

Scottish Apprenticeships

A

MODERN APPRENTICESHIP

IN

HAIRDRESSING & BARBERING AT SCQF LEVEL 5

**FRAMEWORK DOCUMENT
FOR SCOTLAND**

Habia/Skills Active

**February 2024
(Version 3)**

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Amendments to this framework

Version	Date of Change	Amendment	Comments
1.0	June 2022		Framework available
2.0	September 2023	New qualification codes	Framework document updated with refreshed consultation findings and new qualification codes
3.0	February 2024	Updated Core Skills	Changes to Core Skills (ICT, Numeracy) following feedback

This framework document is a controlled document. The latest version can be found on the Skills Development Scotland website here:

<https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/modern-apprenticeships/modern-apprenticeship-frameworks/>

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Apprenticeships in Scotland

This framework document is for the use of developers or SSCs reviewing existing or developing new apprenticeships via the Standards and Frameworks contracted methodology to submit to the Apprenticeship Approvals Group (AAG). Foundation and Graduate currently have their own bespoke templates.

For those apprenticeship developments via the new facilitated approach methodology (Technical Expert Group TEG) these should be submitted to AAG on their bespoke framework and standards documentation.

What are Apprenticeships?

There are six models of Apprenticeship in Scotland offering qualifications obtained at school with the Foundation Apprenticeship programme, and for those in paid employment, through the modern, technical, professional, higher and graduate apprenticeships. These are:

- a) Foundation Apprenticeships at SCQF level 6
- b) Modern Apprenticeships at SCQF levels 5 6 and 7 c) Technical Apprenticeships at SCQF levels 8 & 9
- d) Professional Apprenticeships at SCQF levels 10 - 12 e) Higher Apprenticeships at SCQF level 8
- f) Graduate Apprenticeships at SCQF levels 9 – 11

Modern to Graduate Apprenticeships offer those aged 16 or over paid employment combined with the opportunity to train for jobs at craft, technician and management level. Foundation Apprenticeships are delivered in senior phase of school and are not employed.

Who develops them?

Apprenticeships are normally developed by Sector Skills Councils or a Standards Setting Organisations consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

Who are they for?

Modern to Graduate Apprenticeships are available to employees aged 16 or over. Employees need to demonstrate to their employer that they have the potential to complete the programme. All Apprentices in Scotland must have a demonstrable need to acquire significant new knowledge and skills to fulfil their job role. The apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills. While foundation apprenticeships are delivered within the senior phase of schools.

What's in a Scottish Apprenticeship?

In Scotland, there are more than 80 different Scottish Apprenticeships and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. They all contain the same 3 basic criteria:

- A relevant SVQ (or alternative competency-based qualifications)
- Core Skills or Career Skills
- Industry specific training

Details of the content of this specific Apprenticeship are given in the next section.

Modern Apprenticeships in Hairdressing and Barbering at SCQF level 5

Sectoral Perspective

The main sources for the information contained in this section are:

SDS Statistics

Habia online industry consultation October-December 2021
 Hairdressing and Barbering Standards Review 2020
 SVQ qualification development 2022

Other sources include:

Business Gateway Market Report on Hairdressing and Barber Salons
 Skills Development Scotland
 Policy Bee, UK Hair & Beauty Statistics 2021
 NHBF

Overview

This framework was developed by Habia, the hair and beauty industry authority as the standard setting body for hair, beauty, nails, barbering, wellbeing and aesthetics and a subsidiary of Skills Active the Sector Skills Council for active leisure, learning and wellbeing for SDS (Skills Development Scotland). The aim of the Modern Apprenticeships at SCQF level 5 is to give the learner the basic hairdressing and barbering skills to work as a trainee/junior on the salon/shop floor. At SCQF level 6 in Hairdressing and Barbering is to encourage development of the higher skills such as advanced colouring/cutting to secure a position as a Hair Stylist or Barber working on the shop floor. This is clearly identified in the National Occupational Standards as the minimum Level required by industry for hairdressers and barbers working at a professional Level within a variety of career routes.

Prior to COVID 19 the overall value of the in-salon hair services market may have shown some decline in 2016 (-0.1%), but was expected to increase by 2.9% to £7.43 billion in 2017 as consumers invest in expensive colouring and conditioning treatments. The current expected value growth of the in- salon hair services market can be credited to expensive colour trends and a subsequent focus on hair health. (Mintel, In-Salon Hair Services, UK, August 2017). Retail sales of women's haircare products through salons totalled £95m in 2017 (Mintel, Women's Haircare, UK, April 2018). Older women instead turn to salons to achieve multi-tonal results; 89% of women over 65 get their hair done professionally, with 45% of these having some form of colour treatment (Mintel, Hair Colourants, April 2018). Demand from the male market is expected to continue to increase over the next five years. The growing trend for male grooming is expected to provide opportunities for industry operators. Recently, styled beards and neater styles have come back into fashion, fuelling an increase in demand for barbershops. The rise of the hipster trend in the United Kingdom has led to demand for barbershops increasing. (IBISWorld, Hairdressing & Beauty Treatment in the UK, May 2018).

In salon hair services have been a major casualty of the COVID-19 outbreak with value dropping by 45% in 2020 to £4.3billion. As their customers have learned to live without them at home, hair professionals will have to embrace this change to survive. Create tutorials, personalised products and partnerships with the brands consumers now trust at home. (Mintel, In-salon Hair Services - UK, October 2021).

Mintel - In-salon Hair Services - UK (October 2021). Younger consumers are keeping colour, treatment and other services afloat, especially young men getting facial grooming services. The return to the workforce is potentially causing men to want to tidy up their appearance, even though they have been maintaining. IBISWorld - Hairdressing & Beauty Treatment in the UK (August 2021). Many firms have benefited from using social media platforms such as Facebook and Instagram. The use of social media has been particularly beneficial in attracting younger consumers that are more likely to use social media sites. Operators are increasingly publishing their hair and beauty transformations online to stimulate demand. Mintel - Hair Colourants – UK, (January 2021).

Consumers aged 16-34 show a particular willingness to pay more for hair colourants with eco-friendly formulas, aligning with this age group being generally more engaged with sustainable beauty and grooming.

British hairdressing and barbering are recognised as being the best in the world: Scottish hairdressers and barbers are proud to be named among those achieving accolades in UK-wide awards for creativity and excellence. With more than 500 million client visits each year to hairdressing and beauty establishments, the sector frequently comes out top in consumer surveys for quality of customer service. The UK hair and beauty industry is said to generate over £5 billion to the economy and employs over 250,000 people.

The hairdressing industry is a mature qualification market, with well-established learning routes and a high take up of qualifications. Work-based learning is most commonly delivered through the services of an external training provider, though some larger salons are approved centres and provide all training in-house.

Hairdressing is a rewarding industry to work in, and continually changes in response to fashion trends and client demand by introducing new services and treatments, including increasing recent demand for male grooming services, hair extensions and hair straightening.

Barbers provide services for men's hair, including traditional cutting of hair and facial hair, clippers and styling, as well as a range of chemical services such as colouring. After further training to Level 6, staff will provide a range of creative cutting and styling techniques as well as specialist services such as open-razor shaving, facial hair shaping and hair sculpturing. Increasing focus on fashion and the celebrity culture continue to promote ever-changing and developing styles. Further business growth will be dependent upon an adequate supply of suitably trained and competent staff. Therefore employers should be able to ensure a succession of staff by training apprentices

The hairdressing and barbering industries are characterised by small businesses. Nearly half of these are micro-businesses, all of which are single-salon enterprises. An estimated 46,000 people are employed in hairdressing and barbering.

Staffing is still predominantly female in hairdressing, though research has not revealed any identifiable barriers to males entering the profession. There tends to be a much more even gender split in barbering than in hairdressing. Many iconic industry figures are male, and present ideal role models through their prominence in advertising, product development and contribution to trade magazines.

In 2019 the National Occupational Standards in hairdressing and barbering were reviewed. From research carried out with the hairdressing and barbering industries, prior to the review, it was evident that employers required staff to be able to work with a diverse range of different hair types/classifications, which could be found across all ethnicities.

This review resulted in the removal of the African type hair and barbering Standards with the categorisation and embedding of all different hair classifications into the main stream hairdressing and barbering Standards. Health and Safety and Consultation were developed into two stand alone units that are standardised across the Hair and Beauty sector.

The Modern Apprenticeships in Hairdressing and Barbering at SCQF level 5 and 6 consist of mandatory and optional units, to allow the qualifications to be tailored to meet the needs of the employer and to the learning and aspirational needs of the apprentice.

Hairdressing and barbering is a rewarding career choice
Hairdressing and barbering is an industry of continuous change
The framework allows for some flexibility of choice for employer and employee
Scotland was identified in a UK survey for having the greatest rise in male grooming services and products

Number of businesses in Scotland

According to data gathered by the Office for National Statistics, there were 44,880 beauty and hairdressing businesses operating in the UK in March 2020. The geographical breakdown goes like this:

Scotland – 3,810
 North East – 2,020
 North West – 5,425
 Yorkshire and the Humber – 3,690
 East Midlands – 2,980
 West Midlands – 3,815
 East – 3,875
 London – 7,015
 South East – 5,425
 South West – 3,110
 Wales – 2,155
 Northern Ireland – 1,560

The largest distribution of establishments in Scotland is Glasgow accounting to 14.2% of establishments. The largest population centres in Scotland are Glasgow, Edinburgh and Fife. Scotland has a relatively large number of districts compared to other regions. There is a fairly even distribution of businesses over the areas. (IBISWorld Hairdressing and Beauty Treatments UK August 2021)

Type and size of business

The hairdressing and barbering industry is still characterised by small businesses. Nearly half of hairdressers, and over three-quarters of barbers are micro-businesses, with all micro-businesses being single-salon enterprises. In Scotland there are a small number of larger hairdressing salons with a relatively large workforce (20+). Several of these well-known salon names have extended their enterprise into multiple salons.

The wide range of hairdressing services is now mirrored by parallel developments in barbering, with barbershops offering services for cutting, styling and chemical services. Some barbershops have diversified and now offer services to both men and women. Some may specialise in clients with textured type hair, where creating 2 and 3 dimensional images and patterns in hair is often carried out. Others will be following the current trend to offer a full male grooming experience which may include skin care, waxing and tanning.

Around half hairdressing salons employ less than 5 people, including the owner
Over three-quarters barbershops employ less than 5 people
Most businesses are still single salon enterprises
Around one quarter of hairdressing salons are part of a chain, or hold a franchise
Some of the major Scottish hairdressing businesses operate multiple salon sites

Numbers and trends in employment

An estimate of the number of people employed in hairdressing is around 42,000, with a cautious estimate of 4,000 in barbering. A recent resurgence in barbering and male grooming services has seen a significant increase in Modern Apprenticeships in England and Wales, with only a slight increase in Scotland.

The majority of hairdressing employees are under 26, though there is anecdotal evidence of a greater number of mature recruits, often returning after a period away from the salon for domestic reasons, sometimes on a freelance basis. Part-time work, averaging at around 20 hours per week, continues to be popular, which is to be expected in an industry dominated by females. It is estimated that round 75% of hairdressers and 80% of barbers work full-time. Data provided by the Barbering Association stated 50.9 % of barbers are female and 49.1 % are male, with a conservative estimate of 10,000 barbershops across the UK.

Surveys continue to record high staff turnover, though not in comparison to other sectors dominated by small and micro-businesses. Whether workers move to other employers in the sector, to self-employment, or leave the sector altogether remains unclear. Some self-employed people will rent chairs in a salon or barbershop, or operate a mobile service.

An estimated minimum 42,000 people are employed in the hairdressing sector, and 4,000 in barbering
 The hairdressing workforce is predominantly female, and under 26 years of age, though there is a more even split for gender and age in barbering
 Opportunities exist for mature recruits and career returners
 Around 75% of staff are full-time workers
 The MA is appropriate for all employees who wish to operate at the Level of stylist or above, whether they are untrained new recruits or returners needing to update their skills

Range of services and career opportunities

The sector offers a range of hairdressing and barbering services. The main hairdressing areas include colouring, cutting, styling and finishing hair, whilst barbering provides services for men's hair, such as traditional cutting, styling, cutting facial hair and shaving. Recent years have seen considerable diversification into other related areas including open-razor shaving, hair and facial hair sculpturing and creative patterns and design in hair.

A wide range of career opportunities are available, from salon stylist/barber or colourist through to session hairdresser/barber for film or TV, platform artist or demonstrator, lecturer or training manager, manufacturing technician and many more – in all areas of the world.

Social and cultural changes push demand for an ever-diversifying range of hair treatments and services
 Habia National Occupational Standards reflect social and cultural changes covering a diverse range of hair classifications
 Career opportunities are many and diverse

Industry recruitment and vacancies

Apprenticeship funding in Scotland

Skills Development Scotland will contribute towards the costs of training a hairdressing or barbering apprentice between the ages of 16 and 24.

20 November 2020 update:

The Scottish Government has announced investment in jobs to provide the foundations for a strong economic recovery from coronavirus (COVID-19). As part of this, the FWDF (Flexible Workforce Development Fund) has been doubled to £20m for 2020/21.

The Scottish Government announced the fund in their response to the UK Government apprenticeship levy, where it set out how it will use levy funding to support skills, training and employment in Scotland across the private, public and third sectors.

The industry continues to experience some recruitment difficulties and young people in Scotland were particularly affected by the recent economic down turn resulting in an increase in unemployment.

There continues to be an over-reliance on recruitment of staff in the under-26 age group. Around 80% of employees UK-wide are in this age-group. This very young sector profile might correlate with difficulties in recruitment and retention because of higher numbers staying on at school or going to university.

Removing age barriers from the funding for Modern Apprenticeships would impact very favourably on the hairdressing industry. This would allow recruitment for mature apprentices or for experienced returners who require some up-skilling.

Skills shortages and skills gaps

There remain skill shortages for all qualified posts, particularly for senior stylists and barbers. This is against the background of a sector which has a strong commitment to training for staff at all Levels, with around 90% of staff holding qualifications appropriate to their current role. However, only half of these are at Level 6 or above.

The range of reported skills gaps are indicative of the wide diversity of services demanded by clients, the changing nature of these trends, and the diversification from traditional services. These changes have been embedded with the new standards. Significant opportunities exist for people willing to train to a higher level, and/or in a specialist area.

There are skills shortages for all qualified posts
Great opportunity exists for career development

Training capacity

The sector is well served by colleges and training providers for hairdressing and barbering throughout all areas of Scotland. Centres are approved by SQA and VTCT for the delivery of the SVQs and those who wish to deliver the modern apprenticeship.

Scotland's colleges and training providers offer a comprehensive network of hairdressing and barber training


There are 26 approved centres offering Modern Apprenticeships with greater flexibility, employers can now choose between colleges and private training provision administered through SDS.

Ambition Centre for Training Limited
Ayrshire College
Ayrshire Learning Business Academy Ltd (trading as Jungle Hair Academy)
Borders College
City of Glasgow College
Comhairle nan Eilean Siar
Dumfries and Galloway College
Dundee and Angus College
Edinburgh College
Fife College Firsthappy
Limited Forth Valley
College Genius People
Limited
Karen and Vincent Bell Training Limited KZ
Hair Academy Ltd (Employer Contract)
Medusa Training Academy Limited
Mentor M.A. (Scotland) Limited
New College Lanarkshire
North East Scotland College
Rainbow Room Internationals
Qualitas International Limited
Shetland UHI
South Lanarkshire College
The Academy of Hairdressing Excellence Limited
University of the Highlands and Islands
West College Scotland

Recruitment of Modern Apprentices

The below table shows the recruitment of apprentices from 2013-2022. The hairdressing and barbering falls under the personal services group. From 2013-2017 the number of apprentices remained consistent. In 2017-2020 there was a decline in the numbers. During 2020/2021 due to COVID 19 there is a significant decline in the figures. During 2021/2022 there has been a rise in the number of apprentices.


Skills Development Scotland
 Modern Apprenticeship starts by occupational grouping, 2013/14 to 2021/22
 Published on 24th May 2022



Occupational Grouping	2013/14	2014/15	2015/16*	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Administration & Related	2,175	2,451	2,359	2,154	1,811	1,826	1,558	581	1,109
Animal Care, Land & Water based	470	394	270	298	296	290	238	164	274
Automotive	1,051	1,118	1,203	1,118	1,085	1,187	1,159	510	978
Chemicals & Biotechnology Related	57	65	35	19	30	23	31	41	47
Construction & Related	4,435	4,409	4,894	5,934	6,104	6,111	6,417	5,033	6,540
Creative & Cultural Skills	269	319	207	353	221	134	161	52	111
Engineering & Energy Related	1,816	1,704	1,458	1,255	1,339	1,515	1,604	1,074	1,448
Financial Services	429	502	759	752	931	862	663	268	357
Food & Drink	1,023	1,064	1,250	1,111	1,251	1,221	1,217	846	901
Hospitality & Tourism	3,279	2,940	2,773	2,987	2,766	2,574	2,388	904	1,416
Management	1,034	829	783	666	557	855	723	531	680
Other Manufacture	31	26	203	293	355	177	152	74	114
IT & Other Services	609	845	1,100	1,302	2,107	2,331	2,352	1,783	2,798
Personal Services	996	965	1,007	936	831	848	606	284	589
Retail & Customer Service	3,072	2,886	2,718	2,683	2,263	2,074	1,708	520	843
Sport, Health & Social Care	3,008	3,047	3,323	3,295	3,628	4,019	5,446	4,880	5,751
Transport & Logistics	1,530	1,683	1,476	1,106	1,570	1,223	1,452	1,110	1,445
Total	25,284	25,247	25,818	26,262	27,145	27,270	27,875	18,655	25,401

The table below shows a break-down of the male and female apprentices from 2016-2022. Hairdressing and Barbering falls under Personal Services. Throughout the years the female figures are significantly higher than the male, however from 2016-2018 there was a noticeable increase in the number of male apprentices. Due to COVID 19 there was a significant decrease in all figures. The year 2021-2022 has shown the figures on the increase again however there are no figures shown for male.

Skills Development Scotland
 Modern Apprenticeship starts by occupational grouping and gender, 2016/17 to 2021/22
 Published on 24th May 2022



Occupational Grouping	2016/17		2017/18		2018/19		2019/20		2020/21		2021/22		Prefer not to say/In another way
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	
Administration & Related	1,544	610	1,314	497	1,200	626	1,099	459	433	148	771	330	8
Animal Care, Land & Water based	45	253	39	257	36	254	18	220	35	129	*	229	*
Automotive	27	1,091	47	1,038	25	1,162	58	1,101	17	493	*	938	*
Chemicals & Biotechnology Related	7	12	*	14	*	*	*	*	*	*	19	28	-
Construction & Related	114	5,820	87	6,017	120	5,991	156	6,261	99	4,934	177	6,356	7
Creative & Cultural Skills	184	169	112	109	69	65	79	82	34	18	*	58	*
Engineering & Energy Related	67	1,188	71	1,268	81	1,434	117	1,487	65	1,009	90	1,351	7
Financial Services	434	318	520	411	486	376	401	262	157	111	197	*	*
Food & Drink	413	698	435	816	418	803	437	780	218	628	308	588	5
Hospitality & Tourism	1,711	1,276	1,582	1,184	1,429	1,145	1,334	1,054	519	385	761	644	11
Management	364	302	286	271	420	435	367	356	263	268	312	362	6
Other Manufacture	9	284	*	352	*	*	*	*	*	*	*	*	-
IT & Other Services	319	983	731	1,376	739	1,592	847	1,505	687	1,096	1,050	1,725	23
Personal Services	871	65	739	92	797	51	560	46	264	20	550	*	*
Retail & Customer Service	1,483	1,200	1,275	988	1,164	910	1,015	693	300	220	477	360	6
Sport, Health & Social Care	2,737	558	3,045	583	3,395	624	4,628	818	4,239	641	4,867	831	53
Transport & Logistics	111	995	149	1,421	96	1,127	99	1,353	64	1,046	99	1,341	5
Total	10,440	15,822	10,451	16,694	10,489	16,781	11,226	16,649	7,415	11,240	9,812	15,448	141

Summary of Framework

Diagram showing the contents of the Scottish Modern Apprenticeship in Hairdressing and Barbering at SCQF level 5

Duration

It is expected that apprentices following this framework will take up to 24 months to complete.

Mandatory outcomes

SVQ or alternative competency-based qualification

- One of the following must be achieved:

HAIRDRESSING

- SVQ IN HAIRDRESSING AT SCQF LEVEL 5, GV3F 45 (VTCT)
- SVQ IN HAIRDRESSING AT SCQF LEVEL 5, GV3T 22 (SQA)

• BARBERING

- SVQ IN BARBERING AT SCQF LEVEL 5, GV3D 45 (VTCT)
- SVQ IN BARBERING AT SCQF LEVEL 5, GV3W 22 (SQA)

Work Place Core Skills

- | | |
|-----------------------|--|
| • Communication | SCQF level 4 (Embedded) |
| • Working With Others | SCQF level 4 (Embedded) |
| • Problem Solving | SCQF level 4 (Embedded) |
| • ICT | SCQF level 3 (Certified Separately) |
| • Numeracy | SCQF level 3 (Certified Separately) |

Enhancements

While there is no formal requirement for enhancement to the framework, employers may provide additional training linked to products and equipment used in the salon.

Optional Outcomes

Additional SVQ Units/Qualifications/Training

Candidates may complete optional additional training for using products and delivering services. These may be provided by hairdressing manufacturers or major salons.

Achievement in these areas can be used as evidence, providing that the same stringent assessment procedures are applied to these activities as in work-place training and assessment.

Even if achievement is not used for formal evidence purposes, candidates should be encouraged to include a record of this training as a valuable addition to their portfolio information.

The Framework

Duration

It is expected that apprentices following this apprenticeship will take 24 months to complete. This includes off-the-job training.

Mandatory Outcomes

SVQ(s)

Each apprentice is required to achieve one of the following Qualifications:

- SVQ IN HAIRDRESSING AT SCQF LEVEL 5, GV3F 45 (VTCT)
- SVQ IN HAIRDRESSING AT SCQF LEVEL 5, GV3T 22 (SQA)

OR

- SVQ IN BARBERING AT SCQF LEVEL 5, GV3D 45 (VTCT)
- SVQ IN BARBERING AT SCQF LEVEL 5, GV3W 22 (SQA)

All Scottish Apprenticeships must contain a relevant Scottish Vocational Qualifications (SVQs) or Competency Based Qualifications (CBQs). SVQs and CBQs are work-based qualifications based on National Occupational Standards of competence drawn up by representatives from each industry sector. They are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kind of activities of a job. SVQs and CBQs are available at a range of levels – although most are at SCQF levels 5, 6 and 7. When someone has achieved an SVQ or CBQ, there is a guarantee that they have the skills and knowledge needed to do their job.

Work Place Core Skills

Each apprentice is required to achieve the following Work Place Core Skills:

Communication	SCQF level 4
Working with others	SCQF level 4
Problem Solving	SCQF level 4
Information and Communication Technology	SCQF level 3
Numeracy	SCQF level 3

Core Skills - ICT and Numeracy are required to be separately assessed and certified as they are not embedded within the mandatory units of the SVQ.

Core Skills – Problem Solving, Working with Others and Communication are embedded within the SVQ therefore do not need separate certification

Core Skills are skills and abilities which everyone needs in their work. This is true for every job in every workplace. Core Skills also feature in National Qualifications such as National 5s and Highers and from 2000, Scottish candidates have been issued with a Core Skills profile on their Scottish Qualifications Certificate. Candidates who have already been certificated as achieving Core Skills at the levels given above – either in the workplace or at school or college - do not need to repeat these Work Place Core Skills as part of the Apprenticeship Framework.

Enhancements

While there is no formal requirement for enhancement to the framework, employers may provide additional training linked to products, tools and equipment used in the salon.

Optional Outcomes

A wide range of training opportunities exist in the hairdressing and barbering sector, which can enhance the capabilities of candidates. These could include:

- * Advanced specialist practical courses, offered by Habia and others
- * Manufacturers' training in products and services

Registration and Certification for Modern Apprenticeships

This Scottish Apprenticeship is managed by Habia/Skills Active. The SSC is the first point of contact in Scotland for any enquiries in relation to the Framework. Contact details:

Lauren Plumb
Lauren.plumb@habia.org
Amanda Bedwell
Amanda.bedwell@habia.org

The SSC will register Scottish Apprentices undertaking this Framework. **All apprentices undertaking this framework must be registered with the SSC within 4 weeks of starting their apprenticeship.**

In the case of Modern which receive funding it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the Training Plan.

The SSC will issue a Certificate of Completion to those Modern and technical Apprentices who have completed the mandatory outcomes of the Framework. Before a certificate is issued, training providers must submit evidence to the SSC that the mandatory outcomes have been achieved. This will normally be in the form of photocopies of certificates from awarding bodies.

Requests for registration and certification should be made to the SSC at the address above.

SSC Service level

The SSC undertakes to confirm the registration of candidates in writing within 4 weeks of receipt of the relevant Training Plan and Training Agreement. Each candidate will be issued with a unique registration number.

The SSC also undertakes to issue Certificates of Completion within 4 weeks of receipt of the appropriate evidence that a candidate has completed the outcomes as stated in the Training Plan.

Recruitment and selection

The recruitment and selection of Apprentices is primarily the responsibility of the employer. However, the following guidance is given:

- Employees may enter an apprenticeship from the age of 16. There is no upper age limit.
- The Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However, it should be stressed that no persons should be deterred from applying for a Scottish apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as National 5s and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken out with an academic institution, such as volunteering activity.
- The following factors may also influence the selection process:
 - performance during a formal interview process
 - references
 - relevant work experience
 - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

Equal opportunities

Gender equality

The hairdressing industry is predominantly staffed by people identifying as female, with around 23% of all staff identifying as male, a differential which has reduced over recent years, due at least in part to the steps have been taken to address this imbalance. The barbering industry has experienced a significant resurgence in recent years which has seen a definite increase in professionals who identify as male entering the profession.

Staffing is still predominantly female in hairdressing, though research has not revealed any identifiable barriers to males entering the profession. There tends to be a much more even gender split in barbering than in hairdressing. Many iconic industry figures are male, and present ideal role models through their prominence in advertising, product development and contribution to trade magazines.

In 2019 the National Occupational Standards in hairdressing and barbering were reviewed. From research carried out with the hairdressing and barbering industries, prior to the review, it was evident that employers required staff to be able to work with a diverse range of different hair types/classifications, which could be found across all ethnicities.

This review resulted in the removal of the African-type hair and barbering Standards with the categorisation and embedding of all different hair classifications into the mainstream hairdressing and barbering Standards. Health and Safety and Consultation were developed into two stand-alone units that are standardised across the Hair and Beauty sector.

Measures should continue to be taken to address this imbalance throughout the hairdressing and barbering industry including:

- featuring those who identify as male in images alongside those who identify as female in publicity material, social media, newsletters
- Featuring those who identify as male in events, e.g. exhibitions
- features in trade magazines e.g. the new more inclusive National Occupational Standards (NOS)
- work with the Hairdressing and Barber Council, NHB, Barbering Associations and the Men's Hairdressing Federation to promote positive male representation
- endorsement of the Trans Awareness course by the organisation Hair has no gender.

Employers and apprenticeships should continue to promote gender equality throughout the profession to all stakeholders, including schools, training providers, employers and customers.

Dyslexia

Previous research has determined that this industry attracts nearly double the incidence of people who are Dyslexic than would be found in the general workforce population. People with Dyslexia may be attracted to the industry to due to its practical content and the requirement for creative and artistic talents, including dexterity and practicality. Excellent customer service including verbal communication skills and empathy can often be more important than written communication in the industry.

To further support learners who are Dyslexic, an initial assessment tool (The Dyslexia Pack) has been developed to help assessors identify dyslexic traits in new entrants which may need further investigation by experts who can diagnose the condition. Once identified, Dyslexic learners should be provided with appropriate support to complete the frameworks.

Ethnic Minority Groups

Apprenticeships should be mindful of any potential racism and/or discrimination that may occur within the sector. In response to consultation, the revised standards in hairdressing and barbering are now inclusive of all hair classifications to ensure that future hairdressers and barbers are qualified to work with all types of hair, across all ethnic groups.

Equal Opportunities

These apprenticeships are inclusive and comply with the principles of equality and diversity. An active approach should be taken to identify and remove barriers to entry and progression. Employers should endeavour to work supportively with any applicant who has a disability. Skills Development Scotland have resources available to support apprentices, and those working with apprentices, who have Additional Support Needs (ASN), to help enable apprentices to enter, sustain and progress on their apprenticeships. For more information: <https://www.skillsdevelopmentscotland.co.uk/for-learning-providers/equality-and-diversity/>

Apprenticeships should ensure that there is equality of opportunity for all, and any barriers (real or perceived) are addressed to support anyone seeking to enter employment to undertake the Modern Apprenticeship.

All apprenticeships supported by Skills Development Scotland must conform to any contractual requirements on equal opportunities. All employers of Apprentices should have an Equal Opportunities policy statement.

Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Apprenticeship Framework and all statutory requirements be adhered to. It is a key aspect of the induction period of the Apprenticeship that apprentices are

fully informed both of the regulations and that they and their employers are bound by these regulations. Apprentices should be made aware of their rights and duties with regard to health and safety.

All Apprentices supported by Skills Development Scotland will be required to satisfy the adequacy of SDS's Health and Safety policy and systems.

Contracts

The following three contracts are essential to the successful outcome of the Apprenticeship programme:

1. Contract of employment signed by the employer and the Apprentice for employed apprentices.
2. SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities. A sample SSC Training Agreement is set out in Appendix 3.
3. SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by SDS, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the Sample Training Plan at Appendix 3. Training Plans may be modified to reflect changing circumstances; however, it is essential that the SSC is notified of any changes.

Employment status of Apprentices

It is important that the sector offers genuine employment and career prospects to those people it wishes to attract through Scottish Apprenticeships. Accordingly, **all apprentices must be employed with the exception of Foundation Apprenticeships which are delivered as part of the senior phase in schools.**

All Scottish Apprenticeships must have a demonstrable need to acquire **significant new knowledge and skills** to fulfil their job role. The apprenticeship framework selected for the apprentice must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

Terms and conditions of employment

In order to compete with other sectors offering employed apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual Apprentices will be agreed between the employer and the apprentice and should form the contract of employment.

Training and development

Delivery

Training delivery can take many forms under the Apprenticeship system. Some organisations may become approved SVQ Assessment Centres; others may join a consortium or use peripatetic assessors. Some large employers will be able to complete all the training and development in-house, but most employers will find that some of the training and development will have to take place away from the normal workplace. In particular the underpinning knowledge requirements are often more suited to delivery by outside training providers which might include:

- private training organisations
- colleges / universities
- other employers

Such knowledge could be delivered through training courses or through open/distance learning packages.

The option of sharing training and assessment resources amongst a cluster of employers (or across the divisions of a larger employer) will be particularly appealing to those firms which do not have the resources to provide all of the training and development. Assessment can be provided by these bodies, but the assessors and the training centre must be approved by the awarding bodies for the SVQ and Work Place Core Skills where appropriate.

List of Training Providers

VTCT

To find which centres deliver the VTCT qualification in Hairdressing and Barbering, please follow the below link.
<https://www.vtct.org.uk/find-a-centre/>

SQA

To find which centres deliver the SQA qualification in Hairdressing and Barbering, please follow the below link
<https://www.sqa.org.uk/sqa/100153.html>

Delivery of Training for the Modern Apprenticeship in Hairdressing and Barbering at SCQF Level 5

Work-based training

Delivery and assessment method

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved SVQ Assessment Centres; others may join a consortium or use peripatetic assessors. Some large employers will be able to complete all the training and development in-house, but most employers will find that some of the training and development will have to take place away from the normal workplace.

Skills required by training providers delivering the training

The trainer and assessor must have sufficient operational experience within the hairdressing industry and must have an in-depth technical knowledge of the SVQ units and standards of competencies required for the framework. They must be able to interpret current working practices, technologies and products within the area of work and be committed to upholding the integrity of the qualification. The Assessor must hold, or be working towards, a valid assessor's qualification.

Delivery of underpinning knowledge (if no formal off-the job requirement)

Modern Apprentices develop knowledge and understanding as part of the SVQ content and do not require a separate qualification.

Off-the-job training

Details of off-the-job training

The underpinning knowledge requirements are often more suited to delivery by outside training providers which might include private training organisations and colleges. Such knowledge could be delivered through training packages or through open/distance learning packages. The option of sharing training and assessment resources amongst a cluster of employers (or across the divisions of a larger employer) will be particularly appealing to those firms which do not have the resources to provide all the training and development. Assessment can be provided by these bodies, but the assessors and the training centre must be approved by the awarding bodies for the SVQ and core skills where appropriate.

Delivery and assessment method

Knowledge is usually delivered as part of the framework, by off the job support as part of the SVQ qualification. It is anticipated the Modern Apprentice would achieve within a 24 month period.

Exemptions

None

The SSC training plan

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 A summary of the Apprentices accredited prior learning
- 3 A timetable for achievement of the selected Framework outcomes, linked to regular progress reviews.

The Training Plan should take into account any relevant previous training and development, education or work experience. Not all Apprentices need have different plans, but many will vary. Moreover, as reviews take place and circumstances change so the plan itself can be modified.

However, any changes must:

- be subject to the quality provisions of Skills Development Scotland (if the apprenticeship is being financially supported)
- comply with the stipulations of this Framework
- meet the needs of the employer and apprentice.

A sample Training Plan is provided at Appendix 3 of this document, however, for those Apprentices funded by SDS area office it is sufficient to submit the Skills Development Scotland Training Plan on condition that it covers the same information required in the apprenticeship Training Plan.

Consultation Process

The consultation process has been ongoing throughout the project with engagement with the following stakeholders:

- Awarding bodies (VTCT, SQA, Qualifi)
- Employers
- Private Training Providers
- Trade Associations
- SDS
- SQA
- Accreditation Manager
- SME's
- Schools/colleges

Skills Active/Habia engages with Trade Associations including:

- National Hairdressing and Beauty Federation (NHFB)
- Hairdressing and Barber Council

Skills Active/Habia compiled a database of contacts of Scottish representatives, they received a personal invitation to the online survey and were given a separate web-link to share amongst other interested parties.

The protocol to engage contacts to complete the questionnaire included:

- Announced prior to consultation on our social media channels
- Engagement with Steering Group & EWG members to share amongst their contacts
- Initial contact through the online survey platform October 21 including additional reminders throughout November.
- Individually contacted to encourage engagement either through the online survey or telephone
- Engagement through our website banners and social media platforms

The questionnaire was developed by Skills Active/Habia based on other successful Scottish Qualification Products and MA questionnaires. The online survey platform Survey Monkey was used for the consultation which ran from October 2021 to December 2021. The survey was sent to all stakeholders with a request to disseminate to relevant colleagues and contacts. After the consultation window closed Skills Active/Habia reviewed the feedback and presented the findings to the steering group on the 15/12/21, this allowed further response to present the final SQP products.

The questionnaire was developed by Skills Active/Habia and based on other successful Scottish Qualification Product questionnaires. The online survey platform Survey Monkey was used for the consultation which ran from October 2021 to December 2021. The survey link was sent to all stakeholders with a request to disseminate to relevant colleagues and contacts. Responses to the survey were anonymous and participants were given the opportunity to confidentially contribute by providing detailed comments and feedback to the questions.

At the close of consultation, Skills Active/Habia considered the results, reviewed participants' comments and feedback and incorporated any adjustments where required. The findings were then presented to the steering group on the 15th December 2021, for approval.

Responses

A total of 22 responses were received from a range of assessment centres/training providers, Awarding

Organisations, employers, and individuals working in the Hairdressing & Barbering sector.

All 22 responses completed the online survey fully with results as followed:

The following table summarises the questions based on the Modern Apprenticeship

Question	Yes	No
Does your training provider offer the MA?	90%	10%
The SVQ will form the mandatory component of the MA. Q. Do you think the content of the SVQ is suitable for a MA candidate?	100%	0%
The MA also consists of the following Core Skills; Communication, ICT, Numeracy, Problem Solving and Working with Others Q. Should there be any other mandatory enhancements in the MA?	0%	100%
Should there be any other optional outcomes?	30%	70%
Would your organisation consider delivering the MA?	100%	0%

Findings

While the number of responses to the survey was small, the results were informative and showed support for the structure and coverage of the qualification. Respondents contributed detailed information regarding the units and the appropriacy of the levels with respect to the level of skill required. Additionally, where comments relating to the appropriate placement of a particular unit were contributed, for example whether a unit should be included in the Hairdressing qualification, or the Barbering qualification, these were fully considered by the steering group and changes implemented where necessary.

Some respondents felt that the structure of mandatory, sub-mandatory and optional could be confusing for both assessors and apprentices and this was taken into consideration when finalising the qualification structure.

A percentage of respondents expressed concern regarding the inclusion of core skills units, suggesting that the apprentices did not appreciate or understand the purpose or relevance. Comments were submitted regarding the generation of evidence and referencing. These comments were carefully considered by the steering committee when developing the qualifications and embedding key core skills to ensure that opportunities were available for apprentices to develop these important skills, while gaining the skills and competencies required by the industry.

95% of respondents were supportive of the optional units and any comments submitted were fully considered. However, to ensure inclusivity in the delivery and assessment of the qualifications, the optional units remained unchanged. Any suggestions regarding further additional options were considered carefully, and it was decided that opportunities to study the skills suggested, were available within existing optional units.

The responses to the survey demonstrate support and engagement with the qualification and have provided an opportunity for the stakeholders to have a valuable impact on the development of the qualifications.

Career progression

Following completion of the Apprenticeship, candidates should be able to achieve positions in areas such as:

Career Progression Routes

Successful Modern Apprentices have a wide range of career options, including:

- Salon stylist or senior stylist
- Salon manager
- Training manager
- Session hairdresser for fashion shows, photo or TV/film
- Stylist on a cruise ship, in the armed forces, prison service or NHS
- Lecturer/Assessor
- Skills trainer or demonstrator
- Freelance hairdresser
- Influencer

Course progression

Habia has well-established links with all Approved Centres in Scotland, through the Scottish Hairdressing Forum, Scottish Training Providers, Colleges Scotland, SQA, City & Guilds, VTCT, Qualifi and projects such as the development of the National Occupational Standards (NOS).

Successful MA candidates may elect for further study, such as:

- SCQF Level 6 in Hairdressing or Barbering
- HNC in Hairdressing
- PDA in Barbering SCQF Level 7
- Advanced specialist courses from specialist training provider or manufacturers
- VTCT Level 4 Diploma in Salon Management
- VTCT Level 4 Diploma in Advanced Techniques and Management Practice in Hairdressing

Appendices

APPENDIX 1

Stakeholder Responsibilities

Many organisations and individuals share the responsibility for ensuring that the Scottish Apprenticeship programme is implemented to the highest possible standard. They include:

- Awarding Bodies
- Employers
- Apprentices
- Apprenticeship Approval Group (AAG)
- Approved SSC/SSO
- Skills Development Scotland
- Training Providers

Role of the SSCs

SSC/SSO are responsible for developing Scottish Apprenticeship Frameworks and are required to work with employers in their sectors to ensure that all Frameworks meet the needs of employers in their sectors.

For details on your sector's SSC, follow the link to the Federation for Industry Sector Skills and Standards website <http://fiss.org/> or contact SDS for advice .

Role of Skills Development Scotland (SDS)

Apprenticeship frameworks are used by employers as part of their workforce development to train new employees and up-skill existing members of staff. They can be (and often are) used regardless of whether financial support is available from the delivery body who currently provides a 'contribution' towards the cost of delivery. However, only approved Apprenticeship Frameworks will be eligible for funding support from Skills Development Scotland who should be contacted to establish the availability and level of support for each Framework.

Further information is available from: <http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships.aspx>

SDS provides advice and guidance to individuals on the range of Scottish Apprenticeships and training providers available. Individuals are signposted to opportunity providers who offer training in the vocational areas of interest.

Responsibilities include:

- Supporting the Apprentice with ongoing Career Planning advice
- Signposting candidates to suitable vacancies
- Promoting the Scottish Apprenticeship route on the Skills Development Scotland website
- Facilitating recruitment events that bring together jobseekers and opportunity providers

Role of the Awarding Bodies

A significant proportion of Scottish Apprenticeships is based on the assessment of the apprentice against SVQs/ CBQs or SVQ/ CBQ units. These qualifications are accredited by SQA Accreditation and are offered by Awarding Bodies.

It is the responsibility of the Awarding Bodies to ensure that centres are approved, that assessors and verifiers are suitably qualified, trained and monitored, and that all of the assessment criteria of the SVQs/ CBQs and SVQ/CBQ units are fully met.

Role of the Training Provider

The role of the training provider is important to the success of the Scottish Apprenticeship Programme. A training provider can be a further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

Training Providers are responsible for:

- Confirming an appropriate programme for candidates
- Agreeing the training needs of the candidates
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and defining roles and responsibilities for this with relevant parties
- Ensuring trainee/candidate has access to the best quality training opportunities available
- Ensuring that the Apprentices and employers fully understand the principles and processes of competence-based assessment
- Registering of candidates with the relevant SSC (and Skills Development Scotland if appropriate).
- Compiling and agreeing assessment schedules/assessment plans
- Judging performance evidence
- Completing assessment records
- Reviewing candidates progress at regular intervals
- Submitting records and evidence for moderation
- Advising the Apprentice who to approach for support, advice, encouragement and in case of complaint

Role of the Apprenticeship Approval Group (AAG)

AAG is an independent group drawn from key stakeholders involved in the management and delivery of the Apprenticeship programme in Scotland.

AAG is responsible for:

- Approval and re-approval of Scottish Apprenticeship Frameworks
- De-approval of Scottish Apprenticeship Frameworks
- Encouraging best practice across Apprenticeship Frameworks and sectors

Role of the Employer

Employers' responsibilities include:

- Paying employed Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties
- Highlighting opportunities for the Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Apprentices to review progress

- Witnessing candidate performance and verifying evidence
- Releasing Apprentices for college/off-the-job training in line with training plan
- Ensuring the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

Role of the Apprentice

Employed apprentices have the same responsibilities to their employer as any other employee. In addition, they have a range of commitments to their training programme.

Employed Apprentices' responsibilities include:

- Observing the company's terms and conditions of employment
- Agreeing a training/development plan with all parties involved
- Undertaking development in line with agreed training plan
- Attending meetings with trainers, assessors and verifiers as required
- Attending college/off-the-job training where required
- Providing evidence of competence
- Developing a collection of evidence (portfolio) and retain ownership of this throughout
- Behaving in a professional manner throughout

APPENDIX 2

Apprenticeship Centres (ACs)

Apprentices may only be registered through organisations approved by the SSC to deliver this Framework. Such approved organisations are called Apprenticeship Centres (ACs)

The AC may be the employer of the apprentice or a separate organisation such as a training provider, further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

In order to be approved, organisations must make a formal application to the SSC, seeking approval and establishing that the centre satisfies the following criteria:

Either

- 1 be approved by an appropriate Awarding Body as a centre for the assessment of the relevant SVQ/ CBQ (and Work Place Core Skills if these are being separately certificated)

or

- 2 be capable of demonstrating a contractual relationship with another approved centre for the assessment of those units for which the MAC does not have approval from an appropriate Awarding Body.

In addition

The SSC will maintain a database of ACs for the delivery of the apprenticeship within Scotland, which will be available to employers and others.

Organisations wishing to become ACs who have yet to obtain the necessary Awarding Body approval for assessment should first contact the Awarding Body direct.

In addition to the assessment of the Apprentice against the relevant standards set by the selected apprenticeship outcomes, the AC has responsibility for:

- Entering into a formal training agreement with the employer and Apprentice
- Registering Apprentices as candidates for the relevant SVQ/ CBQ (s) and other selected units with the appropriate Awarding Body
- Registering Modern Apprentices with the SSC
- Applying for the final 'Certificate of Completion' on behalf of Apprentices
- Informing the SSC of any material alterations to Apprentices' training plans or desired changes to the selected apprenticeship outcomes.

APPENDIX 3

APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

Name of Employer:	
Name of Apprentice:	
Name of Apprenticeship Centre:	

The **Employer’s responsibilities (employed status apprentices only)** are to:

- 1 employ the apprentice subject to the employer’s usual terms and conditions of employment;
- 2 provide the apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- 3 pay the apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice;
- 4 in the event of the employer becoming unable to retain the apprentice after completion of the apprenticeship, to use reasonable endeavours to secure employment elsewhere;
- 5 in the event of the apprenticeship being terminated prematurely by either the employer or apprentice for any reason other than dismissal for unsatisfactory performance or misconduct, to use reasonable endeavours to secure employment and continuation of this apprenticeship elsewhere;
- 6 operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice; and
- 7 operate an Equal Opportunities policy which meets all legal requirements.

The **Apprentice’s responsibilities** are to:

- 1 work for the employer in accordance with the agreed terms and conditions of employment;
- 2 undertake training, attend courses if required, keep records, and take assessments to be determined by the employer and/or Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected apprenticeship outcomes specified in the apprentice’s personal training plan;
- 3 be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation relating to the apprentice’s responsibilities as an individual; and
- 4 promote at all times the employer’s best interests.

The **Apprenticeship Centre’s responsibilities** are to:

- 1 agree the content of the apprentice’s personal training plan as confirming that the selected apprenticeship outcomes and training plans meet the criteria of this apprenticeship
- 2 contract with the employer to provide the training and assessment necessary to enable the apprentice to achieve the selected Framework outcomes specified in the apprentice’s personal training plan; and
- 3 use its best endeavours to ensure that the employer provides the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan.

This agreement to be signed by all parties:

Employer		Date:
Apprentice		Date:
Apprenticeship Centre		Date:

APPRENTICESHIP TRAINING PLAN

The Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Apprentice

Full name:
Home address:
Work address:
Date of birth:

The Employer

Name:
Address:
Telephone:
Contact:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Apprenticeship selected outcomes

Mandatory outcomes

SVQ/ CBQ Level (please identify level) <i>(List mandatory and optional units)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
SVQ/ CBQ level (please identify level) <i>(List mandatory and optional units)</i>				
Enhancements				

Work Place Core Skills <i>(Include details of the minimum level required)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
1	Communication			
2	Working with others			
3	Numeracy			
4	Information and communication technology			
5	Problem Solving			

Optional outcomes

Additional units (if any) <i>These are optional and should reflect the individual training needs of the Apprentice</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
	(specify unit)			
	(specify unit)			
	(specify unit)			
	(specify unit)			

Summary of Apprentice’s accredited prior learning:

If you require assistance in completing this form, please contact: Lauren Plumb

Lauren.plumb@habia.org

Amanda Bedwell

Amanda.bedwell@habia.org