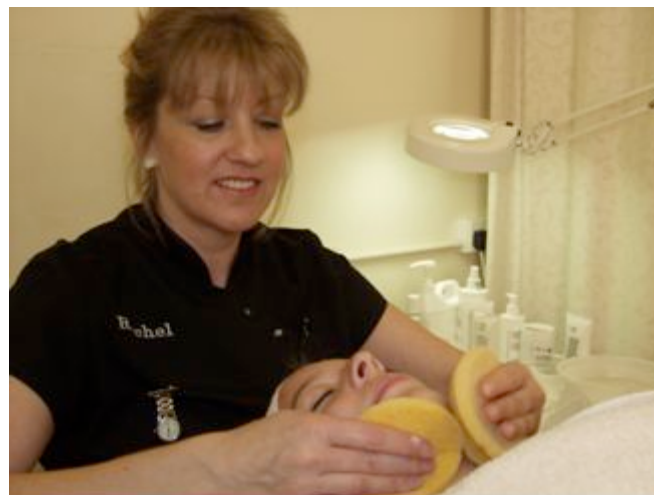


Skills for hair and beauty

Read the chart showing the skills needed to complete these work-related tasks. Complete the chart to show how confident you are at present.



Task	Skill	Confident	Need to work on this
Making appointments	Write clearly and spell accurately		
	Understand booking system		
	Calculate time required for appointment		
Handling cash	Count coins and notes in batches		
	Complete cashing-up slip		
	Calculate money sums		