

**Barbering  
Information Booklet  
2017**

**Creating Successful Futures**

**Whakahangaia ai he rangiá mua,  
he rangimomoho**



## Mission Statement

### Creating

Professional barbers

### Inspiring

Growth and learning

### Maximising

Self esteem

### Caring for

Each other



## Course Aim

The aim of this course is for our students to develop competency in the theory and practical skill required by the barbering industry. Industry requirements will be foremost in all aspects of the learning, with close links being maintained with local businesses in both the delivery of the course and students work experience. Our family vision is to have a creative, fun and professional learning environment to share our knowledge and support and encourage students to reach their potential within the barbering industry.

## Our Team

Students are taught by a full time qualified educator with extensive industry experience. Our educators stay commercial by completing hours in local salons, attending national and international courses, ensuring they are kept up to date with the latest fashions and techniques.

# Our Course

## New Zealand Certificate in Barber Skills Level 3

Next Intake: Starts: 19<sup>th</sup> September 2017  
Finishes: 7<sup>th</sup> September 2018

## Entry Requirements

Applicants who have not been previously enrolled with us are required to complete our pre-enrolment form, which includes two referees and may be required to complete a numeracy and literacy assessment. They must also attend our pre-enrolment day held before the start of the course.

## New Zealand Certificate in Barber Skills Level 3 : 122 NZQA Credits

### Graduate Profile

Graduates of this qualification will be able to:

- Apply knowledge of underpinning barbering theory and practice, and initial barbering techniques, to complete haircuts and barbering services for clients under supervision.
- Complete an initial consultation with clients to establish the appropriate barbering service.
- Provide client care and advice, and carry out associated transactions and sales.
- Comply with all health, safety and hygiene legislation and regulations, and professional standards and expectations relating to the barbering industry.

### Course Requirements

- Minimum 12 NCEA Unit Standard Level 1 credits in Literacy (English) and 8 NCEA Unit Standard Level 1 credits in Numeracy (Maths)
- Mature students with life skills/work experience who do not meet these requirements but have the equivalent ability and experience are welcome to apply
- 3 years secondary schooling or at the discretion of the General Manager
- Students must be NZ Citizens, or have permanent residency in New Zealand for 2 years, if application is to be made for loans, allowances or other funding
- Students under 18 years must have parental consent to apply for a loan
- Enough positive information about you to ensure you have a reasonable chance of successful completion of your course of study
- A strong interest and commitment to hairdressing/barbering industry.



## New Zealand Certificate in Barber Skills Level 3 : 122 NZQA Credits

Unit #	Unit Standard	Credit	Level	Version
2873	Demonstrate knowledge of trichology	8	2	7
2878	Apply knowledge of hair and scalp conditions to analyse and select corrective treatments for the hair and scalp	2	4	5
28848	Apply knowledge of common hair and scalp conditions to complete a limited scope consultation	4	3	1
19808	Select and maintain barbering tools and equipment	4	2	2
19805	Blow dry hair using barbering techniques	4	2	2
2886	Design and shape beards and moustaches	5	3	4
10645	Describe the development of barbering	3	2	3
10646	Apply initial barbering techniques	20	2	3
10648	Complete a haircut using barbering techniques	30	3	3
19806	Consult with client for barbering services and analyse hair and scalp conditions	20	3	3
57	Provide customer service	2	2	9
25437	Demonstrate and apply knowledge of money matters and personal responsibility in the salon environment	5	3	2
25438	Apply knowledge of services and workflow in the salon environment	4	3	3
25794	Select and recommend hair products	4	3	2
28843	Demonstrate knowledge of personal health and hygiene, and self-styling, for working in a salon	2	3	1
28844	Demonstrate knowledge of professional behaviour and legal requirements for a salon	3	3	1
28845	Demonstrate safe and professional practice in the salon environment	2	3	1



## Course Hours

Fortnightly Rotation	Week 1		Week 2	
	Tuesday	9am to 4pm	Tuesday	9am to 4pm
Wednesday	9am to 7.30pm*	Wednesday	9am to 7.30pm*	
Thursday	9am to 4pm	Thursday	9am to 4pm	
Friday	9am to 4pm	Friday	9am to 3pm	

There is a lunch break for 30 minutes each day and two 15 minute breaks for morning and afternoon tea. 40 weeks duration for each course, taught over a 4 day week. **\*Late night is once a fortnight**, which week depends on your group - 4pm will be the alternate finish time.

**Please note the full amount of hours must be completed.**

# Fees and Finance

Course fees 2017 \$7,500.00

## Student Loans

Student loans are available through Studylink. You can apply online at [www.studylink.govt.nz](http://www.studylink.govt.nz) or phone Studylink on 0800 88 99 00.

### Qualifying for a Student Loan

As a guide you must meet the following criteria:

- A New Zealand Citizen or
- A New Zealand permanent resident who has held permanent residence status for at least 2 years and has lived in New Zealand for at least 2 years and be ordinarily resident in New Zealand or
- An Australian Citizen who has lived in New Zealand for at least 2 years and be ordinarily resident in New Zealand.

## Academic Performance

From 1 January 2011 you will have to pass at least half of your course load based on EFTS over a set period. The assessment of academic performance includes courses ending in 2009 or later. Your academic performance will be assessed once you have used 1.6 EFTS, which is about 2 years of full time study. The EFTS count starts once you have used one or more parts of the Student Loan (e.g. living costs, course fees, or course related costs).

## Other Criteria

You must:

- Be enrolled in a programme approved by the Tertiary Education Commission.
- Not be an undischarged bankrupt.

## Student Allowances

Student Allowances are available to help eligible students with living expenses. To qualify you must be a New Zealand Citizen, or permanent resident of New Zealand for at least 24 months. All allowances are subject to a personal limit on income earned during the period of the programme. To continue to receive assistance you must pass more than half of the programme. Please note that Student Loans and Student Allowances are not payable over the Christmas holiday break unless the break is less than 3 weeks. Please check with Studylink to see if you are eligible for Unemployment Benefit Student Hardship assistance during this time.

## Course Related Costs

All enrolled students must provide their own basic equipment kit. Hair to Train can supply all equipment and prices quoted include GST and are subject to supplier pricing structures and availability. **All tuition fees must be paid in full on or before the 8<sup>th</sup> day (withdrawal period) after the course starts.** If you purchase any equipment from us this must be paid in full at this time. Hair to Train reserves the right to suspend enrolment for students who have tuition fee or equipment accounts in arrears.



## Withdrawal and Refund Policy

Any student, who wishes to withdraw from their course, must notify the General Manager in writing prior to the end of the seventh day after the first day of training. This will ensure a full refund minus 10% or \$500.00 [whichever is the lesser] of any fees paid. Hair to Train will notify the Public Trust, that the student has met the requirements of the withdrawal and refund policy. The Trustee will pay the balance of the Student Fee Trust Account to the relevant loan provider or to the student. You will retain ownership (if paid for) of your hairdressing tool kit. Students who wish to withdraw from the course of study after this time are liable for all tuition fees.



## Student Regulations Attendance

Students must have a minimum of **90%** recorded, actual attendance to Graduate with Honours Certificate from Hair to Train (based on attitude and attendance). This is monitored weekly. Learners in Year 1 who do not achieve this may not be accepted for the New Zealand Certificate in Hairdressing Year 2.

**Those who fall under this mark may face disciplinary action as course requirements have not been met.**

You are expected to be punctual and to abide by the times for your learning unless prior arrangements have been made with your tutor. This is a full time course. To enable you to achieve unit standards and your certificate you must attend full time.

### Student ID Card

Your ID card officially identifies you as a Hair to Train student and is issued to you at the commencement of the course. Replacement cards will incur a \$10 charge.



## Hair to Train Facilities

### **Tauranga Academy, 9 Anson Street.**

Our downstairs training salon is large and open, fitted out with designated areas for clients, models and mannequin stations. We have 5 shampoo basins and run this as a commercial training salon. Our upstairs salon is where we deliver the Year 2 Cutting Programme. We have 2 classrooms. All equipment not provided in the tool kits is catered for in the salons and classrooms. We have computers in all classrooms and a 50inch TV in the main salon which is used for training purposes.

### **Mount Maunganui Academy, 5 Totara Street**

We have the same great facilities in our Barbers Academy, a commercial barber shop, Havana Barbers. This allows the learner to understand the barber profession and how a barber shop runs on a day to day basis.

We use professional products from Goldwell and stock their full professional retail lines throughout both academies. All tea, coffee, milk and sugar are provided for the students for their break times. Lockers are provided for each student. A locker key will be provided for a \$10.00 deposit and given to each student at the beginning of their course. Lockers are to be left as found, clean and empty. **Please note you must keep all your possessions locked away, the academy is not responsible for any loss.**

### **Smokefree**

We are committed to a Smokefree New Zealand. As a result, smoking cigarettes and electronic cigarettes is **not** permitted on campus.

## To Enrol

Contact:

**Emma Harvey**  
**Student Administrator**  
**Hair to Train**  
**Phone: 07 578 5747 ext 4**  
**Email: [emma@hairtotrain.co.nz](mailto:emma@hairtotrain.co.nz)**





**hair to train**™



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**[www.hairtotrain.co.nz](http://www.hairtotrain.co.nz)**

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**As we received Highly Confident in Educational Performance and Highly Confident in Self-Assessment with NZQA External Evaluation Review this puts us in Category 1 for all tertiary providers in New Zealand**