#### No. 282

5 March 2004



# SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

# Hairdressing, Cosmetology and Beauty

Registered by NSB 11, Services, publishes the following qualifications and unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the qualification and unit standards upon which qualifications are based. The qualifications unit standards can be accessed via the SAQA web-site at <u>www.saqa.org.za</u>. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum, 1067 Arcadia Street, Hatfield.

Comment on the unit standards should reach SAQA at the address *below and no later than 4 April 2004.* All correspondence should be marked **Standards Setting – SGB for Hairdressing, Cosmetology and Beauty** and addressed to

> The Director: Standards Setting and Development SAQA *Attention: Mr. D Mphuthing* Postnet Suite 248 Private Bag X06 Waterkloof 0145 or faxed to 012 – 431 5144 e-mail: <u>dmphuthing@saqa.co.za</u>

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JOE SAMUELS DIRECTOR: STANDARDS SETTING AND DEVELOPMENT

# SOUTH AFRICAN QUALIFICATIONS AUTHORITY



# F E T Certificate: Beauty Technology - NQF Level 4

Field:	Services
Sub-field:	Personal Care
Level:	4
Credit:	131 minimum
Issue date:	
Review date:	

# Rationale for the Qualification

This FET Certificate in Beauty Technology: NQF Level 4 will assist in job creation within the Beauty and Cosmetology Industry as a whole and will lead to entrepreneurial opportunities for learners. It will also assist in enhancing of the self-image of each individual learner. An improved self-image leads to a more positive outlook and performance within the job market and society. In addition, this Qualification provides a framework for learners to develop competencies that will enable them to become competent in the Beauty and Cosmetology industry. It introduces some theoretical concepts, requires the application of a base of knowledge and (requires) a well-developed range of skills that will enable learners to be informed workers in the Beauty and Cosmetology industry.

The FET Certificate in Beauty Technology was also developed to assist in creating development, which will be safe and applicable to the learner and the Beauty and Cosmetology industry at large. It will open up diverse learning pathways. This Qualification will provide a balanced learning experience that allows flexible access to further education, lifelong learning, education and to productive employment in the Beauty and Cosmetology industry. The primary purpose of the FET Certificate in Beauty Technology is to develop the foundational, practical and reflexive competencies in a person required for a career in Beauty and Cosmetology.

The Unit Standards that cover the Qualification were clustered and sequenced to ensure that learners are able to develop competencies that begin with simple activities and move on to more complex activities. Central to the Qualification is the development of a culture of professionalism and service excellence in the Beauty and Cosmetology industry.

Learners working towards this FET Certificate in Beauty Technology will find that the acquisition of competence in the unit standards, which make up the Qualification, will add value to the job performance. This FET Certificate in Beauty Technology is intended to enhance the provision of service within the Beauty and Cosmetology Industry.

### Purpose of the qualification

The purpose of the FET Certificate in Beauty Technology NQF Level 4: is to provide service excellence in the field of Beauty and Cosmetology. The Qualification is for people already employed and who intend to follow a career in Beauty and Cosmetology industry. It also serves as a more advanced Qualification into Beauty Technology operations. This FET Certificate in Beauty Technology will be registered at NQF Level 4.

The FET Certificate in Beauty Technology level 4 allows the individual to work towards a recognised qualification. It is flexible enough to be offered in formal education and as well as occupational directed workplace and training for learners already employed in the Beauty Technology industry. It aims to develop informed and skilled Beauty and Cosmetology people with the requisite skills, knowledge, values and attitudes.

The learners will be able to integrate the generic salon knowledge and skills with those specific to the Beauty and Cosmetology Industry, ensuring the business in which they operate runs smoothly and offers excellence in customer service. It also enables the learner to use competencies, which will grow the business. It will provide the broad knowledge, skills and values needed in the Beauty and Cosmetology Industry and will facilitate access to, and mobility and progression within, education and training and to progress along a learning path for learners who:

- Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to further education and training.
- Have worked in the Beauty and Cosmetology Industry for many years, but have no formal qualification in Beauty and Cosmetology.
- Wish to extend their range of skills and knowledge of the industry so that they can become competent workers in this Industry.

The FET Certificate in Beauty Technology and Unit Standards is a building block that will lead to a more defined Beauty and Cosmetology learning path. The intention is:

- To promote the development of knowledge, skills and values that are required in the Beauty and Cosmetology Industry
- To release the potential of people
- To provide opportunities for people to move up the value chain

#### Access to the Qualification

Access to this FET Certificate in Beauty Technology is only limited by the learning assumed to be in place, therefore a learner can access the total Qualification and it must be noted that learners may also access any individual Unit Standard and obtain the credits issued against it. Furthermore, any learner who can provide evidence of the learning assumed to be in place has open access to this FET Certificate in Beauty Technology.

100%

# **Rules of Combination**

The qualification is made up of a combination of learning outcomes from Fundamental, Core and Elective components, totaling 131 Minimum credits.

Core 60	redits 46% redits 46% mum 11 credits 8%
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Total

FUNDAMENTAL	CORE	ELECTIVE	TOTAL CREDITS
20 credits at Level 3 40 credits at Level 4	60 credits at Level 4	38 credits at Level 4 Learners must select a minimum of 11 credits from the Elective Unit Standards to make up the 131 credits required	
60 credits	60 credits	Minimum 11 credits	Minimum 131 credits

Minimum 131 credits

# Learning assumed to be in place

The following is the learning assumed to be in place:

• Learners accessing this FET Certificate in Beauty Technology will have demonstrated competence against the Fundamental component of learning for Communication/Language and Mathematics/Numeracy at NQF Level 3.

# Exit level Outcomes and Associated Assessment Criteria

On achieving this qualification, the learner will be able to:

- 1. Communicate verbally and in writing using a variety of formats with a range of stakeholders and role-players in the FET Beauty Technology industry in both first and second languages Associated Assessment Criteria
  - Audience needs and expectations are accommodated in both oral and verbal communication in both languages
  - Language and texts interpreted and responded to in written communications in all contexts
  - Communication in the business environment is conducted to facilitate understanding

- 2. Explain and use the basics of mathematics in both personal and business situations Associated Assessment Criteria
  - Uses for mathematics is described in both personal and business situations
  - Mathematics is used and explained in both personal and business contexts
- 3. Contribute to and monitor the safety, hygiene and cleanliness within the hairdressing salon environment

Associated Assessment Criteria

- Information pertaining to HIV/AIDS is distributed in the workplace
- Sanitisation and sterilisation methods are monitored and managed in the workplace
- Occupational health and safety issues are monitored and controlled according to legislative requirements
- 4. Demonstrate an understanding of skin, hair and nail disorders and how to deal with them Associated Assessment Criteria
  - Disorders of the skin are explained and effects of treatments are described
  - Disorders of the hair are explained and effects of treatments are described
  - Disorders of nails are explained and effects of treatments are described
- 5. Establish, maintain and manage the administration, cash and sales activities in a salon Associated Assessment Criteria
  - Stock and stock levels are managed to optimise stock in a salon
  - Cash systems, payments and procedures are monitored to ensure compliance to standards
  - Sales are conducted to generate turnover and meet budget requirements
- 6. Demonstrate an understanding of the requirements of preparing for and performing a basic facial, back cleanse and massages for clients

# Associated Assessment Criteria

- All the requirements of preparing for and performing a basic facial are implemented and followed
- All the requirements of preparing for and performing a back cleanse are implemented and followed
- A relaxing back and neck massage are prepared for and performed according to requirements
- A relaxing face and décolleté massage are prepared for and performed according to requirements
- 7. Demonstrate and apply an understanding of make-up application (these to clients) Associated Assessment Criteria
  - Special make-up techniques are explained and applied in accordance with requirements
  - Theatre make-up techniques are explained and applied in accordance with requirements
- 8. Demonstrate an understanding of the requirements of starting and running a salon Associated Assessment Criteria
  - A plan for equipping and furnishing a salon is researched and developed
  - A business plan for a salon is developed

# Critical Cross-Field Outcomes

Unit Standard Title	Critical Cross-field Outcomes Supported by the Unit Standards									
Beauty - Technology Level 4 Core	Solve problems / Make decisions	Team work	Organisation	Information	Communicate	Technology	Related Systems	Personal Development		
Demonstrate an understanding of the structure, growth and disorders of the skin, nails an hair	. 1	V		1	V	1				
Monitor and manage the sanitation and sterilization methods in the workplace	V			$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$			
Manage stock levels		1	$\checkmark$	V	V					
Prepare and perform a basic facial	$\checkmark$	$\checkmark$	V	V	V	V	1			
Prepare and perform a relaxing face and décolleté massage	$\checkmark$	V	V	$\checkmark$	V	1				
Demonstrate and apply the knowledge of basic application of special make-up techniques		~	V	√	1	\ √				
Prepare and perform a back cleanse			$\checkmark$	$\checkmark$	$\checkmark$					
Monitor cash systems and payments		$\checkmark$	$\checkmark$	$\checkmark$	1					
Conduct sales	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$						
Level 4 – Electives										
Demonstrate and apply the knowledge of a basic application of theatre make-up			$\checkmark$	√	$\checkmark$	√				
Monitor occupational health and safety				1						
Prepare and perform a relaxing back and neck massage( to compliment the back cleanse )	1	V	1	1	V	1				
Research and plan for the equipping of a salon	V	V		√	V	1				
Develop a business plan for a salon	V	$\checkmark$		V	V	$$	<u></u>			

#### International comparability

Benchmarking was done by comparison to Unit Standards / Outcomes of learning against:

New Zealand Qualifications Authority: National Certificate in Beauty Therapy - Level 4, with strands in Beautician and Nail Technology, Body Therapy and Electrology.

The following New Zealand unit standards were also compared:

- Demonstrate knowledge of chemistry in the application of beauty therapy services Level 4, 4 Credits
- Perform a depilatory wax service as an independent operator Level 4, 8 Credits
- Perform a nail augmentation service as an independent operator Level 4, 12 credits
- Perform body therapy services as an independent operator Level 4, 40 Credits
- Perform facial therapy services as an independent operator Level 4, 15 Credits

A direct comparison of the title, specific outcomes, assessment criteria and embedded knowledge was undertaken with each and the best practice points were highlighted and incorporated into each Unit Standard. However, where points were incorporated these were written in a South African context and at a level appropriate to South Africa.

Because of the difference in levels across the different countries, difficulty was found in making direct comparisons, level to level.

In general this Qualification and its component Unit Standards compare well with its international counterparts. The only major differences are in formatting, titles and scope of coverage or focus.

#### Integrated Assessment

Learning, teaching and assessment are inextricably linked. Whenever possible, the assessment of knowledge, skills, attitudes and values shown in the Unit Standards should be integrated.

Assessment of the communication, language, literacy and numeracy should be conducted in conjunction with other aspects and should use authentic Personal Care contexts wherever possible.

The term 'Integrated Assessment' implies that theoretical and practical components should be assessed together. During integrated assessments the assessor should make use of formative and summative assessment methods and assess combinations of practical, applied, foundational and reflexive competencies.

Assessors and moderators should make use of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

Assessment should ensure that all specific outcomes, embedded knowledge and critical cross-field outcomes are evaluated. The assessment of the critical cross-field outcomes should be integrated with the assessment of specific outcomes and embedded knowledge.

# **Recognition of Prior Learning**

The structure of this Unit Standard based Qualification makes the Recognition of Prior Learning possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this Beauty and Cosmetology Qualification. Recognition of Prior Learning will be done by means of Integrated Assessment as mentioned in the previous paragraph.

This Recognition of Prior Learning may allow:

- For accelerated access to further learning
- Gaining of credits towards a qualification

All recognition of Prior Learning is subject to quality assurance by the relevant accredited Education and Training Quality Assurance Body and is conducted by a registered assessor.

# Articulation possibilities

This FET Certificate in Beauty Technology lends itself to both vertical and horizontal articulation possibilities. These possibilities ensure both mobility and progression for the learner. The learning areas outlined in the Rationale for the Qualification indicates the articulation possibilities.

Horizontal articulation possibilities lie with other NQF level 4 Qualifications and Unit Standards in the Learning areas of Support Services, Client & Marketing Services, Communication & Deportment, and Aesthetics, for example (any of the four) National Certificates in Marketing at NQF Level 4.

Vertical progression can be achieved by embarking on the study of related NQF Level 5 Qualifications and Unit Standards. An example of such a Qualification is the National Diploma: Service Management.

#### Moderation Options

- Anyone assessing a learner or moderating the assessment of a learner against this Qualification must register as an assessor with the relevant Education and Training Quality Assurance (ETQA) Body.
- Any institution offering learning that will enable the achievement of this FET Certificate in Beauty Technology must be accredited as a provider with the relevant ETQA.
- Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQAs policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQAs (including professional bodies); and in terms of the moderation guideline detailed immediately below.
- Moderation must include both internal and external moderation of assessments at exit level points of the Qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual Unit Standards as well as the integrated competence described in the Qualification.

# Criteria for the registration of assessors

This FET Certificate in Beauty Technology will be internally assessed by a provider registered by the South African Qualifications Authority or a relevant accredited ETQA that has a Memorandum of Understanding with SAQA. The mechanisms and requirements for moderation will be contained in the regulations of the relevant ETQA.

For an applicant to register as an assessor, the applicant needs:

- To have achieved a minimum of a NQF Level 5 Qualification related to the focus area of Beauty and Cosmetology or an equivalent
- To have practical, relevant occupational experience in the focus area of Beauty and Cosmetology
- To be declared competent in all the outcomes of the National Assessor Unit Standards as stipulated by South African Qualifications Authority (SAQA)
- Detailed documentary proof of educational Qualification, practical training undergone, and experience gained by the applicant must be provided (Portfolio of evidence)

Total									60										60
Credits	9	9	4	4	5	5	u u	2	40	8	-	2	<u>т</u> п	>	8	8	5	12	60
NLRD ID	9014	9015	9016	8555	12153	8974	8975 8076	0.00											
Level 4	Use mathematics to investigate and monitor the financial aspects of personal, business and national	issues Apply knowledge of statistics and probability to	findings on life related problems Represent, analyse and calculate shape and motion in 2 and 3 dimensional space in different contexts	Contribute to information distribution regarding HIV / AIDS in the workplace	Use the writing process to compose texts required in the business environment	Engage in sustained oral communication and evaluate source favie	Read, analyse and respond to a variety of texts			Demonstrate an understanding of the structure,	Monitor and manage the sanitation and sterilisation	Manage stock levels	Prepare for and perform a basic facial	riepare and periorn a relaxing race and decollete massage	Demonstrate and apply the knowledge of basic	Prepare and perform a back cleanse	Monitor cash systems and payments	Conduct sales	
lits	•	•	•	•	•	•	• •			•	•	•	•	•	•	•	•	•	
Credits	2	ມ ເມີນ 							2		- <i>i</i> ,								
NLRDID	8968	8969 8970 8973																	
Level 3	Accommodate audience and context needs in oral communication	Write texts for a range of communicative contexts Use language and communication in occupational	learning programmes																
	•	•••						TOTAL											TOTAL

F E T Certificate: Beauty Technology at NQF Level 4

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		<ul> <li>Demonstrate and apply the knowledge of a basic application of theatre make-up</li> </ul>		ъ	
		<ul> <li>Monitor occupational health and safety</li> </ul>	9243	8	
		Prepare and perform a relaxing back and neck		<del></del>	
		<ul> <li>Research and plan for the equipping of a salon</li> </ul>		9	
		Develop a business plan for a salon		ω	
				38	11
um of 11 credits from t	he Elective	Unit Standards to make up the 131 credits required for	r the qual	ification	
131	The learner must select a minimum of 11 credits from t	num of 11 credits from the Elective	<ul> <li>Demonstrate and apply the knowledge of a basic application of theatre make-up</li> <li>Monitor occupational health and safety</li> <li>Prepare and perform a relaxing back and neck massage</li> <li>Research and plan for the equipping of a salon</li> <li>Develop a business plan for a salon</li> </ul>	•       Demonstrate and apply the knowledge of a basic application of theatre make-up       9243         •       Monitor occupational health and safety       9243         •       Prepare and perform a relaxing back and neck massage       9243         •       Prepare and perform a relaxing back and neck massage       9243         •       Prepare and perform a relaxing back and neck massage       9243         •       Prepare and perform a relaxing back and neck massage       9243         •       Develop a business plan for a salon       9243         •       Develop a business plan for a salon       9243         •       Develop a business plan for a salon       9243         •       Develop a business plan for a salon       9243         •       Develop a business plan for a salon       9243         •       Develop a business plan for a salon       9243         •       Develop a business plan for a salon       9243         •       Develop a business plan for a salon       9243	<ul> <li>Demonstrate and apply the knowledge of a basic application of theatre make-up</li> <li>Monitor occupational health and safety</li> <li>Prepare and perform a relaxing back and neck massage</li> <li>Research and plan for the equipping of a salon</li> <li>Develop a business plan for a salon</li> <li>Develop a business plan for a salon</li> <li>Its from the Elective Unit Standards to make up the 131 credits required for the qualifit</li> </ul>

# UNIT STANDARDS FOR THE F E T CERTIFICATE:

# BEAUTY TECHNOLOGY - NQF LEVEL 4

# Unit Standards Titles at NQF Level 4 CORE

- 1. Title Demonstrate an understanding of the structure, growth and disorders of the skin, nails and hair
- 2. Title Monitor and manage the sanitation and sterilisation methods in the workplace
- 3. Title Manage stock levels
- 4. Title Prepare for and perform a basic facial
- 5. Title Prepare and perform a relaxing face and décolleté massage
- 6. Title Demonstrate and apply the knowledge of basic application of special make-up techniques
- 7. Title Prepare and perform a back cleanse
- 8. Title Monitor cash systems and payments
- 9. Title Conduct sales

# Unit Standards Titles at NQF Level 4 Elective

- 10. Title Demonstrate and apply the knowledge of a basic application of theatre make-up
- 11. Title Prepare and perform a relaxing back and neck massage
- 12. Title Research and plan for the equipping of a salon
- 13. Title Develop a business plan for a salon
- \* Title Monitor occupational health and safety

# Unit Standards Titles and Specific Outcomes at NQF Level 4

# CORE

1. Title		Demonstrate an understanding of the structure, growth and disorders of the skin, nails and hair
Specific Outcome	1,1	Describe the anatomical structure and function of the normal nail, skin and hair
Specific Outcome	1.2	Explain and describing abnormalities in the nail, skin and hair
Specific Outcome	1.3	List the microbes that cause disease of nails, skin and hair
Specific Outcome	1.4	List and explain the role of trauma as a cause of disease and abnormalities of skin, hair and nails
Specific Outcome	1.5	Define and describe basic terminology related to observation of abnormalities of the skin, hair and nails
Specific Outcome	1.6	Explain the reasons for referral of client with abnormalities of skin, hair and nails to health professionals

2.	Title		Monitor and manage the sanitation and sterilisation methods in the workplace
Specifi	c Outcome c Outcome c Outcome	2.1 2.2 2.3	Monitor sanitation methods in the work environment Monitor the maintenance of a clean and safe work environment Monitor and controlling the disposal of waste
3.	Title		Manage stock levels
Specifi	c Outcome c Outcome c Outcome	3.1 3.2 3.3	Assess stock/product requirements Order/buy stock/products Receive, record, label/tag and store stock
4.	Title		Prepare for and perform a basic facial
Specifi	c Outcome	4.1	Prepare the facial workstation according to organisational and hygienic requirements
Specifi	c Outcome	4.2	Record all relevant information on the Client Record Card for immediate use and to update for future consultations
Specifi	c Outcome	4.3	Assess the skin in order to perform a facial by utilising appropriate equipment and skin care products
Specifi	c Outcome	4.4	Perform exfoliation / deep cleansing of the face and décolleté using products and brush equipment
Specifi	c Outcome	4.5	Operate, manage and effectively use a facial steamer according to Manufacturer's instructions and organisational and hygienic requirements
Specifi	c Outcome	4.6	Select manage and apply a mask on the face and decollate according to organisational and hygiene requirements
Specifi	c Outcome	4.7	Select manage and apply a moisturizer on the face and decollate according to organisational and hygiene requirements
5.	Title		Prepare for and perform a relaxing face and décolleté massage
Specifi	c Outcome	5.1	Prepare the workstation for a relaxing face and décolleté massage according to organisational and hygienic requirements
Specifi	c Outcome	5.2	Record all relevant information on the Client Record Card for immediate use and to update for future consultations
	c Outcome c Outcome	5.3 5.4	Assess the skin and underlying structures in order to perform a massage Perform and manage a relaxing massage of the face and décolleté in accordance with organisational and hygienic requirements
6.	Title		Demonstrate and apply the knowledge of basic application of special make-up techniques
	ic Outcome	6.1 6.2	Prepare the workstation for film make-up application Prepare the client for film make-up application
•	ic Outcome ic Outcome	6.2 6.3	Perform and conclude fantasy make-up and character make-up to organisational and hygienic requirements
Specif	ic Outcome	6.4	Perform and conclude film make-up to organisational and hygienic requirements
Specif	ic Outcome	6.5	Deal with clients professionally

7.	Title		Prepare and perform a back cleanse
Specifi	ic Outcome	7.1	Prepare the workstation in accordance to organisational and hygienic requirements
Specifi	ic Outcome	7.2	Record all relevant information on the Client Record Card for immediate use and to update for future consultations
Specifi	ic Outcome	7.3	Assess the skin in order to perform a back cleanse by utilising appropriate equipment and products
Specif	ic Outcome	7.4	Operate, manage and effectively use an appropriate steamer according to manufacturers instructions and organisational and hygienic requirements
Specifi	ic Outcome	7.5	Perform exfoliation / deep cleansing of the back using products and brush equipment
Specifi	ic Outcome	7.6	Select, manage, apply and remove a mask on the back according too organisational and hygiene requirements
8.	Title		Monitor cash systems and payments
Specifi	ic Outcome	8.1	Prepare denominations of money and distribute cash floats to points of sale
Specifi	ic Outcome	8.2	Receive and verifying incoming cash flow and monitor cashing-up procedures
Specifi	ic Outcome	8.3	Prepare and securing forms of payment received for depositing and collection
Specifi	c Outcome	8.4	Processes payments for various types of stakeholders
9	Title		Conduct sales
Specifi	ic Outcome	9.1	Identify sales opportunities
Specifi	c Outcome	9.2	Present and or demonstrate products and services to prospective customer
	c Outcome	9.3	Negotiate and/or agree to terms and conditions of sales
	c Outcome	9.4	Handle and deal with customer objections and concerns
Specifi	c Outcome	9.5	Close the deal and create customer commitment

# ELECTIVE

Demonstrate and apply the knowledge of a basic application of the

Specific Outcome Specific Outcome	10.1 10.2	Prepare the workstation for theatre make-up application Prepare the client for theatre make-up application
Specific Outcome	10.3	Perform and conclude fantasy make-up and character make-up to organisational and hygienic requirements
Specific Outcome	10.4	Perform and conclude theatre make-up according to organisational and hygienic requirements
Specific Outcome	10.5	Deal with clients professionally
11. Title		Prepare and perform a relaxing back and neck massage
Specific Outcome	13.1	Prepare the workstation for a face, neck and decollete massage

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Specific Outcome	13.2	according to organisational and hygienic requirements Record all relevant information on the Client Record Card for immediate use and to update for future consultations
Specific Outcome Specific Outcome	13.3 13.4	Assess the skin and underlying structures in order to perform a massage Perform and manage a relaxing massage on the face, neck and decollete using products according to organisational and hygiene requirements
12. Title		Research and plan for the equipping of a salon
Specific Outcome Specific Outcome Specific Outcome Specific Outcome	12.1 12.2 12.3 12.4	Research and plan the layout of a salon Research and plan for a safe working environment Research and budget for equipment and products Research and plan for branding
13. Title		Develop a business plan for a salon
Specific Outcome Specific Outcome Specific Outcome Specific Outcome Specific Outcome	13.1 13.1 13.1 13.1 13.1	Analyse and describe the business and industry outlook Analyse and describe products and markets Design and present marketing and promotional plans Design and present an operational plan Design and present a financial plan for the new business

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# SOUTH AFRICAN QUALIFICATIONS AUTHORITY



#### National Certificate: Beauty Technology - NQF Level 3

Field:	Services
Sub-field:	Personal Care
Level:	3
Credit:	130 minimum
Issue date:	
Review date:	

# **Rationale for the Qualification**

The National Certificate in Beauty Technology – NQF Level 3 will assist in job creation within the Beauty and Cosmetology Industry (as a whole) and will lead to entrepreneurial opportunities for learners. It will also enhance the self-image of each individual learner as they become more self sufficient. An improved self-image leads to a more positive outlook and performance within the Beauty and Cosmetology job market and society at large. Furthermore, the Qualification will provide a means to set standards in the Beauty and Cosmetology industry and provide a mechanism for regulating the services provided from a quality and professional point of view.

The Qualification was also developed to assist in creating learning, which will be safe and applicable to the learner and the Beauty and Cosmetology industry at large. It will open up diverse learning pathways, for each learner.

The National Certificate in Beauty Technology: NQF Level 3 is also intended as a vehicle to fast track learners to acquire knowledge of the Beauty and Cosmetology industry that are required to build a pool of learners with the expertise to become self employed and to meet employment equity targets.

The Qualification is the first building block that can be developed further and will lead to a more defined Beauty Therapy learning path at NQF levels 4. It also focuses on the skills, knowledge, values and attitudes required to ensure further progression. The intention is:

- To promote the development of knowledge, skills and values that are required in the Beauty and Cosmetology Industry.
- To release the potential of people.
- To provide opportunities for people to move up the value chain.

It will provide the broad knowledge, skills and values needed in the Beauty and Cosmetology Industry and will facilitate access to, and mobility and progression within, education and training and to progress along a learning path for learners who:

- Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to Further Education and Training.
- Have worked in the Beauty Industry for many years, but have no formal Qualification in Beauty and Cosmetology.
- Wish to extend their range of skills and knowledge of the industry so that they can become competent workers in the Beauty and Cosmetology Industry.

The Unit Standards that cover the above areas of learning were clustered and sequenced to ensure that learners are able to absorb the tasks given, starting with simple activities and becoming more complex as they gain experience and confidence.

The industry's need for clear directives, and market related skills in career advancement will be met by this Qualification

#### Purpose of the Qualification

The purpose of the Qualification is to instill and maintain service excellence within the industry of Beauty and Cosmetology. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate professionally in the Beauty and Cosmetology industry and to respond to the changes of the Beauty and Cosmetology environment and the changing world of work.

This Qualification is for any individual who is, or wishes to be, involved in the Beauty and Cosmetology Industry. It also serves as an entry level Qualification into Beauty Technology operations.

Learners working towards this Qualification will find that the acquisition of competence in the Unit Standards, which make up the Qualification, will add value to the job performance. This Qualification is intended to enhance the provision of entry-level service within the Beauty and Cosmetology Industry. The learners will be able to integrate supervisory knowledge and skills with that specific to the Beauty and Cosmetology Industry. It also enables the learner to use competencies, which will grow the business.

# Access to the Qualification

Access to this Qualification is only limited by the learning assumed to be in place, therefore a learner can access the total Qualification and it must be noted that learners may also access any individual Unit Standard and obtain the credits issued against it. Also any learner who can provide evidence of the learning assumed to be in place has open access to this Qualification.

#### Learning assumed to be in place

The following is the learning assumed to be in place:

 Learners accessing this Qualification will have demonstrated competence in mathematics/numeracy and communication/language at NQF Level 2.

100%

# **Rules to Combinations**

The qualification is made up of a combination of learning outcomes from Fundamental, Core and Elective components, totaling 130 minimum credits.

130 Minimum

Fundamental46 credCore79 credElectiveMinimu	its 61%	
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Total

FUNDAMENTAL	CORE	ELECTIVE	TOTAL CREDITS
10 credits at Level 2 36 credits at Level 3	39 credits at Level 2 40 credits at Level 3	9 credits at Level 3 Learners must select a Minimum of 5 credits from the Elective Unit Standards to make up the 130 credits required	
46 credits	79 credits	5 Minimum	130 Minimum

# Exit level Outcomes and Associated Assessment Criteria

On achieving this qualification, the learner will be able to:

1. Communicate verbally and in writing using a variety of formats with a range of stakeholders and role-players in the Beauty Technology industry

# Associated Assessment Criteria

- Audience needs and expectations are accommodated in both oral and verbal communication
- Language and texts are interpreted and written communications is used to respond in all contexts

# 2. Explain and use the basics of mathematics in both personal and business situations Associated Assessment Criteria

- Uses for mathematics is described in both personal and business situations
- Mathematics is used and explained in both personal and business contexts
- 3. Demonstrate an understanding of HIV/AIDS and self management skills Associated Assessment Criteria
  - HIV/Aids and its implications on people and the workplace are explained
  - Self-management skills are explained and applied to work and personal life situations
- 4. Apply and carry out customer reception and consulting services in order to provide quality customer service

# **Associated Assessment Criteria**

Incoming and outgoing telephone calls are handled according to salon requirements

- Customers are received and consulted with to determine their requirements and to provide the correct hairdressing service
- Salon reception and administrative procedures are provided
- Products and services of the business are displayed, promoted and sold to customers
- 5. Demonstrate an understanding of the Personal Care Sector and explain the organisation and services provided

# Associated Assessment Criteria

- The personal care sector and its role are described
- The layout, services and facilities of the organisation are described
- Deportment and image are explained, applied and monitored
- Personal values and ethics are explained and applied to work situation
- 6. Operate and monitor the safety, cleanliness and hygiene within the salon environment Associated Assessment Criteria
  - Occupational health and safety practices are monitored and corrective action taken to rectify discrepancies
  - Sanitisation and sterilisation practices are implemented and applied in the workplace
  - Waste from the salon is disposed of as required by OH&S regulations
  - First Aid is provided for if and when necessary
- 7. Conduct and perform pedicures and manicures for customers according to requirements and salon standards

# Associated Assessment Criteria

- Pedicures are conducted as per requirements
- Manicures are conducted as per requirements
- An oil manicure is conducted as per requirements
- A paraffin foot and hand treatment is performed in accordance with customer requirements
- 8. Conduct and perform body hair removal treatments on customers according to requirements and salon standards

#### **Associated Assessment Criteria**

- Temporary hair removal by means of waxing is prepared for and performed in accordance with customer requirements
- Temporary hair removal by means of sugaring is prepared for and performed in accordance with customer requirements
- Temporary hair removal by means of threading is prepared for and performed in accordance with customer requirements
- The bleaching of body hair is prepared for and conducted in accordance with customer requirements
- 9. Conduct and perform eye lash and eyebrow services on customers according to requirements and salon standards

#### Associated Assessment Criteria

- Eyebrow and eye lash tinting services are performed according to requirements and salon standards
- Eyebrow grooming services are prepared for and conducted according to requirements and salon standards
- Semi-permanent eye lashes application is prepared for and applied according to requirements and salon standards

- Eye lash permanent waving is prepared for and performed according to requirements and salon standards
- 10. Demonstrate the application of day, evening, bridal and photographic make-up according to requirements and manufacturers instructions

# Associated Assessment Criteria

- The customer is prepared for the specific type of make-up to be applied
- Day make up is applied following the manufactures instructions and to meet the customers requirements
- Evening make up is applied following the manufactures instructions and to meet the customers requirements
- Bridal make up is applied following the manufactures instructions and to meet the customers requirements
- Photographic make up is applied following the manufactures instructions and to meet the customers requirements

Unit Standard Title	Critical Cross-field Outcomes Supported by the Unit Standards											
Beauty - Technology Level 3 – Core	Solve problems / Make decisions	Team work	Organisation	Information	Communicate	Technology	Related Systems	Personal Development				
Apply safety, security and housekeeping				$\checkmark$		[						
Handle and dispose of waste												
Demonstrate an understanding of the Personal Care Sector and its role	$\checkmark$		1		V							
Describe layout, services and facilities of the organisation				7								
Process incoming and outgoing telephone calls		$\checkmark$			$\checkmark$							
Implement and apply sanitation to work environment, equipment and tools for public and personal protection		V	$\checkmark$			1		N				
Demonstrate, monitor and manage deportment and the importance of image in the workplace	1				7		1					
Provide reception and administrative services	V				$\checkmark$	<u> </u> <u>\</u>	<u> </u>					
Understand and apply personal values and ethics	$\checkmark$				$\checkmark$		$\checkmark$	<b>√</b>				
Prepare for and perform a facial consultancy service	√	√	$\checkmark$	$\checkmark$	√	V						
Receiving and consulting with clients				$\checkmark$		$\checkmark$	$\downarrow$ $\checkmark$					
Perform pedicure	$\checkmark$	$\checkmark$	V	√.	V	V						
Perform a manicure	$\checkmark$	$\checkmark$	$\checkmark$	V	V	$\checkmark$						
Prepare for and perform temporary hair removal by means of waxing	V	$\checkmark$	V	√	V	1						
Perform eyebrow and eye lash tinting	$\checkmark$			$\vee$	$\checkmark$	$\checkmark$						
Prepare for and conduct eyebrow grooming		V	$\checkmark$	$\checkmark$	$\checkmark$			√				
Prepare for and apply, day, evening, bridal and photographic make-up			V	√	V	V						

# **Critical Cross-Field Outcomes**

Display, promote and sell products		$\vee$					T T	
Level 3 – Electives				L	1 <u></u>			
Perform an oil manicure		$\checkmark$	V	$\checkmark$	V	V		
Perform a paraffin foot and hand treatment	$\overline{}$	$\overline{\mathbf{v}}$	$\overline{\mathbf{v}}$					
Prepare for and conduct bleaching of body hair	$\overline{\mathbf{v}}$	V	$\checkmark$		V		1	
Prepare for and apply semi-permanent eye lashes	√		$\checkmark$		V	1		
Prepare for and conduct eye lash permanent waving	$\checkmark$		$\checkmark$	1		V		
Prepare for and perform temporary hair removal by means of sugaring	V	1	V	V	√	√		
Prepare for and perform a temporary hair removal by means of threading		V	V	V	V	V		i

#### International comparability

Benchmarking was done by comparison to Unit Standards/Outcomes of learning against:

- NVQ Qualifications from Britain: The NVQ's in Beauty Service Levels 2 and 3.
- New Zealand Qualifications Authority: National Certificate in Beauty Services (Cosmetology) -Level 2
- New Zealand Qualifications Authority: National Certificate in Beauty Therapy Level 4, with strands in Beautician and Nail Technology, Body Therapy and Electrology.

A direct comparison of the title, specific outcomes, assessment criteria and embedded knowledge was undertaken with each and the best practice points were highlighted and incorporated into each Unit Standard. However, where points were incorporated these were written in a South African context and at a level appropriate to South Africa.

Because of the difference in levels across the different countries, difficulty was found in making actual direct comparisons, level to level.

In general this Qualification and its component Unit Standards compare closely with their international counterparts. The only major differences are in formatting, titles and scope of coverage or focus.

#### Integrated Assessment

Learning, teaching and assessment are inextricably linked. Whenever possible, the assessment of knowledge, skills, attitudes and values shown in the Unit Standards should be integrated.

Assessment of the communication, language, literacy and numeracy should be conducted in conjunction with other aspects and should use authentic Personal care contexts wherever possible.

The term 'Integrated Assessment' implies that theoretical and practical components should be assessed together. During integrated assessments the assessor should make use of formative and summative assessment methods and assess combinations of practical, applied, foundational and reflexive competencies.

Assessors and moderators should make use of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

Assessment should ensure that all specific outcomes, embedded knowledge and critical cross-field outcomes are evaluated. The assessment of the critical cross-field outcomes should be integrated with the assessment of specific outcomes and embedded knowledge.

#### Recognition of prior learning

The structure of this Unit Standard based Qualification makes the Recognition of Prior Learning possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this Qualification. Recognition of Prior Learning will be done by means of Integrated Assessment as mentioned in the previous paragraph.

This Recognition of Prior Learning may allow:

- For accelerated access to further learning
- Gaining of credits towards a qualification

All recognition of Prior Learning is subject to quality assurance by the relevant accredited Education and Training Quality Assurance Body and is conducted by a registered assessor.

#### Articulation possibilities

This Qualification lends itself to both vertical and horizontal articulation possibilities. These possibilities ensure both mobility and progression for the learner. The learning areas referred to in the Rationale for the Qualification indicates the articulation possibilities.

Horizontal articulation possibilities lie with other NQF level 3 Qualifications and Unit Standards in the Learning areas of Support Services, Client & Marketing Services, Communication & Deportment, and Aesthetics, for example the National Certificate: Hospitality Reception at NQF Level 3.

Vertical progression can be achieved by embarking on the study of related NQF Level 4 Qualifications. Two examples of such Qualifications are the National Certificate: Customer Management (ID 20907) and the National Certificate: Marketing (ID 20191).

# Moderation Options

This Qualification will be internally assessed by the provider and externally moderated by a moderator registered by a relevant ETQA. The mechanisms and requirements for moderation will be contained in the regulations of the relevant ETQA.

- Anyone assessing a learner or moderating the assessment of a learner against this Qualification must register as an assessor with the relevant Education and Training Quality Assurance (ETQA) Body.
- Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA.
- Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQA's policies and guidelines for assessment and moderation; in terms of agreements

reached around assessment and moderation between ETQAs (including professional bodies); and in terms of the moderation guideline detailed immediately below.

 Moderation must include both internal and external moderation of assessments at exit points of the qualification, unless ETQA policies specify otherwise. Moderation should encompass achievement of the competence described in the Qualification.

# Criteria for registration of assessors

The Qualification will be internally assessed by the provider and moderated by a moderator registered by a relevant ETQA or by an ETQA that has a Memorandum of Understanding with the relevant ETQA.

For an applicant to register as an assessor, the applicant needs:

- To have successfully achieved a related NQF Level 4 Qualification or equivalent in the focus area of Beauty and Cosmetology
- To have gained practical, relevant occupational experience in this industry
- To be declared competent in all the outcomes of the National Assessor Unit Standards as stipulated by South African Qualifications Authority (SAQA)
- Detailed documentary proof of educational qualification, practical training undergone, and experience gained by the applicant must be provided (Portfolio of evidence)

Total			50	3		ų	2	46	Total		79
Credits	5	רח נה י	5	2	5	5	4	36	Credits	v -vv250	40
NLRD ID	8968	8969 8970	8973	9010	9011	9012	9013		NLRD ID		
Unit Standards at Level 3	<ul> <li>Accommodate audience and context needs in oral communication</li> </ul>	<ul> <li>Interpret and use information from texts</li> <li>Write texts for a range of communicative contexts</li> </ul>	<ul> <li>Use language and communication in occupational learning programmes</li> </ul>	<ul> <li>Demonstrate understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations</li> </ul>	<ul> <li>Use mathematics to investigate and monitor the financial aspects of personal and business issues</li> </ul>	<ul> <li>Investigate life and work related problems using data and probabilities</li> </ul>	<ul> <li>Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts</li> </ul>		Unit Standards at Level 3	Prepare for and perform a facial consultancy service Receiving and consulting with clients Perform a pedicure Perform a manicure Prepare for and perform temporary hair removal by means of waxing Prepare for and eye lash tinting Prepare for and conduct eyebrow grooming Prepare for and apply, day, evening, bridal and photographic make-up Display, promote and sell products	
Credits	4	04						10	Credits	8-0 -05 0 24	39
NLRD ID	8494	7503 7854							NLRD ID	8288 7612 7793 14349 8416	
Unit Standards at Level 2	<ul> <li>Demonstrate an understanding of HIV / AIDS and its implications</li> </ul>	<ul> <li>Demonstrate effective self management skills</li> <li>Provide first aid</li> </ul>			• .				Unit Standards at Levei 2	<ul> <li>Applying safety, security and housekeeping Handle and dispose of waste</li> <li>Demonstrate an understanding of the Personal Care Sector and its role</li> <li>Describe layout, service and facilities of the organisation</li> <li>Process incoming and outgoing telephone calls implement, equipment and tools for public and personal protection</li> <li>Demonstrate, monitor and manage deportment and the importance of image in the workplace Provide reception and administrative services Understand and apply personal values and ethics</li> </ul>	
			letn	19msbru-7				TOTAL		Core	TOTAL

National Certificate: Beauty Technology at NQF Level 3

4.

	Unit Standards at Level 2	NLRD ID	Credits	Unit Standards at Level 3		Credite	Total
Elective				<ul> <li>Perform an oil manicure</li> <li>Perform a paraffin foot and hand treatment</li> <li>Prepare for and apply semi-permanent eye lashes</li> <li>Prepare for and conduct eye lash permanent waving</li> <li>Perform temporary hair removal by means of sugaring</li> <li>Perform temporary hair removal by means of threading</li> <li>Prepare for and conduct bleaching of body hair</li> </ul>		N N T	5
TOTAL						- 0	Ľ
F	he learner must select a minimum of 5 credit	ts from the	Elective	The learner must select a minimum of 5 credits from the Elective Unit Standards to make up the 130 credits required for the qualification	quired for th	he qualificat	tion

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# UNIT STANDARDS FOR THE NATIONAL CERTIFICATE IN BEAUTY TECHNOLOGY NQF LEVEL 3

# Unit Standards Titles at NQF Level 2 Core

- \* Title Applying safety, security and housekeeping (ID8288)
- \* Title Handle and dispose of waste (ID7612)
- Title Describe layout, Services and Facilities of the organisation (ID7793)
- \* Title Process incoming and outgoing telephone calls (ID14349)
- \* Title Understand and apply personal values and ethic's (ID8416)
- 1. Title Provide reception and administrative services
- 2. Title Demonstrate an understanding of the Personal Care Sector and its role
- 3. Title Implement and apply sanitation to work environment, equipment and tools for public and personal protection
- 4. Title Demonstrate, monitor and manage deportment and the importance of image in the workplace

# Unit Standards Titles at NQF Level 3 Core

- 5. Title Prepare for and perform a facial consultancy service
- 6. Title Receiving and consulting with clients
- 7. Title Perform a manicure
- 8. Title Perform a pedicure
- 9. Title Prepare for and perform temporary hair removal by means of waxing
- 10. Title Perform eyebrow and eye lash tinting
- 11. Title Prepare for and conduct eyebrow grooming
- 12. Title Prepare for and apply, day, evening, bridal and photographic make-up
- 13. Title Display, promote and sell products

#### Unit Standards Titles at NQF Level 3 Elective

Elective

- 14. Title Perform an oil manicure
- 15. Title Perform a paraffin foot and hand treatment
- 16. Title Prepare for and conduct bleaching of body hair
- 17. Title Prepare for and apply semi-permanent eye lashes
- 18. Title Prepare for and conduct eye lash permanent waving
- 19. Title Prepare for and perform temporary hair removal by means of sugaring
- 20 Title Prepare for and perform a temporary hair removal by means of threading

# **Unit Standards Titles and Specific Outcomes**

Unit Standards Titles at NQF Level 2 Core

1.	Title		Demonstrate an understanding of the personal care sector
Specif	îc Outcome	1.1	Explain and discuss the roles played by different bodies in the education and training of beauty consultants in manicure, pedicure, aesthetics and make-up
Specif	ic Outcome	1.2	Explain and discuss the necessary standards and Qualifications needed and identify the structure under which the Personal Care Sector functions
Specif	ic Outcome	1.3	Explore the learnership agreement
	ic Outcome	1.4	Describe and explain the requirements of the learner in the learnership
2.	Title		implement and apply sanitation to work environment, equipment and tools for public and personal protection
Specif	îc Outcome	2.1	Demonstrate the different methods of sanitation procedures performed in the work environment in accordance with organisational and hygienic requirements
Specil	ic Outcome	2.2	Demonstrate and explain the importance of maintaining a clean and safe working environment
Specif	ic Outcome	2.3	Demonstrate and explain the cleaning, sanitising and sterilizing of equipment, materials and tools in the work environment
Specit	fic Outcome	2.4	Demonstrate the effective procedures for dealing with waste in the work environment
3.	Title		Demonstrate, monitor and manage deportment and get importance of image in the workplace
Speci	fic Outcome	3.1	Demonstrate and explain an understanding of non-verbal communication and respond appropriately
Speci	fic Outcome	3.2	Demonstrate and explain an understanding of body language and respond to body language situations
Speci	fic Outcome	3.3	Demonstrate and explain an understanding of deportment
4.	Title		Provide reception and administrative services
Speci	fic Outcome	4.1	Welcome, receive and attend to clients
	fic Outcome	4.2	Receive and make telephone calls and record information
	fic Outcome	4.3	Keep and process work place records
Speci	fic Outcome	4.4	Calculate final price from services rendered and products purchased by Client
Speci	fic Outcome	4.5	Receive, record and store stock
	fic Outcome	4.6	Receive and secure cash

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# Unit Standards Titles at NQF Level 3 Core

5.	Title		Prepare for and perform a facial consultancy service
Specif	ic Outcome	5.1	Prepare the workstation according to organisation and hygienic Requirements
Specif	ic Outcome	5.2	Record all relevant information in the Client Record Card for immediate use and to update for future consultations
Specif	ic Outcome	5.3	Assess the skin by utilising appropriate equipment and skin care Products
Specif	ic Outcome	5.4	Demonstrate an understanding of the relevant exfoliation / deep cleansing technique according to organisation, hygienic and safety requirements
Specif	ic Outcome	5.5	Demonstrate an understanding of the relevant mask products and techniques according to organisational and hygienic requirements
Specif	ic Outcome	5.6	Select and apply a moisturiser on the face and décolleté according to organisational and hygienic requirements
6.	Title		Receiving and consulting with clients
Specif	ic Outcome	6.1	Receive clients and establish a relaxed relationship while caring for client's needs
Specif	ic Outcome	6.2	Receive and deal with appointments
	ic Outcome	6.3	Consult with clients in a professional manner whilst analysing the treatment area
Specif	ic Outcome	6.4	Reflect on own practice in the workplace and identify the underlying value relating to people how have a disability
7.	Title		Perform a pedicure
Specif	ic Outcome	7.1	Prepare the workstation for a pedicure according to organisational requirements
Specif	ic Outcome	7.2	Prepare the client for a pedicure treatment
	ic Outcome	7.3	Manage and perform a pedicure
Specif	ic Outcome	7.4	Mange and perform application of nail colour
8.	Title		Perform a manicure
Specif	ic Outcome	8.1	Prepare the workstation for a manicure according to organisational requirements
Specif	ic Outcome	8.2	Prepare client for a manicure treatment
	ic Outcome	8.3	Manage and perform a manicure
	ic Outcome	8.4	Manage and perform buffing on nails
	ic Outcome	8.5	Manage and perform the application of nail colour
	ic Outcome	8.6	Mange and perform a French manicure (two tone manicure)

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9.	Title		Prepare for and perform temporary hair removal by means of waxing
Specif	îc Outcome	9.1	Prepare the temporary hair removal workstation according to organisational and hygienic requirements
Specif	îc Outcome	9.2	Assess the hair growth and skin in order to perform a temporary hair removal service
Specif	îc Outcome	9.3	Perform the removal of unwanted facial and body hair by means of sugaring depilation in accordance with organisational, hygienic and safety requirements
Specif	ic Outcome	9.4	Perform the removal of unwanted facial and body hair by means of hot wax in accordance with organisational, safety and hygienic requirements
10.	Title		Perform eyebrow and eye lash tinting
Specif Specif	fic Outcome fic Outcome fic Outcome fic Outcome	10.1 10.2 10.3 10.4	Prepare the treatment room for eyelash and eyebrow tinting services Prepare the client for eyelashes and eyebrow tinting Manage and perform the colouring of eyelashes and eyebrows by means of tinting Follow procedures and perform post tinting services.
11.	Title		Prepare for and conduct eyebrow grooming
Specif	fic Outcome	11.1	Prepare the workstation for eyebrow grooming services in accordance with organisational and hygienic requirements
	fic Outcome fic Outcome	11.2 11.3	Prepare the client for eyebrow grooming Perform and conclude eyebrow grooming according to organisational and hygienic requirements
12.	Title		Prepare for and apply day, evening, bridal and photographic make- up
	ic Outcome	12.1	Prepare the workstation for make-up application
	ic Outcome	12.2 12.3	Prepare the client for make-up application Perform a day make-up according to organisational and hygienic
Specif	ic Outcome	12.4	requirements Perform an evening make-up according to organisational and hygienic
Specif	ic Outcome	12.5	requirements Perform a bridal make-up according to organisational and hygienic requirements
Specif	ic Outcome	12.6	Perform a photographic make-up according to organisational and hygienic requirements
13.	Title		Display, promote and sell products
Specif	ic Outcome ic Outcome ic Outcome	13.1 13.2 13.3	Set out and display products Promote products to new and existing clients Sell products to achieve target and stock movement

# Unit Standards Titles at NQF Level 3 Elective

14.	Title		Perform an oil manicure
Specif	ic Outcome	14.1	Prepare the workstations for an oil manicure according to organisational requirements
Specif	ic Outcome	14.2	Prepare the client for an oil manicure
	îc Outcome	14.3	Prepare for and perform an oil manicure
15.	Title		Perform a paraffin foot and hand treatment
Specil	ic Outcome	15.1	Preparing the workstation for a paraffin foot and hand treatment according to organisational procedures
Specif	ic Outcome	15.2	Preparing the client for a paraffin foot and hand treatment
	ic Outcome	15.3	Performing a paraffin hand treatment
	îc Outcome	15.4	Performing a paraffin foot treatment
16.	Title		Prepare for and conduct bleaching of body hair
Specif	ic Outcome	16.1	Prepare client for bleaching services
	fic Outcome	16.2	Manage and perform bleaching services
Specit	fic Outcome	16.3	Discuss and explain the use of after care products and services
17.	Title		Prepare for and apply semi-permanent eye lashes
Specif	ic Outcome	17.1	Prepare the workstation for the application of semi-permanent eyelashes
Specif	fic Outcome	17.2	Prepare the client for the application of semi-permanent eyelashes
Specif	fic Outcome	17.3	Perform and conclude the service according to organisational requirements
18.	Title		Prepare for and conduct eyelash permanent waving
Specif	fic Outcome	18.1	Prepare the workstation for an eyelash permanent waving in accordance with organisational and hygienic requirements
Specif	ic Outcome	18.2	Prepare the client for an eyelash permanent waving
	fic Outcome	18.3	Manage and perform an eyelash permanent waving
	ic Outcome	18.4	Conclude the eyelash permanent waving service according to organisational requirements
19.	Title		Prepare for and perform temporary hair removal by means of sugaring
Specil	fic Outcome	19.1	Prepare the temporary hair removal workstation according to organisational and hygienic requirements
Specif	fic Outcome	19.2	Assess the hair growth and skin in order to perform a temporary hair removal service
Specif	ic Outcome	19.3	Perform the removal of unwanted facial and body hair by means of sugaring depilation in accordance with organisational, hygienic and safety requirements

20 Title		Prepare for and perform a temporary hair removal by means of threading
Specific Outcome	20.1	Prepare the temporary hair removal workstation according to organisational and hygienic requirements
Specific Outcome	20.2	Assess the hair growth and skin in order to perform a temporary hair removal service
Specific Outcome	20.3	Perform the removal of unwanted facial and body hair by means of sugaring depilation in accordance with organisational, hygienic and safety requirements

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### SOUTH AFRICAN QUALIFICATIONS AUTHORITY



Further Education & Training Certificate: Beauty (Nail Technology) - NQF Level 4

Field:	Services
Sub-field:	Personal Care
Level:	4
Credit:	166 minimum
Issue date:	
Review date:	

#### Rationale for the qualification

The Beauty Industry is growing at an ever-increasing rate. Coupled to this growth is the emerging specialisation of beauticians in the field of Nail Technology. The FETC in Beauty (Nail Technology) at NQF Level 4 has been designed to meet the growing demand for Nail Technologists. The aim of the qualification is not only to provide learners with employment opportunities but also the competencies to be self-employed and create employment for others in the beauty industry. This qualification provides a framework for competencies that will enable them to become competent in the Beauty industry and as well as develop basic business acumen.

One of the biggest problems that the South African workplace is faced with is a dire lack of skills. Young entrants to the job market have had little to no exposure to generic business skills or the beauty industry, making a career in the beauty industry with no prior qualification very difficult. The FET Certificate in Beauty (Nail Technology) was developed to assist in creating development, which will be safe and applicable to the learner and the beauty industry at large. It will open up diverse learning pathways. This qualification will provide a balanced learning experience that allows flexible access to further education, lifelong learning and lead to productive employment. The primary purpose of the FET Certificate in Beauty (Nail Technology) is to develop the foundational, practical and reflexive competencies required for a career in beauty.

The Unit Standards that are used in the qualification were clustered and sequenced to ensure that learners are able to develop competencies that begin with simple activities and move on to more complex activities. Central to the qualification is the development of a culture of professionalism and service excellence in the beauty industry. Learners working towards this FET Certificate in Beauty (Nail Technology) will find that the acquisition of competence in the unit standards, which make up the qualification, will add value to the job performance. This FET Certificate in Beauty (Nail Technology) is intended to enhance the provision of service within the beauty industry. The existing syllabus was taken into consideration and broad skills programmes were identified:

- Small Business Development & Management
- Client & Marketing Services
- Health and Safety
- Nail Enhancement Services
- Beauty Services

#### Purpose of the qualification

The purpose of this qualification is to allow any individual, wishing to pursue a career in beauty technology to gain access into this industry. The qualification is designed around core competencies required by a nail technologist and those competencies required in business. The qualification can be accessed by people who are already employed or have no prior experience and intend to follow a career in the Beauty Industry.

The beauty industry is an essential industry and by its very nature a constant supply of customers is ensured. This means there is a need to develop career paths in this field, and it is an industry constantly in need of skilled people.

The FET Certificate in Beauty (Nail Technology), NQF Level 4 allows the individual to work towards a recognised qualification. It is flexible enough to be offered in formal education and as well as occupational directed workplace training. The competencies included in the units standards making up this qualification will equip the learner with the knowledge, skills and attitudes needed to start and run an SMME, equip a salon, market the business, provide customer services and provide a range of nail enhancement and beauty services. In particular, holders of this qualification are able to operate as an independent beauty services operator or manage an established salon.

The learners will be able to integrate the generic salon knowledge and skills with those specific to the beauty industry, ensuring the business in which they operate runs smoothly and offers excellent customer service. It also enables the learner to use competencies, which will grow the business. It will provide the broad knowledge, skills and values needed in the beauty industry and will facilitate access to, and mobility and progression within, education and training and to progress along a learning path for learners who:

- Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to further education and training.
- Have worked in the Beauty Industry for many years, but have no formal qualification in Beauty.
- Wish to extend their range of skills and knowledge of the industry so that they can become competent workers in this Industry.

#### Access to the Qualification

The learner can access the total qualification. It must also be noted that the learners may also access individual unit standard and obtain the credits issued against the unit standard. Any learner who can provide evidence of learning assumed to be in place has access to this qualification. No restrictions other than the learning assumed to be in place are prescribed.

#### Learning assumed to be in place

The following is the learning assumed to be in place:

- Learners accessing this FET Certificate in Beauty (Nail Technology) at NQF Level 4 will have to demonstrate competence against the Fundamental Components of learning for communication, and mathematics at NOE level 3
  - Components of learning for communication and mathematics at NQF level 3 or equivalent

# Exit Level Outcomes and Associated Assessment Criteria:

On achieving this qualification, the learner will be able to:

- 1. Communicate verbally and in writing with a variety of stakeholders Associated Assessment Criteria
  - Audience needs and expectations are accommodated in both oral and written forms of communication in two different languages
  - Information is Interpreted and used to respond to communication
  - A variety of texts is responded to by reading and analysing communication in all contexts
- 2. The use of mathematics in both personal and business situations Associated Assessment Criteria
  - Mathematics is used in both personal and business contexts
  - Mathematics is explored in terms of geometrical relationships
  - Statistics and probability is used to solve life problems
- 3. Conduct marketing research and implement plans for the salon Associated Assessment Criteria
  - Products and markets are analysed and described
  - Marketing and promotional plans are presented
  - Branding is researched and planned for
- 4. Research and implement plans to start and equip a salon Associated Assessment Criteria
  - The legal requirements of a business is investigated and understood
  - The financial aspects of running a business is researched and implemented
  - A salon is planned and equipped according the business needs

5. Consult with the client in a professional manner Associated Assessment Criteria

- Customer needs are identified and addressed
- Complaints and gueries are effectively dealt with
- Customer service is constantly evaluated and improved
- 6. Manage the daily running of the salon
  - Associated Assessment Criteria
  - Point of sale, cashing up procedures, security measures and deposits are managed
  - Occupational health and safety procedures are monitored and controlled
  - Sanitation and sterilisation methods are managed and monitored
  - Sales are conducted and stock levels are managed

7. Prepare for and perform nail enhancement and beauty services Associated Assessment Criteria

- Nail enhancement services, manicures and pedicures are performed to meet client needs and manufacturers' instructions
- Waxing, eyebrow grooming and eyelash tinting services are performed according to client needs and suppliers instructions

# International Comparability

This qualification has been benchmarked with the following:

- National Certificate in Beauty Services (Nail Technology) level 4 registered with the New Zealand Qualifications Authority
- Certificate II in Nail Technology (Small Business) registered with the Australian Qualifications Authority
- Level 2 Certificate in Nail Treatments (Nail Technology and Nail Art) registered with the Vocational Training and Charitable Trust in the United Kingdom

Although this fication has the same key performance elements as the rest of the qualifications, the qualification that was the most similar is the National Certificate in Beauty Services (Nail Technology) registered by the New Zealand Qualifications Authority. The differences between the South African Qualification and the New Zealand one is the NZ Qualification's electives are based on the anatomy and physiology of a human where as the SA Qualification allows specialization into beauty services or nail augmentation services that would enhance their service offering. The SA Qualification also includes Nail Art and Air Brushing services which are growing international trends.

Due to differences in the level descriptors between the countries the levels cannot be directly compared however the qualifications appear to be of the same complexity. In general this gualification compares well with its international counterparts.

## Integrated Assessment

Learners are expected to demonstrate competence in a way that integrates all outcomes, showing their ability to integrate concepts, ideas and actions across unit standards, in order to achieve competence that is grounded and coherent in relation to the purpose and exit level outcomes of the qualification. Assessors should make use of formative and summative assessment methods and should assess combinations of practical, foundational and reflexive competencies.

Integrated assessment must assess the quality of the observable performance, as well as the quality of thinking that lies behind it. Assessment tools must thus encourage learners to explain the thinking and decision-making that underpin their performance. Assessment criteria in the unit standards are performance-based (applied competence as opposed to required knowledge only). Workplace experience may be recognised when awarding credits towards this qualification.

A broad range of task-orientated and theoretical assessment tools may be used, and the distinction between practical knowledge and disciplinary knowledge must be maintained.

#### Recognition of prior learning (RPL)

The structure of this unit standard based qualification makes it possible that the qualification can be achieved, in whole or in part, through the recognition of prior learning. Recognition of prior learning will include formal, informal and non-formal learning and workplace experience, in terms of the criteria laid out.

Any learner wishing to be directly assessed may arrange to do so, without participating in further training or education. All RPL is subject to quality assurance by the relevant accredited ETQA and is conducted by a registered assessor.

Recognition of Prior learning may allow:

- Accelerated access to further learning
- Gaining of credits towards a qualification

# **Articulation Possibilities**

This qualification provides the learner with the flexibility to pursue different careers in the Beauty Industry. This FET Certificate in Beauty (Nail Technology) lends itself to both vertical and horizontal articulation possibilities. These possibilities ensure both mobility and progression for the learner.

The following is examples of articulation possibilities:

- Vertical articulation into Beauty Therapy at NQF level 5
- Horizontal articulation into a Beauty Therapy at NQF level 4 qualifying as a beautician.

#### **Moderation Options**

- Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered as an assessor and moderator with the relevant Education & Training Quality Assurance (ETQA) Body.
- Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA.
- Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQA's policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation

between ETQA's (including professional bodies); and in terms of the moderation guideline detailed immediately below.

 Moderation must include both internal and external moderation of assessments at exit points of the qualification, unless ETQA policies specify otherwise.
 Moderation should also encompass achievement of the competence described both in individual unit standards as well as the integrated competence described in the qualification.

Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution that is accredited by the relevant ETQA.

#### Criteria for registration of assessors

For an applicant to register as an assessor, the applicant needs:

- To have a minimum of 2 (two) years practical, relevant occupational experience in Nail technology and Beauty
- Assessors must have achieved a minimum of an NQF Level 4 Qualification related to the focus area of Beauty (Nail Technology) or equivalent
- To be declared competent in all the outcomes of the National Assessor Unit Standards as stipulated by South African Qualifications Authority (SAQA)
- Detailed documentary proof of educational qualification, practical training undergone, and experience gained by the applicant must be provided (Portfolio of evidence)

	Level 3	Credits	Level 4	Credits	Total
Fundamental	<ul> <li>Accommodate audience and context needs in oral communication (8968)</li> </ul>	ß	<ul> <li>Engage in sustained oral communication and evaluate spoken texts (8974)</li> </ul>	2J	
	<ul> <li>Interpret and use information from texts (8969)</li> </ul>	2	<ul> <li>Write for a wide range of texts (8976)</li> </ul>	5	
	<ul> <li>Write texts for a range of communicative contexts (8970)</li> </ul>	5	Use language and communication in occupational learning programmes (8979)	5	
	<ul> <li>Use language and communication in occupational learning programmes (8973)</li> </ul>	5	<ul> <li>Read, analyse and respond to a variety of texts (8975)</li> </ul>	ß	
	Second Language/ Communication	20	First Language/ Communication	20	40
			<ul> <li>Use mathematics to investigate and monitor the financial aspects of personal, business and national issues (7468)</li> </ul>	9	
		<u> </u>	<ul> <li>Measure, estimate and calculate physical quantities and explore, critique and prove</li> </ul>	4	
			geometrical relationships in 2 and 3 dimensional space in the life and workplace of the audit with increasing responsibilities (9016)		
		·	<ul> <li>Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems (9015)</li> </ul>	ဖ	
Total				16	<b>56</b>

Credits Level 5	y gel nail 10 • Identify and manage areas of customer impact (10054)	y fibre/silk nait 10	y liquid and 10 ment	sation for 5	I heath and 8	lerstanding of 8 n and disorders I hair	261) 12	12 12 15 15	4	plan for a 5 85)	or the 6
Level 4	Prepare for and apply gel nail technology	<ul> <li>Prepare for and apply fibre/silk nail technology</li> </ul>	<ul> <li>Prepare for and apply liquid and powder nail enhancement</li> </ul>	<ul> <li>Sanitation and sterilisation for hairdressing (11854)</li> </ul>	<ul> <li>Monitor occupational heath and safety (9243)</li> </ul>	<ul> <li>Demonstrate an understanding of the structure, growth and disorders of the skin, nails and hair</li> </ul>	<ul> <li>Processing stock (8261)</li> </ul>	<ul> <li>Monitor cash systems in retail/wholesale (8276)</li> </ul>	<ul> <li>Conduct sales</li> </ul>	<ul> <li>Develop a business plan for a small business (10385)</li> </ul>	<ul> <li>Research and plan for the equipping of a salon</li> </ul>
Vel.4	Prepa techno	<ul> <li>Prepa technol</li> </ul>	<ul> <li>Prepa</li> <li>powde</li> </ul>	<ul> <li>Sanits hairdr</li> </ul>	<ul> <li>Monit safety</li> </ul>	<ul> <li>Demc</li> <li>the st</li> <li>of the</li> </ul>	Proce	<ul> <li>Monit retail/</li> </ul>	Cond	<ul> <li>Deve small</li> </ul>	<ul> <li>Rese</li> <li>equip</li> </ul>

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			5	<ul> <li>Perform a pedicure</li> </ul>
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vel 3	Prepare and perform temporary hair removal by means of waxing		Perform eyebrow tinting	Prepare eyebrow	Prepare and perform nail art services	
Level 3	<ul> <li>Prepare and performed performance</li> <li>hair removal by m</li> </ul>		<ul> <li>Perform eyebrow tinting</li> </ul>	<ul> <li>Prepare eyebrow</li> </ul>	<ul> <li>Prepare and per services</li> </ul>	
Level 3	<ul> <li>Prepare and perfunction</li> <li>hair removal by m</li> </ul>		Perform eyebrow     tinting	Prepare eyebrow	Prepare and per     services	
Level 3	<ul> <li>Prepare and perfection</li> <li>hair removal by π</li> </ul>		Perform eyebrow     tinting	Brepare eyebrow	Prepare and per     services	
Level 3	<ul> <li>Prepare and perfection</li> <li>hair removal by π</li> </ul>		Perform eyebrow     tinting	Prepare eyebrow	Prepare and per     services	
Level 3	<ul> <li>Prepare and perfector</li> <li>hair removal by π</li> </ul>		Perform eyebrow     tinting	Prepare eyebrow	Prepare and per     services	
Level 3	<ul> <li>Prepare and perfection</li> <li>Prepare and perfection</li> </ul>		Perform eyebrow     tinting	Prepare eyebrow	Prepare and per     services	
Level 3	lectives • Prepare and perf		Perform eyebrow     tinting	Prepare eyebrow	Prepare and per     services	

	Fundamental	56
Qualification	Core	106
	Elective	4
Total		166

## UNIT STANDRD TITLES

#### **Fundamental Level 3**

- Accommodate audience and contexts needs in oral communication (8968)
- Interpret and use information from texts (8969)
- Write texts for a range of communication contexts (8970)
- Use language and communication in occupational learning programmes (8973)

#### **Fundamental Level 4**

- Engage in sustained oral communication and evaluate spoken texts (8974)
- Write for a range of texts (8976)
- Use language and communication in occupational learning programmes (8979)
- Read, anyalse and respond to a variety of texts (8975)
- Use mathematics to investigate and monitor the financial aspects of personal, business and national issues (7468)
- Measure, estimate and calculate physical quantities and explore, critique and prove geometrical relationships in 2 and 3 dimensional space in the life and workplace of the audit with increasing responsibilities (9016)

#### Core Level 4 & 5

- 1. Prepare for and apply gel nail technology
- Prepare for and apply fibre / silk nail technology
- 3. Prepare for and apply liquid and powder nail enhancement
- 4. Demonstrate an understanding of the structure, growth and disorders of skin, nails ad hair
- 5. Conduct sales
- 6. Research and plan for the equipping of a salon
- 7. Perform a Manicure
- 8. Perform a Pedicure
  - Identify and manage areas of customer impact (10054)
  - Monitor occupational health and safety (9243)
  - \* Develop a business plan for a small business (10385)
  - Processing stock (8261)
  - Monitoring cash systems in retail/wholesale (8276)
  - Sanitation and sterilization for hairdressing (11854)

### Electives Level 3 & 4

- 9. Prepare and perform temporary hair removal
- 10. Perform eyebrow and eyelash tinting
- 11. Prepare eyebrow grooming
- 12. Prepare and perform nail art services
- 13. Prepare and perform nail services using an electric drill
- 14. Prepare and perform air brushing services

# Unit Standards and Specific Outcomes in the Further Education & Training Certificate: Beauty (Nail Technology): NQF Level 4

Title 1	Prepare for and apply gel nail technology
Specific Outcome 1	Prepare the workstation for a gel enhancement services according to organizational requirements
Specific Outcome 2	Prepare the nail plate according to manufacturer's recommendation
Specific Outcome 3	Apply, shape and blend artificial tips
Specific Outcome 4	Apply the sculpting form
Specific Outcome 5	Apply the gel nail enhancement according to client's needs
Specific Outcome 6	Fill and remove gel enhancement
Title 2	Prepare for and apply fibre / silk nail technology
Specific Outcome 1	Prepare the workstation for a fibre / silk nail enhancement services according to organizational requirements
Specific Outcome 2	Prepare the nail plate according to manufacturer's recommendation
Specific Outcome 3	Apply, shape and blend artificial tips
Specific Outcome 4	Apply nail repair and overlay
Specific Outcome 5	Apply the fibre / silk nails according to client's requirements
Specific Outcome 6	Fill and removal fibre / silk nails
Title 3	Prepare for and apply liquid and powder nail enhancement
Specific Outcome 1	Prepare the workstation for a liquid and powder nail enhancement services according to organizational requirements
Specific Outcome 2	Prepare the nail plate according to manufacturer's recommendation
Specific Outcome 3	Apply, shape and blend artificial tips
Specific Outcome 4	Apply the sculpting form

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Specific Outcome 5	Apply the liquid and powder nail enhancement according to client's needs
Specific Outcome 6	Fill and removal of liquid and powder enhancements
Title 4	Demonstrate an understanding of the structure, growth and disorders of skin, nails and hair
Specific Outcome 1	Describe the basic anatomical structure and function of normal skin, hair and nails
Specific Outcome 2	Explain and describe abnormalities in appearance of skin, hair and nails
Specific Outcome 3	List the microbes that cause diseases of skin, hair and nails
Specific Outcome 4	List and explain the role of trauma as a cause of disease and abnormalities of skin, hair and nails
Specific Outcome 5	Define and describe basic terminology related to observation of abnormalities of skin, hair and nails
Specific Outcome 6	Explain the reasons for referral of clients with abnormalities of skin, hair and nails
Title 5	Conduct sales
Title 5 Specific Outcome 1	Conduct sales Identify sales opportunities
Specific Outcome 1	Identify sales opportunities Present and or demonstrate products and services to
Specific Outcome 1 Specific Outcome 2	Identify sales opportunities Present and or demonstrate products and services to prospective customers
Specific Outcome 1 Specific Outcome 2 Specific Outcome 3	Identify sales opportunities Present and or demonstrate products and services to prospective customers Negotiate and/or agree to terms and conditions of sales
Specific Outcome 1 Specific Outcome 2 Specific Outcome 3 Specific Outcome 4	Identify sales opportunities Present and or demonstrate products and services to prospective customers Negotiate and/or agree to terms and conditions of sales Handle and deal with customer objections and concerns
Specific Outcome 1 Specific Outcome 2 Specific Outcome 3 Specific Outcome 4 Specific Outcome 5	Identify sales opportunities Present and or demonstrate products and services to prospective customers Negotiate and/or agree to terms and conditions of sales Handle and deal with customer objections and concerns Close the deal and create customer commitment
Specific Outcome 1 Specific Outcome 2 Specific Outcome 3 Specific Outcome 4 Specific Outcome 5 Title 6	Identify sales opportunities Present and or demonstrate products and services to prospective customers Negotiate and/or agree to terms and conditions of sales Handle and deal with customer objections and concerns Close the deal and create customer commitment Research and plan for the equipping of a salon
Specific Outcome 1 Specific Outcome 2 Specific Outcome 3 Specific Outcome 4 Specific Outcome 5 <b>Title 6</b> Specific Outcome 1	Identify sales opportunities Present and or demonstrate products and services to prospective customers Negotiate and/or agree to terms and conditions of sales Handle and deal with customer objections and concerns Close the deal and create customer commitment <b>Research and plan for the equipping of a salon</b> Research and plan the layout of a salon
Specific Outcome 1 Specific Outcome 2 Specific Outcome 3 Specific Outcome 4 Specific Outcome 5 <b>Title 6</b> Specific Outcome 1 Specific Outcome 2	Identify sales opportunities Present and or demonstrate products and services to prospective customers Negotiate and/or agree to terms and conditions of sales Handle and deal with customer objections and concerns Close the deal and create customer commitment <b>Research and plan for the equipping of a salon</b> Research and plan the layout of a salon Research and plan for a safe working environment

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Title 7	Perform Pedicure
Specific Outcome 1	Prepare the workstation for a pedicure according to organizational requirements
Specific Outcome 2	Prepare client for a pedicure treatment
Specific Outcome 3	Manage a perform a pedicure
Specific Outcome 4	Manage and perform the application of nail varnish
Title 8	Perform Manicure
Specific Outcome 1	Prepare the workstation for a manicure according to organizational requirements
Specific Outcome 2	Prepare client for a manicure treatment
Specific Outcome 3	Manage a perform a manicure
Specific Outcome 4	Manage and perform a temporary nail repair and buffing on the nails
Specific Outcome 5	Manage and perform the application of nail varnish
Specific Outcome 6	Manage and perform a French Manicure
Electives Level 3 & 4	•
Title 9	Prepare and perform temporary hair removal by means of waxing
Specific Outcome 1	Prepare the temporary hair removal workstation according to organizational requirements
Specific Outcome 2	Assess the hair growth and skin in order to perform a temporary hair removal service
Specific Outcome 3	Perform the removal of unwanted facial and body hair by means of sugaring depilation in accordance with organizational, safety and hygienic requirements
Specific Outcome 4	Perform the removal of unwanted facial and body hair by means of hot wax in accordance with organizational, safety and hygienic requirements

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Title 10	Perform eyebrow and eyelash tinting
Specific Outcome 1	Prepare the treatment room for eyebrow and eyelash tinting
Specific Outcome 2	Prepare the client for eyelash and eyebrow tinting
Specific Outcome 3	Manage and perform the colouring of eyelashes and eyebrows by means of tinting
Specific Outcome 4	Follow procedures and perform post tinting services
Title 11	Prepare for and conduct eyebrow grooming
Specific Outcome 1	Prepare the workstation for eyebrow grooming services in accordance with organizational and hygienic requirements
Specific Outcome 2	Prepare the client for eyebrow grooming
Specific Outcome 3	Perform and conclude eyebrow grooming according to organizational and hygienic requirements
Title 12	Prepare and perform nail art services
Specific Outcome 1	Prepare the workstation for a nail art according to organizational requirements
Specific Outcome 2	Perform gem application and striping tape
Specific Outcome 3	Perform foiling
Specific Outcome 4	Perform marbling
Specific Outcome 5	Perform flat art
Title 13	Prepare and perform nail services using an electric drill
Specific Outcome 1	Prepare the client, workstation and perform natural prepping treatment with an electric drill according to organizational requirements
Specific Outcome 2	Perform maintenance filing, removal of cracks, lifted products

and cuticle work after product application with an electric drill

Specific Outcome 3	Perform a French Back fill service with an electric drill
Title 14	Prepare and perform air brushing services
Specific Outcome 1	Prepare the workstation for air brushing services according to organizational requirements
Specific Outcome 2	Perform single colour application
Specific Outcome 3	Perform French application
Specific Outcome 4	Perform stenciling technique
Specific Outcome 5	Perform two colour fading application

## SOUTH AFRICAN QUALIFICATIONS AUTHORITY



## FET Certificate: Hairdressing - NQF Level 4

Field:	Services
Sub-field:	Personal Care
Level:	4
Credit:	137 Minimum
Issue date:	

Review date:

### Rationale for the Qualification

The FET Certificate in Hairdressing at NQF Level 4 has been designed to meet the needs of those learners who are already involved in the hairdressing industry by giving them the opportunity to acquire new skills as well as enabling them to grow within their chosen profession. It will also provide learners with the opportunity to move into hairdressing specialties and enter hairdressing competitions.

It is therefore important that in line with government policy, that the need for industry specific, recognised Qualifications are addressed. There is a dire need to develop career paths in this industry, and this Qualification puts the final touches to this career path for the hairdressing industry.

The following key labour issues were taken into consideration:

- The unequal access to education and training as well as employment opportunities
- The skills shortage in the labour force
- The effects of race, gender and geographical location on advancement
- The unequal distribution of income
- The decline in levels of employment in South Africa

The existing syllabi were taken into consideration and broad skills programmes were identified:

- Support Services
- Client and Marketing Services
- Life Skills
- Communication

Many different roles and careers are accessible through this Qualification. They include and are not limited to:

- Hair Stylist
- Hairdresser Consultant
- Hairdresser Assistant
- Barber
- Marketing of products and services
- Merchandising of products and services
- Careers in the Retail Trade
- Sales of products and services

#### Purpose of the Qualification

This Qualification is for any individual who is involved in the Hairdressing Industry and wishes to further their careers. It also serves as a more advanced Qualification into Hairdressing operations and hairstyling techniques and follows on from the Level 3 Hairdressing Qualification.

The Core component develops competencies in workplace (salon) methodologies, safety and sanitisation practices, communications, general administration and more advanced hairdressing practices. The Elective component allows the learner to gain specialist knowledge, skills and insight in areas of hair relaxing services, enter and participate in hairdressing competitions and the requirements of opening a salon.

Through building their day to day functioning in a hairdressing salon as well as some general business competencies, the Qualification ensures that it will provide the broad knowledge, skills and values needed in the Hairdressing Industry and will facilitate access to, and mobility and progression within, education and training and to progress along a learning path for learners who:

- Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to further education and training.
- Have worked in the Personal Care Sector for many years, but have no formal Qualification in Personal Care Sector.
- Wish to extend their range of skills and knowledge of the industry so that they can become competent workers in the Personal Care Sector.

The Qualification is the pinnacle of learning for the learners that have been developed and will lead to a more defined Hairdressing learning path. It also focuses on the skills, knowledge, values and attitudes required to progress further.

The intention is

- To promote the development of knowledge, skills and values that are required in the Personal Care Sector.
- To release the potential of people.
- To provide opportunities for people to move up the value chain.

The primary purpose of the Qualification is to develop the foundational, practical and reflexive competencies needed for a successful career in the extremely competitive hairdressing industry.

Central to the Qualification is the development of a culture of professionalism and service excellence in the hairdressing industry. This Qualification intends to produce employable persons with marketable skills who can significantly contribute towards the national initiatives for developing the SMME sector. Most learners will be able to acquire (some form of) skills that they can employ to earn a living.

### Access to the Qualification

Access to this Qualification is open, therefore a learner can access the total Qualification and any individual unit standard and obtain the credits issued against these. Also any learner who can provide evidence of the learning assumed to be in place has open access to this Qualification. No restrictions, other than the learning assumed to be in place are prescribed.

#### **Rules of Combination**

The qualification is made up of a combination of learning outcomes from Fundamental, Core and Elective components, totaling 137 Minimum credits.

Fundamental	60 credits	44%
Core	65 credits	47%
Elective	minimum 12 credits	9%

Total

Minimum 137 credits

100%

FUNDAMENTAL	CORE	ELECTIVE	TOTAL CREDITS
20 credits at Level 3 40 credits at Level 4	65 credits at Level 4	38 credits at Level 4 Learners must select a minimum of 12 credits from the Elective Unit Standards to make up the 137 credits required	
60 credits	65 credits	Minimum 12 credits	Minimum 137 credits

#### Learning assumed to be in place

The following is the learning assumed to be in place:

 Learner accessing the Qualification will have demonstrated competence against the standards in mathematics/numeracy and language/communication at NQF Level 3 or equivalent.

## Exit level Outcomes and Associated Assessment Criteria

On achieving this qualification, the learner will be able to:

1. Communicate verbally and in writing using a variety of formats with a range of stakeholders and role-players in the hairdressing industry in two languages

### **Associated Assessment Criteria**

- Audience needs and expectations are accommodated in both oral and verbal communication in both languages
- Language and texts are interpreted and responded to in writing in all contexts
- Communication in the business environment is conducted to facilitate understanding
- 2. Explain and use the basics of mathematics in both personal and business situations Associated Assessment Criteria
  - Uses for mathematics is described in both personal and business situations
  - Mathematics is used and explained in both personal and business contexts

3. Monitor the safety and hygiene within the hairdressing salon environment Associated Assessment Criteria

- Occupational health and safety practices are monitored and corrective action taken to rectify discrepancies
- The methods, techniques and practices of sanitisation and sterilisation are monitored in the hairdressing salon
- 4. Situate and provide hair perming, colouring and relaxing services according to requirements Associated Assessment Criteria
  - Hair colouring services are performed according to customer requirements and manufacturers instructions
  - Hair perming services are performed according to customer requirements and manufacturers instructions
  - Hair relaxing services are performed according to customer requirements and manufacturers instructions
- 5. Maintain and manage the administration, cash and sales activities in a salon Associated Assessment Criteria
  - General office administration practices and procedures are managed to meet salon requirements
  - Cash systems, payments and procedures are monitored to ensure compliance to standards
  - Sales are conducted to generate turnover and meet budget requirements
- 6. Demonstrate an understanding of the requirements and standards of competing in hairdressing competitions

## Associated Assessment Criteria

- All the requirements and standards are explained in accordance with each competition
- Hairdressing competition techniques are applied in competition situations
- 7. Demonstrate an understanding of the requirements of starting and operating a salon Associated Assessment Criteria
  - A plan for equipping and furnishing a salon is researched and developed
  - A business plan for a salon is developed

Unit Standard Title	Critical Cross-field Outcomes supported by the Unit Standards							
National Certificate in Hairdressing NQF Level 4	Solve problems / Make decisions	Team work	Organisation	Information	. Communicate	Technology	Related Systems	Personal Development
Core								
Monitor and manage the sanitation and sterilization methods in the workplace	V			$\checkmark$	V	V	V	
Monitor occupational health and safety	V		V		$\checkmark$		$\checkmark$	
Monitor customer satisfaction	$\checkmark$		•					$\overline{\mathbf{v}}$
Communicate in a business environment					$\checkmark$			
Colour and lighten hair	V		$\checkmark$	V				
Perform a hair perming service	$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Manage stock levels		$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Manage general administration			$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Monitor cash systems and payments		$\checkmark$	$\checkmark$	$\checkmark$	√			
Conduct sales in the hairdressing industry	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$			$\checkmark$	
Elective								
Perform a hair relaxing service				$\checkmark$	$\checkmark$	$\checkmark$		$\checkmark$
Apply competition techniques	V	$\checkmark$	$\checkmark$	$\checkmark$				
Research and plan for the equipping of a salon	√		$\neg$	1	$\checkmark$	$\checkmark$		
Develop a business plan for a salon	$\checkmark$			$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$

## **Critical Cross-Field Outcomes**

## International comparability

Benchmarking was done by comparison to Qualification / Unit Standards / Outcomes of learning against:

NZQA National Qualifications from New Zealand: -The National Certificate in Barbering - Level 5

- Apply barbering services under workplace conditions Level 5
- Perform barbering services in a commercial salon. Level 5
- Registered programs from the American Barber College
- Basic Barbering
- Postgraduate Barbering

NZQA National Qualifications from New Zealand – The National Certificate in Hairdressing Management with strands in Assessment of Hairdressing, Tutoring in Hairdressing and Salon Management – Level 4

A direct comparison of the title, specific outcomes, assessment criteria and embedded knowledge was undertaken with each and the best practice points were highlighted and incorporated into each unit standard. However the points incorporated were written in a South African context.

Because of the difference in levels across the different countries, difficulty was found in making actual direct comparisons, level to level.

#### **Integrated Assessment**

Because assessment practices must be open, transparent, fair, valid, and reliable and ensure that no learner is disadvantaged in any way whatsoever, an integrated assessment approach is incorporated into the Qualification.

Learning, teaching and assessment are inextricably linked. Whenever possible, the assessment of knowledge, skills, attitudes and values shown in the unit standards should be integrated.

Assessment of the communication, language, literacy and numeracy should be conducted in conjunction with other aspects and should use authentic Hairdressing contexts wherever possible.

A variety of methods must be used in assessment and tools and activities must be appropriate to the context in which the learner is working. Where it is not possible to assess the learner in the workplace or on-the-job, simulations, case studies, role-plays and other similar techniques should be used to provide a context appropriate to the assessment.

The term 'Integrated Assessment' implies that theoretical and practical components should be assessed together. During integrated assessments the assessor should make use of formative and summative assessment methods and assess combinations of practical, applied, foundational and reflexive competencies.

Assessors and moderators should make use of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

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## Recognition of prior learning

The structure of this Unit Standard based Qualification makes the Recognition of Prior Learning possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this Hairdressing Qualification. Recognition of Prior Learning will be done by means of an Integrated Assessment as mentioned in the previous paragraph.

This Recognition of Prior Learning may allow:

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## Articulation possibilities

This Qualification lends itself to both vertical and horizontal articulation possibilities. These possibilities ensure both mobility and progression for the learner. The learning areas outlined in the Rationale for the Qualification indicates the articulation possibilities.

Horizontal articulation possibilities lie with other NQF level 4 Qualifications and Unit Standards in the Learning areas of:

- National Certificate: Beauty Technology NQF Level 4 (Draft)
- National Certificate: Afro Hairdressing NQF Level 4 NLRD 13717
- National Certificate: Ladies Hairdressing NQF Level 4 NLRD 20152

Vertical progression can be achieved by embarking on the study of related NQF Level 5 Qualifications:

 National Certificate: Retail and Wholesale, sales and service technology – NQF Level 5 – NLRD 13719

A learner could follow a career in:

- Hairdressing Salon Management
- Hair Salon Practitioner
- Hair Stylist
- Barber
- Hairdresser Consultant and Advisor
- Image and Deportment Advisor
- Marketing Assistant
- Retail and Wholesale Trade
- Senior Sales Assistant
- Senior Receptionist
- Stock Controller
- Cashiering Supervision

Note: The above is an indication rather than an exhaustive listing

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- To have the ability to obtain the Qualification for themselves
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- To be declared competent in all the outcomes of the National Assessor Unit Standards as stipulated by South African Qualifications Authority (SAQA)
- Detailed documentary proof of educational Qualification, practical training undergone, and experience gained by the applicant must be provided (Portfolio of evidence)

– NQF LEVEL 4
HAIRDRESSING
FET CERTIFICATE: I

	Level 3	ID NO.	Credit	Level 4	2202	Credit	lotai
l W	Second language Accommodate audience and context	8968	5	Communication & Language • Engage in sustained oral communication and	8974	5	
	needs in oral communication Interest and use information from fext	8969	5	<ul> <li>evaluate spoken texts</li> <li>Read, analyse and respond to a variety of texts</li> </ul>	8975	5	
	Write texts for a range of communicative	8970	Ð	<ul> <li>Write for a range of contexts</li> </ul>	8976	נסע	
	contexts Use language and communication in	8973	2	<ul> <li>Use the writing process to compose texts required in the business environment</li> </ul>	12153	D	
	occupational learning programmes		20			20	40
				Mathematics		9	
				<ul> <li>Use mathematics to investigate and monitor the financial aspects of personal, business and</li> </ul>	9014		
				national issues			
				<ul> <li>Apply knowledge of statistics and probability to <i>critically intercorded</i> and effectively communicate</li> </ul>	G106	٥	
				findings on life related problems			
				<ul> <li>Measure, estimate and calculate physical</li> </ul>	9016	4	
				quantities and explore, critque and prove			
				geometrical relationships in 2 and 3 dimensional			
				space in he life and workplace of the audit with			
				increasing responsibilities			16
				Life Skills	8555	4	
				HIV/AIDS in the work place			
							4
			20			40	60

94 No. 26109

Core				Credit	Total
		<ul> <li>Monitor and manage the sanitation and serialization methods in the workplace</li> </ul>		-	
		<ul> <li>Monitor occupational health an safety</li> </ul>	9243	8	
		<ul> <li>Monitor customer satisfaction</li> </ul>	7836	03	
	 	<ul> <li>Communicate in a business environment</li> </ul>	7784	9	
		<ul> <li>Colour and lighten hair</li> </ul>	_	12	
		<ul> <li>Perform a hair perming service</li> </ul>		5	
		<ul> <li>Manage stock levels</li> </ul>		2	
		<ul> <li>Manage general administration</li> </ul>		4 I	
		<ul> <li>Monitor cash systems and payments</li> </ul>		n (	
		<ul> <li>Conduct sales in the hairdressing industry</li> </ul>		2	
TOTAL				65	65
Elective		<ul> <li>Perform a hair relaxing service</li> </ul>		12	
		<ul> <li>Apply competition techniques</li> </ul>		12	
		<ul> <li>Research and plan for the equipping of a salon</li> </ul>		9	
		<ul> <li>Develop a business plan for a salon</li> </ul>			
				8	
TOTAL				38	12
		13			137

## UNIT STANDARDS IN NATIONAL CERTIFICATE: HAIRDRESSING NQF LEVEL 4

## UNIT STANDARDS TITLES

#### Core

- Title Monitor and manage the sanitation and sterilisation methods in the workplace 1.
- 2. \* Colour and lighten hair Title
- Title Monitor customer satisfaction ID7836
- \* Title
- Monitor occupational health and safety (ID9243) Communicate in a business environment (7784) \* Title
- Perform a hair perming service 3. Title
- 4. Manage stock levels Title
- 5. Title
- Manage general administration Monitor cash systems and payments 6. 7. Title
- Conduct sales in the beauty industry Title

### Elective

8.	Title	Perform	hair relaxing	serviced
<b>.</b>	1100		non ronaria	00004

- 9. Title Apply competition techniques
- 10. Tile Research and plan for the equipping of a salon
- Title Develop a business plan for a salon 11.

## UNIT STANDARDS AND SPECIFIC OUTCOMES FOR NATIONAL CERTIFICATE: HAIRDRESSING NQF LEVEL 4

#### **UNIT STANDARDS AT NQF LEVEL 4**

1. Title		Monitor and manage the sanitation and sterilisation methods in the workplace
Specific Outcome Specific Outcome Specific Outcome	1.1 1.2 1.3	Monitoring sanitation methods in the work environment Monitoring the maintenance of a clean and safe work environment Monitoring and controlling the disposal of waste
2. Title		Colour and lighten hair (basic Colouring)
Specific Outcome	2.1	Analyse the hair and scalp identify the natural colour of the hair and determine the required colour service
Specific Outcome	2.2	Perform a temporary hair colour service
Specific Outcome	2.3	Perform a semi and semi hair colour service
Specific Outcome	2.4	Perform a permanent colour service
Specific Outcome	2.5	Perform a lightening colour service
3. Title		Perform a hair perming service
Specific Outcome	3.1	Prepare client for a workstation hair perming service

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Specific Outcome	3.2	Analyse the hair and scalp and select appropriate tools, equipment and
Specific Outcome		products
Specific Outcome Specific Outcome	3.3 3.4	Prepare hair for perming service
Specific Outcome	3.4 3.5	Perform perming application techniques Rinse and finish of hair
Specific Outcome	3.6	Discuss, explain and apply the sue of aftercare products and services
opoolino outootito	0.0	bloudes, explain and apply the sac of altereare produces and services
4. Title		Manage stock levels
<b>D</b> ( <b>C D</b> )		
Specific Outcome	4.1	Asses stock/product requirements
Specific Outcome	4.2	Order/buy stock/products
Specific Outcome	4.3	Receive, record, label/tagging and storing stock
5. Title		Manage general administration
Specific Outcome	5.1	Process payments
Specific Outcome	5.2	Co-ordinate an monitor promotional activities
6. Title		Monitor cash systems and payments
o. nue		Nonitor cash systems and payments
Specific Outcome	6.1	Prepare denominations of money and distribute cash floats to points of
		sale handling transitions in retail/wholesale outlets
Specific Outcome	6.2	Receive and verify incoming cash flow and replenishing cash floats at
		points of sale in retail/wholesale outlets
Specific Outcome	6.3	Monitor cash up procedures and report transitional discrepancies
Constituto Outroomo	6.4	occurring at points of sale in retail/wholesale outlets
Specific Outcome	6.4	Reconcile and balance cash received against payment details recorded at points of sale in retail/wholesale outlets
Specific Outcome	6.5	Prepare and secure cash and forms of payment received for depositing
opeonie outeenie	0.0	and collection in accordance with security procedures for
		retail/wholesale outlets
Specific Outcome	6.6	Process payments
7. Title		Conduct sales in the hairdressing industry
Specific Outcome	7.1	Identify sales opportunities
Specific Outcome	7.2	Present and or demonstrate products and services to prospective
opeonie outeonie		customer
Specific Outcome	7.3	Negotiate and/or agree to terms and conditions of sales
Specific Outcome	7.4	Handle and deal with customer objections and concerns
Specific Outcome	7.5	Close the deal and create customer commitment
0 77141 -		Deferm a heir releving convice
8. Title		Perform a hair relaxing service
Specific Outcome	8.1	Prepare workstation and client for a hair relaxing service
Specific Outcome	8.2	Analyse the hair and scalp and select appropriate tools, equipment and
		products for a hair relaxing service
Specific Outcome	8.3	Prepare hair for relaxing service

.

Specific Outcome	8.4	Perform hair relaxing application techniques
Specific Outcome	8.5	Perform a neutralising procedure
Specific Outcome	8.6	Discuss, explain and apply the use of after care products
9. Title		Apply competition techniques
Specific Outcome	9.1	Plan and prepare for hairdressing competition
Specific Outcome	9.2	Select dress, make-up and accessories of r hairdressing competition
Specific Outcome	9.3	Apply rules and criteria of sections
Specific Outcome	9.4	Practice and apply skills according to section criteria
10. Title		Research and plan for equipment of a salon
Specific Outcome	10.1	research and plan for the layout of different salons
Specific Outcome	10.2	Research and plan for safe working environment
Specific Outcome	10.3	Research and budget for equipment and products
Specific Outcome	10.4	Research and plan for branding
11. Title		Develop a business plan for a business in the hairdressing sector
Specific Outcome	11.1	Analyse and describe the business and industry outlook
Specific Outcome	11.2	Analyse and describe products and markets
Specific Outcome	11.3	Design and present marketing and promotional plans
Specific Outcome	11.4	Design and present an operations plan
Specific Outcome	11.5	Design and present a financial plan for the new business

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## SOUTH AFRICAN QUALIFICATIONS AUTHORITY



## National Certificate: Hairdressing - NQF Level 3

Field:	Services
Sub-field:	Personal Care
Level:	3
Credit:	121 Minimum
Issue date:	
Review date:	

#### **Rationale for the Qualification**

People who enter the hairdressing field job market have had little or no exposure to generic business skills and those specific skills related to the hairdressing industry, and therefore often fail to make a success of a career in the hairdressing industry. This qualification will address this skills gap.

As this Qualification will be linked to a learnership which in turn addresses the issue of job creation, particularly in the SMME sector the following key labour issues were taken into consideration:

- The unequal access to education and training as well as employment opportunities
- The skills shortage in the labour force
- The effects of race, gender and geographical location on advancement
- The unequal distribution of income
- The decline in levels of employment in South Africa

The unit standards were clustered and sequenced to ensure that learners are able to absorb knowledge and skills starting with simple activities and becoming more complex as they gain experience and confidence. Many different roles and careers are accessible and linked to this Qualification and therefore it will have a positive influence on many different economic activities. The roles and careers include and are not limited to:

Hair Stylist

- Hairdresser Consultant
- Hairdresser Assistant
- Barber
- Marketing of products and services
- Merchandising of products and services
- Careers in the Retail Trade
- Sales of products and services

#### Purpose of the Qualification

This Qualification is for any individual who is or wishes to be involved in the Hairdressing Industry. It also serves as a more advanced Qualification into Hairdressing operations, as it follows on from the level 2 Hairdressing Qualification.

The primary purpose of the Qualification was to develop the foundational, practical and reflexive competencies needed for a career in hairdressing.

Learners working towards this Qualification will find that the acquisition of competence in the unit standards, which make up the Qualification, will provide the learner with capabilities directly related to hairdressing and will be able to function within this industry. It will do this by equipping the learner with knowledge, practical skills and attitudes which enable the learner to continue to build a hairdressing career and enhance the provision of service to clients within the hairdressing industry.

Central to the Qualification is the development of a culture of professionalism and service excellence in the industry. This Qualification intends to produce employable persons with marketable skills who can significantly contribute towards the national initiatives for developing the SMME sector. It will also assist people to be able to become self-employed by providing them with skills which can be used to earn a living.

It will facilitate access to, and mobility and progression within, education and training and to progress along a learning path for learners who:

- Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to further education and training.
- Have worked in the Personal Care Sector for many years, but have no formal Qualification in Personal Care Sector.
- Wish to extend their range of skills and knowledge of the industry so that they can become competent workers in the Personal Care Sector.

The Qualification has been designed to provide opportunities which can be developed further, will lead to a more defined Hairdressing learning and career path at this level, and can continue at NQF level 4. The intention is:

- To promote the development of knowledge, skills and values that are required in the Personal Care Sector.
- To release the potential of people to build careers for themselves.
- To provide opportunities for people to move up the value chain in this industry.

#### Access to the Qualification

Access to this Qualification is open, therefore a learner can access the total Qualification and any individual unit standard and obtain the credits issued against these. Also any learner who can provide evidence of the learning assumed to be in place has open access to this Qualification. No restrictions, other than the learning assumed to be in place are prescribed.

## **Critical Cross-Field Outcomes**

Unit Standard Title			Critical Ipporte				-	
National Certificate in Hairdressing								
NQF Level 3	Solve problems / Make decisions	Team work	Organisation	Information	Communicate	Technology	Related Systems	Personal Development
Core								
Receiving and consulting with hairdressing clients	V	V	$\checkmark$	V	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Demonstrate an understanding of issues affecting people with special needs		$\checkmark$	$\checkmark$		V		1	
Identify customers of the business	$\checkmark$			$\checkmark$		$\checkmark$		$\checkmark$
Display, promote and sell products		$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$		
Cut and shape hair	V	$\checkmark$	$\checkmark$	V		V		
Demonstrate an understanding of the structure, growth and disorders of the skin, nails and hair	V	$\checkmark$		$\checkmark$	V	V		
Perform hair styling techniques	$\checkmark$		$  \downarrow$	$\checkmark$	$\checkmark$		$\checkmark$	· 1
Demonstrated knowledge of selection and application of semi permanent hair colour	V	٧.	1	V		V		
Elective								
Conduct a hot towel treatment and shave, cut and trim facial hair	V	$\checkmark$	√	V	$\overline{\mathbf{A}}$		√	$\checkmark$
Apply advanced hair cutting techniques using professional cutting equipment	√.	$\checkmark$	V	V	V		V	
Apply advanced hair cutting techniques using scissors, clippers, razors and cutting equipment	√	V	V	V	V		1	
Perform long hair style techniques	$\checkmark$	√	$$	$\checkmark$				
Cut, style and dress hair in elementary styles	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$			
Prepare for and apply, day, evening, bridal and photographic make-up			$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$		-

## Learning assumed to be in place

The following is the learning assumed to be in place:

• Learners accessing this Qualification will have demonstrated competence against unit standards in mathematics/numeracy and language/communication studies at NQF Level 2

## **Rules to Combinations**

The qualification is made up of a combination of learning outcomes from Fundamental, Core and Elective components, totaling 121 minimum credits.

Fundamental	40 credits	33%
Core	57 credits	47%
Elective	Minimum 24	20%
Total	121 Minimum	100%

FUNDAMENTAL	CORE	ELECTIVE	TOTAL CREDITS
40 credits at Level 3	41 credits at Level 3 16 credits at Level 4	40 credits at Level 3 Learners must select a Minimum of 24 credits from the elective category to make up the 121 minimum credits required	
40 credits	57 credits	24 credits Minimum	121 credits Minimum

#### Exit level Outcomes and Associated Assessment Criteria

On achieving this qualification, the learner will be able to:

1. Communicate verbally and in writing using a variety of formats with a range of stakeholders and role-players in the hairdressing industry

## Associated Assessment Criteria

- Audience needs and expectations are accommodated in both oral and verbal communication
- Language and texts are interpreted and used to respond in writing in all contexts
- 2. Explain and use the basics of mathematics in both personal and business situations Associated Assessment Criteria
  - Uses for math's is described in both personal and business situations
  - Mathematics is explained and used in both personal and business contexts
- 3. Apply and conduct customer reception and consulting services.

## Associated Assessment Criteria

- Customers of the business are identified according to business profile
- Customers are received and consulted with to determine their requirements and to provide the correct hairdressing service
- The issues that affect people with special needs are explained and assisted where required
- Products and services of the business are displayed, promoted and sold to customers
- 4. Demonstrate an understanding of and provide specific hairdressing services (to customers) Associated Assessment Criteria
  - The structure, growth and disorders of the skin are explained and their effect on the hairdressing service to be provided are described
  - Hair is cut and shaped according to customer requirements and salon standards
  - Hairstyling techniques are performed in accordance with customer requirements and salon standards
  - The selection and application of semi-permanent hair colour is explained and colour is applied to customer hair in accordance with manufactures' requirements

## 5. Conduct and perform shaves and hot towel treatments

## Associated Assessment Criteria

- Hot towel treatment is applied according to requirements and salon standards
- A shave is performed and facial hair is trimmed and cut in accordance with customer requirements

6. Demonstrate the application of day, evening, bridal and photographic make-up.

## Associated Assessment Criteria

- The customer is prepared for the specific type of make-up to be applied according to requirements and manufacturers' instructions
- Day make up is applied following the manufactures instructions and to meet the customers requirements
- Evening make up is applied following the manufactures instructions and to meet the customers requirements
- Bridal make up is applied following the manufactures instructions and to meet the customers requirements
- Photographic make up is applied following the manufactures instructions and to meet the customers requirements

## International Comparability

Benchmarking was done by comparison to Qualifications, Unit Standards and Outcomes of learning against:

NZQA National Qualifications from New Zealand: -The National Certificate in Barbering – Levels 2, 3 and 5

- Apply initial barbering techniques Level 2
- Describe the development of barbering Level 2
- Complete a haircut using barbering technique Level 3
- Cut facial hair Level 3
- Wet shave facial hair with a cutthroat razor using barbering techniques Level 3

Registered programmes from the American Barber College

- Basic Barbering
- Postgraduate Barbering

A direct comparison of the titles, specific outcomes, assessment criteria and embedded knowledge was undertaken with each and the best practice points were highlighted and where applicable, incorporated into each unit standard or Qualification. However where the points were incorporated they were written in a South African context.

Because of the difference in levels across the different countries, difficulty was found in making actual direct comparisons, level to level.

## Integrated Assessment

Because assessment practices must be open, transparent, fair, valid, and reliable and ensure that no learner is disadvantaged in any way whatsoever, an integrated assessment approach is incorporated into the Qualification.

Learning, teaching and assessment are inextricably lined. Whenever possible, the assessment of knowledge, skills, attitudes and values shown in the unit standards should be integrated.

Assessment of the communication, language, literacy and numeracy should be conducted in conjunction with other aspects and should use Hairdressing contexts wherever possible.

A variety of methods must be used in assessment and tools and activities must be appropriate to the context in which the learner is working. Where it is not possible to assess the learner in the workplace or on-the-job, simulations, case studies, role-plays and other similar techniques should be used to provide a context appropriate to the assessment.

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GOVERNMENT GAZETTE, 5 MARCH 2004

106 No. 26109

## UNIT STANDARDS FOR NATIONAL CERTIFICATE: HAIRDRESSING NQF LEVEL 3

## UNIT STANDARDS TITLES

### Core (Level 3)

- 1. Title Receive and consult with clients
- 2. Title Display, promote and sell products
- 3. Title Cut and shape hair
- 4. Title Perform hairstyling techniques
- 5. Title Demonstrate knowledge of selection and application of semi permanent hair colour

## Core (Level 4)

- 6 Title Demonstrate an understanding of the structure, growth and disorders of the skin, nails and hair
- \*. Title Demonstrate an understanding of issues affecting people with special needs
- \*. Title Identify customers of the business

## Elective

- Title Conduct a hot towel treatment and shave, cut and trim facial hair
   Title Apply advanced hair-cutting techniques using professional cutting equipment
   Title Apply advanced hair cutting techniques using scissors, clippers, razors and cutting equipment
- 10. Title Perform long hair-style techniques
- 11. Title Cut, style and dress hair in elementary styles
- 12. Title Prepare for and apply, day, evening, bridal and photographic make-up

## UNIT STANDARDS AND SPECIFIC OUTCOMES FOR

## THE NATIONAL CERTIFICATE: HAIRDRESSING - NQF LEVEL 3

1. Title		Receive and consult with clients
Specific Outcome	1.1	Receive clients and establish a relaxed relationship while caring from
		client's needs
Specific Outcome	1.2	Receive and deal with appointments
Specific Outcome	1.3	Consult with clients in a professional manner whilst analysing the treatment area
		$\lambda = (g + \lambda^{2/2} g)^{-1}$ ( )
2. Title		Display, promote and sell products
		ta da cara da c
Specific Outcome	2.1	Set out and display product
Specific Outcome	2.2	Promote products to new and existing client
Specific Outcome		

Specific Outcome 2.3 Sell products to achieve target and stock movement

3.	Title		Cut and shape hair
Specit	fic Outcome	3.1	Prepare the workstation in accordance to organisational and hygienic requirements
Speci	fic Outcome	3.2	Cut hair using a variety one length technique
	fic Outcome	3.3	Cut hair using a variety of layered hairstyle technique
	fic Outcome	3.4	Cut hair using a variety of graduation technique
Specit	fic Outcome	3.5	Cut hair using clipper technique
4.	Title		Demonstrate an understanding of the structure, growth and disorders of
			the skin, nails and hair
Speci	fic Outcome	4.1	Describe the anatomical structure and function of the normal nail, skin and hair
	fic Outcome	4.2	Explain and describe abnormalities in the nails, skin and hair
	fic Outcome	4.3	List the microbes that cause disease of nails, skin and hair
Speci	fic Outcome	4.4	List and explain the role of trauma as a cause of disease and abnormalities of skin, hair and nails
Speci	fic Outcome	4.5	Define and describe basic terminology related to observation of
			abnormalities of the skin, hair and nails
Speci	fic Outcome	4.6	Explain the reasons for referral of client with abnormalities of skin, hair
			and nails to health professionals
5.	Title		Perform hair styling techniques
Speci	fic Outcome	5.1	Prepare client and workstation for the relevant service to be performed
	fic Outcome	5.2	Perform a full head of finger waves using the fingers and comb only
	fic Outcome	5.3	Perform pin curls techniques
	fic Outcome	5.4 5.5	Demonstrate a comprehensive understanding of blow-dry techniques
•	fic Outcome fic Outcome	5.5 5.6	Demonstrate a comprehensive understanding of roller setting techniques Demonstrate a comprehensive understanding of toning techniques
opeo.		0.0	bomonoulate a compromonor o andorotanang or toning toolining
6.	Title	Æ	Demonstrate knowledge of selection and application of semi permanent hair colour
			· - ·
	fic Outcome	6.1	Prepare the client and work-station for relevant service to be performed
•	fic Outcome fic Outcome	6.2 6.3	Describe semi-permanent hair colour Prepare for application of semi permanent hair colour
	fic Outcome	6.4	Apply semi permanent hair colour
•	fic Outcome	6.5	Complete semi permanent hair colour application
•			
7.	Title		Conduct a hot towel treatment, shave and trim facial hair
Speci	fic Outcome	7.1	Prepare the workstation and client for applicable service to be provided according to organisational and hygienic requirements
	fic Outcome	7.2	Prepare and apply the hot towel treatment
	fic Outcome	7.3	Shave facial hair
	fic Outcome	7.4	Trim and cut facial hair
•	fic Outcome	7.5	Complete and finish off the service provided
Speci	fic Outcome	7.6	Discuss, explain and apply the use of after the sue of after care products and services

8.	Title		Apply advanced hair-cutting techniques using professional cutting equipment
Specif	îc Outcome	8.1	Prepare the workstation for haircutting according organisational
Specif Specif	ic Outcome ic Outcome ic Outcome ic Outcome	8.2 8.3 8.4 8.5	requirements Demonstrate knowledge of hair cutting using scissors Preparing to cut hair using professional hair cutting equipment Cut hair using appropriate cutting equipment Complete haircutting process
9.	Title		Apply advanced hair cutting techniques using scissors, clippers, razors and cutting equipment
Specif	ic Outcome	9.1	Prepare the workstation for haircutting according organisational requirements
Specif Specif Specif	ic Outcome ic Outcome ic Outcome ic Outcome ic Outcome	9.2 9.3 9.4 9.5 9.6	Demonstrate knowledge of hair cutting using scissors Cut hair using scissor over comb technique Cut hair using clipper technique Cut hair using razor cutting technique Complete haircutting process
10.	Title		Perform long hair techniques
Specif	ic Outcome	10.1	Prepare the workstation in accordance to organisational and hygienic requirements
Specif	ic Outcome	10.2	Prepare to style hair
	ic Outcome	10.2	Style long hair into an elementary style
	ic Outcome	10.4	Complete long hair style procedure
11.	Title		Cut, style and dress hair in elementary styles
Specif	ic Outcome	11.1	Demonstrate an understand of the factors tat influence cutting and styling
Specif	ic Outcome	11.2	Prepare to cut and style hair for elementary styles
	ic Outcome	11.3	Dress hair for elementary style
Specif	ic Outcome	11.4	Complete dressing techniques
12.	Title		Prepare for and apply, day, evening, bridal and photographic make-up
	ic Outcome	12.1	Prepare the workstation for make-up application
Specif	fic Outcome	12.2	Prepare the client for make-up application
Specif	fic Outcome	12.3	Perform a day make-up according to organisational and hygienic requirements
Specif	fic Outcome	12.4	Perform an evening make-up according to organisational and hygienic requirements
Specif	fic Outcome	12.5	Perform a bridal make-up according to organisational and hygienic requirements
Specif	fic Outcome	12.6	Perform a photographic make-up according to organisational and hygienic requirements

### SOUTH AFRICAN QUALIFICATIONS AUTHORITY



#### National Certificate: Hairdressing - NQF Level 2

Field:	Services
Sub-field:	Personal Care
Level:	2
Credit:	130 Minimum
Issue date:	
Review date:	

#### Rationale for the Qualification

Central to the rationale for this Qualification is the development of a culture of professionalism and service excellence in the hairdressing industry. This Qualification will provide for breadth and flexibility to match the needs of the learners, employers and industry as a whole. It will give the learners the key skills essential to be able to function effectively as flexible, adaptable and competitive hairdressers and for a lifelong career in hairdressing. These skills will make the learners employable and they will be able to make effective contributions to the hairdressing business by being able to apply the acquired knowledge and skills.

Job market entrants would have little or no exposure to generic hairdressing or self-management and therefore often fail to make a success of a career in hairdressing.

As the Qualification will be linked to a learnership which in turn addresses the issue of job creation, particularly in the SMME sector, the following key labour issues were taken into consideration:

- The unequal access to education and training as well as employment opportunities
- The skills shortage in the labour force
- The effects of race, gender and geographical location on advancement
- The unequal distribution of income
- The decline in levels of employment in South Africa

The following broad skills categories were identified:

- Support Services
- Client & Marketing Services
- Life Skills
- Communication

The unit standards were clustered and sequenced to ensure that learners are able to absorb tasks starting with simple activities and becoming more complex as they gain experience and confidence.

Many different roles and careers are accessible and linked to this Qualification. They include and are not limited to:

- Hair Stylist
- Hairdresser Consultant
- Marketing
- Merchandising
- Retail Trade
- Sales

#### Purpose of the Qualification

This Qualification is for any individual who is or wishes to be involved in the Hairdressing Industry. There are three Qualifications starting at level 2 and progressing to level 4. This Qualification will be registered at NQF Level 2 and is meant to serve as an introduction to the hairdressing industry and the basics of hairdressing.

Learners working towards this Qualification will find that the acquisition of competence in the unit standards, which make up the Qualification, will add value to learner's job. This Qualification is intended to enhance the provision of entry-level service within the Hairdressing Industry.

It will provide the broad knowledge, skills and values needed in the Hairdressing Industry and will facilitate access to, and mobility and progression within education and training to progress along a learning path for learners who:

- Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to further education and training.
- Have worked in the Personal Care Sector for many years, but have no formal Qualification.
- Wish to extend their range of skills and knowledge of the industry so that they can become competent workers in the Personal Care Sector.

The Qualification has building blocks that can be developed further and will lead to a more defined Hairdressing learning path at various NQF levels. It also focuses on the skills, knowledge, values and attitudes required to progress further. The intention is

- To promote the development of knowledge, skills and values that is required in the Personal Care Sector.
- To release the potential of people.
- To provide opportunities for people to move up the value chain.

The primary purpose of the Qualification is to develop the foundational, practical and reflexive competencies needed for a career in hairdressing.

## Access to the Qualification

Access to this Qualification is open, therefore a learner can access the total Qualification and any individual unit standard and obtain the credits issued against these. Also any learner who can provide evidence of the learning assumed to be in place has open access to this Qualification. No restrictions, other than the learning assumed to be in place are prescribed.

#### **Rules to Combination**

The qualification is made up of a combination of learning outcomes from Fundamental, Core and Elective components, totaling 130 minimum credits.

130 Minimum

100%

Fundamental	48 credits	37%
Core	56 credits	43%
Elective	Minimum 26	20%
		_0,0

Total

FUNDAMENTAL	CORE	ELECTIVE	TOTAL CREDITS
46 credits at Level 2 2 credits at Level 3	52 credits at Level 2 4 credits at Level 3	50 credits at Level 2 2 credits at Level 3 Learners must select a Minimum of 26 credits from the elective category to make up the 130 minimum credits required	
48 credits	56 credits	26 credits Minimum	130 credits Minimum

\$

#### Learning assumed to be in place

The following is the learning assumed to be in place:

 Learners accessing this Qualification will have demonstrated competence against unit standards in mathematical/numeracy and language/communication studies at NQF Level 1

#### Exit level Outcomes and Associated Assessment Criteria

On achieving this Qualification, the learner will be able to:

- 1. Communicate in a basic way both verbally and in writing
  - Associated Assessment Criteria
  - Oral communication is maintained and adapted
  - Information is accessed and used to respond to texts in writing.
- 2. Demonstrate an understanding of the basics of mathematics in both personal and community life Associated Assessment Criteria
  - Numbers and number systems are used in calculations
  - Financial aspects of personal and community life are investigated and used
  - Basic mathematics is used to solve work related problems

- 3. Demonstrate an understanding of computer operation and self management skills Associated Assessment Criteria
  - A personal computer system is operated according to requirements
  - Self management skills are implemented and applied
  - HIV/AIDS and its implications are described

4. Apply and carry out general salon operations and processes

# Associated Assessment Criteria

- Waste is handled and disposed of according to requirements
- Sanitation procedures are implemented and applied to the work environment, equipment and tools
- First aid is provided when and where required
- 5. Demonstrate an understanding of the personal care sector and own organisational workplace requirements

# **Associated Assessment Criteria**

- The personal care sector is explained and own role within it described
- The organisations layout, services and facilities are described
- The importance of deportment and image in the hairdressing industry is explained
- Retailing in the hairdressing industry is described
- Personal values and ethics are explained and applied in the workplace

#### 6. Conduct customer reception operations Associated Assessment Criteria

- Clients are welcomed and the service requirements are established
- Reception and administrative services are provided for the salon
- Incoming and outgoing telephone calls are processed according to standard operating procedures

# 7. Apply and carry out hairdressing support functions and services Associated Assessment Criteria

- Hairdressing tools and equipment are identified and their use explained and operation maintained
- Clients hair is shampooed, conditioned and treated according to clients established requirements
- Hair designs are finished off according to instructions
- The hair is molded and finger waved according to client requirements
- Perms are neutralized and after care products are applied
- Hair colouring is removed and after care products are applied

# 8. Apply and carry out specific hair services and specific hair and scalp treatments for clients Associated Assessment Criteria

- Hair dreadlock and braiding techniques are performed on clients
- Hair extensions are applied and carried out according to client requirements
- Treatments are applied to the hair and scalp
- A basic head massage is performed
- 9. Demonstrate an understanding of the basics of make-up

# **Associated Assessment Criteria**

- The history of make-up is explained and its affects on modern day make-up described
- Make-up is applied according to client requirements and skin type

# **Critical Cross-Field Outcomes**

Unit Standard Title	Critical Cross-field Outcomes supported by the Unit Standards								
National Certificate: Hairdressing NQF Level 2	olems							ent	
	Solve problems / Make decisions	Team work	Organisation	Information	Communicate	Technology	Related Systems	Personal Development	
Core									
Handle and dispose of waste			1	[	[	1	1		
Demonstrate an understanding of the Personal Care Sector and its role	$\checkmark$		$\checkmark$		~				
Describe layout, Services and Facilities of the organisation				√ \					
Process incoming and outgoing telephone calls		$\checkmark$			$\checkmark$				
Implement and apply sanitation to work environment, equipment and tools for public and personal protection		V	V			~		√	
Demonstrate, monitor and manage deportment and the importance of image in the workplace	$\checkmark$				V		√		
Introduction to retailing in the hairdressing industry	$$				$\checkmark$		$\checkmark$		
Shampoo, condition and treat hair	$$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$			
Provide reception and administrative services	$\checkmark$					$\checkmark$			
Provide for first aid	$\checkmark$							$\checkmark$	
Applying safety, security and housekeeping				$\checkmark$					
Identify, explain and maintain hairdressing tools and equipment	V	V	$\checkmark$	V					
Welcome clients and establish service to be rendered				$\checkmark$		$\checkmark$			
Understand and apply personal values and ethics	<b>√</b>	$\checkmark$			$\checkmark$		$\checkmark$	$\checkmark$	
Elective									
Perform hair braiding and dreadlock techniques to hair	$\checkmark$	V	V	√	V	√	√	$\checkmark$	
Finish off hair design		$\checkmark$	$\checkmark$	$\checkmark$					
Apply treatment to the hair and scalp		$\checkmark$		$\vee$	$\checkmark$	V .			
Mould and finger wave the hair	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$					
Perform advanced head massage and hair treatment	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$					
Apply and perform hair extensions	$\checkmark$		$\checkmark$					$\checkmark$	
Demonstrate the history and applying of make up				$\checkmark$	V	$\checkmark$			
Neutralize perms, and apply after care to hair	$\checkmark$			$\checkmark$	$\checkmark$				
Remove hair colouring and apply after care to hair	$\checkmark$	$\checkmark$	√	$\checkmark$					

### International comparability

Benchmarking was done by comparison to Qualifications, Unit Standards and Outcomes of learning against:

NZQA National Qualifications from New Zealand: -The National Certificate in Barbering - Levels 2

- Apply initial barbering techniques Level 2
- Describe the development of barbering Level 2

NZQA National Qualifications from New Zealand: - The National Certificate in Salon Support - Level 2

- Apply basic hairdressing services
- · Customer service, product sales and reception.

Registered programs from the American Barber College

- Basic Barbering
- Postgraduate Barbering

The British NVQ Level 2 Hairdressing Certificate and related units in the Mandatory and Optional groups of units

A direct comparison of the title, specific outcomes, assessment criteria and embedded knowledge was undertaken with each and the best practice points were highlighted and incorporated into each unit standard. However the points incorporated were written in a South African context.

Because of the difference in levels across the different countries, difficulty was found in making actual direct comparisons, level to level.

#### Integrated Assessment

Because assessment practices must be open, transparent, fair, valid, and reliable and ensure that no learner is disadvantaged in any way whatsoever, an integrated assessment approach is applied in this Qualification.

Learning, teaching and assessment are inextricably linked. Whenever possible, the assessment of knowledge, skills, attitudes and values shown in the unit standards should be integrated.

Assessment of the communication, language, literacy and numeracy should be conducted in conjunction with other aspects and should use authentic Beauty Therapy contexts wherever possible. A variety of methods must be used in assessment and tools and activities must be appropriate to the context in which the learner is working. Where it is not possible to assess the learner in the workplace or on-the-job, simulations, case studies, role-plays and other similar techniques should be used to provide a context appropriate to the assessment.

The term 'Integrated Assessment' implies that theoretical and practical components should be assessed together. During integrated assessments the assessor should make use of formative and summative assessment methods and assess combinations of practical, applied, foundational and reflexive competencies.

Assessors and moderators should make use of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

Assessment should ensure that all specific outcomes, embedded knowledge and critical cross-field outcomes are evaluated. The assessment of the critical cross-field outcomes should be integrated with the assessment of specific outcomes and embedded knowledge.

#### **Recognition of Prior Learning**

The structure of this Unit Standard based Qualification makes the Recognition of Prior Learning possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this Hairdressing Qualification. Recognition of Prior Learning will be done by means of an Integrated Assessment as mentioned in the previous paragraph.

This Recognition of Prior Learning may allow:

- For accelerated access to further learning
- Gaining of credits towards a unit standard

All recognition of Prior Learning is subject to quality assurance by the relevant accredited Education and Training Quality Assurance Body and is conducted by a registered workplace assessor.

#### Articulation possibilities

This Qualification lends itself to both vertical and horizontal articulation possibilities. These possibilities ensure both mobility and progression for the learner. The learning areas outlined in the Rationale for the Qualification indicates the articulation possibilities.

Horizontal articulation possibilities lay with other NQF level 2 Qualifications such as:

National Certificate: Retail and Wholesale processes – NQF Level 2 – NLRD 13718

Vertical progression can be achieved by embarking on the study of related NQF Level 3 Qualifications:

- National Certificate: Hairdressing NQF Level 3
- National Certificate: Beauty Technology NQF Level 3

#### Moderation Options

- Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered as an assessor with the relevant Education and Training Quality Assurance (ETQA) Body.
- Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA.
- Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQA's policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQA's (including professional bodies); and in terms of the moderation guideline detailed immediately below.
- Moderation must include both internal and external moderation of assessments at exit points of the Qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual unit standards as well as the integrated competence described in the Qualification.

Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution that is accredited by the relevant ETQA.

# Criteria for registration of assessors

For an applicant to register as an assessor, the applicant needs:

- To be in possession of at least a relevant qualification at NQF level 3
- A minimum of 2 (two) years' practical, relevant occupational experience
- To be declared competent in all the outcomes of the National Assessor Unit Standards as stipulated by South African Qualifications Authority (SAQA)
- Detailed documentary proof of educational Qualification, practical training undergone, and experience gained by the applicant must be provided (Portfolio of evidence)

Level 2 Imunication Maintain and adapt oral communication Access and use information from texts
Write for a defined text Use language and communication in occupational earning programmes
hematics Demonstrate an understanding of rational and irrational numbers and number systems, with in the
Context of relevant calculations Use mathematics to investigate and monitor the
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identify, describe, compare, classify, explore shape and motion in 2 and 3 dimensional shapes in different contexts
functions to solve
Demonstrate an understanding of HIV/Aids and its implications

cation of		•	Handle and dispose of waste	7612		<ul> <li>Provide first aid</li> </ul>	1854	4	
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# STAATSKOERANT, 5 MAART 2004

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# UNIT STANDARDS NATIONAL CERTIFICATE: HAIRDRESSING NQF LEVEL 2

# UNIT STANDARDS TITLES

#### Core (Level 2)

- 1. Title Demonstrate an understanding of the Personal Care Sector and its role
- 2. Title Implement and apply sanitation to work environment, equipment and tools for public and personal protection
- 3. Title Demonstrate, monitor and manage deportment and the importance of image in the workplace
- 4. Title Demonstrate an understanding of retailing in the hairdressing industry
- 5. Title Shampoo, condition and treatment of hair
- 6. Title Provide reception and administrative services
- 7. Title Identify explain maintain hairdressing tools and equipment
- 8. Title Welcome clients and establish service to be rendered
- Title Handle and dispose of waste (ID7612)
- \* Title Describe layout, Services and Facilities of the organisation (ID7793)
- Title Process incoming and outgoing telephone calls (ID14349)
- Title Applying safety, security and housekeeping (ID8288)
- Title Understand and apply personal values and ethics (ID8416)

# Core (Level 3)

Title Provide for first aid (ID7854)

#### **Elective Level 2**

- 9. Title Perform hair braiding and dreadlock techniques
- 10. Title Finish off hair design
- 11. Title Apply treatment to the hair and scalp
- 12. Tile Mould and finger wave the hair
- 12. Title Perform advanced head massage and hair treatments
- 13. Title Apply and perform hair extensions
- 15. Title Neutralize perms, an apply after care to hair
- 16. Title Remove hair colouring and apply after care to hair

# Elective (Level 3)

17. Title Explain the history and application of make-up

# UNIT STANDARDS AND SPECIFIC OUTCOMES FOR THE NATIONAL CERTIFICATE: HAIRDRESSING - NQF LEVEL 2

# UNIT STANDARDS

1.	Title		Demonstrate an understanding of the personal care sector
Specifi	c Outcome	1.1	Explain and discuss the roles played by different bodies in the education and training of beauty consultants in manicure, pedicure, aesthetics and make-up
Specifi	c Outcome	1.2	Explain and discuss the necessary standards and Qualifications needed and identify the structure under which the Personal Care Sector functions
Specifi	c Outcome	1.3	Explore the learnership agreement
Specifi	c Outcome	1.4	Describe and explain the requirements of the learner in the learnership
2.	Title		Implement and apply sanitation to work environment, equipment and tools for public and personal protection
Specifi	c Outcome	2.1	Demonstrate the different methods of sanitation procedures performed in the work environment in accordance with organisational and hygienic requirements
Specifi	c Outcome	2.2	Demonstrate and explain the importance of maintaining a clean and safe working environment
Specifi	c Outcome	2.3	Demonstrate and explain the cleaning, sanitising and sterilizing of equipment, materials and tools in the work environment
Specifi	c Outcome	2.4	Demonstrate the effective procedures for dealing with waste in the work environment
3.	Title		Demonstrate, monitor and manage deportment and get importance of image in the workplace
Specifi	c Outcome	3.1	Demonstrate and explain an understanding of non-verbal communication and respond appropriately
Specifi	c Outcome	3.2	Demonstrate and explain an understanding of body language and respond to body language situations
Specifi	c Outcome	3.3	Demonstrate and explain an understanding of deportment
4.	Title		Introduction to retailing in the hairdressing industry
Specific Specific	c Outcome c Outcome c Outcome c Outcome	4.1 4.2 4.3 4.4	Describe how marketing /retailing in the hairdressing industry works Define the hairdressing industry Identify and describe the role players in the hairdressing industry Understand the marketing benefits within the hairdressing industry

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GOVERNMENT GAZETTE, 5 MARCH 2004

5. Title		Shampoo, condition and treatment of hair
Specific Outcomes	5.1	Prepare the workstation for a shampoo or condition according to organisational requirements
Specific Outcome	5.2	Prepare client for shampoo or condition according to organisational requirements
Specific Outcome	5.3	Perform a shampoo and condition service
Specific Outcome	5.4	Finish of shampoo or condition hair
Specific Outcome	5.5	Perform a scallop massage
6. Title		Provide reception and administrative services
Specific Outcome	6.1	Welcome, receive and attend to clients
Specific Outcome	6.2	Receive and make telephone calls and record information
Specific Outcome	6.3	Keep and process work place records
Specific Outcome	6.4	Calculate final price from services rendered and products purchased by client
7. Title		Identify, explain and maintain hairdressing tools and equipment
Specific Outcome	7.1	Identify and explain hairdressing equipment and hand held tools
Specific Outcome	7.2	Maintain hairdressing equipment and hand held tools
Specific Outcome	7.3	Storage and safe keep of equipment and tools
8. Title		Welcome clients and establish service to be rendered
Specific outcome	8.1	Receive clients and establish a relaxed relationship while caring for client's needs
Specific outcome	8.2	Receive and deal with appointments
Specific outcome	8.3	Consult with clients in a professional manner whilst analysing the treatment area
9. Title		Perform hair dreadlock and braiding techniques to hair
Specific outcome	9.1	Prepare client and workstation for dreadlock and braiding techniques
Specific outcome	9.2	Perform dreadlock techniques on natural hair
Specific outcome	9.3	Perform dreadlock extension techniques on natural or chemically relaxed hair
Specific outcome	9.4	Perform braiding techniques using clients own hair
Specific outcome	9.5	Perform braiding techniques using braiding hair piece
Specific outcome	9.6	Discuss, explain and apply the use of after care products and services
10. Title		Finish off hair design
Specific outcome	10.1	Prepare to blow dry hair into elementary styles
Specific outcome	10.2	Blow dry hair into elementary style
Specific outcome	10.3	Air wave or tong into elementary style
Specific outcome	10.4	Complete follow up actions

11. Title		Apply treatment to the hair and scalp
Specific outcome Specific outcome Specific outcome Specific outcome Specific outcome Specific outcome	11.1 11.2 11.3 11.4 11.5 11.6	Prepare the workstation for a hair and scalp treatment Demonstrate knowledge of hair and scalp treatment Prepare client for the hair and scallop treatment Treat head massage service Perform head massage service Complete follow up procedures
12. Title		Mould and finger wave hair
Specific outcome Specific outcome Specific outcome Specific outcome Specific outcome	12.1 12.2 12.3 12.4 12.5	Describe pincurls and elements of wave patterns Mould and scale hair using a variety of techniques Pin curl hair using a variety of techniques Finger wave hair using moulding techniques Complete follow up actions
13. Title		Perform head massage
Specific outcome	13.1	Prepare the workstation for a head massage according to organisational requirements
Specific outcome Specific outcome	13.2 13.3	Demonstrate hair and scalp treatments Prepare client for a head massage according to organisational requirements
Specific outcome	13.4	Treat hair and scalp
Specific outcome Specific outcome	13.5 13.6	Perform a head massage service Complete follow up procedures
14. Title		Apply and perform hair extensions
Specific outcome Specific outcome Specific outcome Specific outcome Specific outcome	14.1 14.2 14.3 14.4 14.5	Prepare clients and workstation for hair extension services Perform and manual hair extension using the weaving technique Perform a manual hair extension procedure Perform a mechanical hair extension procedure Discuss, explain and apply the use of after care products and services
15. Title		Explain the history and application of make-up
Specific outcome Specific outcome Specific outcome Specific outcome	15.1 15.2 15.3 15.4	Identify and explain the different colour schemes Describe and discuss the origins and development of make-up Demonstrate an understanding of make-up periods in history Demonstrate an understanding of make-up of the twentieth century

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16. Title		Neutralise perms and apply after-care to hair
Specific outcome	16.1	Demonstrate knowledge of the neutralising process and its effect on the hair shaft
Specific outcome	16.2	Prepare to neutralise a perm
Specific outcome	16.3	Neutralise a perm
Specific outcome	16.4	Complete follow up actions
17. Title		Remove hair colouring and apply after care to hair
Specific outcome Specific outcome Specific outcome	17.1 17.2 17.3	Prepare to remove hair colouring Remove colour from hair and scalp Complete follow up procedure