

NZ HAIRDRESSING INDUSTRY TRAINING ORGANISATION INC.

# HITO Training Salon of the Year

Application Pack

2010



# HITO Training Salon of the Year 2010

## ***About The Awards***

The HITO Training Salon of the Year award is an annual HITO award and will be presented to a salon to recognise their exceptional training characteristics, commitment to excellence in training and professional training achievements within the Hairdressing and/or Barbering industries. The winner will be announced at the HITO Annual Awards ceremony in Christchurch on Saturday 25 September 2010.

## ***Criteria for Selection***

Consideration will be given to salons delivering hairdressing and/or barbering training to HITO apprentices anywhere in New Zealand and will be based on a written application which must explain the following:

### 1. Training Characteristics

- What are the unique characteristics affecting your salon and how you are considering these in your training.
- What do you do to identify and meet the varied literacy needs within your salon.
- What is your salon's underpinning approach to training and assessment.
- What do you do to meet the underlying needs of your HITO apprentices and Gateway trainees.

### 2. Industry Knowledge & Relevance

- How have you maintained your industry knowledge and brought this into your training.
- How have you built strong relationships with the wider industry relating to training e.g. industry assessors.

### 3. Training Innovation

- What innovative techniques and concepts for training delivery are utilised in your salon.
- How have you measured the successes of these techniques.

### 4. Professional Achievement

- Provide evidence of high standards of achievement with HITO apprentices and Gateway trainees.
- Provide supporting statistics demonstrating high levels of achievement.
- Provide completed examples of "collection of evidence".
- Provide feedback from your HITO apprentices on your performance and delivery.

## ***Rules & Conditions***

- The salon must be delivering hairdressing and/or barbering training to HITO apprentices for the period 2009/2010.
- All nominations must be received no later than 30 July 2010.
- Judges decision is final and no correspondence shall be entered into.
- There are no costs involved for any application.

## The Application Process

Salon owners may nominate their own salons or be nominated by apprentices, trainers, salon managers, staff etc. The completed application form and supporting documents should be collated by the owner/manager/trainer of the salon nominated.

*NOTE: Applicants for this award must be a workplace with one or more HITO apprentices or have staff who have completed their apprenticeship in 2010. The award should relate only to one specific site. Multi-site organisations should identify the specific salon to which the application relates. Multi-site organisations can apply for several sites, but each site will require it's own individual application.*

### 1. The Application Form

The attached application form should be completed by the salon nominated. All areas of the form are to be completed.

### 2. Supporting Evidence

For each selection criteria, the applicant should provide evidence to support each of the criteria.

The criteria are:

- Training characteristics.
- Industry knowledge and relevance.
- Training innovation.
- Professional achievement.

Examples of evidence may include:

- Personal written statements (no longer than 600 words each).
- Statistics.
- Completed examples of personal training plans.
- Feedback from trainees on training performance and delivery.

*NOTE: Please limit the number of pages and supporting evidence in your entry to a reasonable level. All supporting documents should be relevant, concise and linked to the judging criteria in the entry. Only relevant documentation will be considered by the judges*

### 3. Role Summary & Salon Profile

Along with your application, please provide a brief summary of your role and a description of your salon e.g. location, size, number of HITO apprentices etc. and their achievements.

### 4. Closing Date

All applications should be hard copies and should arrive at the address below no later than **30 July 2010**.

### 5. Judging

All applications will be judged by an independent panel of 3 judges. Finalists will need to be available for an interview if required. This may be face-to-face or by telephone conference. Judges decisions will be final and no correspondence will be entered into.

#### Postal Details

Administration Manager  
HITO  
PO Box 11 764  
Wellington



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Application Form

Please print clearly using block letters and a ballpoint pen. All sections must be completed.

## Personal Information

First name(s)	<input type="text"/>
Surname	<input type="text"/>
Permanent address and postcode	<input type="text"/>
Home or mobile number	<input type="text"/>
Email address	<input type="text"/>

What is the name and address of your salon?

What is your role within the salon?

How many HITO apprentices are currently being trained in your salon?

Please confirm that you have included evidence for the following selection criteria by ticking the boxes

- Application form
- Role summary
- Salon profile
- Training characteristics
- Industry knowledge and relevance
- Training innovation
- Professional achievement

Now please post this application form and the supporting documentation marked "PRIVATE & CONFIDENTIAL" to the address below.

**The closing date for applications is 5.00pm on Friday 30 July 2010.**

Administration Manager  
HITO  
PO Box 11 764  
Wellington

The winner of the HITO Training Salon of the Year Award 2010 will be announced at the HITO Annual Awards on Saturday 25 September 2010 in Christchurch.