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| ***FURTHER EDUCATION AND TRAINING CERTIFICATE: HAIRDRESSING***  ***ID 65729 LEVEL 4– CREDITS 140*** |
| ***LEARNER WORKBOOK***  ***SAQA : 262500***  ***RESEARCH AND PLAN FOR THE EQUIPPING OF A SALON*** |

***Learner Information:***

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| --- | --- |
| ***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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**Key to Icons**

The following icons may be used in this Learner Guide to indicate specific functions:

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| **http://www.duluth.lib.mn.us/Images/BookStack.gif**  **Books** | **This icon means that other books are available for further information on a particular topic/subject.** |
| http://www.rpsrelocation.com/_borders/checklist.jpg  **References** | **This icon refers to any examples, handouts, checklists, etc…** |
| http://www.school-portal.co.uk/GroupDownloadAttachment.asp?GroupId=21353&AttachmentID=1300079**Important** | **This icon represents important information related to a specific topic or section of the guide.** |
| **http://cloud.graphicleftovers.com/11976/item34004/Cartoon-exercise-book.jpgActivities** | **This icon helps you to be prepared for the learning to follow or assist you to demonstrate understanding of module content. Shows transference of knowledge and skill.** |
| http://3.bp.blogspot.com/_0EodaYtqevU/TMun5XOj03I/AAAAAAAAAIU/lzrnWelQjgc/s1600/group-discussion.jpg**Exercises** | **This icon represents any exercise to be completed on a specific topic at home by you or in a group.** |
| **http://edtech.kennesaw.edu/intech/images/rubric.gif**  **Tasks/Projects** | **An important aspect of the assessment process is proof of competence. This can be achieved by observation or a portfolio of evidence should be submitted in this regard.** |
| **http://tell.fll.purdue.edu/JapanProj/FLClipart/Adjectives/busy.gifWorkplace Activities** | **An important aspect of learning is through workplace experience. Activities with this icon can only be completed once a learner is in the workplace** |
| http://blog.mindjet.com/wp-content/uploads/2010/01/helpful_tips_image.jpg**Tips** | **This icon indicates practical tips you can adopt in the future.** |
| http://school.discoveryeducation.com/clipart/images/read.gif**Notes** | **This icon represents important notes you must remember as part of the learning process.** |

***OVERVIEW***

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| ***About the Learner Workbook*** | *This Learner Exercise Workbook has been designed and developed to evaluate learners’ level of understanding of the* **RESEARCH AND PLAN FOR THE EQUIPPING OF A SALON** *module.*  *It forms part of a series of Learner Workbooks that have been developed for* ***FURTHER EDUCATION AND TRAINING CERTIFICATE: HAIRDRESSING ID 65729 LEVEL 4– CREDITS 140*** | | |
| ***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*** |
| ***262500*** | ***RESEARCH AND PLAN FOR THE EQUIPPING OF A SALON*** | ***4*** | ***6*** |
| ***Context*** | *This assessment represents the Formative Assessment component of the* ***RESEARCH AND PLAN FOR THE EQUIPPING OF A SALON****, for the* ***FURTHER EDUCATION AND TRAINING CERTIFICATE: HAIRDRESSING ID 65729 LEVEL 4– CREDITS 140*** *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:*   * *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:*   * *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:*   * *Pen and Pencil;* * *Ruler; and* * *Exam Pad – for additional paper.* | | |

# ***GENERAL INFORMATION***

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| ***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***

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| --- | --- | --- | --- |
| ***DESCRIPTION*** | ***YES*** | ***NO*** | ***COMMENTS/CONTINGENCY*** |
| *This assessment is a formative assessment and it is based on the outlined unit standard/s for the* ***Maintain and adapt oral/signed communication*** *module.* |  |  |  |
| *Your assessment evidence for* ***Maintain and adapt oral/signed communication*** *module 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* ***Maintain and adapt oral/signed communication*** *module (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.* |  |  |  |

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| ***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:*** |
|  |  |  |  |

**Research and plan for the equipping of a salon**

***Learning Unit1***

**UNIT STANDARD NUMBER :** 262500

**LEVEL ON THE NQF :** 4

**CREDITS :** 6

**FIELD :** Services

**SUB FIELD :** Personal Care

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| ***PURPOSE:*** | *The person credited with this unit standard is able to plan, research and implement all criteria to enable them to equip a salon.  The qualifying learner is able to:*  * Plan the layout of a salon.*  * Plan for a safe working environment.*  * Budget for equipment and products in a salon.*  * Plan for branding in a salon.* |
| ***LEARNING ASSUMED TO BE IN PLACE:*** | |
| *It is assumed that a learner will be competent in:*  * Communication at NQF Level 3.*  * Marketing retail products and services in the hairdressing industry NQF Level 2.*  * Maintaining sanitation in a hairdressing salon NQF Level 3.*  * Employment in the Client Care sector NQF Level 2.* | |

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| **SESSION 1.**  **Plan the layout of the salon.** |
| **Learning Outcomes** |
| * The area required to perform the desired services is calculated in accordance with legal and organisational requirements. * Accessibility is planned that takes future clients' cultural and disability factors into consideration. * Restriction on the trade are evaluated in terms of municipal by-laws. * Rental contracts are evaluated in terms of their advantages and possible pitfalls. |

***Answer the following question in the space provided below.***

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| ***Question*** | ***Question Description*** | ***Mark*** |
| ***1*** | *Explain any 2 requirements for starting a hair salon business* |  |

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*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| ***Question*** | ***Question Description*** | ***Mark*** |
| ***2*** | *What are the effects of lights when designing your space* |  |

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| **SESSION 2.**   |  | | --- | | **Plan for a safe working environment.** | |
| **Learning Outcomes** |
| * The requirements for natural ventilation are explained in terms of the layout of the salon and legislation. * The salon and products to be used are evaluated in terms of their potential hazards and the impact this has on the layout. * An optimal lighting plan for the salon is designed to prevent work related injuries and provide a pleasing atmosphere. |

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| ***Question*** | ***Question Description*** | ***Mark*** |
| ***3*** | *Describe the importance of ventilation in the following*  **Chemicals**  **Hair**  **Sinks** | ***5*** |

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| ***Question*** | ***Question Description*** | ***Mark*** |
| ***4*** | *Give any 5 examples of salon products containing hazardous substances* |  |

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| ***Question*** | ***Question Description*** | ***Mark*** |
| ***5*** | *Give a brief explanation on ways to become an eco-friendly salon* |  |

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| **SESSION 3.**  **Plan for equipment and products.** |
| **Learning Outcomes** |
| * Colour scheme and layout for a basic salon are planned to meet the characteristics and style of the business. * A budget for all the necessary equipment to start up a salon is researched and formulated in terms of the services to be provided. * A budget for all the necessary products to start up a salon is researched and formulated in terms of the expected stock flow. * A budget for all the necessary retail products to start up a salon is researched and formulated in terms of the projected fashion trends and proven product demands. |

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| ***Question*** | ***Question Description*** | ***Mark*** |
| ***6*** | *Why is the design of a salon so important* |  |

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| **SESSION 4.**   |  | | --- | | **Research and plan for branding.** | |
| **Learning Outcomes** |
| * A salon brand is formulated that provides optimum impact on the target market. * Quotations for printing and display requirements are acquired and compared for compliance to actual requirements. * Ideas for street advertising are investigated in accordance with marketing protocols. * Costs and logistics of connecting a telephone and answering service for a business are evaluated in accordance with standard practices. * The time, cost and procedures involved in connecting water and electricity are identified in accordance with local governing structures. |

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| ***Question*** | ***Question Description*** | ***Mark*** |
| ***7*** | *Explain 2 examples of the marketing strategy* |  |

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| ***Question*** | ***Question Description*** | ***Mark*** |
| ***8*** | *As a salon owner , why would you provide beverage service* |  |

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