

Apprenticeship Information Pack FOR PARENTS

Is your child 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 constantly improving their skills to meet the Learners training needs effectively. We teach in small groups that ensure Learners receive the individual attention and support they need to achieve.

We have a well-equipped salon that is run with support from L'Oréal. The Learner will work in a commercial salon environment, working with clients whilst being supported by our Assessors. Using our rigorous assessment process, we aim to support Learners in becoming the best they can be within our industry. Learning from a Fun and varied curriculum they will gain confidence in working with clients in a professional and safe environment.

The Hair Academy is open all year except December and Bank Holidays.
Further information can be found on our website www.thehairacademy.co.uk.

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 below

- 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, behaviours an attitude to aid career progression.

- Frequently asked questions from parents are,

Which hairdressing Apprenticeships are available at The Hair Academy?

Here 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). Apprenticeships are government funded and are available to young people looking for work-based learning. Apprentices are employed full time under a contract of employment at the employer's premises.

This allows them to achieve their qualification as well as having work place experience and a salary whilst learning.

The Intermediate Apprenticeships in Hairdressing Level 2 Standard

Hairdressing 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

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 Apprenticeship in Hairdressing Level 3

Advanced and Creative Hair Professional Standard

Level 3 in Hairdressing standard. This Apprenticeship will cover 6 subject areas.

Some of these areas are Advanced Cutting, Styling & Dressing techniques, Consultation, smoothing/Strengthening, coloring correction/conversion methods and Creative style collections

This qualification will enable them to work in a salon at an advanced Level.

To be eligible for this course they must have their NVQ 2 in Hairdressing or equivalent experience. They will also need to be working fulltime (minimum of 30 hours) a week in a salon under a contract of employment.

Barbering Apprenticeships Level 2

This qualification will take place at The Hair Academy on a weekly basis with our Barbering Assessors. The qualification takes a year to complete and can be self-funded or the apprenticeship route

Covering a range of units to include

Shampoo & Condition, cut facial hair, dry & Finish men's hair, create basic outlines and detailing, consultation, shaving services

English & maths where needed and end point assessment (EPA) with the new Barbering standards

Additional Courses and Qualification available at The Hair Academy

- Barbering Units – individual Units at a cost of £375 each +VAT
- HeadSTART
- ProSTART
- NewSTART
- Workshops

What GCSE level does my child need to have to be eligible for an Apprenticeship?

There are currently no entry requirements for our Apprenticeship programme. Learners will be expected to be able to take initiative without instruction, have good social skills, be willing to work some late nights and weekends. They are also expected to be creative, have good team working skills, a ready smile and a good sense of humour and be eager to learn new skills.

How much will they earn on an Apprenticeship programme?

The minimum wage for an apprentice is £4.15 per hour. This rate changes each April/October. Although, this can vary as the Employer may choose to pay a higher rate of wage. (Please see direct gov website for up to date information)

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

Unfortunately, funding for travel is unavailable, although the government do provide funding for transport depending on your personal circumstances and household income. Individual employers may choose to help with the cost of their travel although they are not obligated to do so.

Are Functional Skills a part of the Apprenticeship programme curriculum?

Functional skills are a GCSE equivalent of an A-C grade. Apprentices are expected to take Functional Skills as part of their curriculum. If they obtained an A-C or the new 1-4 grade in their GCSE Math's and English, they may be exempt from Functional Skills Level 1, although they will be given the opportunity to up skill to a Level 2 qualification.

What are the costs involved?

The employer is responsible for securing funding for the apprenticeship at Level 2 and Level 3 through their Apprenticeship Service account set up by the Government, this is where either full or partial funding will be paid. Employers that employ an apprentice over the age of 19 years must contribute 5% of the total training cost.

Some of our courses can be self-funded and prices are available on our website www.thehairacademy.co.uk alternatively you can contact us direct either by email or telephone info@thehairacademy.co.uk 01233 660990

What is the progression route of an Apprentice?



What will Apprentices be expected to complete?

Research assignments are expected when needed and they will be responsible for the upkeep of their work in their personal time.

Personal study time will allow them to thrive in their work.

What is the average duration of an Apprenticeship?

On average the Apprenticeship duration is two half years. An Apprenticeship is based on the needs of the Apprentice. Some learners can take up to 3 years on an Apprenticeship programme, whilst others may fast track. The duration is based upon the Apprentices learning requirements. A year and a day are the minimum duration of an Apprenticeship Programme.

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

What does The Hair Academy Learner's Agreement include?

Our Learner's Agreement is a contract for all parties delivering the apprenticeship. The Hair Academy, the Employer and the Learner sign agreeing to their responsibilities in regards to the Apprenticeship Programme.

The Employer also has to sign a Definition of a Quality Apprenticeship document. This is a document specifying the Employer's duties and responsibilities to the Apprentice during the duration of employment on the programme to include 20% off the job training in salon.

What does the Employer provide for them during their Apprenticeship?

The Employer is responsible as well as The Hair Academy to offer training and experience in order for them to gain the skills they need to enhance the future progression in a career of Hairdressing.

The Apprentice will work a minimum of 30 hours with their Employer. Training can be offered at The Hair Academy or in the work place

The Employer agrees to work with and pay the Apprentice for the duration of their course. An Employer is not obliged to keep the Apprentice in employment after their course has been completed.

What happens if they are absent from their work place or The Hair Academy?

If you know that the Learner is going to be absent or late, communications must be made. A text message is **not** satisfactory notice of an absent Learner. This applies for The Hair Academy as well as in the work place.

Notice must be given before 9am that morning. If notice is not given, The Hair Academy will contact the Employer to inform them of the absence.

Training days are valuable, too many absents may reduce the likelihood of succeeding in the programme.

What will my child need to bring to their Apprenticeship?

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

All of the equipment is required from all Learners before starting the Apprenticeship programme.

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 cost is £6.00

Does the Apprentice have to wear a uniform?

Yes, your child will be representing The Hair Academy and will be expected to wear the correct attire The Hair Academy T-shirt with the company logo, black trousers, skirt, dress and suitable black footwear. The Hair Academy does not permit the following

- Blue Jeans
- Trainers, stilettos or kitten heels
- Thong sandals
- Excessive jewelry
- Learners chewing gum whilst with clients
- Mobile phone usage whilst on premises, unless assessor has approved this for research or to log into their e-portfolio
- Smoking on the premises or within site of the building

Learners must,

- Have their portfolios and learner's training journals, scissors and combs available at all training sessions
- 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 maintained throughout the day
- Nails must be smart, no chipped polish

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 your child may have.

If a Learner has any special learning requirements, they will be supported with Basic Skills Training at The Hair Academy.

If a Learner is identified with special Learning needs The Hair Academy may refer them to an outside source for support.

If my child enrolled onto an Apprenticeship Programme, does that affect my benefits?

As the Learner is earning a wage it may affect your rate of your benefit. This is due to the change in your household income. If you are concerned about this 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

How do they apply for The Hair Academy Apprenticeship?

For an Apprentice to become apart of our Apprenticeship Programme they have to have a Contract of Employment. It is then the Employer's obligation to inform us and together we will enroll them upon an Apprenticeship that meets their academic requirements.

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 your child to gain the qualifications that they will need to succeed in a professional career in Hairdressing, then contact **Kay Hopkins** Training Manager or **Mandy Bellenie** Academy Manager. Alternatively pop in for a coffee and a chat to discuss further, appointments not always necessary.

They can offer more insight into the Apprenticeship Programme.

Address: The Clergy House Telephone: 01233 660990
 The Churchyard
 Ashford
 Kent
 TN23 1QG

Web Address: <http://www.thehairacademy.co.uk/modern-apprenticeship.html>

