

ONLINE HAIR ACADEMY

Work Experience Checklist for Salon Owners

Your step-by-step guide to creating a successful salon placement

Student:	_____
School / College:	_____
Placement dates:	_____
Salon mentor:	_____
Owner / Manager:	_____

1. BEFORE YOU OFFER THE PLACEMENT

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| ■ Decide whether your salon has capacity to support a student |
| ■ Identify the purpose of the placement |
| ■ Decide whether you are offering a short-term or longer-term placement |
| ■ Identify a suitable member of staff to supervise the student |
| ■ Check that the placement fits your salon's policies and procedures |
| ■ Consider what the student will realistically be able to learn and experience |
| ■ Establish contact with the school/college |
| ■ Confirm the school's work experience requirements, dates and hours |
| ■ Understand paperwork and monitoring requirements |

2. STUDENT SELECTION

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| ■ Request a CV/application where appropriate |
| ■ Invite the student to an informal interview |
| ■ Discuss why they are interested in hairdressing |
| ■ Ask about their career aspirations and expectations |
| ■ Assess communication, attitude, punctuality and reliability |
| ■ Discuss dress and professional presentation |
| ■ Consider any support requirements |
| ■ Ask: Would I be happy for this student to represent my salon? |

3. PLACEMENT AGREEMENT

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| ■ Confirm placement dates and working hours |
| ■ Confirm arrival, departure and break arrangements |
| ■ Confirm dress code |
| ■ Confirm who the student reports to |
| ■ Confirm emergency contact details |
| ■ Complete required school/college documentation |

■ Ensure appropriate insurance/placement arrangements are in place
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■ Provide relevant salon policies

4. SAFETY, SAFEGUARDING & PROFESSIONAL RESPONSIBILITIES

■ Complete an appropriate risk assessment

■ Explain health & safety procedures

■ Explain fire evacuation and first-aid arrangements
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■ Explain hygiene requirements

■ Explain safe use of equipment

■ Explain chemical/product safety where relevant
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■ Explain safeguarding procedures

■ Explain confidentiality and client privacy
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■ Explain social media expectations

■ Explain what the student must never do without permission/supervision

5. FIRST DAY INDUCTION

■ Introduce the student to the whole team

■ Give a tour of the salon

■ Explain salon values, culture and staff roles

■ Explain daily routines and opening/closing procedures

■ Explain breaks and personal belongings
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■ Explain professional appearance and client communication
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■ Explain salon etiquette

■ Set expectations around punctuality, respect, cleanliness, questions and following instructions

6. CREATE A LEARNING PLAN

■ Consultation ■ Shampooing/conditioning ■ Blow-drying/styling
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■ Cutting ■ Colour ■ Men's hairdressing ■ Hair-up ■ Treatments
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■ Product knowledge ■ Reception ■ Booking systems ■ Client records
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■ Rebooking ■ Retail ■ Customer service ■ Marketing/social media
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■ Stock control ■ Salon finances/business numbers

■ Teamwork ■ Communication ■ Time management ■ Workplace etiquette
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■ Career pathways ■ Training opportunities
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7. DURING THE PLACEMENT

■ Check in with the student regularly

■ Give clear instructions and demonstrate tasks first

■ Supervise activities appropriately

■ Encourage questions
■ Give constructive feedback
■ Recognise good behaviour and progress
■ Record achievements
■ Address concerns early
■ Keep communication open with the school/college

8. WEEKLY REVIEW

Week: _____

Attendance & punctuality	■ Strong ■ Good ■ Needs improvement
Professional behaviour	■ Strong ■ Good ■ Needs improvement
Communication	■ Strong ■ Good ■ Needs improvement
Teamwork	■ Strong ■ Good ■ Needs improvement
Initiative	■ Strong ■ Good ■ Needs improvement
Learning progress	■ Strong ■ Good ■ Needs improvement

Strengths / progress:

One thing to focus on next week:

9. END-OF-PLACEMENT REVIEW

- Review attendance and progress
- Discuss strengths and areas for development
- Ask what the student enjoyed and what surprised them
- Discuss whether hairdressing remains a career interest
- Provide constructive feedback
- Complete school/college paperwork
- Provide a reference/feedback where appropriate

10. STUDENT REFLECTION

What did you learn about working in a salon?	
What was your favourite experience?	
What would you like to learn next?	
Has this placement influenced your career plans?	

■ 11. THE SALON OWNER'S FINAL CHECK

- Did we provide a genuine learning experience?
- Did the student understand what working in a salon is really like?
- Did we expose them to both hairdressing and the business side?
- Did we give regular feedback?
- Did we model the professional standards we expect from future stylists?
- Would we offer this student another opportunity?
- What could we improve about our work experience programme next time?

THE BIGGER OPPORTUNITY FOR YOUR SALON

A great work experience programme shouldn't just benefit the student. It can become part of your future recruitment strategy:

Work experience → identify potential → develop talent → apprenticeship/junior opportunity → future stylist

Owner / Manager notes:

Online Hair Academy • Work Experience Programme

Use alongside your salon's own policies, risk assessments, safeguarding procedures and any requirements set by the student's school or college.