

FURTHER EDUCATION AND TRAINING CERTIFICATE:

HAIRDRESSING:

SAQA ID 65729 -LEVEL 4- 140 CREDITS

LEARNER WORK BOOK

Saqa 262501

PERFORM A HAIR PERMING SERVICE

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. It forms part of a series of Learner Workbooks that have been developed for Saqa 262501 PERFORM A HAIR PERMING SERVICE		
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
	Saqa 262501 PERFORM A HAIR PERMING SERVICE		
Context	This assessment represents the Formative Assessment component of Function in a business environment, for the 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	<p>Learners will be required to:</p> <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	<p>Learners are required to have the following equipment in order to complete this workbook:</p> <ul style="list-style-type: none"> • Pen and Pencil; • Ruler; and • Exam Pad – for additional paper.

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 module.			
Your assessment evidence for 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 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.			

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:
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Perform a hair perming service

Learning Unit 1

UNIT STANDARD NUMBER : 262501
LEVEL ON THE NQF : 4
CREDITS : 12
FIELD : service
SUB FIELD : Personal Care

PURPOSE:

- The person credited with this unit standard will be able to provide a complete hair perming service. This will include the preparation of both the workstation and client for the hair perming service. They will be able to investigate and examine the hair in preparation of the permanent waving and choose the correct tools, equipment and products suitable for the client's hair and to carry out the full hair perming procedure for best results. The learner will also be able to conduct a full after sale service for the client.
-
- The qualifying learner is capable of:
- Analysing the hair and scalp and selecting appropriate tools, equipment and products.
- Preparing hair for perming service.
- Perm hair.
- Rinsing and finishing off hair.
- Discussing, explaining and applying the use of aftercare products and services.

LEARNING ASSUMED TO BE IN PLACE:

It is assumed that a learner will be competent in:

Communication at NQF Level 3.

Mathematical Literacy at NQF Level 3.

Shampoo, condition and treat hair and scalp at Level 2.

SPECIFIC OUTCOME 1.

Prepare hair for the perming service.

Learning Outcomes	
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- The methods and techniques for performing a perming service are explained in accordance with industry best practices.
- The hair is shampooed according to manufacturer instructions prior to the perming service.
- A barrier cream is applied to exposed skin according to manufacturer instructions.
- Porosity equalizer is applied to affected areas according to manufacturer instructions.

- | Activity | Questions Description | Mark |
|----------|--|------|
| 1 | In groups demonstrate understanding of how you would prepare hair for the perming service. | 10 |

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

[illegible]

SPECIFIC OUTCOME 2.

Perm hair.

Learning Outcomes	
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- The chosen methods and techniques for the perming service are performed according to industry standards and the eyes, ears and neck are protected using suitable barrier products.
- The hair is sectioned according to rod width and diameter.
- The end papers are applied in accordance with the planned perm style.
- The hair is evenly distributed across the rod, correct tension is applied and the perming rods are secured according to salon procedures.
- The permanent wave product is applied to every rod in a controlled manner.
- The curl development is monitored and timed, and a test curl is taken according to manufacturer's instructions.
- The hair is parted and sub-sectioned according to perming service requirements.

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- The hair is evenly distributed across the rod, correct tension is applied and the perming rods are secured according to salon procedures.
- The permanent wave product is applied to every rod in a controlled manner.
- The curl development is monitored and timed, and a test curl is taken according to manufacturer's instructions.
- The hair is parted and sub-sectioned according to perming service requirements.

Activity	Questions Description	Mark
2	Identify Factors influencing the perm service	5

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

[illegible]

SPECIFIC OUTCOME 3.

Rinse and finish off a perm service.

Learning Outcomes	
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- The hair is rinsed in accordance with workplace requirements to remove perming lotion.
- The neutraliser is applied, monitored and rinsed according to manufacturer instructions.
- The perm rods are removed according to salon procedures and manufacturer instructions.
- Hair is rinsed and the appropriate product is applied to finish off the perming procedure.

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- The neutraliser is applied, monitored and rinsed according to manufacturer instructions.
- The perm rods are removed according to salon procedures and manufacturer instructions.
- Hair is rinsed and the appropriate product is applied to finish off the perming procedure.

Activity	Questions Description	Mark
3	Explain Why rinse thoroughly after perm service?	5

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and some minor discoloration or shadows, suggesting it's a physical document. The edges of the paper are slightly irregular.

[illegible]

SPECIFIC OUTCOME 4.

Discuss, explain and apply the use of after care products and services.

Learning Outcomes

- The aftercare products for the hair perming service provided are identified according to the type of perm and hair type.
- The after care product is applied according to manufacturer's instructions and client requirements.
- The client is advised of homecare treatment and products to maintain the hair perming service.
- Potential sales opportunities are identified and capitalised on throughout the hair perming service.
- A follow up appointment is secured and the client record card is completed according to requirements.

Activity	Questions Description	Mark
4	Discuss, explain and apply the use of after care products and services.	10

[illegible]

[illegible]

[illegible]

ATTITUDES AND ATTRIBUTES ASSESSMENT TOOL/CRITICAL CROSS-FIELD OUTCOMES (CCFO)

Unit standard Title					
Learner's Name		ID		NLRD No	
Assessor's Name		Co			

- Use this rating scale to judge the learner's **CCFO** competence according to the unit standard.
- The learner's entire performance and all the stages of learning, as well as all gathered evidence must be considered for this section.
- It is advised that the assessor consult with facilitators, mentors, coaches and supervisors in order to ensure that an objective rating is allocated.
- A rating between 1 and 5 should be given, as follows:

Rating	Description
1	No evidence can be found
2	The evidence found is weak and this is still a major development area for the
3	The evidence found meets the average expectation for a learner on this level
4	The evidence found is of a high quality and exceeds the average standard
5	The evidence found is outstanding and the learner attitudes and traits are very well developed

- Learner must be given constructive feedback on each rating.
- Ensure that you apply the exact same methodology for each learner in order to ensure that VACS principles are adhered to.
- The benchmark for learner competence in this tool is **3:5 in EVERY CCFO**.

At the end of this step, an assessment feedback form is provided which must be completed and signed by the assessor, learner and moderator, where applicable.

Attitudes and Attributes Assessment Tool	
Use the rating table ABOVE in this assessment:	
CCFO Criteria	Rating
Identifying – The learner can identify problems and deficiencies correctly.	
Working in a Team – The learner is able to work well as member of a team.	
Organising – The learner works in an organised and systematic way whilst performing all tasks and tests.	
Collecting – The learner is able to collect the correct and appropriate information and samples as per the instructions and procedures that he or she was taught.	
Communicating – The learner is able to communicate his or her knowledge orally and in writing, in a way that shows what knowledge he or she has gained.	
Science – The learner bases tasks and answers on scientific knowledge learnt in the module.	
Demonstrating – The learner is able to show and perform the tasks required correctly.	
Contributing – The learner is able to link the knowledge, skills and attitudes that he or she has acquired in this module of learning to specific duties in their job or in the community where he or she lives.	

ASSESSMENT FEEDBACK REPORT

FEEDBACK & REMARKS

ASSESSMENT JUDGEMENT		
Learner's Total Mark:	Requirements met <input type="checkbox"/>	Requirements not met <input type="checkbox"/>
Action/s required:		
By when:		

LEARNER FEEDBACK & COMMENTS

DECLARATION BY LEARNER			
I,declare that I am satisfied that the feedback given to me by the ASSESSOR 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.			
Learner	Date	Facilitator	Date

DECLARATION BY THE ASSESSOR	
I (Assessor) hereby certify that I have examined the learner assessment instrument and I am satisfied with the Judgment of this assessment.	

Assessor	Date	Moderator	Date
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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				
5				
6				
7				

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

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.

Learner	Date	Facilitator	Date

DECLARATION BY THE ASSESSOR

I (Assessor) hereby certify that I have examined the learner workbook and I am satisfied with the Facilitator Judgment of this assessment.

Assessor	Date	Moderator	Date