



A

MODERN APPRENTICESHIP

IN

HAIRDRESSING AND BARBERING

FRAMEWORK DOCUMENT
FOR
SCOTLAND

SKILLSACTIVE

October 2018

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Country Club
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Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

Modern Apprenticeships offer those aged over 16 paid employment combined with the opportunity to train for jobs at craft, technician and management level.

Who develops them?

Modern Apprenticeships are developed by Sector Skills Councils (SSCs). SSCs consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

Who are they for?

Modern Apprenticeships are available to employees aged 16 or over. Employees need to demonstrate to their employer that they have the potential to complete the programme. All Modern Apprentices must have a demonstrable need to acquire significant new knowledge and skills to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. There are four different levels of Apprenticeship in Scotland: SCQF 5 (SVQ 2), SCQF 6/7 (SVQ 3), SCQF 8/9 (SVQ 4) and SCQF 10 (SVQ 5). They all contain the same 3 basic criteria:

- A relevant SVQ (or alternative competency based qualifications)
- Core Skills
- Industry specific training

Details of the content of this specific Modern Apprenticeship are given in the next section.

Modern Apprenticeships in Hairdressing and Barbering

This framework was developed by SkillsActive (Habia) the Sector Skills Council for active leisure learning and wellbeing. The aim of the Modern Apprenticeship Level 3 in Hairdressing and Barbering is to attract entrants into a profession with a range of possible career routes.

British hairdressing and barbering is recognised as being the best in the world: Scottish hairdressers and barbers are proud to be named among those achieving accolades in UK-wide awards for creativity and excellence. With more than 500 million client visits each year to hairdressing and beauty establishments, the sector frequently comes out top in consumer surveys for quality of customer service.

The hairdressing industry is a mature qualification market, with well-established learning routes and a high take up of qualifications. Work-based learning is most commonly delivered through the services of an external training provider, though some larger salons are approved centres and provide all training in-house. The National Occupational Standards for hairdressing and barbering clearly identify that Level 2 is the qualification appropriate for a junior stylist or barber, while Level 3 is the expected requirement for the role of stylist, barber or other senior positions in the salon.

Hairdressing and barbering is a rewarding industry to work in, and continually changes in response to fashion trends and client demand by introducing new services and treatments, including increasing recent demand for hairdressing of African-type hair and specialist men's grooming services. Increasing focus on fashion and the celebrity culture continue to promote ever-changing and developing styles.

The industry is characterised by small businesses. Nearly half of these are micro-businesses, all of which are single-salon enterprises. Many businesses operate as unisex salons. In Scotland there are a small number of larger salons with a relatively large workforce (20+), and several of these well-known salon names have extended their enterprise into multiple salons. An estimated 42,000 people are employed in hairdressing, and 4,000 in barbering. Staffing is still predominantly female for hairdressing, and about two-thirds female in barbering, though research has not revealed any identifiable barriers to males entering the profession. Many iconic hairdressing and barbering figures are male, and present ideal role models through their prominence in advertising, product development and contribution to trade magazines. Habia's own Skills Team comprises roughly 60% males, led by a male Artistic Director and Educator.

Business growth will be dependent upon an adequate supply of suitably trained and competent staff and employers need to be able to ensure a succession of staff by training apprentices. About 80% of employees work full-time. The majority of employees are under 26, but many mature hairdressers often re-enter the profession after a period away from the salon for domestic reasons. Part-time work continues to be popular.

The Modern Apprenticeship in Hairdressing and Barbering at Level 3 is suitable for hairdressers and barbers, and provides alternative qualification choices to enable them to pursue the career whether in traditional hairdressing or a more specialised career choice. A wide range of career opportunities are available, from salon stylist/barber or colourist through to session hairdresser/barber for film or TV, platform artist or demonstrator, lecturer or training manager, manufacturing technician and many more – in all areas of the world.

Summary of Framework

Duration

It is expected that apprentices following this framework will take up to 24 months to complete.

Mandatory outcomes

SVQ or alternative competency based qualification

- The following must be achieved:

HAIRDRESSING

- SVQ IN HAIRDRESSING AT SCQF Level 6 SQA – GK76 23
- SVQ IN HAIRDRESSING AT SCQF Level 6 CITY& GUILDS – GK7K 23
- SVQ IN HAIRDRESSING AT SCQF Level 6 VTCT – GL0R 23

BARBERING

- SVQ IN BARBERING AT SCQF LEVEL 6 SQA – GK7A 23
- SVQ IN BARBERING AT SCQF LEVEL 6 VTCT – GP2M 46

Core Skills

- | | |
|---|-----------------------|
| • Communication | SCQF Level 4 F426 04 |
| • Working With Others | SCQF Level 4 F42N 04 |
| • Problem Solving | SCQF Level 4 F442J 04 |
| • Information and Communication Technology | SCQF Level 4 F42E 04 |
| • Numeracy | SCQF Level 4 F42A 04 |

Enhancements

While there is no formal requirement for enhancement to the framework, employers may provide additional training linked to products and equipment used in the salon.

Optional Outcomes

Additional SVQ Units/Qualifications/Training

Candidates may complete optional additional training for using products and delivering services. These may be provided by hairdressing manufacturers or major salons.

Achievement in these areas can be used as evidence, providing that the same stringent assessment procedures are applied to these activities as in work-place training and assessment.

Even if achievement is not used for formal evidence purposes, candidates should be encouraged to include a record of this training as a valuable addition to their portfolio information.

The Framework

Duration

It is expected that apprentices following this framework will take up to 24 months to complete. This includes off-the-job training.

Mandatory Outcomes

SVQ(s)

Each apprentice is required to achieve the following Qualification:

- SVQ in Hairdressing or Barbering at SCQF Level 6

All Scottish Modern Apprenticeships must contain a relevant Scottish Vocational Qualifications (SVQs) or Competency Based Qualifications (CBQs). SVQs and CBQs are work-based qualifications based on National Occupational Standards of competence drawn up by representatives from each industry sector. They are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kind of activities of a job. SVQs and CBQs are available at a range of levels – although most are at SCQF Levels 5, 6 and 7 (SVQ Level 2 and 3). When someone has achieved an SVQ or CBQ, there is a guarantee that they have the skills and knowledge needed to do their job.

Core Skills

Each apprentice is required to achieve the following core skills:

- | | |
|---|-----------------------|
| • Communication | SCQF Level 4 F426 04 |
| • Working With Others | SCQF Level 4 F42N 04 |
| • Problem Solving | SCQF Level 4 F442J 04 |
| • Information and Communication Technology | SCQF Level 4 F42E 04 |
| • Numeracy | SCQF Level 4 F42A 04 |

All Core Skills must be separately certificated as the Core Skills mapping exercise demonstrated that these skills were not embedded in the SVQs.

Core Skills are skills and abilities which everyone needs in their work. This is true for every job in every workplace. Core Skills also feature in National Qualifications such as Standard Grades and Highers and from 2000, Scottish candidates have been issued with a Core Skills profile on their Scottish Qualifications Certificate. Candidates who have already been certificated as achieving Core Skills at the levels given above – either in the workplace or at school or college - do not need to repeat these Core Skills as part of the Modern Apprenticeship Framework.

Enhancements

While there is no formal requirement for enhancement to the framework, employers may provide additional training linked to products and equipment used in the salon.

Optional Outcomes

A wide range of training opportunities exist in the hairdressing sector, which can enhance the capabilities of candidates. These could include:

- * Advanced specialist practical courses, offered by Habia and others
- * Manufacturers' training in products and services

Registration and certification

This Scottish Modern Apprenticeship is managed by SkillsActive (Habia). The SSC is the first point of contact in Scotland for any enquiries in relation to the Framework. Contact details:

Allyson Williams
E-Mail: Allyson.williams@skillsactive.com
Tel: +44 (1302 774932)

The SSC will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSC within 4 weeks of starting their apprenticeship.**

All Modern Apprentices must be registered through MA Online V2. In order to use MA Online V2 you must register your centre via the website <https://modernapprenticeships.org/web/>

Modern Apprentices are required to complete a training agreement, which must be signed and dated by the Apprentice, Employer and Training Provider. The Training Agreement must be uploaded at the time of registration.

Certification is claimed either through MA Online V1 or MA Online V2, this is dependent on which version of the site the Apprentice is registered to.

The SSC will issue a Modern Apprenticeship Certificate of Completion to those Modern Apprentices who have completed the mandatory outcomes of the Framework. Before a certificate is issued, training providers must submit evidence *either through MA Online V1 or MA Online V2, which is dependent on which version of the site the Apprentice is registered to.* This will require photocopies of certificates from awarding bodies to be uploaded to the MA Online system.

SSC Service level

The SSC undertakes to confirm the registration of candidates in through the MA Online V2 system within 4 weeks of receipt of the relevant Training Agreement. Each candidate will be issued with a unique registration number.

The SSC also undertakes to issue Certificates of Completion within 4 weeks of receipt of the appropriate evidence that a candidate has completed the outcomes as stated on MA Online.

Recruitment and selection

The recruitment and selection of Modern Apprentices is primarily the responsibility of the employer. However, the following guidance is given:

- Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.
- The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institutions, such as volunteering activity.
- The following factors may also influence the selection process:
 - performance during a formal interview process
 - references
 - relevant work experience
 - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

Equal opportunities

Modern Apprenticeships should ensure that there is equality of opportunity for all and any barriers (real or perceived) are addressed to support anyone seeking to enter employment to undertake the Modern Apprenticeship.

All MAs supported by Skills Development Scotland must conform to any contractual requirements on equal opportunities. All employers of Modern Apprentices should have an Equal Opportunities policy statement.

Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Modern Apprenticeship Framework and all statutory requirements be adhered to. It is a key aspect of the induction period of the Modern Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Modern Apprentices should be made aware of their rights and duties with regard to health and safety.

All Modern Apprentices supported by Skills Development Scotland will be required to satisfy the adequacy of SDS's Health and Safety policy and systems.

Contracts

The following three contracts are essential to the successful outcome of the Modern Apprenticeship programme:

1. Contract of employment signed by the employer and the Modern Apprentice.
2. SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities. A sample SSC Training Agreement is set out in Appendix 3.
3. SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by SDS, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the Sample Training Plan at Appendix 3. Training Plans may be modified to reflect changing circumstances; however it is essential that the SSC is notified of any changes.

Employment status of Modern Apprentices

It is important that the sector offers genuine employment and career prospects to those people it wishes to attract through Modern Apprenticeships. Accordingly, **all apprentices must be employed.**

All Modern Apprentices must have a demonstrable need to acquire **significant new knowledge and skills** to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

Terms and conditions of employment

In order to compete with other sectors offering Modern Apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual Modern Apprentices will be agreed between the employer and the apprentice and should form the contract of employment.

Training and development

Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved SVQ Assessment Centres; others may join a consortium or use peripatetic assessors. Some large employers will be able to complete all the training and development in-house, but most employers will find that some of the training and development will have to take place away from the normal workplace. In particular the underpinning knowledge requirements are often more suited to delivery by outside training providers which might include:

- private training organisations
- colleges / universities
- other employers

Such knowledge could be delivered through training courses or through open/distance learning packages.

The option of sharing training and assessment resources amongst a cluster of employers (or across the divisions of a larger employer) will be particularly appealing to those firms which do not have the resources to provide all of the training and development. Assessment can be provided by these bodies, but the assessors and the training centre must be approved by the awarding bodies for the SVQ and Core Skills where appropriate.

List of Training Providers

| S/NVQ Approved Centres | | |
|---------------------------------|----------------------------|---|
| | Edinburgh College | Rainbow Room Academy |
| Adam Smith College | Elmwood College | Regis UK Ltd (Sassoon) |
| Angus College | Forth Valley College | Renella Ltd. |
| Ambition Centre for Training | Inverness College | Salon Training Solutions |
| Ayrshire College | James Duns House | South Lanarkshire College |
| Argyll College UHI Ltd. | Joseph Lawrence Ltd. | The Academy of Hairdressing Excellence Ltd. |
| Athena Learning Ltd | | The Kramer Consultancy |
| | KZ Hair | Train Shetland |
| Charlie Taylor Hair Design Ltd. | Lifeskills | Vincent Bell Training Academy |
| City of Glasgow College | Mentor MA | West College Scotland Paisley Campus |
| Cheynes Training | Moray College | West College Scotland - Greenock |
| Clydebank College | Mosko Hairdressing Academy | West Lothian |
| Ellen Conlin Hair & Beauty | North Highland College | |
| Dumfries and Galloway College | Perth College UHI | |
| Dundee College | Qualitas International | |

Delivery of Training for the Modern Apprenticeship in Hairdressing and Barbering

Work-based training

Delivery and assessment method

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved SVQ Assessment Centres; others may join a consortium or use peripatetic assessors. Some large employers will be able to complete all the training and development in-house, but most employers will find that some of the training and development will have to take place away from the normal workplace.

Skills required by training providers delivering the training

The trainer and assessor must have sufficient operational experience within the hairdressing industry and must have an in-depth technical knowledge of the SVQ units and standards of competencies required for the framework. They must be able to interpret current working practices, technologies and products within the area of work and be committed to upholding the integrity of the qualification. The Assessor must hold, or be working towards; a valid assessor's qualification.

Delivery of underpinning knowledge (if no formal off-the job requirement)

Modern Apprentices develop knowledge and understanding as part of the SVQ content and do not require a separate qualification.

Off-the-job training

Details of off-the-job training (please state if not applicable)

The underpinning knowledge requirements are often more suited to delivery by outside training providers which might include private training organisations and colleges.

Such knowledge could be delivered through training packages or through open/distance learning packages.

The option of sharing training and assessment resources amongst a cluster of employers (or across the divisions of a larger employer) will be particularly appealing to those firms which do not have the resources to provide all the training and development. Assessment can be provided by these bodies, but the assessors and the training centre must be approved by the awarding bodies for the SVQ and core skills where appropriate.

Delivery and assessment method

Knowledge is usually delivered as part of the framework, by off the job support as part of the SVQ qualification. It is anticipated the Modern Apprentice would achieve within a 24 month period.

Exemptions

No

The SSC training plan

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 A summary of the Modern Apprentices accredited prior learning
- 3 A timetable for achievement of the selected Framework outcomes, linked to regular progress reviews.

The Training Plan should take into account any relevant previous training and development, education or work experience. Not all Modern Apprentices need have different plans, but many will vary. Moreover as reviews take place and circumstances change so the plan itself can be modified.

However, any changes must:

- be subject to the quality provisions of Skills Development Scotland (if the MA is being financially supported)
- comply with the stipulations of this Framework
- meet the needs of the employer and apprentice.

A sample Training Plan is provided at Appendix 3 of this document, however, for those Modern Apprentices funded by SDS area office it is sufficient to submit the Skills Development Scotland Training Plan on condition that it covers the same information required in the MA Training Plan.

Consultation Process

The following consultations were carried out by Habia in preparing for the Level 3 MA submission:

Scottish Hairdressing and Barbering Industry Forum: May 2015

The Scottish Hairdressing and Barbering Industry Forum members were informed of the Modern Apprenticeship review and the online consultation period. They were also consulted regarding the proposed questions in the survey questionnaire and encouraged to feedback comments.

Industry Consultation survey: June 2015

The Hairdressing and Barbering Industry Forum members, 41 approved centres offering Modern Apprenticeships in Scotland and the Awarding Bodies offering SVQs in hairdressing and barbering were contacted and provided with a direct link to the Habia online consultation survey. They were encouraged to respond and disseminate the details to other stakeholders. All hairdressing and barbering Trade Associations and trade press were provided with a press release about the Modern Apprenticeship survey to ensure wider publicity and response.

Industry Consultation results: August 2015

The consultation period ran for five weeks and the initial survey received 34 responses but only 4 of these were from employer apprenticeship providers. Habia had established that of the 41 approved centres, only 11 were also employers offering Modern Apprenticeships. 30 approved centres were college training providers so we had expected the results to be dominated by college respondents.

To ensure we had sufficient employer contribution to the survey, we contacted the additional 7 employer apprenticeship providers that had not responded, asking them to contribute to the survey. A further 6 employers completed the survey, resulting in 40 responses. 35 responses were from individuals and 5 responses incorporated the views of 22 additional people

The overall responses included 22 training providers and 17 employers of hairdressers and/or barbers, 10 of which were registered centres in Scotland that were employers. 25 responses were from registered centres offering apprenticeships in Scotland, 9 of which had the largest number of certifications in 2014.

Employer and training provider response supported the submission of the MA frameworks at Level 3 hairdressing and barbering. The only area of change to the MA framework was the inclusion the revised level 3 SVQ qualifications in hairdressing and barbering.

Career progression

Following completion of the Modern Apprenticeship, candidates should be able to achieve positions in areas such as:

The Career Ladder for Hairdressing and Barbering, included as Appendix 4, identifies some possible career choices for qualified Modern Apprentices. It shows a wide range of potential prospects, which are as varied as the people who have chosen a career in this creative, dynamic and ever-developing industry.

It shows schematically the progression routes in hairdressing from S/NVQ Level 1 right through to Higher Education

Appendices

APPENDIX 1

Stakeholder Responsibilities

Many organisations and individuals share the responsibility for ensuring that the Modern Apprenticeship programme is implemented to the highest possible standard. They include:

- Awarding Bodies
- Employers
- Modern Apprentices
- Modern Apprenticeship Group (MAG)
- Sector Skills Councils (SSCs)
- Skills Development Scotland
- Training Providers

Role of the Sector Skills Councils

SSCs are responsible for developing Modern Apprenticeship Frameworks and are required to work with employers in their sectors to ensure that all Frameworks meet the needs of employers in their sectors.

For details on your sector's SSC, follow the link to the Federation for Industry Sector Skills and Standards website <http://fiss.org/>.

Role of Skills Development Scotland (SDS)

MA frameworks are used by employers as part of their workforce development to train new employees and up-skill existing members of staff. They can be (and often are) used regardless of whether financial support is available from the delivery body who currently provides a 'contribution' towards the cost of delivery. However, only approved MA Frameworks will be eligible for funding support from Skills Development Scotland who should be contacted to establish the availability and level of support for each MA Framework.

Further information is available from: <http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships.aspx>

SDS provides advice and guidance to individuals on the range of Modern Apprenticeships and training providers available. Individuals are signposted to opportunity providers who offer training in the vocational areas of interest.

Responsibilities include:

- Supporting the Modern Apprentice with ongoing Career Planning advice
- Signposting candidates to suitable vacancies
- Promoting the Modern Apprenticeship route on the Skills Development Scotland website
- Facilitating recruitment events that bring together jobseekers and opportunity providers

Role of the Awarding Bodies

A significant proportion of the Modern Apprenticeship is based on the assessment of the apprentice against SVQs/ CBQs or SVQ/ CBQ units. These qualifications are accredited by the SQA Accreditation and the Office of the Qualifications and Examinations Regulator (Ofqual) and are offered by Awarding Bodies.

It is the responsibility of the Awarding Bodies to ensure that centres are approved, that assessors and verifiers are suitably qualified, trained and monitored, and that all of the assessment criteria of the SVQs/ CBQs and SVQ/CBQ units are fully met.

Role of the Training Provider

The role of the training provider is important to the success of the Modern Apprenticeship. A training provider can be a further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

Training Providers are responsible for:

- Confirming an appropriate MA programme for candidates
- Agreeing the training needs of the candidates
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and defining roles and responsibilities for this with relevant parties
- Ensuring trainee/candidate has access to the best quality training opportunities available
- Ensuring that the Modern Apprentices and employers fully understand the principles and processes of competence-based assessment
- Registering of MA candidates with the relevant SSC (and Skills Development Scotland if appropriate).
- Compiling and agreeing assessment schedules/assessment plans
- Judging performance evidence
- Completing assessment records
- Reviewing candidates progress at regular intervals
- Submitting records and evidence for moderation
- Advising the Modern Apprentice who to approach for support, advice, encouragement and in case of complaint

Role of the Modern Apprenticeship Group (MAG)

MAG is an independent group drawn from key stakeholders involved in the management and delivery of the Apprenticeship programme in Scotland.

MAG is responsible for:

- Approval and re-approval of Modern Apprenticeship Frameworks
- De-approval of Modern Apprenticeship Frameworks
- Encouraging best practice across Modern Apprenticeship Frameworks and sectors

Role of the Employer

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties
- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress
- Witnessing candidate performance and verifying evidence
- Releasing Modern Apprentices for college/off-the-job training in line with training plan
- Ensuring the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Modern Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

Role of the Modern Apprentice

Modern Apprentices have the same responsibilities to their employer as any other employee. In addition they have a range of commitments to their training programme.

Modern Apprentices' responsibilities include:

- Observing the company's terms and conditions of employment
- Agreeing a training/development plan with all parties involved
- Undertaking development in line with agreed training plan
- Attending meetings with trainers, assessors and verifiers as required
- Attending college/off-the-job training where required
- Providing evidence of competence
- Developing a collection of evidence (portfolio) and retain ownership of this throughout
- Behaving in a professional manner throughout

APPENDIX 2

Modern Apprenticeship Centres (MACs)

Modern Apprentices may only be registered through organisations approved by the SSC to deliver this Framework. Such approved organisations are called Modern Apprenticeship Centres (MACs)

The MAC may be the employer of the apprentice or a separate organisation such as a training provider, further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

In order to be approved, organisations must make a formal application to the SSC, seeking approval and establishing that the centre satisfies the following criteria:

Either

- 1 be approved by an appropriate Awarding Body as a centre for the assessment of the relevant SVQ/ CBQ (and Core Skills if these are being separately certificated)

or

- 2 be capable of demonstrating a contractual relationship with another approved centre for the assessment of those units for which the MAC does not have approval from an appropriate Awarding Body.

In addition

The SSC will maintain a database of MACs for the delivery of the Framework within Scotland, which will be available to employers and others.

Organisations wishing to become MACs who have yet to obtain the necessary Awarding Body approval for assessment should first contact the Awarding Body direct.

Organisations wishing to be accredited with SQMS (or other appropriate quality system) should contact Skills Development Scotland.

In addition to the assessment of the Modern Apprentice against the relevant standards set by the selected Framework outcomes, the MAC has responsibility for:

- Entering into a formal training agreement with the employer and Modern Apprentice
- Registering Modern Apprentices as candidates for the relevant SVQ/ CBQ (s) and other selected units with the appropriate Awarding Body
- Registering Modern Apprentices with the SSC
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices
- Informing the SSC of any material alterations to Modern Apprentices' training plans or desired changes to the selected Framework outcomes.

APPENDIX 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

| | |
|--|--|
| Name of Employer: | |
| Name of Modern Apprentice: | |
| Name of Modern Apprenticeship Centre: | |

The **Employer’s responsibilities** are to:

- 1 employ the modern apprentice subject to the employer’s usual terms and conditions of employment;
- 2 provide the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- 3 pay the modern apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice;
- 4 in the event of the employer becoming unable to retain the modern apprentice after completion of the apprenticeship, to use reasonable endeavours to secure employment elsewhere;
- 5 in the event of the apprenticeship being terminated prematurely by either the employer or modern apprentice for any reason other than dismissal for unsatisfactory performance or misconduct, to use reasonable endeavours to secure employment and continuation of this apprenticeship elsewhere;
- 6 operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice; and
- 7 operate an Equal Opportunities policy which meets all legal requirements.

The **Modern Apprentice’s responsibilities** are to:

- 1 work for the employer in accordance with the agreed terms and conditions of employment;
- 2 undertake training, attend courses if required, keep records, and take assessments to be determined by the employer and/or Modern Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- 3 be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation relating to the apprentice’s responsibilities as an individual; and
- 4 promote at all times the employer’s best interests.

The **Modern Apprenticeship Centre’s responsibilities** are to:

- 1 agree the content of the modern apprentice’s personal training plan as confirming that the selected Framework outcomes and training plans meet the criteria of this modern apprenticeship
- 2 contract with the employer to provide the training and assessment necessary to enable the modern apprentice to achieve the selected Framework outcomes specified in the apprentice’s personal training plan; and
- 3 use its best endeavours to ensure that the employer provides the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan.

This agreement to be signed by all parties:

| | | |
|-------------------------------------|--|--------------|
| Employer | | Date: |
| Modern Apprentice | | Date: |
| Modern Apprenticeship Centre | | Date: |



MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

| |
|------------|
| Name: |
| Address: |
| Telephone: |
| Contact: |

The Modern Apprentice

| |
|----------------|
| Full name: |
| Home address: |
| Work address: |
| Date of birth: |

The Employer

| |
|------------|
| Name: |
| Address: |
| Telephone: |
| Contact: |

Skills Development Scotland office

| |
|------------|
| Name: |
| Address: |
| Telephone: |
| Contact: |

Framework selected outcomes

Mandatory outcomes

| SVQ/ CBQ Level <i>(please identify level)</i> <i>(List mandatory and optional units)</i> | | Tick units being undertaken | SCQF Level | SCQF Credit Points |
|---|--|-----------------------------|------------|--------------------|
| | | | | |
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| | | | | |
| SVQ/ CBQ level <i>(please identify level)</i> <i>(List mandatory and optional units)</i> | | | | |
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| | | | | |
| Enhancements | | | | |
| | | | | |
| | | | | |

| Core Skills <i>(Include details of the minimum level required)</i> | | Tick units being undertaken | SCQF Level | SCQF Credit Points |
|---|--|-----------------------------|------------|--------------------|
| 1 | Communication | | | |
| 2 | Working with others | | | |
| 3 | Numeracy | | | |
| 4 | Information and communication technology | | | |
| 5 | Problem Solving | | | |

Optional outcomes

| Additional units <i>(if any)</i> <i>These are optional and should reflect the individual training needs of the Apprentice</i> | | Tick units being undertaken | SCQF Level | SCQF Credit Points |
|--|-----------------------|-----------------------------|------------|--------------------|
| | <i>(specify unit)</i> | | | |
| | <i>(specify unit)</i> | | | |
| | <i>(specify unit)</i> | | | |
| | <i>(specify unit)</i> | | | |

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Summary of Modern Apprentice’s accredited prior learning:

If you require assistance in completing this form, please contact:

Helen Jellis
Tel: 01302 774932
Email: helen.jellis@habia.org

APPENDIX 4

Career Pathways for Hairdressing and Barbering

Higher Education

- Professional Studies
- Information Technology
- Economic Environment
- Operations Management
- People Management
- Marketing

Manager:

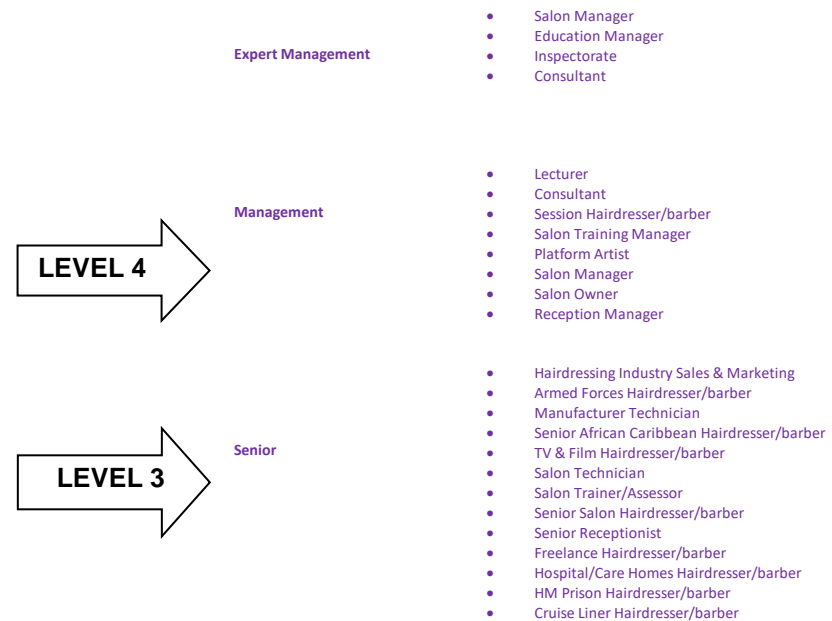
- Business Planning
- Financial Management
- Sales and Marketing Development
- Salon Performance
- Leading Teams and Individuals

Senior Stylist Responsible for:

- Improving Client Services
- Advanced Fashion Hair Cutting, Drying and Styling
- Fashion Colouring, Perming and Relaxing Techniques
- Creative Hairstyling Techniques

and contribute to:

- Financial Management
- Maintenance of Health & Safety in the Salon
- Promotional Activities
- Team Work and Development



Junior Stylist Fulfil:

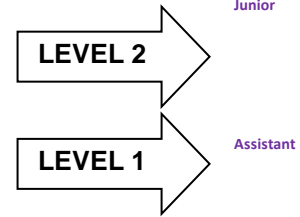
- Client Consultation
- Shampooing and Conditioning Hair
- Salon Reception Duties
- Basic Styling and Drying Hair
- Basic Cutting of Ladies and Gents Hair

Salon Assistant Contribute to:

- Shampooing, Condition and Drying Hair
- Salon Reception Duties

- Basic Colouring, Perming and Relaxing
- Support Salon Health & Safety

- Health & Safety
- Perming, Relaxing and Colouring Hair



- Junior Hairdresser/barber
- Junior Receptionist
- Junior African Caribbean Hairdresser/barber

- Assistant Receptionist
- Assistant African Caribbean Hairdresser/barber
- Assistant Hairdresser/barber