

Hairdressing & Barbering Apprenticeships Frequently Asked Questions

Apprenticeships - Trailblazers standards for hair and barbering (level 2)

This information only applies to England, although section 12 on the apprenticeship levy applies to Scotland, Wales and Northern Ireland too.

Hairdressing, barbering and beauty Trailblazer standards for level 3 are under development, expected to be available for delivery in 2018.

1 Trailblazers - what are they?

Groups of employers responsible for setting apprenticeship standards in England: what an apprentice should know and be able to do before they are ready to work in hairdressing, barbering or beauty. The groups include large, medium and small employers and are supported by the NHF and Habia.

2 What's the difference between apprenticeship frameworks and standards?

Apprenticeship frameworks are being phased out and replaced by 'hair professional' and 'beauty professional' Trailblazer standards starting with level 2 from May 2017.

3 Hair and barbering standards

The Trailblazer groups have developed apprenticeship standards at level 2 which have been approved and published by the government.

The hair professional standards include:

- Hairdressing
- Barbering

The new standards are set at a higher level than the apprenticeship frameworks and include some knowledge, skills or behaviours which were at level 3 in the old frameworks

<https://www.gov.uk/government/publications/apprenticeship-standard-hair-professional>

4 When will the new standards be available?

Although the hair and barbering apprenticeship standards at level 2 are now published, standards are not available for delivery until assessment plans are also approved and published by the government.

The hair professional assessment plans have just been published, but as they include new qualifications which still have to be developed, the hair professional apprenticeships will be available for delivery in May 2017.

5 What's different about the new apprenticeship standards?

To achieve a hair professional apprenticeship, apprentices must successfully complete:

- An End-point Assessment (EPA) carried out by an Independent Apprenticeship Examiner at the end of the apprenticeship, similar to a trade test
- A new qualification, the Diploma for Hair Professionals (Hairdressing / Barbering)
- Apprenticeships will be graded at pass or distinction level depending on the apprentice's performance in the EPA

- The qualification is assessed as apprentice's progress through their apprenticeship programme. The final part of the qualification is the EPA. Apart from the EPA, all on-programme assessment will be carried out by the training provider.

6 Maths and English

Maths and English are vital skills that will underpin success in every career. All apprenticeships will need to include opportunities for apprentices to develop their knowledge, understanding and use of Maths and English. The minimum required to complete a Level 2 apprenticeship is a qualification in English and Maths at Level 1 or above (e.g. functional skills). Where apprentices already have Maths and English qualifications at the level required to complete their apprenticeship, they should be supported to work towards the next level.

7 How do I know what apprentices should be taught?

The Employer's Occupational Brief sets out the detailed information about what apprentices should be able to do and what they should know and understand for each part of the apprenticeship standards and for each unit of the Diploma for Hair Professionals (Hairdressing / Barbering). Awarding Organisations will provide qualification logbooks and guidance documents for the on-programme delivery and assessment.

The Employer's Occupational Brief is freely available on the NHF website (www.nhf.info/apprenticeships) and on the Habia website (www.habia.org/apprenticeships)

8 How long do the new apprenticeships last?

Typically, two years for the hair professional standards, but the minimum duration is one year and one week (372 days).

9 How are the new standards assessed?

The Trailblazer groups are also responsible for developing assessment plans which specify what will be assessed in the EPA, how it will be assessed and who can carry out the assessment.

An Independent Apprenticeship Examiner deployed by the Awarding Organisations will observe apprentices carrying out specified practical tasks, set out in the assessment plan. They will also use oral questioning to check the apprentice's knowledge, skills and understanding, also set out in the assessment plan. The EPA will be graded based on the apprentice's overall performance.

Below is a link for the Hair Professional assessment plan.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/580177/Hair_prof_assessment_plan.pdf

10 Can apprentices retake the EPA?

Yes, but they must re-do the whole assessment. Because it is a holistic assessment, they cannot retake just parts of the assessment. At the time of writing, there is no limit on retakes. However, there will be additional costs for any retakes which are unlikely to be covered by funding.

Employers and training providers are therefore strongly advised to enter apprentices for the EPA only when they are confident that they are competent in all the skills, knowledge and behaviours required for the EPA.

11 Who can carry out the EPA?

Independent Apprenticeship Examiners, appointed by Apprenticeship Assessment Organisations, who have no connection with the apprentice, the employer or the training provider. For the hair professional standards, the Assessment Organisation must be an Awarding Organisation, regulated by Ofqual, because the EPA is a compulsory part of the Diploma for Hair Professionals.

12 Who will be running the EPA?

The EPA process will be managed by the AO in conjunction with the Provider, College or Employer. The Independent Apprenticeship Examiner will be employed by the AO.

13 Who supplies the models for the EPA?

It is the responsibility of the apprentice, employer or provider to supply the models for the EPA.

14 How many apprentices will be able to sit an EPA at any one time?

The maximum number of apprentices sitting an EPA will be 8.

15 Would you like to be an Independent Apprenticeship Examiner?

If you are interested in becoming an Independent Apprenticeship Examiner, check that you meet the criteria (see page 5 of the hair professional assessment plan) and email enquiries@nhf.info or caroline.larissey@habia.org with information about your skills and experience together with your contact details. These will then be passed on to the Awarding Organisations.

16 What is the apprenticeship levy?

Employers with a pay bill of £3million or more will be required to pay 0.5% of their pay bill into a pot, to be used for apprenticeship training. The levy applies across the whole of the UK but how the funds can be used varies between England, Wales, Scotland and Northern Ireland.

Large employers will have a £15,000 allowance to offset against their levy payment. Levy funds will be available through a new digital service on GOV.UK. The first funds will appear in digital accounts in late May 2017. 20% of the total cost will be held back, to be paid on completion of the apprenticeship. Any unused funds will expire after 24 months.

Click here for a link to government information about how the apprenticeship levy will work:

www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work

17 What about employers who don't pay the levy?

This section applies to England only.

- Non-levy paying companies must contribute 10% of the cost of apprenticeship training and assessment
- Small employers (less than 50 employees) who take on 16-18 year olds, or those aged 19-24 who have been in care, or who have a local authority care plan will not pay anything towards the cost of apprenticeship training and assessment
- Any employer taking on 16-18 year olds or those aged 19-24 who have been in care, or who have a local authority care plan will also receive £1000 to support the additional costs of training these groups and the training provider will also receive £1000. The money is paid in two instalments, £500 after 3 months and the balance at 12 months.

Contributions from employers must be in cash, not kind, but can be spread over time.

18 What will it cost me as an employer?

In England, Apprenticeship standards are allocated into one of 15 funding bands once assessment plans have been approved. For the hair professional standards, the funding band is set at Band 9 which means that the maximum government contribution is £9000.

Unless they are small employers taking on 16-18 year olds, or those aged 19-24 who have been in care, or who have a local authority care plan employers will be required to pay 10% (£900) per apprentice.

Employers are expected to negotiate the price of training and assessment with training providers, so if you negotiate a price which is lower than the maximum allowed, your contribution will be 10% of the lower price you negotiate.

19 What does that mean for me?

If you are:	It will cost me:
A large employer with a pay bill of £3m or more	0.5% of your paybill
A medium sized employer eg 80 employees	10% or £900 per apprentice
A medium sized employer eg 80 employees, taking on a 16-18 year old	10% or £900 per apprentice You and your training provider will each receive an incentive payment of £1000.
A small employer eg 10 employees, taking on a 16-18 year old	Nothing You and your training provider will each receive an incentive payment of £1000.
A small employer eg 10 employees, taking on a 24 year old	10% or £900 per apprentice

20 Do I still need to pay the apprenticeship National Minimum Wage?

Yes. Employer contributions towards the cost of apprenticeship training and assessment are on top of the wages and any other employment-related costs you already pay for apprentices.

Here's a link to the minimum wage rates:

<https://www.gov.uk/national-minimum-wage-rates>

21 How much of the apprenticeship is off the job training?

Employers must allow all apprentices to spend a minimum of 20% of their working week (eg 6 hours of a 30 hours working week) doing off the job training, either in the salon or with a recognised training provider, academy or college.

22 Will apprenticeship agreements change?

Yes. Anyone starting on the Trailblazer apprenticeships will need a new-style apprenticeship agreement which must include a commitment statement to be signed by employers and apprentices and, for 16-18 year olds only, by parents/carers.

23 Will the AGE grant continue in England?

No, from May 2017 it will be replaced with the new apprenticeship funding arrangements described above.

24 Is funding still available in Scotland, Wales and Northern Ireland?

Check the websites for:

- Skills Development Scotland
- Welsh government
- Northern Ireland Assembly

Apprenticeship reforms are underway in each of the home nations so information will be changing as those reforms are implemented.

25 How will digital vouchers work?

A digital voucher system will be introduced in England from May 2017 for levy-paying employers. Non-levy paying employers will continue to make payments direct to providers, moving onto the digital system at a later date (to be announced).

***Note:** Funding information was prepared by the National Hairdressers Federation, Habia and the London Hairdressing Apprenticeship Academy on behalf of the employers who have helped to develop the Trailblazer standards and assessment plans.*