



Qualification Express Barbering Guidelines



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What is Qualification Express

Qualification Express is a simple process to help you gain your New Zealand qualification. Using this process, you can convert your international qualifications and your extensive experience into a Level 4 New Zealand qualification in barbering.

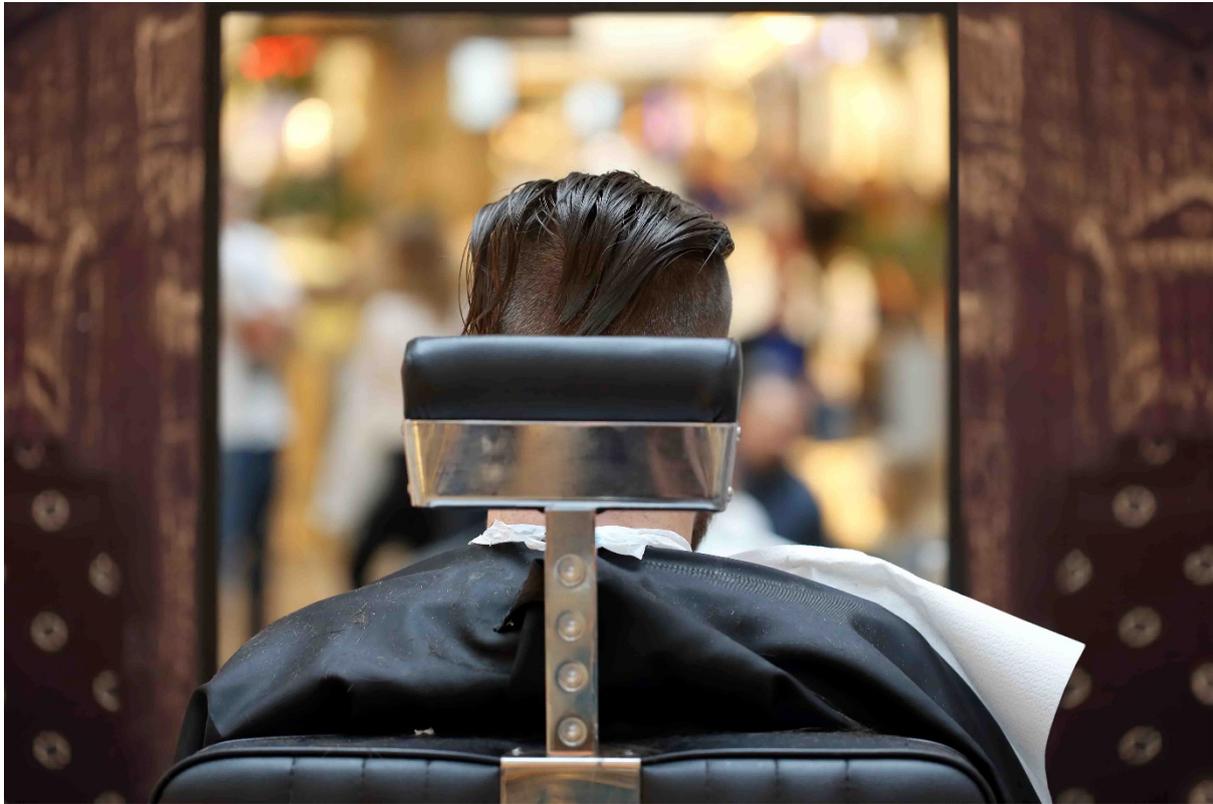
Holding a Level 4 qualification:

- Can help when applying for residency as a skilled migrant
- Clearly shows NZ employers what skills you have
- Gives you a qualification respected across the world
- Allows you to train New Zealand apprentices
- Opens up many job opportunities in the barbering industry

You need to:

- Be working as a barber in New Zealand
- Have at least five years' experience in the barbering industry. This experience includes any barbering schools you attended or barbershops you worked in both overseas and New Zealand.

Once you complete the process, you will receive the New Zealand Certificate in Commercial Barbering (Level 4).



Who is HITO?

HITO is the government-appointed organisation who manage barbering, beauty, and hairdressing qualifications in New Zealand. We help develop the national hair and beauty qualifications and set the standard for hair and beauty training in New Zealand. We also manage apprenticeship training in barbering, beauty, and hairdressing and offer other qualifications too.



How does it work?

Qualification Express is a simple process:

1. You fill out the application form and pay the application fee
2. A qualified barber will call you. They will book in a time to have a conversation about the qualification with you.
3. A qualified barber will talk to you about what skills a qualified New Zealand barber needs to have and ask you about the skills and experience you already have. Have a read through the 'Qualification and skills' section in this document before your phone call so you know what to expect.
4. You may find that New Zealand barbers do some things differently than you're used to. If you've learned a skill differently or you haven't learned a particular skill that's involved in the New Zealand qualification, we'll help you gain those skills. The qualified barber who calls you will let you know what you need to do. You can also find some useful links at the end of this document.



5. You'll complete a first aid certificate. All qualified New Zealand barbers must know how to give first aid. To get a first aid certificate, you need to visit a local first aid school like St John's. Look at the 'First aid' section in this document for more information.
6. You'll complete a short task to learn about health and safety in New Zealand. You can find the instructions for this task on the HITO website under Learner Resources: www.hito.org.nz/resources. Look for the 'Health and Safety Workbook – Barbers' under Learner Resources.
7. You'll complete a practical demonstration. A qualified barber will observe you while you complete some common barbering services. This demonstration will be no different than a full day's work.
8. You're qualified! HITO will issue you a certificate stating that you've achieved your New Zealand Certificate in Commercial Barbering (Level 4).



First aid

All qualified New Zealand barbers need to hold a first aid certificate. You need to complete this certificate through a registered first aid provider. We won't be able to issue your New Zealand qualification until you complete your first aid certificate, so make sure you complete it as soon as possible.

Your first aid certificate means you can offer basic medical care in an emergency.

You can complete your first aid certificate through St John's (www.stjohn.org.nz) or the New Zealand Red Cross (www.redcross.org.nz). You need to complete Unit Standard 6402.



The qualification and skills

When a qualified barber calls you, they will ask you some questions about the hair, scalp and services performed in a barbershop.

You will most likely have a lot of knowledge already, but you may have a few gaps to fill.

You may not need to do all the tasks or talk about all the areas, but it's best to be prepared for everything.

It's a good idea to refresh your knowledge and skills before the phone call. Information can be found on the internet or in technical books. See the notes at the end of this guide.

So, what will you be asked about?

Skill	The details
Analysing the hair and scalp and how this affects all services	<ul style="list-style-type: none"> • Porosity • Elasticity • Texture • Density • Length • Scalp condition and irregularities

	<ul style="list-style-type: none"> • Growth patterns • % grey • Hair movement • Previous product build-up • Hair damage – physical or chemical.
Trichology	<ul style="list-style-type: none"> • The hair shaft and the names of the parts. • Why we have hair (functions). • The hair root, all its parts and what they all do. • The stages of the hair's life cycle and keratinisation. • The skin – why we have it (its purpose and functions). • All the parts of the skin. • How the skin is affected by hairdressing processes. • The bones of the head and face and how they affect styling.
The development of barbering is described	<ul style="list-style-type: none"> • Knowledge of the influences on the trade, the social and economic status and associated roles of the trade, including, medical, cultural and/or religious. Four time periods spanning at least 2,000 years. • How technological developments of the 20th and 21st centuries have impacted on the trade in terms of speed and performance. • The origin, significance and meaning of the barber pole. • Influences on barbering fashion, including, military, class structure (two of religious, cultural, musical). • The origins of hair styles including, short, back & sides, flattop (or crew cut), college cut, sculptured cut. • Examples of barbering styles are shown, including, personal, political, fashion statements.
Apply initial barbering techniques	<ul style="list-style-type: none"> • Describe the effects of different cutting techniques on the hair, including, clipper; razor and scissors over comb; razor cutting; scissor cutting; freehand clippers; clipper cuts using attachments. • The different haircut structures are described, includes, solid form,

	<p>graduation, uniform layer, increase layer.</p> <ul style="list-style-type: none"> • Describe the finishing techniques, including, nape shaping, lineouts, freehand clipper, clipper guard work (no guard to four guard). • Identify and describe blunt cutting and texturizing effects on the hair.
Cutting	<ul style="list-style-type: none"> • How to cut the hair into four different foundation forms (solid form, graduation, increase layer, uniform layer). • How the hair lengths are arranged for the different cuts (where the hair is longest and shortest). • How different cutting techniques (blunt & texturizing) give different results, including the use of tension. • How to blend into a beard, cutting ear, nose and eyebrow hair with scissors. • How to do blending, fading, lineouts showing tapering and blend, square, razor over comb. • How to make sure a haircut is compatible with hair and skin analysis. • How to protect the client for the cut (towel, cape, neck strip). • Select the tools for the cut, including, comb, clippers, clipper oil, neck brush, scissors and water spray (if required). • How to grip clippers correctly for thumb control of the blade lever. • Removing neck hair, softening agent applied for razor. • Use of powder to assist removal of wet cut hair off skin. • Applying finishing products. Cuts completed in 20minutes. • How to offer home hair care advice. • Using a back mirror. • Sanitising tools and equipment to health regulations. • Work area cleaned to health regulations.
Designing beards and moustaches	<ul style="list-style-type: none"> • How face shapes, profiles and features affect design choice



	<ul style="list-style-type: none"> • Goatee, handle bar or pyramid are identified.
Blow drying	<ul style="list-style-type: none"> • Blow drying the hair into the desired style using the correct tools to achieve the outcome. • Hair is placed and finished.
Cutting the hair to suit the client and their hair type	<ul style="list-style-type: none"> • Facial features, including nose and mouth. • Stature and body proportions, including neck. • Personality type-casual professional, fashion, sporty. • Hair texture and curl. • Natural tendencies, such as, partings, cowlicks, crowns, nape growth, thinning, facial growth.
Conditions of the hair and scalp	<ul style="list-style-type: none"> • Contagious conditions such as, head lice, tinea (ring-worm), impetigo (school sores), folliculitis (infected follicles). • Non-contagious conditions, such as, dandruff (oily and dry), psoriasis, the different types of alopecia (areata, totalis, universalis, cicatricial and traction, androgenetic in men and women), diffuse hair loss, seborrhoea, seborrheic dermatitis, sebaceous cyst, trichotillomania, irregularities, such as, moles and lesions that could lead to skin cancer. • To know when to advise the client to seek medical advice. • How to select corrective treatments for the hair and scalp, including 2 for thinning hair). • Applying treatments – how to massage (petrissage and effleurage) and two other techniques.
Wet shaving	<ul style="list-style-type: none"> • Describe the influences on wet shaving, including, cultural, religious, military. • The development of wet shaving is described from its first recorded occurrence to present day.

	<ul style="list-style-type: none"> • The origin of tools and products are described. • Shaves are described, including, full shave, leaving the moustache, leaving part of the beard. • How different skin irregularities can affect shaving. • How to protect the client according to health and safety, including, capes, towels, sterilising equipment. • Why and how skin is prepared for a wet shave and why products are chosen for skin condition and maximum client comfort, including, cleansing, softening, lathering. • Describe the comfort requirements throughout the shaving process, including reclining the chair and sharpness of blade. • Describe shaving positions and strokes, including, freehand, backhand, reverse freehand, reverse backhand. • Describe the four standard shaving positions and strokes. • The principles of holding and using a cutthroat razor. • Knowledge of the 14 shaving areas and the strokes to be used in each area. • The different types of shaves, including, once over, second time over, close shave. • Show Freehand movements using gliding and cutting stroke, including, from point to heel of the razor, first time over movements follow grain of beard growth, for second time over, movements are sideways to grain of beard growth. • Skin irregularities are accommodated. • Blade sharpness is maintained. • Unintended skin damage is managed to health and safety standards, including blood products, managing cuts. • Shave is completed in 20 minutes. • Face cream is applied lightly and evenly.
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	<ul style="list-style-type: none"> • Hot towels are prepared, tested and applied safely and comfortably. • After-shave lotion applied lightly and evenly. • Tools, equipment and work station cleaned and sanitised to health regulations.
Customer service and salon skills	<ul style="list-style-type: none"> • Recommending products with every service, including matching the right products to the hair type and style (shampoo, conditioner, wet styling, dry styling). • How to make appointments face to face and on the phone. • Display products for the reception area, special promotion and for recommendations in front of the client. • Show knowledge of the service and workflow in a salon, the stages and timings of services and how to contribute. • Knowledge of sustainability and how to protect the environment. • Knowledge of all your barbering tools and equipment. • How to have appropriate conversations with clients, staff and suppliers in the salon.
Money matters	<ul style="list-style-type: none"> • Some knowledge of salon overhead costs, including, staff, electricity, coffee machine, magazines, rent, rates, professional body membership (minimum of 4 needed). • Services supplied to a salon such as, laundry service, rubbish collection, recycling collection, training. • Goods and equipment supplied to a salon, including, stock (chemicals and products), straightening irons, driers, coffee machine, sterilising unit, computer hardware (minimum 5). • How your personal actions can result in money being wasted, including, chemicals mixed (hairdressers), too much product,

	<p>client refreshments, cleaning products, use and care of electrical equipment, consultation and quoting for services. (5 required).</p> <ul style="list-style-type: none">• Basic accounting terms, including, payments, receipts, petty cash, sales, purchases, outstanding accounts, creditors.• How to calculate GST n sales and stock purchased.• Explain banking and payment facilities, including, credit card, EFTPOS, electronic banking.• How payments are received, including, using the cash register, taking manual payments, taking electronic payments.• Daily takings are prepared for banking according to your salon, including, counting takings, preparing deposits for banking, storing takings securely.
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Practical demonstration

After your call with a qualified barber, you'll complete a practical demonstration.

HITO will let you know when your practical demonstration will be.

For your practical demonstration, you will need:

- Three or four people.
- One person for a flattop haircut using scissor over comb, clipper over comb or razor over comb.
- One person for a man's sculpture cut with a line out technique using scissor over comb, clipper over comb or razor over comb.
- One person for men's fashion cut using scissor over comb, clipper over comb or razor over comb.
- One person for a wet shave

Tips for your practical demonstration

- You need to do a consultation with your client for each service
- Your work needs to be done using barbering techniques (not hairdressing).



- You will have one hour to do your 3 cuts and another 20 minutes to do your shave.
- You may use clipper attachments on one of your cuts only. Neck trimmers are allowed for tidying up the hairline.
- You need to take along retail products for home hair care advice for each service.
- Your styles need to be the same as what you discussed with the model in the consultation.
- You need to take everything you need to use. Make a list.
- Practice your styles and timings on a mannequin.
- Make sure your clients are reliable and do not go out partying the night before.
- Make sure you and your clients know how to get to the venue.
- Someone will call you closer to the day to make sure you understand everything you need to do and to see if you have any questions.

Equipment

You will need to bring all equipment and product you will be using on the day of your practical:

- Towels and capes
- Your cutting tools (clippers and attachments, oil, razor, blades and guards, scissors), brushes and combs, including a neck brush
- Powder
- Blow drier
- Styling products
- Retail products for recommendations
- Cutting stool if needed
- Your client's contact details

On the day

- Arrive early
- Set up your work station
- You will have a pre-assessment discussion with your assessor. Tell your assessor if you have any special needs, for example, a sore leg.
- Make sure your consultations are clear
- The assessor will need to hear your consultation so may come a bit closer for this. For the rest of the assessment, they will keep their distance.
- If anything about the style changes during the assessment, call your assessor over to you and tell them.
- Your assessor will give you your results and feedback at the end of the day in private.



Getting your certificate

Congratulations! You've completed everything you need to do to gain your Level 4 New Zealand qualification.

HITO will send you a letter to confirm that you've completed your qualification straight away. We will also courier you an official certificate, although this may take up to four weeks to print and send.



Useful Texts and References

Pivot Point International, Inc. (2013) *Hairdressing Fundamentals*. Australia: Pivot Point International, Inc.

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<http://www.hairinformation.com/hair-growth-system/hair-shaft.shtml>

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<https://www.ncbi.nlm.nih.gov/pubmedhealth/PMHT0022675/>

<http://dhiglobal.com/hair-loss-articles/life-cycle-of-hair/>



Legislation

Health (Hairdressers) Regulations 1980

Health and Safety in Hairdressing: An Evaluation of Health and Safety Management Practices in the Hairdressing Industry (Wellington: Department of Labour, 2007) available at <http://www.dol.govt.nz/PDFs/hairdressing.pdf>

Privacy Act 1993, Consumer Guarantees Act 1993

Fair Trading Act 1986, Health and Safety in Employment Act 1992

Hazardous Substances and New Organisms Act 1996

Human Rights Act 1993, and Smoke-free Environments Act 1990

Enterprise fire and emergency policies and procedures

Health (Registration of Premises) Regulations 1966

Fire Safety and Evacuation of Buildings Regulations 2006