



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h1>PERFORM HAIR TREATMENTS</h1>
Qualification Hair Stylist CS Code: Level: 2 Credit: 15 Version: 1	

CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgement Guide 4. List of required tools/equipment, material and context of assessment
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ASSESSMENT AND ASSESSOR DETAILS	Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/>																
	Assessment <input type="checkbox"/> Re-Assessment <input type="checkbox"/>																
	Assessor's Name: Assessor's Code Assessor's Signature Date <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: 8px;">DD</td> <td style="text-align: center; font-size: 8px;">MM</td> <td colspan="4"></td> <td style="text-align: center; font-size: 8px;">YYYY</td> </tr> </table>											DD	MM				
DD	MM					YYYY											

CANDIDATE DETAILS	Candidate's Name: <small style="display: flex; justify-content: space-between; width: 100%;"> First Name Last Name </small>																				
	Father's Name:																				
	Institute Name and District:																				
	CNI/BFORM # <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																				
	Registration Number issued by Assessment Body:																				
	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>																				
	Candidate's Consent: I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.																				
	Candidate's Signature:																				

ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTCC
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NAVTTCC OFFICE ONLY	1. DATE FORM RECEIVED: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: 8px;">DD</td> <td style="text-align: center; font-size: 8px;">MM</td> <td colspan="2"></td> <td style="text-align: center; font-size: 8px;">YYYY</td> </tr> </table>									DD	MM			YYYY	2. DATE ENTERED INTO DATABASE: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: 8px;">DD</td> <td style="text-align: center; font-size: 8px;">MM</td> <td colspan="2"></td> <td style="text-align: center; font-size: 8px;">YYYY</td> </tr> </table>									DD	MM			YYYY
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ASSESSMENT SUMMARY & RECORD

Candidate's Name:.....Father's Name:.....

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PERFORM HAIR TREATMENTS		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Perform hair treatments for dry/damage hair, anti-dandruff hair and oily hair 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> Answer all questions your assessor may have during the practical assessment. 		
Other Requirements			✓		<ul style="list-style-type: none"> Provide verified evidence of the following task: <ul style="list-style-type: none"> ✓ Treatment(s) and service(s) in accordance with OHS (Occupational Health & Safety) standards in form of portfolio ✓ Filled client consultation form ✓ Contingency plan for an unusual situation (Written Report) 		

2

CANDIDATE ASSESSMENT

Candidate's Name:..... Father's Name:.....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to perform the following tasks within **four(4) hours** timeframe:

- Perform any **two (2)** of the following hair treatments as per client requirements and industry standards.
 - ✓ Dry/damage hair treatments
 - ✓ Anti-dandruff hair treatments
 - ✓ Oily hair treatments

Important Note: The following general performance criteria will be followed and performed in all the tasks (where applicable) by the candidate in order to meet this standard.

- ✓ Follow health and safety procedure as per the requirements of given task
- ✓ Prepare work station as per the requirements of task
- ✓ Select tools/ equipment as per the requirements of task
- ✓ Report to supervisor in case of any contingency after taking necessary actions
- ✓ Complete the work by following sequence of operations
- ✓ Perform task(s) within standard timeframe

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of performing hair treatments observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly perform the following tasks:</p> <ul style="list-style-type: none"> • Perform hair treatments for dry/damage hair anti-dandruff hair and oily hair(any two) <ul style="list-style-type: none"> ✓ Select suitable material, tools & equipment as per service requirement ✓ Conduct visual checks on the hair, skin and scalp in accordance with specified procedures to identify any disorder. ✓ Perform appropriate method of treatment step by step ✓ Ensure that water temperature and flow suit your client's hair/scalp and comfort needs ✓ Adapt required hair massage techniques to ensure the client's comfort. ✓ Use appropriate material, tools & equipment for client with reference to consultation conducted ✓ Wash and blow dry client's hair for fine finishing ✓ Ensure Client's satisfaction in response to finished look ✓ Refer problems you cannot resolve to the relevant person promptly ✓ Provide post care advice. ✓ Ensured health and safety measures throughout the service ✓ Meet established industry timeframes when performing hair treatment services • General performance criteria: <ul style="list-style-type: none"> ✓ Follow health and safety procedure as per the requirements of given task ✓ Prepare work station as per the requirements of task ✓ Select tools/ equipment as per the requirements of task ✓ Report to supervisor in case of any contingency after taking necessary actions ✓ Complete the work by following sequence of operations ✓ Perform task(s) within standard timeframe
<p>2. Answer any questions your Assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application:</p>

3. Any other Requirements	<ul style="list-style-type: none">• Provide verified evidence of the following task<ul style="list-style-type: none">✓ Treatment(s) and service(s) in accordance with OHS (Occupational Health & Safety) standards in form of portfolio✓ Client consultation (form)✓ Contingency plan for an unusual situation (Written Report)
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3

ASSESSOR JUDGEMENT GUIDE

Candidate's Name:.....Father's Name:.....

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Completes practical task of performing hair treatments under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks :			
Perform hair treatments for dry/damage hair anti-dandruff hair and oily hair	Selected and used tools, equipment and material in accordance with service.			
	Conducted visual checks on the hair, skin and scalp in accordance with specified procedures to identify any disorder.			
	Performed hair treatment as per client's requirements and saloon policies.			
	Ensured that the water temperature and flow suits the client's hair and scalp and comfort needs			
	Adopted required hair massage techniques to ensure client's comfort if required.			
	Used appropriate material, tools & equipment for client with reference to consultation conducted			
	Washed and blow dried client's hair for fine finishing			
	Ensured client's satisfaction in response to finished look			
	Referred problems to the relevant person promptly in case of any contingency			
	Provided post care advice to maintain the condition of their hair and scalp.			
	Ensured health and safety measures throughout the service			
Met established industry timeframes when performing hair treatment services				
General performance criteria	Followed health and safety procedure as per the requirements of given task			
	Prepared work station as per the requirements of task			
	Selected tools/ equipment as per the requirements of task			
	Reported to supervisor in case of any contingency after taking necessary actions			
	Completed the work by following sequence of operations			
	Performed task(s) within standard timeframe			
2. Other requirements	Provide verified evidence of the following task <ul style="list-style-type: none"> ✓ Treatment(s) and service(s) in accordance with OHS (Occupational Health & Safety) standards in form of portfolio ✓ Client consultation (form) ✓ Contingency plan for an unusual situation (Written Report) 			

<p>3. Answer any questions their assessor may have during the practical assessment</p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p><i>Assessor to document below all questions asked and candidate answers. Use extra sheets if required</i></p>			
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LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding; <ul style="list-style-type: none"> Context of the assessment List of required tools and equipment. List of consumable items required during the service
1. Context of Assessment	This task will be performed in real time

2. List of tools and equipment (for five candidates)		
S. No	Items	Quantity
1	Blow-dryer	5
2	Sterilizer	1
3	Spray Bottle	5
4	Tail Comb	5
5	Flat Brush	5
6	Modular mirror	5
7	Towels	5
8	Apron	5
9	Plastic Gloves	5 Set
10	Frosting Cap	5
11	Head Steamer	2

3. List of consumable items (for five candidates)		
S. No	Items	Quantity
1	Shampoo	1
2	Conditioner	1
3	Treatment Oils	As per required volume
4	Hair Masks/wax	As per required volume