

ACL



CAREER PASSPORT

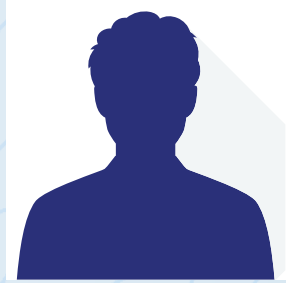


**Hair and
Beauty**



Pathways

About You



Name:

Location:

Current employment status: **Employed** **Unemployed**

I hope to develop the following soft skills on my journey:

Communication

Team Work

Creativity

Problem Solving

Leadership

Time Management

Adaptability

Decision Making

What is your ultimate goal?

YOUR FINAL DESTINATION

Before you start on your journey, you may find it useful to have a final destination in mind. Take a look at the list of hair and beauty related careers and select any that may be of interest.

Business Owner (Hair and Beauty)

A business owner manages and operates their own business, overseeing all aspects from finance and marketing to operations and customer service.

Aromatherapist

An aromatherapist uses essential oils and plant extracts to promote health and wellbeing through therapeutic treatments.

Beauty consultant

A beauty consultant advises clients on beauty products and skincare routines, helping them select items that suit their needs and preferences.

Beauty therapist

A beauty therapist provides a range of beauty treatments, such as facials, waxing, manicures, and massages.

Barber

A barber specializes in cutting and styling men's hair, including beard trimming and shaving. They also offer advice on hair care and styles.

Hairdresser

A hairdresser cuts, colours, and styles clients' hair. They provide a range of hairdressing services to suit preferences and trends.

Hair Stylist

A hair stylist focuses on creating specific hairstyles, often for special occasions or fashion events, using advanced techniques and products.

Massage therapist

A massage therapist uses various massage techniques to relieve stress, reduce pain, and improve clients' overall health and relaxation.



Nail technician

A nail technician provides nail care services, including manicures, pedicures, and nail enhancements like gel or acrylic nails.

Reiki healer

A reiki healer uses the technique of Reiki to channel energy into clients, promoting physical, emotional, and spiritual healing.

Make Up Artist

A make up artist applies makeup to enhance or alter clients' appearance for various occasions, such as weddings, photo shoots, or theatrical performances.

Reflexologist

A reflexologist applies pressure to specific points on the feet, hands, or ears that correspond to different body parts, aiming to promote healing and relaxation.

Salon Manager

A salon manager oversees the daily operations of a beauty or hair salon, ensuring a high standard of service and customer satisfaction.

To learn more visit www.aclessex.com/pathways

WHERE WILL YOU GO?

Hairdressing VTCT NVQ Level 2

This course aims to provide learners with essential skills and knowledge in hairdressing techniques and practices.

Barbering VTCT NVQ Level 2

Learn the learn fundamental barbering techniques, from classic cuts to contemporary styles.

Introduction to the Hair & Beauty Sector Level 1

The course will provide the knowledge and practical skills necessary to demonstrate a professional approach.

Beauty Specialist VTCT Diploma Level 2

Develop your practical skills in a wide range of beauty therapy related topics.

OTHER DESTINATIONS

- English, Maths and Digital
- Starting Your Own Business
- Diploma in Beauty Therapy Massage Level 3
- Leadership and Management Level 3
- Team Leader Apprenticeship Level 3
- Coaching Professional Apprenticeship Level 5
- Operations or Departmental Manager Apprenticeship Level 5
- And many more!





Do you need to improve your essential skills?

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

English:

- Verbal communication and presentation skills
- Communicating information, ideas and opinions clearly
- Read and understand different types of text
- Organise writing for different purposes
- Punctuate and use grammar correctly
- Construct sentences consistently and accurately

Maths:

- Fractions
- Percentages

Maths continued:

- Decimals
- Graphs & Charts
- Shapes
- Ratio

Digital:

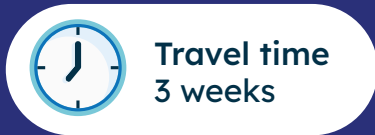
- Turn on and use controls on a device
- Connect to a WiFi network and use the internet
- Store personal information securely
- Make use of accessibility tools
- Use Microsoft Office applications
- Communicate online

CONTINUE ON YOUR JOURNEY?

Congratulations on improving your essential skills. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Starting Your Own Business

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

These workshops are perfect for new and aspiring business owners who are looking for information about how to set up, run and market a business.

Setting up a business topics include:

The legal structure of a business

HMRC

Business finance

Working for yourself

Employing staff

Running a business topics include:

Record keeping

Bookkeeping

Finances and technology

Working from home

Marketing a business topics include:

Funding

Market research

Competition

Planning

Digital media

**CONTINUE ON
YOUR JOURNEY?**

Congratulations on learning to set up, run and market your own business. You have already developed a variety of useful skills and knowledge.

Continue adventure 





Travel time
30 weeks

Introduction to the Hair & Beauty Sector Level 1

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This course is a Level 1 qualification and is perfect for those wishing to go on to a level 2 hair or beauty qualification.

The course will provide the knowledge and practical skills necessary to demonstrate a professional approach in the workplace, including the need for appropriate communication with clients and colleagues

Course topics may include:

- Introduction to the hair and beauty sector
- Presenting a professional image
- Shampooing and conditioning

Course topics continued:

- Create an image
- Plaiting and twisting hair
- Styling hair
- Nail art
- Manicure and pedicure
- Colouring hair using temporary colour
- Health and safety
- Salon reception duties
- The art of dressing hair

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a hair and beauty level 1 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Travel time
32 weeks

Hairdressing VTCT NVQ Level 2

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This course aims to provide learners with essential skills and knowledge in hairdressing techniques and practices. Students will develop proficiency in a range of services such as cutting, styling, coloring, and treatments.

Course topics may include:

- Style and finish hair
- Set and dress hair
- Cut hair using basic techniques
- Colour and lighten hair

Course topics continued:

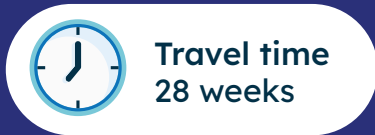
- Advise and consult with clients
- Shampoo, condition and treat the hair and scalp
- Develop and maintain your effectiveness at work
- Remove hair extensions
- Relax Hair
- Perm and neutralise hair
- Plait and twist hair
- Temporarily attach hair to enhance a style
- Fulfil salon reception duties
- Cut men's hairstyles

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a hairdressing level 2 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Travel time
28 weeks

Barbering VTCT NVQ Level 2

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

Step into the world of traditional and modern barbering with this engaging course. Students will learn fundamental barbering techniques, from classic cuts to contemporary styles, while also mastering the art of beard grooming and facial hair design.

Course topics may include:

- Advise and consult with clients
- Shampoo, condition and treat the hair and scalp
- Develop and maintain your effectiveness at work
- Cut men's hair using basic techniques
- Cut facial hair to shape using basic techniques

Course topics continued:

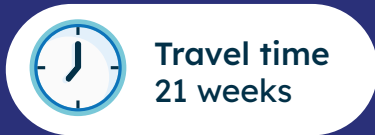
- Dry and finish men's hair
- Assist with shaving services
- Relax Hair
- Perm and neutralise hair
- Plait and twist hair
- Temporarily attach hair to enhance a style
- Fulfil salon reception duties
- Colour and lighten men's hair

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a digital marketing skills bootcamp qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Travel time
21 weeks

Beauty Specialist VTCT Diploma Level 2

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

The Level 2 Diploma in Beauty Specialist Techniques is a qualification that has been specifically designed to develop your practical skills in: how to provide eyelash and brow treatments including Lash lift, removing hair using waxing techniques, applying make-up, manicure, pedicure and skincare.

Course topics may include:

- Provide facial skincare
- Remove hair using waxing techniques
- Provide eyelash and brow treatments
- Apply make-up

Course topics continued:

- Client care and communication
- Provide manicure treatments
- Provide pedicure treatments
- Health and safety practice in the salon
- Salon reception duties
- Apply skin tanning techniques
- Instruction on make-up application
- Provide eyelash perming
- Provide nail art
- Display stock to promote sales in a salon

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a beauty specialist level 2 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Nail Technology VTCT Certificate Level 2

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This course will provide you with the knowledge and skills required to work as a professional nail technician. You will learn about nail anatomy, nail diseases and disorders, nail product chemistry, and various nail enhancement techniques.

Underpinning this qualification you will develop a sound knowledge of health and safety practices in a salon environment and how to promote client care and communications in beauty related sectors.

You will also develop an underpinning knowledge and understanding of the practical skills learned throughout this qualification.

The purpose of this qualification is to develop your skills in beauty therapy to a high level of occupational ability, to enable you to perform your own salon services.

Course topics may include:

- Provide and maintain nail enhancement
- Client care and communication
- Provide manicure treatments
- Health and safety practice in the salon
- Provide pedicure treatments
- Provide nail art

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a nail technology level 2 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Principles of Customer Service Level 2

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This qualification aims to provide you with the underpinning knowledge that is required by employees to work in a range of different environments within a customer service role.

This is a flexible learning course which means that you can study at any time that suits you.

Mandatory units:

The principles of customer service and delivery

Understanding customers

Understanding employer organisations

Optional units continued:

Delivering customer service online

Resolving problems

Dealing with challenging customers

Promoting additional products or services

Developing customer relationships

Processing sales orders

Equality and diversity in the workplace

Developing working relationships with colleagues

Using the telephone

Communication

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving the principles of customer service level 2 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 



DAY TRIPS

Before, during or after your journey, you may decide to go on some day trips. These are short (mostly one day) courses which can help you to further develop your skills. Check them off as you attend the sessions.

What Other Job Can I Do?

For those in between jobs or considering a career change who want to increase their ability to think wider in the scope of employment opportunities available.

Confidence Building

For those who would like to build their confidence on a personal level and develop their skills, to enhance their opportunities to gain employment.



Stepping Up Your Motivation

For anyone in between jobs or who is looking for new work or volunteering opportunities, who finds it challenging to keep motivated.

Procrastination and Time Management

For or anyone who struggles with procrastination and organising their time effectively whether at home or work or those who want to increase productivity.

Managing Your Resilience

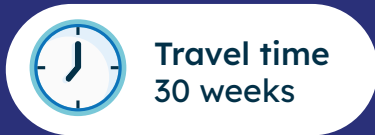
For those who would like to learn the techniques to manage their resilience more effectively and successfully whilst developing their current skill set.

Assertiveness Skills For Work

For those who have had or is experiencing challenges in the work place with keeping assertive, confident and communicating openly and honestly about their needs.

Proactive Job Searching Skills

For those who are actively seeking work and would like to build their confidence and refresh their job searching skills, to increase their chances in gaining an interview.



Travel time
30 weeks

Hairdressing VTCT NVQ Level 3

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This dynamic course is designed for experienced hairdressers looking to enhance their skills and knowledge in the latest trends and techniques within the industry.

You will delve into advanced cutting, colouring, and styling methods, as well as explore creative and avant-garde approaches to hairdressing.

Course topics may include:

Creatively style and dress hair

Creatively cut hair using a combination of techniques

Creatively colour and lighten hair

Course topics continued:

Provide client consultation services

Fulfil salon reception duties

Provide a variety of relaxing services

Hair colour correction services

Provide creative hair extension services

Create a variety of permed effects

Provide specialist hair and scalp treatments

Develop, enhance and evaluate your skills

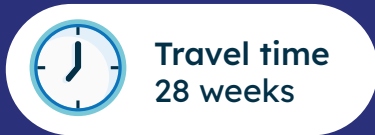
Cut men's hairstyles

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a hairdressing level 3 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Barbering VTCT NVQ Level 3

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

Dive deep into the art of barbering with this advanced course designed for experienced barbers seeking to elevate their skills to the next level.

Explore intricate techniques, creative designs, and specialised services that set you apart as a master barber.

Course topics may include:

- Promote additional services or products to customers
- Monitor procedures to safely control work operations
- Design and create a range of facial hair shapes

Course topics continued:

- Creatively cut hair using a combination of techniques
- Provide hairdressing consultation services
- Provide shaving services
- Provide face massage services
- Colour hair using a variety of techniques
- Provide colour correction services
- Develop and enhance creative hairdressing skills
- Create a variety of permed effects
- Design and create patterns in hair

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a barbering level 3 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Travel time
33 weeks

Beauty Diploma VTCT Level 3

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

The VTCT Level 3 Diploma in Beauty Therapy Treatments is a course that has been specifically designed to develop your practical beauty therapy skills such as; face and body electrotherapy and body massage.

Course topics may include:

Face and body electrotherapy

Body massage

Providing massage using pre-blended aromatherapy oils

Intimate waxing

Course topics continued:

Spray tan and how to apply self-tan products

Microdermabrasion

Health and safety

Client care

Communication

IT and data handling

The effective running of a beauty therapy business

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a beauty therapy level 3 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Travel time
30 weeks

Reflexology Diploma Level 3

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

In this course, you will explore the ancient practice of reflexology, learning about the connection between pressure points on the feet, hands, and ears to specific organs and systems in the body.

Through a combination of theory and hands-on practice, you will develop the skills to promote relaxation, reduce stress, and support overall well-being through the art of reflexology.

Join us on a journey to discover the healing power of touch and unlock the secrets of this holistic practice.

Course topics may include:

Health and safety

Hygiene and security in the industry

Course topics continued:

Understanding of anatomy

understanding of physiology

Common and less common pathology of the human body

Prepare for and provide an effective reflexology treatment

Adapting to client requirements

Contra-indications and contra-actions

Giving advice to the client

Record keeping

Evaluation of treatments

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a reflexology level 3 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Travel time
37 weeks

NVQ Diploma in Beauty Therapy Massage Level 3

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This course is perfect for those wishing to train to perform professional massage and tanning treatments to clients via employment or self-employment in the beauty therapy industry.

Course topics include:

Indian head massage

Body massage

Mechanical massage

Massage with pre blended oils

Stone massage

Course topics continued:

Manual and spray tanning

Structure and function of cells

Structure and function of muscles

Muscle types, positions and actions

Position and function of primary bones and joints

Postural faults and conditions

Structure and function of the lymphatic system

The function of blood and the principles of circulation

The nervous system and autonomic system

**CONTINUE ON
YOUR JOURNEY?**

Congratulations on achieving a beauty therapist massage level 3 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 



TRAVEL LOG



Before you continue on your journey, you might like to spend some time thinking about where you started, where you have gone and where you would like to go next. You can use these pages to explore this.

At the beginning of your journey, you decided on an ultimate goal. Have you made any progress towards this yet?

Has your goal or the skills you want to develop changed at all?

Where would you like to go next on your journey and why?

Do you feel like you have made good progress?

Yes No I'm not sure

Which of the below skills have you developed so far?

- Communication
- Team Work
- Creativity
- Problem Solving
- Leadership
- Time Management
- Adaptability
- Decision Making

As you continue, would you do anything differently?

Any other thoughts:

Continue adventure 





Principles of Team Leading Level 2

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This qualification is designed for those who want to gain the knowledge and understanding required to successfully lead a team. It will focus on leading a team in a business environment.

This is a flexible learning course which means that you can study at any time that suits you.

Mandatory units:

- Principles of team leading
- Understanding business
- How to communicate work-related information

Optional units:

- Understanding customers
- How to deliver customer service and resolve problems
- Equality and diversity in the workplace
- Health and safety procedures in the workplace
- How to develop and deliver a presentation
- Introduction to coaching
- Introduction to mentoring
- Understanding personal development
- How to manage performance and conflict

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a principles of team leading level 2 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Principles of Leadership and management Level 3

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This qualification is for new and aspiring junior managers. Pick up the skills and understanding you need to deal with management responsibilities.

This is a flexible learning course which means that you can study at any time that suits you.

Mandatory units:

Solving Problems and Making Decisions

Optional units include:

Innovation and Change in an Organisation

Planning Change in the Workplace

Leading and Motivating a Team Effectively

Planning and Allocating Work

Innovation and Creativity in the Workplace

Conflict Management in the Workplace

How to Motivate to Improve Performance

Stress Management in the Workplace

Discipline in the Workplace

Recruitment and Selection of New Staff

The Induction of New Staff in the Workplace

Setting Team Objectives in the Workplace

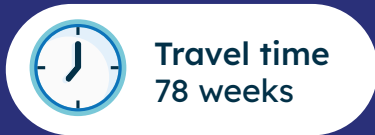
Understanding Leadership

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a principles of leadership and management level 3 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Travel time
78 weeks

Team Leader Apprenticeship Level 3

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This is an ideal programme for professionals who are new to management, or for those looking to develop their leadership skills to improve their performance.

Knowledge includes:

- Different leadership styles and the benefits of coaching
- Organisational cultures, equality, diversity & inclusion
- People and team management models
- HR systems and performance management techniques
- How to chair meetings and hold challenging conversations
- How organisational strategy is developed

Skills include:

- Communicate organisation strategy and team purpose
- Support the development of the team
- Build a high-performing team by supporting individuals
- Use effective negotiation and influencing skills
- Manage resources and risk and monitor progress

Behaviours include:

- Determination when managing difficult situations
- Able to build trust with others
- Operates within organisational values
- Demonstrates resilience and accountability

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a team leading level 3 apprenticeship. You have already developed the knowledge, skills and behaviours needed for a range of careers.

Continue adventure 



SEND US A POSTCARD

We would love it if you would send us a postcard to let us know all about your journey and the adventures you have been on. We would like to share your story with others to inspire them to start their own journey.

If you are happy for us to use this for marketing purposes, please answer the below questions in an email or document and send it to us. We have included some helpful hints below of things you could write about.



TO: The ACL Marketing Team

ACL.Marketing@essex.gov.uk

Please tell us a little bit about yourself

You may wish to include:

- Your interests
- Your learning goals
- Your career/progression goals
- Your family life

Please email us at ACL.Marketing@essex.gov.uk

Why did you decide to enrol on this course?

You may wish to include:

- How it relates to your interests/career goals
- The skills you have/are hoping to develop
- How the qualification will benefit you

If you have not yet progressed into higher education or work: which degree course/other qualifications/career do you aim to progress onto?

You may wish to include:

- Your next steps
- Why you have chosen that progression route
- If/how your course at ACL will help you

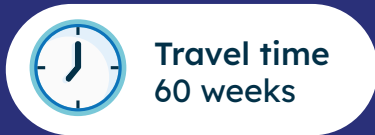
If you're in higher education or work: please tell us more about what you're currently studying or the job you are in, and your career/learning aspirations?

You may wish to include:

- What you're currently doing
- If/how your course at ACL is supporting you
- Any future goals/plans

Anything else you want to tell us!





Travel time
60 weeks

Coaching Professional Apprenticeship Level 5

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

Designed for those who work with a wide range of individuals and teams across organisations, to empower and engage with them, to enhance their professional performance.

Knowledge includes:

- Reflective practice and emotional intelligence
- Diversity, inclusion and bias theories
- Coaching contracting and re-contracting
- Methods of communication
- Differences between coaching, mentoring and training
- The range of coaching models and techniques

Skills include:

- Working with those receiving coaching to set clear goals
- Contracting with all relevant stakeholders
- Stakeholder management inc. challenging and senior people
- Delivering feedback that is useful and non-judgemental
- Questioning techniques to raise self-awareness

Behaviours include:

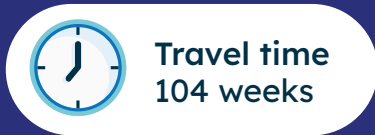
- Act as an ambassador for a coaching mindset
- Is spontaneous, open and flexible
- Demonstrates respect and engendering trust
- Committed to self-development, including self-reflection

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a coaching level 5 apprenticeship. You have already developed the knowledge, skills and behaviours needed for a range of careers.

Continue adventure 





Travel time
104 weeks

Operations or Departmental Manager Apprenticeship Level 5

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This programme is suitable for professionals with responsibility for achieving operational or departmental goals and objectives as part of their organisation's strategy.

Knowledge includes:

- Operational management approaches and models
- Setting up and managing a project using techniques
- Managing budgets & financial forecasting
- Different leadership styles
- Developing and managing high performing teams
- Approaches relationship management

Skills include:

- Creating plans in line with organisational objectives
- Support, manage and communicate change effectively
- Plan, organise and manage resources to deliver outcomes
- Support development through coaching and mentoring
- Able to build trust, and use effective negotiation

Behaviours include:

- Drive to achieve in all aspects of work
- Determination when managing difficult situations
- Seeks the views of others and values diversity
- Positive and adaptable, responding well to feedback

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving an operational or departmental manager level 5 apprenticeship. You have already developed the knowledge, skills and behaviours needed for a range of careers.

Continue adventure 



HOW TO ENROL

Once you have chosen your course/s, you can either enrol on our website or by phone.

1. ONLINE

Visit www.aclessex.com and create an account. You can then either search for the course title using the search box or browse our website.

Once the course has been selected, you will be asked to fill out an enrolment form (non-qualification) or asked to enrol onto an assessment session (qualification).

2. PHONE

Call **0345 603 7635** and you will be put through to a member of our customer service team. Before calling, please make a note of the course title or course code.

Our phone lines are open Monday to Friday, from 8:30am to 5pm, unless otherwise stated.



aclessex.com/contact-us



lifelong.learning@essex.gov.uk



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Pathways