

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'Oréal. 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, life skills, Values, Behaviours and attitude to progress their 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 Apprentices 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.

Hair Professional Level 2 Standard

Level 2 hairdressing standard includes 6 subject areas-these include cutting, coloring, consultation, styling and dressing hair, shampoo & condition and perming along with Functional Skills Math's and English (if needed) and values & behaviors. 20% off the job training in salon and an end point assessment test (EPA)

Once they are qualified to a Level 2, they would have developed the skills to work within a salon as well as gaining many employable skills.

To be eligible for this course they must have a contract of employment and be working in a salon on a full-time basis, minimum of 30 hours a week and be paid the minimum wage for their age.

Advanced and Creative Hair Professional Level 3 Standard

The Level 3 Diploma for Advanced and Creative Hair Professionals covers all of the core knowledge and skills needed to become an advanced and creative Hairdresser, covering areas such as:

- Creative restyles
- Creative styling and dressing of the hair
- Colour correction services
- Consultation
- Smoothing and strengthening systems
- Creative collections

The Level 3 Diploma for Advanced and Creative Hair Professionals is a newly created qualification based on employer needs and has been designed by employers. The Diploma can be used to support the on-programme journey in preparation for completing the end-point assessment for the Advanced and Creative Hair Professional Apprenticeship Standard.

This is a qualification designed for learners who are at least 16 years old and who wish to develop the skills and knowledge needed work as a Hairdresser. They may have previously completed a Level 2 qualification in the relevant subject area. Learners wishing to complete this qualification will ideally be doing so as an employed, apprentice in a real work environment

EPA includes Knowledge test, practical assessment, Professional discussion, Values, behaviours and attitude.

Maths & English at Level 2 where needed

Barbering Apprenticeships Level 2

This qualification will take place at The Hair Academy on a weekly basis with our Barbering Assessors. Training days are Wednesdays and there are two routes either the barbering unit route-suitable for those learners that have completed a level 2 in hairdressing, each unit takes 6 weeks to complete or you have the full NVQ for those with no prior experience in hairdressing

Additional Courses and Qualification available at The Hair Academy

- Barbering Units – individual Units at a cost of £375 each + VAT
- Barbering NVQ
- Workshops
- HeadSTART
- ProStart
- NewStart

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, Mental Health support, 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 (7 hours per week)

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 £4.15 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 (after 3 months and after 12 months) Please contact us for up to date information on this and other incentives that maybe available from Government.

APPRENTICESHIP ACCOUNT

The Government have now given employers more flexibility around choice of training providers and end point assessment (EPA) centres they can choose to work with and employers can negotiate the cost of both elements with the provider they have chosen.

All employers will be asked to set up an apprenticeship account in order to draw down virtual funding for the new apprentice, this only needs to be set up once and we will give you full details on how to do this. Your account can be managed by us as a provider but you have to allow us this permission when you set up your account.

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.

Replacement £6.00

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 our new e-portfolio system means you can access your learners on line portfolio 24/7 for an up date on progress to date.



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?

Please note that any learners over the age of 19 will attract a 5% employer contribution to training, this covers both the Level 2 and Level 3 qualifications

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	