

VTCT Level 4 Certificate in Salon Management



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The VTCT Level 4 Certificate in Salon Management is a vocationally related qualification that will prepare you to progress into a management role by developing your management skills and knowledge. The course is aimed at those already working within the hair and beauty sector and entry is gained by previous attainment of a hair or beauty qualification at Level 3 or equivalent.

This qualification is made up of three units:

1. Management of Health, Safety & Security in the Salon

Through this unit you will develop your management skills around the implementation and management of health, safety and security practices in your salon. You will evaluate the reliability and effectiveness of risk assessments, justify and monitor newly implemented and existing health, safety and security practices, comply with health and safety legislation and regulations, and manage the improvements through monitoring staff.

2. Salon Management

This unit provides you with the opportunity to plan and monitor the management of staff, products and services in your salon. You will develop management skills to enable you to:

- Provide clear recommendations for the improvement of working practices
- Assess employee requirements
- Conform with legislation
- Allocate staff to meet operational objectives
- Review and/or produce salon policies and procedures
- Monitor work practices
- Manage the salon in a professional manner.

3. Quality Management of Client Care in the Hair & Beauty Sector

Through this unit you will develop your management skills in client care within your salon. You will analyse the client service experience that is on offer in your salon as part of your quality assurance process. You will carry out planned and spot checks, use various methods to gather feedback, recommend improvements, engage staff with the new improvements and follow through with a monitoring process.



Assessment

As part of this qualification you are required to produce a portfolio of evidence, your tutor will support and guide you through this process. A portfolio will confirm the knowledge, understanding and skills that you have learnt. Evidence in the portfolio may take the following forms:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

Attendance

This is a one year course starting, in January 2018; attendance is for three hours, one evening a week, at our Les Ozouets campus. It will be expected that you will complete work in your own time and within your workplace, as a real life working environment is vital in building up a strong portfolio of evidence.

Tutors

This course will be run by Jane Fears and Jane Le Poidevin. Jane Fears is an experienced manager and professional within the hair and beauty sector and Jane Le Poidevin is an experienced lecturer in leadership and management skills.

Costs

£1,400 per student

Further information

If you are interested in applying for this course please contact Jane Le Poidevin, Faculty Director for Creative & Service Industries, janel@gcfe.net or 01481 749940.

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NB: Course information is correct at time of print. Courses offered may be subject to change.