



TOI MAI

Workforce
Development
Council

DRAFT

PROGRAMME GUIDANCE

for

**New Zealand Certificate in Commercial
Barbering (Level 4) (ref 2115 v3)**

2025

Overview

The purpose of this document is to provide guidance for providers intending to offer programmes leading to the New Zealand Certificate in Commercial Barbering (Level 4).

This guidance document has been developed in collaboration with industry and reflects expectations for the design and delivery of programmes leading to this qualification.

Qualification Strategic Purpose statement

The purpose of this qualification is to provide the barbering industry with qualified barbers who can work independently in a commercial environment.

Graduates will be recognised by industry as qualified barbers. They will also be capable of contributing to barber shop operations when required.

General conditions

All learning and assessment within a programme leading to this qualification must be carried out in accordance with the following industry standards:

- relevant legislation including Health and Safety at Work Act 2015, Privacy Act 1993, Health (Hairdressers) Regulations 1980, and Human Rights Act 1993
- relevant industry publications and codes of conduct
- organisational policies and procedures.

Programme Design

Programme design must:

- honour ngā kaupapa o te Tiriti o Waitangi, and
- support/promote learning that exposes ākonga/learners to te ao Māori, and Pacific and other cultural values and perspectives.

Assessment of barbering services must include a portfolio of the graduate's barbering work as well as evidence of verified observation of commercial work.

Practical experience

Programmes must include practice of skills in a realistic practical setting, such as a workplace or other simulated environment.

Professional Standards, Skills and Behaviours

Professional standards and skills must be an integral part of the programme and delivery.

Professional standards include;

- all relevant health, safety and hygiene obligations.
- The core skills of communication, collaboration, interpersonal skills, self-management, and problem solving.

Programmes must also encourage behaviours expected of commercial barbers, including awareness and respect for professional boundaries in diverse cultural environments and the importance of maintaining own professional integrity.

Definitions

Industry standards are defined as the practices and procedures that meet the requirements of relevant legislation, regulatory requirements, guides and codes of practice, ethical codes of conduct, and industry manuals.

Programme Entry

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Skills, knowledge and behaviours to be covered in Graduate Profile Outcomes

This section of the guidance document provides more information on the skills, knowledge and behaviours that should be covered per graduate profile outcome. Included are recommended unit standards or skills standards that could be used to assess the outcome if developing a standards-based programme.

A commercial barber is a qualified barber working independently within a commercial environment, meeting commercial timeframes and pricing. They may work as an employer, employee, sole trader, rent a chair, contractor, mobile barber. Commercial barbering workplace refers to a barber shop, salon or other business that perform barbering services where barbering techniques are being performed on paying clients.

| Qualification outcomes/ Ngā hua | Skills, knowledge and behaviours to be covered | Recommended unit standards |
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| <p>1. Professionally complete barbering cuts and services including integrated barbering techniques, wet shaving, and beard and moustache trimming, to meet client and workplace requirements.</p> <p>85 Credits</p> | <p>Learning includes:</p> <p>Barbering techniques and practice</p> <ul style="list-style-type: none"> • Foundation cutting techniques, over comb, clippers over comb, razor • Wet shaving techniques • Beard and moustache trimming • Long hair techniques • Blow-drying techniques <p>Tools</p> <ul style="list-style-type: none"> • Use of a range of cutting tools including clippers, scissors, razors • Brushes and combs • Blow dryer and other electrical tools <p>Include learning and reference to;</p> <ul style="list-style-type: none"> • Providing barbering services, using foundation and integrated cuts for a variety of hair types and face shapes | <p>10647 C20 L4 – Wet shave facial hair with a cutthroat razor using barbering techniques</p> <p>10648 C30 L4 - Complete a haircut using barbering techniques</p> <p>10650 C30 L4 - Perform barbering services in a commercial salon</p> <p>10645 C3 L3 - Describe the development of barbering</p> <p>2886 C7 L3 - Design and shape beards and moustaches</p> |

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| | | <ul style="list-style-type: none"> Initial barbering techniques refer to the hair cutting techniques of nape shaping, line outs, freehand clipper, and clipper guard work Gathering of evidence of solid, uniform, graduation and/or increase layer or a combination of these. Meeting service timeframes. Commercially acceptable time varies for different services. Times reflect performance required to support a commercial barber's profitability. Provide fashion/modern/trend driven cuts. Understanding of the history of the barbering profession including cultural history <p>Portfolio evidence</p> | 28018 C4 L3 - Demonstrate knowledge of removing product build-up from hair |
| 2. | Provide client consultation, care and advice as a commercial barber, in a culturally appropriate manner. 15 Credits | <p>Learning includes:</p> <ul style="list-style-type: none"> Client care and understanding of barbering culture specific to Aotearoa, including cultural practices with Māori and Pacific, other cultures religious backgrounds, age, disabilities and gender Use effective consultation techniques and provide commercial services including professional care, advice, product use, product recommendations and maintenance Understanding of face shapes, hair types, trichology, hair loss, skin conditions or irregularities Providing excellent verbal and non-verbal communication skills Ensure clients receive a positive impression of the barber shop and the barber | 19806 C20 L3 - Consult with client for barbering services and analyse hair and scalp conditions |
| 3. | Apply professional standards, skills and behaviours required by a | <p>Learning includes:</p> | 28017 C5 L4 - Converse and interact to create and maintain |

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| | <p>commercial barber. 5 Credits</p> | <p>Professional standards including core skills of communication, collaboration, interpersonal skills, self-management, and problem solving.</p> <ul style="list-style-type: none"> • Awareness and respect for professional boundaries in diverse cultural environments specific to Aotearoa, including cultural practices with Māori and Pacific, other cultures religious backgrounds, age, disabilities and gender • Meeting the barber shops standards of behaviour • Maintaining own professional integrity • Demonstrating culturally appropriate behaviours and practices with clients and each other to maintain safe working environments • Appropriate communication; greeting clients, making appointments, handling complaints, responding to customer requests • Building client relationships and meeting client expectations • Personal and professional ethics | <p>an atmosphere suitable for a barber shop</p> |
| <p>4.</p> | <p>Apply knowledge of health and safety requirements to contribute to commercial barber shop operations 5 Credits</p> | <p>Learning includes: Understanding the importance of following legislative and regulatory requirements as stated in general conditions</p> <ul style="list-style-type: none"> • Health and Safety at Work Act 2015, Privacy Act 1993, Health (Hairdressers) Regulations 1980, and Human Rights Act 1993 • Relevant industry publications and codes of conduct • Organisational policies and procedures • Consistently maintaining effective, hygienic and safe working methods • Adhering to workplace, suppliers or manufacturers' instructions for the safe use of equipment, materials and product | <p>28845 C3 L3 - Demonstrate safe and professional practice in the salon environment 19808 C4 L3 - Select and maintain barbering tools and equipment</p> |

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| 5. | <p>Apply knowledge of business practices required to successfully operate as a commercial barber</p> <p>10 Credits</p> | <p>Learning includes:</p> <p>Business practices for a Commercial barber –</p> <ul style="list-style-type: none"> • Understanding of commercial timeframes, costings, services, profits, expenses • Financial responsibilities • Business systems including booking systems • Banking and account systems • Marketing and promotions • Generating income and sales, relationships with suppliers | <p>28846 C5 L4 - Demonstrate knowledge of costs and financial KPIs for a salon</p> <p>33233 C4 L4 - Demonstrate knowledge of salon revenue and building a client base</p> <p>25437 C5 L3</p> <p>Demonstrate and apply knowledge of personal responsibility and money matters in the salon environment</p> |
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For further information and questions on this guidance, please contact us at qualifications@toimai.nz.