



## **Qualification Specification for:**

**OCN NI Level 5 Award in Hair and Beauty Management**

➤ **Qualification No: 603/5186/X**

**OCN NI Level 5 Certificate in Hair and Beauty Management**

➤ **Qualification No: 603/5182/2**

**OCN NI Level 5 Extended Certificate in Hair and Beauty Management**

➤ **Qualification No: 603/5183/4**

**OCN NI Level 5 Diploma in Hair and Beauty Management**

➤ **Qualification No: 603/5184/6**

**OCN NI Level 5 Extended Diploma in Hair and Beauty Management**

➤ **Qualification No: 603/5185/8**

## Qualification Regulation Information

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### **OCN NI Level 5 Award in Hair and Beauty Management**

Qualification Number: 603/5186/X

### **OCN NI Level 5 Certificate in Hair and Beauty Management**

Qualification Number: 603/5182/2

### **OCN NI Level 5 Extended Certificate in Hair and Beauty Management**

Qualification Number: 603/5183/4

### **OCN NI Level 5 Diploma in Hair and Beauty Management**

Qualification Number: 603/5184/6

### **OCN NI Level 5 Extended Diploma in Hair and Beauty Management**

Qualification Number: 603/5185/8

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Operational start date: 15 October 2019  
Operational end date: 30 September 2029  
Certification end date: 30 September 2034

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification. The certification end date is the last date by which learners can complete the qualification and claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

### **OCN NI Contact Details**

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## Foreword

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This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualifications:

- **OCN NI Level 5 Award in Hair and Beauty Management**
- **OCN NI Level 5 Certificate in Hair and Beauty Management**
- **OCN NI Level 5 Extended Certificate in Hair and Beauty Management**
- **OCN NI Level 5 Diploma in Hair and Beauty Management**
- **OCN NI Level 5 Extended Diploma in Hair and Beauty Management**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at [www.ocnni.org.uk](http://www.ocnni.org.uk)

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

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## About Regulation

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### OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

### The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1<sup>st</sup> October 2015: the RQF provides a single framework for all regulated qualifications.

#### Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

#### Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).



## Qualification Features

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### Sector Subject Area

7.3 Service enterprises

These qualifications are mapped to National Occupational Standards (NOS) in Hair and Beauty where appropriate:

[NOS - Hair and Beauty](#)

### Qualifications' Aim

These qualifications will provide the learner with the advanced knowledge and skills required for management within the hair and beauty industry. They will provide learners with a solid foundation in management skills, which can either be applied to the hair and beauty sector or transferred to other industries.

### Qualifications' Objectives

The qualifications' objectives will offer learners the opportunity to develop management skills within the hair and beauty industry, including opportunities to enhance their skills and knowledge in business planning/development, hair and beauty therapies, spa therapy, complementary therapies and lifestyle advice.

These qualifications will also provide learners with the opportunity to specialise in areas relevant to their career development.

### Grading

Grading for these qualifications is pass/fail.

### Qualification Target Group

These qualifications are targeted at learners who are currently employed in the industry and who wish to develop their management skills within the area of hair and beauty.

### Progression Opportunities

These qualifications will enable learners already in employment in the hair and beauty industry to progress to hair and beauty management and or provide opportunities to progress to higher education.

### **Entry Requirements**

Learners should be at least 18 years of age and have achieved a minimum of a Level 3 qualification in the hair and beauty industry.

### **Qualification Support**

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

### **Delivery Languages**

These qualifications are available in English only at this time. If you wish to offer the qualifications in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

## Centre Requirements for Delivering the Qualification

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### Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

### Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role\*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

\*Note: A person cannot be an internal verifier for their own assessments.

### Tutors

Tutors delivering these qualifications must have three years relevant industrial, professional or business experience

#### **AND**

a qualification in the specialist area in which the applicant is to teach. This qualification should be at Level 5 or above on the Regulated Qualifications Framework (RQF) for England and Northern Ireland.

### Assessors

OCN NI qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence. The centre must agree an assessment plan with OCN NI to be given approval to deliver the qualification.

#### **Assessors must:**

- be occupationally competent, qualified to at least one level higher than the qualifications and have a minimum of one year's relevant experience in the hair and beauty industry
- have direct or related relevant experience in assessment
- have a sound understanding of the current National Occupational Standards (NOS)
- assess all assessment tasks and activities



### **Internal Verification**

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualification.

#### ***Internal Verifiers must:***

- have at least one year's occupational experience in the areas they are internally verifying
- have direct or related relevant experience in assessment and verification
- attend OCN NI's internal verifier training

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

## Structure and Content

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### **OCN NI Level 5 Award in Hair and Beauty Management**

**Learners must successfully complete the core unit for a total of 10 credits.**

Total Qualification Time (TQT) for this qualification:	100 hours
Minimum Guided Learning Hours (GLH) for this qualification:	50 hours

### **OCN NI Level 5 Certificate in Hair and Beauty Management**

**Minimum credit value – 20**

**Learners must complete the core unit at 10 credits plus the remaining 10 credits from the optional units.**

Total Qualification Time (TQT) for this qualification:	200 hours
Guided Learning Hours (GLH) for this qualification:	100 hours

### **OCN NI Level 5 Extended Certificate in Hair and Beauty Management**

**Minimum credit value – 30**

**Learners must complete the core unit at 10 credits plus the remaining 20 credits from the optional units.**

Total Qualification Time (TQT) for this qualification:	300 hours
Guided Learning Hours (GLH) for this qualification:	150 hours

### **OCN NI Level 5 Diploma in Hair and Beauty Management**

**Minimum credit value - 100**

**Learners must complete the core unit at 10 credits plus the remaining 90 credits from the optional units.**

Total Qualification Time (TQT) for this qualification:	1000 hours
Guided Learning Hours (GLH) for this qualification:	500 hours

### **OCN NI Level 5 Extended Diploma in Hair and Beauty Management**

**Minimum credit value - 200**

**Learners must complete the core unit at 10 credits plus the remaining 190 credits from the optional units.**

Total Qualification Time (TQT) for this qualification:	2000 hours
Guided Learning Hours (GLH) for this qualification:	1000 hours

## Unit Summary Table

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
		<b>Core Unit</b>			
<a href="#">K/617/8319</a>	CBE680	Salon Management	10	50	Five
		<b>Optional Units</b>			
<a href="#">H/617/8321</a>	CBE681	Developing a Business Plan for a Hair and Beauty Business Start-up	15	75	Five
<a href="#">K/617/8322</a>	CBE682	Preparing to Start a Business within the Hair and Beauty Industry	10	50	Five
<a href="#">M/617/8323</a>	CBE683	Salon Promotion using Digital Marketing	15	75	Five
<a href="#">T/617/8324</a>	CBE684	Research Project for the Hair and Beauty Industry	15	75	Five
<a href="#">A/617/8325</a>	CBE685	Business Strategy Development for Hair and Beauty Businesses	15	75	Five
<a href="#">F/617/8326</a>	CBE686	Human Resource Management within the Hair and Beauty Industry	15	75	Five
<a href="#">D/617/8348</a>	CBE687	Marketing in the Hair and Beauty Industry	15	75	Five
<a href="#">D/617/8351</a>	CBE688	Personal and Professional Development	15	75	Five
<a href="#">H/617/8352</a>	CBE689	Sales Management within the Hair and Beauty Industry	15	75	Five
<a href="#">K/617/8353</a>	CBE690	Human Anatomy and Physiology for Beauty and Complementary Therapists	15	75	Five
<a href="#">M/617/8354</a>	CBE691	Spa Therapy Treatments	15	75	Five

		<b>Optional Units</b>			
<a href="#">T/617/8355</a>	CBE692	Thermal Massage Treatments	15	75	Five
<a href="#">A/617/8356</a>	CBE693	Traditional Head Massage	10	50	Five
<a href="#">F/617/8357</a>	CBE694	Hair and Scalp Specialist Services	15	75	Five
<a href="#">J/617/8358</a>	CBE695	Reflexology	20	100	Five
<a href="#">L/617/8359</a>	CBE696	Eyebrow Artistry Techniques	10	50	Five
<a href="#">F/617/8360</a>	CBE697	Laser Skin Rejuvenation	10	50	Five
<a href="#">J/617/8361</a>	CBE698	Manage the Creation of a Hairstyle Collection	10	50	Five
<a href="#">L/618/4937</a>	CBF082	Fashion Editorial Hair and Makeup	15	75	Five
<a href="#">R/618/4938</a>	CBF083	Freelance Hair and Makeup	15	75	Five
<a href="#">Y/618/4939</a>	CBF084	Period Hair and Makeup	15	75	Five
<a href="#">L/618/4940</a>	CBF085	Special FX Makeup	15	75	Five
<a href="#">R/618/4941</a>	CBF086	Theatrical Makeup	15	75	Five
<a href="#">D/618/8040</a>	CBF442	Prosthetic Makeup	15	75	Five
<a href="#">K/618/8493</a>	CBF458	Face and Body Painting	15	75	Five
<a href="#">F/618/8712</a>	CBF533	Television and Film Makeup	15	75	Five
<a href="#">L/617/8362</a>	CBE699	Laser and Intense Pulsed Light Treatments for Hair Removal	10	50	Five
<a href="#">R/617/8363</a>	CBE700	Lifestyle Advice for Clients	10	50	Five
<a href="#">Y/617/8364</a>	CBE701	Stress Management Strategies for Clients in the Hair and Beauty Industry	10	50	Five
<a href="#">D/617/8365</a>	CBE702	Salon and Spa Scheduling	15	75	Five
<a href="#">A/650/8305</a>	CBG347	Micro Needling Treatments	15	75	Five
<a href="#">D/650/8306</a>	CBG348	Skin Peeling Treatments	15	75	Five

		<b>Optional Units</b>			
<a href="#">H/651/0594</a>	CBG544	Hair, Beauty and Makeup Masterclass Training	15	75	Five
<a href="#">J/651/0595</a>	CBG545	Style and Fit Wigs and Postiche	15	75	Five
<a href="#">K/651/0596</a>	CBG546	Understanding the Roles of Production Hair and Makeup Designers	15	75	Five
<a href="#">L/651/0597</a>	CBG547	Working in the Makeup and Beauty Industry	15	75	Five

## Unit Details

### Core Unit

Title	Salon Management	
Level	Five	
Credit Value	10	
Guided Learning Hours (GLH)	50	
OCN NI Unit Code	CBE680	
Unit Reference No	K/617/8319	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able perform a management role within a salon environment.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to plan the operational management of a salon.	1.1. Research and explain the role of a salon manager. 1.2. Create an operational plan for the management of the following within a salon justifying plan objectives with respect to overall business finances: a) people b) services c) products 1.3. Research and critically compare methods of stock control to meet objectives of operational plan developed in AC1.2. 1.4. Develop a salon policy handbook to standardise staff working practices including staff, client and work area preparation.	
2. Be able to perform management duties in a salon environment and evaluate own and others' performance.	2.1. Perform salon management duties in a professional manner. 2.2. Implement working practices in line with current relevant health and safety legislation and salon policy. 2.3. Evaluate staff compliance with working practices. 2.4. Critically evaluate the implementation of a given operational plan identifying possible areas for improvement of working practices. 2.5. Evaluate own performance as salon manager, with reference to own management style identifying possible areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion



	A collection of documents containing work that shows the learner's progression through the course	
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

## Optional Units

Title	Developing a Business Plan for a Hair and Beauty Business Start-up
Level	Five
Credit Value	15
Guided Learning Hours (GLH)	75
OCN NI Unit Code	CBE681
Unit Reference No	H/617/8321
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the requirements of a business start-up in the hair and beauty industry and be able to develop a formal business plan.	
Learning Outcomes	Assessment Criteria
1. Understand types of business ownership and legislative and regulatory requirements for small business start-up.	1.1 Research and explain the following types of business ownership: a) Sole Proprietor b) Partnership c) Limited Company d) Franchise 1.2 Research and summarise relevant legislation and regulatory requirements for business start-ups, to include: a) Employment Law b) Consumer Rights c) Health and Safety d) Licensing
2. Understand market trends in the hair and beauty industry.	2.1. Research current market trends in provision of hair and beauty services. 2.2. Research potential target market/s for given hair and beauty services. 2.3. Create a pricing structure for services identified in AC2.2.
3. Be able to forecast the financial requirements of a start-up business in the hair and beauty industry.	3.1. Research and forecast start-up costs of a potential business to include: a) premises b) fixtures and fittings c) furniture and equipment d) products e) signage/advertising/promotion f) personnel costs g) professional services 3.2. Create a profit and loss budget for first 12-month operating period. 3.3. Evaluate the viability of the proposed business based on forecasts.
4. Be able to create a formal business plan.	4.1. Summarise the main elements of a formal business plan. 4.2. Develop a formal business plan.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	<p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work</p> <p>Learner log/diary</p> <p>Peer notes</p> <p>Record of observation</p> <p>Record of discussion</p>
Coursework	<p>Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course</p>	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Tutor notes/record</p> <p>Learner log/diary</p>

Title	Preparing to Start a Business within the Hair and Beauty Industry
Level	Five
Credit Value	10
Guided Learning Hours (GLH)	50
OCN NI Unit Code	CBE682
Unit Reference No	K/617/8322
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to evaluate own motivation and ability to establish a business within the Hair and Beauty industry and access appropriate support.	
Learning Outcomes	Assessment Criteria
1. Be able to evaluate own motivation and goals for starting a small business within the hair and beauty industry.	1.1. Evaluate own motivations for starting a business within the hair and beauty industry. 1.2. Evaluate how starting and running a business may impact on own finances and work-life balance and how the impact may be addressed. 1.3. Summarise business goals and associated timeline for achievement of goals.
2. Understand the skills and attributes required to become a successful business owner within the hair and beauty industry.	2.1. Research and summarise the key skills and attributes required to start a small business within the hair and beauty industry. 2.2. Create a curriculum vitae detailing skills, qualifications and previous work experience. 2.3. Evaluate own skills, attributes and experience identifying possible areas for improvement. 2.4. Develop an improvement plan focusing on the development of own entrepreneurial skills.
3. Understand how to identify and access support networks to assist with the development of a business within the hair and beauty industry.	3.1. Research support networks who may assist with development of own business in own area and how they may be accessed. 3.2. Critically evaluate the benefits that professional support networks may provide a business within the hair and beauty industry.
4. Be able to create a mission statement and business profile for a new business start-up within the hair and beauty industry.	4.1. Design a mission statement for a given business start-up within the hair and beauty industry. 4.2. Create a business profile for a given business start-up within the hair and beauty industry including: a) business idea b) business name c) business brand

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Salon Promotion using Digital Marketing	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBE683	
Unit Reference No	M/617/8323	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to develop and implement a salon promotional strategy including the use of digital tools and techniques.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the forms and principles of salon promotion.	1.1. Critically compare digital and traditional forms and principles of salon promotion and marketing.	
2. Understand the opportunities, challenges and impact of the digital environment.	2.1. Research and critically compare widely used digital tools, platforms and channels that may be used to promote a salon to potential customers. 2.2. Summarise the competitive challenges that may be faced by businesses in the hair and beauty sector. 2.3. Explain how positive and negative publicity may favourably or adversely impact on a salon business. 2.4. Explain what is meant by the term micro-moments and how it may benefit a salon.	
3. Be able to create and evaluate a salon promotional strategy that includes digital tools, platforms or channels and associated marketing content.	3.1. Develop a salon promotional strategy that includes digital tools, platforms or channels taking into consideration the 7ps of the extended marketing mix. 3.2. Create content appropriate to the channel and communication objectives. 3.3. Devise a marketing calendar to implement and monitor your promotional strategy as identified in AC3.1. 3.4. Evaluate the effectiveness of promotional strategy developed in AC3.1 identifying possible areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion



Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Research Project for the Hair and Beauty Industry	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBE684	
Unit Reference No	T/617/8324	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop skills of independent enquiry and critical analysis by undertaking a sustained research investigation of direct relevance to their higher education program and professional development within the hair and beauty industry.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to develop a research specification and action plan related to the hair and beauty industry.	1.1. Develop a research specification to include: a) justification for choice b) contributory factors c) critical review of key references 1.2. Produce a research project specification and seek agreement from stakeholders. 1.3. Prepare an appropriate action plan for agreed research specification.	
2. Be able to undertake a research project related to the hair and beauty industry within agreed procedures and to specification.	2.1. Develop appropriate resources to facilitate the undertaking of given research project. 2.2. Carry out a research investigation in accordance with the agreed specification and procedures. 2.3. Record and collate relevant data in appropriate forms.	
3. Be able to evaluate and present outcomes of research related to the hair and beauty industry.	3.1. Evaluate research outcomes to include: a) appropriate research evaluation techniques b) analysis of results against specification c) recommendations for further consideration 3.2. Present research outcomes to a given audience and obtain feedback.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Business Strategy Development for Hair and Beauty Businesses
Level	Five
Credit Value	15
Guided Learning Hours (GLH)	75
OCN NI Unit Code	CBE685
Unit Reference No	A/617/8325
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to develop business strategy for the hair and beauty businesses.	
Learning Outcomes	Assessment Criteria
1. Understand the process of strategic planning for a hair and beauty business.	<p>1.1. Explain what is meant by the following in relation to strategic planning:</p> <ul style="list-style-type: none"> <li>a) mission</li> <li>b) vision</li> <li>c) objectives</li> <li>d) goals</li> <li>e) core competencies</li> </ul> <p>1.2. Research and evaluate the relevance of the following planning and auditing techniques to the strategic planning process:</p> <ul style="list-style-type: none"> <li>a) stakeholder analysis</li> <li>b) PESTLE analysis</li> <li>c) SWOT analysis</li> <li>d) BCG growth share matrix</li> <li>e) SMART Action planning</li> </ul>
2. Be able to carry out research to inform the strategic planning process for a hair and beauty business.	<p>2.1. Carry out an organisational audit for a selected business within the hair and beauty industry, to include:</p> <ul style="list-style-type: none"> <li>a) internal resources</li> <li>b) stakeholder analysis</li> </ul> <p>2.2. Carry out an environment audit for a selected business within the hair and beauty industry, to include:</p> <ul style="list-style-type: none"> <li>a) business location</li> <li>b) PESTLE analysis</li> </ul>
3. Understand how to select appropriate strategic options for a hair and beauty business.	<p>3.1. Explain how the following may impact upon the strategic planning process for a hair and beauty business:</p> <ul style="list-style-type: none"> <li>a) substantive growth</li> <li>b) limited growth</li> <li>c) turnaround</li> <li>d) retrenchment</li> <li>e) liquidation</li> </ul> <p>3.2. Select with justification appropriate strategic planning options identified in AC3.1 for inclusion in a strategic plan in a given hair and beauty business.</p>
4. Understand how to develop and implement a strategic plan for a hair and beauty business.	<p>4.1. Develop a strategic plan for a selected hair and beauty business to include:</p> <ul style="list-style-type: none"> <li>a) SWOT analysis</li> <li>b) BCG growth share matrix</li> <li>c) SMART Action plan</li> <li>d) monitoring of plan</li> <li>e) potential issues</li> </ul>

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Human Resource Management within the Hair and Beauty Industry	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBE686	
Unit Reference No	F/617/8326	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand human resource management roles and processes within a hair and beauty business. The learner will also understand how to undertake the recruitment process.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be aware of employment legislation, employee rights and responsibilities and modes of employment within the hair and beauty industry.	1.1. Research current employment legislation in relation to the following: <ol style="list-style-type: none"> <li>recruitment and selection</li> <li>employee rights</li> <li>contracts of employment</li> </ol> 1.2. Critically compare the following modes of employment: <ol style="list-style-type: none"> <li>employed</li> <li>self-employed</li> <li>full or part time</li> <li>permanent</li> <li>temporary</li> </ol>	
2. Be able to apply recruitment processes to employee selection within the hair and beauty industry.	2.1. Summarise the purpose, scope and activities of human resource management. 2.2. Research a given hair and beauty business and develop an organisational strategy to include recruitment needs. 2.3. Use organisational strategy identified in AC2.2 to create a job description and personal specification. 2.4. Critically compare different avenues to advertise job vacancies identifying which best suits own organisational requirements. 2.5. Develop and utilise an assessment process in order to select a suitable applicant. 2.6. Evaluate the recruitment and selection process identified in AC2.5.	
3. Understand the link between monitoring strategies and staff retention.	3.1. Research and develop a monitoring strategy to support staff retention and development. 3.2. Analyse the benefits of performance management and its relationship with employee motivation and retention.	
4. Understand mechanisms for the cessation of employment.	4.1. Research mechanisms for cessation of employment and highlight the risk level for your business.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	OR A collection of documents containing work that shows the learner's progression through the course	
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary



Title	Marketing in the Hair and Beauty Industry	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBE687	
Unit Reference No	D/617/8348	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to carry out market research and develop a strategic marketing plan to promote salon services and products in the hair and beauty industry.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the role of marketing in the hair and beauty industry.	1.1. Critically compare the role and function of market research and a marketing plan.	
2. Be able to carry out market research in the hair and beauty industry.	2.1. Explain how market research data analysis is used to develop a marketing strategy. 2.2. Devise a market research strategy for a selected salon business to include qualitative and quantitative data. 2.3. Research market segments to identify current and potential target markets considering the following subdivisions: a) geographic b) demographic c) behavioural d) psychographic 2.4. Analyse factors that may influence consumer behaviour in each of the segments identified in AC2.3.	
3. Be able to develop and evaluate a strategic marketing plan to promote services and products in the hair and beauty sector.	3.1. Explain the 7ps of the extended marketing mix. 3.2. Develop a strategic marketing plan for a selected salon business to include the 7ps of the extended marketing mix. 3.3. Explain how to implement and monitor the strategic marketing plan identified in AC3.2. to promote salon services and products. 3.4. Evaluate the effectiveness of strategic marketing plan developed in AC3.2 identifying possible areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
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Title	Personal and Professional Development	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBE688	
Unit Reference No	D/617/8351	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop, implement and evaluate a personal and professional development plan.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand how self-managed learning can enhance personal and professional development.	1.1. Research and evaluate approaches to self-managed learning and its benefits.	
2. Be able to take responsibility for own personal and professional development.	2.1. Evaluate own personal skills and attributes identifying areas for personal development. 2.2. Evaluate own professional skills and competencies against relevant professional standards identifying areas for professional development. 2.3. Devise a personal and professional development plan to include improvement activities.	
3. Be able to implement and review a personal and professional development plan.	3.1. Implement personal and professional development plan identified in AC2.3 recording activities undertaken. 3.2. Summarise the transferable skills that may have been developed using the personal and professional development plan identified in AC2.3 including: a) communication skills b) interpersonal skills c) time management skills d) research skills e) organisational skills 3.3. Evaluate the effectiveness of personal and professional plan developed in AC2.3 identifying possible areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Sales Management within the Hair and Beauty Industry	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBE689	
Unit Reference No	H/617/8352	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to manage and improve the sales of products and services within the hair and beauty industry.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to improve the selling skills of employees in the hair and beauty industry.	1.1. Explain possible sales situations and opportunities during the whole client journey within a given hair and beauty business. 1.2. Research and evaluate the following range of sales techniques: a) cross/link selling b) upselling c) relationship selling d) professional recommendation e) product based knowledge sales f) push/pull techniques 1.3. Explain how negotiation and client care skills can impact on a sales transaction: 1.4. Research and summarise current legal requirements related to selling. 1.5. Design a training plan to train employees in techniques and strategies to improve their selling skills.	
2. Be able to evaluate and forecast sales within a hair and beauty business.	2.1. Research and evaluate consumer behaviour and its impact on sales. 2.2. Perform a competitor analysis on a given business competitor. 2.3. Develop an annual sales forecast for a given hair and beauty business. 2.4. Estimate sales targets based on sales forecast developed in AC2.3. 2.5. Evaluate the use of sales forecasts and sales targets to improve sales within a hair and beauty business. 2.6. Critically compare methodologies for improving business competitiveness.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
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Title	Human Anatomy and Physiology for Beauty and Complementary Therapists	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBE690	
Unit Reference No	K/617/8353	
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop their understanding of human anatomy and physiology for beauty and complementary therapies.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the function and characteristic structures of major systems of the body.	1.1. Analyse the function and structures of the following major body systems: a) skeletal system b) muscular system c) nervous system d) endocrine system e) cardiovascular system f) respiratory system g) lymphatic system h) urinary system i) digestive system j) integumentary system k) reproductive system	
2. Understand the impact of beauty and complementary treatments on the major systems of the body.	2.1. Research and evaluate the aims and impact of at least three selected therapies on the major systems of the body.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests



Title	Spa Therapy Treatments
Level	Five
Credit Value	15
Guided Learning Hours (GLH)	75
OCN NI Unit Code	CBE691
Unit Reference No	M/617/8354
<i>Unit purpose and aim(s):</i> This unit will enable the learner to prepare, monitor and carry out spa treatments.	
Learning Outcomes	Assessment Criteria
1. Understand the history and benefits of spa treatments.	1.1. Research the history and associated benefits of each of the following treatments: a) sauna b) steam c) wet and dry flotation d) hydrotherapy e) body wraps 1.2. Research the effects of heat treatments on body systems and clients.
2. Be able to create individual treatment plans using appropriate consultation techniques.	2.1. Explain the importance of carrying out a full client consultation prior to commencing treatments. 2.2. Create individual treatment plans as identified in AC3.3 for at least five clients on a minimum of five occasions using appropriate consultation techniques taking account of: a) physical factors b) emotional factors c) lifestyle factors
3. Be able to prepare and perform spa therapy treatments in accordance with health and safety practices.	3.1. Explain contra-indications that may prevent or restrict spa therapy treatments. 3.2. Summarise potential contra-actions that may occur during and following treatment and how they may be addressed. 3.3. Use treatment plans identified in AC2.2 on at least five clients on five occasions to include all of the following: a) dry body brushing b) exfoliation c) sauna d) steam e) spa pool f) flotation g) body wrap h) body mask 3.4. Complete accurate records of all treatment sessions. 3.5. Implement and follow health and safety practices in a salon environment.
4. Be able to evaluate the effectiveness of spa therapy treatments on clients.	4.1. Explain the importance of evaluation for spa therapy treatments. 4.2. Analyse and record treatment findings for five clients. 4.3. Analyse own performance on each client and evaluate the effectiveness of spa treatments.

<p>5. Be able to offer relevant aftercare, homecare and lifestyle advice for clients.</p>	<p>5.1. Explain the importance of relevant aftercare, homecare and lifestyle advice for clients. 5.2. Use research and findings to offer relevant aftercare, homecare and lifestyle advice for the five clients identified in AC2.2.</p>
<p>6. Understand how to maintain healthy balanced spa water.</p>	<p>6.1. Explain the importance of continual monitoring and testing of spa pools. 6.2. Explain, perform and record accurate finding on water testing to include: a) pH b) residual disinfectant (free, total and combined) c) water temperature 6.3. Research possible health effects of failure to maintain correct disinfection. 6.4. Research and explain water borne and air borne infections that may occur within the spa environment. 6.5. Analyse values of correct water parameters. 6.6. Explain the flotation parameters needed for wet flotation and how these may be monitored and maintained.</p>

**Assessment Guidance**

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	<p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion</p>
Practical demonstration/assignment	<p>A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge</p>	<p>Record of observation Learner notes/written work Learner log</p>
Coursework	<p>Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course</p>	<p>Record of observation Learner notes/written work Tutor notes/record Learner log/diary</p>

**Recommended tasks to be undertaken:**

**In assessing the learner's skills & knowledge, the following tasks are recommended:**

A minimum of five observations to include all of the range identified in AC3.3. A minimum of two body wraps and two body masks must be performed.

Title	Thermal Massage Treatments
Level	Five
Credit Value	15
Guided Learning Hours (GLH)	75
OCN NI Unit Code	CBE692
Unit Reference No	T/617/8355
<i>Unit purpose and aim(s):</i> This unit will enable the learner to prepare, monitor and carry out thermal massage treatments.	
Learning Outcomes	Assessment Criteria
1. Understand the history and benefits of heat treatments.	<p>1.1. Research the history and associated benefits of each of the following treatments:</p> <ul style="list-style-type: none"> <li>a) sauna</li> <li>b) steam</li> <li>c) dry flotation</li> <li>d) spa pool</li> <li>e) infra-red</li> <li>f) paraffin wax</li> <li>g) hot stone massage</li> <li>h) bamboo massage</li> </ul> <p>1.2. Research and analyse the effects of heat treatments on body systems and clients.</p>
2. Be able to create individual treatment plans using appropriate consultation techniques.	<p>2.1. Explain the importance of carrying out a full client consultation prior to commencing treatments.</p> <p>2.2. Create individual treatment plans as identified in AC3.3 for at least five clients on a minimum of ten occasions using appropriate consultation techniques taking account of:</p> <ul style="list-style-type: none"> <li>a) physical factors</li> <li>b) emotional factors</li> <li>c) lifestyle factors</li> </ul>
3. Be able to prepare and perform thermal massage therapy treatments in accordance with health and safety practices.	<p>3.1. Explain contra-indications that may prevent or restrict thermal massage therapy treatments.</p> <p>3.2. Summarise potential contra-actions that may occur during and following treatment and how to deal with these appropriately.</p> <p>3.3. Use treatment plans identified in AC 2.2 on at least five clients to include the following:</p> <ul style="list-style-type: none"> <li>a) sauna</li> <li>b) steam</li> <li>c) dry flotation</li> <li>d) spa pool</li> <li>e) infra-red</li> <li>f) paraffin wax</li> <li>g) hot stone massage</li> <li>h) bamboo massage</li> </ul> <p>3.4. Complete accurate records of all treatment sessions.</p> <p>3.5. Implement and follow health and safety practices in a salon environment.</p>

4. Be able to evaluate the effectiveness of thermal massage treatments on clients.	4.1. Explain the importance of evaluation for thermal massage treatments. 4.2. Analyse and record treatment findings for five clients. 4.3. Evaluate own performance and effectiveness of thermal massage treatments on at least five clients.
5. Be able to offer relevant aftercare, homecare and lifestyle advice for clients.	5.1. Explain the importance of relevant aftercare, homecare and lifestyle advice for clients. 5.2. Use research and findings to offer relevant aftercare, homecare and lifestyle advice.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

### Recommended tasks to be undertaken:

#### **In assessing the learner's skills & knowledge, the following tasks are recommended:**

A minimum of ten observations to include all of the range identified in AC3.3. A minimum of three bamboo and three hot stone massage treatments must be performed.

Title	Traditional Head Massage
Level	Five
Credit Value	10
Guided Learning Hours (GLH)	50
OCN NI Unit Code	CBE693
Unit Reference No	A/617/8356
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to plan and carry out traditional head massage treatments.	
Learning Outcomes	Assessment Criteria
1. Understand principles and practice of traditional head massage.	1.1. Research the history behind the different forms of head massage. 1.2. Research and analyse the holistic approach to traditional head massage including energy principles that may be used. 1.3. Explain the importance of relaxation techniques prior to and throughout head massage treatments. 1.4. Research the physical, physiological and psychological effects of head massage treatments.
2. Be able to create individual treatment plans using appropriate consultation techniques.	2.1. Explain the importance of carrying out a full client consultation prior to commencing treatment. 2.2. Create individual treatment plans for at least three clients on a minimum of five occasions using appropriate consultation techniques taking account of: a) physical factors b) emotional factors c) lifestyle factors 2.3. Critically evaluate treatment plans developed for clients in AC2.2 to create the most appropriate head massage treatment.
3. Be able to perform traditional head massage treatments in accordance with health and safety practices.	3.1. Follow industry standards for traditional head massage in preparation for therapist treatments. 3.2. Implement and follow health and safety working practices in a salon environment. 3.3. Apply appropriate methods of support throughout head massage treatments. 3.4. Complete accurate records of all treatment sessions. 3.5. Use massage and treatment techniques on at least five occasions and monitor client reaction.
4. Be able to evaluate the effectiveness of head massage treatments on clients.	4.1. Explain the importance of evaluating head massage treatments. 4.2. Analyse and record treatment findings for five clients. 4.3. Critically evaluate own performance and effectiveness of head massage treatments on at least five clients.
5. Be able to offer relevant aftercare, homecare and lifestyle advice for clients.	5.1. Explain the importance of relevant aftercare, homecare and lifestyle advice for clients. 5.2. Provide relevant aftercare, homecare and lifestyle advice for the five clients above.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

### Recommended tasks to be undertaken:

#### In assessing the learner's skills & knowledge, the following tasks are recommended:

A minimum of five observations on a minimum of three clients.

Title	Hair and Scalp Specialist Services
Level	Five
Credit Value	15
Guided Learning Hours (GLH)	75
OCN NI Unit Code	CBE694
Unit Reference No	F/617/8357
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop the skills and knowledge required for a detailed understanding of the conditions, diseases and disorders that may affect the hair, skin and scalp as well as the procedures for diagnosing, treating or referring these conditions.	
Learning Outcomes	Assessment Criteria
1. Be able to provide specialist hair and scalp consultation services.	1.1. Develop a specialist hair and scalp consultation service taking account of the following: a) main legislation and ethical considerations b) privacy and confidentiality c) client expectations and concerns d) appropriate consultation techniques e) competent client records f) client support and understanding
2. Recognise hair and scalp conditions.	2.1. Explain the anatomical and physiological structure and function of the hair, skin and scalp and factors that may adversely affect the growth and maintenance of healthy hair. 2.2. Explain the causes of different conditions, diseases and disorders that may affect the hair and scalp and how they may be treated in the salon. 2.3. Critically compare disorders of similar appearance and how to differentiate between them. 2.4. Explain reasons for not naming specific contra-indications when referring clients to seek medical advice.
3. Be able to treat hair and scalp conditions.	3.1. Summarise safe and hygienic working practices and tests required during hair and scalp specialist services. 3.2. Explain the importance of obtaining client agreement prior to the course of treatments proposed. 3.3. Explain salon requirements for client preparation for hair and scalp specialist services. 3.4. Follow safe and hygienic working practices and conduct relevant tests on at least five clients' hair taking into account: a) client's hair and scalp condition b) nature and extent of the problem c) clients medical and family history d) contra-indications to treatment e) most suitable course of action 3.5. Select and use suitable products, tools and equipment on clients identified in AC3.4 in accordance with manufacturer's instructions using treatment methods that support improvements in hair and scalp conditions.



	<p>3.6. Monitor and maintain client comfort throughout the treatment process and explain how to remedy problems that may occur during the treatments process.</p> <p>3.7. Analyse and explain to clients how treatment methods and products may benefit the hair and scalp.</p> <p>3.8. Recommend and agree the proposed course of treatment with clients providing clear recommendations for referral to a medical practitioner or registered trichologist.</p> <p>3.9. Provide suitable aftercare advice, including possible restrictions to hairdressing services.</p>
4. Understand developments in the diagnosis and treatment of hair and scalp conditions, diseases and disorders.	<p>4.1. Research current developments in the diagnosis and treatment of different hair and scalp conditions, diseases and disorders.</p> <p>4.2. Evaluate the use of new treatments and products against salon requirements and potential client benefits.</p>

**Assessment Guidance**

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	<p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work</p> <p>Learner log/diary</p> <p>Peer notes</p> <p>Record of observation</p> <p>Record of discussion</p>
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practice and apply skills and knowledge	<p>Record of observation/ Witness testimony</p> <p>Learner notes/written work</p> <p>Learner log</p> <p>Style collection</p>
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Tutor notes/record</p> <p>Learner log/diary</p>

**Recommended tasks to be undertaken:**

**In assessing the learner's skills & knowledge, the following tasks are recommended:**

A minimum of four case studies must be carried out on clients covering different hair and scalp conditions - scaly condition of the scalp, an oily condition of the hair, damaged cuticles or hair shaft defect or multiple processed and hair loss condition.

Title	Reflexology
Level	Five
Credit Value	20
Guided Learning Hours (GLH)	100
OCN NI Unit Code	CBE695
Unit Reference No	J/617/8358
<i>Unit purpose and aim(s):</i> This unit will enable the learner to prepare and carry out reflexology treatments.	
Learning Outcomes	Assessment Criteria
1. Be able to create individual treatment plans using appropriate consultation techniques.	1.1. Explain the importance of carrying out a full client consultation prior to commencing treatment. 1.2. Create individual treatment plans for at least five clients, on a minimum of ten occasions using appropriate consultation techniques taking account of: a) physical factors b) emotional factors c) lifestyle factors 1.3. Analyse the feet of each client identified in AC1.2 to create the most appropriate reflexology treatment.
2. Be able to prepare and perform reflexology treatments in accordance with health and safety practices.	2.1 Follow industry standards for reflexology in preparation for therapist treatments. 2.2 Implement and follow health and safety working practices in a salon environment. 2.3 Explain and demonstrate the importance of relaxation techniques prior to and throughout reflexology treatments. 2.4 Research and analyse which reflex points are best manipulated to help physical and emotional issues for individual clients. 2.5 Explain the position of zones, dividing lines, reflexes and cross reflexes on the foot. 2.6 Apply appropriate methods of foot support throughout reflexology treatments. 2.7 Complete accurate records of all treatment sessions. 2.8 Use reflexology treatment techniques on at least five clients and monitor client reaction.
3. Be able to evaluate the effectiveness of reflexology treatments on clients.	3.1 Explain the importance of evaluation for reflexology treatments. 3.2 Analyse and record treatment findings for at least five clients. 3.3 Critically evaluate own performance and effectiveness of reflexology treatments performed on at least five clients.
4. Be able to offer relevant aftercare, homecare and lifestyle advice for clients.	4.1 Explain the importance of relevant aftercare, homecare and lifestyle advice for clients. 4.2 Use research and findings to offer relevant aftercare, homecare and lifestyle advice for the clients identified in AC1.2.

<p>5. Understand principles and practice of reflexology.</p>	<p>5.1 Research how reflexology has evolved over time and who have been the most influential involved in its creation.</p> <p>5.2 Research and compare how different methods of reflexology have been adopted and implemented.</p>
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**Assessment Guidance**

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

**Recommended tasks to be undertaken:**

**In assessing the learner's skills & knowledge, the following tasks are recommended:**

A minimum of ten observations to include individual treatments, acute treatment and treatment maintenance regime. Log book must be kept of all practical treatments carried out to include a minimum of 50 hours in line with Practitioner Regulations.

Title	Eyebrow Artistry Techniques
Level	Five
Credit Value	10
Guided Learning Hours (GLH)	50
OCN NI Unit Code	CBE696
Unit Reference No	L/617/8359
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to plan and carry out current eyebrow treatments.	
Learning Outcomes	Assessment Criteria
1. Understand current eyebrow techniques, trends, maintenance and effects.	1.1 Research current eyebrow trends, maintenance and effects within the beauty industry to include the following information: a) treatment processes b) contra-indications c) contra-actions d) special care conditions e) treatment duration f) treatment cost g) maintenance requirements
2. Be able to perform eyebrow artistry techniques in accordance with health and safety practices.	2.1 Create individual treatment plans for at least five clients on a minimum of six occasions using appropriate consultation techniques to meet client objectives taking into account of eyebrow: a) design b) shape c) colour 2.2 Use treatment plan developed in AC2.1 to carry out eyebrow artistry techniques on at least five clients. 2.3 Complete accurate records of all treatment sessions for clients identified in AC2.2. 2.4 Implement and follow health and safety practices in a salon environment. 2.5 Ensure treatment is to the satisfaction of the client. 2.6 Provide suitable homecare and aftercare advice.
3. Be able to evaluate treatments performed on clients.	3.1 Evaluate the effectiveness of each treatment performed in AC2.2. 3.2 Evaluate own performance and effectiveness of eyebrow artistry treatments performed on at least five clients.

<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
<b>Recommended tasks to be undertaken:</b>		
<b><u>In assessing the learner's skills and knowledge, the following tasks are recommended:</u></b>		
A minimum of six observations on a minimum of five clients. The following range must be covered: stenciling, skin staining, threading, waxing, tweezing, bleaching and tinting.		

Title	Laser Skin Rejuvenation
Level	Five
Credit Value	10
Guided Learning Hours (GLH)	50
OCN NI Unit Code	CBE697
Unit Reference No	F/617/8360
<i>Unit purpose and aim(s):</i> This unit will enable the learner to prepare and carry out laser and intense pulsed light treatments for skin rejuvenation.	
Learning Outcomes	Assessment Criteria
1. Understand how to prepare for laser and intense pulsed light treatments including legislation and relevant testing procedures.	1.1. Explain the Fitzpatrick scale and carry out a skin analysis to identify the following: a) client skin type b) client skin classification 1.2. Evaluate the consequences of inaccurate identification of client skin types and classifications in AC1.1. 1.3. Research the importance of selecting the correct equipment to suit client needs and skin type. 1.4. Research and summarise industry standard legislation for laser and light treatments.
2. Understand the impact of laser and intense pulsed light skin rejuvenation treatments on key anatomical and physiological systems.	2.1. Explain the structure and function of the endocrine systems and its effect on skin conditions. 2.2. Explain the structure and functions of the skin and principles of healing. 2.3. Research the impact of natural ageing, lifestyle and environmental factors that may affect the skin and underlying structures. 2.4. Explain the structure and function of the circulatory and lymphatic system. 2.5. Research contra-indications that may prevent or restrict laser and intense pulsed light skin rejuvenation treatments. 2.6. Summarise potential contra-actions that may occur during and following laser and intense pulsed light skin rejuvenation treatment and how to deal with appropriately.
3. Be able to create individual treatment plans using appropriate consultation techniques.	3.1. Explain the importance of carrying out a full client consultation prior to commencing treatment. 3.2. Create individual treatment plans for at least four clients on five occasions using appropriate consultation techniques taking account of: a) skin analysis b) relevant skin tests c) influencing factors on skin d) aftercare advice and guidance 3.3. Evaluate each client to facilitate the most appropriate laser skin rejuvenation treatment.

<p>4. Be able to perform laser and intense pulsed light skin treatments in accordance with health and safety practices.</p>	<p>4.1. Follow industry standards for skin rejuvenation in preparation for therapist treatments.</p> <p>4.2. Implement and follow health and safety working practices in a salon environment.</p> <p>4.3. Use treatment plan developed in AC3.2 on at least four clients on a minimum of five occasions on the face, hands and décolleté to include the following:</p> <ul style="list-style-type: none"> <li>a) pigmented lesions</li> <li>b) vascular lesions</li> <li>c) fine lines and wrinkles</li> </ul> <p>4.4. Complete accurate records of all treatment sessions for clients above.</p>
<p>5. Be able to evaluate the effectiveness of laser and intense pulsed light treatments on clients.</p>	<p>5.1. Explain the importance of evaluation for laser and intense pulsed light treatments.</p> <p>5.2. Analyse and record treatment findings for five clients.</p> <p>5.3. Evaluate own performance and effectiveness of laser and intense pulsed light treatments on at least five clients.</p> <p>5.4. Research the benefits and effects of laser or intense pulsed light on skin and underlying tissue.</p>

#### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	<p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work</p> <p>Learner log/diary</p> <p>Peer notes</p> <p>Record of observation</p> <p>Record of discussion</p>
Practical demonstration/assignment	<p>A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge</p>	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Learner log</p>
Coursework	<p>Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course</p>	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Tutor notes/record</p> <p>Learner log/diary</p>
E-assessment	<p>The use of information technology to assess learners' work</p>	<p>Electronic portfolio</p> <p>E-tests</p>



**Recommended tasks to be undertaken:**

**In assessing the learner's skills & knowledge, the following tasks are recommended:**

A minimum of five observations on a minimum of four clients covering face, hands, décolleté, pigmented lesions, vascular lesions and fine lines/wrinkles. One treatment must include full face and décolleté.

Title	Manage the Creation of a Hairstyle Collection	
Level	Five	
Credit Value	10	
Guided Learning Hours (GLH)	50	
OCN NI Unit Code	CBE698	
Unit Reference No	J/617/8361	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to plan and manage the implementation of a hairstyle collection involving project and budgetary management and technical skills.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Be able to research and plan ideas to develop a theme for a hairstyle collection.	1.1. Explain how to research and develop ideas for creating a hairstyle collection. 1.2. Research and evaluate current hairstyle collections and mechanisms for presenting a hairstyle collection. 1.3. Develop a detailed design plan for a theme on which to base the hairstyle collection. 1.4. Develop an action plan for a hairstyle collection including roles and responsibilities of individuals involved, identification of potential problems and how they may be addressed.	
2. Be able to project costs for a hairstyle collection.	2.1. Explain how to develop a budget for a hairstyle collection including how to identify the impact on the overall business budget. 2.2. Research products, equipment, accessories and other resources for a given hairstyle collection and associated costs in order to inform overall budget. 2.3. Develop a hairstyle collection budget. 2.4. Evaluate hairstyle collection costs against projected budget identifying possible areas of over or under spending. 2.5. Explain the potential commercial benefits of developing and creating a hairstyle collection.	
3. Be able to produce a final hairstyle collection.	3.1. Create and manage a hairstyle collection in line with given action plan and budget. 3.2. Evaluate the final hairstyle collection identifying possible areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation/witness testimony Learner notes/written work Learner log Style collection
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
<b>Recommended tasks to be undertaken:</b>		
<b><u>In assessing the learner's skills &amp; knowledge, the following tasks are recommended:</u></b>		
A minimum of three practical style collections must be completed showcasing the theme discussed in the action plan identified in AC1.4. This must include the total look of hair, makeup and outfit.		

Title	Fashion Editorial Hair and Makeup	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBF082	
Unit Reference No	L/618/4937	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop the skills and techniques to apply fashion editorial styles to hair and makeup designs.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the influence on styling and techniques of key makeup artists in fashion and editorial hair and makeup.	1.1. Research the influence of the following for at least three artists on fashion editorial hair and makeup styling: a) catwalk b) fashion magazines c) social media	
2. Be able to design and create fashion editorial hair and makeup images.	2.1. Develop a portfolio of fashion editorial hair and makeup designs to include research, design brief and face and hair design templates for each of the following: a) catwalk b) fashion magazines c) social media 2.2. Apply hair and makeup designs for the each of the areas identified in AC2.1 to include: a) treatment records b) photographic images	
3. Be able to evaluate own fashion editorial hair and makeup images.	3.1. Justify own design and application choices for each image created in AC2.2. 3.2. Evaluate own performance for hair and makeup applications created in AC2.2 identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
<b>Recommended tasks to be undertaken:</b>		
<b><u>In assessing the learner's skills and knowledge, the following tasks are recommended:</u></b>		
A minimum of three observations on a variety of models. The following range must be covered: Catwalk, Fashion Magazines, Social Media.		

Title	Freelance Hair and Makeup	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBF083	
Unit Reference No	R/618/4938	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop skills and techniques to work as a freelance hair and makeup artist.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the employment opportunities, roles and responsibilities of freelance hair and makeup artists.	1.1. Research the employment opportunities, roles and responsibilities of freelance hair and makeup artists in the following areas: a) bridal/salon b) TV/film c) social media/YouTube d) theatre	
2. Be able to design and create a range of hair and makeup images.	2.1. Develop a portfolio of hair and makeup designs for each of the areas identified in AC1.1 incorporating the following: a) research b) design brief c) face and hair design templates 2.2. Apply makeup designs for each of the areas identified in AC1.1 to include: a) treatment records b) photographic images/video evidence	
3. Be able to evaluate own hair and makeup images.	3.1. Justify own design and application choices for each image created in AC2.2. 3.2. Evaluate own performance for makeup applications created in AC2.2 identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
<b>Recommended tasks to be undertaken:</b>		
<b><u>In assessing the learner's skills and knowledge, the following tasks are recommended:</u></b>		
A minimum of four observations on a variety of models. The following range must be covered: bridal/salon, social media/YouTube, TV/film and theatre.		



Title	Period Hair and Makeup	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBF084	
Unit Reference No	Y/618/4939	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop skills and techniques to apply historical styles to hair and makeup designs.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the historical development of hair and makeup styling and techniques.	1.1. Research the historical development of hair and makeup styling including the following eras: a) Greek b) Roman c) Medieval d) Renaissance e) 17 <sup>th</sup> Century to 20 <sup>th</sup> Century	
2. Be able to design and create period hair and makeup images.	2.1. Develop a portfolio of period hair and makeup designs for each of the eras in AC1.1 incorporating the following: a) research b) design brief c) face and hair design templates 2.2. Apply hair and makeup designs for the each of the eras in AC1.1 to include: a) treatment records b) photographic images	
3. Be able to evaluate own completed images.	3.1. Justify own design and application choices for each image created in AC2.2. 3.2. Evaluate own performance for hair and makeup applications created in AC2.2 identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
<b>Recommended tasks to be undertaken:</b>		
<p><b><u>In assessing the learner's skills &amp; knowledge, the following tasks are recommended:</u></b></p> <p>A minimum of five applications on a variety of models. The following range must be covered: Greek, Roman, Medieval, Renaissance, 17<sup>th</sup>-19<sup>th</sup> Century</p>		

Title	Special FX Makeup	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBF085	
Unit Reference No	L/618/4940	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop skills and techniques to apply Special FX makeup designs.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the influence of key makeup artists in Special FX makeup styling and techniques.	1.1. Research Special FX makeup styling for at least three key artists in the following areas: a) film b) TV c) social media	
2. Be able to design and create Special FX makeup images.	2.1. Develop a portfolio of Special FX makeup designs incorporating the following: a) research b) design brief c) face and hair design templates 2.2. Apply makeup designs using Special FX techniques including treatment records and photographic images for the following: a) bald caps b) casualty FX c) aging d) application of small prosthetic pieces e) application of facial postiche	
3. Be able to evaluate own Special FX makeup images.	3.1. Justify own design and application choices for each image created in AC2.2. 3.2. Evaluate own performance for makeup applications created in AC2.2 identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
<b>Recommended tasks to be undertaken:</b>		
<b><u>In assessing the learner's skills and knowledge, the following tasks are recommended:</u></b>		
A minimum of five observations on a variety of models. The following range must be covered: Bald caps, casualty FX, aging, application of small prosthetic pieces, application of facial postiche		

Title	Theatrical Makeup	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBF086	
Unit Reference No	R/618/4941	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop skills and techniques to apply theatrical styles to hair and makeup designs.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the development of theatrical hair and makeup styling and techniques.	1.1. Research the development of theatrical hair and makeup styling genres including the following: a) musical theatre b) ballet c) opera d) drag e) burlesque/vaudeville	
2. Be able to design and create theatrical hair and makeup images.	2.1. Develop a portfolio of theatrical hair and makeup designs for each of the genres identified in AC1.1 to include the following: a) research b) design brief c) face and hair design templates 2.2. Apply hair and makeup designs for the each of the genres identified in AC1.1 to include: a) treatment records b) photographic images	
3. Be able to evaluate own theatrical hair and makeup images.	3.1. Justify own design and application choices for each image created in AC2.2. 3.2. Evaluate own performance for hair and makeup applications created in AC2.2 identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
<b>Recommended tasks to be undertaken:</b>		
<b><u>In assessing the learner's skills and knowledge, the following tasks are recommended:</u></b>		
A minimum of five observations on a variety of models. The following range must be covered: musical theatre, ballet, opera, drag, burlesque/vaudeville		

Title	Prosthetic Makeup	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBF442	
Unit Reference No	D/618/8040	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop the skills and techniques to apply prosthetic makeup.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the influence of makeup artists on styling and techniques in prosthetic makeup in TV and film.	1.1 Research the development of prosthetics in TV/Film makeup. 1.2 Analyse the work and influence of three artists on styling and techniques in prosthetic makeup in TV and film.	
2. Be able to design and create prosthetic makeup applications using specialist techniques.	2.1. Develop a portfolio of prosthetic makeup designs to include research, design brief and face and body design templates using the following techniques: a) casting b) sculpting c) molding d) applying custom pieces e) applying ready-made pieces 2.2 Apply makeup designs using the techniques identified in AC2.1 to include: a) treatment records b) photographic images	
3. Be able to evaluate own prosthetic makeup images.	3.1. Justify own design and application choices for each image created in AC2.2. 3.2. Evaluate own performance for makeup applications created in AC2.2 identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practice and apply skills and knowledge	Record of observation Learner notes/written work Learner log



Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
<b>Recommended tasks to be undertaken:</b>		
<b><u>In assessing the learner's skills and knowledge, the following tasks are recommended:</u></b>		
A minimum of two observations on a variety of models. The following range must be covered: casting, sculpting, molding, applying custom made pieces, applying ready-made pieces.		

Title	Face and Body Painting	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBF458	
Unit Reference No	K/618/8493	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop skills and techniques to apply theatrical styles to hair and makeup designs.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the development of face and body art throughout history.	1.1. Research the development of face and body art through history, including the following themes: a) indigenous b) henna c) artistic d) tattoo e) camouflage	
2. Be able to design and create face and body art designs.	2.1. Develop a portfolio of face and body art designs for each of the genres identified in AC1.1 to include the following: a) research b) design brief c) face and body design templates 2.2. Apply face and body designs for the each of the genres identified in AC1.1 to include: a) treatment records b) photographic images	
3. Be able to evaluate own face and body art images.	3.1. Justify own design and application choices for each image created in AC 2.2. 3.2. Evaluate own performance for face and body art applications created in AC 2.2 identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
<b>Recommended tasks to be undertaken:</b>		
<p><b><u>In assessing the learner's skills and knowledge, the following tasks are recommended:</u></b></p> <p>A minimum of five observations on a variety of models, with at least one full body paint. The following range must be covered: indigenous, henna, artistic, tattoo, camouflage</p>		

Title	Television and Film Makeup	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBF533	
Unit Reference No	F/618/8712	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop skills and techniques to apply character makeup designs suitable for Television (TV) and film.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the influence of key makeup artists in TV and film makeup styling and techniques.	1.1. Research TV and film makeup styling for at least three key artists in the following areas: a) drama and or soap b) casualty drama c) horror d) entertainment and or comedy	
2. Be able to design and create TV and film makeup images.	2.1. Develop a portfolio of TV and film makeup designs to include the following: a) research b) design brief c) face and hair design templates 2.2. Apply character makeup designs using different techniques to include treatment records and photographic images for each of the following: a) drama and or soap b) casualty drama c) horror d) entertainment and or comedy	
3. Be able to evaluate own TV and film makeup images.	3.1. Justify own design and application choices for each image created in AC 2.2. 3.2. Evaluate own performance for makeup applications created in AC 2.2 identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
<b>Recommended tasks to be undertaken:</b>		
<p><b><u>In assessing the learner's skills and knowledge, the following tasks are recommended:</u></b></p> <p>A minimum of four observations on a variety of models. The following range must be covered: drama/soap, casualty drama, horror, entertainment/comedy</p>		

Title	Laser and Intense Pulsed Light Treatments for Hair Removal
Level	Five
Credit Value	10
Guided Learning Hours (GLH)	50
OCN NI Unit Code	CBE699
Unit Reference No	L/617/8362
<i>Unit purpose and aim(s):</i> This unit will enable the learner to prepare and carry out laser and intense pulsed light hair removal treatments.	
Learning Outcomes	Assessment Criteria
1. Understand how to prepare for laser and intense pulsed light treatments including legislation and relevant testing procedures.	1.1. Explain the Fitzpatrick scale to identify the following: <ol style="list-style-type: none"> <li>client skin type</li> <li>client skin classification</li> </ol> 1.2. Evaluate the consequences of inaccurate identification of client skin types and classifications in AC1.1.           1.3. Research the importance of selecting the correct equipment to suit client needs, skin type and hair type.           1.4. Research and summarise industry standard legislation for laser and intense pulsed light treatments.
2. Understand the impact of laser and intense pulsed light hair removal on key anatomical and physiological systems.	2.1. Explain the structure and function of the endocrine systems and its effect on hair growth.           2.2. Explain the structure and function of the skin and principles of healing.           2.3. Explain the structure and function of the circulatory and lymphatic system.           2.4. Research contra-indications that may prevent or restrict laser and intense pulsed light hair removal treatments.           2.5. Summarise potential contra-actions that may occur during and following laser and intense pulsed light hair removal treatment and how to deal with appropriately.
3. Be able to create individual treatment plans using appropriate consultation techniques.	3.1. Explain the importance of carrying out a full client consultation prior to commencing treatment.           3.2. Create individual treatment plans for at least three clients on five occasions using appropriate consultation techniques taking account of: <ol style="list-style-type: none"> <li>skin and hair analysis</li> <li>relevant skin tests</li> <li>influencing factors on skin and hair growth</li> <li>methods for dealing with reappearance of skin and hair conditions between treatments</li> <li>aftercare advice and guidance</li> </ol> 3.3. Critically evaluate each client to facilitate the most appropriate laser hair removal treatment.

<p>4. Be able to perform laser and intense pulsed light hair removal treatments in accordance with health and safety practices.</p>	<p>4.1. Follow industry standards for laser hair removal in preparation for therapist treatments.</p> <p>4.2. Implement and follow health and safety working practices in a salon environment.</p> <p>4.3. Use treatment plan developed in AC3.2 on at least three clients on a minimum of five occasions on the face and body to include the following areas:</p> <ul style="list-style-type: none"> <li>a) upper lip</li> <li>b) chin/neck</li> <li>c) underarms</li> <li>d) bikini line</li> <li>e) legs</li> </ul> <p>4.4. Complete accurate records of all treatment sessions for clients above.</p>
<p>5. Be able to evaluate the effectiveness of laser and intense pulsed light treatments on clients.</p>	<p>5.1. Explain the importance of evaluation for laser and intense pulsed light treatments.</p> <p>5.2. Analyse and record treatment findings for at least three clients.</p> <p>5.3. Evaluate own performance and effectiveness of laser and intense pulsed light treatments on at least three clients.</p>

#### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	<p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work</p> <p>Learner log/diary</p> <p>Peer notes</p> <p>Record of observation</p> <p>Record of discussion</p>
Practical demonstration/assignment	<p>A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge</p>	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Learner log</p>
Coursework	<p>Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course</p>	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Tutor notes/record</p> <p>Learner log/diary</p>



E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests
<b>Recommended tasks to be undertaken:</b>		
<b><u>In assessing the learner's skills &amp; knowledge, the following tasks are recommended:</u></b>		
A minimum of five observations on a minimum of three clients covering upper lip, chin/neck, underarms, bikini and legs.		

Title	Lifestyle Advice for Clients	
Level	Five	
Credit Value	10	
Guided Learning Hours (GLH)	50	
OCN NI Unit Code	CBE700	
Unit Reference No	R/617/8363	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to develop a holistic approach to providing lifestyle advice for clients. The learner will be able to advise clients on a balanced lifestyle, for improvement or health and wellbeing.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand what is meant by a healthy and balanced diet.	1.1. Summarise government guidelines on diet and nutrition and the correlation with an individual's health. 1.2. Explain what constitutes a healthy balanced diet and the importance of sufficient water intake. 1.3. Research and evaluate safe approaches to weight reduction and increase.	
2. Understand the impact of caffeine, smoking, alcohol and drug misuse, environmental and ultra-violet damage on the body.	2.1. Research and evaluate the impact of the following on the body and integumentary system: a) smoking b) caffeine c) alcohol d) drug misuse e) ultra-violet 2.2. Research and evaluate the impact of environmental pollution on the respiratory and integumentary systems. 2.3. Research and evaluate self-help techniques for detoxification.	
3. Be able to consult and create a lifestyle advice plan for clients to improve health and wellbeing.	3.1. Carry out consultations on at least three clients on a minimum of three occasions. 3.2. Evaluate lifestyle factors for clients identified in AC3.1 and create a treatment plan to improve health and wellbeing. 3.3. Review and record client's progress against targets. 3.4. Critically evaluate the impact and success of the lifestyle plan for each client identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
<b>Recommended tasks to be undertaken:</b>		
<b><u>In assessing the learner's skills &amp; knowledge, the following tasks are recommended:</u></b>		
A minimum of three observations on a minimum of three clients.		

Title	Stress Management Strategies for Clients in the Hair and Beauty Industry	
Level	Five	
Credit Value	10	
Guided Learning Hours (GLH)	50	
OCN NI Unit Code	CBE701	
Unit Reference No	Y/617/8364	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the nature of stress, its causes and effects. The learner will also be required to plan, develop and evaluate stress management strategies for clients.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand what is meant by stress.	1.1. Research stress and the impact on individuals. 1.2. Critically compare the difference between chronic and acute stress and its impact on individuals. 1.3. Research and analyse the following symptoms of stress: a) physical b) emotional c) cognitive d) behavioural	
2. Understand strategies for stress management.	2.1. Research and evaluate methods of stress management. 2.2. Research positive and negative strategies for managing stress and their impact. 2.3. Analyse how therapeutic treatments may assist with stress management.	
3. Be able to plan and develop stress management strategies for clients.	3.1. Use appropriate consultation techniques to assess two clients on two different occasions to develop individual stress management strategies linked to practical therapies taking account of the following: a) physical b) emotional c) lifestyle 3.2. Create stress management plans for clients identified in AC3.1.	
4. Be able to implement and evaluate stress management strategies for clients.	4.1. Implement stress management strategies for clients identified in AC3.1 taking into account advice on the following: a) aftercare b) homecare c) lifestyle 4.2. Evaluate treatment outcomes for clients identified in AC3.1.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	A collection of documents containing work that shows the learner's progression through the course	
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
<b>Recommended tasks to be undertaken:</b>		
<b><u>In assessing the learner's skills &amp; knowledge, the following tasks are recommended:</u></b>		
A minimum of four observations on a minimum of two clients.		

Title	Salon and Spa Scheduling
Level	Five
Credit Value	15
Guided Learning Hours (GLH)	75
OCN NI Unit Code	CBE702
Unit Reference No	D/617/8365
<i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise the main issues that affect the operation of a salon in the context of scheduling.	
Learning Outcomes	Assessment Criteria
1. Understand influencing factors of appointment timings, facilities and allocation of therapists and clients.	1.1. Research the roles of key staff within the salon and spa. 1.2. Research types of treatments available and facilities required within chosen salon. 1.3. Evaluate the needs of clients to include: a) gender b) culture c) physical condition 1.4. Analyse factors that may influence timings such as preparation, consultation, treatment duration and changing times. 1.5. Research ways in which scheduling may be optimised to minimise waiting times and maximising profits.
2. Be able to perform salon scheduling activities.	2.1. Research different methods that are available for salon and spa scheduling. 2.2. Carry out salon scheduling activities for both diary and electronic booking systems taking into account: a) room availability/suitability b) client requirements c) therapist skills d) frequency of treatments e) prohibited and incompatible treatments f) singular and multiple treatment bookings g) generic contra-indications h) fairness in allocating duties to staff
3. Be able to evaluate salon and spa efficiency and the use of scheduling systems.	3.1. Evaluate salon and spa scheduling practices in order to improve efficiency. 3.2. Evaluate the use of salon and spa scheduling systems identifying possible areas for improvement.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

### Recommended tasks to be undertaken:

#### In assessing the learner's skills & knowledge, the following tasks are recommended:

A minimum of two observations on two occasions to include electronic and diary bookings.



Title	Micro Needling Treatments
Level	Five
Credit Value	15
Guided Learning Hours (GLH)	75
OCN NI Unit Code	CBG347
Unit Reference No	A/650/8305
Learn Direct Code	HL6
<i>Unit purpose and aim(s):</i> This unit will enable the learner to prepare and carry out skin needling treatments.	
Learning Outcomes	Assessment Criteria
1. Understand the principles of skin rejuvenation using micro needling treatments.	1.1. Explain the following in relation to micro needling treatments: a) anatomy and physiology b) wound healing c) skin type scales 1.2. Research the effects of micro needling and nano fusion on the integumentary system. 1.3. Research different equipment and techniques used to suit clients skin types and objectives. 1.4. Research industry standard legislation for skin needling to include health and safety requirements.
2. Be able to create individual treatment plans.	2.1. Explain the importance of client consultation prior to commencing treatment. 2.2. Create individual treatment plans for at least three different clients on minimum of six occasions using appropriate consultation techniques to include: a) skin analysis b) relevant skin tests c) influencing factors on skin
3. Be able to perform micro needling treatments in accordance with health and safety practices.	3.1. Follow health and safety working practices in a salon environment. 3.2. Explain contra-indications that may prevent or restrict micro needling and nano fusion treatments. 3.3. Summarise possible contra-actions that may occur during and following treatment, and how these may be dealt with. 3.4. Use treatment plans developed in AC 2.2 on the facial area to include the following equipment: a) manual roller b) power assisted pen/roller c) nano fusion 3.5. Complete accurate records for treatments carried out in AC 3.4.
4. Be able to evaluate the effectiveness of peeling treatments.	4.1. Explain the importance of evaluation for skin needling treatments. 4.2. Analyse and record treatment findings post treatment carried out in AC 3.4 with at least three different clients. 4.3. Evaluate own performance and effectiveness of skin needling treatments carried out in AC 3.4 identifying areas for improvement.

5. Be able to offer relevant aftercare, homecare and lifestyle advice.	5.1. Explain the importance of relevant aftercare, homecare and lifestyle advice for clients. 5.2. Provide relevant and specific aftercare, homecare and lifestyle advice for clients post treatments identified in AC 3.4.
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### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Skin Peeling Treatments
Level	Five
Credit Value	15
Guided Learning Hours (GLH)	75
OCN NI Unit Code	CBG348
Unit Reference No	D/650/8306
Learn Direct Code	HL6
<i>Unit purpose and aim(s):</i> This unit will enable the learner to prepare and carry out skin peeling treatments.	
Learning Outcomes	Assessment Criteria
1. Understand the principles, classification and application of skin peeling treatments.	1.1. Research the following relating to skin peeling treatments: a) effects of pH scale of acids and alkalis b) effects of skin peels on skins barrier function c) anatomy and physiology d) wound healing e) Fitzpatrick scale 1.2. Research skin peel classifications including enzyme and medical grade peels. 1.3. Explain the importance of prompt application, timing and removal of skin peels. 1.4. Research industry standard legislation for skin peeling to include health and safety requirements.
2. Be able to create individual treatment plans.	2.1. Explain the importance of client consultation prior to commencing treatment including possible contra-indications that may prevent or restrict skin peeling treatment. 2.2. Create individual treatment plans for at least three different clients on a minimum of six occasions using appropriate consultation techniques to include: a) skin analysis b) relevant skin tests c) influencing factors on skin
3. Be able to perform skin peeling treatments in accordance with health and safety practices.	3.1. Follow health and safety working practices in a salon environment. 3.2. Use treatment plans developed in AC 2.2 on the face, neck and décolleté. 3.3. Summarise possible contra-actions that may occur during and following treatment and how these may be dealt with. 3.4. Complete accurate records for treatments carried out in AC 3.2.
4. Be able to evaluate the effectiveness of skin peeling treatments.	4.1. Explain the importance of evaluation for skin peeling treatments. 4.2. Analyse and record treatment findings post treatment carried out in AC 3.2 with at least three different clients. 4.3. Evaluate own performance and effectiveness of skin peeling treatments on treatments carried out in AC 3.2 identifying areas for improvement.
5. Be able to offer relevant aftercare, homecare and lifestyle advice.	5.1. Explain the importance of relevant aftercare, homecare and lifestyle advice for clients.

		5.2. Provide relevant and specific aftercare, homecare and lifestyle advice for clients post treatment identified in AC 3.2.
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Hair, Beauty and Makeup Masterclass Training	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBG544	
Unit Reference No	H/651/0594	
Learn Direct Code	HL6	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to deliver hair, beauty and or makeup masterclass training.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand different teaching and learning strategies that may be used for hair, beauty and or makeup training.	1.1. Research different learning styles and strategies for engagement. 1.2. Analyse effective techniques to promote learner engagement and motivation.	
2. Be able to produce a lesson plan and appropriate teaching resources for a hair, beauty and or makeup masterclass.	2.1. Produce a detailed lesson plan for a hair, beauty and or makeup masterclass including appropriate teaching resources and delivery techniques.	
3. Be able to deliver a hair, beauty and or makeup masterclass.	3.1. Deliver a hair, beauty and or makeup masterclass to a given audience. 3.2. Use an effective assessment strategy to assess the learners understanding during the masterclass.	
4. Be able to evaluate a hair, beauty or makeup masterclass.	4.1. Critically evaluate the effectiveness of teaching techniques, resources and delivery methods used during the masterclass delivered in AC 3.1 identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

**Recommended tasks to be undertaken:**

**In assessing the learner's skills and knowledge, the following tasks are recommended:**

A hair / beauty / makeup masterclass of at least 30 mins on a topic relevant to the industry to be delivered either in-person or online.

Title	Style and Fit Wigs and Postiche	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBG545	
Unit Reference No	J/651/0595	
Learn Direct Code	HL6	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop skills and techniques to style and fit wigs and postiche in different genres and historical periods.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the use of different tools, materials and techniques required to prepare, style and fit wigs and postiche.	1.1. Research how different tools, materials and techniques may be used in wig-making, styling and the fitting of wigs and postiche.	
2. Understand how to meet a design brief for wigs and postiche.	2.1. Compare the different types of wigs and postiche available and how they can be styled to meet a given design brief. 2.2. Develop a client information leaflet to meet a given design brief on the following: a) how to wear b) style c) storage	
3. Be able to fit and style different wigs and postiche to meet design requirements.	3.1. Develop a portfolio of designs incorporating facial hair, full wig, postiche and weft for different genres and historical periods including the following: a) research b) design brief c) face and hair design templates 3.2. Fit and style wigs and postiche for each of the designs in AC 3.1 to include: a) treatment records b) photographic images	
4. Be able to evaluate own wig and postiche designs.	4.1. Justify and evaluate own design and application choices for each design developed in AC 3.1 identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log



Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
<b>Recommended tasks to be undertaken:</b>		
<b><u>In assessing the learner's skills and knowledge, the following tasks are recommended:</u></b>		
A minimum of five applications on a variety of models. The following must be covered: historical, facial hair, full wig, hairpiece, weft.		

Title	Understanding the Roles of Production Hair and Makeup Designers	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBG546	
Unit Reference No	K/651/0596	
Learn Direct Code	HL6	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to design a set of character hair and or makeup looks for a production.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to produce an initial set of designs to meet a director's brief for a production.	1.1. Research the hair and or makeup requirements for a director's brief with a given script. 1.2. Produce an initial set of designs to meet the director's brief in AC 1.1 for a TV, Film or Theatre production.	
2. Be able to produce a set of working designs to consider the wider production team.	2.1. Explain how the hair and or makeup designs meet the needs of the wider production team. 2.2. Produce a full set of working designs to meet the needs of the wider production team. 2.3. Critically analyse how the designs developed in AC 2.2 meet the script and wider production team's requirements.	
3. Be able to develop risk assessments.	3.1. Develop risk assessments appropriate to the hair and or makeup designs created in learning outcome 2. 3.2. Produce instructions for the risk assessments developed in AC 3.1 for the wider hair and or makeup team and performer.	
4. Understand the on-set etiquette requirements for hair and makeup teams.	4.1. Analyse the wider set etiquette requirements that affect the hair and or makeup team including: a) debriefing team on requirements b) producing appropriate checklists	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
<b>Recommended tasks to be undertaken:</b>		
<b><u>In assessing the learner's skills and knowledge, the following tasks are recommended:</u></b>		
A minimum of five-character designs for the script selected.		

Title	Working in the Makeup and Beauty Industry	
Level	Five	
Credit Value	15	
Guided Learning Hours (GLH)	75	
OCN NI Unit Code	CBG547	
Unit Reference No	L/651/0597	
Learn Direct Code	HL6	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain an understanding of the makeup and beauty industry including different employment opportunities.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand health, safety and well-being when working in the makeup and or beauty therapy industry.	1.1. Evaluate health, safety and well-being considerations for makeup artists and or beauty therapist. 1.2. Research risks associated when working as a makeup artist and or beauty therapist and strategies which may be adopted to mitigate them. 1.3. Critically evaluate own approach as a Makeup artist to health, safety and well-being in the workplace.	
2. Understand different roles and responsibilities within the wider makeup and or beauty industry.	2.1. Research career pathways and modes of employment available within the wider makeup and or beauty industry and the advantages and disadvantages of each. 2.2. Use research in AC 2.1 to select own career pathway justifying choice and evaluating possible employment opportunities.	
3. Be able to develop own career within the makeup and or beauty industry.	3.1. Develop a career action plan to include: a) timelines b) short, medium and long-term goals c) own strengths and weaknesses d) training and experience required 3.2. Critically compare the advantages and disadvantages of using social media against traditional marketing methods as a tool for self-promotion within the makeup and or beauty industry.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
<b>Recommended tasks to be undertaken:</b>		
<b><u>In assessing the learner's skills and knowledge, the following tasks are recommended:</u></b>		
Create an information pack to use as a guide to the makeup and or beauty industry for new entrants.		

## Quality Assurance of Centre Performance

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### External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

The External Verifier will review the delivery and assessment of this qualification. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

### Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

## Administration

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### Registration

A centre must register learners within 20 working days of commencement of a qualification.

### Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

### Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

### Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

### Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

**OCN NI Level 5 Award in Hair and Beauty Management**  
**Qualification Number: 603/5186/X**

**OCN NI Level 5 Certificate in Hair and Beauty Management**  
**Qualification Number: 603/5182/2**

**OCN NI Level 5 Extended Certificate in Hair and Beauty Management**  
**Qualification Number: 603/5183/4**

**OCN NI Level 5 Diploma in Hair and Beauty Management**  
**Qualification Number: 603/5184/6**

**OCN NI Level 5 Extended Diploma in Hair and Beauty Management**  
**Qualification Number: 603/5185/8**

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Operational start date: 15 October 2019  
Operational end date: 30 September 2029  
Certification end date: 30 September 2034

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