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Name: \_\_\_\_\_ Tell: \_\_\_\_\_ ID: \_\_\_\_\_ Next of Kin: \_\_\_\_\_  
 Surname: \_\_\_\_\_ Cell: \_\_\_\_\_ Age: \_\_\_\_\_ Next of Kin Tel: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_

WORKSHOPS	DAYS	PRICE	NOTES	INCLUDES
Eyelash Extensions	2	R 3,299	Individual + Cluster Lashes	Training Kit
Cluster Lashes	1	R 1,299	Cluster Lashes	Starter Kit
Tinting	1	R 1,299	Brow Shape + Lash/Brow Tint	Starter Kit
Basic Make-Up	1	R 1,799	1 Minute Look + Day + Evening	Starter Kit
Nail Art - Gel	3	R 3,999	Nail Art using Gel & Gel Polish	Training Kit
Nail Art - Acrylic	3	R 3,999	Nail Art using Acrylic	Training Kit
Nail Art Stamping	1	R 1,250	On Natural Nails / Silicon Mat	Starter Kit
Revolution	2	R 2,299	French + Art Nails	Starter Kit
Electric File	1	R 2,499	Blending + Removal + Filing	Electric File
Gel Polish (No Lamp)	1	R 1,699	Overlays	Starter Kit
Gel (No Lamp)	2	R 2,299	Overlays + Tips	Starter Kit
Gel Sculpture (No Lamp)	2	R 2,299	Sculpture	Starter Kit
Gel + Acrylic Dip (No Lamp)	3	R 2,899	Overlays + Tips	Starter Kit
Acrylic Dip	1	R 1,299	Overlays + Tips	Starter Kit
Reverse Acrylic	2	R 2,299	Overlays + Tips	Starter Kit
Acrylic Sculpture	2	R 2,299	Reverse + Sculpture	Starter Kit
Dipping Tray	1	R 650	No Products Included	-
Iconic	1	R 1,499	Overlays + Tips	Starter Kit

Lash Extensions	Workshop Date: _____	Amount Paid: _____	Trainer: _____
Cluster Lashes	Workshop Date: _____	Amount paid: _____	Trainer: _____
Tinting	Workshop Date: _____	Amount paid: _____	Trainer: _____
Basic Make-Up	Workshop Date: _____	Amount paid: _____	Trainer: _____
Nail Art - Gel	Workshop Date: _____	Amount paid: _____	Trainer: _____
Nail Art - Acrylic	Workshop Date: _____	Amount paid: _____	Trainer: _____
Art Stamping	Workshop Date: _____	Amount paid: _____	Trainer: _____
Revolution	Workshop Date: _____	Amount paid: _____	Trainer: _____
Electric File	Workshop Date: _____	Amount paid: _____	Trainer: _____
Gel Polish	Workshop Date: _____	Amount paid: _____	Trainer: _____
Gel	Workshop Date: _____	Amount paid: _____	Trainer: _____
Gel Sculpture	Workshop Date: _____	Amount paid: _____	Trainer: _____
Gel + Acrylic Dip	Workshop Date: _____	Amount paid: _____	Trainer: _____
Acrylic Dip	Workshop Date: _____	Amount paid: _____	Trainer: _____
Reverse Acrylic	Workshop Date: _____	Amount paid: _____	Trainer: _____
Acrylic Sculpture	Workshop Date: _____	Amount paid: _____	Trainer: _____
Dipping Tray	Workshop Date: _____	Amount paid: _____	Trainer: _____
Iconic	Workshop Date: _____	Amount paid: _____	Trainer: _____

I, \_\_\_\_\_ hereby acknowledge, that the Workshop content was explained to me and that I am satisfied with the Workshop I have chosen to attend. I understand that once my deposit is paid, my Training Kit will be ordered. Should I change the Workshop I want to attend I will be liable for delivery charges for the Kits to be exchanged. I cannot exchange the Kit once the Kit has been used.

Learner Name: \_\_\_\_\_ Date: \_\_\_\_\_ Sign: \_\_\_\_\_ P1

Student must have done a Gel Course to attend the Art Gel Workshop  
 Student must have done an Acrylic Course to attend the Art Acrylic Workshop  
 Student must have done an Acrylic Course to attend the Revolution Workshop  
 Student must have done a Gel/Acrylic Course to attend the Electric File Workshop - Student must bring along Gel/Acrylic Products  
 Gel Polish Workshop done on natural nails only  
 Student must have done a Gel Course to attend the Gel Sculpture Workshop  
 Student must have done an Acrylic Course to attend the Reverse Acrylic Workshop  
 Student must have done an Acrylic Course to attend the Acrylic Sculpture Workshop  
 Student must have done an Acrylic Dip Course to attend the Dipping Tray Workshop - Student must use Planet Nails Powder & Resin Gel  
 Student must have done a Gel/Acrylic Course to attend the Iconic Workshop - Student must bring along Gel/Acrylic Products

**REGISTRATION**

- ) A 50% deposit of the Workshop price is payable when Training is booked. The deposit secures the student’s space in the class. 30% of the Training Price is non-refundable. Should the student cancel the Training, the 30% of the Training Price will be deducted from the deposit, and student will forfeit that amount. Should the student want to cancel the Workshop but keep the Training Kit, the Training Kit can be purchased. This is an extra and separate amount from the deposit amount.
- ) Any Workshop taken at a Planet Nails Training School must be paid in full before the start of the Workshop.
- ) The student must request and receive a receipt for payment and a copy of the completed Registration Form.

**SPECIAL NEEDS STUDENTS**

- ) Students with special needs might need extra Training days. It costs R550 per day.
- ) If student needs translator during Training, translator must pay to attend the Workshop too. Student must provide translator.
- ) Students with special needs might need to make special arrangements for their Exam. Translated or oral Exam can be done, and are charged at R850 per system. Student must provide translator.
- ) Does student have special needs? Please specify.

**TRAINING**

- ) During Training, the student must wear closed shoes, formal pants and a semi-formal shirt. Hair must be tied.
- ) All Workshops must be attended in full by the student and class hours must be completed:  
 Lash Extensions 14 hours, Cluster Lashes 7 hours, Tinting 7 hours, Basic Make-Up, Art (Natural Nails) 14 hours, Art (Gel/Acr) 21 hours, Revolution 7 hours, Electric File 7 hours, Gel Polish 7 hours, Gel 14 hours, Acrylic Dip 7 hours, Gel + Acrylic Dip 21 hours, Acrylic Sculpture 14 hours, Gel Sculpture 14 hours, Reverse Acrylic 14 hours, Dipping Tray 7 hours
- ) Classes are from 9am - 4pm unless otherwise arranged between the educator and the student/s. This must include a daily 30-minute break. And 2X 10-minute breaks during the day. The breaks cannot be cancelled to leave early.
- ) Planet Nails reserves the right to refuse Training to any student should the student not attend classes on the times and dates agreed upon or if the student disrupts the class.
- ) If student changes the agreed upon Training Dates, a R550 penalty per day will be payable by the student to book new days.
- ) If student arrives late or not at all, or starts the Training, and cannot attend the Training in full (for whatever reason), R550 per day must be paid extra to complete the days not attended.
- ) Training Kits may only be removed from the Training Venue once the Training hours has been completed.
- ) Students may request extra Training at R550 per day.
- ) Photos of students and their work done during class hours might be used on the Planet Nails Facebook page.
- ) When booking for a Workshop, student works on a Rubber Hand. Students have the option to buy a Habbill Nail Trainer at R850 (normal price R1899).
- ) Student will receive a Letter of Attendance as proof that they attended a Workshop.  
 A Letter of Attendance will only be issued if the class hours for a system has been completed.

**VERY IMPORTANT:** Students must provide live models during Training.

This is important as working on a Practice Hand and a live model is not the same at all.  
 If student does not bring a live model on below days, extra days will have to be booked and paid for at R550 per day.

Revolution	1 model - on day of Workshop (1)	Lash Extensions	1 model - on each day of Workshop (2)
Gel	1 model - on last day of Workshop (1)	Tinting	2 models - on day of Workshop (2)
Gel + Acrylic Dip	1 model - on last day of Workshop (1)		
Reverse Acrylic	1 model - on last day of Workshop (1)		
Acrylic Sculpture	1 model - on last day of Workshop (1)		
Gel Sculpture	1 model - on last day of Workshop (1)		

Students are required to attend Workshops without any artificial product on their nails.  
 Demonstrations will be done on student’s nails: Gel Polish / Acrylic Dip  
 No models required: Cluster Lashes / Basic Make-Up / Nail Art / Electric File / Dipping Tray / Iconic

**TRAINING ON SATURDAYS** (Only available at certain Planet Nails Schools)

Saturday Training R350 per day extra. Shops hours 9am to 1pm - 4 hours per Saturday. No break included.

Gel Polish / Electric File / Acrylic Dip / Basic Make-Up / Cluster Lashes / Tinting / Dipping Tray - 2 Sat (8H) - R700 extra  
Revolution / Art / Lash Extensions / Gel / Acrylic or Gel Sculpture / Reverse Acrylic - 4 Sat (16H) - R1400 extra  
Gel + Acrylic Dip - 6 Sat (42H) - R2100 extra  
Stamping - 1 Sat (4H) - R350 extra

**PRACTICAL HOURS**

Once the Workshop has been completed, the student must complete practical hours. Educator will provide the student with a POE (Portfolio of Evidence) on which the student must provide proof of practical hours completed. Practical hours are minimum 50 hours per system. Class hours cannot be deducted from the practical hours.

A Colour Portfolio must also be compiled of Practical Hours completed on live models, and handed in on the day of the Exam. The Colour Portfolio will be sent to Planet Nails Head Office and not returned to the Student.

Below shows what your Colour POE must include, and what will be expected of you during your Practical Exam.

Eyelash Extensions	Photo Portfolio: 5 before & 5 after photos of full sets done 2 before & 2 after photos of fills done 2 before & 2 after photos of removals done	Exam: do full set of lashes on model remove 1 eye of lashes on model
Cluster Lashes	Photo Portfolio: 5 before & 5 after photos of full sets done 2 before & 2 after photos of removals done	Exam: do full set of lashes on model remove 1 eye of lashes on model
Tint	Photo Portfolio: 3 before & 3 after photos of brow shape done 3 before & 3 after photos of lash & brow tint done	Exam: do a brow shape on model do a lash & brow tint on model
Art	Photo Portfolio: compile a portfolio of step by step nail art done, showing from beginning to end of 6 different nail art designs Exam: You will be required to do some of the above on model	
Revolution	Photo Portfolio: 5 before & 5 after photos of french full sets done 5 before & 5 after photos of art full sets done	Exam: do 1 hand of french nails on model do 1 hand of art nails on model
Electric File	No Photo Portfolio required Exam: Bring in a live model with product on 1 hand and no product on the other You will be required to do re-fills and removal with your Efile on her hand with product You will be required to apply tips and blend the tips with your Efile on the other hand You will then have to remove everything with your Efile off both nails for us to check for file lines	
Gel Polish	Photo Portfolio: 5 before & 5 after photos of colour overlays done	Exam: do full set of colour overlays on model
Gel	Photo Portfolio: 2 before & 2 after photos of full sets done: french tips + clear gel natural nails + clear gel natural nails + french gel natural nails + colour gel 2 before & 2 after photos of fills done (natural) 2 before & 2 after photos of fills done (french)	Exam: do 2 of each on the left on model
Acrylic Sculpture Gel Sculpture	Photo Portfolio: 3 before & 3 after photos of full sets done (french) 2 before & 2 after photos of fills done	Exam: do full set french on model
Gel + Acrylic Dip	Photo Portfolio: everything the same as gel (above) everything the same as acrylic dip (above)	Exam: do 1 of each on the left on model (4) do 2 of each on the left on model (6)

Learner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign: \_\_\_\_\_ P3

Acrylic Dip                      Photo Portfolio:                      Exam:  
2 before & 2 after photos of full sets done:                      do 3 of each on the left on model  
french tips + clear powder  
natural nails + clear powder  
natural nails + french powder  
2 before & 2 after photos of fills done (natural)  
2 before & 2 after photos of fills done (french)

Reverse Acrylic                      Photo Portfolio:                      Exam:  
3 before & 3 after photos of full sets done (french)                      do full set french on model

#### EXAM

- ) Once practical hours are completed, Assessment (Exam) can take place. The purpose of Assessment is for the student to prove competency towards the Unit Standard that he/she was Trained towards. There is no Theory Exam for Workshops. Only a Practical Exam must be done. The pass rate for Exams is 80%.
- ) Exam must be done within 6 months after completion of a Workshop. If you don't do your Exams in this time frame, your Exam Fees will increase to R850 per system. If you don't do your Exams within 24 months (2 years) after your Workshop, the Workshop will have to be re-done before Exams can be attended.
- ) Exam Fees are R550 per system. Bank details and Exam Venues will be provided when the students books for Exam. R550 Silk/Fibre, R550 Gel, R550 Acrylic, R550 Wax/Tint, R550 Make-Up, R550 Mani/Pedi
- ) To book for your Exam, email [training@planetnails.co.za](mailto:training@planetnails.co.za) Exams are done 4 times per year at different Exam Venues.
- ) Exam Venue might be different to Workshop Venue. Exam Venue options will be provided when you book for your Exam.
- ) Once the student has completed the Exam and proven to be competent, the educator will request for the Certificate to be issued. Certificates will be issued within 4 weeks of completion of Exam and sent to the Exam Venue for collection.
- ) If you have completed your Workshop at a different company, and wish to be Assessed by Planet Nails, the Exam Fee is R850 per system.
- ) To attend an Exam, you will be required to hand in a completed POE (Portfolio of Evidence) to show that you completed a minimum of 50 hours per system (class hours excluded) as well as a Colour Portfolio as proof of your work.
- ) Only Planet Nails products are allowed to be used during Exam. Practical Exams can only be done on live models. It is the student's responsibility to provide models for the Practical Exam. The students must bring along their Training Kit or Planet Nails products to use during the Practical Exam.
- ) You cannot book for your Exam if your class hours were not completed.
- ) You cannot book for your Exam if you have not completed a POE and Colour POE.
- ) No Exams can be done for Basic Make-Up, it is only to teach a private individual to apply their own Make-Up.

#### EXAM - STUDENT MUST BRING

- ) POE (Portfolio of Evidence) with a minimum of 50 practical hours completed per system. No POE - No Exam.
- ) Colour POE (Portfolio of Evidence) with before and after photos of work done as discussed on Registration Form.
- ) No Colour POE - No Exam.
- ) Live model to do Practical Exam on. Training Kit to do Practical Exam with. Towel for the Table.
- ) Copy of ID Document + Copy of Registration Form + Proof of payment for Exam. If student does not bring along copies of these to hand in at Exam Venue, the Exam cannot be attended.
- ) If student books and pays for Exam and does not attend on agreed date (for whatever reason), the Exam Fees will be forfeited.

#### EXAM RULES

- ) No eating or drinking allowed during Exam (only water).
- ) Cell Phones must be switched off and put away during Exam (student, model and educator).
- ) Exam start at 9:30am - be at the venue from 9am to set up.
- ) Theory Exam is from 9:30am - 12:30pm (3 hours)
- ) After the Exam, the student can pack away Kit, and clean up.

#### EXAM - PROVIDED BY TRAINING VENUE

- ) Tables + Chairs + Foam Rests + Desk Light (if needed) + Roller Towel + Rubbish Bins & Liners.

#### EXAM RESULTS

- ) Student will be informed of Exam Results within 1 week of Exam Date.

#### CERTIFICATES

- ) Certificate of Achievement will be issued within 4 weeks of Exam Date.