



U K T D

Information for
Salon Owners

Welcome to UK Training & Development, we hope you find our brochure useful and informative.

UK Training & Development are an award winning training provider, and have for many years successfully delivered work based apprenticeships in hairdressing, barbering and business qualifications.

Our close working relationship with our employers, and the constant review and feedback we actively seek from them, is demonstrating a growing demand for apprentices and what they can contribute to the work place. UKTD are central to this. To support this demand we are looking at innovative ways of getting our employers' vacancies 'out there' by developing social media and website interest in our employers' organisations and vacancies.

Here are just a few of the benefits of having an apprentice with UKTD as your training provider:

- UKTD help tackle skills shortages in your business.
- Up skill employees to take on more responsibility so you can concentrate on other tasks.
- A flexible approach to training new and existing staff that fits around your business.
- We train and assess within your workplace, there is no requirement for your employee to travel.
- UKTD staff offer specialist training, so your staff are trained to the highest standard.
- Apprenticeships provide a skilled workforce for the future.
- A great way to attract people with fresh and new ideas.
- UKTD will support you and your apprentice every step of the way and provide advice and guidance on a range of training and business needs.
- We will tell you all about the funding and what the apprentice and your business are eligible for.
- We will develop your apprentices' English, Maths and ICT as part of the core apprenticeship programme.
- Full cost training paid for 16 to 18 year olds, so no cost to the employer.

Please have a look through the brochure, we hope that we can work with you to deliver and achieve excellent apprenticeships for your business and your employees.

Best regards



Theresa Wisniewski
Managing Director



UKTD salon based apprenticeship programmes for the hairdressing and barbering industry

Our salon range of apprenticeships and qualifications designed for delivery in the workplace include:

- Diploma for hair professionals - Barbering or Hairdressing apprenticeship Level 2
- Advanced hairdressing or barbering apprenticeship Level 3

Our hairdressing or barbering apprenticeship programme is a qualification that starts at Level 2, with progression on to Level 3. This programme benefits the learner by fully developing their skills and confidence.

Other funded apprenticeships available to your salon

UKTD offers a wide variety of apprenticeships which can help develop your employees skills and knowledge. For further information on our full range of courses please see our website or alternatively contact us and we will be happy to help.

Why choose UKTD

- High levels of employer engagement and feedback and a good understanding of the needs of our employers and the hairdressing industry
- High Levels of employer and learner satisfaction
- A full range of salon based apprenticeships & qualifications
- Progression to further apprenticeships and higher level qualifications
- Support with recruitment and finding the right apprentice
- Dedicated UKTD Training Consultant In-salon assessor training & support available
- Information advice & guidance on a range of business related subjects
- E-portfolio and online learning tools
- Support with safety, welfare and general care of your apprentice

Additional Information

- Matrix Award
- Investor In People Award
- Teach Too - UKTD is a Teach Too partner with the Institute of Education to support our work with employers and develop the use of on-line communications for learning.
- Apprenticeships 4 England Award
- FSB Herts Award





Hairdressing Apprenticeships

Hairdressing

Level 2 Intermediate (New Standards)

The diploma for hair professionals in Hairdressing Level 2 is ideal for anyone who is starting out in the hairdressing industry, or for those who have been working in the industry for a while and are looking to gain recognition and update their skills.

Mandatory Units

- Customer service
- Consultation
- Shampoo, condition and treat the hair and scalp
- Cut hair using a range of techniques to create a variety of looks
- Style and finish hair using a range of techniques to achieve a variety of looks
- Colour & lighten hair using a range of techniques

Optional Units

- Perming hair
- Hair relaxing treatments and techniques
- Hair extension services

Course Structure

To achieve the Diploma for Hair professionals in hairdressing Level 2, learners must achieve the following;

- All units within the mandatory qualification
- Functional skills at the required level and work towards achieving a higher level
- Pass through the gateway ensuring the learner is ready for the end point assessment
- End point assessment

20% Off -The -Job Training Hours (OTJ)

An apprenticeship is a job with a formal programme of training. The 20% threshold is the minimum amount of time that should be spent doing off-the-job training during an apprenticeship and this applies to both apprenticeship frameworks and apprenticeship standards. All apprenticeship standards have been developed under the guidance that they are sufficiently stretching to require at least a year of employment, with off-the-job training accounting for at least 20% of the apprentice's employed time. This requirement applies to apprenticeships at all levels.

The new end-point assessment (EPA) is one of the biggest changes in the new apprenticeship reforms.

As well as being assessed continually throughout their course, all apprentices now have to complete an end-point assessment to complete their qualification. The EPA is designed to test whether each apprentice has gained the skills, knowledge and behaviours outlined in the standard, and grade each learner according to their performance.

Progression

The level 2 qualification provides progression onto a Level 3 qualification.

Level 3 Advanced (Framework)

City and Guilds level 3 NVQ Diploma in hairdressing requires learners to demonstrate creative skills and knowledge required in the industry.

Mandatory Units

- Creatively style & dress hair
- Provide hairdressing consultation services
- Creatively cut hair using a combination of techniques
- Creatively colour & lighten hair

Optional Units

- Hair colour correction services
- Provide creative hair extension services
- Create a variety of permed effects
- Provide a variety of relaxing services
- Develop & enhance creative hairdressing skills
- Provide specialist hair & scalp treatments
- Contribute to the financial effectiveness of the business
- Contribute to the planning & implementation of promotional activities
- Fulfil salon reception duties
- Cut men's hair using basic techniques

End-point assessment (EPA).

As yet there is no requirement for Level 3 Hair Apprentices to undertake the End-point assessment.

However, New Standards for Level 3 are coming soon!

Progression

The Level 3 qualification provides progression opportunities for those with intentions of progressing into training and assessing qualification, management or a customer service



Barbering Apprenticeships

Barbering

Level 2 Intermediate

The diploma for hair professionals in Barbering Level 2 is ideal for anyone who is starting out in a barbering career or has some knowledge and basic skills in the industry. You will develop key barbering techniques, mainly through practical tasks, which will then be reinforced by theoretical knowledge.

Mandatory Units

- Customer service
- Consultation
- Shampoo, condition and treat the hair and scalp
- Cutting hair using barbering techniques to create a variety of looks
- Style and finish men's hair
- Cut facial hair to shape
- Provide shaving services

Optional Units

There are no Optional Units for this qualification

Course Structure

To achieve the Diploma for Hair professionals in Barbering Level 2, learners must achieve the following;

- All units within the mandatory qualification
- Functional skills at the required level and work towards achieving a higher level
- Pass through the gateway ensuring the learner is ready for the end point assessment
- End point assessment

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An apprenticeship is a job with a formal program of training. The 20% threshold is the minimum amount of time that should be spent doing off-the-job training during an apprenticeship and this applies to both apprenticeship frameworks and apprenticeship standards. All apprenticeship standards have been developed under the guidance that they are sufficiently stretching to require at least a year of employment, with off-the-job training accounting for at least 20% of the apprentice's employed time. This requirement applies to apprenticeships at all levels.

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Progression

The Level 2 qualification provides progression onto a Level 3 qualification.

* **Barbering chair mandatory.**

Level 3 Advanced

City and Guilds level 3 NVQ Diploma in barbering requires learners to demonstrate creative skills and knowledge required in the industry.

Mandatory Units

- Provide shaving services
- Creatively cut hair using a combination of barbering techniques
- Design and create a range of facial hair shapes
- Provide hairdressing consultation services

Optional Units

- Colour & lighten men's hair
- Perm & neutralise hair
- Design & create patterns in hair
- Provide a variety of relaxing services
- Hair colour correction services
- Develop & enhance your creative hairdressing skills
- Provide specialist hair & scalp treatments
- Contribute to the planning & implementation of promotional activities
- Contribute to the financial effectiveness of the business
- Fulfill salon reception duties

End-point assessment (EPA).

As yet, there is no requirement for Level 3 Hair Apprentices to undertake the End-point assessment.

Progression

The Level 3 qualification provides progression opportunities for those with intentions of progressing into a training and assessing qualification, management or customer service.

* **Barbering chair mandatory.**

Other Apprenticeships Available to Your Salon

Customer Service

Customer service professionals are becoming increasingly important as consumers demand a more individualistic approach from businesses. Often acting as a company's main point of contact, customer service professionals need to be exceptional communicators.

Customer Service Level 2 Intermediate (New Standards)

Mandatory Units

The apprentices' journey begins with a period of learning, development and continuous assessment which covers the full range of knowledge, skills, behaviours and attitudes required within the Customer Service environment.

- Understanding the organisation
- Meeting regulations and legislation
- Systems and resources
- Product and service knowledge
- Influencing skills
- Personal organisation
- Dealing with customer conflict and challenge
- Developing self
- Being open to feedback
- Team working

Key Areas of skills, behaviours and attitudes to be assessed: In the next stage the apprentice is required to have to show evidence of the relevant customer service knowledge, skills and behaviours as set out in the standard and to have achieved maths and English (Level 1) and taken the test for Level 2.

Finally the apprentice moves on to the final stage of end-point assessment made up of the following assessment methods:

- Apprenticeship Showcase
- Professional Discussion
- Practical Observation

Customer Service Level 3 Advanced (Framework)

Mandatory Units

- Organise and deliver customer service
- Understand the customer service environment
- Understand customers and customer retention
- Principles of business
- Manage personal and professional development
- Resolve customers problems

Optional Units

- Promote additional products and/or services to customers
- Build and maintain effective customer relations
- Manage individuals' performance
- Collaborate with other departments

End-point assessment (EPA).

There is no requirement for Level 3 Customer Service Apprentices to undertake the End-point assessment.

Team Leading & Management

Our management and team leading qualifications are suitable for new or aspiring managers.

In order to complete this qualification the candidate must be in a position of responsibility within a team, leading a project or managing a department.

Team Leader/Supervisor Level 3 Apprenticeship (New Standards)

Course Content

- supporting, managing and developing team members
- managing projects
- planning and monitoring workloads and resources
- delivering operational plans
- resolving problems
- building relationships internally and externally

Course Structure

This is the substantive part of the apprenticeship and includes both on-the job and off-the-job training and assessment. Throughout this stage, the apprentice will develop the skills, knowledge and behaviours outlined in the two-page Standard. It is important that quality checks are built in to ensure full coverage of the Standard.

Three key stages to the delivery of the apprenticeship:

- On Programme
- Gateway
- End Point Assessment

Management Level 3 Advanced

Mandatory Units

- Manage personal and professional development
- Manage team performance
- Principles of leadership and management
- Principles of people management
- Principles of Business

Optional Units

- Manage individuals' performance
- Chair and lead meetings
- Encourage learning and development
- Recruitment, selection and induction practice

This is only a small selection of optional units, please contact us for more information.

Customer Service, Team Leading & Management Qualifications New Standards

20% Off -The -Job Training Hours (OTJ)

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Traineeships

Traineeships allow an employer to engage with a potential employee through a well supported, high quality work experience placement of at least 8 weeks and a maximum of 5 months. This provides real insight and experience in a working environment to young people aged 16 to 24.

Traineeships unlock the great potential of young people and prepare them for their future careers by helping them to become 'work ready'. They offer information, advice & guidance on a range of career options and skills required for the world of work.

Traineeships provide essential work-preparation training in Maths, English, employability skills, life skills, customer service skills, inter-personal skills and work experience needed to get an apprenticeship or other job.

Further information can be found at our website:
www.uktd.co.uk.



The Key criteria for traineeships is as follows:

- Not currently in a job and have little work experience, but who are focused on work or the prospect of it.
- Age 16-19 and qualified below Level 3 or 19-24 and have not yet achieved a full Level 2.
- Providers and employers believe the young person has a reasonable chance of being ready for employment or an apprenticeship within 6 months of engaging in a traineeship.

Private Courses

TAQA

Training Assessment and Quality Assurance

Level 3 Award in Assessing Competence in the Work Environment.

This qualification is designed for experienced stylists who would like to become salon based assessors. This is a 9 - 12 months course, which will involve some distance learning, visits from your training consultant and a day's workshop at our head office. To complete this course, you will need to have two apprentices working towards an NVQ Level 2 or 3 that you can assess.

The qualification is made up of two units:

301: Understanding the Principles and Practices of Assessment

302: Assess Occupational Competence in the Work Environment

Level 4 - Certificate in Leading the Internal Quality Assurance of the Assessment Process

This qualification is designed for experienced training consultants who would like to progress to become an internal quality assurer.

This is a 9-12 months course which will involve some distance learning and visits from your training consultant.

To complete this course, you will need to have two training consultants each with two learners working towards an NVQ Level 2 or 3.

The qualification is made up of two units:

401: Understanding the Principles and Practices of Internally Assuring the Quality of Assessment

402 Internally Assure the Quality of Assessment

TAQA is assessed by a combination of methods including:

Assignment tasks

Professional discussion

Observation

This is a private qualification, please contact us for costs.

Award in Education and Training

Level 3 Award in Education and Training.

This qualification is designed for those who are or want to be a teacher, tutor or trainer and need to be able to plan, prepare and implement learning for a specialist area. This course is a workshop over 3 days with up to six weeks to complete assignments.

This qualification is made up of one mandatory unit and two optional units which may include:

- Understanding roles, responsibilities and relationships in education and training
- Understanding and using inclusive teaching and learning approaches in education and training
- Understanding assessment in education and training

The Award in Education and Training is the first step towards achieving fully qualified teacher status.

Please contact us for more information or for prices.

TRAINING OUR PASSION



UKTD

UK Training and Development

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Please scan to send an email & we will get back to you to discuss your requirements

