

Hair and Beauty Studies

Level 2 Principal Learning

Level 2 Unit 7: Salon business systems and processes

Learning outcomes	Band 1	Band 2	Band 3
	The learner has:		
	0 to 3 marks	4 to 6 marks	7 to 10 marks
1 Understand the use of business systems in the hair and beauty sector	<p>Explained, by showing basic awareness the function and importance of business systems and processes. <input type="checkbox"/></p> <p>Summarised, showing basic knowledge the impact the types and size of business has on the systems needed. <input type="checkbox"/></p> <p>Explained, showing limited understanding the packages used for creating and maintaining accurate client and appointment records. <input type="checkbox"/></p> <p>Compared, by showing limited awareness the business systems used across the six industries. <input type="checkbox"/></p>	<p>Explained, by showing good awareness the function and importance of business systems and processes. <input type="checkbox"/></p> <p>Summarised, showing good knowledge the impact the types and size of business has on the systems needed. <input type="checkbox"/></p> <p>Explained, showing clear understanding the packages used for creating and maintaining accurate client and appointment records. <input type="checkbox"/></p> <p>Compared, by showing good awareness the business systems used across the six industries. <input type="checkbox"/></p>	<p>Explained, by showing broad awareness the function and importance of business systems and processes. <input type="checkbox"/></p> <p>Summarised, showing broad knowledge the impact the types and size of business has on the systems needed. <input type="checkbox"/></p> <p>Explained, showing broad understanding the packages used for creating and maintaining accurate client and appointment records. <input type="checkbox"/></p> <p>Compared, by showing broad awareness the business systems used across the six industries. <input type="checkbox"/></p>

Justification comments

Mark for LO1 =

	0 to 3 marks	4 to 6 marks	7 to 10 marks
2 Understand the unique role and function of the hair and beauty sector reception area	<p>Explained, by showing basic understanding the role and function of the reception area and how it differs from other businesses. <input type="checkbox"/></p> <p>Explained, by showing basic understanding the principles of scheduling work. <input type="checkbox"/></p> <p>Explained, by showing basic awareness the legal obligation for storage and security of client data. <input type="checkbox"/></p> <p>Explained, by showing limited understanding the considerations needed to work out cost and pricing structures. <input type="checkbox"/></p>	<p>Explained, by showing good understanding the role and function of the reception area and how it differs from other businesses. <input type="checkbox"/></p> <p>Explained, by showing good understanding the principles of scheduling work. <input type="checkbox"/></p> <p>Explained, by showing good understanding the legal obligation for storage and security of client data. <input type="checkbox"/></p> <p>Explained, by showing clear understanding the considerations needed to work out cost and pricing structures. <input type="checkbox"/></p>	<p>Explained, by showing extensive understanding the role and function of the reception area and how it differs from other businesses. <input type="checkbox"/></p> <p>Explained, by showing broad understanding the principles of scheduling work. <input type="checkbox"/></p> <p>Explained, by showing broad understanding the legal obligation for storage and security of client data. <input type="checkbox"/></p> <p>Explained, by showing broad understanding the considerations needed to work out cost and pricing structures. <input type="checkbox"/></p>

Justification comments

Mark for LO2 =

	0 to 3 marks	4 to 6 marks	7 to 10 marks
3 Know the requirements of running an effective reception area in the hair and beauty sector	<p>Described, using basic knowledge how to handle and process a range of payment methods and discrepancies. <input type="checkbox"/></p> <p>Described, using limited knowledge the type and purpose of non-promotional material displayed in the hair and beauty sector. <input type="checkbox"/></p> <p>Described, using limited knowledge the importance of organising and maintaining resources on salon reception area. <input type="checkbox"/></p> <p>Described, using limited knowledge the importance of teamwork in a salon. <input type="checkbox"/></p>	<p>Described, using clear knowledge how to handle and process a range of payment methods and discrepancies. <input type="checkbox"/></p> <p>Described, using clear knowledge the type and purpose of non-promotional material displayed in the hair and beauty sector. <input type="checkbox"/></p> <p>Described, using clear knowledge the importance of organising and maintaining resources on salon reception area. <input type="checkbox"/></p> <p>Described, using clear knowledge the importance of teamwork in a salon. <input type="checkbox"/></p>	<p>Described, using broad knowledge how to handle and process a range of payment methods and discrepancies. <input type="checkbox"/></p> <p>Described, showing extensive understanding the type and purpose of non-promotional material displayed in the hair and beauty sector. <input type="checkbox"/></p> <p>Described, using broad knowledge the importance of organising and maintaining resources on salon reception area. <input type="checkbox"/></p> <p>Described, showing broad understanding the importance of teamwork in a salon. <input type="checkbox"/></p>

Justification comments

Mark for LO3 =

	0 to 9 marks	10 to 19 marks	20 to 30 marks
4 Be able to run an effective reception area within the hair and beauty sector	<p>Used reception systems and operated and maintained a reception area with prompting throughout. <input type="checkbox"/></p> <p>Processed payments showing fairness and consideration to others when disputes arises, with assistance. <input type="checkbox"/></p> <p>Shown limited knowledge of how to use different types of communication skills and how to organise time and resources, prioritising actions. <input type="checkbox"/></p>	<p>Used reception systems and operated and maintained a reception area with occasional prompting throughout. <input type="checkbox"/></p> <p>Processed payments showing fairness and consideration to others when disputes arises, with occasional assistance. <input type="checkbox"/></p> <p>Shown clear knowledge of how to use different types of communication skills and how to organise time and resources, prioritising actions. <input type="checkbox"/></p>	<p>Used reception systems and operated and maintained a reception area with autonomy. <input type="checkbox"/></p> <p>Processed payments showing fairness and consideration to others when disputes arises, with autonomy. <input type="checkbox"/></p> <p>Shown broad knowledge of how to use different types of communication skills and how to organise time and resources, prioritising actions. <input type="checkbox"/></p>

Justification comments

Mark for LO4 =

Total marks out of 60

Total marks for learner