



Towards Independence
World of Work:
Salon Assistant

Name:

Contents

Welcome	1
Record Boxes	2
Tutor Notes	3
Record of Activities	4
Levels of Support	6
Section A: Preparing for the workplace	8
Section B: What I will be doing	10
Section C: My first day	14
Section D: Health and safety in the salon	16
Section E: Using equipment in the salon	20
Section F: Me at work	22
Section G: Project	24
Module Review	26
Next Steps	27

This module has been developed as the result of collaborative work between ASDAN and practitioners delivering the Towards Independence programme. Our thanks go to all those who contributed to the development of these materials.

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Welcome

You are starting a module called

World of Work: Salon Assistant

In doing the activities in this module you will be asked to:

- say
- show
- choose
- make things

You can say things by talking or signing, or by using any other means to let someone know what you want to say.

You can choose and show things by using:

- pictures
- digital recording
- other means
- photographs
- computer

or by telling someone else so they can write or do it for you. All the way through you can have as much help as you need.

As you complete each activity, you or your tutor can tick the box shown alongside the activity and the corresponding box on the **Record of Activities** page.

When you have finished the module, remember to complete the **Module Review** and **Next Steps** at the end of the book.

Record Boxes

At the end of each section you will find a page of record boxes:

The diagram shows a central form titled 'Record Box' with several sections. Red arrows point from callout boxes to specific parts of the form:

- Top-left callout:** 'This box can be used by your tutor to write an extra activity for you to do. This might ask you to practise some of the skills you have already shown, or it might ask you to do an extension activity.' Points to the 'Activity:' field.
- Top-right callout:** 'This box can be used in any way to show your achievements throughout the section. It might also show what you need to work on next.' Points to the 'Comments:' field.
- Middle-left callout:** 'This box can be used to record your achievement by allocating a P level or other descriptor and subject area.' Points to the 'P level or other centre assessment tool:' and 'Subject area:' fields.
- Middle-right callout:** 'This box shows skills you have used well. These might be Basic Skills, Key Skills or other important life skills.' Points to the 'Skills:' field.
- Bottom-left callout:** 'This box shows what sort of help you had.' Points to the 'Level of support:' field.
- Bottom-right callout:** 'This box shows where the work is kept in your ring binder (or other place).' Points to the 'Evidence ref:' field.
- Bottom callout:** 'Your tutor will sign and date these boxes when all the other boxes have been filled in.' Points to the 'Verified by:' and 'Date:' fields.

The form itself contains the following fields:

- Activity: (optional)
- Comments: Tutor/Supervisor/Learner (optional)
- P level or other centre assessment tool: (optional)
- Subject area:
- Level of support:
- Skills:
- Evidence ref:
- Verified by:
- Date:

Levels of Support

Ask your tutor to talk to you about these:



NH No Help – you can do things on your own



SH Spoken/Signed Help – you are helped by someone speaking or signing suggestions to you



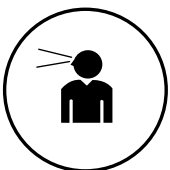
GH Gestural Help – you are helped by someone using hand signals or other gestural prompts



PH Physical Help – you are helped by someone holding you and/or helping you to move



SE Sensory Experience – you are given the opportunity of being involved through a sensory experience, e.g. hearing, touch, sight or taste



ER Experience Recorded – you are provided with an experience of the activity but are unable to take part

Section A:

Preparing for the workplace

- 1 Show you know the name of your workplace.
- 2 Show you know the name of the person who will be supporting you in your workplace.
- 3 Show you know how you will travel to your workplace.
- 4 Show you know which days you will be working.
- 5 Show you know what time you have to be at work and what time you will finish work.
- 6 Show you know what to do if you have a problem and cannot go to work.
- 7 Show you know what you will be wearing at work.



Section A:

Preparing for the workplace

Activity:

optional

Comments:

Tutor/Supervisor/Learner

optional

P level or other centre assessment tool:

optional

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

Section D (continued): Health and safety in the salon

5 Show you know some of the hazards in the salon.

For example:

- Hair on the floor
- Trip hazards
- Moveable carts
- Electrical items near water
- Chemicals
- Scissors
- Other



Sample

Section D (continued): Health and safety in the salon

Activity:

optional

Comments:

Tutor/Supervisor/Learner

optional

P level or other centre assessment tool:

optional

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

Section G:

Project

In this section you can choose your own activity.

Here are some ideas:

- Keep a work diary
- Complete some customer service training
- Produce a poster showing the different jobs available in the hair and beauty sector
- Visit different salons to see what they offer
- Find out more about working in hair and beauty
- Practise going for an interview
- Other

- 1 Decide what your project will be.
- 2 Plan your project.
- 3 Make a list of the things you need.
- 4 Do your project.
- 5 Show what went well in your project.

✓

Section G:

Project

optional

Activity:

optional

Comments:

Tutor/Supervisor/Learner

optional

P level or other centre assessment tool:

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

Next Steps

My next challenge:

Activities and modules that will help:

Who can help me and when:

Remember to record that you have completed this module and review on the **Record Page** in your **Starting Out** module.

Learner signature:

Tutor/supervisor signature:

Date:

Sample



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