



## 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:** F5DM 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 National 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
- ◆ Consolidate 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

**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:

DN5W 34	<i>Hairdressing: Creative Designs in Haircutting</i>
DN5V 34	<i>Hairdressing: Colouring, Colour Correction and Innovative Design</i>
A60W 35	<i>Principles and Practice of Selling</i>
D77G 34	<i>Communication: Practical Skills</i>
A67K 34	<i>CAD: Graphic Design 1</i>
FD69 34	<i>Digital Imaging</i>
D7HJ 34	<i>Employment Experience 1</i>

Candidates should also have good communication skills. These may be demonstrated by the achievement of Core Skill *Communication* at Higher level or by possession of Higher English and Communication or a suitable NQ communication Unit (SCQF level 5/6)

## General information for centres (cont)

**Core Skills:** There are opportunities to develop the Core Skill(s) of *Communication* and *Problem Solving* at SCQF level 6 and *Working with Others* at SCQF level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

**Assessment:** This Graded Unit will be assessed by the use of a practical assignment. The developed practical assignment should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Graded Unit that it covers.

## Administrative Information

**Graded Unit code:** F5DM 34  
**Graded Unit title:** Hairdressing: Graded Unit 1  
**Original date of publication:** March 2009  
**Version:** 03 (August 2018)

### History of changes:

Version	Description of change	Date
02	Minor amendments to ensure currency and clarification.	06/08/13
03	Update of Conditions of Assessment.	06/08/18

**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.

Reasonable assistance is the term used by SQA to describe the difference between providing candidates with some direction to generate the required evidence for assessment and providing too much support which would compromise the integrity of the assessment. Reasonable assistance is part of all learning and teaching processes.

In relation to the assessment of Higher National Project-based Graded Units, assessors may provide advice, clarification, and guidance during the time between the distribution of the project instructions and the completion date, ie at each stage of the project.

Remediation allows an assessor to clarify candidate responses, either by requiring a written amendment or by oral questioning, where there is a minor shortfall or omission in evidence requirements. In either case, such instances must be formally noted by the assessor, either in writing or by recording, and be made available to the internal and external verifier.

In relation to Higher National Project-based Graded Units, candidates must be given the opportunity for remediation at each stage of the project.

The evidence for a Higher National Project-based Graded Unit is generated over time and involves three distinct stages, each of which has to be achieved before the next is undertaken. This means that any re-assessment of stages must be undertaken before proceeding to the next stage. The overall grade is derived from the total number of marks *across all* sections, and should reflect the ability of the candidate to work autonomously and the amount of support required. In relation to Higher National Project-based Graded Units, candidates who have failed any stage of the project and have been unable to provide the necessary evidence through remediation must be given the opportunity for re-assessment of that stage.

Any candidate who has failed their graded unit or wishes to upgrade their award must be given a re-assessment opportunity, or in exceptional circumstances, two re-assessment opportunities. In the case of project-based graded units, this must be done using a substantially different project.

The final grading given must reflect the quality of the candidate's evidence at the time of the completion of the graded unit. Candidates must be awarded the highest grade achieved — whether through first submission or through any re-assessment, remediation, and/or reasonable assistance provided.

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.

## **Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)**

**Graded Unit title:** Hairdressing: Graded Unit 1

### **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

The work necessary to undertake this assignment will consolidate skills and knowledge acquired throughout the HNC Hairdressing. Candidates will identify the image of the chosen organisation as well as the style adaptation to be carried out and demonstrate the practical competences which reflect the award. These will employ skills developed through a combination of the mandatory Units from the Group Award. When planning, organising and producing the portfolio candidates must ensure that sufficient evidence is provided to meet the requirements of the Graded Unit.

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

The candidate will be asked to:

- ◆ interpret the brief
- ◆ gather information in response to the brief
- ◆ identify a leading organisation in hairdressing or related industry in which they would like to seek employment
- ◆ investigate the image portrayed by the organisation
- ◆ prepare an action plan
- ◆ select one model
- ◆ investigate available resources
- ◆ select and prepare materials
- ◆ prepare and present a hairstyle to reflect the chosen organisational image
- ◆ adapt the initial selected hairstyle significantly to produce a different look on the same observed performance occasion demonstrating their creative skills
- ◆ produce photographic evidence of one style and adaptation which reflects the image of the chosen organisation
- ◆ present the styles in a portfolio
- ◆ where images have been digitally enhanced this must be identified and the original image **MUST** be included as an appendix
- ◆ present a portfolio
- ◆ evaluate the portfolio (through reflection)

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.

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

The brief should allow a degree of choice in the way a project is taken forward so that it may reflect a candidate's interests and personal strengths. A mentoring system as described in the *conditions of assessment* above would help the candidate to develop the brief, and ensure the candidate was carrying out appropriate preparation and planning for the task.

Each candidate must provide his or her individual responses to each of the stages of the assignment and assessors must be satisfied that the work has been completed by the individual candidate.

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

### Candidate brief

The candidate should:

- ◆ interpret the brief
- ◆ gather information in response to the brief
- ◆ identify a leading organisation in hairdressing or related industry in which you would like to seek employment
- ◆ investigate the image portrayed by the organisation
- ◆ prepare an action plan
- ◆ select one model
- ◆ investigate available resources
- ◆ select and prepare materials
- ◆ prepare and present a hairstyle to reflect the chosen organisation's image
- ◆ adapt the initial selected hairstyle significantly to produce a different look on the same observed performance occasion demonstrating your creative skills. This may include the use of postiche/padding or any other medium
- ◆ produce a comprehensive record of the underpinning processes involved in the style and its adaptation
- ◆ produce photographic evidence of one style and adaptation which reflects the image of the chosen organisation
- ◆ present a style in a portfolio
- ◆ where images have been digitally enhanced this must be identified and the original image **must** be included as an appendix
- ◆ present a portfolio
- ◆ evaluate the portfolio (through reflection)

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

### 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.

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> <li>◆ has good quality evidence gathered together in a logical way for each of the three essential phases of the project, showing clear inter-relationships</li> <li>◆ demonstrates a justified interpretation of the brief which shows insight, creativity and a clear understanding of the practical skills required for each process</li> <li>◆ develops an action plan which is clearly related to the tasks associated with the project with accurate timelines and some flexibility to allow for contingencies</li> <li>◆ has identified cohesive tasks which are in a logical order and integrate with researched information</li> <li>◆ uses specialist technical language accurately and appropriately in all written and oral work</li> <li>◆ produces a portfolio which reflects the requirements of the brief, organisational and management skills, the image of the chosen organisation, identified style and adaptation and adherence to relevant current health and safety legislation</li> <li>◆ presents a reflective evaluation which identifies the strengths and weaknesses of all aspects of the development process</li> </ul>	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> <li>◆ has provided evidence for the three phases of the project</li> <li>◆ demonstrates an accurate interpretation of the brief which takes account of existing practical skills required for each process</li> <li>◆ develops an action plan which relates to the tasks which require to be completed for the project. Each task should have a related timeline</li> <li>◆ displays tasks in a logical order with realistic timelines</li> <li>◆ uses language which is accurate in terms of technical content</li> <li>◆ produces a portfolio which reflects the image of the chosen organisation and demonstrates the identified style and adaptation, clearly displaying technical and creative skills</li> <li>◆ presents a reflective evaluation of the development process</li> </ul>

The project will be marked out of 100. 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%

**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 30%	<p>This must clearly demonstrate the skills and knowledge gained by the candidate whilst undertaking the mandatory Units.</p> <p>A written action plan should be produced and must contain:</p> <ul style="list-style-type: none"> <li>◆ the candidates interpretation of the brief</li> <li>◆ information gathered in response to the brief</li> <li>◆ identification of leading organisation in hairdressing or related industry in which they would like to seek employment</li> <li>◆ identification of organisational image</li> <li>◆ identify image and adaptation to be created and presented</li> <li>◆ selection of model, resources and products</li> <li>◆ plan of proposed management and organisational skills in relation to the creation and presentation of initial style and adaptation and the portfolio presentation</li> </ul> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage. The candidate should achieve a minimum of 15 out of the allocated 30 marks to achieve a C Grade.</i></p>

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Project stage	Minimum Evidence Requirements
Stage 2 — Developing 40%	<p>Demonstrate effective management of the production and presentation of the selected style and adaptation:</p> <ul style="list-style-type: none"> <li>◆ a comprehensive record of the underpinning processes used in the cut, colour and adaptation</li> <li>◆ produce and present photographic evidence of the style and adaptation during observed practical performance</li> <li>◆ present the styles in a portfolio</li> <li>◆ where images have been digitally enhanced this must be identified and the original image <b>MUST</b> be included</li> </ul> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage. The candidate should achieve a minimum of 20 of the allocated 40 marks to achieve a C Grade.</i></p>
Stage 3 — Evaluating 30%	<p>Candidates must reflect, review and evaluate the practical assignment and produce an evaluative report which must:</p> <ul style="list-style-type: none"> <li>◆ briefly outline the practical assignment</li> <li>◆ review and update the action plan</li> <li>◆ summarise any unforeseen events and how they were handled</li> <li>◆ assess the strengths and weaknesses of the management of the production and presentation of the selected style and adaptation</li> <li>◆ identify any knowledge and skills which have been gained or developed</li> <li>◆ determine to what extent the assignment met the original brief</li> </ul> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage. The candidate should achieve a minimum of 15 of the allocated 30 marks to achieve a C Grade.</i></p>

## **Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)**

### **Support notes**

It is envisaged that this Graded Unit would be started towards the end of the candidate's studies. Centres could concentrate the time available for the Graded Unit towards the end of the Course. It should not be seen as a repeat of previous Unit assessments. The emphasis should be on the integration and application of existing knowledge and skills.

Time management is an important aspect of planning, developing and evaluating a practical activity and in order to help candidates manage their time effectively, lecturers should consider setting up individual progress reviews with candidates at the start of the delivery of the Graded Unit. Lecturers may consider developing a centre pro forma to record their discussions with candidates. These discussions or mentoring activities are an essential part of the Graded Unit and should help ensure that candidates keep to timelines. Records of meetings will form part of the candidate's evidence. The grade finally achieved by the candidate depends on the work submitted. It is therefore very important that staff do not give undue assistance to students. The level of assistance should be fully discussed at Course Team level and any assistance given should be logged in the candidate's mentoring records.

The identification of when salon facilities/resources are required and available could form part of the candidate's planning activities. Access to computers is likely to be required for word processing.

### ***Opportunities for developing Core Skills***

In this Unit, candidates will collect and organise information from a number of sources. This is a good opportunity to develop *Communication* and *Problem Solving* skills.

There are good opportunities for developing *Problem Solving* skills as candidates are expected to take responsibility for their own performance; source relevant physical resources including products and equipment, including suitable model and products, style design and adaptation, production of a portfolio and critical evaluation of their work.

### **Equality and inclusion**

This unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## General information for candidates

This Graded Unit is designed to help you provide evidence that you have achieved the following principal aims of the HNC Hairdressing:

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

The practical assignment and the way it is planned and conducted should reflect the opportunities for individual research that reflects the diversity and range of treatments contained within the mandatory Units of the HNC Hairdressing award.

You will be required to:

- ◆ interpret the brief
- ◆ gather information in response to the brief
- ◆ identify a leading organisation in hairdressing or related industry in which they would like to seek employment
- ◆ investigate the image portrayed by the organisation
- ◆ prepare an action plan
- ◆ select one model
- ◆ investigate available resources
- ◆ select and prepare materials
- ◆ prepare and present a hairstyle to reflect the chosen organisational image
- ◆ adapt the initial selected hairstyle significantly to produce a different look on the same observed performance occasion. You may use postiche padding or any other medium
- ◆ produce photographic evidence of one style and the adaptation which reflects the image of the chosen organisation
- ◆ present the styles in a portfolio
- ◆ where images have been digitally enhanced this must be identified and the original image **MUST** be included as an appendix
- ◆ present a portfolio
- ◆ evaluate the portfolio (through reflection)

The work produced must be presented in a portfolio and you must demonstrate the application of skills from all of the mandatory Units.

DN5W 34	<i>Hairdressing: Creative Designs in Haircutting</i>
DN5V 34	<i>Hairdressing: Colouring, Colour Correction and Innovative Design</i>
A60W 35	<i>Principles and Practice of Selling</i>
D77G 34	<i>Communication: Practical Skills</i>
A67K 34	<i>CAD: Graphic Design 1</i>
FD69 34	<i>Digital Imaging</i>
D7HJ 34	<i>Employment Experience 1</i>

The evidence for the project is generated over time and involves three distinct stages — planning, developing, evaluating. Each stage has to be achieved before the next is undertaken. Any reassessment of stages must be undertaken before proceeding to the next stage.

In order to successfully complete this Unit, you will be required to achieve a satisfactory level of performance on each stage.

## **General information for candidates (cont)**

You should be given a date for completion of the practical assignment. Instructions for the assessment task should be distributed to allow you 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, lecturers may answer questions; provide clarification, guidance and reasonable assistance.