

Apprenticeship Information Pack *FOR EMPLOYERS*

Who are we?

At The Hair Academy we have an enthusiastic and friendly group of Assessors that are qualified to the highest levels and are constantly improving their skills to meet the Learners training needs effectively. We teach our Learners in small groups, to ensure that they have the attention and support that they need.

Your learner will work in a well equipped salon which is supported by L'Oreal. Our Assessors teach above the National Standards to enable your Learner to achieve the necessary skills to work on the salon floor as a Stylist. Using our rigorous assessment process, we aim to support them in becoming the best they can be within our industry. They will gain confidence in working with clients in a professional and friendly environment.

This Information Pack will give you the information that you need for employing a future learner onto our Apprenticeship programmes.

Apprentice Qualities required to succeed

Triple A:
Aspiration
Attitude
Achievement

The Definition of an Apprenticeship

An Apprenticeship is a job that requires substantial and sustained training leading to the achievement of the Apprenticeship standard and the development of transferable skills.

This definition is underpinned by four principles of future Apprenticeships.

- An Apprenticeship is a job, in a skilled occupation.
- An Apprenticeship requires substantial and sustained training lasting a minimum of 12 months, normally 2.5 years, including 20% off-the-job training.
- An Apprenticeship leads to full competency in an acceptance demonstrated by the achievement of an Apprenticeship standard that is defined by Employers and Apprentices.
- An Apprenticeship develops transferable skills, including English and Maths and Employers Rights and Responsibilities (ERR) and Personal Learning and Thinking Skills (PLTS) to progress careers.

What Hairdressing Apprenticeships are available at The Hair Academy?

Here at The Hair Academy we offer a fun and varied curriculum designed for people aged 16 – 24. The Level 2 is the Intermediate Apprenticeship (IA) and the Level 3 is the Advanced Apprenticeship (AA). These Apprenticeships are government funded and are available to young people looking for work based learning. This allows them to earn whilst they learn. The duration of an Apprenticeship is on average two years, but this will be agreed with you and their Assessor during the Induction Process.

The Intermediate Apprenticeships in Hairdressing Level 2

This is a National Vocational Qualification (NVQ) Level 2 in Hairdressing. This Apprenticeship will cover nine subject areas. These include Cutting, Styling, Perming and Colouring.

Once the Learner is qualified to a NVQ 2 Level, they would have developed the skills to work within a salon as well as gained many employable skills.

To be eligible for this course the learner must have a contract of employment in a salon and be working on a full time basis.

The Advanced Apprenticeship in Hairdressing Level 3

This is the National Vocational Qualification (NVQ) Level 3 in Hairdressing. This Apprenticeship will cover nine subject areas. Some of these areas are Advanced Cutting & styling techniques, promotional activities and coloring correction methods.

This qualification will enable the Apprentice to work in a salon at a Supervisory Level.

To be eligible for this course the learner must have a NVQ 2 in Hairdressing or equivalent experience be working under a contract of employment in a salon on a full time basis

Customer Service Apprenticeship Level 2 & 3

This qualification is delivered through our unique task based learning programme, which will give your Apprentice the opportunity to develop their customer service skills that will be a valuable asset to your business.

Barbering Apprenticeships Level 2

This qualification will take place at The Hair Academy on a weekly basis with our Barbering Assessors. They will also attend The Whal Academy in Hearne Bay to work alongside their artist team on a day course

Additional Courses and Qualification available at The Hair Academy

- Barbering Units – individual Units at a cost of £375 each
- Barbering NVQ
- A1 TAQA Award
- Workshops
- HeadSTART

What is The Hair Academy / Employer/ Learner's Agreement?

Our Learner's Agreement is a contract between The Hair Academy, the Employer and the Learner. Everyone involved will sign to agree their roles and responsibilities in regard to the Apprenticeship. Employer will be issued with a **Definition of a Quality Apprenticeship Agreement**. This document identifies the employer's responsibilities to the learner during their time of employment on their Apprenticeship.

You are responsible for covering the following,

Covering Safeguarding, Equal Opportunity Provisions, Work hours and Annual Leave, Training Nights, Salon Code of Conduct, Working Time Regulations / Minimum Wage, Sickness Absence and Sick Pay, Employee Rights – Contract of Employment, Organisations within Hairdressing, Health and Safety, Grievance Procedure, Disciplinary Procedure and Advice, Issue of Public Concern, Career Pathways and Progression Routes and Advice and Maternity Rights & Pay. 20% off the job training in salon.

What do I have to pay an Apprentice?

Apprentices are exempt from the minimal wage for the first year of training. An apprentice currently must be paid £3.50 per hour however, this is revised every April/October. (Please phone us for the most up to date funding information) Many Employers choose to pay more than the hour rate in recognition of the learner's hard work and commitment to the company.

Is there any help to employ an apprentice?

The Government offer an incentive payment for learners on the new hairdressing Standard of £1000 this is payed over two payments at start up and after 12 months. Please contact us for up to date information on this.

What does the learner need to bring when they start their Apprenticeship?

- ✓ Scissors
- ✓ Clips
- ✓ Combs
- ✓ Pencils
- ✓ Pens
- ✓ Notepad
- ✓ Plastic Wallets

All of the equipment is required from all Apprentices before starting.

The Hair Academy will supply a complimentary T-Shirt that must be worn at all times whilst at The Hair Academy. If the T-shirt is lost, a replacement cost will be included.

1st Replacement £2
2nd Replacement £5

How will I know how my learner is progressing?

The Hair Academy will send you a formal Monthly Report prepared by their Assessors, stating what the learner has been working on in training sessions, what they have achieved and give guidance and targets for the learner to follow. You will be issued monthly with employer reply form for you to contribute your comments on the learner's progress. Your learner's progress is at the heart of all our decisions therefore it is vital that we maintain effective communication.

Can I attend the academy to see how my learner is doing?

You can visit us at any time to observe your learner in training. We also hold Employer/Assessor meetings throughout the year to provide you with updates on changes that may affect Apprenticeships and provide you with an opportunity to meet with our tutors and discuss your learner progress; we welcome your views and invite your opinions on how we may improve our service offer to further develop our training programmes. "The Hair Academy team teach above the standards and asses to the standards "

Can I assess my learner in the work place?

Yes, we encourage employers and in house assessor to participate in the learning process. You may record your learner's progress in the formative logbook, if you hold an Assessor Award you may also conduct summative assessment which may be recorded in your learner portfolio. Assessor that conduct summative assessment must comply with the City and Guilds quality assurance procedures and attend at least two annual meetings and provide evidence of the required hours of continuous personal development per year. Assessors are also subject to quality assurance visit from internal and external verifiers.

Are there any costs that I have to pay?

Employers are subject to administration fee's which are paid on satisfactory completion of our induction process. Administration fees are non-refundable.

Intermediate Apprenticeship - Level 2 Qualification = £80
Advance Apprenticeship - Level 3 Qualification = £500

Payments can be made over the phone or cheque payments can be sent to The Hair Academy office at,

Clergy House
The Churchyard
Ashford
Kent
TN23 1QG

01233660990

For further details see our website: www.thehairacademy.co.uk or follow us on face book and twitter.



Employers may use this *Crib Sheet* during the Interviewing process. This will help you to identify key aspects of the job role and it will also simplify the process for the learner.

Crib Sheet

Employers contact Details:	
Job roles and responsibilities :	
Uniform/Dress code:	Code of behaviour:
Days of work:	Late Nights:
Day off:	Salon Equipment needed:
Team meetings: Time: Location:	
Training Days & location :	Training Evenings & location:
Salary:	Travel expenses;
Holiday Entitlement:	Holiday Pay:
Payment Process:	Sickness Pay:
Account details	