



National Unit Specification: general information

UNIT Commercial Experience (SCQF level 6)
CODE F78V 12

SUMMARY

This Unit has been designed as a mandatory Unit of the National Certificate Group Award (NCGA) in Hairdressing at SCQF level 6, NCGA in Media Make-up at SCQF level 6, and NCGA in Beauty at SCQF level 6.

This Unit is designed to allow candidates to gain realistic employment experience within a specified commercial environment. Candidates will identify an organisation suitable to carry out a commercial experience relevant to their subject area.

The focus of this Unit will be practical performance. Candidates will carry out a variety of consecutive services on clients within commercially viable time frames then give a clear and concise evaluation of their commercial experience.

This Unit is suitable for candidates who have developed the necessary skills to work in a commercial environment.

OUTCOMES

- 1 Prepare for a commercial experience.
- 2 Carry out the commercial experience.
- 3 Reflect and review the commercial experience.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates would normally be expected to be undertaking the following or equivalent:

- ◆ NCGA Hairdressing (SCQF level 6)
- ◆ NCGA Beauty (SCQF level 6)
- ◆ NCGA Media Make-Up (SCQF level 6)

Administrative Information

Superclass: HL
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National Unit Specification: general information (cont)

UNIT Commercial Experience (SCQF level 6)

CREDIT VALUE

1 credit at SCQF level 6 (6 credit points at SCQF level 6*)

**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.*

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 SQA.

OUTCOME 1

Prepare for a commercial experience.

Performance Criteria

- a) Research suitable commercial experience.
- b) Undertake a self-assessment of strengths and weaknesses.
- c) Select a commercial experience relevant to personal goals, qualities and skills.
- d) Produce a curriculum vitae (CV), letter of application and prepare for the interview.
- e) Demonstrate knowledge of Health and Safety specific to commercial experience.

OUTCOME 2

Carry out the commercial experience.

Performance Criteria

- a) Attend and display good timekeeping.
- b) Carry out a variety of consecutive services on clients effectively within salon time-frame.
- c) Display ability to multi-task.
- d) Respond to client requirements in an appropriate manner.
- e) Communicate and interact with team to maintain interpersonal relationships.
- f) Observe appropriate legislation.

OUTCOME 3

Reflect and review the commercial experience.

Performance Criteria

- a) Record evidence of activities carried out.
- b) Assess own strengths and weaknesses.
- c) Gather feedback on own performance from others.
- d) Identify how the commercial experience could have been improved.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Performance evidence and product evidence which covers all the Outcomes is required for this Unit.

Outcome 1 Product evidence

Candidates are required to produce, in open-book conditions, a folio of evidence to include:

- ◆ suitable commercial experience
- ◆ self-assessment of strengths and weaknesses
- ◆ identify a commercial experience relevant to personal goals, qualities and skills
- ◆ CV and letter of application
- ◆ interview preparation
- ◆ identify Health and Safety specific to commercial experience

An assessor checklist must be used to support product evidence.

Outcome 2 Performance and product evidence

Candidates will be required to demonstrate on a minimum of **eight** occasions they are able to:

- ◆ attend and display good time keeping
- ◆ carry out a variety of consecutive services on clients effectively within salon time-frame
- ◆ display ability to multi-task
- ◆ respond to client requirements in an appropriate manner
- ◆ communicate and interact with team to maintain interpersonal relationships
- ◆ observe appropriate health and safety legislation at all times

The evidence for this Outcome must be generated in a commercial salon environment, appropriate to the specialist subject and must be carried out either on consecutive days or one day per week over consecutive weeks.

An assessor checklist must be used to provide evidence of performance.

National Unit Specification: statement of standards (cont)

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Outcome 3 Product evidence

Candidates are required to reflect and review their commercial experience and produce in open-book conditions a folio of evidence to include:

- ◆ a record of the activities carried out
- ◆ assessment of own strengths and weaknesses
- ◆ feedback on own performance from salon supervisor and teacher/lecturer
- ◆ identification of how the commercial experience could have been improved

A completed supervisor report must be included in the folio which clearly identifies the candidate's performance during the commercial experience.

An assessor checklist must be used to support product evidence.

All candidate evidence must be gathered and present in a folio.

The Assessment Support Pack (ASP) provided for this Unit illustrates the standard that should be applied. It includes a folio brief for Outcome 1 and 3, assessor checklists and supervisor report for Outcome 2. If a centre wishes to design its own assessments for this Unit, they should be of a comparable standard.

National Unit Specification: support notes

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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 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit is designed to enable candidates to gain realistic employment experiences within the commercial environment.

Candidates must carry out research to identify a variety of organisations suitable for commercial experience relevant to their subject area.

Candidates will identify their own strengths and weaknesses and apply to organisations relevant to their personal goals, qualities and skills. They will prepare a CV and letter of application and prepare for an interview by researching interview techniques and styles.

Candidates will undertake a series of commercial activities relevant to their personal skills, qualities and goals within the commercial experience.

It is essential that candidates understand the health and safety requirements of the commercial environment, which should include.

- ◆ Health and Safety at Work Act
- ◆ Personal Protective Equipment at Work Regulations
- ◆ Control of Substances Hazardous to Health Regulations
- ◆ Electricity at Work Act
- ◆ Data Protection Act
- ◆ Provision and Use of Work Equipment Regulations

Candidates are required to carry out, through practical performance, a variety of consecutive services on clients within commercially viable time frames, whilst adhering to appropriate legislation.

Candidates are required to reflect and review their commercial experience. This experience must reflect the subject area being studied.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

It is important to ensure that candidates are provided with guidance on what is expected of them when undertaking this Unit and how they will be assessed.

Through class discussion the teacher/lecturer will guide the candidates to focus on the importance of the planning required to obtain a relevant commercial experience.

Discussions with peer group and teacher/lecturer will help raise the candidate's confidence, and allow them to undertake an accurate self assessment of strengths and weaknesses, which in turn will encourage them to make an appropriate decision for selection of the organisation where they wish to undertake the commercial experience.

National Unit Specification: support notes (cont)

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Achievement of this Unit will be dependant on candidates effectively carrying out a variety of consecutive services on clients within the organisational timeframe and producing a folio of evidence covering all the necessary Performance Criteria across all Outcomes.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit candidates may use the Internet to research a variety of organisations suitable to carry out a commercial experience, giving the opportunity to develop aspects of the Core Skill *Information and Communication Technology*. Candidates will be planning for their commercial experience by preparing for and undertaking an interview that will give the opportunity to develop aspects of the Core Skill *Communication*. They will undertake a variety of consecutive services on clients within a commercial timeframe, where they are expected to respond to client requirements effectively and maintain interpersonal relationships within the team, giving the opportunity to develop aspects of the Core Skills *Working with Others* and *Communication*.

Candidates will reflect on and review their commercial experience and take feedback from others, giving the opportunity to develop aspects of the Core Skill *Communication*.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The evidence requirements are fully expressed in the mandatory section of this Unit Specification.

Evidence should be gathered at appropriate points throughout the Unit. The evidence required should be gathered in sequence from Outcome 1 to Outcome 3.

The Assessment Support Pack (ASP) provided for this Unit illustrates the standard that should be applied. It includes a folio brief for Outcome 1 and 3, assessor checklists and supervisor report for Outcome 2. If a centre wishes to design its own assessments for this Unit, they should be of a comparable standard.

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

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.