



0861-4-NAILS
 training@planetnails.co.za
 www.planetnails.co.za/training

Branch : _____
 Tel : _____
 Date : _____

Student must Complete Page 1

Name: _____ Surname: _____ ID: _____ Date: _____
 Email: _____ Address: _____ Age: _____ Cell: _____
 Relative: _____ Number: _____ Notes: _____

Do you speak fluent English _____

Have you arranged live models (page 2) _____

Full Course includes Gel, Acrylic, Gel Polish, Gel Dip, Iconic Polygel, Fibre Extensions, Toenail Reconstruction.
 All Nail Courses include Habbill Nail Trainers to the value of R999

Nail Student must bring to Training: Paper Towel, Hand Towel, Foam Rest, 36W UV/LED Rapidcure or Rapidpro Lamp, Soak Bowl, Foil

NAIL COURSES	DAYS	PRICE	NOTES	INCLUDES
Acrylic + Sculpture	7	R 8,699	Overlays + Tips + Sculpture + Ombre	Kit + Habbill
Gel + Sculpture	6	R 8,299	Overlays + Tips + Sculpture + Ombre	Kit + Habbill (No Lamp)
Gel + Acrylic Sculpture	12	R 14,399	Overlays + Tips + Sculpture + Ombre	Kit + Habbill (No Lamp)
Full + Sculpture	14	R 16,500	Overlays + Tips + Sculpture + Ombre	Kit + Habbill (No Lamp)
Workshops or Conversions	1	R 1,500		-

Manicure & Pedicure Student must bring to Training: Paper Towel, Hand Towels, Foam Rest, Manicure Bowl

Waxing & Tinting Student must bring to Training: Paper Towel, Large Bath Towel, Hand Towel, Boob Tube, Head Band, Wax Warmer

BEAUTY COURSES	DAYS	PRICE	NOTES	INCLUDES
Manicure & Pedicure	2	R 3,299	Colour + French Manicure & Pedicure	Kit
Waxing & Tinting	3	R 4,599	Leg, Arm, Underarm, Facial, Bikini, Tint	Kit (No Wax Heater)
Waxing & Tinting Intimate	4	R 6,099	As above + Brazilian & Hollywood	Kit (No Wax Heater)
Eyelash Extensions	2	R 4,499	Individual + Cluster Lashes	Kit

Student Special Needs: _____

Course Booked: _____ Course Date: _____ Amount Paid: _____ Student Sign: _____

Course Booked: _____ Course Date: _____ Amount Paid: _____ Student Sign: _____

Learner Name: _____ Date: _____ Sign: _____ P1

I, _____ hereby acknowledge, 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 understand the Kit cannot be exchange once the Kit has been opened and used.

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, student will forfeit 30% of the Training Price, and will have to pay an extra 30% before a new Training Date can be set.
- Should student cancel the Training for any reason whatsoever, 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 R1500 per extra day.
Students who don't understand English properly, are special needs students.
Students who cannot read and write, are special needs students.
Students who are slow learners, are special needs students.
Students who are not fluent in English, are special needs students.
- If student needs a translator during Training, translator must 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 cost R1500 per system. Student must provide translator.

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 R1500 per day to redo days.

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

Acrylic + Sculpture	1 model	on last day of Course	9:00 - 16:00	
Gel + Sculpture	1 model	on last day of Course	9:00 - 16:00	
Gel & Acrylic + Sculpture	1 model	on day 7 and 12 of Course	9:00 - 16:00	
Full + Sculpture	1 model	on day 7 and 12 of Course	9:00 - 16:00	
Manicure & Pedicure	1 model	on each day of Course (total 2 models)	11:30 - 16:00 day 1	9:00 - 16:00 day 2
Waxing & Tinting	1 model	on each day of Course (total 3 models)	11:30 - 16:00 day 1	9:00 - 16:00 day 2 + 3
Waxing & Tinting Intimate	1 model	as above + 3 models on last day of Course	9:00 - 16:00 day 4	
Eyelash Extensions	1 model	on each day of Course (total 2 models)	11:30pm - 16:00 day 1 + 2	

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 40-minute break and 2 10-minute breaks, and 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 R1500 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), R1500 per day must be paid extra to complete the days not attended.
- Students may request extra Training at R1500 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.
- Trainers might request that students attend extra Training at R1500 per day if student has not reached required level of Training after the days attended.
- Students can join Planet Nails Product Support Group Facebook Page for product support.
- Should a student book for a Workshop, the student must bring along or buy the products needed for the Workshop.
Only Planet Nails product are allowed to be used.
Student must provide or buy a Habbill Trainer to do Nail Workshop on.
- Workshops and Conversion Courses are charged for at R1500 per day. No Exams.
Attendance Certificates are issued for Workshops, provided students work is up to standard.
- To attend a Conversion Course, proof of prior Training must be provided by student.
- Students can join Planet Nails Students WhatsApp Group for product support 063 474 5788
- Students can join Planet Nails Product Support Group Facebook Page for product support.

Learner Name: _____ Date: _____ Sign: _____ P2

COLOUR PORTFOLIO:

Before student can complete an Exam, a Colour Portfolio of Evidence (POE) must be completed.

No Colour Portfolio, no Exam. Below shows what Colour POE must include.

Acrylic + Sculpture	french tips + clear powder	2 before & 2 after photos of full sets done
	natural tips + clear/french pink powder	2 before & 2 after photos of full sets done
	natural tips + colour powder	2 before & 2 after photos of full sets done
	natural tips + white & clear/french/cover pink powder	2 before & 2 after photos of full sets done
	natural tips + ombre	2 before & 2 after photos of full sets done
	sculpture - clear/french pink powder	2 before & 2 after photos of full sets done
	sculpture - colour powder	2 before & 2 after photos of full sets done
	sculpture - white & clear/french pink powder	2 before & 2 after photos of full sets done
	sculpture - ombre	2 before & 2 after photos of full sets done
Gel + Sculpture	french tips + clear gel	2 before & 2 after photos of full sets done
	natural tips + clear/french pink gel	2 before & 2 after photos of full sets done
	natural tips + colour gel	2 before & 2 after photos of full sets done
	natural tips + white & clear/french pink gel	2 before & 2 after photos of full sets done
	natural tips + ombre	2 before & 2 after photos of full sets done
	sculpture - clear/french pink gel	2 before & 2 after photos of full sets done
	sculpture - colour gel	2 before & 2 after photos of full sets done
	sculpture - white & clear/french pink gel	2 before & 2 after photos of full sets done
	sculpture - ombre	2 before & 2 after photos of full sets done
Manicure & Pedicure	colour manicure	3 before & 3 after photos of manicure done
	french manicure	3 before & 3 after photos of manicure done
	colour pedicure	3 before & 3 after photos of pedicure done
	french pedicure	3 before & 3 after photos of pedicure done
Waxing & Tinting	leg wax	3 before & 3 after photos of wax done
	arm wax	3 before & 3 after photos of wax done
	under arm wax	3 before & 3 after photos of wax done
	facial wax	3 before & 3 after photos of wax done
	brow shape	3 before & 3 after photos of shape done
	lash & brow tint	3 before & 3 after photos of tint done
Eyelash Extensions	Photo Portfolio:	Exam:
	4 before & 4 after photos of full sets done	do full set of lashes on model
	2 before & 2 after photos of fills done	remove 1 eye of lashes on model
	2 before & 2 after photos of removals done	
Cluster Lashes	Photo Portfolio:	Exam:
	4 before & 4 after photos of full sets done	do full set of lashes on model
	2 before & 2 after photos of removals done	remove 1 eye of lashes on model

Learner Name: _____ Date: _____

Sign: _____ P3

EXAM

- Once practical hours are completed, Exams can be done.
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 R1500 per system.
If Exam are not done within 12 months of Course, Exam Fees will be R2000 per system.
- If you don't do your Exams within 24 months 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 students books for Exam.
- For Exam Bookings, email training@planetnails.co.za Exams are done 4 times per year at different Exam Venues.
- Exam Venue might be different to Course Venue and venue options will be provided when booking for Exams.
- To attend an Exam, student must hand in a completed POE as proof of practical hours completed (50 hours per system) as well as a Colour Portfolio.
- If student completed and passed the Exam, trainer will request for the Certificate to be issued.
- Only Planet Nails products are allowed to be used during Exam.
Student must provide live model for Practical Exam.
Student must bring along Training Kit or Planet Nails products to use during the Practical Exam.
- Student cannot book for Exam if class hours were not completed.
- Student cannot book for Exam if POE and Colour POE is not complete.

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). No Colour POE - No Exam.
- Live model to do Practical Exam on.
- Training Kit to do Practical Exam with.
- Paper Towel, Hand Towel, Foam Rest, Soak Bowl, Foil
- Copy of ID Document + Copy of Registration Form + Proof of payment for Exam.
If student does not bring along copies of above 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).
- Practical Exam is from 9:00am - 13:00pm (4 hours).
- Break is from 13:00pm - 14:00pm (60 minutes) - student can pack away Kit, clean up desk and eat.
- Theory Exam is from 14:00pm - 16:00pm (2 hours).
- No models allowed in venue during Theory Exam.

EXAM - PROVIDED BY TRAINING VENUE

- Table + Chairs + Desk Light (if needed) + Rubbish Bin.

EXAM RESULTS

- Student will be informed of Exam Results within 2 weeks of Exam Date.
- Certificate will be issued within 4 weeks of Exam Date.

SAFETY AND HYGIENE PROTOCOL FOR TRAINERS, STUDENTS AND MODELS (DURING TRAINING AND EXAMS)

- Use an alcohol-based hand Sanitizer frequently.
- Avoid touching your eyes, nose and mouth.
- Avoid close contact with people who are sick.
- Stay at home if you are sick. New days will have to be booked at R1500 per day.
- Keep a distance of 1.5m from other people at all times.
- Clean and disinfect objects and surfaces with an alcohol-based Sanitizer frequently.
- Wear a Mask at all times.

COVID-19 Consent

At Planet Nails we are committed to creating a safe environment for our Students and Staff and we support the health of our local community. Our Training School complies with the Health Department and the Centres for Disease Control and Prevention (CDC) infection control guidelines to prevent the spread of COVID-19

Our Educators and Staff are symptom-free and screened daily. However, since we are a place of public accommodation, other persons (including other clients) could be infected, with or without their knowledge.

We are pre-screening all Clients and Students during each visit.

If your temperature reads above 37,8 degrees celcius, you will be asked to reschedule your Training Course.

Before you attend a Training Course, please review the following questionnaire and answer all questions truthfully. If any symptoms apply to you or to someone in your home, you MUST call reschedule your Training Course.

COVID-19 Pre-Screen Questionnaire

Name & Surname: _____

Contact Number: _____

Email Address: _____

Do you or have you had a fever of above 37,8 degrees in the past seven days?

Have you recently lost or had changes in your senses of smell or taste?

Do you have a sore throat?

Do you have a cough?

Do you have a runny nose?

Do you have any respiratory issues like shortness of breath or difficulty breathing?

Have you been exposed to someone who has tested positive for or suspected they were positive for Covid-19 in the last two weeks?

Have you tested positive for Covid-19 or are you awaiting test results for Covid-19 within the last 14 days?

YES	NO

Please take a moment to review and acknowledge the following information regarding the COVID-19 virus:

The COVID-19 virus is a contagious disease classified by The World Health Organization as a pandemic.

It is possible to contract COVID-19 from a variety of sources.

We have taken steps to reduce the possibility of transmitting any disease in our Stores, including COVID-19.

We've altered the number of students allowed in a Training session, and we follow social distancing protocols whenever possible.

Our strict sanitizing procedures and use of Personal Protective Equipment dramatically lowers the risk of disease contraction.

Our Staff, Students, Trainers and Clients are screened daily. Unfortunately, it is impossible to entirely eliminate the risk.

I understand and accept the risks associated with contracting COVID-19 and other diseases.

I acknowledge that I could contract disease before or after my visit from other sources.

I agree to continue with my Training Course.