

Domain**HAIRDRESSING****Title:****Manage stock levels in a salon****Level: 4****Credits: 6****Purpose**

This unit standard specifies the competencies required to manage stock levels in a salon. It includes procedures for assessing stock and product requirements and storing received stock. This unit standard is intended for those who work as hairdressers.

Special Notes

1. Entry information:

Prerequisite

- Unit 632 – *Apply personal health and safety routines in a hairdressing salon environment* or demonstrated equivalent knowledge and skills.

2. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which cosmetology operations are carried out.

3. All procedures associated with the use of tools, equipment and products shall comply with manufacturers' specifications and/or workplace guidelines and instructions.

4. Glossary of terms:

- '*specifications*' refers to any, or all of the following: manufacturers' product instructions and recommendations, workplace specific requirements.

5. Performance of all elements in this unit standard must comply with industry standards.

6. Regulations and legislation relevant to this unit standard include the following:

- Labour Act, No. 11, 2007
- Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Assess stock and product requirements

Performance Criteria

- 1.1 Stock level requirements are maintained and checked against salon sales, promoting and advertising strategies.
- 1.2 Stock order form is completed in line with salon procedures.
- 1.3 Stock order prices are checked and confirmed with product supplier(s).
- 1.4 Stock order is placed with supplier(s) within agreed timeframes.
- 1.5 Stock order form is filed in line with salon procedures.

Element 2: Record and store received stock

Range

Verification of ordered stock may include but is not limited to procedures for checking for damage, quantity and specifications.

Performance Criteria

- 2.1 Received stock is verified before acceptance in line with salon procedures.
- 2.2 Received stock is recorded before stored in line with salon procedures.
- 2.3 Stock is labelled and/or tagged before storing in line with salon procedures.
- 2.4 Stock is stored in correct location in line with occupational health and safety regulations and salon procedures.

Element 3: Complete work and clean up

Range

Work completion details may include but are not limited to stock delivery documentation.

Performance Criteria

- 3.1 Work is completed and appropriate personnel notified in line with salon procedures.
- 3.2 Work area is cleared of waste, cleaned, restored and secured in line with salon procedures.
- 3.3 Tools and equipment used are cleaned, maintained, checked for serviceability and stored in line with salon procedures.

3.4 Work completion details are completed and filed in line with salon procedures.

Registration Data

Subfield:	Beauty Services
Date first registered:	July 2010
Date this version registered:	July 2010
Anticipated review:	July 2015
Body responsible for review:	Namibia Training Authority