

#### 4. Hairdressing Schools

	Sample job title	Description*
Managerial level	Director/Principal (School)	<ul style="list-style-type: none"> <li>Formulates and implements educational, administrative and business development strategies.</li> <li>Meets with tutors to evaluate and coordinate educational programmes.</li> <li>Arranges different levels of appropriate training programmes to tutors.</li> <li>Establishes and maintains relationship with professional bodies and communities.</li> <li>Procures and allocates supplies, equipment and instructional materials.</li> </ul>
Technologist level	Senior Tutor / Senior Instructor – Hairdressing	<ul style="list-style-type: none"> <li>Plans and directs training programmes. Instructs and suggests tutors to improve teaching methods and techniques.</li> <li>Conducts follow-up studies to evaluate effectiveness of training programmes in relation to activities of the school.</li> </ul>
Technician level	Tutor / Instructor – Hairdressing	<ul style="list-style-type: none"> <li>Conducts hairdressing technique training courses.</li> <li>Plans and supervises students' works, tests and evaluates students' performance.</li> </ul>
	Assistant Tutor / Instructor – Hairdressing	<ul style="list-style-type: none"> <li>Assists the Tutor / Instructor to conduct hairdressing training courses.</li> </ul>
Supporting staff	Administrative Staff	<ul style="list-style-type: none"> <li>Handles all administrative duties (including preparation of schedules, filing and record keeping etc).</li> </ul>
	Receptionist	<ul style="list-style-type: none"> <li>Handles telephone enquiries.</li> <li>Arranges appointments.</li> <li>Serves customers and provide relevant information.</li> <li>Maintains relationships with customers.</li> </ul>

#### QF-recognised programmes

\* Source: 2010 Manpower Survey Report - Beauty Care, Hairdressing and Cosmetics Industry (Appendix 6) (Vocational Training Council) and/or collective input from the Industry Training Advisory Committee (ITAC).

\* The progression pathway may be updated upon revision of SCS or recommendations from the ITAC.

\* The examples provided are for reference only. Job titles, functions and progression pathways may vary among companies.

For information on accredited education and training programmes, please try these keywords with the Qualifications Register (QR) (<http://www.hkqr.gov.hk>):

- Hairdressing
- Hair styling
- Hair design
- Hair cutting
- Hair dyeing / Hair colouring
- Perming

You may also select the following industry as the searching parameter:

Hairdressing

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