

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:

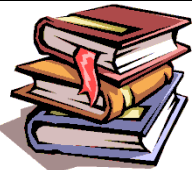






| Details | Please Complete this Section |
|---------------------|-------------------------------------|
| Name & Surname: | |
| Organisation: | K & R HAIR ARTISTRY INSTITUTE |
| Unit/Dept: | HAIRDRESSING |
| Facilitator Name: | TSM DEODUTT |
| Date Started: | |
| Date of Completion: | |

Copyright

All rights reserved. The copyright of this document, its previous editions and any annexures thereto, is protected and expressly reserved. No part of this document may be reproduced, stored in a retrievable system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior permission.

Key to Icons

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

| | |
|--|--|
|  Books | This icon means that other books are available for further information on a particular topic/subject. |
|  References | This icon refers to any examples, handouts, checklists, etc... |
|  Important | This icon represents important information related to a specific topic or section of the guide. |
|  Activities | 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. |
|  Exercises | This icon represents any exercise to be completed on a specific topic at home by you or in a group. |
|  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. |
|  Workplace 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 |



Tips

This icon indicates practical tips you can adopt in the future.



Notes

This icon represents important notes you must remember as part of the learning process.

OVERVIEW

| About the Learner Workbook | <p>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.</p> <p>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</p> | | |
|-------------------------------------|--|----------|----------|
| Purpose | <p>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:</p> | | |
| US No | US Title | Level | Credits |
| 262500 | RESEARCH AND PLAN FOR THE EQUIPPING OF A SALON | 4 | 6 |
| Context | <p>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.</p> | | |
| Resources | <p>The following are resources needed for this assessment:</p> <ol style="list-style-type: none"> 1. Learner Guide; and 2. Assessment Preparation. | | |
| Instructions to Facilitators | <p>Facilitators will be required to:</p> <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 | | |

| | |
|------------------------|--|
| | <i>clearly referred to;</i> |
| Assessment Time | <i>Learners are required to complete this assessment within the allocated time frame of.... hours.</i> |
| Total Mark | <i>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.</i> |
| Equipment | <p><i>Learners are required to have the following equipment in order to complete this workbook:</i></p> <ul style="list-style-type: none"> <i>• Pen and Pencil;</i> <i>• Ruler; and</i> <i>• Exam Pad – for additional paper.</i> |

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 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. | | | |

| |
|-------------------------------|
| 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 Unit 1

| | | |
|----------------------|---|---------------|
| UNIT STANDARD NUMBER | : | 262500 |
| LEVEL ON THE NQF | : | 4 |
| CREDITS | : | 6 |
| FIELD | : | Services |
| SUB FIELD | : | Personal Care |

| | |
|---|---|
| PURPOSE: | <p><i>The person credited with this unit standard is able to plan, research and implement all criteria to enable them to equip a salon.</i></p> <p><i>The qualifying learner is able to:</i></p> <ul style="list-style-type: none"><input type="checkbox"/> <i>Plan the layout of a salon.</i><input type="checkbox"/> <i>Plan for a safe working environment.</i><input type="checkbox"/> <i>Budget for equipment and products in a salon.</i><input type="checkbox"/> <i>Plan for branding in a salon.</i> |
| LEARNING ASSUMED TO BE IN PLACE: | |
| <p><i>It is assumed that a learner will be competent in:</i></p> <ul style="list-style-type: none"><input type="checkbox"/> <i>Communication at NQF Level 3.</i><input type="checkbox"/> <i>Marketing retail products and services in the hairdressing industry NQF Level 2.</i><input type="checkbox"/> <i>Maintaining sanitation in a hairdressing salon NQF Level 3.</i><input type="checkbox"/> <i>Employment in the Client Care sector NQF Level 2.</i> | |

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.

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

[illegible]

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.
-

| Question | Question Description | Mark |
|----------|---|------|
| 3 | <i>Describe the importance of ventilation in the following</i> Chemicals Hair Sinks | 5 |

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

15 | Page

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.
-

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

| |
|--|
| <p>SESSION 4.</p> <p>Research and plan for branding.</p> |
|--|

| 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.

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

This image shows a blank sheet of white paper with horizontal blue 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.
