

Employer Fact Sheet

National Hairdressing Apprenticeship

NFQ Level: Level 6

Duration: 3 years

What is an Apprenticeship

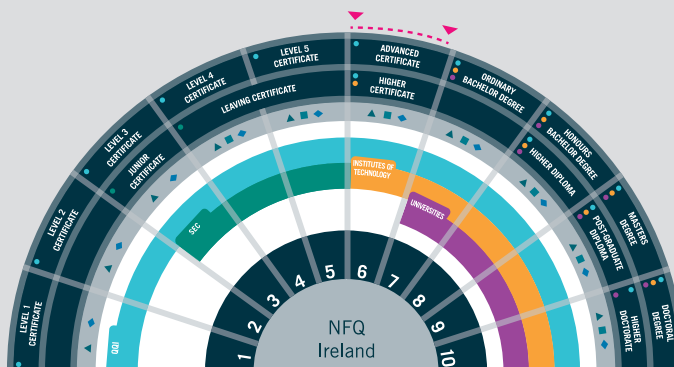
An Apprenticeship is defined as a programme of structured education and training. It formally combines and alternates employer-based learning in the workplace with learning in a college or training centre. On-the-job learning will take place within the salon and the apprentice will also attend off-the-job education and training at a Further Education and Training Centre. Only apprenticeships approved by SOLAS, the Further Education and Training Authority, are recognised by the Department of Education and Skills.

National Hairdressing Apprenticeship

The National Hairdressing Apprenticeship is a 3-year programme that is nationally and internationally recognised. It provides the sector with the ability to produce qualified stylists that are job-ready, within a structured timeframe. It is designed at Level 6 on the National Framework of Qualifications to provide the Apprentice with the knowledge, skills and competencies to become a skilled and confident hairdresser. Hairdressers will be qualified to work in a competent, professional and independent capacity within their professional practice. They will demonstrate an extensive range of skills and services, from styling, colouring and cutting hair to performing scalp treatments.

National Hairdressing Apprenticeship Programme Overview

Programme Title:	National Hairdressing Apprenticeship
Duration:	Minimum three years in duration.
Level:	QQI Level 6 on the National Framework of Qualifications.



Certification:	Quality and Qualifications Ireland (QQI) issues certificates as the awarding body.
Entry Requirements:	The apprentice must secure employment with a SOLAS-approved employer and meet the following entry requirements: <ul style="list-style-type: none">• QQI Major Level 4 award, or a recognised equivalent (e.g. Leaving Certificate Applied) or two years full-time experience working within a salon.• B2+ Cambridge level of English (where English is not a first language).
Advanced Entry:	Where applicable, advanced entry is permitted into Year 2 only through the Recognition of Prior Learning process.
Job Ratio:	Ratio of On-the-Job and Off-the-Job Education and Training <ul style="list-style-type: none">• 80% on-the-job education and training with their employer.• 20% off-the-job training and education with a Further Education and Training centre.

The Employer

An **Employer** is an employer of apprentices who has been approved by SOLAS to employ a statutory apprentice. The employer is a critical part of the apprenticeship programme. Employers will hire their own apprentices and pay the apprentice during the on-the-job and off-the-job training. Employers are expected to comply with all statutory health and safety, employment and apprenticeship regulations. Please refer to the *SOLAS Apprenticeship Code of Practice*¹ which sets out participating employers' and apprentices' duties and responsibilities. Apprentices and employers must agree to comply with the Code of Practice as part of the statutory apprenticeship process.

The Apprentice

An **Apprentice** is an individual who is employed full-time by a SOLAS-approved employer for the duration of the apprenticeship programme. The apprentice secures a contract with an employer to complete apprenticeship training. S/he participates in learning on and off the job. Apprentices are paid by the employer for the duration of their apprenticeship. Each apprentice agrees to abide by their contract of employment and the SOLAS Code of Practice for apprenticeship.

The Workplace Mentor

The **Workplace Mentor** plays a critical role in the integration, organisation and oversight of the on-the-job learning. This experienced stylist performs a critical role in monitoring progress and in guiding, informing and caring for the apprentice. Workplace mentors are senior, experienced stylists working in the salon. They will be nominated by the employer and approved by the Senior Training Advisor/SOLAS Authorised Officer. The mentor should have a minimum of five years' experience working as a senior stylist in a hair salon. The mentor will be provided with workplace mentor training in order to carry out their role. This 1-day workplace mentor training will be entirely funded by the Education and Training Board.

Employer Key Considerations

- 1. Are you clear on your role and responsibilities as an apprentice employer?
- 2. Can you hire the apprentice on a three year full-time contract for the entirety of the 3-year programme?
- 3. Will you release the apprentice to attend the required off-the-job training and education?
- 4. Can you provide access for the apprentices to the range of salon services and activities that will allow the apprentice gain the experience and develop the skills they need?
- 5. Can you provide the time, facilities and equipment necessary to support the apprentice in respect of both on and off-the-job training?
- 6. Can you provide a mentor to offer support and guidance to the apprentice in the workplace?
- 7. Will the apprentice be provided with opportunities to test their learning in the workplace?
- 8. Are you aware that the workplace mentor must attend a mandatory 1-day Mentor Training Workshop?
- 9. Will your company engage with the Co-ordinating Provider in relation to feedback surveys and salon visits?

¹<http://www.apprenticeship.ie/Documents/ApprenticeshipCodeOfPractice.pdf>

Registration Process

An employer who wishes to register an apprentice must first be approved by SOLAS. This involves completing the expression of interest form on the National Hairdressing Apprenticeship website at www.hairdressingapprenticeship.ie.

Request to become a registered SOLAS employer

- ✓ Register an expression of interest. The expression of interest form is available on the employer link at www.hairdressingapprenticeship.ie or phone **061 487 940**.

01

Visit from Provider Subject Matter Expert

- ✓ The Subject Matter Expert will support the salon and will:
 - Telephone to make an appointment for a site visit to the salon.
 - Visit to discuss the salon facilities required to train an apprentice and discuss the requirements of the workplace mentor.
 - Determine employer capacity to deliver the on-the-job training and forward a report to the Senior Training Advisor/SOLAS Authorised Officer.

02

Visit from the Senior Training Advisor/SOLAS Authorised Officer

- ✓ The Senior Training Advisor will ring to make an appointment for a visit to the salon to complete a *Suitability to Train Form*. This is part of the formal statutory employer approval process.
- ✓ The Senior Training Advisor will guide and assist the employer with the suitability to train process.
- ✓ If suitable, the Senior Training Advisor recommends the employer to SOLAS for statutory approval to train apprentices.

03

Suitability to Train Approval

- ✓ The employer will be contacted to confirm approval through a formal SOLAS communication.
- ✓ Where an employer is not approved, the Senior Training Advisor/SOLAS Authorised Officer will advise the employer on the next steps.

04

Apprentice Registration

- ✓ The employer will submit an apprentice registration form.
- ✓ The apprentice registration form is available from the Senior Training Advisor/SOLAS Authorised Officer.

05

Off-the-Job Learning Environment

Education centre-based elements will be delivered within an applied classroom-based environment or teaching salon where class interaction will be central. Tutors on the programme will have module expertise in their discipline area. Site visits will be organised for specific specialist areas as appropriate. Classes will be taught in a supportive environment which promotes a problem-based learning approach wherein apprentices will be exposed to real industry learning. Apprentices will be encouraged to think independently and expected to apply knowledge, skills and techniques to solve real-world problems.

Work-based Learning Environment

The work-based learning will be carried out in a salon setting. The apprentice will benefit from the vast reservoir of knowledge which is the accumulation of the collective knowledge and skills within the salon.

Summary of the Roles and Responsibilities of Employers and Education Providers

**1. Recruitment, Registration and Induction
Employer**

- Hire the apprentice and present the apprentice for registration.
- Ensure that the apprentice is a suitable candidate for training.
- Make the apprentice available for the induction process ahead of the off-the-job training.
- Introduce the new apprentice to the community of practice within the enterprise and ensure that the apprentice is recognised as a novice member of the community.
- Provide individualised support to the apprentice where necessary, especially in the early stages of the apprenticeship.

Provider – ETB

- Acquaint the apprentice with the details of the training schedule, of the assessment procedures and the academic and apprentice regulations and the supports available.
- Provide adequate induction to the programme. This will include assessment of any deficits in prior learning which can be addressed by suitable support.
- Introduce the apprentice to the wider community of practice outside the enterprise as far as it is possible.

**2. On-the-Job Training Curriculum
Employer**

- Ensure that the apprentice is given the learning opportunities required for the programme. These opportunities should include skills, knowledge and competencies designed to achieve the intended programme outcomes.
- Co-operate with the provider in implementing the quality assurance procedures.
- Ensure that the apprentice is free to take advantage of training opportunities required by the programme that are not available in the enterprise.

Provider – ETB

- Acquaint the employer with the curriculum of the on-the-job phases of the programme, of the assessment processes and of an indicative schedule of training.
- Ensure that the employer accepts the quality assurance procedures for the programmes.
- Identify deficiencies in provision available from the employer and arrange the permanent or temporary transfer of the apprentice to an alternative employer.

**3. On-the-Job Training – Workplace Mentors/Assessors and Supporting the Apprentice
Employer**

- Appoint experienced and qualified staff as workplace mentors to the apprentice and free them for any necessary workplace mentor/assessor or assessment training and for necessary attendance at National Programme Board meetings.
- Ensure that the workplace mentor carries out his/her duties with respect to the apprentice and to the provider. In this regard they will liaise with the provider.

Provider – ETB

- Ensure that there are sufficient workplace mentors, that they are suitably qualified and that they receive training as workplace mentors and in assessment.
- Provide training for the workplace mentor/assessor, acquaint the workplace mentors/assessors with the curriculum, the assessment system and the reporting and communication lines between workplace mentor/assessor and programme team.

**4. On-the-Job Training – Management
Employer**

- Appoint experienced and qualified staff as workplace mentors. Appoint a member of staff as contact person for the National Programme Co-ordinator.
- Allow programme team members access to and observation of the apprentice at work.
- Ensure that the apprentice keeps continuous records of experience and assessment and makes them available to the provider.

Provider – ETB

- Ensure that there are sufficient workplace mentors, that they are suitably qualified and that they receive training as workplace mentors and in assessment.
- Provide training for the workplace mentor/assessor, acquaint the workplace mentors/assessors with the curriculum, the assessment system and the reporting and communication lines between workplace mentor/assessor and programme team.

**5. Off-the-Job Training
Employer**

- Release the apprentice for scheduled training.

Provider – ETB

- Schedule the training for the apprentice.
- Inform the apprentice and the employer of any changes to the schedule.
- Ensure that the apprentice is fully briefed on the requirements of the off-the-job element and provide the apprentice with the materials and information necessary for the successful completion of the element.

**6. Programme Development and Periodic Review
Employer**

- Ensure that the provider is informed about relevant changes in the occupation.
- Co-operate with the periodic review of the programme.
- Support the Consortium Steering Group in its activities.

Provider – ETB

- Ensure that the programme is subject to on-going development, in collaboration with National Programme Board and Consortium Steering Group.
- Organise the periodic review of the programme.
- Organise and manage the National Programme Board.