ENROLLING NOW

Level 4 Diploma in Salon Management

VTCT Skills Level 4 Diploma in Salon Management · Ofqual 600/1397/7 · VTCT code AM40237 · VTCT Skills

To prepare experienced hair, beauty and nail practitioners for employment as a salon manager or senior therapist, able to plan and manage products and services, analyse business data, set operational objectives, manage health, safety and security, quality of client care, sales, public relations, marketing and staff, and make recommendations to increase salon revenue.

THEORY Online, at your own pace	PRACTICE In your own workplace	COURSE PLAN 10 online modules
GUIDED LEARNING 301 hours	COURSE FEE Ask admissions	

What the course includes

10 online modules on the KCLINICS Academy platform, studied at your own pace, then practice and assessment in your own workplace. The plan comes from our scheme of work for this qualification.

Online modules

After the induction, each module has an online lesson, PDF learning material and written homework. Most modules also have video demonstrations and a quiz, and each unit ends with an online module test.

01 Course induction

- Course induction and VTCT Skills registration
- Video demonstration: how to use the KCLINICS Academy website (online learning, tests, homework and portfolio)
- Choice of optional units
- Learning agreement and code of conduct
- Introduction to all units, learning outcomes and assessment requirements

Includes video demonstrations.

02 Health and safety

UV40462

- Health and safety legislation and the manager's responsibilities
- Risk assessment: identifying hazards and controlling risks
- Infection control, PPE and safe working practices
- Accident, incident and emergency procedures

Includes an online lesson, PDF learning material, video demonstrations and written homework.

03 Management of health, safety and security

UV40462

- Implementing health and safety practices in the salon
- Managing security of people, premises, stock and money
- Monitoring staff and recording health and safety checks
- Reviewing procedures and managing improvements

Includes an online lesson, PDF learning material, video demonstrations and written homework.

04 Quality management of client care

UV40464

- Reviewing the overall client service experience
- Client feedback and quality assurance systems
- Implementing and monitoring procedures to improve client service
- Handling complaints and service recovery
- Consumer and data protection legislation

Includes an online lesson, PDF learning material, video demonstrations and written homework.

05 Salon management theory

UV40467

- History and development of the hair and beauty sector and salon management
- Business structures and management roles
- Analysing salon data for planning and setting operational objectives
- Workforce planning and staff rotas
- Stock control, equipment levels and budgets

Includes an online lesson, PDF learning material, video demonstrations and written homework.

06 Salon management

UV40467

- Managing the salon in a professional manner
- Planning the management of products and services
- Monitoring working practices and staff performance
- Recommendations to improve working practices and increase revenue

Includes an online lesson, PDF learning material, video demonstrations and written homework.

07 Sales management

UV40465

- Evaluating sales performance and sales data
- Sales targets, incentives and staff training
- Retail merchandising and promotions
- Recommendations to improve sales within the business

Includes an online lesson, PDF learning material, video demonstrations and written homework.

08 Public relations

UV40466

- Purpose of PR in the hair and beauty sector
- Planning and carrying out PR activities and events
- Press releases, social media and working with the media
- Managing a PR crisis

Includes an online lesson, PDF learning material, video demonstrations and written homework.

09 Marketing

UV30460

- Principles of marketing and the marketing mix
- Market research, target markets and competitor analysis
- Digital and social media marketing
- Planning, costing and evaluating a marketing campaign

Includes an online lesson, PDF learning material, video demonstrations and written homework.

10 Human resource management

UV30509

- Employment legislation and contracts
- Recruitment, selection and induction of staff
- Staff training, appraisal and performance management
- Grievance and disciplinary procedures

Includes an online lesson, PDF learning material, video demonstrations and written homework.

In your workplace

11 Workplace Assessment

- Observations in the learner's own salon or clinic
- Completion of the portfolio of evidence and assignments
- Student evaluation
- Tutor evaluation

Dates and times agreed between the learner and the assessor

Observations take place in the learner's own workplace

Evidence uploaded to the portfolio on the KCLINICS Academy platform

No practical days

No practical days. You gather evidence in your own workplace, agreed with your employer and checked by your assessor.

Equipment	Computers/tablets, observation and assessment records.
Safety	Learners to wear PPE as required by industry code of practice. Learners to carry out risk assessments and implement safe and hygienic working practices. Gloves to be worn for all treatments with exposure to bodily fluids. As managers, learners are responsible for monitoring staff compliance with health, safety and security procedures and for keeping accident and incident records.

Units and assessment

7 units

UV40462	Management of health, safety and security in the salon (44 guided hours)
UV40464	Quality management of client care in the hair and beauty sector (50 guided hours)
UV40467	Salon management (50 guided hours)
UV40465	Sales management in the hair and beauty sector (47 guided hours)
UV40466	Public relations (PR) in the hair and beauty sector (42 guided hours)
UV30460	Marketing in the hair and beauty sector (32 guided hours)
UV30509	Human resource management within the hair and beauty sector (60 guided hours)

While you learn

- Online quizzes and module tests
- Written homework
- Tutor feedback on the platform

Towards your certificate

- Assignments
- Practical observations/assessments
- Portfolio of evidence

No external examination. The qualification is awarded on your portfolio and observed assessments.

Before you start, and what comes next

Learners must be 18 or over to enrol and hold a Level 3 qualification in a relevant discipline or have significant industry experience. Learners can be assessed in their own salon or clinic or in the KCLINICS Academy realistic working environment.

Level 4: Specialist practitioner level, the same level as the first year of a degree.

Before this course	Level 3 NVQ Diploma in Beauty Therapy Massage
Also at Level 4	Level 4 Diploma in Advanced Beauty Therapy; Level 4 Diploma in Advanced Aesthetic Treatments; Level 4 Diploma in the Principles of Advanced Beauty Therapy
Leads to	Beauty therapist in salons, spas and clinics, or self-employed

Fees and dates

Admissions confirms the fee for this course when you ask, and talks you through the ways to pay.

- Pay in full by card or bank transfer.
- Klarna or Clearpay at checkout, subject to their eligibility checks and approval.
- Monthly course finance through our finance partner, subject to status (18+, UK residents).
- Employer funding: we can invoice your employer.

You can enrol on any day. The next practical days are on the course page, and admissions confirms yours when they confirm your place.

Direct government funding for learners (Advanced Learner Loans, Mayor of London Adult Skills Fund) is not available through KCLINICS Academy at present and is not expected before 2028. Monthly course finance and self or employer funding are available now.

Apply, or ask a question

Apply on the course page or talk to admissions first. No payment is taken until your place is confirmed.

The course page: kclinics.co.uk/academy/courses/level-4-diploma-in-salon-management-am40237
Call admissions: 020 8050 0750
Email: support@kclinics.co.uk
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