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Please use this link to see if this is the latest issued version of this framework:
[link](afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR01987)

Issue date: 05 February 2013
# Hairdressing (England)

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<tr>
<td></td>
<td>108</td>
</tr>
</tbody>
</table>
Framework summary

**Hairdressing**

**Intermediate Level Apprenticeship in Hairdressing**

This framework includes information on Personal Learning and Thinking Skills

<table>
<thead>
<tr>
<th>Pathway for this framework at level 2 include:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pathway 1: Hairdressing</strong></td>
</tr>
<tr>
<td>Competence qualifications available to this pathway:</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>Knowledge qualifications available to this pathway:</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>Combined qualifications available to this pathway:</td>
</tr>
<tr>
<td>B1 - Level 2 NVQ Diploma in Hairdressing</td>
</tr>
</tbody>
</table>

**This pathway also contains information on:**
- Employee rights and responsibilities
- Functional skills

<table>
<thead>
<tr>
<th>Pathway 2: Hairdressing (Combined Hair Types)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competence qualifications available to this pathway:</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>Knowledge qualifications available to this pathway:</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>Combined qualifications available to this pathway:</td>
</tr>
<tr>
<td>B1 - Level 2 NVQ Diploma in Hairdressing (Combined Hair Types)</td>
</tr>
</tbody>
</table>

**This pathway also contains information on:**
- Employee rights and responsibilities
- Functional skills

<table>
<thead>
<tr>
<th>Pathway 3: Chemically Treated African Type Hair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competence qualifications available to this pathway:</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>Knowledge qualifications available to this pathway:</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>Combined qualifications available to this pathway:</td>
</tr>
<tr>
<td>B1 - Level 2 NVQ Diploma in Chemically Treated African Type Hair</td>
</tr>
</tbody>
</table>

**This pathway also contains information on:**
- Employee rights and responsibilities
- Functional skills

<table>
<thead>
<tr>
<th>Pathway 4: Treating Natural African Type Hair</th>
</tr>
</thead>
</table>
Hairdressing

Advanced Level Apprenticeship in Hairdressing

This framework includes information on Personal Learning and Thinking Skills

Pathways for this framework at level 3 include:

Pathway 1: Hairdressing

- Competence qualifications available to this pathway: N/A
- Knowledge qualifications available to this pathway: N/A
- Combined qualifications available to this pathway:
  B1 - Level 2 NVQ Diploma in Treating Natural African Type Hair
This pathway also contains information on:
  - Employee rights and responsibilities
  - Functional skills

Pathway 2: Hairdressing (Combined Hair Types)

- Competence qualifications available to this pathway: N/A
- Knowledge qualifications available to this pathway: N/A
- Combined qualifications available to this pathway:
  B1 - Level 3 NVQ Diploma in Hairdressing (Combined Hair Types)
This pathway also contains information on:
  - Employee rights and responsibilities
  - Functional skills

Pathway 3: Chemically Treated African Type Hair

- Competence qualifications available to this pathway: N/A
- Knowledge qualifications available to this pathway: N/A
N/A

**Combined qualifications available to this pathway:**
B1 - Level 3 NVQ Diploma in Chemically Treated African Type Hair

**This pathway also contains information on:**
- Employee rights and responsibilities
- Functional skills

---

Pathway 4: Treating Natural African Type Hair

**Competence qualifications available to this pathway:**
N/A

**Knowledge qualifications available to this pathway:**
N/A

**Combined qualifications available to this pathway:**
B1 - Level 3 NVQ Diploma in Treating Natural African Type Hair

**This pathway also contains information on:**
- Employee rights and responsibilities
- Functional skills
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).

<table>
<thead>
<tr>
<th>Issue number: 7</th>
<th>This framework includes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Framework ID: FR01987</td>
<td>Level 2</td>
</tr>
<tr>
<td>Date this framework is to be reviewed by: 31/08/2014</td>
<td>Level 3</td>
</tr>
</tbody>
</table>

This framework is for use in: England

Short description

The Hairdressing framework provides the option for apprentices to select discrete development pathways including Hairdressing, Hairdressing (Combined Hair Types) and Hairdressing for African Type Hair at both Intermediate and Advanced Levels.

There are two levels of Apprenticeship contained in this framework:

Intermediate Level Apprenticeship

Once completed a learner may work as a junior stylist.

Advanced Level Apprenticeship

Once completed 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 used a wide variety of methods to engage with employers and industry during this consultation resulting in attracting a wide and varied audience. This included:

- Employer workshops
- Industry Forums
- Conferences
- Presentations
- Online consultation

A questionnaire was developed along with a toolkit to assist employers with the understanding of key terms.

A number of key Employers and Industry Organisations supported the development of this framework including:

- Alan d Education
- Vidal Sassoon
- Association of Hairdressers and Therapists
- Andrew Collinge
- Hairdressing Council
- Francesco Group
- ZCue

Developer of this framework

Name: Carolynne Hanson
Organisation: Habia
Organisation type: Standard Setting Body
Job title: Development Officer
Phone: 01302 774910
Email: carolynne.hanson@habia.org
Postal address: Oxford House
Sixth Avenue
Sky Business Park
Robin Hood Airport
Doncaster
DN9 3GG
Website: http://www.habia.org/

Issuing Authority's contact details

Issued by: SkillsActive
Issuer contact name: Jane Goldsbro
Issuer phone: 0207 632 2000
Issuer email: issuingauthority@skillsactive.com
Revising a framework

Contact details

Who is making this revision: Carolynne Hanson
Your organisation: Habia
Your email address: carolynne.hanson@habia.org

Why this framework is being revised

To include new qualifications from SQA, remove qualifications from EDI and amend contact details.

Summary of changes made to this framework

Inclusion of new qualifications from SQA. Removal of qualifications from EDI and amendment to contact details.

Qualifications removed

- EDI Level 2 NVQ Diploma in Hairdressing - 500/9107/4
- EDI Level 3 NVQ Diploma in Hairdressing - 501/1361/6

Qualifications added

- SQA Level 2 NVQ Diploma in Hairdressing - 600/2870/1
- SQA Level 3 NVQ Diploma in Hairdressing - 600/2824/5

Qualifications that have been extended

N/A
Purpose of this framework

Summary of the purpose of the framework

National Apprenticeship Service (NAS) - Statement on Apprenticeship Quality Definition

An Apprenticeship is a job with an accompanying skills development programme designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with functional and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context. This broader mix differentiates the Apprenticeship experience from training delivered to meet narrowly focused job needs. All apprentices commencing their Apprenticeship on or after 6th April 2012 must have an Apprenticeship Agreement between the employer and the apprentice. This can be used to reinforce the understanding of the requirements of the Apprenticeship.

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 for training hairdressers.

In the UK there are over 35,700 hairdressing salons 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/CQFW. 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.

Depending on the pathway followed and the level achieved, learners completing an apprenticeship will undertake roles such as:

- Junior Hairdresser/Stylist (Intermediate Level)
• Junior Hairdresser/Stylist (Intermediate Level)
• Hairdresser or Stylist (Advanced Level)

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

Aims and objectives of this framework (England)

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 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 under 'Reports and Statistics' and under 'Training and Skills – Sector Qualifications Strategy.'

This framework will contribute to the Business, Innovation and Skills priorities set out in the Skills for Sustainable Growth (2010) and Governments plans to reform adult learning and skills. It will specifically address:

Fairness

• Supporting learners who have not achieved basic skills during their schooling to obtain literacy and numeracy skills, with Key Skills or Functional Skills accreditation. This will help reduce the 16% of adults who do not have Level 1 literacy and numeracy skills.

Responsibility

• Requiring apprentices to understand their employment rights and responsibilities and to obtain an understanding of the sector and its career pathways so they can make informed choices about their future.

Freedom
• Providing clear information for learners about apprenticeships as a pathway from school to employment and higher education.
• Enabling learners to select training and qualifications which are valued by business and widely available throughout England because this frameworks complies with the latest Specification for Apprenticeship Standards in England and includes the latest qualifications from the Qualifications and Credit Framework for England.

Skills for Growth

• Providing a comprehensive suite of apprenticeship frameworks, of which this is one, covering all 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 therapy.
• Contributing to growth of apprentices to over 200,000 starts per year by 2014-15 and increased investment in skills. The Hair and Beauty Sector has always been in the Top Ten sectors for starts and completions. By expanding the numbers in our non-traditional apprenticeship sectors we can contribute further to the investment by employers and individuals in skills.
• Supporting technician level achievement. The sector regards the Advanced Level as the sign of a professional stylist, therapist or nail technician, but this aspiration needs to be reflected in an increase in take up and completion of Advanced Level Apprenticeships. This framework is part of the comprehensive suite of pathways that will encourage this aspiration and the wider achievement of professional standards.
Entry conditions for this framework

There are no nationally agreed minimum entry or previous requirements for this framework but the following 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 a significant effect 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 chemicals used on hair.

Apprentices must always be interviewed by their potential employer and training 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 training provider and employer are advised to use a range of initial assessment techniques to identify any additional 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 previous experience of working within the barbering or hairdressing industry.

Entry to the hairdressing framework is usually at intermediate level with progression to advanced level. In circumstances where previous qualifications or experience have been gained it is possible to enter at advanced level.
Level 2

Title for this framework at level 2

Intermediate Level Apprenticeship in Hairdressing

Pathways for this framework at level 2

<table>
<thead>
<tr>
<th>Pathway 1:</th>
<th>Hairdressing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pathway 2:</td>
<td>Hairdressing (Combined Hair Types)</td>
</tr>
<tr>
<td>Pathway 3:</td>
<td>Chemically Treated African Type Hair</td>
</tr>
<tr>
<td>Pathway 4:</td>
<td>Treating Natural African Type Hair</td>
</tr>
</tbody>
</table>
Level 2, Pathway 1: Hairdressing

Description of this pathway

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

The minimum number of credits required for completion of this pathway is 64 credits - minimum of 54 for the Level 2 NVQ Diploma in Hairdressing plus 10 credits for Transferable Skills (5 credits for English and 5 credits for Maths).

- Competence credits for the mandatory units = 31 credits
- Knowledge credits for the mandatory units = 17 credits
- The remaining 6 credits will be shared between knowledge and competence and this will vary depending on the optional units taken = 6 credits
- Transferable skills (5 credits for Maths and 5 credits for English) = 10 credits

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, Maths, Science or Art.
<table>
<thead>
<tr>
<th>Job title(s)</th>
<th>Job role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Stylist</td>
<td>Carrying out treatments including basic cutting, styling, drying and finishing.</td>
</tr>
</tbody>
</table>
Qualifications

Competence qualifications available to this pathway
N/A

Knowledge qualifications available to this pathway
N/A
Combined qualifications available to this pathway

<table>
<thead>
<tr>
<th>No.</th>
<th>Ref no.</th>
<th>Awarding organisation</th>
<th>Credit value</th>
<th>Guided learning hours</th>
<th>UCAS points value</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1a</td>
<td>500/6355/8</td>
<td>City &amp; Guilds</td>
<td>54</td>
<td>472-486</td>
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<td>B1b</td>
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<td>472-486</td>
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<td>B1c</td>
<td>500/7572/X</td>
<td>ITEC</td>
<td>54</td>
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<td>472-486</td>
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<td>B1e</td>
<td>600/2870/1</td>
<td>SQA</td>
<td>54</td>
<td>472-486</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Notes on competence and knowledge qualifications (if any)

LEGAL REQUIREMENT

An Intermediate Level 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 5 combined qualifications listed in B1 Level 2 NVQ Diploma in Hairdressing (B1a, B1b, B1c, B1d and B1e) and will ensure that the qualification carries 10 credits for each element.

To achieve the full qualification candidates must complete 8 mandatory units totalling 48 credits and optional units to a minimum of 6 credits in order to give an overall total of 54 credits.

MANDATORY UNITS

- G20 Ensure responsibility for actions to reduce risks to health and safety - 4 credits (1 Competence 3 Knowledge)
- G17 Give clients a positive impression of yourself and your organisation - 5 credits (3
Competence 2 Knowledge

- G7 Advise and consult with clients - 4 credits (3 Competence 1 Knowledge)
- GH8 Shampoo and condition hair and scalp - 4 credits (2 Competence 2 Knowledge)
- GH9 Change hair colour - 11 credits (8 Competence 3 Knowledge)
- GH10 Style and finish hair - 6 credits (4 Competence 2 Knowledge)
- GH11 Set and dress hair - 6 credits (4 Competence 2 Knowledge)
- GH12 Cut hair using basic techniques - 8 credits (6 Competence 2 Knowledge)

OPTIONAL UNITS

- G4 Fulfil salon reception duties - 3 credits (2 Competence 1 Knowledge)
- G18 Promote additional products or services to clients - 6 credits (2 Competence 4 Knowledge)
- G8 Develop and maintain your effectiveness at work - 3 credits (2 Competence 1 Knowledge)
- GH13 Plait and twist hair - 4 credits (3 Competence 1 Knowledge)
- GH14 Perm and neutralise hair - 8 credits (6 Competence 2 Knowledge)
- GH15 Attach hair to enhance a style - 3 credits (2 Competence 1 Knowledge)
Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

<table>
<thead>
<tr>
<th>English</th>
<th>Minimum level or grade</th>
<th>Credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Skills qualification in English</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>GCSE qualification in English (with enhanced functional content)</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>GCSE Qualification in English*</td>
<td>C</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Literature*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language and Literature*</td>
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<td>N/A</td>
</tr>
<tr>
<td>GCSE or O’ Level qualification in English Language**</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language**</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Literature**</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language and Literature**</td>
<td>A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.
** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.
<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Minimum level or grade</th>
<th>Credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Skills qualification in Mathematics</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>GCSE qualification (with enhanced functional content) in Mathematics</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>GCSE qualification in Mathematics*</td>
<td>C</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ level or AS Level qualification in Mathematics*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in Pure Mathematics*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>A’Level or AS Level qualification in Further Mathematics*</td>
<td>E</td>
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</tr>
<tr>
<td>GCSE or O'Level qualification in Mathematics**</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in Mathematics**</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in Pure Mathematics**</td>
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<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in Further Mathematics**</td>
<td>A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

After consultation with employers it was evident that ICT skills are not an important requirement within the hairdressing industry and the decision was made not to include ICT as a mandatory transferable skill. Habia would encourage employees in the sector to undertake ICT to broaden their skill base.

Progression routes into and from this pathway

Progression into:

- From a preparation for work, non-competency based qualification in hairdressing, for
example those undertaken on a Young Apprenticeship programme.

- From the Foundation or Higher Diploma in Hair and Beauty Studies (England only) or 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 Hairdressing or Barbering Apprenticeship.
- Into employment as a junior stylist or other job roles within hairdressing related industries.
- To the Advanced Diploma in Hair and Beauty Studies.
Delivery and assessment of employee rights and responsibilities

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.

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 record of achievement is the only form of evidence which will be accepted by the Central Certification Authority, this can be downloaded here www.habia.org/uploads/Habia_Apprenticeship_ERR_Completion_Form.pdf and shows all nine national outcomes have been achieved and should include the assessor’s name, the date each outcome was completed and the overall completion date; confirmation in the form of the apprentice, employer and provider’s dated signatures is also required. It is not necessary to send the workbook or portfolio.

The nine national outcomes of ERR are:

1. knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well. This should cover the apprentice’s rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers;

2. knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health and Safety and Equality and Diversity training must be an integral part of the apprentice’s learning
programme;
3. knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to work and Additional Learning Support must be included in the programme;
4. understands the role played by their occupation within their organisation and industry;
5. has an informed view of the types of career pathways that are open to them;
6. knows the types of representative bodies and understands their relevance to their industry and organisation, and their main roles and responsibilities;
7. knows where and how to get information and advice on their industry, occupation, training and career;
8. can describe and work within their organisation’s principles and codes of practice;
9. recognises and can form a view on issues of public concern that affect their organisation and industry

The NVQ Diploma includes Health and Safety. The other requirements will be covered primarily at induction, with the remaining aspects delivered at appropriate times during the Apprenticeship programme.
Level 2, Pathway 2: Hairdressing (Combined Hair Types)

Description of this pathway

The Hairdressing (Combined Hair Types) pathway will allow the development of skills to foundation level and employment as a Junior Stylist able to work with Caucasian and African type hair.

The minimum number of credits required for completion of this pathway is 72 credits - minimum of 62 for the Level 2 NVQ Diploma in Hairdressing (Combined Hair Types) plus 10 credits for Transferable Skills (5 credits for English and 5 credits for Maths)

- Competence credits for the mandatory units = 36 credits
- Knowledge credits for the mandatory units = 20 credits
- The remaining 6 credits will be shared between knowledge and competence and this will vary depending on the optional units taken = 6 credits
- Transferable Skills (5 credits for Maths and 5 credits for English ) = 10 credits

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, Maths, Science or Art.
<table>
<thead>
<tr>
<th>Job title(s)</th>
<th>Job role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Stylist</td>
<td>Carrying out treatments including styling and finishing Caucasian and African type hair, relaxing hair, changing hair colour, attaching hair to enhance a style, cutting hair using basic techniques and perming.</td>
</tr>
</tbody>
</table>
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 2 NVQ Diploma in Hairdressing (Combined Hair Types)**

<table>
<thead>
<tr>
<th>No.</th>
<th>Ref no.</th>
<th>Awarding organisation</th>
<th>Credit value</th>
<th>Guided learning hours</th>
<th>UCAS points value</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1a</td>
<td>500/6509/9</td>
<td>City &amp; Guilds</td>
<td>62</td>
<td>547-561</td>
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</tr>
<tr>
<td>B1b</td>
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<td>Edexcel</td>
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<td>547-561</td>
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</tr>
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<td>B1c</td>
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<td>ITEC</td>
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<td>547-561</td>
<td>N/A</td>
</tr>
<tr>
<td>B1d</td>
<td>500/7358/8</td>
<td>VTCT</td>
<td>62</td>
<td>547-561</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Notes on competence and knowledge qualifications (if any)**

**LEGAL REQUIREMENT**

An Intermediate Level 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 4 combined qualifications listed in B1 Level 2 NVQ Diploma in Hairdressing (Combined Hair Types) (B1a, B1b, B1c and B1d) and will ensure that the qualification carries 10 credits for each element.

To achieve the full qualification, candidates must complete 9 mandatory units totalling 56 credits and optional units to a minimum of 6 credits in order to give an overall total of 62 credits.

**MANDATORY UNITS**

- G20 Ensure responsibility for actions to reduce risks to health and safety - 4 credits (1 Competence 3 Knowledge)
- G15 Advise and consult with clients with African type hair - 4 credits (2 Competence 2 Knowledge)
- AH6 Shampoo and treat hair and scalp for African type hair - 4 credits (2 Competence 2 Knowledge)
- AH7 Style and finish African type hair - 6 credits (4 Competence 2 Knowledge)
- AH10 Relax hair - 7 credits (5 Competence 2 Knowledge)
- GH9 Change hair colour - 11 credits (8 Competence 3 Knowledge)
- GH10 Style and finish hair - 6 credits (4 Competence 2 Knowledge)
- GH11 Set and dress hair - 6 credits (4 Competence 2 Knowledge)
- GH12 Cut hair using basic techniques - 8 credits (6 Competence 2 Knowledge)

**OPTIONAL UNITS**

- G4 Fulfil salon reception duties - 3 credits (2 Competence 1 Knowledge)
- G8 Develop and maintain your effectiveness at work - 3 credits (2 Competence 1 Knowledge)
- G17 Give clients a positive impression of yourself and your organisation - 5 credits (3 Competence 2 Knowledge)
- G18 Promote additional products or services to clients - 6 credits (2 Competence 4 Knowledge)
- AH17 Attach hair to enhance a style - 8 credits (7 Competence 1 Knowledge)
- AH18 Perm African type hair - 8 credits (6 Competence 2 Knowledge)
- GH14 Perm and neutralise hair - 8 credits (6 Competence 2 Knowledge)
## Transferable skills (England)

### Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

<table>
<thead>
<tr>
<th>English</th>
<th>Minimum level or grade</th>
<th>Credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Skills qualification in English</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>GCSE qualification in English (with enhanced functional content)</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>GCSE Qualification in English*</td>
<td>C</td>
<td>N/A</td>
</tr>
<tr>
<td>A' Level or AS Level qualification in English Language*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>A' Level or AS Level qualification in English Literature*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>A' Level or AS Level qualification in English Language and Literature*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>GCSE or O' Level qualification in English Language**</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>A' Level or AS Level qualification in English Language**</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>A' Level or AS Level qualification in English Literature**</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>A' Level or AS Level qualification in English Language and Literature**</td>
<td>A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.
### Inclusion of Information and Communications Technology (ICT)

After consultation with employers it was evident that ICT skills are not an important requirement within the hairdressing industry and the decision was made not to include ICT as a mandatory transferable skill. Habia would encourage employees in the sector to undertake ICT to broaden their skill base.

### Progression routes into and from this pathway

**Progression into:**

- From a preparation for work, non-competency based qualification in hairdressing, for
example those undertaken on a Young Apprenticeship programme.
- From the Foundation or Higher Diploma in Hair and Beauty Studies (England only) or 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 Hairdressing or Barbering Apprenticeship.
- Into employment as a junior stylist or other job roles in hairdressing related industries.
- To the Advanced Diploma in Hair and Beauty Studies.
Delivery and assessment of employee rights and responsibilities

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.

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 record of achievement is the only form of evidence which will be accepted by the Central Certification Authority, this can be downloaded here www.habia.org/uploads/Habia_Apprenticeship_ERR_Completion_Form.pdf and shows all nine national outcomes have been achieved and should include the assessor’s name, the date each outcome was completed and the overall completion date; confirmation in the form of the apprentice, employer and provider’s dated signatures is also required. It is not necessary to send the workbook or portfolio.

The nine national outcomes of ERR are:

1. knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well. This should cover the apprentice’s rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers;
2. knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health and Safety and Equality and Diversity training must be an integral part of the apprentice’s learning programme;
3. knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to work and Additional Learning Support must be included in the programme;

4. understands the role played by their occupation within their organisation and industry;

5. has an informed view of the types of career pathways that are open to them;

6. knows the types of representative bodies and understands their relevance to their industry and organisation, and their main roles and responsibilities;

7. knows where and how to get information and advice on their industry, occupation, training and career;

8. can describe and work within their organisation’s principles and codes of practice;

9. recognises and can form a view on issues of public concern that affect their organisation and industry

The NVQ Diploma includes Health and Safety. The other requirements will be covered primarily at induction, with the remaining aspects delivered at appropriate times during the Apprenticeship programme.
Level 2, Pathway 3: Chemically Treated African Type Hair

Description of this pathway

The Chemically Treated African Hair Type pathway will allow the development of skills to foundation level and employment as a Junior Stylist able to work on Chemically Treated African type hair.

The minimum number of credits required for completion of this pathway is 66 credits - minimum of 56 for the Level 2 NVQ Diploma in Chemically Treated African Type Hair plus 10 credits for Transferable Skills (5 credits for English and 5 credits for Maths).

- Competence credits for mandatory units = 28 credits
- Knowledge credits for mandatory units = 16 credits
- The remaining 12 credits will be shared between knowledge and competence and this will vary depending on the optional units taken.
- Transferable skills (5 credits for Maths and 5 credits for English) = 10 credits

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.
<table>
<thead>
<tr>
<th>Job title(s)</th>
<th>Job role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Stylist</td>
<td>Carrying out treatments including styling and finishing African type hair, relaxing hair, changing African type hair colour, extending hair using plaiting and twisting techniques, cutting African type hair using basic techniques and perming African type hair.</td>
</tr>
</tbody>
</table>
Qualifications

Competence qualifications available to this pathway
N/A

Knowledge qualifications available to this pathway
N/A
Combined qualifications available to this pathway

<table>
<thead>
<tr>
<th>No.</th>
<th>Ref no.</th>
<th>Awarding organisation</th>
<th>Credit value</th>
<th>Guided learning hours</th>
<th>UCAS points value</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1a</td>
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<td>ITEC</td>
<td>56</td>
<td>497-515</td>
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<tr>
<td>B1b</td>
<td>500/7353/9</td>
<td>VTCT</td>
<td>56</td>
<td>497-515</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Notes on competence and knowledge qualifications (if any)

LEGAL REQUIREMENT

An Intermediate Level 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 2 combined qualifications listed in B1 Level 2 NVQ Diploma in Chemically Treated African Type Hair (B1a and B1b) and will ensure that the qualification carries 10 credits for each element.

To achieve the full qualification, candidates must complete 7 mandatory units totalling 44 credits and optional units to a minimum of 12 credits in order to give an overall total of 56 credits.

MANDATORY UNITS

- G20 Ensure responsibility for actions to reduce risks to health and safety - 4 credits (1 Competence 3 Knowledge)
- G15 Advise and consult with clients with African Type Hair - 4 credits (2 Competence 2 Knowledge)
- AH6 Shampoo and treat hair and scalp for African Type Hair - 4 credits (2 Competence 2 Knowledge)
- AH7 Style and finish African Type Hair - 6 credits (4 Competence 2 Knowledge)
- AH8 Cut African Hair using basic techniques - 8 credits (6 Competence 2 Knowledge)
- AH9 Colour African Type Hair - 11 credits (8 Competence 3 Knowledge)
- AH10 Relax Hair - 7 credits (5 Competence 2 Knowledge)
OPTIONAL UNITS

- AH15 Set and dress African Type Hair - 6 credits (4 Competence 2 Knowledge)
- AH16 Extend hair using twisting and plaiting techniques - 6 credits (5 Competence 1 Knowledge)
- AH17 Attach hair to enhance a style - 8 credits (6 Competence 2 Knowledge)
- AH18 Perm African Type Hair - 8 credits (6 Competence 2 Knowledge)
- H18 Provide scalp massage services - 5 credits (2 Competence 3 Knowledge)
- G4 Fulfil salon reception duties - 3 credits (2 Competence 1 Knowledge)
- G8 Develop and maintain your effectiveness at work - 3 credits (2 Competence 1 Knowledge)
- G17 Give clients a positive impression of yourself and your organisation - 5 credits (3 Competence 2 Knowledge)
- G18 Promote additional services or products to client - 6 credits (2 Competence 4 Knowledge)
Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

<table>
<thead>
<tr>
<th>English</th>
<th>Minimum level or grade</th>
<th>Credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Skills qualification in English</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>GCSE qualification in English (with enhanced functional content)</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>GCSE Qualification in English*</td>
<td>C</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language*</td>
<td>E</td>
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</tr>
<tr>
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</tr>
</tbody>
</table>

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.
<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Minimum level or grade</th>
<th>Credit value</th>
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</thead>
<tbody>
<tr>
<td>Functional Skills qualification in Mathematics</td>
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<td>5</td>
</tr>
<tr>
<td>GCSE qualification (with enhanced functional content) in Mathematics</td>
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<td>5</td>
</tr>
<tr>
<td>Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*</td>
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<td>5</td>
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<tr>
<td>GCSE qualification in Mathematics*</td>
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<td>N/A</td>
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<td>A’ level or AS Level qualification in Mathematics*</td>
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<tr>
<td>A’ Level or AS Level qualification in Pure Mathematics*</td>
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<td>A’ Level or AS Level qualification in Further Mathematics*</td>
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<td>GCSE or O’Level qualification in Mathematics**</td>
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<td>A’ Level or AS Level qualification in Mathematics**</td>
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<td>A’ Level or AS Level qualification in Pure Mathematics**</td>
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</tr>
<tr>
<td>A’ Level or AS Level qualification in Further Mathematics**</td>
<td>A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.
** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

**Inclusion of Information and Communications Technology (ICT)**

After consultation with employers it was evident that ICT skills are not an important requirement within the hairdressing industry and the decision was made not to include ICT as a mandatory transferable skill. Habia would encourage employees in the sector to undertake ICT to broaden their skill base.

**Progression routes into and from this pathway**

Progression into:

- From a preparation for work, non-competency based qualification in hairdressing, for
example those undertaken on a Young Apprenticeship programme.
- From the Foundation or Higher Diploma in Hair and Beauty Studies (England only) or 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 Level 3 Hairdressing or Barbering apprenticeship
- Into employment as a junior stylist or other job roles in the hairdressing related industries.
- To the Advanced Diploma in Hair and Beauty Studies.
Delivery and assessment of employee rights and responsibilities

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.

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 record of achievement is the only form of evidence which will be accepted by the Central Certification Authority, this can be downloaded here
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The nine national outcomes of ERR are:

1. knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well. This should cover the apprentice’s rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers;
2. knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health and Safety and Equality and Diversity training must be an integral part of the apprentice’s learning programme;
3. knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to work and Additional Learning Support must be included in the programme;
4. understands the role played by their occupation within their organisation and industry;
5. has an informed view of the types of career pathways that are open to them;
6. knows the types of representative bodies and understands their relevance to their industry and organisation, and their main roles and responsibilities;
7. knows where and how to get information and advice on their industry, occupation, training and career;
8. can describe and work within their organisation’s principles and codes of practice;
9. recognises and can form a view on issues of public concern that affect their organisation and industry

The NVQ Diploma includes Health and Safety. The other requirements will be covered primarily at induction, with the remaining aspects delivered at appropriate times during the Apprenticeship programme.
Level 2, Pathway 4: Treating Natural African Type Hair

Description of this pathway

The Treating Natural African Type Hair pathway will allow the development of skills to foundation level and employment as a Junior Stylist able to work on Natural African type hair i.e. hair that has not previously had its structure altered by chemical treatments.

The minimum number of credits required for completion of this pathway is 56 credits - minimum of 46 for the Level 2 NVQ Diploma in Treating Natural African Type Hair plus 10 credits for Transferable Skills (5 credits for English and 5 credits for Maths)

- Competence credits for mandatory units = 23 credits
- Knowledge credits for mandatory units = 11 credits
- The remaining 12 credits will be shared between knowledge and competence and this will vary depending on the optional units taken = 12 credits
- Transferable skills (5 credits for Maths and 5 credits for English) = 10 credits

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, Maths, Science or Art.
<table>
<thead>
<tr>
<th>Job title(s)</th>
<th>Job role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Stylist</td>
<td>Carrying out treatments including styling and finishing natural African type hair, changing African type hair colour, extending hair using plaiting and twisting techniques, cutting natural African type hair using basic techniques and perming African type hair.</td>
</tr>
</tbody>
</table>
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 2 NVQ Diploma in Treating Natural African Type Hair

<table>
<thead>
<tr>
<th>No.</th>
<th>Ref no.</th>
<th>Awarding organisation</th>
<th>Credit value</th>
<th>Guided learning hours</th>
<th>UCAS points value</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1a</td>
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<td>ITEC</td>
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<tr>
<td>B1b</td>
<td>500/7351/5</td>
<td>VTCT</td>
<td>46</td>
<td>390-408</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Notes on competence and knowledge qualifications (if any)

LEGAL REQUIREMENT

An Intermediate Level 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 2 combined qualifications listed in B1 Level 2 NVQ Diploma in treating natural African Type Hair (B1a and B1b) and will ensure that the qualification carries 10 credits for each element.

To achieve the full qualification, candidates must complete 7 mandatory units totalling 34 credits and optional units to a minimum of 12 credits in order to give an overall total of 46 credits.

MANDATORY UNITS

- G20 Ensure responsibility for actions to reduce risks to health and safety 4 credits (1 competence 3 knowledge)
- G15 Advise and consult with clients with African Type Hair 4 credits (2 competence 2 knowledge)
- AH6 Shampoo and treat hair and scalp for African Type Hair 4 credits (2 competence 2 knowledge)
- AH11 Dry natural African Type Hair to create and prepare for styling 5 credits (4 competence 1 knowledge)
- AH12 Style natural African Type Hair using twisting and wrapping techniques 4 credits (3 competence 1 knowledge)
- AH13 Cut natural African Type Hair using basic techniques 8 credits (7 competence 1 knowledge)
- AH14 Cultivate locks 5 credits (4 competence 1 knowledge)

OPTIONAL UNITS

- AH9 Colour African Type Hair 11 credits (8 competence 3 knowledge)
- AH15 Set and dress African Type Hair 6 credits (4 competence 2 knowledge)
- AH16 Extend hair using twisting and plaiting techniques 6 credits (5 competence 1 knowledge)
- AH17 Attach hair to enhance a style 8 credits (6 competence 2 knowledge)
- AH18 Perm African Type Hair 8 credits (6 competence 2 knowledge)
- H18 Provide scalp massage services 5 credits (2 competence 3 knowledge)
- G4 Fulfil salon reception duties 3 credits (2 competence 1 knowledge)
- G8 Develop and maintain your effectiveness at work 3 credits (2 competence 1 knowledge)
- G17 Give clients a positive impression of yourself and your organisation 5 credits (3 competence 2 knowledge)
- G18 Promote additional services or products to clients 6 credits (2 competence 4 knowledge)
Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

<table>
<thead>
<tr>
<th>English</th>
<th>Minimum level or grade</th>
<th>Credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Skills qualification in English</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>GCSE qualification in English (with enhanced functional content)</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or…*</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>GCSE Qualification in English*</td>
<td>C</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language*</td>
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</tr>
<tr>
<td>A’ Level or AS Level qualification in English Literature*</td>
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</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language and Literature*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>GCSE or O’ Level qualification in English Language**</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language**</td>
<td>A</td>
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</tr>
<tr>
<td>A’ Level or AS Level qualification in English Literature**</td>
<td>A</td>
<td>N/A</td>
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<tr>
<td>A’ Level or AS Level qualification in English Language and Literature**</td>
<td>A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.
**Mathematics**

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Minimum level or grade</th>
<th>Credit value</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>GCSE qualification (with enhanced functional content) in Mathematics</td>
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<td>5</td>
</tr>
<tr>
<td>Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*</td>
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<tr>
<td>GCSE qualification in Mathematics*</td>
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<tr>
<td>A’ level or AS Level qualification in Mathematics*</td>
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<tr>
<td>A’ Level or AS Level qualification in Pure Mathematics*</td>
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<tr>
<td>A’Level or AS Level qualification in Further Mathematics*</td>
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<tr>
<td>GCSE or O’Level qualification in Mathematics**</td>
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<td>A’ Level or AS Level qualification in Mathematics**</td>
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<tr>
<td>A’ Level or AS Level qualification in Pure Mathematics**</td>
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</tr>
<tr>
<td>A’ Level or AS Level qualification in Further Mathematics**</td>
<td>A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

**Inclusion of Information and Communications Technology (ICT)**

After consultation with employers it was evident that ICT skills are not an important requirement within the hairdressing industry and the decision was made not to include ICT as a mandatory transferable skill. Habia would encourage employees in the sector to undertake ICT to broaden their skill base.

**Progression routes into and from this pathway**

Progression into:

- From a preparation for work, non-competency based qualification in hairdressing, for
example those undertaken on a Young Apprenticeship programme.

- From the Foundation or Higher Diploma in Hair and Beauty Studies (England only) or 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 Hairdressing or Barbering apprenticeship.
- Into employment as a junior stylist or other job roles in the hairdressing related industries.
- To the Advanced Diploma in Hair and Beauty Studies.
Delivery and assessment of employee rights and responsibilities

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.

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 record of achievement is the only form of evidence which will be accepted by the Central Certification Authority, this can be downloaded here
  www.habia.org/uploads/Habia_Apprenticeship(ERR)_Completion_Form.pdf and shows all nine national outcomes have been achieved and should include the assessor’s name, the date each outcome was completed and the overall completion date; confirmation in the form of the apprentice, employer and provider’s dated signatures is also required. It is not necessary to send the workbook or portfolio.

The nine national outcomes of ERR are:

1. knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well. This should cover the apprentice’s rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers;
2. knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health and Safety and Equality and Diversity training must be an integral part of the apprentice’s learning programme;
3. knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to work and Additional Learning Support must be included in the programme;

4. understands the role played by their occupation within their organisation and industry;

5. has an informed view of the types of career pathways that are open to them;

6. knows the types of representative bodies and understands their relevance to their industry and organisation, and their main roles and responsibilities;

7. knows where and how to get information and advice on their industry, occupation, training and career;

8. can describe and work within their organisation’s principles and codes of practice;

9. recognises and can form a view on issues of public concern that affect their organisation and industry

The NVQ Diploma includes Health and Safety. 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

**Advanced Level Apprenticeship in Hairdressing**

### Pathways for this framework at level 3

<table>
<thead>
<tr>
<th>Pathway</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pathway 1</td>
<td>Hairdressing</td>
</tr>
<tr>
<td>Pathway 2</td>
<td>Hairdressing (Combined Hair Types)</td>
</tr>
<tr>
<td>Pathway 3</td>
<td>Chemically Treated African Type Hair</td>
</tr>
<tr>
<td>Pathway 4</td>
<td>Treating Natural African Type Hair</td>
</tr>
</tbody>
</table>
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.

The minimum number of credits required for completion of this pathway is 68 credits - minimum of 58 for the Level 3 NVQ Diploma in Hairdressing plus 10 credits for Transferable Skills (5 credits for English and 5 credits for Maths)

- Competence credits for mandatory units = 12 credits
- Knowledge credits for mandatory units = 9 credits
- The remaining 37 credits will be shared between knowledge and competence and this will vary depending on the optional units taken = 37 credits
- Transferable skills (5 credits for Maths and 5 credits for English) = 10 credits

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 had previous work experience in the hairdressing industry and have three GCSEs Grade C in English, Maths, Science or Art.
<table>
<thead>
<tr>
<th>Job title(s)</th>
<th>Job role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stylist or Hairdresser</td>
<td>Carrying out treatments including creatively cutting hair, colouring hair, colour correction, creatively styling and dressing hair, creating a variety of permed looks and providing hair extension services.</td>
</tr>
</tbody>
</table>
Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A
Combined qualifications available to this pathway

<table>
<thead>
<tr>
<th>No.</th>
<th>Ref no.</th>
<th>Awarding organisation</th>
<th>Credit value</th>
<th>Guided learning hours</th>
<th>UCAS points value</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1a</td>
<td>500/6573/7</td>
<td>City &amp; Guilds</td>
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<td>439-458</td>
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<tr>
<td>B1b</td>
<td>500/7978/5</td>
<td>Edexcel</td>
<td>58</td>
<td>439-458</td>
<td>N/A</td>
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<tr>
<td>B1c</td>
<td>500/7677/2</td>
<td>ITEC</td>
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<td>439-458</td>
<td>N/A</td>
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<td>B1d</td>
<td>500/7389/8</td>
<td>VTCT</td>
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</table>

Notes on competence and knowledge qualifications (if any)

LEGAL REQUIREMENT

An Advanced Level 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 5 combined qualifications listed in B1 Level 3 NVQ Diploma in Hairdressing (B1a, B1b, B1c B1d and B1e ) and will ensure that the qualification carries 10 credits for each element.

To achieve the full qualification, candidates must complete 4 mandatory units totalling 21 credits and optional units to a minimum of 37 credits in order to give an overall total of 58 credits.

Only 1 unit can be chosen from option group 2 (all optional credits can be chosen from option group 1 if desired).

MANDATORY UNITS

- G22 Monitor procedures to safely control work operations - 4 credits (3 Competence 1
Knowledge)
- G18 Promote additional services or products to clients - 6 credits (2 Competence 4 Knowledge)
- G21 Provide hairdressing consultation services - 3 credits (1 Competence 2 Knowledge)
- GH16 Creatively cut hair using a combination of techniques - 8 credits (6 Competence 2 Knowledge)

OPTIONAL UNITS GROUP 1
- GH17 Colour hair using a variety of techniques - 12 credits (8 Competence 4 Knowledge)
- GH18 Provide colour correction services - 13 credits (8 Competence 5 Knowledge)
- GH19 Creatively style and dress hair - 4 credits (3 Competence 1 Knowledge)
- GH20 Creatively dress long hair - 5 credits (4 Competence 1 Knowledge)
- GH21 Develop and enhance your creative hairdressing skills - 5 credits (3 Competence 2 Knowledge)
- GH22 Create a variety of permed effects - 8 credits (5 Competence 3 Knowledge)
- GH23 Provide creative hair extension services - 8 credits (6 Competence 2 Knowledge)
- GH24 *Provide specialist consultation services for hair and scalp conditions - 5 credits (2 Competence 3 Knowledge)
- GH25 *Provide specialist hair and scalp treatment - 7 credits (3 Competence 4 Knowledge)

OPTIONAL UNITS GROUP 2
- G11 Contribute to the financial effectiveness of the business - 4 credits (1 Competence 3 Knowledge)
- G19 Support client service improvements - 5 credits (4 Competence 1 Knowledge)
- H32 Contribute to the planning and implementation of promotional activities - 5 credits (2 Competence 3 Knowledge)

*Note G24 and G25 must be taken together
Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

<table>
<thead>
<tr>
<th>English</th>
<th>Minimum level or grade</th>
<th>Credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Skills qualification in English</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>GCSE qualification in English (with enhanced functional content)</td>
<td>C</td>
<td>5</td>
</tr>
<tr>
<td>Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>GCSE Qualification in English*</td>
<td>C</td>
<td>N/A</td>
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<td>N/A</td>
</tr>
</tbody>
</table>

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.
### Mathematics

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Minimum level or grade</th>
<th>Credit value</th>
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<tbody>
<tr>
<td>Functional Skills qualification in Mathematics</td>
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<tr>
<td>GCSE qualification (with enhanced functional content) in Mathematics</td>
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<td>5</td>
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<tr>
<td>Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or…*</td>
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<tr>
<td>GCSE qualification in Mathematics*</td>
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<td>N/A</td>
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</tr>
<tr>
<td>A’ Level or AS Level qualification in Further Mathematics**</td>
<td>A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

### Inclusion of Information and Communications Technology (ICT)

After consultation with employers it was evident that ICT skills are not an important requirement within the hairdressing industry and the decision was made not to include ICT as a mandatory transferable skill. Habia would encourage employees in the sector to undertake ICT to broaden their skill base.

### Progression routes into and from this pathway

Routes into:

- From a preparation for work, non-competency based qualification in hairdressing, for
example those undertaken on a Young Apprenticeship programme.

- From the Higher Diploma in Hair and Beauty Studies (England only) depending on the ability and potential of the applicant or the Welsh Baccalaureate qualification.
- Following the completion of Level 2 in Hairdressing or Barbering via either an apprenticeship or full time college based programme.

Routes from:

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

**UCAS points for this pathway: Currently under review**
Delivery and assessment of employee rights and responsibilities

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.

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 record of achievement is the only form of evidence which will be accepted by the Central Certification Authority, this can be downloaded here www.habia.org/uploads/Habia_Apprenticeship_ERR_Completion_Form.pdf and shows all nine national outcomes have been achieved and should include the assessor’s name, the date each outcome was completed and the overall completion date; confirmation in the form of the apprentice, employer and provider’s dated signatures is also required. It is not necessary to send the workbook or portfolio.

The nine national outcomes of ERR are:

1. knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well. This should cover the apprentice’s rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers;
2. knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health and Safety and Equality and Diversity training must be an integral part of the apprentice’s learning programme;
3. knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to work and Additional Learning Support must be included in the programme;
4. understands the role played by their occupation within their organisation and industry;
5. has an informed view of the types of career pathways that are open to them;
6. knows the types of representative bodies and understands their relevance to their industry and organisation, and their main roles and responsibilities;
7. knows where and how to get information and advice on their industry, occupation, training and career;
8. can describe and work within their organisation’s principles and codes of practice;
9. recognises and can form a view on issues of public concern that affect their organisation and industry

The NVQ Diploma includes Health and Safety. The other requirements will be covered primarily at induction, with the remaining aspects delivered at appropriate times during the Apprenticeship programme.
Level 3, Pathway 2: Hairdressing (Combined Hair Types)

Description of this pathway

The Level 3 NVQ Diploma in Hairdressing (Combined Hair Types) will allow the junior stylist to advance their creative skills working with both Caucasian and African type hair.

The minimum number of credits required for completion of this pathway is 66 credits - minimum of 56 for the Level 3 NVQ Diploma in Hairdressing (Combined Hair Types) plus 10 credits for Transferable Skills (5 credits for English and 5 credits for Maths)

- Competence credits for mandatory units = 28 credits
- Knowledge credits for mandatory units = 16 credits
- The remaining 12 credits will be shared between knowledge and competence and this will vary depending on the optional units taken = 12 credits
- Transferable skills (5 credits for Maths and 5 credits for English) = 10 credits

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

These requirements should be read in conjunction with the entry conditions which 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 had previous work experience in the hairdressing industry and have three GCSEs Grade C in English, Maths, Science or Art.
<table>
<thead>
<tr>
<th>Job title(s)</th>
<th>Job role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stylist or Hairdresser</td>
<td>Carrying out treatments on both Caucasian and African type hair including creatively cutting hair using a combination of techniques, colouring hair, colour correction, creatively styling and dressing African type hair, perming African type hair and providing creative hair extension services.</td>
</tr>
</tbody>
</table>
Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A
Combined qualifications available to this pathway

<table>
<thead>
<tr>
<th>No.</th>
<th>Ref no.</th>
<th>Awarding organisation</th>
<th>Credit value</th>
<th>Guided learning hours</th>
<th>UCAS points value</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1a</td>
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<td>City &amp; Guilds</td>
<td>56</td>
<td>439-458</td>
<td>N/A</td>
</tr>
<tr>
<td>B1b</td>
<td>500/9502/X</td>
<td>Edexcel</td>
<td>56</td>
<td>439-458</td>
<td>N/A</td>
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<td>B1c</td>
<td>500/7798/3</td>
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<td>56</td>
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<tr>
<td>B1d</td>
<td>500/7387/4</td>
<td>VTCT</td>
<td>56</td>
<td>439-458</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Notes on competence and knowledge qualifications (if any)

LEGAL REQUIREMENT

An Advanced Level 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 10 credits on the QCF.

The information below refers to the 4 combined qualifications listed in B1 Level 3 NVQ Diploma in Hairdressing (Combined Hair Types) (B1a, B1b, B1c and B1d) and will ensure that the qualification carries 10 credits for each element.

To achieve the full qualification, candidates must complete 7 mandatory units totalling 44 credits and optional units to a minimum of 12 credits in order to give an overall total of 56 credits.

MANDATORY UNITS

- G22 Monitor procedures to safely control work operations - 4 credits (3 Competence 1 Knowledge)
- G16 Provide consultation services for African Type Hair - 3 credits (1 Competence 2 Knowledge)
- G18 Promote additional services or products to clients - 6 credits (2 Competence 4 Knowledge)
- GH16 Creatively cut hair using a combination of techniques - 8 credits (6 Competence 2 Knowledge)
- GH17 Colour hair using a variety of techniques - 12 credits (8 Competence 4 Knowledge)
- AH26 Provide a variety of relaxing services - 7 credits (5 Competence 2 Knowledge)
- AH31 Creatively style and dress hair - 4 credits (3 Competence 1 Knowledge)

**OPTIONAL UNITS**

- H32 Contribute to the planning and implementation of promotional activities - 5 credits (2 Competence 3 Knowledge)
- G19 Support client service improvements - 5 credits (4 Competence 1 Knowledge)
- GH18 Provide colour correction services - 13 credits (8 Competence 5 Knowledge)
- GH19 Creatively style and dress hair - 4 credits (3 Competence 1 Knowledge)
- GH22 Create a variety of permed effects - 8 credits (5 Competence 3 Knowledge)
- GH23 Provide creative hair extensions - 8 credits (6 Competence 2 Knowledge)
- AH18 Perm African Type Hair - 8 credits (6 Competence 2 Knowledge)
- AH30 Style African Type Hair using thermal styling techniques - 5 credits (4 Competence 1 Knowledge)
- AH32 Extend hair using a variety of techniques - 8 credits (6 Competence 2 Knowledge)
- GH24 *Provide specialist consultation services for hair and scalp conditions - 5 credits (2 Competence 3 Knowledge)
- GH25 *Provide specialist hair and scalp treatment - 7 credits (3 Competence 4 Knowledge)

*Note G24 and G25 must be taken together*
Transferable skills (England)

**Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)**

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

<table>
<thead>
<tr>
<th>English</th>
<th>Minimum level or grade</th>
<th>Credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Skills qualification in English</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>GCSE qualification in English (with enhanced functional content)</td>
<td>C</td>
<td>5</td>
</tr>
<tr>
<td>Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>GCSE Qualification in English*</td>
<td>C</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Literature*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language and Literature*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>GCSE or O’ Level qualification in English Language**</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language**</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Literature**</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language and Literature**</td>
<td>A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.
** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.
### Mathematics

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Minimum level or grade</th>
<th>Credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Skills qualification in Mathematics</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>GCSE qualification (with enhanced functional content) in Mathematics</td>
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<td>5</td>
</tr>
<tr>
<td>Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>GCSE qualification in Mathematics*</td>
<td>C</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ level or AS Level qualification in Mathematics*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in Pure Mathematics*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in Further Mathematics*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>GCSE or O’Level qualification in Mathematics**</td>
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<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in Mathematics**</td>
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<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in Pure Mathematics**</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in Further Mathematics**</td>
<td>A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

### Inclusion of Information and Communications Technology (ICT)

After consultation with employers it was evident that ICT skills are not an important requirement within the hairdressing industry and the decision was made not to include ICT as a mandatory transferable skill. Habia would encourage employees in the sector to undertake ICT to broaden their skill base.

### Progression routes into and from this pathway

Routes into:
- From a preparation for work, non-competency based qualification in hairdressing, for
example those undertaken on a Young Apprenticeship programme.

- From the Higher Diploma in Hair and Beauty Studies (England only) depending on the ability and potential of the applicant or the Welsh Baccalaureate qualification.
- Following the completion of Level 2 in Hairdressing or Barbering via either an apprenticeship or full time college based programme.

Routes from:

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

**UCAS points for this pathway: Currently under review**
Delivery and assessment of employee rights and responsibilities

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.

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 record of achievement is the only form of evidence which will be accepted by the Central Certification Authority, this can be downloaded here www.habia.org/uploads/Habia_Apprenticeship_ERR_Completion_Form.pdf and shows all nine national outcomes have been achieved and should include the assessor’s name, the date each outcome was completed and the overall completion date; confirmation in the form of the apprentice, employer and provider’s dated signatures is also required. It is not necessary to send the workbook or portfolio.

The nine national outcomes of ERR are:

1. knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well. This should cover the apprentice’s rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers;
2. knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health and Safety and Equality and Diversity training must be an integral part of the apprentice’s learning programme;
3. knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to work and Additional Learning Support must be included in the programme;
4. understands the role played by their occupation within their organisation and industry;
5. has an informed view of the types of career pathways that are open to them;
6. knows the types of representative bodies and understands their relevance to their industry and organisation, and their main roles and responsibilities;
7. knows where and how to get information and advice on their industry, occupation, training and career;
8. can describe and work within their organisation’s principles and codes of practice;
9. recognises and can form a view on issues of public concern that affect their organisation and industry

The NVQ Diploma includes Health and Safety. The other requirements will be covered primarily at induction, with the remaining aspects delivered at appropriate times during the Apprenticeship programme.
Level 3, Pathway 3: Chemically Treated African Type Hair

Description of this pathway

The Level 3 NVQ Diploma in Chemically Treated African Type Hair will allow the junior stylist to advance their creative skills.

The minimum number of credits required for completion of this pathway is 60 credits - minimum of 50 for the Level 3 NVQ Diploma in Chemically Treated African Type Hair plus 10 credits for Transferable Skills (5 for English and 5 credits for Maths)

- Competence credits for mandatory units = 25 credits
- Knowledge credits for mandatory units = 15 credits
- The remaining 10 credits will be shared between knowledge and competence and this will vary depending on the optional units taken = 10 credits
- Transferable skills (5 credits for Maths and 5 credits for English) = 10 credits

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 had previous work experience in the hairdressing industry and have three GCSEs Grade C in English, Maths, Science or Art.
<table>
<thead>
<tr>
<th>Job title(s)</th>
<th>Job role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stylist or Hairdresser</td>
<td>Carrying out treatments on clients with previously chemically treated African type hair including creatively cutting hair, colouring hair, colour correction, creatively styling and dressing African type hair, perming African type hair and providing creative hair extension services.</td>
</tr>
</tbody>
</table>
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 3 NVQ Diploma in Chemically Treated African Type Hair

<table>
<thead>
<tr>
<th>No.</th>
<th>Ref no.</th>
<th>Awarding organisation</th>
<th>Credit value</th>
<th>Guided learning hours</th>
<th>UCAS points value</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1a</td>
<td>500/7796/X</td>
<td>ITEC</td>
<td>50</td>
<td>360-397</td>
<td>N/A</td>
</tr>
<tr>
<td>B1b</td>
<td>500/7391/6</td>
<td>VTCT</td>
<td>50</td>
<td>360-397</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Notes on competence and knowledge qualifications (if any)

LEGAL REQUIREMENT

An Advanced Level 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 10 credits on the QCF.

The information below refers to the 2 combined qualifications listed in B1 Level 3 NVQ Diploma in Chemically Treated African Type Hair (B1a and B1b) and will ensure that the qualification carries 10 credits for each element.

To achieve the full qualification, candidates must complete 6 mandatory units totalling 40 credits and optional units to a minimum of 10 credits in order to give an overall total of 50 credits.

MANDATORY UNITS

- G22 Monitor procedures to safely control work operations - 4 credits (3 Competence 1 Knowledge)
- G16 Provide consultation services for African Type Hair - 3 credits (1 Competence 2 Knowledge)
- G18 Promote additional services or products to clients - 6 credits (2 Competence 4 Knowledge)
- AH24 Creatively cut African Type Hair to create a variety of looks – 8 credits (6 competence 2 knowledge)
- AH25 Colour African Type Hair using a variety of techniques – 12 credits (8 competence 4 knowledge)
- AH26 Provide a variety of relaxing services - 7 credits (5 Competence 2 Knowledge)

**OPTIONAL UNITS**

- AH14 Cultivate locks – 5 credits (4 Competence 1 Knowledge)
- AH27 Creatively style and dress locked hair – 5 credits (4 Competence 1 Knowledge)
- AH28 Design and create intricate styles using plaiting techniques – 5 credits (4 Competence 1 Knowledge)
- AH29 Maintain and repair locks – 5 credits (4 Competence 1 Knowledge)
- AH30 Style African Type Hair using thermal styling techniques - 5 credits (4 Competence 1 Knowledge)
- AH31 Creatively style and dress hair - 4 credits (3 Competence 1 Knowledge)
- AH32 Extend hair using a variety of techniques- 8 credits (6 Competence 2 Knowledge)
- H32 Contribute to the planning and implementation of promotional activities - 5 credits (2 Competence 3 Knowledge)
- GH21 Develop and enhance your creative hairdressing skills – 5 credits (3 Competence 2 Knowledge)
- G11 Contribute to the financial effectiveness of the business – 4 credits (1 Competence 3 Knowledge)
- G19 Support client service improvements – 5 credits (4 Competence 1 Knowledge)
- B23 Provide Indian Head Massage – 7 credits (4 Competence 3 Knowledge)
- GH24 *Provide specialist consultation services for hair and scalp conditions - 5 credits (2 Competence 3 Knowledge)
- GH25 *Provide specialist hair and scalp treatment - 7 credits (3 Competence 4 Knowledge)

*Note G24 and G25 must be taken together*
# Transferable skills (England)

## Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

<table>
<thead>
<tr>
<th>English</th>
<th>Minimum level or grade</th>
<th>Credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Skills qualification in English</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>GCSE qualification in English (with enhanced functional content)</td>
<td>C</td>
<td>5</td>
</tr>
<tr>
<td>Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or…*</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>GCSE Qualification in English*</td>
<td>C</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Literature*</td>
<td>E</td>
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<tr>
<td>A’ Level or AS Level qualification in English Language and Literature*</td>
<td>E</td>
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</tr>
<tr>
<td>GCSE or O’ Level qualification in English Language**</td>
<td>A</td>
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<tr>
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</tr>
<tr>
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<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language and Literature**</td>
<td>A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.
### Mathematics

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Minimum level or grade</th>
<th>Credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Skills qualification in Mathematics</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>GCSE qualification (with enhanced functional content) in Mathematics</td>
<td>C</td>
<td>5</td>
</tr>
<tr>
<td>Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>GCSE qualification in Mathematics*</td>
<td>C</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ level or AS Level qualification in Mathematics*</td>
<td>E</td>
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</tr>
<tr>
<td>A’ Level or AS Level qualification in Pure Mathematics*</td>
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<td>N/A</td>
</tr>
<tr>
<td>A’Level or AS Level qualification in Further Mathematics*</td>
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</tr>
<tr>
<td>GCSE or O’Level qualification in Mathematics**</td>
<td>A</td>
<td>N/A</td>
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<tr>
<td>A’ Level or AS Level qualification in Mathematics**</td>
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<tr>
<td>A’ Level or AS Level qualification in Pure Mathematics**</td>
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</tr>
<tr>
<td>A’ Level or AS Level qualification in Further Mathematics**</td>
<td>A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

### Inclusion of Information and Communications Technology (ICT)

After consultation with employers it was evident that ICT skills are not an important requirement within the hairdressing industry and the decision was made not to include ICT as a mandatory transferable skill. Habia would encourage employees in the sector to undertake ICT to broaden their skill base.

### Progression routes into and from this pathway

Routes into:

- From a preparation for work, non-competency based qualification in hairdressing, for
example those undertaken on a Young Apprenticeship programme.
- From the Higher Diploma in Hair and Beauty Studies (England only) depending on the ability and potential of the applicant or the Welsh Baccalaureate qualification.
- Following the completion of Level 2 in Hairdressing or Barbering via either an apprenticeship or full time college based programme.

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

**UCAS points for this pathway: Currently under review**
Delivery and assessment of employee rights and responsibilities

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:

1. 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

2. an in house system, such as a workbook, portfolio or online system, that meets the minimum evidence requirements, or
3. an externally provided system, such as a workbook, portfolio or online system that meets the minimum evidence requirements.

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

1. a completion certificate from an Awarding Organisation, or
2. for an in house or externally provided system, completion of the record of achievement is the only form of evidence which will be accepted by the Central Certification Authority, this can be downloaded here www.habia.org/uploads/Habia_Apprenticeship_ERR_Completion_Form.pdf and shows all nine national outcomes have been achieved and should include the assessor’s name, the date each outcome was completed and the overall completion date; confirmation in the form of the apprentice, employer and provider’s dated signatures is also required. It is not necessary to send the workbook or portfolio.

The nine national outcomes of ERR are:

1. knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well. This should cover the apprentice’s rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers;
2. knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health and Safety and Equality and Diversity training must be an integral part of the apprentice’s learning programme;
3. knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to work and Additional Learning Support must be included in the programme;
4. understands the role played by their occupation within their organisation and industry;
5. has an informed view of the types of career pathways that are open to them;
6. knows the types of representative bodies and understands their relevance to their industry and organisation, and their main roles and responsibilities;
7. knows where and how to get information and advice on their industry, occupation, training and career;
8. can describe and work within their organisation’s principles and codes of practice;
9. recognises and can form a view on issues of public concern that affect their organisation and industry.

The NVQ Diploma includes Health and Safety. The other requirements will be covered primarily at induction, with the remaining aspects delivered at appropriate times during the Apprenticeship programme.
Level 3, Pathway 4: Treating Natural African Type Hair

Description of this pathway

The Level 3 NVQ Diploma in Treating Natural African Type Hair will allow the junior stylist to advance their creative skills on African type hair i.e. hair that has not previously had its structure altered by chemical treatments.

The minimum number of credits required for completion of this pathway is 48 credits - minimum of 38 for the Level 3 NVQ Diploma in Treating Natural African Type Hair plus 10 credits for Transferable Skills (5 credits for English and 5 credits for Maths)

- Competence credits for mandatory units = 18 credits
- Knowledge credits for mandatory units = 10 credits
- The remaining 10 credits will be shared between knowledge and competence and this will vary depending on the optional units taken = 10 credits
- Transferable skills (5 credits for Maths and 5 credits for English) = 10 credits

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 C in English, Maths, Science or Art.
<table>
<thead>
<tr>
<th>Job title(s)</th>
<th>Job role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stylist or Hairdresser</td>
<td>Carry out treatments on Natural African type hair including creatively style and dress hair, design/create intricate styles using plaiting techniques, cultivate locks in natural hair, Indian Head Massage, hair and scalp treatments and style African type hair using thermal styling techniques.</td>
</tr>
</tbody>
</table>
Qualifications

Competence qualifications available to this pathway
N/A

Knowledge qualifications available to this pathway
N/A
Combined qualifications available to this pathway

<table>
<thead>
<tr>
<th>No.</th>
<th>Ref no.</th>
<th>Awarding organisation</th>
<th>Credit value</th>
<th>Guided learning hours</th>
<th>UCAS points value</th>
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<tr>
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<td>ITEC</td>
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<td>269-301</td>
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<tr>
<td>B1b</td>
<td>500/7390/4</td>
<td>VTCT</td>
<td>38</td>
<td>269-301</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Notes on competence and knowledge qualifications (if any)

**LEGAL REQUIREMENT**

An Advanced Level 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 10 credits on the QCF.

The information below refers to the 2 combined qualifications listed in B1 Level 3 NVQ Diploma in Treating Natural African Type Hair (B1a and B1b) and will ensure that the qualification carries 10 credits for each element.

To achieve the full qualification, candidates must complete 6 mandatory units totalling 28 credits and optional units to a minimum of 10 credits in order to give an overall total of 38 credits.

**MANDATORY UNITS**

- G22 Monitor procedures to safely control work operations - 4 credits (3 Competence 1 Knowledge)
- G16 Provide consultation services for African Type Hair - 3 credits (1 Competence 2 Knowledge)
- G18 Promote additional services or products to clients - 6 credits (2 Competence 4 Knowledge)
- AH27 Creatively style and dress locked hair – 5 credits (4 Competence 1 Knowledge)
- AH28 Design and create intricate styles using plaiting techniques – 5 credits (4 Competence 1 Knowledge)
- AH29 Maintain and repair locks – 5 credits (4 Competence 1 Knowledge)
OPTIONAL UNITS

- AH14 Cultivate locks – 5 credits (4 Competence 1 Knowledge)
- AH30 Style African Type Hair using thermal styling techniques – 5 credits (4 Competence 1 Knowledge)
- AH31 Creatively style and dress hair – 4 credits (3 Competence 1 Knowledge)
- AH32 Extend hair using a variety of techniques – 8 credits (6 Competence 2 Knowledge)
- H32 Contribute to the planning and implementation of promotional activities – 5 credits (2 Competence 3 Knowledge)
- GH21 Develop and enhance your creative hairdressing skills – 5 credits (3 Competence 2 Knowledge)
- G11 Contribute to the financial effectiveness of the business – 4 credits (1 Competence 3 Knowledge)
- G19 Support client service improvements – 5 credits (4 Competence 1 Knowledge)
- B23 Provide Indian Head Massage – 7 credits (4 Competence 3 Knowledge)
- GH24 *Provide specialist consultation services for hair and scalp conditions – 5 credits (2 Competence 3 Knowledge)
- GH25 *Provide specialist hair and scalp treatment – 7 credits (3 Competence 4 Knowledge)

*Note G24 and G25 must be taken together
Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

<table>
<thead>
<tr>
<th>English</th>
<th>Minimum level or grade</th>
<th>Credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Skills qualification in English</td>
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</tr>
<tr>
<td>GCSE qualification in English (with enhanced functional content)</td>
<td>C</td>
<td>5</td>
</tr>
<tr>
<td>Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>GCSE Qualification in English*</td>
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</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Literature*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language and Literature*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>GCSE or O’ Level qualification in English Language**</td>
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<tr>
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<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Literature**</td>
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<td>N/A</td>
</tr>
<tr>
<td>A’ Level or AS Level qualification in English Language and Literature**</td>
<td>A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.
### Mathematics

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Minimum level or grade</th>
<th>Credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Skills qualification in Mathematics</td>
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<td>5</td>
</tr>
<tr>
<td>GCSE qualification (with enhanced functional content) in Mathematics</td>
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<td>5</td>
</tr>
<tr>
<td>Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>GCSE qualification in Mathematics*</td>
<td>C</td>
<td>N/A</td>
</tr>
<tr>
<td>A’ level or AS Level qualification in Mathematics*</td>
<td>E</td>
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</tr>
<tr>
<td>A’ Level or AS Level qualification in Pure Mathematics*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>A’Level or AS Level qualification in Further Mathematics*</td>
<td>E</td>
<td>N/A</td>
</tr>
<tr>
<td>GCSE or O’Level qualification in Mathematics**</td>
<td>A</td>
<td>N/A</td>
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<tr>
<td>A’ Level or AS Level qualification in Mathematics**</td>
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<tr>
<td>A’ Level or AS Level qualification in Pure Mathematics**</td>
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<tr>
<td>A’ Level or AS Level qualification in Further Mathematics**</td>
<td>A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

### Inclusion of Information and Communications Technology (ICT)

After consultation with employers it was evident that ICT skills are not an important requirement within the hairdressing industry and the decision was made not to include ICT as a mandatory transferable skill. Habia would encourage employees in the sector to undertake ICT to broaden their skill base.

### Progression routes into and from this pathway

Routes into:

- From a preparation for work, non-competency based qualification in hairdressing, for...
example those undertaken on a Young Apprenticeship programme.

- From the Higher Diploma in Hair and Beauty Studies (England only) depending on the ability and potential of the applicant or the Welsh Baccalaureate qualification.
- Following completion of an Intermediate Level Apprenticeship in Hairdressing or Barbering.
- Following completion of a Level 2 qualification in Hairdressing as a full time college based programme.

Routes from:

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

**UCAS points for this pathway: Currently under review**
Delivery and assessment of employee rights and responsibilities

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.

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 record of achievement is the only form of evidence which will be accepted by the Central Certification Authority, this can be downloaded here www.habia.org/uploads/Habia_Apprenticeship_ERR_Completion_Form.pdf and shows all nine national outcomes have been achieved and should include the assessor’s name, the date each outcome was completed and the overall completion date; confirmation in the form of the apprentice, employer and provider’s dated signatures is also required. It is not necessary to send the workbook or portfolio.

The nine national outcomes of ERR are:

1. knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well. This should cover the apprentice’s rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers;
2. knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health and Safety and Equality and Diversity training must be an integral part of the apprentice’s learning programme;
3. knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to work and Additional Learning Support must be included in the programme;
4. understands the role played by their occupation within their organisation and industry;
5. has an informed view of the types of career pathways that are open to them;
6. knows the types of representative bodies and understands their relevance to their industry and organisation, and their main roles and responsibilities;
7. knows where and how to get information and advice on their industry, occupation, training and career;
8. can describe and work within their organisation’s principles and codes of practice;
9. recognises and can form a view on issues of public concern that affect their organisation and industry

The NVQ Diploma includes Health and Safety. 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 skills 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, Hairdressing (Combined Hair Types), Treating Natural African Type Hair and Chemically Treated African Type Hair with industry and Awarding Organisations (AOs). Five AOs have developed QCF qualifications for Hairdressing, 4 for Hairdressing (Combined Hair Types), and two for Treating Natural African Type Hair and Chemically Treated African Type Hair.
On and off the job guided learning (England)

Total GLH for each pathway

Definition:

On the job training - time spent learning in the workplace
Off the job training - instruction or supervised study at a separate physical location from that at which an apprentice normally works.

On and off the job training for Intermediate and Advanced Level Apprenticeships and the pathways contained within.

The total amount of Guided Learning Hours (GLH) for a typical learner, including both on and off-the-job guided learning is calculated using the following:

- Transferable Skills Maths 45 GLH
- Transferable Skills English 45 GLH
- Employee Rights and Responsibilities and Induction 25 GLH
- Training, appraisals and mentoring 100 GLH

Plus

- Level 2 NVQ Diploma in Hairdressing 472 GLH
- Level 2 NVQ Diploma in Hairdressing (Combined Hair Types) 547 GLH
- Level 2 NVQ Diploma in Treating Natural African Type Hair 390 GLH
- Level 2 NVQ Diploma in Chemically treated African Type Hair 497 GLH
- Level 3 NVQ Diploma in Hairdressing 439 GLH
- Level 3 NVQ Diploma in Hairdressing (Combined Hair Types) 418 GLH
- Level 3 NVQ Diploma in Treating Natural African Type Hair 269 GLH
- Level 3 NVQ Diploma in Chemically treated African Type Hair 360 GLH

The minimum recommended duration of this framework is 12 months. Regardless of how long the Apprenticeship takes, the minimum GLH for each pathway must be met as follows:

- Intermediate Level Apprenticeship in Hairdressing = 687 GLH
- Intermediate Level Apprenticeship in Hairdressing (Combined Hair Types) = 762 GLH
- Intermediate Level Apprenticeship in Treating Natural African Type Hair = 605
- Intermediate Level Apprenticeship in Chemically treated African Type Hair = 712 GLH
- Advanced Level Apprenticeship in Hairdressing = 654 GLH
- Advanced Level Apprenticeship in Hairdressing (Combined Hair Types) = 633 GLH
• Advanced Level Apprenticeship in Treating Natural African Type Hair = 484 GLH
• Advanced Level Apprenticeship in Chemically treated African Type Hair = 575 GLH

The minimum hours of employment for an apprentice should be at least 30 hours per week. By exception, where the individual’s circumstances or the particular nature of employment in a given sector makes this impossible, then an absolute minimum of 16 hours must be met. In such cases the duration of the Apprenticeship should be extended.

The duration of the Apprenticeship is expected to reflect that set out by employers in the relevant Apprenticeship framework document, but at the very least must meet the minimum duration requirement announced by NAS. Learners aged 16-18 must spend a minimum of 12 months on this Apprenticeship programme. Learners aged 19 or over must also spend a minimum of 12 months on this apprenticeship unless relevant prior learning is recorded. Where this is the case the Apprenticeship must not be for less than 6 months. Apprenticeship delivery must be planned to make full and effective use of the duration, including the opportunity for apprentices to embed and extend their learning through repeated workplace practice.

**Minimum off-the-job guided learning hours**

**Minimum off the job Guided Learning Hours**

**Intermediate Level Apprenticeship**

**Hairdressing**

Minimum recommended duration of programme is 12 months.

Total of 277 GLH minimum off the job GLH for the duration of the programme

Breakdown for this pathway as follows:

• Part of Level 2 NVQ Diploma in Hairdressing = 142 GLH
• Transferable Skills Maths = 45 GLH
• Transferable Skills English = 45 GLH
• Part of Employee Rights and Responsibilities and Induction = 15 GLH
• Part of training, appraisals and mentoring = 30 GLH

**Hairdressing (Combined Hair Types)**

Minimum recommended duration of programme is 12 months.

Total of 299 GLH minimum off the job GLH for the duration of the programme

Breakdown for this pathway as follows:
- Part of Level 2 NVQ Diploma in Hairdressing (Combined Hair Types) 164 GLH
- Transferable Skills Maths = 45 GLH
- Transferable Skills English = 45 GLH
- Part of Employee Rights and Responsibilities and Induction = 15 GLH
- Part of training, appraisals and mentoring = 30 GLH

**Treating Natural African Type Hair**

Minimum recommended duration of programme is 12 months.

Total of 252 minimum off the job GLH for the duration of the programme

Breakdown for this pathway as follows:

- Part of Level 2 NVQ Diploma in Treating Natural African Type Hair = 117 GLH
- Transferable Skills Maths = 45 GLH
- Transferable Skills English = 45 GLH
- Part of Employee Rights and Responsibilities and Induction = 15 GLH
- Part of training, appraisals and mentoring = 30 GLH

**Chemically treated African Type Hair**

Minimum recommended duration of programme is 12 months.

Total of 284 minimum off the job GLH for the duration of the programme

Breakdown for this pathway as follows:

- Part of Level 2 NVQ Diploma in Chemically Treated African Type Hair = 149 GLH
- Transferable Skills Maths = 45 GLH
- Transferable Skills English = 45 GLH
- Part of Employee Rights and Responsibilities and Induction = 15 GLH
- Part of training, appraisals and mentoring = 30 GLH

**Advanced Level Apprenticeship**

**Hairdressing**

Minimum recommended duration of programme is 12 months.

Total of 267 minimum off the job GLH for the duration of the programme

Breakdown for this pathway as follows:

- Part of Level 3 NVQ Diploma in Hairdressing = 132 GLH
- Transferable Skills Maths = 45 GLH
- Transferable Skills English = 45 GLH
- Part of Employee Rights and Responsibilities and Induction = 15 GLH
- Part of training, appraisals and mentoring = 30 GLH

**Hairdressing (Combined Hair Types)**

Minimum recommended duration of programme is 12 months.

Total of 260 minimum off the job GLH for the duration of the programme

Breakdown for this pathway as follows:

- Part of Level 3 NVQ Diploma in Hairdressing (Combined Hair Types) = 125 GLH
- Transferable Skills Maths = 45 GLH
- Transferable Skills English = 45 GLH
- Part of Employee Rights and Responsibilities and Induction = 15 GLH
- Part of training, appraisals and mentoring = 30 GLH

**Treating Natural African Type Hair**

Minimum recommended duration of programme is 12 months.

Total of 216 minimum off the job GLH for the duration of the programme

Breakdown for this pathway as follows:

- Part of Level 3 NVQ Diploma in Treating Natural African Type Hair = 81 GLH
- Transferable Skills Maths = 45 GLH
- Transferable Skills English = 45 GLH
- Part of Employee Rights and Responsibilities and Induction = 15 GLH
- Part of training, appraisals and mentoring = 30 GLH

**Chemically treated African Type Hair**

Minimum recommended duration of programme is 12 months.

Total of 243 minimum off the job GLH for the duration of the programme

Breakdown for this pathway as follows:

- Part of Level 3 NVQ Diploma in Chemically treated African Type Hair = 108 GLH
- Transferable Skills Maths = 45 GLH
- Transferable Skills English = 45 GLH
- Part of Employee Rights and Responsibilities and Induction = 15 GLH
- Part of training, appraisals and mentoring = 30 GLH

**How this requirement will be met**
Delivery, assessment and certification of one of the combined competence/knowledge qualifications specific to the pathway taken:

- Level 2 NVQ Diploma in Hairdressing
- Level 2 NVQ Diploma in Hairdressing (Combined Hair Types)
- Level 2 NVQ Diploma in Treating Natural African Type Hair
- Level 2 NVQ Diploma in Chemically treated African Type Hair

- Level 3 NVQ Diploma in Hairdressing
- Level 3 NVQ Diploma in Hairdressing (Combined Hair Types)
- Level 3 NVQ Diploma in Treating Natural African Type Hair
- Level 3 NVQ Diploma in Chemically treated African Type Hair

Plus

- Transferable Skills Maths at the appropriate level
- Transferable Skills English at the appropriate level
- Employee Rights and Responsibilities
- Induction
- Training, appraisals and mentoring

Evidence of Off the job Guided Learning Hours:

Certificate for combined competence/knowledge qualification

- Level 2 NVQ Diploma in Hairdressing
- Level 2 NVQ Diploma in Hairdressing (Combined Hair Types)
- Level 2 NVQ Diploma in Treating Natural African Type Hair
- Level 2 NVQ Diploma in Chemically treated African Type Hair

- Level 3 NVQ Diploma in Hairdressing
- Level 3 NVQ Diploma in Hairdressing (Combined Hair Types)
- Level 3 NVQ Diploma in Treating Natural African Type Hair

Plus

- Certification of Transferable Skills Maths (See Transferable Skills section)
- Certification of Transferable Skills English (See Transferable Skills section)
- Certificate for Employee Rights and Responsibilities

Minimum on-the-job guided learning hours

Minimum on the job Guided Learning Hours

Intermediate Level Apprenticeship
Hairdressing

Minimum recommended duration of programme is 12 months.

Total of 410 GLH minimum on the job GLH for the duration of the programme

Breakdown for this pathway as follows:

- Remainder of Level 2 NVQ Diploma in Hairdressing = 330 GLH
- Remainder of Employee Rights and Responsibilities and Induction = 10 GLH
- Remainder of Training, appraisals and mentoring = 70 GLH

Hairdressing (Combined Hair Types)

Minimum recommended duration of programme is 12 months.

Total of 463 GLH minimum on the job GLH for the duration of the programme

Breakdown for this pathway as follows:

- Remainder of Level 2 NVQ Diploma in Hairdressing (Combined Hair Types) = 383 GLH
- Remainder of Employee Rights and Responsibilities and Induction = 10 GLH
- Remainder of Training, appraisals and mentoring = 70 GLH

Treating Natural African Type Hair

Minimum recommended duration of programme is 12 months.

Total of 353 minimum on the job GLH for the duration of the programme

Breakdown for this pathway as follows:

- Remainder of Level 3 NVQ Diploma in Treating Natural African Type Hair = 273 GLH
- Remainder of Employee Rights and Responsibilities and Induction = 10 GLH
- Remainder of Training, appraisals and mentoring = 70 GLH

Chemically Treated African Type Hair

Minimum recommended duration of programme is 12 months.

Total of 428 minimum on the job GLH for the duration of the programme

Breakdown for this pathway as follows:

- Remainder of Level 3 NVQ Diploma in Chemically Treated African Type Hair = 348 GLH
- Remainder of Employee Rights and Responsibilities and Induction = 10 GLH
- Remainder of Training, appraisals and mentoring = 70 GLH

Advanced Level Apprenticeship
Hairdressing

Minimum recommended duration of programme is 12 months.
Total of 387 minimum on the job GLH for the duration of the programme

Breakdown for this pathway as follows:

- Remainder of Level 3 NVQ Diploma in Hairdressing = 307 GLH
- Remainder of Employee Rights and Responsibilities and Induction = 10 GLH
- Remainder of Training, appraisals and mentoring = 70 GLH

Hairdressing (Combined Hair Types)

Minimum recommended duration of programme is 12 months.
Total of 373 minimum on the job GLH for the duration of the programme

Breakdown for this pathway as follows:

- Remainder of Level 3 NVQ Diploma in Haidressing (Combined Hair Types) = 293 GLH
- Remainder of Employee Rights and Responsibilities and Induction = 10 GLH
- Remainder of Training, appraisals and mentoring = 70 GLH

Treating Natural African Type Hair

Minimum recommended duration of programme is 12 months.
Total of 268 minimum on the job GLH for the duration of the programme

Breakdown for this pathway as follows:

- Remainder of Level 3 NVQ Diploma in Treating Natural African Type Hair = 188 GLH
- Remainder of Employee Rights and Responsibilities and Induction = 10 GLH
- Remainder of Training, appraisals and mentoring = 70 GLH

Chemically treated African Type Hair

Minimum recommended duration of programme is 12 months.
Total of 332 minimum on the job GLH for the duration of the programme

Breakdown for this pathway as follows:

- Remainder of Level 3 NVQ Diploma in Chemically Treated African Type Hair = 252 GLH
- Remainder of Employee Rights and Responsibilities and Induction = 10 GLH
- Remainder of Training, appraisals and mentoring = 70 GLH
How this requirement will be met

Delivery and assessment of one of the combined competence/knowledge qualifications specific to the pathway taken:

- Level 2 NVQ Diploma in Hairdressing
- Level 2 NVQ Diploma in Hairdressing (Combined Hair Types)
- Level 2 NVQ Diploma in Treating Natural African Type Hair
- Level 2 NVQ Diploma in Chemically treated African Type Hair
- Level 3 NVQ Diploma in Hairdressing
- Level 3 NVQ Diploma in Hairdressing (Combined Hair Types)
- Level 3 NVQ Diploma in Treating Natural African Type Hair
- Level 3 NVQ Diploma in Chemically treated African Type Hair

Plus

- Employee Rights and Responsibilities
- Induction
- Training, appraisals, mentoring and monitoring
Personal learning and thinking skills assessment and recognition (England)

Summary of Personal Learning and Thinking Skills

Personal, Learning and Thinking Skills will be delivered, demonstrated and assessed through naturally occurring evidence from the Level 2 and 3 NVQ Diplomas in this framework.

Assessment and recognition will take place during the delivery and be evidenced at certification by achievement of the Level 2 and 3 NVQ Diploma for the relevant pathway.

The mapping and signposting document to demonstrate where each Personal, Learning and Thinking skill is located within the Level 2 and 3 NVQ Diplomas in this framework can be found on the Habia website www.habia.org.

Further information about PLTS in a hair and beauty context can be found on the Diploma in Hair and Beauty Studies website at www.habia.org/diploma.

Creative thinking

Creative Thinking will be delivered, demonstrated and assessed through naturally occurring evidence from the Level 2 and 3 NVQ Diplomas in this framework.

Assessment and recognition will take place during the delivery and be evidenced at certification by achievement of the Level 2 and 3 NVQ Diploma for the relevant pathway.

The mapping and signposting document to demonstrate where Creative Thinking has been located within the Level 2 and 3 NVQ Diplomas in this framework can be found on the Habia website www.habia.org.

Further information about PLTS in a hair and beauty context can be found on the Diploma in Hair and Beauty Studies website at www.habia.org/diploma.

Independent enquiry

Independent Enquiry will be delivered, demonstrated and assessed through naturally occurring evidence from the Level 2 and 3 NVQ Diplomas in this framework.

Assessment and recognition will take place during the delivery and be evidenced at certification by achievement of the Level 2 and 3 NVQ Diploma for the relevant pathway.
The mapping and signposting document to demonstrate where Independent Enquiry has been located within the Level 2 and 3 NVQ Diplomas in this framework can be found on the Habia website www.habia.org.

Further information about PLTS in a hair and beauty context can be found on the Diploma in Hair and Beauty Studies website at www.habia.org/diploma.

Reflective learning

Reflective Learning will be delivered, demonstrated and assessed through naturally occurring evidence from the Level 2 and 3 NVQ Diplomas in this framework.

Assessment and recognition will take place during the delivery and be evidenced at certification by achievement of the Level 2 and 3 NVQ Diploma for the relevant pathway.

The mapping and signposting document to demonstrate where Reflective Learning has been located within the Level 2 and 3 NVQ Diplomas in this framework can be found on the Habia website www.habia.org.

Further information about PLTS in a hair and beauty context can be found on the Diploma in Hair and Beauty Studies website at www.habia.org/diploma.

Team working

Team Working will be delivered, demonstrated and assessed through naturally occurring evidence from the Level 2 and 3 NVQ Diplomas in this framework.

Assessment and recognition will take place during the delivery and be evidenced at certification by achievement of the Level 2 and 3 NVQ Diploma for the relevant pathway.

The mapping and signposting document to demonstrate where Team Working has been located within the Level 2 and 3 NVQ Diplomas in this framework can be found on the Habia website www.habia.org.

Further information about PLTS in a hair and beauty context can be found on the Diploma in Hair and Beauty Studies website at www.habia.org/diploma.

Self management

Self Management will be delivered, demonstrated and assessed through naturally occurring
Effective participation

Effective Participation will be delivered, demonstrated and assessed through naturally occurring evidence from the Level 2 and 3 NVQ Diplomas in this framework.

Assessment and recognition will take place during the delivery and be evidenced at certification by achievement of the Level 2 and 3 NVQ Diploma for the relevant pathway.

The mapping and signposting document to demonstrate where Effective Participation has been located within the Level 2 and 3 NVQ Diplomas in this framework can be found on the Habia website www.habia.org.

Further information about PLTS in a hair and beauty context can be found on the Diploma in Hair and Beauty Studies website at www.habia.org/elsfma.
Additional employer requirements

After consultation with employers no additional employer requirements were identified for this framework.