

2024

NZ Certificate in Commercial Barbering

Level 4

Become a barber of the razor's edge.

From modern fades to beard trims to the classic short cuts, our Certificate in Commercial Barbering will see you become a fully qualified barber in one year.

Learn barbering practice and theory from skilled professionals. Sharpen your barbering skills under supervision in our commercial barber shop FadelT.

Open up your career opportunities in this exciting, creative industry.

Location	Hawke's Bay
Start	February*
Length	One year full-time
Contact	Kenzie Turnbull Phone: 06 830 1439 Email: kturnbull@eit.ac.nz

* Subject to sufficient enrolments.
For NZ Citizens and Permanent Residents



TE AHO A MĀUI



TePūkenga

Where detail makes the difference!

In this practically focused programme, you will learn from skilled professionals and gain the fundamental skills and knowledge required to work as a fully qualified barber.

This programme covers all aspects of the barbering industry, from barbering culture to modern fades, classic short cuts and beard trims, including in-house operations and client interactions. You will have the opportunity to put your skills and knowledge to practice with work-based learning in FadeIT, our on-campus commercial barber shop, working with clients and the latest barbering tools and equipment. Each client service is a step closer to becoming a fully qualified commercial barber.

You will also learn how to comply with health and safety requirements and meet professional barbering expectations and industry standards to be able to successfully contribute to various commercial barber shop operations.

Graduates of this qualification will be able to:

- Apply underpinning barbering theory and practice to safely and professionally complete barbering cuts and services, and provide client consultation, care and

advice as a commercial barber.

- Communicate with clients, peers, staff and suppliers as a commercial barber, in a culturally appropriate manner.
- Apply knowledge of health and safety requirements to contribute to commercial barber shop operations.

Come in and have a chat about your study options with the staff at our Hawke's Bay campus and view the facilities anytime.

Career and study opportunities

The NZ Certificate in Commercial Barbering is intended as a stand-alone qualification in Barbering.

Upon graduating the world will be your oyster and career opportunities include:

- Barber shop owner/operator
- Pathway to Hairdressing
- Military stylist
- Theatre work



NZ Certificate in Commercial Barbering Level 4, 120 credits



Hawke's Bay



Full-time:
1 year



Fee:
Visit fees.eit.ac.nz to see the fees for this programme



2024 Key dates

Programme starts Monday, 19 February

Programme ends Friday, 29 November

Semester breaks
15-26 April
1-19 July
30 September-11 October

Timetable

Your study time will be made up of contact time (class times, tutorials, industry-based learning) and non-contact time (your own individual study time, online learning).

Contact time

On-campus classes are usually scheduled between 9.00am-4.00pm, Monday to Thursday. You will be required to be on campus for approximately 24 hours per week.

As a part of your study you will be required to spend time within FadeIT, our commercial barber shop as well as work experience in the industry.

Non-contact time

You should plan to spend 11 hours per week on individual study per week.

Access to a computer and the internet is required to complete this programme.

Entry requirements

To be admitted to this programme applicants must meet the following requirements:

- 40 credits at NCEA Level 1, including 10 Literacy credits and 10 Numeracy credits, or
- a relevant qualification at NZQF Level 2 or above, or
- a recognised equivalent.

Special and Discretionary Admission is also available.

Health and professional requirements

All applicants are required to:

- Complete a NZ Police Vetting Service Request and Consent form. Any concerns arising from the Police check will be referred to the Programme Coordinator for consideration regarding the applicant's admission.
- Sign a declaration that they are in good health (having no medical, physical or psychological conditions that would preclude working with vulnerable clients).

If the declaration identifies any issue that may impact on the applicant's ability to complete the programme, the applicant can discuss these with the Programme Coordinator at an information session. EIT | Te Pūkenga reserves the right to decline entry to the programme should an applicant's health difficulties be such that they would be considered unsuitable for the type of work undertaken whilst on this programme or by graduates of this programme. This decision will be based on relevant professional association or industry requirements.

English language entry requirements

All applicants must demonstrate an acceptable level of English language fluency prior to acceptance in the programme. Ways in which English language fluency may be demonstrated include the following:

- Successful study of a programme in which English was the language of instruction (subject to NZQA conditions)
- Completion of a New Zealand Certificate in English Language (Level 3 with any endorsement)
- IELTS Academic score of 5.5, with no band score lower than 5.0, achieved in a single test within the two years preceding enrolment
- Accepted international equivalents to the above IELTS scores
- Completion of an EIT | Te Pūkenga assessment



Entry with credit

You may already have some knowledge or skills that can be recognised as part of your intended study. This may take a number of different forms including study while at high school, study at a private training establishment, workplace training, other tertiary study, life experiences or voluntary work. If you think you may qualify, you may want to apply for Cross Credit (CC) or Recognition of Prior Learning (RPL).

- CC is based on the equivalency of courses or qualifications. You would apply for CC if you have passed a very similar course at the same level.
- RPL is based on the assessment of your current knowledge and skills. You would apply for RPL if you had gained the relevant knowledge and skills through life experiences and informal learning situations.

You will be asked to provide details of anything that you would like considered as credit toward your intended programme of study, as part of your application.

You must apply prior to enrolment. CC and RPL cannot be awarded for a course if you are already enrolled in that course.

For further information and enquiries about CC and RPL please contact the Programme Administrator, Kenzie Turnbull, on 06 830 1439 or email kturnbull@eit.ac.nz.

Transfers/cross credits

A similar qualification may be delivered at a number of other tertiary institutes around New Zealand. If you were to transfer to one of those other institutes you may be granted academic credit for some of the papers completed successfully while studying at EIT | Te Pūkenga, but this is at the discretion of the other institute.

Please note: Fees are not transferable between institutes.

Facilities

EIT | Te Pūkenga has modern purpose built teaching salons and FadelT, a commercial barber shop where students gain industry-based experience working with clientele alongside the latest technology.

EIT is now part of Te Pūkenga

Te Pūkenga brings together New Zealand's Institutes of Technology, Polytechnics, and Industry Training Organisations to build a network of on job, on-campus and online learning.

The services we offer not only remain, they are strengthened by being part of the extensive Te Pūkenga network around the country. Your enrolment for study in 2024 will see you enrolling with Te Pūkenga and becoming part of the extensive Te Pūkenga network around the country.

The experience you need & the support to succeed

When you study at EIT | Te Pūkenga you'll get the kind of experiences that will help you gain the knowledge and skills to get ahead.

You'll also be supported by lecturers and tutors who are here for you, within a learning environment where you are treated as an individual, not just a number.

They'll know your name and you'll receive one-on-one attention to make sure you get the support to succeed.



Experienced lecturers

At EIT | Te Pūkenga, you can be confident in the quality of our teaching and your learning experience.

EIT | Te Pūkenga is highly regarded in New Zealand for research excellence due to the quality of our community centred research, our publications and our external grant income provided by funding institutions who have confidence in our research capability. You can be confident your lecturers use the latest knowledge and research in their field of expertise to inform their teaching, and many are at the forefront of knowledge creation within their discipline area.

Our lecturers have advanced academic and practice qualifications. Lecturers are advanced in the areas of hairdressing and beauty therapy and have worked in the industry in New Zealand and overseas. We value our partnership with learners and aim to provide quality education in a supportive environment, encouraging personal growth and professional development.

Name	Qualification
Paula Morris <i>Programme Coordinator</i>	CIDESCO, CIBTAC, NZIEBTH, ABTHNZI, CertAdEd, CertNutrSc
Jen Satherley	NatCertHairdressing (Practice), NZCertComBarb, NZCertLng&Tchg, NatCertAdLit

Course descriptions

In the following descriptions:

Pre-requisite = courses that must be successfully completed before the next course can be taken.

NB: Courses are offered subject to sufficient enrolments.

Course no.	Brief description	NZQA level	No. of credits	Semester offered
PERS4101	Professional Identity The aim of this course is to develop the knowledge, skills, and attributes to explore the role of a barber in a professional context.	4	15	1
PERS4102	Industry Practice The aim of this course is to develop the knowledge, skills, and attributes to understand workflow, operations, and professional practices.	4	15	1
PERS4103	Barbering Skills The aim of this course is to develop the knowledge, skills, and attributes to perform analysis, cutting, and provide product advice.	4	15	1
PERS4104	Barbering Influences The aim of this course is to develop the knowledge, skills, and attributes to understand the impact of historical and cultural influences on barbering.	4	15	1
PERS4105	Facial Grooming The aim of this course is to develop the knowledge, skills, and attributes to perform a straight razor shave to industry standards. <i>Pre-requisites: PERS4103</i>	4	15	2
PERS4106	Cut and Finish The aim of this course is to develop the knowledge, skills, and attributes to use a variety of barbering and finishing techniques. <i>Pre-requisites: PERS4103</i>	4	15	2
PERS4107	The Barber's Chair The aim of this course is to develop the knowledge, skills, and attributes to provide clients with a complete service. <i>Pre-requisites: PERS4101, PERS4102, PERS4105, PERS4106</i>	4	15	2
PERS4108	Grand Finale The aim of this course is to develop the knowledge, skills, and attributes to present a professional portfolio of barbering skills and styles. <i>Pre-requisites: PERS4101, PERS4102, PERS4104, PERS4105, PERS4106, PERS4107</i>	4	15	2

How to enrol

There is an easy 3-step process to follow when enrolling at EIT | Te Pūkenga.

Step 1

Check out eit.ac.nz to see the programmes available for you to study. A copy of the course information for each programme is available on our website.

Step 2

You can now use your RealMe verified identity to apply for study at EIT | Te Pūkenga. If you use your RealMe verified identity you will no longer be sent a copy of your application form to sign. You also will not need to provide us with a copy of your primary ID.

If you apply online without using RealMe then you will be sent a summary of your enrolment to check and sign. It will also include course selection forms which you need to complete and return. Your enrolment cannot progress until you have sent the summary and forms back to us.

You can also apply using a paper enrolment form. Please call us on **0800 22 55 348** and we will send you one out.

You will receive an acceptance letter from your Faculty with programme information. This will include the start date of your study and any special information regarding your programme. Depending on your chosen programme of study, you may be invited to attend an interview before you are accepted.

Step 3

Arrangement for full payment of enrolment fees must be made before the start of your programme. You will receive an invoice with payment details.

Fees-free government scheme: Tertiary education is fees-free for eligible domestic tertiary students. To check if you are eligible, go to [FeesFree.govt.nz](https://feesfree.govt.nz) and enter your National Student Number (NSN). If you are not eligible you will be responsible for paying your fees.

Scholarships and grants: Scholarships and grants make life easier by helping to cover your fees, other costs and living expenses while you study. You don't always need to be an academic high-flyer to qualify. You can find out more about scholarships and other options for paying your fees at eit.ac.nz.

StudyLink: If you need to pay for your own study you can choose to apply for your Student Loan and Student Allowance with StudyLink. You should do this early, even if you haven't yet been accepted on your programme. You can change your details later if anything changes. Visit studylink.govt.nz to find out more about StudyLink.

Student services levy

The student services levy is a compulsory non-tuition fee that is charged to students enrolled at EIT | Te Pūkenga. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT | Te Pūkenga from the levy are ring-fenced, meaning they can only be spent on student services.

Student loans and allowances

StudyLink is a service of the Ministry of Social Development. Apply well before your programme begins (even if you haven't been accepted yet) so you'll be ready to get your payments when you need them most.

Check out what you qualify for at studylink.govt.nz.



Disclaimer: The Eastern Institute of Technology Limited is a business division of Te Pūkenga - New Zealand Institute of Skills and Technology. All information in this publication pertains to New Zealand Citizens or Permanent Residents, and is correct at the time of printing but is subject to change. EIT | Te Pūkenga reserves the right to amend/withdraw programmes or courses. From 2023 programmes may be subject to review as part of the Reform of Vocational Education and Training. As the review is ongoing, this document is correct at the time of publishing but the courses outlined may change over time. For full programme entry requirements visit eit.ac.nz.

NZ Certificate in Commercial Barbering (Level 4)

Documentation/Forms

Please Note

The following documents are to be returned with your completed enrolment form.

Without these we are unable to process your application.

Please complete and return the following:

- ☐ Enrolment Form
- ☐ Brief Personal Statement (including brief CV/Work History)
- ☐ Health Declaration Form
- ☐ NZ Police Vetting Service Request and Consent Form
- ☐ Please provide **two** of the following as evidence of your identity (verified copies only):
 - Passport (NZ or Overseas)
 - NZ Full Birth Certificate
 - NZ Driver Licence
 - Community Services Card
 - 18+ Card

NZ Certificate in Commercial Barbering (Level 4)

Brief Personal Statement

(Handwritten please - also include a brief CV/work history)

Applicant name:

1. What do you believe are your personal strengths?

.....

.....

.....

2. How would you describe your attributes as a friend, a family member, or as a member of your community?

.....

.....

.....

3. Why are you interested in studying for a qualification in barbering?

.....

.....

.....

4. Please give details of any work experience/volunteer work you have done that involved either caring for people, providing customer service or retailing?

.....

.....

.....

5. Have you had a criminal conviction within the last five years?

☐

Yes

☐

No

Please note: Clean Slate does not apply

As part of this programme you may have practical experiences with agencies or organisations who may require you to obtain a Police vetting of your personal information for any criminal convictions, criminal history, and details of fines and enforcements. A prior conviction may not necessarily exclude you from acceptance into the programme, but we may need to discuss it with you.

Applicant signature: Date:

NZ Certificate in Commercial Barbering (Level 4)

Health Declaration Form

Applicant name:

Should you have any questions about the level of health required to complete this programme please contact the Programme Coordinator prior to completing this declaration.

- ☐ I declare that I have no medical, physical or psychological conditions that would significantly impact on my ability to participate in the practical and theory components of this programme. Should my health status change dramatically during my study I confirm I will make the Programme Coordinator aware of this change.
- ☐ I am not allergic to any food, cosmetics, or ingredients applied to the hair or skin, and I do not have any sensitivities that would prevent me from having or performing hair and/or skin treatments that I am aware of. Should my status change throughout my study I confirm I will make the Programme Coordinator aware of this change.

Applicant signature:

Date:

Section 1: Agency to complete

For more information please see the [Guide to PVS Request & Consent Form](https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides)
(<https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides>)

1.1 Name of agency submitting vetting request

EIT/Te Pūkenga

1.2 Name of the person being vetted

1.3 Description of the role of the person being vetted

This is a brief description of the role (not the job title). This is used by Police to help decide what type of vet is conducted if it is unclear from the following questions.

Student - Barbering

1.4 Which groups will the person being vetted be working with (select all that apply):

☒ Children/ Young People

☒ Vulnerable Adults

1.5 Does the role involve caring for people in the home of the person being vetted?

This is about whether the person being vetted is providing services out of their own home (that is, are vulnerable children or adults visiting the home of the person being vetted for support).

☐ Yes

☒ No

1.6 Is the person being vetted:

☐ A paid worker

☐ A volunteer

☒ Undertaking vocational or educational training

1.7 Is the person being vetted a Children's Worker according to the Children's Act 2014, section 23(1)?

*If the person being vetted is not working with children/ young people (Q 1.4), tick 'No' then skip to question 1.11.
If the person being vetted IS working with children (Q 1.4) AND is a volunteer (Q 1.6), tick 'No' then skip to question 1.9.*

☒ Yes

☐ No (skip to question 1.9)

1.8 Is the role of the person being vetted a core or non-core worker role according to the Children's Act 2014, section 23(1)?

☐ Core worker

☒ Non-core worker

1.9 Has the person being vetted previously been Police vetted by your agency?

☐ Yes

☐ No (skip to question 1.11)

Vetting Service

Request & Consent Form

NZPVS – 07/23

1.10 Is the person being vetted still working in the role for which your agency last obtained a Police vet?

If this request is a renewal of the person's previous vet for this role, please select Yes. Otherwise, answer no.

☐ Yes

☒ No – the person being vetted is applying for a new role or position

1.11 What is the job title of the person being vetted?

Student - Barbering

1.12 Evidence of identity (to be completed by agency representative or identity referee)

[See consent form guide for details on how to complete this section](#)

☐ A primary ID has been sighted (mandatory)

☐ A secondary ID has been sighted (mandatory)

☐ One form of ID is photographic (mandatory)

☐ Evidence of name change has been sighted (if applicable)

OR: If your agency is able to accept a verified RealMe identity then:

☐ An assertion of a RealMe identity has been received (see [consent form guide](#) for further information)

In making this request, I confirm that:

- ✓ I have complied and will comply with the [Approved Agency Agreement](#).
- ✓ I am satisfied as to the identity of the person being vetted.
- ✓ I have obtained the authorisation of the person being vetted to submit this vetting request as set out in section 3 of this form.

Agency Representative:

Name:	Kenzie Turnbull	Date:	
Signature:		Electronic signature	<input type="checkbox"/>

Section 2: Person being vetted to complete and return to agency

** Denotes a mandatory field*

2.1 Personal Information

Note the name you are most commonly known by is your primary name

* Family name (Primary)	
* First/Middle name(s)	
* Gender	
* Date of birth	
Place of birth (Town/ City/ State)	
* Country of birth	
NZ Driver Licence number	

2.2 Previous names if applicable

Please include other alias or alternate names; married name if not your primary name; previous/ maiden/ name changed by deed poll or statutory declaration. Please include ALL names (first, middle and last) for each alias/previous name.

Family name	First name	Middle names

2.3 Permanent residential address

* Flat/ Number/ Street			
* Suburb		Post Code	
* Town/ City			

Section 3: Person being vetted to complete and return to agency

3.1 Consent to release information

1. The New Zealand Police may release **any** information they hold if relevant to the purpose of this vetting request. This includes:
 - a. Conviction histories and infringement/demerit reports.
 - b. Active investigations, charges and warrants to arrest.
 - c. Charges that did not result in a conviction including those that were acquitted (not guilty), discharged without conviction or withdrawn.
 - d. **Any** interaction I have had with New Zealand Police relevant to the role being vetted, including investigations that did not result in prosecution or were resolved by an alternative resolution programme.
 - e. Information regarding family violence where I was the victim, offender or witness to an incident or offence. This is particularly relevant where the role being vetted for takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
 - f. Information subject to name suppression where that information is necessary for the purpose of the vet.
2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
 - a. Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime).
 - b. Section 31(3) of the Children's Act 2014 applies to this request (safety checks of core children's workers).
 - c. The vetting request is made for the purpose of an overseas visa/work permit and authorises the vetting report to be provided directly to the relevant embassy, high commission, or consulate.

Please see the [vetting website](#) for more information regarding the Clean Slate legislation and what may be released.

3. The Police Vetting Service may disclose newly obtained relevant information to the requesting agency after the completion of the Police vet in the following circumstances:
 - a. The disclosure of the newly obtained information is justified under the Privacy Act 2020 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - b. The Police Vetting Service has taken steps to confirm that the purpose for the Police vet still exists – e.g., that I am employed or engaged in a role that required a Police vet.

The Police Vetting Service will take reasonable steps to notify you prior to the disclosure.

4. Information provided in this consent form may be used to update New Zealand Police records.
5. I am entitled to a copy of the vetting report released to the agency (to be provided by the agency) and can request a correction of any personal information by contacting the Police Vetting Service.
6. Please notify the agency or the Police Vetting Service if you wish to withdraw your consent.

For further information about the vetting process, please see the [vetting website](#).

Authorisation of person being vetted:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information relevant to my application (as described above) to the agency making this request for the purpose of assessing my suitability.

Name:

Date:

Signature:

Electronic signature

