



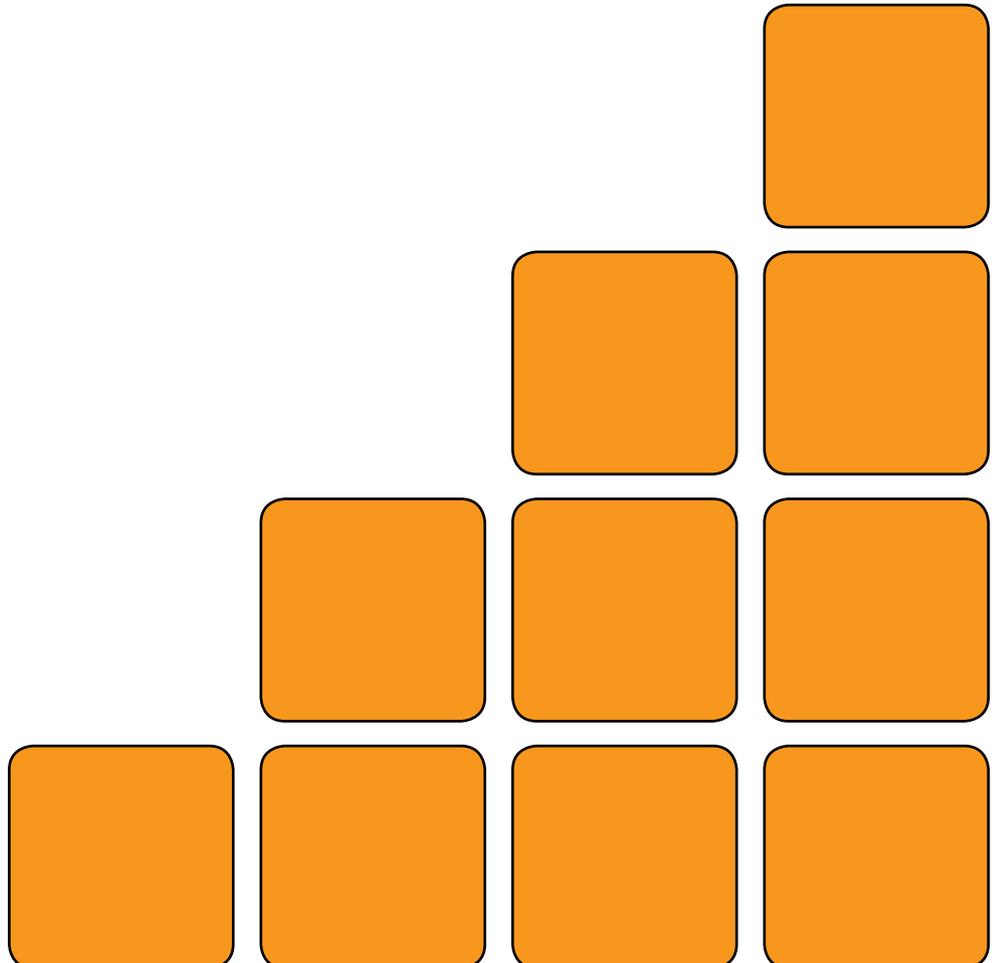
Prepare for hair services and maintain work areas

UHB66

Learner name:

Learner number:

SVQ



UHB66

Prepare for hair services and maintain work areas

This unit is about preparing for hairdressing and/or barbering services and maintaining work areas.

To carry out this unit, you will need to maintain health, safety and hygiene throughout your work. You will also need to maintain a professional personal appearance and demonstrate good communication skills.

The main outcomes of the unit are:

1. Prepare for hair services
2. Maintain the work area for hair services

NOS

SKACHB1

SCQF Level

3

SCQF Credit Points

2

Observation(s)

3

External paper(s)

0



Prepare for hair services and maintain work areas

Learning outcomes

On completion of this unit you will:

1. Be able to prepare for hair services
2. Be able to maintain the work area for hair services
3. Know and understand how to prepare for hair services
4. Know and understand how to prepare maintain the work area for hair services

Evidence requirements

1. *Environment*
Evidence for this unit may be gathered within the workplace or realistic working environment (RWE).
2. *Simulation*
Simulation is not allowed in this unit.
3. *Observation outcomes*
Competent performance of Observation outcomes must be demonstrated on **at least three occasions** and must include preparation for three different hairdressing or barbering services.

Assessor observations, witness testimonies and products of work are likely to be the most appropriate sources of performance evidence. Professional discussion may be used as supplementary evidence for those criteria that do not naturally occur.

Assessed observations should not be carried out on the same day for the same learning outcome. There should be sufficient time between assessments for reflection and personal development.

You need to meet the same standard on a regular and consistent basis. Separating the assessments by a period of at least two weeks is recommended as competence must be demonstrated on a consistent and regular basis.

4. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
5. *Tutor/Assessor guidance*
Your tutor **must** refer to the '**Habia Assessment Strategy**' when delivering this unit to ensure that you cover all the requirements for this unit. This can be found on www.vtct.org.uk under the relevant qualification page.
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 competent 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 professional discussion and/or oral questioning. This evidence will be recorded by your assessor in written form or by other appropriate means.

Your assessor will sign off a learning outcome when all criteria have been competently achieved.

Achieving range

There is no range section that applies to this unit.

National Occupational Standards (NOS)

All observation evidence and knowledge requirements from the NOS SKACHB1 are included in this record of assessment. You must demonstrate in your everyday work that you have met this standard to prepare for hair services and maintain work areas. This can be found on the NOS website www.ukstandards.co.uk.



Observations

Learning outcome 1

Be able to prepare for hair services

You must be able to:

- a. Maintain your responsibilities for health and safety throughout the service
- b. Prepare your client to meet salon's requirements
- c. Wear personal protective equipment, when required
- d. Set up materials, tools and equipment for hair services following the stylist's instructions
- e. Make sure that materials, tools, equipment and work area are ready in time for the service
- f. Make sure that all tools for hair services are cleaned using the correct methods
- g. Obtain any client records in time for consultation by the stylist

* *May be assessed by supplementary evidence.*

Observation	1	2	3
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



Learning outcome 2

Be able to maintain the work area for hair services

You must be able to:

- a. Dispose of hair and waste materials
- b. Check and clean equipment according to manufacturers' instructions and your salon's requirements
- c. Make sure that there are enough clean towels and gowns to last through the working day
- d. Keep stocks of products and other items needed for hair services replenished to the levels required by your salon
- e. Store records, materials and equipment in the required place
- f. Clean work surfaces leaving the work area in a suitable condition for further services

**May be assessed by supplementary evidence.*

Observation	1	2	3
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*:

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

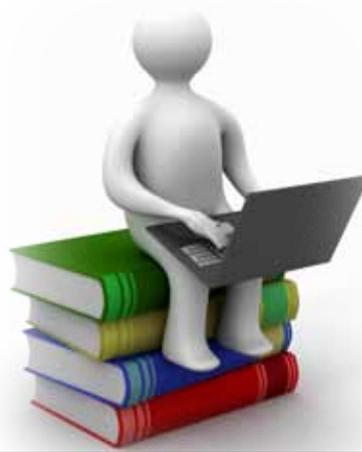
Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

**This is not an exhaustive list.*

Knowledge



Learning outcome 3

Know and understand how to prepare for hair services

You must know and understand:	Portfolio reference
a. Your responsibilities for health and safety as defined by any specific legislation covering your job role	
b. General salon hygiene principles in relation to floors and seating, working surfaces, mirrors and salon equipment	
c. Methods of working safely and hygienically and which minimise the risk of cross-infection and cross-infestation	
d. The hazards and risks which exist in your workplace and the safe working practices which you must follow	
e. Why it is important to use personal protective equipment	
f. The type of personal protective equipment available	
g. Your salon's requirements for work area preparation and maintenance, including the checking and cleaning of equipment	
h. What contact dermatitis is, and how to avoid developing it whilst carrying out services	
i. How to clean, disinfect and sterilise different types of tools for the different hair services such as metals, plastic, wood, electrical	
j. The difference between sterilising and disinfecting	
k. The importance of the correct storage of client records in relation to the Data Protection Act	
l. The importance of and reasons for keeping records of hair services	



Learning outcome 4

Know and understand how to maintain the work area for hair services

You must know and understand:	Portfolio reference
a. The importance of following your stylist's instructions	
b. The importance of checking you have understood the instructions given by the stylist	
c. How to dispose of waste materials and products from hair services	
d. The types of products, materials, tools and equipment required for hair services offered by your salon	
e. How to set up materials, tools and equipment for the hair services offered by your salon	
f. How and where to store materials, tools and equipment	
g. The importance of following suppliers' and manufacturers' instructions for the safe use of equipment, materials and products	
h. The importance of checking and replenishing stock items	
i. The condition in which the work area should be left ready for further services	



Knowledge range

You must know and understand:

Health and safety - your responsibilities for health and safety as defined by any specific legislation covering your job role	Portfolio reference
Health and Safety at Work Act	
The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)	
The Health and Safety (First Aid) Regulations	
The Regulatory Reform (Fire Safety) Order	
The Manual Handling Operations Regulations	
The Control of Substances Hazardous to Health Regulations (COSHH)	
The Electricity at Work Regulations	
The Environmental Protection Act	
The Management of Health and Safety at Work Regulations	
The Health and Safety (Information for Employees) Regulations	