

## ITEC Level 2 Diploma for Beauty Specialists

The main aim of the ITEC Level 2 Diploma for Beauty Specialists is to enable learners to gain the necessary practical and theoretical skills in order to provide Beauty Therapy treatments.

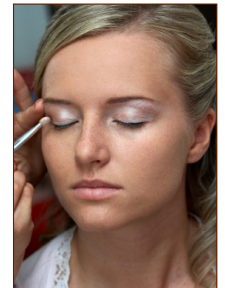
**Modules are studied in the following rolling order:**

- Module 1 - 4:** ITEC Certification in Facial Skincare, Eyelash and Eyebrow Treatments
- Module 5 & 6:** ITEC Certificate in Make-up
- Module 7:** ITEC Certificate in Manicure
- Module 8:** ITEC Certificate in Pedicure
- Module 9 & 10:** ITEC Certificate in Waxing



**The Diploma also aims:**

- to provide skills at Level 2 in the Qualifications and Credit Framework for those interested in the **Beauty Therapy Industry**
- to provide opportunities for staff in the Beauty Therapy Industry to gain a Level 2 qualification
- to **qualify learners at Level 2 in the Beauty Therapy Industry**
- to sustain the interest of learners wanting to work in the Beauty Therapy Industry
- to encourage knowledge and understanding of the Beauty Therapy Industry at Level 2
- to provide opportunities for learners to focus on the development of the major functional skills and the wider functional
- skills in a beauty therapy context, such as **communicating with clients, working with others and problem solving**
- to provide opportunities for learners to develop a range of skills, techniques, personal qualities and attitudes essential for successful performance in employment as a beauty therapist



Case studies are also required to be completed for this award. The case studies form the internal assessment and should be assessed throughout the training by the tutor using the ITEC Case Study Assessment sheet. The case studies are then verified by an ITEC Examiner at the end of the course during the visit for invigilating the practical examination. The case studies ensure that a variety of clients must be consulted and treated in all the above areas and the outcomes of the treatments must be documented in order to gain experience of working with a variety of clients and conditions whilst candidates are still under supervision. Detailed rationales for the choice of treatment and outcomes must be shown, as well as after care and product advice.

The ITEC Level 2 Diploma for Beauty Specialists comprises several ITEC units - **all of which are available as individual courses:**

- ITEC Certification in Facial Skincare, Eyelash and Eyebrow Treatments**
- ITEC Certificate in Make-up**
- ITEC Certificate in Manicure**
- ITEC Certificate in Pedicure**
- ITEC Certificate in Nail Art - optional unit**
- ITEC Certificate in Nail Technology - Providing and Maintaining Nail Enhancements - optional unit**
- ITEC Certificate in Waxing**

Further details overleaf...

**Visit our Website: [www.athenaschool.co.uk](http://www.athenaschool.co.uk) or  
Telephone Wolverhampton 01902 238 901**

## Recommended prior learning

It is recommended that learners have achieved a level of education equivalent to five GCSE's at grades A\*-C prior to commencing the ITEC Level 2 Diploma for Beauty Specialists. However, **exemptions may be made for adult returners with experience of the work place.**



## Opportunities for progression:

Once learners have achieved the ITEC Level 2 Diploma for Beauty Specialists they may progress on to other ITEC or equivalent qualifications at Level 3, for example: **Body treatments, Indian Head Massage, Massage.** This award qualifies graduates to operate their own clinic or home visiting practice. Graduates can also gain employment in Beauty Salons, Health Club, Health Farms, Spas and Liners.

Professional indemnity and public liability insurance can be obtained via ITEC Professionals and other Industry Associations who recognise the ITEC Diploma.

## Tutor: A member of the Athena In House teaching team

ITEC require 100% attendance in order to obtain the Level 2 Diploma. Students who do not attend all modules will need to organise tutorials with their tutor to enable them to access missed information. A fee is payable for this service.

**Cost:** £1000.00 for the full diploma programme. **To secure your place:** A deposit of £100.00 secures a place. The balance is then due no later than 30 days prior to commencement of the course. You can choose to spread the cost of the programme and pay by affordable monthly installments over the duration of your course and on an **INTEREST FREE BASIS** - please complete an Easy Payment Plan form and submit it with your booking.



Those students who choose to take the final ITEC course assessments and examinations will also be required to pay the associated registration and assessment fees. These are currently set at £121.68 per examination and are subject to change at any time without prior notification and even after the initial payment has been made. These fees are payable in full on or before day one of the course and, once paid, are strictly non refundable.

**Course times:** 10.00am - 5.00pm for ITEC students and 10.00am - 4.30pm for those attending the various workshops on a stand alone basis. **Please note that students attending their first module should arrive half hour early for their formal induction.**

**PLEASE NOTE:** There is no formal start date for this course; students can join at any stage and simply continue until they have completed all 10 days of the programme and the ITEC assessment day (i.e. you do not have to join this course at Module 1 - a breakdown of what is covered at each Module is at the top of this page). The rolling programme dates are below.



Booking form overleaf...

Visit **[www.athenaschool.co.uk](http://www.athenaschool.co.uk)** for details of the next course/workshop dates.  
You can also choose to save time and book online.

# Athena School of Natural Therapies

## Programme Booking Form



**ATHENA**  
SCHOOL OF NATURAL THERAPIES

Please complete in **UPPER CASE** and return to the address below.  
Additional forms are available at the school or on our website at  
[www.athenaschool.co.uk](http://www.athenaschool.co.uk)

Course Title: \_\_\_\_\_

Course/Commencement Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Mobile/Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Present Occupation: \_\_\_\_\_ Qualifications: \_\_\_\_\_

Previous experience in health related fields (if any): \_\_\_\_\_

Please state if you have any disabilities or conditions which may require any special help during the course/workshop: \_\_\_\_\_

\_\_\_\_\_

Please state how you heard about the course: \_\_\_\_\_

\_\_\_\_\_

**Amount due:** £ \_\_\_\_\_  Deposit  Full amount. **Please tick your method of payment:**  Credit/Debit Card  PayPal

**To secure your place: A deposit of £100.00 secures a place. The balance is then due no later than 30 days prior to commencement of the course.** You can choose to spread the cost of the programme and pay by affordable monthly installments over the duration of your course and on an **INTEREST FREE BASIS** - please complete an Easy Payment Plan form (see overleaf) and submit it with your booking.

**If paying by Credit/Debit Card:** Please telephone **01902 238 901** to make your payment. **If paying by PayPal:** Please visit our website at [www.athenaschool.co.uk](http://www.athenaschool.co.uk) for details of how to make the payment. PayPal Transaction ID: \_\_\_\_\_

**Declaration:** I confirm that I have read and understood and am happy to accept the Booking Terms and Conditions set out below. Please note that a payment made via PayPal or Credit/Debit Card also forms acceptance of the Booking Terms and Conditions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

Visit [www.athenaschool.co.uk](http://www.athenaschool.co.uk) for details of the next course/workshop dates.  
You can also choose to save time and book online.

### Enquiry Form

Please send me information on the following courses/workshops: *Please tick and provide contact details using form above.*

- |                                   |                          |  |                          |
|-----------------------------------|--------------------------|--|--------------------------|
| Anatomy, Physiology and Pathology | <input type="checkbox"/> | Hopi Ear Candling                      | <input type="checkbox"/> |
| Aromatherapy                      | <input type="checkbox"/> | Indian Head Massage                    | <input type="checkbox"/> |
| Eastern Facial Massage            | <input type="checkbox"/> | Reflexology                            | <input type="checkbox"/> |
| EFT Training                      | <input type="checkbox"/> | Stone Therapy Massage                  | <input type="checkbox"/> |
| Foot Zone Therapy                 | <input type="checkbox"/> | Stress Management                      | <input type="checkbox"/> |
| Massage                           | <input type="checkbox"/> | Thai Foot Massage                      | <input type="checkbox"/> |
| Reiki                             | <input type="checkbox"/> | Clear Intentions Courses and Workshops | <input type="checkbox"/> |

Please return your signed form to:

**Debra Goldston, Athena School of Natural Therapies, Graphic House, New Road, Willenhall WV13 2BG**

**Email:** [enquiries@athenaschool.co.uk](mailto:enquiries@athenaschool.co.uk) **Telephone:** 01902 238 901 **Website:** [www.athenaschool.co.uk](http://www.athenaschool.co.uk)

**1. The booking agreement:** Any contract between you and us is subject to these Booking Conditions. The contract shall be governed by and construed in accordance with English law and is subject to the jurisdiction of the Courts of England and Wales.

**2. To make a booking:** To secure your booking please submit your booking form either online or by post. You can book online via [www.athenaschool.co.uk](http://www.athenaschool.co.uk) and PayPal OR telephone 01902 238 901 and make your payment by debit/credit card. PLEASE NOTE: You will still need to submit a completed Booking Form which you can complete and submit via our website OR print off and send to: Athena School of Natural Therapies, Graphic House, New Road, Willenhall WV13 2BG. Upon receipt we will send Confirmation/Induction pack details.

**3. Payment of balance of course fees:** Due to the administrative costs involved, we are unable to issue payment reminders. The balance due on all course bookings must be paid no later than 30 days prior to commencement of training. If this is not done we reserve the right to cancel your booking and make cancellation charges in accordance with our standard terms. You can choose to spread the cost of a programme and pay by affordable monthly instalments upon completion of an Easy Payment Plan form submitted with your booking. If you are paying by credit/debit card, and you have not advised us otherwise in writing by RECORDED DELIVERY, the balance due will, at the appropriate time, be charged automatically to your card.

**4. To cancel your booking prior to commencement of course:** Notification of a wish to cancel must be made as soon as possible by the person who made the original booking and should be in writing by RECORDED DELIVERY. Cancellation charges are as follows: Written notice of cancellation received prior to commencement of training; more than 90 days – deposit only; 31–89 days – 75% of final invoice; 15-30 days – 90% of final invoice; 14 days or less – 100% of final invoice.

**5. Withdrawal from training courses, which have already commenced:** If you need to withdraw from the course for whatever reason once the course programme has commenced, then payment for sessions yet to be attended are not subject to refund of any kind. Where a 'pay-as-you-go' payment scheme is in operation, payment for future sessions of a tutor-led course will still be required, in accordance with the signed agreement between the student and school.

**6. Cancellation of training courses by us.** Training courses are based on an economic minimum number of students (usually but not always 8 delegates). Should this not be reached, we reserve the right to cancel the training course. In other, unlikely circumstances it may also be necessary for us to cancel or significantly alter a training course. In the event of cancellation of training courses by us we will refund to you all monies paid to us in full. We will in no circumstances be liable to pay you any compensation. We may be able to offer you the choice of an alternative course and, should you wish to transfer, will refund to you any difference in price between the original booking and the alternative course if of a lower value.

**7. Brochure descriptions and prices:** It is inevitable that some of the prices and details contained within our printed promotional literature may change after the time of printing. You will be informed of any relevant changes to printed promotional literature when you book and before you enter into a contract with us as part of our commitment to quality customer service. We reserve the right to change any of the services or facilities or prices described in the promotional literature at any time before a contract is made between us.

**8. Changes to the scheduled programme after booking:** Our training courses are planned and scheduled many months in advance. Sometimes changes may be necessary. Although we would normally expect to be able to provide you with the services confirmed by us in respect of your original booking, occasionally this will not be possible and we reserve the right to make changes as necessary. The arrangements featured on our website and in our literature are by their very nature complex with services involved from many different tutors, accreditation and examination bodies etc. Due to potential changes in syllabus criteria, tutor personal and professional circumstances and other issues over which we have no control, it is not always possible to guarantee aspects such as particular tutor attendance. Tutor or other aspects of course information are stated for guidance only. Final details will be shown on your final Joining Instructions, sent approximately two weeks prior to training course commencement. We will make every effort to provide as much advance notification as possible but we feel it is only fair to warn you of possible variations which, although rare, can occur every once in a while.

**9. Special requests:** Any special request or requirement which is essential to your booking (such as specific dietary requirements, wheelchair assistance or special facilities for certain medical conditions) must be made known to us in writing by RECORDED DELIVERY before you book. We will contact our tutors and other sub contractors /suppliers and the request will only become a term of your contract with us if we confirm in writing that the request can be met and your booking proceeds on that basis. We are happy to pass on any other reasonable requests that you may have such as desired location of training rooms or other requirements as to meals, (where these form part of the course package), but they cannot be guaranteed and will not form part of our contract. No compensation will be payable if such requests are not fulfilled. None of these terms and conditions affect your statutory rights. Special requests such as larger font notes in course handouts and examination papers or printing of notes on a specific colour of paper can be met but we ask that you make us aware of such requests at least 30 days prior to the commencement of your training course.

**10. What the price includes or does not include:** Unless otherwise stated in course literature, brochures and website listings, training course costs cover venue, (where appropriate) tuition fees, course notes and refreshments (tea, coffee, biscuits and mineral water). The cost does not cover your travel expenses, any accommodation expenses and food.

**11. Complaints:** In the unlikely event that you need to complain about any aspect of the training which you have received from Athena School of Natural Therapies, you must notify Debra G Goldston, School Principal in writing by RECORDED DELIVERY within 48 hours of the activity giving rise to the complaint having occurred. Debra should be contacted at the following address: Athena School of Natural Therapies, Graphic House, New Road, Willenhall WV13 2BG. Retrospective complaints are noted through the evaluation procedure and will not be considered as reason for refunds.

**12. Student conduct:** We reserve the right to ask you to leave the course in the event of any upheld reason (See Grievance Procedure and Code of Conduct). In that event monies for future lessons will not be refunded.

**13. Your obligations in respect of your training with us:** You are responsible for your own health and wellbeing throughout the duration of the course. If you have experienced/are experiencing any of the following, please let us know in writing before the course commences (any information will be held in the strictest of confidence): i) Epilepsy/Diabetes/Asthma/High or Low Blood Pressure. ii) Any medical problems of an acute or chronic nature. iii) Any emotional or mental trauma that has resulted in your seeking medical advice or treatment. iv) Suffered from any drug (prescribed or otherwise), alcohol or substance abuse. In the event that any of the above conditions manifest after commencement of your course, you are required to notify us in writing by RECORDED DELIVERY within 48 hours of your becoming aware of these facts. Importance notice: Insurance cover is available to protect students in the event of illness, personal injury or death during an on going training course. We strongly recommend that you take out such cover. The Clarity Holistic Training Group Ltd Block Scheme with Balens is available for students of Athena School of Natural Therapies. In view of the availability of cover, we are unable to consider health issues as a reason to refund course fees whatsoever. You are responsible for the safety of your personal belongings and Athena School of Natural Therapies does not accept any liability for loss, howsoever caused.

**14. Data protection policy:** We take full responsibility for ensuring that proper security measures are in place to protect the information you provide us in order to process your booking. We must pass this information onto the relevant suppliers of your training arrangements such as tutors and awarding/examination bodies (PLEASE NOTE: If we cannot pass this information to the relevant suppliers, we cannot provide your booking. In making this booking, you consent to this information being passed on to the relevant persons). This applies to any sensitive information that you give to us such as details of any disabilities, or dietary/religious requirements. We will not pass any information onto any person not responsible for part of your training arrangements. If you wish to have a copy of the personal information held about you, we will supply this upon written request accompanied by an admin charge of £10.

**Do not sign the Booking Form until you have read and understood the above and are happy to accept these terms and conditions.** Athena School of Natural Therapies is a brand name of Holistic Beauty and Spa Ltd whose registered office address is: Graphic House, New Road, Willenhall WV13 2BG England Registered Company Number 06835954.

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Please return your signed form to:

Debra Goldston, Athena School of Natural Therapies, Graphic House, New Road, Willenhall WV13 2BG

Email: [enquiries@athenaschool.co.uk](mailto:enquiries@athenaschool.co.uk) Telephone: 01902 238 901 Website: [www.athenaschool.co.uk](http://www.athenaschool.co.uk)

# Athena School of Natural Therapies

## Easy Payment Plan Agreement

Please complete this form and return it with your booking form.



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Before placing your booking, please read the following terms of the Easy Payment Plan Agreement:

### EASY PAYMENT PLAN AGREEMENT

#### Definitions

"Applicant"- means the individual who is applying to pay for training by monthly payments.

"The Company"- means Athena School of Natural Therapies.

"The Parties"- means the Applicant, together with the Company.

"Easy Payment Plan Account"- means a facility whereby the Applicant can pay for their training on a month by month basis over the duration of their training course.

"Training"- means any course of training supplied to the Applicant by the Company.

"Booking Form"- means that form which is completed by the Applicant in the process of applying for a place on a particular training course. Copies are available from the Company upon request.

It is hereby agreed by the Parties as follows:

1. Examination fees do not qualify for Easy Monthly Payment Plan terms and must be paid in full at commencement of each course.
2. As an alternative to paying for training in full at the time of booking, the Applicant is applying for an Easy Monthly Payment Plan Account and hereby elects to pay for their training according to the terms of this Agreement:
3. The Applicant agrees that the banking standing order mandate completed when placing this booking and signing this agreement will be billed according to the payment terms selected below.
4. This Agreement forms an integral part of the Booking Form which has been completed by the Applicant in respect of their Training and must be read in conjunction with that form and, in particular, with its standard booking terms and conditions. Full details are available upon request, contained within every Booking Form and can also be downloaded from all of the Company's websites.
5. The Applicant agrees that the bank funds available in their designated bank account will continue to be sufficient to permit the timely debit of their account in accordance with this Agreement.
6. The Applicant further agrees that, to the full extent permitted by English law, the Company may impose upon the balance outstanding a late fee of 10.00 pounds per calendar month for any payment that is not made on a timely basis.
7. The Parties agree that delinquent accounts are further subject to a 22% annual interest rate and may be sent to Collections for collection of the full amount owed plus collection costs.
8. The Company reserves the right to report delinquent payments to the appropriate credit agencies.
9. By choosing the easy monthly payment plan the Applicant confirms that they have read and understand all the above terms, together with those contained within the Company's standard booking terms and conditions.
10. This Agreement is valid for England and Wales bookings only.
11. Any editing of / amendment to the above Agreement will render it void.
12. All monies outstanding under this Agreement are payable immediately upon either of the following events:
  - a) cancellation of a course booking where the course has not yet commenced or
  - b) withdrawal from a course which has already commencedand the Company is entitled to debit the Applicant's account with such payment immediately.

Continued overleaf...

## 12. PAYMENT PARTICULARS

Full Course Title: \_\_\_\_\_

Course Commencement Date: \_\_\_\_\_

Full Course Cost: \_\_\_\_\_

Deposit paid: \_\_\_\_\_

Balance outstanding AND FOR WHICH INSTALMENT FACILITIES ARE REQUESTED: \_\_\_\_\_

1. Payment Duration: (Please initial payment choice)

3 months \_\_\_\_\_ 6 months \_\_\_\_\_ 12 months \_\_\_\_\_

2. **Please note that the payment plan duration is restricted to the duration of your course.** For example, you may not pay for a 6 month course over 12 monthly installments but may select either 3 monthly or 6 monthly terms.

13. Applicant's Declaration:

I have read and agree to all the terms above. By signing this contract I am certifying that I am at least 18 years of age and all of the information provided by me is correct and subject to verification by the Company.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone number(s): \_\_\_\_\_

Passport / Drivers license number: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Submissions by Email: By typing in my name and initials I am agreeing to all the terms above. Submissions by Fax and Post must have a signature.**

**PLEASE SIGN AND RETURN TO:**

**Athena School of Natural Therapies, Graphic House, New Road, Willenhall WV13 2BG England**

**Email:** enquiries@athenaschool.co.uk **Telephone:** 01902 238 901

**Website:** www.athenaschool.co.uk



ATHENA  
SCHOOL OF NATURAL THERAPIES

# Athena School of Natural Therapies

## Credit Card Authorisation Form (CCA1)

Please complete this form in UPPER CASE when you wish us to debit your credit or debit card for items such as ITEC examination fees.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Card Number: \_\_\_\_\_  
(this is the long number down the centre of your card)

Type of Card (please tick):

Mastercard    Visa Credit    Visa Delta    Switch    Electron    Maestro    JCB    Solo

Issue Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Issue Number: \_\_\_\_\_  
(if applicable)

CVC: \_\_\_\_\_  
(this is the three digit security code on the reverse of your card)

**I hereby authorise Athena School of Natural Therapies to debit my card with fees due in relation to my course/workshop.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### PLEASE SIGN AND RETURN TO:

**Athena School of Natural Therapies, Graphic House, New Road, Willenhall WV13 2BG England**

**Email:** enquiries@athenaschool.co.uk   **Telephone:** 01902 238 901

**Website:** www.athenaschool.co.uk