Candidate guidance:

GV3T 22: SVQ in Hairdressing at SCQF level 5

and

GV3W 22: SVQ in Barbering at SCQF level 5

History of changes

Edition	Description of change	Date
Second	Please note: Reference to unit codes JYNF 04, JYNJ 04 and JYPF 04 should read J7NF 04, J7NJ 04 and J7PF 04.	February 2024
Third	Page 17: Individual unit guidance Mandatory units common to all SVQ group awards New statement for knowledge and understanding requirements.	July 2024

Contents

About this guide

This document provides guidance for candidates undertaking the following qualifications:

- GV3T 22: SVQ in Hairdressing at SCQF level 5.
- GV3W 22: SVQ in Barbering at SCQF level 5.

General information about SVQs

SVQ qualifications

The qualification you are undertaking is a Scottish Vocational Qualification (SVQ) in either of the following:

- SVQ in Hairdressing at SCQF level 5.
- SVQ in Barbering at SCQF level 5.

SVQs are work-based qualifications that assess the skills and knowledge people need to perform their job role effectively. The qualifications are designed using National Occupational Standards (NOS).

The SQA qualifications for SVQ in Hairdressing at SCQF level 5 and SVQ 2 in Barbering at SCQF level 5 have been developed in line with the Skills Active review of National Occupational Standards (NOS) for hairdressing and barbering (2021) and the Assessment Strategy produced by HABIA (the standard setting body for the hair and beauty industry), in consultation with industry specialists including hairdressing professionals, further education colleges and private training providers.

Each standards-setting body is responsible for developing the NOS that define *what* employees (or potential employees) must be able to do, *how well*, and *in what circumstances*, to show that they are competent in their work.

Access to SVQs is open to all, and you can be assessed either against part of an SVQ or the full SVQ. There are no entry requirements, no prescribed method of delivery, and no time constraints for completion or age limits.

Who offers SVQs?

An organisation that offers SVQs is called a 'centre'. SVQ centres are usually a workplace, a further education college, a training provider, or a combination of these. The centre has responsibility for the quality of the qualification and is required to work within an awarding body's policies and guidelines.

The Scottish Qualifications Authority (SQA) is your awarding body for this SVQ. SQA produces all candidates' certificates so that an employer can be sure the qualification has gone through a rigorous and effective assessment process.

What is the structure of an SVQ?

An SVQ is made up of a number of NOSs (they are often referred to as 'units', so that's what we'll call them in this guide). Each unit defines one aspect of a job or work-role, and what it is to be competent in that aspect of the job. To be awarded a full SVQ, you must achieve each of the SVQ units by demonstrating that you are competent in that aspect of the job.

The standards-setting body develops the NOS and determines the structure of an SVQ in consultation with employers, professional bodies, trade unions, education, and voluntary organisations. The structure of an SVQ identifies the total number of units needed to achieve an SVQ.

Structure of the SVQ awards

The structure identifies **mandatory** and **optional** units. The mandatory section contains units that employers consider to be crucial to the job role, so everyone doing an SVQ must do these. The optional section provides the centre with an opportunity to choose the remaining number of units needed to achieve an SVQ that are most relevant to your specific job role.

GV3T 22: SVQ in Hairdressing at SCQF level 5

To be awarded the SVQ in Hairdressing at SCQF level 5 qualification, you must achieve a minimum of eight units.

- six units from Group A and the remaining two units from Group B or one from each group B and one from group C.

Mandatory units — Group A (Six units must be achieved from this group.)

Unit code	SCQF level	SCQF credit points	NOS	Unit title
J7N5 04	6	7	SKAHDBRBNS1	Consult, Assess, Plan and Prepare for Hair, Barbering, Beauty, Nails, Wellbeing and Holistic Services
J7N7 04	6	7	SKAHDBRBNST1	Implement and Maintain Safe, Hygienic and Effective Working Practices
J7N9 04	5	7	SKAHDBR1	Shampoo, Condition and Treat the Hair and Scalp
J7ND 04	5	8	SKAHD1	Set, Style and Dress Hair
J7NF 04	6	21	SKAHDBR5	Colour and Lighten the Hair
J7NG 04	5	16	SKAHDBR18	Cut and Clipper Hair using Hairdressing Techniques

Optional units — Group B (A minimum of one must be achieved from this group.)

Unit code	SCQF level	SCQF credit points	NOS	Unit title
J7NH 04	5	8	SKAHDBR16	Dry, Style and Finish Hair using Hairdressing Techniques
J7NJ 04	5	8	SKAHDBR9	Braid, Twist and Thread Wrap Hair

Optional units — Group C (one unit must be achieved from this group or the remaining one from Group B.)

Unit code	SCQF level	SCQF credit points	NOS	Unit title
J7PF 04	6	12	SKAHDBR10	Perm and Neutralise Hair
J7P1 04	6	13	SKAHDBR13	Relax Hair Permanently
J7PE 04	5	5	SKAHDBR14	Apply Temporary Hair Attachments to Enhance a Style
J7NP 04	5	10	SKAHDBRBNS2	Provide Basic Business Support and Services
J7NR 04	5	8	SKAHDBRBNS3	Instruct and Advise on Products and Services

GV3W 22: SVQ in Barbering at SCQF level 5

To be awarded the SVQ in barbering at SCQF level 5 qualification, you must achieve a minimum of eight units.

- five units from Group A and a minimum of one unit must be selected from Group B, and two units from Group C, or two units from Group B and one unit from Group C.

Mandatory units — Group A (five units must be achieved from this group.)

Unit code	SCQF level	SCQF credit points	NOS	Unit title
J7N5 04	6	7	SKAHDBRBNS1	Consult, Assess, Plan and Prepare for Hair, Barbering, Beauty, Nails, Wellbeing and Holistic Services
J7N7 04	6	7	SKAHDBRBNST1	Implement and Maintain Safe, Hygienic and Effective Working Practices
J7P8 04	5	9	SKABR1	Cut Facial Hair
J7PA 04	5	16	SKAHDBR19	Cut and Clipper Hair using Barbering Techniques
J7N9 04	5	7	SKAHDBR1	Shampoo, Condition and Treat the Hair and Scalp

Optional units — Group B (A minimum of one must be achieved from this group.)

Unit code	SCQF level	SCQF credit points	NOS	Unit title
J7PA 04	5	8	SKAHDBR17	Dry, Style and Finish Hair using Barbering Techniques
J7NJ 04	5	8	SKAHDBR9	Braid, Twist and Thread Wrap Hair

Optional units — Group C (two units must be achieved from this group or one from Group B and one from Group C)

SQA ref	SCQF level	SCQF credit points	SSC ref	Unit title
J7PC 04	4	7	SKABR5	Assist with Shaving Services
J7PD 04	5	9	SKAHBBR3	Provide Non-Strip Waxing Treatments for the Nostrils, Ears, and Eyebrow Hair
J7NF 04	6	21	SKAHDBR5	Colour and Lighten the Hair
J7PE 04	5	5	SKAHDBR14	Apply Temporary Hair Attachments to Enhance a Style
J7PF 04	6	12	SKAHDBR10	Perm and Neutralise Hair
J7NP 04	5	10	SKAHDBRBNS2	Provide Basic Business Support and Services
J7NR 04	5	8	SKAHDBRBNS3	Instruct and Advise on Products and Services

Preparing for assessment of the SVQ

This section offers practical advice on how to prepare for and begin being assessed for the SVQ. This advice is offered as examples of good practice — your centre may develop their own approaches to assessing you, which also work well. The centre should ensure there are no barriers to learning and that you are not placed under any undue pressure before, during or post assessment.

When you start your hairdressing or barbering course, your centre will have an induction process which will outline the qualification you are about to commence, the standard of performance expected and the units that will be delivered and assessed to enable you to meet that standard.

The induction will also cover how and where your learning will take place, which should be a realistic working environment to assist you in developing knowledge and understanding and relevant hairdressing or barbering skills.

Your centre will provide a schedule of learning so you can plan your learning to build the skills and experience required to be ready for assessment.

Assessing the SVQ will involve several stages. The planning stage is where your assessor will meet with you to discuss both your roles. This will give you guidance on the assessment process before you begin.

Assessor role

- Ensure that you understand what is to be assessed and how it is to be assessed.
- Ensure the conditions and resources required for assessment are available.
- Help you to identify and gather evidence.
- Observe and record your progress while you are carrying out the activities described in the unit / standard — records should say what has been observed, how it was carried out, and what it demonstrates.
- Assess products of your work.
- Question you and record results.
- Help you to present your evidence.
- Authenticate the evidence you provide for your assessment.
- Judge evidence and make assessment decisions.
- Identify gaps or shortfalls in your competence.
- Provide feedback to you throughout the assessment process.
- Record your achievements.

Candidate role

- Prepare for assessment — become familiar with the units/standards, what is to be assessed and how it is to be assessed.
- Help to identify sources of evidence and how these could be assessed.
- Carry out activities, and / or produce products of your own work, and / or answer questions.
- Gather and present your evidence.
- Receive and act on feedback from the assessor.

Candidate portfolio

You will be given access to the SQA-devised candidate portfolio upon commencement of the SVQ award in Hairdressing or Barbering at SCQF level 5, which consists of a range of subject specific portfolios covering mandatory and optional units which make up the SVQ qualification.

These portfolios are designed to be used as a tracking / recording document which you will be guided by the assessor on how to complete to maintain a robust record of achievement of knowledge and understanding and practical performance.

Planning for Assessment

Planning for assessment with your assessor will give a focus on what is being assessed, when and where, and to provide guidance on assessment methods and suitable timeframes. This will give you the opportunity to record and evaluate your progress at regular intervals.

The assessor will help you to navigate the portfolio and become familiar with and understand the framework of the units and standard. Planning will also allow for the opportunity of holistic assessment across multiple units where appropriate, reducing the burden of multiple assessments while reflecting current industry practice.

Holistic assessment

It is recognised that the SVQ qualification may be delivered within a range of different environments that may influence the opportunity for assessment such as commercial salons, training centres and further education colleges.

It is important that as a candidate, you are given the opportunity to carry out your assessments within a realistic working environment, on commercial clients generating naturally occurring performance evidence which will support holistic assessment.

For example: when providing a hair styling service for a client you could generate performance evidence and cover the range requirements for several units such as consultation, health and safety, shampooing and conditioning and styling and finishing.

Another example of holistic assessment is provided within the following units which have been designed to coexist alongside most units within the hairdressing and barbering qualifications and should be assessed while performing practical hairdressing / barbering client services:

- J7N5 04 Consult, Assess, Plan and Prepare for Hair, Barbering, Beauty, Nails, Wellbeing and holistic Services.
- J7N7 04 Implement and Maintain Safe, Hygienic and Effective Working Practices.

Assessment overview

The purpose of the following guidance is to involve you in tracking your progress through your course, and to further explain what is meant by the following terms: *knowledge and understanding (KU)*, *performance criteria (PC) and scope / range*.

Each portfolio within the award provides an overview of the units / standards and details of the assessment methods used to assess critical knowledge and understanding, practical performance and essential knowledge and understanding.

Each unit within the portfolio defines the hairdressing or barbering subject specialism and is made up of knowledge and understanding statements and performance statements.

The **knowledge and understanding** statements describe what you must know and understand, and how this knowledge applies to your job.

The **performance statements** describe what you have to do and how well you have to do it.

Assessment of critical knowledge and understanding

This section explains the types of assessment methods that will be used to assess your knowledge and skills, and how this is recorded in the candidate portfolio.

HABIA's Assessment Strategy sets out the knowledge and understanding within each unit which has been identified as critical and should be assessed under SQA-devised assessment methods and conditions.

SQA's digital assessment system SOLAR (Scottish On-Line Assessment Resources) will be used to assess your understanding of the critical knowledge requirements for each unit. Your assessor will schedule these online assessments and you will be provided with a secure 'keycode' to access the system and run the test.

Solar Generic — this is one overarching SQA-devised closed-book Solar assessment covering critical knowledge and understanding generic to all units within the qualification.

The Solar Generic assessment should be completed before the assessment of the Solar Specific unit knowledge and before the final unit sign off.

Solar Specific — this is a variety of individual SQA-devised closed-book Solar assessments covering critical knowledge and understanding specific to individual standards / units.

A pass mark of 70% must be achieved for each Solar Generic and Solar Specific assessment.

Your assessor will ensure any areas of knowledge in which you were unable to demonstrate competence are revisited, for example, through informal discussion, to ensure understanding.

If you fail to achieve a pass of 70% on any Solar assessment, you will be given the opportunity for re assessment in line with the centre's assessment policy.

Oral Questioning — this is a variety of SQA-devised open-book oral assessments covering critical knowledge and understanding specific to individual standards. This will cover areas of critical knowledge identified in each unit overview which has not been assessed under closed-book Solar assessment conditions. The evidence generated as a result of the oral questioning may arise from practical performance and will be recorded in the portfolio where indicated.

Assessment of performance and essential knowledge and understanding

Observation — Your performance will be reviewed against the relevant performance criteria and scope / range and will be observed by the assessor in a realistic working environment, generating naturally occurring evidence. Holistic and cross assessment is encouraged where appropriate to avoid the burden of over assessment. There is no specified scope to cover the number of performances, however you must achieve the specified range as stipulated in each unit.

Post Service Evaluation — You are required to provide a post evaluation of services for continuous improvement and development; this is indicated in the unit standard where applicable.

Technical Service Record — You are required to provide a record of all technical services reflective of industry practice; this is indicated in the unit standard where applicable.

The centre will guide you on how to provide the post service evaluation and technical service record, however, SQA have devised templates which you may find helpful to use. Examples of these are contained in portfolio of mandatory units for this award.

Questioning — In some instances, where performance criteria and / or range cannot be observed or assessed holistically, the assessor may use oral questioning to confirm your understanding.

Professional discussion — This is a discussion between you and the assessor to ascertain knowledge and understanding which may not be observable via performance alone and can be used to support the assessment decision.

Supporting evidence — this can be any form of evidence such as but not limited to, photographs, videos, witness testimonies and audio recordings.

Tasks — this will be a centre-devised assessment method such as projects, research activities, presentations et cetera.

Recording achievement

Using the portfolio

The portfolio is designed to be used as a tracking / recording document and your assessor will support you in maintaining a robust record of achievement for each unit you study, ensuring you have produced sufficient evidence to achieve the award.

The following information contains excerpts from the portfolio and a short explanation on how each section should be completed.

Assessment methods and evidence keys

This table shows the evidence key and how it should be recorded into the portfolio against the related criteria to confirm achievement at appropriate times throughout the duration of the unit. The table contains sample data.

Your assessor will guide you to use the appropriate key and ensure your evidence is trackable and traceable in line with quality assurance processes.

Assessment method	SQA Evidence key	Centre-devised Evidence key
Solar Generic closed-book	Solar Generic (SG)	Solar Generic (SG)
Solar Specific closed-book	Solar Specific (SS)	Solar Specific (SS)
Oral Questioning	OQ	OQ
Observation	OBS1; OBS2; OBS3….	
Technical Service Record	TSR1; TSR2; TSR3 …	
Post Service Evaluation	PSE1; PSE2; PSE3….	
Tasks	T1; T2; T3….	
Supporting Evidence	SE1; SE2; SE3….	

Recording of knowledge and understanding

The assessor will use this table to record information relating to your achievement of knowledge and understanding for the specified unit. The table contains sample data.

Example of recording achievement of knowledge and understanding:

Evidence:	Solar Generic	Solar Specific	Tasks	Supporting evidence
Date:	1/2/23	1/3/23	T1	SE1
Assessor's initials:	DW	DW	CM	CM
IV's initials:	JS	JS	JS	JS

Knowledge and understanding (KU) requirements

This table contains information of the knowledge and understanding (KU) underpinning each unit. The example below provides details of how each critical KU point will be assessed by SQA-devised assessments and includes examples of how the non-critical KU could be evidenced by the centre. The table contains sample data.

Example of knowledge and understanding requirements and evidence key:

KU	Knowledge and understanding — What you need to know and understand	Evidence key
KU6	The importance of recognising suspicious skin irregularities and scalp lesions, and referring to a relevant healthcare professional.	Solar Generic (SG)
KU7	The types of products, tools and equipment used for drying, styling and finishing hair.	For example, T1
KU8	The physical effects of the blow drying and heated styling processes on the hair structure.	OQ
KU9	The types and limitations of hair drying, styling and finish techniques, to include adaptations required, in relation to: 9.1 hair curl classification. 9.2 hair characteristics. 9.3 state of hair. 9.4 scalp condition. 9.5 treatment history.	For example, T1
KU10	The importance of carrying out a hair and scalp analysis and how it affects the choice of hair drying, styling and finishing services and techniques to be used.	T1

Recording of performance criteria and scope / range

Performance overview — The performance overview table below will be completed by your assessor to show the date and evidence keys for each observed performance. The table contains sample data.

Example of performance overview:

Observations:	1	2	3	4	5
Date:	1/3/23	5/3/23	15/3/23		
Evidence key:	OBS1 PSE1	OBS2 PSE2	OBS3 PSE3		
Assessor's initials:	CM	DW	CM		
IV's initials:	JS	JS	JS		

Performance criteria

It is recognised that the performance criteria will be assessed holistically over time, and it is expected that sufficient evidence will have been generated by the final observed performance. Only the final performance date should be recorded against the performance criteria. The table contains sample data.

PC	Performance requirements — What you will need to do:	Evidence key
PC4	Carry out a hair and scalp analysis, to include: 4.1 **hair curl classification.** 4.2 **hair characteristics.** 4.3 **state of hair.** 4.4 scalp condition.	*Date of the final observed performance.* **e.g. 15/3/23**

Scope / Range

There are no set requirements for the number of performances, however this will be dictated by the scope / range and therefore the relevant observation key must be recorded against the range covered during each assessed performance. The tables contain sample data.

Scope / Range: Hair curl classification — three out of five to be evidenced through performance:	Evidence key
straight	OBS1
wavy	OBS2
curly	
tight curls	OBS3
combination	

Scope / Range: Hair characteristics — all to be evidenced through performance.	Evidence key
hair density	OBS1, 2, 3
hair texture	OBS1, 2, 3
hair elasticity	OBS1, 2, 3
hair porosity	OBS1, 2, 3
hair growth patterns	OBS1, 2, 3

Access and storage

The portfolio contains evidence of assessment decisions, and it will be the centre's responsibility for ensuring it is stored securely. However, you must be actively involved in completing your portfolio and therefore your assessor will provide regular access enabling you to track your progress and achievements.

Individual unit guidance

Mandatory units common to all SVQ group awards

The following units are mandatory within all four SVQ hairdressing and barbering qualifications and coexist alongside almost all units within the group award:

- J7N5 04 Consult, Assess, Plan and Prepare for Hair, Barbering, Beauty, Nails, Wellbeing and holistic Services.
- J7N7 04 Implement and Maintain Safe, Hygienic, and Effective Working Practices.

The **knowledge and understanding** requirements for these units underpins all other co-existing units and therefore it would be good practice for centres to factor in the delivery of the related health and safety and client consultation criteria at the start of the qualification alongside the relevant co-existing units.

The Solar Generic closed-book assessment will cover critical knowledge and understanding that is common to both units and all practical units as indicated in each standard.

Each unit also requires you to undertake a Solar Specific closed-book assessment covering critical knowledge and understanding specific to that unit.

The **performance criteria** and scope / range for both units should be evidenced over time through practical performance assessed within the related coexisting units.

Candidates progressing to SCQF level 6

J7N5 04 and J7N7 04 are mandatory units within all SVQ group awards and therefore candidates who achieve the SVQ in Hairdressing or Barbering at SCQF level 5 will not be required to complete these units again at SCQF level 6 and will be accredited with a record of prior achievement.

The use of simulation

The use of simulation to support evidence is permitted in the following units and should be agreed in advance with your assessor at the assessment planning stage. Further details can be found in each specified unit / standard:

- GV3T 22: SVQ in Hairdressing at SCQF level 5.
  — J7N9 04 Set, Style and Dress Hair — one observation of performance on a mannequin head.
  — J7NJ 04 Braid, Twist and Thread Wrap Hair — one observation of performance on a mannequin head.

- GV3W 22: SVQ in barbering at SCQF level 5.
  — J7NJ 04 Braid, Twist and Thread Wrap Hair — one observation of performance on a mannequin head.

Core Skills signposting

There are opportunities within the hairdressing and barbering qualifications to develop Core Skills in the workplace to a specified SCQF level. The centre will provide further information on this in reference to the scope within each relevant unit.