# iUCO69 – Human resource management within the hair and beauty sector

URN – M/601/2481

**Guided Learning Hours: 60**

| Learning outcome | Assessment criteria | Taught content to include |
|---|---|---|
| LO1 Be able to research human resource management | 1.1. Research into human resource management | • Employee's rights and responsibilities<br>• Employer's rights and responsibilities<br>• Legislation<br>• Health and safety |
| | 1.2. Describe the purpose of job descriptions | • The duties of the job<br>• The responsibilities of the person undertaking the role<br>• The contributions expected from the job and the outcomes expected from it<br>• Who the person reports to and their relationship with other employees of the business |
| | 1.3. Describe the purpose of contracts of employment | • Employee's rights and responsibilities<br>• Employer's rights and responsibilities<br>• Legislation<br>• Health and safety |
| | 1.4. State methods of employment options | • Full-time employment<br>• Part-time employment<br>• Self-employed<br>• Permanent or temporary |
| | 1.5. Explain relevant employment legislation, rights and responsibilities | • To include general compliance of the country therein, e.g.:<br>  - Equal pay<br>  - Race relations<br>  - Sex discrimination |

| | | |
|---|---|---|
| | | - Disability discrimination<br>- Employment rights<br>- Employment relations<br>- Asylum and immigration<br>- Control of Substances Hazardous to Health (COSHH)<br>- Health and safety regulations |
| | 1.6. Use a variety of presentation methods including ICT | • Name and contact details<br>• Colour of hair and style<br>• Front hairline to nape<br>• Ear to ear around the back of the head<br>• Ear to ear over the top of the head |
| | 1.7. Identify a range of ICT applications that can be used in the hair and beauty sector | • Database operations – booking appointments<br>• Stock control<br>• Financial control and planning<br>• Company website – selling or publicity |
| | 1.8. Communicate and behave in a professional manner | • Being polite<br>• Being honest<br>• Speaking clearly<br>• Listening attentively<br>• Demonstrating positive body language and facial expressions |
| | 1.9. Explain how to communicate in a professional manner | • Being polite<br>• Being honest<br>• Speaking clearly<br>• Listening attentively<br>• Demonstrating positive body language and facial expressions |

| | | |
|---|---|---|
| LO2 Be able to carry out a practical presentation | 2.1. Present a practical demonstration | • Environment<br>• Equipment<br>• Personnel<br>• ICT |
| | 2.2. State the cost implications of staff | • Salaries of permanent staff<br>• Part-time staff<br>• Holiday entitlement and insurances<br>• Sickness pay |
| | 2.3. Describe the methodology of retaining staff | • Involvement of staff in the day to day events |

| | | |
|---|---|---|
| | | • Training policy<br>• Salaries and bonus scheme<br>• Defining job roles and team building<br>• Good communication between management and other colleagues |
| | 2.4. Describe the function of industry associations | • Representing the industry nationally<br>• Maintaining standards<br>• Providing professional guidance and legal advice to employers, employees or self-employed persons |

## Assessment

| | |
|---|---|
| Portfolio of evidence containing:<br>• 1 practical performance<br>• 1 assignment | |

## Guide to taught content

The content contained within the unit specification is not prescriptive or exhaustive but is intended to provide helpful guidance to teachers and learners with the key areas that will be covered within the unit, and, relating to the kinds of evidence that should be provided for each assessment objective specific to the unit learning outcomes.

**Document History**

| Version | Issue Date | Changes | Role |
|---------|-----------|---------|------|
| v1 | 25/09/2019 | First published | Qualifications and Regulation Co-ordinator |