

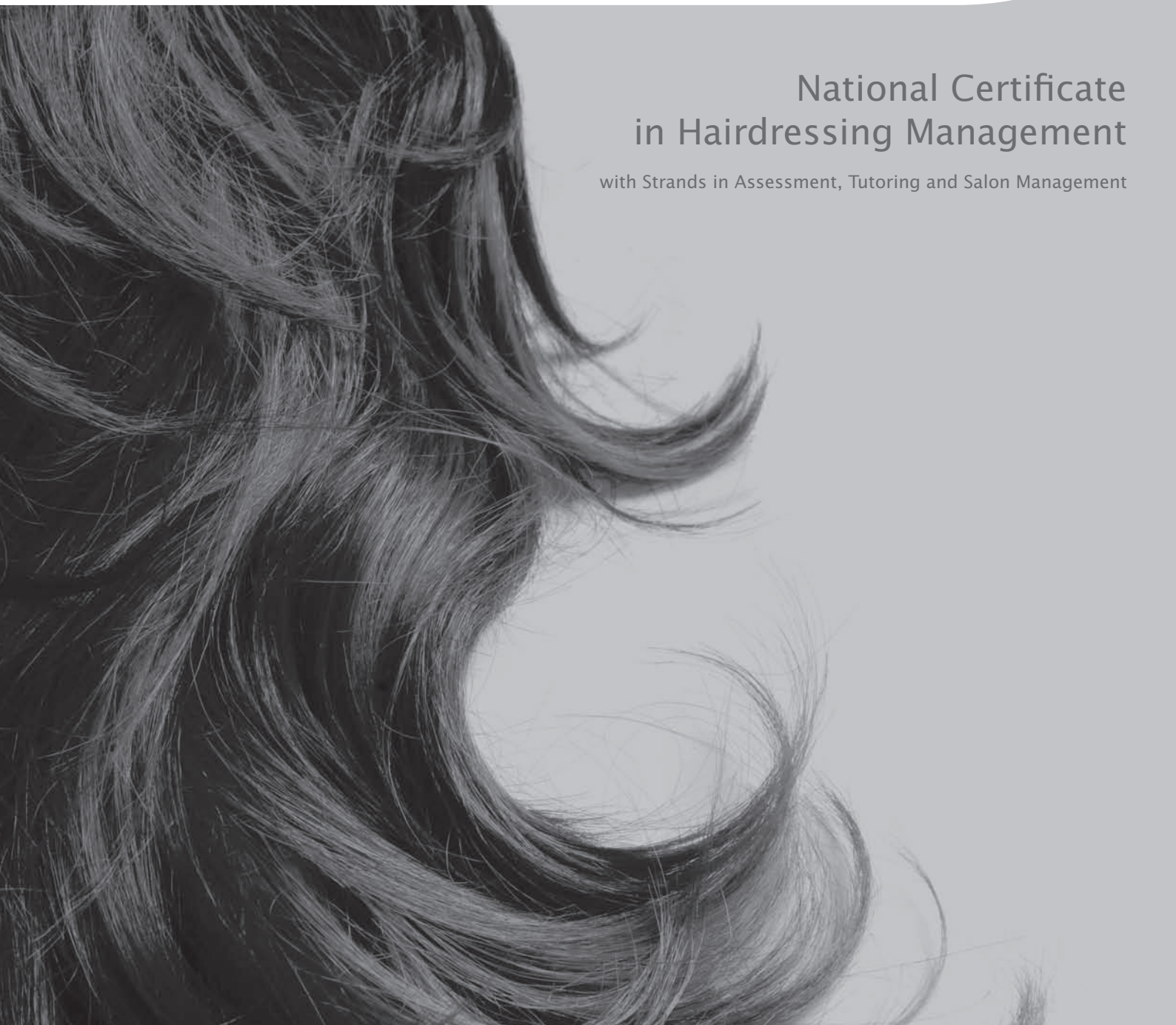
NZ HAIRDRESSING INDUSTRY TRAINING ORGANISATION

National Certificate in Hairdressing (Management)

with strands in Assessment, Tutoring & Salon Management

National Certificate in Hairdressing Management

with Strands in Assessment, Tutoring and Salon Management





NZ HAIRDRESSING INDUSTRY TRAINING ORGANISATION

National Certificate in Hairdressing (Management) with strands in Assessment, Tutoring & Salon Management

Introduction

The purpose of this kit is to explain the concept of the Recognition of Current Competence (RCC) and provide you with enough information to decide whether or not to make an application.

When you have worked through this kit, you will be able to decide whether or not to submit an application for Recognition of Current Competence for all or part of a qualification. You will also be able to identify areas in which you may need further training.

Recognition of Current Competence

National qualifications are now competency-based, which means that they focus on workplace performance against standards determined by industry.

Recognition of Current Competence enables **existing skills, knowledge and experience** to be recognised.

It also allows for people to have their workplace performance assessed against national standards and qualifications to give recognition for the knowledge and skills obtained through **non-formal training in the workplace**.

The Hairdressing ITO RCC process identifies the skills, knowledge and experience, which you already possess as a result of:

- formal training, including industry training;
- work experience, including informal training;
- non-employment experience, relevant to the qualification.

The benefits of RCC

The RCC process is beneficial to both you and your employer.

For you RCC can:

- Reduce or eliminate the need to repeat learning.
- Reduce the amount of study you have to complete, in order to obtain the qualification you are seeking;
- Reduce the cost of training.

For your employer RCC gives:

- A reduction in training time – more time spent on the job.
- A more rapid development of a skilled workforce.
- Employees who are multi-skilled.



NZ HAIRDRESSING INDUSTRY TRAINING ORGANISATION

National Certificate in Hairdressing (Management)
with strands in Assessment, Tutoring & Salon Management

The RCC process

(Tick the box as you complete each step)

1. Read the material in the RCC Information Kit carefully to gain an overview of the whole process.

2. Select the unit standards or the strand of the qualification for which you wish to gain recognition. You may claim as little as a single unit standard or the full requirements for the qualification.

3. Complete the RCC Management application form at the end of this booklet. This records your personal and employment details, the names of the unit standard/s or qualification you are applying for, and general information about:

- your previous education and training;
- your employment experience;
- relevant non-employment experience.

This form requires you to assess your current skills, knowledge and experience. As you consider your skills in relation to the requirements of the qualification or unit standard(s) you are seeking, you need to think about how you can verify those skills. You need to consider what evidence you can provide to prove that you actually possess the skills you are claiming. The RCC process requires more than your own statement of competence in a particular area.

4. Return the completed forms to the Hairdressing ITO together with:

- \$80 application fee
- \$460 assessment fees and publication

Please note that each assessment booklet covers the core compulsory and one of the strands. Therefore you will only require one assessment booklet to complete the qualification in your chosen strand.

We recommend that you submit all assessment evidence as a whole so you do not incur extra assessment costs.

5. Once you have received your assessment booklet you will need to prepare your evidence. The evidence is the



NZ HAIRDRESSING INDUSTRY TRAINING ORGANISATION

National Certificate in Hairdressing (Management) with strands in Assessment, Tutoring & Salon Management

means by which the Hairdressing ITO Registered Assessor will assess your skills in relation to the requirements of your nominated unit standards/ qualification.

Selecting your evidence

The evidence you provide will be based on the requirements listed in the assessment booklet. The kinds of experiences that may contribute to this evidence are:

- Formal training, including industry training
- Work experience, including informal training
- Non-employment experiences. Non-employment experiences are relevant if they have enabled you to develop skills which are directly relevant to the learning tasks of a specific set of unit standards
- Courses attended relevant to the skills you want to have recognised.

Verifying your evidence

Evidence can be provided in several forms:

- Certificates of completion of previous studies, in the form of original copies (or copies certified by a Justice or the Peace) or course completion statements, and an outline of the content of the course
- Original copies (or certified copies) of work, which you have carried out, or documentation, which you have developed.
- Statements from people that you work with or Supervisors or Managers that you have demonstrated your abilities in the workplace to their satisfaction.
- Statements from people outside your work environment attesting to your abilities as demonstrated through your involvement in non-employment situations.
- Statements from people you have a professional relationship with.

6. Submit your evidence. At this time you need also to include payment of credit fees. Please remember that credit fees for Management strands are \$3.00 per credit.

That's your part completed !

A Hairdressing ITO Assessor will then evaluate your evidence.

We will notify you when you have met the requirements of the unit standard(s) and/or qualification you are being assessed against.

NZQA will then update your Record of Learning document (of which you will be sent a copy).

If your evidence is judged to be incomplete the Assessor may contact you to obtain further evidence.

If re-assessment is required, you will be asked to submit further evidence. Your initial assessment fee covers one re-assessment (if required).

There is an Appeals process if you disagree with the ITO's assessment decision.

Please visit our website at www.hito.org.nz and click the 'About Us' link for more information.



NZ HAIRDRESSING INDUSTRY TRAINING ORGANISATION

National Certificate in Hairdressing (Management)

with strands in Assessment, Tutoring & Salon Management

Schedule of fees

All costs quoted in New Zealand dollars and include GST

Application Fee	Payable to the HITO for the administration and processing of your application. This fee is non-refundable	\$80.00
Assessment Fees and Publication	This fee covers the assessment of your evidence by an Assessor. We strongly recommend that you submit evidence for all units within the strand at the same time to avoid extra assessment fees. The publication is supplied by the HITO and outlines the evidence you will need to collect to show competence against the unit standards in the core compulsory and one of the strands.	\$460.00
Credit Fee	Each unit standard has a credit value. When you have successfully completed the standard there is a credit fee payable to NZQA to register the standard on your Record of Learning.	\$3.00 per credit
Certificate Fee	When you have completed the qualification requirements you will be eligible to obtain the National Certificate. This fee is payable to NZQA and covers the issuing of your certificate. You should allow approximately one month for delivery.	\$20.00

All RCC fees are non-refundable. All reasonable efforts will be made to assist the candidate to meet the requirements



NZ HAIRDRESSING INDUSTRY TRAINING ORGANISATION

National Certificate in Hairdressing (Management)
with strands in Assessment, Tutoring & Salon Management

Options for Assessment

In the National Certificate in Hairdressing (Management) there are 13 compulsory unit standards that have to be achieved and additional units in the three strands.

The strands are:

- Assessment of Hairdressing
- Tutoring in Hairdressing
- Salon Management

To meet the requirements for the whole National Certificate you have to complete the 13 compulsory unit standards and all the requirements of one of the strands.

The assessment booklets have been developed to enable you to collect evidence related to critical areas of expertise for that strand. This evidence then enables you to get credit for all the unit standards contained in that strand. Some strands share unit standards, which means that if you have already achieved the unit standard in another strand you are not expected to do it again.



NZ HAIRDRESSING INDUSTRY TRAINING ORGANISATION

National Certificate in Hairdressing (Management)
with strands in Assessment, Tutoring & Salon Management

National Certificate in Hairdressing (Management) (Level 5) with strands in Assessment of Hairdressing, Tutoring in Hairdressing and Salon Management

Core Compulsory

All the unit standards listed are required.

1987
Create and maintain positive workplace relationships
Level 5
Credit 5

8495
Develop self to improve performance
Level 5
Credit 5

8496
Develop and maintain a safe and supportive working environment
Level 5
Credit 5

11281
Prepare candidates for assessment
Level 4
Credit 3

6400
Manage first aid
Level 3
Credit 2

6402
Provide basic life support
Level 1
Credit 1

1312
Give oral instructions in the workplace
Level 3
Credit 3

9680
Communicate within an organisation context
Level 2
Credit 2

8496
Develop and maintain a safe and supportive working environment
Level 5
Credit 5

11097
Listen to gain information in an interactive situation
Level 3
Credit 3

13465
Design a layout plan for a hair salon
Level 5
Credit 5

13467
Identify and correct colour problems in the hair
Level 5
Credit 2

13466
Demonstrate knowledge of identification & correction of a permanent wave problem
Level 4
Credit 4

45 Credits



National Certificate in Hairdressing (Management) (Level 5) with strands in Assessment of Hairdressing, Tutoring in Hairdressing and Salon Management

Assessment of Hairdressing Strand

All the unit standards listed below are compulsory

4098
Assess candidates performance using supplied Assessment activities
Level 4
Credit 5

11098
Listen and respond to information received
Level 5
Credit 2

11551
Moderate assessment
Level 5
Credit 6

11552
Design assessment activities
Level 5
Credit 6

18203
Verify evidence for assessment of candidate
Level 4
Credit 3

Assessment of Hairdressing Strand Elective

A minimum of 7 credits at level 5 or above is required from standards in the following domains.

Field	Subfield	Domain
Education	Generic Education and Training	Assessment of Learning
Humanities	Communication Skills	Interpersonal Communications

29 Credits



Tutoring in Hairdressing Strand

All the unit standards listed below are required.

4098
Assess candidates performance using supplied Assessment activities
Level 4
Credit 5

11552
Design assessment activities
Level 5
Credit 6

13469
Demonstrate knowledge of the preparation, performance, and fitting of wigs
Level 4
Credit 6

Tutoring in Hairdressing Strand Elective

A minimum of 15 credits at level 5 or above are required from the following domains:

Field	Subfield	Domain
Education	Adult Education and Training	Delivery of adult education and training Design and development of adult education and training Evaluation in adult education and training
Education	Generic Education and Training	Assessment of learning

32 Credits



Salon Management Strand

All the unit standards listed below are required.

1988
Supervise workplace operations
Level 5
Credit 5

11994
Recruit and select staff
Level 4
Credit 6

8494
Enable and enhance employee competence and capability
Level 5
Credit 10

13464
Demonstrate knowledge of competitions hairstyling
Level 4
Credit 4

13469
Demonstrate knowledge of the preparation, performance, and fitting of wigs
Level 4
Credit 6

Salon Management Strand Elective

A minimum of 15 credits at level 3 or above, of which a minimum of 5 credits are at Level 5 or above are required from the following domains:

Field	Subfield	Domain
Business	Management	Business law First line management Management – developing and coordinating people Small business management
Education	Adult Education and Training	Delivery of adult education and training
Education	Generic Education and Training	Assessment of learning
Humanities	Communication Skills	Interpersonal Communications
Service Sector	Beauty Services	Hairdressing

46 Credits

Total credits

74 credits – Assessment of Hairdressing Strand

77 credits – Tutoring in Hairdressing Strand

91 credits – Salon Management Strand



NZ HAIRDRESSING INDUSTRY TRAINING ORGANISATION
National Certificate in Hairdressing (Management)
 with strands in Assessment, Tutoring & Salon Management

Please print clearly using block capitals and a ballpoint pen. You must complete all sections.

First names

Current surname

Previous surname

Permanent Address

Post Code

Home Phone Cellphone

Email Address

Date of birth / /

NZQA Number (NSI or NSN)

The Employer

First names

Surname

Salon Name

Permanent Address

Post Code

Business Phone Cellphone

Email Address

I am enrolling in the National certificate in Hairdressing Management

Please tick the strand that you are enrolling on:

- Assessment of Hairdressing
- Tutoring in Hairdressing
- Salon Management

or in the following unit standards:

Are you currently enrolled in any education or training programme? Yes No

If "YES" please write the name of the programme and the training provider below.

DECLARATION

I acknowledge that I have read and understood the provisions of this Agreement, including the provisions of the Training Requirements. I also confirm that I have provided the necessary documentation and I give permission to allow access of my NZQA records and for my details to be made available when appropriate during this process

Signed by the applicant Date

Signed by the employer Date

Now please post to : **HITO, PO Box 11764, Wellington 6142**

