

ONLINE HAIR ACADEMY

Work Experience Programme Free Salon Checklist

A practical checklist for salons welcoming a school or college student into a hairdressing work experience placement.

Student name: _____

School / college: _____

Salon: _____

Placement dates: _____

Salon mentor: _____

1. BEFORE THE PLACEMENT

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| ■ Confirm the school/college placement arrangement and dates |
| ■ Check the student's age, placement requirements and emergency contact details |
| ■ Confirm parental/guardian consent where required |
| ■ Complete any school or salon paperwork |
| ■ Agree the student's hours, attendance arrangements and dress code |
| ■ Identify the salon mentor/supervisor |
| ■ Prepare a simple role description and learning objectives |
| ■ Explain salon policies, confidentiality and professional standards |

2. FIRST DAY — WELCOME & INDUCTION

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| ■ Welcome the student and introduce the team |
| ■ Give a tour of the salon |
| ■ Explain salon roles and responsibilities |
| ■ Explain opening, closing and daily routines |
| ■ Explain professional appearance and personal presentation |
| ■ Explain client care and communication expectations |
| ■ Explain health, safety, hygiene and safeguarding procedures |
| ■ Explain what the student may and may not do independently |
| ■ Provide a copy of relevant salon/academy guidance |

3. LEARNING & OBSERVATION

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| ■ Observe a client consultation |
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■ Observe shampooing and conditioning
■ Learn correct shampoo area hygiene and setup
■ Observe blow-drying and styling
■ Observe cutting/colour services where appropriate
■ Learn about tools, equipment and safe working practices
■ Learn about products and why they are selected
■ Learn about rebooking, recommendations and client retention
■ Learn how the salon team communicates professionally

4. STUDENT PARTICIPATION

■ Complete agreed salon tasks safely and under supervision
■ Practise appropriate shampoo-area preparation/clean-down where permitted
■ Maintain tidy and hygienic work areas
■ Assist with agreed preparation and housekeeping tasks
■ Demonstrate punctuality and reliability
■ Communicate respectfully with clients and colleagues
■ Ask questions and show initiative
■ Record learning and reflections

5. WEEKLY REVIEW

■ Attendance and punctuality reviewed
■ Progress against learning objectives reviewed
■ Strengths identified
■ Areas for development identified
■ Student given constructive feedback
■ Next week's objectives agreed
■ School/college contacted if required

6. END-OF-PLACEMENT CHECK

■ Final review completed with student
■ Student reflects on skills and knowledge gained
■ Attendance confirmed
■ Feedback provided to student

■ School/college feedback completed if required
■ Student given advice on next steps/career progression
■ Salon records filed securely

STUDENT REFLECTION

What have I learned about working in a salon?	
What skill or area of hairdressing interested me most?	
What did I enjoy most about the placement?	
What do I need to improve?	
What would I like to learn next?	
Could hairdressing be a career for me? Why?	

FINAL SIGN-OFF

Student:	_____	Date:	_____
Mentor:	_____	Date:	_____
School/college:	_____	Date:	_____

Online Hair Academy • Work Experience Programme

This checklist is a practical training resource and should be used alongside the salon's own policies, risk assessments, safeguarding procedures and any requirements set by the student's school or college.