



National Unit Specification: general information

UNIT Hair, Beauty and Make-up Portfolio Presentation
(SCQF level 5)

CODE F4C7 11

SUMMARY

The focus of this Unit is to learn about various forms of portfolio in use and the skills necessary to put a portfolio together. The Unit is designed to enable candidates to develop the necessary skills and knowledge in, sourcing, planning, building and presenting within a portfolio relevant researched style plans and photographic evidence of completed practical work within National Certificate Group Award in Hairdressing (SCQF level 5) and in Beauty Care and Make-up (SCQF level 5).

OUTCOMES

- 1 Research various appropriate forms of portfolio used for presentation.
- 2 Arrange and present a portfolio.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates do not require any formal qualifications.

CREDIT VALUE

1 credit at SCQF level 5 (6 SCQF credit points at SCQF level 5*).

**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: JC

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National Unit Specification: general information (cont)

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CORE SKILLS

There is no automatic certification of Core Skills components in this Unit.

Opportunities for developing aspects of Core Skills are highlighted in Learning and Teaching Approaches for this Unit.

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

Research various forms of portfolio used for presentation.

Performance Criteria

- (a) Identify available sources of portfolios.
- (b) Identify various types of portfolios used for the presentation of practical work.

OUTCOME 2

Arrange and present a portfolio.

Performance Criteria

- (a) Demonstrate accurate sizing of material within a portfolio.
- (b) Demonstrate correct placement of contents within a portfolio.
- (c) Demonstrate correct order to provide clear direction for the reader.
- (d) Present a portfolio to the correct standard.
- (e) Evaluate finished portfolio.

EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required to demonstrate that the candidates have achieved all Outcomes and Performance Criteria.

Outcome 1 and 2 — Written and/or oral evidence and performance evidence

The candidate must provide the evidence in the form of a portfolio. The content will include:

- ◆ research of the various outlets portfolios can be sourced — photographic; art work; make-up artistry; hairdressing; beauty.
- ◆ detail the types of portfolios suitable for displaying evidence:
 - hairdressing
 - beauty
 - make-up artistry industry.
- ◆ arrange the contents within the portfolio correctly.
- ◆ be aware of accuracy of sizing within the contents to achieve the best effects both aesthetically and also providing maximum impact for the reader.

National Unit Specification: statement of standards (cont)

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- ◆ must provide style plans relevant to their displayed work to provide the reader with an accurate account of the work carried out.
- ◆ must have a clear direction with a contents page at the front, page numbers and a bibliography at the end of the portfolio.
- ◆ Photographic evidence should be of a size which gives visual impact and provides the reader with a clear indication of the quality of work achieved. Photographic evidence must be supported with typed guidelines, and can be obtained by own use of a digital camera or by professional photographer. If images have been enhanced then an untouched copy must be provided within the portfolio.
- ◆ requires the candidate to formally present photographic evidence of their completed practical assessments within a portfolio either in paper or electronic format. The candidate must demonstrate correct placement of evidence within the portfolio following the contents page provided. Images should be provided with written and/or oral information as to the use of products and equipment, and technique used to obtain the finished look. Candidates are required to provide self appraisal on the presentation of their portfolio.

The assessments for Outcomes 1 and 2 will be integrated into 1 final assessment submission, the teacher/lecturer will observe using a practical checklist the candidates' performance in the production of the portfolio. Candidates will be assessed within Outcome 1, on the sources of portfolios and also the various types of portfolios suitable for presenting practical work within Hairdressing and Beauty and Make-up Artistry which will be presented as written and/or oral evidence which will be gathered prior to Outcome 2.

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

The Unit is an optional Unit within the National Certificate Group Award in Hairdressing (SCQF level 5) and Beauty Care and Make-up (SCQF level 5).

This Unit is designed to provide the candidate with the practical skills and understanding of portfolio presentation. Candidates will gain knowledge of sourcing, planning and producing and presenting a portfolio, containing evidence gained from practical assessments within *Hairdressing, Beauty and Make-up Artistry*.

Key areas of knowledge are:

- ◆ investigative skills
- ◆ imagination
- ◆ artistic skills
- ◆ planning and organisation skills
- ◆ time management skills
- ◆ self awareness skills

In addition to the vocational content, candidates should be encouraged to develop skills in problem solving. Opportunities will arise while working on this Unit to follow instruction and multi task. Candidates will also show awareness of responsibility and willingness to learn.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

This Unit will be delivered as part of a Group Award. There should be an induction to the Unit to give candidates a full understanding of the requirements. A range of delivery methods can be used including self directed study, group discussion, and tutorials. Group work should be encouraged to share information.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

There are opportunities to gather evidence towards the Core Skills, *Information Technology, Working with Others and Problem Solving*, although there will be no automatic certification of Core Skills.

National Unit Specification: support notes (cont)

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GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

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 communications 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)*.

The portfolio can be presented either in paper or electronic format.

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).

History of changes to Unit

Version	Description of change	Date
02	The unit has been amended to clarify the use of photographic evidence required.	25/10/2011