

## National Unit Specification: general information

**UNIT** Cosmetology: Prepare and Assist in a Workplace Environment (Intermediate 1)

**CODE** F0F9 10

### COURSE

### SUMMARY

The focus of the Unit is practical. Candidates will learn how to prepare and clear a selected work area, follow basic hygiene procedures, organisational and current health and safety procedures. The work will be carried out in relation to specified treatments in hairdressing, beauty or related industries.

This Unit is suitable for those who have no previous qualifications or experience and wish to gain an introductory qualification as part of a general education or a first step to more specialised study.

### OUTCOMES

- 1 Prepare work area for specified treatment.
- 2 Clear selected treatment area for re-use.

### RECOMMENDED ENTRY

Entry is at the discretion of the centre.

### CREDIT VALUE

0.5 credit at Intermediate 1 (3 SCQF credit points at SCQF level 4\*)

*\*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*

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### Administrative Information

**Superclass:** HC

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## **National Unit Specification: general information (cont)**

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### **CORE SKILLS**

There is no automatic certification of Core Skills or Core Skills components in this Unit.  
Opportunities for developing aspects of Core skills are highlighted in *Guidance on Learning and Teaching Approaches*.

## **National Unit Specification: statement of standards**

### **UNIT           Cosmetology: Prepare and Assist in a Workplace Environment (Intermediate 1)**

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

#### **OUTCOME 1**

Prepare work area for specified treatment.

##### **Performance Criteria**

- (a) Seek information and advice about the specified treatment to enable preparations to be made.
- (b) Identify and collect basic resource requirements for the specified treatment.
- (c) Follow basic hygiene procedures for the set up of the specified area.
- (d) Set up treatment area, products and equipment for specified treatment in accordance with organisational procedures.

#### **OUTCOME 2**

Clear selected treatment area for re-use.

##### **Performance Criteria**

- (a) Clear area according to organisational requirements.
- (b) Store equipment and products appropriately, according to current health and safety legislation.
- (c) Safely dispose of waste according to current health and safety legislation.

#### **EVIDENCE REQUIREMENTS FOR THIS UNIT**

Performance evidence is required to demonstrate that all Outcomes and Performance Criteria have been achieved.

##### **Outcome 1**

Candidates will demonstrate by practical performance on two occasions that they can collect information about the selected treatment, identify the resources required then prepare the treatment area..

Performance evidence will be recorded on an assessor observation checklist and will confirm that all Performance Criteria have been met.

##### **Outcome 2**

Candidates will demonstrate by practical performance on two occasions that they can prepare the selected work area for re-use according to organisational and health and safety requirements.

## **National Unit Specification: statement of standards (cont)**

### **UNIT           Cosmetology: Prepare and Assist in a Workplace Environment (Intermediate 1)**

Where evidence of essential knowledge is not fully demonstrated during performance, this should be met by supplementary questions.

The practical performances should be recorded on an assessor observation checklist, which will confirm that all Performance Criteria have been met.

The performance evidence for this Unit may be gathered for Outcomes 1 and 2 for the same selected work area or on separate selected work areas.

Sample assignment briefs and assessor checklists are included in the Assessment Support Pack which has been produced for this Unit. Centres who wish to produce their own instruments of assessment should refer to the Assessment Support Pack to ensure a comparable standard.

## **National Unit Specification: support notes**

### **UNIT           Cosmetology: Prepare and Assist in a Workplace Environment (Intermediate 1)**

This part of the Unit Specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 20 hours.

#### **GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT**

The content of this Unit should be delivered in the context of hairdressing, beauty or related industries.

This Unit is designed to enable candidates to prepare and assist in the specified realistic work environment. Candidates will learn to set up and clear a selected work area in accordance with both organisational and health and safety requirements. Candidates will learn how to seek advice from the person responsible relating to the selected treatment, identify and select basic resources required. Candidates will learn how to prepare the selected area for re-use by appropriate disposal of waste and storing equipment and products correctly with minimum disruption to others.

Candidates will have to demonstrate the correct setting up and clearing of the identified treatment area in a working environment, where the evidence will naturally be produced.

In each Outcome candidates will be required to demonstrate the knowledge and understanding either during practical performance or by supplementary evidence.

To achieve success in this Unit candidates will need to have knowledge of the following topics:

- ◆ working safely in the salon
- ◆ basic hygiene procedures
- ◆ prevention of infection
- ◆ basic resources required for specific treatments
- ◆ awareness of the requirements of appropriate health and safety legislation and where to find further information
- ◆ organisational requirements relating to treatment areas, storage and disposal
- ◆ when and how to clear treatment areas to cause minimum disruption to others

#### **GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT**

The requirements of the Unit should be discussed with candidates prior to commencement.

Due to the practical nature of this Unit, each section of teaching/learning should incorporate both theory and practical, to facilitate learning. Candidates will therefore understand the relevance of the knowledge and understanding.

Practical demonstration followed by supported role play, initially with peers will enable the candidate to practice and gain confidence before progressing to the working environment and as an ongoing process will enhance performance ensuring candidates are able to effectively set up and clear the selected work area, following organisational and health and safety requirements whilst causing minimum disruption to others.

## **National Unit Specification: support notes (cont)**

### **UNIT        Cosmetology: Prepare and Assist in a Workplace Environment (Intermediate 1)**

In order for candidates to achieve this Unit they will have to be in a realistic working environment.

In each Outcome it is anticipated that the knowledge and understanding behind the tasks being carried out will be covered by the practical performance.

Candidates should be shown how to set up, take down and store a variety of equipment relating to relevant treatments provided by the organisation. Candidates should therefore be given the opportunity to set up, take down and store a variety of equipment following training in these procedures within a working environment before progressing to assessment. The importance of storing equipment safely and in the correct place for future use should be stressed.

Candidates should be shown how the treatment area and equipment is cleaned and given advice and information on the appropriate procedures involved. Candidates should be advised on the correct Personal Protective Equipment, materials and equipment that are appropriate to the areas to be cleaned and tidied. It is important that candidates are made aware of the fact that the handling, disposing and storing of equipment and materials must comply with both the organisations' and manufacturers' instructions and legal requirements. However, given that this is an Intermediate 1 Unit, the extent of what is required must be clearly defined and appropriate to the level. The importance of avoiding disruption to others should be stressed. It should also be made clear that adhering to scheduled duties is important.

It is expected that, at this level, candidates will be given support and guidance from the teacher/lecturer before progressing to assessment.

#### **Opportunities for Developing Core Skills**

In the Unit candidates will prepare a work area for a specific treatment by gathering information on products and equipment and set up the area following organisational procedures. There are good opportunities for developing the Core Skill in Oral Communication and also interpersonal skills. Many opportunities will arise in this Unit where candidates are working as part of a team. They will learn how important it is to work together co-operatively to meet customer needs. These opportunities will allow candidates to develop aspects of the Core Skill of Working with Others.

#### **GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT**

Performance evidence for Outcomes 1 and 2 should be gathered over a realistic timeframe, which will give candidates the opportunity to develop good working practices, within their designated role in the workplace environment. There are good opportunities for formative assessment within these Outcomes.

The assessment for Outcome 1 and 2 should be carried out towards the end of the Unit when candidates have had the benefit of practice and support. Time should be left, however, to allow for re-assessment where necessary.

## **National Unit Specification: support notes (cont)**

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### **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 Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* ([www.sqa.org.uk](http://www.sqa.org.uk)).