



Arrangements for:
National Certificate Group Award in
Hairdressing at SCQF level 5

Group Award Code: G95H 45

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Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.

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1 Introduction

This is the Arrangements Document for the new Group Award in Hairdressing, at SCQF level 5, which was validated in 2008. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

The current National Certificate Units for Hairdressing in the SQA catalogue are used by a large number of Further Education Colleges. The candidates are presented with a college certificate.

A recent development of a National Progression Award in Cosmetology at SCQF level 4 which was validated in 2006 has already proven very popular. The development of the Skills for Work in Hairdressing at Intermediate 1 has also had a high uptake in School/College partnerships with feedback requesting a further award in Skills for Work at Intermediate 2 which was developed and validated in May 2008.

2 Rationale for the development of the Group Award

Consultation was commissioned by the Scottish Qualification Authority (SQA). The research was initially to consider a generic qualification for Hairdressing, Barbering and Beauty Care. A consultation meeting was held in Glasgow in 2006 and further focus meetings took place after the report was finalised. At the focus meeting it was agreed there was a need to have separate qualifications in Hairdressing which would include Barbering Units to allow progression within these fields.

The draft framework was sent out for further consultation prior to the Unit development process.

The competences include the basic generic skills required for both ladies and gents hairdressing as follows: personal presentation skills; customer care; selling skills; shampooing hair; conditioning hair; blow drying and team working.

The specific skills include cutting hair for ladies and gents; ladies hair setting and winding; clipper cutting hair for gents; reception skills; application of colour products.

This qualification meets the needs of employers by giving candidates the basic skills which are an asset to the work force in a hairdressing salon.

The Units within the award give basic knowledge of processes, materials and products and terminology for hairdressing and the requirement to demonstrate the knowledge. Giving the candidate the ability to plan and organise tasks, select appropriate tools, materials and comply with health and safety regulations efficiently, when performing tasks. Problem solving skills which include being able to cope with changing instruction in the organisation of their workload. The candidate will learn to read, understand and carryout manufacturers' instructions, oral communication. They will learn to work on their own and carryout tasks with minimum supervision. Work as a member of a team. Evaluate their work and attitude and set goals.

Progression routes and mapping to the National Occupational Standards can be found at Appendices 1 and 3.

The qualification has been designed to meet the needs of school leavers, progression candidates and adults returning to education.

3 Aims of the Group Award

National Certificate Group Awards are designed to develop and assess a defined set of skills and knowledge in specialist vocational areas.

3.1 Principal aims of the Group Award

- ◆ Flexible approaches within a national framework
- ◆ A focus on the development of candidates knowledge and understanding which underpins performance in the workplace — team working; communication
- ◆ Common mandatory elements of study for various vocational pathways
- ◆ Choices of optional Units for various vocational pathways

3.2 General aims of the Group Award

The specific aims of these awards are to:

- ◆ encourage candidates to adopt best practice and work behaviours and ethics
- ◆ encourage candidates to take charge of their own learning and development
- ◆ provide a range of learning and assessment styles to motivate the candidates to achieve their full potential
- ◆ provide candidates with knowledge and skills which are directly relevant to current or future job roles within their vocational area
- ◆ provide opportunities for the personal development of skills and attitudes which will improve a candidates employment potential and career development within the Hairdressing and Barbering
- ◆ equip candidates with skills and knowledge that will lead to a qualification which will enable the candidates to progress to competence based qualifications

3.3 Target groups

The qualifications have been designed to meet the needs of the following target groups:

- ◆ School leavers
- ◆ Progression candidates
- ◆ Adults returning to education

3.4 Employment opportunities

This National Award is designed to equip candidates with the skills, knowledge and understanding required to allow entry to employment in a junior role in Hairdressing, Barbering or for progression to further academic and/or professional qualifications.

4 Access to Group Award

No formal entry qualifications are required. Access to the programme will be at the discretion of the centre.

5 Group Award structure

This National Certificate Group Award in Hairdressing at SCQF level 5 will be awarded by achieving 12 credits (72 SCQF credit points). There are 9 mandatory credits (54 SCQF credit points) and 3 optional credits (18 SCQF credit points).

5.1 Framework

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Mandatory				
Applying Practical Skills	F4BY 11	6	5	1
Selling Skills	D0SF 10	6	4	1
Shampooing, Conditioning and Scalp Massage	F4C9 11	6	5	1
Blow Drying Techniques	F4BX 11	6	5	1
Ladies Hairdressing: Basic Cutting Categories	F4C2 11	12	5	2
Mix, Apply and Remove Colour	F4C4 11	12	5	2
Setting and Winding Techniques for Hair	F4C8 11	6	5	1
3 optional credits				
Hair, Beauty and Make up Portfolio Presentation	F4C7 11	6	5	1
Reception Duties and Skills	F4P1 11	6	5	1
Current Techniques in Long Hair: Basic	F4CB 11	6	5	1
Postiche Application and Styling: An Introduction	F4C6 11	6	5	1
Hand Care: Gents	F50G 11	6	5	1
Clipper Cutting Techniques: Gents	F50F 11	6	5	1
Hair, Beauty and Make up: Competition Technical Skills	F4BV 11	6	5	1
Work Placement	HF88 45*	6	5	1
Skills for Customer Care	F38X 11	6	5	1
Hair, Beauty and Make up: Personal Care and Appearance	F4C5 11	6	5	1
Essential Cutting and Styling Techniques	H2MM 11	12	5	2
Essential Colouring and Styling Techniques	H2MN 11	12	5	2
Preparation of Hairdressing Technical Skills	H2ML 11	6	5	1
Total Imagery for Hair Beauty and Make-Up	H2MT 11	6	5	1
Styling for a Total Look	F78W 12	6	5	1
Working with Others (Finished)	D01F 11	6	5	1

OR				
Working with Others	F3GE 11	6	5	1

5.2 Mapping information

See Appendix 1: National Occupational Standards.

5.3 Articulation, professional recognition and credit transfer

See Appendix 2: Pathways.

6 Approaches to delivery and assessment

Content and context

The qualifications are designed to equip candidates with the knowledge, understanding and skills required for further study within Hairdressing and Barbering, qualifications or to gain employment at a junior level within the sectors. It is mainly aimed at candidates who are interested in pursuing a career in these sectors.

The emphasis of the awards is to develop basic skills with the focus on practical activities which will be carried out in a realistic work environment.

Candidates can build on these skills through employment and continue to study with Scottish Vocational Qualifications. It is anticipated there will be qualifications developed at SCQF level 6 in Hairdressing and Barbering as progression from these awards allowing further progression to HNC Qualifications.

Delivery

The structure of the qualifications allows a high degree of flexibility in the delivery, owing to the very practical nature of the awards. It is recommended that a realistic work environment is available for delivery.

The award could be offered fulltime, part time, block release, day release or evening. Combination of delivery is also a possibility. Centres wishing to provide a full time programme might include more optional Units from the framework.

There are many opportunities for integrative delivery of Units within the awards. Teaching and learning for the generic mandatory Units (Customer Care Skills; Working with Others; Selling Skills) can be integrated with practical Units. Equally, assessment should be encouraged to be within the application of practical Units. Assessment Support Packs (ASPs) will identify specific opportunities for integration with other Units

Assessment

The assessment strategy is designed to ensure an appropriate level of rigour whilst not imposing excessive demands on centres or candidates. The design principles for the award encourage a holistic approach to assessment and this has been adopted in each Unit specification for this award.

Each Unit specification includes guidance on delivery and assessment and where appropriate, any relationship with delivery and assessment of other Units.

Assessment guidance includes a variety of conditions including open-book, folio, practical activities.

Assessment Support Packs (ASPs) are available for all Units. These provide guidance on content, context, evidence required, consultation sheets, folios and checklists with clearly stated standards. Centres are recommended to use these ASPs as templates if producing their own instruments of assessments.

Assessment guidance is provided in each Unit specification. Certain Units offer particular opportunity for integrative assessment covering one or more Performance Criteria. Centres can decide the order in which Units are delivered, based on candidate recruitment patterns, mode of delivery, resource issues and logical progression dictated by topics and Unit content and level.

Throughout all Units emphasis should be placed on the application of Health and Safety legislation. Safe working practices should be looked at in accordance with current safety codes of practice and regulations.

7 General information for centres

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).

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

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

Further information on internal and external verification can be found in *SQA's Guide to Assessment and Quality Assurance for Colleges of Further Education* (www.sqa.org.uk).

8 General information for candidates

When undertaking this award you will study skills which are appropriate to Ladies' and/or Gents Hairdressing. You will study skills areas which include Customer Care, selling skills, shampooing, conditioning hair and scalp massage, your personal presentation and blow drying techniques for hair. You may then specialise in Cutting Units appropriate to Ladies or Gents hairdressing, basic hair colouring skills, reception skills and work experience in a real or simulated workplace. There is an opportunity to study related skills in competition technical skills and the production of a portfolio of your work. You will also have the opportunity to develop transferable skills in this Group Award such as — practical skills, being responsibility for your own learning, technology skills, employability skills, attitudinal skills and planning and evaluative skills.

This National Award is designed to equip you with the skills, knowledge and understanding required to allow entry to employment in a junior role in Hairdressing or Barbering. When you are employed you may continue to study through an SVQ in Hairdressing or an SVQ in Barbering at level 2 or level 3. You may progression to further academic by studying a Group Award at SCQF level 6 followed by a Higher National Certificate in Hairdressing.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2-6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.

10 Appendices

Appendix 1: Mapping to National Occupational Standards

Appendix 2: Pathways

Appendix 3: Progression Routes

Appendix 4: Pathways

Appendix 1: Mapping to National Occupational Standards

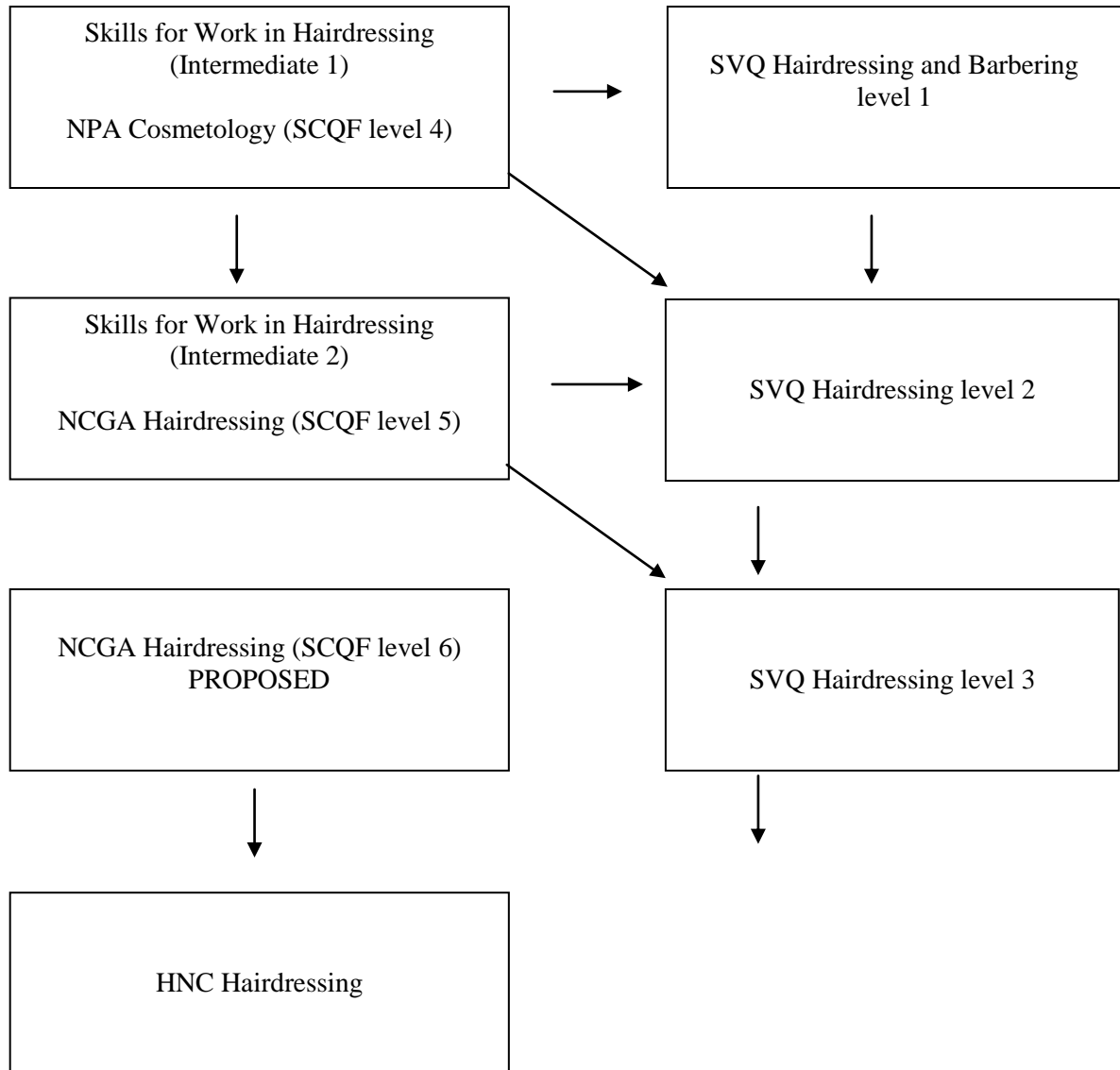
SQA Units	NOS	G1	G2	G3	G4	G5	G6	G7	G8	H1	H2	H5	H6	H7	H9	H10	H11	H13	H14	H18
Skills for Customer Care						√														
Applying Practical Skills		√																		
Selling Skills							√													
Working with Others																				
Shampooing, Conditioning and Massage		√								√					√					√
Personal Care and Appearance for Hair, Beauty and Make up		√																		
Blow Drying Techniques		√						√						√						
Setting and Winding Techniques for Hair		√														√				
Reception Duties and Skills			√		√															
Portfolio Presentation for Hair, Beauty and Make up																				
Hairdressing: Basic Cutting Categories		√											√							
Mix, Apply and Remove Colour		√								√								√		
Current Techniques in Long Hair																√	√			
Postiche Application and Styling: An Introduction																	√			
Gents Hair Cutting		√												√						
Clipper Cutting Techniques																				
Drawing and Colouring Design Techniques for Hair, Beauty and Make up																				
Razor Cutting to produce a variety of effects																				
Competition: Technical Skills for Hair, Beauty and Make up																				
Work Experience																				

√ = Partial mapping

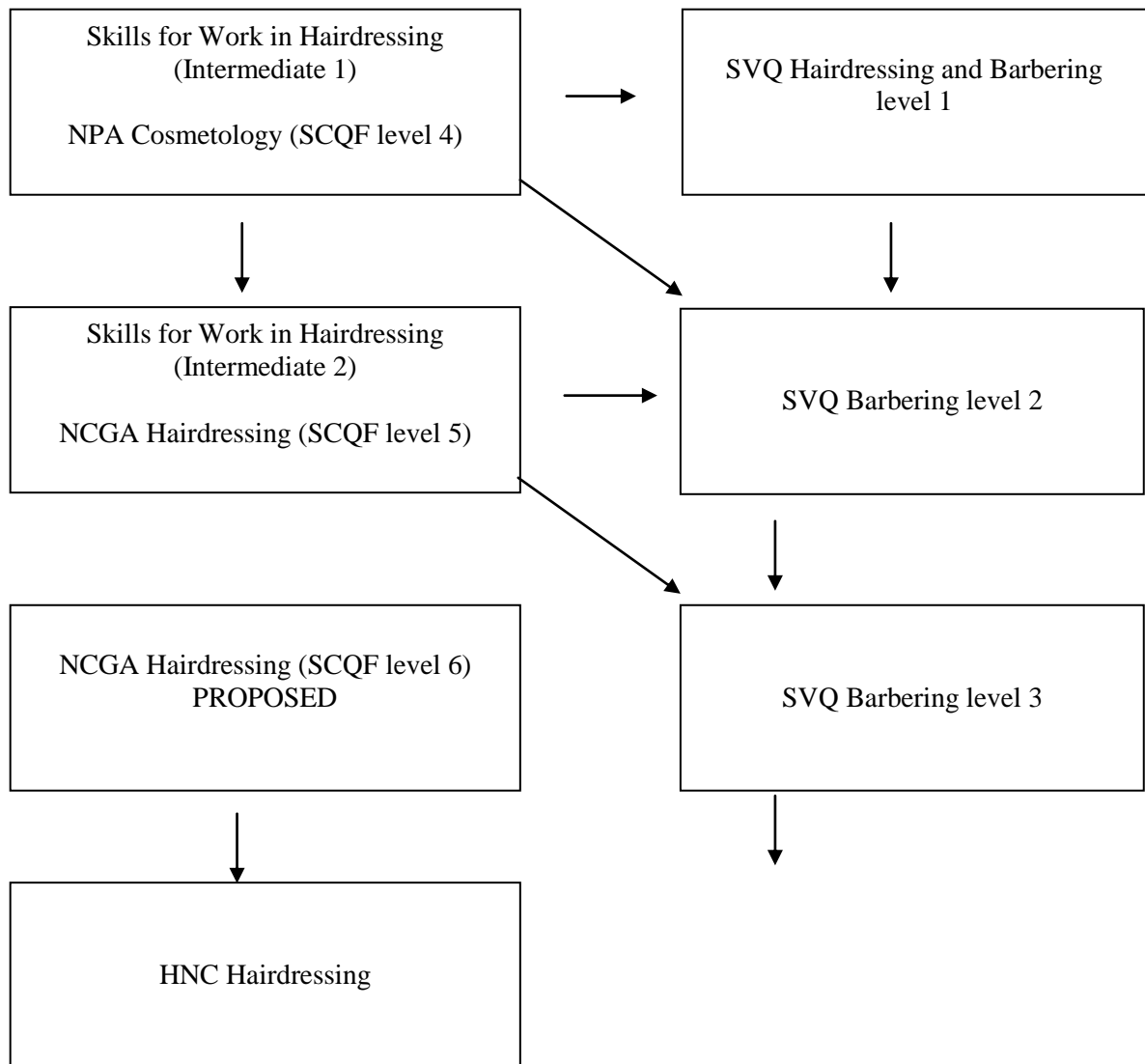
Appendix 2: Progression Routes

Progression should be at the centres discretion to meet the candidate needs.

Hairdressing



Barbering



Appendix 3: NCGA in Hairdressing (SCQF level 5)

Pathways

Pathway	Unit title	Mandatory	Option	Generic Option
Common Core Units — 9 credits — Mandatory				
Hair/ Barbering	Applying Practical Skills	√		
Hair/ Barbering	Selling Skills	√		
Hair/ Barbering	Shampooing, Conditioning and Massage	√		
Hair/ Barbering	Blow Drying Techniques	√		
Hair/ Barbering	Setting and Winding Techniques for Hair	√		
Hair/ Barbering	Ladies Hairdressing: Basic Cutting Categories	√		
Hair/ Barbering	Mix, Apply and Remove Hair Colour	√		
Optional Units — 3 credits minimum				
Hair/Barb	Hair, Beauty and Make up: Portfolio Presentation			√
Hair	Current Techniques in Long Hair: Basic		√	
Hair	Postiche Application and Styling: An Introduction		√	
Barbering	Clipper Cutting Techniques: Gents		√	
Barbering	Gents Hand Care		√	
Hair/ Barbering	Hair, Beauty and Make up: Competition Technical Skills			√
Hair/ Barbering	Working with Others			√
	OR			
Hair/ Barbering	Working with Others			√
Hair/ Barbering	Personal Care and Appearance for Hair, Beauty and Make up			√
Hair/ Barbering	Work Experience			√
Hair/ Barbering	Skills for Customer Care	√		
Hair	Reception Duties and Skills			√