

**Unit Outline**

In this unit pupils will learn how important it is to look and behave professionally. Students will learn how to present themselves within a work setting with their appearance and personal hygiene. We will also be looking at positive and negative verbal and non-verbal communication and how this affects the client’s feelings. We will use role-play, research methods, worksheets and practical scenarios to see how our behaviour can come across to clients.



**Essential skills to consolidate**

Be able to present a professional image and maintain personal hygiene in a salon  
 Be able to communicate in a salon environment

**Extra skills to stretch**

Confidently carry out a client consultation in a professional manner

**Tools and equipment that you will use within this unit**



Our voices



Computers

**Key vocabulary to consolidate**

Professional image, Personal hygiene, Communication, Body language.

**Key vocabulary to stretch**

Facial care, hair care, oral hygiene, hand care, nail care, foot care, personal hygiene, foot wear, dress code, Daily cleansing of the body, face, hands and feet, oral hygiene, use of skin and body care preparations – cleansers, toners/astringents, moisturisers, deodorants, anti-per spirants and powders, Speaking, listening, body language, what to say, how to say it

**Assessment**

Observation of pupil ability will be tracked each week onto the Vocational Skills Data Tracker and pupils will create fact sheets. There will be a practical assessment to observe them acting in a professional manner and following the guidelines. This can be broken down and observed over the term. Photographs and video will be taken regularly as a record of pupil achievement.

**Progression**

This unit will provide excellent knowledge of how to look and act in a workplace which can be applied to any job role in the future. This unit will support their English and computer skills across the school.

