

**Welcome Week Activities  
(W/C 7<sup>th</sup> September)**

<b>Course:</b>	<b>Make-up Artistry Level 3</b>		
<b>Date &amp; Time (first day):</b>	<b>Monday 7<sup>th</sup> September 2020</b>		
<b>Location:</b>	<b>ONLINE/RICHMOND HOUSE</b>		
<b>Date &amp; Time</b>	<b>Activity</b>	<b>Location</b>	<b>Resources and staff</b>
Monday 7 <sup>th</sup> September 9am – 12pm  Group A	Meet and greet introduction to the Artistry course Health and Safety pp Course content Launch 4-week strategy assignment plan for Health and Safety covering COVID-19 Deadline date for 4-week strategy Introduction to COVID-19 guidelines in college and salons Introduction to DiCE and Canvas with member of DiCE team Checking student access and facilities for remote work at home Student services access Library access – IT Placement plan with Mellissa Safeguarding procedure with Neil Sort out lockers Meet the group and lecturer activity Introduction to salon layout, where to find products/equipment Check off kits and uniforms How to sterilise and sanitise equipment and tools Set up work area Deep clean the salon Deal with individual student needs, worries and concerns Direct students to the relevant areas Library visit to activate cards Lockers and portfolio setup	Richmond House  3 <sup>rd</sup> floor Make-up 2	Claire Warnock Salon Resources
Monday 7 <sup>th</sup> September 12:30 – 3:30pm  Group B	Meet and greet introduction to the Artistry course Health and Safety pp Course content Launch 4-week strategy assignment plan for Health and Safety covering COVID-19 Deadline date for 4-week strategy Introduction to COVID-19 guidelines in college and salons Introduction to DiCE and Canvas with member of DiCE team Checking student access and facilities for remote work at home	Richmond House  3 <sup>rd</sup> floor Make-up 2	Claire Warnock Salon Resources

	<p>Student services access  Library access – IT  Placement plan with Mellissa  Safeguarding procedure with Neil  Sort out lockers  Meet the group and lecturer activity  Introduction to salon layout, where to find products/equipment  Check off kits and uniforms  How to sterilise and sanitise equipment and tools  Set up work area  Deep clean the salon  Deal with individual student needs, worries and concerns  Direct students to the relevant areas  Library visit to activate cards  Lockers and portfolio setup</p>		
<p>Tuesday  8<sup>th</sup> September  9am – 12pm    Group C</p>	<p>Meet and greet  introduction to the Artistry course  Health and Safety pp  Course content  Launch 4-week strategy assignment plan for Health and Safety covering COVID-19  Deadline date for 4-week strategy  Introduction to COVID-19 guidelines in college and salons  Introduction to DiCE and Canvas with member of DiCE team  Checking student access and facilities for remote work at home  Student services access  Library access – IT  Placement plan with Mellissa  Safeguarding procedure with Neil  Sort out lockers  Meet the group and lecturer activity  Introduction to salon layout, where to find products/equipment  Check off kits and uniforms  How to sterilise and sanitise equipment and tools  Set up work area  Deep clean the salon  Deal with individual student needs, worries and concerns  Direct students to the relevant areas  Library visit to activate cards  Lockers and portfolio setup</p>	<p>Richmond House    3<sup>rd</sup> floor  Make-up 2</p>	<p>Claire Warnock  Salon Resources</p>
<p>Tuesday  8<sup>th</sup> September  12:30 – 3:30pm    Group D</p>	<p>Meet and greet  introduction to the Artistry course  Health and Safety pp  Course content  Launch 4-week strategy assignment plan for Health and Safety covering COVID-19  Deadline date for 4-week strategy</p>	<p>Richmond House    3<sup>rd</sup> floor  Make-up 2</p>	<p>Claire Warnock  Salon Resources</p>

	<p>Introduction to COVID-19 guidelines in college and salons</p> <p>Introduction to DiCE and Canvas with member of DiCE team</p> <p>Checking student access and facilities for remote work at home</p> <p>Student services access</p> <p>Library access – IT</p> <p>Placement plan with Mellissa</p> <p>Safeguarding procedure with Neil</p> <p>Sort out lockers</p> <p>Meet the group and lecturer activity</p> <p>Introduction to salon layout, where to find products/equipment</p> <p>Check off kits and uniforms</p> <p>How to sterilise and sanitise equipment and tools</p> <p>Set up work area</p> <p>Deep clean the salon</p> <p>Deal with individual student needs, worries and concerns</p> <p>Direct students to the relevant areas</p> <p>Library visit to activate cards</p> <p>Lockers and portfolio setup</p>		
<p>Friday 11<sup>th</sup> September 9am – 12pm</p> <p>Group E</p>	<p>Meet and greet</p> <p>introduction to the Artistry course</p> <p>Health and Safety pp</p> <p>Course content</p> <p>Launch 4-week strategy assignment plan for Health and Safety covering COVID-19</p> <p>Deadline date for 4-week strategy</p> <p>Introduction to COVID-19 guidelines in college and salons</p> <p>Introduction to DiCE and Canvas with member of DiCE team</p> <p>Checking student access and facilities for remote work at home</p> <p>Student services access</p> <p>Library access – IT</p> <p>Placement plan with Mellissa</p> <p>Safeguarding procedure with Neil</p> <p>Sort out lockers</p> <p>Meet the group and lecturer activity</p> <p>Introduction to salon layout, where to find products/equipment</p> <p>Check off kits and uniforms</p> <p>How to sterilise and sanitise equipment and tools</p> <p>Set up work area</p> <p>Deep clean the salon</p> <p>Deal with individual student needs, worries and concerns</p> <p>Direct students to the relevant areas</p> <p>Library visit to activate cards</p> <p>Lockers and portfolio setup</p>	<p>Richmond House</p> <p>3<sup>rd</sup> floor Make-up 2</p>	<p>Claire Warnock Salon Resources</p>