

2024

# NZ Certificate in Makeup and Skin Care (Introduction)

## Level 3

If you're interested in learning all the essentials about skin care and makeup, this certificate is the one for you. You'll learn all the latest makeup techniques, and how to advise people on their skin care and products that will make them look and feel wonderful!

Location	Maraenui and Hastings Learning Centres
Start	February and July*
Length	17 weeks full-time
Contact	<b>Kenzie Turnbull</b> Phone: 06 830 1439 Email: <a href="mailto:kturnbull@eit.ac.nz">kturnbull@eit.ac.nz</a>

\* February intake available at Maraenui Learning Centre only. July intake available at Hastings Learning Centre only.  
For NZ Citizens and Permanent Residents



TE AHO A MĀUI



TePūkenga

# Go places with world-class beauty skills

The NZ Certificate in Makeup and Skin Care (Level 3) offers you stimulating studies and provides a pathway to a career in the retail sector of the beauty industry as well as future study options within beauty therapy training.

You will learn about skin structure and function and skin care products, as well as makeup colour theory, product knowledge and various application techniques.

You are welcome to make an appointment to discuss your study options with our staff and to view our facilities.

## Career and study opportunities

Upon graduating you'll be good to go for working in the beauty retail sector both locally and internationally or potentially as a skin care and beauty advisor, entry level makeup artist, cosmetic counter representative or a skin care or makeup company sales representative.

This certificate also paves the way to future study options at EIT | Te Pūkenga such as:

- NZ Certificate in Beauty Therapy (Level 4)
- NZ Diploma in Beauty Therapy (Level 5)
- NZ Diploma in Wellness and Relaxation Massage (Level 5)

## 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 time, online learning).

### Contact time

On-campus classes are usually scheduled between 8.30am-5.00pm, days to be confirmed.

### Non-contact time

You should plan to spend 17.5 hours of individual study per week.

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

## Additional costs

- \$100 approximately for replacement Beauty Kit items and sundries

## Entry requirements

### Academic requirements

- NCEA Level 1

Literacy and Numeracy for Adults Assessment Tool or similar assessment of literacy and numeracy may be required.



## NZ Certificate in Makeup and Skin Care (Introduction)

Level 3, 60 credits



Maraenui and Hastings



Full-time:  
17 weeks



Fee:  
Visit [fees.eit.ac.nz](https://fees.eit.ac.nz) to see the fees for this programme



### 2024 Key dates

#### Intake one

Maraenui Learning  
Centre only

Starts: Tuesday, 20 February  
Ends: Thursday, 27 June

#### Intake two

Hastings Learning  
Centre only

Starts: Tuesday, 23 July  
Ends: Thursday, 28 November

#### Semester breaks

15-26 April  
30 September-11 October

### 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 Makeup and Skin Care (Introduction) (Level 3).

### 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 requirements

All applicants are required to:

- 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 | Te Pūkenga 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 5.0, 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 | 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 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](mailto:kturnbull@eit.ac.nz).

### Literacy and numeracy skills

A literacy and numeracy assessment is part of the preparation for all level one to three programmes. This is a national requirement from the Tertiary Education



Commission (TEC). This information gives your tutors information on what you already know to help them provide the help that you may need in your studies.

There are two assessments. The first assessment will take place within the first three weeks of the programme. The second will be a week or two before you finish the programme. This final assessment will show how you have improved with your Literacy and Numeracy skills.

There will always be a tutor to help you when doing the assessment. The most important thing to know about this assessment is that you cannot fail. You will merely get information on your literacy and numeracy skills. The result will not have an impact on any of your assessment marks in your course work.

### Assessments

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

### Facilities

The Makeup and Skin Care programme is delivered at the EIT | Te Pūkenga Maraenui and Hastings Learning Centres. The practical aspect of the programme will see you working with other learners utilising your new skills in makeup and skin care. Nearby are many skin care and makeup retail outlets, which allows learners to explore the professional aspects of the industry.

### 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.

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 students 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
Fleur Leighton	CIDESCO, NZDipB&BT, NZCertAdEd

### Course descriptions

NB: Courses are offered subject to sufficient enrolments.

Course no.	Brief description	NZQA level	No. of credits	Semester offered
CMSC3.01	<b>Skin Care</b> This course focuses on the theory of the skin and the practical applications of skin care services and products.	3	30	1 & 2
CMSC3.04	<b>Makeup Services</b> This course focuses on makeup products, services and techniques whilst maintaining professional standards.	3	30	1 & 2

### EIT is now part of Te Pūkenga

Te Pūkenga brings 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 not only remain, they are strengthened by being part of the extensive Te Pūkenga network around the country. Your enrolment for study in 2024 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 [eit.ac.nz](https://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 | 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](https://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](https://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](https://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](https://studylink.govt.nz).



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### 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
- ☐ 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.





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## 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?

.....

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.....

3. Why are you interested in studying for a qualification in makeup and skin care?

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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?

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.....

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: .....



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## 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](mailto:domesticapplications@eit.ac.nz) or post to:

NZ Certificate in Makeup and Skin Care (Introduction) (Level 3)  
School of Health and Sport Science  
EIT | Te Pūkenga  
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: .....

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### 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.

☐ 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 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.

Applicant signature: .....

Date: .....