Institute	Institute of Community Services
Department	-

Programme Title	Advanced Diploma in Hairdressing				
Course Code *To be filled in by Admissions Dept.*	CS4-A05-23	**If the programme includes a WBL element, How is it accredited?**		Apprenticeship	
MQF/ EQF Level	Level 4	**Type** *(refer to Appendix 1 for Parameters)*	Qualification	**Awarding Body**	MCAST – Malta College of Arts, Science and Technology
Accreditation Status	Accredited via MCAST's Self Accreditation Process (MCAST holds Self-Accrediting Status as per 1st schedule of Legal Notice 296/2012)				
Mode of Delivery	Face to Face	**Duration***(Academic Years or Semesters)*	2 Years	**Mode of Attendance**	Full-Time
Total Number of Credits	120 credits	**Total Learning Hours** *(25 Total Learning Hours for each ECTS)*	3000 hours		
Target Audience	Ages 16 - 65	**Target Group** *(the type of learners that the educational institution anticipates joining this programme)*	-		
Programme Fees	There are no fees applicable to Maltese and other EU Nationals (as will be evidenced by their Identity Document) Fees apply for other International Applicants… for fee information and any related updates it is best to communicate with MG2i International through applyinternational@mcast.edu.mt One may consider checking about possible eligibility or otherwise for any exemption from fees by contacting the relevant section within MEYR (Floriana) – or visit the servizz.gov.mt website here				
Date of Next Student Intake	For further information regarding upcoming student intake and applications time windows for same kindly click here				
Language of Instruction	The official language of instruction at MCAST is English. All notes and textbooks are in English (except for language courses, which will be in the respective language being instructed). International candidates will be requested to meet English language certification requirements for access to the course.				
Application Method	Applications to full-time courses are received online via the College Management Information System. Applicants can log-in using Maltese Electronic ID (eID) in order to access the MCAST Admissions Portal directly and create one's own student account with the identity being verified electronically via this secure service. Non-EID applicants need to request account creation though an online form after that they confirm that their local Identification Document does not come with an EID entitlement. . Once the identity is verified and the account is created on behalf of the applicant, one may proceed with the online application according to the same instructions applicable to all other applicants.				

	For more information about how to apply online for a course at MCAST, please visit: https://mcast.edu.mt/how-to-apply-online-2/
Information for Non-EU Citizens	Non-EU candidates require a study visa in order to travel to Malta and join the course applied for (on a Full Time delivery mode). For further information re study-visa please access https://www.identitymalta.com/unit/central-visa-unit/. Further information International / TCN applicants should take note of before requesting to being considered for a programme of studies at MCAST, can be obtained through the respective FAQ found on https://mcast.edu.mt/important-information/
IMPORTANT note to Non-EU Nationals / TCNs	In instances where a TCN is applying for an MCAST programme of studies which includes Apprenticeship / Placement / Internship, it is the applicant's responsibility to check with the relevant Maltese Authority whether one would be eligible to have the necessary permits to be able to carry out the accredited Apprenticeship / Placement / Internship, success from which is expected in order to be able to successfully complete the selected programme of studies. Further information can also be obtained through the respective FAQ found on: https://mcast.edu.mt/important-information/
Address where the Programme will be Delivered	*MCAST has four campuses as follows:* **MCAST Main Campus** Triq Kordin, Paola, Malta *All courses except for courses delivered by the Institute for the Creative Arts, the Centre of Agriculture, Aquatics and Animal Sciences and the Gozo Campus are offered at the Main Campus address (above).* *Courses delivered by the Institute for the Creative Arts, the Centre of Agriculture, Aquatics and Animal Sciences, or the Gozo Campus, are offered in one of the following addresses as applicable:* **Institute for the Creative Arts** Mosta Campus Misraħ Għonoq Tarġa Gap, Mosta **Institute of Applied Sciences** Centre of Agriculture, Aquatics and Animal Sciences, Luqa Road, Qormi **Gozo Campus** J.F. De Chambray Street MCAST, Għajnsielem Gozo *In the case of courses delivered via Online Learning, students will be following the programme from their preferred location/address.* *Programmes delivered via Blended Learning, and which therefore contain both an online and a face to face component shall be delivered as follows:* o Face to Face components – as per above address instructions

	o Online components – from the student's preferred address.
Course Description *(Refer to Programme Specification)*	This programme of studies provides greater insight on advanced hairdressing techniques and better understanding of the requirements when working as a salon owner/manager. This course is aimed at learners who have obtained certification in the basic skills of hairdressing by completing the Level 3 Diploma in Hairdressing and want to proceed to more advanced techniques ranging from consulting to colouring, advanced cutting and styling. This course equips learners with the knowledge and skills to provide a holistic hair service to clients. Learners are given ample opportunity to practice through hands-on practical sessions and professional salon experience. As part of the course, the learners are expected to practice hairdressing services within the inhouse salon at the Institute of Community Services. The course also equips learners with competences required to manage a professional hairdressing salon including knowledge in areas such as human resources management, legislative measures, basic accounting and marketing concepts. The MCAST Advanced Diploma in Hairdressing also covers men's haircutting and barbering. Alternatively, learners who complete successfully this two-year full-time course may wish to consider furthering their studies by progressing to a Bachleor in Vocational Education and Training 4.0. Which can lead to becoming a teacher in Vocational Education in secondary schools. Learners are required to purchase the necessary hairdressing accessories at the beginning of the academic year.
Deskrizzjoni tal-Kors *(Refer to Programme Specification)*	Dan il-programm ta' studji jipprovdi għarfien avvanzat dwar il-ħiliet ta' parrukkiera u r-rekwiżiti biex taħdem bħala sid/manager ta' salon. Dan il-kors huwa mmirat għal studenti li jkunu kisbu ċertifikazzjoni fil-ħiliet bażiċi tal-hairdressing u jridu jimxu għal-livell aktar avvanzat u ħiliet li jvarjaw minn konsulenza dwar kulur, qtugħ u stil avvanzat. Dan il-kors jgħammar lill-istudenti bl-għarfien u l-ħiliet biex jipprovdu servizz ħolistiku tax-xagħar lill-klijenti. L-istudenti jingħataw opportunità biżżejjed biex jipprattikaw permezz ta' sessjonijiet prattiċi u esperjenza professjonali f'salon. Bħala parti mill-kors, l-istudenti huma mistennija jipprattikaw is-servizzi ta' parrukkiera fi ħdan is-salon fl-Istitut tas-Servizzi fil-Komunità. Il-kors jgħammar ukoll lill-istudenti b'kompetenzi meħtieġa biex jimmaniġġjaw salon professjonali inkluż għarfien f'oqsma bħall-maniġment tar-riżorsi umani, miżuri leġiżlattivi, kontabilità bażika u kunċetti tal-marketing. L-MCAST Advanced Diploma in Hairdressing tkopri wkoll il-qtugħ tax-xagħar tal-irġiel u sengħa tal-barbiera. L-istudenti huma mitluba jixtru l-aċċessorji meħtieġa fil-bidu tas-sena akkademika.
Career Opportunities:	Hair Salon Manager, Hair Stylist
Entry Requirements *(Refer to Prospectus / Course Page on MCAST website)*	Internal Progression Route…. MCAST Diploma in Hairdressing (Women) OR City and Guilds (UK) Hairdressing - Level 2 (UK)
Other Notes related to this Programme, and which are to be taken note of	It is to be noted that the entry requirements as set above, are very specific and do not come with consideration for any comparability or equivalence
Programme Learning Outcomes *(Refer to Programme Specification)*	At the end of the programme the learner will be able to: 1. Perform in depth hairdressing consultation services; 2. Apply different hair colouring and lightening techniques; 3. Cut, style and dress hair creatively; 4. Manage a hair salon safely and efficiently.

Teaching, Learning and Assessment Procedures	The programmes offered are vocational in nature and entail both theoretical lectures delivered in classes as well as practical elements that are delivered in laboratories, workshops, salons, simulators as the module requirements dictate.
	Each module or unit entails a number of in person and/or online contact learning hours that are delivered by the lecturer or tutor directly (See also section 'Total Learning Hours).
	Access to all resources is provided to all registered students. These include study resources in paper or electronic format through the Library and Resource Centre as well as tools, software, equipment and machinery that are provided by the respective institutes depending on the requirements of the course or module.
	Students may however be required to provide consumable material for use during practical sessions and projects unless these are explicitly provided by the College.
	All Units of study are assessed throughout the academic year through continuous assessment using a variety of assessment tools. Coursework tasks are exclusively based on the Learning Outcomes and Grading Criteria as prescribed in the course specification. The Learning Outcomes and Grading Criteria are communicated to the Student via the coursework documentation.
	The method of assessment shall reflect the Level, credit points (ECTS) and the schedule of time-tabled/non-timetabled hours of learning of each study unit. A variety of assessment instruments, not solely Time Constrained Assignments/Exams, are used to gather and interpret evidence of Student competence toward pre-established grading criteria that are aligned to the learning outcomes of each unit of the programme of study.
	Grading criteria are assessed through a number of tasks, each task being assigned a number of marks. The number of grading criteria is included in the respective Programme Specification. The distribution of marks and assessment mode depends on the nature and objectives of the unit in question.
	Coursework shall normally be completed during the semester in which the Unit is delivered.
	Time-constrained assignments may be held between 8 am and 8 pm during the delivery period of a Unit, or at the end of the semester in which the Unit is completed. The dates are notified and published on the Institute notice boards or through other means of communication.
	Certain circumstances (such as but not limited to the COVID-19 pandemic) may lead Institutes and Centres to hold teaching and assessment remotely (online) as per MCAST QA Policy and Standard for Online Teaching, Learning and Assessment (Doc 020) available via link https://www.mcast.edu.mt/college-documents/
	The Programme Regulations pertaining to this Programme's MQF/EQF level available at: link https://www.mcast.edu.mt/college-documents/, apply.
Grading System	All MCAST programmes adopt a Learner-centred approach through the focus on Learning Outcomes. The assessment of MCAST programmes is criterion-referenced and thus assessors are required to assess learners' evidence against a pre-determined set of Learning Outcomes and Assessment Criteria.

	For a student to be deemed to have successfully passed a unit, a minimum of 50% (grade D) must be achieved.
	All full time units are individually graded as follows:
	A* (90-100)
	A (80-89)
	B (70-79)
	C (60-69)
	D (50-59)
	Unsatisfactory work is graded as 'U'.
	Work-based learning units (where applicable) are graded on a Pass/Fail basis only.
	Some units which follow industry standards and regulations may also be graded on a Pass/Fail basis as per programme regulations referred below.
	Detailed information regarding the grading system may be found in the Programme Regulations pertaining to this programme's MQF/EQF Level available at: https://www.mcast.edu.mt/college-documents/ (Refer to DOC 003, 004 and 005)
Exit Point (where and as applicable)	Where a student will not make it to the Final Certification achievable from this Programme of Studies (as per Programme Regulations), one might wish to look into Exit Point possibilities as may be applicable to this programme for studies. Further information, is available at https://www.mcast.edu.mt/college-documents/, kindly refer to *DOC 077 Procedure for the processing of Claims for Certificates at Interim Exit Points.*
Contact details for Further Learning Opportunities	The MCAST Career Guidance Team, offers the service of qualified and experienced Career Advisers who will be very willing to discuss with potential applicants the course which best achieves one's career ambitions, as well as exploring one's education route, or similar.
	MCAST Career Guidance
	Tel: 2398 7135/6
	Email: career.guidance@mcast.edu.mt
Regulatory Body/ Competent Authority Contact Details *(where applicable - in the case of a programme leading to Regulated Profession)*	Not Applicable

Programme Structure	Unit Code	Unit Title	ECTS	Year	Semester
	CSHRD-409-2006	Client Communication and Consultation Support within the Salon	9	1	Year
	CSHRD-406-2007	Health, Safety and Security in the Hair Salon	6	1	Year
	CSHRD-409-2008	Styling and Dressing Hair	9	1	Year

Code	Title	Credits	Year	Type
CSHRD-409-2009	Advanced Colouring Techniques and Correction	9	1	Year
CSHRD-406-2010	Upstyles	6	1	Year
CSHRD-403-2011	Human Resources Management for the Hair Salon	3	1	Year
CSHRD-406-2012	Salon Placement 1	6	1	Year
CDKSK-404-2325	Entrepreneurship Essentials	4	1	Year
CDKSK-402-2324	Community Social Responsibility	2	1	Year
CDKSK-406-2319	English	6	1	Year
CSHRD-406-2013	Advanced Cutting Women's Hair	6	2	Year
CSHRD-406-2014	Design Principles	6	2	Year
CSHRD-406-2015	Basic Accounting & Marketing Principles for Hairdressing Salons	6	2	Year
CSHRD-406-2016	Perming and Straightening	6	2	Year
CSHRD-406-2017	Advanced Cutting Men's Hair and Barbering	6	2	Year
CSHRD-406-2018	Hair Treatments and Head Massage	6	2	Year
CSHRD-406-2019	Salon Management and Marketing	6	2	Year
CSHRD-406-2020	Salon Placement 2	6	2	Year
CDKSK-406-2327	Individual and Social Responsibility	6	2	Year
CSHRD-406-2021	Cultural Expression	6	2	Year

Allocation of Total Learning Hours (per Unit)	The total learning hours required for each unit or module are determined as follows:			
	Credits (ECTS)	Indicative contact hours[1]	Self-Learning and Assessment Hours[3]	Total Student workload (hrs)[2]
	1	5 – 10 hrs	20 - 15 hrs*	25 hrs
	2	10 – 20 hrs	40 - 30 hrs*	50 hrs
	3	15 – 30 hrs	60 - 45 hrs*	75 hrs
	4	20 – 40 hrs	80 - 60 hrs*	100 hrs
	6	30 – 60 hrs	120 - 90 hrs*	150 Hrs
	9	45 – 90 hrs	180 - 135 hrs*	225 hrs
	12	60 – 120 hrs	240 - 180 hrs*	300 hrs
	Note: The 'Self-Learning and Assessment Hours[3]' amount to the difference between the 'Indicative Contact Hours'[1] and the 'Total Student Workload'[2]			

APPENDIX 1

MINIMUM CREDITS FOR QUALIFICATIONS AT DIFFERENT LEVELS

MQF Level	Minimum ECTS Required for a Qualification*
8	
7	30
6	180
5	30
4	30
3	60
2	60
1	40

* Programmes assigned fewer ECTS than indicated will be classified as Awards.

Reference: Fig.1: p48, Malta Further and Higher Education Authority (MFHEA) (October 2024). Referencing Report, 5th Revised Edition.

APPENDIX 2

EXAMPLES OF QUALIFICATION TYPES AT A SPECIFIC MQF LEVEL

MQF Level	Examples of qualification types at a specific MQF level (The list in this column is not exhaustive)	Number of ECTS *
8	Doctoral Programmes:	
	PhD	N/A
	Professional Doctorate	180
7	Master's Degree	90
	Postgraduate Diploma	60
	Postgraduate Certificate	30
6	Bachelor's Degree	180
	Bachelor's Honours	240
5	Undergraduate Higher Diploma	90
	Undergraduate Diploma	60
	Undergraduate Certificate	30
	VET Level 5	60
4	Advanced Diploma	120
	Pre-Tertiary Certificate	30 - 60
	MATSEC Matriculation Certificate (Advanced and Intermediate)	N/A
	VET Level 4	120
3	Certificate	60
	MATSEC Secondary Education Certificate	N/A
	VET Level 3	60
2	Foundation Certificate	60
	MATSEC Secondary Education Certificate	N/A
	VET Level 2	60
1	Introductory Certificate	40
	VET Level 1	40

* Programmes assigned fewer ECTS than indicated will be classified as Awards.

Reference: Fig.2: p48, Malta Further and Higher Education Authority (MFHEA) (October 2024). Referencing Report, 5th Revised Edition.