

VTCT Level 2 Award in Creating an Image Based on a Theme in the Hair and Beauty Sector

Accreditation start date: **1 August 2010**
Credit value: **7**
Total Qualification Time (TQT): **70**
Guided learning hours (GLH): **60**
Qualification number: **500/8670/4**

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				
UV20499				

The qualification

Introduction

The VTCT Level 2 Award in Creating an Image Based on a Theme in the Hair and Beauty Sector is a qualification that has been specifically designed to help you plan, develop and produce an image using both hairdressing and beauty therapy skills.

You will learn a variety of artistic techniques from blow-drying and setting, nail art and creative make-up which will allow you to create a total image using professional products and tools.

The purpose of this qualification is to develop your skills in the hair and beauty industries, to provide you with the foundation for further learning and to perform your own salon services.

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

When you have successfully completed this qualification you will have the opportunity to progress to the following VTCT qualifications:

- Level 2 NVQ Diploma in Hairdressing
- Level 2 NVQ Diploma in Hairdressing (Combined Hair Types)
- Level 2 NVQ Diploma in Beauty Therapy General
- Level 2 NVQ Diploma in Beauty Therapy Make-Up

Progression opportunities also exist in the form of specialist VTCT vocationally related qualifications:

- Level 2 Diploma in Beauty Specialist Techniques
- Level 2 Diploma in Hair and Beauty Services
- Level 2 Diploma in Hair and Media Make-Up
- Level 2 Certificate in Beauty Specialist Techniques
- Level 2 Certificate in Cosmetic Make-Up and Beauty Consultancy
- Level 2 Certificate in Cosmetic Make-Up
- Level 2 Certificate in Make-Up and Manicure
- Level 2 Award in Mendhi Skin Decoration
- Level 2 Diploma in Hair and Media Make-Up
- Level 2 Diploma in Women's Hairdressing
- Level 2 Diploma in Hairdressing Services
- Level 2 Certificate in Hairdressing Services
- Level 2 Certificate in Women's Hairdressing
- Level 2 Award in Health and Safety for Hair and Beauty
- Level 2 Award in Salon Reception Duties

- Level 2 Award in Emergency First Aid at Work
- Level 2 Award in Preventing Contact Dermatitis
- Level 3 Diploma in Theatrical, Special Effects and Media Hair and Media Make-Up
- Level 3 Certificate in Fashion and Photographic Make-Up
- Level 3 Certificate in Creative Hair Design
- Level 3 Award in Bridal Hairstyling

This qualification may lead directly into employment in a salon as a junior therapist in the hair and beauty industries.

Qualification structure

Total credits required - 7

All mandatory units must be completed.

Mandatory unit - 7 credits

VTCT unit code	Ofqual unit reference	Unit title	Credit value	GLH
UV20499	J/600/8632	Create an image based on a theme within the hair and beauty sector	7	60

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 courses 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 unit				
		External	Internal	
VTCT unit code	Unit title	Question paper(s)	Observation(s)	Assignment(s)
UV20499	Create an image based on a theme within the hair and beauty sector	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.

UV20499

Create an image based on a theme within the hair and beauty sector

Through this unit you will develop the creative skill of using both hairdressing and beauty techniques to create an image based on a theme.

You will research media images, plan and develop your ideas to create a mood board which you will then present to others. You will then re-create the image you have developed using technical hair and beauty skills. You will base your image on a theme and present your image to an invited audience. You must pay close attention to manufacturer's instructions for products, timing and safety whilst working.

This unit is suitable for hairdressing, barbering and beauty salons.

Level

2

Credit value

7

GLH

60

Observation(s)

1

External paper(s)

0



Create an image based on a theme within the hair and beauty sector

Learning outcomes

On completion of this unit you will:

1. Be able to create an image
2. Be able to plan an image

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.
3. *Observation outcomes*
Competent performance of 'Observation' outcomes must be demonstrated to your assessor on **at least one occasion**.
4. *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.
5. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
6. *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

There are no range statements that apply to this unit.



Observations

Outcome 1

Be able to create an image

You can:

- a. Communicate and behave in a professional manner
- b. Use technical skills to create a theme based image
- c. Follow safe and hygienic working practices

** 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			

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 create an image

You can:	Portfolio reference / Assessor initials*
d. Describe the technical skills required for creating a theme based image	
e. Evaluate the effectiveness of the theme based image	
f. Describe methods of evaluating the effectiveness of the creation of a theme based image	
g. Outline safe and hygienic working practices	
h. State how to communicate in a salon environment	

**Assessor initials to be inserted if orally questioned.*

Requirements highlighted in white are assessed in the external paper.



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Outcome 2

Be able to plan an image

You can:	Portfolio reference / Assessor initials*
a. Create a mood board based on a theme	
b. Outline how to identify media images to create a theme	
c. Outline the purpose of a mood board	
d. Outline how to present a mood board to others	
e. Describe the concepts of advertising to a target audience	
f. Describe the salon's requirements for client preparation, preparing yourself and the work area	

**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 create an image

Professional communication in a salon environment: Try to avoid technical language, always respond, consider clients confidentiality.

Verbal – speaking (tone of voice, the language you use, how quickly and clearly), questioning (open, closed, probing).

Non-verbal – body language, positive attitude (your posture, facial expressions, hand gestures, the distance you stand), listening (be patient, try to understand).

Written – visual aids, magazines, client records.

Behave professionally in a salon environment: Follow health and safety practice and procedure, salon code of conduct, respect others, value client(s), co-operate with others (be sympathetic, fair, not aggressive), use appropriate language, avoid gossip, maintain confidentiality, polite/cheerful and friendly manner, friendly facial expressions, open body language, positive attitude, eye contact, sensible behaviour, team work, pride in work, punctuality, employer and client loyalty.

Range of suitable services for clients:

Women's services – consultation, shampooing, conditioning treatments, cutting, colouring, perming, hair extensions, colour correction, blow drying, setting, styling and dressing.

Men's services – consultation, hair cut, facial hair cutting, shaving, styling,

colouring, plaiting, perming, hair extensions, colour correction.

Beauty treatments – consultation, massage including holistic, aromatherapy, Indian head, reflexology, half/full body, tanning, make-up, manicure, pedicure, facials, electrolysis, waxing.

Technical skills used to create an image:

Hairdressing

Shampooing and conditioning – normal, dry, oily, chemically treated, damaged, dandruff, surface, penetrating, scalp, leave in.

Cutting – uniform layer, one length, short graduation, long graduation.

Shaving and beard cutting – trim, reshape, moustache, beard, full shave.

Setting – brick, directional, wet, dry, finger waves, pin-curls.

Blow-drying – finger dry, curling, straightening and smoothing, body.

Colouring – semi, full head quasi, full head permanent, re-growth, woven, pulled through.

Perming – brick, directional, '9' section.

Hair up – plaiting, rolls, pleat.

Beauty

Skin care – full facial, express facial, prescriptive facial.

Waxing – body, leg, arm, facial, intimate waxing.



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Outcome 1: Be able to create an image (continued)

Nail treatments – manicure, pedicure, varnish, French polish, overlays, gel, nail art.

Make-up – every day, school prom, wedding, event, photographic, catwalk, competition.

Eye treatments – eyebrow shaping, eye lash perming, eye lash/brow tinting, temporary lash extensions.

Tanning – full body, half body, legs.

How to follow safe and hygienic working practices:

Maintaining a safe salon – clean, tidy, safe standards of working, remove spillages, report slippery surfaces, remove/report obstacles, clear access to trolleys and equipment, clean/sterilise/disinfect tools, equipment, work surfaces, no smoking, eating, drinking or drugs in salon, professional personal hygiene.

Personal protective equipment – wear PPE, avoid latex, powdered gloves, apron.

Electricity at work – visual check of equipment, no trailing wires, portable appliance testing.

Manual handling – moving stock safely, lifting, working heights, unpacking.

Towels – wash regularly, clean for every client, place dirty towels in covered bin.

Reporting of injuries diseases and dangerous occurrences – accident book, reporting diseases, log accidents.

Control of substances hazardous to health – store, handle, use, disposal, replace lids, ventilation for vapour and dust, avoid over exposure to chemicals, use manufacturers' instructions for use.

Disposal of waste – sharps box, closed top bin, dilute chemicals with running water, environmental protection, salon policies for hazardous waste, single use items, empties (recycle).

Product storage – check end date/ packaging, store away from heat/damp/ direct sunlight, empties avoid theft.

Evaluation of the image: The ability to recreate the image, end result, comparison to mood board, audience reaction, wow factor, feedback from target audience.

Methods used to evaluate the presentation of your themed image: Positive/negative evaluation, collating varied methods of information provides a clear evaluation of image.

Written feedback – specifically designed form or questionnaire.

Verbal feedback – first impressions, first voiced opinion usually genuine response, face-to-face, tone of voice (enthusiastic, lack of enthusiasm).

Body language – positive, negative, happy, sad, indifferent.

Photographic evidence – pictures, film footage, sketch.

Self evaluation – strength and weakness (SWOT).



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Outcome 2: Be able to plan an image

Mood board: The thought process, story behind an image, a poster, collage, display of ideas; can include media images, text, objects, textiles, accessories.

Theme: Decide upon a theme for your project, avant-garde, catwalk, wedding hair, school prom hair, historical ideas, famous people, fantasy, futuristic, Disney characters, make believe, classic (current fashion).

Methods of identifying media images: Imagery from the internet, books, magazines, television, films, photographs.

Purpose of a mood board: A communication method to target audience, set the scene/storyline, share concept, express mood/feelings behind image, visual aid.

How to present a mood board: Formal/informal presentation, an actual board or via computer software, PowerPoint presentation, additional props/clothes/make-up/accessories/jewellery, prepared speech/prompt cards, professionalism, varied communication skills (body language, tone, clarity, projection of voice), interpersonal skills.

Concept of advertising to a target audience: Demonstrate presentation skills, personal creative ideas, platform to show technical skills, illustrates progression, encourage motivation, enthusiasm and creativity, boosts self esteem, personalised to target audience.

Target audience: Invited guests, audience can be drawn from dignitaries, workplace colleagues, management team, teachers, lecturers, tutors, peers, employers, prospective employers, photographer, television/news crew.

Preparation of self: Clothes (salon requirements for uniform, clean/ironed clothes, non-restrictive, closed in low heel shoes), hair (clean, healthy, manageable, off face), personal hygiene (clean body, teeth, workable length clean nails, deodorant, no overpowering perfume/aftershave), personal protective equipment (gloves, apron, prevent dermatitis), minimal jewellery, positive attitude, ready to greet.

Preparation of client: Remove client's outer clothing, protect against damage, client relaxed and comfortable (posture, aids service), remove excessive jewellery (avoid damage, jewellery, skin), gown, towel, plastic cape, barrier cream, ensure client comfort, record card.

Preparation of work area: Chair, trolley, work station, equipment cleaned, appropriate sterilisation (barbicide, autoclave, UV, sterilising spray), complete destruction of all living organisms on tools and equipment, disinfection (remove contamination from hard surfaces, large work areas, floors and work surfaces, heat or chemical methods), use of trolley, safe professional presentation tools and equipment, visual check on large and small equipment, electrical equipment checked, portable appliance test, select height of chair/bed/basin.

Salon health and safety legislation and regulations: Health and 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,



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Outcome 2: Be able to plan an image (continued)

data protection, employers liability (compulsory insurance), occupiers liability, local by-laws (set by council), salon rules, code of conduct, observance by all staff.