MCAST

MQF/EQF Level 4

CS4-A5-21

Advanced Diploma in Hairdressing

Course Specification

Course Description

This programme of studies provides greater insight on advanced hairdressing techniques and better understanding of the requirements when working as a salon owner/manager. This course is aimed at learners who have obtained certification in the basic skills of hairdressing and want to proceed to more advanced techniques ranging from consulting to colouring, advanced cutting and styling. This course equips learners with the knowledge and skills to provide a holistic hair service to clients. Learners are given ample opportunity to practice through hands-on practical sessions and professional salon experience. As part of the course, the learners are expected to practice hairdressing services within the in-house salon at the Institute of Community Services. The course also equips learners with competences required to manage a professional hairdressing salon including knowledge in areas such as human resources management, legislative measures, basic accounting and marketing concepts. The MCAST Advanced Diploma in Hairdressing also covers men's haircutting and barbering. Learners are required to purchase the necessary hairdressing accessories at the beginning of the academic year.

Programme Learning Outcomes

At the end of the programme the learner will be able to:

1. *Perform in depth hairdressing consultation services;*
2. *Apply different hair colouring and lightening techniques;*
3. *Cut, style and dress hair creatively;*
4. *Manage a hair salon safely and efficiently.*

Entry Requirements

MCAST Diploma in Hairdressing (Women)

OR

City and Guilds (UK) Hairdressing - Level 2

Key Information

Awarding Body – MCAST

Accreditation Status – Accredited via MCAST's Self Accreditation Process (MCAST holds Self-Accrediting Status as per 1st schedule of Legal Notice 296/2012)

Type of Programme: Qualification

MQF Level	Examples of Qualifications	'Qualification' Minimum Credits Required	'Award' Credits Required
Level 8	Doctoral Degree Third Cycle Bologna Process	NA	NA
Level 7	Masters Second Cycle Bologna Process	90-120	Less than 30
	Post-Graduate Diploma	60	
	Post-Graduate Certificate	30	
Level 6	Bachelor[23]/Bachelor (Hons.)[24] First Cycle Bologna Process	180-240	Less than 180
Level 5	Short Cycle Qualification	120	Less than 60
	Undergraduate Higher Diploma	90	
	Undergraduate Diploma	60	
	Undergraduate Certificate	30	
	VET Level 5 Programme[25]	60-120	
Level 4	Pre-Tertiary Certificate	30	Less than 120
	VET Level 4 Programme[26]	120	
	MATSEC Certificate	NA	
Level 3	VET Level 3 Programme[27]	60	Less than 60
	General and Subject Certificate	NA	
Level 2	VET Level 2 Programme[28]	60	Less than 60
	General and Subject Certificate	NA	
Level 1	VET Level 1 Programme[29]	40	Less than 40
	General and Subject Certificate	NA	
Introductory Level A	Preparatory Programme	30	Less than 30
Introductory Level B	Pre-entry Basic Skills Course	30	Less than 30

Table 1: Minimum number of credits for 'Qualifications' and parameters for 'Awards'

Fig.1: p56, Ministry for Education and Employment & National Commission for Further and Higher Education Malta (2016). *Referencing Report, 4th Edition*. NCFHE.

Total number of Hours: 3000 hours

Mode of attendance: Fully Face-to-Face Learning

Duration: 2 Years

Target audience for MCAST full-time courses is 16 to 65+

The official language of instruction at MCAST is English. All notes and textbooks are in English (except for language courses, which will be in the respective language being instructed). International candidates will be requested to meet English language certification requirements for access to the course.

This course will be offered at

MCAST has four campuses as follows:

MCAST Main Campus
Triq Kordin, Paola, Malta

All courses except for the Institute for the Creative Arts, Centre of Agriculture, Aquatics and Animal Sciences are offered here.

Institute for the Creative Arts
Mosta Campus
Misraħ Għonoq Tarġa Gap,
Mosta

Institute of Applied Sciences,
Centre of Agriculture, Aquatics and Animal Sciences,
Luqa Road, Qormi

Gozo Campus
J.F. De Chambray Street
MCAST, Għajnsielem
Gozo

Teaching, Learning and Assessment

The programmes offered are vocational in nature and entail both theoretical lectures delivered in classes as well as practical elements that are delivered in laboratories, workshops, salons, simulators as the module requirements dictate.

Each module or unit entails a number of in person and/or online contact learning hours that are delivered by the lecturer or tutor directly (See also section 'Total Learning Hours).

Access to all resources is provided to all registered students. These include study resources in paper or electronic format through the Library and Resource Centre as well as tools, software, equipment and machinery that are provided by the respective institutes depending on the requirements of the course or module.

Students may however be required to provide consumable material for use during practical sessions and projects unless these are explicitly provided by the College.

All Units of study are assessed throughout the academic year through continuous assessment using a variety of assessment tools. Coursework tasks are exclusively based on the Learning Outcomes and Grading Criteria as prescribed in the course specification. The Learning Outcomes and Grading Criteria are communicated to the Student via the coursework documentation.

The method of assessment shall reflect the Level, credit points (ECTS) and the schedule of time-tabled/non-timetabled hours of learning of each study unit. A variety of assessment instruments, not solely Time Constrained Assignments/Exams, are used to gather and interpret evidence of Student competence toward pre-established grading criteria that are aligned to the learning outcomes of each unit of the programme of study.

Grading criteria are assessed through a number of tasks, each task being assigned a number of marks. The number of grading criteria is included in the respective Programme Specification.

The distribution of marks and assessment mode depends on the nature and objectives of the unit in question.

Coursework shall normally be completed during the semester in which the Unit is delivered.

Time-constrained assignments may be held between 8 am and 8 pm during the delivery period of a Unit, or at the end of the semester in which the Unit is completed. The dates are notified and published on the Institute notice boards or through other means of communication.

Certain circumstances (such as but not limited to the Covid 19 pandemic) may lead Institutes and Centres to hold teaching and assessment remotely (online) as per MCAST QA Policy and Standard for Online Teaching, Learning and Assessment (Doc 020) available via link https://www.mcast.edu.mt/college-documents/

The Programme Regulations referenced below apply. (DOC 004 available at: link https://www.mcast.edu.mt/college-documents/)

Total Learning Hours

The total learning hours required for each unit or module are determined as follows:

Credits (ECTS)	Indicative contact hours	Total Student workload (hrs)	Self-Learning and Assessment Hours
1	5 – 10 hrs	25 hrs	20-15 hrs*
2	10 – 20 hrs	50 hrs	40-30 hrs*
3	15 – 30 hrs	75 hrs	60-45 hrs*
4	20 – 40 hrs	100 hrs	80-60 hrs*
6	30 – 60 hrs	150 Hrs	120-90 hrs*
9	45 – 90 hrs	225 hrs	180-135 hrs*
12	60 – 120 hrs	300 hrs	240-180 hrs*

* The 'Self-Learning and Assessment Hours' amount to the difference between the contact hours and total student workload.

Grading system

All MCAST programmes adopt a learner centred approach through the focus on Learning Outcomes. The assessment of MCAST programmes is criterion-referenced and thus

assessors are required to assess learners' evidence against a pre-determined set of Learning Outcomes and assessment criteria.

For a student to be deemed to have successfully passed a unit, a minimum of 50% (grade D) must be achieved. In case of part time programmes, the student must achieve a minimum of 45% to successfully pass the unit.

All units are individually graded as follows:
A* (90-100)
A (80-89)
B (70-79)
C (60-69)
D (50-59)
Unsatisfactory work is graded as 'U'.

Work-based learning units are graded on a Pass/Fail basis only.

Detailed information regarding the grading system may be found in the following document: DOC 004 available at: link https://www.mcast.edu.mt/college-documents/

Intake Dates

•MCAST opens calls for application once a year between July and August of each year for prospective applicants residing in MALTA.
•Applications to full-time courses from international students not residing in MALTA are accepted between April and Mid-August.
•For exact dates re calls for applications please follow this link
https://www.mcast.edu.mt/online-applications-2/

Course Fees

MCAST course are free for Maltese and EU candidates. International candidates coming from outside the EU need to pay fees for the respective course. Course fees are set on a per-level and course duration basis. For access to course fee structure and payment methods please visit https://www.mcast.edu.mt/fee-payments-for-non-eu-candidates/.

Method of Application

Applications to full-time courses are received online via the College Management Information System. Candidates can log in using Maltese Electronic ID (eID) or European eIDAS (electronic identification and trust services) to access the system directly and create an account as the identity is verified electronically via these secure services.

Non-EU candidates need to request account creation though an online form by providing proof of identification and basic data. Once the identity is verified and the account is created the candidate may proceed with the online application according to the same instructions applicable to all other candidates.

Non-EU candidates require a study visa in order to travel to Malta and joint the course applied for. For further information re study-visa please access https://www.identitymalta.com/unit/central-visa-unit/.

For access to instructions on how to apply online please visit https://www.mcast.edu.mt/online-applications-2/

Contact details for requesting further information about future learning opportunities:

MCAST Career Guidance
Tel: 2398 7135/6
Email: career.guidance@mcast.edu.mt

Current Approved Programme Structure

Unit Code	Unit Title	ECTS	Year	Semester
CSHRD-409-2006	Client Communication and Consultation Support within the Salon	9	1	Yearly
CSHRD-406-2007	Health, Safety and Security in the Hair Salon	6	1	Yearly
CSHRD-409-2008	Styling and Dressing Hair	9	1	Yearly
CSHRD-409-2009	Advanced Colouring Techniques and Correction	9	1	Yearly
CSHRD-406-2010	Upstyles	6	1	Yearly
CSHRD-403-2011	Human Resources Management for the Hair Salon	3	1	Yearly
CSHRD-406-2012	Salon Placement 1	6	1	Yearly
CDKSK-404-1915	Employability and Entrepreneurial Skills	4	1	Yearly
CDKSK-402-2104	Community Social Responsibility	2	1	Yearly
CDKSK-406-2001	English	6	1	Yearly
CSHRD-406-2013	Advanced Cutting Women's Hair	6	2	Yearly
CSHRD-406-2014	Design Principles	6	2	Yearly
CSHRD-406-2015	Basic Accounting & Marketing Principles for Hairdressing Salons	6	2	Yearly
CSHRD-406-2016	Perming and Straightening	6	2	Yearly
CSHRD-406-2017	Advanced Cutting Men's Hair and Barbering	6	2	Yearly
CSHRD-406-2018	Hair Treatments and Head Massage	6	2	Yearly
CSHRD-406-2019	Salon Management and Marketing	6	2	Yearly
CSHRD-406-2020	Salon Placement 2	6	2	Yearly
CDKSK-406-2002	Individual and Social Responsibility	6	2	Yearly
CSHRD-406-2021	Cultural Expression	6	2	Yearly
Total ECTS		**120**	**/**	**/**

CSHRD-409-2006: Client Communication and Consultation Support within the Salon

Unit Level (MQF/EQF): 4

Credits: 9

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 225

Unit Description

This Unit aims to provide learners with knowledge and skills needs to professionally perform client consultations on a range of different hairdressing services and products.

The learner will gain excellent communication skills and ethical behaviour which will be required in certain situations. At this level the learner will progress to a higher level in the salon; they will be able to supervise a junior stylist. The learner will gain enough knowledge to be able to support their colleagues with analysis problems reported during consultations. The learner will obtain a sound understanding of skin, hair and scalp disorders, including which conditions should be referred to other specialist. The learner will be able to perform various tests that can be conducted for different services. This unit will also help learners to understand the structure of the hair which will lead to a professional consultation which is done prior to every treatment in hairdressing. The learner will be able to develop a range of appropriate consultation techniques, which is important to instil confidence in the client and maintain goodwill, trust and confidentiality.

Furthermore, the knowledge and skills gained in this unit will allow learners to promote different kinds of tailored products and services directly affecting the progress of the sale by choosing methods of communication with clients in order to give accurate and relevant information.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Develop excellent communication skills and appropriate ethical behaviour.*
2. *Recognise various hair and skin types and different layers and skin.*
3. *Analyse problems reported by colleagues including those conditions which should be referred to other specialists.*
4. *Provide recommendations based on client requirements.*

CSHRD-406-2007: Health, Safety and Security in the Hair Salon

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit aims to enable learners to gain an understanding of the health, safety and security of individuals, including the necessary skills in a hairdressing context. Health, safety and security are a priority in hairdressing and this unit gives learners an understanding of key principles that underpin work in the sector. On completing the unit, learners will understand how to minimise risks to all individuals, clients, employees, suppliers in the salon. This unit requires an understanding of the language used in the context of health, safety and security. Hairdressing salons are complex workplaces as different hair services are delivered simultaneously. At the end of the unit, learners should be able to foresee potential hazards and know how to make appropriate recommendations to mitigate the risks, in the context of relevant legal and local policy requirements.

This unit is theory based and designed to allow learners to gain an understanding and the necessary skills needed so that health, safety and security monitors and maintains a healthy, safe and secure environment in the salon. Learners will be provided with the opportunity to research various aspects of health, safety and security and share their own experience in class discussions. As a result, through research and experience, the learners will be able to generate solutions and ideas that connect with their sector and the day to day running of the hair salon.

Today, managers have much to do if they want their hair salon to progress and remain safe. Thus, learners will investigate potential hazards, generate, and research safe practices to maintain health and safety that is much needed in a dynamic hair salon. Within this unit, learners will be covering relevant Health and Safety legislation including legislation pertaining to the Data Protection Act and the General Data Protection Regulation, carry out a risk assessment, produce an accident report and investigate such a report, research and investigate security procedures to minimise

security breaches. Moreover, learners will understand the importance of undergoing a first aid course and having the necessary emergencies procedures in place. This unit will be valuable to all those working in the hair sector who wish to work at management level or run their own business.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Recognise legislation with regards to health and safety and security for managing a hair salon.*
2. *Maintain health and safety in the salon by periodically implementing risk assessments.*
3. *Ensure accident recording, reporting and investigation at the salon.*
4. *Maintain security in the salon.*

CSHRD-409-2008: Styling and Dressing Hair

Unit Level (MQF/EQF): 4

Credits: 9

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 225

Unit Description

The style and dress hair unit is both practical and theory based. The unit will teach learners how to use the manual skills required to style and dress hair. These outcomes include a variety of fashionable looks, for multiple occasions such as fashion shows, photo shoots, bridal occasions, and special occasions or even everyday use. Depending on the required outcome, learners will implement a combination of setting, styling, and finishing methods. Learners will also learn how to create a variation of styling techniques on one model or mannequin head.

Learners will become familiar using different tools and equipment. The selection of different styling and finishing products will also be covered. The benefits of temporarily adding clip on hair extensions to produce the different effects will be covered. These are widely available, economical, and also enhance the desired style. The inclusion of plaits and weaving hair techniques to achieve different looks will be taught. Understanding the science of styling and dressing hair will also be critical component of this unit.

This unit will help the learner to communicate in an effective, professional manner to be able to work as a contributing team member. The ability to provide aftercare advice, promote products and services to enhance the clients' hair will also be covered. On completion of this unit learners will also be able to evaluate the finished hair design and motivate themselves for further learning develop and awareness of creative images therefor gain more confidence within their trade.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Maintain effective and safe methods when preparing for styling service.*
2. *Proved suitable styling services.*
3. *Use different techniques to style and dress hair creatively.*
4. *Provide suitable after care advice, including the promotion and selling of hair products and services of clients.*

CSHRD-409-2009: Advanced Colouring Techniques and Correction

Unit Level (MQF/EQF): 4

Credits: 9

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 225

Unit Description

The purpose of this unit is to review the principle, practices and theory of hair colouring. Learners will be able to ensure safety and accuracy of the products used for a colouring service. Apart from this learners will also be able to do a thorough consultation which can guide them through the choice of colour.

When it comes to colour, it is the most interesting and creative area in hairdressing. Hair colour can create a variety of looks by using different principles of design. Colour is not just a trend-let creative process, it is a technical speciality which requires years of training and constant education to keep you ahead of the game and up to speed on trends, techniques and product updates.

Learner also needs to have an advanced understanding of the technical aspects of colour and the processes involved, including how best to implement those techniques for each individual client.

This unit will teach the learner how to be the ultimate colourist both technically and creatively, to recognise combinations of natural hair pigments and to develop colour choice and change with logic and complete confidence. Learners will be able to develop and improve in an advanced way the salon's colour market and increase percentage turnover.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Use suitable consultation techniques to identify services objective and provide suitable aftercare advice.*
2. *Evaluate the potentiality of the hair to achieve the desired look.*
3. *Provide different advanced colouring services to create variety of looks.*
4. *Practice colouring and lightening services.*
5. *Manage problems that may arise during colouring services.*

CSHRD-406-2010: Up Styles

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit will focus on using and combining extensive range of up styles techniques. Learners will use the different techniques learnt but will adapt them to create a diverse range of styles and lie in the outline and neckline shape. This unit is about using a variety of conventional and non-conventional dressing techniques to produce innovative, fashionable, creative and personalised looks for long hair. The ability to combine and adapt a variety of dressing techniques incorporating accessories and/or added hair is required in this unit.

Many hairdressers shy away from styling long hair, and tend to leave it for someone specialised in the area. However, there is a large market for hairdressers who have the skills and imagination to creative a variety of looks on long hair. There are many different ways long hair maybe styled and dressed; this include rolls, pleats, knots, twists, curls and woven effects. By combing some of these techniques, learners will be able to personalise their styling and dressing service, thus promoting their specialist skills.

Learners will need to be able to work safely whilst performing the services, ensuring compliance with all the applicable health and safety legislation.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Evaluate the potential to achieve the clients' desired look.*
2. *Select the appropriate techniques, products, tools and equipment to achieve the desired result.*
3. *Create suitable up-styles for different occasions and clients.*
4. *Provide suitable aftercare advice for particular up-styles.*

CSHRD-403-2011: Human Resources Management

Unit Level (MQF/EQF): 4

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 75

Unit Description

This unit will help learners develop an understanding of human resources management and skills to be utilised in the hair sector. Human Resources Management helps to devise programs in the workplace with the intent to increase the effectiveness of the workplace. Human resources aims to create, manage and cultivate the employer – employee relationship. This unit is theory based and designed to allow learners to gain an understanding of how human resources management helps in running a hair salon. Learners will be provided with the opportunity to research various aspects of human resources. As a result, through research, the learners will be able to generate solutions and ideas that connect with their sector and the day to day running of the hair salon.

Today, managers have much to do if they want their hair salon to progress and take certain changes on board. Human resources is an important aspect in the hair industry and this unit gives learners an understanding of key principles that are needed and reinforce work in the sector. Within this unit, learners will be covering relevant employment legislation, rights and responsibilities. Moreover, learners will understand the importance of; staffing, performance, change management, administration, Continual Professional Development (CPD), and training opportunities. This unit will be valuable to all those working in the hair sector who wish to work at management level or run their own business.

This unit will also help learners to understand the importance of teamwork and conflict resolution. Good teamwork is kingpin in the hair sector as teamwork promotes an environment that fosters, loyalty, motivation and communication. This in turn will help employees to work with their strengths and talents while developing new ones with the support of both management and staff. On completing the unit, learners will understand how to handle situations and scenarios, people, and resources. In the hairdressing industry it is rather important to attract the right people and once this is

achieved it is crucial that their potential can be released, developed, and rewarded so staff may be retained.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Recognise how functions of human resources management can adequately man the hair salon.*
2. *Implement human resources strategies to ensure salon productivity.*
3. *Understand the psychology of team behaviour and conflict resolution.*
4. *Recognise employment legislation.*

CSHRD-406-2012: Salon Placement 1

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

The unit is a work placement unit which will enable learners to develop skills and qualities together with first-hand experience needs to work and run a professional hairdressing salon. This unit is a practice based and designed to allow learners to demonstrate their skills while working with a variety of individual clients' hairdressing needs. Throughout this unit learners will be able to demonstrate their knowledge of various hairdressing skills and how to function/ manage/ work in a hairdressing salon.

Learners will be exposed to situations allowing them to understand their role as salon trainees, senior stylers/managers. Learners are expected to be able to demonstrate their ability to work within the framework and procedures whilst maintain professional standards. The unit will allow learners to demonstrate that they have the necessary skills and abilities to successfully work/ manage a professional hair dressing salon.

In this unit learners must complete one assessment for each unit on placement in the industry. The units covered for first year are: Client Consultation, health and Safety, Styling and Dressing, Up Styles, Colouring Techniques and Correction and Human Resources management.

This unit is relevant to learners aspiring to pursue a career as a professional stylist. It is also suitable for learners who wish to further their studies or qualification which the hairdressing management or teaching sector.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Understanding the importance of health and safety in the day to day running and management of the hairdressing salon.*
2. *Understand human resources management while working within a team.*
3. *Proved clear recommendations based on client needs and requirement, and outcome of analysis.*
4. *Apply technical knowledge to execute different planned services.*

CSHRD-406-2013: Advanced Cutting Women's Hair

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit will be looking at how to use a variety of cutting techniques to creatively re-style women's hair. Learners will see step-by-step examples of re-styled looks using creative cutting. There are many different techniques involved in cutting, all of which can be developed and applied in innovative and creative ways to produce varied and contrasting looks. The learner will use all the basic principles that is learnt whilst completing their initial hairdressing training, but will now need to develop and apply those skills with greater accuracy and invention. The demands that a client will put on the learner for a total re-style will require the learner to have higher skill level and broader use of imagination.

This unit will focus on using and combining extensive range of cutting techniques to creatively style women's hair. Learners will use the cutting techniques learnt but will adapt them to create a diverse range of women's styles. The principles of cutting are the same for men and women; the differences lie in the outline and neckline shape.

This unit is about creating a variety of looks using club cutting, freehand, texturising and scissor over comb techniques. Learners are required to use these techniques to produce uniform layers, short and long graduations and one length cuts.

At this point learners will need to have self-belief in their ability and commitment in the work they produce. Learners should free their mind, find their creative flair, and most importantly enjoy it.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Set suitable consultation techniques to identify service objectives and give clear recommendations.*
2. *Evaluate the potential of the hair to achieve the desired design.*
3. *Use different cutting tools, equipment and techniques for different types of hair and cuts.*
4. *Create a finished style.*
5. *Provide suitable after care advice.*

CSHRD-406-2014: Design Principles

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

Creative hairdressing is an artistic form of expression, personal to each creator. Ideas come from many sources, but primarily start with strong understanding of classic hairdressing. The aim of this unit is to aid the learner to understand the basic of design. This will allow the learner to develop their own personal creativity by exploring styling and dressing techniques.

The learner will be able to show research skills to develop a mood board based on their ideas and plan a creative complete look. The complete loom will include hair, makeup and clothing. This will lead to creating a unique finished look. Learners will be required to provide a model to be able to present their creative project. The learner will be required to provide a detailed analysis related to a specific theme by explaining their findings whilst referring to good resources. This can take the form of creative work.

The learner will also be able to create advertising material such as a business card, loyalty card, leaflet or a voucher. This will help them expand their creative thinking as well as aid them to promote their future business.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Understand the impact of design in relation to styling.*
2. *Produce new design ideas through research.*
3. *Create a creative design.*
4. *Understand the design process.*
5. *Evaluate design against the design plan objectives.*

CSHRD-406-2015: Basic Accounting & Marketing Principles for Hairdressing Salons

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

When it comes to the money, in order to maximise hair salon's profitability there are two areas one needs to focus on: increasing turnover and controlling costs. It is critical to have a good understanding of the financial aspect of business. Hairdressers simply cannot leave it to the accountants to let one know the financial position once audited accounts are compiled. Learners will study how to raise the turnover of own hair salon; from setting a target and then analysing the turnover and the productivity, in order to ensure the hair salon is maximised financial management.

Whether learners own a salon, or are running a salon for somebody else, being profitable is vital to own personal financial rewards and remuneration. Making the most of the income is essential to performance. It is irrelevant how much money comes through the till if just as much is going back out again. Learners need to think in terms of the bottom-line profit in order to stay financially secure and develop long term. Cash flow is like the oxygen we breathe, it enables the businesses to function; whereas the turnover is the energy of the business, it is what learners will thrive on.

Learners will cover how to control the costs and stay profitable. Learners will also understand the difference between cash flow; turnover and profit; how to create own management accounts so that one can track and monitor performance as and when it happens. Being in control of costs is vital and understanding how these can be impacted.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Recognise the basic accounting principles and financial obligations when managing a small business.*
2. *Maintain practical book-keeping records.*
3. *Recognise the financial aspect of a business in order to sustain salon's performance.*
4. *Analyse the implications of controlling costs.*

CSHRD-406-2016: Perm and Straightening

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

The aim of this unit is to teach learners to be able to use the manual skills required to perm and straighten hair to create a variety of personalised looks. These skills include preparing a model's hair to create or remove volume, frizz, or a variety of curls.

Furthermore, a variety of winding techniques will be covers. This unit will be theory and practical based.

Learners will also gain an understanding on how to select and implement the correct technique for the given circumstance, as well as how to correct any errors in this process. The selection of the appropriate tools and equipment for each individual task will also be covered across this unit. Learners will also be thought how to compare and contrast the specifications of different hair products. This, along with the ability to evaluate and analyse the client's hair, skin, and scalp, will teach the learner how to identify the right product for the situation process.

Understanding the science of perming, neutralising, and straightening products as well as their effects on the hair structure are crucial in this unit. Throughout this process, learners will also be thought the importance of following manufacturers' instructions and guidelines, including the importance of following the appropriate product timing specification.

On completion of this unit will maintain safe working skills when perming, neutralising and straightening hair. Learners will evaluate the finished hair design and motivate themselves for further learning, develop an awareness of creative images therefore gain more confidence within their trade. This unit will help the learner to communicate in a professional manner. Provide aftercare advice and promote products and services to enhance the client's hair. In addition, they will also acquire the skills of promoting and market perming and straightening.

Finally, the required safe working practices and protocols will be covered in this unit.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Maintain effective and safe practices for perming and straightening hair.*
2. *Prepare clients for perming and straightening of hair.*
3. *Understand the chemical characteristics, requirements and protocols for perming, straightening, and neutralising hair.*
4. *Use different perming and straightening techniques to style hair.*
5. *Create a finished look within a given time frame.*
6. *Provides suitable after care advice, including the promoting and selling of hair products and services to clients.*

CSHRD-406-2017: Advanced Cutting Men's Hair and Barbering

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit will focus on using and combining extensive range of cutting techniques to creatively style men's hair. Learners will use the cutting techniques learnt but will adapt them to create a diverse range of men's styles. The principles of cutting are the same for men and women; the differences lie in the outline and neckline shape.

This unit also looks at the basic skills of trimming and shaping men's beards and moustaches. The techniques involved are different to those used in hair services, although learners will find that the same equipment keeps cropping up but it is now used in different ways. These rudimentary practices have always been a feature of men's barbering and this unit explores the different aspects that learners should consider before tackling the skills of this essential barbering service.

Furthermore, providing a professional shaving service to clients. In order to deliver a service professionally, a good knowledge of the tools for use is required along with a high level of skill when using an open blade razor. With the widespread use of safety razors and electric razors, the majority of men take care of their shaving needs at home. However, since most men require daily shaving to feel clean and look presentable, there is a great need for this service. As a stylist offering shaving services, learners should be making every effort to attract clients into the salon. Consecutively to design and create patterns in hair learners will need a certain amount of artistic flair. Learners will be using all cutting techniques acquired in learning outcome 1 but using them creatively to cut patterns into the hair. Learners will have to be inventive in their work and be able to create a variety of different design in order to fulfil the needs of their clientele.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Use different cutting tools, equipment and different combinations of barbering techniques to creatively cut men's hair.*
2. *Style facial hair using different cutting tools and equipment.*
3. *Use an open blade razor to clean-shave facial hair.*
4. *Create 2D designs and patterns in hair.*

CSHRD-406-2018: Hair Treatments and Head Massage

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit is about the skill of treating the hair and scalp using appropriate massage techniques and products for a variety of hair and scalp conditions. Providing aftercare advice is also included in this unit, in order to impress the clientele from the services provided by the learners, at the basin area, which will have a long-last effect.

Before commencing the service learners should ensure that they have carried out appropriate hair and skin tests and thorough consultation procedures. Learners should be able to check the condition of the scalp and determine if it is oily, dry, natural, sensitive or scaling. Learners should recognise the signs of pityriasis capitis commonly known as dandruff and other scalp conditions. Regarding the scalp treatment there are various types of products on the market such as oils, creams, lotions as well as spirit based, vibro massage and high frequency products. Learners should always ensure that they follow manufacturer's instructions.

Learners must ensure the client understand the treatment process. During the consultation and service the learner should be sensitive to their clientele's condition, and provide reassurance to the client.

The unit guides the learner through an intensive scalp massage treatment using appropriate massage techniques, equipment and products.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Apply suitable consultation techniques according to clients' needs.*
2. *Perform manual head massage specific for the clients' requirements*
3. *Apply different types of hair treatments specific for the clients' requirements.*
4. *Provide suitable aftercare advice.*

CSHRD-406-2019: Salon Management and Marketing

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit aims to develop knowledge and skills to enable learners to manage a Hair Salon Environment effectively. Learners will gain skills in leadership and good knowledge in managing a salon. This unit provide learners the opportunity to plan and monitor the management of staff, products and services within a salon.

This industry has changed over the past decade. Since economy has got tougher, this unit will cover the essential opportunities that help the business with the current economy such as digital PR and marketing.

Hair salon managers direct and oversee the daily operations of a hair salon, managing a team of stylists while creating a welcoming and positive environment for clients. This role balances a number of different responsibilities ranging from budgeting and recruitment to marketing and client service. Learners will learn to strive to make sure that their salons are profitable and have a healthy client base while hiring high-performing stylists.

Because this role comprises a number of discrete responsibilities related to both business and styling activities, the day-to-day activities of a hair salon manager can greatly vary, based on the needs of the salon. A day may begin with placing vendor orders for retail products and end with providing hands-on instruction to a new stylist.

This profession is always evolving and so being top of trend is ever more vital. This unit has some topic which help learners research clients demands for new technologies and innovations in the market so that businesses are able to keep loyal customers.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Recognise the importance of branding, marketing and public relations for salon management.*
2. *Identify how best to promote and sell a business to new and existing clients.*
3. *Manage a team in a hair salon business.*
4. *Monitor financial team performance.*

CSHRD-406-2020: Salon Placement 2

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit is a work placement unit to enable learners to develop skills and qualities together with first-hand experience that are needed to work in and run a professional hairdressing salon. This unit is practiced based and designed to allow learners to demonstrate their skills in working with a variety of individual clients' hairdressing needs. Throughout the unit, learners will be able to demonstrate their knowledge of various hairdressing skills and how to function/manage/work in a hairdressing salon.

Learners will be exposed to situations allowing them to understand their role as salon trainee managers. Learners are expected to be able to demonstrate their ability to work within the framework and procedures whilst maintaining professional standards. The unit will allow learners to demonstrate that they have the necessary skills and abilities to successfully work in a professional hair dressing salon.

In this unit learners must complete one assessment for each unit on placement in the industry. The units covered in second year are: Advanced Cutting Women's Hair, Basic Accounting and Marketing Principles, Perming and Straightening, Advanced Men's Cutting and Barbering, Hair Treatments and Head Massage and Salon Management.

This unit is relevant to learners aspiring to pursue a career as a professional stylist. It is also suitable for learners who wish to further their studies or qualification within the hairdressing management or teaching sector.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Manage a hairdressing salon.*
2. *Work effectively within a team to contribute to financial effectiveness of the business.*
3. *Practice communication to address clients' needs and give professional advice.*
4. *Apply technical knowledge to execute planned services.*

CSHRD-406-2021: Cultural Expression

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

In this unit the learner is required to explore the way in which different hairstyles portray different cultures. The learner will be required to research different cultures in history or around the world, to find out how they might influence today's trends.

The project will require the learner to develop their ability to create imaginative hairstyles whilst incorporating clothing, make-up and accessories to create a total look. The learner is required to articulate experimental and creative methods to their experience.

Teamwork will play an integral part of this unit as the learner will need to collaborate with other professionals to plan an activity in order to be able to showcase their work whilst communicating in a professional manner.

Practical and technical skills will be developed as learners research and explore new ideas. The purpose of this unit is to extend the learners practical and creative approach through hairdressing which will be the basis of advertising themselves to potential future clients. Discussion groups and practical activities will enable the learners to reflect on their ideas and process them through the techniques they learned in the course.

In the end, the learner will be required to evaluate own work and learn from the experience which will aid to improve their creative skills which form an integral part of the profession.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Identify different cultural expressions throughout the ages through research.*
2. *Understand the importance of all aspects of planning, attention to detail and working to timescales towards a particular concept/ idea.*
3. *Recognise the benefits of working together with other professionals in the fashion/ theatre industry.*
4. *Produce a creative design.*
5. *Evaluate own performance and outcomes achieved.*

CDKSK-402-2104: Community Social Responsibility

Unit Level (MQF/EQF): 4

Credits: 2

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 50

Unit Description

This unit focuses on Community Social Responsibility and provides an opportunity for learners to better understand themselves and the others and to establish goals in life. Community social responsibility enables learners to understand their strengths and areas for improvement and prepares them for life, employment and to become active citizens in society.

Moving away from traditional delivery of other units, learners will be empowered to take ownership of their learning process. Hence, community social responsibility will be delivered through a combination of workshops, small-group sessions with mentors and various opportunities to reflect.

The set of sessions will tackle community social responsibility skills and will mostly focus on the self, the ability to work independently and important values in life. The second set of sessions will address interpersonal skills and will focus on working with others, dealing with diversity and conflicts. Furthermore, at the end of the sessions, the learners will be introduced to the importance of active citizenship in life.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Identify personal goals through self-reflection.*
2. *Evaluate how collaboration with others can be more effective.*
3. *Explain the importance of giving and receiving feedback.*
4. *Contribute actively to make a difference in society.*

CDKSK-404-1915: Employability and Entrepreneurial Skills

Unit Level (MQF/EQF): 4

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 100

Unit Description

This unit complements the vocational and key skill units at Level 4 and provides an opportunity for learners to enhance their employability and entrepreneurial skills.

Quite often, learners tend to focus most on technical skills and competences required in a certain trade which enable them to access employment. On the other hand, employers expect employees to be appropriately skilled to follow instructions, take initiative, work effectively in a team, take a lead when necessary and more. In view of this the unit starts with an introduction to the 4th industrial revolution and proceeds to the transversal skills necessary to find employment, retain employment and advance at the place of work. Learners will be able to highlight their strengths and identify the areas that require improvement.

The rest of the unit focuses on entrepreneurial skills, a skill which is one of the most important transversal skills identified by UNESCO. Learners are introduced to methods which can be used to generate new and innovative business ideas and methods which help them evaluate ideas and choose the most feasible. Furthermore, learners will cover the various stages of product and/or service development, including market analysis, processes, pricing strategy, promotion and resources required.

Learners will work in a small team and by the end of the unit they will have the opportunity to develop a business idea which is commercially viable. Furthermore, they will present the idea to prospective investors/stakeholders.

CDKSK-406-2001: English

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

The main objective of this unit is to prepare students to use the English language to understand, analyse, organise and communicate specific technical knowledge by inferring meaning from, and using, embedded information, being able to evaluate information critically and communicate through different types of texts, as required by various but often specific technical contexts within the selected field of study.

The emphasis is on the processes needed to transition from use of the English language in General Education to that required for access to Higher Education.

In particular, L4 Key Skills English is targeted at learners who have completed Foundation College programmes (Levels 1 to 3) and seek to further their studies at Technical or Degree level.

In this respect, this unit recognises the necessity to meet two linguistic demands at this threshold level; strengthening students' linguistic competences to be able to communicate more specifically within their vocational area and stream and to prepare them for more rigorous academic thinking, research and writing as necessitated by degree courses.

Being introduced at this level are core and elective unit outcomes. Reading and writing outcomes are core components in this syllabus while listening and speaking are elective components. Every L4 programme must deliver the two core outcomes and any one of the two elective learning outcomes. The elective criteria to be assessed cannot be selected from and across both outcomes.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Read technical texts effectively to improve knowledge of the subject area;*
2. *Understand information presented orally in the form of recordings, or talks, discussions, seminars, interviews or presentations;*
3. *Demonstrate own understanding of the subject matter via oral presentation, mock interviews or similar oral delivery;*
4. *Write a research paper or technical report demonstrating cohesion, structure and appropriate style.*

CDKSK-406-2002: Individual and Social Responsibility

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

Since time immemorial, humanity always had to face challenging questions and situations, related to the responsibilities, each individual and society at large, had to carry along their existence. In this unit, learners will understand what *existing* in today's world really means by reflecting on themselves, their roots, past, and their place in the community.

Learners will also have the possibility to build or enhance their sense of duty and obligation, as well as personal leadership. This will engage the student in forging own moral and ethical framework and raison d'etre.

This process will then be linked to the various ideas and theories that developed throughout different historical epochs – which reflect man's commitment to better understand his and society's commitment to mould life according to chosen values, such as peace, helping those in need, promoting and implementing human rights, freedom of speech, movement and cult, protecting vulnerable members of society, as well as eliminating unfair discrimination against women, refugees and people with disabilities.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Identify the challenges faced in today's society, which impact own existence and social context;*
2. *Discuss the impact of today's challenges vis a vis current events;*
3. *Reflect about own values within today's social and cultural realities;*
4. *Debate the relevance of a moral framework in today's society.*