



Hair and Beauty

Vocational Taster

Student name	
Centre name	
ASDAN tutor	

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Hair and Beauty Vocational Taster

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Summary of Achievement

Yellow centre pages



Achieving your Vocational Taster

How long will the Vocational Taster take?

You have the option of accrediting up to 60 hours of Hair and Beauty activities. For every 10 hours, you are awarded one credit, for example:

10 hours = 1 credit	30 hours = 3 credits	60 hours = 6 credits
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These credits can contribute towards other programmes and qualifications.

The **Hair and Beauty Vocational Taster** can lead to:

ASDAN Personal Development Programmes

- Bronze, Silver, Gold or Universities

ASDAN Qualifications (Levels 1 and 2)

- **AoPE** (Award of Personal Effectiveness) Levels 1 and 2
- **CoPE** (Certificate of Personal Effectiveness) Levels 1 and 2

and could eventually lead to:

ASDAN Qualifications (Level 3)

- **CoPE** (Certificate of Personal Effectiveness) Level 3

What must I do?

Read through these introductory pages carefully.

Look at the modules and challenges and decide which challenges you wish to complete – your tutor will be able to help you decide.

Create an evidence portfolio to safely store all the material you'll need to have in place before your tutor can claim your Vocational Taster certificate.

Plan, organise and carry out your chosen challenges, collecting evidence as you go and storing it safely in your evidence portfolio.

Before asking your tutor to check your work and claim your certificate make sure your portfolio contains the following:

- A student book
- A completed Record of Progress (page 5)
- Evidence for each challenge completed
- The correct number of Vocational Taster Skills Sheets (see pages 43-50)
- A completed Summary of Achievement (yellow centre pages)
- A completed Personal Statement (yellow centre pages)

What will I need?

- Your own copy of this Vocational Taster book
- A portfolio (file or folder), into which you will put your evidence



Information for tutors

To download A Quick Guide to Short Courses, go to:

**[members.asdan.org.uk/
my-courses/short-courses](https://members.asdan.org.uk/my-courses/short-courses)**

This contains step-by-step guidance for delivering any Vocational Taster Short Course, from registering with ASDAN to certification.



Recording Your Skills

Recording your skills

Next to each challenge is a set of tick boxes where you can record the skills you have been developing during the activity.

These help you link your achievements to the national standards for these skills.

Hair and beauty activities provide an excellent opportunity to develop the skills of:

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths

✓ Skills I used:

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths



The importance of Key/Core Skills

These are an everyday part of adult and working life. You need to be able to make yourself understood when speaking and writing, planning your own learning, working with others, carrying out basic calculations and using information technology.

Every job needs some or all of these skills and they are just as useful in Further and Higher Education.

Learning

This skill is about how you manage your personal learning and development. It is about planning and working towards targets to improve your performance and reviewing your progress.

Teamwork

This skill is about how you work with others when planning and carrying out activities to get things done and achieving shared objectives. This will involve working with a group of people.

Coping with Problems

This skill is about recognising problems and doing something about them. It is about using different methods to find a solution and checking to see if they work.

Use of IT

This skill is about being able to make the best use of computers and other items such as printers, scanners and digital cameras. Being familiar with how to use this equipment is vitally important, not only in the workplace but also in the home.

Use of English

This skill is not only about how you talk to people but also about the ways you find out information and let other people know about your views and opinions. It also includes all aspects of writing and reading.

Use of Maths

This skill is about your ability to use numbers. If, for example, you've measured or calculated something you will have used numeracy skills. Being able to use numbers is a skill highly valued by employers; many of the challenges in this Vocational Taster will give you opportunity to practise your numeracy skills.

Module 1

Customer Service





Module 1

Customer Service

Section A: Complete at least THREE challenges over 10 hours (1 credit)

1 Observe **two** of your peers dealing with a client and ask them to observe you doing the same; evaluate how well they performed. Note what they did well and how they could do better; share this constructive criticism to help each of you improve.

- ✓ **Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

2 Use role play, a story board or write a page for a training manual to show that you know what is and isn't appropriate in the following situations:

- A client is not happy with the finished result of a manicure
- Conversation topics when performing a treatment

- ✓ **Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

3 Prepare a short code of conduct for staff in a salon. Include:

- Why they must give the correct information about services and products to clients
- How a client's ethnicity or disability could affect hair washing
- When they should inform clients about other services or products

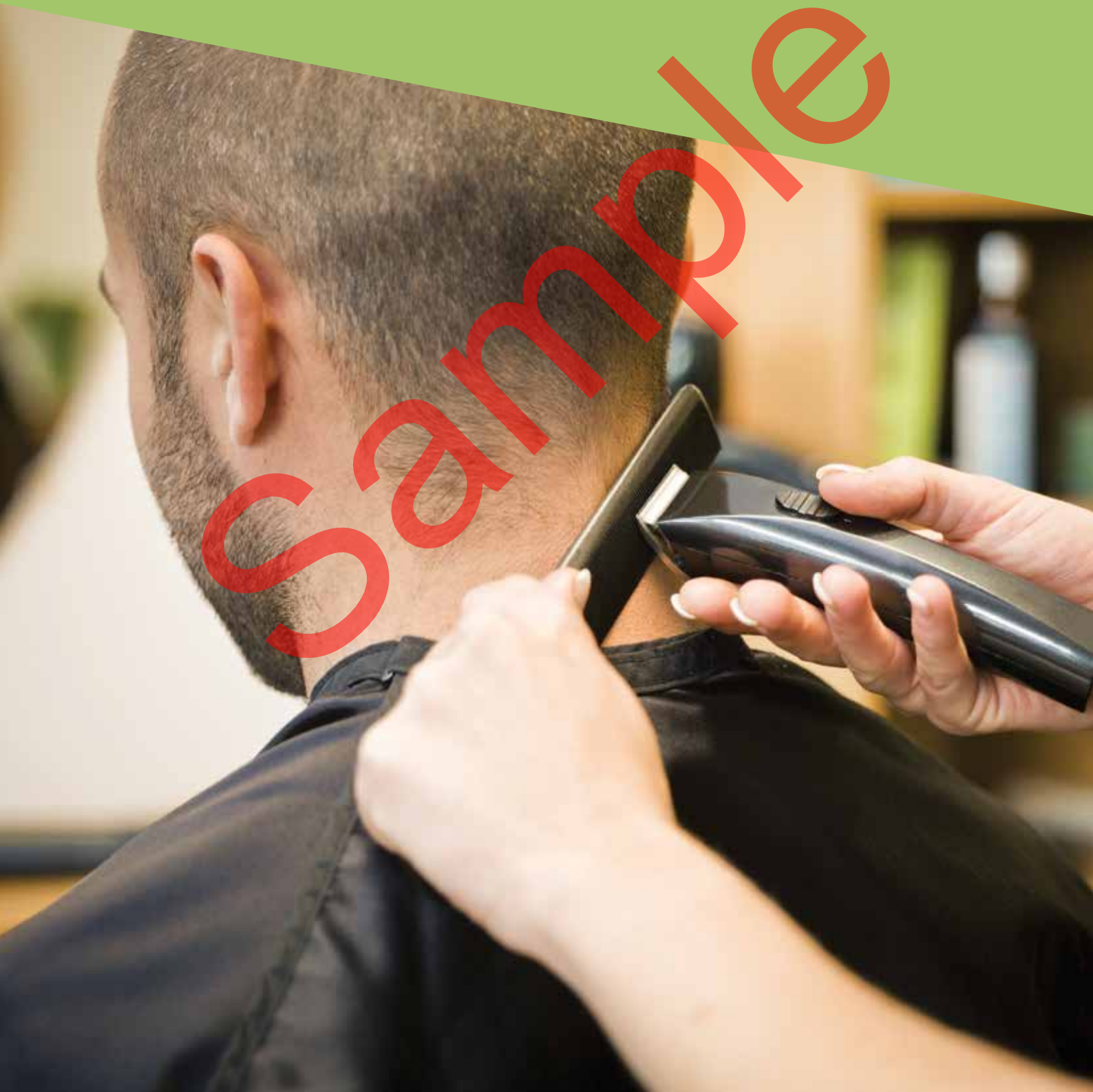
- ✓ **Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

4 Interview, or observe, a therapist or hairdresser to find out as many ways as you can to improve client care before, during and after a treatment. Prepare a guide on how to improve customer care for start-up hair and beauty businesses.

- ✓ **Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

Module 3

Basic Hairdressing Techniques



Module 3

Basic Hairdressing Techniques

5 Create a glossary of terms that a hairdresser would need to know. Make a booklet using creative images to support your work. You will be able to add to your glossary as you progress with your training.

- ✓ **Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

6 Design a leaflet advertising different types of hair perming techniques. Use pictures to advertise the look and write a short paragraph describing the procedure for each technique.

or

Conduct a survey among older people to find out how hair perming and the quality of hair perming products have changed over the last 30 years. Present your results.

- ✓ **Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

7 Choose three celebrities and explore how their hair fashion has changed throughout their career. State:

- whether you think a hairstyle is a fashion statement
- what you think prompted each celebrity to change their look
- which look you prefer on each celebrity

- ✓ **Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

8 Other agreed challenge:

- ✓ **Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

Module 6

Careers in Hair and Beauty





Module 6

Careers in Hair and Beauty

Section B: Complete ONE or TWO challenges over 10 hours (1 credit)

- 1** Undertake a period of work experience that involves working in the hair and beauty sector. Complete a diary of your experience and update your CV to reflect what you have learnt.

✓ **Skills I used:**

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths

- 2** Take part in a taster day at a local FE college to find out what it would be like to study hair and beauty there. Write about your visit, including the benefits and drawbacks of choosing this as a place for further study.

✓ **Skills I used:**

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths

- 3** Use your hair and beauty skills in a voluntary activity that contributes to your community. This could be providing hand massages at a lunch club for the elderly, hairdressing for a drama production in your school or selling manicures at a fundraising event. Update your CV to reflect your experience.

✓ **Skills I used:**

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths



Adding Value

Your Hair and Beauty Vocational Taster is recognised with an ASDAN certificate, and has a credit rating to reflect the time you have spent on your Hair and Beauty activities. The Hair and Beauty Sector Vocational Taster can also be linked to other programmes and qualifications, which add value and give you further options for continuing to develop your skills and experience.



★ If you are aiming to achieve any of these qualification outcomes you should seek advice from ASDAN before starting your Hair and Beauty Vocational Taster.

Sample



VOC03/1

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