



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h1>PERFORM TREATMENT FACIAL MANUALLY AND WITH THE HELP OF MACHINERY</h1>
Qualification Skin Care CS Code: Level: 2 Credit: 18 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;">DD</td> <td style="text-align: center;">MM</td> <td colspan="6"></td> <td style="text-align: center;">YYYY</td> </tr> </table>											DD	MM						
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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 _____																			
	CNIC/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> </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> <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="6"></td> <td style="text-align: center;">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> <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="6"></td> <td style="text-align: center;">YYYY</td> </tr> </table>											DD	MM							YYYY
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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 TREATMENT FACIAL MANUALLY AND WITH THE HELP OF MACHINERY		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Perform treatment facial manually and with the help of machinery 		
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 in the form of portfolio 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 **four(4) hours** timeframe:

- Perform **any four (4)** of the following facial treatments as per client requirements and industry standards.
 - ✓ Sensitive skin facial
 - ✓ Combination skin facial
 - ✓ Pigmentation treatment
 - ✓ Acne treatment
 - ✓ Aging/wrinkled skin treatment
 - ✓ Sun burnt/tanned skin facial

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 treatment facial manually and with the help of machinery under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly perform the following tasks.</p> <p>Perform any four(4) treatment facials manually and with the help of machinery, including;</p> <ul style="list-style-type: none"> • Perform sensitive skin facial <ul style="list-style-type: none"> ✓ Demonstrate factors causing skin problems like laser treatment or natural disposition, weather cosmetics allergy & lack of moisturizer from poster. • Perform combination skin facial <ul style="list-style-type: none"> ✓ Explain treatments that reduce oil from the problematic area (T-zone checks etc.) ✓ Demonstrate treatment to penetrate the oily moisturizer to maintain dry area and flakiness of skin. (T-zone, checks etc.) • Perform pigmentation treatment <ul style="list-style-type: none"> ✓ Demonstrate treatment of pigmentation (progressive rather than aggressive). ✓ Demonstrate standard micro derma abrasion facial treatment for pigmentation. ✓ Describe the Use of moisturizer with SPF. (Day-night). • Perform acne treatment <ul style="list-style-type: none"> ✓ Recognize the moisture level (pH) to stop sebaceous glands to produce excess oil ✓ Demonstrate the procedure of operating vacuum machine to suck the acne ✓ Illustrate the use of high frequency machine on acne skin ✓ Demonstrate the standard steps of applying hygienic methods. ✓ Identify and describe types of sun screen • Perform aging/wrinkled skin treatment <ul style="list-style-type: none"> ✓ Demonstrate treatment for anti-aging skin. ✓ Illustrate the use of vitamin infused serum, collagen serums / creams and rejuvenating facial massage techniques. ✓ Demonstrate the use of micro derma abrasion for the removal of wrinkles from aged skin. ✓ Demonstrate glycolic acid facial treatment for anti-aging (use of direct galvanic electrical current to introduce water-soluble substances through the skin surface in an effort to improve ingredient, absorption and moisture retention). • Perform sun burnt/tanned skin facial <ul style="list-style-type: none"> ✓ Perform techniques for the treatment of sun burned skin.

	<ul style="list-style-type: none"> ✓ Demonstrate the use of sun blocks. ✓ Advise the ways of prevention from sunburn to the client. • Below mentioned points must followed for all facial treatments: <ul style="list-style-type: none"> ✓ Prepare the client for required service according to salon policies. ✓ Examine the skin condition using standard procedures. ✓ Identify the factors causing skin issues, for which specific treatment is required. ✓ Select and arrange appropriate material, tools and equipment for required treatment. ✓ Communicate with client during treatment facial and provide home care advice. ✓ Evaluate the results using standard procedures and classifications. ✓ Calculate the duration and time of treatment using manufacturer's specifications. ✓ Provide aftercare advices according to given treatment. ✓ Ask for and ensure client's satisfaction in response to finished look. • 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
2. Any other Requirements	<ul style="list-style-type: none"> • All completed course assignments • Client consultation (form) • Contingency plan for an unusual situation (Written Report)
3. Answer any questions your Assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application:

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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 treatment facial manually and with the help of machinery under observation by an assessor.	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Sensitive skin facial	Demonstrated the factors causing skin problems like laser treatment or natural disposition, weather cosmetics allergy and lack of moisturizer from poster			
Combination skin facial	Explained treatments that reduce oil from the problematic area (T-zone checks etc.)			
	Demonstrated treatment to penetrate the oily moisturizer to maintain dry area and flakiness of skin. (T-zone, checks etc.			
Pigmentation treatment	Demonstrated treatment of pigmentation (progressive rather than aggressive).			
	Demonstrated standard micro derma abrasion facial treatment for pigmentation as per client's requirement.			
	Described the use of moisturizer with SPF. (Day-night).			
Acne treatment	Recognised the moisture level (pH) to stop sebaceous glands to produce excess oil			
	Demonstrated the procedure of operating vacuum machine to suck the acne.			
	Illustrated the use of high frequency machine on acne skin			
	Demonstrated standard steps of applying hygienic methods.			
Aging/wrinkled skin treatment	Demonstrated treatment for anti-aging skin.			
	Illustrated the use of vitamin infused serum, collagen serums /creams and rejuvenating facial massage techniques.			
	Demonstrated the use of micro derma abrasion for the removal of wrinkles from aged skin.			
	Demonstrated glycolic acid facial treatment for anti-aging (use of direct galvanic electrical current to introduce water-soluble substances through the skin surface in an effort to improve ingredient, absorption and moisture retention).			
Sun burnt/tanned skin facial	Performed treatment of sun burned skin as per standard procedures.			
	Demonstrated the use of sun block			
	Advised the ways of prevention from sunburn to the client.			
These criteria will be followed for all tasks	Performed treatment facial manually and with the help of machinery as per the client's requirement and industry guidelines.			

	Prepared the client for required service according to salon policies.			
	Examined the skin condition using standard procedures.			
	Identified the factors causing skin issues, for which specific treatment is required.			
	Selected and arranged appropriate material, tools and equipment for required treatment.			
	Evaluated the results using standard procedures and classifications			
	Calculated the duration and time of treatment using manufacturer's specifications.			
	Provided aftercare advices according to given treatment.			
	Asked for an ensured client's satisfaction in response to finished look.			
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 in the form of portfolio			
	Client consultation (form)			
	Contingency plan for an unusual situation (Written Report)			
3. Answer any questions their Assessor may have during the practical assessment	<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 (for five candidates)		
S. No	Items	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 (for five candidates)		
S. No	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