

## SELF-ASSESSMENT GUIDE

Qualification:	<b>BEAUTY CARE NC II</b>	
Unit of Competency:	<b>PERFORM PRE AND POST BEAUTY CARE ACTIVITIES</b>	
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• select, check and prepare necessary tools and equipment for the specific treatment activity		
• prepare appropriate supplies, materials, and treatment products according to salon policies and procedures		
• check and sanitize work station / cubicle		
• attend personal needs of the clients' according to salon policies and procedures		
• provide appropriate protective clothing materials to the client according to OS&H requirements		
• store tools and equipment used according to salon safety policies and procedures		
• store used treatment products and other chemicals following safety and environmental codes and regulations		
• check, clean and sanitize workstation and prepare for succeeding treatment		
• segregate and dispose waste materials following established rules and regulations		
<b>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor</b>		
<b>Candidate's Name:</b>	<b>Date:</b>	

## SELF-ASSESSMENT GUIDE

Qualification :	<b>BEAUTY CARE NC II</b>	
Unit of Competency :	<b>PERFORM MANICURE AND PEDICURE</b>	
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• consult the client on desired nail service activity		
• check and analyze nail structure and condition		
• provide protective materials for hygiene purposes		
• select and prepare appropriate sanitized tools and equipment, supplies and materials according to salon procedures		
• ensure clients' safety and comfort during the entire process		
• remove nail polish completely with nail polish remover		
• remove cuticle and dry skin using appropriate tools		
• trim and file nails following customer's desired shape and style		
• massage hands and foot fingernails following different massage movements and procedure		
• apply base coat with long strokes starting with the little finger		
• select and agree color 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		
• apply top or seal coat with long strokes in the same manner as the base coat		

<ul style="list-style-type: none"> <li>• check and analyze outcome against agreed nail service result</li> </ul>		
<ul style="list-style-type: none"> <li>• remove excess polish around the cuticle and nail using appropriate tools</li> </ul>		
<ul style="list-style-type: none"> <li>• apply quick drying agent on each polished nail according to salon standard</li> </ul>		
<ul style="list-style-type: none"> <li>• advise client on nail maintenance practices</li> </ul>		
<p><b>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor</b></p>		
<p><b>Candidate's Name</b></p>		<p><b>Date:</b></p>

## SELF-ASSESSMENT GUIDE

Qualification	<b>BEAUTY CARE NC II</b>	
Units of Competency	<b>PERFORM HAND SPA</b>	
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• check and analyze condition of hand and nails		
• ensure clients' safety and comfort		
• wash hand with warm water and soap before and after scrubbing		
• towel-dry and scrub hand with appropriate lotion		
• set hand PARAFFIN machine to regulate heat and achieve required melting of PARAFFIN wax (NEED TO SPECIFY THE KIND OF WAX USED AS IT WONT BE MISTAKEN AS HARD OR SOFT WAX USED FOR HAIR REMOVAL)		
• prepare and use necessary tools, supplies/materials according to OS&H requirements		
• determine and test appropriate temperature against client's respective heat tolerance		
• wrap hand with plastic gloves OR CLING PLASTIC WRAP and mittens for client requirements		
• remove PARRAFIN wax from hand according to manufacturers instructions		
• apply hand softening OR MOISTURIZING product and massages hand according to prescribed procedures		
• dispose waste products including used wax according to OS&H		
• sanitize and store tools and equipment		

<ul style="list-style-type: none"> <li>advise client on after service maintenance program</li> </ul>		
<ul style="list-style-type: none"> <li>clean and sanitize workstation for next treatment activity</li> </ul>		
<p><b>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor</b></p>		
<p><b>Candidate's Name:</b></p>	<p><b>Date:</b></p>	

## SELF-ASSESSMENT GUIDE

Qualification	<b>BEAUTY CARE NC II</b>	
Units of Competency	<b>PERFORM BODY MASSAGE</b>	
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• check and analyze clients' body condition		
• consult client on desired type of massage		
• provide client with protective clothing materials		
• prepare and use all product, tools according to OS&H requirements		
• consult client on the type of massage products to be used		
• advise client to remove all personal accessories and keep in a safe place		
• position client safely/appropriately/comfortably prior to body massage		
• follow correct direction and required movements / strokes when performing body massage		
• observe appropriate schedule according to salon policies and standard		
• massage critical body points with soft pressure		
• acknowledge any pain / complain made by the client immediately		
• advise client not to take a bath within 12 hours according to D.O.H. rules		
• sanitize and prepare cubicle for the next salon activity		
• clean and sterilize tools and massage products and keep in designated cabinet		
• record massage activity according to salon policies and procedures		
<b>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor</b>		
<b>Candidate's Name:</b>	<b>Date:</b>	

## SELF-ASSESSMENT GUIDE

Qualification	<b>BEAUTY CARE NC II</b>	
Units of Competency	<b>PERFORM BODY SCRUB</b>	
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• check and analyze clients' skin type and condition		
• provide client with appropriate clothing material		
• advise client to remove personal accessories to achieve optimum service results		
• position client safely/appropriately/comfortably prior to body scrub		
• check work station according to salon/SPA policies and procedures		
• prepare necessary tools and equipment according to service requirements		
• administer skin test to prevent possible contraindications		
• bath client in lukewarm water before and after scrubbing the body surface using face towel (the residue maybe remove with warm towels or ask the client to take a shower if there is available bath room)		
• ensure clients' safety and comfort during the entire process		
• prepare and use supplies and materials according to OS&H requirements		
• perform scrubbing following schedule and procedure prescribed by salon/SPA industry		
• check result according to the client desired outcome		
• advise client with appropriate maintenance progress		

<ul style="list-style-type: none"> <li>consult and prepare client for other possible skin enhancement/improvement activity</li> </ul>		
<ul style="list-style-type: none"> <li>store and dispose used supplies and materials according to OS&amp;H requirements</li> </ul>		
<ul style="list-style-type: none"> <li>sanitize and prepare workstation for next salon/SPA activity</li> </ul>		
<p><b>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor</b></p>		
<p><b>Candidate's Name:</b></p>	<p><b>Date:</b></p>	



## SELF-ASSESSMENT GUIDE

Qualification	<b>BEAUTY CARE NC II</b>	
Units of Competency	<b>PERFORM FACIAL TREATMENT</b>	
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• check and analyze clients' facial skin condition		
• advise client on appropriate facial treatment option		
• wash and sanitize hands thoroughly before performing the activity		
• consult client to confirm health condition		
• prepare 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		
• massage face thoroughly using different strokes and techniques		
• follow appropriate timeline		
• check water level of facial steamer according to D.O.H. rules and regulations		
• 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 OS&H regulations		

• clean workstation for next activities		
• store cleansing and treatment products in designated areas		
• dispose waste following established procedures		
• apply cold compress on treated area following salon policies and procedures		
<b>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor</b>		
<b>Candidate's Name:</b>	<b>Date:</b>	

## SELF-ASSESSMENT GUIDE

Qualification	<b>BEAUTY CARE NC II</b>	
Units of Competency	<b>PERFORM FOOT SPA</b>	
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• check and analyze foot condition		
• ensure client safety and comfort during the entire process		
• prepare and use tools, equipment, supplies and materials according to salon procedures		
• wear personal protective clothing and gadget prior to foot spa		
• check water temperature against client heat tolerance		
• scrub foot using appropriate tools following safety procedures		
• apply foot with treatment product before and after soaking in foot spa machine or wooden foot tub		
• perform treatment within the required salon/SPA time frame		
• massage foot following basic foot massage motion movement		
• clean foot thoroughly by soaking in a foot soak product and lukewarm water for 10-15 minutes		
• disinfect and store tools, equipment, supplies and materials according to OS&H requirements		
• assess outcome of treatment against clients' requirements and record results following salon/SPA procedure		
• recommend after care and homecare products according to client needs		

<ul style="list-style-type: none"> <li>• sanitize and prepare workstation for the succeeding salon/SPA activities</li> </ul>		
<ul style="list-style-type: none"> <li>• dispose waste according to OS&amp;H requirements.</li> </ul>		
<p><b>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor</b></p>		
<p><b>Candidate's Name:</b></p>	<p><b>Date:</b></p>	

## SELF-ASSESSMENT GUIDE

Qualification	<b>BEAUTY CARE NC II</b>	
Units of Competency	<b>APPLY FACIAL MAKE UP</b>	
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• check and analyze clients' facial skin condition		
• advise client on appropriate facial treatment option		
• wash and sanitize hands before performing the activity		
• consult client to confirm health condition, if any		
• prepare and use make - up products according to salon procedures and manufacturer's instruction		
• perform appropriate cleaning technique and application of make - up product		
• ensure client safety and comfort during the process		
• follow prescribed timeline		
• tone skin with manual/facial machine and apply appropriate finishing facial products		
• check result through visual or use of equipment		
• clean and sanitize tools, equipment and materials and stores according to OHSC		
• store cleansing and make - up products in designated areas		
• dispose wastes following establish regulations		
<b>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor</b>		
<b>Candidate's Name:</b>	<b>Date:</b>	