



BELONG  
TO THE  
BEST



# A KLEEK GUIDE TO APPRENTICESHIPS

FOR EMPLOYERS



# HELLO!

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

# 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 led work-based training.



## 2008

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



## 2016

AND ROLL! – After quietly getting on with 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 one 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.



# 2023

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

# 20??

THE FUTURE & BEYOND – KleeK Apprenticeships brings with it masses of 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 years to come!



# 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.

# 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.



# 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.

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 THE UK'S BEST HAIR AND BEAUTY APPRENTICESHIP TRAINING PROVIDER.



**We deliver outstanding 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.

What makes Kleek Apprenticeships so unique is our offer of two ways of learning. We have our industry leading work-based approach towards learning, with all training and assessments

completed in your salon or alternatively your apprentices can attend one of our amazing academies supported by experienced Kleek educators.

Whichever option you choose both benefit from a bespoke training program, tailored to suit the needs of each individual apprentice and the employer.

The employer and apprentice are at the heart of everything we do!

# 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 and your team to achieve career goals in the hair and beauty industry.

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

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





# SO, WHAT EXACTLY IS AN APPRENTICESHIP?

An apprenticeship is THE best way to build your team.

Developed by experts in your industry, it is a work-based training programme designed to give your staff members the highest quality skills in areas they and you need most.

Your apprentices will gain all the skills, knowledge, and behaviours they need to be a valuable member of your team, develop a successful career and to help build your business.

After completing the programme all apprentices sit an End Point Assessment or EPA, to ensure they 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 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 ACADEMY

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

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

Apprentices will visit the academy on a regular basis to complete their training, receiving the same high-quality education as they would in an in-work apprenticeship. We are incredibly proud to be able to offer this service to salons as an alternative to work-based learning.

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

## **Darlington Academy**

Call: 01325 341621 Email: [darlington@kleekapprenticeships.co.uk](mailto:darlington@kleekapprenticeships.co.uk)

## **Maidstone Academy**

Call: 01622 691916 Email: [maidstone@kleekapprenticeships.co.uk](mailto:maidstone@kleekapprenticeships.co.uk)

## **Colchester Academy**

Call: 01206 579949 Email: [colchester@kleekapprenticeships.co.uk](mailto: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 to salons that not only teaches technical skills but prepares apprentices for a successful career within their industry.

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

After completion of any of our apprenticeships your apprentice will be fully qualified and be able to work independently in your salon. They can also choose to continue their training with one of our advanced apprenticeships or expand their skill set with one of the other amazing programs.



# 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 your apprentice 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 your apprentice 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 your apprentice 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 your employee 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 your apprentice with the skills to develop into an amazing beauty therapist.

The course includes units in:

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

On completion your 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 any employee 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 your apprentice 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 any employee 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 your apprentice 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 your apprentice 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. 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 your apprentice 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 your apprentice will be a fully qualified nail technician with a qualification worth five GCSEs.



# WHAT IS THE END POINT ASSESSMENT OR EPA?

The EPA is the final chapter of the apprenticeship, it is similar to a trades test where your apprentice will put the skills, knowledge and behaviours they have gained during their training into practice, under exam rules.

Before they are put forward for the EPA you, as their employer, will work with Kleek Apprenticeships to review their progress and ensure the apprentice is ready to take the assessment. During the EPA they will carry out a range of services on a client and an independent assessor will check to make sure they are working to the required standard.

Each EPA is unique to the apprenticeship and it will evaluate your apprentice's ability to fulfil a role in their chosen career.

Kleek Apprenticeships will train with your apprentice, not just to pass the exam, but to ensure that after they have successfully completed the apprenticeship they will have all the best practice skills to excel in your salon. The EPA is just another step on your apprentices journey.



# THE KLEEK KLASSROOM

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

The Kleek Classroom is home to hundreds of learning resources including, videos, documents and interactive learning modules to ensure apprentices have everything they need at the click of a button.

Apprentices and employers also have access to a unique calendar where you can log and track training hours, schedule your Kleek Educator visits, and book apprentices onto our exclusive 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 your apprentice signs up with us, you will be sent a unique password via email. Use this to log in and you're all set!



# WHY EMPLOY A KLEEK APPRENTICE?

Apprenticeships are an excellent way of training members of staff, allowing them to gain hands on, practical experience, while earning a wage. But what sets Kleek Apprenticeships apart is our approach to training.

**Key benefits to working with Kleek Apprenticeships include;**

- Support right from the beginning of the employment process we will help you advertise your opportunity through our website, using the Find an Apprenticeship website, and providing you with quality promotional posters and leaflets.
- Full support from your designated Kleek Educator - and our dedicated administrative team.
- Outstanding training and nationally recognised qualifications from the UK's number one training provider for employer satisfaction.
- Full control of your apprentices development.
- Have the opportunity for your apprentice to enter exclusive competitions and take part in training days held by Kleek Apprenticeships.

“YOU WILL BE  
SUPPORTED  
FROM START  
TO FINISH”



# CASE STUDIES

## LEANNE ARNEY LW HAIR SALON

LW Hair Salon is a relatively new salon to the Kleek, but Leanne has been part of the family for a while having worked with us at her previous salon. So, when she ventured out into her own salon the choice of training provider was a simple one.

LW Hair Salon has already trained up some fantastic stylists through the apprenticeship program and started on their next cohort of apprentices. The outstanding support in not only finding and training apprentices but also helping to establish the in-salon training programme which has helped develop staff and grow the business.

Leanne and her team have a great rapport with their dedicated assessor, and she says that "The assessor is always on hand regarding the education of her apprentices, setting a programme to follow and enabling her team to train appropriately and efficiently. The on site training and assessments are a fantastic way to work, meaning we don't need to release our apprentices to college and we can keep control over their training".



A photograph of a man and a woman in a salon setting. The man, on the left, has a beard and is wearing a grey zip-up jacket over a light-colored t-shirt. He is looking down at a person's hair. The woman, on the right, has long, wavy blonde hair and is wearing a black top. She is also looking down at the hair. In the foreground, the back of a person's head with reddish-brown hair is visible. The background is slightly blurred, showing other people. The image is overlaid with a purple diagonal shape on the left side, which contains the text.

IT'S BEST  
TO BE IN  
THE KLEEK

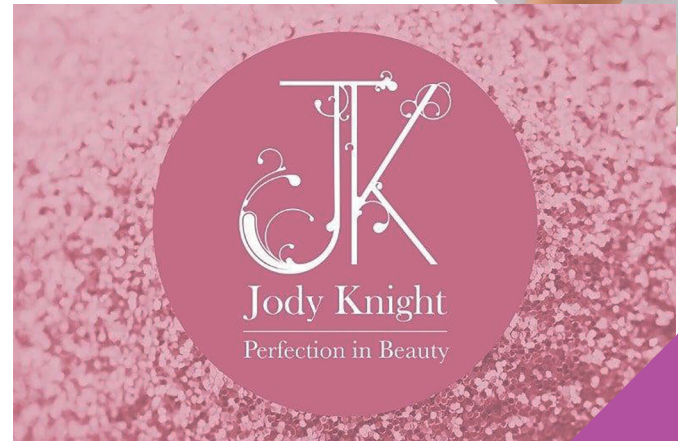


## JODY KNIGHT PERFECTION IN BEAUTY

Jody chose Kleek Apprenticeships to train her beauty therapist apprentices due to the reputation they have for providing amazing treatments and training and she hasn't been let down.

Jody is very happy with the way Kleek has offered a tailored program for both apprentice and salon, helping to work within the needs of both. The programme has helped her apprentice to build confidence in her skills, meaning she has improved the quality and efficiency of the services she provides.

Jody also commented that her dedicated educator is friendly, supportive and offers great help and advice to both her and her apprentice and that the methods of training, both online and in salon are perfect for her busy salon.





**CHLOE WARD**  
**HONEY ROSE**

We chose Kleek as the training provider for our apprentices as the students can learn on the job without taking too much time away to study. We believe that you can only truly get the feel for the job if you're hands-on. That's exactly what Kleek allows. Visiting regularly to make sure our students are on track, providing the theory work and having regular assessments.

We found out about Kleek through Google when searching for local training providers. The colleges nearest to us either didn't offer apprenticeships or the college day landed on the salon's busiest day, so in-work learning aspect of the Kleek really attracted us.

Danielle, our educator, has been great to work with as she is understanding, patient and flexible. She is clear and concise with our student when she comes in, she lets us know exactly what needs to improve and makes sure the student is praised when something's done well/correctly.

Kleek have been very flexible and have supported our business by changing the Zooms for our student that were every Friday but were changed to a Monday.

The best thing about working with Kleek apprenticeships is that everything is done for you, although we work closely with our students to make sure the practical work is of high standards and the students know what they are doing. Kleek provides the groundwork, theory, and knowledge needed to carry out salon work. Macy our student has found it really easy to work through and doesn't hesitate to ask when needing further help.

The education is unique because it allows Macy to work on clients and receive feedback, whereas other learning environments involve continuous theory and it may be months before a student can work on a real client. You can forget what you've learnt if you don't put it to practice!

Using Kleek as our training provider has benefited my business, as Macy is available for more hours whilst training so has been able to learn whilst helping in the salon!







# Saks

SINCE 1974

**REBECCA CALLADINE**  
**SAKS DONCASTER**

Saks Doncaster has been using Kleek Apprenticeships for many years and Kleek has helped Rebecca and the salon grow and develop.

"I don't believe my business would be what it is today without them.

The educator has been amazing at giving support for my apprentices guiding them, helping them and always being there when they needed help with anything.

More importantly the amazing team has helped me. They have guided me on so many aspects of the business. They have gone above and beyond and I honestly can say their system is by far the best I've ever seen, and my salon wouldn't be where it is now without them.

I cannot thank the whole team enough!"

Rebecca chose to employ apprentices to try to grow her own team and give back the opportunity that she had. Kleek Apprenticeships gave her the ability to build her team in the way she wanted and teach the new members of the team to do things the way they liked.

# EXCLUSIVE 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 all aspects of hairdressing including, intermediate and advanced colour, perming, cutting men's hair and more. These workshops provide the perfect opportunity to work in small groups with a Kleek Educator and brush up on their skills.

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



# THE BIG LEAP

Although it may be difficult to put yourself in your apprentice's shoes, it's worth bearing in mind many of them will never have had a full time job before. Therefore, apprentices may not know what is expected from them as an employee.

New apprentices often enter your business straight after leaving school and are more accustomed to the formal structure of the education system.

To take apprentices out of this structure and put them into a busy working environment - which involves them working on their own initiative, managing their own workload, all while trying to make a good impression, learn new skills and take on board new knowledge, can be very daunting.

If your apprentice shows enthusiasm and drive to learn, but is still unsure of how to conduct themselves, we would advise adding more structure to their day to day routine. This will help to ensure you get the most out of your apprentice, and your apprentice gets the most out of their apprenticeship.



# TOP TIPS FOR EMPLOYERS

- Take the time to induct your apprentice properly, introduce them to every member of your team and explain what their job role entails. Show them every area of your salon and explain your operational and health & safety procedures.
- Have fortnightly meetings with your apprentice, see how they feel, and ensure they are learning at a pace you are both happy with.
- Encourage your apprentice to give you feedback on their training experience, and how they are feeling.
- When your apprentice shows drive and enthusiasm, and works on their own initiative, give them positive reinforcement. This will help to motivate and encourage them to continue to work to a high standard and make them feel more appreciated.
- Reassure your apprentice that it is good to ask questions and encourage them to take the time to observe how senior team members conduct themselves within the salon and communicate with clients.

- Your Kleek educator is always on hand to answer any questions you may have regarding your apprentice and their development.

We all have to start somewhere, and entering a new profession, working alongside people who may have years of experience under their belts can be intimidating!

Sometimes a little bit of extra attention, and taking the time to get to know your apprentice can make all the difference.

# HELPING YOU FIND THE PERFECT APPRENTICE

We understand how hard it is to find the right person for your salon; that's why we're here to help you find the perfect apprentice.

We have a dedicated recruitment team who will advertise your vacancy on the Kleek Apprenticeships website, the Find an Apprenticeship website and search engines. Not only that, we will also review all applications for your opportunity to make sure they are suitable for your salon.

Using our network of social media platforms we can also help to share your vacancies across our 20,000 plus followers.

We can even send you some of our Kleek Apprenticeships branded posters for you to display in your salon window.



# SHOW US WHAT YOU'RE MADE OF!

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

Has your apprentice created a stunning up-do, a beautiful balayage, or a perfect pedicure? We want to know!

Tag @kleekapprentice in pictures of your work on Instagram, Twitter or Facebook for the chance to have your work shared to 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/ industry recognised qualification.

## **What is work based learning?**

Work based learning essentially, 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/](http://www.gov.uk/apprenticeships-guide/), for the first 12 months of employment. After this they are entitled the National minimum wage dependent on their age.

## **How many hours are apprentices required to work?**

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

Find more Frequently Asked Questions on our website [www.kleekapprenticeships.co.uk](http://www.kleekapprenticeships.co.uk)

# CONTACT

## Head Office and Kleek Academy Darlington;

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49 Earl Street, Maidstone

Kent, ME14 1PD

## Colchester Academy;

Call: 01206 579949

Email: [colchester@kleekapprenticeships.co.uk](mailto: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.

