

Unit 928 Human Resource Management within the Hair and Beauty Sector		
Guided Learning Hours: 60 Ofqual Qualification Accreditation Number:		
Learning Outcome	Assessment Criteria	Taught content
1. Be able to research Human Resource Management	<p>1.1 research into Human Resource management</p> <p>1.2 describe the purpose of job descriptions</p> <p>1.3 describe the purpose of contracts of employment</p> <p>1.4 state methods of employment options</p>	<p>1.1.1 To include:</p> <ul style="list-style-type: none"> • Employee rights and responsibilities • Employer's rights and responsibilities • Legislation • Health and Safety <p>1.2.1 To include:</p> <ul style="list-style-type: none"> • The duties of the job • The responsibilities of the person undertaking the role • The contributions expected from the job and the outcomes expected from it • Who the person reports to and their relationship with other employees of the business <p>1.3.1 To include:</p> <ul style="list-style-type: none"> • Employee rights and responsibilities • Employer's rights and responsibilities • Legislation • Health and Safety <p>1.4.1 To include:</p> <ul style="list-style-type: none"> • Full time employment • Part time employment • Self employed • Permanent or temporary

	<p>1.5 explain relevant employment legislation, rights and responsibilities</p> <p>1.6 use a variety of presentation methods including ICT</p> <p>1.7 identify a range of ICT applications that can be used in the hair and beauty sector</p> <p>1.8 communicate and behave in a professional manner</p> <p>1.9 explain how to communicate in a professional manner</p>	<p>1.5.1 To include general compliance of the country therein: e.g.</p> <ul style="list-style-type: none"> • Equal Pay • Race Relations • Sex Discrimination • Disability Discrimination • Employment Rights • Employment Relations • Asylum and Immigration • COSHH • Health and Safety regulations <p>1.6.1 To include:</p> <ul style="list-style-type: none"> • Name and contact details • Colour of hair and style • Front hairline to nape • Ear to ear around the back of the head • Ear to ear over the top of the head <p>1.7.1 To include:</p> <ul style="list-style-type: none"> • Data base operations - booking appointments • Stock control • Financial control and planning • Company Web site – selling or publicity <p>1.8.1 To include:</p> <ul style="list-style-type: none"> • Being polite • Being honest • Speaking clearly • Listening attentively • Demonstrating positive body language and facial expressions <p>1.9.1 To include:</p> <ul style="list-style-type: none"> • Being polite • Being honest • Speaking clearly • Listening attentively • Demonstrating positive body language and facial expressions
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

