

SHARLEEN COLLINS

- ACADEMY -

DISCLAIMER

CLASS TOPIC

THE ACADEMY WILL NOT REVEAL THE CLASS TOPIC SCHEDULE TO STUDENTS. STUDENTS WILL BE TOLD ON THE DAY OF CLASS WHAT THE TOPIC IS. THE REASON FOR THIS BECAUSE SOME STUDENTS DON'T LIKE CERTAIN TOPICS (FOR EXAMPLE, YOUNGER STUDENTS TEND TO AVOID BRIDAL AND THEREFORE WILL NOT ATTEND THE CLASS. LIKewise OLDER LADIES TEND TO SEE FESTIVAL AS IRRELEVANT BUT AGAIN STUDENTS NEED TO COVER ALL TOPICS INCASE THIS LOOK IS REQUIRED ON A JOB. FOR THIS REASON CLASS TOPICS ARE NOT REVEALED UNTIL THE DAY OF CLASS. JEACH CLASS TOPIC IS AS IMPORTANT AS THE OTHER AND THEREFORE STUDENTS SHOULD ATTEND ALL CLASSES. WE MAY ALSO HAVE AN EMERGENCY / SOMETHING OUT OF OUR CONTROL WHERE THE TOPIC MIGHT NEED TO BE SWAPPED LAST MINUTE, THIS IS TOO AVOID ANY CONFUSION AMONG SCHEDULING. PLEASE ENSURE YOU KEEP UP WITH YOUR WEEKLY VIDEOS AND REVIEW YOUR USB NOTES. PLEASE NOTIFY THE ACADEMY WITHIN THE FIRST WEEK IS YOUR USB NOTES ARE NOT ACCESSIBLE.

CLASS PROCEDURE

PLEASE BE AWARE THAT STUDENTS CAN ONLY MISS ONE CLASS MAXIMUM THROUGHOUT THE DURATION OF THEIR COURSE IN ORDER TO OBTAIN CERTIFICATION. STUDENTS CAN NOT ARRIVE MORE THAN 15 MINUTES LATE TO CLASS. EMAIL/CALL IF YOU FEEL YOU WILL BE LATE OR SICK. IT IS UP TO THE STUDENT TO WORK ON A DIFFERENT MODEL/FACE EACH WEEK. WE CAN NOT CONTROL WHO GETS USED AS A MODEL FOR DEMOS EACH WEEK. IF YOU WISH TO MODEL PLEASE INFORM TRAINERS LIKewise IF YOU WOULD NOT LIKE TO MODEL PLEASE INFORM TRAINERS. PLEASE BE AWARE TRAINERS TAKE PICTURES DURING CLASS TIME TO TRACK STUDENTS PROGRESS. IF A CLASS MEMBER IS ABSENT FROM CLASS PLEASE WORK IN A GROUP OF THREE AND INFORM US THE FOLLOWING WEEK SO YOU CAN WORK ON A MODEL ONE-TO-ONE.

ACCREDITATION

ON SUCCESSFUL COMPLETION OF THE DIAMOND PLUS COURSE AT SHARLEEN COLLINS ACADEMY, STUDENTS WILL BE CREDITED WITH AN 'IN-HOUSE DIPLOMA' RECOGNISED BY THE SHARLEEN COLLINS ACADEMY ONLY. STUDENTS GRADUATING FROM THE PREMIUM COURSE WILL BE CREDITED WITH AN 'IN-HOUSE DIPLOMA' RECOGNISED BY THE SHARLEEN COLLINS ACADEMY AS WELL AS RECEIVING AN 'ITEC CERTIFICATION' , LEVEL TWO, WHICH IS INTERNATIONALLY RECOGNISED.

CASE STUDIES

STUDENTS HAVE FIVE CASE STUDIES TO COMPLETE IN ORDER TO OBTAIN AN ITEC CERTIFICATE. STUDENTS MUST ADHERE TO CASE STUDY DEADLINES AS THESE ARE SET BY ITEC. THE ACADEMY IS NOT RESPONSIBLE FOR MISSED DEADLINES AS THESE ARE GIVEN TO STUDENTS IN ADVANCE. PLEASE KEEP UP TO DATE WITH YOUR ITEC NOTES.

EXAM DATES AND RESULTS

ALL STUDENTS ARE TOLD WHEN SIGNING UP THAT WE USUALLY DO NOT RECEIVE AN OFFICIAL ITEC EXAM DATE UNTIL AT LEAST WEEK 6/7 OF YOUR COURSE. THIS IS COMPLETELY OUT OF OUR CONTROL. AS SOON AS WE RECEIVE THE OFFICIAL DATE, ALL STUDENTS ARE CALLED AND EMAILED TO BE INFORMED. THE ACADEMY DOES NOT TAKE ANY RESPONSIBILITY FOR STUDENTS WHO BOOK HOLIDAYS ETC BEFORE THEY ARE GIVEN THEIR OFFICIAL DATE. PLEASE BE AWARE ITEC EXAM DATE USUALLY FALLS ON A SATURDAY OR SUNDAY.

AFTER YOU COMPLETE YOUR EXAM IT USUALLY TAKES 4 TO 5 MONTHS TO RECEIVE YOUR RESULTS. AGAIN THIS IS COMPLETELY OUT OF OUR CONTROL. ONCE WE RECEIVE YOUR RESULTS YOU WILL BE EMAILED / CALLED TO COME IN AND COLLECT THEM. STUDENTS WILL BE EMAILED TO COME INTO THE ACADEMY TO COLLECT RESULTS ON A DESIGNATED DAY. PLEASE BE AWARE THIS IS USUALLY A THURSDAY EVENING BUT STUDENTS WILL BE EMAILED IN ADVANCE. PLEASE BE AWARE THIS IS THE ONLY COLLECTION DAY AS SHARLEEN WILL GO THROUGH EVERYONE'S RESULTS INDIVIDUALLY.

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PHOTOSHOOT PROCEDURE

STUDENTS ON THE PREMIUM COURSE WILL HAVE A PHOTOSHOOT WITH AN INDUSTRY LEADING PHOTOGRAPHER IN THEIR FINAL WEEK OF THE COURSE. STUDENTS WILL NEED TO ORGANISE A MODEL FOR THIS DAY. THE ACADEMY WILL NOT PROVIDE MODELS TO STUDENTS. IF A STUDENT DOES NOT HAVE A MODEL UNFORTUNATELY THEY CANNOT DO THE PHOTOSHOOT. STUDENTS WILL BE EXPECTED TO CREATE FOUR LOOKS. THE CONTENT OF THESE LOOKS ARE OPTIONAL. PLEASE REFER TO YOUR STUDENT MANUAL FOR IMPORTANT INFORMATION REGARDING YOUR SHOOT. PLEASE BE AWARE PHOTOSHOOTS ARE HELD ON A SUNDAY.

STUDENTS WILL BE SENT FOUR PHOTOSHOOT IMAGES MAX, ONE PER LOOK VIA EMAIL WHEN THE ACADEMY RECEIVES THE FINAL EDITED VERSIONS FROM THE PHOTOGRAPHER. STUDENTS WILL NOT RECEIVE ALL PHOTOS TAKEN, ONLY THE FOUR BEST PHOTOS CHOSEN AND EDITED BY THE PHOTOGRAPHER. THE ACADEMY USES AN EXTERIOR AGENCY SO PLEASE NOTE IF PHOTOSHOOT IMAGES ARE DELAYED IN BEING RETURNED IT IS OUT OF OUR CONTROL. PLEASE BE AWARE THIS PROCESS CAN OFTEN TAKE A LONG TIME. STUDENTS SHOULD RECEIVE THEIR FOUR EDITED IMAGES VIA EMAIL 4-5 MONTHS AFTER THE PHOTOSHOOT.

ANY QUESTIONS/QUERIES REGARDING THE PHOTOSHOOT, STUDENTS SHOULD CALL THE ACADEMY. STUDENTS SHOULD NOT CONTACT THE AGENCY INVOLVED AS ALL EVENTS, PHOTOSHOOTS, ARE ORGANISED INTERNALLY.

SWAPPING CLASSES/COURSES

EACH STUDENT IS TOLD BEFORE THEY SIGN UP THEY CANNOT SWAP CLASSES. THIS DISRUPTS NOT ONLY YOUR OWN CLASS BUT THE CLASS THAT YOU ARE SWAPPING ONTO AND IS NOT FAIR TO THE OTHER STUDENTS. NOR CAN STUDENTS CHANGE COURSES. THERE IS LIMITED AVAILABILITY ON EACH COURSE AND EACH PLACE IS FILLED PRIOR TO THE START DATE.

COMMUNICATION PROCEDURES

WE CANNOT ACCEPT PARENTS / PARTNERS / FRIENDS ETC CALLING IN ON YOUR BEHALF. THIS IS VERY UNPROFESSIONAL. THE STUDENT MUST EMAIL / CALL THEMSELVES IF THEY WISH TO CONTACT THE ACADEMY. IF YOU FEEL UNCOMFORTABLE WITH CALLING PLEASE SEND AN EMAIL TO THE TEAM AND THEY WILL GET BACK TO YOU STRAIGHT AWAY. THIS IS PREPARING YOU FOR THE REAL WORLD AND TEACHING ABOUT PROFESSIONALISM WITHIN THE INDUSTRY. FOR EXAMPLE, IF YOU HAD A BOYFRIEND CALL IN SICK ON YOUR BEHALF WORKING IN A JOB YOU WOULD BE GIVEN A WARNING. WE WILL ALSO NOT ACCEPT ANOTHER STUDENT SPEAKING ON BEHALF OF OTHER STUDENTS. ALL QUESTIONS/QUERIES ARE DEALT WITH ON AN INDIVIDUAL BASIS. SPEAK ON BEHALF OF YOURSELF AND NOT OTHERS, THIS IS ALL ABOUT BEING PROFESSIONAL.

REVIEWS

PLEASE BE AWARE THE ACADEMY WILL NOT BE HELD RESPONSIBLE SHOULD A STUDENT MISS THEIR MONTHLY REVIEW WITH SHARLEEN. THIS CAN NOT BE RESCHEDULED AS THE ACADEMIC DIARY IS SET MONTHS IN ADVANCE WITH TRAINERS AND EDUCATORS AND THEREFORE SCHEDULING DOES NOT ALLOW IT. REVIEW DATES ARE GIVEN ON THE FIRST DAY SO PLEASE ENSURE TO MARK THESE IN YOUR DIARY.

STUDENT CARD PROCEDURE

YOUR PERSONAL STUDENT CARD WILL BE GIVEN TO YOU WITHIN THE FIRST TWO WEEKS OF YOUR COURSE. THIS IS LIMITED FOR ONE YEAR ONLY. THIS PERIOD STARTS ON THE FIRST DAY OF YOUR COURSE. THE STUDENT CARD WILL ONLY BE VALID UNTIL THE EXPIRY DATE STATED ON YOUR CARD. THE ACADEMY WILL NOT RENEW THESE ONCE THIS EXPIRATION DATE HAS PASSED.

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MAC CARD PROCEDURE

SHARLEEN COLLINS ACADEMY ONLY GETS 10% STUDENT DISCOUNT CARDS WITH MAC. WE DO NOT LOOK AFTER PRO CARDS AFTER THE COURSE HAS ENDED AS YOU ARE A QUALIFIED MAKEUP ARTIST. THE ACADEMY CAN NOT GET ANOTHER 10% DISCOUNT CARD FOR STUDENTS AFTER THEY EXPIRE. THIS IS SAID ON THE VERY FIRST DAY OF CLASS. YOUR MAC CARD WILL BE HERE FOR YOU ON YOUR FIRST DAY DEPENDING ON WHEN YOU SIGN UP. PLEASE NOTE SOMETIMES THESE CAN TAKE UP TO 8-10 WEEKS TO BE SENT SO IF YOU SIGN UP THE WEEK BEFORE A COURSE STARTS THEN CHANCES ARE IT WON'T BE HERE ON THE FIRST DAY. EVERYONE WILL GET A STUDENT MAC CARD AND AS SOON AS IT IS HERE IT WILL BE GIVEN TO YOU. PLEASE BE AWARE THESE DISCOUNT CARDS ARE ONLY VALID UNTIL THE EXPIRY DATE STATED ON THE CARD. THE ACADEMY WILL NOT ACCEPT RESPONSIBILITY TO RENEW A CARD ONCE THE YEAR IS UP AS THESE ARE RESERVED FOR STUDENTS IN TRAINING ONLY. WE DO NOT TAKE RESPONSIBILITY FOR LOST MAC CARDS.

CERTAIN DISCOUNT CARDS ARE GIVEN AT MASTERCLASSES, IF YOU DO NOT ATTEND THE MASTERCLASS, YOU WILL NOT RECEIVE ONE. FOR EXAMPLE STUDENTS WILL BE INVITED TO ATTEND INGLOT MASTERCLASSES THROUGHOUT THEIR COURSE. THIS IS OPTIONAL AND STUDENTS ARE NOT REQUIRED TO ATTEND. ONLY IF YOU CHOOSE TO ATTEND THESE MASTERCLASSES WILL YOU RECEIVE THE RELEVANT DISCOUNT ON THE NIGHT IF THE COMPANY OFFERS THEM AND THIS IS UP TO THE COMPANY TO DECIDE THE VALUE OF THE DISCOUNT ON AN EVENT-TO EVENT BASIS. PLEASE BE AWARE THAT NOT ALL MASTERCLASSES OFFER DISCOUNT CARDS / DISCOUNTS.

PRO TEAM

STUDENTS ON THE PRO TEAM ARE SENT NOTIFICATIONS AND INVITES TO INDUSTRY BRAND EVENTS. MASTERCLASSES ARE COMPLETELY OPTIONAL THROUGHOUT YOUR COURSE. IF YOU DO NOT WISH TO ATTEND A MASTERCLASS YOU DO NOT HAVE TO. WE DO NOT EXPECT STUDENTS TO ATTEND BRAND MASTERCLASSES, SUCH AS NARS, AS THESE ARE OPTIONAL AND USUALLY COST A SMALL FEE. IF YOU WOULD LIKE TO ATTEND A MASTERCLASS AT FOR EXAMPLE NARS, PLEASE LET US KNOW AS WE WILL NEED TO KEEP YOU IN THE LOOP WITH DATES ETC. WHEN BOOKING A MASTERCLASS STUDENTS NEED TO CALL OR CALL INTO THE BRANDS STORE TO PAY THEIR BOOKING FEE OF CONFIRMATION. THIS IS USUALLY REDEEMABLE AGAINST PRODUCTS. SHARLEEN COLLINS ACADEMY DOES NOT TAKE PAYMENT FOR THE MASTERCLASSES OR WORKSHOPS THAT ARE OPTIONAL. IT IS UP TO THE STUDENT TO BOOK AND CONFIRM THEIR PLACE IN THE MASTERCLASS. PLEASE NOTE THAT MASTERCLASSES ARE SCHEDULED AROUND THE COURSE AND THE COMPANY AVAILABILITY, IF YOU ARE UNABLE TO GO TO A MASTERCLASS DURING THE EVENING ETC, YOU CAN ALWAYS COME TO THE NEXT ONE. WE CANNOT PUT ON ANOTHER DATE JUST BECAUSE ONE STUDENT IS UNABLE TO ATTEND. PLEASE BE AWARE YOUR COURSE TAKES PRIORITY OVER BRAND MASTERCLASSES AND STUDENTS SHOULD NOT MISS CLASS TO ATTEND SHOULD THEY OVERLAP. PRO TEAM MEMBERS ARE SENT EMAILS WITH WORK EXPERIENCE AND JOB OPPORTUNITIES. IF YOU CONFIRM YOUR ATTENDANCE AT A JOB YOU MUST ATTEND AS CANCELLING REFLECTS BADLY ON BOTH THE ACADEMY AND YOURSELF. PLEASE DON'T AGREE TO WORK EXPERIENCE UNLESS YOU CAN 100% ATTEND. PLEASE DO NOT CALL/EMAIL THE ACADEMY SAYING YOU CAN NOT DO THE JOB AS IT IS YOUR RESPONSIBILITY TO ATTEND THE WORK YOU CONFIRMED. IF SOMETHING ARISES WHERE YOU'RE UNABLE TO ATTEND PLEASE TRY TO FIND COVER FOR YOURSELF. LET THE AGENCY KNOW YOU ARE UNABLE TO ATTEND AS IT IS UNPROFESSIONAL TO CANCEL LAST MINUTE OR NOT SHOW UP. PLEASE BE AWARE IF YOU CANCEL LAST MINUTE OR DO NOT SHOW UP TO A JOB YOU WILL NOT BE OFFERED WORK EXPERIENCE/JOB OPPORTUNITIES FROM THE ACADEMY AGAIN.

PRO TEAM EMAILS ARE ONLY SENT TO STUDENTS IN TRAINING FOR THREE MONTHS.. NO EMAILS WILL BE SENT AFTER THE COURSE HAS GRADUATED.

SOCIAL MEDIA / TEXTS

PLEASE DO NOT CONTACT A MEMBER OF STAFF VIA THEIR PERSONAL SOCIAL MEDIA ACCOUNTS OR VIA PHONE. IT IS UNPROFESSIONAL TO DO SO. ALL QUERIES / QUESTIONS NEED TO COME THROUGH THE ACADEMY VIA CALL / EMAIL. PLEASE NOTE THE OFFICE WORKING HOURS 9AM-6PM MONDAY-FRIDAY. IF YOU SEND AN EMAIL AT 11PM ON A SATURDAY NIGHT - WE CANNOT REPLY STRAIGHT AWAY. PLEASE NOTE THAT THE TUTORS / SHARLEEN DO NOT FOLLOW STUDENTS ON SOCIAL MEDIA WHILE THEY ARE DOING THE COURSE. THIS IS ALL ABOUT PROFESSIONALISM, YOUR MANAGER WOULD NOT FOLLOW YOU ON SOCIAL MEDIA.

WE DO NOT ACCEPT ANY NEGATIVE COMMENTS ON SOCIAL MEDIA FROM STUDENTS TOWARDS THE INDUSTRY ETC. WHILST DOING YOUR COURSE YOU ARE REPRESENTING THE ACADEMY AND YOU ARE REPRESENTING YOURSELF AS A MAKEUP ARTIST. WE ARE AWARE OF CERTAIN PAGES THAT ARE SET UP FOR THE SOLE PURPOSE OF NEGATIVE COMMENTS TOWARDS INFLUENCERS/ MUAS/ BLOGGERS ETC. IF A STUDENT IS SEEN COMMENTING ON THESE IN A NEGATIVE MANNER THEY MAY BE ASKED TO LEAVE THE ACADEMY. THE SAME RULES APPLY TO THE SLANDER OF THE ACADEMY AND/OR THE ACADEMY TEAM MEMBERS ON SOCIAL MEDIA ACCOUNTS. IF A STUDENT IS FOUND TO BE ENGAGING IN NEGATIVE GROUP CHATS/PAGES WITH OTHERS/OTHER STUDENTS THEY MAY BE ASKED TO LEAVE THE ACADEMY. IT IS ADVISED STUDENTS AVOID GROUP CHATS AND FOCUS ON CASE STUDY WORK.

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PLEASE BE AWARE OF WHAT YOU POST ON SOCIAL MEDIA. WE LOVE REPOSTING STUDENTS WORK BUT AS THE NUMBER ONE MAKEUP ACADEMY IN IRELAND WE DO HAVE A CERTAIN STANDARD WHEN IT COMES TO WHAT WE POST ONLINE. FOR EXAMPLE WE HAD A STUDENT WHO CREATED AN AMAZING MAKEUP LOOK BUT TOOK THE PHOTO IN HER BATHROOM WHERE YOU COULD SEE TOILET ROLL , TOOTHPASTE ETC IN THE BACKGROUND. WE COULD NOT REPOST THIS. PLEASE NOTE WE WILL NOT POST PHOTOS OF STUDENTS IN THEIR PJ'S EITHER.

PLEASE ENSURE YOU HAVE ASKED PERMISSION BEFORE POSTING A PICTURE ONLINE OF A FELLOW STUDENT/CLIENT.

KITS TO CLASS

STUDENTS ARE TO BRING THEIR FULL KITS TO CLASS EACH WEEK. THE REASON FOR THIS IS SO WE CAN GET STUDENTS INTO THE HABIT OF ALWAYS BEING PREPARED. EVEN IF THE CLASS IS ITEC YOU MUST BRING YOUR KIT. AGAIN, IF WE HAD A TOPIC CHANGE LAST MINUTE YOU WOULD NOT BE AFFECTED AS YOU WOULD HAVE EVERYTHING IN YOUR KIT. THIS IS ALSO PREPARING YOU FOR A REAL WORKING ENVIRONMENT. FOR EXAMPLE, IF YOU WERE WORKING ON SET AND ONLY BROUGHT THE BASICS FOR THE PARTICULAR LOOK AND HALFWAY THROUGH FILMING THEY CHANGED THE LOOK, YOU WOULD NOT HAVE THE PRODUCTS REQUIRED TO COMPLETE THE DAY. A MAKEUP ARTIST SHOULD ALWAYS BRING A FULL KIT. PLEASE BE AWARE THAT WE DO NOT EXPECT STUDENTS TO PURCHASE ALL PRODUCTS RECOMMENDED OR USED BY TRAINERS. WE NEVER ASK STUDENTS TO BUY PRODUCTS FOR THEIR KIT. PLEASE DO NOT COMPARE YOUR KIT TO TRAINERS KITS OR OTHER STUDENTS KITS. A KIT IS LIKE A HOME, YOU WILL NEVER STOP ADDING TO IT. THEREFORE STUDENTS ARE ADVISED TO BUILD THEIR KIT AT THEIR OWN PACE AND BUDGET. YOUR KIT WILL NEVER BE COMPLETE, FOCUS ON YOUR TECHNIQUES AND YOUR KIT WILL COME ALONG IN TIME.

PLEASE NOTE WE DO NOT TAKE RESPONSIBILITY FOR LOST ITEMS.

PAYMENT PLANS

STUDENTS SHOULD NEVER DISCUSS PAYMENTS WITH OTHER STUDENTS OR TUTORS. IF YOU HAVE ANY QUESTIONS / QUERIES ALWAYS DIRECT THEM TO SHARLEEN, ACCOUNTS OR MANAGEMENT NEVER TUTORS. SOME STUDENTS MAY HAVE AVAILED OF A DISCOUNT ON A CERTAIN DAY SO NOT EVERYONE'S PAYMENTS ARE THE SAME AND THIS MAY CAUSE PROBLEMS IF PAYMENTS ARE DISCUSSED. ALWAYS SPEAK WITH THE ACADEMY MANAGEMENT TEAM, SHARLEEN OR ACCOUNTS NEVER TUTORS REGARDING PAYMENTS. STUDENTS SHOULD BE AWARE THAT PAYMENTS MUST BE ON TIME IF AVAILABLE ON THE PAYMENT PLAN INSTALLMENT OPTION. STUDENTS ARE GIVEN INSTALLMENT DATES ON THE FIRST DAY SO THERE ARE NO EXCUSES FOR LATE PAYMENT. THE ACADEMY RESERVES THE RIGHT TO CHANGE THE COMMENCEMENT DATE OF ALL ACADEMY COURSES SUBJECT TO AVAILABILITY. STUDENT CANCELLATIONS OF ANY ACADEMY COURSE MUST BE MADE 30 DAYS BEFORE THE COMMENCEMENT DATE. PLEASE NOTE DEPOSITS ARE NON REFUNDABLE.

IF A STUDENT IS DOING A BANK TRANSFER PLEASE ENSURE YOU PUT YOUR FULL NAME ON THE PAYMENT AND THEN CALL/EMAIL THE ACADEMY TO CONFIRM YOU HAVE LODGED A PAYMENT AND RECEIVE A RECEIPT.

HYGIENE/REACTIONS TO PRODUCTS

STUDENTS MUST ARRIVE AT EVERY CLASS WITH CLEAN AND SANITIZED BRUSHES. IF BRUSHES ARE NOT WASHED BEFORE CLASS YOU CAN NOT USE THEM IN THE CLASS. LIKewise YOUR PRODUCTS MUST BE CLEAN AND FRESH ALL THE TIME.

PLEASE BE MINDFUL NOT TO USE OTHER STUDENTS' PRODUCTS. IT'S NOT FAIR TO STUDENTS TO ALWAYS LEND THEIR PRODUCTS OUT TO THOSE WHO DON'T BRING THEM TO CLASS. THIS GOES FOR CLEAN BRUSHES ALSO. PLEASE ENSURE YOU BRING CLEAN BRUSHES ONLY TO CLASS. THE ACADEMY WILL NOT TAKE RESPONSIBILITY FOR ANY BREAK-OUTS OR REACTIONS STUDENTS MAY HAVE DUE TO PRODUCTS/ BRUSHES USED.

CLEANING

EACH STUDENT IS RESPONSIBLE FOR CLEANING HIS/HER STATION AFTER EACH CLASS. THE REASON FOR THIS IS SO WHEN THE NEXT STUDENT ARRIVES TO CLASS THEIR STATION IS CLEAN AND PROFESSIONAL.. LEAVE YOUR STATION LIKE YOU WOULD LIKE IT TO BE FOUND WHEN YOU ARRIVE TO CLASS. STUDENTS MUST WIPE DOWN MIRRORS, COUNTER TOP, FRESH BIN, COTTON BUDS ETC REFILLED, CLEAN STATION AND FINALLY SIGN OF YOUR CLEANING ROTA SHEET. AGAIN, THIS IS PREPARING YOU FOR THE REAL WORLD. IF YOU WERE BOOKED FOR A SHOOT AND YOU LEFT YOUR STATION MESSY / UN CLEANED AND LEFT, YOU WOULD NEVER BE BOOKED AGAIN. THIS IS ALL ABOUT BEING PROFESSIONAL.

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FEEDBACK FORMS/ REVIEWS

PLEASE ENSURE YOU ARE HONEST IN YOUR FEEDBACK FORMS, THAT IS WHAT THEY ARE THERE FOR. THESE ARE READ BY MANAGEMENT DAILY SO WE CAN DEAL WITH ANY ISSUES STUDENTS MAY HAVE. PLEASE NOTE YOUR TUTOR DOES NOT READ THESE. IF YOU HAVE A PROBLEM WITH ANYTHING PLEASE ENSURE YOU WRITE IT DOWN SO WE CAN ACT ON IT THERE AND THEN. EACH TUTOR WILL HAVE A CERTAIN STYLE OF HOW THEY DO MAKEUP. ALL OUR TUTORS ARE THE BEST IN THE INDUSTRY AND WORK IN DIFFERENT AREAS OF THE INDUSTRY. WE UNDERSTAND THAT CERTAIN TUTOR STYLES MAY NOT BE WHAT YOU ARE INTO EG VINTAGE ETC , BUT PLEASE BE MINDFUL TO RESPECT ALL TUTORS AND THEIR STYLES WHILE IN CLASS. PLEASE DO NOT COMPARE YOUR WORK TO TRAINERS WORK, INDUSTRIES WORK OR OTHER STUDENTS WORK, EACH STUDENT IS ADVISED TO FOCUS ON THEIR OWN TECHNIQUES AND KEEP PRACTICING.

PLEASE NOTE THAT YOUR REVIEWS WITH SHARLEEN ARE CONFIDENTIAL. PLEASE BE MINDFUL WHEN SPEAKING ABOUT PROGRESS WITHIN THE COURSE TO OTHERS AS SOME MAY BE STRUGGLING AT A CERTAIN TOPIC YOU MIGHT FEEL STRONG IN. BE MINDFUL OF STUDENTS FEELINGS. IF YOU HAVE AN ISSUE/QUERY PLEASE RAISE THIS TO OUR ATTENTION AT YOUR REVIEW.

SIGNATURE: _____

DATE: _____

