

VTCT Level 4 Award in Advanced Hair Styling

Accreditation start date:	1 August 2010
Credit value:	10
Guided learning hours (GLH):	72
Total Qualification Time (TQT):	100
Qualification number:	500/8664/9

Statement of unit achievement

By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements have been achieved under specified conditions and that the evidence gathered is authentic.

This statement of unit achievement table must be completed prior to claiming certification.

Unit code	Date achieved	Learner signature	Assessor initials	IQA signature (if sampled)
Mandatory units				
UV40502				

The qualification

Introduction

The VTCT Level 4 Award in Advanced Hair Styling is a vocational qualification that has been specifically designed to develop your practical skills to an advanced level in the creative art of managing a 'themed style collection'.

The purpose of this qualification is to develop your skills to research a theme for your collection, meticulously plan and manage a workable budget, work successfully with colleagues, supervise a presentation event and evaluate the success of your style collection.

This qualification is suitable for both hairdressers and barbers.

National Occupational Standards (NOS)

Units in this qualification have been mapped to the relevant NOS (where applicable). This qualification is regulated on the Regulated Qualifications Framework.

This qualification is approved and supported by the Hairdressing and Beauty Industry Authority (HABIA), the standard setting body for hair, beauty, nails and spa qualifications.



Progression

Upon successful completion of this qualification you will be in a position to:

- Offer additional services to existing clientele
- Move into paid employment
- Use this as a platform for higher education.

Progression opportunities also exist in the form of advanced VTCT qualifications:

- Level 4 Certificate in Hair Colour Correction
- Level 4 Certificate in Specialist Hair and Scalp Services
- Level 4 Certificate in Salon Management
- Level 4 Diploma in Salon Management

This qualification has been designed specifically for the hairdressing industry to work as a style consultant developing the latest designs and techniques of artistic hairstyling. It provides a sound platform to the following:

- Photographic work
- Working as an artistic skills team member and/or personalised wedding services
- To provide technical support for fellow stylists
- CPD for assessors.

Qualification structure

Total credits required - 10

All mandatory units must be completed.

Mandatory units - 10 credits

VTCT unit code	Ofqual unit reference	Unit title	Credit value	GLH
UV40502	J/601/4348	Manage the creation of a hair style collection	10	72

Guidance on assessment

This book contains the mandatory units that make up this qualification. Optional units will be provided in additional booklets (if applicable). Where indicated, VTCT will provide assessment materials. Assessments may be internal or external. The method of assessment is indicated in each unit.

Internal assessment

(any requirements will be shown in the unit)

Assessment is set, marked and internally quality assured by the centre to clearly demonstrate achievement of the learning outcomes. Assessment is sampled by VTCT external quality assurers.

External assessment

(any requirements will be shown in the unit)

Externally assessed question papers completed electronically will be set and marked by VTCT.

Externally assessed hard-copy question papers will be set by VTCT, marked by centre staff and sampled by VTCT external quality assurers.

Assessment explained

VTCT qualifications are assessed and quality assured by centre staff. Work will be set to improve your practical skills, knowledge and understanding. For practical elements, you will be observed by your assessor. All your work must be collected in a portfolio of evidence and cross-referenced to requirements listed in this record of assessment book.

Your centre will have an internal quality assurer whose role is to check that your assessment and evidence is valid and reliable and meets VTCT and regulatory requirements.

An external quality assurer, appointed by VTCT, will visit your centre to sample and quality-check assessments, the internal quality assurance process and the evidence gathered. You may be asked to attend on a different day from usual if requested by the external quality assurer.

This record of assessment book is your property and must be in your possession when you are being assessed or quality assured. It must be kept safe. In some cases your centre will be required to keep it in a secure place. You and your course assessor will together complete this book to show achievement of all learning outcomes, assessment criteria and ranges.



Creating a portfolio of evidence

As part of this qualification you are required to produce a portfolio of evidence. A portfolio will confirm the knowledge, understanding and skills that you have learnt. It may be in electronic or paper format.

Your assessor will provide guidance on how to prepare the portfolio of evidence and how to show practical achievement, and understanding of the knowledge required to successfully complete this qualification. It is this booklet along with the portfolio of evidence that will serve as the prime source of evidence for this qualification.

Evidence in the portfolio may take the following forms:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

All evidence should be documented in the portfolio and cross referenced to unit outcomes. Constructing the portfolio of evidence should not be left to the end of the course.

Unit assessment methods

This section provides an overview of the assessment methods that make up each unit in this qualification. Detailed information on assessment is provided in each unit.

Mandatory units				
		External	Internal	
VTCT unit code	Unit title	Question paper(s)	Observation(s)	Assignment(s)
UV40502	Manage the creation of a hair style collection	0	✓	✓

Unit glossary

	Description
VTCT product code	All units are allocated a unique VTCT product code for identification purposes. This code should be quoted in all queries and correspondence to VTCT.
Unit title	The title clearly indicates the focus of the unit.
National Occupational Standards (NOS)	NOS describe the skills, knowledge and understanding needed to undertake a particular task or job to a nationally recognised level of competence.
Level	Level is an indication of the demand of the learning experience, the depth and/or complexity of achievement and independence in achieving the learning outcomes.
Credit value	This is the number of credits awarded upon successful achievement of all unit outcomes. Credit is a numerical value that represents a means of recognising, measuring, valuing and comparing achievement.
Guided learning hours (GLH)	The activity of a learner in being taught or instructed by - or otherwise participating in education or training under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
Total Qualification Time (TQT)	The number of hours an awarding organisation has assigned to a qualification for Guided Learning and an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training. This includes assessment, which takes place as directed - but, unlike Guided Learning, not under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
Observations	This indicates the minimum number of observations required to achieve the unit.
Learning outcomes	The learning outcomes are the most important component of the unit, they set out what is expected in terms of knowing, understanding and practical ability as a result of the learning process. Learning outcomes are the results of learning.
Evidence requirements	This section provides guidelines on how evidence must be gathered.
Maximum service times	The maximum time in which a particular service or practical element must be completed.
Observation outcome	An observation outcome details the practical tasks that must be completed to achieve the unit.
Knowledge outcome	A knowledge outcome details the theoretical requirements of a unit that must be evidenced through oral questioning, a mandatory written question paper or portfolio of evidence.
Assessment criteria	Assessment criteria set out what is required, in terms of achievement, to meet a learning outcome. The assessment criteria and learning outcomes are the components that inform the learning and assessment that should take place. Assessment criteria define the standard expected to meet learning outcomes.
Range	The range indicates what must be covered. Ranges must be practically demonstrated in parallel to the unit's observation outcomes.

UV40502

Manage the creation of a hair style collection

The aim of this unit is to develop your practical skills alongside your knowledge and understanding of managing a hair style collection.

You will plan and research ideas to develop a theme for your collection, produce both a detailed design and action plan for the event, set a budget, quantify resources and manage the collection inline with the action plan.

A complete evaluation of each stage the event underpins the whole unit.

This unit is suitable for both hairdressers and barbers.

Level

4

Credit value

10

GLH

72

Observation(s)

1

External paper(s)

0



Manage the creation of a hair style collection

Learning outcomes

On completion of this unit you will:

1. Be able to plan and research ideas to develop a theme for the style collection
2. Be able to produce the final style collection
3. Be able to project costs for a style collection

Evidence requirements

1. *Environment*
Evidence for this unit must be gathered in a real or realistic working environment.
2. *Simulation*
Simulation is not allowed in this unit. All 'Observation' outcomes must be on real clients.
3. *Observation outcomes*
Competent performance of 'Observation' outcomes must be demonstrated to your assessor on **at least one occasion**.
4. *Range*
All ranges must be practically demonstrated or other forms of evidence produced to show they have been covered.
5. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the 'Knowledge' section of this unit. This evidence may include projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
6. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes and ranges in this unit. All outcomes and ranges must be achieved.
7. *External paper*
There is no external paper requirement for this unit.

Achieving observations and range

Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of observations required is indicated in the evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through oral questioning.

Your assessor will sign off an outcome when all criteria have been competently achieved in a single client service.

Maximum service times

There are no maximum service times that apply to this unit.

Achieving range

The range section indicates what must be covered. Ranges should be practically demonstrated as part of an observation. Where this is not possible other forms of evidence may be produced. All ranges must be covered.

Your assessor will document the portfolio reference once a range has been competently achieved.



Observations

Outcome 1

Be able to plan and research ideas to develop a theme for the style collection

You can:

- a. Agree a design plan with others involved in a manner which promotes good working relationships

** May be assessed through oral questioning.*

Observation	1	<i>Optional</i>	<i>Optional</i>
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



Outcome 2

Be able to produce the final style collection

You can:

- a. Manage the style collection production in line with the action plan
- b. Evaluate the success of the final style collection

*May be assessed through oral questioning.

Observation	1	Optional	Optional
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			

Developing knowledge

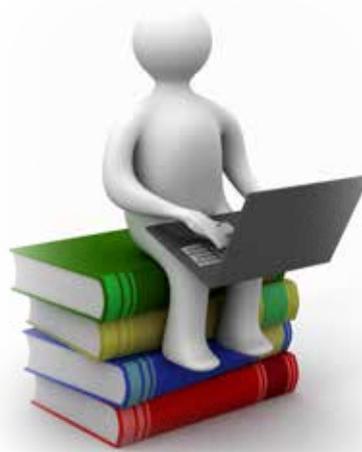
Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

Where possible your assessor will integrate knowledge outcomes into practical observations through oral questioning.

Knowledge



Outcome 1

Be able to plan and research ideas to develop a theme for the style collection

You can:	Portfolio reference / Assessor initials*
b. Identify opportunities for creating a style collection	
c. Research and evaluate current style collections	
d. Create and provide a detailed design plan for a theme to base the style collection upon	
e. Develop an action plan for the style collection	
f. Identify the role of others involved with the style collection	
g. Arrange meetings and record minutes to keep others informed of developments and progress.	
h. Explain how to research and develop ideas for creating a style collection	
i. Describe ways of presenting a style collection	
j. Explain the importance of accurate planning, attention to detail and working to timescales	
k. Explain how the venue could affect design plans	
l. Describe how to remedy problems that may occur and the different opportunities for creating a style collection	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.



Outcome 3

Be able to project costs for a style collection

You can:	Portfolio reference / Assessor initials*
a. Set a budget for the style collection	
b. Recognise the impact of the budget for the style collection on the overall budget for the business	
c. Quantify products, equipment, accessories and other resources that may have to be budgeted for	
d. Evaluate the end costs, making reference to areas of over or under spending	
e. Explain the potential commercial benefits of developing and creating a style collection	
f. Outline how to set a budget	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.

Unit content



This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

Outcome 1: Be able to plan and research ideas to develop a theme for the style collection

Opportunities for creating a style

collection: Raise profile of the salon – promotional offers, launch season’s new look, display work in trade magazines, hair show, national competitions, photo shoots, weddings, proms, exhibition of work.

Research current style collections:

Magazines (trade and show business), national/international competitions, hair shows, exhibitions (salon International etc.), internet, library, fashion publications, television, celebrity following.

Evaluating current style collection:

Likes and dislikes, current theme, the possibility to recreate, target audience, discussion and feedback from peers/tutors/assessors.

Creating a design plan: The intended activity, the objectives (what you want to achieve – advertising, increase revenue, increase profile), images that are suitable (thematic, avant-garde, fantasy, commercial), roles and responsibilities (others involved, clear roles and responsibility, awareness of others), budget (set a budget, monitor outgoings and expenditures, remain within budget, resources (list of resources, how to obtain relevant resources, borrow/buy, provide your own), risk assessment (prior to event, reduce identified risks).

Salon health and safety legislation and regulations - health & safety at work, control of substances hazardous

to health, reporting of injuries diseases and dangerous occurrences, personal protective equipment, electricity at work, manual handling, supply of goods and services, trade description, data protection, employers liability (compulsory Insurance), occupiers liability, local bye-laws (set by council), salon rules, code of conduct, observance by all staff.

Venue requirements - number of guests, expenses (deposits paid), single event rules (entertainment licence, government legislation, local bye-laws, contractual agreements).

N.B. The legislations referred to above apply to U.K. learners. If you are a non-UK learner, you should familiarise yourself with legislations that may apply to you.

Theme: Avant-garde (fore-runner of fashion, style beyond commercial expectation), commercial (currently in fashion), thematic or fantasy (based on a theme).

Action plan: Completion of whole project, small manageable targets, delegate jobs, regular reviews, re-plan.

The role of others involved in the style

collection: Sponsors, photographer, make-up artists, clothes retailer, show audience, competition judges, line manager, tutor, assessor.

Plan, design and agree with others: Fair



Outcome 1: Be able to plan and research ideas to develop a theme for the style collection (continued)

but decisive leader, clear objectives, good mix of skills, effective communication, use open questions/varied vocabulary, listening skills, summarise information, team work, exchange of ideas, good balance of planning and action, flexibility, tolerance of others, clear job roles, regular meetings.

Good working relationships: Respect/value (client(s), self, and others), work co-operatively with others (empathy, non-judgmental, non-discriminatory, not argumentative), ensure information is clear and legible, follow salon code of conduct, appropriate language, avoid gossip, maintain confidentiality, be polite, maintain cheerful and friendly manner (friendly facial expressions, open body language, positive attitude, eye contact), sensible behaviour, team work, take pride in work, be punctual, employer and client loyalty.

Meetings: Regular, informal/formal, agenda, stay on task, written notes, minutes, discuss progress, ensure team members are coping with workload, problem solving, take remedial action/suggest a solution.

Recording of minutes: Written/recorded, overview of discussions, copies to all, previous minutes read/agreed, tracking of project developments/progress, inclusively.

How to research and develop ideas for creating a style collection: Discussions of ideas with colleagues, mind map, personal sketches, internet research, magazines, television, library, trade journals, develop ideas of style components, mood boards (a collage of materials, images, text, colours,

textures, website screen shots, hair accessories, hair samples which capture the ambience/feel of a design), inspiration (from travels, fashion, art, architecture, films, bars, clubs, modern culture, inspirational artistic people, haircuts, colour, fashion, clothes, hair accessories, samples of hair wefts).

Basic elements to consider: Colour (light/dark/tone), shape/balance (symmetrical/asymmetrical), line, texture (soft/angular), volume (close/width), length (short/long).

Styling techniques: Cutting, perming, colouring, blow drying, setting, styling and dressing, plaiting, locking, shaving, relaxing.

Additional resources for creating a style collection: Accessories, clothes, make-up, added hair, ornamentation.

Presenting a style creation: Occasions (exhibitions, shows, weddings, proms, competitions, photographic shoots), other forms of presentations, oral (spoken), multimedia using various media (visuals, audio, etc.), PowerPoint presentations, newspaper editorial, salon websites, trade magazines, portfolio of photographs.

The importance of accurate planning, attention to detail and working to a timescale: Smooth running of event (ensures success/enjoyment, participants will be willing to take part in future, avoids disappointment, professional production, audience enjoyment), cost effective, cover overheads, make a profit (where applicable), participants know their job roles, planned timetable (event starting/



Outcome 1: Be able to plan and research ideas to develop a theme for the style collection (continued)

ending on time).

How the venue can affect design plans:

Public liability insurance, restrictive layout, lighting, adequate/inadequate staging, electricity supply, plug sockets, back wash facilities (if any), refreshment facilities for audience, dressing/preparation area, sound system, media facilities, chairs, wheelchair access, staging.

Problems and remedies: Problems and remedies:

Model doesn't turn up - have a stand in model.

Model not suitable for look – review pictures of models before hand, have stand in model.

Weather - arrange alternatives if the shoot is outside.

Equipment failure - carry spare.

Time over runs - stick to agreed plan/ compromise.

Clothes do not fit model - model to bring own clothes, ensure models measurements before shoot, fittings.

Poor choreography - plan sufficient rehearsals.

Suppliers let you down – frequent communication, back-up supplies.

Staff off sick – ensure all staff is trained to enable stand in.

Electrical failure – telephone number of technical support.



Outcome 2: Be able to produce the final style collection

Manage the style collection: Review action plan regularly, communicate with individuals involved (listen, feedback, advice, guidance), be organised and prepared (model, resources, venue, additional media, practise techniques and design), ensure final image meets design plan, attention to detail.

Evaluation of the result of the style collection: Positive and negative evaluation, were objectives met/realistic?, gain constructive advice (on finished result, your creative skills, project management, profitability of the event, expansion of client base, suitability of venue, the

problems that arose and their remedies, whether timescales were appropriate, whether individuals fulfilled their roles and responsibilities), written feedback (specifically designed form/questionnaire, collating information), verbal (first impressions/first voiced opinion usually genuine response), face-to-face, tone of voice (enthusiasm/lack of enthusiasm), positive/negative body language, personal journal/self evaluation (strength and weakness analysis), photographic evidence, scoring card by competition judges, evaluation results kept for future reference.

Outcome 3: Be able to project costs for a style collection

Setting a budget: Sum of money to cover the expenses and expenditure, possibility of sponsorship if no budget available (tickets could be issued to cover costs), reasonable/realistic, what the business/salon can afford, research into costs for resources, detailed financial plan.

The impact, of a budget for a style collection, on the budget for the business: Must be cost effective for size of business, outlay/return, secure budget prior to event, dependent on the amount the salon can provide, large budget (lavish event), small budget (shoestring event).

Budgeting for resources: Necessary resources (tools, equipment, props, accessories, styling/finishing products, make-up, clothes, textiles), all resources should be itemised in the design plan,

identify amount required, identify a source for supplies (bought, borrowed, model's own, supplied by the venue, through sponsorship).

Evaluate end costs: Final expenditure of event, justification for over spending, loss of profit, brought project in under budget, review, benefits, analyse results, synthesise, summarise, judge, compare and contrast results, assess profitability of event.

The benefits of developing and creating a style collection: Positive advertising for the business/salon, increase revenue, increase self fulfilment, improve employability, increase clientele, boost self-esteem, build confidence, increase motivation and enthusiasm.

Notes

Use this area for making notes and drawing diagrams