

De Courcy

Institute Of Therapy

Beauty, Holistic & Complimentary
Training

Learn - Live - Grow

Welcome to the De Courcy Institute of Therapy college prospectus.

Our brochure includes all the relevant information to help you choose a career path to suit your needs within the beauty, holistic and complimentary therapy industry.

The De Courcy Institute provides courses from Diploma Levels, CPD (continuous professional development) to introduction, workshops and refresher courses.

Our aim is to provide each individual with a high level of learning to maximise their professional and personal interest and development.

Our tutors are all highly qualified, skilled and experience within their chosen field, and offer a lifetime wealth of knowledge to enable our students to learn confidently. In addition to class studies, tutors are on hand to provide advice and guidance to ensure our students reach their full learning potential.

*Thank you for taking the time to read our prospectus
and we look forward to hearing from you in the near future*

The De Courcy Institute of Therapy provide 5 levels of learning.

1) Refresher Days - These quick tutorials are provided to qualified therapists whom, due to lifestyle changes, need to refresh and renew their gained qualifications, confidence and abilities. Theses courses enable the therapist to re-enter the workforce with better understanding and knowledge.

2) Workshops -These part-time courses are designed for either personal learning or an insight introduction to the beauty, holistic and complimentary therapy industry. Candidates are provided with the knowledge and practice for personal home use.

3) Introduction Courses - As with the workshops, these part- time courses are available to all, however there is a learnt skill. Theses can be used as either personal home use or for retail sales, counter work, advisory etc... They require a more frequent attendance and a high level of interest is essential.

4) CPD (Continuous Professional Development) Courses - These courses are available to qualified therapist whom wish to enhance their learnt skills, add to their training portfolios or change their employment direction. Our fully certified CPD courses, which are available throught the year, range from an attendance of 1 - 10 days depending on the courses selection.

5) Diploma Courses - These internationally recognised qualifications are available to all candidates, and can be added to at any time by means of further course selection.

(see the De Courcy Institute of Learning Framework page 19). Most of the Diploma courses are adaptable and all can be used for a wide selection of employment worldwide. www.itecworld.co.uk

Our Commitment To You!

We Will Provide -

- *All our students with the necessary support in order to maintain a high level of learning via highly qualified tutors.*
- *Continual assessment to ensure students progress confidently.*
- *Small class sizes to enable a more direct learning*
- *Plus classes will be taught in a friendly environment whilst maintaining a high level of professionalism*
- *Cost affective learning with full fee transparency and no hidden extra costs*
- *An easy option payment plan facility, which enables the course fees to be spread out over the learning period (details of which can be found on the course fees page)*
- *And ensure that each course has been designed to allow our students to maintain a fairly regular lifestyle whilst incorporating our training programmes.*

What We Request from you!

Commitment to learn - Live Life Wisely - Grow and Develop

Index of Courses

Page 3 - Refresher Courses

Pages 4 - Beauty Workshop Courses

Page 5 - Complimentary Health Workshops

Page 6-7 - Introduction Courses

Page 8-9 CPD Courses

Page 10-17 Diploma Courses

Further Information

Page 18 - Accreditation

Page 19 - De Courcy Institute learning framework

Page 20 - Codes of Conduct

Page 21 - College & Student Charter

Page 22 - Equity and Ethics

Page 23 - General Information and Easy Pay Option Plan

Inserts - Timetable

Course Codes

Course Costing

Kits

Exam Fees

De Courcy Institute Course Details

Refresher Courses

Pre requisite: All candidates must hold a relevant ITEC or equivalent certificate in order to participate in the course selection.

Manicure & Pedicure This 1 day course incorporates all learnt skills, speed techniques tricks of the trade, the perfect french polish and Spa Treatments. Through the course of the day you will be able to advise, deliver and perform the correct treatment to suit your clients needs

Waxing To deliver the correct waxing procedure is an acquired skill that takes time and experience to learn. Our intensive 1 day course shows you how to apply correctly, remove properly and ensure aftercare procedures are fore filled. In this course you will cover eyebrow, underarm, bikini, lip, chin, & forearm using both hot wax and warm wax.

Facials Diagnosing skin type and condition is complicated (or is it?). With our easy to learn techniques, you will be able to provide the right facial procedure, use the right products and have you clients know that you a confident skin therapist. This course includes skin analysis, treatment procedure, product information and aftercare

Eye Treatments An easy to learn course that covers all aspects of eye enhancement. Includes procedure and aftercare for tinting lashes and eyebrows, plucking and shaping, plus recognising reshapes and corrective work.

Massage A holistic approach, you will be able to provide a relaxing massage, with new techniques, adaptation of procedure and use of relaxation mediums. Includes full body, back neck and shoulder and relaxation facial massage.

All the above refresher courses are carried out over a 1 day period, and can be adapted to suit your needs. In addition to class, all candidates are entitled to free clinic hours within a fully working salon if they so wish. This maximises their level of experience and helps to gain confidence. If there is a treatment not listed above please call our administration team whom will assist you further

The De Courcy Institute

Beauty Workshop Courses

*These courses are available to all candidates
Age requirements on some workshop selections*

Make Up Workshop

Covers all aspects of personal make up, inc correct colour choices, shading and contouring, eye make and enhancement, plus tricks of the trade.

Skin Care Workshop

Learn how to deal with your skin issues, understand facial procedures and how to diagnose your correct skin type. Recognise and understand products and how and when to use them

Tanning Workshop

A quick course on how to perfect that fake tan. Tried and tested to ensure perfect results for a healthy natural looking glow. Includes how to prepare, when and how to apply, developing and maintaining.

Nail Care Workshop

Learn the basics of nail care, how to obtain longevity in your polish, promote healthy growth and maintain your manicure. Keep up to date with colour trends and how to apply correctly

Summer Beauty Camp

An intensive course that covers all aspects of personal beauty, inc skin care, cosmetics, tanning, false lashes, manicure and pedicure. Classes are fun with lots of practice and are invaluable to everyone

Our workshops are designed to be fun, informative and require practice participation

*If you suffer from a severe sensitivity or are under medical treatment for a skin or medical condition, please inform administration prior to the onset of your chosen workshop.
N.B All information supplied will be treated under strict confidentiality*

The De Courcy Institute

Complimentary Health Workshops

Healing Workshop

This informative short course provides all the aspects of healing for home use, it enables the candidate to recognise and understand healing techniques, energies and the world around us. Upon completion of this course, the candidate will be able to enlist on the introduction to natural energy healing course (see introduction courses page)

Meditation & Relaxation Workshops

With the stresses of daily life, tension can build up at an alarming rate causing the body and mind to become susceptible to negativity, thus leading to potential health risk issues. Our workshops are designed to enable the candidates to recognise situations and how to deal with increased stress. Candidates will be provided with the knowledge on how to relax, meditate correctly in order to create a sense of harmony and well being.

Crystal Healing

This inspiring and informative course introduces you to the power of crystal healing. With many uses such as healing, protection and cleansing as well as emotional and physical well being. This course provides the candidate with an ability to enhance their psychic awareness in order to relax their mind and body

Indian Head Workshop

A great insight on how Indian Head can be used to ease tension and stress. Adopted from Ayurvedic techniques, this procedure works on tension and strain in the shoulders, neck, arm, head and face. Ideally suited for the workplace/office or home environment.

Reflexology

A specialised massage for the hands and feet, reflexology is known to provide a level of stress release, relieve physical ailments and ensure a positive sense of well being. This workshop has been designed to provide a level of learning adaptable for home use.

Our workshops are designed to be fun, informative and require practice participation

*If you suffer from a severe sensitivity or are under medical treatment for a skin or medical condition, please inform administration prior to the onset of your chosen workshop.
N.B All information supplied will be treated under strict confidentiality*

The De Courcy Institute

Introduction Courses

These courses are designed to provide candidates with an in depth knowledge and understanding within their chosen field. Acquired learning forms the backbone of knowledge to enhance personal, social and professional development

Introduction to Make Up

This introductory course covers all aspects of make up application, from day to evening wear, subtle to dramatic. An informative and practice learning schedule allows the candidate to perfect application. Includes correct colour choices, shading and contouring, eye make and enhancement, Smokey eye look and lashes plus tricks of the trade.

Introduction to Skin Care

A must for any person with a keen interest in skin care. Learn how to recognise skin type and condition, understand basic ingredients and their effects on the skin, the correct facial routine and when and how much to apply. Involves lots of practice.

Introduction to Diet and Nutrition

What we put into our bodies has a vital impact on how well they function and how efficient they are at resisting illness and disease. Our informative course provides basic knowledge on how diet and nutrition affects the body and mind. Learn how diet, vitamins and minerals play an important role for our body's nutritional needs, and how to recognise related deficiencies.

Introduction to Natural Energy Healing

This course designed by recognised trainer from The World Federation of Healers, enables an insight into how to develop personal abilities within the realms of holistic healing. Healing is a non-invasive way to create a sense of harmony and sometimes reduces the effects of illness, stress and tension brought about from our busy lifestyles

The De Courcy Institute

CPD Courses

(Continuous Professional Development)

These courses are available to qualified therapists who wish to enhance their learnt skills, add to their training portfolios or change their employment direction. Our fully certified CPD courses, which are available throughout the year, range from an attendance of 1 - 10 days depending on the course selection

Advanced Intimate Waxing

This 2 day course provides all the knowledge and experience needed in order to add specialised waxing to your service menu. Covers all aspects of bikini waxing - California, European Brazilian, International Brazilian, Hollywood and Playboy. By using a specialised hot wax, you will soon learn easy techniques and comfortable treatment procedure. Models required

Nail Technician - *This 60hr course is designed for students who have a keen interest in Nail Technology. Learn 4 procedures in one and join one of the fastest growing industries within the beauty sector*

The course includes all aspects of nail enhancements - Acrylic, Gel & Fibre wrap. Nail extensions - express nails. Correct application, tip sizing and blending. Natural, French and coloured. Regular refills to pink and white backfill.

Overlays. Treating problem nails and nail bitters. Basic nail art and troubleshooting.

Advanced Facial Therapy - This 50hr course is designed for students and therapists to increase their portfolio on advanced facial procedures.

This courses includes all aspects of Advanced Facial Therapies - Microdermabrasion, Glycolics, Facial Enhancements and correct facial analysis. Skin diagnostics and the ageing process. Treatment programme plans, client expectations and homecare advice.

Make Up Artistry - This 30 hr courses is ideally suited for those whom under their obtained beauty certificate, want to advance their skills is Make Up Artistry. This courses covers all the aspects on day wear, evening wear, bridal and special event, black and white photo shoot, commercial and photographic.

The De Courcy Institute

CPD Courses *(Continuous Professional Development)*

Salon Management - This 40hr course is designed for two types of students. One whom is wishing to set up in business and the other wishing to take on a managerial role within their existing workplace.

Within this course are 4 structures -

Professional ethics for both client and staff, correct body posture, and language. Working in friendly environment.

Data Protection and the legal side to running a business, employment rights, basic accounting

Stock and financial control, profit and loss. Costing and cost effectiveness

Retailing, Marketing and promotional information. Networking with other businesses

Advanced Spray Tanning - A quick 12 hour course for learning all the skills to perfect fake tan. Learn how to analysis your client skin type against colour and product choice, problem areas, correct preparation, spray application and hand application, developing maintaining and top ups. How to enhance and hide, contour and shade. Client care and expectations.

Hopi Ear Candling- A quick 12 hour course to provide you with the knowledge and

skills to perform ear candling, an ideal cost effective subject to add to your treatment menu. This treatment relieves pressure in the ears, sinuses and headaches as well as relieving stress. Learn the effects on the client, treatment set up, precautions and procedure and client aftercare and follow ups.

Threading - Covered over a 12 hour courses, this treatment is ideally suited to those clients not able to wax or have an over production of facial velous hair. Learn how to thread properly and effectively to create a perfect sculptured eyebrow. Shaping and reshaping, client care and expectations.

Please try to remember that you as a beauty therapist, are service provider.

Your aim is to provide the best possible service to your client.

When you treat a client you are not just selling a service or retail.

“You are selling yourself”

Be Confident in yourself

The De Courcy Institute

Diploma Courses

Beauty Specialist Diploma Level 2

This course leads to a professional qualification for those wanting a career within the beauty industry whilst studying on a part time basis. This course will qualify you in facial treatments, make up, waxing, manicures and pedicures. You will be qualified to work in salons, make up and skin care counters, as a mobile therapist or open your own salon or work from home.

Course Content:

Skin Treatments (Skin Analysis, Facials, Facial Massage)

Eye Treatments (Eyelash and Eyebrow Tinting, Eyebrow Shaping)

Make up Certificate (Day, Night, Bridal and Special Occasions)

Manicure/Pedicure Certificate (Includes Hot Oil and Paraffin Treatments)

Waxing Certificate (Legs, Lower Arm, Under Arm, Bikini, Eyebrows, Lip and Chin)

Professional Conduct and Business Awareness (Ethics and Hygiene Standards,

Sterilisation and Sanitation, Professionalism and Confidentiality, First Aid and Business Awareness)

Additional De Courcy Institute of Learning -

False Lash Application (Single, Group and Strip)

Tanning (Spray and Hand Application)

Express Nail Application (French, Natural and Polished)

Beauty Aesthetics Diploma Level 2

This part time course leads to a professional qualification for those wanting a career within the industry. This course will qualify you in make up, tanning, manicures, pedicures and eye treatments. An adaptable course suited for a wide variety of employment.

Course Content:

Eye Treatments (Eyelash and Eyebrow Tinting, Eyebrow Shaping)
Make up Certificate (Day, Night, Bridal and Special Occasions)
Manicure/Pedicure Certificate (Includes Hot Oil and Paraffin Treatments)
*Professional Conduct and Business Awareness (Ethics and Hygiene Standards,
Sterilisation and Sanitation, Professionalism and Confidentiality, First Aid and Business
Awareness)*
Additional De Courcy Institute of Learning -
False Lash Application (Single, Group and Strip)
Tanning (Spray and Hand Application)
Express Nail Application (French, Natural and Polished)

The De Courcy Institute

Diploma Courses

Nail Technology Diploma Level 3

This part time course leads to a professional qualification in Manicure, Pedicure and Nail Extensions and is suited to those whom wish to become a highly qualified nail technician. Those qualifying will be able to seek employment in nail bars, beauty salons, hairdressers, departments stores or as a mobile technician.

Course Content

Manicure/Pedicure Certificate (Includes Hot Oil and Paraffin Treatments)
Acrylic Enhancements (Including Tips, Sculptured, Overlays, French, Natural and Coloured)
Gel Enhancements (Including Tips, Overlays, French, Natural and Coloured)
Fibre/Silk Enhancements (Including Tips, Overlays, French, Natural and Coloured)
Refills, Pink and White backfill, Removal and Trouble shooting
*Professional Conduct and Business Awareness (Ethics and Hygiene Standards,
Sterilisation and Sanitation, Professionalism and Confidentiality, First Aid and Business
Awareness)*
Additional De Courcy Institute of Learning -
Express Nail Application (French, Natural and Polished)

Nail Art Diploma Level 2

Pre requisite Students must hold a ITEC or relevant beauty certificate/ Manicure and Pedicure Certificate

This intensive yet short course provides a level of learning in the ever growing industry of nail art. Experience colour combinations, tools for enhancing designs, gems, strips and themed nails. An ideal addition to any therapist providing manicure/pedicure.

Course Content

Refresher of Contra Indications

Concepts of Nail Enhancements and their Chemical Compounds

Nail Art Designs with use of Coloured Varnish, Rhinestones, Flat stones, Glitters, Foils.

Painting Techniques such as blending, etching, embroidery and transfers

Correct Tooling and Sealing

The De Courcy Institute

Diploma Courses

Nail Art Diploma Level 3

Pre requisite Students must hold a ITEC or equivalent certificate in Nail Technology with Nail Art Level 2

This intensive yet short course provides a level of learning in the ever growing industry of nail art. Experience colour combinations, tools for enhancing designs, gems, strips and themed nails. An ideal addition to any therapist providing manicure/pedicure.

Course Content

Refresher of Contra Indications

Concepts of Nail Enhancements and their Chemical Compounds

Nail Art Designs with use of Coloured gel/acrylics. Airbrushing, 3D, Embedding, Cut Outs and Piercing Tools.

Variety of designs to include Photographic, Fashion Shows, Competition and Clients Personal Specifications

Fashion, Theatre and Media Make Up Artistry Diploma Level 3

This part time course will provide a professional qualification for those wanting to enter the world of make up artistry, fashion, theatre and media make up. Can be used for employment roles as a freelance make up artist, working within the fashion and media industry, Department stores, cosmetic representative or beauty salon.

Course Content

Picture of holistic
body

Main Street, Bantry, Co. Cork
Principle - Mrs T De Courcy
Administration - 027 55567
Email - info@decourcyinstitute.ie
Web - www.decourcyinstitute.com

Picture of holistic
face

Anatomy and Physiology (Skeletal, Skin and Underlying Structures)
Skin Analysis (Skin Conditions, Types, Ageing and Contra-Indications)
Face Shapes, Tones, Lighting and Colour
Application of make up (including concealing, contouring and highlighting)
For Day, Evening, Bridal, Special Occasions, Media, Fashion Theatrical and Historical
Application of False Eyelashes (Strip and Individual)
Professional Conduct and Business Awareness (Ethics and Hygiene Standards,
Sterilisation and Sanitation, Professionalism and Confidentiality,
First Aid and Business Awareness)

The De Courcy Institute

Diploma Courses

Tanning Treatments Diploma Level 3

Pre-requisite- Candidates must hold an ITEC or equivalent certificate in beauty therapy, beauty specialist or holistic massage. This diploma provides an invaluable add on to any beauty therapist or massage therapist certificate. With the ever increasing demand for Tanning, this certificate offers both fake tan and UV tanning qualifications.

Course Content

UV Tanning Treatments (Including Safety Precautions, Thermal Testing and Sensitivity)
Understanding the Skin and the Reactions to UV Exposure
UV and The Effects on the skin (including the Fitzgerald Skin Typing)
Refresher on the skin structure, contra indications, disorders and diseases
Self Tanning Procedure (Including Safety Precautions)
Benefits of Self Tanning
Different types of self tan (including automated, hand and spray)
Preparation and Application
Client Expectations, Home Care, and Advice

Ear Piercing Diploma Level 2

Pre-requisite- Candidates must hold an ITEC or equivalent certificate in beauty therapy, beauty specialist or holistic massage. This diploma provides an invaluable add on to any therapist wishing to increase the treatment menu.

Course Content

Anatomy and Physiology of the Ear (including Fatty Tissue and Cartilage)
Sterilization and Sanitisation

Treatment Procedure and Precautions
Contra-Indications, Diseases and Disorders
After Care and Advice
Follow ups and Referrals
Caflon Ear Peircing Courses Individualy certified

The De Courcy Institute

Diploma Courses

Holistic Massage Diploma Level 3

Inc Anatomy & Physiology

This part time courses available to all, starts as building block on your career path to becoming a holistic therapist. This qualification will enable you to provide massage within a salon, allow you to open your own massage centre or work as a mobile massauer.

Course Content

Anatomy & Physiology of the Body & Skin

Understanding the Effects of Massage

Theory and History of Massage

Massage Procedure

Setting up a practice

Contra-indications and after care

Professional Conduct and Business Awareness (Ethics and Hygiene Standards, Sterilisation and Sanitation, Professionalism and Confidentiality, First Aid and Business Awareness)

Anatomy & Physiology Diploma Level 3

This part time courses available to all, starts as building block on your career path to becoming a holistic therapist. This qualification is a pre-requisite for other holistic qualifications (see course descriptions)

Course Content

The Skeletal System

The Muscles, Function and Effects

The Skins Structure

The Circulatory and Lymphatic System

The Cell Structure

The Neurological System

The Endocrine System

The Digestive System
The Respiratory System
The Urinary System
The Reproductive System

The De Courcy Institute

Diploma Courses

Spa Treatments Diploma Level 3

Pre requisite Students must hold a ITEC or equivalent Body Certificate or Massage with A&P

This unique course delivers a qualification that will enable you work, manage or open your own Spa. This course emphasises the need for a wide variety of learning programmes thus allowing the student to maximise their knowledge and experience through the course structure.

Course Content

History and Concept of Spas (Greek, Roman and Natural)

Exfoliation (Scrubs, Body Brushing, Salt)

Steam Rooms and Saunas

Body Masks and Wraps

Water Treatments

Hydrotherapy

Salt and Seaweed Treatments

Contra-Indications

Case Studies

This course also includes visits to 2 top spas where students will receive and provide spa treatments on each other whilst under the supervision of a highly qualified Spa Therapist

Reflexology Diploma Level 3

Pre requisite Students must hold a ITEC or equivalent Body Certificate or Massage with A&P

This qualification provides an invaluable add on to any Holistic Therapists Education. Reflexology is a unique relaxing treatment by means of massage to the hands and feet with a goal to encourage general health, improve circulation, reduce pain and tension stress.

Course Content

Concept and History of Reflexology

Anatomy of the Ankles, Feet and Lower leg

Disorders of the Foot and Hand

Reflex Areas/Points and Zones

Legislation

Contra-Indications

The Reflexology Treatment, Consultation & Client care

The De Courcy Institute

Diploma Courses

Stone Therapy Diploma Level 3

Pre requisite Students must hold a ITEC or equivalent Body Certificate or Massage with A&P

This part time course provides you with a qualification for the use of Hot/Cold Stone massage , which is now becoming a highly sought after treatment within Salons and Spas. Stone Therapy Massage is used for the purpose of relaxation and stress relief and is an ideal add on to any holistic therapist education.

Course Content

History and Concept behind Stone Therapy Massage (including Holistic Approach)

Understanding Chakras including secondary

Different Stones and their Individual Effects (including Hot/Chilled Volcanic and Marine)

Treatment Procedure

Contra-Indications and Client care

Indian Head Diploma Level 3

Pre requisite Students must hold a ITEC or equivalent Body Certificate or Massage with A&P

This part time course provides you with a qualification for the use of Indian Head massage, which is now becoming a highly sought after treatment within Salons and Spas. Indian Head is used for the purpose of relaxation and stress relief in the shoulders, neck, arm, head and face and is an ideal add on to any holistic therapist education.

Course Content

History and Concept behind Indian Head Massage (including Holistic Approach)

Different Effects on the Body

Use of Mediums (oils) and their Effects and Benefits

Treatment Procedure

Chakras, Marma Points and Doshas

The Hair

Contra-Indications and Client care

The De Courcy Institute

Diploma Courses

Laser and Intensed Pulsed Light Diploma Level 4

*Pre-Requisite - Candidates must hold an ITEC or equivalent in Beauty Specialist level 2
This course provides the candidate with a recognised higher level diploma for the use of IPL and laser treatments, which is becoming a huge demand for Hair, Pigmentation and Broken Capillary Removal plus Skin Rejuvenation.*

Course Content

*Different types of IPL machines
Electrical Currents and Measurements of Electricity
Effects on the Skin
Saftey Procedures and Testing
Structure and Functions of the Hair and Skin
Contra-Indications
Treatment Procedures
Photographic Evidence and After Care.*

Natural Energy Healing (World Federation of Healers)

*This accredited part time 2 year course enables the candidate to achieve a high level and recognised qualification in the healing industry.
With the emphasis on aquired learning this course enables the candidate to study over a longer period to enhance their physic awareness, obtain and develop their skills, whilst being overviewed and mentored by a accredited healing trainer.*

Course Content

The De Courcy Institute

Accreditation

ITEC

VTCT

World Federation of Healers

The De Courcy Institute

Learning Framework

<u>Beauty Specialist</u>	<u>Holistic Massage</u>	<u>Nail Technology</u>	<u>Body Treatments</u>
<u>Tanning</u>	<u>Tanning</u>	<u>Nail Art 2</u>	<u>Tanning</u>
<u>Nail Technology</u>	<u>Stone Therapy</u>	<u>Nail Art 3</u>	<u>Holistic Massage</u>
<u>Nail Art</u>	<u>Spa Treatments</u>	<u>Spa Manicure</u>	<u>Stone Therapy</u>
<u>Facial Electrical</u>	<u>Reflexology</u>	<u>Spa Pedicure</u>	<u>Spa Treatments</u>
<u>Laser & IPL</u>	<u>Indian Head</u>	<u>Holistic Massage</u>	<u>Reflexology</u>
<u>Ear Piercing</u>	<u>Diet & Nutrition</u>	<u>Body Treatments</u>	<u>Indian Head</u>
<u>Fashion Make up</u>	<u>Ear Candling</u>	<u>Advanced Acrylic</u>	<u>Diet & Nutrition</u>
<u>Holistic Massage</u>	<u>Specialised Massage</u>	<u>Advanced Gel</u>	<u>Ear Candling</u>
<u>Body Treatments</u>	<u>Complimentary Health</u>	<u>Advanced Fibre/Silk</u>	<u>Specialised Massage</u>
<u>Spray Tanning</u>	<u>Aromatherapy</u>		<u>Complimentary Health</u>
<u>Advanced Facials</u>	<u>Healing</u>		<u>Healing</u>
<u>Advanced Waxing</u>	<u>Relaxation Therapy</u>		<u>Relaxation Therapy</u>
<u>Threading</u>	<u>Reiki</u>		<u>Reiki</u>
<u>Eyelashes</u>			

The De Courcy Institute

College Rules and Charter

Code of Conduct

A code of conduct is a set of rules outlining the responsibilities of or proper practices for an individual or organization. principals, values, standards, or rules of behaviour that guide the decisions, procedures and systems.

Following the code of conduct makes life better for everyone. It is not about reducing freedom; it is about securing opportunities for all to prosper and succeed. By upholding the code you will be contributing to a more enjoyable and fulfilling experience for all members of the College community. Keep the code at all times: in school, when travelling to and from school and when representing the school in any way.

- 1) Treat others as you would like to be treated. Respect the work of others. Do your best to contribute to the life of the College community. Disruption of class, prep, assembly or any extra-curricular activity will not be tolerated.
- 2) Be aware of others and take care not to injure anyone. Bullying, assault or aggression (whether verbal or physical) towards any other person is unacceptable.
- 3) Possession of all weapons or instruments likely to cause injury is forbidden. Materials and substances, which have the potential to hurt others or damage property, whether by design or accident, are likewise prohibited.
- 4) In keeping with its commitment to the health and well-being of the whole community, the College has a zero-tolerance policy on tobacco, alcohol, solvents and drugs (except those prescribed for you by a doctor). You may not have any of these in your possession nor may you supply them to others.
- 5) The College is an inclusive school. Make a visible effort to respond positively to diversity, disadvantage and disability. Be aware of the difficulties faced by others and be friendly and helpful towards them. Discrimination will not be tolerated.
- 6) It is forbidden to use any technology or means of communication to record, copy or transmit illegal material or material which the Principle deems to be offensive, intimidating or discriminatory.
- 7) Respect other people's property, public and private. Vandalism and theft, actual or attempted, will not be tolerated.
- 8) Close personal relationships between pupils are acceptable, as are social forms of greeting. More intimate expressions of affection are not acceptable.
- 9)
- 10) Honour the College, its history and its reputation, in all you do and say. Wear correct school uniform with pride, whether or not you are on College grounds.
- 11) Respect your uniform, your overall appearance represents your college, any uniform damaged must be replaced at the cost of the student
- 12) Students attending class not wearing the correct uniform will be asked to return home and change into regulation attire

Student Charter

The purpose of this Charter is to provide a clear statement of the ways in which staff and students, as members of our diverse College community, can enhance and support the learning and research experience at the College and support an enjoyable and appropriate environment in which to work and study.

In our Charter we set out the responsibilities we have to one another as members of the College community and the expectations we place upon one another. The Charter sets out the aims to provide for its students. We will seek to improve and develop these services in order to attain the highest possible standards and quality. The Charter also sets out the expectations the College holds of all students enrolled on its programmes to take an active part in their own learning and development and to their responsibilities to the College, its staff, other students, and partner organisations with which we work.

The Charter is an active document and is subject to periodic revision in the light of the changing needs of students and the updating and improvement of College services. The standards in this Charter apply across the College. The Student Charter forms a key element of the College's regulatory framework and should be read in conjunction with the College Regulations and Student Code of Conduct.

College Copy of College Charter

Expectations – (Teaching, Learning and Research)

Students can expect:

- 1) A high quality, engaging and supportive teaching, learning and research environment.
- 2) A clear and timely statement about course and program requirements.
- 3) Fair assessment and helpful and timely feedback on their academic work.
- 4) Changes to programs and courses, made during the normal period of enrolment, not to disadvantage them.
- 5) Reasonable access to academic, general and support staff (via email, in person or by telephone).
- 6) Reasonable and equitable access to library, laboratory, studio, internet, computing and general course resources.
- 7) That feedback on their courses will be sought regularly, and that students may inquire as to the outcomes of such reviews.

The **College** expects students to:

- 1) Work to the best of their ability.
- 2) Participate actively and positively in teaching, learning and research activities.
- 3) Provide constructive feedback on the conduct of these activities.
- 4) Respect the academic responsibility of the College to establish and maintain appropriate academic and professional standards in courses and programs.
- 5) Comply with program and course requirements.
- 6) Respect College property and use information technology and other resources appropriately.

The De Courcy Institute

College Rules and Charter Continued

Expectations – (Equity and Ethics)

Students can expect:

- 1) To be treated with courtesy in their interactions with College staff.
- 2) Their reasonable needs to be respectfully addressed, regardless of gender, ethnicity, age, background, disability or sexual preference.
- 3) To be able to participate fully in the College's activities free from harassment and discrimination.
- 4) Their personal information to remain confidential and to be released only with their consent and knowledge or when legally required, or when their personal safety or the safety of others is at risk.
- 5) Support for equity groups.
- 6) Reasonable access to the College's support mechanisms and policies.

The **College** expects students to:

- 1) Treat College staff with courtesy at all times.
- 2) Adhere to the highest ethical standards of academic integrity.
- 3) No cheating, plagiarise, fabricate or falsify data or infringe copyright.
- 4) Observe reasonable standards of behaviour with respect to all College activities, thereby refraining from harassment or discrimination against other students and staff.
- 5) Demonstrate respect for difference.

General Information

Students can expect:

- 1) To have access to information on the College's statutes, policies and procedures as they affect them and their interaction with their peers and with the College.
- 2) An admission system that is fair and equitable and in accordance with published criteria.
- 3) To have grievances addressed in a timely and professional manner.
- 4) The College to seek and welcome their feedback on matters relating to the learning environment.
- 5) Staff to be aware of and uphold their responsibilities under the College's statutes, policies and procedures as they affect them and their interaction with students.
- 6) The College to provide a safe and healthy study environment.

The **College** expects students:

To be aware of and uphold their responsibilities under the College's statutes, policies and procedures.

To abide by the conditions, which necessarily follow, and accept sanctions applied for failing to do so.

A copy of this charter, codes of conduct and college rules will be given upon enrolment. It is the student's responsibility to fill and return said form by the onset of their course selection to our administration team

The De Courcy Institute

Enrolment Form

Please write in black pen and in capital letters

*Return to: The De Courcy Institute of Therapy
Main Street, Bantry, Co. Cork. Ireland.*

*The Name you print on this form will appear on your Diploma, Please write precisely and clearly as misspelt certificates will incur an additional charge
To Reserve your courses selection, the relevant deposit must accompany your enrolment form*

First Name _____ Surname _____
Address _____

Tel Number _____ Mobile Number _____
Work Number _____ Email _____
Date Of Birth _____ Occupation _____
Uniform Tunic Size _____ Sex M/F _____
Other Current Qualifications _____

Please State the course you are interested in (Refer to Course Codes)

Start Date/s _____

Methods of Payment (Cheques made to The De Courcy Institute)

<input type="checkbox"/> Cash	Laser/Visa
<input type="checkbox"/> Laser	Card No _____ / _____ / _____ / _____
<input type="checkbox"/> Bank Draft	Expiry Date __ / __ / __
<input type="checkbox"/> Postal Order	CVV No (C/C) ____
<input type="checkbox"/> Visa	Signature _____

Office Use
Received By _____ Date _____ Name _____

Trans Conf _____ Date _____ Name _____

Student Number _____ Balance Method _____

The De Courcy Institute

General Information

The information supplied in this brochure is a guide only and helps you through your course selection.

1) Please ensure that the course selection you require is suitable to your needs,

lifestyle and capability.

- 2) All courses from CPD level to Diploma Level require case studies and homework*
- 3) All courses require a deposit, this deposit is non refundable and varies depending on course selection*
- 4) Please refer to our timetables of course for Introduction dates and start dates*
- 5) Where possible, the days set for your course will maintain the same, however due to unforeseen circumstance these may change at short notice*
- 6) Upon receipt of your enrolment, an informal interview will be arranged to discuss course details, clinics and any other matter you may have with your course instructor*
- 7) Clinics are provided throughout the year for students wishing to obtain experience. Any student wishing to renounce their entitlement must do so at the onset of their course.*
- 8) The cost of your course (diploma) covers uniform, school badges and text books*
- 9) Additional charges for kits and exam fees will be provided at the informal interview and vary depending on course selection*
- 10) Any payment made via credit card will incur a 2.5% additional fee*
- 11) Any payment made via a business credit card will incur a 3.5% additional fee*

Easy Pay Option Plan

This option provides learners with a limited income to spread the cost of their training over the course duration - A deposit is still required however and the final course payment must be received 1 month prior to exam dates (exam fees not included)
A small administration charge is incurred for the easy pay option plan and any late fees may incur additional charges and/or a “stop” put on your training.

For more information on this option, please call our administration team for advice.