

**FURTHER EDUCATION AND TRAINING CERTIFICATE:
HAIRDRESSING ID 65729 LEVEL 4 – CREDITS 140**

LEARNER WORKBOOK

SAQA: 262563

PREPARE FOR AND FINISH OFF SALON SERVICES

Learner Information:

Details	Please Complete this Section
Name & Surname:	
Organisation:	K & R HAIR ARTISTRY INSTITUTE
Unit/Dept:	HAIRDRESSING
Facilitator Name:	TSM DEODUTT
Date Started:	
Date of Completion:	

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OVERVIEW

About the Learner Workbook	This Learner Exercise Workbook has been designed and developed to evaluate learners' level of understanding of PREPARE FOR AND FINISH OFF SALON SERVICES module. It forms part of a series of Learner Workbooks that have been developed for		
Purpose	The purpose of this Learner Exercise Workbook is to evaluate learners understanding on the specific outcomes and/or assessment criteria of the following SAQA Registered Unit Standards:		
US No	US Title	Level	Credits
262563	PREPARE FOR AND FINISH OFF SALON SERVICES	3	3
Context	This assessment represents the Formative Assessment component of the PREPARE FOR AND FINISH OFF SALON SERVICES module, for And should be completed in the classroom/training room.		
Resources	The following are resources needed for this assessment: 1. Learner Guide; and 2. Assessment Preparation.		
Instructions to Facilitators	Facilitators will be required to: <ul style="list-style-type: none"> • Explain the completion of the workbook to each learner; and • Interview the learner on similar questions, should he/she not be able to write. 		
Instructions to Learners	Learners will be required to: <ul style="list-style-type: none"> • Complete the workbook as per the instructions; • Ensure that all questions are completed; • Ensure that the completion of the workbook is their own work; • Ensure that all annexure are attached to the workbook and clearly referred to; 		
Assessment Time	Learners are required to complete this assessment within the allocated time frame of.... hours.		
Total Mark	This formative assessment carries a total mark of _ points . In order to meet the pass mark, learners are required to achieve a minimum of 80% of the total marks.		

Equipment	Learners are required to have the following equipment in order to complete this workbook: <ul style="list-style-type: none">• Pen and Pencil;• Ruler; and• Exam Pad – for additional paper.
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GENERAL INFORMATION

LEARNER DETAILS		
Learner Full Names		
Learner ID No.:		
Organisation:	K & R HAIR ARTISTRY INSTITUTE	
Unit/Dept:	HAIRDRESSING	
Contact Details:	Telephone /Cell Numbers:	Email Address:
WORKSHOP DETAILS		
Workshop Venue:		
Facilitator Name:	TSM DEODUTT	
Date Started:		
Date Completed:		

ASSESSMENT PREPARATION CHECKLIST

DESCRIPTION	YES	NO	COMMENTS/CONTINGENCY
This assessment is a formative assessment and it is based on the outlined unit standard/s for PREPARE FOR AND FINISH OFF SALON SERVICES			
Your assessment evidence for PREPARE FOR AND FINISH OFF SALON SERVICES needs to be submitted on..... (day) of..... (month).....(year) at the following address/place.....			
You will be assessed based on the outlined Unit Standards. The assessment activities are linked to specific outcomes/assessment criteria of the outlined Unit Standards.			
To determine your competence level, the following are			

the methods to be used for this assessment: 1. 2.			
To be declared competent on PREPARE FOR AND FINISH OFF SALON SERVICES (formative assessment), you should have obtained at least 80% of the total mark of this assessment.			
You will be provided with detailed feedback on your performance of this assessment as follows: 1. Written Feedback 2. Verbal Feedback			
Should you be declared “not yet competent” on this assessment, you will be entitled for re-assessment opportunity/ies.			
You will be required to re-submit evidence (only for areas) you were declared not yet competent. A date for re-submission will be agreed with the assessor.			
You will be entitled to lodge an appeal should you not be satisfied with the assessment decision of your assessment.			
You will be required to provide the assessor feedback on assessment procedure – this is to assist in improving the assessment practices.			
Your results of assessment and portfolio of evidence information will not be provided to any person without your written consent.			

Learner's Declaration			
I.....herewith declare that I am ready for the assessment, that we have reviewed the assessment preparation and plan, I understand the assessment process and I am happy that the assessment will be conducted in a fair manner.			
Learner Signature:	Date:	Facilitator Signature:	Date:

Learning Unit **1** PREPARE FOR AND FINISH OFF SALON SERVICES

UNIT STANDARD NUMBER	:	262563
LEVEL ON THE NQF	:	4
CREDITS	:	3
FIELD	:	Services
SUB FIELD	:	Personal Care

PURPOSE:	<p>This unit standard will enable learners to prepare themselves, their workstation and their client for salon services and to finish off those services.</p> <p>A person credited with this unit standard is able to:</p> <ul style="list-style-type: none"> • Prepare the workstation for a salon service. • Receive and consult with client. • Finish off a salon service. . .
LEARNING ASSUMED TO BE IN PLACE:	
<p>It is assumed that a learner will be competent in:</p> <ul style="list-style-type: none"> • Communication at NQF Level 2. • Identify disorders of the skin and hair at NQF Level 3. 	

PREPARE THE WORKSTATION FOR A SALON SERVICE.

1. A client is gowned and protected in accordance with industry standards.
2. The workstation is prepared in line with the required service.
3. The workstation is cleaned and sanitised in accordance with industry standard hygiene levels.
4. Types of products to be used in the service are explained in accordance with manufacturer's instructions.

Activity	Questions Description	Mark	SO
1	What do you understand by the term cleaning	5	1

[illegible]

Activity	Questions Description	Mark	SO
2	Give and explain the general equipment	4	1

SPECIFIC OUTCOME 2.

RECEIVE AND CONSULT WITH CLIENT.

ASSESSMENT CRITERIA	
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1. Client is received according to organisational procedures.
2. The client is gowned and protected in accordance with industry standards.
3. Consultation with client is performed to achieve agreement on desired service outcome.
4. The client's specific treatment area is analysed for factors that influence selection of appropriate products and processes.
5. Client information is recorded in accordance with organisational requirements.

Activity	Questions Description	Mark	SO
3	Why gowning is necessary as protection		2

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[illegible]

SPECIFIC OUTCOME 3

FINISH OFF SALON SERVICE.

ASSESSMENT CRITERIA

1. The result of the service is checked with the client and the client's satisfaction secured according to salon procedures.
2. After-care products appropriate to the service provided are explained to the client in terms of their purpose, advantages and application.
3. After-care products appropriate to the service provided and to the client are selected and applied according to manufacturer's instructions.
4. Home-care advice appropriate to the service provided is provided to the client in accordance with organisational requirements.
5. Retail products appropriate to the service provided and to the client are promoted in accordance with organisational requirements.
6. A follow-up appointment is solicited appropriately for the service provided and in accordance with organisational requirements.
7. The client is cleaned off and protective clothing removed in accordance with organisational requirements.
8. The workstation is cleared in accordance with organisational requirements.

Activity	Questions Description	Mark	SO
6	What are hair tonics used for	5	3

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SELF-ASSESSMENT

The learner must make use of the following self-evaluation checklist to rate himself against the learning outcomes of this particular training module in establishing the level of mastery of the information.

1. Not able to comply
2. Reasonable compliance (Not acceptable for final evaluation)
3. Able to comply fully

LEARNING OUTCOMES		1	2	3
1				
2				
3				
4				

Learner Signature

Date

Facilitators' Signature

Date

ASSESSMENT FEEDBACK REPORT

FACILITATOR FEEDBACK & REMARKS

ASSESSMENT JUDGEMENT

Learner's Total Mark:

Requirements met ☐

Requirements not met ☐

Action/s required:

By when:

LEARNER FEEDBACK & COMMENTS

DECLARATION BY THE FACILITATOR

I (Facilitator) hereby certify that I have examined the learner workbook and I am satisfied with the evidence provided by the learner.

DECLARATION BY LEARNER			
<p>I,declare that I am satisfied that the feedback given to me by the Facilitator was relevant, sufficient and done in a constructive manner. I accept the assessment judgment and have no further questions relating to this particular assessment event.</p>			
Learner	Date	Facilitator	Date

DECLARATION BY THE ASSESSOR			
<p>I (Assessor) hereby certify that I have examined the learner workbook and I am satisfied with the Facilitator Judgment of this assessment.</p>			
Assessor	Date	Moderator	Date