



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Beauty Therapy

Qualification Code

Level: 2

Credit: 80

Version: 1

BEAUTY THERAPY

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
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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 **NAVTTTC**

NAVTTTC OFFICE ONLY

1. DATE FORM RECEIVED:

| | | | | | | | | | |
|----|--|----|--|------|--|--|--|--|--|
| | | | | | | | | | |
| DD | | MM | | YYYY | | | | | |

2. DATE ENTERED INTO DATABASE:

| | | | | | | | | | |
|----|--|----|--|------|--|--|--|--|--|
| | | | | | | | | | |
| DD | | MM | | YYYY | | | | | |

1

ASSESSMENT SUMMARY & RECORD

Candidate's Name..... Father's Name.....

| ACTIVITY | METHOD | | | | | DESIRED OUTCOMES | RESULT | |
|-------------------------------|---------|------|-----------|------------------|-------------|---|-----------|-------------------|
| | WRITTEN | ORAL | PORTFOLIO | TRAINING RECORDS | OBSERVATION | | COMPETENT | NOT YET COMPETENT |
| NATURE OF ACTIVITY | | | | | | DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF QUALIFICATION: BEAUTY THERAPY | | |
| Practical skill demonstration | | | | | ✓ | <ul style="list-style-type: none"> • Manage the salon • Maintain health and hygiene. • Maintain skin and beauty care • Massage therapy • Perform basic and treatment facial • Perform manicure and pedicure • Perform makeup • Perform hair care and designing • Develop professionalism • Entrepreneurship development | | |
| 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 business plan in the form of portfolio | | |

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 the competency standards for this qualification you are required to complete the following tasks within **five(5)Hours** timeframe:

- Provide beauty therapy services to client in relevance to clients' needs and according to set standards and timeframe. Services must include:
 - ✓ Perform a facial treatment according to client's skin type and condition.
 - ✓ Perform manicure/pedicure
 - ✓ Perform makeup for a birthday party
 - ✓ Perform hair care and hair designing

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 providing beauty therapy services to the clients under observation by an assessor, including:</p> | <p>During a practical assessment of four hours, under observation by an assessor, I will correctly perform the following tasks:</p> <ul style="list-style-type: none"> • Perform a facial treatment according to client's skin type and condition. <ul style="list-style-type: none"> ✓ Set up service area to meet standard requirements of massage and provide gowns to the client for comfort ✓ Examine the skin condition and assess type of skin: oily, dry, combination, sensitive and wrinkled through visual inspection. . ✓ Consult and advise client on appropriate facial treatment option as per clients' massage objectives and skin type. ✓ Wash and sanitize hands thoroughly before performing the massage as per OHS procedures. ✓ Mix and use treatment products according to salon procedures and manufacturer's instruction ✓ Perform application of cleansing product following salon policies ✓ Ensure client safety and comfort during the process ✓ Adapt application of massage movements to suit elasticity of skin, treatment products and client's relaxation needs. ✓ Monitor clients' response and vary the procedures according to the situation. ✓ Tone skin with manual or facial machine and apply appropriate finishing facial products ✓ Check result through visual or with the use of equipment ✓ Advise client on post treatment precautions and appropriate maintenance product procedure ✓ Clean, sanitize and store tools, equipment and materials according to OHS regulations ✓ Clean workstation for next activities ✓ Store cleansing and treatment products in designated areas ✓ Dispose waste following established procedures • Perform manicure/pedicure <ul style="list-style-type: none"> ✓ Carry out a visual study of hands and nails to identify factors that will influence the treatment. |

| | |
|---|--|
| | <ul style="list-style-type: none"> ✓ Provide protective materials for hygiene purposes ✓ Select and prepare appropriate sanitized tools and equipment, supplies and material according to salon procedures ✓ Ensure clients' safety and comfort during the entire process ✓ Remove nail polish completely with nail polish remover if required ✓ Apply cuticle cream and clean cuticle area of excess dead skin using appropriate tools ✓ Trim and file nails following customer's desired shape and style ✓ Perform massage for required amount of time using smooth and flowing movements following different massage movements and procedure ✓ Perform different nail art designs and techniques. (Use products, tools, equipment and techniques to suit client treatment needs and nail conditions) ✓ Select and agree colors of the nail polish according to customer desires or requirements ✓ Apply polish from the base to the edge of the nail using light sweeping stroke around the cuticle ✓ Demonstrate procedures to ensure any cuts, product allergy and infectious treated and covered with appropriate soothing products. ✓ Apply top or seal coat with long strokes in the same manner as the base coat ✓ Check and analyse outcome against agreed nail service result ✓ Advise client on nail maintenance practices <ul style="list-style-type: none"> • Perform makeup for a birthday party <ul style="list-style-type: none"> ✓ Identify client's skin type/characteristics for basic make up products and techniques. ✓ Identify and analyze contraindication to face/eye makeup with reasons. ✓ Identify and select products and implements according to skin type. ✓ Select makeup according to the occasion, client colouring, age and preferences. ✓ Apply colour design principles in accordance with the lighting techniques, wardrobe, background, location and time of day • Perform hair care and hair designing <ul style="list-style-type: none"> ✓ Analyse and Identify hair and scalp types and conditions according to industry standard classification. ✓ Identify and select the appropriate shampoos and conditioners for different hair types. ✓ Apply shampoo and conditioner as per manufacturer's instructions ✓ Handle moisture from hair (squeeze hair with towel) ✓ Detangle hair from point to root to minimize damage to hair ✓ Identify and select the tools and equipment used for blow-drying. ✓ Demonstrate the styles of blow dryer according to the client's hairstyle requirements. ✓ Identify and select different types of materials, cosmetics, tools & equipment used for hair styling, perming, rebounding and straightening. ✓ Select any one hair style:(rollers/curls, buns, straightening ✓ Perform the sectioning of hair as per the service requirement ✓ Set the hair style according to face structure ✓ Performed the sectioning of hair before the hair style service ✓ Perform backcombing, back brushing, braids, rolls, bubble buns. ✓ Perform any one type of buns (Basic Bun, Ballerina Bun, Ballet Bun, Double Bun, Side Bun, ✓ Set the hairstyle according to face structure and clients 'requirement. • 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. Other requirements | Completed business plan in the form of portfolio |
| 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. Completes practical task of providing beauty therapy services to the clients, under observation by an assessor | During a practical assessment of four hours, the candidate correctly carried out the following tasks: | | | |
| Perform a facial treatment according to client's skin type and condition. | Set up service area to meet standard requirements of massage and provide gowns to the client for comfort | | | |
| | Examined the skin condition and assessed type of skin: oily, dry, combination, sensitive and wrinkled through visual inspection. . | | | |
| | Consulted and advised client on appropriate facial treatment option as per clients' massage objectives and skin type. | | | |
| | Washed and sanitized hands thoroughly before performing the massage as per OHS procedures. | | | |
| | Mixed and used treatment products according to salon procedures and manufacturer's instruction | | | |
| | Performed application of cleansing product following salon policies | | | |
| | Ensured client safety and comfort during the process | | | |
| | Adapted application of massage movements to suit elasticity of skin, treatment products and client's relaxation needs. | | | |
| | Monitored clients' response and vary the procedures according to the situation. | | | |
| | Toned the skin with manual or facial machine and apply appropriate finishing facial products | | | |
| | Checked result through visual or with the use of equipment | | | |
| | Advised client on post treatment precautions and appropriate maintenance product procedure | | | |
| | Cleaned, sanitized and store tools, equipment and materials according to OHS regulations | | | |
| | Cleaned workstation for next activities and stored cleansing and treatment products in designated areas | | | |
| Perform manicure/pedicure | Carried out a visual study of hands and nails to identify factors that will influence the treatment. | | | |
| | Provided protective materials for hygiene purposes | | | |

| ACTIVITIES | MINIMUM EVIDENCE REQUIRED | YES | NO | ASSESSOR COMMENTS |
|--------------------------------------|---|-----|----|-------------------|
| | <p>Selected and prepared appropriate sanitized tools and equipment, supplies and material according to salon procedures</p> <p>Ensured clients' safety and comfort during the entire process</p> <p>Removed nail polish completely with nail polish remover if required</p> <p>Applied cuticle cream and clean cuticle area of excess dead skin using appropriate tools</p> <p>Performed trimming and filing of nails following customer's desired shape and style</p> <p>Performed massage for required amount of time using smooth and flowing movements following different massage movements and procedure</p> <p>Performed different nail art designs and techniques. (Use products, tools, equipment and techniques to suit client treatment needs and nail conditions)</p> <p>Selected and agreed colors of the nail polish according to customer desires or requirements</p> <p>Applied polish from the base to the edge of the nail using light sweeping stroke around the cuticle</p> <p>Demonstrate procedures to ensure any cuts, product allergy and infectious treated and covered with appropriate soothing products.</p> <p>Applied top or seal coat with long strokes in the same manner as the base coat</p> <p>Checked and analysed outcome against agreed nail service result</p> <p>Advised client on nail maintenance practices</p> | | | |
| Perform makeup for a birthday party | <p>Identified client's skin type/characteristics for basic make up products and techniques.</p> <p>Identified and analyze contraindication to face/eye makeup with reasons.</p> <p>Identified and select products and implements according to skin type.</p> <p>Selected makeup according to the occasion, client colouring, age and preferences.</p> <p>Applied colour design principles in accordance with the lighting techniques, wardrobe, background, location and time of day</p> | | | |
| Perform hair care and hair designing | <p>Analysed and Identify hair and scalp types and conditions according to industry standard classification.</p> <p>Identified and selected the appropriate shampoos and conditioners for different hair types.</p> <p>Applied shampoo and conditioner as per manufacturer's instructions</p> <p>Handled moisture from hair (squeeze hair with towel)</p> <p>Detangled hair from point to root to minimize damage to hair</p> <p>Demonstrated the styles of blow dryer according to the client's hairstyle requirements.</p> <p>Identified and selected the tools and equipment used for blow-drying.</p> <p>Identified and selected different types of materials, cosmetics, tools & equipment used for hair styling, perming, rebounding and straightening</p> | | | |

| ACTIVITIES | MINIMUM EVIDENCE REQUIRED | YES | NO | ASSESSOR COMMENTS |
|--|--|-----|----|-------------------|
| | <p>Selected any one hair style:(rollers/curls, buns, straightening</p> <p>Performed the sectioning of hair as per the service requirement</p> <p>Set the hair style according to face structure</p> <p>Performed the sectioning of hair before the hair style service</p> <p>Performed backcombing, back brushing, braids, rolls, bubble buns.</p> <p>Performed any one type of buns (Basic Bun, Ballerina Bun, Ballet Bun, Double Bun, Side Bun, Set the hairstyle according to face structure and clients 'requirement.</p> | | | |
| General performance criteria | <p>Followed health and safety procedure as per the requirements of given task</p> <p>Prepared work station as per the requirements of task</p> <p>Selected tools/ equipment as per the requirements of task</p> <p>Reported to supervisor in case of any contingency after taking necessary actions</p> <p>Completed the work by following sequence of operations</p> <p>Performed task(s) within standard timeframe</p> | | | |
| 2. other requirement | Provided complete business plan in the form of portfolio | | | |
| 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 all questions asked, if any, and the answers here</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 | The assessment will take place in real time environment. |

| 2. List of tools and equipment (for five candidates) | | |
|---|--|---------------|
| S. No | Items | Quantity |
| | Towel | 10 |
| | Head Band | 5 |
| | Bowl | 10 |
| | Sponge | 10 |
| | Applicator Brush | 5 |
| | Plastic Glove | 5 Sets |
| | Apron | 5 |
| | Gown | 5 |
| | Wooden Spatula | 5 |
| | Mani/Padi tools Kit (Nail Cutter, Cuticle cutter, Cuticle pusher, Filer) | 5 |
| | Buffer | 5 |
| | Towel | 1 |
| | Head Band | 5 |
| | Sponge | 5 |
| | Head Steamer | 1 |
| | Essential (Message) oils (According to service) | Equal volume. |
| | Message Creams | Equal volume |
| | Blow-dryer | 5 |
| | Sterilizer | 2 |
| | Spray Bottle | 5 |
| | Tail Comb | 5 |
| | Flat Brush | 5 |
| | Modular mirror | 5 |
| | Towels | 10 |
| | Apron | 10 |
| | Plastic Gloves | 1 Set |
| | Frosting Cap | 5 |
| | Head Steamer | 3 |
| | Cutting Scissors | 5 Set |
| | Round Brushes (different sizes) | 5 Set |
| | Timer | 5 |
| | Mixing Bowls | 5 |
| | Spatula | 5 |
| | Cotton Roll | 5 |

| 3. List of consumable items required | | |
|--------------------------------------|---------------------|---------------------|
| S. No | Items | Quantity |
| | Massage Cream | 2 (500ml) Jars |
| | Whitening Powder | 2 (500ml) Jars |
| | Volume 20 | 2 (500ml) Bottles |
| | Scrub | 2 (500ml) Jars |
| | Cuticle oil | 2 Bottles |
| | Skin Shiner | 2 (500ml) Bottles |
| | Soothing Lotion | 2 (500ml) Bottles |
| | Nail polish | 5 |
| | Base Coat | 5 |
| | Top Coat | 5 |
| | Mani/Pedi Strips | 5 sets |
| | Shampoo | 10 Sachet |
| | Conditioner | 5 bottles |
| | Cotton balls | 5 packs |
| | Hair Treatment Oils | 5 sets |
| | Hair Mask | 5 Jars |
| | Hair Moose | 5 bottles |
| | Hair fixing spray | 5 bottles |
| | Hair colour | |
| | Volume 20/40 | 2 bottles (500ml) |
| | Foil Paper | 5 rolls |
| | Bleaching powder | 5 Jars |
| | Cotton Balls | 5 packs |
| | Tissue Roll | 5 |
| | Eyeshade kit | 5 |
| | TV sticks | 5 |
| | Concealer | 5 |
| | Blush On kit | 5 |
| | Lipsticks | 10 different colors |
| | Contouring Shades | 5 |
| | Face Powder | 5 |
| | Cleanser | 5 |
| | Toner | 5 |
| | Eye pencil | 5 |
| | Liner | 5 |
| | Maskara | 5 |
| | Glosses | 5 |