



HITO TRAINING AWARDS  
2016

APPLICATION PACK



[WWW.INDUSTRYAWARDS.CO.NZ](http://WWW.INDUSTRYAWARDS.CO.NZ)



# ABOUT THE HITO TRAINING AWARDS

The HITO Training Awards are part of the annual Industry Awards, which take place each year in association with the NZARH and Kitomba. The HITO Training Awards are open to anyone who is involved with HITO. This includes HITO apprentices, businesses who train HITO trainees, and those who provide off-job training for HITO.

The awards celebrate commitment to training and qualifications in the hairdressing, barbering and beauty industries. You can apply for an award by yourself, or you can nominate a tutor or trainer. HITO is looking for the best in New Zealand in the following categories.

## **Apprentice of the Year**

The Apprentice of the Year award goes to the best “all-round” hairdressing, barbering, or beauty therapy apprentice. The apprentice should show commitment to their training and the desire to improve in all areas. Each of the seven HITO regions will have their own regional winner. One national winner will be picked from the seven regional winners.

## **Training Salon of the Year**

The Training Salon of the Year goes to a hairdressing, barbering, or beauty business that offers exceptional training to HITO trainees. The salon must show a strong commitment to training and qualifications and have an excellent record of training success in their business. This award acknowledges a business’ commitment to training.

## **Trainer of the Year**

The Trainer of the Year award goes to an exceptional industry trainer who trains HITO trainees. This Award is open to trainers in hairdressing, barbering and beauty businesses, including commercial product company trainers who have worked with HITO trainees. This award acknowledges an individual who offers excellent training.

## **Tutor of the Year**

The Tutor of the Year Award goes to a tutor in hairdressing, barbering, or beauty involved in training HITO trainees. The award recognises the tutor’s exceptional industry knowledge, commitment to training and qualifications, and their personal achievements in their industry.

## **Jasmine McBeth Memorial Scholarship**

HITO and the Jasmine McBeth family set up this scholarship to recognise Jasmine’s passion, motivation and dedication to the hairdressing industry before she passed away in 2007. The scholarship is offered annually to someone with the drive, passion, motivation and dedication to succeed in their apprenticeship and hairdressing career. This scholarship is only available to those in a hairdressing apprenticeship.



## APPLYING IN 2016

- > Read the rules on the next page.
- > Complete the relevant form.
- > Put together your application.
- > Send the application and completed form to the address at the bottom of the form.
- > You must include the application form with your application.
- > If you're entering more than one award you must include a separate application form and copies of any references for every award you enter.
- > Email a high resolution image of yourself to **awards@hito.org.nz**.
- > If you've any questions e-mail us at **awards@hito.org.nz**.
- > Keep your application relevant, easy to read and no larger than A4 (the size of this page).
- > Keep a copy of your application.

### **Nominating a tutor or trainer**

Learners can also nominate a tutor or trainer for an award. Please send a letter to HITO describing:

- > Who you are nominating.
- > Why you have nominated them - please give as much information as possible.
- > How that person has made an impact on your learning and skills.

We'll then contact your nominee to ask if they would like to submit an application for the awards. The closing date for nominations is Monday 1 August.

Send nominations to:

HITO AWARD NOMINATIONS  
PO Box 11764  
Wellington 6142

### **Dates to remember**

- > Nominations closing date is Monday 1 August.
- > The closing date for all applications is Friday 26 August.
- > Judging will take place in mid-September.
- > Finalists will be announced at the end of September.
- > Winners will be announced at the Industry Awards on Sunday 13 November in Auckland.



## RULES

- > Apprentices must be a HITO apprentice this year.
- > Tutors, trainers, and training salons must be delivering barbering, beauty or hairdressing training to HITO learners this year.
- > Applications must be no larger than A4.
- > All fees payments must be up to date.
- > HITO reserves the right to publicly present the awards. We'll use successful applicants in future publicity material.
- > Successful recipients must keep HITO informed of any difficulties which may affect their standing as recipients of the awards.
- > A HITO judging panel will draw up a short list of applicants. The panel members may change depending on their availability. We'll let you know the panel member names on our website.
- > Judges decision is final and no correspondence shall be entered into.
- > All entries must be either couriered or posted to arrive no later than the submission date on your entry form.
- > The closing date for all applications is Friday 26 August 2016.
- > We will email you at the address provided when we receive your application. If you don't receive a confirmation email, please contact HITO at [awards@hito.org.nz](mailto:awards@hito.org.nz).
- > No late applications will be accepted.
- > If you want your application back, include a postage paid envelope or courier bag with your application. If you are a finalist, HITO will return your application after the Industry Awards (provided you include a postage paid envelope or courier bag).



# HITO APPRENTICE OF THE YEAR

Full name

Mobile phone number

E-mail

Salon and Employer name

Salon address

You can show your creativity in your application, but remember that only the quality of the content that will be judged - not the style. For practical judging reasons, **we will only accept A4 sizes**. Large mood boards, panels, or complex shapes and sizes will not be judged or returned.

## Include the following information:

1. Why you chose to do an apprenticeship.
2. Two examples of how you have motivated yourself to do your best - describe them fully.
3. Two examples of goals that you set yourself and how you achieved them.
4. Two examples of your exceptional service skills and how you went beyond what was expected.
5. The most important thing that you have learned during your apprenticeship.
6. What exceptional skills and qualities have you shown as a professional person.
7. Some of your future goals and how you plan to achieve them.
8. How you plan to support HITO and the industry as HITO Apprentice of the Year.
9. Why you should be Apprentice of the Year - explain in detail.

## References

You will need four references from:

- > Your employer
- > Your HITO SLM
- > Your OJT Tutor. For beauty apprentices, an alternate reference is required.
- > Someone else who knows you well

Each reference should be no more than 200 words and should clearly state who it is from. Referees can email their references to **awards@hito.org.nz**. You must ensure your referees send in their references by the closing date. HITO will get a reference from your HITO Sales and Liaison Manager (SLM).

Now take a copy of your application for yourself.

Send a completed copy of this form and a copy of your application to:

**HITO APPRENTICE OF THE YEAR, PO BOX 11764, Wellington** or email to **awards@hito.org.nz**.  
by Friday 26 August 2016.



# HITO TRAINING SALON OF THE YEAR

Full name

E-mail

Salon name

Salon address

Salon phone number

Your role

You can show your creativity in your application, but remember that only the quality of the content that will be judged - not the style. For practical judging reasons, **we will only accept A4 sizes**. Large mood boards, panels, or complex shapes and sizes will not be judged or returned.

## Your application should cover 7 main areas.

- > **Salon Profile:** A short written statement outlining the training successes achieved in your salon in the 2015/2016 period. No more than 200 words.
- > **Training Characteristics:** Explain, with evidence, things your salon is doing to meet the training needs of learners and the literacy needs of those with gaps. Explain what your salon is doing to maintain learning and achievement and support your staff to gain nationally recognised qualifications.
- > **Knowledge & Relevance:** What has your salon done to stay up to date and relevant with what is happening in industry and how is that brought into your training?
- > **Innovation:** What new techniques, ideas or concepts of training delivery has your salon brought to life and how successful have they been? Please give clear examples and describe how success was measured.
- > **Qualification Promotion:** How do you promote training towards completion of national qualifications and what successes have you had?
- > **Industry support:** How will you support HITO and the industry if you are the winner of this award?
- > **Professional Achievement:** Provide examples of high training achievement, including completed training plans, feedback from professional bodies, and statistics that support productivity or skill improvements after training.

## What is suitable evidence?

The judges are looking for exemplary training and training outcomes with evidence to support this. Evidence can range from signed statements from individuals or organisations through to reports from software such as Kitomba, showing increased levels of trainee profitability and sales after training. Any written statements should be no longer than 600 words. Please restrict your application to no more than 40 double-sided pages.

Now take a copy of your application for yourself.

Send a completed copy of this form and a copy of your application to:

**HITO TRAINING SALON OF THE YEAR, PO BOX 11764, Wellington** or email to [awards@hito.org.nz](mailto:awards@hito.org.nz).  
by Friday 26 August 2016.



# JASMINE MCBETH MEMORIAL SCHOLARSHIP

Full name

E-mail

Salon name

Salon address

Salon phone number

You can show your creativity in your application, but remember that only the quality of the content that will be judged - not the style. For practical judging reasons, **we will only accept A4 sizes**. Large mood boards, panels, or complex shapes and sizes will not be judged or returned.

This scholarship is offered annually to someone with the drive, passion, motivation and dedication to succeed in their apprenticeship and hairdressing career. If you possess these attributes, you should make sure that they are reflected in your application.

## **Make sure that your application has the following**

### **An introduction letter**

This letter should explain who you are and why you are applying.

Tell us about your future aspirations, your goals and how you plan to achieve them. You should also tell us why this scholarship would benefit you and your career. Explain how you will positively represent HITO and the industry if you receive the scholarship. This letter is important to your application, so be honest and give as much information as possible.

### **Two references**

Please ask your employer and your HITO Sales & Liaison Manager (SLM) to support your application with a letter or reference. The letter should explain why you are a suitable candidate for the award. You may include other references if you choose.

Each reference should be no more than 200 words.

Now take a copy of your application for yourself.

Send a completed copy of this form and a copy of your application to:

**JASMINE MCBETH MEMORIAL SCHOLARSHIP, PO BOX 11764, Wellington**  
or email to [awards@hito.org.nz](mailto:awards@hito.org.nz) by Friday 26 August 2016.



# HITO TRAINER OF THE YEAR

Full name

E-Mail

Business name

Business address

Phone number

You can show your creativity in your application, but remember that only the quality of the content that will be judged - not the style. For practical judging reasons, **we will only accept A4 sizes**. Large mood boards, panels, or complex shapes and sizes will not be judged or returned.

## Your application should cover 7 main areas.

- > **Business Profile:** This should be a short written statement outlining the training successes that have been achieved within your organisation due to your training methods in the 2015/2016 period. No more than 200 words.
- > **Training Characteristics:** Explain with evidence things that you are doing to meet the training needs of learners and the literacy needs of those with gaps. Explain what you are doing to maintain learning and achievement.
- > **Knowledge & Relevance:** What have you done to stay up to date and relevant with what is happening in industry and how is that brought into your training?
- > **Innovation:** What new techniques, ideas or concepts of training delivery have you brought to life and how successful have they been? Please give clear examples and describe how success was measured.
- > **Industry support:** How will you support HITO and the industry if you are the winner of this Award?
- > **Qualification Promotion:** How do you promote training towards completion of national qualifications and what successes have you had?
- > **Professional Achievement:** Provide examples of high training achievement, including completed training plans, feedback from professional bodies and learners, and statistics that support productivity or skill improvements after training. You should also talk about your own professional development and achievements in this section.

## What is suitable evidence?

The judges are looking for exemplary training and training outcomes with evidence to support this. Evidence can range from signed statements from individuals or organisations through to reports from software such as Kitomba showing increased levels of trainee profitability and sales after training. Any written statements should be no longer than 600 words. Please restrict your application to no more than 40 double-sided pages.

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by Friday 26 August 2016.





# HITO TUTOR OF THE YEAR

Full name

E-Mail

Provider name

Phone number

You can show your creativity in your application, but remember that only the quality of the content that will be judged - not the style. For practical judging reasons, **we will only accept A4 sizes**. Large mood boards, panels, or complex shapes and sizes will not be judged or returned.

## Your application should cover 6 main areas.

- > **Training Provider Profile:** This should be a short written statement outlining the training successes that you have contributed to or been responsible for within your organisation in the 2015/2016 period. No more than 200 words.
- > **Training Characteristics:** What are the unique characteristics affecting your local area? How do you personally adapt your training and what successes have you achieved? What successes have you achieved identifying and adapting to the underlying needs of your trainees. What successful innovations in training have you introduced, how are they used?
- > **Knowledge & Relevance:** What have you done to stay up to date and relevant with what is happening in industry and how is that brought into your training? How you have maintained your industry knowledge and brought this into your training or review of programmes?
- > **Qualification Promotion:** How do you promote training towards completion of the National Certificate/New Zealand Certificate in your industry?
- > **Industry support:** How will you support HITO and the industry if you are the winner of this award?
- > **Professional Achievement:** Provide examples of high standards of training achievement, including completed training plans, feedback from professional bodies and learners, and statistics that support productivity or skill improvements after training. Provide supporting statistics demonstrating high levels of achievement.

## What is suitable evidence?

The judges are looking for exemplary training practice and training outcomes with evidence to support this. Evidence can range from signed statements from individuals or organisations through to reports from government or independent student evaluation data where relevant. Any written statements should be no longer than 600 words. Please restrict your application to no more than 40 double-sided pages.

Now take a copy of your application for yourself.

Send a completed copy of this form and a copy of your application to:

**HITO TUTOR OF THE YEAR, PO BOX 11764, Wellington** or email to [awards@hito.org.nz](mailto:awards@hito.org.nz).  
by Friday 26 August 2016.



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