

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

Purpose	<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 are able to demonstrate knowledge of costs associated with the operation of a salon; demonstrate knowledge of how personal actions can impact on a salon's profitability; demonstrate knowledge of basic accounting concepts used in a salon; and demonstrate knowledge of and apply banking and payment procedures in the salon environment.</p>
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Classification	Beauty Services > Salon Skills
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Available grade	Achieved
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Explanatory notes

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;

Health and Safety in Hairdressing: An Evaluation of Health and Safety Management Practices in the Hairdressing Industry (Wellington: Department of Labour, 2007)

available at <http://www.dol.govt.nz/PDFs/hairdressing.pdf>;

Material Safety Data Sheets (MSDSs);

Privacy Act 1993, Consumer Guarantees Act 1993; Fair Trading Act 1986, Health and Safety in Employment Act 1992, 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 Safety and Evacuation of Buildings Regulations 2006.

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.

Outcomes and evidence requirements

Outcome 1

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

Evidence requirements

1.1 Estimates of the annual and monthly amount for salon overhead costs are calculated from a supplied model.

Range salon overhead costs may include but are not limited to – electricity, staff costs, coffee machine overheads, magazines, rent, rates, professional body membership; a minimum of four salon overhead costs is required.

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 may include but is not limited to – laundry, cleaning, rubbish collection, recycling collection, training; a minimum of four examples of services supplied to a salon.

1.3 Goods 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 may include but is not limited to – straightening irons, coffee machines, retail range, hair drier, chemicals, sterilising unit, computer hardware; a minimum of five examples of goods and equipment supplied to a salon.

Outcome 2

Demonstrate knowledge of how personal actions can impact on a salon's profitability.

Evidence requirements

2.1 Actions that could result in salon money being wasted are described in accordance with the procedures of the salon environment.

Range may include but is not limited to – measuring and mixing of chemical service products, mixing of refreshments for clients, preparation of service aids, measuring and use of cleaning products, use and care of electrical equipment, consultation and quoting; evidence of the impact of five actions is required.

Outcome 3

Demonstrate knowledge of basic accounting concepts used in a salon.

Evidence requirements

- 3.1 Accounting terms are explained in terms of their meaning in a salon.
- Range may include 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

Demonstrate knowledge of and apply banking and payment procedures in the salon environment.

Evidence requirements

- 4.1 Banking and payment facilities are explained in terms of the procedures of the salon environment.
- Range includes but is not limited to – credit card transactions, EFTPOS transactions, electronic banking.
- 4.2 Payments are received from clients in the salon environment in accordance with the procedures of the salon environment.
- Range includes but is not limited to – using the cash register, taking manual payments, taking electronic payments.
- 4.3 Daily takings are prepared for banking in accordance with the procedures of the salon environment.
- Range includes but is not limited to – counting takings, preparing deposits for banking, storing takings in a secure manner.

Planned review date	31 December 2019
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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	N/A

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

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMRs). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact New Zealand Hair and Beauty Industry Training Organisation Inc at enquiries@hito.org.nz if you wish to suggest changes to the content of this unit standard.