2017

HAIRDRESSING
PROGRAMME HANDBOOK

cut above academy

Auckland City Campus

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Auckland
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South Auckland Campus

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0800 CUT ABOVE (0800 288 2268) - Toll free within New Zealand

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

Name	Qualifications
Tuku Kea **Head of Department Level 3 / Tutor**	• Trade Certificate in Hairdressing equivalent • Certificate in Adult Teaching Module 1 • Assessor Units 4098, 11281 and 11552 • National Certificate in Adult Literacy Education (Vocational Tutor) • Certificate in Hairdressing Level 3 • Graduate Certificate in Hairdressing • Certificate in Makeup Artistry • Finishing Certificate in Makeup Artistry • Enrolled in the National Certificate in Adult 6 Education 6
Ben Allen **Tutor**	• National Certificate in Hairdressing • Certificate in Adult Teaching Module 1 • Assessor Units 4098, 11552 & 11281 • Unit 7097 facilitate interactive learning sessions for adults • National Certificate in Adult Literacy Education (Vocational Tutor) • National Diploma in Adult Education Level 6
Connie Desai **Tutor**	• National Certificate in Hairdressing • Assessor Units 4098, 11552, & 11281 • National Certificate in Adult Education Level 4 • National Certificate in Adult Education Level 5 • National Certificate in Adult Literacy Education (Vocational Tutor)
Kellie Ferabend **Tutor**	• National Certificate in Hairdressing • Certificate in Adult Teaching Module 1 Up front Teaching • Assessor Units 4098, 11552, & 11281 • Enrolled in the National Certificate in Adult 6 Education 6 Unit

Curtis Young **Head of Department** **Level 4 / Tutor**	• National Certificate in Hairdressing Practice • National Certificate in Adult Literacy Education (Vocational Tutor) • Certificate in Adult Teaching • Assessor Units 4098, 11552, & 11281, 7097 • Master of Business – Thesis The use of eLearning, blended learning and digital literacy tools to improve student engagement, increasing student retention and student success • National Certificate in eLearning and facilitation Level 5
Trevor Potter **Tutor**	• Trade Certificate in Hairdressing • National Certificate in Adult Literacy Education (Vocational Tutor) Level 5 • Certificate in Adult Teaching Module 1 • Assessor Units 4098, 11552 11281, 7095 & 7097 • Enrolled in the National Certificate in Adult 6 Education 6
Admira Jakupoivh **Tutor**	• National Certificate in Hairdressing • Certificate in Adult Teaching Module 1 • National Certificate in Adult Literacy Education (Vocational Tutor) Level 5 • Certificate in hairdressing Level 3 • Certificate in hairdressing Level 4
Bronwyn Lowe **Tutor**	• Trade Certificate in Hairdressing • Assessor Units 4098 & 4099 • National Certificate in Adult Education and Training Level 4 • National Certificate in Adult Literacy Education (Vocational Tutor) Level 5 • National Diploma in Adult Education Level 6
Sylvester Van Eck **Tutor**	• Certificate in Adult Teaching Module 1 • Assessor Units 4098, 11552, 11281, 7095 & 7097 • National Certificate in Hairdressing • National Certificate in Adult Literacy Education (Vocational Tutor) Level 5 • National Certificate in Adult Education and Training Level 4
Dylan Quinn **Tutor**	• National Certificate in Hairdressing • National Certificate in Advance Cutting Level 5 • Certificate in Adult Teaching Module 1 • Assessor Units 4098, 11552, & 11281 • National Certificate in Adult Literacy Education (Vocational Tutor) • National Certificate in Adult Education and Training Level 4

Hairdressing (Emerging Stylist) (Level 4) Summary

Qualification: New Zealand Certificate in Hairdressing (Emerging Stylist) (Level 4)

Credits: 124

Duration: 40 weeks (including 6 holiday weeks)

Tuition Fees: $8,576.00 Domestic
$19, 240 International

Course Related Costs: $1,000 (Includes hairdressing kit)

This programme is aimed at people who may have obtained sufficient background knowledge or experience in salon support and client support services in hairdressing salons and who wish to develop skills and knowledge towards becoming a hairstylist. Graduates will be capable of operating at an intermediate level under broad guidance.

Graduate Profile

A Cut Above Academy 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:

- Perform client consultations, including hair and scalp analysis in relation to chemical services
- Recommend home hair care products to meet a range of client needs
- Perform complex styling tasks, including blow waving, finger waving, setting and long hair-ups
- Perform foundation scissor and razor cutting services
- Select colour and perform a range of colouring and de-colouring services
- Assist colleagues with a range of chemical reformation services, including application and neutralising
- Ensure own actions impact positively on the profitability of a salon

Graduate Destination

This qualification may lead to the New Zealand Certificate in Hairdressing (Professional Hairstylist) (Level 4), the New Zealand Certificate in Hairdressing (Advanced Colouring Skills) (Level 5) and/or New Zealand Certificate in Hairdressing (Advanced Cutting Skills) (Level 5) other Level 4 or Level 5 qualifications. Or employment, as an intermediate stylist, under broad guidance, in a hairdressing salon.

Calendar

Date	Event
09 January 2017	Intake
30 January 2017	Auckland Anniversary
14 April 2017	Public holiday – Good Friday
17 April 2017	Public holiday – Easter Monday
18 April 2017	Intake
25 April 2017	Public holiday – ANZAC Day
05 June 2017	Public holiday –Queen's Birthday
17 July 2017	Intake
23 October 2017	Public holiday – Labour Day
24 October 2017	Intake
06 November 2017	Intake

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

Course Outlines

Fashion Styling (15 credits)

This is a practical course designed to further develop hair setting skills (design, set, dress, and follow up) and additionally to provide experience of and skills in receiving and processing client, and peer feedback.

Course	Fashion Styling					
1	CA253　　　　L4　　　　C10 Set hair for complex styles			CA253　　　　L4　　　　C5 Finger wave hair		
Unit	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
CA253	✓	✓		✓	✓	✓

Complex Dressing (10 credits)

This course focuses on the analysis of the hair and scalp and performing a variety of complex dressing skills. Further, students are expected to demonstrate increasing ability to engage in the professional skills associated with receiving and responding to client feedback, carrying out self-assessment and participating in peerfeedback.

Course	Complex Dressing					
2	CA252　　　　L4　　　　C10 Blow wave hair for complex styles					
Unit	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
CA252	✓	✓		✓	✓	✓

Scissor Cutting (20 credits)

This course builds skills in cutting hair into foundation forms and more complex styles with scissors and clippers. The ability to carry out follow up actions is advanced and client consultation capabilities are extended.

Course	Scissor Cutting					
3	CA254 L4 C20 Perform scissor and razor cutting services					
Unit	Delivery Mode				Assessment Mode	
	Theory	**Practical**	**Research**	**Self-directed**	**Written**	**Practical**
CA254	✓	✓		✓	✓	✓

Razor Cutting (10 credits)

This course delivers foundation techniques for cutting hair with a razor and has a focus on basic and more complex hair and scalp analysis. Client consultation capabilities are extended.

Course	Razor Cutting					
4	CA254 L4 C10 Perform scissor and razor cutting services					
Unit	Delivery Mode				Assessment Mode	
	Theory	**Practical**	**Research**	**Self-directed**	**Written**	**Practical**
CA254	✓	✓		✓	✓	✓

Salon Procedures (11 credits)

This course introduces students to a range of salon procedures that includes corrective procedures, home hair care products and business processes. Further, it provides students with practise through case studies in recommending ways to improve salon profitability.

Course	Salon Procedures		
5	2878 L4 C2 Apply knowledge of hair and scalp conditions to analyse and select corrective treatment for the hair and scalp	28838 L4 C4 Apply knowledge of a professional range of hair products to complement salon services	CA256 L2 C5 Ensure own actions impact positively on the profitability of a salon

Unit	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
2878	✓	✓		✓	✓	
28838	✓	✓	✓	✓	✓	✓
CA256	✓	✓	✓	✓	✓	✓

Consultation (15 credits)

This course provides both theory and practical application of the knowledge and skills required for carrying out in depth client consultations to recommend a suitable service and outcome based on their needs and wants, as well as their hair and scalp condition.

Course	Consultation	
6	2755 L4 C15 Undertake a consultation and an in-depth hair and scalp analysis for a chemical service	

Unit	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
2755	✓	✓	✓	✓	✓	✓

Permanent Colour (10 credits)

This course extends knowledge of temporary, semi-permanent and midway colour to knowledge and skills in permanent colour selection and application

Course	Permanent Colour					
7	19792　　　L4　　　C10 Select and apply permanent hair colour					
Unit	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
19792	✓	✓	✓	✓	✓	✓

Advanced Colouring (13 credits)

This course teaches students the advanced colouring skills of highlighting a full head and completing elementary colour corrections.

Course	Advanced Colouring					
8	12313　　　L4　　　C7 Perform a full-head highlighting service			28836　　　L4　　　C6 Complete elementary colour corrections for hair		
Unit	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
12313	✓	✓		✓	✓	✓
28836	✓	✓	✓	✓	✓	✓

Chemical Reformation (20 credits)

This course further develops skills in chemical reformation. Students learn to permanently wave hair, carry out cold chemical straightening and thermal straightening.

Course	Chemical Reformations					
9	CA255　　　L4　　　C12 Permanently wave hair			28839　　　L4　　　C8 Apply knowledge of chemical reformation techniques to assist with salon services		
Unit	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
CA255	✓	✓		✓	✓	✓
28839	✓	✓	✓	✓	✓	✓

Timetable and Schedule for Assessment

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1	Salon Procedures 1	Wella Exceed Colour workshop Full day	Body language	Men's clipper cutting	Intro to chemical reformation techniques
	Cutting terminology		Intro to setting	Complex blow waves	Men's clipper cutting
2	Solid form structural graphics	Permanent colour	Introduction to full head foils	Solid Form MODEL	Chemical reformation CASE STUDIES
	Consultation game Role-plays	Creative setting	Body language and consultation	Intro to Fingerwaves	Bleach and tone assignment
3	Increase layer structural graphics	Intro Elementary colour correction	Colour correction ASSIGNMENT	Increase layer MODEL	Wella Craft Texture workshop – full day
	Select treatments	Complex Blow waves	Salon costs & profitability	Finger waves and Pincurls	
4	Uniform layer structural graphics	Elementary colour correction MODEL	Full head foils	Uniform layer MODEL	Introduction to permanently waving the hair
	Salon etiquette Professional ethics	Creative sets	Diseases and disorders of the scalp	Classic complex set	9 Accounting terms and daily banking
5	246 Salon Week 1 All Services				
6	Graduation structural graphics	Permanent Colour MODEL	Wella perfect consultation workshop - Full day	wella colour correction	Chemical action of perms
	Graduation - MODEL	Fingerwaves & Knowledge element		Creative setting	Open Assess All Units
7	246 Salon Week 2 All Services Paying Clientele				
8	Wella workshop Craft texture - Full day	Permanent Colour MODEL	Elementary colour correction	Vidal Sassoon Solid Form	Permanently wave the hair knowledge element
		Longhair incorporating hairpiece	Basic accounting concepts case studies	Intro to wig styling	Open Assess All Units
9	246 Salon Week 3 All Services				
10	Men's razor cutting	Permanent Colour Case Studies	Full head foils	Solid form razor cut	Permanently wave the hair MODEL
	Vidal Sassoon Increase layer	Complex blow waves	Salon accounting responsibilities	Longhair incorporating hairpiece	Open Assess All Units
11	Symonds St Salon Week 4 All Services				
12	Vidal Sassoon Uniform layer	Elementary colour correction MODEL	Full head foils MODEL	Increase layer razor cut	Chemical reformation MODEL
	Classic Complex Set	Select treatments MODEL	Competition styling	Open Asses All Units	
13	246 Salon Week 5 All Services				
14	Vidal Sassoon Graduation	Permanent Colour MODEL	Elementary colour correction assessments	Uniform layer - MODEL	Permanently wave the hair MODEL
	Open Assess All Units	Complex blow waves	Knowledge of hair products	Fingerwaves & Pincurls	
15	246 Salon Week 6 All Services				
16	Wella Sleek Principals workshop - Full day	Grey coverage	Full head foils MODEL	Graduation razor cutting	Permanently wave the hair MODEL
		Fingerwaves & Pincurls	Colour knowledge and selection	Classic complex set	Competition cutting Design elements storyboards
17	246 Salon Week 7 All Services				
18	Men's cutting techniques	Permanent colour Virgin Appli.	Permanent colour retouch MODEL	Solid form scissor or razor	Open Assess All Units
	Permanently wave the hair MODEL	Longhair incorporating h/piece	Select treatments	Creative setting	
19	246 Salon Week 8 All Services				
20	Increase layer	Full head foils MODEL	Competition Design elements & fashion	Uniform layer	Straightening MODEL
	Open Assess All Units	Creative setting	Hair product knowledge	Competition styling	
21	246 Salon Week 9 All Services				
22	Graduation	Competition colouring	Grey coverage MODEL	Men's cutting	Chemical reformation Assessments
	Competition blow waves	Select treatments	Competition setting	Open Assess All Units	
23	246 Salon Week 10 All Services				
24	Solid form	Full head foils MODEL	Elementary colour correction MODEL/assessments	Increase layer razor cut	Straightening assessments
	Competition blow waves	Accounting assessments	Competition setting	Open Assess All Units	
25	246 Salon Week 11 All Services				
26	Uniform layer razor cut	Competition colour IN HOUSE PREP	Fashion colouring	Graduation - vertical	Chemical Reformation
	Assess All Units	Competition styling longhair	Photo-shoot research & storyboard	Job preparation; CV writing	
27	246 Salon Week 12 All Services				
28	Bridal or evening makeup application	Fashion colouring / Full head foils; advanced techniques	Elementary colour correction IN HOUSE COMPS PREP	Competition cutting – in house comp prep	Creative perming techniques
	Bridal or evening photo-shoot	Competition cutting – in house comp prep	Digital literacy; basic computing 101	Open Assess All Units	
29	246 Salon Week 13 All Services				
30	Creative makeup application	Elementary colour correction PHOTOSHOOT PREP	Identify and correct colour problems in the hair	Men's cutting techniques – intro to fades	Creative perming techniques
	Creative photo-shoot	Graduation - horizontal	Digital literacy; create a CV/portfolio	Fashion styling	
31	246 Salon Week 14 All Services				
32	Black & White makeup application	Advanced colour techniques	Fashion techniques	Salon Procedures	In House Competitions
	Black & White photo-shoot	Your digital footprint – what employers see	Assess All Units	Photo-shoot review and reflections	
33	Creating online profile	Colour	Avant Garde makeup and photo shoot	Assess All Units	Assess All Units
				Styling	
34	Create a personal blog Intro to Mahara	Assess All Units	Assess All Units	Assess All Units	Assess All Units

Note - timetable may be subject to change

Programme Regulations

Topic	Note these are programme specific but are also supported by the Cut Above Academy QMS and may change from time to time.
1. Entry Requirements	International applicants must have an English language level of at least IELTS 5.5 or equivalent. There are no academic entry requirements for this programme.
2. Selection criteria if applicable	All applicants are assessed on their merits, not only on their academic achievement. All applicants are required to attend an interview with a Recruitment Adviser. 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	**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. **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. **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. **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.
4. Programme length and structure through the programme, including such details as	**a. Programme length** 34 weeks duration + 6 holiday weeks = 40 weeks duration **b. Any pre- and co-requisites** None **c. Practical and/or work-based requirements, and their integration into the programme** N/A **d. Any alternative entry and/or exit points** N/A **e. Compulsory and optional/elective components** No elective components
5. Progression through the programme, including	**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. **b. Completion** All students have the opportunity to complete within the programme weeks. **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. **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. **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.
6. Assessment	• 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.

		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. **b.** **Appeals procedure** • 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. **c.** **If and how grades are derived from assessments** No grade endorsements given. **d.** **Provision for impaired and/or aegrotat performance** As units/provider modules are assessed on competency basis there is no provision for aegrotat assessment.
7.	**Pass Requirements**	**a.** **Minimum standard/s of achievement** All courses must be passed as competent. **b.** **Any other requirements for the award of the qualification** N/A **c.** **If and how course grades are reflected in the qualification award** There are no grade endorsements
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**	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. The Student Liaison and/or Education Manager may: • Discuss with the student. • Enquire about students concerns in order to identify student problems. • Talk to the tutor However, if the student performance and attendance doesn't improve after these actions: • 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. 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.
10.	**Health and Safety & Risk Management**	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: • 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.