

STARTING INFORMATION

Hair and Beauty Department

Welcome to Brighton MET College

Level 1 Beauty Therapy

Course details:

Course Code: MFOU009F1A

Duration: Sept '25 to June '26

Attendance: 4 days a week

Campus: Brighton Central

Course Lead contact:

Elena.Malakounides@gbmc.ac.uk

01273 667788 ext. 2529

Dear Student,

Thank you for choosing to study Level 1 Beauty 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. Your full timetable will be given to you during this week and will be fully explained to you during this time. During your Induction week you will have the opportunity to get to know the other students on the course, as well as your lecturers and your pastoral tutor. We will also complete activities that introduce you to your course and help you confirm that it is right for you.
- You will enrol on your course on **Friday 29th August**. The time and date will be confirmed by email, please look out for this and arrive during your designated time slot.

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- Please **bring evidence of your GCSE results, school reports and photo ID to enrol.**
- 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. This is a professional course, and **NO ENTRY** to the salons will be permitted unless you are in full uniform.
- Your course also requires the **purchase of a kit**. You will find details of how to order this further down. If you do not think that you will meet the entry requirements for the course that you have applied for, then we strongly advise that you do not purchase in advance but instead wait until your offer has been confirmed. On enrolment day, it may be that you are offered a different level or course which might have different kit requirements.

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

Induction **Day 1:**

Date: Monday 1st September

Time: 9.30 am

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

Induction **Day 2:**

Date: Thursday 4th September

Time: 9.00 am (finishing at 5.00pm)

Where: Room PT2.42

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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,

Elena Malakounides

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

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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 purchased your uniform

- 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 beauty 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**

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.

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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'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 to make this easier for you.

How to use a donut in six easy steps:

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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.

Mathematics and English

All students aged 16 -18 years on a full-time course are required to develop their English and Math's skills if they do not hold a GCSE grade 4 or above in both subjects.

Please be aware that if you do not have these qualifications, you will be required to undertake Maths and/or English alongside your main program of study.

This is compulsory and not optional.

Non-attendance could result in you being removed from your entire program of study.

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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>

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.

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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.

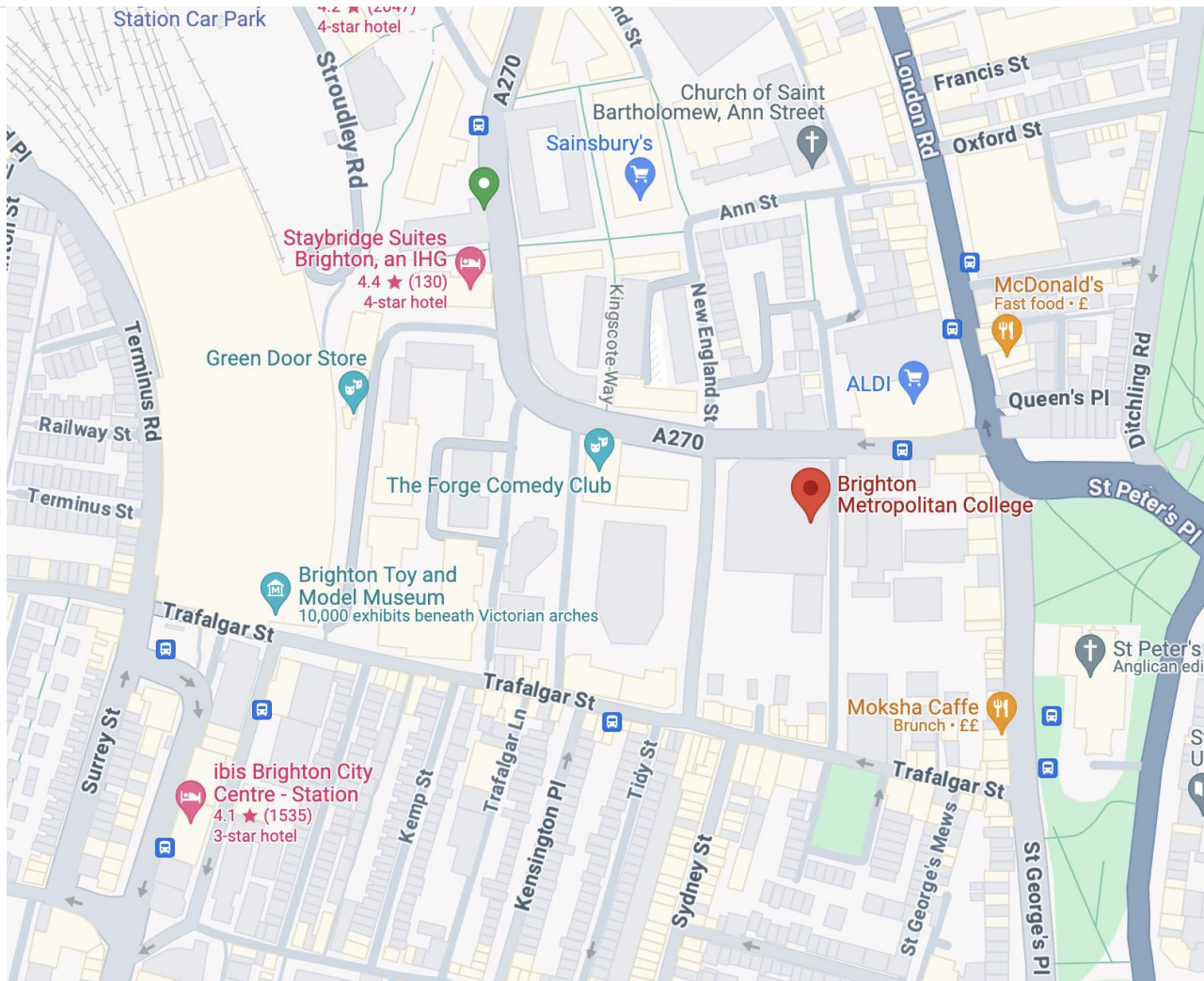
Visit Brighton <http://www.buses.co.uk/> for more information on bus routes

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

Important: ordering your KIT

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If you are self-funding, then you will order both the kit and uniform yourself and they will be delivered to your house. (information on how to order these are further down the letter)

*If you are applying for and have been awarded the learner support grant, **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.

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

Level 1 Diploma in Beauty Therapy

Price: **£360** (including Vat)

Home delivery charge **£5.95**

The Beauty kit is a professional grade kit, complete with all products, tools and equipment you will need to complete your course

Step 1

Make a note of college code: **SKC16330-1**

Step 2

Click on the link to order your kit and use provided college code **SKC16330-1**

[Ellisons Student Kits](#)

Step 3

Only purchase the following kit:

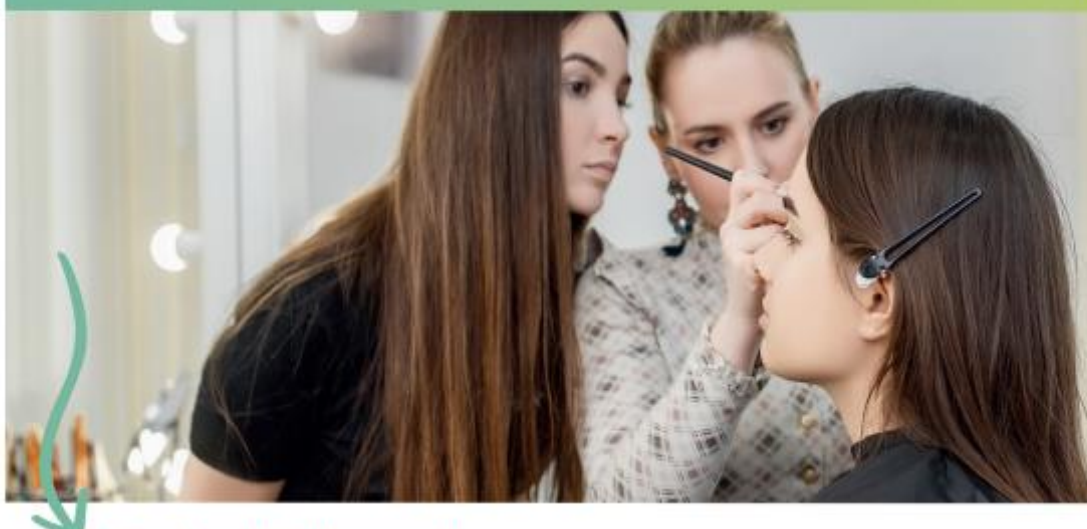
**Brighton VTCT Level 1 Diploma in Beauty Therapy 25 - Brighton Campus
SKBL2606**

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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.

**Follow us
on social**



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Ordering your student kit



Your unique college code is: **SKC16330-1**

Kit summary

Product description	Brighton VTCT Level 1 Diploma in Beauty Therapy 25 - Brighton Campus - Brighton campus	Kit code	SKBL2606	£ 300.00
AL521	Beauty Essentials contour blending sponge (2) x 2			
AP513	Beauty Essentials make-up palette, 10 well x 1			
AS520	Beauty Essentials natural sponge 83mm x 8			
BP315	Beauty Essentials mask brush x 2			
CT03989	Beauty basics the official guide to level 1 x 1			
DC870	Beauty Essentials disposable headbands, wide (12) x 1			
DN14170643	Leccente glitter brush and tool set (5) x 1			
KA554099	Kaeso juicy drops cuticle oil 15ml x 1			
KA554138	Kaeso manicure kit x 1			
KA554238	Kaeso calming facial kit x 1			
NH24	Beauty Essentials block buffer 3 way x 3			
NM001	Nail Magic nourish hardener and conditioner 7.4ml x 1			
NSI013	NSI crystal rhinestones (200) x 1			
NSI022	NSI double-ended dotting tool x 1			
PG001	Hair bag with shoulder strap, black x 1			
SLK575	Sleek level 2 make-up kit 2024 x 1			
SNZ4020	Snazaroo face painting kit, 28 pcs x 1			
STA178	Attitude base coat 14ml x 1			
STA179	Attitude quick dry top coat 14ml x 1			
STA21326	Attitude polish French manicure snow white set 14ml x 1			
STA21711	Attitude polish 14ml, Temptation x 1			
STA21772	Attitude polish 14ml, Dive x 1			
STA21883	Attitude polish 14ml, Winter Berry Fool x 1			
STA21899	Attitude polish 14ml, Flint x 1			
STA21935	Attitude polish 14ml, Vintage Rose x 1			
STA23010	Attitude polish 14ml, Raspberry Sorbet x 1			
STA516	Star Nails nail scrub brush x 1			
STA65030	Star Nails fine liner brush x 1			
STA70316	Star Nails stripper 8ml, white x 1			
STA7402	Star Nails black foam file, 240 grit(12) x 1			
TA635	Black beauty files 240/240 (5) x 2			
TW751	Beauty Essentials hoof stick plastic x 2			
Delivery Charge excl VAT				£0.00
Total VAT				£60.00
Total:				£360.00

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.

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

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



*Important: ordering your **UNIFORM***

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

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.**

How to order your uniform:

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

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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, Centrepoint, Marshall Stevens Way, Trafford Park, Manchester, M17 1PP