



**ASSESSMENT  
MATERIAL**

**EVIDENCE  
GUIDE**

**Qualification**

Skin Care

**CS Code**

**Level: 2**

**Credit: 4**

**Version: 1**

**PERFORM MANICURE AND PEDICURE**

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**ASSESSMENT AND  
ASSESSOR  
DETAILS**

**Competent**

**Not Yet Competent**

**Assessment**

**Re-Assessment**

Assessor's Name: \_\_\_\_\_ Assessor's Code \_\_\_\_\_

Assessor's Signature \_\_\_\_\_ Date \_\_\_\_\_

DD	MM	YYYY							

**CANDIDATE  
DETAILS**

Candidate's Name: \_\_\_\_\_  
First Name Last Name

Father's Name \_\_\_\_\_

Institute Name and District \_\_\_\_\_

CNIC/BFORM # 

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Registration Number Issued  
by Assessment Body \_\_\_\_\_

Gender Male  Female  Transgender

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 *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTC**

**NAVTTC OFFICE  
ONLY**

1. DATE  
FORM  
RECEIVED: 

DD	MM	YYYY							

2. DATE ENTERED INTO  
DATABASE: 

DD	MM	YYYY							

# 1

## ASSESSMENT SUMMARY & RECORD

ACTIVITY	WRITTEN	METHOD			DESIRED OUTCOMES	RESULT	
		ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PERFORM MANICURE AND PEDICURE		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> <li>Perform manicure and pedicure.</li> </ul>		
Knowledge Assessment		✓			<ul style="list-style-type: none"> <li>Answer any questions your Assessor may have during the practical assessment.</li> </ul>		
Other Requirements			✓		<ul style="list-style-type: none"> <li>All completed course assignments</li> <li>Client consultation (form)</li> <li>Contingency plan for an unusual situation (Written Report)</li> </ul>		

# 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 within **one(1) hour** timeframe:

- Perform manicure and pedicure treatments as per client requirement 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><b>1. Complete practical task of performing manicure and pedicure under observation by an assessor</b></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"> <li>• Perform Manicure.               <ul style="list-style-type: none"> <li>✓ Soak hand manually/ with the help of machinery.</li> <li>✓ Apply hand cleanser.</li> <li>✓ Apply hand scrub.</li> <li>✓ Remove hair from hand or bleach the hair.</li> <li>✓ Shape up, file, treat nail and cut cuticle according to client's requirements.</li> <li>✓ Revamp and refurbish nail with buffer.</li> <li>✓ Demonstrate the use of paraffin wax and apply nail shiner.</li> </ul> </li> <li>• Perform Pedicure.               <ul style="list-style-type: none"> <li>✓ Soak foot manually/ machinery</li> <li>✓ Apply foot cleanser.</li> <li>✓ Apply foot scrub.</li> <li>✓ Remove hair from foot or bleach the hair.</li> <li>✓ Shape up, file, treat nail and cut cuticle according to client's requirements.</li> <li>✓ Revamp and refurbish nail with buffer.</li> <li>✓ Demonstrate the use of paraffin wax and apply nail shiner.</li> </ul> </li> <li>• Below mentioned points must be followed for all treatments.               <ul style="list-style-type: none"> <li>✓ Apply standard procedures in performing manicure and pedicure.</li> <li>✓ Communicate with client during manicure and pedicure service.</li> <li>✓ Analyse the nail and skin conditions.</li> <li>✓ Select and use the tools, equipment and product for the required service according to nail and skin analysis.</li> <li>✓ Prepare the client and work area for manicure and pedicure.</li> <li>✓ Evaluate the results using standard procedures and classifications.</li> <li>✓ Calculate the duration and time of treatment using manufacturer's specifications.</li> <li>✓ Provide aftercare advices according to given treatment.</li> <li>✓ Ensure client's satisfaction in response to finished look.</li> </ul> </li> <li>• General performance criteria:               <ul style="list-style-type: none"> <li>✓ Follow health and safety procedure as per the requirements of given task</li> <li>✓ Prepare work station as per the requirements of task</li> <li>✓ Select tools/ equipment as per the requirements of task</li> <li>✓ Report to supervisor in case of any contingency after taking necessary actions</li> <li>✓ Complete the work by following sequence of operations</li> <li>✓ Perform task(s) within standard timeframe</li> </ul> </li> </ul>

<b>2. Any other Requirements</b>	<ul style="list-style-type: none"><li>• All completed course assignments</li><li>• Client consultation (form)</li><li>• Contingency plan for an unusual situation (Written report)</li></ul>
<b>3. Answer any questions your Assessor may have during the practical assessment</b>	My answers to questions are correct and demonstrate my understanding of the topics and their application:

# 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
<b>1. Complete practical task of performing manicure and pedicure under observation by an assessor</b>	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks.			
Perform manicure	Soaked hand manually/ with the help of machinery.			
	Applied hand cleanser as per requirement.			
	Applied hand scrub.			
	Removed hair from hand or bleached the hair.			
	Performed shaping up, filing, treating nail and cutting cuticle according to client's requirements.			
	Revamped and refurbish nail with buffer.			
	Demonstrated the use of paraffin wax and applied nail shiner.			
Perform pedicure	Reorganised the workstation after completion of service.			
	Applied foot cleanser.			
	Applied foot scrub.			
	Soaked foot manually/ machinery.			
	Removed hair from foot or bleach the hair.			
	Did shaping up, filing, treating nail and cutting cuticle according to client's requirements.			
	Revamped and refurbished nail with buffer.			
These points will be followed for all tasks	Demonstrated the use of paraffin wax and applied nail shiner.			
	Reorganized the workstation after the completion of service.			
	Applied all technical skills in performing manicure and pedicure.			
	Communicated with client during manicure and pedicure service.			
	Analysed the nail and skin conditions.			
	Selected and used the tools, equipment and product for the required service according to nail and skin analysis.			
	Prepared the client, work area for manicure and pedicure.			
Evaluated the results using standard procedures and classifications.	Evaluated the results using standard procedures and classifications.			
	Calculated the duration and time of treatment using manufacturer's specifications.			

	Provided after care advices according to given treatment			
	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			
<b>2. Any other Requirements</b>	All completed course assignments			
	Client consultation (form)			
	Contingency plan for an unusual situation (Written Report)			
<b>3. Answer any questions their Assessor may have during the practical assessment</b>	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.			
	Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.			

# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

<b>INSTRUCTIONS</b>	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> <li>Context of the assessment</li> <li>List of required tools and equipment.</li> <li>List of consumable items required during the service</li> </ul>
<b>1. Context of Assessment</b>	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	Apron	5
8	Gown	5
9	Wooden Spatula	5
10	Mani/Padi tools Kit (Nail Cutter, Cuticle cutter, Cuticle pusher, Filer)	5
11	Buffer	5

3. List of consumable items (for five candidates)		
S. No	Items	Quantity
1	Massage Cream	2 (500ml) Jars
2	Whitening Powder	2 (500ml) Jars
3	Volume 20	2 (500ml) Bottles
4	Scrub	2 (500ml) Jars
5	Cuticle oil	2 Bottles
6	Skin Shiner	2 (500ml) Bottles
7	Soothing Lotion	2 (500ml) Bottles
8	Nail polish	5
9	Base Coat	5
10	Top Coat	5
11	Mani/Pedi Strips	5 sets