

PREPARING TO ATTEND NB PROFESSIONAL ULTIMATE TRAINING ACADEMY

We do our utmost to provide a high and safe standard of training at the Academy and we ask for your assistance in maintaining these high professional standards.

Please note that the rules and regulations below are compulsory for Health & Safety purposes.

Punctuality

Courses will commence promptly at the times agreed at the start of the course. The teaching time on your course is extremely precious! We do understand that incidents occur that cannot be prevented e.g. heavy traffic, poorly children, but we would appreciate a telephone message if you are running late.

Behaviour and Attitude

Poor attitude and bad behaviour is not tolerated at the Academy. A professional mannerism and attitude is expected at all times; whether on the course or in the Beauty/Holistic Industry.

Dress Code

Not only is it important for a Practitioner to appear professional at all times, it is vital that we comply with the dress code for Health & Safety issues.

We may refuse students entry on the day if he/she has not complied with these rules.

- Shoes must be plain black, low heel and enclosed toe
- Please wear smart black trousers and appropriate black top

Personal Hygiene

Students must at all times maintain their own personal hygiene. (Please refer to industry codes of practice)

Hair and Nails

Long or medium length hair must be tied back during the course and nail varnish cannot be worn. Nails should be cut/filed to a sensible length to avoid injury to a client.

Jewellery

No jewellery (including nose and tongue piercings) should be worn during the course except for a wedding band and small stud earrings. Please leave any valuables at home as the Academy cannot take any responsibility for loss or damage to student's or clients personal belongings.

Training Materials

NB Professional Training Academy will provide all students with relevant Pre-Training manuals and Training manuals. You may be required to access your course via the Onefile EPortfolio system. You will be provided with log in details once you are fully enrolled onto the course.

Kits

Whilst training at NB Professional Training Academy we will provide all the products needed for your course including: towels, consumables and equipment. Kits are included in some of the courses, please see individual course information for further details.

Case Studies and Exams

Depending on the course may be required to complete pre-training information and you may also be required to complete online tasks, assignments or exams. This is clearly detailed in the individual course information sheet.

Each course has a specially designed qualification tracker so you can see exactly what needs to be done to achieve your qualification. This is available on the ePortfolio system once you are enrolled with NB Professional however we are happy to email this to you prior to the course if you prefer.

Certification

We are an accredited and recognised Training Academy - enabling you to practice professionally and to gain recognised treatment insurance. Each course attended entitles you to the prestigious NB Professional Certificate plus the Certificate from the Accreditation provider.

Depending on the course, Certificates are either given on the last day of training or sent in the post once students have demonstrated that they are competent in carrying out safe practical treatments and have completed any final tasks, assignment or written exams.

To ensure good practice, should the tutor feel that you would benefit from further training, your certification will be withheld and you will offered the opportunity to attend the next available course that has a space. You must reach the correct standard to enable the Ultimate Training Academy to issue you with a certificate.

Refreshments

Tea, coffee and refreshments will be provided and there are a variety of sandwich shops and cafes all less than 5 minutes' walk away for lunch and / or evening meals.

Mobile Phones

These must be switched off or put on silent during the course. (Please discuss with you Tutor if you have a personal situation that requires your phone to be left on).

Smoking

If you do smoke, please do not do so when wearing your therapist's uniform or directly outside the entrance to the Academy.