

CERTIFICATE IV IN MAKE-UP

General Brochure

Course Code: CUF40407



tmt

**The Make-up Technicians Pty Ltd
School of Make Up**

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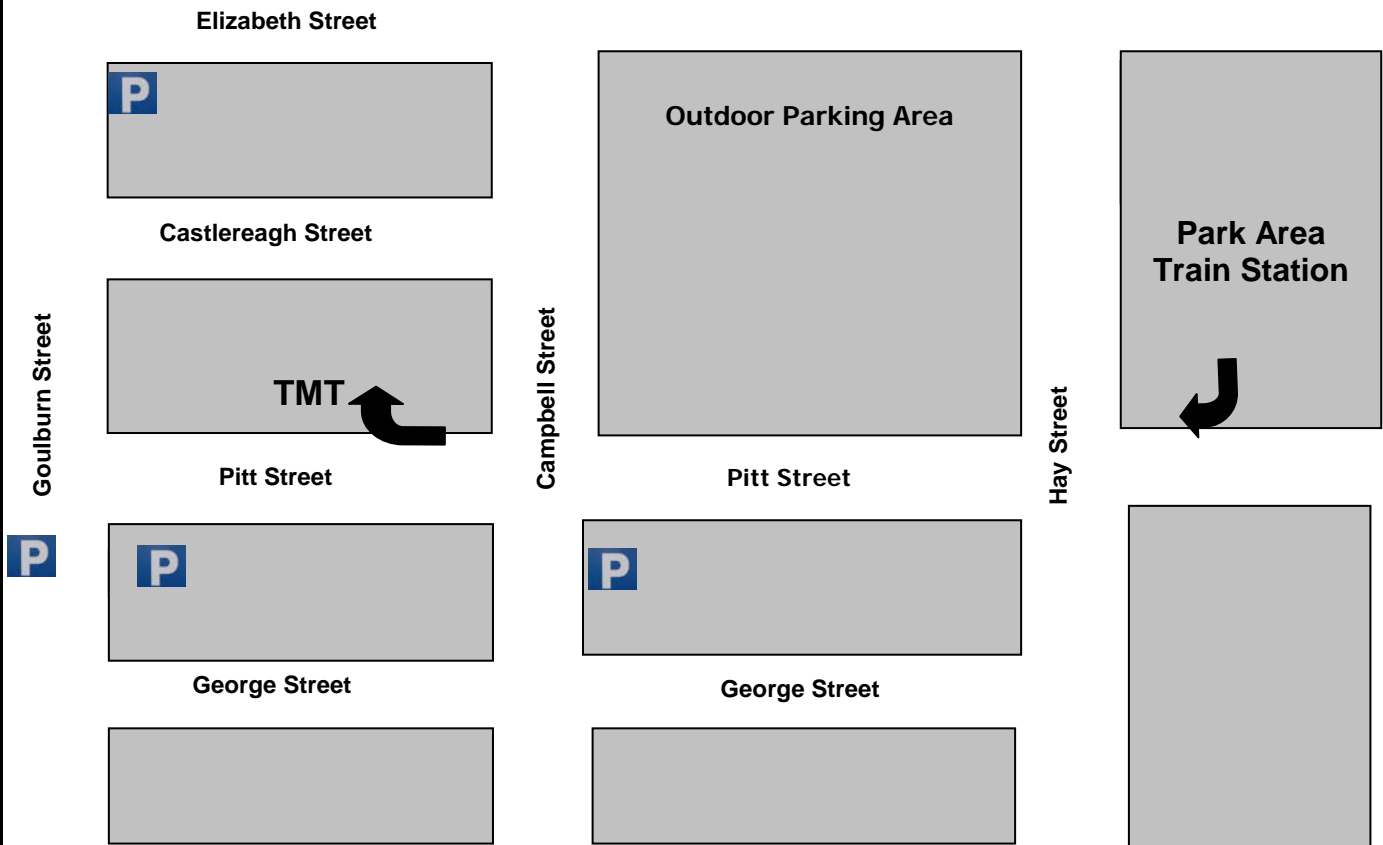
CRICOS provider no: 03072D

LOCATION

The Make-Up Technicians, is centrally located 420 Pitt Street, HayMarket - a two minute walk from Central Train Station and Bus Station.

The Makeup Technicians (TMT) will notify the authority and students of an intention to relocate premises. This notification will occur at least three weeks before relocation takes place, unless the Authority agrees otherwise.

Map



The College is 2 min walk, going north on Pitt St, from Central railway station. Tram stops are also nearby. The College is accessible from major bus routes on Elizabeth St or George St. Parking at the Wilson Parking on Goulburn is \$10 flat rate on Saturday and Sunday and Night Fees are \$8.00 after 6.00pm. Parking is also available at World Square and Capitol Theatre, there is also Street parking available for our after hour students.

Certificate IV in Make-Up (CUF40407)

12 Months

40 Weeks – Tuition

10 Weeks - Holidays

(Course includes 200 hours of Work Experience)

**FILM, TELEVISION, FASHION, PHOTOGRAPHIC,
BRIDAL, VIDEO, THEATRE, HAIR STYLING,
BODY ART, SPECIAL EFFECTS injury simulation**

This course is designed for people who wish to have a career as a Professional Make-Up Artist. At the successful conclusion of the course you will be qualified to work as a Make-Up Artist in Film, Television, Theatre, Fashion, Magazines and Modelling Agencies.

The course components are in accordance with the Australian Qualifications Framework.

CUFMUP401A	Design , Apply and Remove Make-up
CUFMUP402A	Maintain Continuity of Performers appearance
CUFMUP403A	Style Hair for Performances or Productions
CUFMUP404A	StyleWigs and Hairpieces for Performances or Productions
CUFMUP501A	Design and Apply Specialised Make-up
CUFMUP502A	Design and Apply Special Make-up Effects
CUFIND301A	Work Effectively in the Screen and Media Industries
BSBOHS201A	Participate in OHS Processes
BSBCRT301A	Develop and Extend Critical and Creative Thinking Skills
BSBCRT402A	Collaborate in a Creative Process
BSBMKG413A	Promote, Products and Services
BSBREL401A	Establish Networks
CUFRES401A	Conduct Research

GRADUATE SUCCESS

Below are some examples of our graduates, who have been working successfully as Professional Make-Up Artists within the industry :

Television:	Channel 9 All Sydney Television Stations Today Show	Hoyts Television TV Commercials Various soap operas, TV programs	
Film:	Muriel's Wedding Matrix NIDA and AFTRS Films	Superman (California,USA) Sydney Tropfest Entries Others	
Opera:	Australian Opera Company The Eighth Wonder Rigoletto	Midsummer Night's Dream Barber of Seville Others	
Modelling Agencies:	Vivien's Chadwicks Priscilla's Camerons	IT Models Chic Model Management Pamela's Spot Model Management	
Theatre:	Australian Theatre Company Les Miserable The Television Show (Hollywood USA)	Midsummer's Night Dream Wizard of Oz Flower Drum Song	
Video:	Natalie Imbruglia Vanessa Amorosi Troy Cassidaley Screaming Jets Guns & Roses Phil Collins Corporate	Take 5 Killing Heidi Kate Cebrano Jenny Morris Richard Clapton Choir Boys	
Billboards:	Qantas Australia Breville Thai Airlines SBS World Cup Soccer	Qantas Asia NFL on Fox Virginia Slims	
Magazines:	America L.A. Times L.A. Weekly Inside Sport	Sydney Vogue Harpers Bazaar Cleo Cosmopolitan Dolly Girlfriend Brides to Be Womans Day	Sydney Oyster Marie Claire Who Weekly 3D Magazine Beat New Idea FHM Good Medicine
Fashion:	Berlei Underwear, Billabong Australia, Mercedes Australian Fashion Week (Tiger Lily, Collette Dinnigan, Scanlan and Theodore, Saba), Alex Perry, Seduced, Black Flies, Arnette, Charlie Brown, Zimmerman, Billion Dollar Babes, Lisa Ho.		
Special Events:	Sydney Olympic Games Opening and Closing Ceremonies, Fox Studios Opening, Sydney Gay and Lesbian Mardi Gras Main Floats.		
Glamour Studios:	Various studios throughout Sydney, Brisbane, London, America, Asia		

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COURSE INFORMATION

Work Experience

All students will need to participate in 200 hours of work experience over the 12-month period to meet the requirements of the course (average of 5 hrs per week). This work experience will need to be arranged by the students themselves and will need to be done out of class hours.

The school assists students in finding work experience by providing a work experience folder that the students can access through the school library. The folder contains regular work experience opportunities in a variety of different areas eg. Film, theatre and photographic. Students may also source their own work experience.

Throughout the course, practical work experience is offered to the students in the following areas: (subject to availability)

- TV and Film schools
- Theatre Productions
- Television Productions
- Short Films
- Fashion / Photographic / Film
- Body art competitions / displays
- N.S.W. Police Mock Disaster Days - Special Effects Make-up
- N.S.W. Ambulance Mock Disaster Days - Special Effects Make-Up

Excursions

Excursions are an optional part of the course. Please be aware that you are responsible for covering the entry fees to all excursions. The cost of excursions is **not** included in the course fees. Examples of the types of excursions we offer the students are (subject to availability):

- Professional Makeup Suppliers
- Television Stations
- Australian Film, Television & Radio School
- Special Effects Studio
- Moulding Techniques & Mask Making

Assignments

Each term students will be given a research assignment which will be due on the last day of the term. The assignments cover various components of the course. Marks will be deducted for late submission.

Students will need to complete their assignments out of class time. The school has a library which contains many resource books available to the students to use while at the school.

Exams

At the end of terms 1, 2 and 3 students are required to complete a written and practical exam based on that term's work and assignment.

Students who are absent on the allocated exam day without prior approval from the Principal will need to produce a doctor's certificate.

Those students who fail to sit an exam on their allocated exam day and have received prior approval, will have the opportunity to complete their exam at a later scheduled date.

If a student fails to sit an exam and has not been given prior consent, they may be able to sit their exam at a later date, however marks will be deducted accordingly.

Final Exams

At the completion of term 4, students are required to complete a series of practical exams as well as one theory exam. This will be completed over a two-week period (approx) and the exams will be based on the work covered throughout the entire course.

Photoshoots

The course structure includes photo shoots which are conducted with a professional photographer. The cost of these shoots are included in the course costs. Students will need to arrange their own model for these shoots.

Students must attend the photo shoot on their allocated day. Students who are absent on the allocated photo shoot day without prior approval from the Principal will need to produce a doctor's certificate. Students who do not provide a doctor's certificate, or have not been given prior consent, forfeit their photoshoot and may not be able to reschedule this shoot for a future date.

Teaching Methods

The tuition is face to face with the tutor first conducting a practical demonstration of the day's lesson. The students will pair up and the first half of the class will repeat the tutor's demonstration. The tutor will observe, assess and assist each student. Then there will be a turn around and the second half of the class will have their turn.

Modes of Study

Due to the practical nature of the Certificate IV course all components of the course need to be completed in class, on work experience or through the research assignments. There are no sections of this course that can be completed online or by distance education.

Assessment Methods Used

Assessment methods include daily observation of skill competency, written and practical exams as well as term assignments. In addition, attendance is taken into account of student's final results.

On Completion of the Course

Once a student has paid for, attended and graduated from the Certificate IV in Make-up course at The Make-Up Technicians Pty Ltd he or she is welcome to attend any part of that full time course at no charge, providing there is a space available.

This facility is often used by graduates who have gone on an extended holiday sometime after the completion of their course and feel the need to revise their skills.

TMT requires students to have completed their Certificate IV in Makeup or equivalent to enrol in the Diploma in Specialist Make-up Services.

DIPLOMA in SPECIALIST MAKE-UP SERVICES (CUF50407)

The Diploma course is a 6 month course which you can enrol in once you have completed the Certificate IV in Make-Up or equivalent. This course is designed for people who wish to further develop their make-up skills in specialty areas. The course components for the Diploma are as follows:

CUFMUP401A	Design , Apply and Remove Make-up
CUFMUP402A	Maintain Continuity of Performers Appearance
CUFMUP403A	Style Hair for Performances or Productions
CUFMUP404A	StyleWigs and Hairpieces for Performances or Productions
CUFIND301A	Work Effectively in the Screen and Media Industries
BSBCMM401A	Make a Presentation
CUFMUP501A	Design and Apply Specialised Make-up
CUFMUP502A	Design and Apply Special Make-up effects
BSBOHS509A	Ensure a Safe Workplace
BSBPMG510A	Manage a Project
BSBCRT301A	Develop and Extend Critical and Creative Thinking Skills
BSBCRT402A	Collaborate in a Creative Process
BSBREL401A	Establish Networks
CUFRES401A	Conduct Research
BSBFIM501A	Manage Budgets and Financial Plans
BSBMKG501B	Identify and Evaluate Marketing Opportunities

COURSE CONTENT

1st Term

EYE DESIGNS	Techniques for Straight and Corrective Make-up utilising Light and Shadow to effect desired contour and shape for various eye shapes in Film, Television and Theatre.
FACE SHAPES	Techniques for contouring face shapes and the effects of various lighting used on set for Film and Television and Theatre Productions.
COLOUR	Colour classes designed to teach the student the structure and composition of colour. Identifying the correct colours to be used for each individual. How to correct your colours when working with Lighting Gels used for Film, Television and Theatre. The effects of lighting on make-up.
FASHION / CATWALK	Up-to-date make-up styles for Fashion Magazines and Cat Walk considering the technical aspects of this style of make-up and lighting.
HAIR STYLING (Basic Level)	Teasing, Setting, Curling Wand, Crimping Iron, French Braiding, Plaiting, Buns, Fountains, Knotting, Sticks, Ragging, Blow Drying Bob and Scrunch, Hair Decoration - Fantasy, Wet Look, Hot Rollers, Dreadlocking, History of Hair, Hair v. Face Shapes, Structure of Hair, Product Knowledge.
PHOTOGRAPHIC	Make-Up and Lighting Techniques for colour photography. Make-Up and Lighting Techniques for Black and White Photography using monochromatic tones and influences. Working with the grey scale.
SKIN CARE	Skin Care for both Male and Female. It is the role of the Make-Up Artist to care and protect the skin of actors on Film, Television and Theatre.
SPECIAL EFFECTS	Injury simulation - Bruises, Bullet Holes, Open Wounds, Broken Bones, Black Eye, Scarring, Burns, Tattoos, Blisters to name a few.
NATURAL BEACH	Creating a natural, warm, dewy look incorporating natural hairstyles suitable for the 'beach look'.
FACE PAINTING	Quick and effective children's face painting techniques, taught by a professional face painter.
BASIC THEATRE	Make-up techniques and application suitable for theatre considering lighting and size of theatre including the techniques for creating extreme lean and extreme stout.

COURSE CONTENT

2nd Term

HIGH FASHION	Create high fashion make-up suitable for photographic and the catwalk. Students will design make-up inspired by styles of previous eras. This includes high fashion hair styles.
CHARACTER ANALYSIS	Students will break down a character using the influences of environment, genetics, health, age and personality.
CHARACTER WORK	Creating or recreating facial structure with wax, false flesh and latex for a fantasy / futuristic look. Use theatre techniques to create a 'Drag' style make-up.
TELEVISION MAKE-UP	Students will look at make-up application for tv including characters for soap operas etc.
THEATRE	Basic theatre aging techniques and stage make-up for Ballet including traditional ballet make-up and modern ballet make-up. Showgirls.
PERIOD MAKE-UP/HAIR	Period Make-Up and Hair for Television, Theatre and Period Productions from early century make-up to the 1920's and right through to the 1990's.
BRIDAL	The Bridal Make-Up Course is incorporated into the end of 2nd term with the intention of the student gaining the confidence to commence working in the bridal/formal make-up industry. Students can potentially start earning money from their make-up work at this stage of the course.
PERIOD HAIR STYLING	Students will learn the techniques to create Water Waves, Pin Curls, Victory Rolls and Chignons to name a few.
PROFESSIONAL IMAGE	The students are taught how to produce their own professional image.

COURSE CONTENT

3rd Term

FILM	Students will discuss what happens in front of the camera and behind the scenes including Crew Roles, Film Stock, Continuity, Script Analysis Colour correction Interior / Exterior Shoots, Character Analysis, Character choices, Stylization - Colour and Texture, Materials and techniques for lighting, setting, costuming and camera work. Pre-Production Meeting, Designing Make-Up & Hair
BALD CAPS	Students will learn the techniques for producing bald caps using latex and how to apply them.
BEARD OVERLAY	Students will learn the various techniques involved when applying beard overlay using crepe hair.
CLAY SCULPTURE and MASK MAKING	It is beneficial to learn the skills needed to create masks and head pieces using a variety of materials which may be required to create particular 'look' for a photoshoot or a fashion show etc. a feather mask, clay mask and paper mache mask is made.
BODY ART	Students design their own body art and implement the different techniques used to create a variety of effects.
DISMEMBERED LIMBS	Students create a three dimensional dismembered latex limb such as a hand or foot
CLOWNS	History of Clowns and Make-up Designs.
OLD AGE CHARACTER WORK	Students will be taught how to age a face with make-up and latex for both theatre and film.
TELEVISION	The student can visit a Sydney Television Station where they can see and experience the everyday running of a television studio. The students are taken on a tour of the sets and the hair and make-up rooms, often meeting the head hair and make-up artist.
PHOTO SHOOT	The students will participate in one of two photoshoots organised by the school with a professional and highly regarded Sydney photographer. The location may be at a photographic studio, at the school or may be at a separate location. Using a model, students will produce the make-up and hair style required to create a "look" for their portfolio.

COURSE CONTENT

4th Term

WIG KNOTTING

Wig knotting technique is taught to produce a moustache using natural human hair on a fine film lace - used for Film, Television and Theatre. How to make a pattern for a facial hair pieces and measure correctly for a wig or facial hair piece (eyebrows, moustaches, beards, side levers). While it is the job of the Wig Maker to make wigs a good make-up artist may be required to repair a wig if torn on a film location

SPECIAL EFFECTS

Students are given the opportunity to attend a police lecture conducted by an expert from the Crime Scene Unit / Physical Evidence Section of the NSW State Police. The students are then given a chance to create a full special effects scenario.

TV NEWSREADER

The students learn the skills to create the distinctive 'newsreader look' as well as the accompanying hairstyle.

ACCOUNTANT

An Accountant demonstrates to the class how to set up their books and manage their affairs for Freelance Make-Up Artistry.

LIGHTING

This class is taught by a Lighting specialist who covers all aspects of Television and Film Lighting. Chroma Key is an electronic method of combining parts of television pictures received from separate cameras or other sources.

BUSINESS CARD

By 4th Term the student has designed and produced their own Business Card.

LOOK - A - LIKES

The student will study the characteristics of a celebrity or famous person, then using their hair and make-up skills transform another student in the class to look just like them.

GENERAL INFORMATION:

The Make-up Technicians Pty Ltd is a member of the Commonwealth Register of Institutions & Courses for Overseas Students (CRICOS). According to the regulations set forth by the Department of Immigration and Multicultural and Indigenous Affairs, overseas students do qualify to study the Certificate IV and Diploma courses.

In addition, International Students are required to have sufficient competency in written and spoken English.

Visas

International students must be in possession of a Student Visa for the duration of their studies at the college. Once the deposit has been paid, The Make-up Technicians Pty Ltd will issue the student with a confirmation of enrolment (eCOE) required by The Department of Immigration to apply for a student visa.

Attendance

All students need to attend 90% of the total course to meet the requirements of the Certificate IV.

Students who are absent or running late will be expected to contact the school prior to the class start time to advise either the office or the tutor of their situation.

Students who are sick will be asked to provide the office with a doctor's certificate which will be kept on file.

It is essential that students notify the office of any changes to their contact details such as change of telephone number or address.

If students are absent from class and they are required to catch up, where possible, we will arrange for them to attend one of our other classes.

If the student is unable to attend this class or classes for any reason, the student may need to pay an additional fee to have private tuition to complete that component.

All students are required to attend 90% of the course. If an International student fails to meet the required attendance The Make-up Technicians may be required to notify PRISMS which may put your student VISA at risk.

Health Coverage

International students must show proof of Australian health cover for the duration of their course. The college will arrange Overseas Student Health Cover (OSHC) for overseas students at additional cost to the students. Evidence that Health Cover has been fully paid for must be evident before a COE will be issued to overseas students.

Change of Address & Contact Details

Students are to notify the school, in writing, changes in their personal details as soon as possible.

It is a requirement of the Educational Services Overseas Students Act 2000 that, overseas students must, immediately notify the school in writing of any change of address. Failure to do so may have adverse consequences.

Accommodation

The Make-up Technicians PTY Ltd does not provide accommodation for students.

There are generally many types of accommodation available in the area of our college. These include shared accommodation, private apartments, furnished rooms, etc. Upon their arrival, The Make-up Technicians can provide international students with assistance in locating a Real Estate Agent to secure a lease.

Additional Costs

At times during the course there may be optional excursions, which may incur additional minimal charges.

In some cases students may need to purchase extra materials for assignments/presentations eg. Feathers/sequins for mask making and body art.

For work experience, in most cases, students will have sufficient materials however on occasion extra products may be required.

Student make-up kits are stocked with enough products for students to complete the course, however students may wish to purchase additional make-up products from our shop.

Life in Australia

Australia is a large country with 19.5 million people, mostly living in coastal cities. Australia is an island continent in the South Pacific that combines a wide range of naturally beautiful landscapes - from dense tropical rainforests to pristine, white sandy beaches.

Sydney is Australia's largest city, located on a beautiful harbour. Sydney offers the international students a variety of opportunities to experience a new culture, enjoy outdoor pursuits, and has excellent restaurants, galleries, and gardens.

Our climate is generally tropical to moderate. Summer (Nov-March) is our hottest season, and temperatures reach about 35 degrees Celsius in Sydney, while our winter (June-Aug.) is relatively mild to cool.

For more information on Australia and Sydney, please refer to the following websites:

<http://www.dfait.gov.au/geo/australia/>

<http://studyinaustralia.gov.au>

<http://www.lonelyplanet.com/destinations/australasia/australia/index.htm>

<http://www.acout-australia.com>

<http://www.realestate.com.au>

<http://www.justlisted.com.au>

<http://www.cityofsydney.nsw.gov.au>

Code of Practice

To view The Make-Up Technician's Code Of Practice, please visit our website at:

www.discovermakeup.com

Privacy Policy

The Make-up Technicians Pty Ltd complies with the Privacy Act 2001. Information collected on Students is only used for the purpose of delivery of our services.

Additional Information

For a description of the ESOS framework please refer to:

www.aei.dest.gov.au/ESOS

STUDENT FACILITIES

Make-Up and Equipment

On commencement of the course the student is supplied with their own **professional make-up kit** (this is included in the cost of the course). Students will use the equipment and products from their kits while in class however, when required additional makeup product and equipment is also supplied to students for use in class.

Equipment supplied to the students ranges from all hair styling equipment e.g. dryers, heated rollers, hot sticks etc. curling and straightening wands, dummy heads for hair styling. Wig blocks, wig knotting hooks, red heads, latex and a wide range of special effects products.

In regards to products for work experience, students will need to take their own equipment and products out on work experience, however the college tries to assist students by providing specialty products (eg.SPFX products) where possible.

Reference Library

The students have access to a library of make-up and reference books, industry magazines, DVD's and videos which they can refer to throughout the course.

Classroom Facilities

The classrooms are set up with workbench stations, mirrors and studio daylights and high make-up stools. Students work from their own professional make-up kit supplied on enrolment.

ENROLMENT INFORMATION

Minimum entry requirements

Prospective students will be expected to demonstrate adequate capability in both written and spoken English.

Prospective International students need to be 18 years of age at the date of course commencement.

Students must have completed the Certificate IV in Make-up CUF40407 or equivalent to enroll in the Diploma in Make-up course.

Student Selection and Enrolment

People who are interested in undertaking study with the Make-Up Technicians Pty Ltd are encouraged to arrange for a 'one on one' orientation. At the orientation, the course is explained in detail along with course requirements.

Training, education and possible career pathways are explained along with course content, modules and outcomes. In addition, The Make-Up Technician's expectations of student behaviour and performance is discussed.

People wishing to proceed then complete the enrolment forms for their course, pay the required fees and will be issued with an official receipt and the relevant documentation. The newly enrolled student will be advised of the course commencement date.

Either at the interview or after the interview the student may pay a deposit to confirm their place. The deposit is part of the total cost. If posting the deposit please send cheque or money order made payable to **The Make-Up Technicians Pty Ltd**, together with the enrolment form included in this brochure.

N.B: Please do not send payment without first completing and returning the relevant enrolment forms.

COURSE CREDIT

Applicants who consider that they have completed appropriate training or have through prior learning and experience gained the required skills/competencies stipulated for the units of the course may be granted credit upon substantiation of that claim. The assessment will be professionally conducted and will be valid, reliable, flexible and fair.

Evidence for credit of prior learning may include:

- Evidence of current competence
- Performance, demonstration, or skills test
- Portfolio, logbook, task book, projects or assignments
- Web cam practical abilities testing if required
- Written presentation
- Interview by phone if required
- Case studies
- Third party reports (statutory declarations)
- Photographic evidence

The Make-up Technicians Pty Ltd advises all applicants of RPL opportunities and procedures on enrolment. RPL/RCC is available for all subject units. The performance criteria set the RPL/RCC benchmarks. Students may complete an application form on request.

If there is sufficient evidence in the application and supporting documentation, no further assessment may be necessary. If further assessment is required, it may take any practical form consistent with the assessment criteria for the claimed competencies and the principles of validity, reliability, fairness and flexibility. The form of assessment may be negotiated with the student and may consist of interview, written assignment, exam, or other method. Assessment must be conducted by a qualified assessor.

A standard fee per unit/course will be charged for the RPL/RCC assessment. Students are notified promptly of the RPL/RCC outcome. The Director advises unsuccessful students of reasons for non-recognition and steps they can take, including appeal mechanisms.

RPL Procedure

- Initial information interview over phone if applicable and receive application form
- More information can be found on the DET website www.det.nsw.edu.au
- Complete application.
- Return application form with supporting evidence/assessment exercises.
- Attend follow up interview to assess practical abilities if required (may be via web cam)
- Application is assessed within 14 days.
- Applicant is promptly advised of outcome.
- If unsuccessful, client advised of appeal procedure.
- If successful, client advised of study reduction time and credit transfer details.



CERTIFICATE IV in MAKE-UP ENROLMENT FORM – INTERNATIONAL STUDENTS

Commencement Dates for Certificate IV - Full Time

Monday, Tuesday, Wednesday Classes

January

Mondays & Tuesdays 9.30am – 4.00pm
Wednesday 9.30am – 1.30pm

Wednesday, Thursday, Friday Classes

March/ July

Wednesday 2.00pm – 6.00pm
Thursdays & Fridays 9.30am – 4.00pm

Full Time/After hours course - Tuesday, Wednesday, 6.00-9.00pm Saturday Classes 9.00-5.00pm

STUDENT DETAILS

NAME:..... DOB:

LOCAL ADDRESS:.....

..... P/C

OVERSEAS ADDRESS:

.....

CONTACT NO: HM

EMAIL:.....

COURSE NAME: COMMENCEMENT DATE:

CURRENT VISA TYPE:..... EXPIRY DATE:.....

STUDENT VISA REQUIRED: YES / NO

NATIONALITY: COUNTRY OF BIRTH:

TMT TO ORGANISE HEALTH COVERAGE: YES / NO

PASSPORT #

DEPENDENTS : YES / NO IF YES, NUMBER OF DEPENDENTS:.....

(Dependents are classified as a person under the age of 18 who is under your care and responsibility living with you in Australia) If Yes please see information on schools etc.

ARE YOU CURRENTLY STUDING IN AUSTRALIA: YES/NO IF YES, YOU ARE REQUIRED TO HAVE COMPLETED AT LEAST 6 MONTHS OF STUDY WITH YOUR CURRENT PROVIDER OR HAVE A RELEASE FORM TO ENROL WITH TMT.

DO YOU HAVE ANY ADDITIONAL LEARNING DIFFICULTIES IF SO PLEASE ADVISE.....

.....

NEXT OF KIN

NAME:.....

RELATIONSHIP TO STUDENT:

ADDRESS:.....

..... P/C

CONTACT NO: HM

EMAIL:.....

ATTENDANCE

All Overseas Students must attend 90% of classes. Any Overseas Student who fails to attend 90% of classes must by Law, be reported to The Department of Immigration. If the Visa is withdrawn because of non-attendance, there is **no refund** from The Make-up Technicians Pty Ltd. There is 22 hours a week of classroom tuition and practical experience required.

REFUND AND CANCELLATION

Please read and sign the attached document called the Refund and Cancellation Policy Declaration.

FEES

Course fees may increase once per year. Please confirm you have current course fee details.

HEALTH COVER

If a student does not require The Makeup Technicians to provide health cover they must provide evidence of their health cover before enrolment will be accepted.

PLEASE NOTE

An overseas student is not permitted to repeat a unit of study on a student visa. Please be informed that information provided to The Make Up Technicians Pty Ltd may be available to Commonwealth and State agencies.

DECLARATION

I have read, understood and accept the The Make-up Technicians Pty Ltd Method of Payment, Attendance Regulations, the Refund and Cancellation Policy, Terms and Conditions and the International Student Information (all these items are included in the International Student Brochure).

.....
STUDENT NAME

.....
STUDENT SIGNATURE

.....
DATE

.....
WITNESS NAME

.....
WITNESS SIGNATURE

.....
DATE

The Make-up Technicians Pty Ltd Refund Policy

Note: You MUST agree to the following policy for your enrolment to be accepted.

All requests for refund of fees by students are to be handled according to the following policy.

This refund policy is provided to the student prior to the student making any payment to The Make-up Technicians.

1. Enrolment (deposit) fees are not refundable.
2. Only when the full deposit and all enrollment forms have been completed and signed will a student's space in the class be secured. A student's enrolment in the class may be cancelled if all enrollment forms and deposit money has not been received 28 days prior to the course commencement date.

Advance course monies and deposit payments will be 100% refunded if notice is received in writing 28 days or more before the scheduled course commencement date.

3. If less than 28 days notice is given in writing prior to course commencement, advance course payments will be refunded, less the deposit.
4. If the student is refused a Student Visa by the issuing authority and provides written proof of this before commencement of a course, a full refund of fees will be paid. Withdrawal of an application for a visa is not considered to be a refusal.
5. Refunds for students who have paid their fees in advance and wish to leave the course before conclusion of the course will have their fees calculated on the basis of paying each term (as shown in Option 2 of "Method of Payment"). Refunds will be based on this calculation. There is no payment or refund for 4th Term.

Once a term has been commenced, fees are payable for that entire term. If a student wishes to leave the course the student must notify the principal in writing of their intention to leave and the written notification must be received before the first day of the next term to be commenced otherwise fees are due and payable for that term. If students paying weekly or by term are dismissed or leave through the term, then they must pay the amount equivalent to the full term fees for the term they have commenced.

6. Any refunds will be made to the person or organisation that enters into the contract within four weeks of receipt of a written application, unless the person gives a written direction to pay someone else. Refunds will be paid in the same currency in which the fees were collected.
7. No refund applies if a student is expelled or deported
8. Note that the refund agreement and process does not remove the right to take further action under Australian consumer protection laws. The refund agreement does not circumscribe the student's right to pursue other legal remedies.
9. Requests for refunds should be made in writing and directed to the Principal and or Director of The Make-up Technicians.
10. In the unlikely event that The Make-up Technicians is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. If The Make-up Technicians is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ACPET will place you in a suitable alternative course at no extra cost to you. Finally, if ACPET can not place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

Transfers to other institutions

1. National Code 7.1 States that students cannot transfer from one institution to another, unless they have completed their original course or studied in the original institution for 6 months, whichever is the lesser. Under New South Wales Education (Overseas Students) Regulation 1998 10(3) If an overseas student has not completed a registered course but asks for a letter of release, the Registered provider must give the student a letter of release. Point 2 will need to be met.
2. National Code 7.3 States that a registered provider will grant a letter of release where a student has (National Code 7.3a) provided a letter from another registered provider confirming that a valid enrolment offer has been made.
3. National Code 7.4 A letter of release if granted will be issued at no cost to the student. Students will be required to contact DIAC to seek advice on whether a new student visa is required.
4. The refund of tuition fees is as per refund policy

The Make-up Technicians Complaints' Policy

In the event that a student has a complaint concerning any matter in relation to the training or organisation, there is a process in place to ensure that the complaint can be resolved amicably. Each party may be accompanied and assisted by a support person at any relevant meeting

Step	Procedure	Action
1	a) Speak to your trainer regarding your issue. b) If not able to talk to your trainer or not satisfied with the outcome move to step 2	Your trainer will assist you and try to resolve the problem.
2	a) Write a letter to the Principal outlining the situation. b) If you are not satisfied with the result move to step 3	Within 10 working days from receipt of the formal lodgment of the letter. The Principal will review the situation. The Principal will provide a response in writing. All measures will be taken to finalise the process as soon as possible.
3	Request in writing a review of the decision to the Director. b) If you are not satisfied with the result move to step 4	The Director will assemble a review committee and will invite the student to present their case. The decision will be advised in writing. All measures will be taken to finalise the process as soon as possible
4	Contact external mediation	The Make-up Technicians will assist the student to access independent mediation at minimal or no cost to resolve the dispute

Independent mediation is available through the NSW Community Justice Centres. For information contact 1800 671 964 or 92287455. Email: cjc_info@agd.nsw.gov.au. Website: www.cjc.nsw.gov.au

Students should also be aware:

1. If a student chooses to access the provider's complaints and appeals processes the registered provider must maintain the student's enrolment while the complaints process and appeals is ongoing. National code 8.1,8.4
2. If the internal or external complaint handling or appeal process result in a decision that supports the student the registered provider must immediately implement any decision and or corrective and preventative action required & advise the student of the outcome National Code 8.5
3. The complaints policy must be given to overseas students before a contract is entered into or before an amount has been paid, which ever happens first. The policy must be given to overseas students again within 7days of them attending a course conducted by the registered provider(OS) Reg1998 Section8(4)(a)(b)
4. Nothing in The Make-up Technicians Dispute Resolution Policy negates the right of any overseas student to pursue other legal remedies.
5. If a student is concerned about the actions of the provider they may approach the State Registration Authority for CRICOS. In Queensland this is the Department of Education, Training and the Arts (DETA). The Director-General of DETA has the power to suspend or cancel the provider's registration or a course if a breach of the requirements of registration provision is proved. Concerns about the conduct of the provider should be addressed to The Manager, CRICOS Registration, Office of Non-State Education, NSW Department of Education,., Complaints must be made in writing. E (OS) Reg 1998 Section 8 (3)(a)(b).
6. All records of any complaint will be kept on file.

http://aei.dest.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_3.htm

<http://aei.dest.gov.au/AEI/ESOS/ESOSLegislation/Default.htm>

DECLARATION

I have read and accept the conditions of the above Refund and Cancellation Policy.

.....
STUDENT NAME

STUDENT SIGNATURE

DATE

.....
PARENT/GUARDIAN

(if student under 18 years)

RELATIONSHIP TO STUDENT

(eg. mother)

SIGNATURE

DATE

.....
WITNESS NAME

(Witness: Parent/Spouse/Other)

SIGNATURE

DATE



**The Make-up Technicians Pty Ltd
School of Make Up**

106/420 Pitt Street, Haymarket, NSW, 2000

Phone: 9280 2516 Fax: 9280 4818

www.discovermakeup.com

ABN: 82 107 231 578 national code no: 91491

CRICOS provider no: 03072D

Terms and Conditions

All students will be expected to conduct themselves in the opinion of The Make-Up Technicians Pty. Ltd in an orderly, considerate, and mature fashion.

No food is to be consumed in the classroom except at designated times or under special circumstances nor is smoking permitted on premises.

Students may be dismissed for disorderly or disruptive behaviour, failure to participate in the class and excessive absences, other than for proper cause and absences because of sickness supported by a medical certificate. If a student is absent for whatever reason for more than 10% of classes without prior approval from The Make-Up Technicians Pty. Ltd then the student may be dismissed from the course.

There is no refund for any student dismissed from the course and any outstanding fees due for the remainder of the Term the student is dismissed from, the student must pay those fees.

All students must be punctual.

No refund is applicable to a student who is attending classes that are additional to what the student has paid for.

Refunds for students who have paid their fees in advance and wish to leave the course before conclusion of the course will have their fees calculated on the basis of paying each term (as shown in Option 2 of "Method of Payment"). Refunds will be based on this calculation. There is no payment or refund for 4th Term.

Once a term has been commenced, fees are payable for that entire term. If a student wishes to leave the course the student must notify the principal in writing of their intention to leave and the written notification must be received before the first day of the next term to be commenced otherwise fees are due and payable for that term. If students paying weekly or by term are dismissed or leave through the term, then they must pay the amount equivalent to the full term fees for the term they have commenced.

Once you have accepted any work through the school, either as paid work or work experience, you are required to arrive at least 15 minutes before the job starts. You must not, under any circumstances, not turn up to that job or arrive late or unprepared for the job. The work and/or work experience is to be undertaken by that student in a diligent and enthusiastic manner.

In relation to the Certificate IV in Make-up, final course marks are detailed on your Certificate and are based on: Final Exams (100%), Assignments (100%), Work Experience Participation(100%), and Attendance, Punctuality, Reliability and an ability to work pleasantly as a team member over the duration of the course (100%). The final exams are nine parts practical, one part theory. You must receive a 70% average in all final exams to pass. If you fail you will be given the option to resit the exam at a time suitable to The Make-up Technicians Pty. Ltd.

To sit the exam all course fees must be paid in full 2 weeks prior to the exams.

