



FOR APPRENTICES



HELLO!

Before we tell you who we are, what we do and what makes KLEEK training simply the best – here's a bit about where we come from...

WE'VE GOT A WHOLE LOT OF HISTORY...

1999

ALL ABOUT OUTSTANDING EDUCATION – We were born after identifying an opportunity to help the next generation of stylists and therapists succeed in the industry through expert work-based training.



2008

AND ROLL – We receive our second accolade in 2 years when we are granted Beacon Status for our commitment to delivering outstanding training to apprentices.



2016

AND ROLL! – After years of providing outstanding training for the last 8 years we are praised again this time by the people we work with. We beat over 800 other providers to be named the UK's number 1 training provider for employer satisfaction in a government survey.



2006

THE GOOD TIMES ROLL – After only 7 years and our first Government inspection we become the UK's only hair and beauty training provider to be awarded an Outstanding rating with all grade ones.





2019

20 YEARS ON – In our first 20 years we had been awarded nearly every top accolade possible, trained over 6000 apprentices, helped over 750 salons to build their teams and we're still going strong.

2021

15 YEARS ON SAME RESULT – After a decade and a half Ofsted inspectors revisited and found that not only had we maintained our outstanding work but improved in many areas giving us another Outstanding award and another full suite of grade ones.

BELONG
TO THE
BEST



2022

GOOD THINGS COME TO THOSE WHO WAIT – Six months after our consecutive outstanding award from Ofsted we added another national title to our list of awards. This time the Hair and Beauty Apprenticeship Provider of the Year.

2023

A NEW BEGINNING – KleeK Apprenticeships heralds the dawning of a new future for apprenticeships. KleeK is brighter, youthful, and dynamic and focussed on the youth of today, their needs and their cultures.

20??

THE FUTURE & BEYOND – KleeK Apprenticeships brings further opportunity to grow and develop our outstanding apprenticeships, our apprentices, and the salons we work with. We are proud to be part of your journey and hope to be for many years to come!



IN OVER 20 YEARS OF BUSINESS, KLEEK
APPRENTICESHIPS ARE PROUD TO HAVE
TRAINED OVER 7,000 APPRENTICES ACROSS
MORE THAN 800 SALONS.



Kleek Apprenticeships are officially recognised as providing OUTSTANDING apprenticeships by Ofsted.



We deliver quality training to apprentices in the following areas;

- Hairdressing
- Beauty Therapy
- Barbering
- Nail Services

We really are the best at what we do – don't just take our word for it. We have been rated as Outstanding by Ofsted since 2006 and we were awarded the National Hair & Beauty Apprenticeship Training Provider of the Year 21/22. We are recognised as the UK's number one training provider for employer satisfaction by the Education Skills Funding Agency.

As an Apprentice you will be assigned your own dedicated Kleek Educator, who will deliver first-class training in your chosen apprenticeship. They will also work

closely with you to ensure you are ready for the salon floor and can confidently and effectively communicate with clients with a professional working attitude.

What makes Kleek Apprenticeships so unique is our offer of two alternative ways of learning based approach, with all training and assessments completed in salon or in our amazing academies supported by our experienced educators.

SO, WHAT EXACTLY IS AN APPRENTICESHIP?

An apprenticeship is THE best way start your journey in hair and beauty.

Developed by the people who work in the industry, it is a work-based training programme designed to give you the highest quality skills in areas which will give you the best start to an exciting lifelong career.

As an apprentice you will learn everything you need to be a successful member of your team, develop a successful career and to help build your reputation.

After completing the programme all apprentices sit an End Point Assessment or EPA, to ensure you have reached the required standard.

Kleek Apprenticeships are proud to say that over 99% of our apprentices pass their End Point Assessment year on year and nearly half of our apprentices pass with a top-level distinction.

An apprenticeship consists of:

- An industry recognised, government backed qualification
- Functional skills in English and maths
- Valuable life skills such as professionalism and communication skills





KLEEK TRAINING

Kleek Training hair and beauty short courses from the training specialists at Kleek Apprenticeships.

We are thrilled to offer exclusive, fully accredited, hair and beauty short courses that are specifically tailored to your needs, helping you to achieve your career goals in the hair and beauty industry.

Our expertly crafted courses are designed to provide you with the most up-to-date and specialised skills and knowledge in the industry, so you expand your skills with modern, on trend, services, and products.

What are you waiting for? **Visit [kleektraining.co.uk](https://www.kleektraining.co.uk)**



KLEEK KLASSROOM

Kleek Apprenticeships have developed a bespoke online portal, to make your learning journey as engaging and smooth as possible.

The Kleek Klassroom is home to hundreds of learning resources including videos, files and interactive learning modules to ensure you have everything you need at the click of a button.

You will also have a unique calendar, where you can log and track your training hours, schedule your Kleek Educator's visits, and book onto our exclusive Academy courses.

This system is available wherever you are, whenever you need it. As long as you have web access and a smart device you will be able to access all things Kleek Apprenticeships.

When you sign up to your apprenticeship you will be sent a unique password via email. Use this to log in and go!

WHAT IS THE END POINT ASSESSMENT OR EPA?

The EPA is the final chapter of your apprenticeship, when you put the skills, knowledge and behaviours you have developed during your training into practice under exam rules.

Before you are put forward to your EPA your employer will work with us to review your progress and ensure you are ready to take the assessment. During the EPA you will carry out a range of services on clients, and an independent assessor will check to make sure you are working to the required standard.

Each EPA is unique to the apprenticeship you are completing, and it will assess your ability to fulfil a role in your chosen career.

Kleek Apprenticeships will train you, not just to pass the exam, but to ensure that after you have successfully completed your apprenticeship you have all the essential skills to excel in your salon. The EPA is just the final step on this journey.



KLEEK ACADEMY



In July 2017 we acquired our first academy in Maidstone and we have since doubled our academy numbers with the opening of our Darlington Academy in 2020. In 2023 we added our Colchester Academy to the Kleek.

Sharing our years of expert knowledge, we are committed to delivering outstanding Kleek teaching in an academy-based environment.

You will still be completing an apprenticeship, but rather than one of our Kleek Educators coming to your salon, you will visit the academy on a regular basis to complete your training.

We are incredibly proud to be able to offer this service to apprentices as a welcome alternative to work-based learning.

If you would like more information about Kleek Academy – we'd love to hear from you!

Darlington Academy

Call: 01325 341621

Email: darlington@kleekapprenticeships.co.uk

Maidstone Academy

Call: 01622 691916

Email: maidstone@kleekapprenticeships.co.uk

Colchester Academy

Call: 01206 579949

Email: colchester@kleekapprenticeships.co.uk

WHAT DO KLEEK APPRENTICESHIPS OFFER?

Over 20 years experience has taught us that a salon's greatest asset will always be its people. So, we've made it our mission to offer the highest quality, outstanding expert training that not only teaches technical skills but prepares apprentices for a successful career within the industry.

We provide a wide range of apprenticeship standards, all centered around practical work-based learning, offering a tailor-made learning programme with support and guidance for apprentices across England.

After completion of any of our apprenticeships you will be fully qualified and be able to work independently in your salon. You can also choose to continue your training with one of our advanced apprenticeships or expand your skill set with one of the other outstanding programmes.



HAIRDRESSING APPRENTICESHIPS

Kleek offers two levels of hairdressing apprenticeships Intermediate Level 2 and Advanced Level 3. Each of the apprenticeships lasts, on average, between 15 to 18 months and will give you first-class training in hairdressing services.

The Hair Professional Apprenticeship – Level 2

This apprenticeship is perfect for anyone with little or no experience in hairdressing. There are no entry requirements and it will provide the foundation needed to kick-start a successful career in hairdressing.

The course includes units in:

- Consultation
- Shampooing
- Cutting
- Styling
- Colouring
- Finishing
- Extension Services
- Perming

On completion you will be a fully qualified hair stylist with a qualification worth five GCSEs.

The Advanced and Creative Hair Professional Apprenticeship – Level 3

The Advanced and Creative Hairdressing Level 3 diploma is perfect for apprentices who want to expand their knowledge and skills to become a more creative, technical hairdresser. We would highly recommend that all apprentices complete the Hair Professional Apprenticeship – Level 2 before embarking on the advanced programme.

The course includes advanced units in:

- Consultation
- Creative Cutting Services
- Creative Fashion Styling and Finishing
- Smoothing and Strengthening
- Creative Colour Services
- Using fashion forward trends, creative and precision techniques to create a collection of looks

On completion you will be a more technical stylist with advanced hairdressing skills and a qualification worth two A Levels.

BEAUTY AND WELLBEING APPRENTICESHIPS

We offer both the intermediate Level 2 in beauty therapies and the advanced Level 3 apprenticeships in beauty therapies and wellbeing and holistic therapies. Each apprenticeship lasts on average 15 to 18 months and offers you outstanding skills in beauty or wellbeing and holistic therapies.

Beauty Therapy Apprenticeship – Level 2

This apprenticeship is perfect for anyone with little or no experience in the beauty therapy. There are no entry requirements and it will provide you with the skills to develop into an amazing beauty therapist.

The course includes units in:

- Basic Waxing Services
- Foot Treatments
- Facial Treatments
- Make-Up Application
- Hand and Nail Treatments
- Facial Treatments
- Eyelash and Eyebrow Treatments
- Basic Massage Treatments

On completion you apprentice will be a fully qualified beauty therapist with a qualification worth five GCSEs.

Advanced Beauty Therapy Apprenticeship – Level 3

This apprenticeship is perfect for anyone who wants to specialise in beauty therapies. We would highly recommend completing the Beauty Therapy Apprenticeship - Level 2 before embarking on the advanced programme.

The course includes advanced units in:

- Anatomy and Physiology
- Body Electrical Treatments
- Consultation and Lifestyle
- Facial Electrical Treatments
- Swedish Massage
- Running a Salon Business Effectively
- Working Safely and Hygienically in the Salon

On completion you will be a more technical therapist with advanced beauty therapy skills and a qualification worth two A Levels






Wellbeing and Holistic Therapy Apprenticeship – Level 3

This apprenticeship is perfect for anyone who wants to specialise in wellbeing and holistic therapies. There are no entry requirements, but we would recommend completing the Beauty Therapy Apprenticeship Level 2 before embarking on the advanced programme.

The course includes advanced units in:

- Indian Head Massage
- Aromatherapy
- Colour Therapy
- Crystal Healing
- Health and Safety
- Anatomy and Physiology
- Zone Therapies
- Consultation and Lifestyle
- Running an Effective Salon Business
- Holistic Massage Therapies

On completion you will be an expert wellbeing and holistic therapist with advanced business know-how and a qualification worth two A Levels.



BARBERING APPRENTICESHIP

Kleek Apprenticeships offer the intermediate – level 2 barbering apprenticeship. This apprenticeship lasts, on average, between 15 to 18 months and will give you outstanding training in male grooming services.

The Hair Professional Apprenticeship (Barbering) – Level 2

This apprenticeship is perfect for anyone with little or no experience in hairdressing or barbering. There are no entry requirements and it will provide the foundation needed to kick-start a successful career in barbering.

The course includes units in:

- Consultation
- Shampooing
- Conditioning and Treating the Hair and Scalp
- Cutting Using a Range of Techniques
- Styling and Finishing Using a Range of Techniques
- Cutting Facial Hair into Shape
- Shaving Services

On completion you will be a fully qualified barber with a qualification worth five GCSEs.



NAILS APPRENTICESHIP

Kleek Apprenticeships offer the intermediate Level 2 nail services apprenticeship. This apprenticeship lasts, on average, between 15 to 18 months and will give your apprentice outstanding training in nail services.

Nail Services Technician Apprenticeship – Level 2

This apprenticeship is perfect for anyone with little or no experience in nail services. There are no entry requirements and it can be the gateway to a successful career in the nails industry.

The course includes units in:

- Manicure
- Pedicure
- Basic Nail Art
- Nail Enhancements
- Artificial Nail Removal
- Artificial Nail Rebalancing

On completion you will be a fully qualified nail technician with a qualification worth five GCSEs.



LET'S TALK

We have a number of support platforms for our apprentices to make the learning process as easy as possible. Our Kleek Apprenticeships website is a wealth of information and resources, designed to give all current and potential apprentices enough information to ensure each stage of their apprenticeship programme, from searching for a vacancy, to passing their assessments, is as straight forward as possible.

We aim to inspire apprentices and employers alike, by regularly sharing and promoting our apprentices work and achievements on social media.

Our innovative Kleek Classroom is available to apprentices 24/7. This system allows for more online evidence building , and less paperwork. You can take control of your development by tracking their progress using a traffic light system to indicate when your work is completed.

The e-portfolio system is also available to your salon, to allow them to have a greater input into your development.

Our social pages are also packed with information about apprenticeships, hair and beauty news and upcoming events.

f @ d t i n s @kleekapprentice



WHY CHOOSE A KLEEK APPRENTICESHIP?

Benefits of training with Kleek Apprenticeship

Apprenticeships are an excellent way of obtaining the knowledge, skills and behaviours required to work as a professional in your chosen field while gaining hands on practical experience, and earning a wage. But what sets Kleek Apprenticeships apart is our approach to training, with each individual apprentice's needs taken into consideration.

Kleek Apprenticeships include;

- Earning a wage while learning
- You will accrue paid holidays
- Full support from your dedicated Kleek Educator
- Gain hands-on experience from day one
- You will develop job specific skills
- You will receive an industry recognised apprenticeship standard from the UK'S number one hair and beauty training provider
- You will receive outstanding quality, up to date training
- You will have the opportunity to attend exclusive events and competitions



A photograph of a hair salon. In the foreground, a woman with long, wavy blonde hair and glasses is looking down. Another woman with blonde hair and glasses is smiling and holding a long, straight blonde hair extension. In the background, another woman is visible. The image is overlaid with a large purple diagonal shape on the left side, which contains white text.

WE AIM TO
INSPIRE ALL OUR
APPRENTICES

“

Our KleeK Apprenticeships educator has been fabulous to us over the last two years. She is super knowledgeable and experienced and has been able to support our learners to achieve their full potential.

VERITY EDWARDS-FLAHERTY
BEAUTYLICIOUS IN BOURTON ON THE WATER

”

“

KleeK Apprenticeships have been amazing during my apprenticeship. I have enjoyed every training session at the salon and academy, where I get one to one training and can practice on models.

LUCY WHATNELL
SAKS CRAMLINGTON

”

“

Christina has been the best educator! Always making sure I'm happy and up to date with my work and keeping me on track .. she makes me feel very loved and taken care of. Best training company.

TIA MELVIN
SAKS CHESTER

”

“

I started out in a college doing beauty, but I didn't feel like I was getting enough from the training. When I joined KleeK Apprenticeships, everything completely changed, they gave me everything I needed, and they still do.

ELISHA WINSLEY-BAKER
A CLASS OF BEAUTY

”

EXCLUSIVE ACADEMY WORKSHOPS AND COMPETITIONS

Kleek Apprenticeships are always encouraging apprentices to be the best they possibly can be and to take advantage of every opportunity to expand their knowledge and skills.

We hold exclusive workshops in our Kleek Academies and various other venues across England, specialising in various aspects of hairdressing including, intermediate and advanced colour, perming, men's hair and more. These workshops provide the perfect opportunity to work in small groups with a Kleek Educator and brush up on your skills.

We also hold a number of exclusive competitions throughout the year for Kleek Apprentices participate in.



THE BASICS

Know your rights as an apprentice

- As an apprentice you are entitled to an apprentice's minimum wage
- You are entitled to a certain number of paid holidays
- You will be required to work a minimum of 30 hours per week; these may include evenings and weekends
- If you are below the age of 18, you are legally not permitted to work more than 40 hours per week, or more than eight hours per day
- You have the right to be treated as equals to existing employees, including your rights to rest breaks, holiday entitlement and a regular wage
- Any apprentice completing an apprenticeship must have 20% of their working hours assigned to training
- You will be issued with a contract of employment
- You will receive pay slips detailing your wage



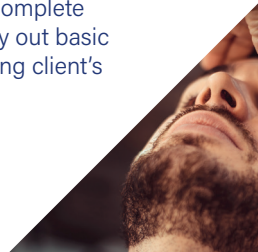
THE BIG LEAP

At Kleek Apprenticeships we understand that leaving school and walking into a full time job, with no previous job experience can be a scary prospect. That's why we aim to make the transition as easy as we can for you.

Firstly, you need to understand that the working environment is quite different to full time education. As an apprentice you will not have the same formal structure you had in school; you will be expected to use your initiative and manage your own work load.

Here are some handy tips to help you get the most out of your apprenticeship;

- Arrive at work with a positive attitude and show your employer that you are motivated and passionate about learning.
- Show willing - if you can tell that a team member is busy or struggling with their work-load, see if you can help. This will prove to your employer you are a valuable asset to their business. Even if there is nothing you can do, you are showing your employer that you have identified a problem and tried to help solve it.
- Take the time to study and observe what your colleagues are doing. Observe how your team members conduct themselves in the salon, and how they communicate with clients.
- One step at a time – it is worth bearing in mind that although you may feel you're ready to rush in and start styling clients' hair, remember this is new to you. You will need to build up your confidence and skills before you can be let loose on a client's hair.
- Manage your expectations – once again, you will be expected to familiarise yourself with basic aspects of hairdressing and working within a salon environment before you begin styling. So expect to help keep the salon clean and tidy, complete reception duties, and carry out basic tasks – such as shampooing client's hair.



- Speak to your employer and educator, and discuss a timeline of training, for example:
 - Week 1 – 4 you will be responsible for keeping the salon clean and presentable to clients on a day to day basis.
 - Week 4 – you will be expected to complete basic reception duties etc.
- Your employer and educator are there to help! They will understand that this is all new to you, and remember – there is no such thing as a stupid question. By communicating with your employer and asking questions you will prove that you are taking your learning seriously.

However, if you are unhappy with your experience in salon your educator will always be on hand to advise and support you.

The hairdressing industry can take you far – but as with all professions, you need to walk before you can run. Many of our apprentices have worked at prestigious events, including the Brits, Clothes Show Live and London Fashion Week, just to name a few! Essentially your apprenticeship will be what you make it! The more you put into your training, the more you will get out of it.



DO'S

Essential top tips for apprentices

- Dress smart – as an employee you represent your company – therefore your hair, makeup, and clothing must be appropriate and presentable while in salon; sportswear such as hoodies and leggings are not acceptable.
- Consider personal hygiene – in a salon environment you will be working closely with clients and your colleagues therefore it is important to maintain a high standard of personal hygiene. Shower and brush your teeth daily, wear deodorant, ensure your hair is clean and well maintained as part of your daily routine- remember you're representing your brand as well as yourself.
- If you are too ill to go to work, you must inform your employer as soon as you can – certainly in plenty of time for cover to be arranged. You will need to speak to your employer over the phone, texting is not acceptable. An employer will not tolerate an employee taking advantage of sickness days when they are not genuinely ill.
- Be respectful – be courteous and polite at all times – again your behaviour not only reflects on yourself, but on your employer and salon, so ensure you are always polite and approachable.
- Be flexible – most, if not all salons will be open every weekend, and late nights to suit clients' needs and lifestyles and you will be expected to work during these times.
- Take every aspect of your job role seriously – although you may not particularly enjoy sweeping hair, or cleaning mirrors remember this is a reflection of your capabilities. Take pride in each task you do – keeping the salon presentable is extremely important as clients like to know they are in a clean, tidy and professional environment.



DON'TS

- Use your personal phone during work hours, restrict your phone usage to designated break times.
- Employees should not engage in conversations with clients or team members that people may find offensive. Topics to avoid include religious, political and moral viewpoints.
- Under no circumstances should an employee arrive to work still intoxicated from the night before- this is simply unacceptable, it reflects badly on you, your employer and is a serious health and safety risk.
- A salon is very different from a classroom so do not expect to be sitting all day- you will be working in a bustling environment and you will most likely spend most, if not all day, on your feet (smart, comfortable shoes are a must, open toe shoes are not acceptable).
- Do not tag your salon/colleagues in inappropriate posts on social media – clients like to see they are being taken care of by professionals.



SHOW US WHAT YOU'RE MADE OF!

We love seeing what you're
up to in salon!

Have you created a stunning up-do, a
beautiful balayage, or a perfect pedicure?
We want to know!

Tag us @kleekapprentice in pictures of
your work on socials for the chance to
have your work shared with our 20,000+
followers, or have your work featured in
our Kleek Magazine.

We can't wait to see what you can do!



FREQUENTLY ASKED QUESTIONS

What exactly is an apprenticeship?

An apprenticeship involves structured training that enables individuals to develop the knowledge and skills required to do a specific job role, at the same time gaining hands on work experience in that chosen role. Following the successful completion of the qualification, apprentices will receive a Government and industry recognised qualification.

What is work based learning?

Work based learning, is learning on the job. Every apprentice will be gaining practical hands on experience in their chosen trade, while developing through education the knowledge and skills needed to be successful in their chosen industry.

Are apprentices entitled to a wage?

Apprentices are entitled to an apprentice minimum wage. Current rates can be found on the gov.uk website: www.gov.uk/apprenticeships-guide.

How many hours are apprentices required to work?

Apprentices are required to work a minimum of 30 hours per week. However, if you are aged 18 or under you are not permitted to work more than 40 hours per week, or more than 8 hours per day. As an apprentice you must also dedicate at least 6 hours of your working week to training.

Find more Frequently Asked Questions on our website kleekapprenticeships.co.uk



CONTACT

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Call: 01622 691916

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Email: colchester@kleekapprenticeships.co.uk

Check out **[kleekapprenticeships.co.uk](https://www.kleekapprenticeships.co.uk)**

for more information or follow us on our

socials [@kleekapprentice](#)



Kleek Apprenticeships values equality and diversity and strives to ensure the safety and welfare of all our apprentices.