

# THE DIPLOMA IN HAIR AND BEAUTY STUDIES

## HIGHER LEVEL UNITS

### A GUIDE FOR LEARNERS

## What is the Hair & Beauty Studies Diploma?

The Hair & Beauty Studies Diploma will open your mind to the range of opportunities within the sector and give you a practical experience in hairdressing, skincare and make up and hand care and nail art.

## What does the course involve?

### Compulsory Units...

As a Hair & Beauty Diploma learner you will complete a series of compulsory and optional units, designed to give you knowledge, skills and experience. Higher level units have been summarised on the following pages of this booklet.

### Work Experience...

All Diploma learners will do a minimum of 10 days work experience. You will also get the chance to learn from and be mentored by professionals working in their chosen field.

### The Learner Project...

All Diploma learners will complete a project to demonstrate the skills and knowledge they have acquired. Learners can choose their own project. For example learners might investigate the development of products in the Hair & Beauty industry since 1900 to the present day.

### English, Maths and ICT...

All Diploma learners need to achieve a minimum standard in English, Maths and ICT. These subjects are studied as part of the Diploma and will be taken as a GCSE alongside it.

### Personal Learning and Thinking Skills...

Mastering essential life and work skills is crucial in today's competitive market. All Diploma learners are encouraged to develop skills like teamwork and self-management as part of their course. You will learn how to apply this knowledge and skills creatively in a business environment and how to express yourself confidently

## What could the Diploma lead to?

The Diploma is designed to broaden a young person's horizons and give them a wide range of next-step options. The Higher Diploma could lead to college or university or to further training and employment. Learners who have completed a Higher Diploma in Hair and Beauty Studies might choose to go on to do an Advanced Diploma or A levels. You could also decide to start an Apprenticeship or take a job with further training if the practical hands-on approach is for you.

A Diploma in Hair & Beauty Studies does not mean you have to pursue a career in the Hair & Beauty Industry. A Diploma gives you relevant and transferable skills that will be welcomed by colleges, universities and employers.

## Topic 1: Safe and healthy working practices

Internal Assessment

### About this topic

In this topic you will be able to develop an understanding of the key legal health and safety legislation, policies and procedures applicable to all employees, including how to behave in emergency situations. You will gain knowledge of key requirements specific to the hair and beauty industries', general hair and beauty working practices, policies and procedures.

The purpose of this topic is to be introduced to:

- Key legal health and safety requirements and the hair and beauty sectors
- The difference between a risk and a hazard and how to complete a risk assessment
- The expected standards of personal presentation and hygiene
- Occupational health hazards in the hair and beauty sector
- The impact of lifestyle choices and work/life balance issues and the ability to perform effectively and safely at work
- Basic health and safety terminology
- Common health and safety symbols, including those relating to hair and beauty

### Learning outcomes:

**On completion of this topic you should be able to:**

- LO.1.** Understand the key legal, health and safety requirements for employees
- LO.2.** Know the factors that impact on safe, effective and hygienic working practices
- LO.3.** Carry out a simple risk assessment in the hair and beauty sector

## Topic 2: The world of hair and beauty

External Assessment

### About this topic

In this unit you will have the opportunity to examine the exciting world of the hair and beauty sector and the global environment in which hair and beauty businesses operate. You will study the impact of social, economic, ethical and environmental issues around the world.

There is a whole world of hair and beauty techniques, products and new technological developments out there for you to explore and you will also consider the dynamic trends, body image, celebrities and fashion.

The purpose of this topic is to be introduced to:

- A range of information relating to the UK and global hair and beauty environment and draw conclusions about key factors impacting or influencing the sector and its services, including product design, development and supply chain processes
- How iconic hair and beauty products, equipment and manufacturing have influenced social and economic developments
- Communication techniques used to buy and sell products in the hair and beauty sector
- Career opportunities in the hair and beauty sector compared to other sectors and the skills and knowledge required
- Industry related job roles, training, qualifications, career pathways and employability skills required

### Learning outcomes:

**On completion of this topic you should be able to:**

- LO.1.** Understand the global nature of the hair and beauty sector
- LO.2.** Know the career opportunities within the hair and beauty sector
- LO.3.** Understand the market for hair and beauty products

## Topic 3: The science of hair and beauty

Internal Assessment

### About this topic

This topic will allow you to develop knowledge of the exciting and diverse scientific world within the hair and beauty sector, beyond that of the consumer, including anatomy and physiology and science related to technical services.

The purpose of this topic is to be introduced to:

- Basic anatomy and physiology of the hair, skin, nail services and factors affecting the health and condition of skin, hair and nails
- How imperfections and conditions can affect or limit hair, beauty and nail services
- Common types of analysis and testing processes used on hair, skin and nails
- How the active ingredients of hair, beauty and nail products work
- PH Scale and how PH affects the use of products and the effect on hair, skin and nails
- The main scientific principles underpinning how basic hair, beauty products and their ingredients work
- How water type, temperature, heat and light affect hair, skin and nails and their effects
- The uses and function of electricity as part of hair and beauty services
- The principles of colour and their relevance to the industry

### Learning outcomes:

**On completion of this topic you should be able to:**

- LO.1.** Understand the key factors that affect the health and condition of hair, skin and nails.
- LO.2.** Know the scientific principles used within basic hair, beauty and nail technical services
- LO.3.** Apply the principles of colour and light to enhance appearance
- LO.4.** Safely conduct basic tests used in the hair and beauty sector

## Topic 4: Communication and client care

Internally assessed

### About this topic

This topic will provide opportunities for you to further develop a range of transferable communication skills necessary in service industries and more specifically hair and beauty where you will look at client care and consultation and how these are critical to successful treatment or service delivery. The way clients/customers are treated can have an immense effect on the outcome of hair and beauty services and this in turn can influence client commitment and ultimately the success of the business.

The purpose of this topic is to be introduced to:

- A range of straightforward communication skills in different situations and for different audiences, including those necessary to maintain a safe and effective work environment and for career success
- Standards of personal presentation and behaviour consistent with hair and beauty industry expectations
- The need for effective customer service
- Hair and beauty related terminology
- Client consultation processes across the six industries
- Evaluation of the consultation process

### Learning outcomes:

**On completion of this topic you should be able to:**

- LO.1.** Understand the importance of communication in the hair and beauty sector
- LO.2.** Understand the role of communication in providing effective customer services
- LO.3.** Understand the consultation process
- LO.4.** Carry out consultations with hair and beauty clients

## Topic 5: The history of hair and beauty in society

**Internally Assessed**

### About this topic

This topic will allow you to discover the exciting impact of historical, cultural, social and economic influences and technical developments and express your own creativity by choosing from a range of media when demonstrating the impact of these influences on today's hair and beauty industries

The purpose of this topic is to be introduced to:

- How historical eras have influenced the hair and beauty sector, its services and trends
- Key iconic landmarks in the development of the hair and beauty sector
- How past ideas and practices have influenced modern trends
- Key developments in hair and beauty related technology; when and how these have impacted on hair and beauty services
- How cultural factors affect the delivery of a range of hair and beauty services
- How social and economic factors have influenced the delivery of hair and beauty services
- Communicating with clients to find out their requirements
- Generation of modern service ideas

### Learning outcomes:

**On completion of this topic you should be able to:**

- LO.1.** Understand the effect of historical influences on the hair and beauty sector
- LO.2.** Know the impact of technological developments on the hair and beauty sector
- LO.3.** Understand how factors influence the delivery of hair and beauty services
- LO.4.** Generate modern service ideas.

## Topic 6: Promoting and selling products and services by professional recommendation in the hair and beauty sector

**Internally Assessed**

### About this topic

This topic will allow you explore the basic aspects of promoting and selling by professional recommendation and the impact of relevant legislation within the hair and beauty industries in particular. You will be expected to use basic selling techniques, act on buying signal and selling opportunities, making recommendations based on professional knowledge gained.

The purpose of this topic is to be introduced to:

- The main ways in which sales, consumer and anti-discrimination legislation impacts on the selling process
- The differences between the retail environment and professional recommendation in relation to hair and beauty products
- Opportunities for promotion and selling in a hair and beauty environment taking into account ethical considerations
- The factors that may influence the decision to use and buy hair and beauty products, services and equipment
- Retail selling techniques and related terminology
- Producing product displays

### Learning outcomes:

**On completion of this topic you should be able to:**

- LO.1.** Understand the basic aspects of promotion and selling
- LO.2.** Know the purpose, use and benefits of typical retail products, services and equipment in the hair and beauty sector
- LO.3.** Use selling techniques suitable to the hair and beauty environment

## Topic 7: Salon business systems and processes

**Internally Assessed**

### About this topic

In this topic you will develop an understanding of the basic range of transferable, commercial business skills and knowledge and the operation of basic business systems and processes used in a salon reception function. You will explore the role and function of the hair and beauty business reception area to that of other business types.

The purpose of this topic is to be introduced to:

- Business systems needed for the different industries, size and business types within the hair and beauty sector
- Manual and software-based hair and beauty reception systems, including creating and maintaining appointment records
- Service times and costs
- Use and maintain simple stock control system
- Handling payments for goods and services
- Promotional displays
- Dealing with customers, handling enquiries, disputes and complaints
- Team working

### Learning outcomes:

**On completion of this topic you should be able to:**

- LO.1.** Understand the use of business systems in the hair and beauty sector
- LO.2.** Understand the unique role and function of the hair and beauty sector reception area
- LO.3.** Know the requirements of running an effective reception area in the hair and beauty sector
- LO.4.** Be able to run an effective reception area within the hair and beauty sector

## Topic 8: Exploring skin care and make-up

**Internally Assessed**

### About this unit

In this topic you will explore the exciting and creative world of skin care and make-up. You will demonstrate how personality, culture, race, gender, fashion and religious influences can be expressed through various skin care and make-up techniques and routines, including safe and healthy working practices.

The purpose of this topic is to be introduced to:

- How a range of factors can be expressed through the use of make-up and skin care techniques
- The function, benefits and suitability of products, tools and treatments available in the UK for males and females
- How to select, prepare and safely use products, materials, tools and equipment suitable for basic skin care and make-up
- Adapting services to meet clients needs and expectations with some direction
- Factors that may prevent or restrict skin care and make-up treatments and how to deal with them
- Developing a range of make-up applications to take into account personality, cultural, racial, gender, fashion and religious influences with some direction
- Terminology specific to skin care and make-up services and effective client communication
- Create ideas for a range of make-up looks taking into account influencing factors

### Learning outcomes:

**On completion of this topic you should be able to:**

- LO.1.** Understand the factors that influence skin care and make-up techniques
- LO.2.** Know the range of professional treatments for basic skin care and make-up
- LO.3.** Know the critical factors and principals of make-up
- LO.4.** Be able to generate make-up looks
- LO.5.** Be able to safely demonstrate a variety of skin care and make-up routines

## Topic 9: Exploring hair care and styling

**Internally Assessed**

### About this topic

In this topic you will develop an understanding of a range of professional hair care and styling services suitable for different hair types; their purpose and features, including expression of personality, cultural, racial, gender, fashion and religious influences through the use of hair styling techniques and how the range of such techniques have been achieved, including safe and healthy working practices.

The purpose of this topic is to be introduced to:

- How to select, prepare and safely use products, materials, tools and equipment suitable for basic hair care and styling services and their purpose and benefits
- A range of hair care and styling techniques taking into account hair type, personality, cultural, racial, gender, fashion and religious influences with some direction
- Following instructions related to hair care and styling
- Terminology specific to hair care and styling and effective communication
- Health, safety, legal and salon requirements for hair care and styling services
- Generate ideas for hair styles

### Learning outcomes:

**On completion of this topic you should be able to:**

- LO.1.** Understand how a range of influences can be expressed through styling techniques
- LO.2.** Know the range of products and services that are used during professional hair care and styling
- LO.3.** Generate hairstyles
- LO.4.** Safely use a range of hair care and styling techniques

## Topic 10: Exploring hand care and nail art

**Internally Assessed**

### About this topic

In this topic you will develop an understanding of the exciting and creative world of hand care and nail art, extending your knowledge, understanding and skills, beyond that of the consumer through a variety of techniques and routines that may be delivered within the beauty industries. You will also explore the ways in which personality, cultural, racial, gender, fashion and religious influences can be expressed through the use of hand and nail art, and safe and healthy working practices

The purpose of this topic is to be introduced to:

- The range and benefits of professional nail services available in the UK
- Key factors that have contributed to the growth of the nail industry in the UK
- How a range of influences can be expressed through hand and nail art techniques
- Types and ranges of materials, tools, equipment and products suitable for hand, nail care and nail art services, their function, benefits, how and when to use them and following of manufacturers' guidelines.
- Types of nail shapes and their respective advantages and disadvantages
- Terminology specific to hand and nail care and nail art and effective communication
- Adapting delivery of treatments and presentation in the salon and appropriate behaviour when practicing hand and nail care and nail art
- Critical factors that may prevent or restrict hand and nail services and how to deal with them
- Generate ideas for hand and nail care services and nail art designs

### Learning outcomes:

**On completion of this topic you should be able to:**

- LO.1.** Understand the UK nail industry
- LO.2.** Understand how a range of influences can be expressed through hand and nail services
- LO.3.** Know the range of products and equipment that are used during hand care and nail services
- LO.4.** Know the factors that may prevent hand care and nail services
- LO.5.** Generate ideas for hand and nail services
- LO.6.** Carry out and review a variety of hand care and nail services