
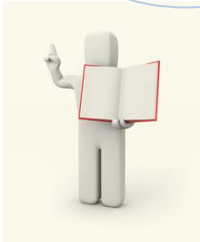




**National Certificate Hairdressing - 65750 - Level
2**

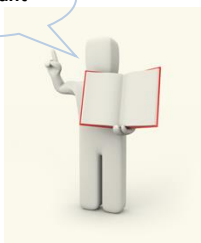
WORKPLACE LOG BOOK

Learning Material for Learners

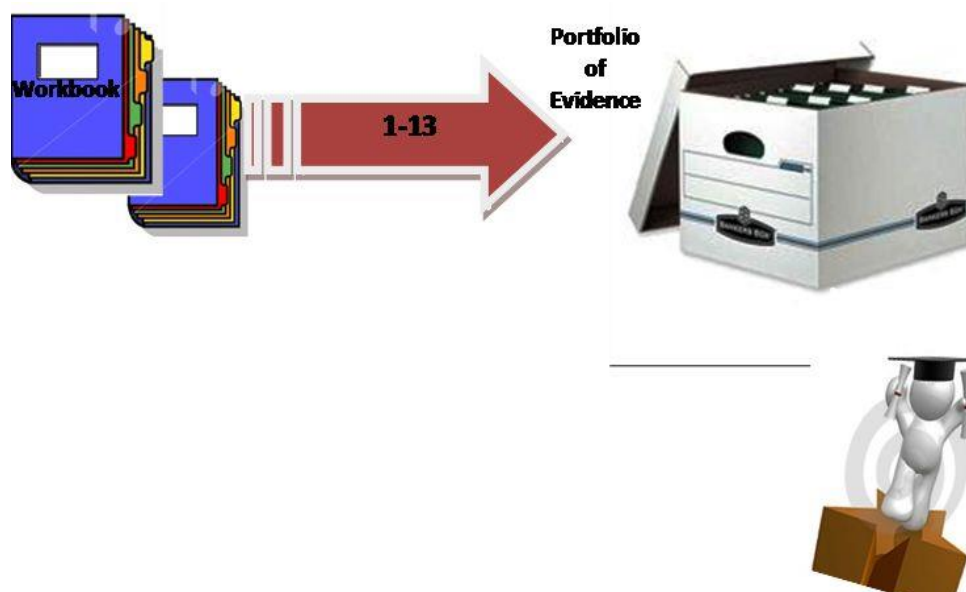
<p>Learner Guide</p>	<p>This is the learner's textbook and reference material, which provides the learner with all the information he or she will require to meet the exit level outcomes.</p>
	<p>The Workbook and Workplace Guide supports the Learner Guide and assists the learner in applying what was learnt.</p> <p>This is done through a variety of “Activities” that the learner is required to complete.</p> <p>The learner will find four different categories of activities:</p> <ul style="list-style-type: none">❑ Classroom Activities❑ Knowledge Activities❑ Skills Application Activities❑ Activities to collect Natural Occurring Evidence <p>The completed activities will provide evidence of the learner's understanding; will confirm the learner's knowledge and the learner's ability to apply the information, as well as showing the learner's ability to apply the skills acquired in the workplace.</p> <p>Important</p>  <p>It is therefore important that the learner complete all the activities in the workbook and workplace guide.</p> <p>Once the learner has completed all the activities, it is submitted to the Training Provider for assessment by a registered Assessor.</p> <p>The learner will receive detailed reports from the Assessor and will have an opportunity to revise activities and resubmit it for assessment.</p> <p>Reports</p>

	<p>All the reports that will be used by the facilitator, assessor and moderator to evaluate and assess the learner are included in the workbook and workplace guide.</p>
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Important



Keep the learner's completed Workbook and Workplace Guide in safe and secure environment. All the completed workbooks for each skills programme together provides the evidence for the learner to obtain the qualification.



LOGBOOK

This log book has been included to record all time spent on the report and assignment as well as other activities related to this QUALIFICATION. Time spent completing an activity should be signed off by a supervisor, mentor or witness where possible.

Learner Name:		ACTIVITY NUMBER
Course Name	National Certificate Hairdressing - 65750 - Level 2	
Unit Standard Name	262629 -Perform hair styling techniques	1
Unit Standard Name	262628 -Pincurl and Fingerwave hair	2
Unit Standard Name	262644 -Shampoo, condition and treat scalp and hair	3
Unit Standard Name	114782 -Demonstrate, monitor and manage department and the importance of image in the workplace	4
Unit Standard Name	262627 -Explain employment in a specific occupation	5
Unit Standard Name	262565 -Identify disorders of the skin and hair	6
Unit Standard Name	262664 -Maintain sanitation in a salon environment	7
Unit Standard Name	262626 -Market retail products and services in the salon environment	8
Unit Standard Name	262563 -Prepare for and finish off salon services	9
Unit Standard Name	262625 -Provide reception and administrative services	10
Unit Standard Name	15091 -Plan to manage one`s time	11
Unit Standard Name	114912 -Maintain a safe and secure wholesale and retail environment	12

Unit Standard Name	116945 -Use electronic mail to send and receive messages	13
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Activity	Start Date	End Date	Total No of Hours	Sign Off by Supervisor / Manager / Mentor / Witness		
				Name & Surname	Relationship to Learner	Signature
1. Perform hair styling techniques						
2. Pincurl and Fingerwave hair						
3. Shampoo, condition and treat scalp and hair						
4. Demonstrate, monitor and manage department and the importance of image in the workplace						
5. Explain employment in a specific occupation						
6. Identify disorders of the skin and hair						
7. Maintain sanitation in a salon environment						
8. Market retail products and services in the salon environment						
9. Prepare for and finish off salon services						
10. Provide reception and administrative services						
11. Plan to manage one`s time						
12. Maintain a safe and secure						

wholesale and retail environment						
13. Perform hair styling techniques						

FEEDBACK SECTION

Comments from Learner:

JUDGEMENT REPORT

Meet the requirements:	<input type="checkbox"/>
Requires additional evidence:	<input type="checkbox"/>
Can continue to the next assessment:	<input type="checkbox"/>

Do not meet the requirements:	<input type="checkbox"/>
Requires another assessment:	<input type="checkbox"/>
Requires another assessment by another assessment:	<input type="checkbox"/>

Action required:	By when:
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Assessor's feedback remarks

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 instrument.

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Learner Name & Signature Date	Assessor Name & Signature Date	Moderator Name & Signature Date
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Learner Name:		ACTIVITY NUMBER
Course Name	National Certificate Hairdressing - 65750 - Level 2	
Unit Standard Name	119463 Access and use information from texts	ATTITUDES AND ATTRIBUTES ASSESSMENT TOOL
Unit Standard Name	9009 Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	
Unit Standard Name	7480 Demonstrate understanding of rational and irrational numbers and number systems	
Unit Standard Name	9008 Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	
Unit Standard Name	119454 Maintain and adapt oral/signed communication	
Unit Standard Name	8967 Use language and communication in occupational learning programmes	
Unit Standard Name	7469 Use mathematics to investigate and monitor the financial aspects of personal and community life	
Unit Standard Name	9007 Work with a range of patterns and functions and solve problems	
Unit Standard Name	119456 Write/present for a defined context	
Unit Standard Name	119463 Access and use information from texts	

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

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 learner
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 expected
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




SUPERVISOR COMMENTS :
REMEDIAL / IMPROVEMENT AREAS

SUPERVISOR SIGNATURE

ASSESSOR SIGNATURE

LEARNER SIGNATURE

Natural Occurring Evidence

USID	SO/AC	Type of Activity	What to do	Reference to Evidence Requirements
		 <p>Research Information</p>	Collect evidence	
		 <p>Research Information</p>	Collect a sample	
		 <p>Research Information</p>	Collect a sample.	