

STARTING INFORMATION

Hair and Beauty Department

Welcome to Brighton MET College Level 3 Reflexology

Course details:

Course Code: MCOM010E1A
Duration: Sept 24 to Dec 24
Attendance: Tuesday mornings
Campus: Brighton Central

Course Lead contact:

Lisa.Newman@gbmc.ac.uk
01273 667788 Ext 2227

Dear Student,

Thank you for choosing to study Level 3 Reflexology at Brighton Metropolitan College.

I am your Course Leader, and I am delighted to be working with you over the next year.

- The first week of the course will be your induction. During your Induction week you will have the opportunity to get to know the other students on the course. We will also complete activities that introduce you to the course and help you confirm that it is right for you.
- Your course requires the **purchase of uniform**. You will find details of how to order this further down. Please order as soon as possible to guarantee delivery in time for start date.

The first week of your course will be an Induction/welcome week.

Induction **Day 1:**

Date: Tuesday 10th September

Time: **9.15am** (finishing at 2.00pm)

Where: Meet your tutor in the main reception (Central campus) by the hair and beauty banner

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If you have any queries regarding your course or need any assistance, please do not hesitate to contact me via my contact details in blue, at the top of the page.

Best wishes

Lisa Newman

Course Leader

What to bring on your first day:

- Pens/highlighters
- Notepad
- Lunch or lunch money
- Bottled water

Portfolio:

- 1 x black A4 lever arch file
- 1 x box of 100 x A4 clear multi punched pockets
- 1 x packet of 10 x subject divider multi punched



What to wear on your first day:

Please wear your full uniform if purchased.

If your uniform has not arrived, then please wear the following **temporary uniform**:

Note: Temporary uniform is only allowed for the first 2 weeks, and we must see evidence that you have either purchased your uniform or applied for a bursary

- Plain black trousers **No jeans or leggings**
- Plain black blouse or t-shirt **No vests or cropped tops**
- **Plain black** closed in, flat shoes or trainers
- Black socks
- Hair should be tied back and tidy.

Kit list and uniform

As a Reflexologist, you will follow a set of industry code of standards/ethics which include the wearing of a professional uniform

Your uniform will consist of:

- **Plain black closed in shoes/trainers:** (NO white or coloured soled trainers)
- **Plain black socks**

Main uniform

- **Black tunic** (there is a choice of 2 different styles- just pick 1)
- **Black trousers** (there is a choice of 2 different styles- just pick 1)

(information on how to order these are further down the page)

Jewellery

NO Jewellery/including face/body piercings to be worn

Jewellery harbours bacteria and may inhibit the treatment process, it can damage or scratch the clients' skin and may get caught in the clients' hair. The only permitted jewellery is a wedding ring.

Nails

Nails should be short, clean and well-manicured with no catches and no polish. Long nails may scratch the clients' skin and you will not be able to carry out the treatment correctly, bacteria can also accumulate under the nail causing infection. Nail and gel polish as well as nail enhancements can harbour bacteria and can cause allergic reactions.

The image shows an allergic reaction to gel polish on a client's hands, if this can occur on the hands imagine the reaction it could cause on someone, if you were to carry out a treatment wearing gel polish or nails.

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Hair

Needs to be clean and up completely tied back, preferably up in a bun.

We recommend you use a hair donut if you have long hair, to make this easier for you.

How to use a donut in six easy steps:



Lanyards and student ID

Upon enrolment you will receive your security lanyard and photo ID card.

It is compulsory for all students and staff to always wear these.

The pass will also allow you access through certain doors.

For security purposes you will not be able to enter the college premises without your ID.

Recommended textbook

The Complete Guide to Reflexology by Ruth Hull

Anatomy & Physiology for Therapists & Healthcare Professionals by Ruth Hull

There will be a few copies of these in our Learning Resource Centre too

Financial Support

Information can be found on our main website: brightonmet.ac.uk

Go to 'help and support' then 'financial support'



Or click on the link below:

<https://www.brightonmet.ac.uk/college-life/help-support/financial-support/>

Link to LSG (Learner Support Grant) application

<https://lsg.chichester.ac.uk/Login.aspx?ReturnUrl=%2f>

Important:

If you are applying for and have been awarded the learner support grant, we will order your uniform and kit on your behalf. You must put in your application as soon as possible to avoid delay.

Once you have received your LSG (learner support grant) letter to confirm that you are eligible, you will need to bring your letter to Aleksandra Zenio (Senior Technician) located in room PT2.45 where she can then order your uniform and kit for you.

Lockers:

You are not permitted to bring any personal belongings into the salons/studios.

You will be required to rent a locker for the year.

There is a **£5.00** rental charge which is non-refundable.

You can organise the hire of a locker through our METRO reception.

We have limited locker availability so they will be distributed on a first come first served basis.

It will be your personal locker and you are required to return your key to the salon coordinator at the end of each academic year.

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Travelling to college:

Address:

Central Campus
Brighton Met
Pelham Street
Brighton
BN1 4FA

Train:

The closest train station to the college is **Brighton Station**. It is approximately a 7-minute walk via Trafalgar Street to Central Campus.

The next train station is **London Road Station**, it is approximately a 15-minute walk to central campus via London Road.

Parking:

There are 3 car parks within a 5-minute walking distance:

1. Trafalgar Street carpark *entrance on Whitecross Street*
2. The Lanes carpark *entrance on Black Lion St*
3. London Road carpark *entrance on Providence place*

Note: Prices vary depending on which car park you choose and can be expensive

Buses:

There are many bus services that pass the college, the nearest bus stops are London Road shops, St Peter's Church or Brighton Station.

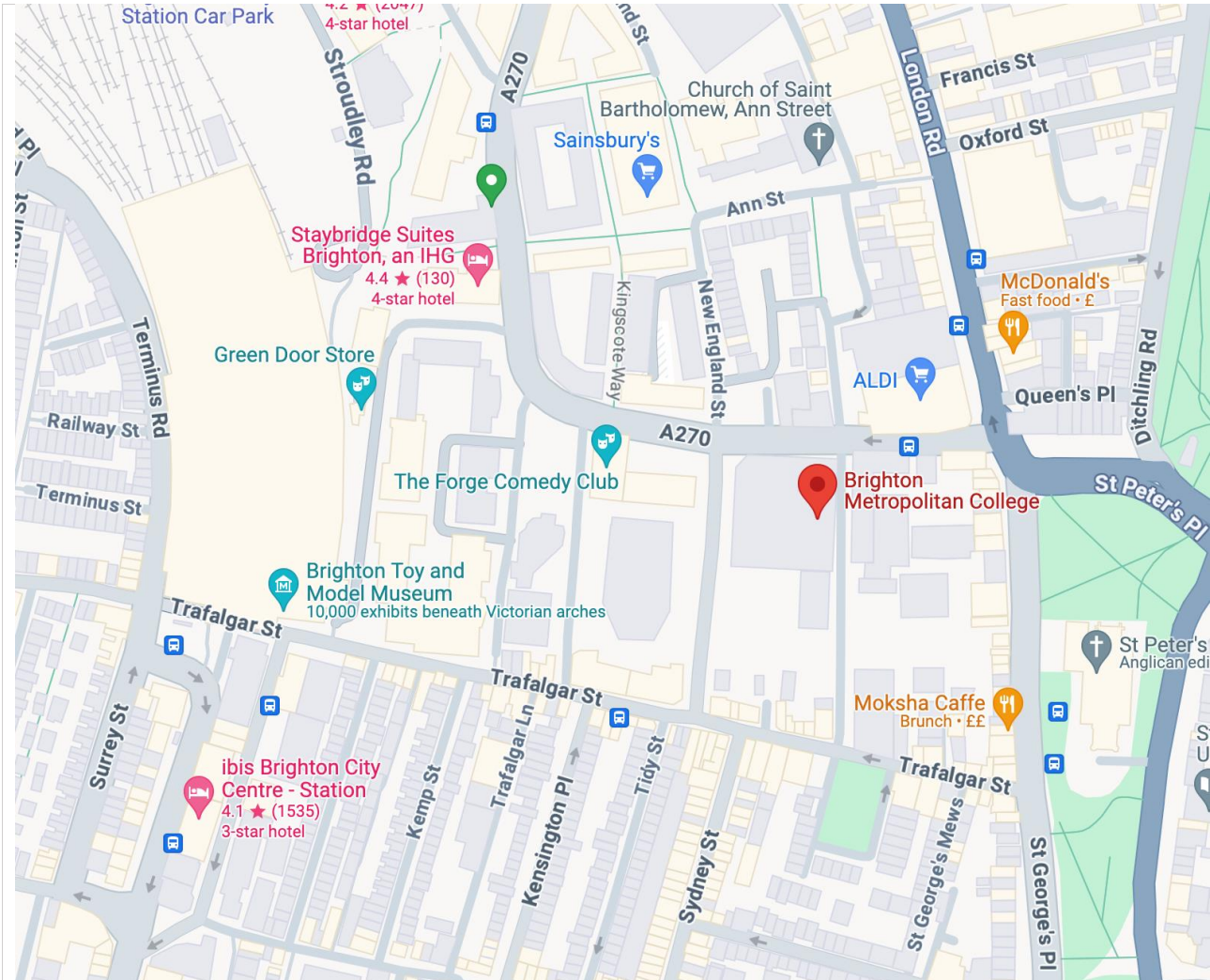
Visit Brighton <http://www.buses.co.uk/> for more information on bus routes

Bicycle:

There is a bike storage facility at the college, please note that bikes are left at your own risk.

Note: Bicycles, E Bikes and Scooters are not allowed to be brought onto college premises

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*Red pin - Brighton Met

How to order your uniform: *(If you are self-funding)*

You can scan the QR Code below or visit <https://labeebyacademy.co.uk/login.php>

Log in using BRIG01 Password 2401

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LaBeeby™
we care too

Order Online

Scan the QR code or visit www.labeebyacademy.co.uk and enter the username and password. Please see reverse for full ordering instructions.



Name	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

Username	BRIG01
Password	2401

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LaBeeby™
we care too

How To Order

Placing your order with La Beeby is as easy as 1-2-3:

1. Visit www.labeebyacademy.co.uk or scan the QR code overleaf
2. Log in with your username and password (provided overleaf).
3. Follow the simple online process to complete your order. You'll receive an order number and confirmation via email that your order has been authorised.

Our customer service team are on hand should you have any questions at sales@labeeby.co.uk. Please note that the only way to place orders is via our website.

Don't forget to follow @la_beeby on Instagram for all the latest hair and beauty industry news, as well as great competitions and exclusive offers.

Returns Policy

We understand that sometimes you may need to return an item and we've done everything possible to make this process as simple as possible.

Before you return your items, please ensure:

- The returns form is completed and enclosed with your return.
- Your return is sent back to us within 28 days of receipt of your order, at your expense, to the address below.
- We reserve the right to refuse a refund for items that are not returned in an unworn, unwashed condition, or in their original packaging.
- Garments that have been decorated can not be returned unless faulty.
- We recommend that you obtain proof of postage, as we can't accept responsibility for any returns lost in transit. You do not need to inform us before you send a return.
- Please allow 7 working days once you've sent your return for your refund to be processed. We can not process your refund until your return has been received.
- Please note we're not able to exchange any items returned to us, if you need a replacement item simply place a new order online.
- If you do not follow the above instructions, we may be unable to process your refund.

Terms & Conditions

We recommend you order as early as possible. For orders sent to your home address, please allow 14 days for delivery. Orders to your college will be delivered fortnightly from mid-August.

Phone: 0161 871 0500 Email: sales@labeeby.co.uk Website: www.labeebyacademy.co.uk
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