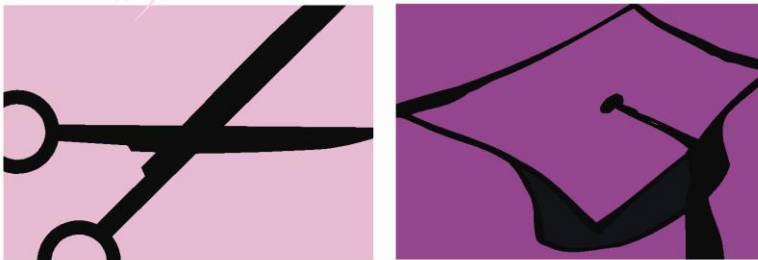


DOG GROOMING COURSES

PET STYLIST



ACADEMY

Mygroom Pty Ltd

ABN: 131 998 502 82

PET STYLIST



ACADEMY



SCHOOL HISTORY

The Pet Stylist Academy was established in 2010. Its founder, Emily Myatt, has over 15 years experience within the grooming industry. Emily is an International Certified Master Groomer, an Australian award winning pet stylist and a certified trainer and assessor. Emily is also the owner of more than 10 grooming salons across Australia.

THE TRAINING

The curriculum has been designed to ensure that the students perform in a skilful, responsible, and professional manner and that their scope of knowledge creates highly qualified professionals. Under the direction and instruction of seasoned professionals, students acquire the techniques and skills necessary for competence in the field of professional pet grooming and styling. Practical grooming applications and handling techniques are complemented by a structured self study program. These elements are the foundation of the course.

Fundamental to the method of instruction and content of the training is the student's capacity for growth. We realise that dog and cat grooming is an art that requires both talent and training.

Students are encouraged to bring both creativity and individual expression to the grooming table.

We believe that creativity, coupled with a love and respect for animals are the elements needed for a beneficial experience. The school recognises that there is more than one approach to pet grooming. However, Pet Stylist Academy students are taught to become competent in accordance with the standards set by international pet grooming associations.

Index

Page 2.....	About Pet Stylist Academy
Pages 3-5.....	Training Programs
Pages 6.....	Tool & Text Book Requirements
Pages 7	Pet Stylist Academy's Staff and Facility
Pages 7-12.....	Admissions and Enrollment
Page 13.....	Contacts

Styling Training Programs



PET STYLIST

CAREER STYLING PROGRAM

(No previous experience is necessary)

Duration:

6 Weeks to Complete

24 Hours per Week

Tue – Fri

9am – 3.30pm

Students concentrate on basic pet grooming of dogs and cats (cats optional), including brushing, combing, clipping nails, cleaning ears, bathing, drying techniques, clipping and scissor finishing techniques as well as proper pattern setting for various breeds. Emphasis is placed on perfecting grooming skills while concentrating on proper breed profile, increasing speed and efficiency while developing maximum grooming potential. The bulk of this training program is spent practicing and perfecting skills with pets under the guidance of trainers in the Pet Stylist Academy training room.

Tuition: \$5500.00 (GST inc.)

Study Guides (optional) \$100.00

Tools (optional) \$450.00

Units Studied:

Occupational Health and Safety	Animal Care within the Grooming Industry	Client Services with the Grooming Industry	Wash, Dry, Groom	Stylist
<ul style="list-style-type: none"> • Introduction to OH&S • Signs and Material Safety Data Sheets • Health policies • Emergency procedures • Cleaning procedures • Employee inductions • Accident forms • Maintenance and repairs • Monthly checklists 	<ul style="list-style-type: none"> • Animal care • Anatomy • Preventive care • Neurology • Health records • Skin • Eyes • Parasitic infections • Zoonotic disease • Fleas and ticks • Basic nutrition • Chemical disinfectants and personal hygiene 	<ul style="list-style-type: none"> • Salon information system • Client communication • Client records • Pet assessments • Bookings • Getting and retaining clients 	<ul style="list-style-type: none"> • Canine breed, shape and handling • Behaviour • Restraint • Equipment • Equipment care and maintenance • Pre-bath grooming • Grooming styles • Brushing/combing • Thinning • Pre-bath checks • Hygiene clipping • Additional procedures • Hydrobath and drying procedures • Washing • Rinsing • Drying • Hydrobath care and maintenance • Post-bath grooming • Faces/feet 	<ul style="list-style-type: none"> • Canine anatomy • Breed standards • Industry standard clips • Non industry standard clips • Matted dogs • Cross breeds • Breed trims • Equipment • Clippers and blades • Blade lengths • Scissoring • Brushes/rakes/furminator/combs • Stripping knives • Equipment safety • Snap on combs • Pre-bath clipping and grooming • Clipping styles • Post-bath clipping and scissoring • Blending • Pattern lines, shapes, feathers and skirts • Grooming industry business planning • Managing a team



Pet Styling Training Programs

SKILL ENRICHMENT CLASSES

(Previous professional pet grooming experience required for this program, see more information in the admissions section.)

Duration:

3 Weeks to Complete

24 Hours per Week

Tue – Fri

9am – 3.30pm

Students accepted into this program must have prior experience working as a professional pet stylist. This program is designed to accelerate the professional's set of skills and knowledge in a very short amount of time. Our goal is to help them become more proficient and skilled at all levels of professional pet styling for their personal satisfaction or to get them ready for the arena of contest grooming or certification testing.

Week 1

This week is a review of current technical styling skills and learning the safest and most effective ways to handle equipment and pets.

Weeks 2 & 3

The focus is on enhancing current skills and acquiring new skills including: advanced clipper skills, hand scissoring, pattern setting, breed profile pet trimming techniques, hand stripping, cat grooming, corrective grooming techniques, as well as speed and efficiency.

Tuition: \$3300.00 (GST inc.)

Workbooks (optional) \$100.00

Occupational Health and Safety	Animal Care within the Grooming Industry	Client Services with the Grooming Industry	Wash, Dry, Groom	Stylist
<ul style="list-style-type: none"> • Introduction to OH&S • Signs and Material Safety Data Sheets • Health policies • Emergency procedures • Cleaning procedures • Employee inductions • Accident forms • Maintenance and repairs • Monthly checklists 	<ul style="list-style-type: none"> • Animal care • Anatomy • Preventive care • Neurology • Health records • Skin • Eyes • Parasitic infections • Zoonotic disease • Fleas and ticks • Basic nutrition • Chemical disinfectants and personal hygiene 	<ul style="list-style-type: none"> • Salon information system • Client communication • Client records • Pet assessments • Bookings • Getting and retaining clients 	<ul style="list-style-type: none"> • Canine breed, shape and handling • Behaviour • Restraint • Equipment • Equipment care and maintenance • Pre-bath grooming • Grooming styles • Brushing/combing • Thinning • Pre-bath checks • Hygiene clipping • Additional procedures • Hydrobath and drying procedures • Washing • Rinsing • Drying • Hydrobath care and maintenance • Post-bath grooming • Faces/feet 	<ul style="list-style-type: none"> • Canine anatomy • Breed standards • Industry standard clips • Non industry standard clips • Matted dogs • Cross breeds • Breed trims • Equipment • Clippers and blades • Blade lengths • Scissoring • Brushes/rakes/furminator/combs • Stripping knives • Equipment safety • Snap on combs • Pre-bath clipping and grooming • Clipping styles • Post-bath clipping and scissoring • Blending • Pattern lines, shapes, feathers and skirts • Grooming industry business planning • Managing a team

Pet Styling Training Programs

BATHER/BRUSHER

(No previous experience is necessary)

Duration:

2 Weeks to Complete 24 Hours per Week
 Tue – Fri 9am – 3.30pm

This program is designed to offer students with no professional grooming experience, an avenue to enter the market in a relatively short period of time. Students concentrate on basic pet grooming and handling of dogs and cats, (cats optional), including brushing, combing, clipping nails, cleaning ears, bathing and drying for various long-haired, short-haired, and double-coated breeds. Upon successful completion of this program, students will be able to work competently at the approved level with minimal supervision.

Tuition: \$2200.00 (GST inc.)
 Workbooks (optional) \$100.00

Units Studied:

Occupational Health and Safety	Animal Care within the Grooming Industry	Client Services with the Grooming Industry	Wash, Dry, Groom
<ul style="list-style-type: none"> ● Introduction to OH&S ● Signs and Material Safety Data Sheets ● Health policies ● Emergency procedures ● Cleaning procedures ● Employee inductions ● Accident forms ● Maintenance and repairs ● Monthly checklists 	<ul style="list-style-type: none"> ● Animal care ● Anatomy ● Preventive care ● Neurology ● Health records ● Skin ● Eyes ● Parasitic infections ● Zoonotic disease ● Fleas and ticks ● Basic nutrition ● Chemical disinfectants and personal hygiene 	<ul style="list-style-type: none"> ● Salon information system ● Client communication ● Client records ● Pet assessments ● Bookings ● Getting and retaining clients 	<ul style="list-style-type: none"> ● Canine breed, shape and handling ● Behaviour ● Restraint ● Equipment ● Equipment care and maintenance ● Pre-bath grooming ● Grooming styles ● Brushing/combing ● Pre-bath checks ● Additional procedures ● Hydrobath and drying procedures ● Washing ● Rinsing ● Drying ● Hydrobath care and maintenance ● Post-bath grooming



Tools for Training - Optional

All the equipment required to complete the grooming courses are supplied by the Pet Stylist Academy. Students are not required to purchase their own equipment to complete the courses and receive their certificates.

However, many groomers want to have their own equipment and below is a list of minimum requirements for a groomer.

Items listed in this kit are the suggested minimum requirements for the Pet Stylist training programs. Students are not required to purchase their tools through Pet Stylist Academy however years of experience have allowed us to put together comprehensive kits with excellent pricing value.

Pet Stylist Academy Grooming Courses equipment list

Suggested Tools: Cost: \$700.00

Two Speed Professional Clipper	Thinning Shears
#40 Blade	Small Shears
#15 Blade	Straight Shear
#10 Blade	Curved Shear
#7F Blade	Grooming Smock
#5F Blade	Large Nail Trimmer
#4F Blade	Blade Coolant
Set of Snap on Steel Guides	Ear Powder
Ear Cleaner	Cotton Tips
Combination Comb	Kwik Stop
Wide Toothed Comb	Spray Disinfectant
Heavy Slicker Brush	Lead

GROOMING SUPPLIES

All shampoo and special grooming products necessary for grooming the various breeds are available for the students' use and are included in the price of tuition. Pets for student's assignments and instructions are supplied by the school.

Text Books for All Training Programs

Note: Text books are not mandatory for this program but highly suggested

The books listed are minimum suggested for the training programs. Students are not required to purchase their text books through Pet Stylist Academy.

Text Books

Notes From the Grooming Table - Melissa Verplank \$100.00

TOTAL \$100.00



STAFF

The staff and trainers are selected by Emily Myatt for their individual talent and experience. Many of the Pet Stylist Academy Trainers are contest winning stylists and Certified Groomers or International Certified Master Groomers.

SCHOOL HOURS

Classes are conducted Tuesday through Friday.

Morning sessions run from 9:00am – 10:45am

Middle sessions run from 11:00am – 1:00pm

Afternoon sessions run from 1:30pm – 3:30pm

FACILITY

The Pet Stylist Academy is located in Mudgeeraba a suburb of the Gold Coast, Qld. The school is fully air conditioned and includes a reception/retail area, administrative offices, training room and a fully operational grooming salon. The school is equipped with modern grooming stations as well as state of the art equipment.

ADMISSION

No previous experience is necessary for the **Pet Stylist Training Program**.

Previous professional experience is necessary for the **Skill Enrichment Program**, and a special enrollment questionnaire must be completed prior to entering this training program. Applicants must have a genuine concern and affection for animals.

Professional pet grooming is a physical active profession. To excel in this profession, a prospective student needs to stay mentally focused, stand all day, and have good dexterity with their hands and arms, and lift up to forty pounds with relative ease.

TO ENROLL

The Pet Stylist Academy will contact the applicant after receiving the application. An entrance packet along with a school catalog and enrollment agreement will be sent to the applicant. The applicant should review all materials, and call the school with any questions. Complete the entire packet and send it to The Pet Stylist Academy along with a \$200.00 tuition deposit. The Pet Stylist Academy will contact the applicant to confirm a start date.

APPLY

Submit the completed Application Form.

The Admissions Department will review each candidate's application and contact them to schedule a personal interview, or telephone interview for out-of-town applicants, prior to acceptance.

The school reserves the right to accept or decline an application for enrollment.



TUITION POLICIES

Payments can be made by cash, check, Visa or MasterCard. If you are paying for tuition without Ezi-Debit all funds must be paid in full by 50% completion of your training program.

PAYMENT WITH EZI DEBIT

The tuition fees can be paid with the assistance of Ezi Debit. Ezi Debit allows for weekly or monthly repayments of the tuition costs. The costs can be spread over three months. The student will not receive their certificates and recognition until all payments are received.

JOB PLACEMENT

Graduates are offered placement assistance at no additional charge. This assistance is available to them throughout the span of their careers. Although employment is not guaranteed, a comprehensive list of local and national job opportunities in the pet care field is maintained at the school. Placement assistance is offered on a personal basis and every effort is made to give each student the special attention needed to aid him/her in securing employment in a position which best suits his/her career objectives.

PAMPER CARE TRAINEESHIPS

Selected graduates who have received outstanding results and have shown an ability to groom at a consistently high standard will be offered a 2 year traineeship at one of the many Pamper Care salons. The traineeship will be a 2 year contract where the graduate will be mentored with an accredited groomer over this period. They will also attend regular training sessions and have the opportunity to compete in grooming with the Pamper Care Groom Team. After the first year of being mentored, 50% of the tuition fees will be refunded to the student and after the two years the remaining 50% be will refunded to the student.



ATTENDANCE

Attendance records are kept each day and become a part of the student's permanent files. Students are expected to regularly attend their scheduled classes and must complete a minimum of 90% of their scheduled clock hours in order to successfully complete their training program

Students will be credited with the full number of clock hours listed on their enrollment agreement on a daily basis. Absenteeism, class cuts (leaving early from class) and tardiness will be excused, *on a limited basis* and if written documentation regarding the absence is provided.

Failure to comply with this policy may result in termination.

GRADING

The grading system involves testing students in a number of different areas: practical skill application, written tests, speed, and effort. Practical skill advancement tests and a series of written tests are developed for each training program to track a student's progress. If a student does not pass a practical skill test for a given level, he/she may repeat the practical testing on or before his/her scheduled end date for that level. Students may not move ahead in their practical skills training until successful completion of each practical skills test. If a written test is not completed by the end of the level, the student will receive a '0' for that test. Report cards are issued at the end of each level for the program and a student must maintain a 70% average in order to graduate.

The following grading system is used to create report cards:

- Written Test Grade 20% of total grade
- Practical Skills Test Grade 60% of total grade
- Effort Grade 10% of total grade
- Attendance Grade 10% of total grade

CERTIFICATES

At the completion of the Pet Stylist Academy Career Styling Program, students who have attained a 70% or higher grade average will receive a Certificate of Completion. They will also receive a Certificate of Attainment for the units of the certificate IV Companion Animal Management

RUV4509A Provide professional companion animal grooming services

RRUV4510A Provide companion animal hydro-bathing services

Students in all other programs will be granted a Certificate of Completion at the successful conclusion of the training program. Presentation of certificates is contingent upon fees being paid in full, including tuition, tools, and supplies.



SATISFACTORY PROGRESS

Students must maintain satisfactory progress in order to achieve the objectives of their chosen program and remain in school. To maintain satisfactory progress, students must comply with the following regulations: attendance, grades, leave of absence, make-ups, terminations, and re-instatements. This precludes any extenuating circumstances, which at the discretion of the Director, are documented and maintained in the student's permanent file.

LEAVE OF ABSENCE

The school recognizes that certain personal emergencies arise resulting in a need for a leave of absence. The student must request a leave of absence in writing. The request will be reviewed and a decision to grant the leave will be at the discretion of the Director. A return date will be scheduled, based on space availability. Upon return, the student will be placed in class and continue his/her program. A new scheduled end date will then be assigned. Students are allowed only one leave during their training program. If a student does not return to school or requests a return date within 100 days of his/her last day of attendance, they will be terminated from their program.

MAKE-UP

Any students not completing 90% of their hours by their scheduled end date for each level will be required to make up those hours after their scheduled end date for that level in order to graduate or receive a certificate. The student must make arrangements with the office to schedule a time (based on space availability) to make up these hours. There will be a \$15.00 per hour charge for these make up hours. Payment must be made prior to attendance for makeup hours.



TERMINATION

Students are expected to conduct themselves at all times in an acceptable manner. The forms of misconduct listed below, may result in termination.

1. Any type of dishonesty, including knowingly furnishing false information to the institution, or presenting documents of any kind with intent to mislead or defraud.
2. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
3. Failure to comply with directions of institutional officials acting in the performance of their duties.
4. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives.
5. Disorderly conduct or lack of physical or emotional control that jeopardises any person or animal at The Pet Stylist Academy
6. Disregarding school policies.
7. Failure to maintain student loan payments.
8. Failure to maintain satisfactory progress.

RE-INSTATEMENT

Should a student who has been terminated for any reason, wish to be re-instated, he/she must notify the school in writing within two weeks after termination. Upon receipt of this notification, the Director will notify the student as to if and when re-instatement can occur. The school will require the student to rectify the reasons for termination before re-admittance. A \$100.00 re-instatement fee must be paid prior to re-admittance.

CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment.

All tuition and fees paid by the applicant shall be refunded if requested in within 3 business days after signing a contract with the school. If cancellation occurs after the 3 business day period, but prior to commencement of classes, a \$200 tuition deposit will be retained by the school and all other funds paid will be refunded.

Notice of cancellation should be mailed registered or certified with return receipt requested. Postmark on letter or date of fax determines date of cancellation. All refunds shall be returned within 30 days. Once the 3 business days have elapsed, our refund policy will apply.



TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES

Students may voluntarily withdraw at any time if they choose. In such cases, a letter to the Director from the student is required. Students may be dismissed for any infraction of the school rules or policies which are listed in the school catalog. The termination date for refund computation purposes is the last date of actual attendance by the student. Refunds of tuition are as follows:

REFUND POLICY

For Full Time Attendance:

School may retain the Tuition Deposit (Registration/Termination Fee) plus:

- A. 20% of the total tuition if termination or withdraw occurs in the first week of scheduled attendance.
- B. 50% of the total tuition if termination or withdraw occurs in the second or third week of scheduled attendance.
- C. 75% of the total tuition if termination or withdraw occurs after the third week but prior to the completion of week 5.

All refunds due to the student shall be refunded within 30 calendar days from the date of termination or withdraw of enrollment from the Pet Stylist Academy training program.



CONTACTS

PET STYLIST ACADEMY

Office 1-Level 1/31 RAILWAY ST (entrance at rear of building)

MUDGEERABA, QLD 4211

Emily Myatt - Director

E – a_magic1@bigpond.net.au

P – 0423 037 252

Brenton Myatt – Director

E – brenton.myatt@gmail.com

P – 0414 188 451



COURSE ENROLMENT

First Name:		Last Name:	
Address:			
		Postcode:	
Tel (home):		Tel (work):	
Tel (mobile):		Email:	
Date of Birth:	Age:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	

If under 18:

Parent/Guardian Name:	
Address:	
Postcode:	
Tel:	Mobile:
Emergency Contact:	
Relationship to student:	
Tel:	Mobile:

Nationality:

Your nationality:	Aboriginal or Torres Strait Islander: <input type="checkbox"/>
Your citizenship or residency: (✓)	
Australia citizen: <input type="checkbox"/>	New Zealand citizen: <input type="checkbox"/>
Australian permanent resident: <input type="checkbox"/>	Holder of Australian temporary visa: <input type="checkbox"/>
If you are the holder of an Australian temporary visa:	
Australian Visa Subclass	
Language spoken at home:	
If English is your second language, rate your ability: (✓)	
Very Well <input type="checkbox"/>	Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all <input type="checkbox"/>

Your Personal details:

Do you have any disabilities that may require assistance?		
You may select more than one box: (✓)		
Hearing/Deafness <input type="checkbox"/>	Vision Impairment <input type="checkbox"/>	Mental Illness <input type="checkbox"/>
Physical Disability <input type="checkbox"/>	Acquired Brain Injury <input type="checkbox"/>	Intellectual <input type="checkbox"/>
Medical Condition <input type="checkbox"/>	Describe:	

Education:

What is your highest completed school level?			
Year 9 or lower	<input type="checkbox"/>	Year 10	<input type="checkbox"/>
Year 11	<input type="checkbox"/>	Year 12	<input type="checkbox"/>
Are you still attending secondary school?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
Have you completed a pre-apprenticeship course?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
If so, please attach copies of certificates.			
Have you completed any other training courses?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
If so, please attach copies of certificates or reports.			
Have you completed any work experience programs?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
If so, please attach copies of reports.			

Employment:

Describe your current work status: (✓)		
Unemployed	<input type="checkbox"/>	Employed
<input type="checkbox"/>	<input type="checkbox"/>	Unpaid Family Worker
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work History:		
position	employer	dates of employment

Enrolment Fee:

Payment Method: (✓)		Amount Paid: (\$)
Cheque attached	<input type="checkbox"/>	Money Order
<input type="checkbox"/>	<input type="checkbox"/>	Credit Card
Amex	<input type="checkbox"/>	Mastercard
<input type="checkbox"/>	<input type="checkbox"/>	Visa
Card Number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry Date: _ _ / _ _ / _ _	
Name on card:	Signature:	



Enrollment Questionnaire

Please fill out this form as completely and honestly as you can. This form will help you in your decision to become a Professional Pet Groomer. This form is to be returned with the enrolment.

1. Do you really like animals? _____
2. Is your dream and goal to be a successful dog groomer? _____
3. Are you dedicated to your goal? _____ Suppose you had to work longer hours to finish a dog you started, would you mind? _____
5. Are you punctual, reliable and do you have a sense of responsibility? _____
6. Do you have any physical disability that may diminish your learning ability? _____
7. Are you able to hold scissors without shaking? _____
8. Do you listen to instruction? _____
Follow directions? _____
Can you take constructive criticism? _____
9. Can you show patience for an old dog, a puppy, or a nervous / scared dog? _____
10. Can you feel love for someone else's dirty, or flea infested dog? _____
11. Can you clean up after a dog that has urinated, defecated, vomited, or had diarrhea? _____
12. Are you self-motivated? _____
13. Do you miss work, or school when you are not feeling well, or do you go in anyway? _____
14. If you are under 18 are your parents, or guardian in favour of your decision to become a Professional Dog Groomer? _____
15. Are you excited about starting your new career? _____

*** The questions that you have answered will help us to determine your stamina, motivation, and sense of responsibility. All of these qualities are highly important to a Professional Pet Groomer. We hope you can answer all questions with a positive attitude as it will help to determine areas of concern as well as what each student excels in.**



Course Details: please advise the following

Intended course:

COURSE	COST – GST inc.	TICK APPROPRIATE BOX
Career Styling Program	\$5,500	
Skill Enrichment Classes	\$3,300	
Bather/Brusher	\$2,200	

Declaration

I have read the terms and conditions in relation to Pet Stylist Academy Refund Policy including the withdrawal clause and procedures, I have also attained a full version of the Pet Stylist Academy catalogue and enrollment procedures, enrolment information and agree to abide by the contents of those documents.

I further declare that the information I have supplied on the forms are, to the best of my understanding and belief, to be true and correct. I understand that in providing false, incomplete or incorrect information may lead to the refusal of my application or cancellation of my enrolment.

I understand that I will be responsible for the full costs of the course for which I am seeking admission, and I also accept liability for the payment of all fees and associate costs as explained in the Course Prospectus, or as supplied to me by Pet Stylist Academy.

If the student is under the age of 18 a parent/guardian must also sign this enrolment form.

Please write your name in full _____

Signature: _____ Date: ___/___/_____ witnessed by: _____



