

## Welcome to Mr. BARBER

**This could be the beginning of an exciting, creative, and rewarding career for you.**

As a barber, you join a profession that has remained popular in any economic climate. People worldwide want to look their best, and barbers help make that happen. This career allows you to be creative, work directly with people, travel internationally, or run your own business. Barbering is a **highly skilled, international craft** that can be pursued at any age.

Talented barbers are in high demand both in New Zealand and overseas, offering opportunities to work abroad or build your own successful business. The profession has experienced a renaissance in recent years, driven by trends in men's short hairstyles and increasing attention to fashion and grooming.

Until **Mr. BARBER** was established in 2000, New Zealand did not have a comprehensive, dedicated barber training centre.

**Mr. BARBER Training Centre** is NZQA-registered and accredited to deliver and assess unit standards. It is also approved by the Ministry of Education for **Student Loans and Allowances** for eligible students.

Our **Dynamic Training Programme** is a fast-paced, intensive course designed to get you on the floor doing what you love—**becoming a barber**. The Training Centre operates like a real barber shop, providing hands-on experience with live clients. Classes are small to ensure every student receives the attention needed to succeed. Students of all ages, genders, and ethnicities are welcome.

### **Program Highlights:**

- Maximum exposure to barbering on real clients—**no mannequin training**
- **75% of training time** dedicated to practical barbering skills
- 12-week [420 hours] intensive training at the Centre
- Completion requires **780 hours of barbershop experience**, with final assessment based on demonstrated competence
- Credits awarded upon successful completion of unit standards

At **Mr. BARBER**, your journey to becoming a skilled, confident barber starts on **day one**.

## **The Core Mission of Mr. BARBER Training Centre**

**is primarily our commitment to produce and deliver the best achievable high quality barber training to New Zealand.**

- **To help grow the barbering industry.**
- **To develop & encourage excellence in barbering.**
- **To lead the industry standard in barber training.**
- **To undertake continual research and development of new methods of training.**
- **To anticipate changes in the industry and meet those needs.**
- **To uphold the values of integrity, open communication, and excellence in training**

**Entry requirements:** Students must be over the age of 16years, keen to learn, and with a reasonable prospect of success. A successful applicant to our programme will have a strong commitment and desire to succeed.

### **Application process**

Students will complete an enrolment form and submit it along with a copy of birth certificate, passport or citizenship document. These documents must be verified copies by a JP. Once received we will be in contact by either email or phone call for an interview. Your Acceptance form and what to do next document along with an invoice will then be emailed.

**Recognition of Prior learning** may be given after either evidence of registered unit standards or an assessment of competency using formal tests and or tasks.

### **Privacy of Information:**

Because of the nature of our business we must collect some information from you. We collect your first and last names, addresses, Date of birth, phone numbers and email addresses. Any personal information you supply to Mr. BARBER Training Centre will be accessed only by the Co-ordinator or Director of Mr. BARBER Training Centre or government departments as required and will only be used in relation to your training at Mr. BARBER Training Centre unless prior written approval has been given. Newsletters, updates of our company and course material will be sent to you as email. If at any time you no longer wish to receive an email please notify us.

**Fees Protection:**

Fees paid by a student will be held in a Trust Account administered by Public Trust until seven days after the start date of the course. Each two week period in arrears the fees will then be paid.

**Refunds:**

Tuition fees will be fully refunded if tuition is cancelled in writing no later than seven days after the start date of the course or in other circumstances at the discretion of Mr. BARBER Directors.

**Assessments:**

Three reassessments will be considered as part of the course. Further assessments will be charged at the rate of \$10.00 per unit standard.

The assessor must be convinced that you are able to repeat the task on a regular basis [be consistent] the assessor may wish to have the task repeated two or three times

**Cheating Policy:**

Students found cheating in any assessment will not have their assessment considered.

Depending on the circumstances - one opportunity to resit may be offered.

**Harassment policy**

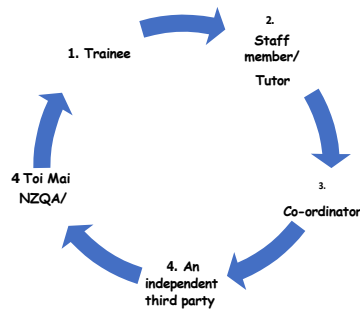
Any kind of harassment is regarded as a serious matter. Please immediately inform staff if you are aware of any form of harassment. You will be advised of the assistance and procedures available to students.

## Appeals Procedure

Open communications are essential for Mr. BARBER Training Centre Goals to be reached and we will facilitate the resolution of any complaints or appeals.

In case of an unresolved complaint about unit standards, assessment procedures, or assessments, the matter will be dealt with firstly between the student and the assessor. Another tutor or the co-ordinator can play a role as mediator. Failing agreement, an independent third party familiar with these assessments will make a decision.

- Barbering or Hairdressing units this person will be sought from Toi Mai



### Contact information

Toi Mai [Info@toimai.nz](mailto:Info@toimai.nz) 04 909 0316

## **Mr. BARBER Training Centre Goals:**

- To provide the best training programme
- To encourage more Barber trainees so the industry can grow
  - To encourage excellence in Barber trainees
- To give constructive feedback to Barber trainees and enable them to achieve the best out of the training programme.
  - To ensure each Barber trainee is properly trained
  - To encourage professionalism in Barbering
- To motivate Barber shop owners to insist their staff are fully qualified

## **Mr. BARBER Training Centre Rules and Regulations:**

- Students must wear closed toed shoes and White Barbers jacket as supplied when attending classes.
- Personal Hygiene must be of a high standard.
- Student Behave in an orderly manner at all times
- Students must be Drug and Alcohol-free during classes. Drugs are not permitted on the premises
- Smoking is not permitted in or around the Training Centre.
- Continued absenteeism without good reason will not be acceptable and will result in disciplinary action. Please contact training centre if absent or late on 099291150 or +64210440708
- Students must not remove any of the Training Centre's equipment/ materials
- Students are expected to leave their work area clean and tidy after use in accordance with Hairdressers Health Regulations 1980
- Students are not permitted to remove from the training centre any of Mr. BARBER equipment or books
- Commit to excellence in Barbering

### **Disciplinary Procedures:**

If Mr. BARBER Training Centre Rules and Regulations are broken

1. One oral warning will be given
2. A Mediation Session with Mr. BARBER Training Centre co-ordinator will be given for a second breach [or external mediation if necessary]
3. Finally, a Written notice will be given, and student placed on notice
4. If a further breach occurs instant suspension or dismissal

**Course closure.** In the event of a course closure a meeting will be arranged for students affected by the closure at Mr. BARBER Training centre. Students will be notified by email, phone or txt within 24 hours of notification. Notification will also be posted on our website [www.mrbarber.co.nz](http://www.mrbarber.co.nz)

Students can also contact NZQA [www.nzqa.govt.nz](http://www.nzqa.govt.nz) (04) 4633000 0800 697 296,

### **Complaints procedures**

If you have a grievance or complaint about another person, an assessment, or anything else mentioned in this handbook, you should first try to settle the matter within the training establishment. If it cannot be settled at this level, you may refer your problem to an external authority

### **Procedures for Settling Grievances and Complaints**

1. First, talk directly to the person or persons concerned.
2. If the problem is not resolved, discuss it with a staff member you feel comfortable with and record the details on a Complaint Form. Keep a copy for your own records. It is important to create a written record of your complaint or grievance. If you are unable to find a solution, the next step is to ask the Directors to consider it.
3. If a discussion with the Directors does not find an acceptable solution, you may then refer the problem to an external organisation,

### **Orientation information**

#### **Contact information**

Toi Mai [Info@toimai.nz](mailto:Info@toimai.nz)

TEC complaints helpline on 0800 601 301, or email [complaints@tec.govt.nz](mailto:complaints@tec.govt.nz)

NZQA [New Zealand Qualifications Authority]

0800 697 296

On start day, you'll be introduced to the training centre and fellow students studying your qualification, learn how your day will be structured and learn all about the support options available to help you succeed

### **Keeping Healthy**

Mr BARBER believes it is in your best interest to keep fit and healthy during your training and beyond.

If you feel physically or mentally stressed or depressed please let us know. There is help available on line to support your physical and mental health such as the Mental Health Foundation website, the Ministry of Health resources for supporting young people, The Lowdown website and free text service on 5626.

If you identify as Maori or Pasifika there are websites focusing on your wellness such as Te Rau Ora and Le Va

Keeping yourself active will help you cope with stress as well as the physical demands of barbering.

**General Information: If you need advice or help while you are training at Mr BARBER please see the coordinator or a Tutor**

**Toilet and washroom facilities** in the corridor

**Mobile –phones** and all personal electronics **are to be switched off during training time.**

**First Aid facilities** are available at the back by the sink or please ask your tutor or the Co-ordinator.

**Fire Alarm** Please leave the building immediately the Fire Alarm sounds by the front door and meet the firewarden beside sky city grand entrance .

**Parking** many car parking stations are around Auckland CBD Some have early bird parking

**Smoking** is only beside our building by the ashtray

**Pandemic plan** has been developed and will be enacted if needed by notifying students with an action plan

**Emergency services ph. 111 or 105** if not an emergency

**Alcohol and Drug Helpline – 0800 787 797 or online chat**

**Anxiety New Zealand – 0800 269 4389 (0800 ANXIETY)** and check their website for resources including specialist counselling for anxiety disorders

**Depression Helpline – 0800 111 757 or free txt 4202 – 24/7** phone line run by trained counsellors for people experiencing depression or seeking advice

**Gambling Helpline – 0800 654 655 or anywhere anytime by text 8006** – there are specific numbers for risk groups and fast relief

**Police Diversity Liaison Officers – in emergency dial 111 – -Non emergency 105** however if you have an issue involving your safety or a dispute where you are not certain how the police may respond, these officers are trained to work closely with LGBTIQ people, respecting your dignity and promoting safety and fairness.

**Suicide Crisis Helpline –0508 828 865 (0508 TAUTOKO) ...**

**Depression Helpline – 0800 111 757 or free text 4202** (to talk to a trained counsellor

**Women’s Refuge Crisis line – 0800 733 843 (0800REFUGE)** – Domestic violence support

**Youth line – 0800 376 633, free txt 234 or talk@youthline.co.nz or chat via their website**

**OUTLine <https://outline.org.nz/> is a national service that helps LGBTIQ+ New Zealanders access support ... Call us on 0800 OUTLINE (0800 688 5463) any evening between 6pm and ...**

**Rainbow Youth <https://www.ry.org.nz/what-we-do>** has developed a treasure-trove of youth-relevant local content on its website, along with excellent informational links.

**NZ Human Rights Commission <https://www.hrc.co.nz/>** has some useful material, from a legal / human rights perspective:

**New Zealand AIDS Foundation <https://www.nzaf.org.nz/>and**

**Body Positive <https://www.bodypositive.org.nz/>** are two of several national organisations that provide excellent resources both on the realities of HIV, and healthy sexual practices without fear and regret. Many resources can be downloaded free of charge.

**Mental Health Foundation <https://www.mentalhealth.org.nz/>** is possibly the best free stuff you will find online, because if you are concerned about yourself or someone else, you will find easy to read, easy to follow material.