



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h1>PERFORM BASIC FACIAL</h1>
Qualification Skin Care CS Code Level: 2 Credit: 17 Version: 1	

CONTENTS	<ol style="list-style-type: none"> 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="float: right; margin-left: 20px;"> <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;">DD</td> <td style="text-align: center;">MM</td> <td colspan="4"></td> <td style="text-align: center;">YYYY</td> </tr> </table>									DD	MM				
DD	MM					YYYY									

CANDIDATE DETAILS	Candidate's Name: _____ <small style="margin-left: 100px;">First Name</small> <small style="margin-left: 200px;">Last Name</small>
	Father's Name _____
	Institute Name and District _____
	CNIC/BFORM # <table border="1" style="display: inline-table; width: 150px; height: 20px; vertical-align: middle;"></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; width: 80px; height: 20px; vertical-align: middle;"></table> <small style="margin-left: 100px;">DD</small> <small style="margin-left: 20px;">MM</small> <small style="margin-left: 20px;">YYYY</small>	2. DATE ENTERED INTO DATABASE: <table border="1" style="display: inline-table; width: 80px; height: 20px; vertical-align: middle;"></table> <small style="margin-left: 100px;">DD</small> <small style="margin-left: 20px;">MM</small> <small style="margin-left: 20px;">YYYY</small>
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ASSESSMENT SUMMARY & RECORD

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 BASIC FACIAL		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Perform basic facial. 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> Answer any questions your Assessor may have during the practical assessment. 		
Other Requirements			✓		<ul style="list-style-type: none"> All completed course assignments Client consultation (form) Contingency plan for an unusual situation (Written Report) 		

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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 **one and half (1-1/2) hour's** timeframe.

- Perform basic facial on two different types of skin, in accordance with salon policies and industry standards

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 Perform Basic Facial under 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 basic facial on two skin types, which must include following steps: • Prepare client for basic facial <ul style="list-style-type: none"> ✓ Fill in the consultation form for each client. ✓ Examine the skin condition and assess type of skin, oily, dry, combination, sensitive and aged. ✓ Monitor infections or allergies and prepare the report. ✓ Cover the client appropriately for cleansing. ✓ Remove client's jewelry before beginning the treatment and return upon completion • Select facial products <ul style="list-style-type: none"> ✓ Select and use product for facial as per skin type and need. ✓ Demonstrate the use of SPF level according to skin condition. • Perform facial cleansing <ul style="list-style-type: none"> ✓ Explain the importance of cleansing the skin (remove the makeup) ✓ Perform deep cleansing remove all dirt from skin as well as inside skin pores applying standard procedures • Perform skin polishing <ul style="list-style-type: none"> ✓ Apply skin polishing / bleaching agent (herbal and chemical) as per standard specification and time line. ✓ Apply small portion of bleach /skin polish as tester to check reaction. ✓ Identify types of bleaches (powder and cream)available in market ✓ Perform mixing of bleach in proper ratio advised by manufacturer ✓ Evaluate and note outcome of bleaching. • Sooth skin <ul style="list-style-type: none"> ✓ Soothe the skin with the help of water magic hammer (icing soothing lotion/crème) ✓ Demonstrate the techniques of soothing the skin ✓ Identify different soothing lotions according to problem • Perform steaming <ul style="list-style-type: none"> ✓ Perform steaming on face as per industry standards ✓ Analyze the correct/standard distance of steaming ✓ Monitor steaming time on different types of skin ✓ Operate ozone steamer as per manufacturer guidelines • Perform Black Head Extraction <ul style="list-style-type: none"> ✓ Demonstrate the techniques of extracting white /black heads manually or by vacuum ✓ Operate the vacuum machine and suck the white / black heads in right order.

	<ul style="list-style-type: none"> ✓ Identify the reason of production of black & white heads on skin. • Perform Skin Toning <ul style="list-style-type: none"> ✓ Apply toner with the help of cotton ✓ Demonstrate the correct method of toning • Perform Scrubbing <ul style="list-style-type: none"> ✓ Remove dead cells of skin by exfoliating/ scrubbing ✓ Demonstrate specific hand movement during scrubbing • Apply Mask <ul style="list-style-type: none"> ✓ Apply mask using standard procedures ✓ Remove mask using standard procedures • Apply Sun Block <ul style="list-style-type: none"> ✓ Protect treated skin by applying sun block / day moisturizer using standard procedures. ✓ Illustrate the importance of daily moisturize / sun block. ✓ Differentiate different SPF according to skin type. ✓ Recommend the sun block to client according to their daily activity. • Use Pressure to relax the client <ul style="list-style-type: none"> ✓ Relax the client with pressing different pressure points and movements • Below mentioned points must followed for all facial treatments: <ul style="list-style-type: none"> ✓ Preparing the client appropriately. ✓ Examining the skin condition and type of skin; oily, dry, combination, sensitive and aged. ✓ Monitoring infections or allergies and preparing the report. ✓ Applying technical skills in accordance with industry standards and salon policies. ✓ Communicating with client throughout service including the consultation. ✓ Organizing work area before and after service. ✓ Meeting set industry timeframes for each service type. ✓ Following OHS standards throughout the service. ✓ Report any unusual situation to relevant person. • 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. Any other Requirements</p>	<ul style="list-style-type: none"> • All completed course assignments • Client consultation (form) • Contingency plan for an unusual situation (Written Report)
<p>3. 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>

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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. Complete practical task of performing basic facial under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Prepare client for basic facial	Filled the consultation form for each client.			
	Examined the skin condition and assessed type of skin; oily, dry, combination, sensitive and aged.			
	Monitored infections or allergies and prepared the report.			
	Covered the client appropriately for cleansing.			
	Removed client's Jewelry before start of the treatment and return upon completion.			
Facial products	Selected and used appropriate product for facial as per the skin type.			
	Demonstrated the use of SPF level according to skin condition.			
Perform facial cleansing	Explained the importance of cleansing the skin (remove the makeup)			
	Performed deep cleansing and removed all dirt from skin as well as in side skin pores applying standard procedures			
Perform skin polishing	Applied skin polishing / bleaching agent (herbal and chemical) as per standard specification and time line.			
	Applied small portion of bleach / skin polish as tester to check reaction			
	Identified types of bleaches (powder and cream)available in market			
	Mixed bleach in proper ratio as advised by manufacturer			
	Evaluated and noted outcome of bleaching.			
Sooth skin	Soothed the skin with the help of water magic hammer (icing soothing lotion/crème)			
	Demonstrated the techniques of soothing the skin			
	Identified different soothing lotions according to skin conditions.			
Perform steaming	Performed steaming on face as per industry standards			
	Analyzed the correct/standard distance of steaming			
	Monitored steaming time on different types of skin			
	Operated ozone steamer as per manufacturer guidelines			
Perform Black Head Extraction	Demonstrated the techniques of extracting white /black heads manually or by vacuum			
	Operated the vacuum machine and suck the white / black heads in right order.			

	Identified the reason of production of black & white heads on skin.			
Perform Skin Toning	Applied toner with the help of cotton			
	Demonstrated the correct method of toning			
Perform Scrubbing	Removed dead cells of skin by exfoliating/ scrubbing			
	Demonstrated specific hand movement during scrubbing			
Apply Mask	Applied mask using standard procedures			
	Removed mask using standard procedures			
Apply Sun Block	Protected treated skin by applying sun block / day moisturizer using standard procedures.			
	Illustrated the importance of daily moisturize / sun block.			
	Differentiated different SPF according to skin type.			
	Recommend the sun block to client according to their daily activity.			
Use Pressure to relax the client	Relaxed the client with pressing different pressure points and movements			
These points are followed during whole treatment:	Prepared the client for the service.			
	Examined the skin condition and type of skin; oily, dry, combination, sensitive and aged.			
	Monitored infections or allergies and preparing the report.			
	Communicated with client throughout service including the consultation.			
	Organized work area before and after service.			
	Met set industry timeframes for each service type.			
	Followed OHS standards throughout the service.			
	Reported any unusual situation to relevant person.			
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. Any other Requirements	All completed course assignments			
	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>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			
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LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	<p>This section contains information regarding;</p> <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 required for 5 candidates		
S. No	Name of Items (tools and equipment)	Quantity
1	Towel	10
2	Head Band	5
3	Bowl	10
4	Sponge	10
5	Applicator Brush	5
6	Plastic Glove	5 sets
7	Face Steamer	2
8	Apron	5
9	Gown	5
10	Wooden Spatula	5
11	Galvanic Machine	1
12	Micro derma Abrasion Machine	1

3. List of consumable items required		
S. No	Consumable Items	Quantity
1	Whitening Powder	2 (500ml) jars
2	Volume 20	2 (500ml) bottles
3	Double Action Cream	2 (500ml) jars
4	Scrub	2 (500ml) jars
5	Cleanser	2 (500ml) bottles
6	Massage Cream	2 (500ml) jars
7	Face Mask	1 (500ml) jar
8	Skin Shiner	2 (500ml) bottles
9	Soothing lotion	2 (500ml) bottles
10	Booster	2 (500ml) bottles