OCN LONDON

QUALIFICATION GUIDE

Level 1 Qualifications in Skills for Professions in Hair and Beauty

OCN London

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OCNLR Level 1 Award in Skills for Professions in Hair and Beauty
Qualification No: 603/2531/8

OCNLR Level 1 Certificate in Skills for Professions in Hair and Beauty*
Qualification No: 601/8461/9

*This qualification is to be withdrawn. The operational end date is 30th April 2022; the certification end date is 30th April 2023.

OCN London aims to support learning and widening opportunities by recognising achievement through credit-based courses and qualifications, promoting high standards of excellence and inclusiveness.

We are proud of our long-term role and unique history in providing innovative learning solutions for a wide range of learners and particularly those who have not previously benefitted from education.

At the heart of what OCN London offers is:

- a commitment to inclusive credit-based learning;
- the creative use of credit with responsive, demand-led qualification development;
- high quality service and support;
- respect for and encouragement of diversity – in learners and learning approaches, partners and settings;
- the development of people, capacity and resources that will ensure effective business partnerships.

To navigate within this Qualification Guide

To locate a section in this electronic guide, click on the heading in the table of contents, on page 4. To return to the contents page, click again on any major heading within the document. Users can of course also scroll through pages in the usual way.

Contents

General Information

This qualification guide contains details of everything you need to know about the OCNLR Level 1 Qualifications in Skills for Professions in Hair and Beauty. It makes reference to the curriculum areas covered, identifies the learners for whom the qualifications have been developed and specifies the rules of combination for achievement of the qualifications. The guide also covers important aspects of assessment and moderation that are particular to the qualifications. The guide should be used by all involved in the delivery and assessment of the qualifications.

The Curriculum and Relationship Development Manager (CRDM) for your Centre will provide support and advice on how to seek approval to offer these qualifications. Please contact the main switchboard for the name of your CRDM if you do not already know it. If you are not yet an OCN London Approved Centre but wish to use these qualifications, please contact the administrative team at OCN London for details of the Centre Approval application process.

Qualification Overview

The OCNLR Level 1 Qualifications in Skills for Professions in Hair and Beauty have been developed to provide a flexible approach to study using a range of vocational units in health and beauty combined with optional units in learning skills. The qualifications are suitable for use in a range of learning situations and lend themselves to the development of individualised learning programmes.

The qualifications have been designed to provide the study skills and introductory vocational knowledge to learners who wish to progress in the hair and beauty sector, but who may not yet be at a Level 2 standard. This may be because they have previously not achieved at Level 2, or because they have been out of education for some time.

The OCNLR Level 1 Award in Skills for Professions in Hair and Beauty is a qualification for learners wishing to explore vocational study alongside learning skills. The size of the qualification makes it ideal for learners who are not yet ready to commit to a larger qualification.

The OCNLR Level 1 Certificate in Skills for Professions in Hair and Beauty[1] has been designed to fit with the requirements of the Department for Education's 16-19 study programme initiative as the substantial core qualification element for learners who are not yet at a Level 2 standard. This means that the size of the qualification allows for the other required elements of mathematics, English, work experience and enrichment activities to be taken simultaneously. For further information about 16-19 study programmes, please see the DfE publication by clicking here.

The OCNLR Level 1 Award and Certificate in Skills for Professions in Hair and Beauty are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

Qualification details
The OCNLR Award and Certificate in Skills for Professions in Hair and Beauty can be achieved at Level 1.

Level 1 Award
- Qualification Number: 603/2531/8
- Qualification credit value: 9
- Operational start date: 1st November 2017
- Review date: 1st December 2023
- Guided Learning Hours (GLH): 77 hours
- Total Qualification Time (TQT): 90 hours
- Assessment requirements: internally assessed, internally and externally moderated.

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[1] The OCNLR Level 1 Certificate in Skills for Professions in Hair and Beauty is to be withdrawn. The operational end date is 30th April 2022; the certification end date is 30th April 2023.

Level 1 Certificate*

- Qualification Number: 601/8461/9
- Qualification credit value: 32
- Operational start date: 1st March 2016
- Review date: 31st January 2021
- Total Qualification Time (TQT): 320 hours
- Guided Learning Hours (GLH): 270 hours
- Assessment requirements: internally assessed, internally and externally moderated.
- *This qualification is to be withdrawn. The operational end date is 30th April 2022 and the certification end date is 30th April 2023.

Purpose of the qualifications

The OCNLR Level 1 Award and Certificate in Skills for Professions in Hair and Beauty have been designed to provide learners with the underpinning skills and knowledge required to progress to further study in hair and beauty and ultimately to work in related sectors.

Who the qualifications are for

The qualifications are for learners of all ages who wish to progress in hair and beauty. They offer an opportunity to develop essential study skills along with vocational units to create a firm foundation for successful progression to Level 2 qualifications. The Award is ideal for learners who are not yet ready to commit to a larger qualification.

Learners may be:
- 14-19 years old in full-time study;
- adults who wish to progress to higher level qualifications in hair and beauty or related subjects;
- currently employed in a role within the hair and beauty sector and wish to progress;
- currently not in employment and looking to improve their future career prospects.

Entry guidance

There are no specific entry requirements for these qualifications. However, Centres must assess the suitability of units for younger learners before delivery.

Additional information

Indicative content, tutor guidance, schemes of work and assessment tasks have been developed for a number of units within these qualifications. These are available on request. For further information please contact your OCN London Curriculum and Relationship Development Manager.

Progression and related qualifications

On completion of the OCNLR Level 1 Award and Certificate in Skills for Professions in Hair and Beauty learners will have the required skills and knowledge in order to progress to qualifications at a higher level in a related subject. These qualifications represent the first step in a clear progression route through to vocational learning or higher education.

Alternatively, learners may progress to employment in entry level roles within hair and beauty.

Structure of the Qualifications

Rules of combination for achievement

The OCNLR Level 1 Award in Skills for Professions in Hair and Beauty comprises the choice of one study skills unit or a range of optional 'green' units, and a number of optional vocational units. Learners must achieve 9 credits in total:

- 3 credits from either the 'Introduction to Study Skills' unit OR 3 credits from the Group 3 'Green' units;
- 6 credits from the vocational units in Group 1.

The OCNLR Level 1 Certificate in Skills for Professions in Hair and Beauty* comprises mandatory and optional units. Learners must achieve 32 credits in total:

- 5 credits must be taken from the mandatory units;
- 12 credits from Optional Group 1;
- 6 credits from Optional Group 2;
- the remaining credits may be taken from Optional Groups 1 and/or 2.
- *This qualification is to be withdrawn. The operational end date is 30th April 2022 and the certification end date is 30th April 2023.

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
H/508/0637	HC7/1/LQ/013	Introduction to Study Skills	1	3	27
K/508/0638	HC7/1/LQ/014	Time Management Skills	1	2	18
Optional Group 1 – Vocational Units					
L/508/1698	HL1/1/LQ/001	Basic Make-Up Application	1	3	30
A/508/1700	HL7/1/LQ/013	Colour Hair Using Temporary Colour	1	3	27
J/508/1702	HL7/1/LQ/014	Create a Hair and Beauty Image	1	3	30
Y/508/1705	HL4/1/LQ/001	Hand Care	1	3	27
K/508/1708	HK4/1/LQ/001	Head Massage	1	4	36
K/508/1711	HL6/1/LQ/002	Health and Safety in the Salon	1	3	27
F/508/1715	HL1/1/LQ/003	Introduction to Working in a Hair and Beauty Salon	1	3	27
T/508/1713	HL1/1/LQ/002	Introduction to the Hair and Beauty Sector	1	3	25
L/508/1717	HL1/1/LQ/004	Nail Art Application	1	3	25
L/508/1720	HL1/1/LQ/005	Plaiting and Twisting Hair	1	3	30
Y/508/1722	HL1/1/LQ/006	Presenting a Professional Image in a Salon	1	3	25
M/508/1726	HL1/1/LQ/007	Providing Basic Manicure Treatments	1	3	30
F/508/1729	HL1/1/LQ/008	Providing Basic Pedicure Treatments	1	3	30
F/508/1732	HL6/1/LQ/003	Salon Reception Duties	1	3	22
R/508/1735	HL7/1/LQ/015	Shampoo and Conditioning	1	3	27
D/508/1737	HL1/1/LQ/009	Skin Care	1	3	27
D/508/1740	HL7/1/LQ/016	Styling Men's Hair	1	3	30
H/508/1741	HL7/1/LQ/017	Styling Women's Hair	1	3	30
T/508/1744	HL1/1/LQ/010	Themed Face Painting	1	3	30
R/508/1749	HL1/1/LQ/011	Working with Others in the Hair and Beauty Salon	1	2	19
Optional Group 2 – Learning Units					
M/508/0687	HB1/1/LQ/063	Action Planning for own Development	1	2	16
A/508/5181	HD4/1/LQ/028	Action Planning to Improve Performance in Mathematics	1	1	9
K/616/6509	PA9/1/LQ/012	Awareness of Mental Health and Wellbeing	1	1	8

F/616/8251	CN0/1/LQ/007	Collaborative Working Using Digital Technology	1	3	27
K/508/1935	CR1/1/LQ/001	Creating And Publishing Web Pages	1	3	27
A/508/0689	HB1/1/LQ/064	Critical Thinking	1	3	24
K/503/0967	HB1/1/LQ/031	Developing Confidence and Self-Esteem	1	1	9
L/616/8253	CN0/1/LQ/009	Digital Content Creation – Audio and Video	1	4	36
R/616/8254	CN0/1/LQ/010	Digital Content Creation – Text and Image	1	3	27
M/508/0690	HC7/1/LQ/005	Essay Writing	1	3	21
A/505/9129	HC4/1/LQ/036	Following Instructions	1	1	9
H/616/8257	CN0/1/LQ/013	Improving Personal Productivity	1	3	27
A/615/6776	CN0/1/LQ/003	Internet Safety for IT users	1	3	20
K/616/8258	CN0/1/LQ/014	Introduction to Programming	1	3	27
T/508/0691	HC7/1/LQ/006	Note Taking	1	3	24
A/508/0692	HC7/1/LQ/007	Organisational Skills	1	3	27
R/508/1542	HC7/1/LQ/008	Planning and Carrying Out Research	1	2	10
M/508/0639	HC7/1/LQ/009	Presentation Skills	1	2	18
J/508/0694	HC7/1/LQ/010	Problem Solving Skills	1	3	24
L/508/0695	HD3/1/LQ/025	Punctuation and Grammar	1	2	16
R/508/0696	HD3/1/LQ/026	Reading	1	3	27
Y/508/0697	HB1/1/LQ/065	Resilience Skills	1	1	9
D/508/0698	HC7/1/LQ/011	Revision and Exam Skills	1	3	24
H/508/0699	HD2/1/LQ/001	Speaking and Listening Skills	1	3	27
L/508/0700	HD3/1/LQ/028	Spelling	1	3	24
T/508/0710	CP3/1/LQ/002	Spreadsheets	1	3	24
F/508/0709	HC7/1/LQ/012	Teamwork Skills	1	3	27
D/504/8866	HC1/1/LQ/020	Undertaking an Enterprise Project	1	3	27
F/508/0712	CP0/1/LQ/003	Word Processing	1	3	24
J/508/0713	HD3/1/LQ/027	Writing	1	3	27
Optional Group 3 – 'Green' Units					
R/618/3370	QA2/1/LQ/003	Environmental Issues	1	3	27
A/618/3377	QA1/1/LQ/003	Ethical and Political Issues Relating to Land-Based Activities	1	2	18
T/618/3376	QA1/1/LQ/002	Exploring Careers in the Green Industries	1	1	9
F/618/3378	QA1/1/LQ/004	Global Warming and Climate Change	1	2	18

R/618/3367	QA2/1/LQ/001	Introduction to Sustainability	1	1	9
T/650/1987	QA1/1/LQ/005	Investigate an Environmental Issue	1	3	27
J/505/2040	QA1/1/LQ/001	Project in Sustainability	1	3	30
F/650/2032	AA3/1/LQ/007	Supporting Sustainability in an Office Environment	1	2	18
T/650/2010	QA1/1/LQ/006	Sustainability Issues in Industry	1	2	18

For unit content please click the Ofqual Unit Reference Number

Barred combinations

The following units cannot be taken together

Unit Title	Ofqual Unit Reference Number		Unit Title	Ofqual Unit Reference Number
Digital Content Creation – Text and Image	R/616/8254	May not be taken with	Word Processing	F/508/0712

Assessment and Moderation

Assessment process

The assessment process for these qualifications is as follows:

- the learners are assessed through activities that are internally set by tutor/assessors;
- the activities must be designed to enable learners to meet the assessment criteria of the unit;
- learners' portfolios of assessed evidence must be internally moderated at the Centre;
- the portfolios of assessed evidence will be externally moderated by an OCN London External Moderator.

There is no additional external assessment for these qualifications.

Devising assessments

Each unit has a supplementary page with suggestions for the types of assessment activities that can be used to assess learners against the unit. Tutor/assessors should refer to this page before devising assessment tasks.

OCN London assessment guidance relevant to the units in the qualifications is in the OCNLR Assessment Guidance and Ofqual Level Descriptors section of this qualification guide. The guidance includes a general description of the activity and the type of evidence that is appropriate. The activity or activities set must enable the learners to meet the standards detailed in the assessment criteria. Please contact OCN London for further guidance on devising appropriate assessments.

Centre-devised assessments should be scrutinised by the Internal Moderator before use to ensure that they are fit for purpose. Centre-devised assessments will be scrutinised by the External Moderator to ensure reliability and validity of assessment.

Marking assessment activities

Each activity must be marked against the identified assessment criteria in the unit and judged to be either achieved or not achieved.

Tutor/assessors need to ensure that the work in a learner's portfolio is:

- authentic – it is the result of the learner's own performance or activity;
- sufficient – enabling the tutor/assessor to make a consistent and reliable judgement;
- adequate – appropriate to the level.

Where a series of activities are set, learners must demonstrate the achievement of the required standard identified in the assessment criteria in all activities. All the assessment criteria in a unit must be met before the unit is deemed achieved.

The unit achievement is not graded. Units are either achieved or not achieved.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards in relation to assessment. It:

- compares assessment judgements from different tutor/assessors;
- promotes consistent judgements by different tutor/assessors;
- identifies good practice in assessment;
- promotes the sharing of good practice in assessment between Centre staff.

Standardisation events should be held periodically within Centres to ensure consistent and effective assessment practice. Standardisation events may also be held by OCN London and it is a requirement that each Centre offering units from the qualification must contribute assessment materials and learners' evidence for standardisation, if requested.

OCN London will notify Centres of the required sample for standardisation purposes and assessment materials, learners' evidence and tutor/assessor feedback may be collected by External Moderators.

Learners with particular requirements

If learners have particular requirements, the Centre should refer to the [Access to Fair Assessment Policy and Procedure](#) which gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty, without compromising the achievement of the assessment criteria.

Requirements for tutor/assessors

To be sufficiently competent

In addition to being qualified to make assessment decisions, each tutor/assessor must be capable of carrying out the full requirements within the competency of the units they are assessing. This competence should be maintained annually through clearly demonstrable continuing learning and professional development.

Expert witnesses can be used where they have suitable expertise for specialist areas. The use of expert witnesses should be determined and agreed by the tutor/assessor.

To be sufficiently knowledgeable

Each tutor/assessor should possess relevant knowledge and understanding of the subject and so be able to make robust and reliable assessment decisions in relation to the subject.

OCNLR Assessment Guidance and Ofqual Level Descriptors

For OCN London's Assessment Guidance and Ofqual's Level Descriptors relevant to these qualifications, please click on the link below.

Level 1 Assessment Guidance and Ofqual's Level Descriptors

About OCN London

OCN London is a well-established national awarding organisation with over 25 years' experience in accrediting learning. We are a not-for-profit organisation with charitable status, dedicated to widening participation in learning and training, social inclusion and employability. We are also a market leader in the recognition of achievement through credit-based units and qualifications. Based in London, we work with Centres both across the UK and abroad, offering national qualifications and accredited programmes.

Our mission is to provide opportunities for people from across society to benefit from learning, particularly those who have not previously benefitted from education.

Why work with us?

- We are agile and responsive. This means you will get a personal service with direct access to a named contact and a quick turnaround.
- We pride ourselves on our close relationships with Centres. The people we work with see us as a trusted partner, not just a supplier.
- We want to help you secure the best from your learners and employees.
- We have a reputation for high quality. The OCN London brand carries national recognition and kudos.
- We are flexible and recognise the importance of accommodating the needs of different learners and different learning styles.
- We offer exceptional value for money. Just ask the people we work with.
- We are committed to the belief that learning can change lives.

OCN London is regulated by Ofqual and the Quality Assurance Agency for Higher Education.

If you would like to deliver any of these qualifications, please contact our Curriculum Development Team on **020 7689 5867**.

For further information call 020 7278 5511. E: **enquiries@ocnlondon.org.uk**

Or visit our website: **www.ocnlondon.org.uk**

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