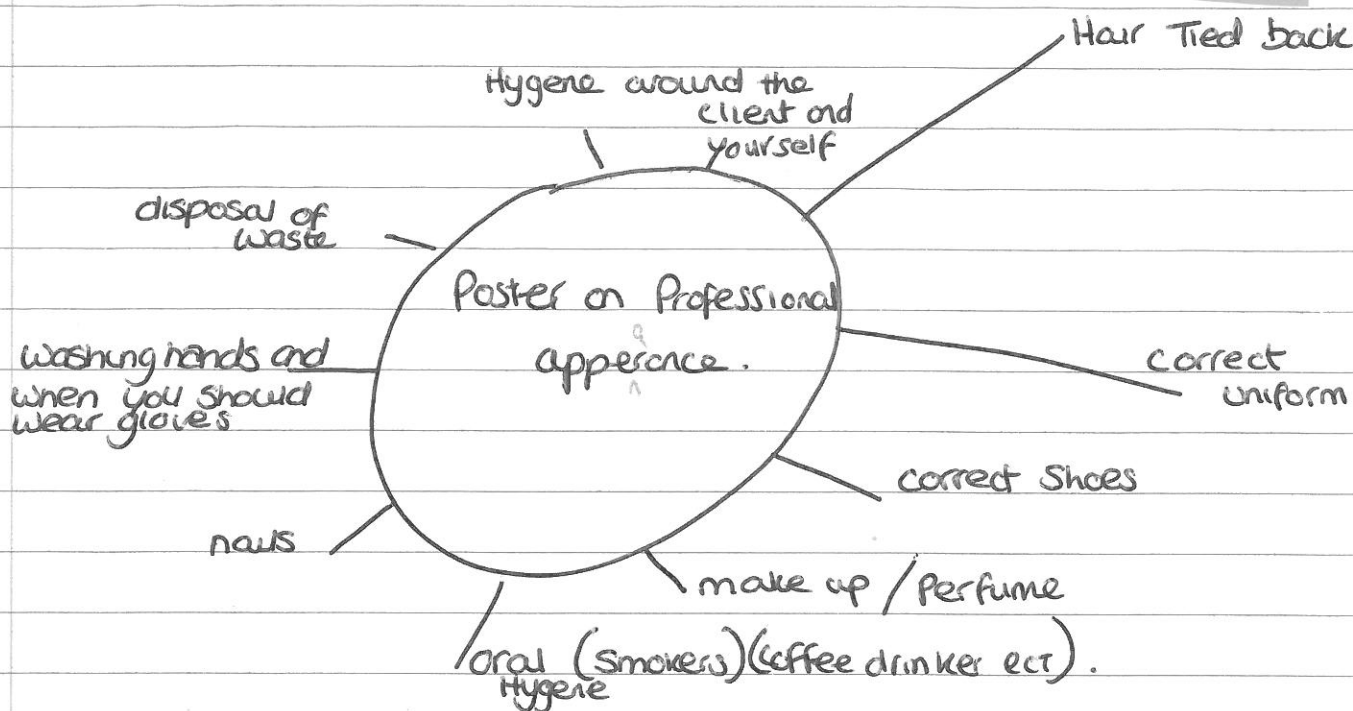
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J.M.
18-10-10

Poster on Professional Appearance and Hygiene



• Hair - Hair should always be clean and tied neatly ~~out of y~~ away from the face. A long fringe should be clipped back.

If a client is receiving a treatment your hair shouldn't be in ^{the} client's

face, If the therapist is doing a wax treatment for example if the hair is down it could get caught in wax. Also cross contamination

Correct uniform is a risk.

Correct Uniform

Uniform should always be clean and neat and professional

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of
Uniform

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Image.

Nails

Nails should be clean, short and unvarnished. Clients may develop an allergy to varnish. Chipped nail varnish is not a good advert for your trade. Long nails may scratch the clients skin when performing massage.

Makeup - Subtle make up may be worn, but heavy make up or stage make up is not professional. The key is how the therapist feels and looks on that day. Light make up can hide minor blemishes and help tired eyes.

Perfume - Remember a strong perfume maybe unpleasant for your client as body odor. Choose a light fragrance that does not over power, and remember that stale perfume can be very off putting.

Also bare in mind that perfume cannot hide body odor, so the use of antiperspirants and deodorants is recommended as well as daily bathing to prevent an accumulation of smells.

Jewellery - Hygiene and professional ethics state that the only Jewellery permitted to wear is a plain wedding band and small earrings. Rings could scratch client and carry germs. Remember that other body piercing may cause offence to some clients and does not reflect a professional image

Image.

oral Hygiene.



Curriculum Vitae

Name:

Address:

Telephone No:

Personal Statement:

I am hard working. I have good communication skills both verbal and in writing. I'm a team player, but can also work as an individual. I have a professional attitude. I'm an outgoing mother of two. Reliable, punctual and trust worthy.

Education:

Coleg Powys - Sept 2010 - ongoing

Business Secretarial College Worcester - Sept 1995 - 1996

Aldridge Comprehensive School Walsall West Midlands - 1989 - 1994

Educational Qualifications

G.C.S.E's

English Language - C

English Literature - C

Maths - D

Science - D

Business Studies - C

Child Development - B

Religious Studies - D

Vocational

NVQ Business Administration Level 2 - 1995-1996

RSA Level 1 + 2 1995-1996

Work History

Coleg Powys Brecon - I worked at the college cleaning for six months. I was part of a team. I also had a lot of responsibility as I had my own area in the college to maintain.

Midlands Finance Ltd Rugeley Staffordshire - 1998– 1999

I worked as a mortgage underwriter, my responsibilities included doing credit checks on clients and writing legal documents. I had clients until the completion of mortgage.

Bobby's Nightclub Walsall West Midlands 1996– 1997

I undertook many roles. I worked with the general public in that I carried out reception duties and dealt with customer care. I was given the duty for financial tasks such as cashing up at the end of the night . I was responsible for the hiring of staff and the promotion of the club events.

Interests

My interests include travelling. I travelled around Europe for six months seeing sites, meeting people and learning new languages. I also enjoy dancing and music. When I was younger I was in a dance team that represented my home town. I still attend a dance studio. I also like to read a lot.

References

Ms Lisa Brandon
Course Tutor - Beauty Specialist
Coleg Powys
Brecon
0845 4086484

Mr Robert Whitehouse
Roberto's Restaurant
Brecon
Powys
01874 622343

AM
9.11.10

Curriculum Vitae

JG W

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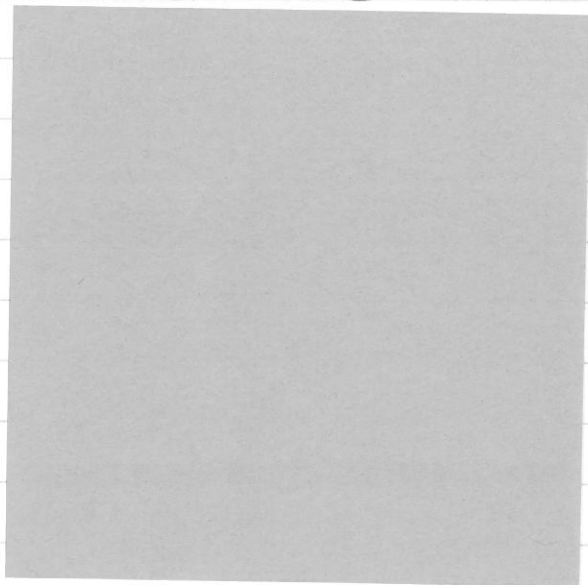
Curriculum Vitae

Name =

Address =

Telephone No. =

Email Address =



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Worcester

Business Secretarial College - Sept 1995 - 1996

Walsall West Midlands.

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put in location

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	English literature	-	C
	Maths	-	D
	Science	-	D
	Business studies	-	C
	Child development	-	B
	Religious Education	-	D

Vocational - ~~Basic~~ NVQ Business Administration level 2
RSA level 1+2 - 1995 - 1996

Work History - Coleg Powys - 2006

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Midlands Finance LTD - 1998 - 1999

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Bobby's Nightclub - 1996 - 1997

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Ref.

Ms Lisa Brandon
Coleg Powys
Brecon, Powys
~~LS~~

Mr Robert Whitehouse
Roberto's Restaurant
Brecon Powys.

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