

Career Development - College Kit Policy

Introduction

Debut Training Academy Ltd is committed to making sure our learners have excellent resources to support their learning needs and career development. In addition to the resources within the classroom environment, learners may be provided with additional free college kit items to support either their in-class practical training or case study training outside class. Please see below guidance on kit expectation use.

Policy Statement

Debut Training Academy Ltd provide practical resources and equipment for class learning. As a small independent training provider, we do not receive substantial grants or awards from bursaries to subsidise kits. Therefore, to support learners, college kits are provided free-of-charge utilising the budget set by Debut annually.

Any funded courses delivered by Debut classed as part-time learning (up to 299 GLH), college kits will not be provided free of charge by Debut.

Sometimes instead of kits, other items such as uniform garments or enrichment courses may be offered instead.

Government funding for courses (whether it is Traineeship, Apprenticeships or Adult Learning Loan) does not include college kits to be issued as part of the funding. For example, the Adult Learning Loan fee is paid solely for training fees for the qualification we are **not obligated** to supply college kits utilised within the funding provided by the ESFA and SLC, this money comes directly from Debut Academy's annual budget.

Sourcing Kits

Debut Training Academy Ltd will continually assess specific college kits for your career development to ensure they complement the educational needs of the learner and meet Awarding Body standards as well as the qualification. We will ensure kits are the most appropriate for the learner's needs and easy to use and adjust to as well as complement any free online masterclass training provided (e.g. Glitterbels).

Kit Contents

Occasionally the companies where kits are sourced from may independently change the contents of what they offer (usually based on accessibility of products and delivery restraints). Companies may also slightly modify a specific product and tool from time to time in their kits, and we have no influence over this. If Debut finds an alternative company for a college kit that has more suitable resources meeting the learners needs, we will consequently change suppliers. Not all products or disposables are provided within the kits for you to use at home for when completing case studies, but all items will be provided for use in class. You will be required to purchase the additional items should you wish to use at

home or speak to your tutor for substituting or how to dual use the products to complete a successful treatment.

College Kit Expectation regarding use

College kits are provided for learners to use for specific times – please refer to the table below regarding their intended use. Please be aware this table is intended as guidance information and there may be some courses that involve specific treatments that will not be provided with a kit, depending on kit budget resources remaining.

Kit Declaration Forms

As Debut Training Academy Ltd have a set budget each academic year to provide free college kits for career development across most subject qualifications, we ask learners to acknowledge the value involved in receiving their free kit(s) and to understand that if they withdraw from their course the cost will be sought from them. Learners do this by signing our 'College Kit and Equipment' declaration form. This measure helps Debut Training Academy Ltd ensure that we can provide learners with the start-up resources they need and continue to do so for years to come for each intake. The declaration also emphasises that the college kits are provided on the basis that the learner is professional, committed and will attend any bespoke masterclass sessions associated with any specific kit. Learners are not permitted to sell their free college kit(s) to third parties to gain monetary compensation. If a learner loses a full kit or it is stolen, they are responsible for replacing the kit themselves at their own financial cost.

College Kit Problems

When college kits arrive our Student Liaison will check contents with a delivery note and if there are any elements that are damaged, not present (on back order or not included by the supplier) this will be noted and the learner will be informed. When the replacement items are delivered these will be passed to the learner. Debut cannot take responsibility for college kits provided by another Company that may arrive with an item excluded etc. We appreciate this may affect the learner being fully able to use their college kit if it is a key item, however, if possible, whilst in class we will try to provide what we can from products/equipment from the classroom cupboard to be used whilst onsite until the learner receives items outstanding.

Approved Branded Kits

Please be aware that Debut will only provide college kits from the sourced suppliers we designate. Learners have the choice to accept the designated free college kit provided to them to use for their training and cannot ask for a similar alternative. College kits are provided to complement the training subject and therefore teaching staff have been provided with industry training on specific brands and kits. They are then able to pass this industry training down to learners based on the appropriate kit and how it should be used.

Model Payments for Assessments

- Each General Workbook issued to learners has a specific price list detailing payments that models are asked to pay as a contribution towards their treatment. This price

list is provided to learners at the beginning of their programme so they have this information available to them and have it to hand when they are booking in models and can relay the reduced cost of the treatment.

- Model prices are set at a minimum amount that is reflective of a trainee therapist on their course (so not at full salon prices).
- Debut checks their model price list with other similar colleges to ensure the cost of model treatments remains competitive and at a low affordable amount.
- Paying for assessment treatments is requirement criteria of the Awarding Body VCTC who require learners to be passed off on paying clients.
- Models are required to pay in full on completion of the treatment(s) they receive. Any tips they may offer over the cost of the model treatment price is kept by the learner.
- Learners who receive free kits from Debut are still required to ask their model to pay the set model payment price for any treatments they receive.
- The monies collected in respect of model payments occasionally goes towards Debut's designated fundraising charity Kids Inspire. In other cases, payments from models are used towards any consumable sundry items (couch roll, cotton pads, or other products), to go towards paying for learner kits, wider curriculum professional speaker events, other learner enrichment courses or Debut Advantages courses.

College Kit Items Mislaid & Missing on-site

We ask each learner receiving their college kit to take full responsibility for its safety and appropriate use. Should a matter arise where a learner has found an item of their college kit has gone missing onsite in the classroom environment, it would be difficult for Debut to ascertain it's whereabouts if the kit items have not been marked with the learner's initials or marked any other way to distinguish it from other similar kits. If the learner has marked the missing item in such a way, then the course of action that will be taken is the Tutor and Center Manager will follow the Right to Search Policy. This will involve checking the belongings of all other individuals in the room, including college kits, personal belongings (bags/coats) etc. Debut cannot replace any college kit items lost, mislaid or stolen as these are the sole responsibility of the learner whilst in their care.

Using unapproved college kits

If a learner has been provided with a college kit and they do not use it and instead use another branded kit they have sourced themselves, Debut cannot take responsibility for the learner potentially having difficulties with adapting to the products or tools or affecting their practical assessments. If the learner does not intend to use the college kit provided free by Debut, then they must return it in-tact and in the condition, it was supplied so that it can be re-issued to another learner.

Reclaiming College Kit Costs

If a learner withdraws from their course the following measures will be taken regarding college kits and their subsequent value:

Learner withdrawal without using any college kit items	Full college kit(s) returned in unused condition and in-tact – no costs involved
Learner withdrawal and college kit(s) partially or heavily used	Full college kit costs will be invoiced to learner with 28 days to forward amount specified in full – withdrawn learner keeps college kit items remaining
Learner withdrawal and fails to forward college kit costs in the 28-day deadline	A final invoice will be sent providing a final deadline of 7 days in which to pay outstanding amount.
Learner withdrawal and fails to forward college kit costs in the final 7-day notice period deadline	Debut will instigate small claims procedure to recover costs involved

The Learner's Responsibility

Once college kits have been signed over to a learner, they must take responsibility for:

- Keeping their college kit safe whilst in their care.
- Keeping the products and equipment in their college kit clean and sanitised (as required).
- Bring their college kit to every lesson that the subject is being taught or for related practical assessments.
- Marking or adding their initials/name to any/all items in their college kit so that it can be distinguished from others with a similar kit.
- Not to lend any of their college kit to any other learners or individuals not associated with the college course.
- Independently and at their own cost, supplement their starter college kit with any additional necessary products or equipment which are not included in the kit when working from home.
- Independently and at their own cost, replacing any used, lost or damaged items themselves if they are low on stock if using on models, clients at home.
- Can use the college kit for case study practice at home but must replace items as and when necessary.

Staff Responsibility

The specific staff who have specific responsibility for elements of college kits are:

Task	Staff Responsible
Assessment of College Kit Suitability	Carla Hales Charlotte McHiggins
Ordering, Issuing of College Kits & Obtaining signed learner declarations	Jade Schaverien
Reclaiming College Kit Costs from Withdrawn Learners	Jade Schaverien

Please refer to Debut's linked policies below for additional information regarding the College Kit Policy:

- Learner Charter Policy
- PSED Support Policy
- Skills for Life/Transferrable Skills Policy
- Code of Conduct – Learners Policy
- Guidance Policy
- IAG Policy
- Learner Support & Supergroup Policy
- Assessor Off-Site Tutoring Policy
- Induction Procedure – Learner Policy
- Mentoring – Learner Policy
- Right to Search Policy

Policy Revision

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