

National Unit Specification: general information

UNIT Cosmetology: Career Options and Choices (Intermediate 1)

CODE F0F8 10

COURSE

SUMMARY

This Unit is focused on candidates gaining awareness of career options and choices within the hairdressing, beauty and related industries. Candidates will be able to investigate and respond to employment vacancies within hairdressing, beauty and related industries. Candidates will also explore typical job roles and staffing structures within the sector.

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 Investigate career options and choices in a selected employment area.
- 2 Demonstrate an understanding of job roles and the staffing structure within the chosen employment area.

RECOMMENDED ENTRY

Entry to this Unit 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*

Administrative Information

Superclass: HC

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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

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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

Investigate career options and choices in a selected employment area.

Performance Criteria

- (a) Identify a variety of job roles and career opportunities within the selected job area.
- (b) Identify a variety of sources of information on relevant employment vacancies.
- (c) Identify a variety of methods of responding to an employment vacancy.
- (d) Identify the steps in a career path for a chosen career goal.

OUTCOME 2

Demonstrate an understanding of job roles and the staffing structure within the chosen employment area.

Performance Criteria

- (a) Briefly describe the staffing structure of the selected work environment.
- (b) Describe own role within the selected staffing structure, clearly defining the limits of responsibilities within that role.
- (c) Demonstrate the ability to carry out practical tasks within the workplace environment within the defined role.
- (d) Refer areas outwith job role to the appropriate responsible person.

EVIDENCE REQUIREMENTS FOR THIS UNIT

Written/oral evidence and performance evidence is required to demonstrate that all Outcomes and Performance Criteria have been achieved.

Outcome 1

Candidates will submit written/oral evidence in the form of a project, which will be provided in response to a given brief. The evidence will include:

- ◆ potential career opportunities within the industry
- ◆ list of employment vacancies and their source
- ◆ variety of methods of responding to employment adverts, to include, letter writing, CV, e-mail and telephone
- ◆ information relevant to progress within chosen career path
- ◆ steps in a career path for a chosen goal
- ◆ staffing structure within a selected work environment
- ◆ own role within the selected staffing structure

National Unit Specification: statement of standards (cont)

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Outcome 2

Candidates will demonstrate by practical performance on two occasions whilst practising in the working environment that they are capable of dealing with the following:

- ◆ dealing with situations within the limits of responsibilities
- ◆ referring areas outwith their understanding to the appropriate person

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: Career Options and Choices (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

This Unit is designed to ensure that candidates have an understanding of varying career paths within their chosen industry (hairdressing/beauty/make up artistry). Candidates will be guided to investigate the varying routes that are available in order to achieve their ultimate goal. Candidates will learn how to research employment vacancies, and respond appropriately to adverts relevant to those vacancies. Candidates will also investigate relevant information, which assists progression to the next level of learning within the industry.

The candidate will also learn:

- ◆ how a staffing structure within the commercial environment is designed and what their role is within that structure
- ◆ their responsibilities within that role and how to recognise areas out with their understanding
- ◆ who within the staffing structures would be responsible for areas they personally cannot deal with

In order to successfully achieve this Unit candidates will need to have knowledge and understanding of the following criteria:

- ◆ an understanding of career progression within the commercial environment
- ◆ know how to research Career Progression
- ◆ know where to research employment vacancies
- ◆ know how to respond to employment vacancies
- ◆ understand what basic learning is required in order to progress to the next level of achievement
- ◆ know what their role is within the staffing structure
- ◆ know their responsibilities within that role
- ◆ know the person to whom they refer areas of responsibility that they cannot deal with

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

The content of this Unit should be discussed with candidates prior to commencement of teaching. In order that candidates can gain the above knowledge the tutor/lecturer will, through discussion guide them towards areas where they can investigate the following:

- ◆ career prospects, lead body pamphlets, college prospectus, internet, textbooks trade magazines
- ◆ employment vacancies local/national newspapers, trade magazines, employment agencies
- ◆ varying methods of responding to vacancies, letter writing, telephone call, e-mail, CV

National Unit Specification: support notes (cont)

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The teacher/lecturer may wish to give a broad overview of career paths within hairdressing, beauty or related industries. They will also give details of basic knowledge required for progression within the industry. The teacher/lecturer will show candidates examples of staff structures from a selection of areas within the commercial environment, varying from a small business (2–3 employees) to a large business (20+ employees). Through discussion, the teachers/lecturers will help candidates understand their role within a selected staffing structure and their responsibilities within that role. It will be important for teachers/lecturers to emphasise that areas of responsibilities beyond the candidates remit be referred to the appropriate person responsible.

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

Opportunities for Developing Core Skills

In this Unit, candidates will carry out an investigation into career options and choices in a selected employment area which will involve collecting and organising information from a number of sources. These are good opportunities for developing communication skills.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

It is recommended that the assessment of knowledge and understanding for Outcome 1 and Outcome 2 will be completed prior to the completion of the practical assessment for Outcome 2. This will allow candidates to build knowledge and understanding of the roles and responsibilities before demonstrating them. While the assessment of Outcome 1 and 2 need not be taken on a single assessment occasion under supervised conditions, candidates at this level will need guidance, supervision and feedback to ensure they are adhering to the assignment brief.

The assessment for Outcome 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.

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).