

# Details of Apprenticeship Vacancy

PLEASE COMPLETE ALL PARTS OF THIS FORM

For further information and advice please contact ITS on 02392 591666 or send an email to [info@its-ltd.net](mailto:info@its-ltd.net)

## Vacancy Details

<b>Vacancy title</b>	<b>APPRENTICE HAIRDRESSER</b>				
<b>Number of positions available?</b> Please tick or highlight the number of vacancies you are looking to fill	1	2	3	4	5
<b>Would you consider taking on a co-funded Adult Apprentice?</b> If you employ a person who is 19 or over, the apprenticeship is part funded by the government with the employer contributing the rest. See also National Minimum Wage requirements under the section called 'Weekly Wage'.	Yes / No / Maybe				

## Employer's Details

<b>Partner salon name</b>		
<b>Address (including postcode)</b>		
<b>Employer's email (This is mandatory)</b>		
<b>Salon's website address (This is desirable)</b>		
<b>Contact details for queries concerning this vacancy</b>	<b>Name</b>	
	<b>Preferred contact number</b>	
	<b>Email</b>	

## About the Employer

Below is an example of how you may wish to describe your salon. Please amend as required.

<p>Example:</p> <p>A busy salon situated in a parade of shops in the village of Anywhere. The salon has been established for over 6 years and has a loyal clientele. We are a small friendly team looking to expand and we offer lots of opportunities.</p>
---

## Short Description of Vacancy

Below is the minimum to be included in the advert for 'short description of vacancy'.

Please amend as required. **There is a 256-character limit.**

### APPRENTICE HAIRDRESSER

Duties will include general upkeep of the salon, shampooing, assisting stylists, greeting and preparing clients and promoting services and products. Some reception work may also be required. As your skills develop you will be given more responsibility.

## Training to be provided

- In salon training towards the Hair Professional Standard
- Functional Skills in English and maths
- Employment Rights and Responsibilities
- Personal Development, Behaviours and Welfare

## Wages and Working Week

### Weekly Wage: £ per hour

The current Minimum Apprenticeship wage is **£3.50** per hour for learners aged 16-18, and for 19 year-olds who are in the first year of their Apprenticeship. Please go to [www.direct.gov.uk](http://www.direct.gov.uk) for more information

### Working Week (hours)

Apprentices under the age of 18 are not permitted to work more than 40 hours per week.

### Work Days – please tick or highlight below the days to be worked

Monday    Tuesday    Weds    Thurs    Friday    Sat    Sunday

### Work Times (excluding lunch and rest breaks)

Please enter hours e.g. 9.00 – 5.30 underneath each day to be worked

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**Total Hours Per Week**

## Vacancy Description

Below is the minimum to be included in the advert for 'full description of the vacancy'.

Please amend as required.

### Customer Service

- Greeting clients and visitors to the salon, as well as handling enquiries by telephone
- Playing a key part in preparing clients for services, including: refreshments, magazines, gowning and general comfort
- Ensuring every client is happy, comfortable and informed throughout their visit

- Listening to the needs of clients and informing colleagues of any relevant information
- Engaging in meaningful and relevant conversation with clients

### **Salon Operations**

- Keeping up to date with fashions and trends in the hairdressing industry
- Following all health and safety procedures
- Wearing the required personal protective equipment
- Assisting stylists with preparing clients for and during the service being provided; this may include removing colours and blow drying under supervision
- Keeping the salon clean and tidy
- Promoting the salon's brand principles

### **Training**

- Striving to meet training plan targets
- Completing all work set by trainers and assessors in the agreed timeframe
- Putting into practice what you learn
- Sourcing suitable models for training and assessment

### **Other Duties**

- Contributing to the promotion of a pleasant and positive salon atmosphere
- Supporting new colleagues

## **Requirements and Prospects**

### **Desired Skills**

Below is the minimum to be included in the advert for 'skills required'.  
Please amend as required.

We are looking for Apprentices who:

- Can work effectively as part of a team
- Can remember and follow instructions
- Can anticipate the needs of others
- Can manage their time efficiently
- Pay attention to detail
- Work safely

## Desired personal qualities

Below is the minimum to be included in the advert for 'personal qualities'.  
Please amend as required.

We are looking for Apprentices who have the following qualities:

- Punctual and reliable
- Resilience and determination
- Well presented with attention to personal grooming
- Passionate about hairdressing
- Willing to work hard
- Able to stand all day
- Pleasant personality and friendly
- Able to keep calm under pressure
- Motivated and keen to learn

## Desired Qualifications

Please amend as required.

Ideally GCSE grades E – A\* or new GCSE grades 2-9 in English and maths or equivalent

## Future Prospects

Below is an example of how you may wish to describe the future prospects for this vacancy.  
Please amend as required.

After achieving the Hair Professional Apprenticeship, you will be encouraged to progress to a higher level Apprenticeship.

Most of our stylists and technicians have been Apprentices themselves. Since achieving their Advanced Apprenticeships they have gone on to become senior stylists, trainers, assessors, managers, and have taken part in photo shoots and promotional events.

## Things to consider

Please amend as required.

Hairdressing is not a job – it is a vocation. You need to be prepared to work hard and deliver first class customer service even when you may not be feeling at your best. You will be on your feet all day and dealing with clients from all walks of life; you can't be expected to like every client but you will need to make every single one feel they are special.

You will need to be flexible because when the salon gets busy everyone needs to help out so that the salon runs smoothly and that could mean bringing forward or pushing back your break.

Earnings are not brilliant at the start although tips from satisfied clients will help. Once you start building your own clientele you will earn commission on what you contribute to the salon's takings. The busiest stylists, earn the most.

Working in a salon is about working as a team, all driven by the same ambition to make every client's visit better than expected, to maintain the loyalty of existing clients and to attract new clients.

## Extra questions you would like to ask candidates (optional)

You have the opportunity to ask two questions on the application form that relate directly to the vacancy you are advertising. These questions will help you in the selection process so please ensure that you ask them. If you would like to use one or both of the example questions, please write **'use this question'** in the box.

### Question 1

Example: What made you decide that hairdressing is for you?

### Question 2

Example: Hairdressing is not just a job – it's a vocation. Why do you think you are ready to begin training for a career that demands so much commitment from you?

## Your own questions if you'd prefer

1

2

Once completed please email the form to [info@its-ltd.net](mailto:info@its-ltd.net)

Alternatively, you can post the form to:  
ITS Ltd, 2 London Road, Horndean, Waterlooville, Hampshire PO8 0BZ

