Course Document

Course title: Level 2 Diploma For Beauty Specialists
Course code: S0010

Duration: Full Time: 6 months, 5 days per week & 4 hours a day
Part Time: 11 months, 3 days per week & 3 hours a day

Type: Full-time or part-time

Commencement date and end date: See course schedules at http://www.spatec.com.sg/courseschedule.aspx

Proprietor of course, person conferring award and country established: ITEC (UK) DIPLOMA

Progress Pathway:
Advance Certificate/other ITEC Diploma: Spa Treatments, Aromatherapy Massage, Reflexology, On site massage, Indian Head massage, Lymphatic Drainage, Sports Massage, Alternatively, they may apply for other Advanced Certificate/other ITEC Diploma L3,L4,L5, BTEC L4, L5

Description of course and structure (number of modules, sequence, etc):
Anatomy & Physiology, Professional ethics, First aid, Hygiene & sterilization, Client handling, Business studies, Skin Care, Waxing, Manicure & pedicure, Make-up techniques

Content of modules / Learning outcomes:
  - ✓ Skin Diagnosis – full facial treatment for specific skin types.
  - ✓ Handling adverse reactions & identify contraindications to facial.
  - ✓ Skin care, facial massage and eye treatment.
  - ✓ Make-up techniques – corrective make-up & make up for special occasions.
  - ✓ Manicure & pedicure.
  - ✓ Waxing
  - ✓ Use of different electrical devices (i.e. magnifying lens & steamer) for the different treatments.
  - ✓ After treatment follow up.
  - ✓ Efficient preparation of workplace.
  - ✓ Client assessment & consultation.
  - ✓ Proper hygiene & professional image.
  - ✓ Records keeping.

Requirement for Industrial attachment (if any): NO

Admission requirements:
- ✓ 16 years old and above
- ✓ Obtained at least a C6 at GCE N Levels in any three subjects or Equivalent
- ✓ At least a C6 at GCE N Level English/Chinese or Equivalent

Manner of teaching: Lecture, Practical, Case Study

Attendance requirements:
- Student Pass holders: >90%
- Locals & Others: >75%
**Course Document**

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<table>
<thead>
<tr>
<th>Manner of assessment</th>
<th>Case Study: Pass or Refer</th>
<th>Theory: A &amp; P: 50%, Beauty Specialists: 60%, Professional ethics: 60%</th>
<th>Practical: 60%</th>
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</thead>
<tbody>
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<td>Refer to: <a href="http://www.itecwold.co.uk/">http://www.itecwold.co.uk/</a></td>
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**Manner of assessment**  
(This should include final and continual assessment frequency and schedule; assessment modes; criteria for grading and awards; assessment weighting)

**Dates of examinations**  

**Expected date of release of results of final exam**  
60 days after the Theory exam

**Graduation requirements**  
Student must submit five case studies and pass both theory and practical assessments

**Expected date of conferment of award**  
60 days after the Theory exam

**Teacher-student ratio**  
Theory: 1:50  
Practical: 1:20

**Fees payable & components**

- Course Fee: S$3200.00 (full amount)  
- SDF Funding is available for self-sponsored individual up to 75%  
  * Terms and Conditions Apply AND subjected to WDA approval  
- WTS - S$160.00 (Citizen 35 yrs old and above, salary below $1900)  
- SkillsFuture Credit can be used on top of existing course subsidies  
  * Applicable for Singaporeans age 25 and above  
- PIC claim available up to 40%

**Fees payable & components**

- ITEC Examination fees: S$300.00  
- Materials fees#: Above S$300.00  
- Medical Insurance: S$70.00 (only if applicable)  
- ITEC Examination Late Booking Fees: S$35.00 (only if applicable)  
- Re-taking Examination Fees: S$200.00 (only if applicable)  
- Result Appeal/Complaints Fees: S$110.00 (only if applicable)  
- Replacement of Student ID: S$5.00 (only if applicable)  
- Re-print of ITEC Certificate Fees: S$150.00 (only if applicable)  
- Course Fee Late Payment Fees (1%): S$18.00 (only if applicable)  

#Material fees include School uniform.

**Fee collection schedule**  
For cheque payments are payable to: SPATEC ACADEMY PTE LTD  
For escrow payments cheque payments are payable to: SPATEC ACADEMY PTE LTD – FPS ESCROW

**Fee refund policy**  
Refer to Refund Policy

**Additional Remarks**  
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Level 2 Diploma for Beauty Specialists

 Modules:

- Unit 10 Make Up
- Unit 11 Manicure and Pedicure
- Unit 12 Waxing
- Unit 22 Professional Conduct and Business Awareness
- Unit 9 Skincare and Eye Treatments