Arrangements Document

HNC Hairdressing (G805 15)

1 August 2005

Version: 07 (October 2017)

History of changes

It is anticipated that changes will take place during the life of the qualification, and this section will record these changes. This document is the latest version and incorporates the changes summarised below.

Version number	Description	Date
07	**Revision of Unit:** DN6P 34 Beauty Therapy: Make Up for Special Occasions has been revised by HW13 34 Beauty Therapy: Make Up Skills and will finish on 31/07/2020	23/10/17
06	DN6P 34 Make Up for Special Occasions – added to the optional section of the HNC Hairdressing Group Award.	01/08/17
05	**Revision of Unit:** D77G 34 'Communication: Practical Skills' has been revised by H7MB 34 'Communication Practical Skills' and will finish on 31/07/2016. **Revision of Unit:** A6Y7 34 'Developing Entrepreneurial Skills' has been revised by H7V6 34 'Developing Entrepreneurial Skills' and will finish on 31/07/2016. **Revision of Unit:** DE2E 34 'Preparing a Business Plan' has been revised by H7V5 34 'Preparing a Formal Business Plan and will finish on 31/07/2016.	29/05/15
04	**Revision of Unit:** D43K 34 Contribute to the Organisation of a Promotional Activity has been revised by H8PE 34 Contribute to the Organisation of a Promotional Activity and will finish on 31/07/2017	06/02/15
03	A6HG 35 Managing a Small Business revised to H544 35 Managing Information Systems to Develop a Small Business. Old Unit will finish on 31/07/15.	26/11/13
02	The qualification structure has been amended to take account of any revised Units.	12/09/11

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Higher National Certificate in Hairdressing

1 Introduction

1.1 This is the arrangement document for the revised Group Award HNC Hairdressing; it was validated on 16 December 2004.

The Higher National Certificate in Hairdressing is a consortium-designed award accredited by the SQA.

This qualification is being introduced against the background of a comprehensive review of all SQA Higher National Certificate (HNC) and Higher National Diploma (HND) awards.

The new HN Group Award in Hairdressing is designed to equip candidates with the knowledge in current and future employment or for progression to further academic and/or professional qualifications. In this document you will find the background to the development of the award, its aims — general and specific, access conditions to the qualification, a description of the structure of the award, re-commendations of delivery and assessment and guidance for centre.

2 Rationale

2.1 Colleges and training organisations have kept pace with the changes in the hairdressing industry; this has been reflected through continual development within Hairdressing Departments.

There has long since been a culture of Continual Professional Development within the Hairdressing sector to keep abreast of the constant changes in fashion. It is with this in mind that the proposed qualification embodies two specific principles:

♦ to provide a well established and recognised qualification
♦ meet the requirements of employers

It is anticipated that the new structure will provide a strong pathway of progression for candidates who have successfully completed a programme of National Qualification Units or Scottish Vocational Qualifications in a related area and also for those who wish to access Higher Education. This is in line with the current Scottish Credit and Qualifications Framework (SCQF). The title reflects the aims and objectives of the award and is aimed at candidates who wish to develop their expertise in hairdressing and related activities. The award is designed for full or part time study.

	Stakeholder	Method of Consultation
2.2	Higher Education Institutions	Initial postal survey of all Institutions/Centres who articulate to the existing in HND Make-up Artistry or Trichology
	Employers	An initial postal survey of possible employers followed by a more extensive postal survey once the new draft structure was available
	Professional Bodies	A presentation to Standard Setting Body (Habia) Scottish Hairdressing Forum
	Candidates	A postal survey of former candidates
	College Lecturers	A postal survey of College Lecturers

The consultation process confirmed the considerable demand for the proposed awards and its relevance to employers.

The concerns expressed during the consultation process that were addressed during the development of the Group Awards were:

♦ The subject title and subject content of existing awards needed updating to reflect current industry developments.
♦ The concern expressed over the coherence and logical progression between Units in the award. There was a perception that the current awards were made up of a collection of individual Units with no real integration.
♦ Concern was expressed that the current award, while encouraging candidates to progression to Higher Education in terms of knowledge and understanding and project type of work, did not prepare them well for exam type assessments.
♦ Also, the consultation process confirmed the importance of the development of 'core' or 'transferable' skills in particular to meet the needs of employers.

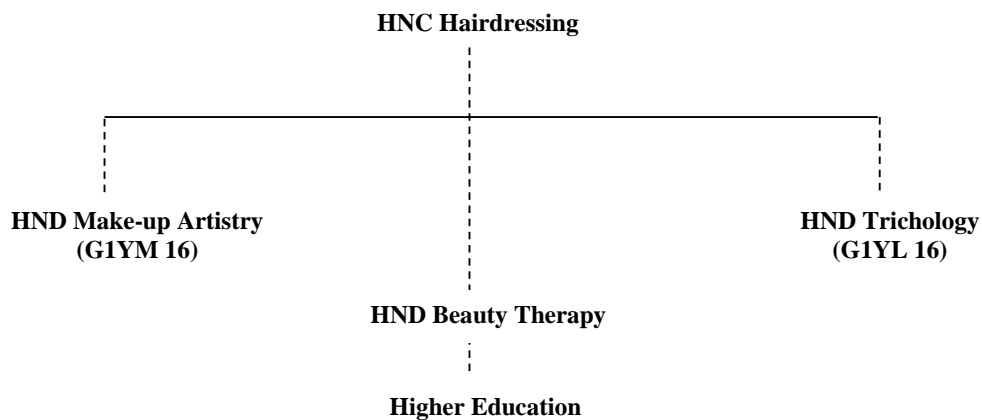This process was fully supported by the SQA.

3   Aims

3.1   General Aims

This Higher National award is designed to allow candidates to gain a recognised qualification in Hairdressing, which will enhance their employability in the areas of technical representative with a manufacturing company, supervisory capacity in a salon, management within a salon, training and assessing within education and training establishments or further progression within education.

It is designed to build on National Units/Vocational Qualifications and/or prior experience within the industry.

The award may be accessed on a full-time/part-time/flexible basis. This will be at the discretion of the delivering centre.

Currently there is not an HND in Hairdressing, but candidates may articulate to HND Make-up Artistry, HND Trichology and with fewer appropriate Units and at a Centre's discretion HND Beauty Therapy.

HNC Hairdressing

HND Make-up Artistry
(G1YM 16)

HND Trichology
(G1YL 16)

HND Beauty Therapy

Higher Education

(if current research proves a need for HND Hairdressing articulation to Higher Education will be researched).

PATHWAYS from HNC HAIRDRESSING

Signposting Units from HNC Hairdressing to other Awards

Unit Title	HND Trichology	HND Beauty Therapy	HND Make-up Artistry
Mandatory Units			
Hairdressing: Creative Design in Hair Cutting	Mandatory		
Hairdressing: Colouring incorporating Colour Correction and Innovative Design	Mandatory		
Principles and Practices of Selling	Optional	Mandatory	Mandatory/ Option
Communication: Practical Skills			
CAD: Graphic Design		Optional	
Employment Experience 1	Optional	Mandatory	Mandatory
Hairdressing: Group Award Graded Unit 1			
Optional Units			
Hairdressing: Alter the Shape of Hair by Temporary and Permanent Techniques			
Hairdressing: Long Hair Design	Mandatory/ Option		Mandatory/ Option
Hairdressing: Specialised Treatments	Mandatory		
Health and Safety Legislation: An Introduction		Optional	
Client Psychology and Communication	Mandatory/ Option		Mandatory
Hairdressing: Wig Making: Basic Skills 1			Mandatory/ Option
Make-up Techniques: Fashion and Photographic	Mandatory/ Option		Mandatory/ Option
Hairdressing: History of			
Hairdressing: Style hair with the use of postiche and padding			Yes
Managing a Small Business	Option/ Mandatory	Optional	Mandatory/ Option
Prepare and Present a Business Plan	Option/ Mandatory	Mandatory	Mandatory/ Option
Contribute to the Organisation and Presentation of a Promotional Activities			Mandatory
Training Skills	Optional		Mandatory/ Option
Supervisory Skills	Optional		Mandatory/ Option
Egan stage 1			
Developing Entrepreneurial Skills	Optional	Optional	Optional
Presentation Skills			
Information Technology: Applications Software 1	Optional	Optional	Optional
Basic Communication in French 1	Optional	Optional	Optional
Basic Communication in German 1	Optional	Optional	Optional
Basic Communication in Italian 1	Optional	Optional	Optional
Basic Communication in Spanish 1	Optional	Optional	Optional
Basic Communication in French 2	Optional	Optional	Optional
Basic Communication in German 2	Optional	Optional	Optional
Basic Communication in Italian 2	Optional	Optional	Optional
Basic Communication in Spanish 2	Optional	Optional	Optional

There are no Higher Education Institutes in Scotland offering a progression directly following from HN awards in Hairdressing. During market research into the need for an HND in Hairdressing, Universities will be involved in the process.

3.2 Specific Aims of the Award

The explicit aims of the award will enable candidates:

♦ the opportunity to develop knowledge and creative skills in hairdressing and related activities
♦ to develop/enhance the candidates interpersonal skills and analytical skills
♦ progress to further professional academic or vocational qualification (including progressing within SCQF framework and core skills)
♦ develop competencies in a range of specialised areas of their choice in line with their preferred career path.
♦ provide a basis for future career and personal development
♦ build on previously acquired transferable skills
♦ adopt an innovative and creative approach to their work and be able to respond quickly to the challenges posed by changes in the hairdressing industry

3.3 Target Client Group

♦ adult returners with a background in Hairdressing
♦ candidates in employment who wish to enhance their career prospects
♦ candidates who have undertaken study within colleges and study within the hairdressing industry

4 Recommended Access

4.1 SVQ level 3 Hairdressing (include three years within the industry

♦ equivalent National Qualifications (which must include three years within the industry)
♦ minimum of 5 years relevant experience within industry
♦ however ultimately entry is at the discretion of the delivering centre

5 Structure of the HNC in Hairdressing

5.1 The award follows the SQA design principles for HN Awards. HNCs shall be designed to be at SCQF level 7.

♦ shall comprise 96 SCQF credit points level 7
♦ at least 48 SCQF credit points at level 7
♦ this should normally include a mandatory section of at least 48 SCQF credit points
♦ should also include a Graded Unit of 8 SCQF credit points at level 7

5.2   Structure

HNC Hairdressing

The HNC will be awarded on successful completion of a total of 12 HN credits. The HNC carries 96 SCQF credit points and is benchmarked at SCQF level 7.

Mandatory Units 8 Credits needed			
Unit Title	Code	Credit Value	SCQF Level
Hairdressing: Creative Designs in Haircutting	DN5W34	1	7
Hairdressing: Colouring, Colour Correction and Innovative Design	DN5V34	2	7
Communication: Practical Skills	H7MB 34*	1	7
Employment Experience 1	D7HJ34	1	7
Hairdressing: Graded Unit 1 Or Hairdressing: Graded Unit 1	DP9L34 Or F5DM34	1	7
Principles and Practices of Selling	DG6W34	1	7
CAD: Graphic Design 1 Or Digital Imaging (lapsed date 31/07/2011) Or Digital Imaging	A67K34 Or DV6034 Or FD6934	1 1 1	7 7 7

Optional Units – 3.0 to 4.0 credits needed			
Unit Title	Code	Credit Value	SCQF Level
Hairdressing: Alter the Shape of Hair by Temporary and Permanent Techniques	DN5T34	1	7
Hairdressing: Long Hair Design	DN5Y33	1	6
Hairdressing: Specialised Treatments: Hair and Scalp Conditions	DN6035	2	8
Health and Safety Legislation: An Introduction	DF8734	1	7
Client Psychology and Communication	D4EC34	1	7
Hairdressing: Wig Making 1	DN6434	1	7
Make-up Artistry: Fashion and Photographic Make-up	DP3134	2	7
Hairdressing: History of	DN5X34	1	7
Hairdressing: Style Hair with the use of Postiche and Padding	DN6334	1	7
Managing Information Systems to Develop a Small Business*	H544 35*	2	8
Preparing a Formal Business Plan	H7V5 34*	2	7
Contribute to the Organisation and Presentation of a Promotional Activity	H8PE 34*	2	7
Training Skills	A78F34	1	7
Developing Entrepreneurial Skills	H7V6 34	1	7
Presentation Skills	DE2035	1	8
Information Technology: Applications Software 1	D75X34	1	7
Make-up Artistry: Basic Make-up, Skin Care and Eye Treatments	DP3034	2	7
Beauty Therapy: Make Up Skills	HW13 34*	1	7

*Refer to History of Changes for revision changes.

Languages Optional Units – up to 1 credits needed			
Unit Title	Code	Credit Value	SCQF Level
Communication in French: Basic Operational Reading and Writing Skills	F2F933	1	6
Communication in French: Basic Operational Speaking and Listening Skills	F20P33	1	6
Communication in German: Basic Operational Reading and Writing Skills	F2FB33	1	6
Communication in German: Basic Operational Speaking and Listening Skills	F20S33	1	6
Communication in Italian: Basic Operational Reading and Writing Skills	F2FC33	1	6
Communication in Italian: Basic Operational Speaking and Listening Skills	F20T33	1	6
Communication in Spanish: Basic Operational Reading and Writing Skills	F2FE33	1	6
Communication in Spanish: Basic Operational Speaking and Listening Skills	F20W33	1	6

The above list shows the agreed award structure including the mandatory and optional Units with their SCQF credit points and levels

The aims of the award and its title are reflected by the mandatory Units where an **HNC** candidate must study the underlying principles of hairdressing and the fundamental scientific principles behind them, while at the same time learning how to apply these principles in a practical situation. Candidates will also learn more about related skills and the relationship of these to hairdressing. Here again, there will be a significant emphasis on the practical situation and the core skill of working with others will be embedded. This will be an important point with regard to future employment.

5.3   Graded Units

♦   The purpose of the Graded Units in the awards is to assess the candidate's ability to integrate and apply the knowledge and/or skills gained in the individual Units in order to demonstrate that they have achieved the principle aims of the Group Award. The Graded Units contain essential elements of the mandatory Units from the Group Award. In addition:

— a Graded Unit is used to grade candidates' achievement
— Graded Unit 1
— for the HNC award candidates will:
  – identify a leading organisation in hairdressing or related industry in which they would like to seek employment
  – investigate the image portrayed by that organisation
  – produce photographic evidence of three styles which incorporate skills in cutting and colouring to reflect the image of the chosen organisation
  – present the styles in a portfolio using the skills developed in computer aided design

6   Core Skills and Exit Profiles

6.1   Opportunities for Core skills Development HNC/D Hairdressing

The core skills recognised by SQA are:

♦   Communication
♦   Working with Others
♦   Problem Solving
♦   Information Technology
♦   Numeracy

Research for the HNC Award in Hairdressing has indicated that key skills critical for successful practitioners include professional and personal qualities, which enable and enhance sophisticated communication with a wide range of people. Analytical thinking and continuous evaluation underpins effective practical work, which requires not only theoretical knowledge but also a sensitive understanding of health, ethical and cultural issues and on-going problem solving. All practical activities in the award will, therefore, provide a context for developing and tailoring relevant elements of the core skills to meet the specific demands of the vocational area.

The skills of Communication and Working with Others are embedded in the mandatory Units of the framework, and are assessed and certificated. Optional Units in the HNC framework allows for candidates to be assessed in the use of technology in creative design, as well as in the researching of current industry information, producing reports and maintaining files and records. Skills in numerical calculation and interpretation underpin all practical work.

Candidates who achieve the HNC award will be assessed at SCQF level 6 (Higher) in Communication in the HN Unit: Communication: Practical Skills and at SCQF level 5 in Working with Others in the HN Unit: Employment Experience 1.

Core Skill entry and exit profile

Entry	Level	Exit	Level
Communication	Intermediate 1	Communication	Higher
Problem Solving	Intermediate 1	Problem Solving	Intermediate 2
Working with Others	Intermediate 1	Working with Others	Intermediate 2
Numeracy	Access 3	Numeracy	Intermediate 1
Information Technology	Access 3	Information Technology	Intermediate 1

The HNC award overall provides a context in which all candidates have opportunities to develop elements of the five core skills to the following levels:

♦   Communication   SCQF 6 (Higher)
♦   Problem Solving   SCQF 6 (Higher)
♦   Working with Others   SCQF 6 (Higher)
♦   Numeracy   SCQF 5 (Intermediate 2)
♦   Information Technology   SCQF 5 (Intermediate 2)

Communication (Higher: SCQF level 6)

Skill component: Oral Communication

Produce and respond to oral Communication on a complex topic

a   Use vocabulary and a range of spoken language structures consistently and effectively with appropriate formality
b   Convey all essential ideas/information/opinions accurately and coherently with appropriate varied emphasis
c   Structure to take full account of purpose and audience
d   Take account of situation and audience during delivery
e   Respond to others taking account of their contribution

Units	Knowledge/Skills/Evidence	Developed/ Assessed	a	b	c	d	e
Hairdressing: Creative Design Colouring, Colour Correction and Innovative Design	*Theoretical underpinning knowledge of enhanced oral skills and practical performance in consultation prior to, and during hairdressing. Explanations, support and advice to clients. Consultations with client involving discussion, negotiation and agreement on styling appropriate to taste and lifestyle. Verbal and non-verbal communication including gesture, tactile and non-verbal interactive skills.*	Developed Developed	√ √	√ √	√ √	√ √	√ √
Employment Experience 1	*Communicating with colleagues and a range of clients in person and on the telephone in a workplace setting*	Developed	√	√	√	√	√
Communication: Practical Skills	*Outcome 3 — Produce and Respond to oral communication on a complex topic*	Developed/Assessed	√	√	√	√	√
All practical Units: Candidates must demonstrate a sophisticated level of Oral skills with particular emphasis on listening and responding to others in the most appropriate way. Attending to and meeting the needs of clients using sophisticated verbal and non-verbal communication techniques will be critical to achievement. Explaining, advising, negotiating and reassuring during practical work with clients will involve on going evaluation of practice. Demonstration of techniques involves advanced presentation skills.							

Communication (Higher: SCQF level 6)

Skill component Written Communication (Reading)

Read and Understand Complex Written Communication

a   Identify and summarise significant information, ideas and supporting detail.
b   Evaluate effectiveness for purpose and needs of readers

Units	Knowledge and Skills/Evidence	Developed/ Assessed	a	b
Creative Design in Haircutting Colouring, Colour Correction and Innovative Design	*Background research for current information on design and techniques.*	Developed	√	√
Communication: Practical Skills	*Outcome 1: Responding to and Evaluating a complex business text*	Developed/Assessed	√	√
All Units: Candidates require to understand and keep up to date with the details of significant complex information and current Legislation impacting on Hairdressing practice, including relevant information on Health and Safety, Data Protection and Client Confidentiality. *Awareness and knowledge of current industry developments will be maintained by reading professional journals and web sites.*				

Skill component Written Communication (Writing)

Produce well-structured Written Communication on Complex Topics

a   Present essential ideas/information in a logical and effective order
b   Use a structure which takes account of purpose/links points for clarity and impact
c   Use conventions which are effective adapted for audience
d   Use accurate spelling, punctuation, sentence structures
e   Vary sentence structure, paragraphing, vocabulary to suit purpose and target audience.

Unit	Knowledge/Skills/Evidence	Developed/ Assessed	a	b	c	d	e
Hairdressing: Creative design Hairdressing: Colouring, Colour Correction and Innovative Design	*Outcomes 1 and 2:* *Extended written analytical reports of 1,000–1,500 words explaining theory and application of principles*	Developed	√ √	√ √	√ √	√ √	√ √
Graded Unit	*Extended written reports for sections evidencing Planning and Evaluation Underpinning documentation to support portfolio presentation*	Developed	√	√	√	√	√
Communication Practical Skills	*Outcome 2: Extended written documents including complex information in an appropriate format*	Developed/Assessed	√	√	√	√	√
All Units: The maintenance of accurate and appropriate portfolios document all practical activities.							

Working with Others (Higher: SCQF level 6)

Work with Others in a group to analyse, plan and complete an activity

a   Analyse the activity and identify component tasks and roles
b   Agree allocation of activities taking account of group strengths and weaknesses
c   Support co-operative working
d   Evaluate and draw conclusions about own contribution, justifying with evidence

Unit	Knowledge/Skills/Evidence	Developed/ Assessed	a	b	c	d
Hairdressing: Creative Design Hairdressing: Colouring, Colour Correction and Innovative Design	*Outcomes for all practical Units involve developing and applying relationship building techniques such as gesture and non-verbal interactive skills, and progressing to practical performance in consultation prior to, during and post treatment explanations, support and advice to clients. Evaluation includes analytical awareness of self and own contribution identifies strategies for further developing relationships with others.*	Developed	√ √		√ √	√ √
Communication: Practical Skills	*Outcome 3 — group discussion on a vocational issue*	Developed	√	√	√	√
Employment Experience 1	*The ability to work co-operatively with a range of colleagues and clients is developed and assessed in a professional context*	Assessed at SCQF level 5, Developed to Higher level	√	√	√	√
All practical treatment Units *Skills in working with a range of others will underpin all activities of the award and will include evaluation of approaches to enhancing practical, physical and creative communication in a range of relationships.*						

Problem Solving (Higher: SCQF level 6)

Skill components

Critical Thinking
♦ Analyse a complex situation or issue
Planning and Organising
♦ Plan organise and complete a complex task
Reviewing and Evaluating
♦ Review and evaluate a complex problem solving activity

Unit	Knowledge/Skills/Evidence	Developed/ Assessed	CT	PO	RE
Employment Experience 1	*All practical activities are preceded by an in depth interview with clients which involves a detailed analysis of requirements with regard to needs and takes into account a range of factors including health and personal considerations. The appropriate styling is then planned and negotiated with the client.* *Treatments are organised and carried out with attention to health and safety factors. Effectiveness is monitored taking account of the perceptions of clients,*	Developed Developed Developed Developed Developed Developed Developed	√ √ √ √ √ √ √	√ √ √ √ √ √ √	√ √ √ √ √ √ √
Graded Unit	*A detailed progress log/treatment folio of supporting written material reviews and records the selected Hairdressing process. Candidates critically analyse in detail all stages of the process, define strengths and possible areas for improvement and potential development action is also noted.* *The evidence requires a strategic plan of action, product evidence underpinned by a detailed portfolio and an in depth analysis and evaluation of all activities.*	Developed/Assessed	√	√	√
The process of taking responsibility for personal study and production of assignments across the award will further develop all skill components of Problem Solving.					

Using Information Technology (SCQF level 5)

Use an IT system effectively to perform a range of straightforward tasks

a   Make effective use of a computer system
b   Carry out straightforward processing in software application
c   Carry out straightforward searches to find and present information from electronic sources

Unit	Knowledge/Skills/Evidence	Developed/ Assessed	a	b	c
CAD; Graphic Design	*Ability to use technology to create and convey design suggestions.*	Developed/Assessed	√	√	√
Information Technology Applications (Optional)	*Using IT equipment securely, resolving any problems, using software to analyse, design, integrate and output a range of information; accessing and selecting from a range of information including electronic sources*	Developed/Assessed	√	√	√
Prepare and present a Business Plan (Optional)	*Collation and synthesis and professional presentation of data including spreadsheets*	Developed	√	√	√
Resources will vary between centres but candidates are likely to use technology for professionally presented practical record keeping, and word processing facilities. Candidates must keep to date with current industry information and practice. Although use of Internet news and web sites is not mandatory, it is likely that it will be used in optional Research Units and to provide the most effective access to current information on vocational issues.					

Numeracy (SCQF level 5)

Skill component Using Number

a   Apply a wide range of numerical skills

Skill component Using graphical information

b   Interpret and communicate graphical information in everyday and generalised contexts

Unit	Knowledge/Skills/Evidence	Developed/ Assessed	a	b
Principles and Practice of Selling	*Understanding, description and demonstration of the selling process, including benefits and risks*	Developed	√	√
Prepare and Present a Business Plan (Optional) Information Technology: Applications Software 1 (Optional)	*Calculation of risk and cost factors, and*	Developed	√	√
	Preparation and presentation of financial data-spreadsheet	Developed	√	√
All units — Decisions on appropriate treatments and their application requires an ability to measure and calculate a range of data related to use of chemicals, equipment and environmental factors, including health and safety, temperature and safe positioning of equipment and personnel. The ability to accurately interpret significant graphical data will be critical. Maintenance and checking of equipment, and storage and use of chemicals involves reading numerical information, and the calculation and assessment of relevant risk factors.				

6.2 Mode of Delivery

The award can be offered:

♦ Full Time
♦ Full Time Fast Track
♦ Day Release
♦ Evening

6.3 Assessment

The design principles for HN Group Awards have encouraged a more holistic approach to assessment and this has been adopted in this award. The new HN specification places the emphasis on assessing the whole Outcome or a combination of Outcomes rather than on individual Performance Criteria. The new Unit specifications allow the use of 'sampling' of knowledge and/or skills. This has reduced the assessment loading for both candidates and centres.

Sampling from Units will take place within the Group Awards in the following way — the Unit specification will specify within the Evidence Requirements section the elements of knowledge and/or skills that can be sampled. The some of Units use this approach.

In the HNC Group Award assessment is by means of controlled conditions using closed book assessment based on stimulus material such as case studies. In some instances the candidates will have access to the case study, but the questions set will be unseen. Through using controlled conditions this has allowed the number of assessments to be reduced as the Unit specifications suggest.

♦ joint assessment of Outcomes, as discussed above
♦ time guidelines for the duration of the assessment
♦ supervision of assessment
♦ a specified word limit, which enables candidates to use extended response, answers to structured questions

6.4 Reassessment

The way that centres reassess candidates is integral to the way that they manage assessment as a whole and as such, will be subject to internal moderation. In order to ensure that the assessment process is as holistic as possible and that assessors are able to effectively judge candidates" performance in the Outcome or Unit as a whole, it may not always be possible to reassess only those parts of the performance in which candidates have not satisfactorily demonstrated competence. Scenarios where candidates may require to re-do the whole assessment include:

♦ assessments which test knowledge and other cognitive skills and where it may not be possible to extract some of the items for assessment
♦ where parts of several Outcomes are involved
♦ where a project has been designed as an integrated assessment and where there is a requirements to complete the project as a single complex task

Candidates may required to do only part of an assessment, where their evidence has been generated over a period of time and/or a discrete part of the Unit, such as an Outcome, has been assessed originally.

6.5 Reassessment Opportunities

Reassessment may be in accordance with the Centre's assessment policy and the professional judgement of the assessor. SQA advises that there should normally be one, or in exceptional circumstances two, re-assessment opportunities. (Please refer to SQA's Guide to Assessment and Quality Assurance for Colleges of Further Education. August 2003 revision, for details).

6.6 Eligibility for Reassessment

Candidates who have not satisfactorily demonstrated their attainment of knowledge and/or skills and/or competence in the whole or only part of an assessment may be considered for re-assessment.

6.7 Developing Alternative Assessments

The design of the original assessments inform the reassessment process to a large extent, as these determine the type of assessment instruments used and the purpose of the assessment. Normally, centres build up banks of assessments, which can be used in whole or part for reassessment purposes.

Assessment writers should refer to the Unit specification when developing an alternative assessment and ensure that it is of equal demand to the original assessment and that it covers all necessary criteria — for example core skill achievement. Where candidates have not provided satisfactory evidence for knowledge and/or skill items, which have been sampled, they would normally be reassessed on a different sample.

6.8 Reassessing HN Graded Units

Applying the above general policy to reassessing HN Graded Units means that reassessing an examination-based Group Award Graded Unit would normally be based on an alternative examination and re-assessment of a project-based Graded Unit would normally be based on an alternative assessment task. For the latter, centres would be encouraged to set the parameters at the start of the project class giving details of the draft (one only) submission date and final submission date. Candidates must pass each section of the project/investigation. The overall grade is derived from the total number of marks across the sections. The Conditions of Assessment section on the Graded Unit specification gives additional guidance.

7 Guidance for Centres

7.1 Assessment Moderation

All instruments of assessment used within this Group Award should be internally moderated, including exemplar material provided, using the appropriate policy within the Centre and the guidelines set by SQA. This will ensure the validity and reliability of the instruments of assessment used within the Centre.

External moderation will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

For further information on internal and external moderation refer to the *SQA Guide to Assessment and Quality Assurance for Colleges of Further Education,* December 2001.

7.2 Candidates with additional support needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. 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. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements for Candidates with Additional Support Needs* (BA 2399, SQA, due 2004).

7.3 Credit Transfer Transition Arrangements

Candidates may be given credit transfer between HNC Units (developed using 1988 design principles) and the new HN Units (developed using 2003 design principles).

A candidate who is transferring, from an award in the same subject area, with a 12 credit HNC:

♦ achieve a Graded Unit(s) of 8 SCQF points at level 7
♦ be given opportunities to develop core skills
♦ be given credit for the Units achieved in the previous award
♦ achieve the mandatory Units in this award by credit transfer or normal study
♦ obtain the remaining SCQF credit points required at the SCQF level to gain the award (either by credit transfer or normal study)

It is recommended that Centres consult current SQA Credit Transfer Arrangements on credit transfer for mandatory Units between HNC Hairdressing and Salon Organisation and the new HNC in Hairdressing.

Credit transfer can be given where there is a broad equivalence between the subject related content of the Unit (or combination of Units).Candidates who are given credit transfer between current HNC and the new HN Units must still satisfy all other conditions of the award of the new principles HNC including the mandatory Units and the correct number of credits at the correct SCQF level. There can be no credit transfer to a new Unit which embeds a Core Skill. In the case of the HNC Hairdressing this applies to Units Communication: Practical Skills (D77G 34) and Employment Experience 1 (D7HJ 34)

Predecessor Unit	New Unit
Perm hair to Create Fashion Effects on a Variety of Hair Conditions (D43L 04)	Hairdressing: Alter Shape of Hair by Temporary and Permanent Techniques (DN5T 34)
Change Hair Colour to Maximise the Potential of Natural and Coloured Hair (D	Hairdressing: Colouring, Colour Correction and Innovative Design (DN5V 34)
Fashion Cutting and Restyling (D43R 04)	Hairdressing: Creative in Haircutting (DN5W 34)
Contribute to the Organisation and Presentation of a Promotional Activity (D43K 34)	same
Managing a Small Business (A6HG 35)	same
Preparing and Presenting a Business Plan (A6HF 04)	Preparing and Presenting a Business Plan (DE2E 34)
Supervisory Skills (D4J 04)	No equivalent
Training Skills (A78F 34)	Same
Instructional Techniques (D5R6 04)	No equivalent
Make-up Techniques: Fashion and Photographic (D43H 04)	Make-up Artistry: Fashion and Photographic Make-up (DP31 34)

Predecessor Unit	New Unit
Setting and Dressing Hair to Comply with Current Fashion Trends (D43M 04)	Hairdressing: Alter Shape of hair by Temporary and Permanent Techniques (DN5T 34)
Specialised Treatment of Hair and Scalp Conditions (D43N 04)	Hairdressing: Specialised Treatments: Hair and Scalp (DN60 35)
An Introduction to Financial Accounting Statements (A6GN 34)	No equivalent
Principles and Practices of Selling (A60W 35)	Same
Developing Entrepreneurial Skills (A6Y734)	Same
Preparing and Presenting a Business Plan (A6HF 04)	Preparing and Presenting a Business Plan (DE2E 34)
Language Units	Same
Client Psychology and Communication (D4EC 34)	Same
Using Information Technology in Business: Spreadsheet and Word Processing Applications (A6GE 04) lapsing	No equivalent
Using Information Technology in Business: Database and Word Processing Applications (A6GD 04) lapsing	No equivalent
Information Technology Applications 1 (A6AM 04)	Information Technology: Applications Software 1 (D75X 34)
Communication: Practical Communication Skills for the Workplace (D5P2 33)	No equivalent
Communication: Presenting Complex Communication for Vocational Purposes (D5P3 34)	No equivalent
Communication: Developing a Communication Strategy for Vocational Purposes (D5P4 04)	No equivalent
No equivalent	Communication: Practical Skills
No equivalent	CAD: Graphic Design 1
No equivalent	Employment Experience 1
No equivalent	Health and Safety Legislation: An Introduction
No equivalent	Hairdressing: Wig Making 1
No equivalent	Hairdressing: History of
No equivalent	Hairdressing: Style hair with the use of Postiche and Padding

7.4 General Information for Candidates

The HNC qualifications in Hairdressing are designed to equip candidates with the knowledge, understanding and skills required for success in current and future employment. The main focus is to provide an educational foundation for a range of administrative, managerial or commercial careers. These are general awards that aim to equip candidates with transferable skills that will enable them to meet changing circumstances within the Hairdressing Industry.

The HNC award will prepare candidates for entry to a range of positions including:

♦ Salon Stylist
♦ Supervisor
♦ Trainer

The above positions are just some examples of the wide range of posts that HNC candidates can progress to.

7.5   Relationship to Other Awards

Candidates can also transfer common Units to the following specialised HN awards:

♦   Make-up Artistry (G1YM 16)
♦   Fashion Make-up (G7YR 15)
♦   Trichology (G1YL 16)

In addition, all of the Units (or clusters of related Units) may be delivered as standalone qualifications.

7.6   Assessment materials

Materials have been developed to support the qualification.

8   Approval

All Colleges wishing new approval must follow SQA approval documentation and submit to SQA *Guide to Approval for Training Providers and Employers (*A0961*).*

A College who is already running the old Group Award would have to go through their Quality Systems Coordinator who will have all information of needs re documentation.