

**Arrangements for:  
National Progression Award:  
Cosmetology**

**Group Award Code: G8GX 44**

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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 in Cosmetology at SCQF level 4 which was validated in February 2007 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 Group Award relates to skills and knowledge required for candidates who wish to enter Hairdressing, Beauty, Make up Artistry or Barbering

# 2 Rationale for the development of the Qualification

Colleges and training organisations through continual development, have kept pace with the changes in the Hairdressing and Beauty industries. In recent years this has been accompanied with difficulties recruiting students with appropriate knowledge and skills into programmes.

This course allows centres the choice of sampling Hairdressing/Barbering/Beauty/Make up Artistry disciplines in a meaningful way, while gaining a recognised National Qualification.

The Hair and Beauty industries are well established with world-respected qualifications ranging from NQ and SVQ for Hair and Beauty to Higher National qualifications in both disciplines. A gap has been identified for an introductory course that is accessible to industry.

The National Progression Award Cosmetology has been designed to meet the needs of the Hair and Beauty industries in a form deliverable within approved Assessment Centres.

There is a need to introduce a shorter basic qualification to encourage both school leavers and adult returners into industry; to reduce the skills gaps and to improve the image of Hair and Beauty as a career with prospects and academic progression.

SQA consulted the sector and the need for the award was confirmed by:

- (i) The FE and training sector
- (ii) Scottish Prison Service
- (iii) The Hair and Beauty Industry

This National Award is designed to equip candidates with the skills, knowledge and understanding required for employment, or for progression to further academic and/or professional qualifications.

The NPA in Cosmetology will provide:

- ◆ common mandatory elements of study for various vocational pathways
- ◆ choices of optional Units appropriate to the main career disciplines of each Hairdressing, Beauty, Make up Artistry and Barbering industries
- ◆ flexible approaches within a national framework
- ◆ the opportunity to preserve and build upon existing good practice
- ◆ compatibility with feeder qualifications, in particular Skills for Work (SFW)
- ◆ a response to changing training and educational needs
- ◆ preparation for employment

- ◆ a contribution to the skills, knowledge and understanding required to underpin relevant National Occupational Standards SVQs'
- ◆ a progression to higher level qualifications eg SVQ awards
- ◆ a focus on the development of candidates practical skills, knowledge and understanding which underpins performance in the workplace

National Progression Awards are designed to develop and assess a defined set of skills and knowledge in specialist vocational areas. They are linked to National Occupational Standards — the basis of Scottish Vocational Qualifications

### **3 Aims of the Group Award**

The aims of the NPA in Cosmetology is to provide a qualification at SCQF level 4 the structure of the qualification allows for mandatory Units to provide the key areas of learning required by employers and some practical skills in specific area of the award

#### **3.1 Principal aims of the Group Award**

The NPA in Cosmetology includes five mandatory Units, which cover topics such as Working with others, product awareness, assisting in a workplace, health and safety and career options, working with customers colleagues.

All of these topics are considered to be key areas of learning to employers.

NPAs are qualifications designed to prepare candidates for employment in a specific industry and may lead to further study in SVQs or NC Units. NPAs have been introduced in specific industries to enable candidates to develop basic underpinning knowledge and understanding together with some practical skills, normally through off-the-job training in a college or other learning environment.

NPAs should provide skills, knowledge and understanding. NPAs, at this level will not take someone to the industrial competence required by occupational standards.

#### **3.2 General aims of the Group Award**

This award will develop candidates:

- ◆ practical skills
- ◆ ability to solve problems
- ◆ transferable skills
- ◆ ability to be flexible and work cooperatively with others
- ◆ responsibility for own learning
- ◆ planning, organisational and evaluation skills
- ◆ oral, written and communication skills
- ◆ flexibility, knowledge, skills and motivation as a basis for progression

### 3.3 Target groups

This National Progression Award is suitable for a wide range of candidates including:

- ◆ school leavers
- ◆ progression candidates (eg Skills for Work)
- ◆ adults returning to education

### 3.4 Employment opportunities

The National Progression Award in Cosmetology could lead to employment within the Hairdressing sector but is seen as progression to further training within the candidates chosen subject area

## 4 Access to Group Award

As with all SQA qualifications, access to the awards will be at the discretion of the centre although the National Progression Award in Cosmetology is fundamentally designed to encourage open access to all candidates in so far as possible.

One of the major attractions to using a progression award is that they are tailored to the needs and circumstances of the candidates. The assessments for the NPA will be challenging and meaningful, but nonetheless still achievable for all candidates who are prepared to work to gain the award.

## 5 Group Award structure

The Group Award consists of five mandatory Units and one optional Unit from a selection of four differing practical areas. Four of the mandatory Units have a 0.5 credit, and one has a single credit. One single credit option Unit has to be chosen to make up the total of 4 credits for the completed award.

### 5.1 Framework

	Code	SCQF credit points	SCQF level	SQA credit value
Working with Customers and Colleagues	DJ3W 10	6	4	1
Cosmetology: Product Awareness	FOF6 10	3	4	0.5
Cosmetology: Career Options and Choices	FOF8 10	3	4	0.5
Cosmetology Health an Safety	FOFD 10	3	4	0.5
Cosmetology: Prepare and Assist in a Workplace Environment	FOF9 10	3	4	0.5
Options Units (one to complete Award)				
Cosmetology: Barbering Practical Skills	FOF7 10	6	4	1
Cosmetology: Hairdressing Practical Skills	FOFA 10	6	4	1

	Code	SCQF credit points	SCQF level	SQA credit value
Cosmetology: Beauty Practical skills	FOF E 10	6	4	1
Cosmetology: Make up Artistry Practical Skills	FOFB 10	6	4	1

## 5.2 Mapping information

The NPA: Cosmetology provides underpinning knowledge for the SVQ level 1 in Hairdressing and Beauty and provides a progress route to the SVQ and NQ awards.

## 5.3 Articulation

The National Progression Award in Cosmetology has been designed as a progression route to the full range of SVQs or the NC Units available in the chosen subject area, Hairdressing, Beauty Make up Artistry and Barbering.

# 6 Approaches to delivery and assessment

## Content and context

This National Progression Award is designed to equip candidates with the knowledge, understanding and skills required for progression to further training in their chosen subject area.

The NPA in Cosmetology is at SCQF level 4. The full content can be referenced from the proposed framework.

A minimum of **four** credits is required to gain the National Progression Award in Cosmetology.

The 5 mandatory Units in the award are 0.5 credits each with the exception of the generic Unit *Working with Customers and Colleagues*, which has 1 credit. This gives candidates a total of three credits from the mandatory section.

Candidates must then choose **one** credit from the optional Units, which are all one credit each. This will give candidates a total of four credits to gain the award in NPA in Cosmetology.

The mandatory Units within the award should be delivered holistically and should be taught in the context of the chosen optional Unit within the award. All Units would require a practical salon facility as the main focus of each Unit is to give the candidates an opportunity to practice the skills required for employment, or further study within their chosen area. Assessments should be carried out towards the end of the Units when candidates have had the benefit of practice and support. Time should be left, however, to allow for re-assessment where necessary.

Sample assessment briefs and assessor checklists are included in the Assessment Support Pack which has been produced for all Units in the award, centres who wish to produce their own instruments of assessment should refer to the Assessment Support Pack to ensure a comparable standard.

## Delivery

The structure of the qualification allows for a high degree of flexibility in its delivery. Owing to the very practical nature of the award, it is recommended that each teaching/training session should be of a reasonable duration, say perhaps three hours.

The award could be offered full-time, part-time, block-release, day release or evening. Combination of delivery is also a possibility. Such combined study may enable candidates to complete the award within a shorter time period. Centres wishing to provide a full time programme might include all mandatory and optional Units in the framework.

It is recognised that the NPA in Cosmetology is very much an award, which focuses on the development of the candidate's practical skills ASPs have been developed for the award; these consist of candidate support packs and examples of assessments, these can be found on SQAs secure web site and can be accessed by centres.

## 7 General information for centres

### 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)).

### 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 and Quality Assurance for Colleges of Further Education* ([www.sqa.org.uk](http://www.sqa.org.uk)).

## 8 General information for candidates

NPAs are qualifications designed to prepare candidates for employment in a specific industry and may lead to further study in SVQs or NQ Group Awards. NPAs have been introduced in specific industries to enable candidates to develop basic underpinning knowledge and understanding together with some practical skills, normally through off-the-job training in a college or other learning environment.

NPAs should provide skills, knowledge and understanding. What they will not do, at this level, is take someone to the industrial competence required by occupational standards.

The design rules for NPAs are very flexible, allowing the specific qualifications to vary in structure to meet the needs of the sector. The NPA in Cosmetology comprises of:

**A group of National Units** — chosen to provide a range of underpinning knowledge, understanding and skills, which will prepare candidates for progress to a specific SVQ or progression to NQ Group Awards, or for employment in the hairdressing Industry

However, the key criteria, which determine the nature of an NPA, is that it is fit for purpose in helping candidates prepare for entry to industry or for progression to a specific SVQ, group of SVQs or NQ.

Whilst NPAs do not in themselves imply full occupational competence, they can help a candidate develop capability and demonstrate potential to a prospective employer.

## 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](http://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 Core Skill Unit:** This is a Unit that is written to cover one or more particular Core Skills, eg National Units in Information Technology or Communications.

**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, 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.