



Branch: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel Nr: \_\_\_\_\_  
 Fax Nr: \_\_\_\_\_  
 Cell Nr: \_\_\_\_\_

Name: \_\_\_\_\_ Tell: \_\_\_\_\_ ID: \_\_\_\_\_ Next of Kin: \_\_\_\_\_

Surname: \_\_\_\_\_ Cell: \_\_\_\_\_ Age: \_\_\_\_\_ Next of Kin Tel: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_

NAIL COURSES	DAYS	PRICE	NOTES	INCLUDES
Acrylic Dip	2	R 2,699	Overlays + Tips	Kit
Acrylic	4	R 4,499	Overlays + Tips + Reverse	Kit
Acrylic + Sculpture	6	R 6,099	Above + Sculpture	Kit
Gel (No Lamp)	3	R 3,699	Overlays + Tips	Kit
Gel + Sculpture (No Lamp)	5	R 5,299	Above + Sculpture	Kit
Silk/Fibre	2	R 2,599	Overlays + Tips	Kit
Gel + Acr (No Lamp)	6	R 6,569	Overlays + Tips + Reverse (Acrylic)	Kit
Gel + Acr + Sculpture (No Lamp)	9	R 8,969	Above + Sculpture	Kit
Special (No Lamp)	8	R 9,369	Gel, Acrylic, Dip, Gel Polish, Stamping, Mirror	Kit + Habbill
Special + Sculpture (No Lamp)	11	R 11,769	Above + Sculpture	Kit + Habbill

Acrylic Dip Course Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

Acrylic Course Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

Acrylic + Sculpture Course Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

Gel Course Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

Gel + Sculpture Course Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

Silk/Fibre Course Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

Gel + Acr Course Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

Gel + Acr + Sculpture Course Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

Special Course Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

Special + Sculpture Course Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

Special Course Includes: Acrylic, Acrylic Dip, Gel, Gel Polish, Stamping, Mirror

Special Course + Sculpture Includes above + Gel Sculpture + Acrylic Sculpture

Overlays: Product gets applied on natural nails, without making them longer.  
 Tip Overlays: Tips gets applied to make the nails longer, product gets applied over it.  
 Sculpture: Making natural nails longer without using a Tip. You "build" it longer using product.

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

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
Nail Art Stamping	1	R 1,299	On Natural Nails / Silicon Mat	Starter Kit
Revolution	2	R 2,099	French + Art Nails	Starter Kit
Electric File	1	R 2,399	Blending + Removal + Filing	Electric File
Gel Polish (No Lamp)	1	R 1,299	Overlays	Starter Kit
Gel Sculpture (No Lamp)	2	R 2,399	Sculpture	Starter Kit
Acrylic Sculpture	2	R 2,399	Sculpture	Starter Kit
Dipping Tray	1	R 799	Use of Dipping Tray	-
Iconic	1	R 1,599	Overlays + Tips	Starter Kit

Lash Extensions Workshop Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

Cluster Lashes Workshop Date: \_\_\_\_\_ Amount paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

Tinting 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 Sculpture 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: \_\_\_\_\_

**Need Prior Experience:**

Student must have completed a Gel or Acrylic Course to attend the Electric File Workshop - Student must bring along Gel/Acrylic Products.

Student must have completed a Gel or Acrylic Course to attend the Iconic Workshop.

Student must have completed an Acrylic Course to attend the Revolution Workshop.

Student must have completed an Acrylic Course to attend the Acrylic Sculpture Workshop.

Student must have completed a Gel Course before to attend the Gel Sculpture Workshop.

Student must have completed an Acrylic Dip Course to attend the Dipping Tray Workshop - Student must use Planet Nails Powder & Resin Gel.

Gel Polish Workshop done on natural nails only.

BEAUTY COURSES	DAYS	PRICE	NOTES	INCLUDES
Manicure/Pedicure	2	R 2,599	Colour + French Mani/Pedi	Training Kit
Wax/Tint	3	R 4,599	Leg, Arm, Underarm, Facial, Bikini, Tint	Training Kit + Warmer
Wax/Tint Intimate	4	R 6,099	Above + Brazilian + Hollywood Wax	Training Kit + Warmer
Make-Up	3	R 7,199	Day, Evening, Bridal, Fantasy	Kryolan Training Kit

Mani/Pedi Course Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

Wax/Tint Course Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

Wax/Tint Intimate Course Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

Make-Up Course Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Trainer: \_\_\_\_\_

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

Learner Name: \_\_\_\_\_ Date: \_\_\_\_\_ Sign: \_\_\_\_\_ P2

## REGISTRATION

- ) Any Course taken at a Planet Nails Training School must be paid in full before the start of the Course.
- ) Full payment is required before a Training Date can be confirmed.
- ) Should student change the Training Date, it must be done in writing 48 hours before the agreed date, or else student forfeits 30% of the Training Price, and will have to pay another 30% before a new Training Date can be set.
- ) Should student cancel the Training 50% of the Training Price will be deducted as cancellation fee, and the remaining 50% will be refunded to student.
- ) Student must request and receive a receipt for payment and a copy of the completed Registration Form.
- ) Should student want one on one Training, it will cost 25% extra.

## 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 also pay to attend the Course. 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.
- ) Students who don't understand English properly, are special needs students.
- ) Students who cannot read and write, are special needs students.

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) **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, student must book and pay for extra days at R550 per day to redo days.

Students are required to attend Courses without any artificial product on their nails.

Demonstrations will be done on student's nails.

Acrylic	1 model	on last day of Course (1)
Acrylic + Sculpture	1 model	on day 4 + 6 of Course (2)
Gel	1 model	on last day of Course (1)
Gel + Sculpture	1 model	on day 3 + 5 of Course (2)
Silk/Fibre	1 model	on last day of Course (1)
Gel + Acrylic	1 model	on day 4 + 6 of Course (2)
Gel + Acrylic + Sculpture	1 model	on day 4 + 6 + 9 of Course (3)
Special	1 model	on day 5, 7 of Course (2)
Special + Sculpture	1 model	on day 5, 7, 11 of Course (3)
Lash Extensions	1 model	on each day of Workshop (2)
Cluster Lashes	1 model	on day of Workshop (1)
Tinting	1 model	on day of Workshop (1)
Revolution	1 model	on day of Workshop (1)
Gel Sculpture	1 model	on last day of Workshop (1)
Acrylic Sculpture	1 model	on last day of Workshop (1)
Mani/Pedi	1 model	on each day of Course (2)
Wax/Tint	1 model	on each day of Course (3)
Wax/Tint Intimate	1 model	as above + 3 extra models on day 4 of the Course (3)
Make-Up	1 model	on each day of Course (3)

No models required: Acrylic Dip / Nail Art Stamping / Electric File / Gel Polish / Dipping Tray / Iconic

## TRAINING

- ) During Training, the student must wear closed shoes, formal pants and a semi-formal shirt. Hair must be tied.
- ) All Courses must be attended in full by the student and class hours must be completed: 1 Day Training = 7 Hours
- ) Classes are from 9am - 4pm unless otherwise arranged between educator and student. 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.
- ) Students may request extra Training at R550 per day if needed.
- ) Training Kits may only be removed from the Training Venue once the Training has been completed.
- ) Photos of students and their work done during class hours might be used on the Planet Nails Facebook Page.

- ) When booking for a Special Nail Course, student gets a Habbill Nail Trainer to work on. For the rest of the Nail Courses students work 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 Course, provided they have reached the required level of Training after the days attended. A Letter of Attendance will only be issued if the class hours for a system has been completed.
- ) Trainers might request that students attend extra Training at R550 per day if student has not reached required level of Training after the days attended.

**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.

Nail Art Stamping - 1 Sat (4H) - R350 extra

Gel Polish / Electric File / Dipping Tray / Cluster Lashes / Tinting - 2 Sat (8H) - R700 extra

Silk Fibre / Acrylic Dip / Acrylic or Gel Sculpture Workshop / Revolution / Mani Pedi / Lash Extensions - 4 Sat (16H) - R1400 extra

Gel / Wax Tint / Make-Up - 6 Sat (24H) - R2100 extra

Acrylic / Wax Tint Intimate - 7 Sat (28H) - R2450 extra

Gel Sculpture - 9 Sat (36H) - R3150 extra

Acrylic Sculpture / Gel + Acrylic - 11 Sat (44) - R3850 extra

Gel + Acrylic + Sculpture / Special - 14 Sat (56H) – R4900 extra

Special + Sculpture - 20 Sat (77H) R7000 extra

**PRACTICAL HOURS**

- ) Once the Course 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.

Acrylic Dip	natural tips/clear powder	2 before & 2 after photos of full sets done
And	french tips/clear powder	2 before & 2 after photos of full sets done
Acrylic	natural tips/clear & white powder	2 before & 2 after photos of full sets done
	natural nails/clear powder	2 before & 2 after photos of full sets done
	natural nails/clear & white powder	2 before & 2 after photos of full sets done
	any of above	2 before & 2 after photos of fills done
Acrylic + Sculpture	everything the same as acrylic	
	french sculpture	3 before & 3 after photos of full sets done
	french sculpture	2 before & 2 after photos of fills done
Gel	natural tips/clear gel	2 before & 2 after photos of full sets done
	natural tips/colour gel	2 before & 2 after photos of full sets done
	french tips/clear gel	2 before & 2 after photos of full sets done
	natural tips/clear & white gel	2 before & 2 after photos of full sets done
	natural nails/clear gel	2 before & 2 after photos of full sets done
	natural nails/ clear & white gel	2 before & 2 after photos of full sets done
	any of above	2 before & 2 after photos of fills done
Gel + Sculpture	everything the same as gel	
	french sculpture	3 before & 3 after photos of full sets done
	french sculpture	2 before & 2 after photos of fills done
Silk/Fibre	natural tips/fibre	2 before & 2 after photos of full sets done
	french tips/fibre	2 before & 2 after photos of full sets done
	natural nails/fibre	2 before & 2 after photos of full sets done
	any of above	2 before & 2 after photos of fills done
Gel + Acr	everything the same as gel	
	everything the same as acrylic	
Gel + Acr Sculpture	everything the same as gel	
	everything the same as acrylic	
	everything the same as gel sculpture	
	everything the same as acrylic sculpture	

Special	everything the same as gel everything the same as acrylic everything the same as acrylic dip	
Special + Sculpture	everything the same as special everything the same as gel sculpture everything the same as acrylic sculpture	
Eyelash Extensions	Photo Portfolio: 4 before & 4 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: 4 before & 4 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
Revolution	Photo Portfolio: 4 before & 4 after photos of french full sets done 4 before & 4 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: 4 before & 4 after photos of colour overlays done	Exam: do full set of colour overlays on model
Gel Sculpture And Acrylic Sculpture	Photo Portfolio: 3 before & 3 after photos of full sets done (french) 3 before & 3 after photos of fills done	Exam: do full set french on model
Iconic	Photo Portfolio: 2 before & 2 after photos of full sets done (natural) 2 before & 2 after photos of full sets done (french)	Exam: do full set french on model model
Mani/Pedi	colour manicure french manicure colour pedicure french pedicure	3 before & 3 after photos of manicure done 3 before & 3 after photos of manicure done 3 before & 3 after photos of pedicure done 3 before & 3 after photos of pedicure done
Wax/Tint	leg wax arm wax under arm wax facial wax brow shape lash & brow tint	3 before & 3 after photos of wax done 3 before & 3 after photos of wax done 3 before & 3 after photos of wax done 3 before & 3 after photos of wax done 3 before & 3 after photos of shape done 3 before & 3 after photos of tint done
Make-Up	day make-up evening make-up bridal make-up fantasy make-up	3 before & 3 after photos of make-up done 3 before & 3 after photos of make-up done 3 before & 3 after photos of make-up done 3 before & 3 after photos of make-up done

## 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. A Theory and Practical Exam must be done. The pass rate for all Exams is 80% for Theory and 80% for Practical.
- ) Exam must be done within 12 months after completion of a Course. Exam Fees are R550 per system. 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 Course, the Course will have to be re-done before Exams can be attended.
- ) Exam Venues and bank details for Exam Fees will be provided when the students books for Exam.
- ) For Exam Bookings, 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 Course 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 attended your Course 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 (see page 4 + 5).
- ) 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.

## 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) as proof of your work (see page 4 + 5). 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.
- ) Practical Exam is from 9:30am - 12:30pm (3 hours)
- ) Break is from 12:30pm - 1pm (30 minutes) - the student can pack away Kit, clean up desk and eat.
- ) Theory Exam is from 1pm - 4pm (3 hours)
- ) No models allowed in venue during Theory Exam.

## 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 2 weeks of Exam Date.

## CERTIFICATES

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

## STUDENT INPUT

STUDENT RATING	BAD	GOOD	EXCELLENT	STUDENT NOTES/SUGGESTIONS
TRAINING VENUE				
VENUE STAFF				
EDUCATOR				
TRAINING KIT				

## ANY OTHER STUDENT SUGGESTIONS / NOTES

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