



Congratulations on gaining a place on one of our Beauty Therapy courses!

Dear Student

We look forward to welcoming you to our department and supporting you to gain the skills needed to be successful within an exciting and rewarding industry. Please find below some key information that we hope you will find beneficial to have before starting your course and which clearly outlines the college expectations of what is needed to prepare for the start of the academic year to help you achieve your full potential.

Compulsory PPE & Equipment

Kit & Uniform must be ordered within the first 2 weeks of enrolment. Whilst waiting for the uniform to arrive students are required to wear all black – black trousers (no jeans) a plain black t-shirt to cover the tops of the arms (no crop tops) & flat black shoes.

Students will need to bring pens and a notebook for all lessons.

Uniform/Kit/PPE requirements

Salon tunic & trousers are a compulsory element for all practical & theory sessions.

No false/strip lashes are to be worn within any salons or classrooms.

No gel overlays/acrylic/false nails are to be worn on feet OR toes throughout the duration of the course.

Only one set of small studs are permitted within the ear – any facial piercing's need to be changed to a clear plastic bung.

Health & Safety information

Any medical conditions need to be highlighted to the course tutor/pastoral tutor to always ensure student safety.

Industry Placement

As part of the Beauty study program students are required to carry out industry placement. This can be completed within a Beauty Salon or Spa. Students are required to find an Industry Placement as part of their course programme. We recommend locating an Industry Placement that is local to where you live or near Langley College. We have a dedicated Industry Placement team to support you on this aspect of your study programme.

All employers accepting Industry Placement students will be visited by the team to ensure that they comply with health and safety regulations and have public liability and employers' liability insurance.



Student expectations (Code of Conduct)

Within the Beauty Department we expect our students to conduct themselves in a manner that respects others and the environment. There is also a collegewide 'Student code of conduct' during the first week of term we will go through this to ensure that all students are aware of the expectations that we have of them whilst they are on College premises or whilst representing the College offsite.

This will include timekeeping and readiness to engage in learning. Food and drink (except water) are not allowed in the learning centre, classrooms and Salons

Any additional information

Mobile Phones and Electronic Devices - The use of mobile phones and electronic devices during practical and theory lessons are restricted to 'directed use' by the staff member taking the session. We advise that students turn phones off and store them securely out of sight during practical and theory lessons to avoid any temptation to use them.

Trips and Visits - Any trips that are undertaken throughout the year will be charged separately and the cost will depend on the trip.

Enrichment - We have an extensive 'Enrichment Agenda' which gives all students the chance to gain additional qualifications that are not part of the course content. These are not supported by the bursary and therefore charged accordingly.

Course Manager contact details:

Level 1 Beauty – Harjit Sandhu-Athwal Harjit.sandhuathwal@windsor-forest.ac.uk

Level 2 Beauty – Vikki Watts TBC

Level 2 Hair & Media Make-up – Marnie Spires TBC

Level 3 – Tarnjeet Resi Tarnjeet.resi@windsor-forest.ac.uk

Level 4 – Lucy Privett lucy.privett@windsor-forest.ac.uk

Pastoral tutor – Faiza Mahmood faiza.mahmood@windsor-forest.ac.uk

LSA – Pam Bhambra – pam.bhambra@windsor-forest.ac.uk