

**Hairdressing, Barbering, Beauty, Media Make-up, Nail Services and Complementary Therapies**

**Qualification  
Number**

**Qualification Number 3001, 3002, 3003, 3004, 3007,  
3011, 6911, 5450, 7607, 6002, 6003, 6004, 6008, 6010,  
6009, 6011, 7002**

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**November 2017**

**News**

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## **Qualification amendment Higher Professional Qualifications in Technical Salon Management**

5450-03

It has been brought to our attention that there was an error with the credit value listed in the Hair and Beauty Rules of Combination document August 2017 version 3.1 where it was stated that a total of 46 credits were required for achievement instead of 48. The document has now been amended and updated to version 4 on the website. [Link to download Version 4 Rules of Combination](#)

Please also ensure that you refer to the latest Qualification Handbook for the most up to date information when delivering any of our qualifications.

### **Technicals**

City & Guilds are looking to recruit examiners to support our technical qualifications for next year's exam series.

#### **Recruitment of Examiners & Moderators**

Please submit your CV and CPD log to [examiner.recruitment@cityandguilds.com](mailto:examiner.recruitment@cityandguilds.com)

We are also recruiting for moderators to support synoptic assignment quality assurance. If you haven't already seen the advert please see the link below for the application form

<https://www.cityandguilds.com/~media/techbac/documents/moderator%20vacancies/Moderator%20Application%20Form%20docx.ashx>

If you know anyone who would be suitable for either role please can you ask them to apply using the links above.

### **Exam Timetable**

Please follow the link below to view the updated Technical Qualification Examination timetable.

- [Exam's Timetable](#)

### **Other useful resources:**

- This handy guide breaks down the differences between QCF qualifications and the new Technical Qualifications. It also provides useful information on supporting excellent teaching, learning and assessment.– [Teaching, Learning & Assessment guide](#)
- Technical Checklist – Key dates [Technical Checklist](#)
- This helpful guide breaks down what is required from centres in terms of Employer Involvement including what is 'meaningful' employer involvement? What does good practice look like? What kind of evidence is required? [Employer Involvement guide](#)
- This new guide supports centres using the Moderation Portal, our online platform used in the delivery of Technical Qualifications. The Moderation Portal allows centres to upload marks and evidence for the components of the Technical [Moderation Portal Guide](#)
- All you need to know about the City & Guilds marking and moderation process for Technical Qualifications. [Marking](#)

## **Technical Exam Guides**

Most exam guides are now available for you under each relevant qualification page on the City & Guilds website. You can locate them by typing the qualification number under the search bar/Documents/Level/Assessment Materials – Technical Exam Documents

The following tables outline what area exam guides are available and when; please see over the page for a detailed outline of available guides.

The following industry areas are available now:

<b>Industry</b>	<b>Sub-industry</b>	<b>Level, size</b>
Hair and beauty	Barbering	Level 3 only
	Beauty	Level 3 only
	Complementary therapies	All
	Hair and beauty KS4	All
	Hairdressing	Level 3 only
	Nails	Level 3 only
	Theatrical media	All

In addition to the above, the following will be available on the website from **Monday 13 November**:

<b>Industry</b>	<b>Sub-industry</b>	<b>Level, size</b>
Hair and beauty	Barbering	Level 2
	Beauty	Level 2
	Hairdressing	Level 2
	Nails	Level 2

### **TIP 1: Have you done your homework?**

City & Guilds have published past papers and in-depth reports for each of the Level 3 Technical qualifications from the Chief Examiners and Principal Moderator, on how learners performed nationally for the knowledge papers and the Synoptic practical assessment. These reports can be found following the links below.

- [6002-30 Barbering Qualification report](#)
- [6002-31 Hairdressing Qualification report](#)
- [6003-30 Beauty Qualification report](#)
- [6003-32 Nails Qualification report](#)
- [6004-30 Complementary Therapies Qualification report](#)
- [6010-30 Media Make-up Artistry Qualification handbook](#)
- [6010-31 Theatrical and Special Effects Qualification report](#)
- [3038-21 Hair and Beauty Studies Qualification report](#)

### **TIP 2: Get ready to shine like a STAR!**

Take a time to look at the skills required to be demonstrated as part of the Synoptic Assessment," practice, practice & practice some more.

*"By failing to prepare, you are preparing to fail." — [Benjamin Franklin](#)*

### **TIP 3: Reading and following the brief**

Make sure the learner reads the assessment brief and highlight the key areas they are going to be assessed on.

### **TIP 4: Preparing for the Synoptic practical test**

There are some important details the learner needs to know prior to the practical test so that they can make sure you are prepared to give a star performance:

- What will the practical test consist of?
- How long will the practical test take?
- What you need to take with you.
- Reliable models that will not let you down on the day, which meet the requirements of the brief.
- Products
- Tools and equipment

Get the learner to write a list of questions that they think you could be asked by the marker.

### **Are your learners' ready?**

Remember the **5 P's**

**P**lanning and **P**reparation **P**revents **P**oor **P**erformance

Practice makes perfect, so practice, practice and more **good** practice

### **Mock tests/Standardisation Activities**

Having several mock tests is important in order to prepare the learner to perform under test conditions. They are also useful to understand how the test is marked and what they need to do to achieve the best possible marks. These mock assessments are a great opportunity to standardize your marking across different assessors, your Moderator will want to evidence that standardizations activities have taken place.

### **TIP 5: Evaluation**

Once you've have practiced your assessment you need write down what went well, what could you have done better, and what would you have done differently next time?







Support learners with asking the following questions:-

- How well they planned their work
- Time management for the different services, did they follow the plan
- Did anything go wrong & why?
- What would they do differently in future?
- Did they meet the full assignment brief?

### **Network Events for Hair & Beauty Technicals**

City & Guilds will be holding a series of Hair & Beauty Technical Network Events to support with the delivery and preparation for end testing.

#### **Agenda**

-  Qualification update
-  Exam guides (subject specific), including test specifications, command verbs and question types
-  Preparing for the end knowledge test – good practice – hints & tips
-  Test dates
-  Formative Assessments/mock assessments
-  Synoptic Assessments

Optional Units

**Dates**

<u>Venue</u>	<u>Date</u>	<u>Time</u>	<u>Book your place</u>
London	4 <sup>th</sup> December	9.30 – 12.00	FULL
Warrington	6 <sup>th</sup> December	9.30 – 12.00	FULL
Wakefield	7 <sup>th</sup> December	9.30 – 12.00	<a href="https://www.eventbrite.co.uk/e/city-guilds-wakefield-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37203645104">https://www.eventbrite.co.uk/e/city-guilds-wakefield-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37203645104</a>
London	11 <sup>th</sup> December	9.30 – 12.00	<a href="https://www.eventbrite.co.uk/e/city-guilds-london-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37204256934">https://www.eventbrite.co.uk/e/city-guilds-london-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37204256934</a>
Webinar	12 <sup>th</sup> December	9.30 – 11.00	<a href="https://www.eventbrite.co.uk/e/city-guilds-webinar-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37275477958">https://www.eventbrite.co.uk/e/city-guilds-webinar-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37275477958</a>
Brighton	4 <sup>th</sup> January	9.30 – 12.00	<a href="https://www.eventbrite.co.uk/e/city-guilds-brighton-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37841065646">https://www.eventbrite.co.uk/e/city-guilds-brighton-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37841065646</a>
Warrington	11 <sup>th</sup> January	9.30 – 12.00	<a href="https://www.eventbrite.co.uk/e/city-guilds-warrington-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37720731724">https://www.eventbrite.co.uk/e/city-guilds-warrington-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37720731724</a>
Wakefield	16 <sup>th</sup> January	9.30 – 12.00	<a href="https://www.eventbrite.co.uk/e/city-guilds-wakefield-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37275175052">https://www.eventbrite.co.uk/e/city-guilds-wakefield-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37275175052</a>
Warrington	17 <sup>th</sup> January	9.30 – 12.00	<a href="https://www.eventbrite.co.uk/e/city-guilds-warrington-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37275332523">https://www.eventbrite.co.uk/e/city-guilds-warrington-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37275332523</a>
Durham	18 <sup>th</sup> January	9.30 – 12.00	<a href="https://www.eventbrite.co.uk/e/city-guilds-durham-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37618576174">https://www.eventbrite.co.uk/e/city-guilds-durham-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37618576174</a>

<b>London</b>	<b>24<sup>th</sup> January</b>	<b>9.30 – 12.00</b>	<a href="https://www.eventbrite.co.uk/e/city-guilds-london-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37275396715">https://www.eventbrite.co.uk/e/city-guilds-london-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37275396715</a>
<b>Salt Ash</b>	<b>30<sup>th</sup> January</b>	<b>9.30 – 12.00</b>	<a href="https://www.eventbrite.co.uk/e/city-guilds-salt-ash-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37621412658">https://www.eventbrite.co.uk/e/city-guilds-salt-ash-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37621412658</a>
<b>Bristol</b>	<b>31<sup>st</sup> January</b>	<b>9.30 – 12.00</b>	<a href="https://www.eventbrite.co.uk/e/city-guilds-bristol-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37622065611">https://www.eventbrite.co.uk/e/city-guilds-bristol-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-37622065611</a>
<b>Derby</b>	<b>1<sup>st</sup> February</b>	<b>9.30 – 12.00</b>	<a href="https://www.eventbrite.co.uk/e/city-guilds-derby-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-38004021050">https://www.eventbrite.co.uk/e/city-guilds-derby-hair-and-beauty-ks5-technicals-regional-network-meeting-registration-38004021050</a>

### **KS4 Webinar for City & Guilds Level 2 Technical Award in Hair & Beauty Studies**

Please join a webinar on Thursday 14<sup>th</sup> December from 15:30 – 16:30. The webinar is for tutors that are delivering the City & Guilds Level 2 Technical Award in Hair and Beauty Studies (3038-21).

Diane Mitchell, City & Guilds Technical Adviser for hair and beauty, will look at the assessment requirements for the qualification to enable tutors to prepare for the synoptic and theoretical assessments.

To register, please go to: Registration URL: <https://attendee.gotowebinar.com/register/1618844340946788867>

Webinar ID: 190-214-891

### **7002 Hair Professional Apprenticeship update**

#### **Unit 3 Cut hair using a variety of Techniques**

City & Guilds have been getting many queries around Unit 3 Cut hair using a variety of Techniques, we have now had the following clarification from the Steering group.

##### ***Evidence requirements***

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for cut hair using a range of techniques to create a variety of looks on **3 hair classifications**.
3. Your Assessor will observe your performance on **at least 8 occasions 2 for each cutting look** (fringes can be incorporated into any of the cutting looks). These looks must include:
  - a one length above the shoulder
  - a short graduation incorporating the use of scissor over comb/clipper over comb.
4. From the range, you must show that you have:
  - adapted your cutting techniques to take into account the factors
  - achieved **all** the looks
  - used **all** the cutting techniques
  - used **all** tools and equipment
  - given **all** the advice and recommendations

5. Your Assessor will observe your performance on **at least 2 occasions, using at least 3 techniques** for:

- Creative restyle x 2 observations (Level3):
- Cutting x 6 observations (Level 2)

**Each has to be completed on a different client.**

6. However, you must prove to your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all the items in this range.

### **Unit 211 – Cut facial hair**

- Full beard and moustache should be under looks and not cutting techniques

### **CPD requirements for 7002 Hair Professional**

This needs changing across all assessor, internal verifier and external verifier

A minimum of 50 hours CPD is required per annum of which 30 hours **applied practical skills (hands on)** in a commercial environment (1st September – 31st August) which must be demonstrated through a personal development plan (PDP) or as a reflective diary. Responsibility for CPD is the individuals, not the Centre they work for. 20 hours other could be from a range of other activities such as

- Standardisation meetings
- Updating knowledge or skills through the internet, television and other media Industrial updating through visits, placements, secondments or shadowing
- Attending briefings by awarding bodies and colleagues

### **Frequently Asked Questions**





- Q** Can salon hours still be used as part of the 50 hours of CPD?
- A** Yes - salon hours may still be used towards the 30 hours Applied Practical (Hands On), however, a reflective account must be completed to confirm how development has taken place.
- Q** If I attend a hair show or exhibition, how many CPD hours can I claim?
- A** If you only hold an entry ticket then 1 hour may be claimed, however, if there is a reflective account on the development undertaken then this can be used towards the 20 hours other
- Q** If I assess and IQA the hairdressing and barbering standards do I need 50 hours for each?
- A** No, because many skills cross over. CPD is all about self-reflection of your skills to be able to carry out your job effectively.
- Q** What occupational competence and (CPD) are you looking for the hair extension unit? I am competent in one method of attachment but not the other.
- A** An assessor needs to have an understanding of all methods.



## Network Event for Hair & Beauty Apprenticeships - ENGLAND

To support with the preparation for End point assessment, City & Guilds will be holding a series of Network Events

### **Agenda**

-  Update Level 2 Beauty Professional standard
-  Hair Professional - preparing Apprentices for EPA
-  Grading Criteria
-  Update on Level 3 Hair & Beauty

### **Dates**

<u>Venue</u>	<u>Date</u>	<u>Time</u>	<u>Book your place</u>
London	4 <sup>th</sup> December	1.00 – 3.00	FULL
Warrington	6 <sup>th</sup> December	1.00 – 3.00	FULL
Wakefield	7 <sup>th</sup> December	1.00 – 3.00	<a href="https://www.eventbrite.co.uk/e/city-guilds-wakefield-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37276039638">https://www.eventbrite.co.uk/e/city-guilds-wakefield-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37276039638</a>
London	11 <sup>th</sup> December	1.00 – 3.00	<a href="https://www.eventbrite.co.uk/e/city-guilds-london-hair-and-beauty-apprenticeship-standard-regional-network-meeting-registration-37308210863">https://www.eventbrite.co.uk/e/city-guilds-london-hair-and-beauty-apprenticeship-standard-regional-network-meeting-registration-37308210863</a>
Webinar	12 <sup>th</sup> December	1.00 – 3.00	<a href="https://www.eventbrite.co.uk/e/city-guilds-webinar-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37308292106">https://www.eventbrite.co.uk/e/city-guilds-webinar-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37308292106</a>
Brighton	4 <sup>th</sup> January	1.00 – 3.00	<a href="https://www.eventbrite.co.uk/e/city-guilds-brighton-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37841533044">https://www.eventbrite.co.uk/e/city-guilds-brighton-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37841533044</a>
Newcastle	10 <sup>th</sup> January	9.30 – 12.00	<a href="https://www.eventbrite.co.uk/e/city-guilds-newcastle-hair-and-beauty-apprenticeship-standard-regional-network-meeting-registration-37387767820">https://www.eventbrite.co.uk/e/city-guilds-newcastle-hair-and-beauty-apprenticeship-standard-regional-network-meeting-registration-37387767820</a>

<b>Warrington</b>	<b>11<sup>th</sup> January</b>	<b>1.00 – 3.00</b>	<a href="https://www.eventbrite.co.uk/e/city-guilds-warrington-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37720746769">https://www.eventbrite.co.uk/e/city-guilds-warrington-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37720746769</a>
<b>Wakefield</b>	<b>16<sup>th</sup> January</b>	<b>1.00 – 3.00</b>	<a href="https://www.eventbrite.co.uk/e/city-guilds-wakefield-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37275235232">https://www.eventbrite.co.uk/e/city-guilds-wakefield-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37275235232</a>
<b>Warrington</b>	<b>17<sup>th</sup> January</b>	<b>1.00 – 3.00</b>	<a href="https://www.eventbrite.co.uk/e/city-guilds-warrington-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37308487691">https://www.eventbrite.co.uk/e/city-guilds-warrington-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37308487691</a>
<b>Durham</b>	<b>18<sup>th</sup> January</b>	<b>1.00 – 3.00</b>	<a href="https://www.eventbrite.co.uk/e/city-guilds-durham-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37618933242">https://www.eventbrite.co.uk/e/city-guilds-durham-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37618933242</a>
<b>London</b>	<b>24<sup>th</sup> January</b>	<b>1.00 – 3.00</b>	<a href="https://www.eventbrite.co.uk/e/city-guilds-london-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37314423445">https://www.eventbrite.co.uk/e/city-guilds-london-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37314423445</a>
<b>Salt Ash</b>	<b>30<sup>th</sup> January</b>	<b>1.00 – 3.00</b>	<a href="https://www.eventbrite.co.uk/e/city-guilds-salt-ash-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37621587180">https://www.eventbrite.co.uk/e/city-guilds-salt-ash-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37621587180</a>
<b>Bristol</b>	<b>31<sup>st</sup> January</b>	<b>1.00 – 3.00</b>	<a href="https://www.eventbrite.co.uk/e/city-guilds-bristol-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37622151869">https://www.eventbrite.co.uk/e/city-guilds-bristol-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-37622151869</a>
<b>Derby</b>	<b>1<sup>st</sup> February</b>	<b>1.00 – 3.00</b>	<a href="https://www.eventbrite.co.uk/e/city-guilds-derby-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-38004435289">https://www.eventbrite.co.uk/e/city-guilds-derby-hair-and-beauty-apprenticeship-standards-regional-network-meeting-registration-38004435289</a>

### **Prison Focus Group meeting**

5<sup>th</sup> February 2018 – City & Guilds London

To book your place please follow this link

<https://www.eventbrite.co.uk/e/city-guilds-london-prison-hair-and-beauty-focus-group-network-meeting-registration-37841715590>

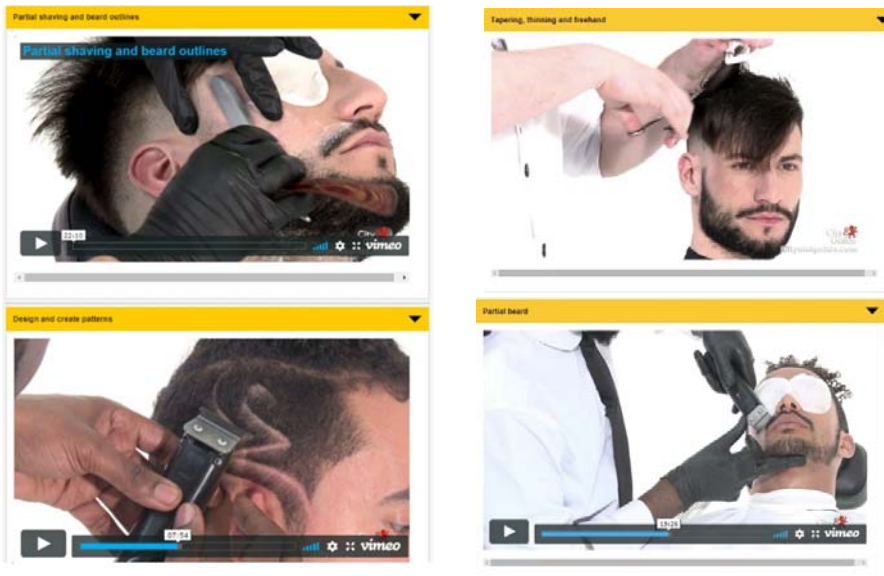
## Smartscreen Resources

The following **NEW** Smartscreen packages are now available for purchase on Walled Garden:

- + Title: Level 2 Hairdressing (supports 6002 and 6008)
  - o Price: £350
  - o Code: SS122222
  
- + Title: Level 2 Barbering (enhanced)
  - o Price: £850
  - o Code: SS222222
  
- + Title: Level 3 Hairdressing (supports 6002 and 6008)
  - o Price: £350
  - o Code: SS133333
  
- + Title: Level 3 Barbering (enhanced)
  - o Price: £850
  - o Code: SS333333
  
- + Title: Level 2 Beauty Therapy (enhanced)
  - o Price: £850
  - o Code: SS6003-L2
  
- + Title: Level 3 Beauty Therapy (enhanced)
  - o Price: £850
  - o Code: SS600330-LV3

### **LEVEL 2 & 3 BARBERING ENHANCED SMARTSCREEN**

- + Classroom based resources for tutors and learners including:
- + Scheme of works sample Lesson plans, Hand-outs, Activities and Worksheet for all units.
- + Video e-learning: Instructional videos with interactive questions to test learner knowledge.



### **LEVEL 2 & 3 HAIRDRESSING SMARTSCREEN**

Smartscreen resources provided for each unit:

- + Introduction
- + Sample schemes of work
- + Sample lesson plans
- + Individual learning plans

- ✚ Consultation sheets
- ✚ Work sheets
- ✚ Links to JISC video content
- ✚ COMING SOON – Enhanced Package to include - Video E-Learning

### **Maths & English support**

Please follow the link below to some great resources City & Guilds have to support with the delivery of maths & English that you may find useful. Please follow the link below

<http://www.cityandguilds.com/what-we-offer/centres/maths-and-english/teacher-support>