



# **Hair, Beauty and Nails**

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## **Course Outline**

# Overview Hair, Beauty and Nails

Are interested in Hair, Beauty and/or Nails?

We offer courses in:

- Hairdressing
  - Nail Technology
  - Beauty Therapy Treatments
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## Level 1

### You will learn...

- ▶ Communicating in a business environment
- ▶ Using office equipment
- ▶ Using a filing system
- ▶ Making and receiving telephone calls
- ▶ Using e-mail and more...

### Upon completion...

You will have attained an accredited QCF qualification and the ability to apply the knowledge gained from the course to your work.

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## Level 2

### You will learn...

- ▶ Principles of providing administrative services
- ▶ Understand working in a customer service environment
- ▶ Develop working relationships with colleagues and more...

### Upon completion...

You should be able to work as a general administrator in an office environment. You'll also have the required skills to generate professional documents and files using Microsoft Office programs.

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## Level 3

### You will learn...

- ▶ Principles of business communication and information
- ▶ Principles of administration
- ▶ Principles of business
- ▶ Principles of leadership and management and more...

### Upon completion...

You should be able to work as a senior administrator in an office environment. You'll also have the required skills to generate advanced documents and files using Microsoft Office programs.

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# Level 3 | Level 3 Diploma in Hairdressing

## Overview



**20 Weeks**  
Duration



**TBC**  
Hours



**2 Day**  
Day-per-week



**Classroom**  
Environment

## What you will need to get started...

- ▶ Be aged 19 or older at the start of the course
- ▶ Have a English and Maths assessment. Whereby if the results determine your working below a level 1 we will work with you to improve this level.

## Qualifications you will receive upon completion...

- ▶ ITEC Level 3 Diploma in Hairdressing

## What you will study...

- ▶ Creatively Cut Hair - develop skills to combine cutting techniques to imaginatively create looks on the hair
- ▶ Colour Hair Creatively – identifies how to use and place advanced colouring techniques to enhance hair designs
- ▶ Human Resource Management – identifies the key aspects of managing a team
- ▶ Promote Products and Services to Clients in the Salon – develops the skills required to up-sell and add value to Hairdressing Services.
- ▶ Bridal Hairstyling
- ▶ Hair Colour Correction

The Learner will also develop knowledge of, monitoring and maintaining health and safety, hairdressing consultation support for colleagues, client care and communication skills which are essential to work and be successful in the Hairdressing Industry.

## Progression

Once Learners have achieved the ITEC Level 3 Diploma in Hairdressing they may progress on to other ITEC or equivalent qualifications at Level 3 and 4, for example:

- ▶ Level 3 Advanced Apprenticeship in Hairdressing
- ▶ Level 3 Certificate in Barbering
- ▶ Level 4 Diploma in Spa and Salon

Management

- ▶ Level 4 Certificate in Trichology

There are opportunities for Hairdressers to find employment in a variety of areas:

- ▶ Stylist
- ▶ Session Styling
- ▶ Hotel/Spa Management
- ▶ Cruise Liners

# Level 3 Diploma in Nail Technology

## Overview



## What you will need to get started...

- ▶ Be aged 19 or older at the start of the course
- ▶ Have a English and Maths assessment. Whereby if the results determine your working below a level 1 we will work with you to improve this level.

## Qualifications you will receive upon completion...

- ▶ ITEC Level 3 Diploma in Nail Technology

## What you will study...

The main skills the Learner will perform are:

- ▶ Care of the nails on the hand including hand massage and application of polish
- ▶ Care of the nails on the feet including foot massage and application of polish
- ▶ Applying and maintaining nail enhancements - liquid and powder, gel and wraps
- ▶ Designing and applying nail art
- ▶ The use of airbrushes in nail art design

## Progression

Once Learners have achieved the ITEC Level 3 Diploma in Nail Technology they may progress on to other ITEC or equivalent qualifications at Level 3 or 4, for example:

- ▶ Level 3 Diploma in Massage and Electrotherapy
- ▶ Level 3 Diploma in Spa and Body Treatments
- ▶ Level 4 Diploma in Advanced Skincare
- ▶ Level 4 Diploma in Spa and Salon Management
- ▶ Level 4 Certificate in Laser and Light Treatment for Skin Rejuvenation
- ▶ Level 4 Certificate in Laser and Light Treatment for Hair Removal
- ▶ Level 4 Certificate in Micro-pigmentation Treatment

There are opportunities for Nail Technicians to find employment in a variety of areas:

- ▶ Beauty/nail salons
- ▶ Nail bars
- ▶ Hotels
- ▶ Health clubs
- ▶ Spas
- ▶ Own business
- ▶ Cruise liners

# Level 3 Diploma in Beauty Therapy Treatments

## Overview



**20 Weeks**  
Duration



**TBC**  
Hours



**2 Days**  
Day-per-week



**Classroom**  
Environment

## What you will need to get started...

- ▶ Be aged 19 or older at the start of the course
- ▶ Have a English and Maths assessment. Whereby if the results determine your working below a level 1 we will work with you to improve this level.

## Qualifications you will receive upon completion...

- ▶ ITEC Level 3 Diploma in Hairdressing

## What you will study...

- ▶ The main skills the Learner will perform are:
  - ▶ Facial skincare - to include cleansing, exfoliation, facial massage and the use of face masks
  - ▶ Eyelash and eyebrow treatments - to include brow shaping and lash and brow tinting
  - ▶ Manicure treatments - to include nail care, exfoliation, massage of the hand and lower arm and nail painting
  - ▶ Pedicure treatments - to include nail care, exfoliation, massage of the foot and lower leg and nail painting
  - ▶ Waxing - to include removal of hair using hot and cool wax methods
  - ▶ Body massage - to include consultation, identifying skin types, general body types, different types of fat and common postural faults and contraindications, selecting suitable massage mediums for the client's skin type, classical massage movements and adapting the treatment to the client's specific needs
  - ▶ Massage using pre-blended Aromatherapy oils - to include choosing the correct pre-blended Aromatherapy oil to suit the clients' specific treatment needs and skin type and adapting the massage to suit the client's treatment needs
- ▶ Indian head massage - to include the use of techniques such as classical Indian Head Massage movements, massage mediums and adapting the treatment to the clients' specific treatment needs
- ▶ Microdermabrasion treatments - to include consultation, skin analysis, recognising contraindications and contraindications, carrying out relevant tests prior to treatment and adapting the treatment to the client's needs
- ▶ Client care and communication - to include using effective consultation techniques, communicating and behaving in a professional manner, adapting methods of communication to suit the client's needs, maintaining client confidentiality in line with legislation and using and adapting retail sales techniques
- ▶ Monitoring health, safety and hygiene - contextualised to the environment the Learner will be working in

## Progression

Once Learners have achieved the ITEC Level 3 Diploma in Beauty Therapy Treatments they may progress on to other ITEC or equivalent qualifications at Level 3 or 4, for example:

- ▶ Level 3 Certificate in Body Electrical Treatments
- ▶ Level 3 Certificate in Facial Electrical Treatments
- ▶ Level 3 Diploma in Theatrical, Special Effects, Hair and Media Make-up
- ▶ Level 4 Diploma in Laser and Light Treatments
- ▶ Level 4 Diploma in Advanced Skincare
- ▶ Level 4 Certificate in Micro-Pigmentation Treatments
- ▶ Level 4 Diploma in Spa and Salon Management

There are opportunities for Beauty Therapists to find employment in a variety of areas:

- ▶ Beauty salons
- ▶ Hotels
- ▶ Health clubs
- ▶ Spas

## Opening Times:

Monday – Friday 9:00am – 5:00pm

## Contact Details

Bookings can be made by contacting the Course Information Centre: **020 7501 6450** and then extension **301** or **201**.

Web: [www.micomputsolutions.co.uk](http://www.micomputsolutions.co.uk)

Email: [training@micomputsolutions.co.uk](mailto:training@micomputsolutions.co.uk)

Department: Pre - Employment Team

You can also visit the Brixton Branch (Head office) or Deptford Branch, which are both open.

Main Office  
MI Skills Development Centre  
The Queen  
47a Bellefields Road Brixton  
SW9 9UH

Deptford Office  
MI Skills Development Centre  
19 Wilshaw Street  
London  
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Tel: 0207 501 6450 ext: 301

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