

Apprenticeship Information Pack *FOR LEARNERS*

Are you aged 16 to 24 and looking to start an Apprenticeship? Then why not consider **The Hair Academy**?

At The Hair Academy we have an enthusiastic and friendly group of Assessors that are qualified to the highest levels that are constantly improving their skills to meet your training needs effectively. We teach in small groups that ensure you receive the individual attention and support that you need to achieve your goals.

We have a well-equipped salons that are located in Ashford and Folkestone town centres, along with our Salon at the Marsh Academy in New Romney where you will work on real clients to practice your skills with support from you designated tutor.

Using our fair and rigorous assessment process we aim to support you in becoming the best you can be within our industry. Learning in a Fun and varied curriculum you will gain confidence in working with clients in a professional and safe environment.

Apprentice Qualities required to succeed Triple A: Aspiration Attitude Achievement

What is an apprenticeship?

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, values and behaviours and life skills.

What GCSE's do I need to have to be eligible for an Apprenticeship?

There are currently no GCSE entry requirements for our Level 2 Apprenticeship however you will need stamina and a great sense of humour. You will also need to be creative, enjoy talking to all types of people and have ready smile. A good Apprentice is able to use their initiative be eager to learn and work well in a team. Hairdressing has previous be voted the happiest career, however it is not 9-5 job and you will be expected to work late nights and weekends.

"Hairdressing is not a job it's a life style"

Sometimes the salon can get stressful, so it's important to not get moody and be able to work with clients and staff professionally at all times no matter what distractions there may be.

To achieve a long and happy career within the Hairdressing industry you must have a flexible attitude as you will need to be able to plan your day ahead. Being able to do so will help your organizational skills at work. It's important to trust your team and help others when you can, meaning that you go the extra mile. Making your clients experience special and pleasant for them will create pride in your work and a sense of achievement.

What will I be learning?

You will be studying toward a City & Guilds National Vocational qualification in Hairdressing or Barbering. You will learn all aspect of customer service, how to meet and greet customers, how to conduct effective client consultation, learn how to cut and colour hair and style hair in various ways. Your training will take place one day per week at the Hair Academy or in the work place with your Employer or designated tutor. However learning takes place all day and every day you will be working alongside talented hairdressers so watch and learn from your colleagues, make every moment count.

Your qualification is divided into units; the tables below represent the units that will need to be completed before you qualify for your NVQ. The green sections represent the mandatory units and the pink sections indicate the optional units that may choose from. Each unit has a credit value; you will need to achieve the required credits to achieve the full qualification your tutor will assist you with this.

Apprenticeship NVQ Standard level 2 in Hair Dressing	
Cut hair using advanced techniques	Mandatory
Advise and consult with clients	Mandatory
Shampoo, condition and treat the hair and scalp	Mandatory
Colour incorporating basic colour correction	Mandatory
Style and finish hair	Mandatory
Set and dress hair	Mandatory
Cut hair using basic techniques	Mandatory
Perming	Optional
Hair extensions	Optional

Apprenticeship NVQ 3 in Hair Dressing	
Monitor procedure safety control work operations	Mandatory
Promote additional products of services to clients	Mandatory
Provide hairdressing consultation services	Mandatory
Create a variety of looks using a combination of cutting techniques	Mandatory
Colour hair using a variety of techniques	Optional
Provide colour correction services	Optional
Style and dress hair to achieve a variety of creative looks	Optional
Style & dress long hair	Optional
Develop and enhance your creative hairdressing skills	Optional
Perm hair using a variety of techniques	Optional
Provide hair extensions services	Optional
Support customer service improvements	
Contribute to the financial effectiveness of the business	
Contribute to the planning and implementation of professional activities	

To achieve a NVQ 3 in Hairdressing you must have a Level 2 qualification or equivalent experience.

What else will I be learning?

The Apprenticeship standard does not just focus on vocational training, there are 3 other elements that make a full Apprenticeship.

Element 1

Covering Safeguarding, Equal Opportunity Provisions, values and behaviours which are all important elements that you will need throughout your career.

Good working values and behaviours can accelerate your career and boost your client base, providing you with a loyal clientele and a long future in an amazing and exciting industry.

Element 2

You will also achieve functional skills in maths and English (if needed) Functional skills are a GCSE equivalent of an A-C grade. Apprentices are expected to take Functional Skills as part of their curriculum. If you obtained an A-C grade in their GCSE or grade 1-4 new grades, Math's and English, you may be exempt from Functional Skills Level 1, although you will be given the opportunity to up skill to a Level 2 qualification. You must provide a copy of your GCSE certificates to qualify for an exemption.

Element 3

Once you have achieved all the above elements you will be ready to progress onto your end point assessment test and this will give you the final element needed to achieve your full qualification. This will be discussed with you throughout your programme.

When you have achieved all elements of your apprenticeship programme you will achieve a nationally recognized Certificate and the Hair Academy Certificate of Excellence



What is the right level Apprenticeship for me?

At The Hair Academy we have some very exciting Apprenticeships available. These are designed for young people ages 16 to 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 seeking work based learning. This allows you to achieve your qualification as well work place experience and earn whilst you learn. The intermediate level is suitable for first time entrance to hairdressing. You do not need previous experience; you will learn all the basic aspect of hairdressing which will allow you to operate as a graduate stylist in the salon. The Advanced Apprenticeship is designed for young people that have some previous experience of hairdressing or already hold a Level 2 qualification. The Advanced Apprentice prepares you for a managerial role in the salon.

The Intermediate Apprenticeships in Hairdressing Level 2

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

When you have achieved all the elements of the Apprenticeship standard, you will have developed the skills to work within a salon as well as gained many transferable skills.

To be eligible for this course you must be working full time in salon under a contract of employment.

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. You will learn advanced Cutting & styling techniques, coloring correction methods, promotional and team building activities.

This qualification will enable you to work in a salon at a Supervisory Level To be eligible for this course you must have a NVQ 2 in Hairdressing or equivalent experience and be working full time in the salon under contract of employment

What career pathways are there after doing an Apprenticeship?

Once you have completed your apprenticeship programme you will have gained valuable vocational skills that may lead you in many directions. From salons to cruise ships to theatre and film or cat walks. You will also have gained many transferable skills which will help in career changes.

A typical journey may look this.



How much will I be earning on an Apprenticeship?

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 check direct gov website for current wage information. Many Employers choose to pay more than the hourly rate in recognition of the learner's hard work and commitment to the company.

An Apprenticeship also pays in experience, which makes you much more employable when it comes to looking for your ideal job!

What does the Employer provide for me during my Apprenticeship?

The employer will provide guaranteed training while you are on the apprenticeship programme, training may be delivered by the employer or a training provider, in the work place or at a recognised academy. You will have a contract of employment ensuring a fair and safe working environment; you will earn a salary while you are learning not less than, but often more than, the government stated apprenticeship wage. The government review apprenticeship salaries each April/October. You will be entitled to paid holiday and bank holidays.

The Employer agrees to train you a minimum of 20% off the job training and pay you for the duration of your course. An Employer is **not** obliged to keep you in employment after your course has been completed. But by this stage you will have the skills you need to get a job within the Hairdressing industry.

Will there be a lot of homework?

You may be required to conduct research in your own time and produce assignments. You will be given targets for you to achieve both in the salon and in your training programme, it is your responsibility to maintain these targets in order for you to achieve.

Personal study time will allow you to thrive in your work.

What is the average duration of an Apprenticeship?

On average the Apprenticeship duration is two years. An Apprenticeship is based on the needs of the Apprentice. Some learners can take up to 2 1/2 years on an Apprenticeship programme, whilst others may fast track. The duration is based upon the Apprentices learning requirements. A year is the minimum duration of an Apprenticeship Programme.

When can I start my Apprenticeship?

Our Apprenticeships are available to start at anytime of the year.

The Hair Academy is open all year except December and Bank Holidays.

You will work a minimum of 30 hours with your Employer. You will attend a day of training per week either in The Hair Academy or in the salon. The training hours for the hair academy are 9am – 5pm

What are the costs Involved?

There are no direct costs to you. The government will fully or match fund apprenticeship if you are under the age of 24. The employer is responsible for any charges for training such as the administration fees listed below; apprentices are not expected to pay for training. However you may need to buy some personal equipment such as scissors, your employer will tell you what you will need to provide at your interview.

Apprenticeship	Administration Cost
The Intermediate Apprenticeships in Hairdressing Level 2	£80
The Advanced Apprenticeship in Hairdressing Level 3.	£500

What transport funding is available, if so how do I apply?

Unfortunately, funding for travel is unavailable. Although, the government do offer some financial support for transport but this depends on your personal circumstances and your household income.

NUS Apprenticeship cards

NUS cards are now available for Apprentices at a small cost. This entitles you to receive up to 20% discounts in many high street shops and restaurants.

For more information on NUS Cards, visit the website below,

<http://www.apprenticeextra.co.uk/>

What happens if you are absent from your work place or The Hair Academy?

If you know that you are going to be absent or late, you must inform The Hair Academy as well as your Employer. A text message is **NOT** a satisfactory form of communication of an absent Learner.

You must tell The Hair Academy before 9am that morning. If not, The Hair Academy will **contact your Employer** to inform them of your absence. Training days are valuable, too many absents may reduce the likelihood of qualifying for your course

Is additional support and guidance available for learners with special needs?

During the enrolment process an Initial Assessment is carried out for each Learner to identify any special learning requirements that you may have.

If you have any special learning requirements they will be supported with Basic Skills Training at The Hair Academy.

If you are identified with special Learning needs The Hair Academy may refer you to an outside source for support.

What is The Hair Academy Learner's Agreement?

Our Learner's Agreement is a contract between The Hair Academy, your Employer and the Learner. Everyone involved has to sign agreeing their duties in regards to the Apprenticeship.

The Employer also has to sign a **Definition of a Quality Apprenticeship Agreement**. This is a document identifying the Employer's duties and responsibilities to you during your time of employment on your Apprenticeship.

Do I have to wear a uniform?

While you are in the academy you will be required to wear suitable footwear and black or white trouser or skirts and the academy T-shirt which will be supplied for you. You will not be permitted to attend to client if you are not in uniform and may be returned to the salon.

Learners must,

- Have your portfolios and learner's training journals available at all training sessions
- Have the necessary tools and equipment to perform both theory and practical tasks
- Gentlemen must be clean shaven or with groomed facial hair
- Ladies hair must be clean and styled in a manner that reflects the industry. Pony tails are not permitted
- Females must wear make up and keep it maintained throughout the day

The Hair Academy does not permit the following

- Jeans
- Trainers, stilettos or kitten heels
- Thong sandals
- Excessive jewelry
- Learners chewing gum whilst with clients
- Mobile phone usage or charging whilst on premises
- Smoking/vaping on the premises or within site of the building

What do I need to bring when I start my 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 do I apply for The Hair Academy Apprenticeship programme?

For you to be apart of an apprenticeship, you must have a general contract of employment with one of our many salon clientele.

It is then the employer's responsibility to inform us and together we will enroll you upon an apprenticeship that meets your academic requirements.

I don't live with my parents, how does this affect my benefits?

As you will be working and earning during your Apprenticeship, some benefits can be affected. As your income will change, your rate of benefit will to. If you are concerned about your income changes contact the relevant departments for further information.

It is also important that you don't forget to declare any changes to your income to the relevant sections.

Tax Credits: 0345 300 3900 Job Centre Plus: 0845 6055 255.

Housing Benefit: 03000 41 41 41 DWP: 0845 850 0293

When is The Hair Academy open?

Monday – Friday 09:00am – 17:00pm

Our Academy is open all year except December and Bank Holidays



How do I get to The Hair Academy?

By Road

From the North

From M25 join M20 heading for Maidstone, Dover. Leave junction 9 towards Town Centre

From the South

Join the M20 heading towards Maidstone, London. Leave M20 at junction 10 towards Town Centre.

Parking

Parking is available in all the town centre car parks

How do I contact The Hair academy and who do I speak to?

If you have read this Information Pack and believe that this is the perfect opportunity for you to gain the qualifications that you will need to succeed in a professional career in Hairdressing, then contact **Kay Holmes** Training Manger or **Mandy Bellenie** Academy Manger. Alternatively you can pop in to chat to us in the academy or check out our **website www.thehairacademy.co.uk**

They can offer more insight into the Apprenticeship Programme.

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