

<b>Title</b>	<b>Demonstrate and apply knowledge of personal responsibility and money matters in the salon environment</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<p>This unit standard is for entry-level learners working and intending to work in a salon environment.</p> <p>People credited with this unit standard can:</p> <ul style="list-style-type: none"> <li>• demonstrate knowledge of costs associated with the operation of a salon,</li> <li>• describe how personal actions can impact on a salon's profitability,</li> <li>• explain basic accounting concepts used in a salon and how to calculate GST, and</li> <li>• apply payment procedures in the salon environment.</li> </ul>
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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

*Procedures of the salon environment* refer to the documented and/or accepted work practices within that salon environment. They may include instructions from senior co-workers.

*Salon* refers to a hairdressing salon, barbershop, or beauty salon where the salon is registered under the Health (Registration of Premises) Regulations 1966 and has paying clients.

*Salon environment* may be a workplace and/or training salon.

*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;
- Safety Data Sheets (SDS);
- Privacy Act 2020, 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 Procedure, and Evacuation Schemes) Regulations 2018.

*Senior co-workers* may include but are not limited to senior operators, supervisors, salon trainers, and managers.

### 2 Salon requirements must be adhered to for all aspects of this unit standard.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of costs associated with the operation of a salon.

#### Performance criteria

- 1.1 Estimates of the annual and monthly amount for salon overhead costs are calculated from a supplied model.
- Range a minimum of four salon overhead costs is required; salon overhead costs may include but are not limited to – staff costs (training, wages, productivity), rent, rates, marketing, utilities, coffee machine overheads, magazines.
- 1.2 Services supplied to a salon are identified, and an estimate of the per-unit cost of each is calculated from a supplied model.
- Range a minimum of three examples of services supplied to a salon is required; services may include but are not limited to – training, cleaning, laundry, sustainable practices, recycling collection.
- 1.3 Plant, inventory and equipment supplied to a salon are identified, and an estimate of the per-unit cost of each is calculated from a supplied model.
- Range a minimum of three examples of goods and equipment supplied to a salon is required; plant may include – coffee machines, computer hardware; inventory may include – chemicals, colour, home haircare ranges; equipment may include – straightening irons, blow dryers, sterilising unit.

### Outcome 2

Describe how personal actions can impact on a salon's profitability.

#### Performance criteria

- 2.1 Actions that could result in salon money being wasted are described in accordance with the procedures of the salon environment.
- Range evidence of the impact of five actions is required; actions may include but is not limited to – measuring and mixing of chemical service products, use and care of electrical equipment, consultation, measuring and use of cleaning products, mixing of refreshments for clients, preparation of service aids.
- 2.2 Pre-quoting and its impact on profitability are described.
- Range includes – time taken, costs of services, services.

**Outcome 3**

Explain basic accounting concepts used in a salon and how to calculate GST.

**Performance criteria**

- 3.1 Accounting terms are explained in terms of their meaning in a salon.
- Range includes but is not limited to – payments, receipts, petty cash, sales, purchases, outstanding accounts, creditors.
- 3.2 Method for calculating GST on sales and stock purchases is explained.

**Outcome 4**

Apply payment procedures in the salon environment.

**Performance criteria**

- 4.1 Payment facilities are explained in terms of the procedures of the salon environment.
- Range includes but is not limited to – processing or taking credit card transactions, EFTPOS transactions, electronic banking, payment platforms.
- 4.2 Payments are received from clients in the salon environment in accordance with its procedures.
- Range includes but is not limited to – cash draw, point of sale systems, taking electronic payments, internet payments.

<b>Planned review date</b>	31 December 2028
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	20 March 2009	31 December 2016
Review	2	19 March 2015	31 December 2025
Rollover	3	29 June 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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### Comments on this unit standard

Please contact Toi Mai Workforce Development Council [qualifications@toimai.nz](mailto:qualifications@toimai.nz) if you wish to suggest changes to the content of this unit standard.