



Focus Awards Level 4 Diploma in Managing a Salon Business (RQF)

603/5223/1

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Qualification Summary

Level	Sector	Qualification Type
4	Service Enterprises	Occupational Qualification
Total Qualification Time	Credit Value	Guided Learning Hours
700	70	416
Status	Methods of Assessment	Minimum Age
Available To Learners	Portfolio of Evidence	18



Focus Awards Level 4 Diploma in Managing a Salon Business (RQF)

QRN: 603/5223/1

GLH: 416

TQT: 700

Credit: 70

Qualification Purpose:

The aim of this qualification is to enhance knowledge and skills of learners who has previously completed a level 3 beauty qualification. The qualification will provide additional knowledge and skills to manage a salon business.

Age Range

Entry is at the discretion of the centre; however learners should be 18 to undertake this qualification.

Geographical Coverage

This qualification has been accredited for use in England.

Learner Entry Requirements:

To complete this qualification learners are required to have achieved a Level 3 Beauty Qualification as a minimum.

Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Reasonable Adjustments and Special Considerations Policy'. A copy is available for download from the Focus Awards website at the following url: <https://www.focusawards.org.uk/wp-content/uploads/2016/08/Reasonable-Adjustments.pdf>

Assessment Methods

This qualification is Internally Assessed. Each learner must create a portfolio of evidence that demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include some or all of the following:

- Assessor observation
- Witness testimony
- Learner product
- Worksheets
- Assignments/projects/reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Progression Routes

Learners seeking progress from this qualification can advance their skills further through the following:

- Focus Awards Level 4 Award In Investigative Consultation And Advanced Skin Assessment (RQF)
- Focus Awards Level 4 Certificate In Thermolysis And Cryotherapy For Blemish Removal Treatments (RQF)
- Focus Awards Level 4 Certificate In Aesthetic Practice Core Knowledge And Advanced Skin Science (RQF)

Supporting Material and Useful Websites

- <https://focusawards.org.uk/supportingmaterials>
- <https://ofqual.gov.uk>

Mandatory Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Management of health, safety and security in the salon	A/617/0936	4	8	44
Quality management of client care in the hair and beauty sector	K/617/3492	4	12	50
Sales management	D/617/8558	4	9	73
Salon management	H/617/8559	4	10	50
Public Relations (PR)	Y/617/8560	3	8	42
Principles of Marketing and evaluation	T/502/9935	3	7	50
Contribute to the improvement of business performance	D/506/1911	3	6	33

Optional Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Apply Microdermabrasion	K/601/5329	3	4	39
Analyse and present business data	M/506/1945	3	6	24
Laser and light treatments for hair removal	F/617/0940	4	10	74
Laser and light treatments for skin rejuvenation	J/617/0941	4	10	74
Enhance appearance using micropigmentation treatment	H/617/3491	4	12	75
Handling data using IT systems	D/617/8561	4	6	25

Staff Requirements

Requirements for Tutors/Instructors

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

Requirements for Assessors

Assessors will be required to hold, or be working towards a relevant assessing qualification. This includes qualifications such as:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally-Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

Focus Awards will however; consider other relevant assessing qualifications upon submission.

Assessors who only hold the Level 3 Award in Understanding the Principles and Processes of Assessment will be required to complete an additional programme of study to achieve the relevant competency units required for one of the qualifications listed above.

Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor.

Assessors must also be able to show they are occupationally competent within the sector area

Requirements for Internal Quality Assurers (IQA)

Internal Quality Assurers should hold or be working towards the following an IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission. Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.