



Gemma Knightlys
PRIVATE HAIR & BEAUTY COLLEGE

Suite 4 | Mileheight Business Park | Manor | Tralee | Co. Kerry
Telephone: 066 7197000 | 087 3736910 | Email: gemmaknightly@hotmail.com

www.gemmaknightly.com

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Welcome to Gemma Knightlys

From the heart of our creative team, our hair, beauty and body courses are developed to a very high standard. All courses are designed to be contemporary, relevant, forward thinking and are delivered with passion, commitment and technical excellence. You will leave inspired with real commercial skills and receive an insight into the unique culture of the industry.

We look forward to welcoming you.

Gemma Knightly Principal

“One is never too busy to be beautiful”





Are you looking for the purest form of hairdressing and beauty education to allow you to express your talent in full?

Then our full time day course is for you.

This course is unique in design as we have tailor made it to meet the needs of students with strong classic skills. The formal learning structure encompasses all the elements necessary to give you that boost needed to make your mark in the hair and beauty industry.

Format: Theory/ Practical
10.00am - 4.00pm Monday to Thursday

Awards: ITEC International Diploma, City & Guilds

Duration: One Year

This Level will introduce you to the hair and beauty industry.

Level 1

Shampooing
 Colouring
 Blowdrying
 Head Shapes and Bone Structure
 Client Care
 Business and Marketing
 Portfolio and Mood Board
 Manicure and Pedicure, French Paints
 Gel Nails
 Skin Care, Make Up & Themed Looks
 Practical Assessment
 Personal Appraisal

Level 2

ABC Cutting and Colouring
 Mens Hair Cutting
 Foundation Highlighting
 Up Styles/ Setting Techniques
 Curly Blow Dry
 Perms
 Practical Assessment
 Personal Appraisal

Level 3

Advanced Levels of all the last two levels
 Disconnection/ Contemporary Cutting
 Dressing Hair
 Themed look with Photo Shoot
 Working with in a Time Frame
 Employment Interview Techniques
 Mock Exams
 Practical Assessment
 Personal Appraisal
 Final Exam



Beauty and Body Treatments

Have you a keen interest in beauty and body therapy, would you like to travel or open your own business?

If so then our full time day course is for you.

This course has been tailor made to give you all the skills required to train you from head to toe. With your international diploma you can travel the world using your newly gained skills.

Format: Theory/ Practical
10.00am - 4.00pm Monday to Thursday

Awards: ITEC International Diploma, City & Guilds

Duration: One Year

Treatments in this course are for the purpose of relaxation, stress release, slimming and weight loss

Topics Covered

Facials

Tinting/ Tweezing

Steam and Comodne Extraction

Facial Electrical

Make Up

Manicure and Pedicure, French Paints

Body Scrubs and Tanning

Waxing Hot, Cool, Rollers, Bleaching

Diet and Nutrition

Holistic and Swedish Massage

Hot Stone Massage

Back Treatments

Body Electricals

Figure Diagnoses

Fitness

Themed look with Photo Shoot

Working within a Time Frame

Employment Interview Techniques

Mock Exams

Practical Assessment

Personal Appraisal

Final Exam

“Nature gives you the face you have at twenty, life shapes the face you have at thirty, but at fifty you get the face you deserve”

Coco Chanel



Part Time Hairdressing Courses

Our part time hairdressing courses are for every one from beginners to trainee stylists wanting to focus on the hairdressing skills needed to perform in today's competitive salon environment.

Our courses help to build confidence, skill and is also a good introduction to our full time course.

"I think that the most important thing a woman can have next to talent of course - is her hairdresser."

Joan Crawford

Blow Drying / Setting Course

Blow drying course is suitable for 1st year apprentices or those interested in learning blow drying techniques. Students will learn straight and curly blow drying methods as well as setting techniques.

Format: Practical Work
4 evenings 6.30pm to 10.00pm

Number of Participants: 6

Equipment Required:

1 Mannequin Head
Can be rented from the College, please book in advance.
Comb Set
1 Small, Medium & Large
Brush Set



Certificate Awarded

Foundation Highlighting

A course designed for the all colour techniques interested in furthering their skills. Learn simple foil and meche techniques. Improve on your colour applications and time frame.

Format: Theory/ Practical
4 evenings 6.30pm to 10.00pm

Number of Participants: 6

Equipment Required:

1 Mannequin Head
Can be bought from the College.
1 Scissors at least 5.5 inches
Comb Set
Pin Comb



Certificate Awarded

Foundation Upstyling

A course designed for the hairdressers interested in furthering their skills with regard to up styling techniques covering bridal Styles, young funky styles and hollywood classics. Velcro, hard and heated rollers used for settings. GHD and curling tongs covered. (This course can also be combined with make up bridal/ themed course just ask the college for details)

Format: Practical Work
4 evenings 6.30pm to 10.00pm

Number of Participants: 6

Equipment Required:

1 Long Haired Mannequin Head
Can be bought from the College.
Comb Set
Straightener



Certificate Awarded

Classic Cutting

An excellent motivation course designed to enhance the skills of the all ready scissor friendly improvers with in the salon. Each student must at least have one years experience in cutting. Course will cover one length cutting, layering, graduation and point cutting.

Format: Theory/ Practical
4 evenings 6.00pm to 10.00pm

Number of Participants: 6

Equipment Required:

1 Mannequin Head
Can be bought from the College.
1 Scissors at least 5.5 inches
Cutting Comb



Certificate Awarded



Beauty Specialist Course

The ITEC Diploma for beauty specialists provides a thorough understanding and skills of facial treatments (with the omission of electrical) manicure/ pedicure and waxing for a beauty specialist requiring a high level qualification in beauty. Ideal for those seeking employment in salons, health farms, spas and cruise liners.

Would you like to learn how to apply make up, do tanning streak free! and learn many more skills that will qualify you to work as a beauty therapist/ consultant

Yes..then this is the course for you

"It is better to be beautiful than to be good, but it is better to be good than ugly"

Oscar Wilde

Beauty Specialists Level 2 (International)

Facials

Tinting/ Tweezing

Steam and Comodne Extraction

Make Up, Bridal, Occasion and Fantasy Looks

Manicure and Pedicure, French Paints

Body Scrubs and Tanning

Waxing Hot, Cool, Rollers, Bleaching

Format: Theory/ Practical Work - 1 day per week 10.00am - 4.00pm
or 2 Evenings per week 6.30pm - 9.30pm

Awards: ITEC International Diploma, City & Guilds

Duration: 9 Months

Epilation Level 3 (International)

Treatments for the permanent removal of unwanted hair using Diathermy and the blend methods. One must hold a facial electrical diploma to advance on to this course.

Format: Theory/ Practical Work - 1 day per week 10.00am - 4.00pm
or 1 Evening per week 6.30pm - 9.30pm

Awards: ITEC International Diploma

Duration: 9 Months

All our beauty courses can be broken into modules and tailored to suit the students needs, if interested just contact the college for details.

ITEC Make Up Course

ITEC Manicure and Pedicure Course

ITEC Waxing Course

Advanced Waxing

Novalash

Unique Gel Nails

ITEC Facial Course

ITEC Facial Electricals

ITEC Body Electricals

Complementary Therapies



Diploma in Aromatherapy Level 3 (International)

Advanced aromatherapy techniques are included in the course including lymphatic drainage and acupressure points as well as the holistic approach. The properties of 42 essential oils are studied and the course teaches the uses of the oils to create the remarkable results they provide. A full Aromatherapy massage is incorporated into the course.

Format: Theory/ Practical Work
1 Day per week 10.00am - 4.00pm or
1 Evening per week 6.30pm - 9.30pm

Awards: ITEC International Diploma,
City & Guilds

Duration: 9 Months

Diploma in Holistic Massage Level 3 (International)

This is the foundation course for complementary therapy. The course provides students with a thorough understanding of anatomy and physiology of the body so that they have a complete knowledge of the structure and functions of each area on which they are working. The course includes holistic massage incorporating the classical movements treating the whole body.

Format: Theory/ Practical Work
1 Day per week 10.00am - 4.00pm or
1 Evening per week 6.30pm - 9.30pm

Awards: ITEC International Diploma,
City & Guilds

Duration: 9 Months

Diploma in Reflexology Level 3 (International)

Students are taken through the history and philosophy of this age-old therapy. The course covers the reflex zones and the related reflex areas as well as common disorders and ways in which to treat them. Students work on the hands and feet. This course is truly interesting.

Format: Theory/ Practical Work
1 Day per week 10.00am - 4.00pm or
1 Evening per week 6.30pm - 9.30pm

Awards: ITEC International Diploma,
City & Guilds

Duration: 9 Months

Complementary Therapies

Diploma in on Site Massage

Level 3

Treatments for the purposes of relaxation and stress release in the workplace. This is a very easy and interesting course to complete.

Format: Theory/ Practical Work
1 Day per week 6.30pm - 9.30pm

Awards: ITEC International Diploma

Duration: 3 Months

Diploma in Diet and Nutrition for Complementary Therapists

Level 3 (International)

The course covers the digestive system, absorption, distribution, metabolism, and nutrients. Included are: calories, RDAs, cholesterol, carbohydrates, proteins, vegetarian diets, food allergies and food poisoning. This is ideal for any complementary therapist who wishes to be able to give more guidance to their clients on healthy eating and the holistic approach.

Format: Theory/ Practical Work
1 Day per week 10.00am - 4.00pm or
1 Evening per week 6.30pm - 9.30pm

Awards: ITEC International Diploma

Duration: 9 Months

Diploma in Stone Therapy Massage

Level 3 (International)

The main aim of the ITEC Level 3 Diploma in Stone Therapy Massage is to enable candidates to provide treatments for the purposes of relaxation and stress release through the healing properties of the basalt stones.

Format: Theory/ Practical Work
1 Day per week 10.00am - 4.00pm or
1 Evening per week 6.30pm - 9.30pm

Awards: ITEC International Diploma

Duration: 6 Months

Complementary Therapies

Diploma in Anatomy and Physiology

Level 3 (International)

A theory only course covering all the anatomy and physiology of the body.

Format: Theory Work only
1 Morning per week 10.00am - 1.00pm or
1 Evening per week 6.30pm - 9.30pm

Awards: ITEC International Diploma

Duration: 6 Months

Diploma in Indian Head Massage

Level 3 (International)

An ideal qualification for those wishing to help clients in our multicultural society. The course covers the origin of the massage as a way of keeping hair in peak condition and the specialised treatment techniques used now to soothe and ease tension in the head and scalp.

Format: Theory/ Practical Work
1 Day per week 10.00am - 4.00pm or
1 Evening per week 6.30pm - 9.30pm

Awards: ITEC International Diploma

Duration: 6 Months

Diploma in Spa Treatments

Level 3 (International)

Treatments for the purposes of relaxation, stress release, by using Spa treatments- Hydrotherapy and Seaweed products and appealing to the five senses.

- Body Wraps & Masks
- Exfoliation
- Hydrotherapy
- Seaweed
- Steam & Sauna

Format: Theory/ Practical Work
1 Day per week 10.00am - 4.00pm or
1 Evening per week 6.30pm - 9.30pm

Awards: ITEC International Diploma

Duration: 4 Months



ITEC Diploma in Lecturing Level 4



Pre-requisite: Students must hold an ITEC qualification or approved equivalent and must have 2 years experience

This course is for ITEC graduates/therapists who would like to take their career into the teaching field. Individuals who pass this course will be entitled to be a lecturer on courses leading to ITEC qualifications at ITEC registered Colleges. After two years working in a college one can advance on to examining.

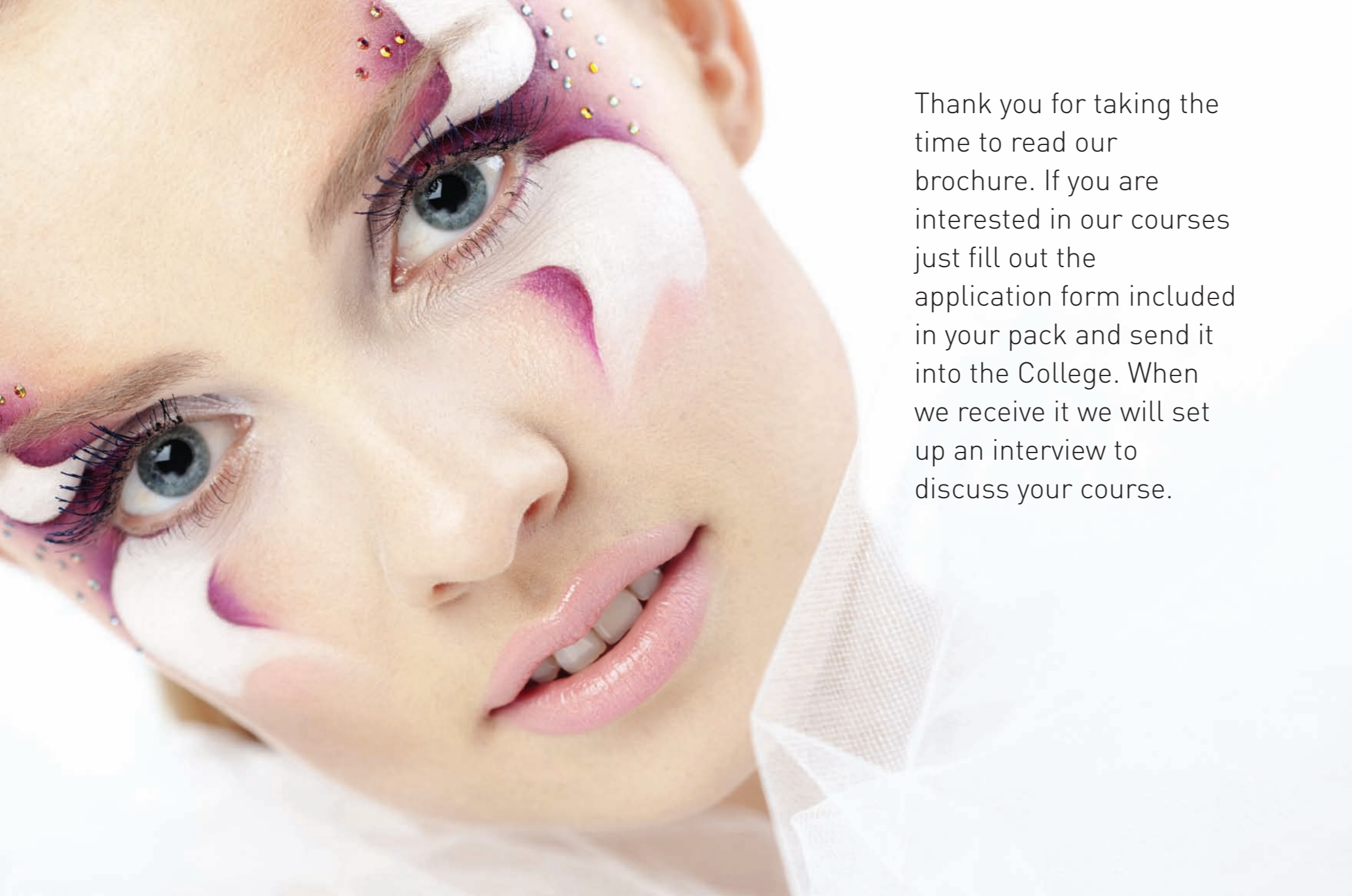
Course content includes the following:

- 6 assignments set and marked by ITEC
- 30 hours of teaching observations
- 50 hours of teaching practice, one session of which must be recorded and submitted to ITEC.
- Centres to observe at least 5 lectures and 5 practical sessions taught by the trainee lecturer.

6 Assignments to include the following:

- Assignment 1 - Structure of the Educational System
- Assignment 2 - Teaching/Learning Process
- Assignment 3 - Role of the Lecturer and Learner
- Assignment 4 - Organisation of 100 hour course including content/training material for theory and practical sessions
- Assignment 5 - Methods of Evaluation
- Assignment 6- College Administration

As it is essential for trainee lecturers to observe good practice in the learning environment, Gemma Knightlys is committed to offering these 75 hours observation and 50 hours teaching in our college. Our tutor has successfully completed and obtained an ITEC Diploma in Lecturing and will guide and support you throughout the course. The Diploma is awarded on successful completion of lectures, observation and teaching hours, assignments and assessments, this is a one year course.



Thank you for taking the time to read our brochure. If you are interested in our courses just fill out the application form included in your pack and send it into the College. When we receive it we will set up an interview to discuss your course.

College Rules

Fees and Enrolment

1. When a student is accepted for enrolment on to the desired course the student will attend on the date (the commencement date) and at the time specified in the confirmation letter which will be sent to the student upon receipt of the completed application form together with the correct registration fee (deposit)
2. Deposits are not refundable and cannot be used against another course
3. The balance of any part time course must be paid on the start day of the course. In certain cases, payment for Full Time courses may be paid by instalments, where specifically agreed between the College and the Student in writing, failure to pay fees on due day will incur a fine / interest. No fees No College!
4. The directors of the College reserve the right to change the commencement date of courses subject to availability. All cancellations for Courses must be made one month before the course start date as due to the College priding it self on small classes you will be taking a place off another student.
5. All fees quoted are inclusive of VAT. All fees must be received to the College without deduction.
6. Fees are not refundable irrespective of the circumstances. The student can defer for 1 year holding the fees and carry them over.
7. Full uniform and Full make up must be worn every day. No exceptions!
8. Any student under the age of 18 must have the application signed by a parent/guardian. Students under the age of 18 will not receive any additional supervision on the courses. We are not a baby sitting agency.

Hours and Attendance

Students must complete a required amount of ours for the exam boards. If a student does not have the hours - no exam! All students must hold a 98% attendance rate. In the case of continual lateness or absenteeism, students will be asked to leave the college. Portfolios/ Client Profiles/ Evidence of treatments/ Case studies must be completed in full, If Not - NO exam. This is home work and not to be done in class hours.

General

1. It is regretted that due to the possibility of copyright infringement the use of video camera And audio recording equipment is not permitted in class.
2. As all courses are of a continuous nature no allowance for lateness or absenteeism will be made except with prior consent of the Directors who also reserve the right to dismiss any student from a course from by giving said student 7 days notice of said dismissal. The decision of the directors of the College in such matters will be deemed final.
3. Students will need to practice upon one another during courses.
4. No mobiles phones aloud in class.
5. These conditions shall form the entire basis of the contract between the College and the Student.
6. No chewing gum allowed on college grounds.
7. No smoking aloud outside the walk way of the College as you are representing the College and yourself.
8. Students may be asked to source models from outside the college to work on during class.
9. In the event that a student is absent for three consecutive days and in the absence of a Doctor's Certificate, the Student may be expelled at the discretion of the Directors of the College.
10. In the event of a Student being absent from a class, two other students may have to practice on one model.
11. During Photo shoots or Exams the College is not responsible if the Model fails to attend. You alone own and are in control of your exam.
12. The College reserves the right to change the course commencement date and will give reasonable notice of such change to the students.
13. If a Student becomes pregnant and is unable to complete a course, fees are Not refunded. The student can defer for one year.
14. All products used on the courses, remain at all times the property of the college. Kits and Equipment can not be removed.
15. Video security cameras are in operation at all times.

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