


SKILLS PROGRAMME DOCUMENT						
Skills Programme Title		Hair Cutting Attendant				
NQF Level	4	Credits	60	Duration in days	82,5	
Skills Programme ID Number		SP-230304				
Skills Programme Status	Approved			Start Date	End Date	
				01/03/2023	01/03/2028	
Last date for enrolment	01/03/2029	Last date for achievement		01/03/2032		

SKILLS PROGRAMME DETAILS

1.	Title	Hair Cutting Attendant	
2.	Sub Title	514101 Hairdresser	
3.	NQF Level	NQF Level 4	
4.	Duration	82.5 days	
5.	Credits	60	
6.	Quality Assuring Body	Quality Council for Trades and Occupations (QCTO)	
7.	Skills Programme Rationale	<p>The Services SETA received a request from the Department of Education for Skills Programmes to be developed in hairdressing.</p> <p>This skills programme addresses the need of unqualified and unemployed persons with the need to develop skills that may lead to a full qualification in the hairdressing industry. As with all trades, progressive learning will focus on the achievement of hairdressing related competencies.</p> <p>The skills programme is intended to provide learners with the competencies to start their own small businesses by becoming economically active in providing a service in the hairdressing environment in a short space of time.</p> <p>The qualifying learner will be able to provide hair cutting services.</p>	
8.	Related registered qualification/s	514101 Occupational Certificate: Hairdresser	
9.	Purpose	<p>The purpose of this Skills Programme is to prepare a learner to perform hair cutting services in a professional and safe manner.</p> <p>A Hair Cutting Attendant performs hair and scalp treatments.</p> <p>A qualified learner will be able to:</p> <ul style="list-style-type: none"> • Provide hair cutting services. 	
10.	Content	<p><u>Knowledge component</u></p> <ul style="list-style-type: none"> • 900147-000-00-KM-01, Professional conduct and ethics, NQF Level 2, Credits 9 	<p><u>Application component</u></p> <ul style="list-style-type: none"> • 514101-000-01-PM-03, Cut hair, NQF Level 4, Credits 25

		<ul style="list-style-type: none"> 900147-000-00-KM-02, Principles of working with hair and skin, NQF Level 3, Credits 2 900150-000-00-KM-01, Hair Cutting, NQF Level 4, Credits 24 <p>Total Credits: 35</p>	<p>Total Credits: 25</p>
11.	Minimum entry requirements	NQF Level 1 Qualification	
12.	Exit Level Outcomes	ELO 1: Provide hair cutting services	
13.	Continuous Assessment & Final Supervised Assessment (FISA)	<p>Continuous Assessment</p> <p>The SDP must ensure that all learners are enrolled with the QCTO at the start of training (within 5 days) in the format required by the QCTO.</p> <p>Continuous assessment are set by the SDP in accordance with the outcomes provided.</p> <p>This may consist of a variety of methods, e.g. practical or written assessments, assignments, projects, demonstrations, presentations or any other form of assessment to assist the learner in the learning process.</p> <p>During training, it is mandatory for formal summative assessments to take place at the end of each module/topic. These results must be formally recorded, and be available for monitoring and/or evaluation by the QCTO.</p> <p>Final Integrated Supervised Assessment (FISA) All learners gain entrance to the Final Integrated Supervised Assessment by successfully completing all formal summative assessments conducted by the SDP.</p> <p>Format of FISA: A <i>practical and written</i> assessment integrating the relevant Exit Level outcomes, with simultaneous verbal assessment of embedded knowledge by the assessor before, during or after the FISA.</p> <p>All FISAs must be supervised, and virtual FISAs must be recorded throughout the assessment.</p> <p>All Exit Level Outcomes must be covered in the FISA. In the FISA, the learner must demonstrate applied knowledge and skills to prove that the competencies of the Skills Programme have been achieved.</p>	

	<p>The FISA may not contain any assessments used in the "Continuous Assessment" process (thus no re-assessment).</p> <p>Special considerations should be made for candidates with special learning needs.</p> <p>Standards for Final Integrated Supervised Assessment (FISA):</p> <p>The learner should be provided with a brief/job card/task to demonstrate what the learner should show, know or produce in a product, relevant to the Exit Level Outcomes and the purpose of the Skills Programme. This is the section where the learner must show applied competency (what the learner must be able to do, and to what expected standard)</p> <p>The FISA INSTRUMENT (Written case study, scenario or brief/task [similar to a job card]) must be developed and moderated by the SDP and conducted in a supervised environment. It is assessed by means of a RUBRIC developed by the SDP for this purpose:</p> <p>For the practical, a candidate must prove that they can work competently as a Hair Cutting Attendant by performing the following tasks:</p> <ol style="list-style-type: none"> 1. Perform basic haircut 2. Perform modern haircut with advanced cutting techniques <p>In the written component, learners must be given real life scenarios in which they must demonstrate that they have knowledge in order to respond to challenges/issues/problems in the scenarios, in the following:</p> <ul style="list-style-type: none"> • Professional conduct • Health and safety • Customer service • Cutting styles and techniques <p>. The learner must have achieved a minimum of 70% to be found competent for the written component.</p> <p>The maximum allocated time for the completion of the FISA is 8 hours including both practical and written activities</p> <p>Whilst conducting the above practical, strategic, well-timed questions should be asked of the learner to assess embedded knowledge gained during the skills programme, as well as critical thinking and problem-solving skills: for e.g.</p> <ul style="list-style-type: none"> • "Why.....?" • "What would happen if ...?" • "When is done, what would the result be?" • "How would you deal with?" • Etc.
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		<p>The marking rubric/compliance checklist used to assess these competencies must include a section for the assessor/facilitator used in this session to make a note of competencies shown, (or not shown), as well as the questions that were asked, and a summary of the learner's answers, and state whether these are of the acceptable standard or not.</p> <p>The marking rubric/compliance checklist compiled should contain specific areas marked with an asterisk (*) as compulsory sections in order for the learner to be declared C (Competent). Compulsory sections are when the safety of the candidate or others would be affected if incorrectly completed.</p> <p>Learners who complete this skills programme will accumulate credits towards the relevant full or part qualification. The Credit Accumulation and Transfer (CAT) Policy may apply to these learners.</p> <p>Submission of final results</p> <p>Final results must be submitted to the QCTO in the required format, within 21 days of the date of the FISA, together with the following:</p> <ul style="list-style-type: none"> • Completed QA Verification Report on the FISA (QCTO template: relevant sections). • A copy of the final Assessment Instrument used, as well as the marking guideline / rubric.
14.	Recognition of Prior Learning (RPL)	<ul style="list-style-type: none"> • Learners will gain access to the skills programme through RPL for Access as provided for in the QCTO RPL Policy. RPL for access is conducted by an accredited institution, skills development provider or workplace accredited to offer that specific skills programme. • Learners who have already acquired competencies of modules of a skills programme will be exempted from modules through RPL. Such learners will be awarded credits towards the skills programme. • Learners who complete this skills programme will accumulate credits towards the relevant full or part qualification. The Credit Accumulation and Transfer (CAT) Policy shall apply to these learners.
15.	Work Opportunities and further learning	<p>This skills programme will enable qualifying learners to access other skills programmes like Workplace Essential Skills, Fitness Instructor or the Hairdresser</p>

		<p>trade qualification and other skills programmes in the hairdressing environment.</p> <p>This will allow the qualifying learner to broaden their service provision in the hairdressing environment.</p>
<p>16.</p>	<p>Skills Development Provider Accreditation Requirements</p>	<p><i>Physical Requirements:</i></p> <ul style="list-style-type: none"> • Physical training facilities (or if using a hybrid or e-learning model – software or internet platform) conducive to hosting the number of learners comfortably and safely for the duration of this module • Facilities that meet the minimum requirements for the comfort of learners (ablutions, hand washing facilities, sheltered from the elements etc.) if relevant • Record keeping systems to capture learner data and issue a statement of results • Practical guidebooks with clear instructions on activities (including templates) • Variety of cutting tools and instructions as stated in the given statements • Logbooks to capture learner progress against the practical activities <p><i>Human Resource Requirements:</i></p> <ul style="list-style-type: none"> • Facilitator with three years' hairdressing industry experience after successful completion of a relevant trade test, who has the capacity to facilitate occupational learning • Access to assessors with three years' hairdressing industry experience after successful completion of a relevant trade test, who have the capacity to assess learners • Access to moderators with three years' hairdressing industry experience after successful completion of a relevant trade test, who have the capacity to moderate the assessment of learners

		<ul style="list-style-type: none"> • Not more than 20 learners per Facilitator <p><i>Legal Requirements:</i></p> <ul style="list-style-type: none"> • CIPC registered entity • SARS Tax compliance pin • Compliant and current health and safety audit report • Relevant labour legislation visible in facility or on platform (as required by current legislation) • POPI policy
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