



<b>ASSESSMENT MATERIAL</b>  <b>EVIDENCE GUIDE</b>	<h1>PERFORM BASIC AND TREATMENT FACIALS</h1>
<b>Qualification</b> Beauty Therapy <b>CS Code</b> <b>Level:</b> 1 <b>Credit:</b> 9 <b>Version:</b> 1	

<b>CONTENTS</b>	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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<b>ASSESSMENT AND ASSESSOR DETAILS</b>	<b>Competent</b> <input type="checkbox"/> <span style="margin-left: 200px;"><b>Not Yet Competent</b> <input type="checkbox"/></span>																
	<b>Assessment</b> <input type="checkbox"/> <span style="margin-left: 200px;"><b>Re-Assessment</b> <input type="checkbox"/></span>																
	<b>Assessor's Name:</b> ..... <b>Assessor's Code</b> ..... <b>Assessor's Signature</b> ..... <b>Date</b> <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="4"></td> <td style="text-align: center;">YYYY</td> </tr> </table>											DD	MM				
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<b>CANDIDATE DETAILS</b>	<b>Candidate's Name:</b> ..... <small style="margin-left: 100px;">First Name</small> <span style="margin-left: 150px;"><small>Last Name</small></span>																				
	<b>Father's Name</b> .....																				
	<b>Institute Name and District</b> .....																				
	<b>CNIC/BFORM #</b> <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>																				
	<b>Registration Number issued by Assessment Body:</b> ..... <b>Gender</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>																				
<b>Candidate's Consent</b> 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. <b>Candidate's Signature:</b> .....																					

<b>ASSESSMENT RESULTS SUMMARY FORM</b>	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to <b>NAVTTCC</b>
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<b>NAVTTCC OFFICE ONLY</b>	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="4"></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="4"></td> <td style="text-align: center;">YYYY</td> </tr> </table>											DD	MM					YYYY
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# 1

## ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PERFORM BASIC AND TREATMENT FACIALS	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> <li>Perform Basic and treatment facials</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>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 tasks within **four(4) hours** timeframe:

- Perform any **two (2)** of the following facial treatments while working to meet client requirements and industry standards.
  - ✓ Whitening facial
  - ✓ Facial for sensitive skin conditions
  - ✓ Facial treatment for combination skin condition
  - ✓ Aging/ wrinkled skin treatment
  - ✓ Sunburnt tanned skin treatment

**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 basic and treatment facial 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 treatment facials                             <ul style="list-style-type: none"> <li>✓ Demonstrate cleansing process on face and neck.</li> <li>✓ Treat minor skin conditions according to the record card.</li> <li>✓ Explain action and reaction of chemical products used for cleansing face and neck.</li> <li>✓ Apply an appropriate massage medium according to record card and adapt application of massage movements to suit elasticity of skin, facial products and client's relaxation needs.</li> <li>✓ Apply Toner and use hand movement according to elasticity of skin.</li> <li>✓ Apply small portion of bleach / skin polish as tester to check reaction</li> <li>✓ Apply skin Polish/ bleach (herbal and chemical) as per standard specification and time line.</li> <li>✓ Mix the bleach in proper ratio as per manufacturer guidelines..</li> <li>✓ Apply anti-bacterial and antiseptic as per requirement.</li> </ul> </li> <li>Extract black/white heads.                             <ul style="list-style-type: none"> <li>✓ Remove dead cell of skin by exfoliating and scrubbing.</li> <li>✓ Protect treated skin by applying sun block/day moisturizer.</li> </ul> </li> <li>• Whitening facial                             <ul style="list-style-type: none"> <li>✓ Select facial products and whitening agents according to the record card, product ingredients and manufacturer instructions.</li> <li>✓ Assure that the whitening agents are added for procedure in the ratio that is safe for skin.</li> <li>✓ Inform the client about the facial procedures and time duration.</li> <li>✓ Select and sequence massage routine according to client record card.</li> <li>✓ Treat minor skin conditions according to the record card.</li> <li>✓ Assure that the length of the massage routine is as per the timeframe.</li> <li>✓ Apply and remove masks according to product manufacturer recommendation</li> <li>✓ Apply post-treatment skin care products as per skin condition.</li> <li>✓ Apply antibacterial, antiseptic and Sun protection factor (SPF), as per requirement</li> <li>✓ Evaluate and note the outcomes of facial procedures</li> </ul> </li> <li>• Facial for sensitive skin conditions                             <ul style="list-style-type: none"> <li>✓ Apply Identify procedure and techniques used for sensitive skin.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>✓ Adapt application of massage movements to suit elasticity of skin, treatment products and client's relaxation needs.</li> <li>✓ Apply and remove soothing products according to manufacturer instructions and treatment plan</li> <li>✓ Use products for reducing redness and irritation</li> <li>• Facial treatment for combination skin condition <ul style="list-style-type: none"> <li>✓ Examine the dry and oily area of skin.</li> <li>✓ Give treatment that reduce oil T zone (forehead, nose and chin).</li> <li>✓ Select and use products on the dry areas of the skin.</li> <li>✓ Apply and remove soothing products according to manufacturer instructions and treatment plan.</li> </ul> </li> <li>• Aging/ wrinkled skin treatment <ul style="list-style-type: none"> <li>✓ Recognize problematic area of skin by visual inspection.</li> <li>✓ Infuse vitamins capsules on skin.</li> <li>✓ Perform micro derma abrasion procedure.</li> <li>✓ Perform exfoliation for wrinkled skin</li> <li>✓ Perform glycolic acid treatment for anti-aging treatment</li> <li>✓ Monitor skin reactions after different facial treatments</li> </ul> </li> <li>• Apply remedies <ul style="list-style-type: none"> <li>✓ Sunburnt tanned skin treatment</li> <li>✓ Recognize sun burned skin.</li> <li>✓ Perform techniques for the treatment of sun burned skin.</li> <li>✓ Apply the suitable products.</li> <li>✓ Apply remedies for the treatment of sun burned skin.</li> <li>✓ Identify effects of UVA and UVB ultra violet light on skin.</li> <li>✓ Apply suitable creams containing ingredients such as menthol and alovera.</li> </ul> </li> <li>• Below mentioned points are to be followed for all facial treatments: <ul style="list-style-type: none"> <li>✓ Perform facial/ skin treatment techniques according to salon policies</li> <li>✓ Perform facial/ skin treatment techniques in work area prepared according to agreed treatment type</li> <li>✓ Use and mix products in standard ratio and quantity as recommended in salon policies.</li> <li>✓ Carry out treatment within standard time duration recommended in salon policy.</li> <li>✓ Complete client consultation form while analysing sensitivity of client's skin before starting the service.</li> <li>✓ Select product(s) for skin type, condition and sensitivity and agreed facial type</li> <li>✓ Perform any three types of facials and skin treatments: (Basic Facial, Whitening Facial, Facial for Sensitive Skin Conditions, Facial for Combination Skin Conditions, Aging/Wrinkled Skin Treatment, Sunburnt Tanned Skin Treatment)</li> <li>✓ Demonstrate operation of micro derma abrasion facial equipment</li> <li>✓ Demonstrate operation of high frequency machine</li> <li>✓ Observe OHS (Occupational Health &amp; Safety) precautions as required</li> <li>✓ Provide after care advice to clients as per the service requirement.</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>
<p><b>2. Any other Requirements</b></p>	<ul style="list-style-type: none"> <li>✓ Completed course assignment</li> <li>✓ Client consultation (form)</li> <li>✓ Contingency plan for an unusual situation (Written Report)</li> </ul>
<p><b>3. Answer any questions your Assessor may have during the practical assessment</b></p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application:</p>

# 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. Completes practical task of performing basic and treatment facials under observation by an assessor</b>	During practical assessments under observation by an assessor, the candidate correctly carried out the following tasks			
	Demonstrated cleansing process on face and neck			
	Treated minor skin conditions according to the record card			
	Explained action and reaction of chemical products used for cleansing face and neck.			
	Applied an appropriate massage medium according to record card and adapted application of massage movements to suit elasticity of skin, facial products and client's relaxation needs			
	Applied toner and used hand movement according to elasticity of skin.			
	Applied skins polish/ bleach (herbal and chemical) as per standard specification and time line.			
	Applied small portion of bleach / skin polish as tester to check reaction.			
	Mixed the bleach in proper ratio as per manufacturer advice			
	Applied anti-bacterial and antiseptic as per requirement			
	Soothed and steaming the face as per the service requirement			
	Extracted black/white heads by using tool.			
	Removed dead cell of skin by exfoliating and scrubbing			
Protected treated skin by applying sun block/day moisturizer				
Whitening facial	Selected facial products and whitening agents according to the record card, product ingredients and manufacturer's instructions.			
	Assured that the whitening agents are added for procedure in the ratio that is safe for skin.			
	Informed the client about the facial procedures and time duration.			
	Selected and sequenced massage routine according to client record card			
	Treated minor skin conditions according to the record card.			
	Applied and removed masks according to product manufacturer recommendation			
	Applied post-treatment skin care products			
	Applied antibacterial, antiseptic and sun protection factor (SPF), as per requirement			
	Evaluated and recorded the outcomes of facial procedures.			
Facial for sensitive skin conditions	Identified procedure and techniques used for sensitive skin.			
	Adapted application of massage movements to suit elasticity of skin, treatment products and client's relaxation			
	Applied and removing soothing products according to manufacturer instructions and treatment plan			
	Used products which reduces redness and irritation			

Facial treatment for combination skin condition	Examined the dry and oily area of skin			
	Gave treatment that reduce oil T zone (forehead, nose and chin).			
	Selected and used products on the dry areas of the skin			
	Applied and removed soothing products according to manufacturer instructions and treatment plan			
	Infused vitamins capsules on skin as per requirement.			
	Performed micro derma abrasion procedure.			
	Performed exfoliation for wrinkled skin			
	Performed glycolic acid treatment for anti-aging treatment Monitored skin reactions after different facial treatments			
Sunburnt tanned skin treatment	Recognized sun burned skin through visual inspection..			
	Performed techniques for the treatment of sun burned skin by applying suitable products.			
	Applied remedies for the treatment of sun burned skin			
	Identified effects of UVA and UVB ultra violet light on skin. Applied suitable creams containing ingredients such as menthol and alovera.			
Below mentioned points are followed for all facial treatments	Performed facial/ skin treatment procedure according to agreed treatment type.			
	Used and mixed products in standard ratio and quantity as recommended in salon policies.			
	Carried out treatment within standard time duration recommended in salon policy.			
	Demonstrated operation of micro derma abrasion facial equipment			
	Demonstrated operation of high frequency machine for treatment purpose.			
	Observed OHS precautions throughout the service. Provided after care advice to clients as per the service requirement.			
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>	Complete all course assignments.			
	Client consultation (form)			
	Contingency plan for an unusual situation (Written Report)			
<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:			

# 4

## LIST OF TOOL, 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	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