

MODEL OF SPECIAL PROGRAM FOR BARBER-HAIRDRESSER (Basic level)

GENERAL INFORMATION ABOUT THE ADULT EDUCATION INSTITUTION/INSTITUTION		
1.	Date of application	
2.	Name of the establishment/institution for adult education	
3.	License number of the facility / adult education institution	
4.	Name and surname of the director	
5.	Contact details	Address:
		Phone number:
		E-mail address:
6.	Information about the program coordinator	First and last name: Stefanija Drvarova
		Job position: Professional associate-creator of programs for hairdressers and beauticians
		Qualification: Academy Panjkovic-Belgrade
		Phone number: 078-905-296
		E-mail address: tina_drvarova@yahoo.com
7.	Name of the program	Barber-hairdresser
8.	Description of the program	<p>The program document contains six thematic units. The main goal of the barber training program is the acquisition of hair care and styling skills.</p> <p>The program is primarily practically oriented through practical training and theoretical teaching and it leads to the acquisition of a certificate for barbering - basic level.</p> <p>The practical training is carried out by a master barber, and the theoretical part is carried out by teaching staff in accordance with the standard for teaching staff for professional education.</p> <p>The training is carried out in a barbershop for a duration of 33 days or 2.5 months, of which theory 24 hours, practical teaching 101 hours, assessment 20 hours, total 165 hours. The theoretical teaching is carried out</p>

		<p>in a classroom, it can be frontal, individual or group depending on the set goals of the thematic units. The evaluation of the results of the participants' achievements is permanent, both in writing and through the achievement of the goals of the practical training. A portfolio is kept for each participant. The final evaluation of the participants is based on the entries from the portfolio for each thematic unit. After completing the training, a final exam is conducted through practical work and an oral examination. Each participant who passes the final exam receives a barber's certificate, in which the acquired skills, competences and knowledge will be entered.</p>
9.	Program Participant Profile	Persons serving a sentence in a penitentiary institution can be included in this program.
10.	Planned number of participants in the program	The training will be carried out in groups of up to 10 participants.
11.	Objectives of the program	<ul style="list-style-type: none"> - knows the organization of the space in the barbershop -maintains hygiene (personal hygiene, hygiene of tools, equipment and space) - receives clients - communicates with customers - prepares the workplace and the client -knows the structure of the fiber -knows the physiological characteristics (dry, normal and oily hair) - describes hair anomalies -knows hair diseases - I wash my hair -shapes hair - cuts hair - shave - respects norms of work ethics -follows fashion trends
12.	Results of the program	<ul style="list-style-type: none"> -After completing the program, the participant will be able to: - applies the tools and equipment in the barbershop - arranges the workplace -use work clothes and protective equipment - protects the environment -maintains personal hygiene, hygiene of tools, utensils and space - welcomes, receives and accommodates the client - communicates with the client about the service he is looking for -plans and prepares the workplace - prepares the client for work - makes a choice of detergents - applies hair washing techniques -gives a shape to the hairstyle according to the face and profile or the desire of the client - prepares the hair for cutting by dividing it into sections -cuts hair with scissors and epilators

13.	Criteria for entering the program	Persons serving a sentence in a penitentiary institution with a completed minimum primary education.		
14.	Duration of the program		Total number of classes	Percentage
		Theory	24	17%
		Practice	101	72%
		Assessment	15	11%
		*Other information _____ Duration of the program in months/years: 3.5 months Additional comments:		
15.	Forms of teaching implementation	Forms of implementation		Note
		Classroom/office teaching		x
		Practical teaching		x
		Electronic learning		
		Distance learning		
16.	Teaching methods	Method		Note
		Lecture		X
		Group discussions		X
		Observation		X
		Learning through simulations		X
		Problem-based learning		X
		Practical teaching in a workshop/office		X
		Individual teaching		X
		Self-directed learning		
Visits/study tours				

		Other:				
17.	Structure of the program (indicate the subjects / thematic units of the program)	Title of the subject/thematic unit	Description	Status	Duration (Hours)	Assessment methods
		1.ORGANIZATION OF SPACE, EQUIPMENT AND WORK IN THE BARBER SALON	<ul style="list-style-type: none"> -The participant will be able to: - explains the organization of space in the salon - describes the equipment of the salon -applies sanitary-technical norms - distinguish ways to maintain personal hygiene and hygiene in the salon, - distinguishes between tools, utensils, devices and materials for work - defines the work tasks of the barber - prepares workplace and client, - knows the organization of customer reception; - receives clients; 	Mandatory	16 hours of theory 13 hours of practice 6 hours of assessment	Oral examination Written verification Practical performance

			<ul style="list-style-type: none"> - advises clients, –identifies the visual characteristics of customers; - knows the safety measures at work, - applies appropriate means of protection and safety at work 			
		2. .HAIR CUTTING	<ul style="list-style-type: none"> - explains the procedure of handling tools, utensils and devices for haircuts - selects and prepares equipment and tools for haircuts - divides hair into strands for trimming - cuts hair using different techniques (classical, modern, with a razor, with a clipper) - applies a basic cutting technique to short and long hair - implements thinning of hair using efilir scissors and scissors - explains the procedure of handling tools, utensils and devices for shaping hair - prepares tools, 	Mandatory	<p>6 hours of theory</p> <p>75 hours of practice</p> <p>5 hours of assessment</p>	<p>Oral examination</p> <p>Written verification</p> <p>Practical performance</p>

			<p>utensils and devices for hair styling</p> <p>3. COMMUNICATION SKILLS</p> <ul style="list-style-type: none"> - understands her communication as an important prerequisite for successful operation - differs basic conditions for success communicating on the barber with the customer (characteristics, work ethic etc.) -different types to customers -demonstrates acceptance and sending the client after the service performed -understands the meaning of respecting wishes of the client -knows the rights and obligations of the barber - establishes and conduct a business conversation -knows the basics of work ethics and morals 	Mandatory	<p>2 hours of theory 13 hours of practice 4 hours of assessment</p>	<p>Oral examination Written verification Practical performance</p>
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18.	Checking the results achieved	Assessment duration	Assessment methods	Assessment criteria	Duration (Hours)
		Verification of the candidates' achievements is carried out continuously, in progress and after each thematic unit	Oral examination Practical performances to check acquired skills	- acquired theoretical knowledge; - skill in applying various procedures and skills in performance; - ability to use the equipment and utensils - dexterity, precision, accuracy and time of making individual tasks;	20 hours
19.	Standards of occupations	Barber (basic level)			
20.	Self-evaluation/ internal evaluation	<p>Tools/methods (questionnaires, discussions, evaluation reports)</p> <p>During the project, two inspections will be carried out - one progressive and one completed. Based on these inspections, a progressive (mid-term) report and an evaluation (final) report will be prepared.</p> <p>Duration:</p> <p>Do you plan to implement certain measures based on the obtained evaluation results:</p> <p>Based on the analysis, improvement of the program or continuation of its implementation, improvement of the conditions for its realization or change of the hired staff is carried out. Changing the ratio of hours between the theoretical and practical part of the training.</p>			
21.	Teaching staff	- Work experience of at least 5 years in independent barbering activity and passed master's exam			
22.	Participant support				
23.	Equipment and teaching aids	- Different types of combs, brushes, scissors for haircuts, chair for washing hair			
24.	Protection and security measures	- Work clothes, protective equipment (gloves, mask and apron), adequate lighting, ventilation, fire extinguisher, heating, cooling, toilets according to the rules for safety and protection at work.			
25.	Funding of the program	/			
26.	Other establishments/institutions	/			

27.	Place of enforcement	- Penitentiary Institution
28.	Statement	
29.	Name and surname of the director/chairman	