

ITEC Level 2

Unit 819 - Working In The Beauty Related Industries

Recommended minimum guided learning hours – 31

QCA Qualification Accreditation Number: T/601/5642

Learning Outcome

Learners will be able to:

Assessment Criteria

1. Know the key characteristics of the beauty related industries
 - 1.1 Access sources of information on organisations, services, occupational roles, education and training opportunities within the beauty related industries
 - 1.2 State the types of organisations within the beauty related industries
 - 1.3 State the main services offered by the beauty related industries

Taught Content

1.1.1 To include:

- Official organisation websites e.g. HABIA, National Occupational Standards
- Awarding organisations progression routes
- Professional associations/society/guild/insurers
- Industry magazines, publications and trade journals
- Media publications
- Careers and employment offices
- Training and learning providers
- Industry manufacturers and suppliers
- Trade events and exhibitions

1.2.1 To include:

- Regulatory Bodies
- Awarding organisations
- Learning providers
- Trainers and educators
- Professional Associations
- Insurers
- Membership Bodies
- Wholesalers
- Retailers

1.3.1 To include:

- Beauty and skincare treatments
- Facial and body electrical treatments
- Hair removal treatments
- Make-up and camouflage treatments
- Massage
- Spa treatments
- Health & fitness guidance
- Nail care
- Tanning treatments
- Hairdressing

<p>1.4 Describe occupational roles within the beauty related industries</p>	<p>1.4.1 To include:</p> <ul style="list-style-type: none"> • Salon/spa receptionist • Beauty therapist • Spa therapist • Nail care consultant/technician • Massage therapist • Remedial/camouflage/photographic make-up artist • Electrologist • Advanced practitioner • Hairdresser/technician • Salon/ spa manager • Salon/spa owner • Freelance therapist • Salon trainer/assessor • College lecturer • Educator • Verifier • Education manager • Sales consultant • Salon supplier • Wholesaler • Insurers • Publicist • Marketing analyst • Web site designer • Inspectorate e.g. Health & safety officer • Recruitment specialist • Exhibition/event organiser
<p>1.5 State the employment characteristics of working in the beauty related industries</p>	<p>1.5.1 To include:</p> <ul style="list-style-type: none"> • Personal appearance • Communication skills • Artistic flair and ability • Personality • Professionalism • Diplomacy • Qualifications • Integrity • Organisational skills • Punctuality • Reliability • Loyalty
<p>1.6 Describe the education and training opportunities within the beauty related industries</p>	<p>1.6.1 To include:</p> <ul style="list-style-type: none"> • Assessor • Lecturer • Education co-ordinator • Internal verifier • External verifier • Head of department • Examiner • Product trainer • Product Developer • Advanced techniques trainer • Equipment developer • Equipment trainer • Personal trainer/instructor • Continuous Professional Development (CPD)
<p>1.7 Describe the opportunities to transfer to other sectors or industries</p>	<p>1.7.1 To include:</p> <ul style="list-style-type: none"> • Teaching • Networking • Careers advice and progression routes • Continuous Professional Development (CPD) • Transferable skills developed for use in other sectors • Health and Social Care sector • Fitness and leisure industry • Hospitality • Education • Entertainment and media industry • Complementary therapy industry
<p>1.8 State the main legislation affecting the beauty related industries</p>	<p>1.8.1 To include:</p> <ul style="list-style-type: none"> • Fire Precautions Act • Health & Safety at Work Act • Health and Safety (First Aid) Regulations • The Management of Health & Safety at Work Regulations • The Workplace (Health, Safety & Welfare) Regulations • The Manual Handling Operations Regulations • The Personal Protective Equipment at Work Regulations • The Provision and Use of Work Equipment Regulations • The Control of Substances Hazardous to Health Regulations (COSHH) • The Electricity at Work Regulations • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Data Protection Act • Supply of Goods and Services Act • Consumer Protection Act • Trades Description Act • Disability Discrimination Act

<p>1.9 Describe the basic principles of finance and selling within the beauty related industries</p> <p>1.10 Describe the main forms of marketing and publicity used by beauty related industries</p>	<ul style="list-style-type: none"> • Care Standards Act • Voluntary and statutory regulation <p>1.9.1 Basic principles of finance to include:</p> <ul style="list-style-type: none"> • Basic profit and loss • Petty cash • Spread sheets • Budget • Cash flow • Costing of treatments and services • Net profit • Gross profit <p>1.9.2 Basic principles of selling to include:</p> <ul style="list-style-type: none"> • Never pre-judging a customer • Good communication skills and enthusiasm • Good product knowledge • Appropriate timing for introduction of goods and/or services • Understanding client needs • Selling ethically and without pressure • Relating effects and benefits to the client • Allowing time for questions • Link selling • How to close a sale <p>1.10.1 To include:</p> <ul style="list-style-type: none"> • Newspapers and magazines • Industry publications • Leaflets • Mail shots • Word of mouth • TV • Cinema • Radio • Talks • Internet • Demonstrations and talks • Sponsorship • Trade shows and exhibitions
<p>2. Know the working practices associated with the beauty related industries</p> <p>2.1 Describe good working practices in the beauty related industries</p>	<p>2.1.1 To include:</p> <ul style="list-style-type: none"> • Compliance with current legislation, health and safety regulations • Any particular rights and/or restrictions applicable to the service and/or treatment • Suitable consultation techniques gaining client commitment and signature • Completion of appropriate client tests • Referral procedures • Personal conduct and behaviour • Punctuality • Applicable professional insurances • Confidentiality • Professionalism • Professional Body membership • Abiding by Codes of conduct and professional ethics • Ensuring and maintaining client comfort • Providing accurate and appropriate advice • Good documentation and record keeping

<p>2.2 State the importance of personal presentation in reflecting professional image when working in the beauty related industries</p>	<p>2.2.1 To include:</p> <ul style="list-style-type: none"> • First impressions and client confidence • Appearance and presenting the appropriate persona of the sector represented e.g. immaculate hands and nails for a manicurist • Appropriate attire – professional work wear, full flat shoes, socks with trousers, natural tights with skirts, no jewellery except a wedding band and stud earrings (must be removed or covered if using electrical equipment), short clean finger nails with no enamel • No body odour • No bad breath • No perfume • No chewing of gum or sucking of sweets • Hair neat, clean and tied back – not on the collar or face
<p>2.3 Describe opportunities for developing and promoting own professional image within the beauty related industries</p>	<p>2.3.1 To include:</p> <ul style="list-style-type: none"> • CPD • Marketing • Publicity • Up to date and well presented Curriculum Vitae • Attending tradeshow and exhibitions • Company website • Writing articles • Giving talks and demonstrations • Maintaining professional persona
<p>2.4 State the basic employment rights and employer responsibilities for working in the beauty related industries</p>	<p>2.4.1 Basic employment rights to include:</p> <ul style="list-style-type: none"> • Contract of employment including terms and conditions of service, holiday entitlement, hours of work, salary and commission, sick leave, maternity leave • Disciplinary procedure • Redundancy • Constructive, unfair and wrongful dismissal • Equal opportunities <p>2.4.2 Employer responsibilities to include:</p> <ul style="list-style-type: none"> • Contract of employment • Basic legislation requirements • Compliance with Health & Safety Laws (HSE) • Health & Safety policy • Carry out risk assessments • Appropriate insurances and licenses • Specialist help e.g. Advisory Conciliation & Arbitration Service (ACAS) • Staff training and morale
<p>2.5 Describe the importance of continual professional development for those working in the beauty related industries</p>	<p>2.5.1 To include:</p> <ul style="list-style-type: none"> • Keeping up to date with current trends • New technology and ideas • New products and skills • Good practice • Improved performance at work • Extended client base and continued profitability • Training needs • Job satisfaction • Promotion prospects/career progression • Mandatory in certain professions • Requirement of most professional associations • Voluntary Regulation of professions • Statutory Regulation of professions

<p>Assignment</p> <p>Unit 819 - Working in the Beauty Related Industries</p> <p>Unit 819 - Working in the Beauty Related Industries assignment guidance form AG819 may be downloaded from www.itecworld.co.uk</p>	<p>Unit 819 - Working in the Beauty Related Industries assignment must be evidenced using assignment assessment form AA819. See www.itecworld.co.uk</p>
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