

2024



NZ Certificate in Beauty Therapy

Level 4

Do you want to help people to feel great?

You'll learn all the skills needed to begin working in a beauty therapy clinic. Learn how to do beauty treatments like eye lash tinting, spray tanning, waxing and facials. On successful completion of the NZ Certificate in Beauty Therapy, you can progress to the NZ Diploma in Beauty and Body Therapy.

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

* Subject to sufficient enrolments.

** Part-time study available.

For NZ Citizens and Permanent Residents



Go places with world-class beauty skills

The NZ Certificate in Beauty Therapy (Level 4) offers you stimulating studies and provides a pathway to either further study or starting your career in the beauty industry.

Beauty therapy is a demanding career that brings many rewards from helping people look and feel their best.

The NZ Certificate in Beauty Therapy (Level 4) provides a pathway to a career in many different areas of the beauty industry and covers a wide range of topics such as:

- Facials
- Manicures
- Pedicures
- Makeup
- Lash and brow tinting
- Brow shaping
- Spray tans
- Waxing

Please feel free to contact us by phone, email or private message us on Facebook for a chat about your study options.

Career and study opportunities

As a graduate of this qualification you may find employment as:

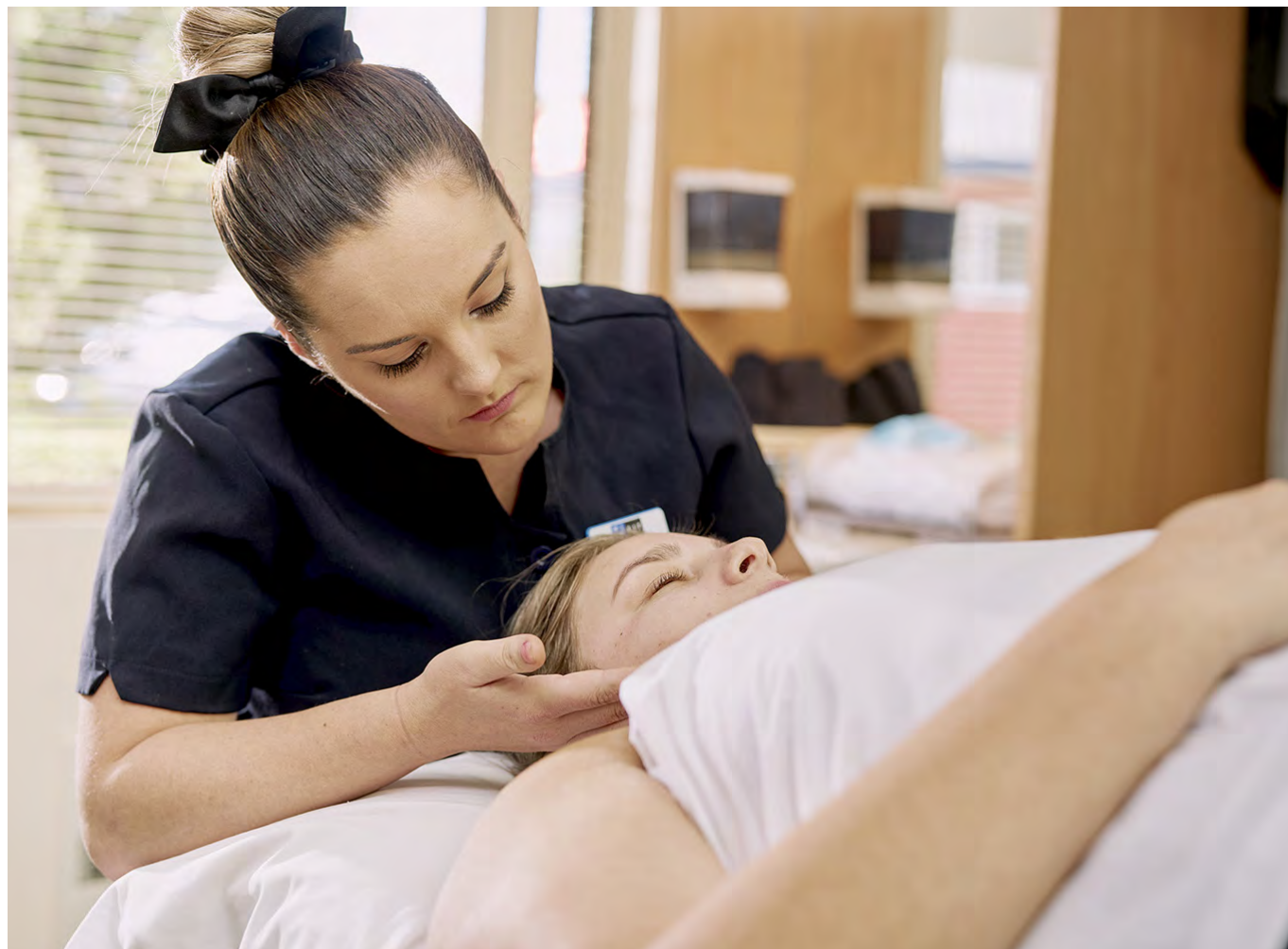
- Junior beauty therapist
- Cosmetic product company representative or other

Alternatively, once you've acquired this certificate, you may wish to continue your studies with:

- NZ Diploma in Beauty and Body Therapy (Level 5)
- NZ Diploma in Wellness and Relaxation Massage (Level 5)


Industry-based training


You will experience a variety of practical aspects throughout the year including work in our simulated clinic, Refresh.



NZ Certificate in Beauty Therapy Level 4, 120 credits

 Hawke's Bay

 Full-time: 1 year
Part-time: equivalent*

 Fee:
Visit fees.eit.ac.nz to see the fees for this programme

* Please contact us to discuss part-time options.

Timetable

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

Contact time

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

Non-contact time

You should plan to spend 14 hours of independent study per week.

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

Additional costs

- \$300 approximately for uniform
- \$200 approximately for textbooks (optional)
- \$350 approximately for replacement Beauty Kit items and sundries
- \$100 approximately for linen purchase
- \$50 approximately for workbooks

Entry requirements

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.

Applicants under 20 years old

- NCEA Level 2

Applicants 20 years or over

There are no minimum academic requirements. However, applicants will need to provide their CV detailing any relevant work experience and academic achievements. The Programme Coordinator will use this information to assess whether the applicant is likely to successfully complete the NZ Certificate in Beauty Therapy (Level 4).

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.

2024 Key dates

Intake one Starts: Monday, 19 February
Ends: Friday, 29 November

Intake two Starts: Monday, 22 July
Ends: Friday, 27 June 2025

Semester breaks 15-26 April
1-19 July
30 September-11 October

Health and professional requirements

All applicants are required to:

- Sign a declaration and a request for personal information held on the NZ 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).

This request is consistent with industry expectations and the type of work undertaken whilst on the programme or as a graduate of the programme.

If the declaration identifies any issue that may impact your ability to complete the programme, you can discuss this with the Programme Coordinator at an information session. EIT reserves the right to decline entry to the programme should an applicant's Police record 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 is based are the relevant professional association or industry requirements.

Information session

An information session is compulsory for those who do not meet the entry criteria and it is recommended for those who do meet the entry criteria. It will allow parties to exchange information about what the programme provides for learners and requirements of learners.



Included will be discussion of possible career paths for the applicant, motivation and physical and emotional requirements, and applicant's abilities, background, experiences and interests. Attendance of whānau members and/or other support people is encouraged.

English language entry requirements

All applicants must demonstrate an acceptable level of English language fluency prior to acceptance in the programme. Ways in which English language fluency may be demonstrated include the following:

- Successful study of a programme in which English was the language of instruction (subject to NZQA conditions)
- Completion of a New Zealand Certificate in English Language (Level 3 with any endorsement)
- IELTS Academic score of 5.5, with no band score lower than 5.0, achieved in a single test within the two years preceding enrolment
- Accepted international equivalents to the above IELTS scores
- Completion of an EIT 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 already enrolled in that course.

For further information and enquiries about CC and RPL please contact the Programme Administrator, Kenzie Turnbull, on 06 830 1439 or email kturnbull@eit.ac.nz.

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.

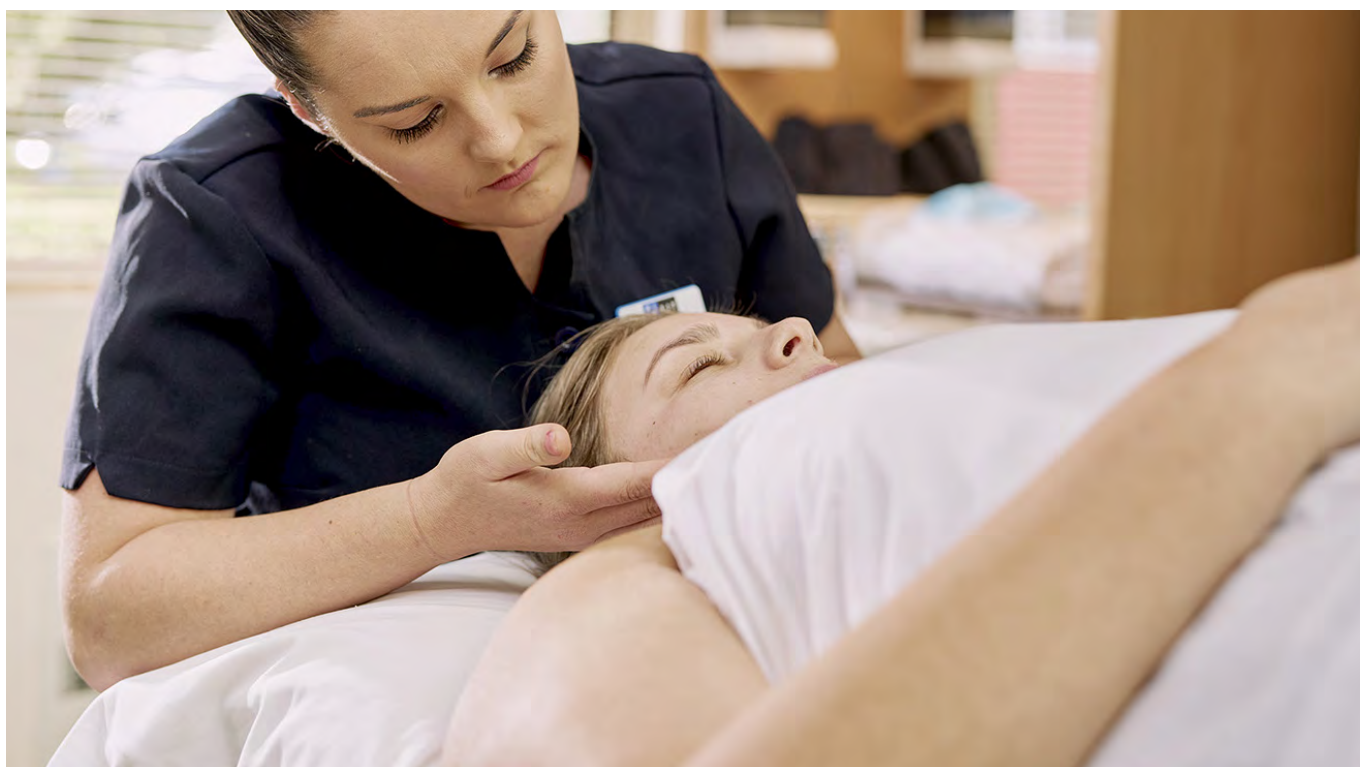
Please note: Fees are not transferable between institutes.

Assessments

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

Facilities

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



The experience you need & the support to succeed

When you study at EIT 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.

Experienced lecturers

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

EIT 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.

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

Name	Qualification
Jodee Reid <i>Programme Coordinator</i>	CIDESCO, CIBTAC, ITEC, PGCertAppMgt, CertAdEd, NZIEBTH
Paula Morris	CIDESCO, CIBTAC, NZIEBTH, ABTHNZI, CertAdEd, CertNutrSc
Gail Maxey	BSc, DipPE
Carol Eddy	DipPod, NZDipBBT

Course descriptions

NB: Courses are offered subject to sufficient enrolments.

Course no.	Brief description	NZQA level	No. of credits	Semester offered
CBT4.03	Facial Treatments This course focuses on manual facial treatments.	4	25	2
CBT4.04	Nail Services This course focuses on knowledge of natural nail services, products, tools and related skills.	4	25	1
CBT4.05	Waxing Services This course focuses on knowledge of manual hair removal techniques.	4	25	1
CBT4.06	Cosmetic Enhancements This course focuses on knowledge of cosmetic services and enhancements to the eyes and body.	4	25	2
CBT4.11	Beauty Therapy Clinic Fundamentals This course focuses on the fundamental skills needed to be a successful beauty therapist, from grooming, to communication to human anatomy and physiology.	4	10	1 & 2
CBT4.12	Beauty Therapy Clinical Practice This course provides learners with the opportunity to apply beauty therapy services in a supervised environment to industry standards.	4	10	1 & 2

How to enrol

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

Step 1

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

Step 2

You can now use your RealMe verified identity to apply for study at EIT. 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. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT 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.



Disclaimer: All information in this publication pertains to New Zealand Citizens or Permanent Residents, and is correct at the time of printing but is subject to change. Eastern Institute of Technology Limited (a business division of Te Pūkenga - New Zealand Institute of Skills and Technology) reserves the right to amend/withdraw programmes or courses. From 2023 programmes may be subject to review as part of the Reform of Vocational Education and Training. As the review is ongoing, this document is correct at the time of publishing but the courses outlined may change over time. For full programme entry requirements visit eit.ac.nz.

NZ Certificate in Beauty Therapy (Level 4)

Documentation/Forms

Please Note

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

Without these we are unable to process your application.

Please complete and return the following:

- Enrolment Form
- Brief Personal Statement (including brief CV/Work History)
- Referee Form*
- Health Declaration Form
- NZ Police Vetting Service Request and Consent Form
- Please provide **two** of the following as evidence of your identity:
 - 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 Certificate in Beauty Therapy (Level 4)

Brief Personal Statement

(Please also include a brief CV/work history)

Applicant 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?

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.....
.....

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 had a criminal conviction within the last five years?

Yes No Please note: Clean Slate does not apply

As part of this programme you may have practical experiences with agencies or organisations who may require you to obtain a Police vetting of your personal information for any criminal convictions, criminal history, and details of fines and enforcements. A prior conviction may not necessarily exclude you from acceptance into the programme, but we may need to discuss it with you.

Applicant signature: Date:

NZ Certificate in Beauty Therapy (Level 4)

Referee Form

To the Applicant:

Please fill in your referee's name and address below and give this form 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.**

You are required to ask one referee to complete this confidential reference form. Family members and people residing at your address are **NOT** considered appropriate referees.

1. If you are still attending school (or have recently left) it is ideal to have as your referee the **Principal of that school.**
2. If you are (or have been) employed, please endeavour to have as your referee a **recent employer.**

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 this form and email to domesticapplications@eit.ac.nz or post to:

NZ Certificate in Beauty Therapy (Level 4)
School of Health and Sport Science
EIT
Private Bag 1201
Hawke's Bay Mail Centre
Napier 4142

Applicant name:
(please print)

You may be contacted with regard to the suitability of the applicant. Thank you for your assistance.

I give permission to be contacted: Yes No

Referee name:

Referee phone: Day Night

Referee address:

Referee signature:

Date:

1. How long have you known the applicant?

Under what circumstances:

.....

2. Personal qualities

Please tick 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

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

If yes, comment:

.....

b. Does the applicant have special abilities or disabilities? Yes No

If yes, comment:

.....

c. Do you consider the applicant able to undertake a full-time one year diploma programme?

Give reasons:

.....

.....

NZ Certificate in Beauty Therapy (Level 4)

Health Declaration Form

Applicant 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.

Programme Coordinator: Jodee Reid, email jreid@eit.ac.nz or phone 06 830 1579

- 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.

- I am not allergic to any food, cosmetics, or ingredients applied to the skin, and I do not have any skin sensitivities that would prevent me from having or performing skin treatments that I am aware of. Should my status change throughout my study I confirm I will make the Programme Coordinator aware of this change.

Please give details of any medical, physical or psychological conditions or allergies you wish to declare.
Please note: declaring something will not necessarily exclude you from the programme.

.....

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.....

Applicant signature:

Date:

Section 1: Agency to complete

For more information please see the [Guide to PVS Request & Consent Form](https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides)
(<https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides>)

1.1 Name of agency submitting vetting request

EIT/Te Pukenga

1.2 Name of the person being vetted

1.3 Description of the role of the person being vetted

This is a brief description of the role (not the job title). This is used by Police to help decide what type of vet is conducted if it is unclear from the following questions.

Student - Beauty Therapy

1.4 Which groups will the person being vetted be working with (select all that apply):

Children/ Young People

Vulnerable Adults

1.5 Does the role involve caring for people in the home of the person being vetted?

This is about whether the person being vetted is providing services out of their own home (that is, are vulnerable children or adults visiting the home of the person being vetted for support).

Yes

No

1.6 Is the person being vetted:

A paid worker

A volunteer

Undertaking vocational or educational training

1.7 Is the person being vetted a Children's Worker according to the Children's Act 2014, section 23(1)?

If the person being vetted is not working with children/ young people (Q 1.4), tick 'No' then skip to question 1.11.

If the person being vetted IS working with children (Q 1.4) AND is a volunteer (Q 1.6), tick 'No' then skip to question 1.9.

Yes

No (skip to question 1.9)

1.8 Is the role of the person being vetted a core or non-core worker role according to the Children's Act 2014, section 23(1)?

Core worker

Non-core worker

1.9 Has the person being vetted previously been Police vetted by your agency?

Yes

No (skip to question 1.11)

1.10 Is the person being vetted still working in the role for which your agency last obtained a Police vet?

If this request is a renewal of the person's previous vet for this role, please select Yes. Otherwise, answer no.

Yes

No – the person being vetted is applying for a new role or position

1.11 What is the job title of the person being vetted?

Student

1.12 Evidence of identity (to be completed by agency representative or identity referee)

[See consent form guide for details on how to complete this section](#)

A primary ID has been sighted (mandatory)

A secondary ID has been sighted (mandatory)

One form if ID is photographic (mandatory)

Evidence of name change has been sighted (if applicable)

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

An assertion of a RealMe identity has been received (see [consent form 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 as to the identity of the person being vetted.
- ✓ I have obtained the authorisation of the person being vetted to submit this vetting request as set out in section 3 of this form.

Agency Representative:

Name:		Date:	
Signature:		Electronic signature	<input type="checkbox"/>

Section 2: Person being vetted to complete and return to agency

** Denotes a mandatory field*

2.1 Personal Information

Note the name you are most commonly known by is your primary name

* Family name (Primary)	
* First/Middle name(s)	
* Gender	
* Date of birth	
Place of birth (Town/ City/ State)	
* Country of birth	
NZ Driver Licence number	

2.2 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. Please include ALL names (first, middle and last) for each alias/previous name.

Family name	First name	Middle names

2.3 Permanent residential address

* Flat/ Number/ Street			
* Suburb		Post Code	
* Town/ City			

Section 3: Person being vetted to complete and return to agency

3.1 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:
 - a. Conviction histories and infringement/demerit reports.
 - b. Active investigations, charges and warrants to arrest.
 - c. Charges that did not result in a conviction including those that were acquitted (not guilty), discharged without conviction or withdrawn.
 - d. **Any** interaction I have had with New Zealand Police relevant to the role being vetted, including investigations that did not result in prosecution or were resolved by an alternative resolution programme.
 - e. Information regarding family violence where I was the victim, offender or witness to an incident or offence. This is particularly relevant where the role being vetted for takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
 - f. Information subject to name suppression where that information is necessary for 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 for the purpose of an overseas visa/work permit and authorises the vetting report to be provided directly to the relevant embassy, high commission, or consulate.

Please see the [vetting website](#) for more information regarding the Clean Slate legislation and what may be released.

3. The Police Vetting Service may disclose newly obtained relevant information to the requesting agency after the completion of the Police vet in the following circumstances:
 - a. The disclosure of the newly obtained information is justified under the Privacy Act 2020 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - b. The Police Vetting Service has taken steps to confirm that the purpose for the Police vet still exists – e.g., that I am employed or engaged in a role that required a Police vet.

The Police Vetting Service will take reasonable steps 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 report released to the agency (to be provided by the agency) and can request a correction of any personal information by contacting the Police Vetting Service.
6. Please notify the agency or the Police Vetting Service if you wish to withdraw your consent.

For further information about the vetting process, please see the [vetting website](#).

Authorisation of person being vetted:

- ✓ 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 relevant to my application (as described above) to the agency making this request for the purpose of assessing my suitability.

Name:		Date:	
Signature:		Electronic signature	<input type="checkbox"/>