



WEST MIDLANDS TRAINING CENTRE



Speak to the Professionals that Care

**Telephone: 01384 483617**

**COURSE INFORMATION PACK 2008**

**NPTC CITY & GUILDS SATELLITE TRAINING CENTRE.**





*SPEAK TO THE PROFESSIONALS THAT CARE*

**11 High Oak, Pensnett, Brierley Hill, West Midlands, DY5 4LA**

TEL: 01384 483617

Fax 01384 483617

[www.allbreedgrooming.com](http://www.allbreedgrooming.com)

Dear Student,

Thank you for expressing an interest in our dog-grooming courses; please find enclosed details of all our courses on offer and a booking form. Please note that all courses are on a first come first serve basis.

My name is Mark Davies I am the Head Trainer and Managing Director of Allbreed Grooming Academy Ltd. I have more than 22 years experience as a professional dog groomer and have over 2000 clients. I hold City & Guilds 7750 in dog grooming and have City & Guilds 7302 in teaching.

Our aims are:

- To deliver top quality training in a relaxed and professional environment. Within a modern grooming academy, along with expert tuition and guidance
- To ensure that you leave with the skills which will enable you to progress your career within the dog grooming industry

In 2005 we became a Satellite NPTC City & Guilds Dog Grooming Training Centre. We can offer NPTC City & Guilds 7750 -02 Intermediate.

During your course you will be continually assessed by the trainers, you will build up an extensive portfolio both pictorials and video for you to keep.

And at the end of the course you will receive a diploma confirming that you have successfully completed your training with Allbreed Grooming Academy Ltd.

As with any career your commitment and hard work are vital for you to succeed but I can speak from experience that dog grooming is both challenging and a rewarding career.

You will find the booking form on page 6.

We look forward to hearing from you in the near future.

Yours Sincerely

Mark Davies.  
Managing Director.



## THE FACILITIES



We offer the very best equipped salon with all-electric tables, tornado dryers, cabinet dryers fully air-conditioned .A classroom and study area, with access to a wide range of reading and visual material. Separate enclosed wet area with three baths electric tables, tornado dryers and a cabin dryer.

**ALL THIS EQUIPMENT FREE ON THE FOUR/FIVE DIAMOND COURSES STARTER PACK**



### FREE ON 4 AND 5 DIAMOND COURSE

ANDIS 2 SPEED CLIPPER	ROSELINE FINISHING SCISSOR	2 SLICKER BRUSHES
5FC	ROSELINE THINING SCISSOR	METAL COMB
7FC	FOOT SCISSOR	NAIL CUTTERS
10	TUNIC	TRIMMEX
15	BATHING APRON	RAKE
	THEORY OF FIVE GROOMING BOOK	COAT KING SHEDDERS



**TWO DIAMOND COURSE**  
(5 DAYS)

This introductory course will give you a basic knowledge of grooming and allow you to experience the operation of a busy grooming salon.

Courses run approximately 10am till 4pm Mon, Tue, Thur, Friday and Saturday.  
Grooming can be very tiring when you first start you may find the day mentally and physically tiring. Bring a packed lunch and a comfortable pair of shoes.

- Health and Safety in the Grooming Salon.
- Grooming equipment.
- Lifting and Restraining Dogs correctly.
- Brush out and de-mat.
- Clean ears and cut nails.
- Shampoo and Conditioners.
- Correct bathing procedure.
- Correct drying procedure.
- Introduction to clippers and blades.
- Correct handling of scissors.
- Handouts will be given together with photos of your week.
- Diploma on successful completion of your course.

**THREE DIAMOND COURSE**  
(5 DAYS)

This course has been developed for Groomers with experience wishing to achieve their City & Guilds 7750-2 (intermediate) qualification. Course times will vary  
On the course you will:

- Learn the C&G standard for Bathing and Grooming
- Complete seven practical assessments
- Complete the your work book.
- Complete the GOLLA on-line assessment

At the end of your course your assessment will be externally assessed and you will receive three certificates with your qualification. Terms and conditions apply please contact us for more information.(see terms and conditions point 6)

**2 Or 3 Diamonds courses**

Dates	Place 1	Dates	Place 1	Dates	Place 1
4 <sup>th</sup> Feb. – 9 <sup>th</sup> Feb		9 <sup>th</sup> June- 14 <sup>th</sup> June		6 <sup>th</sup> Oct – 11 <sup>th</sup> Oct	
11 <sup>th</sup> Feb. – 16 <sup>th</sup> Feb.		7 <sup>th</sup> July – 12 <sup>th</sup> July		13 <sup>th</sup> Oct – 18 <sup>th</sup> Oct	
31 <sup>st</sup> March- 5 <sup>th</sup> April		14 <sup>th</sup> July - 19 <sup>th</sup> July		10 <sup>th</sup> Nov- 15 <sup>th</sup>	
28 <sup>th</sup> April – 3 <sup>rd</sup> May		2 <sup>nd</sup> June- 7 <sup>th</sup> June			



**FOUR DIAMOND COURSE**  
**20 Day.**

This course is designed to provide you with a more comprehensive knowledge of the following:

- Health and Safety in the Grooming Salon.
- With over 3,000 dogs we have an excellent selection of breeds for hands on experience.
- Lift and restrain dogs correctly.
- Brush out and de-mat.
- Clean ears, nails and anal glands.
- The use of shampoo and conditioner.
- Correct bathing procedure.
- Correct drying procedure.
- Improved knowledge of clippers, blades and different clipping techniques.
- Correct techniques for scissoring different breeds.
- Basic anatomy of the dogs.
- Basic first aid.
- Setting up your own grooming business.

We have six modules covering all aspects of your training with short question and answers for each section; some of this can be done during the day using our study area or at home.

**FIVE DIAMOND COURSE.**

The same as the four-diamond course also includes City and Guilds 7750-2 Immediate Dog grooming Certificate.

**Four/ Five Diamond Dates**

Dates	Place 1	Place 2	Place 3	Place 4
Jan 14 <sup>th</sup> -Feb. 15 <sup>th</sup>	Full	Full	Full	Full
**Mar 3 <sup>rd</sup> – April 4 <sup>th</sup> .	Full	Full		
*April 7 <sup>th</sup> - May 9 <sup>th</sup>				
*May 12 <sup>th</sup> - June 13 <sup>th</sup>				
Jul 7 <sup>th</sup> – Aug 8 <sup>th</sup>				
**Aug 11 <sup>th</sup> -Sept 12 <sup>th</sup>				
Sept 15 <sup>th</sup> –Oct 17 <sup>th</sup>				
Nov 3 <sup>rd</sup> – 5 <sup>th</sup> Dec				

\*To include one Saturday due to Bank Holidays  
\*\*To include two Saturdays due to Bank Holidays.





SPEAK TO THE PROFESSIONALS THAT CARE

11 High Oak, Pensnett, Brierley Hill, West Midlands, DY5 4LA

TEL: 01384 483617

Fax 01384 483617

[www.allbreedgrooming.com](http://www.allbreedgrooming.com)

### Course Booking Form

NAME		Telephone	Mobile
ADDRESS			
Post code		Email	
D.O.B	Please outline briefly your objectives on completion of the course e.g	Mobile, from home, shop, Kennel, or an employer	

Accommodation required	YES	Dates	NO
We now have a studio apartment available at £25per night. Booking subject to availability. Alternately local B+B (01384 262524). Please note that you will need to arrange your own accommodation, <b><u>we do not do this for you</u></b>			

DISABILITIES	YES	NO
If yes please give details		
Do you require any medication?(please give details)		
<b>NOTE: ANY MEDICATION SHOULD BE MENTIONED ON BOOKING FORM FOR YOUR HEALTH &amp; SAFELY WHILST ON THE COURSE)</b>		

Course	Dates Requested	Course costs Including V.A.T	20 % Deposit	Balance (due 30 days before start date)
One Diamond Course		£130	£26	£104
Two Diamond Course		£705	£141	£564
Three Diamond Course		£650	£130	£520
Four Diamond Course		£2820	£564	£2256
Five Diamond Course		£3120	£624	£2496
<b><i>A DEPOSIT IS REQUIRED OF 20%; THE DEPOSIT IS NOT REFUNDABLE ALL FEES MUST BE PAID 30 DAYS PRIOR TO THE AGREED START DATE</i></b>				

**ALL CANCELLATION MUST BE MADE 30 DAYS PRIOR TO ORIGINAL START DATE. FAILURE TO INFORM THE SCHOOL OF CANCELLATION THE STUDENT WILL REIMBURSE THE LOSSES TO THE COMPANY.**

Please make cheques payable to ALLBREED GROOMING ACADEMY LTD

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please call us before you send back your booking to check availability.



## TERMS & CONDITIONS

The following terms and conditions form the basis of your contract with Allbreed Grooming Academy Ltd

1) 20% deposit is required at the time of booking together with your completed booking form. The balances of the fees are due 30 days prior to the course starting date. Fees are non-refundable.

2) Cancellation. If you need to cancel your booking with us, you must send it to us in writing. If you cancel we will do our best to resell your place, if we are not successful you are fully liable for the full fees.

3) One Diamond course is a 1-day duration.

Two diamond course duration 5-days Monday, Tuesday, Thursday, Friday and Saturday. *Please note that the training centre is not open on Wednesdays.*

Four and five diamond courses duration 20 days Monday, Tuesday, Thursday, and Friday. For five weeks duration. Saturdays are optional at no extra cost *Please note that the training centre is not open on Wednesdays.*

3.1) Three diamond course you must have at least six months experience working in a salon, your workbook will be sent to you prior to the course start date and you will need to complete some of the sections in the workbook before your start date. Start times will be confirmed one week prior to your start date.

All courses start on 10am – until 4pm.

4) The Grooming Centres operate a non-smoking policy.

5) Invoices for the deposit will be sent to you at the time you book the course, please keep this as your record of payment. Payment of the balance is due 30 days before the course start date.

6) Fees are non refundable.

7) Allbreed Grooming Academy Ltd operates an Equal Opportunities Policy, which can be inspected at anytime on request.

8) Allbreed Grooming Academy operates a Health & Safety Policy, which is available for inspection.

9) Allbreed Grooming Academy complies with all fire regulations.

10) Allbreed Grooming Academy Ltd reserve the right not to accept any person without reason.

11) Allbreed Grooming Academy Ltd reserves the right to cancel or change a booking at anytime.

12) Allbreed Grooming Academy Ltd operates within the guidelines of the Pet Care Trust

13) Dog grooming is physical work, which involves standing for long periods. You must be reasonably fit and healthy to be able to complete the course. If you have any doubts regarding your health, consult your own Doctor before booking. Whilst we impose no age limits, training is best suited to active people.

14) Students agree to accept our terms and conditions when signing the booking form.

15) Every effort will be made to teach you to become a successful professional groomer or Pet owner groomer. If however everything is not to your complete satisfaction please let your trainer know immediately. Any complaint must be put in writing within 7 days of bringing it to the attention of Donna Davies Allbreed Grooming Academy Ltd. We want you to be completely satisfied with the course and the service we provide.

16) Allbreed Grooming Academy Ltd reserve the right to alter or change dates and conditions at any time.

17) Any special requests must be made on the booking form and confirmed by us in writing to you.

