



QUALITAS
WELLNESS ACADEMY
QUALITAS PERSONNEL PTY LTD

Prospectus



2013 Enrolments now open

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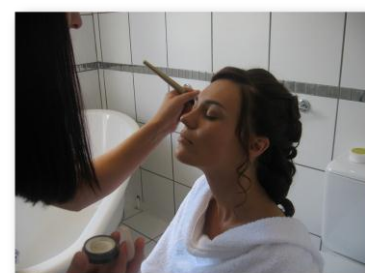
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Qualitas Personnel (Pty) Ltd is a legal entity, a company, trading as Qualitas Career Academy, with the Qualitas Wellness Academy focusing on the industry of Skin, Body and Wellness Therapy.

We are delighted that you are interested in enrolling for the Health and Skincare Programme, and becoming part of the successful Health and Skincare Therapists in the industry.

We hope you will find the following pages interesting and informative.

Qualitas Wellness Academy is proud of what we can offer you in Skin, Body and Wellness training. We keep our training groups small and focussed on attention to detail. This way we can assure all our prospective learners of a high standard of training and expertise which will ensure your success, both nationally and internationally.

Qualitas Wellness Academy will be happy to answer any of your questions. We look forward seeing you in the not too distant future and hope to welcome you as a student to Qualitas Wellness Academy.

If you would like to make an appointment to view the Academy and discuss the possibility of enrolling in one of our courses, please contact us.

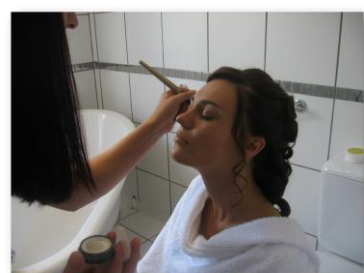


Beauty and Wellness therapy is an ever-growing industry, with career opportunities that can be fascinating but also challenging at times. In order for graduates to be successful the following two elements must be considered.

- They should have a sympathetic and caring personality;
- They should have had thorough and professional training in all aspects of the beauty and wellness industry.

The Beauty and Wellness industry is an ever-changing and fast pace service industry that requires a lot of discipline and constant awareness of new developments in the Health and Skincare Industry. It is yet also a very human and caring profession. Some examples of career opportunities include, but are not limited to:

- **Self-Employment** – After completing their two years of studies in which learner’s complete practical hours working with experienced therapists and employers, many graduates choose to set up their own salons or spas. Creativity, self-discipline and organizational skills are required.
- **Mobile or Travelling Therapist** – This is an opportunity that one can make use of while still studying, as well as after graduating. It is an ideal way to build up clientele, and to make you known within the industry. It is also very useful when one does not have the capital to start a salon.
- **Working in Beauty Salons** – As part of your training you will be required to do experiential training at existing Beauty Salons. As employers get to know you, opportunities will open for you to continue working within that environment.
- **Luxury Hotels** – Across the world, emphasis is being placed on relaxation and leisure. Many prestigious hotels offer Beauty and Wellness facilities, where one will be dealing with a sophisticated clientele who will be well aware of the latest treatments available worldwide.
- **Cruise Liners** – This is a great way to see the world and the off duty atmosphere is quite often relaxed and informal. Mental and physical stamina, a sense of humour, as well as the ability to work as a close team are of extreme importance. Qualitas Wellness Academy will set up interviews once a year with the recruitment section of the world renowned Steiner Cruise Ships.
- **In-Flight Therapists** – This relatively new concept is proving to be very popular. First class passengers receive complementary manicures and a combination of Swedish, Pressure point and Shiatsu massage to relieve tension and to reduce the effects of jet lag. The ability to work in the confined space available on board is important. At present only positions with Virgin Airlines on long haul flights are available and it is still a very new concept in South Africa.
- **Professional Product House Representative and/or Trainer** – During your course you will be doing various Professional Product House training. These trainers travel throughout the country teaching young eager students everything they need to know within a specific Product House. You also have the opportunity to become a representative or trainer for one of these companies.
- **Lecturing / Managing within Training Institutions** – This is an option open to anyone who is willing and able to work with students, teaching them how to become successful therapists. Once you’ve gained valuable experience as a lecturer, managing a training institute is also an option. A minimum of at least two years working experience normally applies.



GENERAL INFORMATION

The Academy

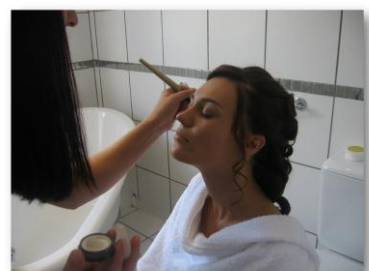
The newly established Wellness Academy is conveniently and centrally situated in Bloemfontein Free State.

Interviews And Admission Process

- Qualitas Wellness Academy does not discriminate against race or disability. Learners wishing to enrol should be physically and mentally able to participate on the programme. Beauty and Wellness is one of the most rewarding and satisfying careers. The successful candidates are those who have a strong desire to succeed and have received the highest quality of training.
- Personal interviews are recommended and can be held during the week, however after hour appointments can also be arranged.
- Qualitas Wellness Academy requires an overall interest in the Beauty and Wellness industry for admission. As all treatments within the beauty and wellness industry require contact with the client, learner to learner, and lecturer to learner contact is required on very frequent occasions. In deciding to enrol into any beauty or wellness therapy course, learners should be aware that they will be required to provide treatments to fellow classmates as well as receive treatments which will involve close body contact.

If a learner has any issues with contact with other people in terms of the above they must speak to the department manager **prior** to enrolment.

- Learners must have obtained their matric certificate or must be older than 23 to enrol for the *full time* programme.
- Learners that wish to enrol for *part time* modular courses could do so in order to expand their existing knowledge and experience in the Beauty & Wellness Industry. These courses are also available on modular basis for learners wishing to give their careers a head start by doing a few individual part time courses. These courses can be done from the age of 16.
- Learners who have previously obtained certificates from other institutions may apply for Recognition of Prior Learning. All applicants wishing to apply will be handled on an individual basis and at the discretion of the academy.



Full Time Courses

Upon successful completion of any course, each learner will have received first class training, and the *optional* international examinations will qualify them for membership of the professional associations. The theory and practical classes are kept small enough to enable the lecturers to provide their learners with individual and personal attention.

The Kit

Qualitas Wellness Academy will provide you with a professional student kit approximately 3-4 weeks after you started, equipping you with all the kit items you will need for your course. Students will be responsible to top up their kits at their own cost during the year should any of the kit items be finished. Part time learners will receive their kits on their first day of training.

EXAMINATIONS AND ASSESSMENTS

During each semester learners will write two theory tests and take one practical class assessment where applicable. Furthermore they will write two formal examinations in June/July and October/November of each academic year as well as doing practical formal assessments.

There will also be assignments which will help learners to prepare.

Qualitas Career Academy will go the extra mile to ensure that learners know their strong points and areas where development can be shown.

External International Examinations on offer

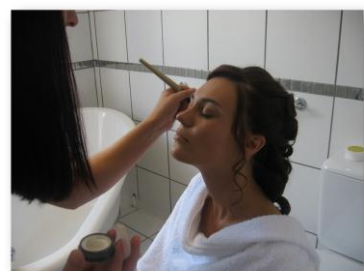
ITEC – ITEC provides qualifications that are UK government accredited by the Qualifications and Curriculum Authority (QCA), on behalf of the Department for Education and Skills, and are registered on the National Qualifications Framework in the UK. ITEC offers the same UK Government approved qualifications all over the world in 35 countries ensuring standardisation.

CIDESCO – Comité International d'Esthétique et de Cosmétologie was formed in 1946 to promote the same high standard of training in all its member countries totalling 34 globally. There are over 230 CIDESCO accredited schools worldwide offering this prestigious training. The head office is based in Zurich, and CIDESCO has established recognized levels of excellence in most countries throughout the world. The CIDESCO diploma is regarded by those in the world of Beauty and Wellness as representing the highest standards of training available.

We are proud to announce that we are working towards CIDESCO Accreditation which entitles us to offer learners the opportunity of sitting the CIDESCO International examination.

Results and Certification

Learners will receive two statements of results during the year, recording their progress marks as well as their examination marks for each academic year.



Registration fee

A compulsory registration fee of R2 000.00 is a non-refundable payment that secures your place on the programme as well as the price. This amount will be *deducted* from your total contract price. (i.e. deposit *minus* registration fee).

Payment Options

Learners / Sponsors have various payment options.

- Cash Price

When choosing the Cash Price option the full contract price as well as the estimated kit price should be paid on or before 01 March of the year of studies.

- Absa Study Loans

Qualitas will take your details and Absa will help you. No queues in the bank!

- Payment Terms

You can choose to pay your annual study fees off over a period of one year. These payments will be collected conveniently by debit order.

Instalment terms available are:

- 2 payments made in March and in October
- 4 payments made quarterly at the beginning of each academic term or
- 10 payments made monthly, last payment will be due in November.

Prices may change after an annual adjustment and fluctuations. Please refer to current pricelists.



First Year

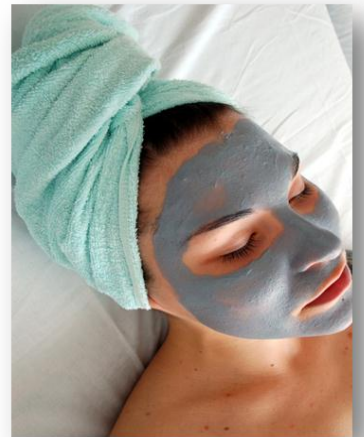
Pricing schedule available on request

1 ST YEAR SUBJECTS	OPTIONAL INTERNATIONAL EXAMINATIONS (at additional cost)	Additional PART TIME SUBJECTS Can be taken in 1 st year.
<p>Theory Subjects: Anatomy and Physiology I Basic Business Principles Level I Hygiene & Sterilization Nutrition I Communication & Psychology Skills Level I Research Project</p> <p>Theory & Practical Subjects: <u>Basic Facial Therapy</u> Basic Facial Techniques Basic Skin Electrotherapy</p> <p><u>Basic Body Therapy</u> Massage Figure Diagnosis Basic Body Electrotherapy</p> <p>Manicure & Pedicure Waxing Make-Up Product House Training</p>	<p>ITEC: Diploma for Beauty Specialist Diploma in Holistic Massage</p> <p><i>These are international examinations thus prices are set out by the international governing bodies.</i></p>	<p>Nail Technology Indian Head Massage</p>



Second Year

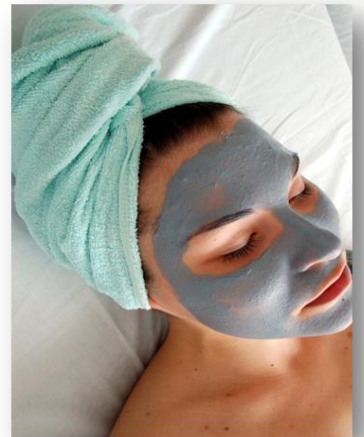
2 ND YEAR SUBJECTS	OPTIONAL INTERNATIONAL EXAMINATIONS (at additional cost)	Additional PART TIME SUBJECT Can be taken in 2nd year
<p>Theory Subjects: Anatomy and Physiology II Basic Business Principles Level II Applied Hygiene & Sterilization Nutrition II Communication & Psychology Skills Level II Research Project (upgrade from 1st year)</p> <p>Theory & Practical Subjects: <u>Advanced Facial Therapy</u> Advanced Facial Techniques Advanced Skin Electrotherapy</p> <p><u>Advanced Body Therapy</u></p> <p>Aromatherapy Level I Reflexology Level I Pathology Pathophysiology Product House Training Practical Experience</p>	<p>ITEC: Diploma in Body Treatments Diploma in Facial Electrical</p> <p>CIDESCO: Diploma in Health & Skincare Therapy</p> <p><i>These are international examinations thus prices are set out by the international governing bodies.</i></p>	<p>Sugaring Eyelash Extensions Hot Stone Massage</p>



Part Time Courses

Pricing schedule and course dates are available on request

COURSE	DURATION OF COURSE
<p>Full Time Wellness Diploma and Hair Qualifications Package</p>	<p>Minimum of full time 3.5 years This combination package is available for those learners seeking to qualify in both the Beauty & Wellness and Hairdressing Industry.</p>
<p>Intense Anatomy and Physiology *Pre-requisite subject for Reflexology, Aromatherapy, Sport Massage and Skincare</p>	<p>Attending with Full time students during the day.</p>
<p>Nutrition Level I or II *Pre-requisite subject for Reflexology, Aromatherapy, Sport Massage and Body Therapy</p>	<p>Attending with Full time students during the day</p>
<p>Reflexology Level I Theory & Practical *Pre requisite subjects required</p> <ul style="list-style-type: none"> • Anatomy & Physiology • Nutrition I • First Aid Level I • Hygiene & Sterilization • Basic Business Principles 	<p>Attending with Full time students during the day.</p>
<p>Aromatherapy Level I Theory & Practical *Pre requisite subjects required</p> <ul style="list-style-type: none"> • Holistic Massage • Anatomy & Physiology • Nutrition I • First Aid Level I • Hygiene & Sterilization • Basic Business Principles 	<p>Attending with Full time students during the day</p>
<p>Sport Massage Level I Theory & Practical *Pre requisite subjects required</p> <ul style="list-style-type: none"> • Holistic Massage • Anatomy & Physiology • Nutrition I • First Aid Level I • Hygiene & Sterilization • Basic Business Principles 	<p>Attending with Full time students during the day</p>
<p>Skincare Level I Theory & Practical *Pre requisite subjects required</p> <ul style="list-style-type: none"> • Anatomy & Physiology (skin) • First Aid Level I • Hygiene & Sterilization • Basic Business Principles 	<p>Attending with Full time students during the day.</p>



****Standard Certification Subjects:**

Please note that these subjects are compulsory for learners wishing to enroll for ITEC International examinations – certificates for these needs to be obtained within 12 months of completing a course.

**Hygiene and Sterilization	2 day course
**Basic Business Principles and Professional Conduct	3 day course
**First Aid Level I	3 day course (once a year)
Holistic Massage Theory & Practical	5 day intensive course Additional case study hours required
Hot Stone Massage Theory & Practical *Pre requisite subject in Holistic massage required.	5 day intensive course Additional case study hours required
Indian Head Massage Theory & Practical	3 day course Additional case study hours required
Manicure & Pedicure Theory & Practical	5 day intensive course Additional case study hours required
Waxing Theory & Practical	5 day intensive course Additional case study hours required
Sugaring Theory & Practical *Pre-requisite subject in Waxing required	3 day course Additional case study hours required
Make-Up Theory & Practical	5 day intensive course Additional case study hours required
Eyebrow Shaping and Tinting Workshop	1 day course Additional case study hours required
Eyelash Extensions Workshop *Pre-requisite subject in Eyelash & Eyebrow tinting required.	1 day course Additional case study hours required
Nail Technology (Gel, Acrylic, Fiber and Silk)	5 day intensive course Additional case studies hours required
Nail Technology including Manicure and Pedicure workshop	10 day intensive course in Nail technology, which includes a Basic Manicure & Pedicure workshop. Additional case study hours required for certification.



LEGAL ENTITY

Qualitas Personnel (Pty) Ltd is a legal entity, a company, trading as Qualitas Career Academy, with the Qualitas Wellness Academy focusing on the industry of Skin, Body and Wellness Therapy.

Accreditation & Registration Status

The Career Academy was established in 2007. Qualitas Career Academy has provisional accreditation from Umalusi. We are also in the process of accreditation with the Council of Higher Education and the Department of Higher Education.

We are accredited by the following International bodies for Health & Skincare Therapy:

- ITEC Centre Accreditation & Registration Reference Number – X21433
- ETQA Accreditation number –PAB ID 4479
- CIDESCO School Code ZA521 - We are proud to announce that we are working towards CIDESCO Accreditation which entitles us to offer learners the opportunity of sitting the CIDESCO International examination.

MODE OF INSTRUCTION

Qualitas Career Academy applies a balance of theory and practice in its classrooms and studios. The language of instruction is English.

VISION, MISSION & VALUES

Vision

To introduce a new era of quality and recognition in the field of private education and training symbolised by one brand, Qualitas.

Mission

At Qualitas Career Academy we strive to develop skills, while we approach management scientifically, learners with true customer care, and further the art of learning with a passion. Through constant rigorous review of our success factors and a healthy drive for continuous improvement we aim to be recognised as a new leading brand in private education and training, and a dependable source of recruitment for employers.



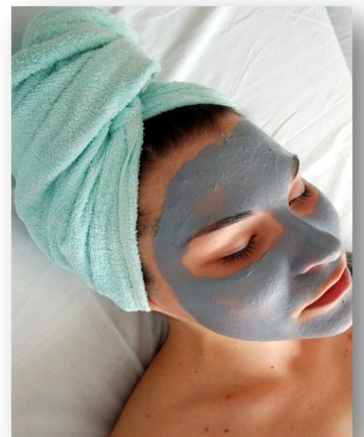
Values

- Quality
- Skills development
- Economic & Entrepreneurial Readiness
- Innovation
- Professionalism
- Integrity
- Growth
- Access
- Articulation

LEARNER SUPPORT SERVICES

Speak to one of our consultants for the following services:

- Career consultations
- Student activities on campus for enrolled learners
- Learner Representative Council
- Orientation day
- Annual Formal
- Annual Pageant
- Combined events with Damelin Bloemfontein
- Various other fun, planned activities throughout the year



Qualitas Career Academy will expect enrolling learners to adhere to the following code of conduct:

- **Professionalism:** When placed at a workplace for practical experience, participating in competitions, or providing wellness services while still registered as a learner, learners should uphold the name of themselves, the academy and behave in the best interests of the workplace.
- **Punctuality:** In business, time is money. On campus classes start on time. Learners should prepare for class and salon days in order for appointments and treatments to start on time.
- **Health, Safety & Mutual Respect:** The Academy has a health and safety policy. Learners will be expected to adhere to the following:
 - Always respect the dignity of colleagues, staff, learners, facilitators & assessors.
 - Keep the campus tidy by not participating in vandalism, littering, graffiti or any other activities that lead to the damage, untidiness or harm of premises, facilities, resources.
 - No smoking is allowed in the building.
 - No weapons (guns, knives, or any other implement designed to harm anybody) may be brought onto the premises.
 - **Punctuality:** The Academy runs a tight schedule in order to help you complete your studies in good time. Respect these schedules, and notify staff if for any valid reason you may be late, or unable to attend class.
 - **Attendance:** Attendance requirements are outlined in the learner agreement.



DISCLAIMER

As the requirements of the Health & Skincare Industry and academy change, Qualitas Wellness Academy reserves the right to change any detail on this brochure without notice. The programme over the 2 years as well as items in the kit are presented as a guideline that are subject to change as and when Qualitas Wellness Academy deems it in the best interests of the academy, or learner success.