

apprenticeship FRAMEWORK

Higher Apprenticeship in Hairdressing

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to **new Apprenticeship starts on, or after, 14th October**. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

Latest framework version?

For any previous versions of this framework: www.acwcerts.co.uk/framework_library

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Higher Apprenticeship in Hairdressing

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Framework information

Information on the Issuing Authority for this framework:

SkillsActive

[The Apprenticeship sector for occupations in sports coaching, active leisure, hairdressing and beauty (also includes fitness, stewarding, outdoors, playwork and sporting excellence).]

Issue number: [1]	This framework includes:
Framework ID: [FR03641]	Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4-7 <input checked="" type="checkbox"/>
Date this framework is to be reviewed by: [DD/MM/YYYY]	This framework is for use in: Wales

Short description

[This apprenticeship framework provides a work based professional route to train senior practitioners and managers in the hair and beauty sector, particularly in hairdressing roles.

]

Contact information

Proposer of this framework

[SkillsActive has developed this framework with the following stakeholders: Cardiff and Vale College, ISA Training, Andrew Price Group, Phoenix Hair and Make up, Elaine's, Moncrieffe Hair Ltd, Coleg Sirgar, The Salon Anglesey Ltd, Gower College Swansea, TraceyJane's Salon, The Hair Den, Coleg Menai and Coleg Cambria.]

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Who is making this revision [Name]

Your organisation [Organisation Name]

Your email address: [Email address]

Revising a framework

Why this framework is being revised

[Framework Developer to complete with relevant info]

Summary of changes made to this framework

[Framework Developer to complete with relevant info]

Qualifications removed

[Framework Developer to complete with relevant info]

Qualifications added

[Framework Developer to complete with relevant info]

Qualifications that have been extended

[Framework Developer to complete with relevant info]

Purpose of this framework

Summary of the purpose of the framework

[This document provides a nationally agreed apprenticeship framework for a work based learning route for higher skills and employment in the hairdressing industry, using qualifications that combine both skills and knowledge.

In 2014 SkillsActive and Habia embarked on a research project which led to the production of a State of the Industry Report for the Hair and Beauty sector. This research was funded by Welsh Government through the Sector Priority Fund Programme (SPFP) and provided valuable sector insight in relation to both skills and the economy.

The research revealed that employment in the Hair and Beauty sector in Wales is estimated to contribute £187m GVA to the Welsh economy. The research also indicated that there were just over 2,600 Hair and Beauty sector businesses in Wales (2,635) – which also excludes mobile hairdressers.

- The majority (74%) of these hair and beauty businesses are based in South Wales: with nearly half (49%) situated in South East Wales, with another quarter in South West Wales (25%).
- Unisex hairdressers accounted for just over 61% of business across Wales, with beauty salons following as the next biggest category (14% of the sector).
- In terms of workforce employed, the numbers at the time of the research indicated that almost 11,000 people are employed by the sector across Wales.
- Nearly half of these (47%) were employed full-time, but almost as many (41%) worked part-time; 5% were self-employed and 7% were trainees.
- The age profile of workers in the sector in Wales was heavily biased towards women (90%) and younger people: nearly two-thirds (64%) were aged under 35 years.
- With regards to apprenticeships about 43% of sector businesses in Wales offered apprenticeships, majority in unisex hairdressers.
- The research also revealed that 78% of businesses would like to see a Higher Apprenticeship developed for the Hair and Beauty sector in Wales, and the majority would consider offering one if it were available.
- Focusing on staff training, the majority of businesses cited training their staff through NVQ routes (from level 1 through to level 3) and also ensured that staff undertook continuous professional development (CPD).

Research indicated that majority of business were positive that overall business growth will continue rather than decline in the near future.

In common with most sectors dominated by small and micro-businesses, there is a relatively high turnover of staff in the hairdressing industry. In addition to this, a high number of people

leave to become self employed and open their own businesses. Therefore, new apprentices are always required for new businesses; for staff replacement and for succession planning purposes at all available levels.

Learners completing this higher level apprenticeship programme will undertake roles such as:

- SENIOR STYLIST / SENIOR PRACTITIONER
- SALON MANAGER / DIRECTOR

Careers may take place in a variety of locations including hairdressing salons, spas, hospitals, care homes, prisons, department stores, hotels, airlines and holiday resorts.

Aims and objectives of this framework (Wales)

AIM

To provide a nationally agreed apprenticeship framework for a work based learning route for higher skills and employment in the industry. This framework will use qualifications that combine both skills and knowledge which are based on the latest survey regarding sector demand.

OBJECTIVES

- To provide a structured learning programme that meets the needs of employers and employees.
- To provide learners with the higher skills needed to be a senior practitioner or a salon manager, with a clear understanding of how their performance is directly related to the success of the business and their own remuneration.
- To increase the level of employer involvement in training and development of staff in readiness for a fall in the number of school leavers which will create the need to recruit from older age groups.

More information about sector priorities can be found on the Habia website at www.habia.org under 'Reports and Statistics' and under 'Training and Skills – Sector Qualifications Strategy'.

This framework will contribute to the priorities of Welsh Government as set out in the Policy Statement on Skills (2014) and its underpinning action plan and in particular the four priority areas:

1. Skills for jobs and growth
2. Skills that respond to local needs
3. Skills that employers value
4. Skills for employment

Apprenticeships form an important aspect of the Policy Statement on Skills as Welsh

Government continue to ensure that high quality apprenticeship programmes are delivered which equip individuals with the skills they need for successful careers and equip employers with the skilled workforce needed to help them compete and grow.]

Entry conditions for this framework

[There are no nationally agreed minimum entry requirements or previous experience requirements for this framework but the following selection criteria may be used as guidance.

Because the industry has high client expectations and relies on repeat business importance is given to:

- Appropriate personal presentation including clothing, hair and personal hygiene.
- Practical, organisational and social skills.
- Attention to detail and cleanliness.
- A good sense of humour/amicable nature and communication skills whether dealing face to face with clients or speaking on the telephone.
- Willingness to work flexible hours/days as agreed in the employment contract.
- A high degree of dexterity and coordination.
- Potential apprentices with a predisposition to certain skin conditions or allergies, such as occupational dermatitis, eczema or asthma, need to understand that some of the chemicals, liquids and aerosols used in hairdressing may have significant effects on their health.
- Colour blindness would restrict opportunities in the wide use of artificial colouring products and services in the industry. Units relating to colouring hair require the ability to recognise very subtle tones, shades and changes in a range of colours to ensure the safe and effective use of the chemicals used on hair.

Apprentices must always be interviewed by their potential employer and learning provider. They may deem enthusiasm and passion for the subject to be more important than formal qualifications. It is for this reason that the Hair and Beauty Sector has chosen not to be overly prescriptive about entry requirements.

The learning provider and employer are advised to use a range of initial assessment techniques to identify any support needs for the Apprentice from the start of the Apprenticeship. This will ensure that those who begin, have the potential to complete the programme. It is advantageous to have had previous experience of working within the barbering or hairdressing industry.

Entry to the hairdressing framework at this level may require the apprentice to have completed a level 3 or be able to prove this level of competence with appropriate industry experience (Level 3 Modern/Advanced Apprenticeship in Hairdressing or Beauty Therapy) (Level 3 S/NVQ or VRQs in Hairdressing or Beauty Therapy or equivalent).

All candidates should be employed and aged minimum 19.]

Level 4

Title for this framework at level 4

Hairdressing

Pathways for the framework at level 4:

Pathway 1: Hairdressing - Senior Practitioner / Senior Stylist

Pathway 2: Hairdressing - Salon Manager - Director

Level 4, Pathway 1: Hairdressing - Senior Practitioner /Senior Stylist

Description of this pathway

Apprentices completing this pathway will achieve a minimum of 80 credits made up of the following:

- Level 4 Diploma in Advanced Techniques and Management Practice in Hairdressing - 68 credits
- ESW Communication and Application of Number - 12 credits.(6 credits per ESW)

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to those already listed in the main entry conditions of the framework earlier in the document.

Job title(s)	Job role(s)
Senior Practitioner /Senior Stylist	Run a salon to a high standard, including customer care, up to date fashion techniques, work within a team and individually.
	Have the ability to advise and guide team members e.g. apprentices, junior members of staff. Adhere to all aspects of Health and Safety.
	Perform all hair services; reach service and retail goals. Have the ability to keep and grow a good client base, be current and forward thinking.
	Supervise the team of stylists, monitor the quality of the treatments offered and monitor client activity.

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 4 Diploma in Advanced Techniques and Management Practice in Hairdressing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	601/8341/x	VTCT	68	680	N/A
B1b	601/8336/6	City & Guilds	68	680	N/A

Relationship between competence and knowledge qualifications

To achieve this qualification, learners must achieve a total of 68 credits, 12 credits from the mandatory units and a further 56 credits from a combination of optional units.

For the senior practitioner / stylist role learners must achieve 12 credits from the mandatory unit, a minimum of 31 credits from Group A units and a further 25 credits from Group C optional units

Mandatory Unit (12 credits to achieve)

1. Quality management of client care in the hair and beauty sector (competence - 6 credits, knowledge - 6 credits)

Optional Units

Group A - Mandatory Optional Units (31 credits minimum to achieve))

1. Hair colour correction (competence - 6 credits, knowledge - 6 credits)
2. Manage the creation of a hair style collection (competence - 5 credits, knowledge - 5 credits)
3. Hair and scalp specialist services (competence - 5 credits, knowledge - 4 credits)
4. Chemistry of hair and beauty products (knowledge - 14 credits)

Group C - Optional Units (25 credits minimum to achieve)

1. Principles of studio photography (knowledge - 8 credits)
2. Studio photography (competence - 5 credits, knowledge - 5 credits)
3. Salon management (competence - 5 credits, knowledge - 5 credits)
4. Sales management in the hair and beauty sector (competence - 6 credits, knowledge - 3 credits)
5. Public relations in the hair and beauty sector (competence - 5 credits, knowledge - 5 credits)
6. Marketing in the hair and beauty sector (competence - 4 credits, knowledge - 2 credits)
7. Management of health, safety and security in the salon (competence - 6 credits, knowledge - 2 credits)

Total knowledge credits: 6 credits from the Mandatory Units, plus a minimum of further 10 credits from Group A Optional Units and a minimum of further 10 credits from Group C Optional Units.

Total competence credits: 6 credits from the Mandatory Units, plus a minimum of further 9 credits from Group A Optional Units and a minimum if further 15 credits from the Group C Optional Units.]

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Progression routes into and from this pathway

PROGRESSION INTO THIS FRAMEWORK

There are no pre-defined entry routes, however learners wishing to progress into this apprenticeship programme could come from a variety of backgrounds with a variety of qualifications or equivalent experience but definitely a passion for working in the sector.

Learners might be already working in a level 3 hairdressing role and wish to progress their career into senior roles and /or management work, or to further develop their understanding and practice in the sector in order to enhance the services offered.

They may also be recruited from related sectors in Barbering at level 3.

PROGRESSION FROM THIS FRAMEWORK

Learners may wish to progress from their apprenticeship through a variety of routes.

Learners can progress with a promotion within salons, either within salon groups or new employers. They can also get involved in franchising, and becoming employers themselves.

On completion of this framework, learners can also progress with their studies to higher level hairdressing management qualifications.

Others will gain creative confidence working on stage and in training or gain employment as a salon manager, a creative director, a salon assessor or team leader.

CERTIFICATION

On completion of all components of this apprenticeship programme and meeting the full framework requirement, learners, or training providers/employers on the learners' behalf and

authorized by the learner, must apply to the relevant Certifying Body to request the overarching apprenticeship certificate. For further information on this process please check the Apprenticeship Certification Wales (ACW) website on www.acwcerts.co.uk

UCAS points for this pathway:

[N/A]

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

[In the Hair and Beauty sector evidence of delivery of Employee Rights and Responsibilities (ERR) is a mandatory required for a framework completion certificate.

This may be evidenced either through:

- an appropriate Awarding Organisation ERR qualification. Four qualifications have been approved and accredited to date, these are;

Edexcel Level 2 Award in WorkSkills for Effective Learning and Employment 501/1793/2
VTCT Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/1762/4
City and Guilds Level 2 Award in Employment and Personal Learning at Work 600/2831/2
ITEC Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/2308/9

- an in house system, such as a workbook, portfolio or online system, that meets the minimum evidence requirements, or
- an externally provided system, such as a workbook, portfolio or online system that meets the minimum evidence requirements
- Habia's ERR workbook.

The evidence requirement to demonstrate satisfactory completion of the ERR is:

- a completion certificate from an Awarding Organisation, or
- for an in house or externally provided system, completion of the Apprentice Declaration & Authorisation Form is required. It is not necessary to send the workbook or portfolio at certification, though this should be retained by the provider for audit purposes.

Apprenticeship Certificates are claimed through Apprenticeship Certificates Wales (ACW). For further information about certification requirements visit: acwcerts.co.uk/web/

The course of training in ERR must align to the nine national outcomes which are set out in the Specification of Apprenticeship Standards for Wales (SASW).

Health and Safety is embedded within the technical units in the NVQ Diploma. The other requirements will be covered primarily at induction, with the remaining aspects delivered at appropriate times during the Apprenticeship programme.]

[

Level 4, Pathway 2: Hairdressing - Salon Manager / Director

Description of this pathway

Apprentices completing this pathway will achieve a minimum of 80 credits made up of the following:

- Level 4 Diploma in Advanced Techniques and Management Practice in Hairdressing - 68 credits;
- ESW Communication and Application of Number - 12 credits (6 credits per ESW)

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to those already listed in the main entry conditions of the framework earlier in the document.

Job title(s)	Job role(s)
Salon Manager / Director	Responsible for the operational day to day running of the business. Responsible for staff recruitment and wellbeing, health and safety, marketing and retail sales.
	Responsible for the day to day running of the salon, ensuring staff are allocated the correct work load for their skills. They also make sure client satisfaction is maintained and treatments are of a consistently high standard.

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 4 Diploma in Advanced Techniques and Management Practice in Hairdressing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	601/8341/x	VTCT	68	680	N/A
B1b	601/8336/6	City & Guilds	68	680	N/A

Relationship between competence and knowledge qualifications

To achieve this qualification, learners must achieve a total of 68 credits, 12 credits from the mandatory units and a further 56 credits from a combination of optional units.

For the salon manager / director role learners must achieve 12 credits from the mandatory unit, a minimum of 22 credits from Group B optional units and a further 34 credits from Group C optional units

Mandatory Unit (12 credits to achieve)

1. Quality management of client care in the hair and beauty sector (competence - 6 credits, knowledge - 6 credits)

Optional Units

Group B - Mandatory Optional Units (minimum of 22 credits to achieve)

1. Research in the hair and beauty sector (competence - 3 credits, knowledge - 4 credits)
2. Human resource management within the hair and beauty sector (competence - 3 credits, knowledge - 4 credits)
3. Sales management in the hair and beauty sector (competence - 3 credits, knowledge - 3 credits)
4. Management of health, safety and security in the salon (competence - 6 credits, knowledge - 2 credits)

Group C - Optional Units (minimum of 34 credits to achieve)

1. Principles of studio photography (knowledge - 8 credits)
2. Studio photography (competence - 5 credits, knowledge - 5 credits)
3. Salon management (competence - 5 credits, knowledge - 5 credits)
4. Sales management in the hair and beauty sector (competence - 6 credits, knowledge - 3 credits)
5. Public relations in the hair and beauty sector (competence - 5 credits, knowledge - 5 credits)
6. Marketing in the hair and beauty sector (competence - 4 credits, knowledge - 2 credits)
7. Management of health, safety and security in the salon (competence - 6 credits, knowledge - 2 credits)

Total knowledge credits: 6 credits from the Mandatory Units, plus a minimum of further 7 credits from Group B Optional Units and a minimum of further 9 credits from Group C Optional Units.

Total competence credits: 6 credits from the Mandatory Units, plus a minimum of further 15 credits from Group A Optional Units and a minimum if further 16 credits from the Group C Optional Units.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Progression routes into and from this pathway

PROGRESSION INTO THIS FRAMEWORK

There are no pre-defined entry routes, however learners wishing to progress into this apprenticeship programme could come from a variety of backgrounds with a variety of qualifications or equivalent experience but definitely a passion for working in the sector.

Learners might be already working in a level 3 hairdressing role and wish to progress their career into senior roles and /or management work, or to further develop their understanding and practice in the sector in order to enhance the services offered.

They may also be recruited from related sectors in Barbering at level 3.

PROGRESSION FROM THIS FRAMEWORK

Learners may wish to progress from their apprenticeship through a variety of routes.

Learners can progress with a promotion within salons, either within salon groups or new employers. They can also get involved in franchising, and becoming employers themselves.

On completion of this framework, learners can also progress with their studies to higher level hairdressing management qualifications.

Others will gain creative confidence working on stage and in training or gain employment as a

... Higher Apprenticeship in Hairdressing (Wales)
..... level 4
..... Pathway 2

salon manager, a creative director, a salon assessor or team leader.

CERTIFICATION

On completion of all components of this apprenticeship programme and meeting the full framework requirement, learners, or training providers/employers on the learners' behalf and authorized by the learner, must apply to the relevant Certifying Body to request the

overarching apprenticeship certificate. For further information on this process please check the Apprenticeship Certification Wales (ACW) website on www.acwcerts.co.uk

UCAS points for this pathway:

N/A

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

In the Hair and Beauty sector evidence of delivery of Employee Rights and Responsibilities (ERR) is a mandatory required for a framework completion certificate.

This may be evidenced either through:

- an appropriate Awarding Organisation ERR qualification. Four qualifications have been approved and accredited to date, these are;

Edexcel Level 2 Award in WorkSkills for Effective Learning and Employment 501/1793/2 VTCT Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/1762/4 City and Guilds Level 2 Award in Employment and Personal Learning at Work 600/2831/2 ITEC Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/2308/9

- an in house system, such as a workbook, portfolio or online system, that meets the minimum evidence requirements, or
- an externally provided system, such as a workbook, portfolio or online system that meets the minimum evidence requirements
- Habia's ERR workbook.

The evidence requirement to demonstrate satisfactory completion of the ERR is:

- a completion certificate from an Awarding Organisation, or
- for an in house or externally provided system, completion of the Apprentice Declaration & Authorisation Form is required. It is not necessary to send the workbook or portfolio at certification, though

this should be retained by the provider for audit purposes.

Apprenticeship Certificates are claimed through Apprenticeship Certificates Wales (ACW). For further information about certification requirements visit: acwcerts.co.uk/web/

The course of training in ERR must align to the nine national outcomes which are set out in the Specification of Apprenticeship Standards for Wales (SASW).

Health and Safety is embedded within the technical units in the NVQ Diploma. The other requirements will be covered primarily at induction, with the remaining aspects delivered at appropriate times during the Apprenticeship programme.

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

[The Hairdressing Apprenticeship will promote diversity, opportunity and inclusion by offering high quality learning.

Delivery of the Apprenticeship Framework must be in an environment free from prejudice and discrimination where all learners can contribute without fear of persecution or bullying.

There must be no overt or covert discriminatory practices in selection and recruitment of Apprentices to the programme. The programme is available to all people, regardless of gender, ethnic origin, religion, belief, sexual orientation or disability who meet the standard selection criteria.

Issues:

Limited availability of teaching and assessment of specific African type hair skills.

Barriers:

Stereotyping still exists in the hair and beauty sector, which can limit the number of applications from young males.

Specialist African Caribbean hair salons tend to be located within a small number of cities across the UK.

Low initial earning potential for new recruits.

Misunderstanding of the skill levels required and the complexity of those skills.

Actions:

Habia seeks to use as many positive male images in its literature and publications as possible. Development of African type hair standards and frameworks.

Specific National Occupational Standards and Rules of Combination have been developed for Hairdressing covering all hair classifications.]

On and off the job training

Summary of on- and off-the-job training

These hours may vary depending on previous experience and attainment of the apprentice. Where a learner enters an apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and documented using the relevant QCF credit transfer, QCF exemption or Recognition of Prior Learning (RPL) procedures. The amount of on the job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, provided the total number of on the job hours for this framework can be verified for apprenticeship certification.

Apprentices who commence training under a new apprenticeship agreement with a new employer may bring a range of prior experience with them. When an apprentice can claim 5 per cent or more hours towards the on the job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the apprentice's learning programme should include customisation.

Training providers are encouraged to identify additional on the job training programmes that customise the learning to the new workplace. Customisation programmes may include selecting appropriate additional Unit(s) from QCF qualifications, or relevant units recognised as Quality Assured Lifelong Learning (QALL) through a CQFW (Credit and Qualifications Framework Wales) recognised body, or follow Essential Skills at a level higher than that specified in the framework, include one or more Wider Key Skills or other competency-based qualifications/units relevant to the workplace.

Previous attainment

For apprentices who have already achieved the relevant qualifications, they must have been certificated no earlier than 6 months prior to the date the learner was registered on the programme. The number of training hours delivered under an apprenticeship agreement may vary depending on the previous experience and attainment of the apprentice. The amount of off the job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, providing the total number of off the job hours for this framework can be verified for apprenticeship certification.

Previous experience

Where a learner enters an apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised. For further details please see QCF Guidance on Claiming Credit. To count towards apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's QCF "Recognition of Prior Learning" procedures and the hours recorded may then count towards the off the job hours required to complete the apprenticeship.

Pathway One: Senior Practitioner / Senior Stylist

The total training hours for this framework is set at 870 training hours and we advise the framework to be completed in a minimum of 12 months.

The 870 total training hours for this framework is made up from the components of this framework as follows:

Training hours associated with the competence and knowledge element of the combined qualification (680 hours)

Training hours associated with the essential skills qualifications (90 hours - 45 hours per skill)

Training hours associated with the additional mentoring time (100 hours)

Pathway Two: Salon Manager / Director

The total training hours for this framework is set at 870 training hours and we advise the framework to be completed in a minimum of 12 months.

The 870 total training hours for this framework is made up from the components of this framework as follows:

Training hours associated with the competence and knowledge element of the combined qualification (680 hours)

Training hours associated with the essential skills qualifications (90 training hours - 45 hours per skill)

Training hours associated with the additional mentoring time (100 hours)

Off-the-job training

Pathway One: Senior Practitioner / Senior Stylist

The total off the job training hours for this framework is set at 470 hours.

The total 470 off the job training hours for this framework is made up from the components of this framework as follows:

Training hours associated with the knowledge element of the training (330 hours)

Training hours associated with the essential skills qualifications (90 hours - 45 hours per skill)

Training hours associated with mentoring time (50 hours)

Pathway Two: Salon Manager / Director

The total off the job training hours for this framework is set at 440 hours.

The 440 total training hours for this framework is made up from the components of this framework as follows:

Training hours associated with the knowledge element of the training (300 hours)

Training hours associated with the essential skills qualifications (90 hours - 45 hours per skill)

Training hours associated with mentoring time (50 hours)

How this requirement will be met

Off the job training needs to:

Be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager.

Allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager.

Be delivered during contracted working hours.

Be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers, guided study and induction.

Delivery, assessment and certification of one of the combined competence/knowledge Qualification specific to the pathway taken will serve as evidence:

Level 4 Diploma in Advanced Techniques and Management Practice in Hairdressing

Plus

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Essential Skills Wales Application of Number at appropriate level

Essential Skill Wales Communication at appropriate level

Essential Skills Wales IT at appropriate level Employee Rights and Responsibilities

Induction

Training, appraisals and mentoring

On-the-job training

Pathway One: Senior Practitioner / Senior Stylist

The total on the job training hours for this framework is set at 400 hours.

The 400 off the job training hours for this framework is made up from the components of this framework as follows:

- Training hours associated with the competence element of the training (350 hours)

- Training hours associated with the remainder of the mentoring time (50 hours)

Pathway Two: Salon Manager / Director

The total on the job training hours for this framework is set at 430 hours.

The 430 total training hours for this framework is made up from the components of this framework as follows:

- Training hours associated with the competence element of the training (380 hours)
- Training hours associated with the remainder of the mentoring time (50 hours)

How this requirement will be met

These records of hours may need to be submitted to the Certifying Authority when applying for an apprenticeship completion certificate.

Delivery and assessment of one of the combined competence/knowledge Qualification specific to the pathway taken will serve as evidence:

- Level 4 Diploma in Advanced Techniques and Management Practice in Hairdressing

Plus

- Employee Rights and Responsibilities
- Induction
- Training, appraisals, mentoring and monitoring]

Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

[Enter Qualification Names]

Improving own learning and performance

[Improving own learning and performance is an essential skill within our sector and is therefore covered in the Level 4 Diploma in Advanced Techniques and Management Practice in Hairdressing. It was agreed by employers during consultation that separate certification of Improving own learning and performance was not directly relevant to effective performance within the Hair and Beauty Sector therefore is not included in this framework.]

However, Habia would encourage Training Providers to consider the value added element of delivery within the framework.]

Working with others

[Working with others is an essential skill within our sector and is therefore covered in the Level 4 Diploma in Advanced Techniques and Management Practice in Hairdressing. It was agreed by employers during consultation that separate certification of Working with others was not directly relevant to effective performance within the Hair and Beauty Sector therefore is not included in this framework.]

However, Habia would encourage Training Providers to consider the value added element of delivery within the framework.]

Problem solving

[Problem solving is an essential skill within our sector and is therefore covered in the Level 4 Diploma in Advanced Techniques and Management Practice in Hairdressing. It was agreed by employers during consultation that separate certification of Problem solving was not directly relevant to effective performance within the Hair and Beauty Sector therefore is not included in this framework.]

However, Habia would encourage Training Providers to consider the value added element of delivery within the framework.]

apprenticeship FRAMEWORK

For more information visit-
www.acwcerts.co.uk/framework_library