



Arrangements for:

NPA in Hairdressing Technical Skills

at

SCQF level 5

Group Award Code: GG0D 45

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Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.

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1 Introduction

This is the Arrangements Document for the National Progression Award (NPA) in Hairdressing Technical Skills at SCQF level 5 which has been developed under the Design Principles for National Progression Awards¹ published by SQA. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

The NPA equips candidates with a range of occupationally relevant skills, knowledge, and experience, taking account of the development of vocational skills in key technical areas of hairdressing. These skills are beneficial for progression to further qualifications and/or potential career paths and some are transferable skills that will benefit candidates wherever their future lies.

The NPA is balanced between practical and essential skills. It can help candidates prepare for employment, or for articulation to the NPA in Creative Hairdressing at SCQF level 6 (GG0E 46) and National Certificate (NC) in Hairdressing at SCQF level 6 (G9K3 46). Candidates who later complete the NPA in Creative Hairdressing and have industry experience, they may progress to HNC in Hairdressing at SCQF level 7 (G805 15).

2 Rationale for the development of the Group Award

Consultation was undertaken with key stakeholders on existing provision of hairdressing qualifications and potential areas for development. As a result of the consultation, a strong need was established for a qualification in this area at SCQF level 5.

As a result of research and discussion, it was established that a Group Award was needed at SCQF level 5, which met the needs of industry by developing essential skills in hairdressing, and providing a foundation of knowledge to be built on with further progression.

The NPA would have to ensure that three types of skills required for employment within the discipline of hairdressing; broad, technical and generic; were accommodated by the framework. The NPA was planned to appeal primarily to candidates with little or no prior knowledge of hairdressing, but also potentially provide recognition of the skills of those who work in the industry without previously having gained a formal qualification.

¹ Design principles for National Progression Awards

3 Aims of the Group Award

3.1 Principal aims of the Group Award

The principal aims of the Group Award are to:

- 1 Enable progression within the Scottish Credit and Qualifications Framework (SCQF).
- 2 Provide a structured award that recognises existing skills and competences relating to hairdressing.
- 3 Develop a range of key skills that are aligned to industry standards:
 - ◆ Essential Cutting and Styling Techniques
 - ◆ Essential Colouring and Styling Techniques
 - ◆ Preparation skills in key technical areas.
 - ◆ Understanding of hairdressing health and safety practices
- 4 Provide a range of development opportunities in all core and essential skills.
- 5 Prepare candidates for progression to qualifications at SCQF level 6 in hairdressing.

3.2 General aims of the Group Award

The general aims of the Group Award are to:

- ◆ provide a structure which has sufficient flexibility to allow for various modes of delivery and target groups.
- ◆ provide candidates with an opportunity to expand their skills in knowledge in other related disciplines, eg via optional Units.
- ◆ develop generic transferrable skills.
- ◆ allow candidates to see progression and achievement.
- ◆ encourage candidates to take charge of their own learning and development.

3.3 Target groups

The NPA develops essential and artistic techniques in cutting, colouring and styling and is appropriate for candidates with little or no prior experience of hairdressing.

The main target groups are:

- ◆ candidates who have recently left school.
- ◆ adult returners who have decided to re-enter the education system and/or perhaps undertake training for employment in the hairdressing sector.
- ◆ those in employment.

The third potential candidate group is expected to comprise those who have experience of working in the hairdressing industry but are seeking formal recognition of their skills.

3.4 Employment opportunities

Candidates who successfully complete the NPA may progress to employment within the hairdressing sector as trainees/assistants in a range of key technical disciplines. However, it is anticipated that for candidates without prior industry experience, the level 5 NPA is more likely to act as a precursor to further study, such as the NPA in Creative Hairdressing at SCQF level 6, with eventual progression to employment.

4 Access to the Group Award

While entry to the award is at the discretion of the centre, it would be beneficial for candidates to have an interest in hairdressing. However, it is expected that candidates will demonstrate the potential to acquire and/or use the necessary level of Core Skills to undertake the course. The table below gives recommended entry levels of Core Skills, for guidance purposes.

Core Skill	SCQF level	
	Recommended Entry	Potential Exit
Communication	4	5
Information and Communication Technology (ICT)	4	5
Numeracy	4	5
Problem Solving	4	5
Working with Others	4	5

It is important to note that when recruiting candidates it is the responsibility of centres to fully comply with the EU Directive and be aware of the Pre-16 Restrictions set out by the Sector Skills Body, HABIA (European Directive Pre 16 Restrictions).

The NPA therefore cannot be delivered to pre-16 candidates as Units involving cutting and hair colouring are available to post-16 candidates only. Further details are available in the access sections of individual Unit specifications.

5 Group Award structure

Unit title	Code	SCQF level	SQA credit value	SCQF credit points
Mandatory Section: 5 credits required				
Essential Cutting and Styling Techniques	H2MM 11	5	2	12
Essential Colouring and Styling Techniques	H2MN 11	5	2	12
Preparation of Hairdressing Technical Skills	H2ML 11	5	1	6
Options Section: 1 credit required				
Total Imagery for Hair Beauty and Make-Up	H2MT 11	5	1	6
Current Techniques in Long Hair: Basic	F4CB 11	5	1	6
Styling for a Total Look	F78W 12	6	1	6
Clipper Cutting Techniques: Gents	F50F 11	5	1	6
Hair, Beauty and Make-up: Competition Technical Skills	F4BV 11	5	1	6
Postiche Applications and Styling: An Introduction	F4C6 11	5	1	6

5.1 Conditions of Award

Candidates successfully completing 6 SQA credits (36 SCQF credit points) will gain the NPA.

This includes 5 mandatory SQA credits (30 SCQF credit points), a further 1 SQA credit (6 SCQF credit points) from the options section.

5.2 National Occupational Standards (NOS)

The Sector Skills Council (SSC), Habia have published National Occupational Standards for the various disciplines in Hairdressing and Beauty. This NPA provides candidates with required skills and knowledge for employment in the hairdressing sector and is broadly aligned to relevant NOS (see Appendix 2).

5.3 Articulation

The NPA helps candidates prepare for employment and self-employment. It also provides an opportunity to articulate to the NPA in Creative Hairdressing at SCQF level 6 (GG0E 46) or the NC in Hairdressing at SCQF level 6 (G9K3 46). Further progression could be to the HNC in Hairdressing at SCQF level 7 (G805 15). The course will also meet vocational needs for candidates already in employment in the hairdressing industry and seeking to enhance their own employability through gaining recognition of their skills. For more details, see Appendix 1.

6 Approaches to delivery and assessment

6.1 Content and context

The NPA in Hairdressing Technical Skills provides candidates with specific, essential skills in cutting, colouring and styling hair using a variety of foundation techniques. The NPA utilises a range of equipment, tools, and products which will aid and enhance the learning experience. In addition, candidates use creative thinking to encourage effective consultation and preparation required for trend led application and finishing techniques. Candidates will develop research skills to enable them to design, plan and implement a variety of individual creative and innovative approaches and will be enabled to carry out a comprehensive consultation prior to essential technical services.

The NPA content has been designed to include elements that ensure the development of skills and understanding necessary to meet clients' requirements in the preparation for pre and post technical services.

6.2 Delivery and assessment

Due to the nature of the content of the Units, approaches to delivery and assessment will largely be in the practical environment. There is an opportunity to adopt a blended learning approach that will integrate knowledge based learning with development of practical skills through application.

The focus the NPA is candidate-centred and predominantly practical based. Candidates will benefit from listening and watching demonstrations by lecturers. Mannequin heads should be permitted for use early on in practice, but candidates should move on to live models for practice before summative assessment takes place. All assessments **must** be performed on live models, the use of mannequin heads for assessment purposes is not appropriate.

While it is essential that candidates develop knowledge and understanding in relation to specific terminology and techniques, it should be emphasised that being able to bring various terms and techniques together to produce complete and personalised finished styles is fundamental when cutting, colouring and styling hair, if it is to reflect industry standards.

This also applies to the time taken to perform certain tasks. For example, hair colouring must be performed in a timescale which reflects current commercial standards. Where assessments are timebound this is noted in individual Unit specifications.

The use of photographic evidence is intended to motivate candidates to aim for the highest standard, and to encourage them to reflect and evaluate their own work, but it is not required as an instrument of assessment.

6.3 Unit content

The following is a summary of the content for the mandatory Units of the NPA.

Essential Cutting and Styling Techniques

This Unit provides candidates with essential skills to cut and style hair using a variety of cutting/styling techniques using equipment, tools, styling/finishing products which will aid styling and enhance the finished result.

Essential Colouring and Styling Techniques

This Unit provides candidates with knowledge, understanding and skills to carry out a range of colouring techniques and styles for a finished look. Candidates will use creative thinking to encourage effective consultation skills, prepare and apply colour using a variety of techniques and finish a style to enhance colour service.

Preparation for Technical Skills

This Unit enables candidates to carry out a comprehensive consultation before any technical service. It also develops candidates' knowledge and skills in meeting the client's requirements, in the preparation for pre and post, technical services.

Below is a summary of the content for the optional Units of the NPA.

Total Imagery for Hair Beauty and Make-Up

This Unit develops knowledge, understanding and skills in digital and computer technology appropriate to the design process in the context of hair, beauty and make-up.

Current Techniques in Long Hair: Basic

The focus of this Unit is practical. Candidates will develop skills in research, planning, preparation and styling techniques which will enable them to produce three current long hair styles, and cultivate an understanding of influencing factors, skills in communication and the importance of giving advice and guidance. This Unit is suitable for those with little or no skills in styling long hair.

Styling for a Total Look

Candidates will be required to research and identify chosen media from a variety of sources, and produce a style board to incorporate and combine a range of textures and colour images of hairstyles, make-up and clothing to achieve the total look. Candidates will identify media choices from fashion, theatre or TV/film. Candidates will produce a design plan, and seek feedback before progressing to the final plan of the image.

Clipper Cutting Techniques: Gents

In this Unit candidates will develop skills to enable them to perform men's haircutting and finishing services for a range of clients using clipper cutting techniques and tools. They will take account of influencing factors and health and safety recommendations, and will research tools used to provide clipper cutting services. Through practical activity candidates will develop skills in the correct use of each tool as well gaining an understanding of the effects achieved using a range of techniques.

Hair, Beauty and Make-up: Competition Technical Skills

This Unit is designed to enable candidates to research, design and compete in a specified competition. Candidates will be required to evaluate the planning process, review and reflect on the completed image, to support future development.

Postiche Applications and Styling: An Introduction

In this Unit candidates will develop skills in applying temporary postiche applications and investigate the use of temporary postiche application and develop skills which will enable you to select and apply temporary hair additions in a variety of ways as well as develop skills in blending and finishing hair applications using a range of techniques to achieve the required look.

6.4 Delivery of Core Skills

There are opportunities to develop all five Core Skills within the NPA.

The following tables provide a summary of the Core Skills identified at Unit level.

Core Skill	Development opportunities	SCQF level
Communication	Essential Cutting And Styling Techniques Essential Colouring and Styling Techniques Preparation for Technical Skills	level 5
Numeracy	Essential Cutting And Styling Techniques Essential Colouring and Styling Techniques Preparation for Technical Skills	level 5
Information and Communication Technology (ICT)	Total Imagery for Hair Beauty and Make-Up	level 5
Problem Solving	Essential Cutting And Styling Techniques Essential Colouring and Styling Techniques Preparation for Technical Skills	level 5
Working with Others	Essential Cutting And Styling Techniques Essential Colouring and Styling Techniques Preparation for Technical Skills	level 5

The following table identifies opportunities to contextualise Core Skills delivery within certain Units:

Numeracy	Using Number	<ul style="list-style-type: none"> ◆ Essential Colouring and Styling Techniques ◆ Preparation for Technical Skills 	<p>Candidates will apply a range of numerical skills in a contextualised manner, such as:</p> <ul style="list-style-type: none"> ◆ Measuring colouring products ◆ Awareness of cutting angles ◆ Sizing and resizing documents and images ◆ Numbering systems for files <p>Which will enable candidates to develop numeracy skills such as:</p> <ul style="list-style-type: none"> ◆ carry out calculations to solve problems ◆ decide which calculations are to be used, and the order in which to carry them out ◆ carry out calculations involving: whole numbers, decimals, percentages, fractions, and ratios.
	Using Graphical Information	<ul style="list-style-type: none"> ◆ Essential Cutting and Styling Techniques ◆ Essential Colouring and Styling Techniques 	<p>Candidates will apply a range of skills in using graphical information in a contextualised manner by:</p> <p>Identify significant features in complex graphical information in;— Graphic headsheets for cutting and colouring design; Mapping out using grids; Manipulation of images</p>
ICT	Accessing Information	<ul style="list-style-type: none"> ◆ Total Imagery for Hair Beauty and Make-Up 	<p>Candidates will use ICT to access information through:</p> <ul style="list-style-type: none"> ◆ Research using a variety of media sources ◆ Client record cards ◆ Using database ◆ Manufacturer's instructions ◆ COSHH information
	Processing Information	<ul style="list-style-type: none"> ◆ Total Imagery for Hair Beauty and Make-Up 	<p>Candidates will use ICT to carry out a range of processing tasks</p> <ul style="list-style-type: none"> ◆ Projects ◆ Portfolio presentations ◆ Step-by-step planning and development ◆ Photographic evidence ◆ Using social networking media
Communication	Written Communication	<ul style="list-style-type: none"> ◆ Essential Cutting and Styling Techniques ◆ Essential Colouring and Styling Techniques ◆ Preparation for Technical Skills 	<p>Candidates will develop skills in reading and writing or speaking and listening, through activity such as:</p> <ul style="list-style-type: none"> ◆ Consultation sheets ◆ Written assessments ◆ Projects ◆ Verbal consultation ◆ Verbal and written feedback and evaluation
	Oral Communication		

Problem Solving	Critical Thinking	<ul style="list-style-type: none"> ◆ Essential Cutting and Styling Techniques ◆ Essential Colouring and Styling Techniques ◆ Preparation for Technical Skills 	<p>Candidates will use Analysis skills in situations such as:</p> <ul style="list-style-type: none"> ◆ Selecting appropriate colouring and techniques ◆ Consider critical influencing factors in relation to clients requirements
	Planning and Organising	<ul style="list-style-type: none"> ◆ Essential Cutting and Styling Techniques ◆ Essential Colouring and Styling Techniques ◆ Preparation for Technical Skills 	<p>Candidates will plan, organise by completing tasks such as:</p> <ul style="list-style-type: none"> ◆ Preparation and organisation for all technical services/workstations/tools/equipment ◆ Preparation of self and client ◆ Planning procedures
	Reviewing and Evaluating	<ul style="list-style-type: none"> ◆ Essential Cutting and Styling Techniques ◆ Essential Colouring and Styling Techniques ◆ Preparation for Technical Skills 	<p>Candidates will review and evaluate problem solving activities through:</p> <ul style="list-style-type: none"> ◆ Reviewing and evaluation of finished looks/clients satisfaction ◆ Self-evaluation and feedback on practical activities
Working with Others	Working Co-operatively with Others	<ul style="list-style-type: none"> ◆ Hair, Beauty and Make-up: Competition Technical Skills 	<p>Candidates will interact with others through review collaborative working:</p> <ul style="list-style-type: none"> ◆ Consultation with clients ◆ Realistic working environment ◆ Assisting colleagues ◆ Providing/receiving guidance and instruction
	Reviewing Co-operative Contribution	<ul style="list-style-type: none"> ◆ Hair, Beauty and Make-up: Competition Technical Skills 	

7 General information for centres

Open learning

Although the content of the NPA is not specifically designed as online or open learning, there is scope for a blended learning approach embracing traditional methods with e-learning and e-assessment. However, in the case of practical activities, e-assessment is not appropriate. In these cases, other forms of evidence could be encouraged such as video recording.

Where alternative methods are used, staff in centres must consider how they will ensure the authentication of candidate evidence.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* (www.sqa.org.uk)

8 General information for candidates

The NPA in Hairdressing Technical Skills at SCQF level 5 has been designed to provide a qualification which will equip you with a range of occupationally relevant skills, knowledge, and experience in key technical areas of hairdressing. Some skills will be beneficial for progression to further qualifications and/or potential career paths and be beneficial to you wherever your future lies.

The NPA will provide you with specific essential skills in cutting, colouring and styling hair using a variety of techniques incorporating a range of equipment, tools, and products which will aid and enhance your learning experience and development. In addition, you will develop effective consultation and preparation skills required to carry out a comprehensive consultation prior to essential technical services.

The mandatory Units are designed in order to ensure that you gain experience and skills in the following areas:

- ◆ Cutting and styling techniques
- ◆ Colouring and styling techniques
- ◆ Preparation for skills in key technical areas.
- ◆ Understanding of hairdressing Health and Safety practices

You will benefit from listening and watching demonstrations by tutor/stylists, however, you will be encouraged to use various sources of demonstration and technique explanation to ensure all learning styles are being addressed. Mannequin heads will be used early on in practice, however you will be encouraged to move on to live models for practice before summative assessment takes place, as all assessments **must** be performed on live models.

As the NPA develops your skills for use in industry, certain assessments will have timebound restrictions on them. For example, hair colouring must be performed in a timescale which reflects current commercial standards.

8.1 Unit content

Below is a summary of the content for the mandatory Units of the NPA.

Essential Cutting and Styling Techniques

The purpose of this Unit is to provide you with essential skills to cut and style hair using a variety of cutting/ styling techniques using equipment, tools, styling/finishing products which will aid styling and enhance the finished result.

Essential Colouring and Styling Techniques

The purpose of this Unit is to provide you with knowledge, understanding and skills to carry out a range of colouring techniques and style for a finished look. You will use creative thinking to encourage effective consultation skills, preparation and applying colour using a variety of essential and emerging trend application techniques and finishing the style to enhance colour service.

Preparation for Technical Skills

This Unit is designed to you to carry out a comprehensive consultation before any technical service. Also develop skills and understanding to meet the client's requirements in the preparation for pre and post technical service.

Below is a summary of the Unit content for the optional Units of the NPA:

Total Imagery for Hair Beauty and Make-Up

This Unit is designed to enable you to develop basic IT skills, focusing on the importance of digital and computer technology appropriate to the design process.

Current Techniques in Long Hair: Basic

The aim of this Unit is to develop skills in research, planning, preparation and styling techniques which will enable you to produce three current long hair styles.

You will develop an understanding of influencing factors, communication skills and the relevance of providing advice and guidance to clients through the research of a variety of current long hair looks. A folio will be produced which demonstrates a clear understanding of all products, tools, equipment, ornamentation and styling techniques, as well as how and when to use them.

Styling for a Total Look

In this Unit you will develop skills in creating a total look. You will be required to research and identify chosen media from a variety of sources, and produce a style board to incorporate and combine a range of textures and colour images of hairstyles, make-up and clothing to achieve the total look. You will identify media choices from fashion, theatre or TV/film. You will produce a design plan, and seek feedback before progressing to the final plan of the image.

Clipper Cutting Techniques: Gents

In this Unit you will develop skills to enable you to perform men's haircutting and finishing services for a range of clients using clipper cutting techniques and tools. You will take account of influencing factors and health and safety recommendations, and will research tools used to provide clipper cutting services. Through practical activity you will develop skills in the correct use of each tool as well gaining an understanding of the effects achieved using a range of techniques.

Hair, Beauty and Make-up: Competition Technical Skills

This Unit is designed to enable you to compete. You will be required to research, design and compete in a specified competition. Evaluate the planning process, review and reflect on the completed image to support future development.

Postiche Applications and Styling: An Introduction

In this Unit you will develop skills in applying temporary postiche applications and investigate the use of temporary postiche application and develop skills which will enable you to select and apply temporary hair additions in a variety of ways as well as develop skills in blending and finishing hair applications using a range of techniques to achieve the required look.

8.2 Progression pathways

The NPA will help you prepare for employment and possible articulation to the NPA in Creative Hairdressing at SCQF level 6, the NC in Hairdressing at SCQF level 6 (G9K3 46) or the NC in Media Make-up at SCQF level 6 (G8DF 46). Further progression could be to the HNC in Hairdressing at SCQF level 7 (G805 15) for those candidates have industry experience.

The Group Award may also be useful to you if you are already in employment in the hairdressing industry and seeking to enhance your employability through gaining formal recognition of your skills.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

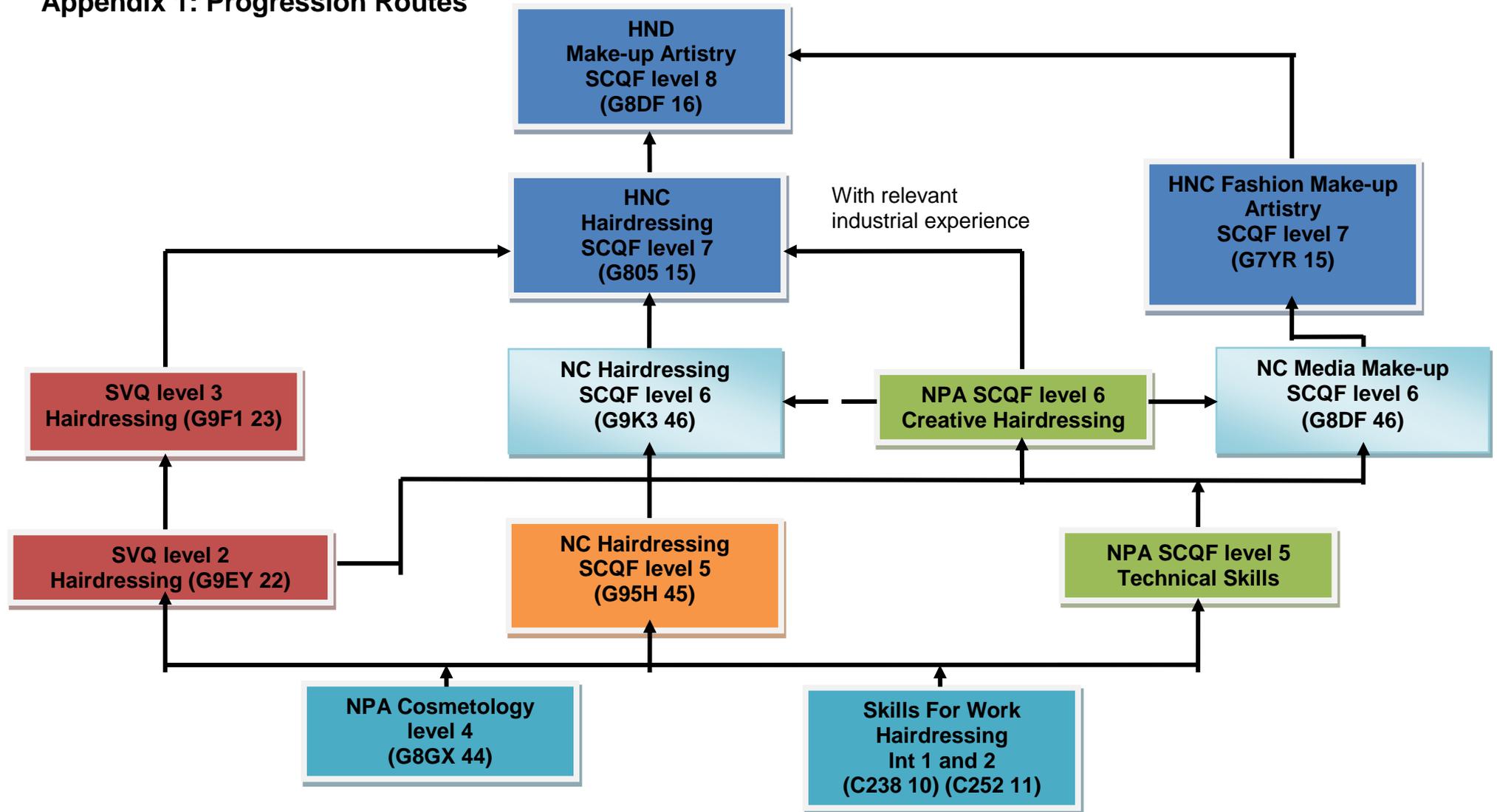
Consortium-devised National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.

10 Appendices

Appendix 1: Progression Routes

Appendix 2: NOS Map

Appendix 1: Progression Routes



Appendix 2: National Occupational Standards Map

- ◆ SVQ level 2: Hairdressing G9EY 22
- ◆ SVQ level 3: Hairdressing G9F1 23
- ◆ SVQ level 2: Beauty Therapy G9XX 22

NPA in Hairdressing Technical Skills at SCQF level 5

Unit Code	Unit Title	NOS: G9EY 22						NOS G9XX 22	NOS: G9F1 23		
		GH12	GH9	GH10	G7	GH11	GB3	B8	GH21	GH16	GH17
Mandatory Units											
H2MM 11	Essential Cutting And Styling Techniques	✓		✓							
H2MN 11	Essential Colouring and Styling Techniques		✓	✓							
H2ML 11	Preparation for Technical Skills				✓						
Optional Units											
H2MT 11	Total Imagery for Hair Beauty and Make-Up										
F4CB 11	Current Techniques in Long Hair			✓		✓					
F78W 12	Styling for a Total Look								✓		
F50F 11	Clipper Cutting Techniques: Gents						✓				
F4BV 11	Hair Beauty and Make-Up: Competition Technical Skills			✓				✓			
F4C6 11	Postiche Applications and Styling: An Introduction			✓		✓					