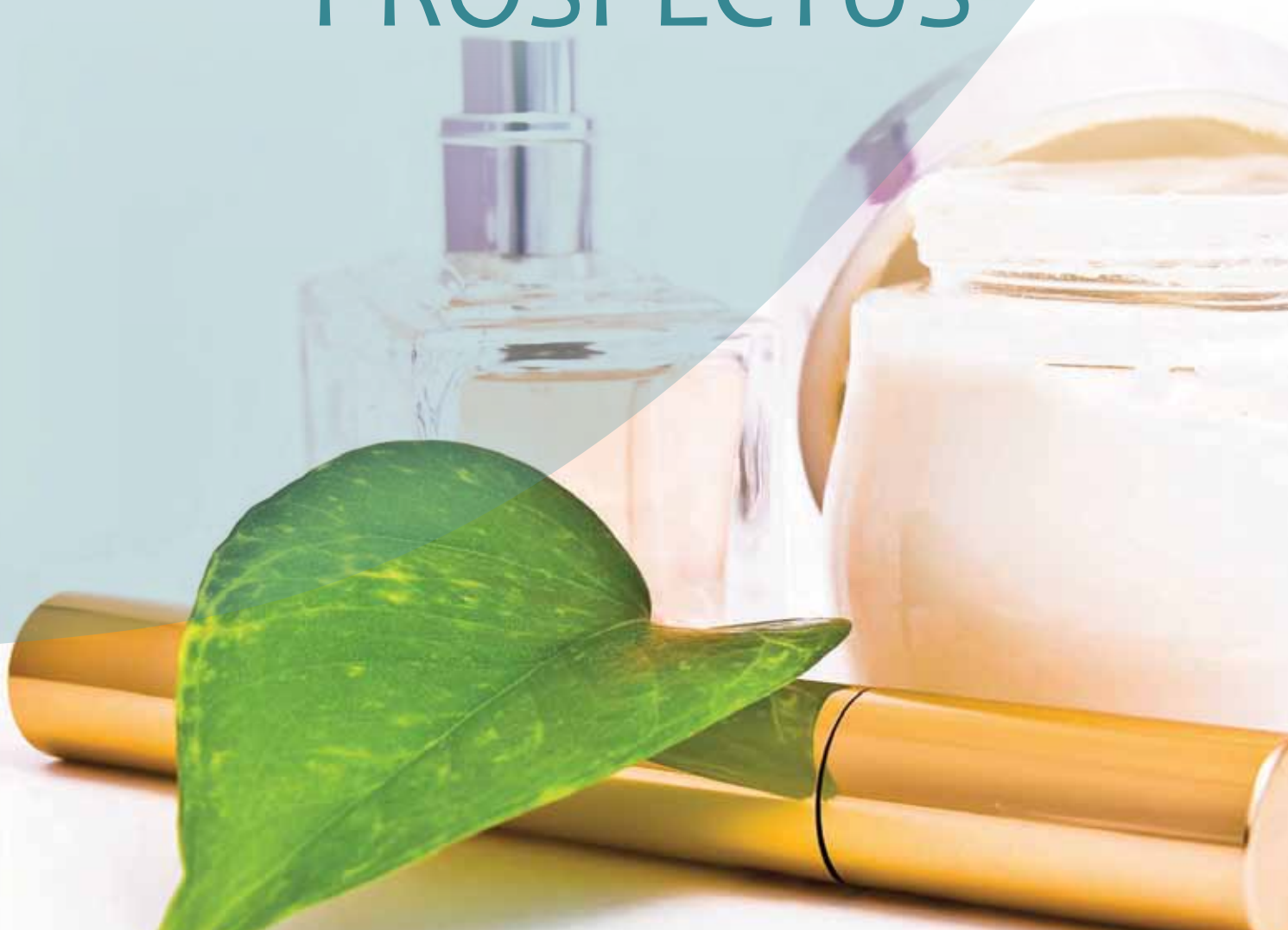




**Institute of
Personal Care Science**

PROSPECTUS





**SPECIALISTS IN ON-LINE
AND DISTANCE EDUCATION**



Subscribe for FREE formulas and advice
<https://www.youtube.com/c/TheInstituteofPersonalCareScience>



Find us on Facebook
<https://www.facebook.com/InstituteOfPersonalCareScience>



Join Facebook Group:
Cosmetic raw materials for small brands
<https://www.facebook.com/groups/1734896293290235/>



Follow us on instagram
<https://www.instagram.com/personalcarescience/>



Link us on LinkedIn
<https://www.linkedin.com/company/institute-of-personal-care-science/>

About Us

Welcome to the Institute of Personal Care Science!

The Institute has been developed to support the ever growing educational needs of the personal care industry around the world. Covering cosmetic and personal care development, marketing, formulation and regulatory affairs, IPCS courses are kept up to date with industry innovations reflective of quality and consumer demands. At the Institute of Personal Care Science, our goals are to:

- enhance the success of current and emerging brands
- advance the quality of cosmetic and personal care products
- lead the field in distance education in this industry
- encourage the ethical content of product promotions and consumer information
- provide quality, supportive distance training in cosmetic and personal care formulation, regulation and brand management at workshop, short course and Diploma levels

Our Diplomas are Internationally Recognised around the world, peer reviewed and industry approved by Employers. You can view testimonials from other students and check our credentials here: <https://personalcarescience.com.au/testimonials/>

At IPCS we are passionate about helping you achieve the study outcomes you enrol for - we have a variety of courses to suit various time commitments and budgets, so please:

- look on the next page for a table overview to help guide your selection;
- then, look at the relevant pages of the Prospectus for more detailed information on each of the courses
- refer to the price list for all pricing – monthly instalments start at just \$400AUD/mth so you can get started straight away, or SAVE with upfront payments or paired program pricing.

Not all training packages or Diplomas are created equal. A true College Level Diploma should come from a Government recognised Training Institution, like Institute of Personal Care Science. The Diploma itself should represent at least 30 weeks of training and workplace scenario simulated assessments and projects - like our Diploma of Cosmetic Brand Management or, where practical work should also be undertaken, at least 12 months of training, assessment and practical work – like our Diploma of Personal Care Formulation. Without the right quality and quantity of training, a program really can't provide you with a true College Level Diploma, nor the in-depth skills, knowledge or tested abilities to give you true Diploma level career opportunities.

When selecting the study program to best suit your needs, look for quality recognition and quantity of learning to make sure it will deliver on its promises. IPCS programs are GUARANTEED to do exactly that.

What you get with IPCS:

- Practical materials (where required) sent to you anywhere in the world
- Electronic text and On-line lecture access – so you can study at a time and place that suits you
- Tutorial videos including extra and specific guidance, multiple practical demonstrations and workplace simulated scenarios
- 1-on-1 training support via skype/phone throughout your training from a dedicated and experienced trainer if you need additional assistance or have questions.
- Detailed study program so you know what to study and when, and to help you plan and track your study progress.
- Check-ups approximately every 2 weeks (but you can contact us at any time if you need extra support).

Darmore Pty Ltd t/as Institute of Personal Care Science RTO code: 40333



Cosmetic Science Courses

page 7



Brand Management Courses

page 34



Cosmetic Regulation courses

page 44



Administrative information

page 54



Price list

page 62

Not sure which course is right for you?

Visit our online selector:

<https://personalcarescience.com.au/Home/Whichcourseforme1-525/>

Want to discuss tailored training or other services?

Need more information?

Contact us:

E-mail: info@personalcarescience.com.au

Website: <https://personalcarescience.com.au>



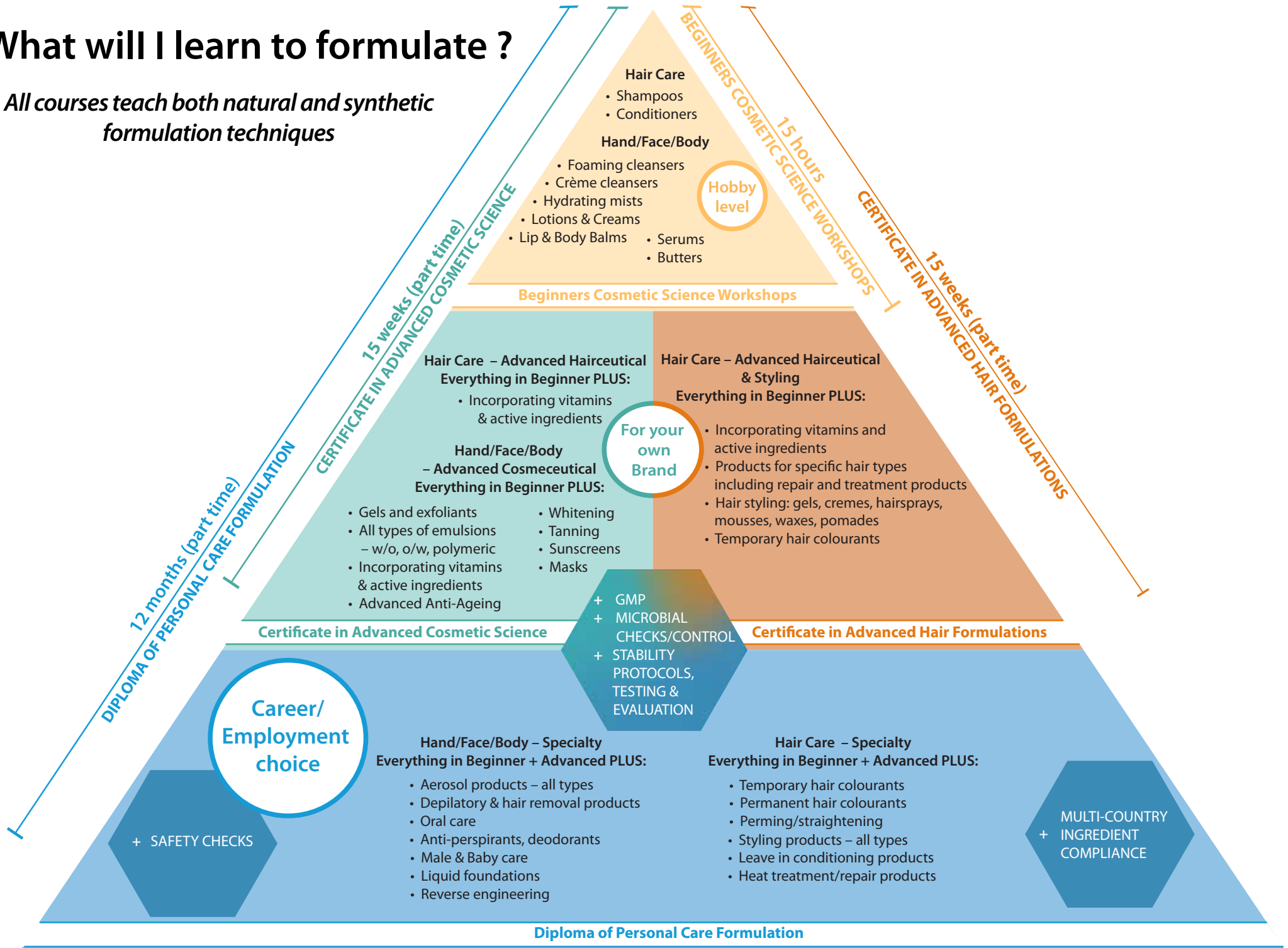
Institute of
Personal Care Science

Diploma & Certificate Courses in Cosmetic Science



What will I learn to formulate ?

All courses teach both natural and synthetic formulation techniques



What will I learn to formulate ?

Certificate in Advanced Organic Formulation

2 months
(part time)

Organic versions of:



Hand/Face/Body

- Foaming cleansers
- Crème cleansers
- Exfoliants
- Hydrating gels & mists
- Serums
- Lotions & Creams
- Butters
- Lip & Body Balms
- Emulsions – w/o, o/w
- Whitening
- Tanning
- Advanced Anti-Ageing
- Sunscreens
- Oral care
- Deodorants
- Male & Baby care
- Liquid foundations
- Cosmeceuticals incorporating vitamins & active ingredients
- Masks



Hair Care

- Shampoos
- Conditioners – leave on, wash off
- Styling products
- Repair/hairceutical products

To study either of these Specialty programs, you need to have Formulation & Quality training first. If you have not had formal formulation training you should study the Certificate in Advanced Cosmetic Science or Diploma of Personal Care Formulation before enrolling in these Specialty programs.

Certificate in Advanced Colour Cosmetic Formulation

2 months
(part time)



- Colour matching
- Natural and synthetic colourants
- Loose and pressed powder foundations, blushes, eyeshadows, contourers etc
- Jelly and stick colour products
- Liquid foundations
- Cake foundations
- Mascara
- Lip and eye liner pencils and liquids
- Lipstick
- Lipgloss
- Nail polish – water based, solvent based, peel off

Diploma of Personal Care Formulation	11
Our most comprehensive formulation program including quality control, recommended for Beginners through to Qualified Scientists wanting full career training – this is the qualification for you!	
Certificate in Advanced Cosmetic Science	17
Qualified scientists/allied health and those with their own brand wanting rapid up-skilling in formulating and quality control at a commercial level	
Certificate in Advanced Hair Formulations	21
Those wanting to specialise in hair care, treatment, styling and temporary hair colourant formulations at a Professional level.	
Beginners Cosmetic Science Workshops	25
A series of 9 Introductory Formulation videos explaining the basics of cosmetic science with demonstrations of how to put together formulations PLUS Formulation Starter Booklet so you can get making straight away!	
Certificate in Advanced Organic Formulation	28
Experienced and/or trained chemists wanting specific training and up-skilling in organic formulations	
Certificate in Advanced Colour Cosmetic Formulation	31
Experienced and/or trained chemists wanting specific training and up-skilling in colour cosmetic formulations	



Normal Duration
1 year
(Part time)

10788NAT: Diploma of Personal Care Formulation

Formulating cosmetic and personal care products can be as varied as the companies who offer them. The Diploma of Personal Care Formulation has been developed to provide a comprehensive approach to teaching the formulation of safe, stable and efficacious personal care products for the hair, hands, body and face. It also covers the development of products from the concept stage and through reverse engineering. Learners are taught how to prepare a variety of personal care products, adapt formulations to suit organisational requirements and develop products based on the latest industry advances.

Start Date:

Can be started at any time

Price:

Please refer to pages 62-65 for all pricing

Duration:

Full time: 7 months

Normal duration: 12 months (Part time)

Maximum timeframe: 3 years

Guided training and practical work = 870 hours

Extension research and practical activities = up to 700 hours

Assessment:

6 written assessments, 1 practical assessment and online exam

Course Type:

On-Line/Distance

Entry Requirements:

Minimum 15 years of age or older

Reliable internet, basic word skills (or equivalent). Basic excel skills would be beneficial but not essential.

Study Contents:

Practical pack, online lecture & electronic text



On successful completion of this course, learners will be able to:

- develop safe, stable and effective formulas for a range of personal care products
- provide technical documents to support the safety, stability and performance claims of a product
- develop products from a product development brief and communicate necessary changes
- accommodate industry innovations into formulations without impacting on stability
- reverse engineer and/or adapt formulations to suit company requirements
- satisfy safety and regulatory obligations in the development of cosmetic and personal care products

Successful completion of this course leads to the issuance of an AQF Diploma and entitles learners to the letters Dip Form Chem and the title 'Cosmetic Chemist' or 'Formulation Chemist'.

Refer also to the 'what will I learn to formulate?' pyramid on page 8.

This course will benefit the following careers:

- Research and Development Scientists
- Formulating Chemists
- Production/Compounding Managers and assistants
- Regulatory Affairs personnel dealing with product safety, claims and ingredient compliance

This course is ideal for:

- Research and Development personnel
- Compounding personnel
- Raw material suppliers
- Product development personnel in the practical development of products
- Technical staff involved in practical development and/or manufacturing

Assessments:

- 6 written assessments comprising theoretical questions and workplace simulated scenarios
- Submission of practical samples with relevant stability and technical information
- 3 hours on-line exam

Study Contents:

- Box of raw materials and packaging to work through various practical activities and prepare assessment samples
- On-line lecture access – so you can study at a time and place that suits you
- Electronic text for 18 units
- Tutorial videos including extra and specific guidance, multiple practical demonstrations and workplace simulated scenarios
- 1-on-1 training support via skype/phone throughout your training from a dedicated and experienced trainer if you need additional assistance or have questions.
- Detailed study program so you know what to study and when, and to help you plan and track your study progress.
- Check-ups approximately every 2 weeks (but you can contact us at any time if you need extra support).

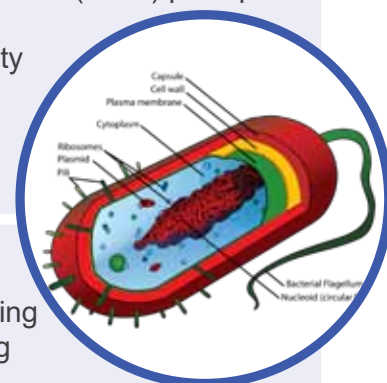
Required equipment:

In order to study this course you will need to purchase or have access to standard laboratory equipment; or the following equipment if studying from home:

- scales that measure up to at least 1.2kg in 0.01g increments
- 3 x 1.1L stainless steel mixing bowls
- 1 x 8 wire whisk (250 – 300mm)
- 2 hot plates (or normal stove top)

Module 1 Course units

Unit Code	Unit Description
PCFECI001: Investigate and evaluate cosmetic ingredients	Covers the origin and functions of the common ingredients used in personal care products for an understanding of what gets used in products and why. Learn how to: <ul style="list-style-type: none"> accurately identify what constitutes 'organic', 'natural' and 'synthetic' ingredients and processing investigate and evaluate the origins and functions of the many and varied ingredients used in personal care products apply this knowledge when promoting products in the market place.
PCFECS002: Evaluate cosmetic ingredient and formula safety	Covers the responsibility of organisations pertaining to, and regulations governing the safety of, personal care products. Learn how to: <ul style="list-style-type: none"> identify irritant and allergen reactions of consumers identify and reduce the irritancy and allergen profile of a personal care product effectively evaluate potential safety issues pertaining to various personal care products.
PCFECR003: Evaluate compliance requirements of cosmetic ingredients	Teaches how to identify compliance requirements for appropriate ingredient selection; incorporating searches involved to determine compliance requirements. Learn how to: <ul style="list-style-type: none"> search compliance requirements of AU, EU, US and JP select ingredients in accordance with compliance requirements report ingredient use as and when required.
PCFCPI004: Apply chemistry principles to select cosmetic ingredients	Covers identifying basic chemistry principles, common processes used to produce raw materials, methods used for testing of raw materials and finished products, and how to apply these principles and processes when selecting ingredients for personal care products. Learn how to: <ul style="list-style-type: none"> conduct various analytical test methods used in the personal care industry select ingredients based on their chemical classification, processing methods used in their development, and application in the finished product formula.
PCFMCI005: Plan microbiological control of cosmetic ingredients and manufacturing environment	Covers the identification of microbiological concerns specific to personal care products; and the application of Good Manufacturing Practice (GMP) principles to ensure product safety. Learn how to: <ul style="list-style-type: none"> test raw materials, products, equipment and the facility for microbial presence identify methods to reduce microbiological burden within the facility and finished products using GMP.
PCFSPF006: Select preservatives for personal care formulas	Covers the identification and selection of appropriate preservatives in the development of personal care formulations. It also covers aspects such as self-preserving formulas, use of antioxidants and other agents to prolong shelf life, and challenge testing. Learn how to: <ul style="list-style-type: none"> identify and evaluate the suitability of various preservatives in their application to a personal care formulation select appropriate preservatives for a variety of personal care products and applications.



Module 2 Course units

Unit Code	Unit Description
PCFRMF007: Select rheology modifiers for personal care formulas	Covers the evaluation and selection of appropriate gums and thickeners for use in a variety of personal care formulations. Learn how to: <ul style="list-style-type: none"> determine suitable aspects of flow investigate, evaluate and select gums and thickeners to suit the specific needs of various product formulations.
PCFSLF008: Select lipids for personal care formulas	Covers the evaluation and selection of appropriate lipids for use in a variety of personal care formulations. Learn how to: <ul style="list-style-type: none"> recognise the consistency altering, emollient and skin feel properties of various lipids investigate, evaluate and select lipids to suit the specific needs of various product formulations.
PCFFE009: Select fragrances or essential oils for personal care formulas	Covers the evaluation and selection of appropriate fragrances or essential oils for use in a variety of personal care formulations. Learn how to: <ul style="list-style-type: none"> understand the chemistry of fragrance and language of aroma blend essential oils for aesthetically pleasing and more stable aroma profiles incorporate fragrance into product formulations investigate and determine the safety aspects and usage rates for various product types select fragrances or essential oils to suit various product formulations.
PCFSEF010: Select emulsifiers for personal care formulas	Covers the application of colloid science to formulate a variety of safe, effective and stable personal care products. Learn how to: <ul style="list-style-type: none"> improve the stability of colloidal systems, including emulsions and dispersions predict colloidal and emulsion properties process using suitable manufacturing (compounding) methods select appropriate materials to create your emulsion/colloidal system formulate a variety of personal care products involving the mixing of two or more normally immiscible substances.
PCFSSF011: Select surfactants for personal care formulas	Covers the chemistry of surface science and how it applies to formulating safe, effective, stable personal care products. Learn how to: <ul style="list-style-type: none"> predict surfactant properties formulate with surfactants to attain specific performance attributes determine starting materials and biodegradability of surface active agents select suitable surfactants to formulate a variety of surfactant based personal care products.
PCFPCA012: Develop personal care aerosol formulas	Covers the ingredients, components, presentation, testing and technology involved in developing aerosol products for the personal care industry. Learn how to: <ul style="list-style-type: none"> determine suitable ingredients and packaging components used in aerosol products conduct manufacturing and quality testing of aerosol products develop aerosol formulations for a range of personal care products.



Module 3 Course units

Unit Code	Unit Description
PCFPST013: Plan and interpret stability testing	Covers the methods used to test the stability of products for determination of appropriate shelf life. Learn how to: <ul style="list-style-type: none"> examine formulas to determine factors contributing to instability and methods to correct these factors develop appropriate stability protocols to ensure performance characteristics of products are maintained over their shelf life formulate to accommodate the stability needs of various products test the stability of a variety of personal care products.
PCDFB014: Develop a formula from a product development brief	Covers the development of products from a product development brief to meet specific organisational needs and preferences for a variety of personal care products. Learn how to: <ul style="list-style-type: none"> investigate and determine legal and ethical responsibilities associated with product development calculate product manufacturing costs and steps involved in finalizing the development process to yield a suitable finished product sample develop the paperwork required to finalise a variety of products use the brief as a point of discussion with the organisation members who originated it.
PCFSCF015: Prepare skin care formulas	This unit covers the physiology of the skin and brings together prior learning to enable learners to create finished product formulations. Learn how to: <ul style="list-style-type: none"> formulate a range of basic skin care formulations such as cleansers, exfoliants and moisturisers for the face and body; products to address the special needs of baby, aged and male skin; nail and hand care; as well as oral care and personal hygiene products such as deodorants and anti-perspirants.
PCFHCF016: Prepare hair care and styling formulas	Covers the application of hair care formulations to be compatible with the hair's physiology and brings together prior learning to enable learners to create finished product formulations. Learn how to: <ul style="list-style-type: none"> formulate a range of basic hair care products to care for, and style, the hair; such as shampoos and conditioners for a variety of hair types; mousses, hairspray, pomades and gels.
PCFHAF017: Prepare highly active skin and hair formulas	Covers the investigation and evaluation of ingredients for specialty skin and hair care formulations and brings together prior learning to enable learners to create finished product formulations. Learn how to: <ul style="list-style-type: none"> consider the physiological effects specialty ingredients have on the hair and skin investigate and determine required legislative, safety and formulation requirements involved when using specialty ingredients formulate a variety of specialty skin and hair care products such as skin tanning, skin whitening, sun care, advanced anti-ageing, skin firming, hair colourants, permanent waving solutions and depilatory agents
PCFREF018: Reverse engineer a product formula	Covers the development of products from the ingredients panel and sample of finished product. Learn how to: <ul style="list-style-type: none"> determine when it is suitable to reverse engineer products, as well as the legal and ethical implications of reverse engineering keep abreast of the latest industry advances effectively develop products through reverse engineering.

Diploma of Personal Care Formulation: Example of study (1 year)

Module 1

Code	Unit of Competency	Study Wk/ Commencing	Assessment Due
PCFECI001	Investigate and evaluate cosmetic ingredients	Wk 1	Assessment 1: Due end of week 14 from start date
PCFECS002	Evaluate cosmetic ingredient and formula safety	Wk 3	
PCFECR003	Evaluate compliance requirements of cosmetic ingredients	Wk 5	
PCFCPI004	Apply chemistry principles to select cosmetic ingredients	Wk 7	
PCFMCI005	Plan microbiological control of cosmetic ingredients and manufacturing environment	Wk 9	
PCFSPF006	Select preservatives for personal care formulas	Wk 11	
	Work on Assessment 1	Wk 13	

Module 2

Code	Unit of Competency	Study Wk/ Commencing	Assessment Due
PCFRMF007	Select rheology modifiers for personal care formulas	Wk 15	Assessment 2: Due end of week 28 from start date
PCFSLF008	Select lipids for personal care formulas	Wk 17	
PCFFEO009	Select fragrances or essential oils for personal care formulas	Wk 19	
PCFSEF010	Select emulsifiers for personal care formulas	Wk 21	
PCFSSF011	Select surfactants for personal care formulas	Wk 23	
PCFPCA012	Develop personal care aerosol formulas	Wk 25	
	Work on Assessment 2	Wk 27	

Module 3

Code	Unit of Competency	Study Wk/ Commencing	Assessment Due
PCFPST013	Plan and interpret stability testing	Wk 29	Practical Assessment and Assessment 3: Due end of week 44 from start date
PCDFDB014	Develop a formula from a product development brief	Wk 31	
PCFSCF015	Prepare skin care formulas	Wk 33	
PCFHCF016	Prepare hair care and styling formulas	Wk 36	
PCFHAF017	Prepare highly active skin and hair formulas	Wk 39	
PCFREF018	Reverse engineer a product formula	Wk 42	
	Work on Assessment 3 and Work on Practical Assessment items	Wk 44	
	Online Exam		Online Exam

Full time study = 36 - 38 hours per week to complete in 7 months

Part time study = 15 - 20 hours per week to complete in 1 year

Flexible study = 5-10 hours per week to complete in 3 years

Extension research and practical activities provide up to an additional 700 hours of practice



Normal Duration
15 weeks
(Part time)

Certificate in Advanced Cosmetic Science

The Certificate in Advanced Cosmetic Science teaches the essentials of advanced cosmetic formulation skills to ensure the development of safe, stable and efficacious formulations along with essential quality checks. Learners will learn how to create basic and advanced skin, hair, body, sunscreen and cosmeceutical personal care products.

Start Date:

Can be started at any time

Price:

Please refer to pages 62-65 for all pricing

Duration:

Full time: 8 weeks

Normal duration: 15 weeks (part time)

Maximum timeframe: 45 weeks

Guided training and practical work = 260 hours

Extension research and practical activities = up to 60 hours

Assessment:

4 written assessment

Related Course

This course consists of 6 full units + 4 half units from the Diploma of Personal Care Formulation

Course Type:

On-line / Distance

Entry Requirements:

Minimum 15 years of age or older.

Reliable internet, basic word skills (or equivalent). Basic excel skills would be beneficial but not essential.

Study Contents:

Practical pack, online lecture & electronic text

On successful completion of this course, learners will be able to:

- evaluate and select the right type of ingredients for a variety of cosmetic and personal care formulations
- research various materials to determine suitability to various formulation developments
- develop safe, stable and effective formulas to cover a wide range of personal care products
- conduct microbial evaluations of raw materials, finished products, equipment and the facility and implement GMP
- prepare, implement and evaluate stability protocols to ensure suitable shelf life

Refer also to the ‘what will I learn to formulate?’ pyramid on page 8.

This course will benefit the following careers:

- Research and Development Scientists
- Formulating Chemists
- Product/Compounding Managers and assistants

This course is ideal for:

- Research and Development Scientists
- Compounding personnel
- Raw material suppliers
- Product development personnel in the practical development of products
- Technical staff involved in practical development and/or manufacturing
- Those wanting to formulate for their own brand

Assessment:

- 4 written assessment comprising theoretical questions and workplace simulated scenarios

On successful completion, learners may choose to study one of our Diplomas or other short courses, with a possible credit in up to 6 subjects.

Study Contents:

- Box of raw materials and packaging to work through various practical activities and prepare assessment samples
- On-line lecture access – so you can study at a time and place that suits you
- Electronic text for 6 full units and 4 half units
- Tutorial videos including extra and specific guidance, multiple practical demonstrations and workplace simulated scenarios
- 1-on-1 training support via skype/phone throughout your training from a dedicated and experienced trainer if you need additional assistance or have questions
- Detailed study program so you know what to study and when, and to help you plan and track your study progress
- Check-ups approximately every 2 weeks (but you can contact us at any time if you need extra support)

Required equipment:

On successful completion, learners can continue on to study our Diploma of Personal Care Formulation with a credit in 6 subjects. In order to study this course you will need to purchase or have access to standard laboratory equipment; or the following equipment if studying from home:

- scales that measure up to at least 1.2kg in 0.01g increments
- 3 x 1.1L stainless steel mixing bowls
- 1 x 8 wire whisk (250 – 300mm)
- 2 hot plates (or normal stove top)

Course units

Unit Code	Unit Description
PCFECI001: Investigate and evaluate cosmetic ingredients	Covers the origin and functions of the common ingredients used in personal care products for an understanding of what gets used in products and why. Learn how to: <ul style="list-style-type: none"> accurately identify what constitutes 'organic', 'natural' and 'synthetic' ingredients and processing investigate and evaluate the origins and functions of the many and varied ingredients used in personal care products apply this knowledge when promoting products in the market place.
Cosmetic ingredient compliance	Teaches how to identify compliance requirements for appropriate ingredient selection; incorporating searches involved to determine compliance requirements. Learn how to: <ul style="list-style-type: none"> search compliance requirements of AU, EU, US and JP select ingredients in accordance with compliance requirements.
PCFMCI005: Plan microbiological control of cosmetic ingredients and manufacturing environment	Covers the identification of microbiological concerns specific to personal care products; and the application of Good Manufacturing Practice (GMP) principles to ensure product safety. Learn how to: <ul style="list-style-type: none"> test raw materials, products, equipment and the facility for microbial presence identify methods to reduce microbiological burden within the facility and finished products using GMP.
PCFSPF006: Select preservatives for personal care formulas	Covers the identification and selection of appropriate preservatives in the development of personal care formulations. It also covers aspects such as self-preserving formulas, use of antioxidants and other agents to prolong shelf life, and challenge testing. Learn how to: <ul style="list-style-type: none"> identify and evaluate the suitability of various preservatives in their application to a personal care formulation select appropriate preservatives for a variety of personal care products and applications.
PCFRMF007: Select rheology modifiers for personal care formulas	Covers the evaluation and selection of appropriate gums and thickeners for use in a variety of personal care formulations. Learn how to: <ul style="list-style-type: none"> determine suitable aspects of flow investigate, evaluate and select gums and thickeners to suit the specific needs of various product formulations.
PCFSLF008: Select lipids for personal care formulas	Covers the evaluation and selection of appropriate lipids for use in a variety of personal care formulations. Learn how to: <ul style="list-style-type: none"> recognise the consistency altering, emollient and skin feel properties of various lipids investigate, evaluate and select lipids to suit the specific needs of various product formulations.
Emulsions	Covers the application of emulsion science to formulate a variety of safe, effective and stable personal care products. Learn how to: <ul style="list-style-type: none"> improve the stability of emulsions process emulsions using suitable manufacturing (compounding) methods select appropriate materials to create your emulsion system.
Surfactants	Covers the chemistry of surface science and how it applies to formulating safe, effective, stable personal care products. Learn how to: <ul style="list-style-type: none"> formulate with surfactants to attain specific performance attributes select suitable surfactants to formulate a variety of surfactant based personal care products.

Sunscreen workshop	Covers the formulating issues and solutions associated with sunscreens. Learn how to: <ul style="list-style-type: none"> • apply formulation principles of various sun-screening agents • check for efficacy and stability in your formulation • search for sunscreen compliant ingredients in Australia, US, Japan and EU
Cosmeceutical workshop	Covers innovations by incorporating cosmeceutical actives in a variety of formulations without affecting safety and stability. Learn how to: <ul style="list-style-type: none"> • determine the suitability of marketing claims and information required to support claims • specific formulation challenges and how to overcome them
Formulation development	Covers the development of products from a product development brief to meet specific organisational preferences for a variety of personal care products. Learn how to: <ul style="list-style-type: none"> • follow steps involved in formulating products using the development process to yield a suitable finished product sample • develop a formula and method for your products.
PCFPST013: Plan and interpret stability testing	Covers the methods used to test the stability of products for determination of appropriate shelf life. Learn how to: <ul style="list-style-type: none"> • examine formulas to determine factors contributing to instability and methods to correct these factors • develop appropriate stability protocols to ensure performance characteristics of products are maintained over their shelf life • formulate to accommodate the stability needs of various products • test the stability of a variety of personal care products.

Certificate in Advanced Cosmetic Science: Example of study (15 weeks)

Code	Unit of Competency	Study Wk/ Commencing	Assessment Due
PCFECI001	Investigate and evaluate cosmetic ingredients	Wk 1	Due end of week 15 from start date
	Cosmetic ingredient compliance	Wk 2	
PCFMCI005	Plan microbiological control of cosmetic ingredients and manufacturing environment	Wk 2	
PCFSPF006	Select preservatives for personal care formulas	Wk 4	
PCFRMF007	Select rheology modifiers for personal care formulas	Wk 6	
PCFSLF008	Select lipids for personal care formulas	Wk 8	
	Emulsions	Wk 10	
	Surfactants	Wk 10	
	Sunscreen workshop	Wk 11	
	Cosmeceutical workshop	Wk 11	
	Formulation development	Wk 12	
PCFPST013	Plan and interpret stability testing	Wk 14	

Full time study = 36 - 38 hours per week to complete in 8 weeks

Part time study = 15 - 20 hours per week to complete in 15 weeks

Flexible study = 5-10 hours per week to complete in 45 weeks

Extension research and practical activities provide up to an additional 60 hours of practice



Normal Duration
15 weeks
(Part time)

Certificate in Advanced Hair Formulation

The Certificate in Advanced Hair Formulation teaches the essentials of advanced cosmetic formulation skills specific to the development of hair care, styling and temporary colourants. It helps ensure the development of safe, stable and efficacious formulations along with essential quality checks. Learners will learn how to create basic and advanced hair cleansing, conditioning, repair and styling products as well as temporary hair colourant formulations.

Start Date:

Can be started at any time

Price:

Please refer to pages 62-65 for all pricing

Duration:

Full time: 8 weeks

Normal duration: 15 weeks (part time)

Maximum timeframe: 45 weeks

Guided training and practical work = 260 hours

Extension research and practical activities = up to 60 hours

Assessment:

4 written assessment + 1 practical assessment

Related Course

This course consists of 6 full units + 4 half units from the Diploma of Personal Care Formulation

Course Type:

On-line / Distance

Entry Requirements:

Minimum 15 years of age or older.

Reliable internet, basic word skills (or equivalent). Basic excel skills would be beneficial but not essential.

Study Contents:

Practical pack, online lecture & electronic text

On successful completion of this course, learners will be able to:

- evaluate and select the right type of ingredients for a variety of hair care formulations
- research various materials to determine suitability to various formulation developments
- develop safe, stable and effective formulas to cover a wide range of hair care, styling and temporary colour products
- conduct microbial evaluations of raw materials, finished products, equipment and the facility and implement GMP
- prepare, implement and evaluate stability protocols to ensure suitable shelf life

Refer also to the ‘what will I learn to formulate?’ pyramid on page 8.

This course will benefit the following careers:

- Research and Development Scientists
- Formulating Chemists
- Product/Compounding Managers and assistants

This course is ideal for:

- Research and Development Scientists
- Compounding personnel
- Raw material suppliers
- Product development personnel in the practical development of products
- Technical staff involved in practical development and/or manufacturing
- Those wanting to formulate for their own brand specific to hair care and styling products

Assessment:

- 4 written assessment comprising theoretical questions and workplace simulated scenarios
- Submission of practical samples

On successful completion, learners may choose to study one of our Diplomas or other short courses, with a possible credit in up to 6 subjects.

Study Contents:

- Box of raw materials and packaging to work through various practical activities and prepare assessment samples
- On-line lecture access – so you can study at a time and place that suits you
- Electronic text for 6 full units and 4 half units
- Tutorial videos including extra and specific guidance, multiple practical demonstrations and workplace simulated scenarios
- 1-on-1 training support via skype/phone throughout your training from a dedicated and experienced trainer if you need additional assistance or have questions
- Detailed study program so you know what to study and when, and to help you plan and track your study progress
- Check-ups approximately every 2 weeks (but you can contact us at any time if you need extra support)

Required equipment:

On successful completion, learners can continue on to study our Diploma of Personal Care Formulation with a credit in 6 subjects. In order to study this course you will need to purchase or have access to standard laboratory equipment; or the following equipment if studying from home:

- scales that measure up to at least 1.2kg in 0.01g increments
- 3 x 1.1L stainless steel mixing bowls
- 1 x 8 wire whisk (250 – 300mm)
- 2 hot plates (or normal stove top)

Course units

Unit Code	Unit Description
PCFECI001: Investigate and evaluate cosmetic ingredients	Covers the origin and functions of the common ingredients used in personal care products for an understanding of what gets used in products and why. Learn how to: <ul style="list-style-type: none"> accurately identify what constitutes 'organic', 'natural' and 'synthetic' ingredients and processing investigate and evaluate the origins and functions of the many and varied ingredients used in personal care products apply this knowledge when promoting products in the market place.
Cosmetic ingredient compliance	Teaches how to identify compliance requirements for appropriate ingredient selection; incorporating searches involved to determine compliance requirements. Learn how to: <ul style="list-style-type: none"> search compliance requirements of AU, EU, US and JP select ingredients in accordance with compliance requirements.
PCFMCI005: Plan microbiological control of cosmetic ingredients and manufacturing environment	Covers the identification of microbiological concerns specific to personal care products; and the application of Good Manufacturing Practice (GMP) principles to ensure product safety. Learn how to: <ul style="list-style-type: none"> test raw materials, products, equipment and the facility for microbial presence identify methods to reduce microbiological burden within the facility and finished products using GMP.
PCFSPF006: Select preservatives for personal care formulas	Covers the identification and selection of appropriate preservatives in the development of personal care formulations. It also covers aspects such as self-preserving formulas, use of antioxidants and other agents to prolong shelf life, and challenge testing. Learn how to: <ul style="list-style-type: none"> identify and evaluate the suitability of various preservatives in their application to a personal care formulation select appropriate preservatives for a variety of personal care products and applications.
PCFRMF007: Select rheology modifiers for personal care formulas	Covers the evaluation and selection of appropriate gums and thickeners for use in a variety of personal care formulations. Learn how to: <ul style="list-style-type: none"> determine suitable aspects of flow investigate, evaluate and select gums and thickeners to suit the specific needs of various product formulations.
Select lipids for hair care formulas	Covers the evaluation and selection of appropriate lipids for use in a variety of hair care formulations. Learn how to: <ul style="list-style-type: none"> recognise the consistency altering, emollient and hair feel properties of various lipids investigate, evaluate and select lipids to suit the specific needs of various hair care and styling product formulations.
Emulsions	Covers the application of emulsion science to suit specific hair care and styling products. Learn how to: <ul style="list-style-type: none"> improve the stability of emulsions process emulsions using suitable manufacturing (compounding) methods select appropriate materials to create your emulsion system.

Surfactants	Covers the chemistry of surface science and how it applies to formulating safe, effective, stable personal care products. Learn how to: <ul style="list-style-type: none"> • formulate with surfactants to attain specific performance attributes • select suitable surfactants to formulate a variety of surfactant based personal care products.
Aerosols	Covers the ingredients, components, presentation, testing and technology involved in developing mousse and hair spray formulas. Learn how to: <ul style="list-style-type: none"> • determine suitable ingredients and packaging components used in mousse and hair spray formulas • conduct manufacturing and quality testing of these aerosol products • develop mousse and hair spray formulas
PCFHCF016: Prepare hair care and styling formulas	Covers the application of hair care formulations to be compatible with the hair's physiology and brings together prior learning to enable learners to create finished product formulations. Learn how to: <ul style="list-style-type: none"> • formulate a range of basic hair care products to care for, and style, the hair; such as shampoos and conditioners for a variety of hair types; mousses, hairspray, pomades and gels.
PCFPST013: Plan and interpret stability testing	Covers the methods used to test the stability of products for determination of appropriate shelf life. Learn how to: <ul style="list-style-type: none"> • examine formulas to determine factors contributing to instability and methods to correct these factors • develop appropriate stability protocols to ensure performance characteristics of products are maintained over their shelf life • formulate to accommodate the stability needs of various products • test the stability of a variety of personal care products.

Certificate in Advanced Hair Formulation: Example of study (18 weeks)

Code	Unit of Competency	Study Wk/ Commencing	Assessment Due
PCFECI001	Investigate and evaluate cosmetic ingredients	Wk 1	Due end of week 15 from start date
	Cosmetic ingredient compliance	Wk 2	
PCFMCI005	Plan microbiological control of cosmetic ingredients and manufacturing environment	Wk 2	
PCFSPF006	Select preservatives for personal care formulas	Wk 4	
PCFRMF007	Select rheology modifiers for personal care formulas	Wk 6	
	Select lipids for hair care formulas	Wk 8	
	Emulsions	Wk 9	
	Surfactants	Wk 9	
	Aerosols	Wk 10	
PCFHCF016	Prepare hair care and styling formulas	Wk 11	
	Work on practical samples	Wk 13	
PCFPST013	Plan and interpret stability testing	Wk 14	

Full time study = 36 - 38 hours per week to complete in 8 weeks

Part time study = 15 - 20 hours per week to complete in 15 weeks

Flexible study = 5-10 hours per week to complete in 45 weeks

Extension research and practical activities provide up to an additional 60 hours of practice



Approximately
15 hours
(Flexible duration)

Beginners Cosmetic Science Workshops

The Beginners Cosmetic Science workshop series has been designed for those just starting to create personal care products, those wanting to improve basic formulation skills and/or those wanting to see if a career in formulation is for them. It is also ideal for Brand Managers and those in Regulatory Affairs to better understand the basics of formulation development to enhance their discussions with formulators, manufacturing houses and Research & Development teams.

Start Date:

Can be started at any time

Price:

Please refer to pages 62-65 for all pricing

Duration:

1-month lecture access. Approximately 15 hours workshops + practical activities

Assessment: None

Course Type: On-Line Workshops

Related Course

On completion of these workshops, you could choose to study our Certificate in Advanced Cosmetic Science or Diploma of Personal Care Formulation

Entry Requirements:

Minimum 15 years of age or older

Reliable internet.

Study Contents:

Formulation Starter Booklet + Formulation Guides for 11 different products + Learning Support Material + Optional Practical Kit to make all products

On successful completion of this workshop, learners will be able to:

- Develop safe, stable and effective formulas for a range of basic personal care products including crème cleansers, serums, lotions, creams, butters, balms, hand and body washes, shampoos and conditioners.
- Adjust cosmetic formulations to suit varying marketing, performance and ingredient needs
- Make correct materials selections and create their own cosmetic formulations
- Put various cosmetic product formulation types together using the correct methods

Refer also to the ‘what will I learn to formulate?’ pyramid on page 8.

This course is ideal for:

- People wanting to formulate for themselves, friends and family
- Small business owners wanting to understand the basics of what a Cosmetic Chemist does
- Regulatory, Development and/or Marketing staff wanting to know the basics of how products are put together and the ingredients that get used

Assessments:

- There are no assessments for these workshops

On successful completion, learners can continue on to our more advanced Formulation, Brand Management or Regulatory Affairs courses.



Study Contents:

- Formulation Starter Booklet featuring 11 different formulations with methods
- Formulation Guides Booklet showing how to construct each formulation type
- Box of raw materials and packaging to work through various practical activities and prepare samples can be purchased as an optional extra
- On-line lecture access – so you can study at a time and place that suits you
- Tutorial videos including extra and specific guidance, multiple practical demonstrations and workplace simulated scenarios
- Detailed study program so you know what to study and when, and to help you plan and track your study progress

Required equipment:

In order to study this course you will need to purchase or have access to standard laboratory equipment; or the following equipment if studying from home:

- scales that measure up to at least 1.2kg in 0.1g increments
- 3 x 1.1L stainless steel mixing bowls
- 1 x 8 wire whisk (250 – 300mm)
- 2 hot plates (or normal stove top)

Workshop program

Watch: Introduction to Cosmetic Formulation 1 video	<ul style="list-style-type: none"> • How to make pH buffers • How to adjust pH • How formulas are written • How to make a solubilised mist/toner
Make: Hydrating Mist	
Watch: Introduction to Cosmetic Formulation 2 video	<ul style="list-style-type: none"> • How to make standard emulsions • How to pick different emulsifiers and input amounts • How to reference inputs in cosmetic formulations
Make: Moisturising Body Lotion, Natural Face Cream and Luxurious Body Butter	
Watch: Introduction to Cosmetic Formulation 3 video	<ul style="list-style-type: none"> • How to make emulsions with low oil content • How to stabilise low viscosity emulsions • How to pick emulsifier to suit different product needs
Make: Natural Serum and Crème Cleanser	
Watch: Introduction to Cosmetic Formulation 4 video	<ul style="list-style-type: none"> • How to create your own emulsion formulation • How to determine the correct method for your formulas
Watch: Introduction to Cosmetic Formulation 5 video	<ul style="list-style-type: none"> • How to make balms • How and why ingredients are selected for balms • How to trouble shoot issues with balms and correct them • How to create balm formulas • How to manipulate balm formulas to suit lips, face or body
Make: Lip Balm	
Watch: Introduction to Cosmetic Formulation 6 video	<ul style="list-style-type: none"> • How to make foaming cosmetic products • The difference between surfactants and how they are selected • How surfactant samples are put together using the right method
Make: Foaming SLS Free Face Wash, SLS Free Body Wash and Sulphate Free Shampoo	
Watch: Introduction to Cosmetic Formulation 7 video	<ul style="list-style-type: none"> • How to pick different surfactants and input amounts • How to calculate surfactant input to achieve the right performance and foam • How to thicken surfactant formulas • How to create foaming cosmetic formulas to suit hair, hands, body and face
Watch: Introduction to Cosmetic Formulation 8 video	<ul style="list-style-type: none"> • How to make a conditioner • How to pick different ingredients for conditioner formulas • How to stabilise conditioner formulas
Make: Creamy Conditioner	
Watch: Introduction to Cosmetic Formulation 9 video	<ul style="list-style-type: none"> • How to create a conditioner formula and method • How to adjust material inputs to alter performance characteristics



Normal Duration
2 months
(Part time)

Certificate in Advanced Organic Formulation

Today's modern consumer is seeking out more natural and organic alternatives for their personal care products. The trend toward 'going green' is becoming increasingly popular, with key motivators such as sustainability of raw materials, and concern about what is being used on the skin, driving consumer demand.

Our Certificate in Advanced Organic Formulation course has been developed to provide the skills and knowledge to enable learners to confidently formulate a range of personal care products in response to this increased demand. Students must ensure they can formulate first by completing at least our Certificate in Advanced Cosmetic Science or Diploma of Personal Care Formulation.

Start Date:

Can be started at any time

Price:

Please refer to pages 62-65 for all pricing

Duration:

Full time: 4 weeks

Normal Duration: 2 months (part time)

Maximum timeframe: 6 months

Guided training and practical work = 120 hours

Extension research and practical activities = up to 30 hours

Assessment:

1 written assessment, 1 practical assessment

Course Type:

On-Line / Distance

Entry Requirements:

Minimum 15 years of age or older.

Certificate in Advanced Cosmetic Science or
Diploma of Personal Care Formulation

Reliable internet, basic word skills (or equivalent).

Basic excel skills would be beneficial but not essential.

Study Contents:

Practical pack, online lecture & electronic text

On successful completion of this course, learners will be able to:

- develop safe, stable and effective organic formulas for a range of personal care products
- adjust current formulations to suit organic requirements
- collate paperwork required for organic submissions
- meet compliance requirements of AS6000, ACO, NASAA, OFC, Soil Association of UK, NaTrue, Ecocert, Cosmos, USDA and BDIH
- formulate organic products with commercially suitable aesthetic, shelf life and performance properties

On successful completion, learners will be competent in formulating organic products and collecting all required paperwork. In addition, a variety of Organic base formulas are provided with the learning materials to help boost learner's confidence in this area and give them an immediate start with product and raw material trials.

Refer also to the course overview circles on page 9.

This course will benefit the following careers:

- Research and Development Scientists
- Formulating Chemists
- Production/Compounding Managers and assistants
- Regulatory Affairs personnel

This course is ideal for:

- Research and Development staff required to formulate organic products
- Companies wanting to formulate their own organic products
- Regulatory staff wanting to know how to check, collate and present paperwork for organic compliance

Assessments:

- 1 Written assessment comprising theoretical questions and workplace simulated scenarios
- Submission of practical samples

Study Contents:

- Box of raw materials and packaging to work through various practical activities and prepare assessment samples
- On-line lecture access – so you can study at a time and place that suits you
- Electronic text for 3 units
- 1-on-1 training support via skype/phone throughout your training from a dedicated and experienced trainer if you need additional assistance or have questions.
- Detailed study program so you know what to study and when, and to help you plan and track your study progress.
- Check-ups approximately every 2 weeks (but you can contact us at any time if you need extra support).

Required equipment:

In order to study this course you will need to purchase or have access to standard laboratory equipment; or the following equipment if studying from home:

- scales that measure up to at least 1.2kg in 0.01g increments
- 3 x 1.1L stainless steel mixing bowls
- 1 x 8 wire whisk (250 – 300mm)
- 2 hot plates (or normal stove top)

Course units

Unit Code	Unit Description
Integrate organic principles into personal care development	<p>Covers the investigation of organic compliance under various certifiers and integration of organic principles into the development and manufacture of personal care products. Learn how to:</p> <ul style="list-style-type: none"> investigate and evaluate the rules of compliance relevant to various organic certifiers relevant to the development, formulation and manufacture of personal care products investigate the use and allowance of various natural and/or organic ingredients prepare an organic certification dossier.
Select appropriate ingredients for organic personal care products	<p>Covers the evaluation and selection of appropriate ingredients for use in a variety of organic personal care formulations. Learn how to:</p> <ul style="list-style-type: none"> investigate the suitability of ingredients for use in organic personal care products identify suitable ingredients to be used in organic personal care products select appropriate ingredients for use in organic personal care products.
Apply organic principles to formulate organic personal care products	<p>Covers the development of organic personal care formulations in compliance with organic principles. Learn how to:</p> <ul style="list-style-type: none"> develop safe, stable and effective organic personal care formulations in compliance with organic principles evaluate the aesthetic requirements of organic personal care products investigate and resolve issues relevant to formulation and organic principles formulate a variety of organic compliant and commercially suitable organic products.



Certificate in Advanced Organic Formulation: Example of study (2 months)

Unit of Competency	Study Wk/ Commencing	Assessment Due
Integrate organic principles into personal care development	Wk 1	Due end of week 8 from start date
Select appropriate ingredients for organic personal care products	Wk 3	
Apply organic principles to formulate organic personal care products	Wk 5	
Formulation development: practical work Work on Assessment	Wk 7	

Full time study = 36 - 38 hours per week to complete in 4 weeks

Part time study = 15 - 20 hours per week to complete in 2 months

Flexible study = 5-10 hours per week to complete in 6 months



Normal Duration
2 months
(Part time)

Certificate in Advanced Colour Cosmetic Formulation

Throughout history, women have used colour cosmetics to enhance their natural beauty. Now more than ever, the ability to formulate a variety of colour cosmetics to suit the fast-changing trends of the fashion industry is an art form within science, and a particularly interesting challenge for the formulating chemist.

Our Certificate in Advanced Colour Cosmetic Formulation course has been developed to provide the skills and knowledge to enable learners to confidently formulate a range of personal care products in response to this increased demand. Students must ensure they can formulate first by completing at least our Certificate in Advanced Cosmetic Science or Diploma of Personal Care Formulation.

Start Date:

Can be started at any time

Price:

Please refer to pages 62-65 for all pricing

Duration:

Full time: 4 weeks

Normal duration: 2 months (part time)

Maximum timeframe: 6 months

Guided training and practical work = 120 hours

Extension research and practical activities = up to 30 hours

Assessment:

1 written assessment, 1 practical assessment

Course Type:

On-Line / Distance

Entry Requirements:

Minimum 15 years of age or older.

Certificate in Advanced Cosmetic Science or Diploma of Personal Care Formulation

Reliable internet, basic word skills (or equivalent).

Basic excel skills would be beneficial but not essential.

Study Contents:

Practical pack, online lecture & electronic text

On successful completion of this course, learners will be able to:

- formulate a variety of colour cosmetic products including foundations, powders, eye shadows, mascaras, lipsticks, eye and lip pencils
- meet manufacturing and quality control requirements of colour cosmetics
- source and recognize various chemicals used within colour cosmetics
- source and recognize various packaging components used for colour cosmetics
- meet regulatory requirements for colour cosmetic products
- incorporate the latest trends into colour cosmetic formulations

Refer also to the course overview circles on page 9.

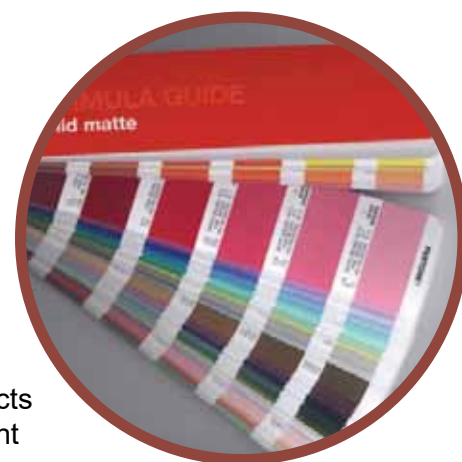
On successful completion, learners will be competent in formulating, colour matching and the manufacture of colour cosmetics including ensuring multi-country compliance and suitability of the colourants used. In addition, a variety of colour cosmetic product base formulas are provided with the learning materials to help boost learner's confidence in this area and give them an immediate start with product and raw material trials.

This course will benefit the following careers:

- Research and Development Scientists
- Formulating Chemists
- Production/Compounding Managers and assistants

This course is ideal for:

- Research and Development staff required to formulate colour cosmetic products
- Companies wanting to formulate their own colour cosmetic products
- Regulatory staff wanting to know how to check, collate and present paperwork for colour cosmetic compliance



Assessment:

- 1 Written assessment comprising theoretical questions and workplace simulated scenarios
- Submission of practical samples

Study Contents:

- Box of raw materials and packaging to work through various practical activities and prepare assessment samples
- On-line lecture access – so you can study at a time and place that suits you
- Electronic text for 3 units
- 1-on-1 training support via skype/phone throughout your training from a dedicated and experienced trainer if you need additional assistance or have questions.
- Detailed study program so you know what to study and when, and to help you plan and track your study progress.
- Check-ups approximately every 2 weeks (but you can contact us at any time if you need extra support).

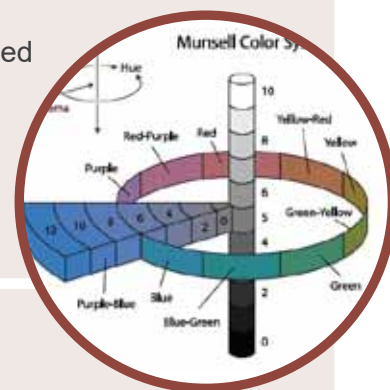
Required equipment:

In order to study this course you will need to purchase or have access to standard laboratory equipment; or the following equipment if studying from home:

- scales that measure up to at least 1.2kg in 0.01g increments
- scales that measure up to at least 600g in 0.001g increments
- 3 x 1.1L stainless steel mixing bowls
- 1 x 8 wire whisk (250 – 300mm)
- 2 hot plates (or normal stove top)

Course units

Unit Code	Unit Description
Integrate colour principles into personal care development	<p>Covers the investigation of colour and how it is used in personal care products. Learn how to:</p> <ul style="list-style-type: none"> effectively investigate and evaluate the use of colour and colour ingredients in a variety of personal care products in different countries. determine the principles of colour as used in personal care products investigate the regulatory requirements of various colouring agents prepare colour blends.
Select appropriate ingredients for colour cosmetic products	<p>Covers the evaluation and selection of appropriate ingredients for use in a variety of colour cosmetic formulations. Learn how to:</p> <ul style="list-style-type: none"> investigate and identify suitable ingredients to be used in colour cosmetic products select appropriate ingredients for use in colour cosmetic products integrate colour cosmetic manufacturing principles into the workplace.
Apply colour principles to formulate colour cosmetic products	<p>Covers the development of coloured cosmetic products utilising appropriate principles and manufacturing techniques. Learn how to:</p> <ul style="list-style-type: none"> identify the aesthetic and performance requirements of various colour cosmetic products investigate and resolve issues relevant to the formulation and colour principles formulate safe, stable and effective colour cosmetic formulations integrate formulations with appropriate manufacturing techniques.



Certificate in Advanced Colour Cosmetic Formulation: Example of study (2 months)

Unit of Competency	Study Wk/ Commencing	Assessment Due
Integrate colour principles into personal care development	Wk 1	Due end of week 8 from start date
Select appropriate ingredients for colour cosmetic products	Wk 3	
Apply colour principles to formulate colour cosmetic products	Wk 5	
Formulation development: practical work Work on Assessment	Wk 7	

Full time study = 36 - 38 hours per week to complete in 4 weeks

Part time study = 15 - 20 hours per week to complete in 2 months

Flexible study = 5-10 hours per week to complete in 6 months



Institute of
Personal Care Science

Diploma & workshops in **Brand Management**



What will I learn in Brand Management?

DIPLOMA OF COSMETIC BRAND MANAGEMENT

- What ingredients do in a formula
- Price your product right
- Plan from concept to launch
- Prepare an effective media strategy
- Label and claims compliance

- Trusted sources for safety information - products and ingredients
- Conduct market research and analysis
- Track developments, speed progress and overcome project management issues
- Plan and conduct various product evaluations
- Detailed packaging selection
- Manage individual products and multiple SKU's
- Profile your target market
- Develop a positioning strategy
- Set budgets for product, sales, marketing, R&D and monitor cash flow
- Prepare a detailed brief for the formulator

7months (part time)

Diploma of Cosmetic Brand Management 37

Learn how to market, research and manage a cosmetic brand

Cosmetic Brand Business Workshop 42

Learn to create your business plan plus templates guide you on the road to success



Normal Duration
7 months
(Part time)

Diploma of Cosmetic Brand Management

Developing and marketing successful cosmetic and personal care products within such a competitive market place can be an ongoing challenge. The Diploma of Cosmetic Brand Management has been developed to enhance successful development and promotion of your company's product offerings.

This Diploma has a strong emphasis on marketing, positioning and pricing cosmetic and personal care products and promotions effectively in order to maximize sales and profits. It also provides the knowledge to ensure all legislative requirements are met for advertising compliance of cosmetics and personal care.

Start Date:

Can be started at any time

Price:

Please refer to pages 62-65 for all pricing

Duration:

Full time: 4 months

Normal duration: 7 months (part time)

Maximum timeframe: 21 months

Guided training and workplace projects = 600 hours

Extension research and workplace projects = up to 590 hours

Assessment:

2 written assessments, 1 workplace project and online exam

Course Type:

On-Line / Distance

Entry Requirements:

Minimum 15 years of age or older.

Reliable internet, basic word skills (or equivalent).

Basic excel skills would be beneficial but not essential.

Study Contents:

Electronic text for 11 units

On successful completion of this course, learners will be able to:

- theoretically develop products with unique points of difference in line with company philosophy and needs
- develop and/or re-develop products to more satisfactorily meet target market needs
- develop, price and position new and existing products, to take company brands to the next level
- confidently prepare and implement various marketing strategies for a variety of cosmetic and personal care products
- schedule development from concept to launch in a timely and cost effective manner
- develop and implement effective marketing campaigns
- satisfy safety and regulatory obligations in the marketing of cosmetic and personal care products

Refer also to the course overview on page 35.

This course will benefit the following careers:

- Brand Managers and associates
- Marketing Managers and associates
- Regulatory Affairs personnel dealing with safety and marketing compliance

This course is ideal for:

- Marketing departments
- Raw material suppliers
- Product development personnel in all retail, wholesale and direct marketing environments
- Technical staff involved in marketing decisions
- Those with their own brand at a commercial level
- Those wanting to launch a successful brand at a commercial level

Assessments:

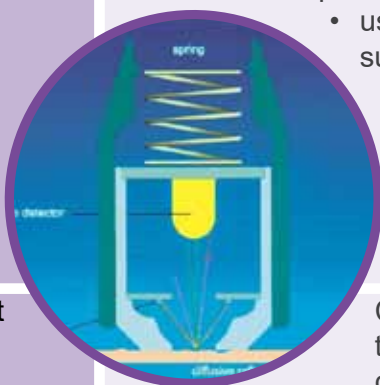
- 2 written assessments comprising theoretical questions and workplace simulated scenarios
+ 1 real (or simulated) workplace project
- 3 hour on-line exam

Study Contents:

- On-line lecture access – so you can study at a time and place that suits you
- Electronic text for 11 units
- Tutorial videos including extra and specific guidance
- 1-on-1 training support via skype/phone throughout your training from a dedicated and experienced trainer if you need additional assistance or have questions
- Detailed study program so you know what to study and when, and to help you plan and track your study progress
- Check-ups approximately every 2 weeks (but you can contact us at any time if you need extra support)

Module 1 Course units

Unit Code	Unit Description
PCFECI001: Investigate and evaluate cosmetic ingredients	Covers the origin and functions of the common ingredients used in personal care products for an understanding of what gets used in products and why. Learn how to: <ul style="list-style-type: none"> accurately identify what constitutes 'organic', 'natural' and 'synthetic' ingredients and processing investigate and evaluate the origins and functions of the many and varied ingredients used in personal care products apply this knowledge when promoting products in the market place.
PCFECS002: Evaluate cosmetic ingredient and formula safety	Covers the responsibility of organisations pertaining to, and regulations governing the safety of, personal care products. Learn how to: <ul style="list-style-type: none"> identify irritant and allergen reactions of consumers identify and reduce the irritancy and allergen profile of a personal care product effectively evaluate potential safety issues pertaining to various personal care products.
Apply compliance requirements in the promotion of personal care products (cosmetics)	Covers the application of the range of compliance requirements and obligations that must be fulfilled by an organisation promoting cosmetic personal care products. Learn how to: <ul style="list-style-type: none"> ensure compliance is an integral part of normal business operations develop and edit marketing campaigns to suit organisation and legislative requirements ensure an effective, compliant message is being communicated.
Design evaluations of personal care product performance	Teaches how to design and implement appropriate testing to evaluate personal care product performance. Learn how to: <ul style="list-style-type: none"> interpret results of tests use this information throughout product development and subsequent marketing strategies effectively design product evaluations and report on their findings use evaluation reports to enhance product performance and/or utilize results in marketing campaigns.
Evaluate product packaging	Confidently identify and evaluate the suitability of various types of product packaging available within the personal care industry. Learn how to: <ul style="list-style-type: none"> source and evaluate packaging suitability before ordering ensure product information is presented appropriately depending on the materials used effectively select and evaluate packaging appropriate to the personal care product for which it is intended.
Conduct market research	Covers the outcomes required to implement all aspects of a market research plan. Learn how to: <ul style="list-style-type: none"> develop survey tools, recruit respondents, gather data and information from respondents conduct market research analyze, apply and report on the research data and information gathered.



Module 2 Course units

Unit Code	Unit Description
Profile the market	<p>Teaches how to segment the market, select targeting strategies and tactics, profile target segments and develop positioning strategies and implementation activities. Learn how to:</p> <ul style="list-style-type: none"> effectively apply market profiling techniques to personal care products develop appropriate positioning strategies effectively position and promote products to best suit your target market.
Develop a media plan	<p>Covers preparation and development of an integrated marketing communications plan to enable the effective and efficient promotion of products and services to the personal care market. Learn how to:</p> <ul style="list-style-type: none"> effectively develop a marketing communications plan to suit your organisation and personal care product range implement effective marketing evaluate its impact to maximize the success of promotional campaigns.
Create a product development brief	<p>Covers the creation of a product development brief to meet specific organisational needs and preferences for a variety of personal care products. Learn how to:</p> <ul style="list-style-type: none"> define and communicate the needs of a product concept to a formulator prepare the brief required to create the desired end product incorporate essential aspects into the brief such as budgets and launch dates.
Manage project time	<p>Covers the project management of all aspects involved in the development, manufacture, promotion and launch of cosmetic and personal care products. Learn how to:</p> <ul style="list-style-type: none"> determine and implement project schedules assess time management outcomes, to ensure the timely launch of products effectively manage projects specifically relevant to the personal care industry.
Manage project costs	<p>Covers the outcomes required to identify, analyse and refine project costs to produce a budget, and use this budget as the principal mechanism to control project costs. Learn how to:</p> <ul style="list-style-type: none"> produce a budget to maximise profits and product success effectively manage the budget of a project specifically relevant to the personal care industry.



Diploma of Cosmetic Brand Management: Example of Study (7 months)

Module 1			
Code	Unit of Competency	Study Wk/ Commencing	Assessment Due
PCFECI001	Investigate and evaluate cosmetic ingredients	Wk 1	Assessment 1: Due end of week 14 from start date
PCFECS002	Evaluate cosmetic ingredient and formula safety	Wk 3	
	Apply compliance requirements in the promotion of personal care products (cosmetics)	Wk 5	
	Design evaluations of personal care product performance	Wk 7	
	Evaluate product packaging	Wk 9	
	Conduct market research	Wk 11	
	Finalise Assessment 1	Wk 13	

Module 2			
Code	Unit of Competency	Study Wk/ Commencing	Assessment Due
	Profile the market	Wk 15	Assessment 2: Due end of week 27 from start date
	Develop a media plan	Wk 17	
	Create a product development brief	Wk 19	
	Manage project time	Wk 21	
	Manage project cost	Wk 23	
	Finalise Assessment 2 + workplace projects	Wk 25	Online exam
	Online exam		

Full time study = 36 - 38 hours per week to complete in 4 months

Part time study = 15 - 20 hours per week to complete in 7 months

Flexible study = 5-10 hours per week to complete in 21 months

Extension research and workplace projects provide up to an additional 590 hours of practice



Approximately
15 hours
(including workshop + activities)

Cosmetic Brand Business workshop

Do you want to create your own cosmetic brand or cosmetic line? Or maybe you have been selling on a small scale at the markets, to family and friends and now want to take the next steps? You may also be trying to take that next step, hitting brick walls and have more questions than answers...?

This workshop provides an overview of what you need to think of when planning your personal care products and business. It also provides you with a FREE Business Plan template, pricing strategy and all the things you need to think of PLUS industry guidance on what is normal and necessary for the personal care industry.

Keep that burning desire, not burn through cash, with these incredibly informative workshops!

Start Date:

Can be started at any time

Price:

Please refer to pages 62-65 for all pricing

Duration:

1-month lecture access. 15 hours including workshop + activities

Assessment:

No assessment

Related Course

This workshop is included in the Diploma of Cosmetic Brand Management

Course Type:

On-Line Workshop

Entry Requirements:

Minimum 15 years of age or older

Reliable internet

Study Contents:

On-line workshop + Business Plan template + Build your brand workbook

In this 7-workshop series, learn how to:

- Find a unique position in the market with strong point of difference
- Determine where there is opportunity in the cosmetic market
- Research your competitors and position your brand effectively against them
- Prepare cosmetic labels with all required information
- The rules about cosmetic claims and how to write cosmetic claims
- Collect evidence to support your cosmetic claims
- Plan cosmetic shelf life (expiry date) testing and preservative testing
- Organise essential cosmetic safety testing
- Determine required cosmetic performance testing
- Meet your legal requirements including insurance, patents and trademarks
- Price your product for maximum sales
- Prepare your cosmetic business plan
- Prepare your marketing and sales strategies
- Compete in a crowded marketplace, be noticed, and win sales!

This workshop is ideal for:

- Those with their own brand, looking to start their own brand or wanting to take the next steps to grow their brand
- ANYONE with their own brand – or looking to have their own brand
- Companies negotiating with contract chemists and/or manufacturers

Assessments:

- There are no assessments for these workshops

On successful completion, learners can continue on to our more advanced Formulation, Brand Management or Regulatory Affairs courses.

Study Contents:

- Power point notes to accompany the lectures
- 1-month unrestricted online workshop access
- FREE Business Plan template, written specifically for the Personal Care Industry
- Unbiased industry advice on Pricing Strategies and what to expect
- Essential information in setting up your cosmetic brand and business

Workshop program

Lecture 1:	How to build a cosmetic brand
Lecture 2:	Labels claims and evidence
Lecture 3:	Safety shelf life and performance testing
Lecture 4:	Legals
Lecture 5:	Budgets and timelines
Lecture 6:	Marketing, sales and distribution
Lecture 7:	Make your business plan - attract investment

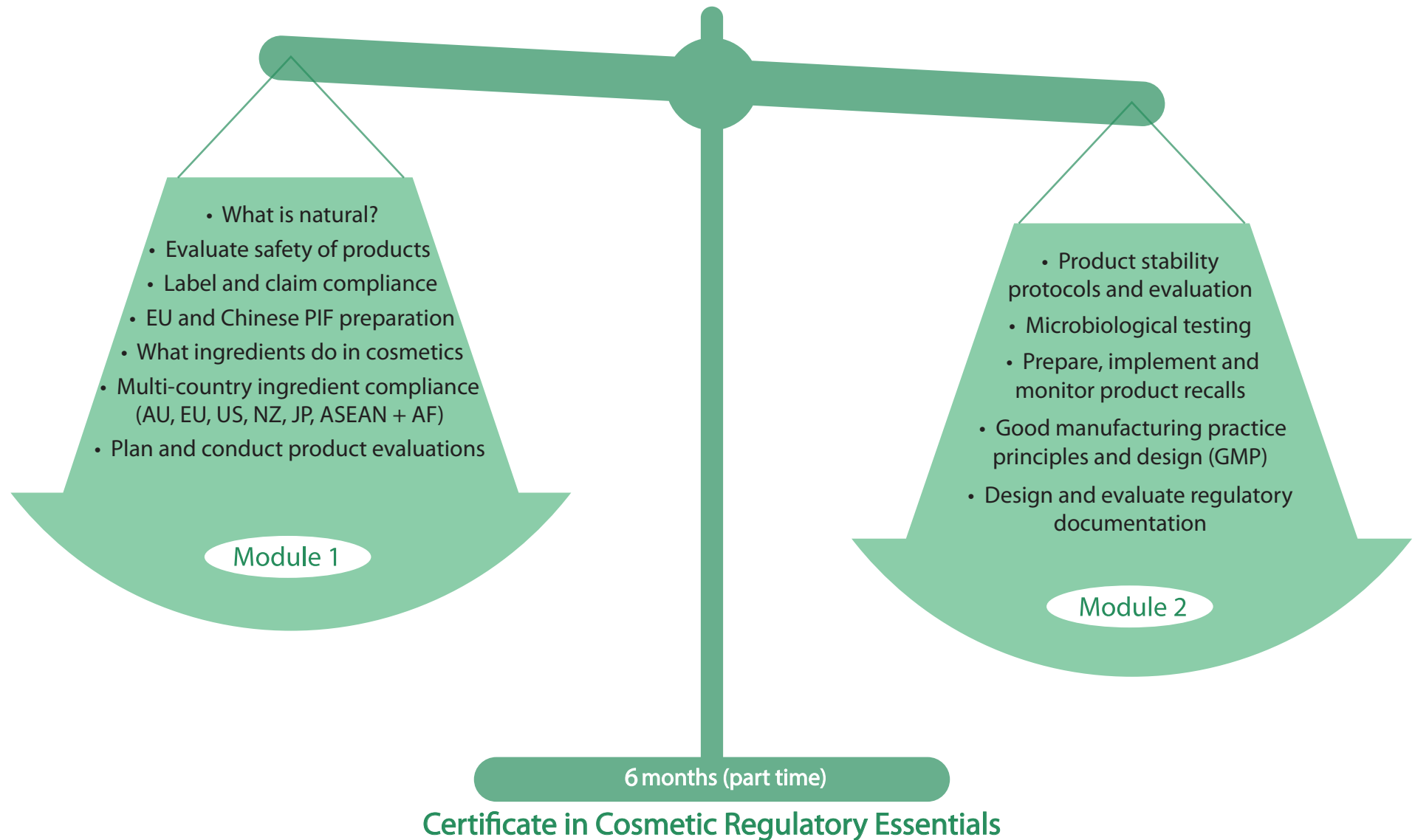


Institute of
Personal Care Science

Certificate Course in Regulatory Affairs



What will I learn in Cosmetic Regulatory Essentials?



Certificate in Cosmetic Regulatory Essentials 47

Cosmetic compliance including safety, evaluation, marketing, labelling, ingredient and quality checks

EU Cosmetic Compliance Workshop 52

Want to export to EU? Find out how to comply



Normal Duration
6 months
(Part time)

Certificate in Cosmetic Regulatory Essentials

The Certificate in Cosmetic Regulatory Essentials has been designed as a comprehensive approach to ensuring full cosmetic compliance of personal care products in AU, EU, US and JP. Taking learners through the basics as well as advanced concepts, it is the ideal program to provide you with the confidence to ensure full cosmetic compliance across your brand's range.

Start Date:

Can be started at any time

Price:

Please refer to pages 62-65 for all pricing

Duration:

Full time: 3.5 months

Normal duration: 6 months (part time)

Maximum timeframe: 18 months

Guided training and workplace projects = 360 hours

Extension research and workplace projects = up to 180 hours

Assessment:

2 written assessments

Related Course

This course consists of 5 units of competency from the Diploma of Personal Care Formulation / 4 units of competency from the Diploma of Cosmetic Brand Management

Course Type:

On-Line / Distance

Entry Requirements:

Minimum 15 years of age or older.

Reliable internet, basic word skills (or equivalent).

Study Contents:

Electronic text for 9 units

On successful completion of this course, learners will be able to:

- ensure compliance requirements for personal care products in multiple countries
- investigate the suitability and compliance requirements for ingredients used in cosmetic products
- prepare label, technical and marketing text with all required information and have the necessary checks in place to ensure compliance for personal care products

Refer also to scales diagram on page 45.

This course will benefit the following careers:

- Research and Development Scientists
- Regulatory Affairs personnel overseeing safety, claims and ingredient compliance of personal care products
- Technical staff involved with compliance requirements of personal care products

This course is ideal for:

- Research and Development personnel
- Raw material technical staff
- Regulatory Affairs personnel overseeing cosmetic products
- Technical staff looking to advance their careers and specialize in regulatory compliance

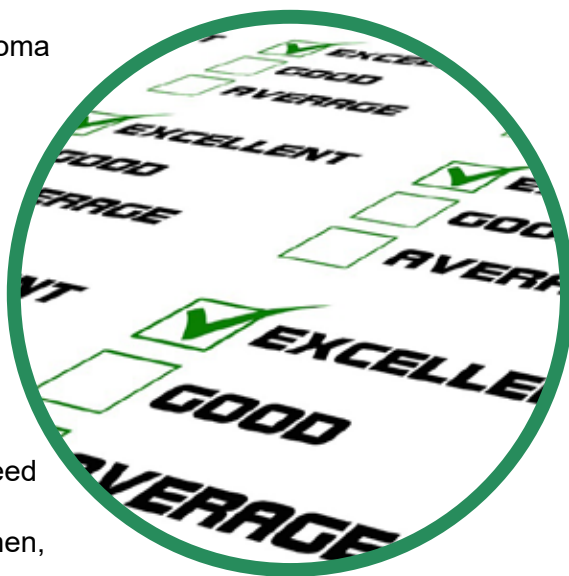
Assessments:

- 2 written assessments comprising theoretical questions and workplace simulated scenarios

On successful completion, learners may choose to study our Diploma of Personal Care Formulation, Certificate in Advanced Cosmetic Science or Diploma of Cosmetic Brand Management with a possible credit from 3 to 5 subjects.

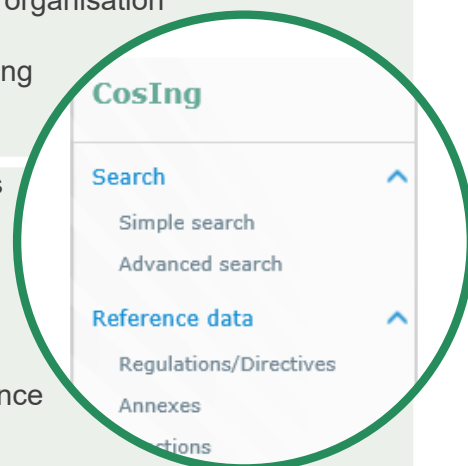
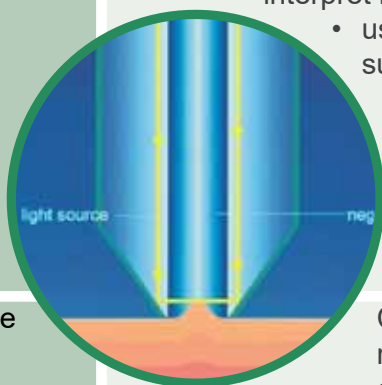
Study Contents:

- On-line lecture access – so you can study at a time and place that suits you
- Electronic text for 9 units
- Tutorial videos including extra and specific guidance.
- 1-on-1 training support via skype/phone throughout your training from a dedicated and experienced trainer if you need additional assistance or have questions
- Detailed study program so you know what to study and when, and to help you plan and track your study progress.
- Check-ups approximately every 2 weeks (but you can contact us at any time if you need extra support).



Module 1 Course units

Unit Code	Unit Description
PCFECI001: Investigate and evaluate cosmetic ingredients	Covers the origin and functions of the common ingredients used in personal care products for an understanding of what gets used in products and why. Learn how to: <ul style="list-style-type: none"> accurately identify what constitutes 'organic', 'natural' and 'synthetic' ingredients and processing investigate and evaluate the origins and functions of the many and varied ingredients used in personal care products apply this knowledge when promoting products in the market place.
PCFECS002: Evaluate cosmetic ingredient and formula safety	Covers the responsibility of organisations pertaining to, and regulations governing the safety of, personal care products. Learn how to: <ul style="list-style-type: none"> identify irritant and allergen reactions of consumers identify and reduce the irritancy and allergen profile of a personal care product effectively evaluate potential safety issues pertaining to various personal care products.
Design evaluations of personal care product performance	Teaches how to design and implement appropriate testing to evaluate personal care product performance. Learn how to: <ul style="list-style-type: none"> interpret results of tests use this information throughout product development and subsequent marketing strategies effectively design product evaluations and report on their findings use evaluation reports to enhance product performance and/or utilize results in marketing campaigns.
Apply compliance requirements in the promotion of personal care products (cosmetics)	Covers the application of the range of compliance requirements and obligations that must be fulfilled by an organisation promoting cosmetic personal care products. Learn how to: <ul style="list-style-type: none"> ensure compliance is an integral part of normal business operations develop and edit marketing campaigns to suit organisation and legislative requirements ensure an effective, compliant message is being communicated.
PCFECR003: Evaluate compliance requirements of cosmetic ingredients	Teaches how to identify compliance requirements for appropriate ingredient selection; incorporating searches involved to determine compliance requirements. Learn how to: <ul style="list-style-type: none"> search compliance requirements of AU, EU, US and JP select ingredients in accordance with compliance requirements report ingredient use as and when required.



Module 2 Course units

Unit Code	Unit Description
Design and evaluate regulatory documentation	<p>Covers skills and knowledge to be able to search for relevant information on regulatory documentation and create documents to comply with various regulatory authority requirements. Learn how to:</p> <ul style="list-style-type: none"> investigate the informational requirements of various regulatory and quality documents evaluate documents received to ensure compliance with regulatory and informational requirements design documents based on regulatory and informational requirements to include all necessary information.
PCFMC1005: Plan microbiological control of cosmetic ingredients and manufacturing environment	<p>Covers the identification of microbiological concerns specific to personal care products; and the application of Good Manufacturing Practice (GMP) principles to ensure product safety. Learn how to:</p> <ul style="list-style-type: none"> test raw materials, products, equipment and the facility for microbial presence identify methods to reduce microbiological burden within the facility and finished products using GMP.
PCFPST013: Plan and interpret stability testing	<p>Covers the methods used to test the stability of products for determination of appropriate shelf life. Learn how to:</p> <ul style="list-style-type: none"> examine formulas to determine factors contributing to instability and methods to correct these factors develop appropriate stability protocols to ensure performance characteristics of products are maintained over their shelf life formulate to accommodate the stability needs of various products test the stability of a variety of personal care products.
Design and manage a product recall	<p>Provides the regulatory essentials of implementing and monitoring a product recall. Learn how to:</p> <ul style="list-style-type: none"> prepare a product recall protocol prepare marketing statements and required notifications and disseminate this to required stockists and media oversee and report on the effectiveness of the recall process.



Certificate in Cosmetic Regulatory Essentials: Example of study (6 months)

Module 1			
Code	Unit of Competency	Study Wk/ Commencing	Assessment Due
PCFECI001	Investigate and evaluate cosmetic ingredients	Wk 1	Assessment 1: Due end of week 12 from start date
PCFECS002	Evaluate cosmetic ingredient and formula safety	Wk 3	
	Design evaluations of personal care product performance	Wk 5	
	Apply compliance requirements in the promotion of personal care products (cosmetics)	Wk 7	
PCFECR003	Evaluate compliance requirements of cosmetic ingredients	Wk 9	
	Finalise Assessment 1	Wk 11	

Module 2			
Code	Unit of Competency	Study Wk/ Commencing	Assessment Due
	Design and evaluate regulatory documentation	Wk 13	Assessment 2: Due end of week 22 from start date
PCFMCI005	Plan microbiological control of cosmetic ingredients and manufacturing environment	Wk 15	
PCFPST013	Plan and interpret stability testing	Wk 17	
	Design and manage a product recall	Wk 19	
	Finalise Assessment 2	Wk 21	

Full time study = 36 - 38 hours per week to complete in 3.5 months

Part time study = 15 - 20 hours per week to complete in 6 months

Flexible study = 5-10 hours per week to complete in 18 months

Extension research and workplace projects provide up to an additional 180 hours of practice



Approximately
8 hours

(4 x 2 hours including
workshop + activities)

EU Cosmetic Compliance Workshops

If you want to sell cosmetic products in the EU, there are certain compliance requirements you must achieve. While Product Information File (PIF) requirements can seem extensive, these documents are designed to protect the safety of consumers who use personal care products every day.

The information requirements can seem exhaustive to the un-initiated and many companies lose sight of the core information required because they get lost in the different terminology used in the EU compared to other regions around the world. The information EU regulators are asking for is not prohibitive, it is simply more involved than what is required to sell cosmetic and personal care products in most other regions.

Start Date:

Can be started at any time

Price:

Please refer to pages 62-65 for all pricing

Duration:

1-month lecture access. 4 x 2 hours including workshop + activities

Assessment:

No assessment

Related Course

These workshops are included in the Certificate of Cosmetic Regulatory Essentials

Course Type:

On-Line Workshops

Entry Requirements:

Minimum 15 years of age or older.

Reliable internet

Study Contents:

4 x On-line workshops + EU PIF template + label checklist + safety information checklist

On completion of this workshop, you will learn:

- What information you need to include in a Product Information File to achieve EU compliance
- What information is required on a label and how to comply with EU requirements
- How to search the correct sources for ingredient information
- How to check and create compliant marketing claims for the EU region
- How safety evaluations are conducted
- How to collect and collate safety information

These workshops are ideal for:

- Those wanting to understand EU compliance requirements
- Marketing and/or regulatory staff involved with label preparation
- Regulatory and/or R&D staff involved in preparing their own PIFs
- Regulatory, R&D and/or consultants wanting to prepare documentation for/to conduct safety evaluations

Assessments:

- There are no assessments for these workshops

On successful completion, learners can continue on to our more advanced Formulation, Brand Management or Regulatory Affairs courses.

Study Contents:

- Detailed text to accompany the lectures
- 1 month unrestricted online workshop access
- Worked examples to follow the learning and help you put the learning into practice immediately

These workshops are included in our Certificate in Cosmetic Regulatory Essentials.

Workshop program

Workshop 1: Understanding and searching EU Regulations

- How EU regulates cosmetic products
- How to conduct searches of EU cosmetic ingredients, limits, restrictions and prohibitions
- How to check compliance of preservatives, sunscreens, colours, active ingredients, purity, nano-materials and allergens
- How to check composition of ingredients

Workshop 2: Labels and claims

- A detailed explanation with examples of how to properly prepare ingredient lists
- How to prepare labels with all required label information
- How to determine suitable claims and evidence to support claims
- EU Free From rules and how to comply

Workshop 3: Responsible Person and the Product Information File (PIF)

- Who can be your Responsible Person
- Duties of the Responsible Person
- How to prepare your Product Information File (PIF)
- Testing required: stability, preservative efficacy, performance evaluations
- What documents and evidence is required with your PIF
- PIF template and worked examples provided

Workshop 4: The safety assessment and evaluation

- What is required in a safety evaluation and who can conduct it
- How to perform safety calculations and the safety assessment
- Required safety summaries and statements
- Documents required to support the safety assessment

Administrative information

To contact the Institute of Personal Care Science:

Phone: +61 7 5446 1373

e-mail: info@personalcarescience.com.au

Competency Based Training

Competency Based Training (CBT) differs from the learning offered by high schools and Universities. Instead, CBT follows a form of training designed to accommodate learners in applying their skills and knowledge in the workplace. CBT is the type of training offered by TAFE and other Recognised Training Organisations (RTOs) throughout Australia.

Chapters of learning material are referred to as 'Units of Competency'; and at the start of each chapter of learning material you will see a Competency Standard, listing Elements and Performance Criteria relevant to that Unit of Competency. It is these Elements and Performance Criteria that form the basis of the learning material and your assessments. Competency must be achieved for each of these Performance Criteria in order to receive your award. If you only achieve competency for a few Units from the course you are enrolled in, you may still be eligible to receive a Statement of Attainment for those Units; however may not receive your Diploma.

Results are issued as:

J	Competency achieved
JPC	Competency achieved – performance level credit
JPD	Competency achieved – performance level distinction
NYC	Not yet competent

With each assessment piece, you will receive detailed feedback that will enable you to understand where you could improve, and what you have done well.

If you receive a NYC, you will be asked to resubmit the assessment after you have had a chance to review feedback on your previous attempt and discuss any issues with your assessor (if need be). IPCS allows re-submission of assessments to enable you to focus on improving your work, increase your understanding of the skills and knowledge required of you in the workplace, and gives you another chance to achieve competency in the course. Our resubmission requirements are:

- Written assessments, projects and/or practical assessments: resubmissions due within 1 month of the assessor's feedback date with a maximum of 2 resubmission opportunities provided
- Exams: 1 resubmission attempt only allowed within 24 hours of the assessor's feedback, with a maximum of 1 extra exam attempt (if required) within 3 months of the original exam date (no resubmission attempts allowed on the 2nd exam)

Our training materials are very comprehensive, trainer support is available before assessments are due, and the study programs are detailed, providing multiple modes of learning to accommodate different learning styles so where followed correctly, learners do not normally need resubmissions or exceed resubmission attempts. Where a learner does not provide their resubmissions within the required due dates itemised above, and/or does not achieve competency following the resubmission requirements, they will be graded as NYC and would need to re-enrol in the failed units at the current fee before revisiting the learning materials and program and attempting the assessment again.

General information about the structure of courses with IPCS

Your course and learning materials will vary depending on the course you are studying – please refer to the relevant section of this handbook for more information on your particular course program. Once you enrol you will be sent a detailed study checklist - follow this closely and you will be guided on how to plan and maximise your study.

Practical materials

Only the Cosmetic Science courses contain a practical element. Where practical activities are mandatory in the learning (and assessment) program, raw materials are provided by IPCS, while learners need to source their own equipment as itemised in the relevant section of the Prospectus. Any optional, additional practical activities will need to be sourced by the learner.

The practical pack has been prepared to suit all practical activities, and has been developed by a Qualified Cosmetic Chemist to be safe when used in accordance with the SDS and training provided. IPCS holds no responsibility for inappropriate use or storage of the chemicals supplied with this course. SDS are provided to ensure safe handling and storage and it is a condition of use of the practical activity pack that the user holds full responsibility for ensuring safe and correct use and storage of the chemicals contained within the practical activity pack. IPCS shall not be responsible for any damages resulting from use of the practical pack or its contents.

Assessment items

Your assessment requirements will depend on the course you are studying – please refer to the relevant section of this Prospectus for more information on your particular course program.

The assessments must be completed and sent in by the due date. Please keep a copy of your assessment for your own reference because these need to be retained by the Institute for auditing purposes. Assessments are best completed as you progress through each unit to help focus your learning, in line with the study checklists.

Assessment pieces, where practical submissions (e.g. formulation assessments), must be posted to IPCS. They should be posted in advance of the due date to ensure we receive your submission by the due date; however, in worst case scenario the post mark date on the envelope will be used to determine if the due date was met. We strongly urge you to send an email on the day you send your practical submission so we know to expect it. That way we can contact you if it is not received in time. If you are sending practical samples from overseas, an ingredient list will need to be provided on the outside of the pack to ensure customs clearance.

If you do not pass your assessment on your first attempt, you will be asked to resubmit the assessment after you have had a chance to review feedback on your previous attempt and discuss any issues with your assessor (if need be). IPCS allows re-submission of assessments to enable you to focus on improving your work, increase your understanding of the skills and knowledge required of you in the workplace, and gives you another chance to achieve competency in the course. Our resubmission requirements are:

- Written assessments, projects and/or practical assessments: resubmissions due within 1 month of the assessor's feedback date with a maximum of 2 resubmission opportunities provided
- Exams: 1 resubmission attempt only allowed within 24 hours of the assessor's feedback, with a maximum of 1 extra exam attempt (if required) within 3 months of the original exam date (no resubmission attempts allowed on the 2nd exam)

Our training materials are very comprehensive, trainer support is available before assessments are due, and the study programs are detailed, providing multiple modes of learning to accommodate different learning styles so where followed correctly, learners do not normally need resubmissions or exceed resubmission attempts. Where a learner does not provide their resubmissions within the required due dates itemised above, and/or does not achieve competency following the resubmission requirements, they will be graded as NYC and would need to re-enrol in the failed units at the current fee before revisiting the learning materials and program and attempting the assessment again.

Change of address/name/contact details

If you change your address, name or contact details, please notify IPCS as soon as possible. This information is essential should we need to contact you in relation to your course, send out information, send out notification of results etc.

Extensions

IPCS is here to ensure you get the most out of your learning experience. For students working full time, and/or those who have not studied for some time, you may find the course workload heavier than anticipated. For this reason, we are able to provide you with up to 3 times the “normal study duration” listed in our Prospectus, up to a Maximum Time Frame. We also break our study into Modules of training, to help keep you on track and break the bigger study into smaller, time-paced modules.

As part of the quality process involved with Nationally Recognised training, we are required to report on Student Enrolments and Activity, as well as set a Maximum Time Frame for completion, which must be adhered to. We therefore cannot provide extensions beyond the Maximum Time Frame under any circumstances.

If you are having difficulty with any aspects of the training course, please contact IPCS as soon as possible so we can assist you in your learning.

You can of course submit assessments at any time up to the Maximum Time Frame, but no extensions are provided beyond the Maximum Time Frame. If you need to exceed the Maximum Time Frame for any reason, you will need to re-enrol (and repay) for that module of the program to be permitted another chance to study. Once you re-enrol (and repay), you will be again provided the Maximum Time Frame to complete that module of study.

To complete:

- within the shortest time frame possible, allow 36 – 38 hours study per week
- within the ‘normal’ duration, allow 15-20 hours study per week
- within 2 x the ‘normal duration’, allow 10-12 hours study per week
- within 3 x the ‘normal duration’, allow 6 hours study per week

Where a minimum of 6 hours study per week is not committed to, learners cannot expect to complete their study within the maximum time frame. At IPCS, we can't help your personal situation but we will always do our best to give you the learning materials, access and support to help you succeed in the program you have enrolled in; however putting that minimum study time in is the learners responsibility.

Fees and refunds

At IPCS the fees and refunds policy is:

- Full refund of fees is provided if learners withdraw from the course before any learning materials are sent out. All claims for refund must be submitted in writing. Learners eligible for a refund will receive the payment within a further 28 days made in Australian Dollars. The refund will be provided minus an administration fee of \$160AUD.
- If payment is made up-front, all materials will be sent out on receipt of payment. No refund is payable once learning materials have been sent out.
- If payment is made by instalment:
 - Your first instalment will include courier costs for the pack. These costs can be found in the price list at the back of the prospectus.
 - A deposit is required (+ courier fees, if applicable) before the first module is sent. On receipt of form and payment, learning materials are sent out. Progress payments are then required until full payment is received. No refund is payable once learning materials have been sent out.
 - Instalment payments are required on an ongoing monthly basis until the students enrolment is paid in full, even if the student speeds up, slows down, or completes their study.
 - Full details of monthly instalments and courier fees are provided in the price list at the back of this prospectus.
 - If instalment payments become 10 days overdue, learning access will be cut until payment has been made.
 - If instalments become 30 days overdue, the learner will be withdrawn. If a learner is withdrawn from being 30 days overdue, they will need to pay the remainder in full plus an administration fee of \$160 before they will be provided access to training materials again. An instalment option is no longer available where a learner runs 30 days overdue.

- No qualification is issued, even if the learner has completed all training and assessment, until the qualification has been paid in full.
- No transfers are provided once a student has enrolled and made their first payment.
- All fees paid through Visa or Mastercard will incur an additional 2.5% (Australian cards).
- Any fees paid by an International transaction must ensure sufficient funds are transferred to cover International Bank charges.

If you run into issues with meeting your instalment payments, please contact us urgently so that your enrolment is not affected.

If you are having trouble coping with the study materials, we are here to help! While planning regular study times and completing all learning tasks are the responsibility of the learner, if you are stuck, you can email your trainer and organise a tutorial at any time throughout your studies. Please refer to the sections on Extensions for more information. In the unlikely event that IPCS is unable to fulfil its training or assessment requirements, a refund will be issued to cover the portion of the course not provided.

Grievances

If you do not agree with the results of your assessments, or have any other grievances, we ask that you address them with the Director in the first instance, in writing via email within four weeks of the event leading to the complaint/appeal. Please use specific circumstances if addressing any item you are not happy with. The Director will make a time to contact you via phone to discuss any issues you have and will try to resolve the complaint within four weeks of receipt of application. Learners may have a third party on this call or at any meeting where the complaint/appeal is being discussed. All complaints/appeals will be held in confidence and ensure compliance with the policies and procedures set forth in this document including ensuring fair and equal treatment is provided at all times.

Learners will be contacted at the completion of the complaint/appeals process in writing in order to evaluate their satisfaction with the resolution. There is no charge or fee associated with the investigation of a grievance through IPCS. Details of grievances made, investigations and outcomes will be retained by IPCS for at least 5 years from the date of the resolution of the complaint.

If learners are not satisfied with the outcomes of their complaint/appeal, they will be advised to contact the National Training Complaints Hotline by

- Phone: 13 38 73 or
- Completing the Complaint Template found at <https://www.education.gov.au/email-complaints> and emailing it to ntch@education.gov.au

IPCS will give due consideration to any recommendations arising from the external review within 14 days of notification of the outcome.

The results of all complaints/appeals will be used to improve procedures within IPCS and the recommendations arising from all internal and external reviews that will result in quality improvements will be implemented within 6 weeks of notification of the recommendation.

Non-academic grievances include, but are not limited to, complaints about harassment, vilification, discrimination, financial matters, fines and payments, application procedures, and exclusion from events and facilities. Academic grievances include, but are not limited to, complaints about student progress, assessment, curriculum and awards in courses.

Where the complaint relates to marking of an assessment, the Director will review the marking and determine if it has been marked fairly and relevantly. Where the Director was the original assessor, the assessment will be passed to another suitably qualified and trained assessor for marking to determine if a fair and relevant mark has been provided.

Where results are consistent, the learner will be informed and issues discussed at a mutually convenient time to ensure the learner understands the issues raised and why they have attained that mark. Where results are not consistent between markers, a third party with suitable qualifications will be asked to provide input to determine the mark.

National Recognition

The Institute of Personal Care Science will recognize:

- AQF qualifications and statements of attainment issued by all other RTO's, thereby enabling national recognition of the qualifications and statements of attainment issued to any person
- all other training organizations registered by any other state or territory's registering body and its registration decisions
- the courses accredited by each state or territory's course-accrediting body and its accreditation decisions.

Needing assistance?

At IPCS, we are here to ensure you get the most out of your learning experience. While the course is designed to be distance education, we are here to help you understand any areas that may not be clear. If you are having learning difficulties, please contact us as soon as possible to discuss your needs.

If you have a disability that impacts your ability to learn, please contact us to discuss how we can work with you to accommodate your needs.

Plagiarism

Plagiarism is the use of another's thoughts or writings, without acknowledgement, and claiming them as your own. When submitting your assessment pieces, make sure:

- quotations, parts of sentences, full sentences or paragraphs of information are not copied direct from a source unless enclosed in quotation marks and referenced or footnoted.
- if you have used quotations, parts of sentences, full sentences or paragraphs of information from a source, that you provide a list of references stating that source at the end of your assessment piece.
- if you have used concepts or ideas from another source, that you mention that source in a list of references at the end of your assessment piece.

Where a learner plagiarises a formulation submission from on-line, IPCS or any other sources, they will be given 1 opportunity to resubmit their own work. Where a student plagiarises more than one formulation submission, they will be deemed not competent and withdrawn from the course. Learners found plagiarising formulation submissions will not be allowed to re-enrol and attempt their assessment piece again.

Privacy of personal information

Your personal information, as filled out in the Student Enrolment Form, as well as any other personal information that is provided by you throughout your study, will be held private and confidential at IPCS. We encourage you to contact us if you are having learning difficulties and/or require assistance; knowing that each enquiry will be handled with the strictest of confidence. Your information is protected under the privacy act. No personal information or details of assistance will be disclosed to a third party without your prior consent, unless legally required or as part of the Quality Audits.

Program delivery

Your program consists of 'Units of Competency' to be delivered over a specified time frame. Assessments are due throughout the course in order for IPCS to assess your competency in learning. Please refer to the relevant page/s outlining your particular course of study for specific details.

Recognition of Prior Learning (RPL)

In order for recognition of prior learning to be granted, the following conditions must be met:

- Learners must complete an RPL assessment, which includes the assessments required as part of the relevant unit. This would normally include questions from the assessment and workbook related to that unit. Where this includes practical submissions used to assess learning, these would also be required. The learner must show competency in all areas in order to have this unit of

RPL granted AND

- If suitable, learners must submit a certified copy of their results transcript, showing the unit code of the subject they have already completed relevant to their application for RPL so that assessors can evaluate and determine if that unit does in fact cover all elements, learning criteria and essential skills and knowledge required; OR
- Provide evidence in the form of a CV with contact details of all referees to support the learners relevant experience as applicable to the unit or its performance criteria. This is then assessed by the Director and a decision of suitability for RPL made.

On receipt of a learner's application form, each student's prior learning is assessed for subjects for which RPL may apply. The student is then contacted to see if they wish to apply for RPL. At this time they are told of the requirements to meet RPL and costs associated with our evaluation of RPL and asked if they want to proceed. Alternatively, learners may apply for RPL based on prior learning or experience. Learners must submit their request for RPL in writing in order to start the process. The current fees for RPL evaluation are \$160AUD per unit.

Referencing styles

Where possible, please use the Harvard system for referencing. Details of how this applies to books, journals and other sources of information can be found on various internet sites.

Results and awards

Results from any assessments will be returned to you within 21 days of submission. Your results will come issued with details of where your learning can be improved, as well as recognise your areas of strength. This information is provided so you can focus on those areas where further study may be needed, in order to maximise your learning; so please take the time to read the feedback from your assessor. If you have any ambiguities when issued your results, please discuss these with your assessor as soon as possible, to facilitate your learning.

Final results and your award will be posted to you within 28 days of competent completion of the course.

Student conduct

The team at IPCS is here to support your learning, and will always provide you with the course or service you have paid/enrolled in. As a Registered Training Organisation with reporting and quality commitments, we need to follow certain rules to maintain our Qualifications as Training Providers, and we have certain expectations about student behaviour also. The Administration Information in this Prospectus is written to help provide the rules and policies we need to follow, and what is required of students who enrol with us.

Students are at all times required to be courteous and professional in their behaviour with the team at IPCS, including Student Support, Accounts, Administration, Trainers and the Director. The following are situations where we sometimes experience offensive behaviour from students, so we want to make our policies clear on these situations in particular; however general courtesy is required, even if the scenario is not listed here.

- If you have chosen to pay by instalment, your instalments are required monthly even if your personal situation changes (please also refer to the sections on Deferring enrolment and Fees and Refunds to check on these policies). Your course materials are sent PRIOR to you having paid for them, so instalment payments are required in accordance with your Signed Application Form recognising that instalment payments are required monthly to maintain your enrolment. If you are having difficulty paying please contact Accounts to negotiate a temporary reduction in Instalment commitments. If you ignore emails requesting payment and do not pay, you will be withdrawn from the course once you reach 30 days overdue on your instalment.
- Maximum Time Frames cannot be extended for any reason, please also refer to the section on Extensions for further policies regarding this. As we need to record and report on student activity, we do need students to progress with their studies and respect the Maximum Time Frames. We send follow up emails to remind you of your study commitments and also to remind you well before your Maximum Time Frame is reached that no extensions are possible. Where you cannot submit a

completed assessment by the Maximum Time Frame please take responsibility for not achieving your study commitments - Student support is not able to provide an extension.

- If you need study support, it is up to you as the student to contact your Trainer via email requesting support, and answers will either be provided via email or a call can be organised during business hours, Brisbane, Australia, time zone. Please note this is an on-line program, which means we are here to support on a 1-on-1 basis, please do not expect full training on a 1-on-1 basis. Please do not expect your Trainer to know if you need help if you don't ask; please do not request weekly or 1-on-1 'training'; and please do not request support outside of business hours.
- Our training is not consulting – please do not expect consulting services provided as part of the training or support services. If you need individual advice on your projects, please post your questions in the exclusive Students & Graduates facebook group. You can post anonymously if you want to. The more details you can put in the post, the better the support/answer we can provide.
- If you are not happy with the student support you receive, please gather written evidence of what you are not happy about and this will be reviewed by the Director. Without written evidence (e.g. email correspondence) we cannot review your complaint. Please also refer to the section on Grievances. Good feedback on how we can better support students is appreciated – but unfounded complaints without evidence or because you request individual advice on a project, individual training, or support outside of business hours, will not be entertained.

Where a student is rude to any of the staff, the staff member will give a warning via email that they are not happy with the way you have written/spoken to them. This will serve as the first written warning. Where a student is rude a second time to any staff member, the two incidences will be given to the Director to review and respond, also via email. Where it is considered a second rude offence, the Director will issue a written warning – this will serve as the second written warning. If a student is rude to any staff member a third time, it will be again provided to the Director to review and respond; and if deemed in breach of these policies, the student will be withdrawn from the course with no compensation or chance to re-enrol.

Study tips

Your course schedule is listed on relevant course pages, and you are also sent a study program when you enrol. Take the time to enter key dates, such as when assessments are due, in your diary. Follow the proposed course schedule each week; allowing time to read all learning material, complete all activities and work on your assessment pieces as required.

Make use of the following suggestions, particularly if you are working full time. Make sure to focus on ONE unit at a time:

- follow the study checklist EXACTLY as it appears - it will tell you what to read, watch, do or access in the correct order of study.
- use email to contact the Institute with any queries you have from the learning materials, activities and assessments. This way you will receive a written answer.
- where you need to discuss your queries with a trainer, please email IPCS with your query and specify a few suitable times for us to telephone you during office hours – we will be in contact with you at one of those times where possible.
- if you are having trouble meeting deadlines, contact IPCS BEFORE your assessment is due.

Most of all, enjoy what you are studying, and find relevance for it in your workplace. If you can understand the purpose of learning a particular subject, and can apply this to your job role, you will find it easier, more interesting and more enjoyable to learn.

Distance study tips

At IPCS, we encourage people to think carefully about their study before enrolling because it is not just a 'weekend' course. Here are some tips that may help:

- Our prospectus provides 'normal duration' of study for our courses based on 15-20 hours of study per week.
 - this may vary depending on your background (i.e. someone with a science background or from this industry may only need to study 10 hours per week; while someone without a

science background and from an unrelated industry may need to spend 20 hours studying a week on some of the more challenging subjects).

- you can study more or less than this, and we can be flexible to accommodate this, but please bear in mind the course will then take less or more time for you to complete depending on how much study you can put in. For example, if you can only study 6 hours a week then expect the course to take you 3 times as long as the 'normal duration' stated to complete.
- It is crucial to study success that you plan your study, and ensure you study at least 6 hours every week. A stop-start approach to studying via distance does NOT work. It will only see you re-reading the same text twice and leave you feeling frustrated, disappointed and result in further procrastination.
- We have found that even committing to as little as 6 hours of study a week, EVERY week, is enough for students to progress positively. While it will take longer to complete if you can only study 6 hours a week, it will at least see you progress. If you can study more than that every week then that is great – but at least 6 hours per week will at least see you progress with your chosen study.
Make sure you plan to:
 - Commit to AT LEAST 6 hours per week, EVERY week – no excuses! 6 hours per week is as simple as 2 x 1.5-hour study sessions during the week and 3 hours on the weekend.
 - 'Part-time' study is considered to be around 15 - 20 hours per week EVERY week – this is like 3 x 2-2.5-hour study sessions per week PLUS 7 - 8 hours on the weekend (1 full day or 2 half days).
 - 'Full-time' study is around 36 – 38 hours per week and should not be contemplated if you also have a full-time job – if you plan to study full-time, then study should be your full-time job.

Here is a study planner to help you see what is realistic for you!
Plan for the good weeks as well as the busy ones.

	Ideally hoping to achieve (times you will study and hours)	Minimum you will achieve (times you will study and hours)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Total weekly hours		

Not sure which course is right for you?

Want to discuss tailored training or other services?

Need more information?

Contact us:

E-mail: info@personalcarescience.com.au

Web site: <https://personalcarescience.com.au>

PRICE LIST

E: info@personalcarescience.com.au

W: <https://personalcarescience.com.au>

COURSE	PROGRAM	COURSE FEES IN EURO	COURSE FEES IN USD	COURSE FEES IN AUD
Diploma & Certificate Courses in Cosmetic Science				
<u>Diploma of Personal Care Formulation*</u> Course code: 10788NAT Internationally & Industry Recognised training to become a Cosmetic Chemist. See <u>jobs you could apply for here.</u> See <u>International Recognition here.</u> See <u>our Government Accreditation here.</u>	FULL Diploma Program & Qualification <i>- fee includes practical pack but not courier fees – see pg4</i>	Upfront: €3200 Instalment total: €3520 (€260 monthly until fully paid)	Upfront: \$3700 Instalment total: \$4070 (\$295 monthly until fully paid)	Upfront: \$4995 Instalment total: \$5500 (\$400 monthly until fully paid)
	Study only^	Upfront: €1600 Pay-as-you study total: €1765 (€290 x 1, €295 x 5) <u>Purchase & start immediately here</u>	Upfront: \$1850 Pay-as-you study total: \$2035 (\$335 x 1, \$340 x 5) <u>Purchase & start immediately here</u>	Upfront: \$2499 Pay-as-you study total: \$2750 (\$450 x 1, \$460 x 5) <u>Purchase & start immediately here</u>
<u>Certificate in Advanced Cosmetic Science*</u>	FULL Advanced Certificate Program & Qualification <i>- fee includes practical pack but not courier fees – see pg4</i>	Upfront: €1850 Instalment total: €2050 (€260 monthly until fully paid)	Upfront: \$2140 Instalment total: \$2370 (\$295 monthly until fully paid)	Upfront: \$2895 Instalment total: \$3200 (\$400 monthly until fully paid)
	Study only^	Upfront: €930 Pay-as-you study total: €1020 (€255 x 4) <u>Purchase & start immediately here</u>	Upfront: \$1070 Pay-as-you study total: \$1180 (\$295 x 4) <u>Purchase & start immediately here</u>	Upfront: \$1450 Pay-as-you study total: \$1600 (\$400 x 4) <u>Purchase & start immediately here</u>
<u>Certificate in Advanced Hair Formulations*</u>	FULL Advanced Certificate Program & Qualification <i>- fee includes practical pack but not courier fees – see pg4</i>	Upfront: €1600 Instalment total: €1800 (€260 monthly until fully paid)	Upfront: \$1845 Instalment total: \$2070 (\$295 monthly until fully paid)	Upfront: \$2495 Instalment total: \$2800 (\$400 monthly until fully paid)
	Study only^	Upfront: €800 Pay-as-you study total: €900 (€225 x 4) <u>Purchase & start immediately here</u>	Upfront: \$925 Pay-as-you study total: \$1040 (\$260 x 4) <u>Purchase & start immediately here</u>	Upfront: \$1250 Pay-as-you study total: \$1400 (\$350 x 4) <u>Purchase & start immediately here</u>
<u>Certificate in Advanced Organic Formulation*</u>	FULL Advanced Certificate Program & Qualification <i>- fee includes practical pack but not courier fees – see pg4</i>	Upfront: €1050 Instalment total: €1150 (€230 monthly until fully paid)	Upfront: \$1220 Instalment total: \$1330 (\$260 monthly until fully paid)	Upfront: \$1650 Instalment total: \$1800 (\$350 monthly until fully paid)
	Study only^	€480 <u>Purchase & start immediately here</u>	\$555 <u>Purchase & start immediately here</u>	\$750 <u>Purchase & start immediately here</u>
<u>Certificate in Advanced Colour Cosmetic Formulation*</u>	FULL Advanced Certificate Program & Qualification <i>- fee includes practical pack but not courier fees – see pg4</i>	Upfront: €1050 Instalment total: €1150 (€230 monthly until fully paid)	Upfront: \$1220 Instalment total: \$1330 (\$260 monthly until fully paid)	Upfront: \$1650 Instalment total: \$1800 (\$350 monthly until fully paid)
	Study only^	€480 <u>Purchase & start immediately here</u>	\$555 <u>Purchase & start immediately here</u>	\$750 <u>Purchase & start immediately here</u>
<u>Beginners Cosmetic Science Workshops*</u>	Purchase easily online via PayPal: <u>Click Here</u>	€190 (+ optional starter kit €125 + postage) <u>Purchase & start immediately here</u>	\$220 (+ optional starter kit \$145 + postage) <u>Purchase & start immediately here</u>	\$295 (+ optional starter kit \$195 + postage) <u>Purchase & start immediately here</u>

Diploma & Certificate Courses in Brand Management				
Diploma of Cosmetic Brand Management	FULL Diploma Program & Qualification	Upfront: €1600 Instalment: €1800 (€260 monthly until fully paid)	Upfront: \$1850 Instalment total: \$2070 (\$295 monthly until fully paid)	Upfront: \$2500 Instalment total: \$2800 (\$400 monthly until fully paid)
	Study only^	€800 Purchase & start immediately here	\$925 Purchase & start immediately here	\$1250 Purchase & start immediately here
Build your own Cosmetic Brand Workshops	Purchase easily online via PayPal: Click Here	€125	\$145	\$195
Certificate Courses in Regulatory Affairs				
Certificate in Cosmetic Regulatory Essentials	FULL Certificate Program & Qualification	Upfront: €1600 Instalment: €1800 (€260 monthly until fully paid)	Upfront: \$1850 Instalment total: \$2070 (\$295 monthly until fully paid)	Upfront: \$2500 Instalment total: \$2800 (\$400 monthly until fully paid)
	Study only^	€800 Purchase & start immediately here	\$925 Purchase & start immediately here	\$1250 Purchase & start immediately here
EU Cosmetic Compliance Workshops	Purchase easily online via PayPal: Click Here	€320	\$365	\$495

* Practical kit

Courses marked with an * have raw materials which will incur delivery charges – please refer to postage charges on the last page.

- Diploma of Personal Care Formulation
- Certificate in Advanced Cosmetic Science
- Certificate in Advanced Hair Formulations
- Certificate in Advanced Organic Formulation
- Certificate in Advanced Colour Cosmetic Formulation
- Beginners Cosmetic Science workshops

^ Study only conditions:

- You receive every bit of learning as if you are a full student:
 - Full text – life long
 - Lecture access – life long
 - Database access – life long
 - Workbooks, guides etc – life long
- Practical pack additional - can be purchased separately
- You do not get:
 - Assessments
 - Strict due dates
 - Qualification
 - Study support
 - Exclusive Students & Graduates facebook membership

PRICE LIST

E: info@personalcarescience.com.au

W: <https://personalcarescience.com.au>

PAIRED PROGRAM	TOTAL COURSE FEES + SAVINGS (EURO)	TOTAL COURSE FEES + SAVINGS (USD)	TOTAL COURSE FEES + SAVINGS (AUD)
Diploma of Personal Care Formulation* + Diploma of Cosmetic Brand Management <i>- fee includes practical pack but not courier fees – see pg4</i>	Upfront: €4420 Instalment total: €4940 (€300 monthly until fully paid) Save €380	Upfront: \$5110 Instalment total: \$5700 (\$350 monthly until fully paid) Save \$440	Upfront: \$6895 Instalment total: \$7700 (\$475 monthly until fully paid) Save \$600
Certificate in Advanced Cosmetic Science* + Diploma of Cosmetic Brand Management <i>- fee includes practical pack but not courier fees – see pg4</i>	Upfront: €3260 Instalment total: €3660 (€300 monthly until fully paid) Save €190	Upfront: \$3770 Instalment total: \$4220 (\$350 monthly until fully paid) Save \$220	Upfront: \$5095 Instalment total: \$5700 (\$475 monthly until fully paid) Save \$300
Certificate in Advanced Hair Formulations* + Diploma of Cosmetic Brand Management <i>- fee includes practical pack but not courier fees – see pg4</i>	Upfront: €3010 Instalment total: €3410 (€300 monthly until fully paid) Save €190	Upfront: \$3475 Instalment total: \$3920 (\$350 monthly until fully paid) Save \$220	Upfront: \$4695 Instalment total: \$5300 (\$475 monthly until fully paid) Save \$300
Diploma of Personal Care Formulation* + Certificate in Advanced Organic Formulation* OR Certificate in Advanced Colour Cosmetic Formulation* <i>- fee includes practical packs but not courier fees – see pg4</i>	Upfront: €3960 Instalment total: €4380 (€300 monthly until fully paid) Save €290	Upfront: \$4590 Instalment total: \$5070 (\$350 monthly until fully paid) Save \$330	Upfront: \$6195 Instalment total: \$6850 (\$475 monthly until fully paid) Save \$450
Certificate in Advanced Cosmetic Science* Certificate in Advanced Organic Formulation* OR Certificate in Advanced Colour Cosmetic Formulation* <i>- fee includes practical packs but not courier fees – see pg4</i>	Upfront: €2675 Instalment total: €2975 (€300 monthly until fully paid) Save €225	Upfront: \$3100 Instalment total: \$3440 (\$350 monthly until fully paid) Save \$260	Upfront: \$4195 Instalment total: \$4650 (\$475 monthly until fully paid) Save \$350
Certificate in Advanced Hair Formulations* + Certificate in Advanced Organic Formulation* <i>- fee includes practical packs but not courier fees – see pg4</i>	Upfront: €2425 Instalment total: €2725 (€300 monthly until fully paid) Save €225	Upfront: \$2805 Instalment total: \$3140 (\$350 monthly until fully paid) Save \$260	Upfront: \$3795 Instalment total: \$4250 (\$475 monthly until fully paid) Save \$350
Diploma of Personal Care Formulation* + Certificate in Cosmetic Regulatory Essentials <i>- fee includes practical pack but not courier fees – see pg4</i>	Upfront: €3840 Instalment total: €4360 (€300 monthly until fully paid) Save €960	Upfront: \$4440 Instalment total: \$5030 (\$350 monthly until fully paid) Save \$1110	Upfront: \$5995 Instalment total: \$6800 (\$475 monthly until fully paid) Save \$1500
Certificate in Advanced Cosmetic Science* + Certificate in Cosmetic Regulatory Essentials <i>- fee includes practical pack but not courier fees – see pg4</i>	Upfront: €2880 Instalment total: €3280 (€300 monthly until fully paid) Save €570	Upfront: \$3330 Instalment total: \$3780 (\$350 monthly until fully paid) Save \$660	Upfront: \$4495 Instalment total: \$5100 (\$475 monthly until fully paid) Save \$900
Certificate in Advanced Hair Formulations* + Certificate in Cosmetic Regulatory Essentials <i>- fee includes practical pack but not courier fees – see pg4</i>	Upfront: €2630 Instalment total: €3030 (€300 monthly until fully paid) Save €570	Upfront: \$3035 Instalment total: \$3480 (\$350 monthly until fully paid) Save \$660	Upfront: \$4095 Instalment total: \$4700 (\$475 monthly until fully paid) Save \$900
Diploma of Cosmetic Brand Management + Certificate in Cosmetic Regulatory Essentials	Upfront: €2430 Instalment total: €2830 (€300 monthly until fully paid) Save €770	Upfront: \$2810 Instalment total: \$3250 (\$350 monthly until fully paid) Save \$890	Upfront: \$3800AUD Instalment total: \$4400AUD (\$475 monthly until fully paid) Save \$1200

Courier fees for practical packs

Postage in EURO

	Courier fees to...				
	AUS	NZ	Asia Pacific <i>Eg Indonesia, Japan, Malaysia, Singapore, South Korea</i>	USA/Canada	EU/UK/Middle East/ Africa/South America
Diploma of Personal Care Formulation	€25	€60	€85	€95	€145
Certificate in Advanced Cosmetic Science	€25	€60	€85	€95	€145
Certificate in Advanced Hair Formulations	€25	€60	€85	€95	€145
Certificate in Advanced Organic Formulation	€15	€35	€45	€55	€65
Certificate in Advanced Colour Cosmetic formulation	€15	€35	€45	€55	€65

Postage in USD

	Courier fees to...				
	AUS	NZ	Asia Pacific <i>Eg Indonesia, Japan, Malaysia, Singapore, South Korea</i>	USA/Canada	EU/UK/Middle East/ Africa/South America
Diploma of Personal Care Formulation	\$30	\$65	\$100	\$110	\$165
Certificate in Advanced Cosmetic Science	\$30	\$65	\$100	\$110	\$165
Certificate in Advanced Hair Formulations	\$30	\$65	\$100	\$110	\$165
Certificate in Advanced Organic Formulation	\$20	\$40	\$50	\$65	\$75
Certificate in Advanced Colour Cosmetic formulation	\$20	\$40	\$50	\$65	\$75

Postage in AUD

	Courier fees to...				
	AUS	NZ	Asia Pacific <i>Eg Indonesia, Japan, Malaysia, Singapore, South Korea</i>	USA/Canada	EU/UK/Middle East/ Africa/South America
Diploma of Personal Care Formulation	\$40	\$90	\$135	\$150	\$225
Certificate in Advanced Cosmetic Science	\$40	\$90	\$135	\$150	\$225
Certificate in Advanced Hair Formulations	\$40	\$90	\$135	\$150	\$225
Certificate in Advanced Organic Formulation	\$25	\$55	\$70	\$85	\$100
Certificate in Advanced Colour Cosmetic formulation	\$25	\$55	\$70	\$85	\$100