

Higher National Graded Unit Specification

General Information for Centres

This Graded Unit has been validated as part of the HNC Hairdressing. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

Graded Unit Title: Hairdressing: Graded Unit 1

Graded Unit Code: DP9L 34

Type of Graded Unit: Project

Assessment Instrument: Practical Assignment

Credit points and level: 1 HN Credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC Hairdressing:

- ◆ develop knowledge and skills in planning and creating
- ◆ develop organisational skills
- ◆ develop competencies in a range of specialised areas
- ◆ prepare candidates for progression to further study in hairdressing and related industries
- ◆ adopt an innovative and creative approach to their work and be able to respond quickly to the challenges posed by changes in the fashion industries

Candidate Brief

The candidate should:

- ◆ identify a leading organisation in hairdressing or related industry in which they would like to seek employment
- ◆ investigate the image portrayed by that organisation
- ◆ produce photographic evidence of three styles which incorporate skills in cutting and colouring to reflect the image of the chosen organisation
- ◆ present the styles in a portfolio using the skills developed in computer aided design
- ◆ where images have been digitally enhanced this must be identified and the original image MUST be included

General information for centres (cont)

Candidates will prepare and present a portfolio of work which could be used to showcase their work in an interview situation for either employment or further study. The work necessary to undertake this assignment will synthesise knowledge and skills acquired throughout the HNC Hairdressing. Candidates will identify the requirements of the portfolio and select the elements and components to be included. These will employ skills developed through a combination of the mandatory Units from this Group Award. When planning and choosing how to construct their portfolio, candidates should ensure, that it will be a sufficient basis for a Practical Assignment which meets all the requirements of the Graded Unit.

Recommended Prior Knowledge and Skills: It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

HNC Hairdressing		
Unit Title	HN Credit Value	SCQF level
Hairdressing: Creative Design in Hair Cutting	1	7
Hairdressing: Colouring, colour correction and innovative design	2	7
Principles and Practices of Selling	1	8
Communication: Practical Skills	1	7
CAD: Graphic Design	1	7
Employment Experience 1	1	7

Candidates should have good communication skills. These may be demonstrated by the achievement of a Core Skill Communication at Higher

Core Skills: There is no automatic certification of Core Skills or a Core Skill component as part of this Graded Unit. However, there may be opportunities to develop the Core Skill of Problem Solving, Working with Others, Information Technology.

Assessment: This Graded Unit will be assessed by the use of a Practical Assignment. The 'fleshed-out' Practical Assignment should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Graded Unit to cover.

Exemplar instruments of assessment and marking guidelines have been produced to provide guidance of the type of evidence required to demonstrate achievement of the aims of the Group Award covered by this integrative assessment and to indicate the national standard of achievement required at SCQF level 7.

Administrative Information

Graded Unit Code: DP9L 34
Graded Unit Title: Hairdressing: Graded Unit 1
Original date of publication: August 2005
Version: 02

History of Changes:

Version	Description of change	Date
02	After review of this Unit clarification has been added as follows: <ul style="list-style-type: none">◆ Candidate brief – an additional bullet point gives details of requirements if images have been digitally enhanced.◆ References of ‘eg logbook, diary’ have been removed throughout.◆ Stage 2 – Development — statement now makes reference to all processes being recorded in the portfolio.	Feb 2007

Source: SQA

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Higher National Graded Unit Specification: Instructions for designing the assessment task and assessing candidates

Graded Unit Title: Hairdressing: Graded Unit 1

Conditions of Assessment

The candidate should be given a date for completion of the Practical Assignment. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance. The assessment task should be marked as soon as possible after the completion date. The final grading given should reflect the quality of the candidate's evidence at the time of the completion date. Reassessment of this Graded Unit should be based on a significantly different assessment task.

At this level, candidates should work independently. It is up to Centres to take reasonable steps to ensure that the project is the work of the candidate. For example, Centres may wish to informally question candidates at various stages on their knowledge and understanding of the project on which they have embarked. Centres should ensure that where research etc, is carried out in other establishments or under the supervision of others that the candidate does not receive undue assistance.

Instructions for designing the assessment task

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Graded Unit has been designed to cover

This assessment instrument is not concerned exclusively with practical activity — candidates are provided with a brief that allows them to prepare, plan and demonstrate creative skills. Candidates should be asked to investigate, prepare, evaluate and present a relevant portfolio. The assessment should be based on a combination of the end-result of the activity (the product) and the carrying out of the activity (the process).

Candidates will be asked to:

- ◆ interpret the brief
- ◆ gather information in response to the brief
- ◆ select and prepare materials
- ◆ present portfolio
- ◆ evaluate the portfolio (through reflection)

Higher National Graded Unit Specification: Instructions for designing the assessment task and assessing candidates (cont)

The project must involve a Practical Assignment culminating in the production of a portfolio and candidates must demonstrate the application of skills from all of the mandatory Units.

Candidates should not be closely supervised while preparing the project. A mentoring system, as described in *Conditions of Assessment*, above, would help the candidate to select an appropriate portfolio subject and ensure the candidate was carrying out appropriate preparation of the task.

The Practical Assignment, and the way it is planned and conducted, should reflect the opportunities for individual research.

Each candidate must provide his or her individual written responses to each of the first two stages of the Practical Assignment, and assessors must be satisfied that the work has been completed by the individual candidate. This should be presented in the form of a structured logbook

Centres should supplement the written evidence with oral evidence obtained from each candidate.

The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

Practical Assignment Evidence Requirements

Evidence of Planning	Evidence of Developing	Evidence of Evaluating
An Action Plan which includes:		Evaluation Report which should:
* the candidate's interpretation of the brief	* Output of the practical activity which meets required quality	*briefly outline the assignment
*any information gathered to clarify the brief		*review and update the action plan in light of experience
*aims of the Practical Assignment	and	*summarise any unforeseen events and how they were handles
*identification of information sources to be used		*identify any knowledge and skills which have been gained and/or development
*identification of materials and resources required and how they will be assessed	* Written record of the processes underpinning the activity	*assess the strengths and weaknesses of the output of the Practical Assignment
*identification of the stages involved and the timescales for completion of each stage		*determine to what extent the assignment met the original brief

Higher National Graded Unit Specification: Instructions for designing the assessment task and assessing candidates (cont)

Instructions for designing the assessment task and assessing candidates

Weighting and Mark Allocation

The marks allocated for the Graded Unit are derived from the following areas: Planning and Evaluation which contributes 10% of the total marks. The creative skills element contributes 70% of total marks and the remaining 20% of the marks given for the presentation of the portfolio.

Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C — competent, or A — highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

The level of knowledge and understanding for each topic should be consistent with the aims and requirements of the mandatory Units

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> ◆ has sufficient evidence for the 3 stages of the project is produced to a high standard and is clearly inter related ◆ demonstrates a creative interpretation of the project brief ◆ the language used is of a high standard in terms of technical content ◆ effectively consolidates and integrates required knowledge and skills 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ has sufficient evidence of the 3 stages of the project, is produced to an adequate standard ◆ demonstrates an acceptable interpretation of the project brief ◆ is satisfactorily structured and language used is adequate in terms of technical content ◆ consolidates and integrates knowledge and skills but this may lack creativity

The project will be marked out of 200. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this graded Unit based on the following grade boundaries.

A = 70% — 100%

B = 60% — 69%

C = 50% — 59%

It is expected that most candidates undertaking the HNC Hairdressing course will carry out the project individually. Each candidate must provide her or his individual responses to each of the three stages of the project and assessors must be satisfied that the work has been completed by the individual candidate.

Note: the candidate must achieve all of the minimum evidence specified below for each stage of the project in order to achieve the graded Unit.

Higher National Graded Unit Specification: Instructions for designing the assessment task and assessing candidates (cont)

Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Note: The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit.

Project Stage	Minimum Evidence Requirements
Stage 1 — Planning	<p>An action plan should be written which closely reflects the Practical Assignment Evidence Requirements and should be a minimum of 500 words.</p> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>
Stage 2 — Developing	<p>There should be written record of all process involved in the creation of the portfolio.</p> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage</i></p>
Stage 3 — Evaluating	<p>The evaluation should closely reflect the practical Evidence Requirements.</p> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p>

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative assessment arrangements. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: www.sqa.org.uk.