



ITEC

IT and data handling in the hair and beauty sector

VRQ

Learner name:

UV30459

Learner number:

A/601/4461



IT and data handling in the hair and beauty sector

UV30459

Through this unit will develop your information technology skills through a vocational context for the hair and beauty sector.

You will extend your use of word processing software to produce documents and simple publications, use spreadsheet and database packages to handle data, produce and deliver electronic presentations, and use e-mail and the internet to find, receive and disseminate information concerning the hair and beauty sector.

This unit is suitable for hairdressers, barbers, beauty therapists, spa therapists and nail technicians.

Level

3

Credit value

5

GLH

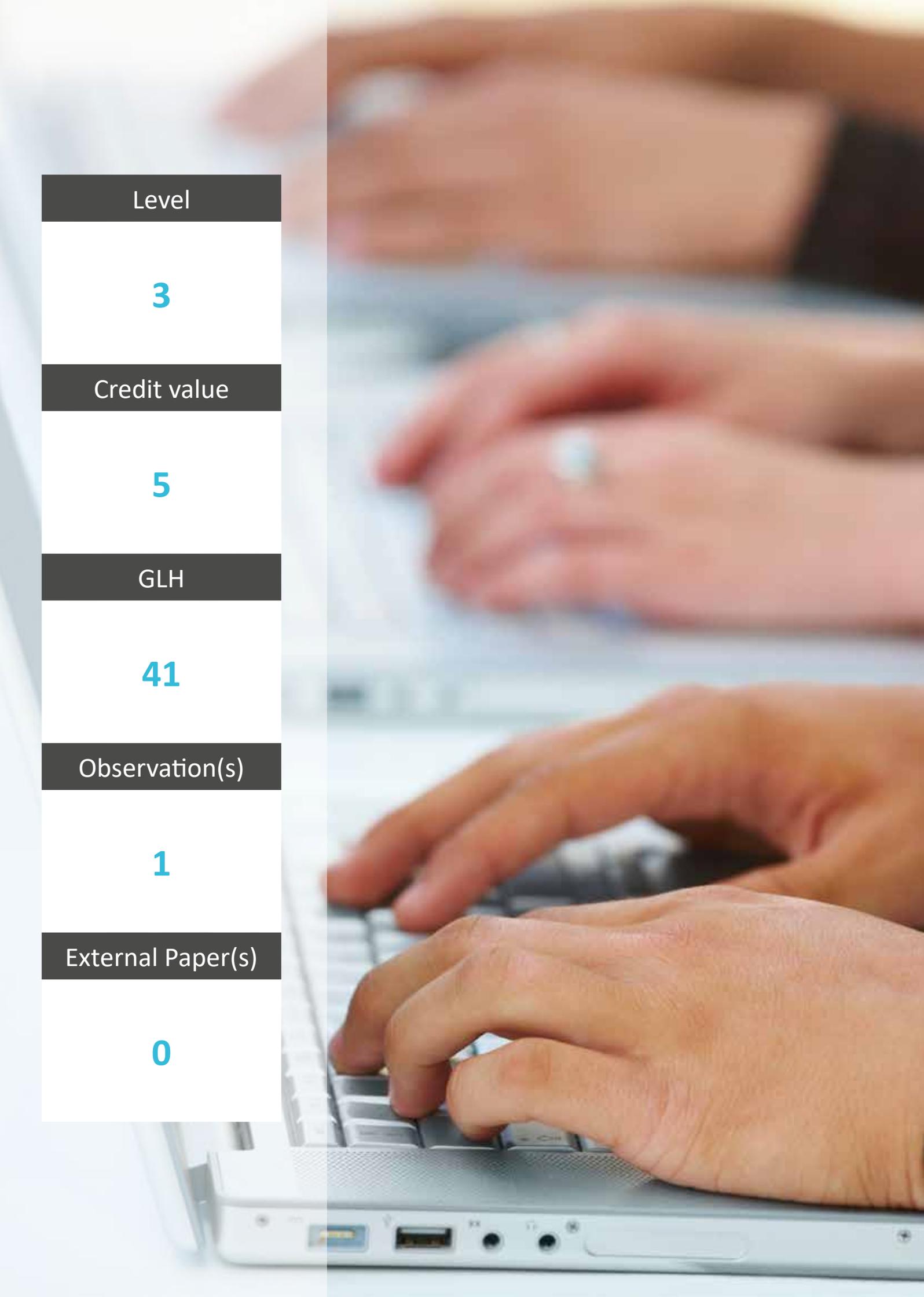
41

Observation(s)

1

External Paper(s)

0



Learning outcomes

On completion of this unit you will:

1. Be able to produce electronic presentations concerning the hair and beauty sector
2. Be able to use word processing software to produce documents and simple publications concerning the hair and beauty sector
3. Be able to use spreadsheet and database packages to handle data in the hair and beauty sector
4. Be able to use email and the internet to find, receive and disseminate information concerning the hair and beauty sector
6. **Tutor/Assessor guidance**
You will be guided by your tutor/assessor on how to achieve learning outcomes and ranges in this unit. All outcomes and ranges must be achieved.
7. **External paper**
There is no external paper requirement for this unit.

Evidence requirements

1. **Environment**
Evidence for this unit must be gathered in a real or realistic working environment.
2. **Simulation**
Simulation is not allowed in this unit.
3. **Observation outcomes**
Competent performance of 'Observation' outcomes must be demonstrated to your assessor on **at least one occasion**.
4. **Range**
All ranges must be practically demonstrated or other forms of evidence produced to show they have been covered.
5. **Knowledge outcomes**
There must be evidence that you possess all the knowledge and understanding listed in the 'Knowledge' section of this unit. This evidence may include projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.

Achieving observations and range

Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of observations required is indicated in the evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through oral questioning.

Your assessor will sign off an outcome when all criteria have been competently achieved in a single client service.

Achieving range

The range section indicates what must be covered. Ranges should be practically demonstrated as part of an observation. Where this is not possible other forms of evidence may be produced. All ranges must be covered.

Your assessor will document the portfolio reference once a range has been competently achieved.

Maximum service times

There are no maximum service times that apply to this unit.

Learning outcome 1

Be able to produce electronic presentations concerning the hair and beauty sector

You can:

- a. Create and use an electronic presentation

*May be assessed through oral questioning.

| Observation | 1 | Optional | Optional |
|----------------------------|---|----------|----------|
| Date achieved | | | |
| Criteria questioned orally | | | |
| Portfolio reference | | | |
| Assessor initials | | | |
| Learner signature | | | |

Observation range

You must practically demonstrate that you have:

| Covered all applications | Portfolio reference |
|---|---------------------|
| Maintain and update client database (contact details) | |
| Microsoft Word – create a letter | |
| Log a salon appointment | |
| Excel – financial spreadsheet | |
| Powerpoint – presentation | |
| E-mail | |
| Internet search | |

| Completed all the records | Portfolio reference |
|----------------------------------|---------------------|
| Treatment records | |
| Patch test records | |

| Created all publications | Portfolio reference |
|---------------------------------|---------------------|
| Salon price list | |
| Promotional sign | |
| Gift voucher | |

It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.



Learning outcome 1

Be able to produce electronic presentations concerning the hair and beauty sector

| You can: | Portfolio reference/ Assessor initials* |
|---|--|
| b. Select and organise information for inclusion in a presentation | |
| c. Insert and handle graphics, animations and transitions in a presentation | |
| d. Use the notes function in a presentation | |
| e. Insert an action button and a hyperlink in a presentation | |
| f. Evaluate the effectiveness of the presentation | |
| g. Describe the uses of electronic presentations | |

*Assessor initials to be inserted if orally questioned.

Learning outcome 2

Be able to use word processing software to produce documents and simple publications concerning the hair and beauty sector

| You can: | Portfolio reference/ Assessor initials* |
|--|--|
| a. Produce professional looking documents and simple publications, using word processing software | |
| b. Insert information from another software package into a document or publication produced using word processing software | |
| c. Manage electronic files in a logical order | |
| d. Evaluate the effectiveness of produced documents and simple publications | |
| e. Describe the effect of using word processing software to convey information | |

*Assessor initials to be inserted if orally questioned.

Learning outcome 3

Be able to use spreadsheet and database packages to handle data in the hair and beauty sector

| You can: | Portfolio reference/ Assessor initials* |
|---|--|
| a. Create a spreadsheet to collate and process data | |
| b. Input, edit and format data in a spreadsheet | |
| c. Use a minimum of 3 different functions in the spreadsheet | |
| d. Create and display simple formulae in a spreadsheet | |
| e. Produce a chart or graph from a spreadsheet, using suitable titles and labels | |
| f. Input information into a database containing data | |
| g. Design and run a simple query on a database containing data | |
| h. Produce a report from a query on a database containing data | |
| i. Explain how the spreadsheet and database meets its intended purpose | |
| j. Compare the advantages and disadvantages of using spreadsheets and databases for handling data | |

*Assessor initials to be inserted if orally questioned.

Learning outcome 4

Be able to use email and the internet to find, receive and disseminate information concerning the hair and beauty sector

| You can: | Portfolio reference/ Assessor initials* |
|---|--|
| a. Open, sort, delete and save emails and attachments | |
| b. Create and reply to emails, using the attachment function | |
| c. Manage and use an electronic address book | |
| d. Use an electronic calendar | |
| e. Carry out research using the internet, using multiple criteria | |
| f. Quote sources of information and check reliability | |
| g. Save favourites or create bookmarks | |
| h. Explain the importance of virus protection | |
| i. Outline current data protection legislation | |
| j. Explain the meaning and importance of e-safety | |

*Assessor initials to be inserted if orally questioned.

Unit content

This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

Learning outcome 1: Be able to produce electronic presentations concerning the hair and beauty sector

Software used for electronic presentations:

PowerPoint, Freelance, Corel Presentations, Astound.

Basics of creating an electronic presentation:

Title page, table of contents, headings and sub-headings, simplified text, limit text, transition, show data in graph format, appropriate graphics, summary slide.

Visual effects:

Create template, background, text colours, font style, minimum font size, limit special effects, effects (animation, sound, clip art, content, hyperlink function).

Electronic presentation uses:

Summary of research, storyboard technique, slide-by-slide, planning and sequencing, visual explanation, reinforce important information, link complex ideas, summarise information.

Reviewing electronic presentations:

Conduct a trial run, seek feedback on pace of presentation, volume, clarity, eye contact and time allowed for audience questions.

Learning outcome 2: Be able to use word processing software to produce documents and simple publications concerning the hair and beauty sector

Word processing software:

Microsoft Office (market leader), WordPerfect, Open Office, Office Suites, free word processing programs.

Word processing basic features:

Insert text, delete text, edit, format, collate, cut and paste, copy, size and margins, search and replace, word wrap, print, font, style, size, colour, graphics, titles, labels, alignment, margins, header, footer, save files.

Documents:

Personal papers, memos, letters, official correspondence, reports.

Publications:

Newsletters, bulletins, magazines, books, articles, announcements, trade journals, brochures, promotional material, price lists, signs, animations, transitions notes, projects.

Software packages:

Microsoft Windows (market leader), bundles of software, Word, Excel, Access, PowerPoint, versions (Windows 7, Vista, XP, 2003, 2000, '98, '95).

Managing electronic files:

File management system, Microsoft SharePoint electronic, organises records, logical format, easily retrievable, databases, intranet platform, search function, easy access, organised by category or purpose, alphabetical, numerical.

The effect of word processing:

Text legible, unified, professional appearance.

Learning outcome 3: Be able to use spreadsheet and database packages to handle data in the hair and beauty sector

Spreadsheet:

Rows, columns and cells.

Cells – text, values, formulae. Can be used to collate, query, create, report, input, export, store values, carry out calculations, SUM function.

Use of spreadsheets – basic arithmetic, stock control, payroll analysis, accounts.

Database:

Access, Excel, Outlook, Address, function – storage of client name, address, telephone, e-mail address, GP contact, next of kin, medical history, treatment records, appointment records, patch test records and promotions.

Use of databases – stores data, records, searchable, compile lists/reports, retrievable.

Learning outcome 4: Be able to use email and the internet to find, receive and disseminate information concerning the hair and beauty sector

Electronic mail:

E-mail, e-mail account/address (.com, .net, .org), internet service provider (ISP), instant messaging, address book, calendar, contacts.

Actions – open, read, reply, forward, sort, delete, save, archive, create new, attachment.

Internet:

World wide web, global system, interconnected computer networks, standard Internet Protocol Suite (TCP/IP), search engine (Google, Yahoo, Lycos, Monster etc.), information source, research, reference, link, download, copyright, buy, payment, save, favorites, bookmarks, RSS Feed, SMS contact with clients, advertise, new product, marketing ideas.

Electronic calendar:

Personal, share diary, day, week, month, meeting request, reminder.

Online data protection:

Notify Information Commissioner, legitimately processing data, obtained “fairly”, clear purpose, data accurate, up-to-date, held securely, obtained permission, fairly and lawfully processed, limited purposes, time constraints.

E-safety:

Electronic safety, for children, safe and secure environment, associated with social networking websites (Facebook, Bebo, Twitter, MSN), control who children talk to, computers/ laptops/mobile phones.

Notes

Use this area for notes and diagrams



Notes

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Notes

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