

2017

BARBER SKILLS

PROGRAMME HANDBOOK



NEW ZEALAND CERTIFICATE IN BARBER SKILLS (LEVEL 3)

cut above academy

Auckland City Campus

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Welcome

Cut Above Academy has been giving students the edge they need to become hairstylists, makeup and special effects artists of the future for more than forty years. Developed and designed to be contemporary, relevant and forward thinking, Cut Above courses are delivered with passion, commitment and technical excellence.

Introduction to Staff

David Tiimalu

I have been teaching the Barber skills programme since its inception, I am a qualified barber and have completed adult education qualifications in assessment and Literacy and numeracy. I have a natural rapport with students and enjoy the success of our students.

Trevor Potter

I have been tutoring at Cut Above for many years, first as a hairdressing tutor and now tutoring barber skills. I have completed adult education qualifications in assessment and Literacy and numeracy.

Ilaijia Gaunavinaka

I have successfully completed qualifications at level 3 and 4 in barbering, along with a diploma in production design and sculpting, level 5. I have also worked in the industry for 10 years.

Barber Skills (Level 3) Summary

Qualification: New Zealand Certificate in Barber Skills (Level 3)

Credits: 124

Duration: 36 weeks (including 4 holiday weeks)

Tuition Fees: \$8,487.00

Course Related Costs: \$1,000 (includes barbering kit)

This qualification is designed to provide people with the skills to undertake basic initial barbering haircuts, using introductory barbering skills. Graduates will be able to communicate with clients at an entry level, comply with health and safety requirements and meet professional barbering expectations and standards.

Graduate Profile

A Cut Above graduate has relevant and current subject knowledge, real-world skills to put knowledge into practice, and personal and professional qualities to make a difference. On completion of this programme graduates will be able to:

- Apply knowledge of underpinning barbering theory and practice, and initial barbering techniques, to complete haircuts and barbering services for clients under supervision.
- Complete an initial consultation with clients to establish the appropriate barbering service.
- Provide client care and advice, and carry out associated transactions and sales
- Comply with all health, safety and hygiene legislation and regulations, and professional standards and expectations relating to the barbering industry

Graduate Destination

This qualification may progress into the New Zealand Certificate in Commercial Barbering (Level 4). Or pathway into relevant industry certifications or other Level 3 or Level 4 qualifications. Or employment, in the barbering industry undertaking introductory barbering haircuts and services.

Calendar

Date	Event
16 January 2017	Intake
30 January 2017	Auckland Anniversary
10 April 2017	Intake
14 April 2017	Public holiday – Good Friday
17 April 2017	Public holiday – Easter Monday
25 April 2017	Public holiday – ANZAC Day
05 June 2017	Public holiday – Queen’s Birthday
17 July 2017	Intake
09 October 2017	Intake
23 October 2017	Public holiday – Labour Day

Campus holiday dates can vary.
Your Tutor will inform you of your programme holiday dates at orientation.

Course Outlines

Reception Skills (10 credits)

The first course in this programme covers reception skills in a salon environment, students will learn how to operate an appointment system and keep accurate records, and personal responsibility and money handling skills

Course	Reception Skills				
1	25435	L3	C5	25437	L3 C5
	Create appointments and maintain appointment systems and records in the salon environment			Demonstrate and apply knowledge of money matters and personal responsibility in the salon environment	
Unit	Delivery Mode			Assessment Mode	
	Theory	Practical	Self-directed	Written	Practical
25435	✓	✓	✓	✓	✓
25437	✓	✓	✓	✓	✓

Trichology (14 credits)

In this course students will learn how to consult with a client for a barbering service, they will learn how to analyse the hair and scalp and agree on the barbering service that meets the clients' needs.

Course	Trichology				
2	2873	L2	C8	2878	L3 C2
	Demonstrate knowledge of trichology		Apply knowledge of hair and scalp conditions to analyse and select corrective treatments for the hair and scalp		2882
				L3 C4	
				Demonstrate knowledge of conditions of the hair and scalp	
Unit	Delivery Mode			Assessment Mode	
	Theory	Practical	Self-directed	Written	Practical
2873	✓	✓	✓	✓	
2878	✓	✓	✓	✓	✓
2882	✓	✓	✓	✓	

Salon Skills (9 credits)

This course focuses on the design and shaping of beards and moustaches, and products to recommend to clients to meet their needs.

Course	Salon Skills				
3	2886	L3	C5	25794	L3 C4
	Design and shape beards and moustaches			Select and recommend hair products	
Unit	Delivery Mode			Assessment Mode	
	Theory	Practical	Self-directed	Written	Practical
2886	✓	✓	✓	✓	✓
25794	✓	✓	✓	✓	✓

Workplace Skills (10 credits)

In this course students will learn customer service requirements of a salon, including health and safety requirements; and how to contribute to services and the workflow in a salon.

Course	Workplace Skills				
4	62	L2	C3	497	L1 C3
	Maintain personal presentation and positive attitude in a workplace involving customer contact		Demonstrate knowledge of workplace health and safety requirements		25438
				Apply knowledge of services and workflow in the salon environment	
Unit	Delivery Mode			Assessment Mode	
	Theory	Practical	Self-directed	Written	Practical
62	✓	✓	✓	✓	✓
497	✓	✓	✓	✓	
25438	✓	✓	✓	✓	✓

Consultation (20 credits)

In this course students will learn how to consult with a client for a barbering service, they will learn how to analyse the hair and scalp and agree on the barbering service that meets the clients' needs.

Course	Consultation				
5	19806	L3	C20	Consult with client for barbering services and analyse hair and scalp conditions	
Unit	Delivery Mode			Assessment Mode	
	Theory	Practical	Self-directed	Written	Practical
19806	✓	✓	✓	✓	✓

Foundation Barbering (20 credits)

This course engages students with initial barbering skills and techniques and how to cut hair using clippers and a comb.

Course	Foundation Barbering				
6	10646	L3	C20	Apply initial barbering techniques	
Unit	Delivery Mode			Assessment Mode	
	Theory	Practical	Self-directed	Written	Practical
10646	✓	✓	✓	✓	✓

Barbering Skills (11 credits)

This course focuses on barbering, students will learn about the barbering trade and fashion, selecting and maintaining barbering tools. They will also learn to blow dry hair using barbering techniques.

Course	Barbering Skills					
7	10645 Describe the development of barbering	L2 C3	19805 Blow dry hair using barbering techniques	L2 C4	19808 Select and maintain barbering tools and equipment	L2 C4
Unit	Delivery Mode			Assessment Mode		
	Theory	Practical	Self-directed	Written	Practical	
10645	✓	✓	✓	✓		
19805	✓	✓	✓	✓	✓	
19808	✓	✓	✓	✓	✓	

Cutting (30 credits)

In this course students will learn how to consult with a client for a barbering service, they will learn how to analyse the hair and scalp and agree on the barbering service that meets the clients' needs.

Course	Cutting					
8	10648 Complete a haircut using barbering techniques	L3 C30				
Unit	Delivery Mode			Assessment Mode		
	Theory	Practical	Self-directed	Written	Practical	
10648	✓	✓	✓	✓	✓	

Timetable and Schedule for Assessment

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	Orientation	Introduction to shampoo hair	Cutting equipment	Hazards	Tools and equipment
2	Hair components, salon procedures	Consultation Design and shape beards	Shampooing	Maintain tools and equipment	Beard and moustache shaping
3	Hair and skin functions	Consultation	Communication Cutting techniques	Intro to blow dry hair	Wet shaving assignment
4	Skin Consultation	Disease & disorders of skin and hair	Communication Increase layer cuts	Hazards Wet shave, beard trim	Analyse hair & scalp
5	Growth cycle Cutting theory	Consultation Uniform layer	Personal presentation Practical on model	Health and safety Practical on models	Beard shaping demo Practice on mannequins
6	Hairdressing process	History of barbering	Barbering trade	Barbering trade in 20 th century	Beard and moustache design
7	Face & head anatomy	Hairstyles in barbering	Workflow in a barbers	Cultural influences on barbering, wet shave	Beard and moustache design
8	Trichology	Practical –increase layer	Product knowledge	Blow dry assessment	Assessments H & S, personal presentation
9	Trichology	Cutting terminology	Blow wave	Barbering assignment	Wet shave practical
10	Disease & disorders of skin and hair	Select and recommend products	Product knowledge role plays	History of barbering	Intro to Salon day
11	Growth cycles Product knowledge	Beard and moustache consults	Shampoo, treatments, blow waves	Practical cutting	Salon day
12	Trichology	Practice cutting techniques	Fashion blow waves	Beard and moustache consults	Salon day
13	Trichology Treatments	Intro to 4 men's haircuts	Payments and banking	Blow wave practice	Salon day
14	Businessman haircut/ practice	Hair & scalp analysis, product recommendation	Treatments, blow waves	Salon services	Salon day
15	Sculptured cut/practice	Customer service	Payments and banking	Customer service and selling skills	Salon day
16	Flat top demo/practice	Communication	Wella product workshop	Consultation theory & hair and scalp assessments	Salon day
17	Razor cut demo/practice	Product knowledge assignment	Payments, personal responsibility assessment	Uniform layer cuts practice	Salon day
18	Fading and line outs	Trichology Caesar haircut demo	Managing finances Flat top practice	Trichology Uniform layer practice	Salon day
19	Razor fade demo Flat top variation demo	Receive payments Salon appointments	Maintain appointment system	Receive payments Sculptured cut practice	Salon day
20	Texturizing techniques	Making appointments Salon reception role plays	Client bookings Tapering and blending	Sculptured cut and Mohawk demo	Salon day
21	Creative barbering	Reception skills In house cutting comp	Consultation	Working in a team In house cutting comps	Salon day
22	Haircuts photo shoot for portfolio	Create appointments Children's haircuts	Consultation Product recommendation	Practical assessments	Salon day
23	Complete haircuts to industry time frames	Maintain appointments Razor fade recap	Consultation for barbering services, hi-low fade	Creative barbering Razor head & face shaves	Salon day
24	Intro basic colour Tailoring men's haircuts	Communication skills Razor lineouts and tapers	Consult for barber services	Create appointments assessment	Salon day
25	Colour techniques Global colour	Lineout and tapers Trichology	Consultation role-plays	Scalp and hair analysis	Salon day
26	Colour demo Colour practice	Consultation & barbering techniques assessment	Consultation & barbering techniques assessment	Consultation & barbering techniques assessment	Salon day
27	Basic straightening techniques	Photo shoot haircuts	CV preparation Haircuts assessments	Haircuts for portfolio and photo shoot	Salon day
28	Hair straightening practical	Cover letter Haircuts assessment	Haircuts for portfolio and photo shoot	Razor fade flat top	Salon day
29	Lines/designs demo	Haircuts assessment	Interview preparation	Fashion beard designs	Salon day
30	Cutting assessments	Product knowledge	Digital footprint	Assessment completions	Salon day
31	Assessment completions	Assessment completions	Assessment completions	Assessment completions	Salon day
32	Assessment completions	Assessment completions	Assessment completions	Assessment completions	Assessments completion

Note - timetable may be subject to change

Programme Regulations

Topic	New Zealand Certificate in Salon Skills (Introductory) (Level 2). These are programme specific but are also supported by the Cut Above Academy QMS.
1. Entry Requirements	Applicants must be 16 years of age, proficient in the use and understanding of spoken and written English and have completed year 11 (NCEA Level 1) or equivalent training experience. International applicants must have an English language level of at least IELTS 5 or equivalent (see the NZQA requirements). All applicants are assessed on their merits, not only on their academic achievement. All applicants over 16 will be considered.
2. Selection criteria if applicable	When the programme is full applicants who meet the entry requirements are waitlisted for the next intake.
3. Credit for previous study and/or recognition of prior learning	<p>a. Cross-crediting Transfer of credits gained for unit standards or relevant areas of learning which components of the programme are will be granted. In such cases, student evidence will be sighted in the form of an academic record or record of learning. Students who apply for credit transfer will be asked to provide this evidence at the interview. Students who gain credit transfer will be given an opportunity to work on alternative components or units within the programme.</p> <p>b. Credit transfer Transfer of credits gained for unit standards or relevant areas of learning which components of the programme are will be granted. In such cases, student evidence will be sighted in the form of an academic record or record of learning. Students who apply for credit transfer will be asked to provide this evidence at the interview. Students who gain credit transfer will be given an opportunity to work on alternative components or units within the programme.</p> <p>c. Recognition of prior learning - RPL Entry policy allows for recognition of prior learning in line with NZQA policy on this issue and the QMS.</p> <p>d. Any limitations on credit awarded from cross-credit or RPL, and the reason for applying the limit No limitations although applications for cross credits, credit transfer or RPL must be made at the time of application for enrolment. Applications will not be considered after programme commencement.</p>
4. Programme length and structure through the programme, including such details as	<p>a. Programme length 36 weeks duration + 4 weeks recess = 40 weeks duration</p> <p>b. Any pre- and co-requisites None</p> <p>c. Practical and/or work-based requirements, and their integration into the programme N/A</p> <p>d. Any alternative entry and/or exit points N/A</p> <p>e. Compulsory and optional/elective components No elective components</p>
5. Progression through the programme, including	<p>a. Normal progression through the programme The programme is naturally progressive (see explanations at the start of each course outline), so it is preferable that the student completes the programme in order.</p> <p>b. Completion All students have the opportunity to complete within the programme weeks.</p> <p>c. Late entry policy Each year the Academy has several streams across all current Programmes. These dates are subject to change, so students should liaise with the Academy recruitment team to confirm start dates. Applications close one week prior to the course commencement date to allow for interviews and enrolment procedures. Late applications will be held over, subject to availability of space. Students will not start after the programme start date.</p> <p>d. Late completion allowable – post course support provided All requests for late completion must be made to the Education Manager who will consider them on a case by case basis.</p> <p>e. Any ability to repeat parts in a subsequent delivery/in-take In the event of a student failing to complete the course for a valid reason such as personal or dependent family injury or illness supported by a medical certificate, deferral to a later course date may be approved depending on availability of place each case will be reviewed and assessed by management team.</p>
6. Assessment	<ul style="list-style-type: none"> •An assessment procedure flow chart is located in every classroom for student reference. •Credits are awarded for unit standards/provider modules on the basis of assessments that take place throughout the course of study according to the principles of competency based training. •Tutors explain how assessments will be conducted and what guidance and support will be available throughout the process of pre and post assessment meetings. •Assessments are designed for the purpose of gathering evidence of competent performance. •Ongoing or formative assessment is employed to provide students with immediate feed-back on their progress towards meeting the learning objectives in each course. •Resulting evidence from the students’ assessments is used to determine whether a student has met the learning outcomes for credit achievement. •Students must meet all the assessment criteria for a programme component in order to be awarded the credits for the unit standard/provider module concerned. <p>a. Provision for re-assessment A student not deemed competent in any unit standard/module assessment will repeat the performance for part or all of that unit or module as required to achieve competency.</p>

	<p>b. Appeals procedure</p> <ul style="list-style-type: none"> • Students have the right to request the reconsideration of the result of any assessment; • In the event of appeal against a practical assessment, the student must notify another tutor within the same department, the Head of Department or the Education Manger immediately. Once the model / client has left the salon, a second opinion cannot be given. • In the event of appeal against a written component the student must return the work to the relevant H.O.D with a written request for reconsideration within 3 days of the return of the marked work, specifying why the request is made; • In the event of appeal, a practical assessment, the student must ask the tutor who has conducted the assessment for a reassessment from the H.O.D, or another tutor. • Students wishing to appeal against assessment after such reconsideration must write to the Education Manger who shall consider the case. <p>c. If and how grades are derived from assessments Assessments are no graded, all assessments are deemed Competent or Not Yet Competent according to the judgement statements for each assessment.</p> <p>d. Provision for impaired and/or aegrotat performance As units/provider modules are assessed on competency basis there is no provision for aegrotat assessment.</p> <p>e. Availability of assessment through te reo Maori Will be provided on request</p>
7. Pass Requirements	<p>a. Minimum standard/s of achievement All courses must be passed as competent.</p> <p>b. Any other requirements for the award of the qualification N/A</p> <p>c. If and how course grades are reflected in the qualification award There are no grade endorsements</p>
8. Procedures to identify and remedy impaired performance early	A credit tracking system is in place where achievement is tracked on a weekly basis, the Head of Department is responsible for monitoring achievement at department level, and the Education Manager is responsible for monitoring achievement at programme level and organisation level. Accountability for student learning is shared through the credit tracking process between the student and tutor and is shared with the Heads of Department and analyses at weekly management meetings. Action plans are put in place in response to issues of student progress, initially by the tutor and subsequently at department level.
9. Attendance and Leave	<p>If a student is not regularly attending classes or not performing in their studies or even if a student ceases to attend a course before completion date, the Academy will be concerned about the pastoral welfare and safety of the student and will follow the following procedures.</p> <p>The Student Liaison and/or Education Manager may:</p> <ul style="list-style-type: none"> • Discuss with the student. • Enquire about students concerns in order to identify student problems. • Talk to the tutor <p>However, if the student performance and attendance doesn't improve after these actions:</p> <ul style="list-style-type: none"> • A student shall be issued a verbal warning, followed by a written warning. • Student allowances may be suspended with StudyLink • Student may be expelled and withdrawn. <p>If the student is an international student, NZ Immigration Service will be notified of the student withdrawal. Please refer to section of Code of Practice for Pastoral Care of International Students.</p>
10. Health and Safety & Risk Management	<p>The Academy has considered aspects of the operations which place students or public at risk and has implemented policies and procedures to ensure their protection. All persons on the Academy premises must behave in a manner that minimises the possibility of injury or harm by observing the procedures set out in the Health and Safety document. Policies and procedures cover students and public protection at all sites:</p> <ul style="list-style-type: none"> • All sites meet building compliance requirements, are security monitored and insured. • All sites are smoke free designated and an off-street outdoors smoking area is provided. • Students are to use allocated personal lockers and adhere to security procedures • Students are to adhere to procedures pertaining to fire and safety compliance. • Students are informed of first aid, company doctor, fire drills and general safety rules. • All incidents or accidents are to be recorded in the Accident Register and kept in the Stockroom. • Student training includes procedures to protect themselves and clients when working with chemical products. Tutors are responsible for supervision of all practical work. • Public are made aware that their hair is being done by students. Notices to this effect are posted in the reception area of the model salons and receptionist informs all clients. Client complaint forms are available from reception. • A patch test is done prior to all chemical services according to the manufacturers' instructions.
11. Any other regulations needed to meet the requirements of the applicable qualification	N/A
12. Code of Practice for Pastoral Care of International Students	IENZ is a signatory of, and follows all requirements of the code.