

RUBEN BLADES

Academy Limited



Charter

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Mission

Located in Christchurch's CBD, Ruben Blades Hairdressing Academy is a long-established, well-known, and highly respected hairdressing training provider. Known throughout New Zealand, our students include school leavers, adult learners, and those seeking retraining in hairdressing. We offer training towards the National Certificate of Hairdressing Practice.

Mission Statement

Ruben Blades Hairdressing Academy is committed to providing, in an optimum learning environment; high quality hairdressing training programmes that meet the needs of its students (full time employment) and the hairdressing industry.

Special Character

The characteristics that set Ruben Blades Hairdressing Academy apart from other hairdressing providers are:

1. The ratio of staff to student is a minimum of 1 tutor to 7 to 8 students which is double the tutor ratio recommended by the Hairdressing Industry Training Organisation which is 1 tutor to 15 students.
2. After their course of study students have the opportunity to return to the Academy for up to 2 years to have the balance of any unfinished Unit Standards (up to the maximum 43) assessed at no charge.
3. The Academy's intense programme attracts a large percentage of mature people who need this kind of learning environment in order to advance at a pace suitable to their ability and requirements. The industry is well served when these graduates obtain employment. From age 19-20 onward employers rarely take on apprentices and likewise people are not prepared to take 4-5 years to learn the trade. 60% of people at Ruben Blades Hairdressing Academy are over 19 years of age with an average age of 23.4.
4. All tutorial staff need to fulfill the following requirements;
 - i. Must hold Trade Certificate or National Certificate in Hairdressing
 - ii. Must hold Assessor's ticket from HITO
 - iii. Must hold or study toward Certificate in Adult Teaching
 - iv. A minimum of two tutors are to be qualified Moderators
5. The 36 week course (95% of students attend) is divided into 3 modules of 12 weeks each. Students have 3 tutors per class and in each module students have different tutors, so have input and are assessed by 8-9 tutors during the course.
6. We have very close and ongoing contact with the industry through local employers; local ITO coordinator which ensures our training reflects current industry needs. We train towards the National Certificate in Hairdressing set



at Level 5 on the New Zealand Qualifications Authority Framework by the Hairdressing Industry Training Organisation.

7. We foster student centered learning which identifies and addresses the individual needs of all learners.
8. On site work experience creates a realistic workplace environment which is vital to the success the students achieve.
9. We provide a caring supportive learning environment which is conducive to achieving above average outcomes.
10. Our central location is a key contributor to the success achieved by our learners because of access to public transport, clients/models and independent learning resources.
11. A hairdresser with over 30 years experience in the hairdressing industry, the director/principal is well aware of both the needs of the industry and the requirements of a successful training establishment.

Contribution to New Zealand's identity, and economic, social and cultural development

Ruben Blades Hairdressing Academy makes a strong contribution to 3 of the 6 Tertiary Education Commission strategies, namely 1, 3 & 4.

Ruben Blades Hairdressing Academy places a very strong emphasis on the quality of staff and quality of learning environment to ensure we meet learners' needs with equal emphasis on the provision of quality as stated in our Quality Management System mission statement. Our programme is based solely on training students towards the National Certificate in Hairdressing Practice.

The owners are committed to the provision of the highest quality training by the Academy so that the public can be confident in the high level being delivered.

The students at Ruben Blades Hairdressing Academy train in a commercial environment which allows them to move into the industry with competent work ethics and skills as required in the hairdressing industry. A real work place environment is created which requires:

- Attendance
- Punctuality
- Appropriate dress
- Developing a team approach
- Working on real tasks
- Safe practices
- Setting required standards of acceptable behaviour
- Using real work-place equipment



Being able to train on paying clients raises sound foundation skills which are vital to the student's success. In excess of 90% of our learners obtain successful employment as hairdressers in the industry after graduating of which a large percentage comes off the DPB and other benefits.

Contribution to the Tertiary Education System as a whole

Ruben Blades Hairdressing Academy contributes to the tertiary education system by providing a quality hairdressing programme towards a National Qualification. We deliver to our students 43 of the 45 unit standards required to complete the National Certificate in Hairdressing Practice. The remaining two unit standards can only be assessed by Industry Assessors through the HITO when in employment.

Our programmes also provide support to those learners who require additional foundation skills through the delivery of core generic units which are not hairdressing based unit standards but form part of National Certificate. This allows our students a pathway into the industry with excellent skills enabling them to work towards achieving a National Qualification.

Approach to cooperation and collaboration with other tertiary education providers

Ruben Blades Hairdressing Academy has developed key partnerships with other tertiary providers that will enable us to improve our responsiveness to learners and industry while achieving our mission, goals and objectives.

We have a partnership with City First Aid Training Ltd who assesses our learners for the compulsory core generic first aid unit standard 6402.

We have a partnership with the Hairdressing Industry Training Organisation whose local coordinator speaks with our students prior to graduating to inform them of the pathways available to enable them to complete the national qualification.

We have a partnership agreement with Industry Technical companies who provide product knowledge training to our learners enabling them to be familiar and current with the technical and retail products they work with.

We have an agreement with the National Hairdressing Industry Training Organisation who visits our establishment annually for moderation, sometimes twice yearly to confirm consistency of standards in regard to assessment delivery and assessment practices.

We are members of the Association of Private Hairdressing Educators.

We are members of the New Zealand Association of Private Education Providers (NZAPEP)

We are members of the Canterbury & Westland Association of Hairdressers and have two of our staff on the Executive of this organisation

Our staff is on the Judges Panel for Hairdressing Competitions.



Approach to fulfilling Treaty of Waitangi obligations

Ruben Blades Hairdressing Academy recognizes the importance of the Treaty of Waitangi to New Zealand people, the status of the tangata whenua, and the need to provide cultural support where appropriate.

Our tutorial team is made familiar with the Treaty of Waitangi through the Certificate in Adult Teaching programme that is compulsory for all tutors to attend. This programme educates our tutors about Maori customs and protocols.

One of the compulsory unit standards 'Demonstrate knowledge of the history of hair design' now includes an element "History of the cultural styling including Maori". Students are required to research the history and traditional hairstyles relating to Maori culture.

If and when the need arises for Ruben Blades Hairdressing Academy in future to promote its obligations to the Treaty of Waitangi there is a procedure outlined in our Quality management system under Section B1 1.3.

Approach to meeting the needs of Pacific people

The number of Pacific Island people attending Ruben Blades Hairdressing Academy is directly related to its geographical location. We aim to educate those that do enroll at Ruben Blades Hairdressing Academy to their utmost potential so they readily obtain employment in the hairdressing industry. The students are thoroughly prepared for real-time workplace conditions as employers demand equal input/output when it comes to workplace skills and attributes. Our team is qualified not just as hairdressers but also as teachers through graduating in Certificate in Adult Teaching with its various cultural specific streams. These skills are ideally suited to deliver education to people from Pacific Island Origin.

Approach to meeting the educational needs of learners

1. The Academy fosters student-centered learning through fostering student self confidence, encouraging student participation, fostering discovery learning and hands-on experiences, identifying the needs of individual students, encouraging goal setting, encouraging students and take responsibility for their own learning and developing to their maximum potential.
2. The tutors prepare a course outline which shows students where the course is taking them and where the unit standards fit. A weekly timetable of the work to be covered is provided to all learners. Tutors deliver training/learning sessions to meet the individual students' needs.
3. To meet the learning needs the Academy provides the physical resources necessary for the successful completion of each programme, monitors the adequacy of these throughout the programme and will enhance these should a need be determined. Teaching resources are selected from the best



international providers to remain current with new developments in the hairdressing industry.

4. The Academy operates from modern, professional premises that meet all legislative requirements, that support and assist the learning process, and which provide a supportive working environment for its staff and students.
5. To help us meet the needs of our learners we ask them to evaluate our courses, and provide feedback.

Ruben Blades Hairdressing Academy is committed to ensuring that our staff have the skills, knowledge and attitudes required to achieve our mission and our special character.

Ruben Blades Hairdressing Academy is committed to ensuring that all staff has the skills, knowledge and attitudes required to meet the educational needs of our learners. This is achieved by:

1. Employing staff in sufficient numbers to meet our staff/student ratio.
2. Employing staff with the necessary qualifications and skills to teach, assess and moderate against unit standards.
3. Providing staff with a positive appraisal programme including an annual performance review.
4. An induction programme actioned for new staff by the Director of Studies for a maximum of 24 weeks.
5. Providing staff with a professional development programme on an annual basis.
6. The use of specialist staff where necessary.

Governance and management structure and principles

1. The owners exercise governance. They are committed to the provision of the highest quality training. The owners retain ultimate responsibility for the following:
 - Exercising governance
 - Setting direction
 - Ensuring compliance



Ruben Blades Hairdressing Academy

- Monitoring performance
- Maintaining external links

2. The management consists of the Principal and the Director of Studies.

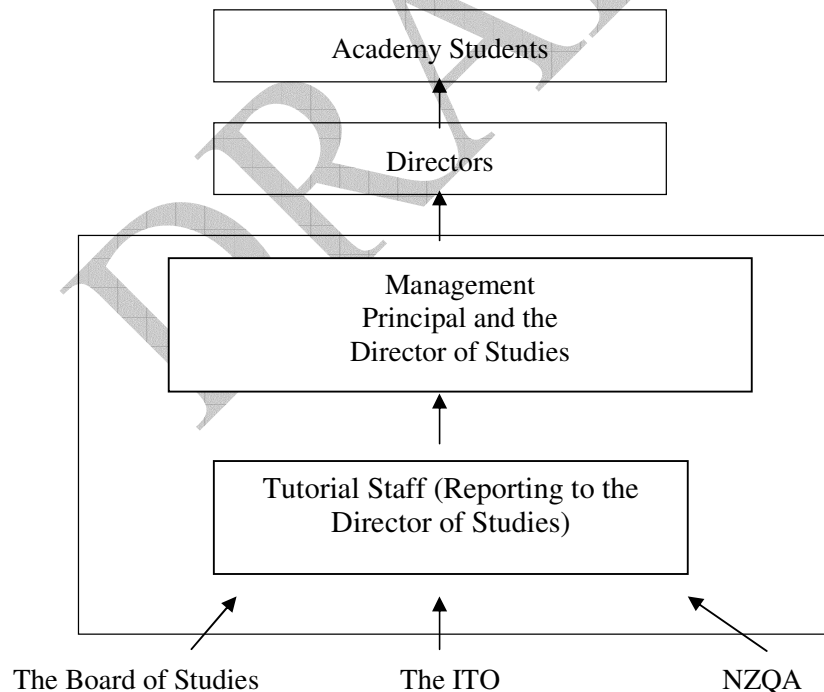
The Principal is ultimately responsible for the management of Ruben Blades Hairdressing Academy.

The Director of Studies is responsible to the principal to provide:

- Provide academic leadership
- Manage staff matters
- Support students
- Manage assessments
- Monitor and maintain quality
- Complete administrative tasks

A monthly scheduled internal audit programme is in place to ensure we maintain our sense of direction and standard.

Ruben Blades Hairdressing Academy Organisational Diagram



Consultation undertaken in preparation of this Charter

Ruben Blades Hairdressing Academy identified a range of stakeholders appropriate to our establishment size, mission and provider type. Consultation on our draft charter followed with internal and external stakeholders and their views.



The following is a summary of the consultation process that contributed to the preparation of the Ruben Blades Hairdressing Academy Charter.

Draft Charter

July 2003 – Management developed a draft charter for distribution to its stakeholders.

Advertisement

23rd August 2003 - An advertisement was placed in the Christchurch Press on Saturday listing the following as stakeholders in Ruben Blades Hairdressing Academy Hairdressing Academy.

- Current staff, learners and graduates of Ruben Blades
- Hairdressing Industry Training Organisation
- New Zealand Qualifications Authority
- Selected Employers in the Hairdressing Industry
- Clients of Ruben Blades Hairdressing Academy training salons
- Board of Studies members
- Industry Technical representatives

Stakeholder contact

August 2003 –Stakeholders identified above were written to informing them all of:

1. What a charter is and what it is about.
2. Why the consultation is necessary.
3. Deadline date for written feedback.
4. What Ruben Blades Hairdressing Academy will do with the feedback received.
5. Who will be making the final decisions about the Charter?
6. Our draft charter was also posted on our website.

Co-ordination of feedback

Sept 5th 2003 – Management collated all feedback received from the stakeholders and prepared a list of key feedback.

Incorporation of feedback into Charter

Sept 9th 2003 – Management met to discuss the feedback received. Stakeholders feedback was incorporated into the draft charter. The key points identified are kept on file by management.

Stakeholders were informed in our advertisement the charter as submitted to the Tertiary Education Commission will be available on our website by 30th September 2003.

