

ESSEX BEAUTY
& AESTHETICS Ltd



BEAUTY
TRAINING

L2 Beauty
Professional
Apprenticeship
Apprentice Guide



WHY TRAIN WITH US



Why train with us?

TNB works with hundreds of salons and has strong relationships with employers across Essex and the UK as a whole. Furthermore, we have two sites, one in Folkestone and our satellite centre Essex Beauty & Aesthetics in Basildon. All our apprenticeship are delivered jointly with our tutors, assessors and salon educators. They will plan times for you to come in to cover each particular unit in partnership with your salon educator or online if you would prefer.

We are a team of highly experienced experts who specialise in apprenticeships, traineeships, adult education and funded training within the hair, beauty & wellness sector.

TNB pride ourselves on the Core Values that underpin our business:

- Above and Beyond as Standard
- Passion for Learning
- Committed to Succeed
- Keeping It Real

We offer training to our clients specific to our sector, and deliver successful programmes that are tailored to each individual clients needs so that maximum value is consistently delivered.

Meet Sam your Essex Tutor & Assessor.

Allow us to introduce Sam, your dedicated Essex Tutor & Assessor. With over two decades of industry experience, Sam has successfully managed two salons and training academies. Holding qualifications up to Level 5 and possessing an Assessors qualification, Sam is driven by a passion for transforming traditional beauty training methods. Her vision is to cultivate beauty professionals who are not only highly skilled therapists but also adept business entrepreneurs.



WELLBEING

WELCOME



Wellbeing is an integral part of a successful career in the Hair & Beauty industry, especially for apprentices who are just beginning their professional journey.

As apprentices, the physical and mental demands of learning new skills, meeting client expectations, and adapting to a fast-paced work environment can be overwhelming. It's important to foster a healthy vision, mindset, and motivation to stay resilient in the face of these challenges. Understanding the significance of wellbeing, we have incorporated lessons on these key areas into our apprenticeship program.

These lessons encompass topics such as setting and achieving goals, maintaining motivation, managing stress, and nurturing both physical and mental health. By integrating these lessons into their day-to-day lives, apprentices can better manage their responsibilities, mitigate potential burnout, and ultimately, thrive in their chosen field.

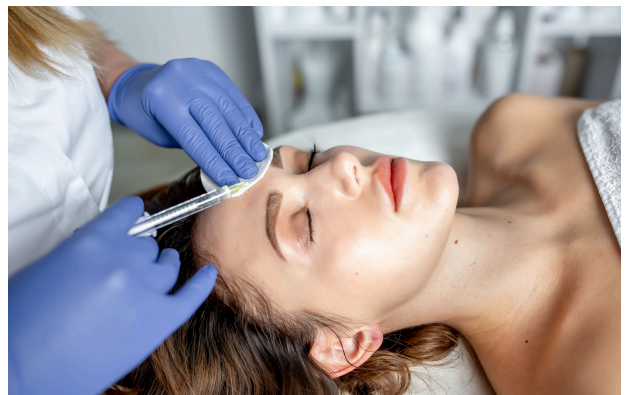
This holistic approach to learning ensures our apprentices are not only skilled hair and beauty professionals but also resilient individuals who can effectively cope with the demands of their professional and personal lives.



YOUR CAREER JOURNEY

If I was sitting with you in a bar in 5 years time and we were looking back on your career so far which of the below paths would you pick?

Nationally Recognised Beauty Therapist
International Beauty Therapist
National and International Session Artist
Cruise Ship Therapist
Beauty Blogger
Salon or Spa Manager
Salon Or Spa Owner
Technical Advisor
Product Consultant
Competition Judge
Educator/Facilitator/Assessor
Advanced Aesthetic Manager/Trainer



During your time with TNB you will have the opportunity to be coached and mentored via our online platforms by many of the people who have already achieved their end goal in our industry. These people will share their journeys with you, giving you an insight into what you can achieve if you put your mind to it. So what are you waiting for lets get started and build that Dream!



Interested in Knowing More?

YOUR LEARNING JOURNEY ?

TNB APPRENTICESHIP JOURNEY

Step 1 - First 6 weeks

You will attend an on boarding meeting with our admissions team & your employer where we will check your recognised prior learning as well as checking your suitable for the course, Once this has been established and all the paperwork has been completed online you will watch our online pre-recorded induction which covers everything that will be expected of you & induction quiz to check on your understanding.

Once this is complete your first meeting online will be arranged with you assessor who will be in charge of guiding you through the qualification and she will give you a training plan which will explain what you will be learning when as well as her contact details for your questions & help needed through out the course. Every 8 weeks you will attend reviews to recap on your learning as well as the opportunity for you to ask your tutor questions that you feel you need additional support in as well as check your off the job learning.

Most of the learning will be completed online with pre-recorded modules & assignments and you will need to evidence 6 hours of off the job training recorded on our off the job sheets

Because our standards are high we wanted to set up a list of non-negotiable & our company values we expect of all our apprentices to adhere to who we deliver our funded training & this will be monitored closely especially in the first 8 weeks and if we feel you are not practicing the following you will be removed from the programme

Our company values are Passion for learning, committed to succeed, above and beyond as standard & keeping it real. We will need to see you commit to these values & these will include

- Attended all planned training sessions including pre-recorded online training unless genuinely unwell and this must be confirmed by your employer
- Completion of first assignment set by deadline- this includes the dream workbook & induction & induction questions.
- Attendance at review- employer & learner & review signed online & received back by both employer and learner within two days
- Full off the job forms accurately completed in detail of what has been learnt and how it relates to the apprenticeship standard & fully signed by employer confirming the training has taken place
- If required to Math & English there must be 10% progress on our forskills modules..

TNB APPRENTICESHIP JOURNEY

Step 2 - Months 2-18

At the point when you will have completed all theory and practical training, now it is time to perfect your skills and prepare for your portfolio showcase, observation and professional discussion end point assessment sessions, whilst building your clientele to 85% full (if applicable) so you can bring revenue to your salon and increase your earning potential so you are ready to sit End Point Assessment.

Step 3 - Months 18-24

Prepare for end point assessment. We discuss with your employer, tutor/assessor and mentor to check they feel you are ready before we plan the date for the End Point Assessor to visit and complete your qualification.

Step 4 - Months 15-60

Progress to complete your Level 3 Advanced qualifications or Level 4 Salon Management or specialise in other Level 4, Level 5 & Level 7 services to be the best you can be!

During all of your journey, you will have the opportunity to work with experts in our sector, including salon coaches, award-winning stylists and therapists and product companies.

These people share their journeys giving you an insight into what you can achieve if you put your mind to it,

So what are you waiting for let's get started and build that Dream!



BEAUTY PROFESSIONAL APPRENTICESHIP

Beauty Professional Standard

All of the information about the **Beauty Therapist Pathway Apprenticeship Standard** is contained in this pack.

The old beauty therapist apprenticeship NVQ Framework has been replaced by the new Employer Led Apprenticeship Standard, which was introduced in 2018. This apprenticeship was designed by employers in the hair and beauty industry to be a qualification that all businesses within the sector could be confident contained the necessary skills, knowledge and behaviours that professional beauty therapists need. It is recognised in the industry as the highest qualification at this level because it combines learning with working in a real life environment.

For this apprenticeship you will complete a Level 2 Diploma for Beauty Professionals (Beauty Therapist). This is typically a 15-18 month apprenticeship and once training is complete you will need to complete a 1 hour Online Knowledge Exam and a 5 hour Practical Observation End Point Assessment. This is carried out by an Independent Assessor from an End Point Assessment Organisation, such as VTCT, to ensure you have reached the required standard and on completion you will be awarded a Distinction or Pass Grade.

The total cost of the course is £7000, which is fully funded if you are aged 16-18, or if aged 19+ the government will fund 95%. The remaining 5%, which is £350 + VAT, will be invoiced to your employer once you have enrolled on the course and must be paid before the learning can begin.



BEAUTY THERAPIST

The Beauty Therapist Apprenticeship - Outcomes

Occupational profile

A Beauty Therapist works in one of the largest, trusted, professional and continually expanding industries within the hair and beauty sector. The work environment can be varied in size, style and ambience, from a cruise ship, through to small bespoke salons or luxury high end beauty salons and spas.

A Beauty Therapist works independently or as part of a team supported by a manager when completing treatments as a key part of a beauty business. They demonstrate a willingness to learn, have an enquiring and curious mind and are enthusiastic to learn about their chosen career. In addition they exhibit a good work ethic applied to learning, drive and commitment to learn and maintain continual professional development. They deliver essential one to one Beauty Therapy treatments whilst maintaining the organisation's image, financial viability and reputation. They complete all duties and treatments within the scope of the occupational role in accordance with legal, industry and organisational requirements within commercially viable times. They act with professionalism, without supervision and observe the safe working practices to a high level of precision.



BEAUTY THERAPIST

The Beauty Therapist Apprenticeship - Outcomes

A Beauty Therapist:

- carries out beauty therapy treatments in line with legal, industry and organisational requirements, maintaining honesty, integrity and confidentiality
- carries out, maintains and stores detailed and confidential beauty treatment consultations with clients, choosing the most appropriate treatments and products
- implements and practices safe ways of working for themselves and others in accordance with legal, beauty therapy and organisational requirements
- facilitates the client journey, makes appointments, completes the services and handles payments from clients
- provides advice and recommendations on the beauty treatments, products and appointments
- portrays professionalism and values that meet Beauty Therapy industry requirements and expectations
- maintains standards of appearance and the salon/spa image, etiquette and hygiene
- selects, uses, and applies a range of beauty therapy techniques, products, tools and equipment to provide:
 - waxing treatments
 - hand and nail treatments
 - foot treatments
 - facial skin care treatments
 - eyelash and eyebrow treatments
 - make-up application
 - basic massage treatments (back, neck and shoulder)



BEAUTY THERAPIST

The Beauty Therapist Apprenticeship - Outcomes

Provide waxing treatments

A Beauty Therapist is able to consult, plan, prepare and perform waxing services to remove unwanted hair on clients from the legs, underarms, face and bikini line.

A Beauty Therapist knows and understands types of equipment and products, waxing services and how these are carried out. The structure and function of the skin and hair. The hair growth cycle and factors that affect hair growth.

Provide hand and nail treatments

A Beauty Therapist is able to consult, plan, prepare and perform hand and nail treatments on clients.

A Beauty Therapist knows and understands the techniques, tools and equipment used within hand and nail treatments, the anatomy and physiology of hands, lower arms, nails and skin.

Provide foot treatments

A Beauty Therapist is able to consult, plan, prepare and perform foot and nail treatments on clients.

A Beauty Therapist knows and understands the techniques, tools and equipment used within foot treatments, the anatomy and physiology of the lower leg, foot, nails and skin.

Provide facial treatments

A Beauty Therapist is able to consult, plan, prepare and perform facial skin care treatments, use facial products and equipment, and improve and maintain skin condition on clients.

A Beauty Therapist knows and understands the techniques, tools and equipment used for facial treatments, the anatomy and physiology of the face, the structure and function of the skin, including of skin conditions.

BEAUTY THERAPIST

The Beauty Therapist Apprenticeship - Outcomes

Provide eyelash and eyebrow treatments

A Beauty Therapist is able to consult, plan, prepare and perform enhancements to the appearance of the eyebrows and lashes on clients.

A Beauty Therapist knows and understands the techniques, tools and equipment used for eyebrow artistry and their effects, colour eyelashes, attach, maintain and remove semi-permanent and temporary eyelashes.

Provide make-up application

A Beauty Therapist is able to consult, plan, prepare and perform make-up services on clients.

A Beauty Therapist knows and understands the techniques, tools and equipment used to create different make-up effects for different occasions.

Provide basic massage treatments

A Beauty Therapist is able to consult, plan, prepare and perform manual massage treatments on clients.

A Beauty Therapist knows and understands correct use, application and benefits of massage techniques, the anatomy and physiology of the body and systems.

Behaviours - these behaviours ensure that clients receive a positive impression of both the organisation and the individual:

Personal and professional ethics - demonstrates a commitment to quality, maintains honesty, integrity and confidentiality.

Flexible and positive attitude - adapts positively to changing work priorities and patterns when new tasks need to be completed or requirements change.

Maintain client/customer care principles and practices - show clients/customers respect at all times and in all circumstances, demonstrate client empathy, sensitivity and awareness.

BEAUTY THERAPIST

The Beauty Therapist Apprenticeship - Outcomes

Professionalism and Values

A Beauty Therapist is able to:

Carry out and maintain beauty therapy legal, industry and organisational requirements for professionalism and demonstrate a passion for the industry; meet organisational and industry standards of appearance; work under pressure, observe time management and self-management; provide advice and recommendations on the beauty treatments aftercare and appointments; complete services in a commercially viable time and to a high standard; demonstrate an appreciation of equality and diversity; describe the range of treatments and products in the beauty therapy industry; maintain client confidentiality and rights to support the client journey; demonstrate excellent verbal and non-verbal communication skills; deal with problems within the scope and responsibilities of the occupation, swiftly seeking assistance from a senior member of staff when required.

A Beauty Therapist knows and understands:

Beauty therapy industry, legal and organisational requirements: procedures, guidelines, codes of practice, ethics, equality and diversity and quality assurance systems; time and self-management principles; Beauty Therapy duties, standards of appearance, personal hygiene, etiquette, housekeeping; commercially viable times for the completion of treatments; continuing professional development; Consumer Rights Act and the Data Protection Act; the role of the reception and associated areas; the types of products and treatments in the beauty therapy and related industries; the importance of aftercare advice and recommendations; verbal and non-verbal communication skills; how to deal with problems within the scope and responsibilities of the occupation, swiftly seeking assistance from a senior member of staff.

BEAUTY THERAPIST

The Beauty Therapist Apprenticeship - Outcomes

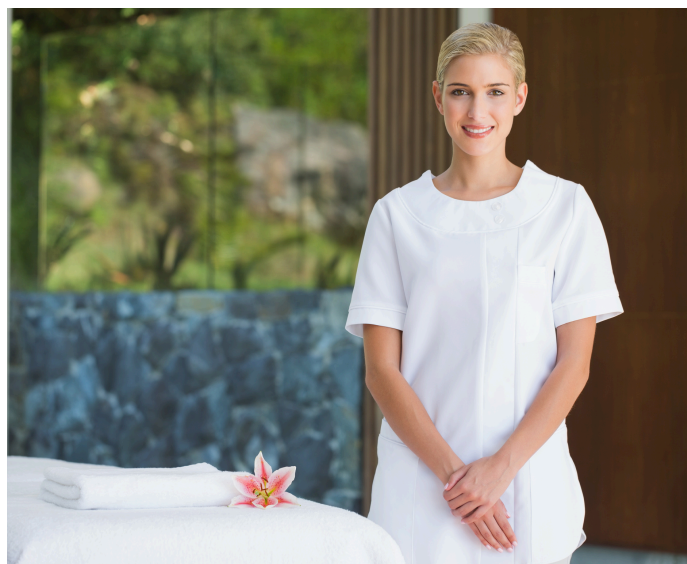
Safe working Practices

A Beauty Therapist is able to:

Meet legal, industry and organisational requirements: maintain effective, hygienic and safe working methods; meet health and safety considerations; adhere to workplace, suppliers' or manufacturers' instructions for the safe use of equipment, materials and products; maintain the client's modesty, privacy and comfort; minimise risks of cross-infection, injury or fatigue; promote environmental and sustainable working practices; ensure personal hygiene and protection meets industry, organisational and local authority requirements; correctly use, store and dispose of Personal Protective Equipment.

A Beauty Therapist knows and understands:

Legal, industry and organisational requirements: use of tools, equipment, materials and products; workplace housekeeping: cleaning, disinfection, sterilisation, waste disposal; supplier or manufacturer's instructions; protection of self and client; direct and indirect cross-infection; contra indications and contra actions; methods that promote environmental and sustainable working practices; how to recognise and reduce the risk of injury to self and others by maintaining correct posture; health and safety legislation and practice.



BEAUTY THERAPIST

The Beauty Therapist Apprenticeship - Outcomes

What qualifications will you achieve once qualified?

VTCT Level 2 Diploma for Beauty Professionals - Beauty Therapist

Maths and English

Apprentices without GCSE Grade 4-9/A*-C or Level 1 English and maths will need to achieve this level and take the test for Level 2 English and maths prior to taking the End Point Assessment. For those with an education, health and care plan or a legacy statement the apprenticeship's English and maths minimum requirement is Entry Level 3 and British Sign Language qualification is an alternative to English qualifications for whom this is their primary language'.

Professional Body Alignment - Achievement of the standard makes you eligible for State Registration with the Hair & Beauty Council.

Entry requirements - None

Duration of the apprenticeship - Typically 12-18 months

Progression to - Senior Therapist



BEAUTY PROFESSIONAL - BEAUTY THERAPIST APPRENTICESHIP

Goals

How can this programme fit into your long term plans and what are your career goals?

Have you got some? How can you develop some to achieve what you want to and get to where you want to be?

Goals are the key to helping you move forward, to making the changes required.

POWERFUL goals are ones that create commitment, desire, passion, energy and belief together. When have you experienced in the past a passion for something that drove you to achieve it?

Things get DONE when you create POWERFUL goals. Now you need to set goals that unlock these energies.

"If you aim at nothing, you'll hit it every time " Zig Ziglar, American author and motivational speaker.

So what are your goals?

Lifetime Goals – Financial stability, family harmony, being healthy physically and mentally.

Long Term Goals – Buy a new car, buy new home, work-life balance, profitable column/guest list and money in the bank as savings.



BEAUTY PROFESSIONAL - BEAUTY THERAPIST APPRENTICESHIP

How can our Apprenticeship programme help you to achieve these goals?

- A beauty apprenticeship is the best way to develop your skills and knowledge quickly, getting hands on experience every day.
- A beauty apprentice gains hands on experience in salon procedures, skills and techniques under the watchful eye of a professional - this means you are literally learning your trade on the job.
- Unlike completing training at college, as an apprentice you are building a strong guest list and being paid while you learn, earning 3 times more than a college leaver or Uni graduate!
- One of the biggest benefits of an apprenticeship is that you also learn business and marketing basics, as well as client relations and retention.
- Beauty apprentices develop skills relevant to their organisation
- Beauty Therapists rely on the rapport they build with customers to keep them coming back, and to advertise via word of mouth. People skills are one of the most important aspects of the job, and one that can only be taught through practice in a commercial salon on real paying clients.
- As you become more experienced, you will also be allowed to assist in other therapists treatments. This builds trust with the customers, which is another important part of client development.
- All our salon apprentices will have access to additional discounted workshops whilst training.
- Beauty apprentices who complete work-based learning are more likely to progress to fulltime employment once qualified than their college counterparts as they will have built a clientele whilst training and can already bring in additional revenue for the salon. 86% of apprentices progress to a full time job once qualified compared to 48% of college leavers.

BEAUTY THERAPIST FAQ

Question: How will I receive my Off the Job training?

Answer: A combination of training will take place with your TNB tutor/assessor either online or face to face and from your salon educator/mentor.

This includes access to group coaching sessions online and additional workshops with major brands as well as customer service, consultation, marketing, Instagram and FB marketing with Jennifer Louise from the Successful Salon Mentor if your employer signs up to this. You will have access to all our online platforms and resources including VTCT Pivot Point and TNB Online courses.

Question: Does it cost me anything?

Answer: If you are an apprentice aged 16-18, the course is fully funded and your employer will have access to an additional £1000 grant to help support you. If you are 19+ your employer will be expected to pay a 5% contribution of £350 + VAT and this will be invoiced before your training begins.

Question: How quickly will I be able to offer services within my salon?

Answer: This will be down to you. We will aim and plan for you to be carrying out the majority of your services on the salon floor within 12 months. If applicable, Jennifer Louise will teach you how to build your profile on Instagram so you attract a new clientele for the salon and you will have plenty of models to practice on.

Question: How much do I get paid?

Answer: The minimum apprenticeship hourly rate is £4.81 with effect from 1st April 2022, however we give our salon owners access to a commission and bonus structure so that as you build your guest list your salon can reward you for performing services and selling retail to your client but this will be dependent on what your employer and you agree at the start of your apprenticeship.

Question: What other funded courses do you offer?

Answer: TNB have access to government funding or further training in hair, beauty, nails, customer service, retail, team leading and management as well as Level 4 Assessing/Coaching and L5 Learning and Skills Teaching.



**THE FUTURE
BELONGS TO
THOSE WHO
BELIEVE IN THE
BEAUTY OF
THEIR DREAMS.**

ELEANOR ROOSEVELT

ESSEX BEAUTY

& AESTHETICS Ltd

Short courses available at Essex Beauty.

Manicure & Pedicure

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BIAB

Acrylics

E-File

Gel X

Facials

Chemical Peels

Dermaplaning

Microdermabrasion

Micro needling

Russian Lashes

Classic Lashes

Straight to Volume

Lash Lift & Tint

Brow Lamination

Henna Brows

Waxing

Intimate Waxing

Aesthetics Training

VTCT Level 2

VTCT Level 3

VTCT Level 4

VTCT AET Teacher Trainer

VTCT Assessors Qualification

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