

# The Art of Make-up

Dear Learner,

Welcome to The Art of Make-up, where colour and creativity have no boundaries!

Please read through all the relevant documents contained within this manual as it holds a great deal of information relevant to your training. Take special note of all the policies and procedures which will make your experience at The Art of Make-up a mutually enjoyable and pleasurable one.

Classes will be held daily and these are our policies and procedures pertaining to the learning programme.

## **LECTURE TIMES:**

Punctuality is essential as it is inconsiderate and very disruptive to fellow learners and lecturers when learners arrive late.

Upon arrival, learners are to set up their work stations immediately as to not delay the start of lectures.

Class starts at 8:30am sharp and students may set up their work stations from 8am. Students will be given two refreshment breaks during the day.

## **ATTENDANCE:**

Classes missed will not be repeated, therefore it is the student's own responsibility to catch up the lesson and to find out if there has been any change or updates made to the time-table in their absence, in order for them to be prepared for their next lesson.

The lecturer will not be held responsible for notes not received or work missed. The Art of Make-up will not take any responsibility for any student should they leave the premises during lecture times.

Kindly phone/message the lecturer should you not be attending class that day or will be delayed. Extra lessons are available if learners have missed a lesson. Prior arrangement must be made with the lecturer. Learners are allowed 1 free lesson, thereafter lessons will be at a cost of R200 per hour, payable in cash on the day.

## **MODELS:**

Students are responsible to find their own models to work on during the course. Under exceptional circumstances, (e.g. for students out of town) we can assist students in finding models, but with no guarantee. If there is a shortage of models, students will work on each other's faces or on themselves.

**FEES:**

A R4300 deposit is required to secure your place in the course. The balance of R9875 is payable at least two weeks prior to course commencement. Should a student be unable to attend the course on the specific date, the fees may be transferred to the next course, subject to availability. Students who have not paid on time will not be accepted on the commencement date.

**SMOKING, DRINKING OR EATING:**

Smoking is strictly prohibited, even during break times!  
Consumption of food or chewing gum during lectures is not permitted, except for mints.  
Water bottles / cold drinks may be brought to class and kept at your make-up station. No food or food waste may be disposed of in the mini classroom dustbins, make use of big bin provided for this.

**HYGIENE:**

Make-up waste to be placed in the mini dustbins provided. After class, dustbins are to be emptied into the larger bin provided.  
The lecture room must be kept neat and clean at all times.  
It is the learner's responsibility to keep their work stations clean. Work stations are to be cleaned before leaving for the day with the cleaning materials provided.  
Do not dispose of any liquids or powder in the small classroom dustbins. Powder to be disposed of in the big bin and liquids to be disposed of in the bathroom. If you mess any cosmetic products anywhere, it is to be cleaned up immediately.  
Work stations will be inspected before students leave for the day.

**TOILETS:**

The toilet is to be kept clean and neat at all times.

**ATTIRE:**

Learners to be dressed smart casual with comfortable shoes as you will be standing for long periods of time.  
No mini skirts, revealing or low cut tops, crop tops, low rise pants or leggings not covered by a long shirt. We are in a professional environment and we need to maintain a professional image for the school. Students not appropriately dressed will be asked to leave and go change. Hair to be neatly styled and not hanging in your face .

**TELEPHONE ETIQUETTE:**

All cell phones to be switched off or on silent during lectures.  
Sending sms, Whatsapp, phone calls during lectures is strictly prohibited. Should you need to make a call or waiting for an urgent call, please arrange with the lecturer for this.

**BASIC CONSUMABLES:**

Students need to ensure a good supply of new sponges, powder puffs, tissues, make-up remover wipes, q-tips, false lashes etc. in their kits at all times.

**KITS AND WORK FILES:**

Learners are to bring their full kit and training material to class every day.

Kits need to be kept neat, clean and hygienic at all times.

New sponges to be used per model. Powder puffs to be washed and dried before each lecture. If they become grubby, they are to be replaced with new ones at the learner's own cost.

Brushes to be washed and sterilized before each lesson.

**GENERAL:**

Students under the age of 18 are required to obtain the signature of their legal guardian or parent on the application form. Min age for enrolment is 17yrs last birthday and maximum age, 50yrs next birthday.

No student is allowed to be in possession of any substance, article or thing, which is or might be a security breach or risk to The Art of Make-up or the venue where the course is held.

All learner property (i.e. kits, bags, money, cell phones, jewellery, vehicles etc.) is kept, stored or parked at the learner's own risk.

**CERTIFICATION:**

As make-up artistry is considered an "art" form and of a highly practical nature, it is not required to be endorsed by any cosmetic governing bodies such as Itec, City & Guilds or Cidesco which is compulsory for courses such as beauty therapy, nail technician or hairdressing.

Students will however be issued with a Certificate of Completion when the course is completed.