

The Hair Academy of South Africa –
Alberton
(THASA ALBERTON)

PHYSICAL ADDRESS:
43 Voortrekker Road, South Crest
Alberton

POSTAL ADDRESS
Postnet Suite 186
Private Bag X 30
Alberton
1450

Tel: 011 051 7300
Fax: 086 605 9340

Web: www.thehairacademy.co.za
Email:
principal@thehairacademy.co.za

STUDENT GUIDE



Student Information Guide

EXTRA NOTES:

Watch your thoughts; they become words.

Watch your words; they become actions.

Watch your actions; they become habits.

Watch your habits; they become character.

Watch your character; it becomes your destiny

* Salon and Media room is available for research and practical work in the salon as stated in this time schedule.

F. INFORMATION

Correspondence

All written enquires or correspondence should be addressed to:

THASA – Alberton
Postnet Suite 186
Private Bag X 30
Alberton
1450

Appendix B – Daily Time Table 2018

Finishing times are subject to change

<i>DAY</i>	<i>START</i>	<i>FINISH</i>
<i>Monday</i>	<i>8:30</i>	<i>15:00</i>
<i>Tuesday</i>	<i>8:30</i>	<i>15:00</i>
<i>Wednesday</i>	<i>8:30</i>	<i>15:00</i>
<i>Thursday</i>	<i>8:30</i>	<i>15:00</i>
<i>Friday</i>	<i>8-12</i>	

MEDIA CENTRE IS OPEN UNTIL 4PM MONDAY - THURSDAY

Important Dates –2018

Induction

24 January 2018

Public Holidays:

March: 21st,25,28

April: 27

May: 1,

June: 16th

August: 9

September: 24th

December: 16, 25 & 26th

Email: principal@thehairacademy.co.za

Web: www.thehairacademy.co.za

Personal Information

Name:

Address:.....
.....

Telephone (home):**Telephone (work):**

Cell:**Fax:**

E-mail:

Medical Aid:**Membership No:**

Identity No: **Passport No:**

Doctor:**Telephone:**

Dentist: **Telephone:**.....

Blood Group:

Allergies:.....

In the event of an emergency, please inform

Name:**Telephone:**

Name:**Telephone:**

Enquiries

Telephone: 011 051 7300

Fax: 086 605 9340

Teaching Staff

Students who wish to consult lecturer/tutor in connection with their studies should note that they are not available during teaching hours.

Appointments with the principal/tutor should be arranged in advance with the tutor

Contact details:

Name	Email	Tel:
<u>Principal</u>		
Jacque Skinner	principal@thehairacademy.co.za	0828873877
<u>Lecturer</u>		
Jolene Lubbe	lecturer@thehairacademy.co.za	0110517300
Jessica Senior	lecturer1@thehairacademy.co.za	0110517300
<u>Accounts</u>		
Petro	admin@thehairacademy.co.za	
Paul Fox		0110221362

- Cellular telephones are not allowed in the Assessment venue.
- Candidates must provide their own pens, pencils, rubber, calculator, ruler.
- The Assessment will take place on the dates and times and venues stated on the Assessment timetable.
- Learners shall ensure that they are well informed about the Assessments as incorrect reading of timetables will not be accepted as a reason for a special Assessment.
- Candidates will be notified of Assessment results on pre-determined dates.

Transgressions

A candidate is guilty of a transgression if she/he:

- Attempts to obtain assistance from another candidate or model, or obtains or attempts to obtain information or assistance from any document or aid except those expressly allowed by the assessor.
- Attempts to borrow another candidate's equipment.
- Causes a disturbance in the Assessment room or conducts her/him in an improper or undisciplined manner.
- Disregards the instructions of the assessor.
- Speaks to fellow candidates while the Assessment is in progression.

The 'alleged' transgression must be pointed out to the learner when it happens. The learner should be allowed to continue with the session directly, after which a proper hearing must be held.

A candidate who is guilty of irregular conduct or commits an act of transgression during the Assessment shall be dealt with as follows:

- The candidate will receive no marks for the Assessment and be disqualified from sitting any further Institute Assessments during the same year. A full report will be given to the principal. A candidate will be allowed to re-sit the Assessment the following year

THASA Alberton will do their best to assist and support all the students in any way possible to make the study both successful and enjoyable.

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F. INFORMATION

A. A word from the THASA ALBERTON Team

Dear THASA Alberton student

We are pleased to welcome you to this academy.

Studying at **The Hair Academy of South Africa-Alberton** means that you will be coming into a family environment. We will strive to have an open door management style.

THASA Alberton is a centre of academic excellence in the area of teaching hairdressing. Our area of specialization is the chemistry of hairdressing and the use of this scientific knowledge to manipulate nature. We have established ourselves as one of the leading providers in this field. This has been achieved by a combination of high quality teaching through our internationally recognized program and the network we have created worldwide in the hairdressing industry.

The program is intensive and very challenging. At THASA Alberton we value professionalism and service excellence in our work

Your interpretation, understanding and technical ability will enable you to create a style that produces individuality as well as projects ones personality.

Good communication is essential to be a successful hair stylist; therefore you will have to listen and interpret the client's vision of the desired hair style and turn this into reality.

Social competency is that combination of professional behaviour that allows the hairdresser to find and retain clients.

Here you will learn to develop these skills to help you build relationships with your clients in order to provide them with quality experience and good advice as well as doing the practical work.

This calendar contains very detailed information relating to both the academic and administrative aspects. Please take time to read the rest. *Keep this guide handy throughout the year and consult it whenever necessary.* We will be happy to assist you with any questions you might have.

You are "The Masters of your own Destiny", what you reap is what you sow. Hard work, enthusiasm gets you through this exciting, eventful journey. Knowledge is power and nobody can take that away from you. N.B. Always read the manufacturer's instructions .

Good luck work hard let's enjoy the year ahead.

www.thehairacademy.co.za

- The Assessment will take place on the dates and times and venues stated on the Assessment timetable.
- Learners shall ensure that they are well informed about the Assessments as incorrect reading of timetables will not be accepted as a reason for a special Assessment.
- Candidates will be notified of Assessment results on pre-determined dates.
- Candidates shall be dressed in the college practical.
- Suitable models shall be arranged by the candidate for each practical session

Theoretical Assessment – Rules & Regulations

- All candidates shall present themselves thirty minutes prior to the commencement of the Assessment
- Learners will be seated in alphabetical order on the allocated desks and chairs.
- A candidate shall only be admitted to the Assessment room after the commencement of the Assessment if:
 - * They are given permission by the assessor, and:
 - * All candidates already in the venue are seated properly, and:
 - * The attendance forms, Assessment scripts, other aids and question papers have been handed out, and:
 - * The Assessment instructions have been read to candidates, and:
 - * Providing that no candidates are admitted to the venue after 20 minutes of commencement of the Assessment has elapsed and that no additional Assessment time has been granted.
- All conversation shall cease when the candidates enter the Assessment room.
- Briefcases and other bags are not permitted in the Assessment room. Candidates will be instructed where to leave their bags, but are advised to leave valuables at home.
- A candidate may only temporarily leave the Assessment room under special circumstances with the consent of the invigilator and under supervision.
- Assessment questions are set in English.
- Rough work may only be done on an answer sheet and must be clearly marked as such and crossed through.
- No tippex is allowed.

E. RULES AND REGULATIONS

Code of conduct

All candidates are required to obey the laws of the country and all the rules, regulations and other provisions made by this Institution.

THASA Alberton – Premises and Times

- Parking is available
- When outside, always have a professional and friendly manner
- **No food/drink is permitted in the theory/practical/media areas.**
- You have to be at the Academy 15 min before commencement of class.
- Break will be indicated by the TUTOR
- No smoking near classes or inside for your health and that of others.
- Use the dustbins at all times.
- Attendance registers must be signed before classes.
- A doctor's letter must be produced when absent for more than one day.
- The absent files must be signed when letters are brought in.
- The student is responsible for the safe-keeping of personal possessions and must be careful not to leave money and valuables (especially cell phones) in the lecture rooms, corridors or media room.
- THASA Alberton does not accept responsibility for losses of any kind.
- We are all responsible for our own security. Any suspicious looking person or object should be reported to the office. Cases and bags must not be left unattended.
- All students have the right to learn and to receive uninterrupted tuition and lecturers have the right to teach. No student is permitted to interfere with these fundamental rights.
- **No cell phones to be used during any training sessions. This is only allowed for emergencies. Messages can be left at reception.**
- **If students are absent during tests, without good reason, he/she will receive 0% for the test.**

B. INTRODUCTION TO THE ACADEMY

Accreditation and Credibility

THASA Alberton is accredited with Services Seta – Accreditation number 4038 &

City & Guilds Accredited Provider :843332A

The following SAQA registered hairdressing qualifications is provided:

Certificate: Hairdressing Level 2; ID 65729

Certificate: Hairdressing Level 3; ID 65749

FET Certificate: Hairdressing Level 4; ID 65750 NEW CODE 514101 HAIRDRESSER

Accreditation means being recognized by government or an international agency as a credible training provider, and being allowed to offer approved programs based on compliance with the minimum quality standards.

Vision

Producing top class hairdressers for the industry.

Mission

Leading candidates with industry specialists to complete the exchange of knowledge, skills and creative ability.

Service Policy

We are committed to facilitate the learning experience through providing individual attention to future professionals in a safe, professional, positive, fun atmosphere. Our aim is to provide the best service in education and training through sharing our knowledge and enriching you with the latest inventions and technology in order to equip you with marketable skills.

Service; Features & Benefits

At THASA Alberton we have interactions with various affiliations to the hairdressing industry. You will be involved with hairstyling & make-up for various shows as well as hairdressing competitions.

Student Academic & Other Support

During the year the academic support services available to you include:

- A comprehensive computer infrastructure with Internet access
- Consistent monitoring of students' progress aimed at early detection of individuals at risk of not achieving the required minimum standards of achievement.
- Students at risk of poor learning progress can count on advice and guidance to address problem areas, e.g. ineffective study methods
- Special arrangements to accommodate students with special learning needs, e.g. physical impairment to be granted extra time for handing in assignment briefs.

We also offer counselling in respect of:

- Personal development (e.g. problem solving, decision-making, and emotional intelligence)
- Health and wellness promotion(e.g. substance abuse, stress management, unwanted pregnancy, depression, HIV/AIDS etc)
- Professional development (e.g. career success, CV writing, and job interviews)

The principal deals with all sensitive (personal) issues involving counselling. Such sensitive issues remain strictly confidential at all times. Where necessary, we could recommend referral to a suitable professional such as a psychologist or related services for specialized counselling with the consent of the student concerned.

A committee, consisting of a Student Representative and the Academic staff forms part of a peer counselling support network.

Media Room

You will have access to the computers for the use of academic matters.

Books are available to do research. Please do not remove them from the media room.

Refer to rules and regulations – Media Room

Learning Material & Assessment

Each qualification has a set of Units OR Modules, they are divided into core, electives and fundamentals.

Demerit System

A letter for our demerit system will go out to all parties concerned.

Becoming a qualified hairdresser

1. Complete studies successfully through THASA-Alberton
2. Apply for an apprentice position at any salon of your choice
3. Enter into an employment contract between you and the salon owner as well as SETA Learnership contract with salon owner
4. Make sure that the contract is lodged at SETA as soon as you start working as an apprentice
5. At such time as you are deemed ready, you will be permitted to enter the final summative assessment at THASA Alberton and the National Trade Test/ FPA.
6. Once you passed the Trade Test / FPA you will be a Qualified Hairdresser.

Student Representative

A learner representative is elected to provide you the opportunity to contribute to and enhance your experience whilst studying at THASA Alberton

Learner Health and Safety Guidelines

This will be discussed by your tutor and a copy of the policy is available at the OHS officer. This officer's details can be found on the contact information page.

D. INTRODUCTION TO THE PROGRAMME

Educational structure

All information regarding the learning programmes. See "Learning Material and Assessment".

Skills development

One of the major focus points in our program is the development of personal skills. This knowledge, skills and values, will enable you to function as a critical problem solver in the changing world and provide for opportunities of continuing education, retraining and personal development.

Practical

You will be taken step by step through all aspects of hairdressing. You will get first hand experience of practical hairdressing, styling, colouring, perming, cutting, bleaching etc. in the hair salon.

Media Room

The media room operates for the purpose of the student to do research, work on projects regarding hairdressing.

Basic rules of this facility are:

- No eating or drinking allowed
- Quiet and consideration for others
- The room is to be kept neat and tidy at all times.
- Any entry into pornography sites will result in immediate banning from THASA.

Practical and Theory Rooms

- All working areas must be thoroughly cleaned and sterile after you have used it.
- Remove any debris from the floors and discard immediately in bins provided.
- Dry and clean any spillage in the working area.
- Dirty towels must be put in allocated bin.
- Cleanliness and hygiene is of the utmost importance.

Practical assessment – rules & regulation

- All candidates shall present themselves at the practical room thirty minutes prior to the commencement of the Assessment.
- All conversation shall cease when the candidates enter the Assessment room.
- Briefcases and other bags are not permitted in the Assessment room.
- A candidate may only temporarily leave the Assessment room under special circumstances with the consent of the assessor.
- Five minutes prior to the commencement of the Assessment, the assessor will be introduced to the candidates. Candidates will then have the opportunity to ask any relevant questions.
- A candidate shall put up her/his hand to attract the assessor's attention if she/he requires assistance, provided that no explanation of the Assessment is requested or given.
- Cellular telephones are not allowed in the Assessment venue.
- Candidates must provide their own tools and equipment

All the summative assessments and evaluation of portfolio will be moderated by an external moderator.

If you are not yet competent after the summative assessment, you will receive another opportunity to do the summative assessment at an additional cost.

C. OTHER STUDENT MATTERS

Complaints

We follow a policy of addressing problems and grievance at lowest level possible.

No grievance or complaint will be addressed unless expressed in writing, clearly describing the nature of the complaint, the date of tabling the complaint, as well as the name and contact details of the complainants.

It is required that students who have tabled a complaint in writing shall receive feedback as to the specific steps that have been taken to address the grievance or complaint, as well as the outcomes within ten working days.

Learner appeal

Learners may appeal against decisions if they are not satisfied with them. They can institute appeal procedures against:

- Unfair assessments
- Invalid assessments
- Unethical practices
- The assessor's judgment if considered biased
- Inadequate expertise and experience of assessor if it influenced the assessment

Appeals policy & procedures is available in your portfolio.

Projects/Activities

Projects, activities that are directly linked to the essential knowledge. All of these will be assessed and forms part of your formative assessment in portfolio.

Invigilators

An invigilator will be appointed with each theoretical exam.

Instructional approach

- The instructional approach reflects all methodology of instruction through practical demonstrations, theoretical application and salon experience.
- The necessary required training aids; equipment is clearly defined in the Student List of Equipment which forms part of the student kit

Language Policy

English is used as medium of teaching, assessment and research within THASA-Alberton and policies and procedures are presented in English.

Therefore all assessments, notes, manuals, textbooks, policies and procedures are presented in English.

Learners taking written assessments in their second language are allowed additional time. The office must be notified about this at the time of the learner's registration.

Learners whom suffer from a diagnosed learning disorder or medical disability will also qualify for the additional time on condition that application is made prior to assessment.

Assessment/Evaluation

In line with our Assessment Policy, the results of both formative (student portfolio) and summative assessments shall count towards the final competence evaluation.

Different forms of assessment methods will be used for measuring competence in its comprehensive form of practical (doing), foundational (theory), and reflexive (adapting practice to new contexts).

See "Learning Material and Assessment".

Minimum hours needed to enter the final summative assessment is stated in the logbook.

Summative Assessment

Theory:

You will be writing a theory exam before each practical exam. You need 70% to pass and 90% for a distinction.

Practical:

You need to prove your competence in all the criteria of all outcomes to be found competent.

You will note that each individual Unit Standard has certain outcomes. Each of these outcomes has its own criteria. You will be assessed against each of these criteria of each outcome in all Unit Standards of all three qualifications.

Some of these criteria will be assessed in theory, some in practical and some in both theory and practical. You will be assessed with regular intervals during your training. This is your formative assessment.

When you are considered to be ready, you may enter the integrated final summative assessment which takes after completion of each level.

After successful completion of Level 02, you will be advanced to level 03 and finally to level 04.

You need to complete a logbook which is in the front of you portfolio. The first part of the logbook is to keep record of the formal hours which you attend THASA-Alberton. The second half of the logbook is to keep record of informal hours while working in a hair salon.

Over and above the minimum hours of training at THASA, as stated in you logbook, you need to complete about 1000 informal hours per Level at a registered hair salon under supervision of a qualified hairdresser, where you will sign a contract with your employer as well as SETA. After completion of these hours, you need to enter the final summative assessment and trade test.

THASA-Alberton has designed unique learning material in the form of Power Point presentations, including notes as well as activities which is aligned to these presentations. This forms part of your study guide.

Use the textbook provided as well as PPT notes and the internet to complete activities.

Portfolio file

Keep all notes, hand-outs, written tests, evaluation reports, self evaluation as well as any evidence of your work in this file. Make sure that you file all of these according to the index given to you. It is important to hand in this portfolio at the end of your course. This will contribute towards your final assessment.

Attendance Register

The register is signed before each class. If you do not sign in, you will be marked as being absent. Your logbook will indicate the minimum amount of formal hours needed for each cluster of Unit Standards for each level of the qualification.

Log Book

Keep your log book up to date as this is proof of your own practical experience. Formal hours indicate the amount of hours spent at THASA-Alberton and informal hours indicate the amount of practical hours worked in a salon.