



*National Vocational Qualifications for HAIR & BEAUTY SENIOR ARTIST*

## **National Competency Standards for “HAIR & BEAUTY SERVICES”**



**National Vocational and Technical Training Commission (NAVTTTC)**

**Government of Pakistan**



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## INTRODUCTION

Hair & Beauty industry is one of the developed industries in Pakistan. In the early stage of industry development, beauty salons were relatively small in scale, mostly small shops either located in a shopping mall or occupying an upstairs flat. With the growing concern about one's personal appearance, the Hair & Beauty industry has grown significantly in recent years. Large beauty salon chains mushroomed alongside the emergence of a wide variety of Hair & Beauty products, tools and equipment in the market. Hair & Beauty salons also expanded their range of services to include training programmes in addition to Hair & Beauty care treatments and the sale of products. As a result, there are numerous training providers offering a vast variety of courses for Hair & Beauty experts. As Hair & Beauty is a highly skill-based industry, professional training is imperative to its development. Traditionally, Hair & Beauty experts have been trained as apprentices, and recently some companies have adopted international standards in their training programme. As a result, the standards of the education and training programmes vary to considerable extent. With the gradual emergence of a knowledge-based society, more effective flow of information and more sophisticated consumers, the industry has seen a burgeoning demand for professional Hair & Beauty services. In the long run, it must work towards internationalisation and professionalisation as well as improving the skills level of Hair & Beauty experts and enabling them to integrate theory with practice, so as to enhance the quality of Hair & Beauty services in Pakistan.

## PURPOSE OF THE QUALIFICATION

The competency based NVQ has been developed to train the unskilled men and women of Pakistan on the technical and entrepreneurial skills to be employed / self-employed and inevitably set sustainable impact on their lives by increase in their livelihood income generation.

The purpose of these qualifications is to set professional standards for Hair & Beauty Experts, who will serve as key elements enhancing quality of Pakistan's Hair & Beauty industry. The specific objectives of developing these qualifications are as under:



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- Improve the professional competence of Hair & Beauty industry
- Capacitate the local community and trainers in modern CBT trainings, methodologies and processes as envisaged under NVQF
- Provide flexible pathways and progressions in Hair & Beauty industry
- Enable the trainees to perform their duties in efficient manner
- Establish a standardized and sustainable system of training in Hair & Beauty industry in Pakistan

## **DATE OF VALIDATION**

This national vocational qualification (NVQ) has been validated by the Qualifications Development Committee (QDC) on 05 of July 2018 and will remain in currency until December 2021



## CODE OF QUALIFICATIONS

Qualification Title	Code
National Vocational Certificate Level 2, in (Hair & Beauty Services) "Assistant (Women/Men)"	
National Vocational Certificate Level 3, in (Hair & Beauty Services) "Junior Artist (Women/Men)"	
National Vocational Certificate Level 4, in (Hair & Beauty Services) "Senior Artist (Women/Men)"	

## ENTRY REQUIREMENTS

- The entry requirement to National Vocational Certificate Level-2 in Hair and Beauty Services (Assistant Artist) is Middle or Matric.
- For National Vocational Certificate Level-3 in Hair and Beauty Services (Junior Artist), the entry requirement is award of National Vocational Certificate Level-2 in Hair and Beauty Services (Assistant Artist).
- For National Vocational Certificate Level-4 in Hair and Beauty Services (Senior Artist), the entry requirement is award of National Vocational Certificate Level-3 in Hair and Beauty Services (Junior Artist).



## QUALIFICATIONS DEVELOPMENT COMMITTEE

The following members participated in the qualification development of these qualifications:

Sr. No.	Name	Designation	Organization	Email	Contact No.
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16.					



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## QUALIFICATIONS VALIDATION COMMITTEE

The following members participated in the qualifications validation of these qualifications:

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## REGULATIONS FOR THE QUALIFICATION AND SCHEDULE OF UNITS

Not Applicable





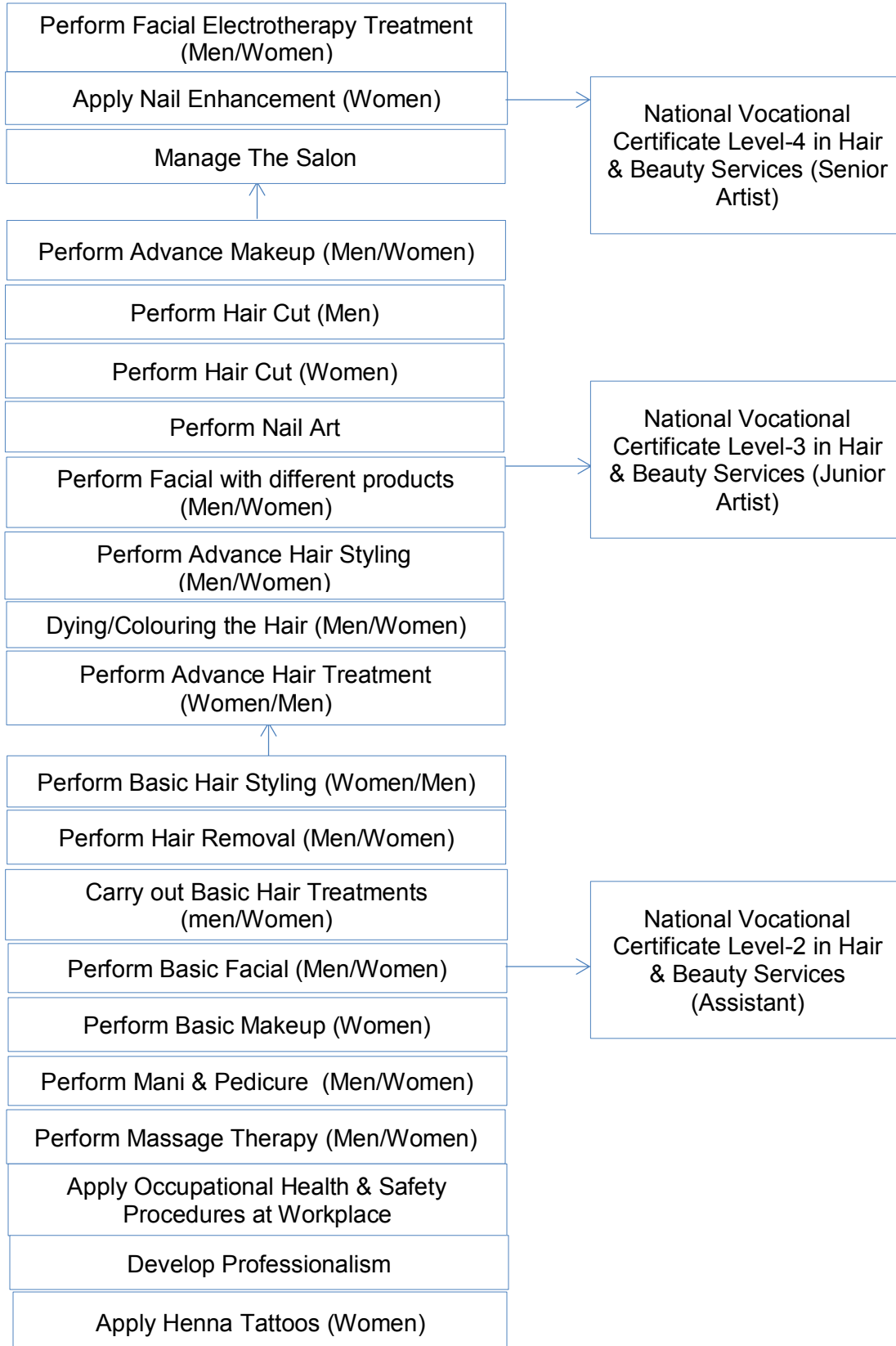
## SUMMARY OF COMPETENCY STANDARDS

Code	Competency Standards	Level	Credits	Category
	Apply Occupational Health & Safety Procedures at Workplace	2	3	Generic
	Develop Professionalism	2	3	Generic
	Perform Basic Hair Styling (Women/Men)	2	7	Technical
	Perform Hair Removal (Men/Women)	2	5	Technical
	Carry out Basic Hair Treatments (men/Women)	2	3	Technical
	Perform Basic Facial (Men/Women)	2	4	Technical
	Perform Basic Makeup (Women)	2	6	Technical
	Perform Mani & Pedicure (Men/Women)	2	5	Technical
	Perform Massage Therapy (Men/Women)	2	6	Technical
	Perform Advance Makeup (Men/Women)	3	5	Technical
	Perform Hair Cut (Women)	3	8	Technical
	Perform Nail Art	3	5	Technical
	Perform Facial with different products (Men/Women)	3	8	Technical
	Perform Advance Hair Styling (Men/Women)	3	8	Technical
	Dying/Colouring the Hair (Men/Women)	3	30	Technical
	Perform Advance Hair Treatment (Women/Men)	3	6	Technical
	Perform Facial Electrotherapy Treatment (Men/Women)	4	6	Technical
	Apply Henna Tattoos (Women)	2	5	Technical
	Apply Nail Enhancement (Women)	4	10	Technical
	Perform Hair Cut (Men)	3	7	Technical
	Manage The Salon	4	8	Functional



## PACKAGING OF QUALIFICATIONS

The national vocational qualifications are packaged as per following:





## Competency Standard A: Apply Occupational Health & Safety Procedures at Workplace

**Overview:** This Competency Standard identifies the competencies required to apply occupational health and safety procedures at workplace in accordance with the organization's approved guidelines and procedures. You will be expected to identify hazards and evaluate risks in work place, comply with health and safety precautions, use of personal protective equipment and practicing safe work habits at workplace at all times. Your underpinning knowledge regarding occupational health and safety procedures will be sufficient to provide you with the basis for your work.

Competency Units	Performance Criteria
<p><b>A1.</b> Identify hazards in workplace environment</p>	<p><b>You must be able to:</b></p> <p><b>P1.</b> Read and interpret work processes and procedures correctly to identify risk of hazards at workplace.</p> <p><b>P2.</b> Recognize engineering processes, tools, equipment and consumable materials that have the potential to cause harm.</p> <p><b>P3.</b> Identify any potential hazards and take appropriate action to minimize the risk.</p>
<p><b>A2.</b> Comply with Occupational Health and Safety Precautions</p>	<p><b>You must be able to:</b></p> <p><b>P1.</b> Identify health and safety hazards in the Workplace so that the potential for personal injury, damage to equipment or the workplace is prevented, and corrective action is taken.</p> <p><b>P2.</b> Deal with problems which are within your control, and report those that cannot be resolved to safety officer.</p>



<p><b>A3.</b> Apply Personal Protective and Safety Equipment (PPE)</p>	<p><b>You must be able to:</b></p> <p><b>P1.</b> Select personal protective equipment in terms of type and quantity according to work order.</p> <p><b>P2.</b> Wear, adjust, and maintain personal protective equipment to ensure correct fit and optimum protection in compliance with company procedures.</p> <p><b>P3.</b> Ensure personal protective equipment is cleaned and stored in proper place.</p>
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### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Importance of using Personal Protective Equipment(PPE)
- Organizational health and safety procedures
- Protective clothing and equipment to be worn and where it can be obtained.
- Recommended procedure for cleaning and storing of tools and equipment at workplace
- Safely maintaining the PPEs
- Techniques and methods to control risks of identified hazards in the workplace
- Types of PPE
- Work safety procedures and guidelines
- Health and safety

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:



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- Explain types and uses of PPEs used in Hair & beauty Industry
- Demonstrate use of PPEs while providing Hair & beauty services



## Competency Standard B: Develop Professionalism

**Overview:** This competency standard deal with learning the competencies needed to carry out salon procedures professionally. That includes gathering market demands through researches and surveys as well as interacting with other salons and beauty experts. It will also allow you to learn how to upgrade your knowledge on the basis of all the knowledge gathered through all the carried out researches and participation in trainings, seminars and workshops. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>B1.</b> Greet and receive clients and guests.	<p><b>You must be able to:</b></p> <p><b>P1.</b> Receive Client professionally</p> <p><b>P2.</b> Create pleasant environment as per salon SOPs</p>
<b>B2.</b> Market salon services, product and prices.	<p><b>You must be able to:</b></p> <p><b>P1.</b> Conduct market research/surveys/feedbacks.</p> <p><b>P1.</b> Evaluate market demands.</p> <p><b>P2.</b> Compare prices and cost effectiveness of researched products and materials available in market (including fixed and consumable items)</p> <p><b>P2.</b> Brainstorm the promotional offers that the salon may offer to the customers.</p> <p><b>P3.</b> Design the promotional material.</p> <p><b>P4.</b> Convince customers about the value of offer and develop trust.</p> <p><b>P5.</b> Share and discuss promotional material and packages with the customers.</p> <p><b>P6.</b> Get customers' feedback about the promotional services and products.</p>
<b>B3.</b> Participate in trainings, workshops and seminars on latest beauty treatments	<p><b>You must be able to:</b></p> <p><b>P1.</b> Identify the nature of training/ workshop/seminar and follow the directions carefully.</p>



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	<p><b>P1.</b> Prepare notes for the usage of new products and procedures introduced in training/workshop/seminar.</p> <p><b>P2.</b> Apply procedures and techniques professionally.</p> <p><b>P3.</b> Identify contraindications during treatment.</p> <p><b>P4.</b> Identify the treatment and products in case of any side effect.</p>
<b>B4.</b> Interact with other salons and experts	<p><b>You must be able to:</b></p> <p><b>P3.</b> Update skills by consulting with experts.</p> <p><b>P4.</b> Develop report with other salons for professional development.</p> <p><b>P5.</b> Select suitable salon products, tools, equipment and furniture available in market.</p>

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Latest procedures and techniques used in salon
- Explain latest salon products
- Explain correct Timings for each service.
- Market demands
- Importance of print and electronic media in salon
- Protocol plan for dealing with all clients

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Demonstrate verbal communication skills
- Demonstrate nonverbal communication skills



## Competency Standard C: Manage the Salon

**Overview:** This competency standard identifies the competencies you need to manage Salon well lit, ventilated, infection free, hygienic, timely operational, clean and skill fully in accordance with approved procedures. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>C1.</b> Manage time effectively	<p><b>You must be able to:</b></p> <p><b>P1.</b> Perform a given task on time according to the defined methodology/salon standards and quality plan of the salon and standard time defined for each service.</p> <p><b>P2.</b> Formulate time schedule in accordance with duration required for each service.</p>
<b>C2.</b> Communicate effectively with co- workers/clients at workplace	<p><b>You must be able to:</b></p> <p><b>P1.</b> Communicate effectively according to the rules of the workplace/salon while interacting with team members and management.</p> <p><b>P2.</b> Apply verbal and non-verbal communication skills effectively to convey messages clearly and respond to guests/customers and team members' queries.</p> <p><b>P3.</b> Listen/receive and interpret information from clients / colleagues / management correctly for reporting in written or oral according to SOPs.</p> <p><b>P4.</b> Use appropriate workplace language and related technical vocabulary.</p> <p><b>P5.</b> Communicate information regarding the salon services.</p>
<b>C3.</b> Work in a team as per the workplace requirements	<p><b>You must be able to:</b></p> <p><b>P1.</b> Perform work according to assigned roles and responsibilities.</p> <p><b>P2.</b> Handle contingencies together with the team members.</p>





<p><b>C4.</b> Procure salon furniture, tools, equipment and products</p>	<p><b>You must be able to:</b></p> <p><b>P1.</b> Prepare a list of items required for the salon such as furniture, tools, equipment and beauty product.</p> <p><b>P2.</b> Prepare a time line for buying each item (short, middle and long term planning) with respect to its demand and need.</p> <p><b>P3.</b> Conduct market research with respect to quality and price of per item.</p> <p><b>P4.</b> Make emergency purchases from local market in case any material or product is exhausted in order to give uninterrupted services to Client.</p> <p><b>P5.</b> Perform daily, weekly and monthly maintenance of equipment and tools according to standard procedures (especially of all electrical equipment).</p>
<p><b>C5.</b> Manage client at reception as per standard procedures</p>	<p><b>You must be able to:</b></p> <p><b>P1.</b> Book the appointment according to the availability of date &amp; time &amp; record in the appointment diary accordingly.</p> <p><b>P2.</b> Communicate price or information of services/products to the client in a convincing manner for getting new clients and retaining the existing clients.</p> <p><b>P3.</b> Record/ register customers' comments and maintain diary for appointments of Clients.</p>
<p><b>C6.</b> Maintain client's record as per standard procedures</p>	<p><b>You must be able to:</b></p> <p><b>P1.</b> Obtain and record the required information from a new client on the client record card by asking questions about their medical history, beauty and personal care services previously availed.</p> <p><b>P2.</b> Update the client record card of an existing customer.</p> <p><b>P3.</b> Record the result of procedures, responses, reactions for analysis and plan the future treatment course applied to a client.</p>
<p><b>C7.</b> Maintain workplace security as per standard procedures</p>	<p><b>You must be able to:</b></p> <p><b>P1.</b> Conduct a security evaluation of the premises.</p> <p><b>P2.</b> Develop an emergency plan and protocols for evacuation, calling emergency services and in case of theft.</p> <p><b>P3.</b> Hire security services including security personnel with related equipment (security cameras, monitoring equipment, sensors and weapons etc.)</p>



	<p><b>P4.</b> Identify and Follow fire and evacuation procedures in simulated conditions.</p> <p><b>P5.</b> Deal with hazards within own area of responsibility following salon policy.</p>
<p><b>C8.</b> Maintain revenue and expenses of salon as per standard procedures</p>	<p><b>You must be able to:</b></p> <p><b>P1.</b> Record transactions with clients by issuing bill of services.</p> <p><b>P2.</b> Issue expense vouchers for daily purchases of salon supplies / other material.</p> <p><b>P3.</b> Take voucher of expenses incurred and place in respective file and subsequently hand over to management.</p>
<p><b>C9.</b> Prepare workstation as per standard procedures</p>	<p><b>You must be able to:</b></p> <p><b>P1.</b> Prepare the reception area according to salon SOPs.</p> <p><b>P2.</b> Receive client record from the receptionist and select the place and product for treatment accordingly.</p> <p><b>P3.</b> Prepare client for the treatment as per standard procedures.</p>
<p><b>C10.</b> Reorganize workstation as per standard procedures</p>	<p><b>You must be able to:</b></p> <p><b>P1.</b> Return client's record to receptionist.</p> <p><b>P2.</b> Dispose off waste in appropriate manner.</p> <p><b>P3.</b> Reorganise workstation according to salon SOPs.</p> <p><b>P4.</b> Sterilize and sanitize of used tools/ equipment as per standard procedures.</p>



### **Knowledge & Understanding**

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Verbal and nonverbal communication skills
- Consultation techniques
- Code of conduct
- Knowledge of Hair & Beauty products
- Importance of Time management
- Waste disposal methods.
- Procedure of sterilization and sanitization of used tools/ equipment.
- Procedure of storing machinery to reuse after properly cleaning.

### **Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Demonstrate verbal communication skills
- Demonstrate nonverbal communication skills



## Competency Standard D: Perform Hair Removal (Women/men)

**Overview:** This competency standard identifies the competencies you need to perform hair removal in accordance with approved procedures. You will be expected to perform Face Threading, Waxing and Tweezing. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>D1.</b> Perform Face threading as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Perform eyebrows threading according to the requirement</p> <p><b>P2.</b> Perform Upper lips threading according to the requirement</p> <p><b>P3.</b> Perform full face threading according to the requirement</p> <p><b>P4.</b> Perform Tweezing according to the requirement</p>
<b>D2.</b> Perform Waxing as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Conduct patch test as per set standards.</p> <p><b>P2.</b> Perform face wax according to the requirement</p> <p><b>P3.</b> Perform Body wax according to the requirement</p>

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Face Anatomy
- Types of threads for threading
- Types of tweezers
- Hair directions on different parts of face
- Types of wax and application techniques

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform eyebrows threading according to the requirement
- Perform Body wax according to the requirement



## Competency Standard E: Perform Massage Therapy (Women/men)

**Overview:** This competency standard identifies the competencies you need to perform massage therapy in accordance with approved procedures. You will be expected to perform different techniques of massage and carry out full body massage. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>E1.</b> Perform different techniques of massage as per standard procedures	<b>You must be able to:</b> <b>P1.</b> Carry out effleurage according to set standards <b>P2.</b> Carry out Petrisage according to set standards <b>P3.</b> Perform tapotment according to set standards <b>P4.</b> Perform Vibration according to set standards <b>P5.</b> Perform friction according to set standards
<b>E2.</b> Carry out full body massage as per standard procedures	<b>You must be able to:</b> <b>P1.</b> Prepare the client & environment according to requirement <b>P2.</b> Perform Foot Massage according to set standards <b>P3.</b> Perform Leg Massage according to set standards <b>P4.</b> Perform Stomach massage according to set standards <b>P5.</b> Perform upper part of body massage according to set standards <b>P6.</b> Perform Back Massage according to set standards <b>P7.</b> Perform Back Legs Massage according to set standards

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Pressure points
- Different massage techniques
- Skin types and conditions



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### **Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform full body massage using different massage techniques as per requirement
- Identify pressure points.
- List the massage techniques.



## Competency Standard F: Perform Basic Facial (Women/men)

**Overview:** This competency standard identifies the competencies you need to perform basic facial in accordance with approved procedures. You will be expected to perform skin care treatment, CTM, Apply Skin polisher, Basic Facial and Herbal Facial. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>F1.</b> Prepare workplace/client for facial treatment as per standard procedures	<b>You must be able to:</b> <b>P1.</b> P1 Prepare the workplace as per salon standards <b>P2.</b> P2 Prepare the client as per requirement
<b>F2.</b> Carry out Cleansing, Toning and Moisturising (CTM) as per standard procedures	<b>You must be able to:</b> <b>P1.</b> Perform cleansing according to set standards <b>P2.</b> Apply Toner according to set standards <b>P3.</b> Apply Moisturizer according to set standards
<b>F3.</b> Apply Skin Polisher as per standard procedures	<b>You must be able to:</b> <b>P1.</b> Prepare the product for skin polisher <b>P2.</b> Perform Skin polishing <b>P3.</b> Apply Mask
<b>F4.</b> Carry out Basic Facial as per standard procedures	<b>You must be able to:</b> <b>P1.</b> Carry out the consultation according to set standards <b>P2.</b> Analyse the skin according to SOPs <b>P3.</b> Perform deep cleansing according to set standards <b>P4.</b> Perform toning according to set standards <b>P5.</b> Perform Exfoliation according to set standards <b>P6.</b> Perform steaming according to SOP <b>P7.</b> Perform facial massage according to set standards <b>P8.</b> Apply mask according to set standards
<b>F5.</b> Carry out Herbal Facial as per standard procedures	<b>You must be able to:</b> <b>P1.</b> P1 Carry out the consultation according to set standards <b>P2.</b> P2 Analyse the skin according to SOPs <b>P3.</b> P3 Perform deep cleansing according to set standards <b>P4.</b> P4 Perform toning according to set standards <b>P5.</b> P5 Perform Exfoliation according to set standards <b>P6.</b> P6 Perform steaming according to SOP <b>P7.</b> P7 Perform facial massage according to set standards <b>P8.</b> P8 Apply mask according to set standards



### **Knowledge & Understanding**

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Types of facial products
- Ingredients of skin polisher
- Face Anatomy
- Importance of exfoliation

### **Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform CTM.
- Perform Herbal Facial.





## Competency Standard G: Perform Facial with products (Women/men)

**Overview:** This competency standard identifies the competencies you need to perform Product Treatment Facial in accordance with approved procedures. You will be expected to carry out whitening facial, Carry out Anti-Aging and Carry out peeling facial. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>G1.</b> Carry out Whitening facial as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Apply polisher according to set standards</p> <p><b>P2.</b> Analyse the skin according to SOP</p> <p><b>P3.</b> Perform deep cleansing according to set standards</p> <p><b>P4.</b> Perform toning according to set standards</p> <p><b>P5.</b> Perform Exfoliation according to set standards</p> <p><b>P6.</b> Perform steaming according to SOP</p> <p><b>P7.</b> Perform Black Head extraction according to the requirement</p> <p><b>P8.</b> Perform facial massage according to set standards</p> <p><b>P9.</b> Apply mask according to set standards</p>
<b>G2.</b> Carry out Anti-Aging facial as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Apply Polisher according to set standards</p> <p><b>P2.</b> Analyse the skin according to SOP</p> <p><b>P3.</b> Perform deep cleansing according to set standards</p> <p><b>P4.</b> Perform toning according to set standards</p> <p><b>P5.</b> Perform Exfoliation according to set standards</p> <p><b>P6.</b> Perform steaming according to SOP</p> <p><b>P7.</b> Perform facial massage according to set standards</p> <p><b>P8.</b> Apply mask according to set standards</p>
<b>G3.</b> Carry out Peeling facial as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Analyse the skin according to SOP</p> <p><b>P2.</b> Perform cleansing according to set standards</p> <p><b>P3.</b> Perform toning according to set standards</p> <p><b>P4.</b> Perform steaming according to SOP</p> <p><b>P5.</b> Perform Black Head extraction according to the requirement</p> <p><b>P6.</b> Perform Peeling with manual brush</p> <p><b>P7.</b> Apply Mask according to skin type</p>



### **Knowledge & Understanding**

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Types of products for different treatment facials
- Types of skin and skin conditions

### **Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform treatment facial according to the assessor requirement.



## Competency Standard H: Perform Facial Electrotherapy Treatment (Women/Men)

**Overview:** This competency standard identifies the competencies you need to perform Facial Electrotherapy Treatment in accordance with approved procedures. You will be expected to Perform High Frequency Treatment, Galvanic Treatment and Vacuum Suction Treatment. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
H1. Perform High Frequency treatment as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Analyse the skin according to SOP</p> <p><b>P2.</b> Cleansing according to set standards</p> <p><b>P3.</b> Perform toning according to set standards</p> <p><b>P4.</b> Perform Steaming according to set standards</p> <p><b>P5.</b> Extract Black Heads according to set standards</p> <p><b>P6.</b> Perform High Frequency Treatment according to manufacturer's manual</p> <p><b>P7.</b> Apply Mask according to skin type</p>
H2. Perform Galvanic treatment as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Analyse the skin according to SOP</p> <p><b>P2.</b> Cleansing according to set standards</p> <p><b>P3.</b> Perform toning according to set standards</p> <p><b>P4.</b> Perform Exfoliation according to set standards</p> <p><b>P5.</b> Perform Steaming according to set standards</p> <p><b>P6.</b> Extract black heads according to set standards</p> <p><b>P8.</b> Perform Galvanic Treatment according to manufacturer's manual</p> <p><b>P7.</b> Apply Mask according to set standards</p>
H3. Perform Vacuum Suction treatment as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Analyse the skin according to SOP</p> <p><b>P2.</b> Perform cleansing according to set standards</p> <p><b>P3.</b> Perform toning according to set standards</p> <p><b>P4.</b> Perform Exfoliation according to set standards</p> <p><b>P5.</b> Perform Steaming heads according to set standards</p> <p><b>P9.</b> Carry out Vacuum suction treatment according to manufacturer's manual</p> <p><b>P6.</b> Apply Mask according to set standards</p>



### **Knowledge & Understanding**

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Facial Electrotherapy Treatment
- Use of High Frequency
- Use of Galvanic Machine
- Procedure of Vacuum suction treatment
- Effects of exfoliation

### **Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform electrotherapy according to the assessor requirement.



## Competency Standard I: Perform Basic Makeup (Women/Men)

**Overview:** This competency standard identifies the competencies you need to Perform Basic Makeup in accordance with approved procedures. You will be expected to prepare workplace for makeup, maintain the makeup products, tools & equipment and Perform Natural Makeup. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>I1.</b> Prepare the workplace as per standard procedures	<b>You must be able to:</b> <b>P1.</b> Sanitize the workplace according to set standards <b>P2.</b> Place Makeup products & tools according to the requirement
<b>I2.</b> Maintain the makeup product, tools & equipment before/after providing service	<b>You must be able to:</b> <b>P1.</b> Sterilize the makeup tools according to set standards <b>P2.</b> Clean the makeup products according to set standards
<b>I3.</b> Perform Natural Makeup as per standard procedures	<b>You must be able to:</b> <b>P1.</b> Prepare the client according to the requirement <b>P2.</b> Prepare the skin according to the requirement <b>P3.</b> Perform eye makeup according to the requirement <b>P4.</b> Perform Skin work (foundation, blush, highlight, etc) <b>P5.</b> Apply Lip colours according to the requirement

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Skin types and conditions
- Makeup products for different skin types
- Variables which affect the makeup, (facial shape, Skin type , Skin condition, Occasion, Time, Market trends, Venue of event (indoor/outdoor), Climatic condition, Clients' demands)
- Product and tool range, cosmetic ingredients in makeup products, particularly in regard to their likely effects on the skin.



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### **Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform natural makeup.



## Competency Standard J: Perform Advance Makeup (Women/Men)

**Overview:** This competency standard identifies the competencies you need to Perform Advance Makeup in accordance with approved procedures. You will be expected to analyse the skin, Perform Party Makeup, Perform Photographic Makeup, Perform Bridal Makeup and Perform Character/Theme Makeup. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>J1.</b> Analyse the skin	<b>You must be able to:</b> <b>P1.</b> Identify skin type/tone <b>P2.</b> Identify skin condition <b>P3.</b> Identify skin issues (if any)
<b>J2.</b> Perform Party Makeup as per requirement	<b>You must be able to:</b> <b>P1.</b> Perform color correction according to the requirement <b>P2.</b> Apply foundation according to the requirement <b>P3.</b> Add dimensions to face through colour products (blush, contour, highlight, etc.) according to the requirement <b>P4.</b> Apply Eye makeup according to the requirement <b>P5.</b> Apply lip colours according to the requirement
<b>J3.</b> Perform Photographic Makeup as per requirement	<b>You must be able to:</b> <b>P1.</b> Perform Editorial Makeup according to the requirement <b>P2.</b> Perform Runway Makeup according to the requirement <b>P3.</b> Perform Character makeup according to the requirement <b>P4.</b> Perform Periodic Makeup (Film, Stage, TV) according to the requirement <b>P5.</b> Perform Media Makeup according to the requirement <b>P6.</b> Perform Fantasy Makeup according to the requirement
<b>J4.</b> Perform Bridal/Groom Makeup as per requirement	<b>You must be able to:</b> <b>P1.</b> Perform Mehndi Makeup according to the requirement <b>P2.</b> Perform Barat Makeup according to the requirement <b>P3.</b> Perform Walima Makeup according to the requirement

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:



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- Different skin colour (white, black, Asian, mixed), Skin type (dry, oily, combination, mature, young), Skin texture, Hair colour, Eye colour, Face shape, Shape of facial features.
- Contraindications (Handle makeup application)
- Product and tool range, cosmetic ingredients in makeup products, particularly in regard to their likely effects on the skin.
- Different face shapes, eye shape, nose and lip shapes.
- Colour Theory (Functions of colour corrective products).
- Procedure of contour and different products used for contouring.
- Colour design principles.
- Effects of light on cosmetics and make up

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform bridal makeup
- Perform fantasy makeup





## Competency Standard K: Perform Manicure & Pedicure (Women/Men)

**Overview:** This competency standard identifies the competencies you need to perform Manicure & Pedicure in accordance with approved procedures. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
L1. Carry out Manicure as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Perform Basic Manicure according to the SOPs</p> <p><b>P2.</b> Perform French Manicure according to the SOPs</p> <p><b>P3.</b> Perform Paraffin wax according to the SOPs</p> <p><b>P4.</b> Fix Artificial Nails according to the requirement</p> <p><b>P5.</b> Remove Artificial Nails according to the requirement</p>
L2. Carry out Pedicure as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Perform Basic Pedicure according to the SOPs</p> <p><b>P2.</b> Perform French Pedicure according to the SOPs</p> <p><b>P3.</b> Perform Paraffin wax according to the SOPs</p> <p><b>P4.</b> Fix Artificial Nails according to the requirement</p> <p><b>P5.</b> Remove Artificial Nails according to the requirement</p>

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Different nail shapes
- Different skin/nail conditions
- Contraindications of nails (Blue nail, Eczema, Hang nails, Warts, Diabetes, Allergies, Corns, Cuts, Haemophilia, Severe burns, Sunburn, severely bitten or damaged nail, nail separation, recent surgery, fungal infections, discoloration, skin irritation etc.)



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- Suitable consultation techniques (noting the condition of the nails, noting the shape of the nail, planning a treatment programme, discussing any home and after care.)
- Skin types and conditions, nail type and conditions, natural nail shape
- Factors which effect the nail growth. (Health, Age, Diet, Medication, Climate, Damage, Lifestyle.)
- Pressure points of hands and feet.
- Aftercare advices

### **Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Remove the cuticle.
- Buffering and shaping the nails.



## Competency Standard L: Perform Nail Art

**Overview:** This competency standard identifies the competencies you need to perform Nail Art in accordance with approved procedures. You will be expected to make pattern for nail art and Perform Nail Art Pattern. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
L1. Create pattern for nail art	<b>You must be able to:</b> <b>P1.</b> Create research board according to the requirement <b>P2.</b> Create Mood board according to the requirement <b>P3.</b> Create final pattern according to the selected theme
L2. Apply Nail Art Pattern as required	<b>You must be able to:</b> <b>P1.</b> Provide Client consultation <b>P2.</b> Prepare nail according to requirement <b>P3.</b> Design the nail according to requirement <b>P4.</b> Provide after care advise

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Colour theory
- Different equipment and products used in nail art techniques.
- Procedure of different techniques e.g. colour polishers, flat stones, painting techniques, dotting, striping, marbling, free hand, glitters, foiling and colour blending

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:



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- Create pattern for nail art and apply on nai006C



## Competency Standard M: Apply Nail Enhancement

**Overview:** This competency standard identifies the competencies you need to Apply Nail Enhancement in accordance with approved procedures. You will be expected to Apply Nail Tips, Gel Nails and Acrylic Nails. Perform Gel Nails Designing and Perform Acrylic Nails Designing. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>M1. Apply Nail Tips</b>	<p><b>You must be able to:</b></p> <p><b>P1.</b> Provide Client consultation according to the requirement</p> <p><b>P2.</b> Analyse the skin &amp; nail condition</p> <p><b>P3.</b> Apply the nail tip according to the requirement</p> <p><b>P4.</b> Remove the nail tips according to the requirement</p>
<b>M2. Apply Gel Nails</b>	<p><b>You must be able to:</b></p> <p><b>P1.</b> Provide Client consultation according to the requirement</p> <p><b>P2.</b> Prepare Gel nails according to manufacturer's instructions</p> <p><b>P3.</b> Refill Gel nails according to manufacturer's instructions</p> <p><b>P4.</b> Create design according to requirements</p> <p><b>P5.</b> Remove gel nails according to manufacturer's instructions</p> <p><b>P6.</b> Provide after care advice</p>
<b>M3. Apply Acrylic Nails</b>	<p><b>You must be able to:</b></p> <p><b>P1.</b> Provide Client consultation according to the requirement</p> <p><b>P2.</b> Apply/Fix Acrylic nails according to manufacturer's instructions</p> <p><b>P3.</b> Create design according to requirements</p> <p><b>P4.</b> Refill acrylic nails according to requirement</p> <p><b>P5.</b> Remove acrylic nails according to requirement</p> <p><b>P6.</b> Provide after care advice</p>

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:



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- Types of material to create artificial nail
- Procedure of fixing and removing of artificial nail.
- Types of adhesive

### **Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Create and apply Gel Nail
- Create and apply Acrylic Nail



## Competency Standard N: Apply Henna

**Overview:** This competency standard identifies the competencies you need to apply henna in accordance with approved procedures. You will be expected to Create Pattern for Henna and Apply Henna on Hands & Feet. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
N1. Create Henna Patterns	<b>You must be able to:</b> P1. Create Research Board P2. Create Mood Board P3. Make pattern according to the requirement
N2. Apply Henna	<b>You must be able to:</b> P1. Analyse the skin for any skin problem P2. Apply the Henna according to requirement

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Different Henna application techniques
- History of Henna application
- Types of Henna (Chemical, organic, etc.)

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Apply henna according to the assessor requirement.



## Competency Standard O: Perform Hair Cut (Women)

**Overview:** This competency standard identifies the competencies you need to Perform Hair Cut (Women) in accordance with approved procedures. You will be expected to Perform Straightline, Perform Inward Cutting and Perform Outward Cutting. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>O1.</b> Perform Straightline Cut as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Create Hair Sections according to the set</p> <p><b>P2.</b> Perform Straight line cutting according to the set standards at angles &amp; degrees</p> <p><b>P3.</b> Create final look according to the cutting</p>
<b>O2.</b> Perform Inward Cut as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Create Hair sectioning</p> <p><b>P2.</b> Perform Inwards cutting according to the set standards of degrees &amp; angles</p> <p><b>P3.</b> Create final look according to the cuts</p>
<b>O3.</b> Perform Outward Cut as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Create Hair sectioning</p> <p><b>P2.</b> Perform Outwards cutting according to the set standards of degrees &amp; angles</p> <p><b>P3.</b> Create final look according to the cuts</p>

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Hair growth pattern (Double crown, Nape whorls, Calf licks, Widow's peak)
- Importance of sectioning hair accurately according to Hair style.
- Aftercare advices according to hair condition.

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this





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competency standard:



- Perform straight cutting according to the requirement.
- Perform layer cutting according to the requirement.



## Competency Standard P: Perform Hair Cut (Men)

**Overview:** This competency standard identifies the competencies you need to Perform Hair Cut (Men) in accordance with approved procedures. You will be expected to Perform Straightline, Perform Inward Cutting and Perform Outward Cutting. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
P1. Perform Straightline Cut as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Create Hair Sections</p> <p><b>P2.</b> Perform Straight line cutting according to the set standards at angles &amp; degrees</p> <p><b>P3.</b> Create final look according to the cutting</p>
P2. Perform Inward Cut as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Create Hair sections</p> <p><b>P2.</b> Perform Inwards cutting according to the set standards of degrees &amp; angles</p> <p><b>P3.</b> Create final look according to the cuts</p>
P3. Perform Spikes Cut as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Create Hair sections</p> <p><b>P2.</b> Perform spikes cutting according to the set standards of degrees &amp; angles</p> <p><b>P3.</b> Create final look according to the cuts</p>
P4. Perform Under Cut as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Create Hair sectioning</p> <p><b>P2.</b> Perform under cutting according to the set standards of degrees &amp; angles</p> <p><b>P3.</b> Create final look according to the cuts</p>

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Hair growth pattern of men (Double crown, Nape whorls, Calf licks, Widow's peak)
- Importance of sectioning hair accurately according to Hair style.



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- Aftercare advices according to hair condition.

### **Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform under cutting according to the requirement.
- Perform spikes cutting according to the requirement.



## Competency Standard Q: Perform Basic Hair Styling (Women/Men)

**Overview:** This competency standard identifies the competencies you need to Perform Hair Styling in accordance with approved procedures. You will be expected to Perform Shampoo & Conditioning, Blow Dry, Temporary straightening, Temporary Curling and Braiding. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
Q1. Prepare yourself, client & work area for Hair Styling	<p><b>You must be able to:</b></p> <p><b>P1.</b> Prepare yourself for hairstyling according to set standards</p> <p><b>P2.</b> Prepare client for hair styling according to set standards</p> <p><b>P3.</b> Prepare work area for Hair styling according to set standards</p>
Q2. Perform Shampoo & Conditioning as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Prepare the client for shampoo &amp; conditioning</p> <p><b>P2.</b> Perform Shampoo according to set standards</p> <p><b>P3.</b> Perform Conditioning according to set standards</p>
Q3. Perform Blow Dry as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Perform Straight Blow Dry</p> <p><b>P2.</b> Perform Inward Blow Dry</p> <p><b>P3.</b> Perform Outward Blow Dry</p> <p><b>P4.</b> Perform Inward and Outward Blow Dry</p>
Q4. Perform Temporary straightening as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Apply Thermal Protection Products according to manufacturer's instructions</p> <p><b>P2.</b> Perform Ironing according to the requirement</p> <p><b>P3.</b> Perform Finishing according to the requirement</p>
Q5. Perform Temporary Curling as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Carry out temporary curling with tong according to the requirement</p> <p><b>P2.</b> Perform Roller Settings according to the requirement</p> <p><b>P3.</b> Perform Finger Curls according to the requirement</p> <p><b>P4.</b> Perform Curls using benders according to the requirement</p>
Q6. Perform Braiding	<p><b>You must be able to:</b></p> <p><b>P1.</b> Create Dutch Braiding</p> <p><b>P2.</b> Create French Tail</p> <p><b>P3.</b> Create Fish Tales</p>



### **Knowledge & Understanding**

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Hair growth pattern (Double crown, Nape whorls, Calf licks, Widow's peak)
- Effects of humidity on the hair
- Proper method of straightening to avoid damage to the hair cuticle
- Aftercare advice
- Basic structure of the hair

### **Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform blow-dry.
- Perform braid.



## Competency Standard R: Perform advance Hair Styling (Men/Women)

**Overview:** This competency standard identifies the competencies you need to Perform Advance Hair Styling in accordance with approved procedures. You will be expected to Perform Shampoo & Conditioning, Blow Dry, Temporary straightening, Temporary Curling and Braiding. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>R1.</b> Provide Consultation for Hair styling	<b>You must be able to:</b> <b>P1.</b> Analyse the scalp for any skin disease <b>P2.</b> Consult the client in case of any skin disease
<b>R2.</b> Prepare yourself, client and workplace as per standard procedures	<b>You must be able to:</b> <b>P1.</b> Prepare yourself for hairstyling as per standard procedures <b>P2.</b> Prepare client for hair styling as per standard procedures <b>P3.</b> Prepare work area for Hair styling as per standard procedures
<b>R3.</b> Perform Permanent Straightening	<b>You must be able to:</b> <b>P1.</b> Prepare Hair Styling Product <b>P2.</b> Carryout permanent straightening <b>P3.</b> Provide after care advice
<b>R4.</b> Apply Temporary Hair Attachments as per standard procedures	<b>You must be able to:</b> <b>P1.</b> Clip on Hair attachment <b>P2.</b> Clip on Hair extension <b>P3.</b> Provide after care advice
<b>R5.</b> Perform UP Do's	<b>You must be able to:</b> <b>P1.</b> Create Buns <b>P2.</b> Create Up Do's <b>P3.</b> Provide After care advice



<p><b>R6.</b> Apply Permanent Hair Attachment as per standard procedures</p>	<p><b>You must be able to:</b></p> <p><b>P1.</b> Attach the hair extension with silicon as per standard procedures</p> <p><b>P2.</b> Remove the hair extension as per standard procedures</p> <p><b>P3.</b> Provide after care advice</p>
<p><b>R7.</b> Create Avant Garde Hair Styles</p>	<p><b>You must be able to:</b></p> <p><b>P1.</b> Provide client consultation</p> <p><b>P2.</b> Create plaiting</p> <p><b>P3.</b> Create theme based hairstyles</p> <p><b>P4.</b> Provide after care advice</p>

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Hair growth pattern (Double crown, Nape whorls, Calf licks, Widow’s peak)
- Types of Hair extensions
- Research methods
- Aftercare advice
- Basic structure of the hair
- Different types of sectioning and winding techniques
- Selection of styling tools.
- Selection of styling products
- Personalized styling

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Apply Temporary Hair Attachments
- Apply Permanent Hair Attachments



## Competency Standard S: Dying/Colouring the Hair (Women/men)

**Overview:** This competency standard identifies the competencies you need to Perform Dying & Colouring the Hair (Women) in accordance with approved procedures. You will be expected to make the basic colour spectrum, Perform One colour Dye and Perform Low/High lights. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>S1.</b> Perform One colour Dye as per standard procedures	<b>You must be able to:</b> <b>P1.</b> Analyse the hair texture and natural colour depth <b>P2.</b> Conduct product patch test to observe results. <b>P3.</b> Create Hair sections <b>P4.</b> Prepare the colour mixture according to the requirement <b>P5.</b> Apply the colour according to the requirement <b>P6.</b> Wash hairs <b>P7.</b> Provide the final look <b>P8.</b> Provide after care advice
<b>S2.</b> Perform Low/High lights as per standard procedures	<b>You must be able to:</b> <b>P1.</b> Conduct product patch test to observe results. <b>P2.</b> Create Hair sections <b>P3.</b> Prepare the colour mixture according to the requirement <b>P4.</b> Neutralize the Hair according to the standards <b>P5.</b> Apply the colour according to the requirement <b>P6.</b> Perform Emulsification according to the requirement <b>P7.</b> Wash the hairs <b>P8.</b> Provide the final look <b>P9.</b> Provide after care advice

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:





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- Consultation
- Colour theories
- The colour wheel
- Colour harmony
- Range of dyes, shades and proportions of hydrogen peroxide required.
- Difference between highlights and lowlights
- Aftercare advices

### **Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform lowlights according to the requirement
- Perform highlights according to the requirement



## Competency Standard T: Carry out Basic Hair Treatments (Women/men)

**Overview:** This competency standard identifies the competencies you need to treat the hair and scalp using appropriate treatments for dry/damage, anti-dandruff, oily hair and products for a variety of hair and scalp conditions in accordance with approved procedures. You will be expected to Perform Oil & Organic hair treatments. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
T1. Perform oil hair treatment	<p><b>You must be able to:</b></p> <p><b>P1.</b> Prepare the client for required hair treatment</p> <p><b>P2.</b> Select the oil for required treatment</p> <p><b>P3.</b> Perform Oil treatment according to SOPs</p> <p><b>P4.</b> Provide final look according to requirement</p>
T2. Perform Organic hair treatment	<p><b>You must be able to:</b></p> <p><b>P1.</b> Prepare the client for required hair treatment</p> <p><b>P2.</b> Select the oil for required treatment</p> <p><b>P3.</b> Perform Organic treatment according to SOPs</p> <p><b>P4.</b> Provide final look according to requirement</p>

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Basic hair structure and different hair textures (Coarse hair, Fine hair, Rough hair and Weak hair)
- List the types of hair (Curley hair, straight hair, thin hair and thick hair)
- Types of oils for basic hair treatments
- Organic Ingredients for basic hair treatments

### Critical Evidence(s) Required



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The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform oil treatment for dry/damage hair



## Competency Standard U: Apply Advance Hair Treatments (Women/men)

**Overview:** This competency standard identifies the competencies you need to treat the hair and scalp using appropriate treatments for dry/damage, anti-dandruff, oily hair and products for a variety of hair and scalp conditions in accordance with approved procedures. You will be expected to Provide Protein Hair Treatment, Provide High Frequency and Provide Bond Building. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
U1. Provide Protein Hair Treatment	<p><b>You must be able to:</b></p> <p><b>P1.</b> Analyse Scalp &amp; Hair for any skin disease</p> <p><b>P2.</b> Prepare client for Protein Hair Treatment</p> <p><b>P3.</b> Conduct Patch test according to set standards</p> <p><b>P4.</b> Conduct strand test according to set standards</p> <p><b>P5.</b> Provide hair protein treatment according to hair &amp; scalp condition</p> <p><b>P6.</b> Provide after care advice</p>
U2. Provide High Frequency Treatment as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Analyse Scalp &amp; Hair</p> <p><b>P2.</b> Prepare client for High Frequency Treatment</p> <p><b>P3.</b> Provide hair protein treatment according to hair &amp; scalp condition using with high frequency machine</p> <p><b>P4.</b> Provide after care advice</p>
U3. Provide Bond Building as per standard procedures	<p><b>You must be able to:</b></p> <p><b>P1.</b> Analyse Scalp &amp; Hair</p> <p><b>P2.</b> Prepare client for Bond Building treatment</p> <p><b>P3.</b> Conduct Patch test according to set standards</p> <p><b>P4.</b> Conduct strand test according to set standards</p> <p><b>P5.</b> Provide hair protein treatment according to hair &amp; scalp condition using high bond</p> <p><b>P6.</b> Provide after care advice</p>



### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Identify the elasticity and stretchiness of hair
- Hair and scalp conditions and their causes (i.e. chemically damaged hair, heat damaged hair, environmentally damaged hair, dandruff affected scalp, oily scalp, dry scalp, product build up on hair and scalp)
- Different types of products for hair treatments (synthetic/non-synthetic, Herbal/non-herbal, chemically processed, etc)

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Provide Bond Building treatment for dry/damage hair
- Provide High Frequency treatment for chemically damaged hair



## COMPLETE LIST OF TOOLS AND EQUIPMENT

SR#	Tools & Equipment	Quantity
1	Hydraulic Chairs	12
2	Hydraulic stools	10
3	Shampoo Unit	5
4	Magnifying Glass	4
5	Hair Irons	12
6	Hair Dryer	12
7	Crimpers	5
8	Straightening Iron	12
9	Curling Iron (Large, medium, small)	12
10	Foot spa machine	12
11	Sterilizer machine	5
12	Facial Steamer	2
13	Paraffin Heater	5
14	Hair Steamer	2
15	Timer	12
16	Computer with Internet	
17	Double Wax heater	5
18	Working and facial Trolleys	12
19	Bleach Brushes	25
20	Spatula	100
21	Blackhead Remover	25
22	Manicure Set	12
23	Pedicure Set	12
24	Small Stools for manicure & pedicure	12
25	Facial Bed	2
26	Manicure Table	2
27	Buffer (4 sider)	25
28	Tweezers	25
29	Small Scissors	25



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<b>30</b>	Cutting Scissors	25
<b>31</b>	Thinning Scissors	10
<b>32</b>	Frosting Cap	12
<b>33</b>	Galvanic Machine + High frequency + brushing + vacuum, etc. (6 in 1 unit)	1
<b>34</b>	Measuring Cup sets	25
<b>35</b>	Razor with blade	5
<b>36</b>	Shampoo Bowl Set	12
<b>37</b>	Foot Scraper	25
<b>38</b>	Measuring Spoon sets	10
<b>39</b>	Mixing Bowles set Tinting Brush with Comb	25
<b>40</b>	All Propose Comb	25
<b>41</b>	Hair Cutting Comb	25
<b>42</b>	Large Tooth Comb	25
<b>43</b>	Tail Comb	25
<b>44</b>	Shower Cap	2 packs
<b>45</b>	Hair Sectioning Clips set	25
<b>46</b>	Hair Pins Boxes	25
<b>47</b>	Invisible Pins Boxes	25
<b>48</b>	Decorative Pins Boxes	25
<b>49</b>	Pin Curl Clips Boxes (Benders)	12 packs
<b>50</b>	Jumbo Rollers set	10
<b>51</b>	Large Size Rollers	10
<b>52</b>	Medium Size Rollers	10
<b>53</b>	Hand Mirrors	12
<b>54</b>	Dustbin	5
<b>55</b>	Mop	5
<b>56</b>	White Board	1
<b>57</b>	Markers Set	25
<b>58</b>	Roller Brush set 5 in 1	2
<b>59</b>	Gowns	25



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<b>60</b>	Applicator Brushes	25
<b>61</b>	Spray Bottle	25
<b>62</b>	Rubber bands	12 packets
<b>63</b>	Candles	5 packs
<b>64</b>	Sponges	50
<b>65</b>	Plastic bowls for water	25
<b>66</b>	Cotton wool	15 rolls
<b>67</b>	All in one Eyelash Brush/Comb	
<b>68</b>	Hair Brush	25
<b>69</b>	Different Towels	25
<b>70</b>	Emery Boards	25
<b>71</b>	Hoof Stick	25
<b>72</b>	Makeup brushes	25 sets
<b>73</b>	Aprons	50
<b>74</b>	Black towels	50
<b>75</b>	White towels	50
<b>76</b>	Facial Gown	25
<b>77</b>	Antiseptic Thread for Threading	3 boxes
<b>78</b>	Strip Rolls (waxing)	12
<b>79</b>	Cutting Cape	25
<b>80</b>	First Aid Box	1