

Skills for Life Quality Initiative

HO 4 – Sample unit

NVQ Level 1 Beauty Therapy

Vocational Module G2 Reception Duties	Tasks	Teaching & Learning Strategies/	Assessment Methods/ Evidence
Assist with salon reception duties, on at least three occasions	Maintain the reception area Produce a written record of duties performed in the reception Listen and speak to clients Attend to clients and enquiries Produce a written record of any messages taken Help to make appointments for salon services Produce a written record of any appointments made	Trainee to assist with salon reception duties, on at least three occasions, whilst being observed by the trainer.	Worksheet – Reception Duties Evidence Assessor’s comment Performance Evidence NV 24 Range Check NV25 Knowledge and Understanding Requirements Record NV7