

<b>Title</b>	<b>Demonstrate knowledge of workplace requirements for employment in a salon</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<p>This unit standard is for entry level learners who wish to work in a salon.</p> <p>People credited with this unit standard are able to: demonstrate basic knowledge of health and hygiene requirements when working in salon; demonstrate knowledge of salon workplace requirements and procedures; and describe attributes required of an employee in a salon.</p>
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<b>Classification</b>	Beauty Services > Salon Skills
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<b>Available grade</b>	Achieved
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## Guidance Information

### 1 Definitions

*Salon* refers to a hairdressing salon, barber shop, or beauty salon where the salon is registered under the Health (Registration of Premises) Regulations 1966, or is subject to the Code of Practice for Beauty Therapy Clinics, Spas and Training Establishments.

*Salon requirements* refer to industry and legislative requirements relevant to the type of salon, for example those contained in:

- Sections 6 and 7 of the Health (Hairdressers) Regulations 1980;
- The New Zealand Association of Registered Beauty Therapists, *Code of Ethics for Members of The New Zealand Association of Registered Beauty Therapists Inc.* (Auckland, NZ), and The New Zealand Association of Registered Beauty Therapists, *Health and Hygiene Guidelines* (Auckland, NZ), both available from <http://www.beautynz.org.nz>;
- Australian/New Zealand Standard AS/NZS ISO 31000:2018, *Risk management – Guidelines*;
- AS/NZS 4804:2001 *Occupational Health and Safety Management Systems - General guidelines on principles, systems and supporting techniques*;
- Material Safety Data Sheets (MSDSs);
- Building Act 2004, Privacy Act 1993, Consumer Guarantees Act 1993; Fair Trading Act 1986, Health and Safety at Work Act 2015, Hazardous Substances and New Organisms Act 1996, Human Rights Act 1993, and Smoke-free Environments Act 1990; enterprise fire and emergency policies and procedures; and Health (Registration of Premises) Regulations 1966, and Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.

2 Assessment will relate to knowledge of a specific commercial salon.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate basic knowledge of health and hygiene requirements when working in a salon.

#### Performance criteria

1.1 Identify the minimum requirement for the health of a salon worker in accordance with salon requirements.

Range may include – the Health (Hairdressers) Regulations 1980 Section 4.

1.2 Describe personal cleanliness and hygiene requirements in terms of salon requirements.

Range includes but is not limited to – hand washing, clothing.

1.3 Describe sanitary practices and cleaning requirements in terms of salon requirements.

Range may include but is not limited to – floor cleaning of cut hair, removal and cleaning of towels, removal and cleaning of client protection articles.

1.4 Describe disinfection process of tools and equipment in terms of salon requirements.

1.5 Describe procedures for client protection in terms of salon requirements.

1.6 Describe procedures for client refreshment in terms of salon requirements.

### Outcome 2

Demonstrate knowledge of salon workplace requirements and procedures.

#### Performance criteria

2.1 Describe workplace requirements in terms of the service ethic and professional standards expected in a commercial salon.

Range includes but is not limited to – putting client needs first, customer service, assisting other salon staff, verbal expression, client privacy, body language.

2.2 Identify and explain industry terminology used within the type of salon in terms of its common and/or technical meaning.

Range evidence is required for 10 terms relevant to the type of salon.

2.3 Establish operating hours of the salon and working hours of staff in terms of operators' availability for appointments.

2.4 Describe the role of a new entrant worker in a salon in terms of supporting work procedures and other salon staff.

2.5 Describe salon work procedures.

Range includes but is not limited to – reporting line for work absenteeism, recording of hours worked.

### Outcome 3

Describe the attributes required of an employee in a salon.

### Performance criteria

3.1 Identify and describe attributes expected of an employee in a salon.

Range may include but is not limited to – communication, fashion flair, customer service, willingness to be trained, confidentiality, teamwork, ability to learn systems, passion, work ethic; evidence of five is required.

<b>Planned review date</b>	31 December 2021
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 November 2005	31 December 2016
Review	2	26 November 2007	31 December 2016
Review	3	18 June 2014	N/A
Revision and Rollover	4	26 September 2019	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0020
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

### Comments on this unit standard

Please contact NZ Hair and Beauty Industry Training Organisation Inc [support@hito.org.nz](mailto:support@hito.org.nz) if you wish to suggest changes to the content of this unit standard.