

2024

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# NZ Certificate in Foundation Skills (Hair and Beauty)

## Level 2

Get introduced to a range of subject areas and practical skills that will give you options for future work and/or study. You will be focusing on hair, beauty and personal styling.

Activities are hands-on, and you will learn all about goal setting, communication skills and numeracy within a hair, beauty and personal styling context. Practical and theory tasks are combined and embedded throughout all aspects of the programme with a view to providing a foundation for further study or employment.

|                 |  |
|-----------------|--|
| <b>Location</b> | Hastings, Central Hawke's Bay and Maraenui Learning Centres  |
| <b>Start</b>    | February and July*   |
| <b>Length</b>   | 17 weeks full-time   |
| <b>Contact</b>  | Kenzie Turnbull<br>Phone: 06 830 1439<br>Email: <a href="mailto:kturnbull@eit.ac.nz">kturnbull@eit.ac.nz</a> |

\* February intake available at Hastings and Central Hawke's Bay Learning Centres only. July intake available at Maraenui Learning Centre only.  
For NZ Citizens and Permanent Residents



# Go places with hair, beauty and styling skills

This is a project-based learning programme. The practical tasks actively involve you and represent some of the work you may encounter in a workplace.

This programme provides an introduction to hairdressing, beauty and personal styling.

Tasks or activities may include:

- Personal makeup skills
- Styling your own hair
- Making a hair or beauty product
- Personal styling for an interview
- Planning a classroom event
- Using professional hair and beauty products and tools

You are welcome to make an appointment to talk to a teaching staff member or Programme Coordinator about this programme and to view our facilities.

## Career and study opportunities

The NZ Certificate in Foundation Skills (Hair and Beauty) (Level 2) is aimed at preparing you for further studies in the following programmes and to develop your skills when seeking employment or further study.

- NZ Certificate in Makeup and Skin Care (Introduction) (Level 3) leading into the NZ Certificate in Beauty Therapy (Level 4)
- NZ Certificate in Study and Career Preparation (Level 3)

- NZ Certificate in Hairdressing (Level 3) leading into the NZ Certificate in Hairdressing (Level 4) or the NZ Certificate in Commercial Barbering (Level 4)
- NZ Certificate in Sport, Recreation and Exercise (Level 3)

## 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 scheduled between 9.00am-3.30pm, Monday through Thursday. This equals 21 contact hours per week.

### Non-contact time

You should plan to spend 15 hours per week on individual study.

## Entry requirements

This is an open entry programme which means no formal qualifications are required. You must be aged 16 or over and you are required to have a reasonable reading level in order to cope with the programme and to carry out written instruction.



## NZ Certificate in Foundation Skills (Hair and Beauty)

Level 2, 60 credits

 Hastings, Central Hawke's Bay and Maraenui

 Full-time: 17 weeks

 Fee: Visit [fees.eit.ac.nz](https://www.eit.ac.nz/fees) to see the fees for this programme

### Information session

An information session is compulsory for those who do not meet the entry criteria and it is recommended for those who do meet the entry criteria. It will allow parties to exchange information about what the programme provides for learners and requirements of learners. Included will be discussion of possible career paths for the applicant, motivation and physical and emotional requirements, and applicant's abilities, background, experiences and interests. Attendance of whānau members and/or other support people is encouraged.

### 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](mailto:kturnbull@eit.ac.nz).

### Credit 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, but this is at the discretion of the other institute.

Please note: Fees are not transferable between institutes.

## 2024 Key dates

|  |  |
|--|--|
| <b>Intake one</b><br>Hastings and<br>Central Hawke's Bay | Starts: Monday, 19 February<br>Ends: Thursday, 27 June |
| <b>Intake two</b><br>Maraenui                            | Starts: Monday, 22 July<br>Ends: Thursday, 28 November |
| <b>Semester breaks</b>                                   | 15-26 April<br>30 September-11 October                 |

### Literacy and numeracy skills

A literacy and numeracy assessment is part of the preparation for all level one to three programmes. This is a national requirement from the Tertiary Education Commission (TEC). This information gives your tutors information on what you already know to help them provide the help that you may need in your studies.

There are two assessments. The first assessment will take place within the first three weeks of the programme. The second will be a week or two before you finish the programme. This final assessment will show how you have improved with your Literacy and Numeracy skills.

There will always be a tutor to help you when doing the assessment. The most important thing to know about this assessment is that you cannot fail. You will merely get information on your literacy and numeracy skills. The result will not have an impact on any of your assessment marks in your course work.

### Assessments

The NZ Certificate in Foundation Skills (Hair and Beauty) (Level 2) programme has been designed around task-based learning. Project-based assessments will be completed to evaluate the skills of each learner so you know how well you are doing.

### Facilities

This programme is taught in purpose built facilities and the programme also links with the EIT hairdressing salon ELITE; Refresh beauty therapy clinic, FadeIT Barber shop and the Pettigrew Green Arena EIT teaching gym.

### The experience you need & the support to succeed

When you study at EIT 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, you can be confident in the quality of our teaching and your learning experience.

EIT 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 students and aim to provide quality education in a supportive environment, encouraging personal growth and professional development.

| Name                                       | Qualification  |
|--|--|
| Jodee Reid<br><i>Programme Coordinator</i> | CIDESCO, CIBTAC, ITEC, PGCertAppMgt, CertAdEd, NZIEBTH |

## Programme information

The programme is designed to teach literacy and numeracy, goal setting and communication skills within a styling context. Practical and theory tasks are combined and embedded throughout all aspects of the course with a view to providing a foundation for further study or employment.

### Literacy and numeracy

At the end of the programme students will be able to:

- Read and understand job industry specific information
- Communicate job requirements (in both written and verbal formats)
- Listen and follow instructions
- Record daily work activities
- Measure and calculate materials required for projects

## Course descriptions

NB: Courses are offered subject to sufficient enrolments.

| Course no. | Brief description   | NZQA level | No. of credits | Semester offered |
|------------|---|------------|----------------|------------------|
| FSK2.01    | <b>Essential Skills – Tuapapa</b><br>To enable learners to develop a range of communication and interpersonal skills to participate effectively within society. | 2          | 15             | 1 & 2            |
| FSK2.02    | <b>Self – Rapu Ora</b><br>To enable learners to increase awareness of self and others in a familiar context.  | 2          | 15             | 1 & 2            |
| FSK2.33    | <b>Pathways – Ara Hou</b><br>To enable learners to develop contextualized skills to participate effectively in future education or employment.                  | 2          | 15             | 1 & 2            |
| FSK2.34    | <b>Active Learning – Rapu Pūkengatanga 3</b><br>To enable learners to identify and progress towards future educational and employment goals.                    | 2          | 15             | 1 & 2            |

# How to enrol

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

## Step 1

Check out [eit.ac.nz](http://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. 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](http://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](http://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](http://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. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT 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](http://studylink.govt.nz).



Disclaimer: 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. Eastern Institute of Technology Limited (a business division of Te Pūkenga - New Zealand Institute of Skills and Technology) 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](http://eit.ac.nz).



## NZ Certificate in Foundation Skills (Hair and Beauty) (Level 2)

### 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
- Health Declaration Form
- Please provide **two** of the following as evidence of your identity:
  - Passport (NZ or Overseas)
  - NZ Full Birth Certificate
  - NZ Driver Licence
  - Community Services Card
  - 18+ Card





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## 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.

Programme Coordinator: Jodee Reid, email [jreid@eit.ac.nz](mailto:jreid@eit.ac.nz) or phone 06 830 1579

- 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.

Please give details of any medical, physical or psychological conditions or allergies you wish to declare.  
**Please note: declaring something will not necessarily exclude you from the programme.**

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Applicant signature: .....

Date: .....