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| ASSESSMENT MATERIAL EVIDENCE GUIDE | <h1>PERFORM HAIR CARE AND DESIGNING</h1> |
| Qualification Beauty Therapy CS Code Level: 2 Credit: 16 Version: 1 | |

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| 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="4"></td> <td style="text-align: center;">YYYY</td> </tr> </table> | | | | | | | | | | | DD | MM | | | | | YYYY |
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|--------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| CANDIDATE DETAILS | Candidate's Name: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> First Name Last Name </div> 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> <td style="width: 20px; height: 20px;"></td> </tr> </table> Registration Number issued by Assessment Boy: _____ 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: _____ | | | | | | | | | | | | | | | | | | | | |
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| 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 NAVTTTC |
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1

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 HAIR CARE AND DESIGNING | | |
| Practical Skill Demonstration | | | | ✓ | <ul style="list-style-type: none"> Perform hair care and designing services | | |
| 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"> Completed course assignments Client consultation (form) Contingency plan for an unusual situation (Written Report) | | |

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 do the following tasks within **four(4) hours** timeframe:

- Perform hair care and designing as per client's requirement
- Perform lowlight including (Application Foil Method/cap method, cut down, color mixing, color application, shampoo and conditioning, cut the hair according to face cut and perform blow dry or style hair according to client's requirement)

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 hair care and designing 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 shampoo and conditioning <ul style="list-style-type: none"> ✓ Select and use shampoo and conditioners as per hair types. ✓ Perform deep conditioning as per requirement. ✓ Handle moisture from hair (squeeze hair with towel) ✓ Detangle hair from point to root (minimize damage and further tangling) • Perform blow drying <ul style="list-style-type: none"> ✓ Identify products that can be used to give extra hold or body to a blow dry. ✓ Blow-dry the client's hair as per requirement. ✓ Perform formal hair styling service on medium to long hair ✓ Balance hair length and volume • Perform hair styling <ul style="list-style-type: none"> ✓ Identify face shape of the client. ✓ Select the hairstyle, that suit the face shape of the client. ✓ Apply rollers on hair as per requirement. ✓ Perform hair styling with dryer (out ward and in ward) as per client's requirement. ✓ Perform backcombing, back brushing, braids, rolls, bubble buns as per clients requirement. ✓ Perform different types of buns (Basic Bun, Ballerina Bun, Ballet Bun, Double Bun, Side Bun, Braided Bun, High Bun, Low Bun, Curly Bun) ✓ Perform perming (Types of perming, spiral perm, pony perm, medium perm and Negro perm.) as per client's demand. ✓ Perform compatibility test to ensure that there is no hair breakage or reaction (e.g., hair dissolves or the desired curls are not created). ✓ Create waves/curls of different tightness using perming tools. ✓ Apply neutralizer to scalp to stop the process of perming. ✓ Handle the perming process carefully and apply perming lotion, neutralizer and perming rod properly. ✓ Select and apply straightening and rebounding products, equipment and techniques to obtain best possible result as well as ensure safety of client's hair. ✓ Observe allergies and reactions while doing rebounding, perming and straightening. • Hair coloring <ul style="list-style-type: none"> ✓ Confirm with the client the desired base color or degree of lift and tone using reference to manufacturer's color charts. |

- ✓ Perform various types of temporary, semi-permanent & permanent hair colors.
- ✓ Conduct product patch test to observe results.
- ✓ Perform the procedure of hair coloring (Mix color, Apply hair color, herbal or chemical, Rinse off color, Apply hair conditioner)
- ✓ Apply the dye in sections and monitor the process to ensure that dye reaches all areas of scalp in right proportion.
- ✓ Monitor appropriate time for the dye to remain in the hair according to the manufacturer's instructions
- ✓ Select bleach and dye that for highlights is 4-5 shades lighter than the natural color and for lowlights is closest to the natural shade
- ✓ Perform special effects with hair coloring e.g. streaking, frosting, tipping, blonde-haired person on blonde-haired person, hi fashion, highlighting techniques.
- ✓ Apply bleach, dye, tools and techniques to the satisfaction of client
- Hair cutting
 - ✓ Perform haircuts according to the requirement of the client.
 - ✓ Help the client in choose appropriate hairstyles for customers according to their lifestyle, hair texture, face shape, features as well as client's demand.
 - ✓ Sectioning and blocking the hair according to required haircut. (Section top, crown, nape and sides for achieving desired effects)
 - ✓ Perform basic hair cutting for short, medium and long length hair. (Boy cut, blunt cut, Deep U, Shallow U, Cutting for layered effect, Mushroom cut, Wedge cut and Men's cut)
 - ✓ Handle tools and equipment used for cutting safely.
- Hair art
 - ✓ Discuss different hair designing trends with the client.
 - ✓ Select hair extension concepts to match facial features, natural hair and client requirements, and inform the client accordingly
 - ✓ Perform hair extensions as per client's requirement. .
 - ✓ Maintain a balance between natural and extended hair
 - ✓ Remove existing hair extensions where required, according to salon procedures and product instructions
 - ✓ Perform different types of hair braids.
 - ✓ Perform different types of fantasy hairs according to theme.
 - ✓ Decorate hairs with beads, flowers, small hair clips, glitters and diamantes
- Hair treatments
 - ✓ Provide hair treatment with high frequency hair treatment machine.
 - ✓ Select suitable products used for the treatments of different types of hairs.
 - ✓ Demonstrate contraindications for the treatment of different types of hairs.
 - ✓ Perform hair treatment as per hair type and requirement
 - ✓ Perform dry/damaged hair treatment as per requirement and manufacturer's instructions.
 - ✓ Perform anti dandruff treatment
 - ✓ Perform oily hair treatment.
 - ✓ Apply health measures in relation to contagious disorders of the hair and scalp
 - ✓ Apply standard infection-control precautions
- Below mentioned points must be followed for all hair services:
 - ✓ Perform hair service(s) within standard time duration recommended in salon policy
 - ✓ Maintain OHS (Occupational Health & Safety) throughout the hair service(s)
 - ✓ Identify different hair and scalp types and conditions according to industry standard classification.
 - ✓ Recognize the texture of hairs according to industry standard classification.
 - ✓ Identify factors that can affect and damage the hair.
 - ✓ Prepare the client for required service according to salon policies.
 - ✓ Select and apply appropriate material, tools and equipment in accordance with required service and manufacturer's instructions.
 - ✓ Perform appropriate sectioning of hair for required service.
 - ✓ Identify factors that have an impact on hair styling including (Age of client, Occasion (marriage, party etc.), Hair texture and density, Face shape and structure, Physique / height, Market trends, Client demand
 - ✓ Execute the procedure of different hair care and designing services with scheduled formulated time duration according to industry standards.
 - ✓ Ensure comfort and safety of client and operator during all stages of the service.
 - ✓ Maintain workstation before and after service.
 - ✓ Clean and maintain hair care and designing tools.
 - ✓ Provide after care advice after the service/ treatment
- General performance criteria:
 - ✓ Follow health and safety procedure as per the requirements of given task
 - ✓ Prepare work station as per the requirements of task

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| | <ul style="list-style-type: none"> ✓ 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"> • Complete all 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> |

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. Completes practical task of hair care and designing under observation by an Assessor. | During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks: | | | |
| Shampoo and conditioning | Selected and used the shampoo and conditioners as per client's hair types. | | | |
| | Applied shampoo on the client's hair. | | | |
| | Performed deep conditioning as per requirement | | | |
| | Performed rinsing. | | | |
| | Selected, applied and rinsed shampoo and conditioner, according to manufacturers' instructions. | | | |
| | Handled moisture from hair (squeeze hair with towel) | | | |
| | Detangled hair from point to root to minimize damage and further tangling | | | |
| Blow drying | Identified products that can be used to give extra hold or body to a blow dry. | | | |
| | Washed hair as per requirement | | | |
| | Demonstrated the styles of blow dryer according to the client's requirements. | | | |
| | Blow-dried the hair | | | |
| | Performed formal hair styling service as per hair length. | | | |
| | Balanced hair length and volume | | | |
| Hair styling | Identified styles for different face shapes. | | | |
| | Selected hairstyles that suits different face shapes. | | | |
| | Applied rollers as per hair requirement. | | | |
| | Performed hair styling with dryer. (out ward and in ward) | | | |
| | Performed backcombing, back brushing, braids, rolls, bubble buns as per requirement of the style. | | | |
| | Performed different types of buns (Basic Bun, Ballerina Bun, Ballet Bun, Double Bun, Side Bun, Braided Bun, High Bun, Low Bun, Curly Bun etc.) | | | |
| | Performed perming (Types of perming, spiral perm, pony perm, medium perm and Negro perm.) | | | |

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| | Performed compatibility test to avoid hair breakage or reaction (e.g., hair dissolves or the desired curls are not created). | | | |
| | Used perming tools to create waves/curls of different tightness. | | | |
| | Applied neutralizer to scalp to stop the process of perming. | | | |
| | Handled the perming process carefully and applied perming lotion, neutralizer and perming rod properly. | | | |
| | Selected and applied straightening and rebounding products, equipment and techniques to obtain best possible result as well as ensure safety of client's hair. | | | |
| | Observed allergies and reactions while doing rebounding, perming and straightening. | | | |
| Hair Coloring | Confirmed the desired base color or degree of lift and tone with the client using manufacturer's color charts. | | | |
| | Performed temporary, semi-permanent & permanent hair colors. | | | |
| | Conducted product patch test to observe results. | | | |
| | Performed the procedure of hair coloring (Mix color, Apply hair color, herbal or chemical, Rinse off color, Apply hair conditioner) | | | |
| | Applied the dye in sections and monitored the process to ensure that dye reaches all areas of scalp in right proportion. | | | |
| | Observed appropriate time for the dye to remain in the hair according to the manufacturer's instructions | | | |
| | Selected bleach and dye for highlights in 4-5 shades lighter than the natural color and for lowlights is closest to the natural shade | | | |
| | Performed Special effects with hair coloring e.g. streaking, frosting, tipping, blonde-haired person on blonde-haired person, hi fashion, highlighting techniques. | | | |
| | Applied bleach, dye, tools and techniques to the satisfaction of client | | | |
| Hair Cutting | Demonstrated haircuts as per client requirement. | | | |
| | Helped the client to choose appropriate hairstyles for customers according to their lifestyle, hair texture, face shape, features as well as client's demand. | | | |
| | Sectioned and blocked the hair according to required haircut. (Section top, crown, nape and sides for achieving desired effects) | | | |
| | Performed basic hair cutting for short, medium and long length hair. (Boy cut, blunt cut, Deep U, Shallow U, Cutting for layered effect, Mushroom cut, Wedge cut and Men's cut) | | | |
| | Handled tools and equipment used for cutting safely. | | | |
| Hair art | Discussed different hair designing trends with the client. | | | |

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| | Selected hair extension concepts to match facial features, natural hair and client requirements, and inform the client accordingly. | | | |
| | Performed hair extensions as per requirements. | | | |
| | Maintained a balance between natural and extended hair | | | |
| | Removed existing hair extensions where required, according to salon procedures and product instructions | | | |
| | Performed different types of hair braids. | | | |
| | Performed different types of fantasy hairs according to theme. | | | |
| | Decorated hairs with beads, flowers, small hair clips, glitters, diamantes etc. | | | |
| Hair Treatments | Provided hair treatment with high frequency hair treatment machine. | | | |
| | Selected suitable products used for the treatments of different types of hairs. | | | |
| | Demonstrated contraindications for the treatment of different types of hairs. | | | |
| | Performed required hair treatments. | | | |
| | Performed dry/damaged hair treatment | | | |
| | Performed anti dandruff treatment | | | |
| | Performed oily hair treatment. | | | |
| | Ensured health measures in relation to contagious disorders of the hair and scalp | | | |
| | Applied standard infection-control precautions | | | |
| These points are followed for all hair services: | Performed hair service(s) within standard time duration recommended in salon policy | | | |
| | Followed OHS procedures (Occupational Health & Safety) throughout the hair service(s) | | | |
| | Identified different hair and scalp types and conditions according to industry standard classification. | | | |
| | Recognized the texture of hairs according to industry standard classification. | | | |
| | Identified factors that can affect and damage the hair. | | | |
| | Prepared the client for required service according to salon policies. | | | |
| | Selected and applied appropriate material, tools and equipment in accordance with required service and manufacturer's instructions | | | |
| | Performed appropriate sectioning of hair for required service. | | | |

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|--|---|--|--|--|
| | Identified factors that have impact on hair styling including (Age of client, Occasion (marriage, party etc.), Hair texture and density, Face shape and structure, Physique / height, Market trends, Client demand | | | |
| | Executed the procedure of different hair care and designing services with scheduled formulate time duration according to industry standards. | | | |
| | Ensured comfort and safety of client and operator during all stages of the service. | | | |
| | Maintained workstation before and after service. | | | |
| | Cleaned and maintaining hair care and designing tools. | | | |
| | Provided after care advice after the service/ treatment | | | |
| 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 | Completed assignments | | | |
| | 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 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> | | | |

4

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 |

| List of tools and equipment (five candidates) | | |
|--|---------------------------------|----------|
| S. No | Items | Quantity |
| 1 | Blow-dryer | 5 |
| 2 | Sterilizer | 2 |
| 3 | Spray Bottle | 5 |
| 4 | Tail Comb | 5 |
| 5 | Flat Brush | 5 |
| 6 | Modular mirror | 5 |
| 7 | Towels | 10 |
| 8 | Apron | 10 |
| 9 | Plastic Gloves | 1 Set |
| 10 | Frosting Cap | 5 |
| 11 | Head Steamer | 3 |
| 12 | Cutting Scissors | 5 Set |
| 13 | Round Brushes (different sizes) | 5 Set |
| 14 | Timer | 5 |
| 15 | Mixing Bowls | 5 |
| 16 | Spatula | 5 |
| 17 | Cotton Roll | 5 |

| 2. List of consumable items (for five candidates) | | |
|---|---------------------|-------------------|
| S. No | Items | Quantity |
| 1 | Shampoo | 10 Sachet |
| 2 | Conditioner | 5 bottles |
| 3 | Cotton balls | 5 packs |
| 4 | Hair Treatment Oils | 5 sets |
| 5 | Hair Mask | 5 Jars |
| 6 | Hair Moose | 5 bottles |
| 7 | Hair fixing spray | 5 bottles |
| 8 | Hair colour | |
| 9 | Volume 20/40 | 2 bottles (500ml) |
| 10 | Foil Paper | 5 rolls |
| 11 | Bleaching powder | 5 Jars |
| | | |
| | | |