



Hairdressing Information Booklet 2017

Creating Successful Futures

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



Mission Statement

Creating

Professional hair stylists

Inspiring

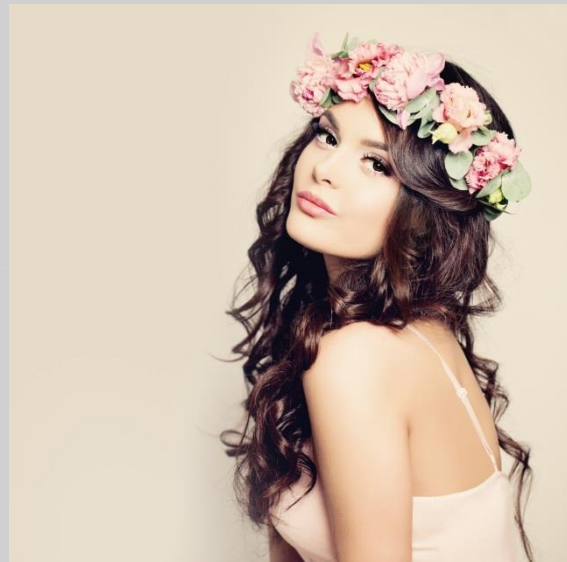
Growth and learning

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 hairdressing 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 hairdressing industry.

Our Team

Students are taught by 7 qualified educators with extensive hairdressing industry experience. Our hairdressing 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 Courses

New Zealand Certificate in Hairdressing (Salon Support) Level 3: Youth Guarantee and Year 1

Next Intake: Starts: 19th September 2017
Finishes: 7th September 2018

New Certificate in Hairdressing (Emerging Stylist) Level 4: Year 2

Next Intake: Starts: 19th September 2017
Finishes: 7th September 2018

Hair to Train is the largest Hairdressing Provider in the Bay of Plenty and also delivers Year 1, Year 2 and Year 3 HITO Off Job Industry Training for the Bay of Plenty, Gateway and Smart Steps Programmes for the Bay of Plenty Secondary Schools.

We have up to 8 intakes per year. Please contact us for the dates for 2017/2018.

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 Hairdressing (Salon Support) Level 3 : 122 NZQA Credits

Graduate Profile

Graduates of this qualification will be able to:

- Apply knowledge of salon culture and hierarchy and specific industry terminology to communicate appropriately with clients, peers and supervisors within the salon and follow instructions and ensure observation of technical skills is respectful of the client experience
- Undertake limited reception duties, including appointment making, home hair care sales and maintenance of retail product displays
- Apply knowledge of the key role a salon assistant plays to provide limited support services that contribute to the client journey through the salon
- Perform a limited scope consultation, including hair and scalp analysis
- Perform elementary styling tasks, including blow drying, moulding, setting and long hair ups
- Safely hold scissors, follow a pre-cut guide, comb and project the hair and maintain even tension on a mannequin
- Mix, apply and remove a limited range of colour treatments as directed
- Understand the process and basic principles when neutralising chemical reformation services
- Meet the personal health and presentation requirements of the salon environment, and self-style in ways that promote current trends in fashion
- Follow workplace health, safety, hygiene and environmental policies, identify and report potential hazards to minimise the impact of workplace activities on the environment
- Apply basic health and safety requirements in a service, sales and retail sector workplace
- Apply basic communication, teamwork, problem solving and self-management skills to service, sales and retail sector work

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 services.

New Zealand Certificate in Hairdressing (Salon Support) Level 3 : 122 NZQA Credits

Unit #	Unit Standard	Credit	Level	Version
21938	Converse and interact with clients in a salon environment	3	2	3
21940	Demonstrate knowledge of workplace requirements for employment in a salon	5	2	3
28844	Demonstrate knowledge of professional behaviour and legal requirements for a salon	3	3	1
25435	Create appointments and maintain appointment systems and records in the salon environment	5	3	1
25436	Display products in the salon environment	3	2	1
25794	Select and recommend hair products	4	3	2
2866	Shampoo hair and scalp	4	3	6
2869	Apply treatments to the hair and scalp	2	2	6
9953	Provide client service and care in a hairdressing or barbering salon environment	4	2	5
25438	Apply knowledge of services and workflow in the salon environment	4	3	3
2873	Demonstrate knowledge of trichology	8	2	6
28848	Apply knowledge of common hair and scalp conditions to complete a limited scope consultation	4	3	1
2870	Blow dry hair into elementary styles	10	3	5
2871	Set short hair for volume	10	3	6
25076	Pin curl hair	3	2	1
25077	Mould and scale hair	2	2	1
25792	Dress long hair into elementary styles	8	3	1
28837	Apply underpinning knowledge and skills to cut hair to a guideline	10	3	1
19793	Highlight and/or lowlight hair using elementary techniques	5	2	3
25789	Apply oxidative colouring products to, and remove them from, hair and scalp	5	2	2
28835	Demonstrate knowledge of the fundamentals of colour for use in hairdressing, and the use of non-oxidative colour	2	2	1
25791	Demonstrate knowledge of the neutralising process and its effects on the hairshaft	3	2	1
2891	Demonstrate knowledge of fashion over time	5	2	6
28843	Demonstrate knowledge of personal health and hygiene, and self-styling for working in a salon	2	3	1
25439	Demonstrate knowledge of sustainability concepts for a salon	2	2	1
25790	Select, maintain, and demonstrate safe handling of hairdressing equipment and hand-held tools	4	3	1
28845	Demonstrate safe and professional practice in the salon environment	2	3	1

Youth Guarantee

In 2011 Hair to Train was given the opportunity to deliver the New Zealand Certificate in Hairdressing (Salon Support) Level 3 120 NZQA credits under the Government's initiative "Youth Guarantee Programme." Each year Hair to Train awards 30 free places (no fees) for this 40 week course.

Course Requirements

- Students must be 16, 17, 18 or 19 years old
- Wanting to leave school to get their hairdressing career underway
- Living at home with supportive parents, if under 18 years old
- Committed to completing the 40 week duration of the course



New Zealand Certificate in Hairdressing (Emerging Stylist) Level 4 : 124 NZQA Credits

Graduates in Year 2 will gain the necessary skills to be able to work competently as an emerging stylist within a commercial hairdressing salon. Intermediate knowledge and practical skills will be gained in hairstyling, hair cutting, waving and colouring services.

Course Requirements

- Must have completed the New Zealand Certificate in Hairdressing (Salon Support) Level 3 Year 1 or equivalent
- Had 90% attendance in Year 1
- Completed the required hours of the course to ensure skill level
- Continued to show commitment to the hairdressing industry.

New Zealand Certificate in Hairdressing (Emerging Stylist) Level 4 : 124 NZQA Credits

Unit #	Unit Standard	Credit	Level	Version
2755	Undertake a consultation and an in-depth hair and scalp analysis for a chemical service	15	4	5
2878	Apply knowledge of hair and scalp conditions to analyse and select correct treatments for the hair and scalp	2	4	5
28838	Apply knowledge of a professional range of hair products to compliment salon services	4	4	1
2879	Blow wave hair into complex styles	10	3	5
25078	Fingerwave hair	5	3	1
25793	Dress long hair into complex styles	10	3	1
2884	Cut hair into foundation forms with scissors and clippers	30	3	6
12313	Perform a full-head highlighting service	7	4	5
19792	Select and apply permanent hair colour	10	4	3
28836	Complete elementary colour corrections for hair	6	4	1
2892	Permanently wave hair	12	3	6
28839	Apply knowledge of chemical reformation techniques to assist with salon services	8	4	1
25437	Demonstrate and apply knowledge of money matters and personal responsibility in the salon environment	5	3	2

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

Year 1 Course fees 2017 \$6,964.00

Year 2 Course fees 2017 \$6,964.00

Student Loans

Student loans are available through Studylink. You can apply online at 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 8th 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 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 2 commercial properties under the same roof, Ivy Hair a commercial salon where we are able to give our learners valuable life experience and Havana Barbers a commercial barber shop which gives our barbering students a practical hands on experience to gain their qualification.

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 of cigarettes or 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





hair to train™



**Follow us on Facebook and Instagram
Hair to Train – Tauranga Hair Design Academy Ltd**

www.hairtotrain.co.nz

Add our website to your favourites

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