

# apprenticeship FRAMEWORK

## 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](http://www.acwcerts.co.uk/framework_library)

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# 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: 4	<b>This framework includes:</b>
Framework ID: FR03883	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: 31/12/2017	<b>This framework is for use in: Wales</b>

## Short description

There are two levels of Apprenticeship contained in this framework:

### Foundation Apprenticeship

- usually takes 24 months to complete. A Learner may work as a junior stylist

### Apprenticeship

- usually takes 24 months to complete. A learner may work as a hairdresser or stylist

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

# Contact information

## Proposer of this framework

Habia

## Developer of this framework

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# Revising a framework

## Why this framework is being revised

| This framework has been revised to add newly accredited knowledge and competence qualifications.

## Summary of changes made to this framework

| This framework has been revised to add newly accredited knowledge and competence qualifications.

## Qualifications removed

| N/A

## Qualifications added

| The following qualifications have been added to the framework:

- TQUK Level 2 NVQ Diploma in Hairdressing 601/7035/9
- TQUK Level 3 NVQ Diploma in Hairdressing 601/7043/8

## Qualifications that have been extended

| N/A

# Purpose of this framework

## Summary of the purpose of the framework

This framework provides a nationally agreed apprenticeship framework for a work based learning route into employment for the hairdressing industry, using qualifications that combine both skills and knowledge. Apprenticeships are the traditional way of training hairdressers.

In the UK there are over 35,700 hairdressing salons (3,000 of which are based in Wales) employing 200,000 people. There is a variety of salon types. All salons offer cutting, styling and chemical services. Some salons offer services to both ladies and men. Some salons specialise in hairdressing for African type hair. Because of the growth in the number of salons which offer services for African type hair (there are now over 300 salons that specialise in this type of hairdressing), separate National Occupational Standards for African type Hairdressing were approved in 2006. The resulting qualification units are available on the QCF. This means that there is a pathway for those who wish to work on this type of hair through the apprenticeships described in this framework. In common with most sectors dominated by small and micro-businesses, there is a relatively high turnover of staff in the hairdressing industry. The Skills Foresight Report for 2007 indicates that the annual staff turnover for the hairdressing industry is 29%. The female dominated aspect and the young age profile (83% aged under 26) of the workforce inevitably means that women leave the industry to start a family. However, most return to the sector aged between 35-44. 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.

Learners completing an apprenticeship will undertake roles such as:

- Junior Hairdresser/Stylist (Foundation Apprenticeship)
- Hairdresser or Stylist (Apprenticeship)

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 into employment in the industry using qualifications that combine both skills and knowledge which are based on the latest research with employers. There are over 35,700 hairdressing salons in the UK (3,000 based in Wales) employing about 200,000 people.

## OBJECTIVES

- To provide a structured learning programme that meets the needs of employers and employees.
- To provide learners with the skills needed to be a professional hairdresser, able to offer a wide range of treatments to clients, 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](http://www.habia.org) under 'Reports and Statistics' and under 'Training and Skills – Sector Qualifications Strategy.' This framework will contribute to the priorities of the Welsh Assembly Government set out in Skills That Work for Wales (2008) in particular:

Preparing Young People for the Future by:

- Developing a combination of technical occupational skills and generic work related skills.
- Providing a pathway from school and the Welsh Baccalaureate to employment.
- Requiring apprentices to obtain an understanding of the sector and its career pathways so that they can make informed choices about their future.

Investing in Apprenticeships by:

- Providing a comprehensive suite of apprenticeship frameworks, of which this is one, covering all of the main occupations in the hair and beauty sector, some with a tradition of entry via apprenticeships, such as hairdressing, and some that do not, such as beauty and spa.
- Providing a framework that meets the requirements of the Specification of Apprenticeship Standards for Wales, that can integrate with the Welsh Baccalaureate and help end the separation between vocational and academic qualifications.
- Supporting the implementation of new QCF qualifications included in the framework.

Getting the basics right by:

- Supporting learners, who have not achieved basic skills during their schooling to obtain literacy, numeracy and ICT skills with Essential Skills Wales accreditation. This will help reduce the 25% of adults in Wales who do not have Level 1 literacy skills and the 53% who do not have Level 1 numeracy skills.

# Entry conditions for this framework

There are no nationally agreed minimum entry 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 condition.
- 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 is usually at Foundation Apprenticeship level with progression to Apprenticeship level. In circumstances where previous qualifications or experience have been gained, it is possible to enter at Apprenticeship level.

The on and off the job training elements of this framework must either have been received:

- Whilst working under an apprenticeship agreement.

or



- During the five years previous to and ending on the date of application for an apprenticeship certificate.

# Level 2

Title for this framework at level 2

## Foundation Apprenticeship in Hairdressing

Pathways for the framework at level 2:

Pathway 1: Hairdressing

# Level 2, Pathway 1: Hairdressing

## Description of this pathway

This pathway develops skills to foundation level and employment as a Junior Stylist.

Apprentices on this programme will achieve a minimum of 82 credits in total.

- 64 credits for competence and knowledge - Level 2 NVQ Diploma in Hairdressing
- 6 credits for Level 1 Essential Skills Wales Communication
- 6 credits for Level 1 Essential Skills Wales Application of Number
- 6 credits for Level 1 Essential Skills Wales IT

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

These requirements should be read in conjunction with the entry conditions which can be found earlier in this document.

Further guidance on entry requirements can be found on the Habia apprenticeships website at <http://www.habia.org/apprenticeships>.

It is advantageous to have three GCSEs Grade D or above in English and/or Welsh, Maths, Science or Art

Job title(s)	Job role(s)
Junior Stylist	Carrying out services including basic cutting, styling, colouring, drying and finishing.

# Qualifications

Competence qualifications available to this pathway

N/A

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Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

### B1 – Level 2 NVQ Diploma in Hairdressing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	601/5696/X	City & Guilds	64	561	N/A
B1b	601/5795/1	ITEC	64	561	N/A
B1c	601/5886/4	VTCT	64	561	N/A
B1d	601/7035/9	TQUK	64	561	N/A

## Relationship between competence and knowledge qualifications

### LEGAL REQUIREMENT

An Foundation Apprenticeship framework must identify:

- An integrated qualification at Level 2 which combines competence and technical knowledge elements in which each element is separately assessed and in which each element carries at least 10 credits on the QCF.

The information below refers to the combined qualifications listed in B1 Level 2 NVQ Diploma in Hairdressing (B1a, B1b and B1c) and will ensure that the qualification carries 10 credits for each element.

To achieve the full qualification candidates must complete 7 mandatory units totalling 55 credits and optional units to a minimum of 9 credits in order to give an overall total of 64 credits. The credit split between knowledge and competence is shown in the structure below:

### MANDATORY UNITS

- CH1 Style and Finish Hair 6 Credits (knowledge 3 competence 3)
- CH2 Set and dress hair 7 Credits (knowledge 4 competence 3)
- CH3 Cut hair using basic techniques 12 Credits (knowledge 5 competence 7)
- CH4 Colour and lighten hair 14 Credits (knowledge 9 competence 5)
- CHB9 Advise and consult with clients 8 Credits (knowledge 5 competence 3)
- CHB11 Shampoo, condition and treat the hair and scalp 5 Credits (knowledge 2

competence 3)

- CHB12 Develop and maintain your effectiveness at work 3 Credits (knowledge 1 competence 2)

## OPTIONAL UNITS

- AH2 Relax hair 9 Credits (Knowledge 5 competence 4)
- CH5 Perm and neutralise hair 10 Credits (knowledge 5 competence 5)
- CH6 Plait and twist hair 5 Credits (knowledge 3 competence 2)
- CH7 Temporarily attach hair to enhance a style 3 Credits (knowledge 1 competence 2)
- CHB8 Remove hair extensions 5 Credits (knowledge 2 competence 3)
- CHB13 Fulfil salon reception duties 6 Credits (knowledge 2 competence 4)
- CB2 Cut men's hair using basic techniques 12 Credits (knowledge 5 competence 7)\*

\*Please note that for those completing the VTCT qualification, the following optional unit must be achieved:

- UHB60 Cut men's hairstyles 6 Credits (knowledge 2 competence 4) |

# 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**

### Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

For the current **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 Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES**  **NO**

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

# Progression routes into and from this pathway

## Progression into:

- From a preparation for work, non-competency based qualification in hairdressing or barbering.
- From the Foundation or Intermediate Level Welsh Baccalaureate Principal Learning in Hair and Beauty Studies.
- Following a Level 1 Hairdressing or Barbering programme.
- Direct entry from school or college.
- Direct entry from another occupation.

## Progression from:

- To the Advanced Level Welsh Baccalaureate Principal Learning in Hair and Beauty Studies.
- To the Level 3 Hairdressing or Barbering Apprenticeship.
- Into employment as a junior stylist or other job role within hairdressing related industries.

## UCAS points for this pathway:

[Framework Developer to complete with relevant info]

# 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 active leisure, learning and well-being sector the employee rights and responsibilities requirement of the apprenticeship programme will be met by all apprentices completing an externally assessed and verified qualification covering all nine national outcomes listed below:

- Employer and employee statutory rights and responsibilities under Employment Law
- Procedures and documentation in their organisation which recognises and protects their relationship with their employer/ Health and Safety, Equality and Diversity training must be an integral part of the apprentice's learning programme
- The range of sources of information and advice available to on employment rights and responsibilities
- The role played by this occupation within the organisation and industry
- Types of career pathways open to the apprentice
- Types of representative bodies and understands their relevance to their industry and organisation and their main roles and responsibilities
- How and where to get information and advice on the industry, occupation, training and career
- The organisation's principles and codes of practice
- Issues of public concern that affect the organisation and industry

In the Hair and Beauty sector evidence of delivery of Employee Rights and Responsibilities (ERR) is a mandatory requirement 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;
  1. Edexcel Level 2 Award in WorkSkills for Effective Learning and Employment 501/1793/2
  2. VTCT Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/1762/4
  3. City and Guilds Level 2 Award in Employment and Personal Learning at Work 600/2831/2
  4. 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/](http://acwcerts.co.uk/web/)

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 3

Title for this framework at level 3

## Apprenticeship in Hairdressing

Pathways for the framework at level 3:

Pathway 1:      Hairdressing

# Level 3, Pathway 1: Hairdressing

## Description of this pathway

The Level 3 NVQ Diploma in Hairdressing will allow the junior stylist to advance their creative and business skills.

Apprentices on this programme will achieve a minimum of 86 credits in total.

- 68 credits for competence and knowledge - Level 3 NVQ Diploma in Hairdressing
- 6 credits for Level 2 Essential Skills Wales Communication
- 6 credits for Level 2 Essential Skills Wales Application of Number
- 6 credits for Level 1 Essential Skills Wales IT

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

These requirements should be read in conjunction with the entry conditions which can be found earlier in this document.

Further guidance on entry requirements can be found on the Habia apprenticeships website at <http://www.habia.org/apprenticeships/>. It is advantageous to have three GCSEs at Grade C in English and/or Welsh, Maths, Science or Art.

Job title(s)	Job role(s)
Stylist or Hairdresser	Carrying out services including creatively cutting hair, colouring hair, colour correction, creatively styling and dressing hair, creating a variety of permed looks and providing hair extension services.



# Qualifications

## Competence qualifications available to this pathway

N/A

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## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

### B1 – Level 3 NVQ Diploma in Hairdressing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	601/5697/1	City & Guilds	68	541	N/A
B1b	601/5798/7	ITEC	68	541	N/A
B1c	601/5889/X	VTCT	68	541	N/A
B1d	601/7043/8	TQUK	68	541	N/A

## Relationship between competence and knowledge qualifications

### LEGAL REQUIREMENT

An Apprenticeship framework must identify:

- An integrated qualification at Level 3 which combines competence and technical knowledge elements in which each element is separately assessed and in which each element carries at least ten credits on the QCF.

The information below refers to the combined qualifications listed in B1 Level 3 NVQ Diploma in Hairdressing (B1a, B1b and B1c) and will ensure that the qualification carries 10 credits for each element.

To achieve the full qualification, candidates must complete 4 mandatory units totalling 43 credits and optional units to a minimum of 25 credits in order to give an overall total of 68 credits.

### MANDATORY UNITS

- CH8 Creatively style and dress hair 7 Credits (knowledge 3 competence 4)
- CH9 Creatively cut hair using a combination of techniques 14 Credits (knowledge 6 competence 8)
- CH10 Creatively colour and lighten hair 14 Credits (knowledge 9 competence 5)
- CHB14 Provide client consultation services 8 Credits (knowledge 5 competence 3)

### OPTIONAL UNITS

- AH7 Provide a variety of relaxing services 9 Credits (knowledge 4 competence 5)
- CH11 Hair colour correction services 15 Credits (knowledge 8 competence 7)

- CH12 Provide creative hair extension services 8 Credits (knowledge 3 competence 5)
- CH13 Create a variety of permed effects 10 credits (knowledge 5 competence 5)
- CHB15 Develop, enhance and evaluate your creative hairdressing skills 9 Credits (knowledge 5 competence 4)
- CHB16 Provide specialist hair and scalp treatments 12 Credits (knowledge 8 competence 4)
- CHB17 Contribute to the planning and implementation of promotional activities 10 Credits (knowledge 7 competence 3)
- CHB18 Contribute to the financial effectiveness of the business 7 Credits (knowledge 3 competence 4)
- CB2 Cut men's hair using basic techniques 12 Credits (knowledge 5 competence 7)\*
- CHB13 Fulfil salon reception duties 6 Credits (knowledge 2 competence 4)

\*Please note that for those completing the VTCT qualification, the following optional unit must be achieved:

- UHB60 Cut men's hairstyles 6 Credits (knowledge 2 competence 4)

# 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**

### Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

For the current **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 Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES**  **NO**

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Level 1 Digital Literacy required

# Progression routes into and from this pathway

## Routes into:

- From a preparation for work, non-competency based qualification in hairdressing.
- From the Advanced Level Welsh Baccalaureate qualification Principal Learning in Hair and Beauty Studies.
- Following the completion of Level 2 qualification in Hairdressing via either an apprenticeship or full time college based programme.

## Routes from:

- Into employment as a hairdresser or other job roles in the hairdressing related industries.
- Into the Higher Apprenticeship in Hairdressing
- Into higher education such as a Foundation degree in Hairdressing and Salon Management or other programmes.

## UCAS points for this pathway: N/A

Framework Developer to complete with relevant info

# 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 active leisure, learning and well-being sector the employee rights and responsibilities requirement of the apprenticeship programme will be met by all apprentices completing an externally assessed and verified qualification covering all nine national outcomes listed below:

- Employer and employee statutory rights and responsibilities under Employment Law Procedures and documentation in their organisation which recognises and protects their relationship with their employer/ Health and Safety, Equality and Diversity training must be an integral part of the apprentice's learning programme
- The range of sources of information and advice available to on employment rights and responsibilities
- The role played by this occupation within the organisation and industry
- Types of career pathways open to the apprentice
- Types of representative bodies and understand their relevance to their industry and organisation and their main roles and responsibilities
- How and where to get information and advice on the industry, occupation, training and career
- The organisation's principles and codes of practice
- Issues of public concern that affect the organisation and industry

All apprentices must understand their rights and responsibilities with regards to equal opportunities and health and safety. It is important that all apprentices receive a thorough induction into their organisation

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;
  1. Edexcel Level 2 Award in WorkSkills for Effective Learning and Employment 501/1793/2
  2. VTCT Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/1762/4
  3. City and Guilds Level 2 Award in Employment and Personal Learning at Work 600/2831/2
  4. 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/](http://acwcerts.co.uk/web/)

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

Apprenticeships in our sector aim to promote diversity, equal opportunity and inclusion by offering a high quality learning experience.

The delivery of this programme must be in a setting free from prejudice and discrimination where all learners can contribute fully and freely and feel valued.

Employers/providers must be able to demonstrate their selection, recruitment and employment practices are in line with the Equality Act 2010 and there are no overt or covert discriminatory practices in relation to any of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnerships; pregnancy and maternity; race; religion or belief; sex; sexual orientation; and socio-economic disadvantage.

## **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.
- Specific National Occupational Standards and Rules of Combination have been developed for Hairdressing covering all hair classifications with industry and Awarding Organisations (AOs).

# On and off the job training

## Summary of on- and off-the-job training

### Legal Requirement

The Specification of Apprenticeship Standards Wales (SASW) states that apprentices must complete a minimum of 280 Guided Learning Hours (GLH) per year when undertaking a Foundation Level Apprenticeship. A minimum of 100 GLH (or 30% of the total GLH whichever is greater) must be completed each year of the programme away from the apprentices' immediate area and pressure of work (off the job).

Definition:

**ON THE JOB TRAINING HOURS** = Learning/training which encourages and enables the apprentice to demonstrate practical job-related skills and to practise and apply these skills in the context of the job. This type of learning will be delivered in the workplace and through practical experience of doing the job.

**OFF THE JOB TRAINING HOURS** = Learning/training which encourages and enables the apprentice to develop the technical skills of the job and to develop their knowledge of theoretical concepts across a range of contexts and the wider market. This type of guided learning will be delivered away from the immediate pressures of the job. It may be delivered in the workplace, in a college or training provider premises.

These hours may vary depending on the 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 (as off the job above). 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% 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 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.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years from the date of application for the Foundation Apprenticeship Certificate or have been continuously employed in the industry for a minimum duration of 3 years.

Job roles within the hairdressing industry require a thorough level of technical competence and knowledge, which will be undertaken through work-based training, practice and experience.

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 attainment**

Where a learner enters an apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either QCF credit transfer for achievements within the QCF or through recording of exemptions for certificated learning outside of the QCF, for example, Principal Learning qualification.

### **Foundation Apprenticeship in Hairdressing**

The total amount of training hours for a typical learner, including both on and off-the-job training is 821 hours. This is calculated using the following:

- Essential Skills Wales Application of Number 45 hours
- Essential Skills Wales Communication 45 hours
- Essential Skills Wales IT 45 hours
- Employee Rights and Responsibilities and Induction 25 hours
- Training, appraisals and mentoring 100 hours
- Level 2 NVQ Diploma in Hairdressing 561 hours

The minimum recommended duration of this framework is 12 months.

### **Apprenticeship in Hairdressing**

The total amount of training hours for a typical learner, including both on and off-the-job training is 801 hours. This is calculated using the following:

- Essential Skills Wales Application of Number 45 hours
- Essential Skills Wales Communication 45 hours
- Essential Skills Wales IT 45 hours
- Employee Rights and Responsibilities and Induction 25 hours
- Training, appraisals and mentoring 100 hours
- Level 3 NVQ Diploma in Hairdressing 541 hours

The minimum recommended duration of this framework is 12 months. |

## **Off-the-job training**

### **Foundation Apprenticeship in Hairdressing**

Total of 472 minimum off the job training hours for the duration of the programme

- Part of Level 2 NVQ Diploma in Hairdressing 292 hours
- Essential Skills Wales Application of Number 45 hours
- Essential Skills Wales Communication 45 hours
- Essential Skills Wales IT 45 hours
- Employee Rights and Responsibilities and Induction occurring off the job 15 hours
- Training, appraisals and mentoring occurring off the job 30 hours

### **Apprenticeship in Hairdressing**

Total of 463 minimum off the job training hours for the duration of the programme

- Level 3 NVQ Diploma in Hairdressing (proportion completed off the job 283 hours
- Essential Skills Wales Application of Number 45 hours
- Essential Skills Wales Communication 45 hours
- Essential Skills Wales IT 45 hours
- Part of Employee Rights and Responsibilities and Induction 15 hours
- Part of training, appraisals and mentoring 30 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:

- Level 2 NVQ Diploma in Hairdressing
- Level 3 NVQ Diploma in Hairdressing

Plus

- 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

Evidence of Off the job training hours:

- Certificate for combined competence/knowledge qualification
- Certification of Essential Skills Wales Application of Number
- Certification of Essential Skills Wales Communications
- Certification of Essential Skills Wales IT
- Certificate for Employee Rights and Responsibilities ]

## On-the-job training

### **Foundation Apprenticeship in Hairdressing**

Total of 349 minimum on the job training hours for the duration of the programme

- Remainder of Level 2 NVQ Diploma in Hairdressing 269 hours
- Remainder of Employee Rights and Responsibilities and Induction 10 hours
- Remainder of Training, appraisals and mentoring 70 hours

### **Apprenticeship in Hairdressing**

Total of 338 minimum on the job training hours for the duration of the programme

- Remainder of Level 3 NVQ Diploma in Hairdressing 258 hours
- Remainder of Employee Rights and Responsibilities and Induction 10 hours
- Remainder of Training, appraisals and mentoring 70 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:

- Level 2 NVQ Diploma in Hairdressing
- Level 3 NVQ Diploma 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
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## Improving own learning and performance

Improving own learning and performance is an essential skill within our sector and is therefore covered in the NVQ Diploma. 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 NVQ Diploma. 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 NVQ Diploma. 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](http://www.acwcerts.co.uk/framework_library)