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| --- | --- | --- |
| **Student name Office use only** | | |
|  | | |
| **Class Online or face to face** | | |
|  | | |
| **Smart & Skilled** | | **Self Funded** |
| **Yes No** | | **Yes No** |
| **Date of orientation** | | |
|  | | |
| **Email** | **Phone Number** | |
|  |  | |

You will need a **Laptop, P.C, MAC or Smartphone** with **Word** to be able to complete this documentation, **Engagement Activity** and the course

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| **Student name:** | **Parent or Guardian Name:** |
|  |  |
| **Student Signature:** | **Parent or Guardian Signature:** |
|  |  |
| **Date:** |  |

**Student Declaration:** I have read and understood the **Student Agreement & Orientation Declaration** and agree to adhere to its content. Specifically, I acknowledge the following:

1. **Attendance and Engagement**:

* I understand that I must attend at least one online Google Meet session per week to complete assessments and maintain engagement in my course.

1. **Digital Signature:**

* I will, if not already, source a digital signature.

1. **Required Tools and Products:**

* I will ensure I have sourced the tools and products needed to complete this course as outlined in the **Student Agreement & Orientation Declaration** document.

1. **Record Keeping:**

* I confirm that I have kept a copy of this **Student Agreement & Orientation Declaration** & the **Training Plan** documents for my reference.

**Useful Links and Resources:**

* **TMT Education Site:** <https://moodle.makeup-technicians.com/>
* **Tutor Contact:**
  + Email: tutor@makeup-technicians.com
  + Facilitators Name: Darren Marshall
* **Sites to Create an Online Signature:**
  + <https://signaturely.com/signature-downloaded>
  + <https://createmysignature.com>
* **Where to Get Your USI:** <https://www.usi.gov.au/students/get-a-usi>
* **LLN Quiz:** If you have not completed Year 12 in Australia, you must complete the Language, Literacy, and Numeracy (LLN) Quiz.  
  <https://www.makeup-technicians.com/how-to-enrol/>

**Key Course Requirements:**

**Training Plan**

* **Section 3: Support Services:** Complete if applicable
* **Units of Competency:** 15 units
* **Signature on Training Plan:** A digital signature is required.

Online and face to face students after signing the **Training Plan** must either hand in the documentation or email back to the facilitator

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**Kits and Materials/Equipment Needed:**

**Personal brushes and makeup (for personal use only).**

To participate effectively in the course:

Face-to-Face Students:

* + Purchase a professional makeup kit (e.g., Kryolan or similar professional brand).

Online Students:

* + Ensure you have the following:
    - Professional makeup kit
    - Adjustable chair
    - Mirror
    - Adequate lighting
    - Consumables (e.g., tissues, cotton buds)
    - Laptop, PC, or Mac
    - Mobile phone
    - WhatsApp and Facebook (you will receive links to join)
* **Links for Kits:**
  + <https://www.kryolan.com.au/trade-schools-discount/schools.html>
  + <https://www.kryolan.com.au/tmt.html>

**Attendance Requirements**

* Minimum **80% attendance** is required. You must turn up to one of these sessions
* Catch-up sessions, practical and theory assessments can be completed:
  + **Mondays:** 7.00 PM – 8.00 PM
  + **Friday:** 1:00 PM - 2:00 PM
* **Google Meet Link:**  
  Meet: **tbq-menu-ace**

**Engagement Activity:**

* Complete and upload every Term

**Course Structure and Requirements:**

**Theory Assessments**

When submitting theory assessments to Moodle, make sure you have added your name and signed the student declaration. Add your name to the file name of your submission as well

**Practical Assessments**

When submitting practical work to Moodle, make sure all your submission is only one file, the practical assessment supporting file. Add your name to the file name before submitting

**Video Submissions**

Online students to add their video of themselves completing practical assessments

Keep the file as small as possible and the length, no longer than 2 mins max

**Term Structure** (Course is 24 weeks, includes 2 weeks holiday in between term 1/2 & 2/3): 15 units

**Face to Face Students Only**

**Pre-requisite**

* Maintain Infection Control Standards
* Research and Apply Beauty Industry Information

**Term 1**

* Design and Apply Makeup
* Apply Safe Hygiene, Health, and Work Practices
* Design and Apply Remedial Camouflage Makeup
* Advise on Beauty Products and Services
* Maintain Ethical and Professional Standards When Using social media and Online Platforms
* Design and Apply Make-up for Photography
* Design and Apply Creative Make-up

**Term 2**

* Comply with Organisational Requirements Within a Personal Services Environment
* Work Collaboratively on Makeup Productions
* Apply Airbrushed Make-up
* Provide Salon Services to Clients
* Provide freelance services

**Term 3**

* Create classic long hair up-styling

**Online students are to follow face to face calendar as well**

**Except for:**

* Work Collaboratively on Makeup Productions
* Apply Airbrushed Make-up **Kit needed**
* Create classic long hair up-styling **Kit needed**

**Other Individual Units:**

* Apply Eyelash Extensions **Kit Needed**
* Provide Lash & Brow Services **Kit Needed**
* Style Hair for productions **Kit Needed**
* Conduct Salon Financial Transactions
* Market New Business Ventures

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| **Online students:** I have chosen to complete the below units |
| Design and Apply Makeup |
| Apply Safe Hygiene, Health, and Work Practices |
| Design and Apply Remedial Camouflage Makeup |
| Research and Apply Beauty Industry Information |
| Advise on Beauty Products and Services |
| Comply with Organisational Requirements Within a Personal Services Environment |
| Maintain Infection Control Standards |
| Maintain Ethical and Professional Standards When Using social media and Online Platforms |
| Provide Salon Services to Clients |
| Design and Apply Make-up for Photography |
| Design and Apply Creative Make-up |
| Provide Freelance Services |
| Conduct Salon Financial Transactions |
| **Add the 2 units below** |
|  |
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If you have any questions or require additional support, please contact your facilitator directly.