

# ENTERING THE WORKFORCE COURSE

The Queensland School of Beauty Therapy has been established since 1981 and has trained the finest Beauty Therapists, Nail Technicians, Make-up Artists and Cosmetic Assistants in Australia. Our premises are located in Toowong with bus and rail services close by.

Maria Bach, Principal and owner, oversees all facets of training and employs the services of a range of diverse, highly skilled and dedicated professionals. Throughout her career, Maria has seen the need to prepare women with excellent skills, self confidence and motivation for the workforce.

The course is designed to cater for women entering the workforce for the first time or after a long break.

The course is conducted either full time (during the school holidays), part time for two evenings per week over four weeks or two weekends totalling four days. The focus is on total preparation for a job interview, grooming standards, business dress and basic hair, nail, skin care and personal development skills.

This course will give you the skills and confidence to enter the workforce with all the necessary information and motivation. You will also learn techniques about fashion, self development, make-up, personal grooming and job hunting.

Personal grooming can be confusing with mixed images all around us in advertising, magazines, television and the general public. One of the many concerns of people entering the workforce is how to prepare and market themselves correctly. Obtaining the ideal job can be extremely competitive and applicants must be fully prepared to gain success.

This course will teach you how to enter the workforce with a positive attitude and gain the necessary skills in marketing yourself correctly.

The course will teach you the correct way to handle a difficult question in an interview, dress to impress and how to maintain a healthy and active lifestyle. This will have a positive effect not only in the workforce but on all aspects of your life.

You will notice the positive effects that self confidence and education can have upon the well being of yourself, family and friends. Learn to believe in your abilities and enhance your job opportunities. It is a wonderful way to give yourself a kick-start to a new career and a new you.

## COURSE CONTENT

**Option 1 Preparing for the Workforce** - Valuable tips in resume writing, job application letters and interview skills. It will also provide information about how to search the job market and a free complimentary read of your resume, letter of application and mock interview.

**Hair Styling** - Learn basic and easy techniques to style hair and correctly care for your hair. It will also discuss appropriate hair styles for the workforce.

**Image Development** - Basic overall appearance of the participant, drawing together all elements of hair, make-up, fashion and nails, incorporating posture and self confidence.

**Option 2 Personal Marketing and Motivation** - Personal development, motivation and team building skills are crucial to the working environment. This lesson will teach the student about self confidence, personality traits, positive vocabulary, team building, leadership, time management and goal setting.

**Option 3 Make-up** - Students will observe demonstrations, gaining practical experience in the art of applying make-up skilfully for the workforce. Make-up techniques and tips to suit all skin types, facial characteristics and matching clothing colour are covered.

**Colour Awareness and Colour Analysis** to suit the individual. This will assist you with clothing and make-up selection to enhance personal features. It will also cover tips for fashion and corporate dressing.

**Option 4 Basic Skin Care and Sun Protection** - Basic knowledge of the skin and correct ways to ensure sun protection. The student will receive a free skin analysis to determine their skin type and a facial to rejuvenate and treat their skin, as well as professional advice on how to care for the skin.

**Nutrition and Fitness** - This lesson will cover the importance of a healthy diet and fitness regime to give you energy and vitality during the day.

**Option 5 Nail Painting and Manicure** - Nail care is addressed with the student performing nail care treatments on their hands and nails, learning techniques to correctly apply nail polish.

### **SPECIFICS**

**What will I need?** No special equipment is required. We suggest you bring a copy of your resume and application letter, a pen and notepad. Tea and Coffee facilities are available.

**How will I cope with this course?** There is no previous experience required and the course is open to women of all ages. The class will be in practical and theory context. Each person will receive a complimentary skin analysis and facial in a friendly environment.

**How is progress assessed?** There is no formal assessment for this course. Your skill development is a personal journey and you will receive relevant feedback at all stages throughout the course. You will receive a Certificate of Attendance to add to your resume.

### **COURSE DATES & FEES**

Part Time Course (2 evenings a week for 4 weeks: Monday and Wednesday)

**Commencement Dates:** TBA

**Tuition Hours:** 6.00pm to 9.00pm

#### **Combined units (these options may be taken individually)**

**(option 1)** Preparing for the Workforce, Hair Styling and Image Development

**(option 2)** Personal Marketing and Motivation

**(option 3)** Make-up and Colour Awareness and Analysis

**(option 4)** Basic Skin Care and Sun Protection, Nutrition and Fitness

**(option 5)** Nail Painting and Manicure

**APPLICATION – ENTERING THE WORKFORCE**

Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

	<b>Full Course</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>	<b>Option 5</b>
<b>Course Date</b>						

Payment  Cheque Enclosed  Credit Card  Amex  Visa  Mastercard

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Signature \_\_\_\_\_

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