

UKTD Employer Factsheet

Hair Professional

UKTD



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1. Scheme of Work
2. Access to the Digital Apprenticeship Service (DAS)
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Introduction

CONNECTING YOUR BUSINESS TO APPRENTICESHIPS AND TRAINING

We are delighted that you have chosen UKTD as your preferred provider for the delivery of training and apprenticeships at your workplace.

Working in partnership with our employers we are able to deliver work based apprenticeships at levels 1-5 in a range of subjects.

UKTD has been operating as a training provider for over 30 years. We are ESFA funded to support apprenticeships, RoATP and Matrix accredited.

We operate a flexible delivery model with a combination of face-to-face visits and remote visits, using latest technology such as eportfolios, Teams for meetings and workshops and other online resources to complement our programmes.

Flexible solutions for your business needs

- Flexible delivery model—mix'n'match of face to face and online delivery
- Route planner to maximise the skills in the salon enabling you to offer the assessor route or the management route at levels 3 to 5
- Work based delivery so no need for your learner to leave the salon

Further resources and support from UKTD

1. Scheme of Work
2. Access to the Digital Apprenticeship Service (DAS)
3. Safeguarding Policies and Procedures and posters
4. Employer Handbook
5. Progression route planners for your business
6. Contractual Do's and Don't
7. Eportfolio
8. Initial Assessments and Diagnostics
9. Functional Skills
10. Face-to-face and remote visits (incl. online workshops and classes)
11. Regular Reviews/progression updates
12. Milestones, Mock EPA and Final EPA
13. IQA Validation and Standardisation
14. On-going Learning and Development at higher level qualifications
15. Advertising of Recruitment and Vacancies.
16. Advice and Guidance
17. Support with Safeguarding and Prevent

Courses Available from UKTD

- Hair Professional Level 2 (Hairdressing or Barbering)
- Advanced and Creative Level 3
- Customer Service Practitioner Level 2
- Customer Service Specialist Level 3
- Business Admin Level 3
- Team Leader/supervisor Level 3
- Assessor Coach Level 4 (Coming Soon)
- Operational/Departmental Manager Level 5
- TAQA Level 3 and 4 (Private)
- Award in Education and Training (Private)
- Information, Advice and Guidance (Private)
- Hair, Wigs, Make-up and Prosthetics Technician Level 3
- Introduction to Counseling Skills Level 2

Example Career Development Routes

Hair Industry

- Hair Professional Level 2
- Hair professional Barbering level 2

Possible Interim qualification from level 2 to level 3 hair professional

- Level 2 Beauty and Make up. (under review)
- Level 2 Customer Service

Progression for the Hairdressing industry depending on career path within the industry.

Higher qualifications and Apprenticeships from level 4 upwards, become bespoke to the industry and job role of the individual.

- Then Progress to Route 1 Specialisms – careers within the HD industry.
- Level 3 advanced & Creative Hair Professional
- Level 3 Hair-Wig-Makeup-prosthetics technician



Employer Obligations

- Sign a Contract with UKTD
- Not end the contract prematurely (e.g. transfer learner to another provider)
- Allow apprentices a min. 6hrs p/w for Off-The-Job Training
- Mentor/Manager to attend quarterly reviews
- Support learner in providing evidence/models (depending on qual.)
- Encourage learner to complete qualification and not cancel visits. (See UKTD charges)

UKTD Obligations

- Lead on managing the learning programme
- Support, assess and train on at least a one-monthly basis throughout the learning programme on your premises
- Ensure the quality of teaching and learning at all our placements is a top priority, with robust quality checks, development and ongoing support.
- Work with you to facilitate the best learning experience for apprentices in their chosen qualifications

Learners Obligations

- Find Models for your course as and when needed
- Independent work—make sure you complete your independent work (e.g. homework, showcase, etc.)
- Journal—required to update the journal once a week with all work that has been done
- Equipment—in order to be able to complete tasks and homework, all apprentices will need regular if not daily access to the following : Smart phone/ iPhone, Tablet, laptop or computer and internet access



DIGITAL APPRENTICESHIP SERVICE

Almost half a million people use Recruit an Apprentice and Find an Apprenticeship to search and apply for vacancies.

The system enables vacancies to be seen and applied for nationally by thousands of potential learners who register on to the system, making it easy to attract and recruit.

We will also promote your vacancy and assist with job matching free of charge.

To place an advertisement FREE OF CHARGE please contact: your Tutor.

or Tel: 01442 230130.

ADVERTISING WITH UKTD FOR VACANCIES

[How to register and use the apprenticeship service as an employer](#)

You will need:

- an email address you have access to
- the [Government Gateway](#) login for your organisation (or you can use the accounts office reference number and employer PAYE scheme reference number if your annual pay bill is less than £3 million)
- authority to add PAYE schemes to the account.
- authority to accept the employer agreement on behalf of your organisation

You will be asked to:

- create an account.
- add a PAYE scheme on behalf of your organisation.
- accept the employer agreement with the ESFA.



Add training provider details

UK Provider Reference Number

[What is a UK Provider Reference Number?](#)

A UK Provider Reference Number (UKPRN) is a unique, 8-digit number that identifies a training provider. Your training provider can tell you their UKPRN.

Continue

**UKTD UKPRN:
10007123**

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Charges/Fees and Incentives

Charges/Fees:

1. Premature termination of the Contract. As per the “Training Services Agreement” see ‘Contract Terms’ clause 8.2.3
2. 19+ Apprentices—are 95% funded by ESFA and remaining 5% to be paid by employer either prior or on the start date.
3. Cancelled (with less than 24hrs notice) or Additional Visits — £150.00 + VAT per visit
4. No Show for workshops —£75.00 + VAT per no show
5. Failure to complete EPA - Depending on qualification 25% upon registration and 100% after Gateway

Incentives:

1. 16-18 Incentives— total of £1000.00 payable in 2 transactions. First £500.00 upon completing 90 days and second £500.00 upon completing 365 days.



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