

NZ Diploma in Beauty Therapy [Level 5]

Advance your skills with the NZ Diploma in Beauty Therapy, which covers spa treatments, nutritional advice, advanced skin treatments and electrical therapies to enhance people's appearance.

You will experience a variety of practical aspects throughout the year which will see you working with other students as well as actual clients at Refresh, our on-campus beauty clinic.

| | |
|-----------------|--|
| LOCATION | Hawke's Bay |
| START | February and July |
| LENGTH | One year full-time* |
| CONTACT | Kenzie Turnbull Phone: 06 830 1439 Email: kturnbull@eit.ac.nz |

* Part-time study available.



TE AHO A MĀUI



Te Pūkenga

For NZ Citizens and Permanent Residents

EASTERN INSTITUTE OF TECHNOLOGY

eit.ac.nz | 0800 22 55 348 | [f](#) [@](#) [in](#)



Go places with world-class beauty skills

Beauty therapy is a demanding career that brings many rewards from helping people to achieve goals and make changes to their skin and bodies.

The NZ Diploma in Beauty Therapy [Level 5] offers you stimulating studies and provides a pathway to a career in many different areas of the beauty industry while covering a wide range of topics such as:

- ▶ Advanced hair removal techniques
- ▶ Advanced facial therapy

- ▶ Spa and body therapy treatments
- ▶ Relaxation massage
- ▶ Advanced cosmetic enhancements (cosmetic eyelash and eyebrow treatments)

Please feel free to contact us by phone, email or private message us on Facebook for a chat about your study options. You can also visit our Hawke's Bay campus to view the facilities.

YOUR FUTURE CAREER & STUDY OPPORTUNITIES

As a graduate of this qualification you may find employment as a beauty therapist, professional skincare or cosmetic product company representative, in day spas, spa resorts or even on a cruise ship.

Alternatively, once you've acquired this diploma you may wish to continue your studies with the NZ Diploma in Wellness and Relaxation Massage [Level 5].

WHAT YOU NEED TO KNOW

NZ Diploma in Beauty and Body Therapy

| | | | |
|---------------|---|----------------|--|
| LEVEL | 5 | CREDITS | 120 |
| LENGTH | One year full-time or two years part-time <i>Please contact us to discuss part-time options.</i> | FEE* | \$9,500 approximately <i>There are no course related costs included in the programme fee.</i> |

* This is a guide only based on the previous year. All costs quoted include GST and student services levy. Fees apply to New Zealand citizens and New Zealand permanent residents only.

2023 KEY DATES

INTAKE ONE

Programme starts Monday, 13 February

Programme ends Friday, 24 November

INTAKE TWO

Programme starts Monday, 17 July

Programme ends Thursday, 27 June 2024

SEMESTER HOLIDAYS

7 April - 21 April

26 June - 13 July

25 September - 6 October

YEAR ENDS

Friday, 24 November

TIMETABLE

Your study time will be made up of contact time (class times, tutorials, industry-based learning) and non-contact time (your own individual study).

Contact Time

On-campus classes are usually scheduled between 8.30am - 5.00pm, Monday to Friday.

Non-contact Time

You should plan to spend 15 hours of individual study per week.

Access to a computer and the internet is required to complete this programme.

ADDITIONAL COSTS

- ▶ \$300 approximately for uniform
- ▶ \$500 approximately for textbooks (optional)
- ▶ \$350 approximately for replacement beauty kit items and sundries
- ▶ \$100 approximately for linen purchase
- ▶ \$50 approximately for workbooks

ENTRY CRITERIA

If you have any criminal convictions this may impact on your ability to enrol in further programmes of study. To discuss this further, please contact the Programme Administrator.

Academic Criteria Required

- ▶ Successful completion of NZ Certificate in Beauty Therapy [Level 4] or equivalent.
- ▶ Attend an information session with a member of the academic staff.

Information Session

An information session is compulsory for those who do not meet the academic entry criteria and it is recommended for those who do meet the academic entry criteria. It will allow parties to exchange information about what the programme provides for and requires of students. Included will be discussion of possible career paths for the applicant, motivation and physical and emotional requirements, along with the applicants' abilities, background, experiences and interests. Attendance of whānau members and/or other support people is encouraged.

Alternative Academic Entry Assessment

The alternative academic entry assessment will measure applicants' Literacy and Numeracy ability to ensure that it is of a level to cope with the demands of the programme.

Health and Professional Criteria

All applicants are required to:

- ▶ Sign a declaration and a request for personal information held on the Police computer.
- ▶ Sign a declaration that they are in good health (having no medical, physical or

psychological conditions that would preclude working with vulnerable clients).

If the declaration identifies any issue that may impact on the applicant's ability to complete the programme, the applicant can discuss these with the Programme Coordinator at an information session. EIT | Te Pūkenga reserves the right to decline entry to the programme should an applicant's Police record or health difficulties be such that they would be considered unsuitable for the type of work undertaken whilst on this programme or by graduates of this programme. The guidelines on which this decision will be based are the relevant professional association or industry requirements.

ENGLISH LANGUAGE ENTRY REQUIREMENT

Applicants for whom English is not their first language must have an acceptable level of English language fluency prior to enrolment in the programme. This may be demonstrated in a variety of ways, including successful study of a programme in which English was the language of instruction, completion of a New Zealand Certificate in English Language [Level 3], approved scores on IELTS tests (5.5 Academic with no band score lower than 5.0 issued within the last two years), completion of accepted international equivalents, or completion of an EIT | Te Pūkenga assessment.

ENTRY WITH CREDIT

You may already have some knowledge or skills that can be recognised as part of your intended study. This may take a number of different forms including study while at high school, study at a private training establishment, workplace training, other tertiary study, life experiences or voluntary work. If you think you may qualify, you may want to apply for Cross Credit (CC) or Recognition of Prior Learning (RPL).

- ▶ CC is based on the equivalency of courses or qualifications. You would apply for CC if you have passed a very similar course at the same level.
- ▶ RPL is based on the assessment of your current knowledge and skills. You would apply for RPL if you had gained the relevant knowledge and skills through life experiences and informal learning situations.

You will be asked to provide details of anything that you would like considered as credit toward your intended programme of study, as part of your application.

You must apply prior to enrolment. CC and RPL cannot be awarded for a course if you are enrolled in that course.

For further information and enquiries about CC and RPL please contact the Programme Administrator on 06 830 1439.

Transfers/Cross Credits

A similar qualification may be delivered at a number of other tertiary institutes around New Zealand. If you were to transfer to one of those other institutes you may be granted academic credit for some of the papers completed successfully while studying at EIT | Te Pūkenga, but this is at the discretion of the other institute.

Please note: Fees are not transferable between institutes.

FACILITIES

The practical element of the programme will see you working with other students as well as actual clients at Refresh, our on-campus beauty clinic. In the clinic you will use innovative techniques utilising modern equipment and technologies under close supervision.

ASSESSMENTS

Assessments include projects, portfolios, essays, case studies, assignments, written exams and practical demonstration of skills.

EIT IS NOW PART OF TE PŪKENGĀ

Te Pūkenga will bring together New Zealand's Institutes of Technology, Polytechnics, and Industry Training Organisations to build a network of on job, on campus and online learning. The services we offer will not only remain, they will be strengthened by being part of the extensive Te Pūkenga network around the country. Your enrolment for study in 2023 will see you enrolling with Te Pūkenga and becoming part of the extensive Te Pūkenga network around the country.

THE EXPERIENCE YOU NEED & THE SUPPORT TO SUCCEED

When you study at EIT | Te Pūkenga you'll get the kind of experiences that will help you gain the knowledge and skills to get ahead.

You'll also be supported by lecturers and tutors who are here for you, within a learning environment where you are treated as an individual, not just a number. They'll know your name and you'll receive one-on-one attention to make sure you get the support to succeed.

How to Enrol

There is an easy 3-step process to follow when enrolling at EIT | Te Pūkenga.

Step 1

Check out the programmes online at eit.ac.nz to see the programmes available for you to study. A copy of the course information for each programme is available online.

Step 2

You can now use your RealMe verified identity to apply for study at EIT | Te Pūkenga. If you use your RealMe verified identity you will no longer be sent a copy of your application form to sign. You also will not need to provide us with a copy of your primary ID.

If you apply online without using RealMe then you will be sent a summary of your enrolment to check and sign. It will also include course selection forms which you need to complete and return. Your enrolment cannot progress until you have sent the summary and forms back to us.

You can also apply using a paper enrolment form. Please call us on **0800 22 55 348** and we will send you one out.

You will receive an acceptance letter from your Faculty with

programme information. This will include the start date of your study and any special information regarding your programme. Depending on your chosen programme of study, you may be invited to attend an interview before you are accepted.

Step 3

Arrangement for full payment of enrolment fees must be made before the start of your programme. You will receive an invoice with payment details.

Fees-Free government scheme: Tertiary education is fees-free for eligible domestic tertiary students. To check if you are eligible, go to FeesFree.govt.nz and enter your National Student Number (NSN). If you are not eligible you will be responsible for paying your fees.

Scholarships and grants: Scholarships and grants make life easier by helping to cover your fees, other costs and living expenses while you study. You don't always need to be an academic high-flyer to qualify. You can find out more about scholarships and other options for paying your fees at eit.ac.nz.

StudyLink: If you need to pay for your own study you can choose to apply for your Student Loan and Student Allowance with StudyLink. You should do this early, even if you haven't yet been accepted on your programme. You can change your details later if anything changes. Visit studylink.govt.nz to find out more about StudyLink.

Student Services Levy

The Student Services Levy is a compulsory non-tuition fee that is charged to students enrolled at EIT | Te Pūkenga. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT | Te Pūkenga from the levy are ring-fenced, meaning they can only be spent on student services.

Student Loans and Allowances

StudyLink is a service of the Ministry of Social Development. Apply well before your programme begins (even if you haven't been accepted yet) so you'll be ready to get your payments when you need them most.

Check out what you qualify for at studylink.govt.nz.



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EXPERIENCED LECTURERS

At EIT | Te Pūkenga, you can be confident in the quality of our teaching and your learning experience.

EIT | Te Pūkenga is highly regarded in New Zealand for research excellence due to the quality of our community centred research, our publications and our external grant income provided by funding institutions who have confidence in our research capability. You can be confident your lecturers use the latest knowledge and research in their field of expertise to inform their teaching, and many are at the forefront of knowledge creation within their discipline area.

Staff have advanced academic and practice qualifications. Lecturers are advanced in the areas of electrolysis and beauty therapy and have worked in the industry in New Zealand and overseas. We value our partnership with students and aim to provide quality education in a supportive environment, encouraging personal growth and professional development.

| NAME | QUALIFICATION | NAME | QUALIFICATION |
|--|--|------------|------------------|
| Jodee Reid <i>Programme Coordinator</i> | CIDESCO, CIBTAC, ITEC, CertAdEd, PGCertAppMgt, NZIEBTH | Gail Maxey | BSc, DipPE |
| Paula Morris | CIDESCO, CIBTAC, NZIEBTH, ABTHNZI, CertAdEd, CertNutrSc | Carol Eddy | DipPod, NZDipBBT |
| Talya Raukawa | CIDESCO, ITEC (Aesthetics), ITEC (Electrolysis), DipElite (ISBT) | | |

COURSE DESCRIPTIONS

NB: Courses are offered subject to sufficient numbers applying. In the following descriptions:

| COURSE NO. | BRIEF DESCRIPTION | NO. OF CREDITS | NZQA LEVEL | SEMESTER OFFERED |
|------------|--|----------------|------------|------------------|
| DBT5.04 | Advanced Hair Removal The aim of this course is to provide students with knowledge and practice to conduct a client consultation and perform the appropriate advanced hair removal treatments according to industry standards. | 25 | 5 | 1 |
| DBT5.11 | Advanced Facial Therapy The aim of this course is to provide students with knowledge and practice to conduct a client consultation and perform the appropriate advanced facial beauty treatments according to industry standards. | 25 | 5 | 1 |
| DBT5.12 | Spa and Body Therapy The aim of this course is to provide students with knowledge and practice to conduct a client consultation and perform the appropriate spa and body therapy treatments according to industry standards. | 20 | 5 | 2 |
| DBT5.13 | Advanced Cosmetic Enhancements The aim of this course is to provide students with knowledge and practice to conduct a client consultation and perform the appropriate advanced cosmetic eye lash and eyebrow treatments according to industry standards. | 15 | 5 | 2 |
| DWRM5.02 | Relaxation Massage This course focuses on the history of massage and the basic tools of a massage therapist: the ability to prepare a massage environment, assessment, conducting a massage session, review and recording findings. | 15 | 5 | 2 |
| DBT5.10 | Applied Beauty Therapy Practice (Clinic) The aim of this course is to provide students with knowledge and practice to manage the operation of a beauty clinic and provide appropriate advanced client beauty services according to industry standards. | 20 | 5 | 1 & 2 |

NZ DIPLOMA IN BEAUTY THERAPY [LEVEL 5]

DOCUMENTATION/FORMS

Please Note

The following documents need to be completed and returned with your enrolment form.

Without these documents we are unable to proceed with your application.

- ▶ Brief Personal Statement including brief CV/Work History
- ▶ One Referee Form*
- ▶ Health Declaration Form
- ▶ NZ Police Vetting Service Request and Consent Form
- ▶ Please provide two of the following as evidence of your ID (verified copies only):
 - Passport (NZ or Overseas)
 - NZ Full Birth Certificate
 - NZ Driver Licence
 - Community Services Card
 - 18+ Card

***Please send/give the Referee Form to your referee to complete and return to us.**



NZ DIPLOMA IN BEAUTY THERAPY [LEVEL 5]

PERSONAL STATEMENT

Please also include a brief CV/ Work History

Applicant's name:

1. What do you believe are your personal strengths?

.....
.....
.....
.....

2. How would you describe your attributes as a friend, a family member, or as a member of your community?

.....
.....
.....
.....

3. Why are you interested in studying for a qualification in beauty therapy?

.....
.....
.....
.....

4. Please give details of any work experience/volunteer work you have done that involved either caring for people, providing customer service or retailing?

.....
.....
.....
.....

5. Have you ever had a criminal conviction?

Yes No

Please note: Clean Slate does not apply

As part of this programme, you may have practical experiences with agencies or organisations who require this and/or other personal information. A prior conviction may not necessarily exclude you from acceptance into the programme, but we may need to discuss it with you.

6. Do you have a First Aid Certificate that includes NZQA Unit Standards 6401, 6402 and 6400?

Yes (a copy of this will need to be provided at time of application)

No

If you have any other First Aid Unit Standards, please list them here:

Note that a First Aid Certificate is valid for two years from the date of issue. If you do not hold a **current** First Aid Certificate you will have an opportunity to gain this as part of the programme.

Applicant's signature:

Date:



NZ DIPLOMA IN BEAUTY THERAPY [LEVEL 5]

REFEREE FORM

To the Applicant:

Please fill in your referee's name and address below and give this form plus a stamped addressed envelope to your referee as soon as possible. (It is recommended that you contact your referee beforehand to obtain their permission.) **Be sure you fill in your name below.**

Applicant's Name:
(please print)

You are required to ask one referee to complete this confidential reference form.

1. Please supply the referee with a **stamped envelope** addressed to the Programme Administrator, NZ Diploma in Beauty Therapy, School of Health and Sport Science, EIT | Te Pūkenga, Private Bag 1201, Hawke's Bay Mail Centre, Napier, 4142.
 - a. If you are still attending school (or have recently left) it is ideal to have as your referee the **Principal of that school**.
 - b. If you are (or have been) employed, please endeavour to have as your referee a **recent employer**.Family members and people residing at your address are **NOT** considered appropriate referees.

To the Referee:

This is a CONFIDENTIAL Reference Form.

The information given will be held in the strictest confidence and will assist in the selection process.

Please complete the reverse side of this page and return as soon as possible to:

The Programme Administrator, NZ Diploma in Beauty Therapy
School of Health and Sport Science
EIT | Te Pūkenga
Private Bag 1201
Hawke's Bay Mail Centre
Napier 4142

Please **DO NOT** return this form to the applicant once completed. Send it **directly** to the address above.

Thank you for your assistance.

Referee's name:
(please print)

Address:

Phone Number:

1. How long have you known the applicant?

Under what circumstances:

.....
.....

2. Personal qualities

Please place an X in the space on the scale which best indicates your assessment of the applicant in relation to each of the following qualities.

| | | | | | | |
|------------------------|--|--|--|--|--|-----------------------|
| Honest | | | | | | Dishonest |
| Mature | | | | | | Immature |
| Reliable | | | | | | Unreliable |
| Caring | | | | | | Self-centred |
| Tolerant | | | | | | Intolerant |
| Accepts responsibility | | | | | | Avoids responsibility |

Please comment on your assessment of this applicant's personal qualities:

.....

3. Interpersonal relationships. Please comment on the following.

Relationship with peers:

.....

Relationship with people in authority:

.....

Consideration of others:

.....

4. Attitudes to work/study. Please comment on the following.

Perseverance:

Co-operation with others:

Application to work/study:

Initiative:

5. General

Has the applicant's health ever affected his/her performance at work/school? Yes No

If yes, comment:

Does the applicant have special abilities or disabilities?

.....

Do you consider the applicant able to undertake a full-time one year diploma programme? Yes No

Give reasons:

.....

.....

Referee's signature:

Date:



Te Kura Kaupapa Hauora, Hākinakina
School of Health and Sport Science

NZ DIPLOMA IN BEAUTY THERAPY [LEVEL 5]
HEALTH DECLARATION

Applicant's name:

Should you have any questions about the level of health required to complete this programme please contact the Programme Coordinator prior to completing this declaration.

I declare that I have no medical, physical or psychological conditions that would significantly impact on my ability to participate in the practical and theory components of this programme. Should my health status change dramatically during my study I confirm I will make the Programme Coordinator aware of this change.

Applicant's signature:

Date:

Please detach and hand in with your enrolment form.

Section 1: Approved Agency to complete (For more information please see the [Guide to Completing the Consent Form](#) - <http://www.police.govt.nz/advice/businesses-and-organisations/vetting/forms-and-guides>)

Name of Approved Agency submitting vetting request:

Eastern Institute of Technology - E70351

Name of Applicant to be vetted:

Description of Applicant's role:

NZ Diploma in Beauty Therapy student

Applicant's purpose

- Employee
 Contractor/Consultant
 Volunteer
 Prosecution
 Vocational Training
 Licence/Registration
 Visa/Work Permit
 Other

What group(s) will the applicant have contact with in their role for your agency?

- Children/Youth
 Elderly
 Other Vulnerable Adults
 Other

What is the applicant's primary role for your agency?

- Caregiving (Children)
 Caregiving (Vulnerable adults)
 Healthcare
 Education
 Other

Will the role take place in the applicant's home?

- Yes
 No

Will the applicant be a volunteer or paid for their role?

- Paid
 Volunteer

Is this request mandatory under the Children's Act 2014 (CA)?

- Yes: Core childrens worker
 Yes: Non-core childrens worker
 No (mandatory under other legislation/optional/standard Police Vet)

If this is a mandatory Children's Act request, please specify the check reason below:

- New Children's Worker
 Existing Children's Worker
 CA Renewal

Evidence of Identity (to be completed by agency representative/delegate or identity referee - see [guide](#) for details)

- A primary ID has been sighted (Mandatory)
 A secondary ID has been sighted (Mandatory)
 One form of ID is photographic (Mandatory)
 Evidence of name change has been sighted (if applicable)

OR: If your organisation is able to accept a verified RealMe identity then:

- An assertion of a RealMe identity has been received (see [guide](#) for further information).

In making this request, I confirm that:

- ✓ I have complied and will comply with the [Approved Agency Agreement](#)
- ✓ I am satisfied with the correctness of the applicant's identity
- ✓ I have obtained the Applicant's authorisation to submit this vetting request as set out in section 3 of this form

Approved Agency Authorised Representative:

Name: _____ Date: _____

Signature: _____ Electronic Signature

Name of Approved Agency submitting vetting request:

Eastern Institute of Technology - E70351

Section 2: Applicant to complete and return to Approved Agency

**Denotes a mandatory field*

Personal Information

Details (note: the name you are most commonly known by is your primary name)

*Family name (Primary):

Given name(s):

*Gender:

(M) (F) (Other)

*Date of birth:
(dd/mm/yyyy)

Place of birth:
(Town/City/State)

*Country of birth

NZ Driver Licence
number:

Previous names: If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name

First name

Middle names

Permanent Residential Address

*Number/Street:

Suburb:

Post Code:

*City/Town/
Rural District:

Section 3: Applicant to complete and return to Approved Agency

Consent to release information

1. The New Zealand Police may release **any** information they hold if relevant to the purpose of this vetting request. This includes:
 - Conviction histories and infringement/demerit reports
 - Active investigations, charges and warrants to arrest
 - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
 - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
 - Information regarding family violence where I was the victim, offender or witness to an incident or offence, primarily in cases where the role being vetted takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
 - Information subject to name suppression where that information is necessary to the purpose of the vet
2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
 - a. Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
 - b. Section 31(3) of the Children's Act 2014 applies to this request (safety checks of core children's workers).
 - c. The vetting request is made by an individual for the purpose of an overseas Visa/Work Permit as a Privacy Act request authorising the vetting result to be provided directly to the relevant embassy, high commission or consulate.

Please see the [guide](#) for more information regarding the Clean Slate legislation.

3. The Police Vetting Service may disclose newly-obtained relevant information to the Approved Agency after the completion of the Police Vet in the following circumstances:
 - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - The Police Vetting Service has taken steps to confirm that the purpose of the Police vet still exists – e.g. that I got the role which required a Police vet and am still employed or engaged in it.

The Vetting Service will endeavour to notify you prior to the disclosure.

4. Information provided in this consent form may be used to update New Zealand Police records.
5. I am entitled to a copy of the vetting result released to the Approved Agency (to be provided by the agency) and can seek a correction by contacting the Vetting Service.
6. The Approved Agency will securely dispose of this consent form, copies of identification documents and the vetting result within 12 months of receiving the result unless a longer retention period is required by legislation.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result, by notifying the Approved Agency.

For further information, please see the [Guide to Completing the Consent Form](#).

Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability at any time.

Name: _____

Date: _____

Signature: _____

Electronic
Signature

