



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h1>MAINTAIN HEALTH & HYGIENE</h1>
Qualification Beauty Therapy CS Code Level: 2 Credit: 3 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; vertical-align: middle;"> <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="6"></td> <td style="text-align: center; font-size: 8px;">YYYY</td> </tr> </table>											DD	MM						
DD	MM							YYYY											

CANDIDATE DETAILS	Candidate's Name: _____ <div style="display: flex; justify-content: space-between; font-size: 8px;"> First Name Last Name </div> Father's Name _____ Institute Name and District _____ CNIC/ BFORM # <table border="1" style="display: inline-table; vertical-align: middle;"> <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; vertical-align: middle;"> <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="6"></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; vertical-align: middle;"> <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="6"></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: MAINTAIN HEALTH AND HYGIENE		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Perform role play for maintain hygiene in salon 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> Answer any questions your Assessor may have during the practical assessment 		
Other Requirement					<ul style="list-style-type: none"> NA 		

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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 within **1 hour** timeframe:

- Perform a role play to demonstrate, how to Maintain health and hygiene in salon according to OHS, including:
 - ✓ Personal Hygiene
 - ✓ Method of disposing different types of wastes according to salon policy and industry standards
 - ✓ Handle and store sterilized tools and equipment according to salon policy

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 Maintaining Health and Hygiene under observation by an assessor</p>	<p>During Practical assessment under observation by an assessor, I will correctly carry out the following task.</p> <ul style="list-style-type: none"> • Provide verified evidence of maintaining health and hygiene in the salon, including: • Maintain personal hygiene to meet salon requirements <ul style="list-style-type: none"> ✓ Maintain personal hygiene using appropriate products ✓ Maintain adequate distance between client and service provider to avoid cross transmission of infections through respiration. ✓ Take necessary steps like wearing caps, tying hair, filed nails, use of deodorants/ mouth wash. ✓ Put on clean and washed clothing ✓ Take shower to avoid wet stinking. • Maintain workplace hygiene: <ul style="list-style-type: none"> ✓ Clean workplace (floor, tables, desks, beds, chairs and other furniture, and also curtains, doors & windows and other fixtures etc.) using appropriate tools. ✓ Clean dust from / stationery / equipment. ✓ Clean carpets / doormats at workplace using appropriate equipment. ✓ Clean shoes, sandals and uniform worn at the workplace. ✓ Maintain hygiene of workplace materials (linen, towels, gowns, apron work tops etc). ✓ Clean particularly susceptible areas for germs such as toilets and floor. ✓ Organize equipment & accessories in use in orderly manner for ease of access and handle. ✓ Store equipment hygienically after use. ✓ Identify potential hygiene risks promptly and report hygiene risks beyond the control of individual staff members immediately to the appropriate person for follow up. ✓ Take actions to minimize or remove the hygiene risks related to workplace within scope of individual responsibility. • Sterilize/sanitize tools and equipment. <ul style="list-style-type: none"> ✓ Sterilize, sanitize and disinfect equipment and related accessories. ✓ Handle sterilized equipment carefully to avoid contamination. ✓ Use standard health and safety measures while sterilizing, sanitizing or/and disinfecting equipment and tools. ✓ Handle tools and equipment correctly after disinfection in order to avoid any contamination.

	<ul style="list-style-type: none"> ✓ Communicate to clients about the company policy regarding safe & sterilized usage of tools and equipment and general hygiene of the work place. ✓ Classify cleaning and disinfectant agents for different instruments and work surfaces. ✓ Differentiate between re-usable and disposable tools. ✓ Apply infection control procedures. ✓ Store sterilized products properly. • Dispose of cosmetics waste, tools and equipment. <ul style="list-style-type: none"> ✓ Identify what needs to be disposed. ✓ Dispose of various types of wastes properly. ✓ Follow workplace procedures related to disposal in accordance with salon standards. ✓ Handle all disposable items in accordance with salon standards. ✓ Take necessary precautions like putting mask and gloves while disposing off materials. ✓ Maintain separate bins to segregate waste. ✓ Identify potential hygiene risks promptly. ✓ Report hygiene risks during disposal that are beyond the control of individual staff members, immediately to appropriate person or authority to follow up. ✓ Ensure proper disposal of waste to minimize negative environmental impacts. ✓ Take actions to minimize or remove the risks due to waste material, within scope of individual responsibility. ✓ Hand over used linen, gowns, head bands, aprons for washing and maintaining in writing record thereof. ✓ Recognize the products kept open can be harmful by fumes contained therein • Follow occupational health and safety. <ul style="list-style-type: none"> ✓ Identify and observe individual responsibilities in relation to maintaining workplace health safety and security requirements and compliance to Salon's policy and rules. ✓ Plan, organize and follow safe work techniques to deal with hazardous or emergency situations. ✓ Identify and evaluate potential hazards or breaches of safe work practices. ✓ Unplug all the equipment when not in use. ✓ Use step ladder to reach anything not accessible from the ground. ✓ Keep all routes and fire exits clear. ✓ Maintain log for the electrical equipment. ✓ Use techniques which prevents cross contamination of cream, makeup products that they comply with the cosmetics product safely. ✓ Use of products within validity period. • 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>

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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 maintaining health and hygiene under observation by an assessor, including:	During a practical assessment under observation by and assessor, the candidate correctly carried out the following tasks:			
Maintain personal hygiene to meet salon requirements	Maintained personal hygiene using appropriate products			
	Maintained adequate distance between client and service provider to avoid cross transmission of infections through respiration.			
	Take necessary steps like wearing caps, tying hair, filed nails, use of deodorants/ mouthwash.			
	Put on clean and washed clothing			
	Took shower to avoid wet stinking.			
Maintain workplace hygiene:	Cleaned workplace (floor, tables, desks, beds, chairs and other furniture, and also curtains, doors & windows and other fixtures etc.) using appropriate tools.			
	Cleaned dust from / stationery / equipment.			
	Cleaned carpets / doormats at workplace using appropriate equipment.			
	Cleaned shoes, sandals and uniform worn at the workplace.			
	Maintained hygiene of workplace materials (linen, towels, gowns, apron worktops etc.).			
	Cleaned particularly susceptible areas for germs such as toilets and floor.			
	Organized equipment & accessories in use in orderly manner for ease of access and handle.			
	Stored equipment hygienically after use.			
	Identified potential hygiene risks promptly and report hygiene risks beyond the control of individual staff members immediately to the appropriate person for follow up.			
Took actions to minimize or remove the hygiene risks related to workplace within scope of individual responsibility.				
Sterilize/sanitize tools and equipment.	Sterilized, sanitize and disinfect equipment and related accessories.			
	Handled sterilized equipment carefully to avoid contamination.			
	Used standard health and safety measures while sterilizing, sanitizing or/and disinfecting equipment and tools.			
	Handled tools and equipment correctly after disinfection in order to avoid any contamination.			
	Communicated to clients about the company policy regarding safe & sterilized usage of tools and equipment and general hygiene of the work place.			

	Classified cleaning and disinfectant agents for different instruments and work surfaces.			
	Differentiated between re-usable and disposable tools.			
	Applied infection control procedures.			
	Stored sterilized products properly.			
Dispose of cosmetics waste, tools and equipment.	Identified what needs to be disposed.			
	Disposed of various types of wastes properly.			
	Followed workplace procedures related to disposal in accordance with salon standards.			
	Handled all disposable items in accordance with salon standards.			
	Took necessary precautions like putting mask and gloves while disposing off materials.			
	Maintained separate bins to segregate waste.			
	Identified potential hygiene risks promptly.			
	Reported hygiene risks during disposal that are beyond the control of individual staff members, immediately to appropriate person or authority to follow up.			
	Ensured proper disposal of waste to minimize negative environmental impacts.			
	Took actions to minimize or remove the risks due to waste material, within scope of individual responsibility.			
	Handed over used linen, gowns, head bands, aprons for washing and maintaining in writing record thereof.			
	Recognized the products kept open can be harmful by fumes contained therein			
Follow occupational health and safety.	Identified and observe individual responsibilities in relation to maintaining workplace health safety and security requirements and compliance to Salon's policy and rules.			
	Planned, organize and follow safe work techniques to deal with hazardous or emergency situations.			
	Planned, organize and follow safe work techniques to deal with hazardous or emergency situations.			
	Identified and evaluate potential hazards or breaches of safe work practices.			
	Unplugged all the equipment when not in use.			
	Used stepladder to reach anything not accessible from the ground.			
	Kept all routes and fire exits clear.			
	Maintained log for the electrical equipment.			
	Used techniques that prevent cross contamination of cream, makeup products that they comply with the cosmetics product safely.			
	Check the validity period of products.			
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			

<p>2. Answer any questions their Assessor may have during the practical assessment</p>	<p>Candidate answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p><i>Assessor to document all questions asked and candidate answers below. Use extra sheets if required and attach.</i></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		
S. No	Name of Items (tools and equipments)	Quantity

3. List of consumables		
S. No	Name of Items	Quantity/Volume