

STARTING INFORMATION

Hair and Beauty Department

Welcome to Brighton MET College

Level 3 Complementary Therapy

Course details:

Course Code: MSER095F1A
Duration: Sept '25 to June '26
Attendance: Tuesdays
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 Complementary Therapy 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.

STARTING INFORMATION

- Your course requires the **purchase of uniform, aromatherapy kit and textbooks**. 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 2nd September

Time: **10.00am-5pm** (this is first week only, thereafter the start will be **9.15am-6pm**)

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

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

STARTING INFORMATION

What to bring on your first day:

- Pens/highlighters
- Notepad
- Lunch or lunch money
- Bottled water
- Folder for resources

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 week, and we must see evidence that you have either purchased your uniform or applied for a bursary

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

Kit list and uniform

As a Complementary therapist, 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**
- **Plain black cardigan (for colder months)**

Main uniform

- **Black tunic**
- **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

STARTING INFORMATION

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's face if you were to carry out a treatment wearing gel polish or nails.



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

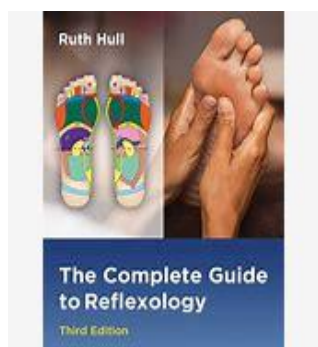
Upon enrolment you will receive your security lanyard and photo ID card.
It is compulsory for all students and staff to always wear these.

STARTING INFORMATION

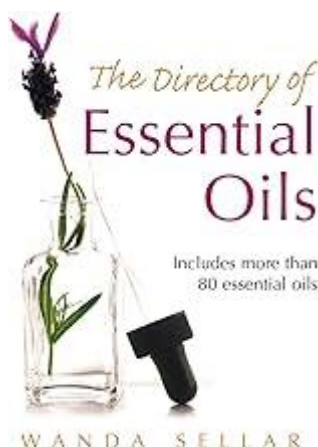
The pass will also allow you access through certain doors.
For security purposes you will not be able to enter the college premises without your ID.

Textbooks

Please purchase the following textbooks (there are several editions, it doesn't matter which one)
The Complete Guide to Reflexology by Ruth Hull



The Directory of Essential Oils by Wanda Sellar



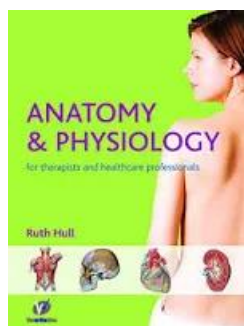
Recommended Textbook

For Anatomy & Physiology, you will be provided with resources and slides, however, the following book can be useful for your Anatomy studies, but it is not mandatory. You can buy

STARTING INFORMATION

new or second hand. There may also be a few copies in our Learning Resource Centres for you to borrow.

Anatomy and Physiology for Therapists and Healthcare Professionals



Aromatherapy kit

Please see below on how to order this specific student kit of essential oils and carrier oils – you will not need this until the Spring.

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://lsq.chichester.ac.uk/Login.aspx?ReturnUrl=%2f>

STARTING INFORMATION

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.

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:

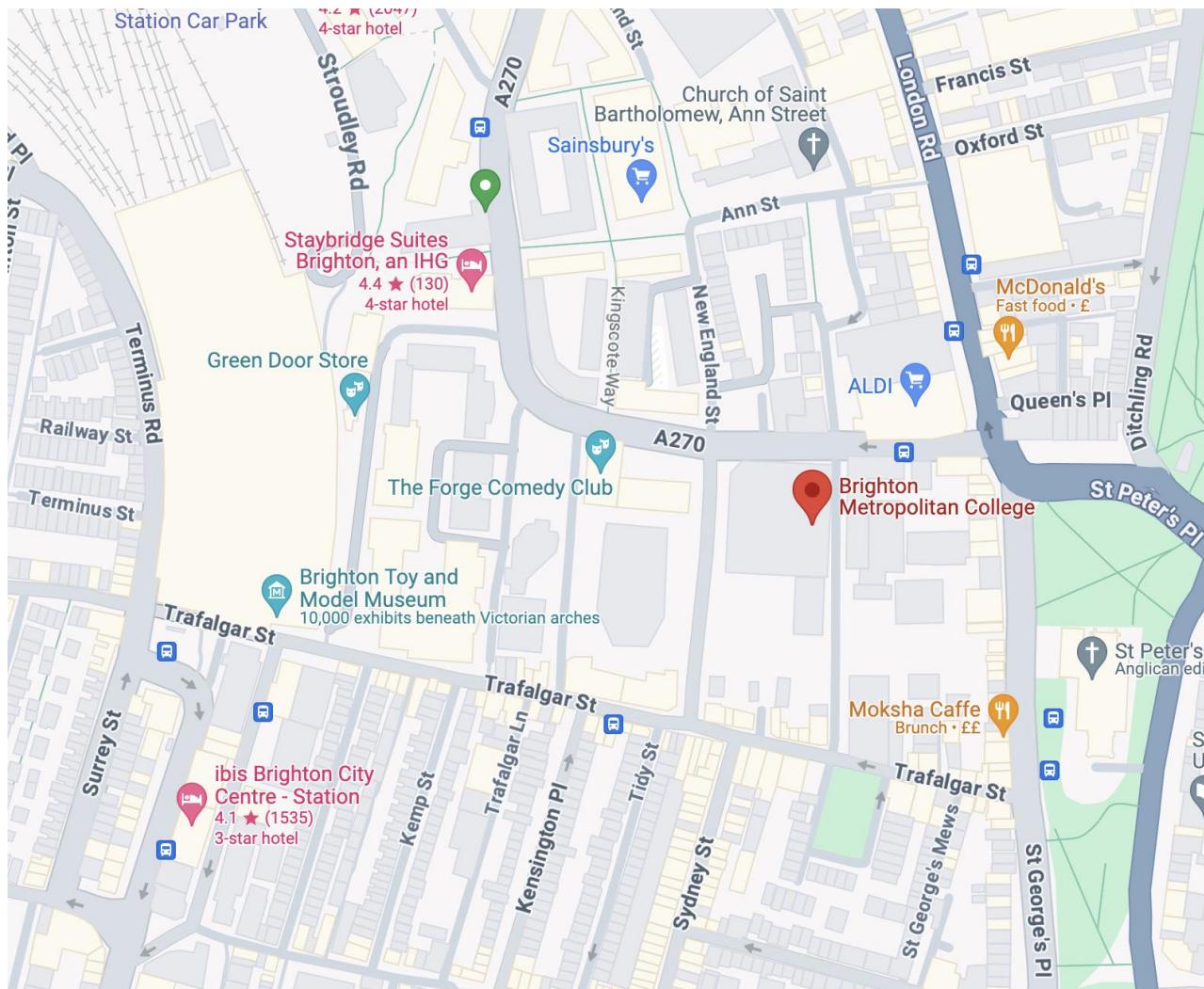
There are many bus services that pass the college, the nearest bus stops are London Road shops, St Peter's Church or Brighton Station.

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

STARTING INFORMATION

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



*Red pin - Brighton Met

How to order your **KIT**

STARTING INFORMATION

If you are self-funding, then you will order both the kit and uniform yourself and they will be delivered to your house.

*If you are applying for and have been awarded the learner support grant, then **WE** will order **your 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 Sophie Greenfield or Joanne Hook located on the Hair and Beauty Reception where they can then order the kit for you.

Self-funding students- how to order your kit instructions:

STARTING INFORMATION

Ellisons®

Ordering your student kit

Congratulations on starting your student journey! We're delighted your college has chosen Ellisons for your course supplies. We are the leading hair and beauty industry supplier, with unrivalled experience, knowledge, and the brands and products you need to take you through your student journey and beyond when you qualify.



Order online at kits.ellisons.co.uk

- 1 Visit the website **kits.ellisons.co.uk**. Click on 'My account' and sign in if you are an existing Ellisons customer, or register if you are a new customer.
- 2 Once you are signed in, click on 'Student kits'.
- 3 Enter your unique college code, shown below.
- 4 You will be presented with a list of available kits for your college, simply select the quantity you require for each kit.
- 5 Click the 'Pre-order' button to add to your basket.
- 6 Complete your order by clicking on 'View basket'.
- 7 Select 'Checkout'. All kits are made to order.
- 8 Complete the checkout process. Once your order has been processed, please allow 14 days for delivery. Payment will be taken immediately.
- 9 Confirmation of your order will be sent to your email address. Please keep this for future reference should you need to contact us.
- 10 A student kit contents sheet will be sent to your email address. Please keep this to check all contents for each kit ordered.

If you need any help with completing your order, please contact our college department.

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on social**



STARTING INFORMATION

Ordering your student kit



Your unique college code is:

SKC16330-1

Kit summary

Product description	Brighton VTCT Level 3 Diploma in Complementary Therapies 25 - Brighton Campus - Brighton campus	Kit code	SKBL2123	£ 129.75
OP612	VTCT student aromatherapy kit 2 x 1			

Delivery Charge excl VAT: £0.00

Total VAT £25.95

Total: £155.70

Please note your delivery will be to the college. Please see below for terms and conditions of delivery.

Please note: please allow up to 14 days for delivery.

Delivery and receiving your kit

Delivery

- Your predetermined delivery location is printed in bold underneath your kit contents list, which has been decided by your college.
- Home deliveries incur a £5.95 delivery charge.
- We accept no responsibility for delivery delays due to circumstances outside of our control

Checking and reporting damages/missing items

- Immediately upon receipt of your kit(s), please download the student kit listing from the website to check all contents within each kit.
- Please report any issues with your kit to college@ellisons.co.uk within seven working days.
- Any claims reported after this date will not be honoured.

Returns

- You have seven days from receipt of your parcel to return your kit(s).

Returns Charges

- If the kit is no longer required, an administration charge of 10% will be deducted from the refund. If you wish us to collect the kit a collection fee of £12.99 will also be applied.
- Delivery charges will not be refunded
- If you arrange for the kit to be returned to us, please use a trackable method.
- If the item is received in a non-saleable condition, then no credit will be issued.
- The kit must be returned fully boxed in perfect condition and each item in its original packaging

Terms and conditions: normal terms and conditions of sale apply. Please visit www.ellisons.co.uk/terms for more information.



STARTING INFORMATION

All students- How to order your uniform:

All students will purchase their uniforms themselves, and this will be delivered to your home.

*Note: If you are applying for and have been awarded the learner support grant **YOU** will order and **pay** for the uniform yourself and then bring us in the receipt to be reimbursed for the amount awarded. **Please bring your receipts to the bursary team on the first floor to receive your refund***

All students are required to purchase at **least one top and one pair of trousers.**

You can scan the QR Code



or visit <https://labeebyacademy.co.uk/login.php>

*Log in using **BRIG01***

*Password **2502***

STARTING INFORMATION

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
La Beeby, Behrens Group, Centrepont, Marshall Stevens Way, Trafford Park, Manchester, M17 1PP