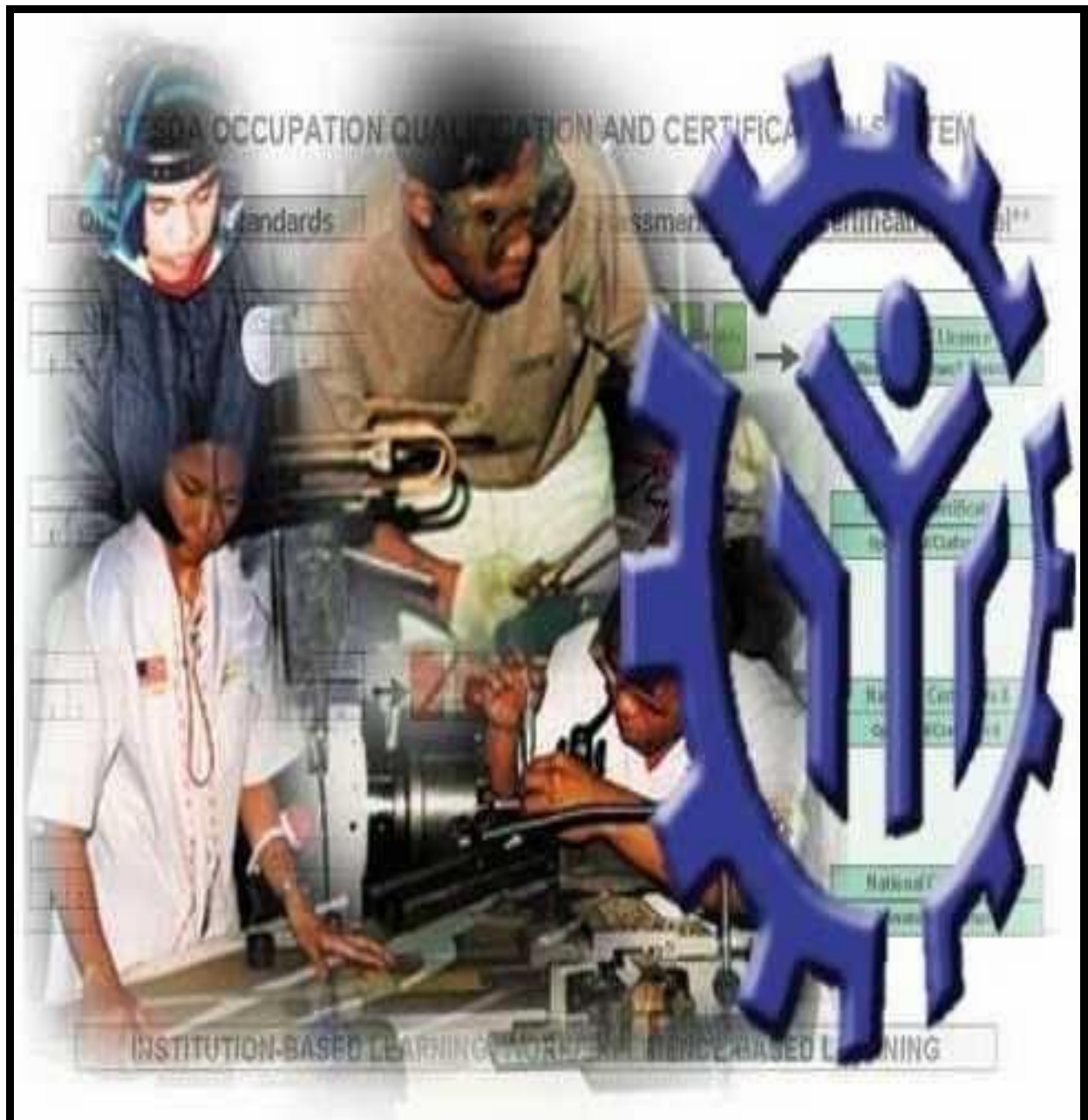


TRAINING REGULATIONS

BEAUTY CARE NC II



**HEALTH, SOCIAL, AND OTHER COMMUNITY
DEVELOPMENT SERVICES SECTOR**

Technical Education and Skills Development Authority
East Service Road, South Superhighway, Taguig, Metro Manila

*Technical Education and Skills Development Act of 1994
(Republic Act No. 7796)*

Section 22, “Establishment and Administration of the National Trade Skills Standards” of the RA 7796 known as the TESDA Act mandates TESDA to establish national occupational skill standards. The Authority shall develop and implement a certification and accreditation program in which private industry group and trade associations are accredited to conduct approved trade tests, and the local government units to promote such trade testing activities in their respective areas in accordance with the guidelines to be set by the Authority.

The Training Regulations (TR) serve as basis for the:

1. Competency assessment and certification;
2. Registration and delivery of training programs; and
3. Development of curriculum and assessment instruments.

Each TR has four sections:

Section 1 Definition of Qualification - refers to the group of competencies that describes the different functions of the qualification.

Section 2 Competency Standards - gives the specifications of competencies required for effective work performance.

Section 3 Training Standards - contains information and requirements in designing training program for certain Qualification. It includes curriculum design, training delivery; trainee entry requirements; list of tools, equipment and materials; training facilities, trainer's qualification and institutional assessment.

Section 4 National Assessment and Certification Arrangement - describes the policies governing assessment and certification procedure

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DEVELOPMENT SERVICES SECTOR

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TRAINING REGULATIONS FOR BEAUTY CARE NC II

SECTION 1 BEAUTY CARE NC II QUALIFICATION

The **BEAUTY CARE NC II** Qualification consists of competencies that a person must achieve to perform pre and post beauty care services, perform manicure and pedicure, perform hand spa, perform body massage, perform body scrub, perform facial treatment, perform foot spa and apply facial make-up.

The Units of Competency comprising this Qualification include the following:

UNIT CODE	BASIC COMPETENCIES
500311105	Participate in workplace communication
500311106	Work in team environment
500311107	Practice career professionalism
500311108	Practice occupational health and safety procedures

UNIT CODE	COMMON COMPETENCIES
HCS515201	Maintain an effective relationship with clients/customers
HCS515202	Manage own performance
HCS515204	Apply quality standards
HCS515205	Maintain a safe, clean and efficient environment

UNIT CODE	CORE COMPETENCIES
HCS515301	Perform pre and post beauty care services
HCS515302	Perform manicure and pedicure
HCS515303	Perform hand spa
HCS515304	Perform body massage
HCS515305	Perform body scrub
HCS515306	Perform facial treatment
HCS515307	Perform foot spa
HCS515314	Apply facial make-up

A person who has achieved this Qualification is competent to be:

Junior Beautician

SECTION 2 COMPETENCY STANDARDS

This section gives the details of the contents of the basic, common and core units of competency required in **BEAUTY CARE NC II**.

BASIC COMPETENCIES

UNIT OF COMPETENCY : **PARTICIPATE IN WORKPLACE COMMUNICATION**

UNIT CODE : **500311105**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Obtain and convey workplace information	1.1 Specific and relevant information is accessed from <i>appropriate sources</i> . 1.2 Effective questioning, active listening and speaking skills are used to gather and convey information. 1.3 Appropriate <i>medium</i> is used to transfer information and ideas. 1.4 Appropriate non-verbal communication is used. 1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed. 1.6 Defined workplace procedures for the location and <i>storage</i> of information are used. 1.7 Personal interaction is carried out clearly and concisely.
2. Participate in workplace meetings and discussions	2.1 Team meetings are attended on time. 2.2 Own opinions are clearly expressed and those of others are listened to without interruption. 2.3 Meeting inputs are consistent with the meeting purpose and established <i>protocols</i> . 2.4 <i>Workplace interactions</i> are conducted in a courteous manner. 2.5 Questions about simple routine workplace procedures and matters concerning working conditions of employment are tasked and responded to. 2.6 Meetings outcomes are interpreted and implemented.
3. Complete relevant work related documents	3.1 Range of <i>forms</i> relating to conditions of employment are completed accurately and legibly. 3.2 Workplace data are recorded on standard workplace forms and documents. 3.3 Basic mathematical processes are used for routine calculations. 3.4 Errors in recording information on forms/ documents are identified and properly acted upon. 3.5 Reporting requirements to supervisor are completed according to organizational guidelines.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Appropriate sources	1.1 Team members 1.2 Suppliers 1.3 Trade personnel 1.4 Local government 1.5 Industry bodies
2. Medium	2.1 Memorandum 2.2 Circular 2.3 Notice 2.4 Information discussion 2.5 Follow-up or verbal instructions 2.6 Face-to-face communication
3. Storage	3.1 Manual filing system 3.2 Computer-based filing system
4. Forms	4.1 Personnel forms, telephone message forms, safety reports
5. Workplace interactions	5.1 Face-to-face interactions 5.2 Telephone conversations 5.3 Electronic and two-way radio communication 5.4 Written communication including electronic mail, memos, instruction and forms 5.5 Non-verbal communication including gestures, signals, signs and diagrams
6. Protocols	6.1 Observing meeting 6.2 Compliance with meeting decisions 6.3 Obeying meeting instructions

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared written communication following standard format of the organization. 1.2 Accessed information using communication equipment. 1.3 Made use of relevant terms as an aid to transfer information effectively. 1.4 Conveyed information effectively adopting the formal or informal communication.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Effective communication 2.2 Different modes of communication 2.3 Written communication 2.4 Organizational policies 2.5 Communication procedures and systems 2.6 Technology relevant to the enterprise and the individual's work responsibilities
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Follow simple spoken language 3.2 Perform routine workplace duties following simple written notices 3.3 Participate in workplace meetings and discussions 3.4 Complete work related documents 3.5 Estimate, calculate and record routine workplace measures 3.6 Basic mathematical processes of addition, subtraction, division and multiplication 3.7 Ability to relate to people of social range in the workplace 3.8 Gather and provide information in response to workplace Requirements
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Fax machine 4.2 Telephone 4.3 Writing materials 4.4 Internet
<p>5. Method of assessment</p>	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1 Direct Observation 5.2 Oral interview and written test
<p>6. Context of assessment</p>	<ul style="list-style-type: none"> 6.1 Competency may be assessed individually in the actual workplace or through accredited institution

UNIT OF COMPETENCY : **WORK IN TEAM ENVIRONMENT**

UNIT CODE : **500311106**

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes to identify role and responsibility as a member of a team.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Describe team role and scope	1.1. The <i>role and objective of the team</i> is identified from available <i>sources of information</i> . 1.2. Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources.
2. Identify own role and responsibility within team	2.1. Individual role and responsibilities within the team environment are identified. 2.2. Roles and responsibility of other team members are identified and recognized. 2.3. Reporting relationships within team and external to team are identified.
3. Work as a team member	3.1. Effective and appropriate forms of communications used and interactions undertaken with team members who contribute to known team activities and objectives. 3.2. Effective and appropriate contributions made to complement team activities and objectives, based on individual skills and competencies and <i>workplace context</i> . 3.3. Observed protocols in reporting using standard operating procedures. 3.4. Contribute to the development of team work plans based on an understanding of team's role and objectives and individual competencies of the members.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	1.1 Work activities in a team environment with enterprise or specific sector 1.2 Limited discretion, initiative and judgment may be demonstrated on the job, either individually or in a team environment
2. Sources of information	2.1 Standard operating and/or other workplace procedures 2.2 Job procedures 2.3 Machine/equipment manufacturer's specifications and instructions 2.4 Organizational or external personnel 2.5 Client/supplier instructions 2.6 Quality standards 2.7 OHS and environmental standards
3. Workplace context	3.1 Work procedures and practices 3.2 Conditions of work environments 3.3 Legislation and industrial agreements 3.4 Standard work practice including the storage, safe handling and disposal of chemicals 3.5 Safety, environmental, housekeeping and quality guidelines

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Operated in a team to complete workplace activity. 1.2 Worked effectively with others. 1.3 Conveyed information in written or oral form. 1.4 Selected and used appropriate workplace language. 1.5 Followed designated work plan for the job. 1.6 Reported outcomes.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Communication process 2.2 Team structure 2.3 Team roles 2.4 Group planning and decision making
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Communicate appropriately, consistent with the culture of the workplace
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Access to relevant workplace or appropriately simulated environment where assessment can take place 4.2 Materials relevant to the proposed activity or tasks
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Observation of the individual member in relation to the work activities of the group 5.2 Observation of simulation and or role play involving the participation of individual member to the attainment of organizational goal 5.3. Case studies and scenarios as a basis for discussion of issues and strategies in teamwork
<p>6. Context of assessment</p>	<ul style="list-style-type: none"> 6.1 Competency may be assessed in workplace or in a simulated workplace setting. 6.2 Assessment shall be observed while task are being undertaken whether individually or in group.

UNIT OF COMPETENCY : **PRACTICE CAREER PROFESSIONALISM**

UNIT CODE : **500311107**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in promoting career growth and advancement.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Integrate personal objectives with organizational goals	1.1 Personal growth and work plans are pursued towards improving the qualifications set for the profession. 1.2 Intra and interpersonal relationships are maintained in the course of managing oneself based on performance evaluation . 1.3 Commitment to the organization and its goal is demonstrated in the performance of duties.
2. Set and meet work priorities	2.1 Competing demands are prioritized to achieve personal, team and organizational goals and objectives. 2.2 Resources are utilized efficiently and effectively to manage work priorities and commitments. 2.3 Practices along economic use and maintenance of equipment and facilities are followed as per established procedures.
3. Maintain professional growth and development	3.1 Trainings and career opportunities are identified and availed of based on job requirements. 3.2 Recognitions are sought/received and demonstrated as proof of career advancement. 3.3 Licenses and/or certifications relevant to job and career are obtained and renewed.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Evaluation	1.1 Performance Appraisal 1.2 Psychological Profile 1.3 Aptitude Tests
2. Resources	2.1 Human 2.2 Financial 2.3 Technology 2.3.1 Hardware 2.3.2 Software
3. Trainings and career opportunities	3.1 Participation in training programs 3.1.1 Technical 3.1.2 Supervisory 3.1.3 Managerial 3.1.4 Continuing Education 3.2 Serving as Resource Persons in conferences and workshops
4. Recognitions	4.1 Recommendations 4.2 Citations 4.3 Certificate of Appreciations 4.4 Commendations 4.5 Awards 4.6 Tangible and Intangible Rewards
5. Licenses and/or certifications	5.1 National Certificates 5.2 Certificate of Competency 5.3 Support Level Licenses 5.4 Professional Licenses

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Attained job targets within key result areas (KRAs). 1.2 Maintained intra and interpersonal relationship in the course of managing oneself based on performance evaluation. 1.3 Completed trainings and career opportunities which are based on the requirements of the industries. 1.4 Acquired and maintained licenses and/or certifications according to the requirement of the qualification.
2. Underpinning knowledge and attitudes	<ul style="list-style-type: none"> 2.1 Work values and ethics (code of conduct, code of ethics, etc.) 2.2 Company policies 2.3 Company-operations, procedures and standards 2.4 Fundamental rights at work including gender sensitivity 2.5 Personal hygiene practices
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Appropriate practice of personal hygiene 3.2 Intra and Interpersonal skills 3.3 Communication skills
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Workplace or assessment location 4.2 Case studies/scenarios
5. Method of assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Portfolio Assessment 5.2 Interview 5.3 Simulation/Role-plays 5.4 Observation 5.5 Third Party Reports 5.6 Exams and Tests
6. Context of assessment	<ul style="list-style-type: none"> 6.1 Competency may be assessed in the work place or in a simulated work place setting

UNIT OF COMPETENCY : **PRACTICE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES**

UNIT CODE : **500311108**

UNIT DESCRIPTOR : This unit covers the outcomes required to comply with regulatory and organizational requirements for occupational health and safety.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Identify hazards and risks	1.1 Safety regulations and workplace safety and hazard control practices and procedures are clarified and explained based on organization procedures. 1.2 Hazards/risks in the workplace and their corresponding indicators are identified to minimize or eliminate risk to co-workers, workplace and environment in accordance with organization procedures. 1.3 Contingency measures during workplace accidents, fire and other emergencies are recognized and established in accordance with organization procedure.
2. Evaluate hazards and risks	2.1 Terms of maximum tolerable limits which when exceeded will result in harm or damage are identified based on threshold limit values (TLV). 2.2 Effects of the hazards are determined. 2.3 OHS issues and/or concerns and identified safety hazards are reported to designated personnel in accordance with workplace requirements and relevant workplace OHS legislation.
3. Control hazards and risks	3.1 Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace are consistently followed. 3.2 Procedures for dealing with workplace accidents, fire and emergencies are followed in accordance with organization OHS policies. 3.3 Personal protective equipment (PPE) is correctly used in accordance with organization OHS procedures and practices. 3.4 Appropriate assistance is provided in the event of a workplace emergency in accordance with established organization protocol.
4. Maintain OHS awareness	4.1 Emergency-related drills and trainings are participated in as per established organization guidelines and procedures. 4.2 OHS personal records are completed and updated in accordance with workplace requirements.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Safety regulations	May include but are not limited to: <ol style="list-style-type: none"> 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Philippine Occupational Safety and Health Standards 1.6 DOLE regulations on safety legal requirements 1.7 ECC regulations
2. Hazards/Risks	May include but are not limited to: <ol style="list-style-type: none"> 2.1 Physical hazards – impact, illumination, pressure, noise, vibration, temperature, radiation 2.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects 2.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gases, vapors 2.4 Ergonomics <ul style="list-style-type: none"> • Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles • Physiological factors – monotony, personal relationship, work out cycle
3. Contingency measures	May include but are not limited to: <ol style="list-style-type: none"> 3.1 Evacuation 3.2 Isolation 3.3 Decontamination 3.4 (Calling designed) emergency personnel
4. PPE	May include but are not limited to: <ol style="list-style-type: none"> 4.1 Mask 4.2 Gloves 4.3 Goggles 4.4 Hair Net/cap/bonnet 4.5 Face mask/shield 4.6 Ear muffs 4.7 Apron/Gown/coverall/jump suit 4.8 Anti-static suits
5. Emergency-related drills and training	<ol style="list-style-type: none"> 5.1 Fire drill 5.2 Earthquake drill 5.3 Basic life support/cardio pulmonary resuscitation (CPR) 5.4 First aid 5.5 Spillage control 5.6 Decontamination of chemical and toxic 5.7 Disaster preparedness/management
6. OHS personal records	<ol style="list-style-type: none"> 6.1 Medical/Health records 6.2 Incident reports 6.3 Accident reports 6.4 OHS-related training completed

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Explained clearly established workplace safety and hazard control practices and procedures. 1.2 Identified hazards/risks in the workplace and its corresponding indicators in accordance with company procedures. 1.3 Recognized contingency measures during workplace accidents, fire and other emergencies. 1.4 Identified terms of maximum tolerable limits based on threshold limit value (TLV). 1.5 Followed Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace. 1.6 Used Personal Protective Equipment (PPE) in accordance with company OHS procedures and practices. 1.7 Completed and updated OHS personal records in accordance with workplace requirements.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 OHS procedures and practices and regulations 2.2 PPE types and uses 2.3 Personal hygiene practices 2.4 Hazards/risks identification and control 2.5 Threshold limit value (TLV) 2.6 OHS indicators 2.7 Organization safety and health protocol 2.8 Safety consciousness 2.9 Health consciousness
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Practice of personal hygiene 3.2 Hazards/risks identification and control skills 3.3 Interpersonal skills 3.4 Communication skills
<p>2. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Workplace or assessment location 4.2 OHS personal records 4.3 PPE 4.4 Health records
<p>3. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Portfolio Assessment 5.2 Interview 5.3 Case Study/Situation
<p>4. Context of assessment</p>	<ul style="list-style-type: none"> 6.1 Competency may be assessed in the work place or in a simulated work place setting.

COMMON COMPETENCIES

UNIT OF COMPETENCY : **MAINTAIN AN EFFECTIVE RELATIONSHIP WITH CLIENTS/CUSTOMERS**

UNIT CODE : **HCS516201**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required in building and maintaining an effective relationship with clients, customers and the public.

ELEMENT	PERFORMANCE CRITERIA
	<i>Italicized Bold</i> terms are elaborated in the Range of Variables
1. Maintain a professional image	1.1 Uniform and personal grooming maintained to assignment requirements. 1.2 <i>Personal presence</i> maintained according to <i>employer standards</i> . 1.3 Visible work area kept tidy and uncluttered. 1.4 Equipment stored according to assignment requirements.
2. Meet client/customer requirements	2.1 <i>Client requirements</i> identified and understood by referral to the <i>assignment instructions</i> . 2.2 Client requirements met according to the assignment instructions. 2.3 Changes to <i>client's needs and requirements</i> monitored and <i>appropriate action taken</i> . 2.4 All communication with the client or <i>customer</i> is clear and complies with assignment requirements.
3. Build credibility with customers/clients	3.1 Client expectations for reliability, punctuality and appearance adhered to. 3.2 Possible causes of client/customer dissatisfaction identified, dealt with and recorded according to employer policy. 3.3 Client fully informed of all relevant security matters in a timely manner and according to agreed reporting procedures.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Personal Presence	May include: <ul style="list-style-type: none"> 1.1 Stance 1.2 Posture 1.3 Body Language 1.4 Demeanor 1.5 Grooming
2. Employer Standards	May include: <ul style="list-style-type: none"> 2.1 Standing Orders
3. Client Requirements	May include: <ul style="list-style-type: none"> 3.1 Assignment Instructions 3.2 Post Orders 3.3 Scope to modify instructions/orders in light of changed situations
4. Assignment Instructions	May be conveyed in: <ul style="list-style-type: none"> 4.1 Writing 4.2 Verbally 4.3 Electronically
5. Client's Needs and Requirements	May be detected by: <ul style="list-style-type: none"> 5.1 Review of the client brief and/or assignment instructions 5.2 Discussion with the client/customer
6. Appropriate Action	May include: <ul style="list-style-type: none"> 6.1 Implementing required changes 6.2 Referral to appropriate employer personnel 6.3 Clarification of client needs and instructions
7. Customers	May include: <ul style="list-style-type: none"> 7.1 All members of the public

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Maintained a professional image. 1.2 Interpreted client/customer requirements from information contained in the client brief and/or assignment instructions. 1.3 Dealt successfully with a variety of client/customer interactions. 1.4 Monitored and acted on changing client or customer needs. 1.5 Met client/customer requirements. 1.6 Built credibility with customers/clients.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Uniform and personal grooming requirements of the employer and the client 2.2 Occupational Health and safety requirement for the assignment 2.3 Assignment Instructions
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Attention to detail when completing client/employer documentation 3.2 Interpersonal and communication skills required in client contact assignments 3.3 Customer service skills required to meet client/customer needs 3.4 Punctuality 3.5 Customer Service 3.6 Telephone Technique 3.7 Problem Solving and Negotiation 3.8 Maintaining Records
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Assessment Centers/Venues 4.2 Accredited Assessors 4.3 Modes of Assessment 4.4 Evaluation Reports 4.5 Access to a relevant venue, equipment and materials 4.6 Assignment Instructions 4.7 Logbooks 4.8 Operational manuals and makers'/customers' instructions (if relevant) 4.9 Assessment Instruments, including personal planner and assessment record book
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Written Test 5.2 Demonstration with questioning 5.3 Observation with questioning

<p>6. Context for assessment</p>	<p>6.1 Company</p> <p>6.2 On-Site</p> <p>6.3 Assessment activities are carried out through TESDA accredited assessment centers/venues by using closely simulated workplace environment.</p> <p>6.4 Continuous assessment in an institutional setting that stimulates the conditions of performance describe in the elements, performance criteria and range of variables statement that make up this unit.</p> <p>6.5 Continuous assessment in the workplace, taking into account the range of variables affecting performance.</p> <p>6.6 Self-assessment on the same terms as those described above.</p> <p>6.7 Simulated assessment or critical incident assessment, provided that the critical incident involves assessment against performance criteria and an evaluation of underpinning knowledge and skill required to achieve the required performance criteria.</p>
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UNIT OF COMPETENCY : **MANAGE OWN PERFORMANCE**

UNIT CODE : **HCS516202**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required in effectively managing own workload and quality of work.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Plan for completion of own workload	1.1 Tasks accurately identified. 1.2 Priority allocated to each task. 1.3 Time lines allocated to each task or series of tasks. 1.4 Tasks deadlines known and complied with whenever possible. 1.5 Work schedules are known and completed within agreed time frames. 1.6 Work plans developed according to assignment requirements and employer policy. 1.7 Uncompleted work or tasks detailed and responsibility for completion passed to incoming shift or other appropriate persons.
2. Maintain quality of own performance	2.1 Personal performance continually monitored against agreed performance standards . 2.2 Advice and guidance sought when necessary to achieve or maintain agreed standards. 2.3 Guidance from management applied to achieve or maintain agreed standards. 2.4 Standard of work clarified and agreed according to employer policy and procedures.
3. Build credibility with customers/clients	3.4 Client expectations for reliability, punctuality and appearance adhered to. 3.5 Possible causes of client/customer dissatisfaction identified, dealt with and recorded according to employer policy. 3.6 Client fully informed of all relevant security matters in a timely manner and according to agreed reporting procedures.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Tasks	1.1 May identified through: <ul style="list-style-type: none"> 1.1.1 Assignment instructions 1.1.2 Verbal Instructions by senior officer 1.1.3 Policy Documents 1.1.4 Duty Statements 1.1.5 Self Assessment 1.2 May be: <ul style="list-style-type: none"> 1.2.1 Daily tasks 1.2.2 Weekly tasks 1.2.3 Regularly or irregularly occurring tasks
2. Performance standards	May include: <ul style="list-style-type: none"> 2.1 Assignment Instructions 2.2 Procedures established in policy documents

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Planned for completion of own workload. 1.2 Assessed verbal or written work plan through observation and discussion of site and employer requirements. 1.3 Demonstrated capacity to complete task within specified time frame. 1.4 Maintained quality of own performance.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Site and assignment requirements 2.2 Employer policy on performance management 2.3 Indicators of appropriate performance for each area of responsibility 2.4 Steps for improving or maintaining performance
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Capacity to plan and prioritize security work loads and requirements 3.2 Time and task management
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Assessment Centers/Venues 4.2 Accredited Assessors 4.3 Modes of Assessment 4.4 Evaluation Reports 4.5 Access to a relevant venue, equipment and materials 4.6 Assignment Instructions 4.7 Logbooks 4.8 Operational manuals and makers'/customers' instructions (if relevant) 4.9 Assessment Instruments, including personal planner and assessment record book
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Written Test/Examination 5.2 Demonstration with questioning 5.3 Observation with questioning
<p>6. Context of assessment</p>	<ul style="list-style-type: none"> 6.1 Company 6.2 On-Site 6.3 Assessment activities are carried out through TESDA accredited assessment centers/venues by using closely simulated workplace environment. 6.4 Continuous assessment in an institutional setting that stimulates the conditions of performance describe in the elements, performance criteria and range of variables statement that make up this unit. 6.5 Continuous assessment in the workplace, taking into account the range of variables affecting performance. 6.6 Self-assessment on the same terms as those described above. 6.7 Simulated assessment or critical incident assessment, provided that the critical incident involves assessment against performance criteria and an evaluation of underpinning knowledge and skill required to achieve the required performance criteria.

UNIT OF COMPETENCY : **APPLY QUALITY STANDARDS**

UNIT CODE : **HCS515204**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes needed to apply quality standards in the workplace. The unit also includes the application of relevant safety procedures and regulations, salon/organizational procedures and other client requirements.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Assess clients service needs	1.1 Work instruction is obtained and work is carried out in accordance with standard operating procedures. 1.2 <i>Clients needs</i> are checked against workplace standards and specifications. 1.3 <i>Faults on clients</i> and any identified causes are recorded and/or reported to the supervisor concerned in accordance with workplace procedures. 1.4 Clients profile and service extended to them are documented in accordance with workplace procedures.
2. Assess own work	2.1 <i>Documentation</i> relative to quality within the company is identified and used. 2.2 Completed work is checked against workplace standards relevant to the task undertaken. 2.3 <i>Errors</i> are identified and improved on. 2.4 Information on the quality and other indicators of individual performance is recorded in accordance with workplace procedures. 2.5 In cases of deviations from specific <i>quality standards</i> , causes are documented and reported in accordance with the workplace' standard operating procedures.
3. Engage in quality improvement	3.1 Process improvement procedures are participated in relative to workplace assignment. 3.2 Work is carried out in accordance with process improvement procedures. 3.3 Performance of operation or quality of product of service to ensure other <i>client</i> satisfaction is monitored.

RANGE OF VARIABLES

VARIABLE	RANGE
1. External Clients	May include but not limited to: <ul style="list-style-type: none"> 1.1 Teenagers 1.2 Adult men 1.3 Working adult 1.4 Child
2. Faults	May include but not limited to: <ul style="list-style-type: none"> 2.1 Client not satisfied 2.2 Desired result is not within the desired result of client 2.3 Procedures done but do not conform with any Salon policies and procedures 2.4 Damaged caused to client
3. Documentation	<ul style="list-style-type: none"> 3.1 Organization work procedures 3.2 Manufacturer's instruction manual 3.3 Client requirements 3.4 Forms
4. Errors	May be related to the following: <ul style="list-style-type: none"> 4.1 Deviation from the requirements of the client 4.2 Deviation from the requirements of the salon/organization
5. Quality Standards	May be related but not limited to the following: <ul style="list-style-type: none"> 5.1 Supplies and materials 5.2 Facilities 5.3 Salon Product 5.4 Service Processes and Procedures 5.5 Client Service 5.6 Environmental Regulations
6. Client	<ul style="list-style-type: none"> 6.1 Co-worker 6.2 Supplier/vendor 6.3 Client 6.4 Organization receiving the product or service

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Carried out work in accordance with the company's standard operating procedures. 1.2 Performed task according to specifications. 1.3 Reported errors or deviations not in accordance with standard operating procedures. 1.4 Carried out work in accordance with the process improvement.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Relevant production processes, materials and products 2.2 Characteristics of materials, software and hardware used in production processes 2.3 Quality checking procedures 2.4 Client relations 2.5 Work place procedures 2.6 Safety and environmental aspects of service processes 2.7 Error identification and reporting 2.8 Quality improvement processes
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Reading skills required to interpret work instructions, product manufacturer's requirements 3.2 Communication skills needed to interpret and apply defined work procedures 3.3 Carry out work in accordance with OHS policies and procedures 3.4 Critical thinking 3.5 Solution providing and decision making 3.6 Interpersonal skills or dealing with varied type of clients
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Materials 4.2 Product 4.3 Equipment
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Observation with oral questioning 5.2 Third Party Report 5.3 Practical Demonstration
<p>6. Context of assessment</p>	<ul style="list-style-type: none"> 6.1 Assessment may be conducted in the workplace or in a simulated environment.

UNIT OF COMPETENCY : **MAINTAIN A SAFE, CLEAN AND EFFICIENT WORK ENVIRONMENT**

UNIT CODE : **HCS515205**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes needed to maintain client relations. The unit incorporates the work safety guidelines. It encompasses competencies necessary to maintain a safe workplace for staff, clients and others. It also involves the application of health regulations, including personal hygiene practiced by staff members, provision of a caring client environment and the efficient operation of the salon.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Comply with health regulations	1.1 <i>Salon policies and procedures</i> for personal hygiene applied. 1.2 Procedures and practices implemented in a variety of salon situations in accordance with state and local government health regulations.
2. Assess own work	2.1 Reception, work areas and walkways maintained in a safe, uncluttered and organized manner according to salon policy. 2.2 All routines carried out safely, effectively with minimum inconvenience to clients and staff. 2.3 Waste is stored and disposed of according to <i>OHSC requirements.</i> 2.4 <i>Spills, food, waste, hair or potential hazards promptly removed from floors according to salon policy.</i> 2.5 Spills, food, waste, hair or other potential hazards promptly removed from floors according to salon policy. 2.6 Linen is stored, cleaned and disinfected in line with OHS requirements and salon procedures. 2.7 Refreshments are provided to all clients.
3. Check and maintain tools and equipment	3.1 Tools and equipment are stored safely and in position to comply with salon requirements and local health regulations. 3.2 Tools and equipment are prepared for specific services as required. 3.3 Tools and equipment are checked for maintenance requirements. 3.4 Tools and equipment are referred for repair as required.
4. Check and maintain stocks	4.1 Stock rotation procedures are carried out routinely and accurately according to salon procedures. 4.2 Stock levels are accurately recorded according to salon procedures. 4.3 Under or over supplied stock items are notified immediately to the salon supervisor. 4.4 Incorrectly ordered or delivered stock is referred to the salon supervisor for return to supplier. 4.5 Safe lifting and carrying techniques maintained in line with salon occupational health and safety policy and government legislation.
5. Provide a relaxed and caring environment	5.1 Clients are made to feel comfortable according to salon policy. 5.2 Clients' needs are reported to. 5.3 Clients are consulted on specific desired service.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Relevant salon policies and procedures	May include but not limited to: <ul style="list-style-type: none"> 1.1 Hazard Policies and Procedures 1.2 Emergency, Fire and Accident Procedures 1.3 Personal Safety Procedures 1.4 Procedures for the use of Personal protective Clothing and Equipment 1.5 Hazard Identification 1.6 Job Procedures
2. Occupational health and safety procedures	May include but not limited to: <ul style="list-style-type: none"> 2.1 Client 2.2 Staff 2.3 Equipment/Tools 2.4 Premises 2.5 Stock
3. Unsafe situations	May include but not limited to: <ul style="list-style-type: none"> 3.1 Damaged Packaging Material or Containers 3.2 Broken or Damaged Equipment 3.3 Inflammable Materials and Fire Hazards 3.4 Lifting Practices 3.5 Spillages 3.6 Waste including hair especially on floors 3.7 Trolleys
4. Linkage	May be related to the following: <ul style="list-style-type: none"> 4.1 Institutional 4.2 Organizational Linkage 4.3 Social Services 4.4 International Market

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Generated information on different client requirements and needs. 1.2 Selected and used strategies to accurately analyzed the client requirements. 1.3 Assessed current product and services as against client demand. 1.4 Identified avenues to establish relevant linkage.. 1.5 Selected promotional activities relevant to enhance competitiveness of salon. 1.6 Assisted clients on specific desired services. 1.7 Checked and prepared tools for the specific salon activities.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Media Options 2.2 Data Gathering 2.3 Salon Policies 2.4 International Market 2.5 Skills Competition Rules and Procedures 2.6 New Trends in Products and Services 2.7 Ethical Limitations
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Communication skills to identify lines of communication, request advice, follow instructions and receive feedback. 3.2 Technology Skills 3.3 Interpersonal Skills
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Client 4.3 Relevant Information 4.4 Appropriate Products
<p>5. Method of assessment</p>	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1 Observation with questioning 5.2 Practical Demonstration with questioning
<p>6. Context of assessment</p>	<p>6.1 Assessment may be conducted in the workplace or in a simulated environment</p>

CORE COMPETENCIES

UNIT OF COMPETENCY : **PERFORM PRE AND POST BEAUTY CARE SERVICES**

UNIT CODE : **HCS515301**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing pre and post beauty care services. These include in the preparing of tools and equipment, preparing the client and performing of correct storing of tools and equipment and proper disposing of wastage from the beauty care service.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare tools and equipment	<p>1.1 Necessary tools and equipment are selected, checked and prepared for the specific treatment activity.</p> <p>1.2 Appropriate supplies and materials are prepared according to salon policies and procedures.</p> <p>1.3 Treatment products are prepared following salon safety policies and procedures.</p> <p>1.4 Work station / cubicle is thoroughly checked and sanitized.</p>
2. Prepare the client	<p>2.1 Clients' special personal needs are attended according to salon policies and procedures.</p> <p>2.2 Appropriate protective clothing materials are provided to the client according to OHSC requirements.</p> <p>2.3 Clients' safety and comfort is ensured during the entire process.</p> <p>2.4 Client is provided with salon amenities following salon procedures.</p> <p>2.5 If required by client, other beauty care options are offered and advised to the client.</p>
3. Perform storing of tools and equipment and disposing of wastage	<p>3.1 Tools and equipment used are stored according to salon safety policies and procedures.</p> <p>3.2 Used treatment products and other chemicals are stored following safety and environmental codes and regulations.</p> <p>3.3 Workstation is checked, cleaned and sanitized and prepared for succeeding treatment.</p> <p>3.4 Supplies and materials used are cleaned and stored according to salon policies and procedures.</p> <p>3.5 Waste materials are segregated, and disposed following D.O.H. and local rules and regulations.</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Clients	1.1 Child 1.2 Men 1.3 Women 1.4 Working Group 1.5 Teener 1.6 Elderly
2. Tools	2.1 Nail Care Tools 2.2 Towel 2.3 Facial Cleansing Tools 2.4 Facial Treatment Tools 2.5 Mirror 2.6 Foot and Hand Treatment Tools
3. Equipment	3.1 Foot Bath Machine 3.2 Facial Machine 3.3 Nail Care Machine
4. Beauty Care Options	4.1 Facial Treatment 4.2 Foot Spa 4.3 Hand Spa 4.4 Pedicure 4.5 Manicure 4.6 Facial Cleansing 4.7 Body Bleach 4.8 Body Scrub 4.9 Body Massage 4.10 Make – Up 4.11 Chair Spot Massage / Half Massage 4.12 Waxing 4.13 Ear Cleaning
5. Protective Clothing Materials	5.1 Draper 5.2 Towel / Towelette 5.3 Smock Gown 5.4 Headband for Facial
6. Waste Segregation	6.1 Biodegradable 6.2 Non - Biodegradable

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared and stored the tools and equipment according to OHSC requirements. 1.2 Ensured clients safety and comfort during the entire process. 1.3 Applied correct techniques in draping, providing of other protective clothing to clients. 1.4 Applied questioning and listening skills in assessing the needs of clients. 1.5 Disposed wastage according to environmental rules and regulations.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Salon Procedures 2.2 Salon Policies 2.3 Different Types of Beauty Care Products 2.4 Proper Use of Tools, Equipment, Supplies and Materials 2.5 Code of Ethics 2.6 Different Types and Condition of Skin 2.7 OHSC Rules and Regulations 2.8 Time Management 2.9 Water Temperature 2.10 Proper Hygiene 2.11 Different Beauty Care Services
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Listening and Questioning Skills 3.2 Correct Draping Technique 3.1 Correct Checking 3.2 Proper Cleaning and Sanitization Practices 3.3 Proper Setting of Tools and Equipment 3.4 Correct Use of Tools and Equipment 3.5 Proper Storage Technique 3.6 Client Relations 3.7 Proper Disposal Practices
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Live model 4.1 Actual work station or simulated workplace 4.2 Supplies and materials 4.3 Tools and Equipment
<p>5. Method of assessment</p>	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with questioning 5.2 Observation with questioning
<p>6. Context of assessment</p>	<ul style="list-style-type: none"> 6.1 Competency may be assessed in the workplace or accredited assessment center.

UNIT OF COMPETENCY : **PERFORM MANICURE AND PEDICURE**

UNIT CODE : **HCS515302**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing manicure and pedicure. This involves preparing the client, cleaning of finger nails and toe nails, applying nail polish, and apply final retouch.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare clients	1.1 Client is consulted on desired nail service activity and specific requirements. 1.2 Clients' hand nail structure and condition are checked and analyzed. 1.3 Client is provided with protective materials for hygiene purposes. 1.4 Nail disorder is recognized and if necessary, referred to appropriate personnel. 1.5 Appropriate sanitized tools and equipment, supplies and materials are selected and prepared according to salon procedures. 1.6 Clients' safety and comfort is ensured during the entire process.
2. Clean the finger nails and toe nails	2.1 Nail polish is completely removed with nail polish remover. 2.2 Fingernails are soaked in warm water with soap following salon standards. 2.3 Cuticles and dry skins are slightly pushed and completely removed using appropriate tools observing safety precautions. 2.4 Nails are trimmed and filed following customer's desired shape and style. 2.5 Antiseptic is applied immediately upon accidental cut is incurred.
3. Apply nail polish	3.1 Hands and foot fingernails are massaged following different massage movements according to salon procedure. 3.2 Base coat is applied with long strokes starting with the little finger. 3.3 Color of the nail polish is selected and agreed according to customer desire or requirements. 3.4 Polish is applied from the base to the edge of the nail using light sweeping stroked around the cuticle. 3.5 Top or seal coat is applied with long strokes in the same manner as the base coat.
4. Perform final retouch	4.1 Outcome is checked and analyzed against agreed nail service result. 4.2 Excess polish is removed around the cuticle and nail using appropriate tools. 4.3 Quick drying agent is applied on each polished nail according to salon standard. 4.4 Client is advised on nail maintenance practices.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Nail Condition	1.1 Normal Nail 1.2 Abnormal Nail 1.3 Hang Nail
2. Nail Disorder	2.1 Wavy Ridges - Corrugation 2.2 Depression - Furrows 2.3 White Spots - Leuconychia 2.4 Hypertrophy - Onychauxis 2.5 Wasting Away - Atrophy 2.6 Pterygium 2.7 Bitten Nails - Onychophagy 2.8 Brittle Nails - Onychorrhexis
3. Shape of Nails	3.1 Flat or Arched - Acrocha 3.2 Roofed 3.3 Trapezoid 3.4 Olive 3.5 Date 3.6 Concave 3.7 Convex 3.8 Square 3.9 Angular 3.10 Narrow 3.11 Fan 3.12 Circumflex 3.13 Arched 3.14 Tubular
4. Different Diseased	4.1 Nail 4.2 Hand 4.3 Foot
5. Massage	5.1 Pulling 5.2 Sliding 5.3 Circular 5.4 Stretching
6. Foot/Hand Condition	6.1 With Corns 6.2 With Calluses 6.3 With Ingrown 6.4 With Normal Condition 6.5 With Fungal Infection 6.6 With Cuts 6.7 With Wound
7. Kinds of Nails	7.1 Natural 7.2 Sculptured 7.3 Artificial 7.4 Eggshell 7.5 Blue 7.6 Bruised
8. Nail Service Activity	8.1 Oil Manicure/Pedicure 8.2 Ladies Manicure/Pedicure 8.3 Men's Manicure/Pedicure 8.4 Hand / Toe Nail Design (Manual) 8.5 Machine – Based Nail Design

VARIABLE	RANGE
9. Nail Style	9.1 Square or Rectangular 9.2 Round 9.3 Oval 9.4 Pointed
10. Equipment	10.1 Manicuring Table 10.2 Adjustable Lamp 10.3 Clients Chair 10.4 Manicurist Hair or Stool 10.5 Supply Tray 10.6 Finger Bowl 10.7 Container for Cotton 10.8 Wet Sanitizer 10.9 Glass Container 10.10 Hand Towel 10.11 Ottoman 10.12 Low Stool 10.13 Apron 10.14 Special Toe Nail Clippers
11. Implements	11.1 Orange Wood Sticks 11.2 Nail File 11.3 Cuticle Pusher 11.4 Cuticle Nipper 11.5 Nail Brush 11.6 Emery Boards 11.7 Nail Buffer 11.8 Fine Camels Hair Brush 11.9 Tweezers 11.10 Cuticle Scissors
12. Supplies/Materials	12.1 Antiseptic Solution 12.2 Cotton 12.3 Foot Powder 12.4 Foot Lotion 12.5 Nail Cleansers 12.6 Nail Polish Remover 12.7 Cuticle Oil 12.8 Cuticle Cream 12.9 Cuticle Remover 12.10 Nail Bleaches 12.11 Nail Whiteners 12.12 Dry Nail Polish 12.13 Abrasine 12.14 Liquid Nail Polish 12.15 Nail Polish Thinner 12.16 Base Coat 12.17 Top Coat 12.18 Nail String Thinner 12.19 Nail Dryer 12.20 Alum Solution 12.21 Hand Cream or Hand Lotion 12.22 Absorbent Cotton 12.23 Cleanser 12.24 Sanitized Towel

VARIABLE	RANGE
	12.25 Antiseptic Solution 12.26 Disinfectant 12.27 Spatula 12.28 Mending Tissue 12.29 Silk 12.30 Linen 12.31 Plastic or Liquid Fibers 12.32 Alcohol 12.33 Nail Polish

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Consulted client on desired nail service activity and specific requirements. 1.2 Checked and analyze nail condition, structure, shape and style. 1.3 Provided client with protective clothing. 1.4 Recognized nail disorder and give advice or referral to appropriate personnel. 1.5 Selected and prepared sanitized tools and equipment. 1.6 Prepared appropriate supplies and materials. 1.7 Used questioning and listening skills to ensure client s safety and comfort during the entire process. 1.8 Cleaned nails by pushing cuticle and removing dry skin using appropriate tools observing safety precautions. 1.9 Massaged hand and foot following D.O.H. rules and regulations. 1.10 Applied base coat and tip seal coat using long strokes and single direction. 1.11 Applied agreed nail polish color using light sweeping strokes around the cuticle and nail. 1.12 Checked outcome and apply finishing touches according to salon standard.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Types of Nails 2.2 Condition of Nail 2.3 Structure, Shape and Styles of Nails 2.4 Hand and Foot Massage Movements 2.5 Code of Ethics 2.6 Analysis of Nail Disorder 2.7 D.O.H. Rules and Regulations 2.8 OHSC Rules and Regulations 2.9 Salon Policies and Procedures 2.10 Different Kinds of Antiseptic
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Technique in Massage 3.2 Nail Polish Application Technique 3.3 Negotiations Skills 3.4 Base and Top Coat Application Technique 3.5 Proper Use of Tools and Equipment 3.6 Client Relations
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Live Model 4.2 Treatment Products 4.3 Tools and Equipment 4.4 Actual workstation or simulated workplace with complete facilities
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with questioning 5.2 Direct observation with questioning 5.3 Written test
<p>6. Context of assessment</p>	<ul style="list-style-type: none"> 6.1 Competency may be assessed in the workplace or accredited assessment center.

UNIT OF COMPETENCY : **PERFORM HAND SPA**

UNIT CODE : **HCS515303**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing spa for the hands. It also involves preparing the client, application of hand spa products and performing post hand spa activities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare client	1.1 Condition of hand and nails are checked and analyzed. 1.2 Clients' safety and comfort is ensured prior start of activity. 1.3 Hand is washed with warm water and soap before and after scrubbing. 1.4 Hand is towel dried and scrubbed with appropriate lotion. 1.5 Hand spa machine is set to regulate heat to achieve required melting of wax.
2. Apply hand treatment	2.1 Hand spa machine is set to regulate heat to achieve required melting of wax. 2.2 Necessary tools and supplies/materials are prepared and used according to OHSC requirements. 2.3 Appropriate temperature is determined and tested by client respective heat tolerance. 2.4 Hand is submerged for 4 seconds for 3 consecutive times. 2.5 Hand is wrapped with plastic gloves and mittens for client requirements. 2.6 Wax is removed from hand according to manufacturer's instructions. 2.7 Hand is applied with hand softening product and massaged according to prescribed procedures.
3. Perform post hand activity	3.1 Waste products including used wax are disposed according to OHSC & DOH requirements. 3.2 Tools and equipment are sanitized and stored. 3.3 Client is advised on after service maintenance program . 3.4 Workstation is cleaned and sanitized for next treatment activity. 3.5 Desired service outcome is confirmed with client and recorded.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Hand and Nail Conditions	1.1 Super Callous 1.2 Normal 1.3 Dry
2. Tools	2.1 Mittens 2.2 Transparent Plastic 2.3 Hand Towel 2.4 Small Basin 2.5 Stool 2.6 Hand Spa Machine
3. Hand Spa Machine Setting	3.1 Melt or Boil 3.2 Warm
4. After Service Maintenance Program	4.1 Frequent Salon Visit (Twice a Month) 4.2 3-5 Times a day application of lotion.
5. Supplies and Materials	5.1 Softening Lotion 5.2 Paraffin Wax 5.3 Soap 5.4 Scrub Lotion 5.5 Liniment Oil 5.6 Aromatherapy Oil 5.7 Olive Oil 5.8 Cling Wrap 5.9 Rubbing Alcohol

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Checked and analyzed hand and nail conditions. 1.2 Performed standard procedure in washing, scrubbing and massaging of hands. 1.3 Followed safety rules in setting and handling, cleaning and storing of tools and equipment. 1.4 Applied salon policies and procedures and industry codes of practice in application of hand and nail treatment. 1.5 Consistently used effective questioning and listening techniques in ensuring client safety and comfort through out the service. 1.6 Properly set spa machine to appropriate temperature.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Hand Analysis 2.2 Code of Ethics 2.3 D.O.H. and OHSC Regulations 2.4 Salon Practice and Procedures 2.5 Different Hand Treatments 2.6 Different Hand Conditions
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Apply Standard Procedures 3.2 Setting of Tools and Equipment 3.3 Proper Handling, Cleaning and Storing of Tools and Equipment 3.4 Effective Questioning and Listening Skills 3.5 Selection of Treatment Product 3.6 Time Management. 3.7 Scrubbing, Massaging Technique 3.8 Client Relations
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Live Model 4.2 Supplies and materials 4.3 Actual or simulated work station 4.4 Tools and equipment 4.5 Protective clothing and gadgets
<p>5. Method of assessment</p>	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with questioning. 5.2 Direct observation with questioning
<p>6. Context of assessment</p>	<ul style="list-style-type: none"> 6.1 Competency may be assessed in the workplace or accredited assessment center.

UNIT OF COMPETENCY : **PERFORM BODY MASSAGE**

UNIT CODE : **HCS515304**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing body massage. This involves preparing the client, massaging the desired and planned body area and applies post body massage treatment activities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare clients	1.1 Clients' body condition is checked and analyzed. 1.2 Client is consulted on what type of massage is desired. 1.3 Client is provided with protective clothing materials . 1.4 All product, tools are prepared and used according to OHSC requirements. 1.5 Client is consulted on the type of massage products are to be used. 1.6 Client is advised to remove all personal accessories and kept in a safe place.
2. Massage body	2.1 Client is laid in a position ensuring the safety and comfort during the entire process. 2.2 Correct direction and required movements / strokes are followed in the massage technique . 2.3 Appropriate timeline is observed according to salon policies standard. 2.4 Body massage product is spread out on the area and followed with massage according to salon standard procedures. 2.5 Critical body points are massaged with soft pressure. 2.6 Any pain / complaint made by the client is immediately acknowledged.
3. Post body massage treatment	3.1 Client is advised not to take a bath within 12 hours according to D.O.H. rules. 3.2 Cubicle is sanitized and prepared for the next salon activity. 3.3 Tools, massage products are cleaned and sterilized and kept in designated cabinets. 3.4 Massage activity is recorded according to salon policies and procedures.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Body Condition	1.1 Normal 1.2 With Low Blood Pressure 1.3 With High Blood Pressure 1.4 With Deformities 1.5 With Skin Rashes
2. Types of Massage	2.1 Swedish 2.2 Siatzu 2.3 Reflexology 2.4 Basic 2.5 Chair Spot 2.6 Thai
3. Timeline	3.1 45 mins. 3.2 1 hour 3.3 20 minutes (for partial area of the body)
4. Cleaning	4.1 Use face towel with lukewarm water 4.2 Steam Bath 4.3 Quick Shower
5. Tools and Equipment	5.1 Massage Gadgets 5.2 Massage Bed 5.3 Bed Sheets 5.4 Pillow 5.5 Stool
6. Personal Accessories	6.1 Jewelries 6.2 Head Band 6.3 Wrist Watch 6.4 Hair Accessories
7. Massage Technique	7.1 Soft Pressure 7.2 Hard Pressure
8. Protective Clothing Materials	8.1 Face Towel 8.2 Bath Towel 8.3 Shorts 8.4 Gauze Mask 8.5 Smock Gown 8.6 Bath Robe 8.7 Head Band 8.8 Apron
9. Massage Products	9.1 Lotion 9.2 Aromatic Oil 9.3 Olive Oil 9.4 Powder 9.5 Mentholated Oil 9.6 Herbal Oil
10. Critical Body Points	10.1 Nape 10.2 Breast 10.3 Spinal 10.4 Head 10.5 Stomach 10.6 Back of Knee

VARIABLE	RANGE
11. Movements/Stroke	11.1 Spreading 11.2 Pressing 11.3 Sliding 11.4 Circular 11.5 Tapping 11.6 Kneading 11.7 Stretching
12. Body Position	12.1 Sitting Position 12.2 Lying Position 12.3 Prone Position

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Checked and analyzed body condition. 1.2 Requested the un - wearing of personal accessories to achieve optimum result. 1.3 Ensured clients comfort and safety in performing the body massage in any position. 1.4 Prepared and used Tools, Supplies and Materials according to OHSC requirements. 1.5 Applied appropriate and necessary strokes and movements following DOH requirements. 1.6 Applied necessary movements according to prescribed direction. 1.7 Observed timeline according to salon standard. 1.8 Advise clients on safety precautions after the massage. 1.9 Acknowledged pain or other complains made by the client.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Different types of Massage 2.2 D.O.H. Rules and Regulations 2.3 OHSC Policies and Procedures 2.4 Timeline 2.5 Protective Clothing 2.6 Salon Policies and Procedures 2.7 Client Relations 2.8 Different Body Conditions 2.9 Different Massage Products 2.10 Body Critical Points
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Observe personal hygiene 3.2 Apply different types of massage 3.3 Use tools and equipment 3.4 Use appropriate strokes / movements 3.5 Use of different massage product
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Live Model 4.2 Supplies and Materials 4.3 Body Massage Product 4.4 Protective Clothing and Gadget 4.5 Simulated or Actual Workplace 4.6 Appropriate Tools and Equipment
<p>5. Method of assessment</p>	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1 Direct Observation with Questioning 5.2 Demonstration with Questioning
<p>6. Context of assessment</p>	<ul style="list-style-type: none"> 6.1 Competency may be assessed in the workplace or accredited assessment center.

UNIT OF COMPETENCY : **PERFORM BODY SRUB**

UNIT CODE : **HCS515305**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing body scrub. It involves the preparation of the clients, application of body scrub treatment products and performing post body scrubbing activities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare client	1.1 Clients' skin condition and types are checked and analyzed. 1.2 Client is provided with appropriate clothing material . 1.3 Client is advised to remove personal accessories to achieve optimum service results. 1.4 Client is positioned lying upside down. 1.5 Work station is thoroughly checked according to salon policies and procedures. 1.6 Necessary tools and equipment are prepared according to the service requirements. 1.7 Skin test is administered to prevent possible contraindications.
2. Scrub body surface	2.1 Client is bathe in lukewarm water before and after scrubbing the body surface using face towel. 2.2 Skin scrub product is applied thoroughly on the body surface using hand in a to and fro motion. 2.3 Clients' safety and comfort is ensured during the entire process. 2.4 Supplies and materials are prepared and used according to OHSC requirement. 2.5 Scrubbing is performed with the timeline and procedure prescribed by salon or industry.
3. Perform final checking and polish output	3.1 Result is checked according to the clients desired outcome. 3.2 Client is advised with appropriate maintenance progress. 3.3 Client is consulted and prepared for other possible skin enhancement/improvement activity . 3.4 Used supplies and material scrub products are stored and disposed according to OHSC requirements. 3.5 Workstation is sanitized and prepared for next salon activity.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Types and skin conditions	1.1 Dry 1.2 Oily 1.3 Normal 1.4 Fine 1.5 Rough
2. Protective clothing materials	2.1 Bath Towel 2.2 Bath Robe 2.3 Headband 2.4 Gauge Mask 2.5 Slippers
3. Personal accessories	3.1 Wrist Watch 3.2 Ring 3.3 Bangles and Bracelet 3.4 Necklace 3.5 Anklet
4. Supplies/materials	4.1 Scrubbing Product 4.2 Scrubbing Cream 4.3 Body Lotion 4.4 Bed Sheet 4.5 Lukewarm Water 4.6 Whitening Soap
5. Tools and equipment	5.1 Stool 5.2 Face Towel 5.3 Basin 5.4 Scrubbing Gloves 5.5 Timer 5.6 Pillow
6. Timeline procedure	6.1 45 minutes 6.2 1 hour
7. Scrubbing area	7.1 Arms 7.2 Legs 7.3 Armpit 7.4 Entire body

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Checked and analyzed the clients skin type condition. 1.2 Provides client with appropriate clothing material. 1.3 Bathe client with lukewarm water. 1.4 Applied appropriate skin scrub products on body surface following salon policies and procedures. 1.5 Ensured clients safety and comfort during the entire process by questioning-listening to them. 1.6 Prepared and used S/M according to OHSC requirements. 1.7 Performed the scrubbing activity following prescribed salon policies and procedures. 1.8 Checked result and advice client on appropriate maintenance program. 1.9 Consulted and explained all possible skin improvement enhancement of skin.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Skin Type Condition 2.2 Code of Ethics 2.3 Treatment Products 2.4 Clothing Material 2.5 D.O.H. Rules and Regulations 2.6 Time Management
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Apply scrubbing product 3.2 Apply client relationship 3.3 Apply scrubbing technique 3.4 Use supply and materials
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Live Model 4.2 Supplies and Materials 4.3 Actual workstation or simulated workplace with complete facilities. 4.4 Body skin scrubbing products.
<p>5. Method of assessment</p>	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with questioning 5.2 Direct observation with questioning
<p>6. Context of assessment</p>	<ul style="list-style-type: none"> 6.1 Competency may be assessed in the workplace or accredited assessment center.

UNIT OF COMPETENCY : **PERFORM FACIAL TREATMENT**

UNIT CODE : **HCS515306**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing facial treatment. It also covers the competency in assessing the clients; perform actual facial cleansing and treatment of the face and post treatment activity.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Assess clients needs	1.1 Clients' facial skin condition is checked and analyzed. 1.2 Client is advised on appropriate facial treatment option. 1.3 Protective clothing and gadget are worn by the client and attendant. 1.4 Hands are thoroughly washed and sanitized before performing the activity. 1.5 Client is consulted to confirm health condition per instruction if any.
2. Perform cleaning and actual treatment of the face (separate cleaning from actual treatment, these can be two activities or elements)	2.1 Treatment products are prepared and used according to salon procedures and manufacturer's instruction. 2.2 Appropriate cleaning technique and application of cleansing product is performed following salon policies. 2.3 Client safety and comfort is ensured during the process. 2.4 Face is massaged thoroughly using different strokes always in upward movement. 2.5 Appropriate timeline prescribed for each step is followed. 2.6 Water level of facial steamer is checked according to D.O.H. rules and regulations. 2.7 Skin is toned with manual or facial machine and applied with appropriate finishing facial products.
3. Perform post treatment activity	3.1 Result is checked through visual or with the use of equipment. 3.2 Client is advised on post treatment precautions and appropriate maintenance product procedure. 3.3 Tools, equipment and materials are cleaned and sanitized and stored according to OHSC. 3.4 Workstation is cleaned for next activities. 3.5 Cleansing and treatment products are stored in designated areas. 3.6 Wastes are disposed following DENR regulations. 3.7 Cold compress is applied on treated area following salon policies and procedures.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Skin Condition	1.1 With Pimples 1.2 With Acne 1.3 With Warts
2. Protective Clothing And Gadget	2.1 Eyepads 2.2 Towel 2.3 Headband 2.4 Facial Gown 2.5 Gauze Mask 2.6 Bib (White Cloth) 2.7 Bath Towel 2.8 Linen (Leg Cover) 2.9 Facial Mask
3. Treatment Product	3.1 Skin Toner 3.2 Facial Cream 3.3 Moisturizer 3.4 Astringent 3.5 Bleaching Cream 3.6 Acne Cream 3.7 Sun Block Cream 3.8 Peeling Lotion 3.9 Peel-Off Mask 3.10 Mud Pack 3.11 Honey Pack 3.12 Cleansing Cream 3.13 Facial Scrub
4. Supplies And Materials	4.1 Bed Sheet 4.2 Towelette 4.3 Tissue 4.4 Facial Mask 4.5 Cotton 4.6 Skin Tone
5. Tools And Equipment	5.1 Facial machine with the following accessories: 5.1.1 Scrubbing Brush 5.1.2 Ultraviolet 5.1.3 Vacuum 5.1.4 Spray 5.1.5 Galvanic 5.2 Magnifying Lamp 5.3 Hot Cabinet 5.4 Facial Steamer 5.5 Facial Bed 5.6 Facial Brush 5.7 Facial Bowl 5.8 Facial Glass 5.9 Facial Basin 5.10 Sterilizer 5.11 Stool 5.12 Pricking Tools

VARIABLE	RANGE
6. Different Strokes	6.1 Spreading 6.2 Chin Movements 6.3 Lower Cheeks 6.4 Mouth Nose Cheek Movement 6.5 Linear Movement Forehead 6.6 Circular Movements Forehead 6.7 Criss - Cross 6.8 Stroking Movements 6.9 Brow and Eye Movements 6.10 Nose and Upper Cheek Movements 6.11 Lip and Chin Movement 6.12 Optional Movement 6.13 Lifting Movement of Cheeks 6.14 Rotary Move of Cheeks 6.15 Light Tapping Movement 6.16 Stroking Movement of Neck 6.17 Circular Movement Over Neck and Chest 6.18 Shoulder and Back Movement 6.19 Chest and Back Movement 6.20 Back Massage (optional)

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Checked and analyzed clients' facial skin tone and condition. 1.2 Used protective clothing and gadget. 1.3 Observed personal hygiene sanitation practices during the entire process. 1.4 Used appropriate types and amount of treatment products. 1.5 Performed cleaning and massage following standard techniques and procedures. 1.6 Applied listening and questioning skills ensuring the safety and comfort of clients. 1.7 Checked set, use and sanitize tools and equipment supplies and materials according to OHSC requirements. 1.8 Checked final outcome and advises client on post treatment precautions and use of appropriate facial maintenance products.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Facial Skin Type and Condition 2.2 Code of Ethics 2.3 Treatment Products (Types) 2.4 Correct Massage Techniques 2.5 Machine Equipment Procedure 2.6 Protective Clothing and Gadget 2.7 D.O.H. Rules and Regulations 2.8 Salon Policies and Procedures 2.9 Time Management
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Handling Tools and Equipment 3.2 Operating Equipment 3.3 Applying Massage Techniques 3.4 Applying Customer Relations 3.5 Applying Treatment Product 3.6 Proper disposing of waste 3.7 Communicating skills
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Live Model 4.2 Treatment Products 4.3 Tools and Equipment 4.4 Actual workstation or simulated workplace with complete facilities
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with questioning 5.2 Direct observation with questioning 5.3 Written test
<p>6. Context for assessment</p>	<ul style="list-style-type: none"> 6.1 Competency may be assessed in the workplace or accredited assessment center.

UNIT OF COMPETENCY : **PERFORM FOOT SPA**

UNIT CODE : **HCS515307**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing foot spa. It involves the preparation of the clients, application of foot spa products and performing post foot spa activities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range of Variables</i>
1. Prepare client	1.1 Foot condition is checked and analyzed. 1.2 Client safety and comfort is ensured during the entire process. 1.3 Tools, equipment, supplies and materials are prepared and used according to salon procedures. 1.4 Personal protective clothing and gadget are worn before the start of the procedure. 1.5 Water temperature is checked against client heat tolerance.
2. Apply foot spa	2.1 Foot is thoroughly scrubbed using appropriate tools following safety procedures. 2.2 Foot is applied with treatment product before and after soaking in foot spa machine. 2.3 Treatment is performed within the required salon time frame. 2.4 Foot is massage following basic foot massage motion movement . 2.5 Foot is cleaned thoroughly by soaking in liquid soap and lukewarm water for 10-15 minutes.
3. Perform post foot spa activity	3.1 Tools, equipment, supplies and materials are disinfected and stored according to OHSC requirements. 3.2 Outcome of treatment is assessed against clients' requirements and recorded following salon procedure. 3.3 After care advice and homecare products are recommended according to clients needs. 3.4 Workstation is sanitized and prepared for the succeeding salon activities. 3.5 Wastes are disposed according to OHSC requirements.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Condition of the Foot	1.1 Normal 1.2 Dry 1.3 With abrasions or cuts 1.4 With fungal infection or wounds 1.5 With open wound
2. Tools and Equipment	2.1 Foot Spa Machine 2.2 Foot File 2.3 Foot Stool 2.4 Pumice Stone 2.5 Gloves 2.6 Metal File 2.7 Brush 2.8 Small Basin 2.9 Foot Towel 2.10 Mixing Bowl 2.11 Callous Scraper
3. Supplies and materials	3.1 Foot Toner 3.2 Whitening Powder 3.3 Moisturizing Lotion 3.4 Medicated Liquid Soap 3.5 Antiseptics 3.6 Liquid Soap 3.7 Foot Lotion 3.8 Foot Scrub Lotion 3.9 Oil 3.10 Warm Water
4. Basic Foot Massage Movement	4.1 Sliding 4.2 Circular Motion 4.3 Pressing 4.4 Stretching of Finger Toes
5. Home Care Products	5.1 Foot Powder 5.2 Foot Spray 5.3 Foot Lotion 5.4 Petroleum Jelly

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Applied salon policies and procedures in performing foot treatment. 1.2 Applied of safety rules and regulations during the entire process. 1.3 Analyzed varied condition of the foot. 1.4 Checked, handled and stored appropriate tools, equipment, supplies, materials according to OHSC requirements. 1.5 Applied basic foot massage following different prescribed movements. 1.6 Applied treatment product as per clients needs following manufacturers instructions and safety practices. 1.7 Displayed the ability to use effective questioning and listening skills in consulting and negotiating with clients. 1.8 Used personal protective clothing and gadgets in performing the activity.
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Foot Condition 2.2 Code of Ethics 2.3 OHSC and D.O.H. Rules and Regulations 2.4 Basic Foot Massage Procedure 2.5 Salon Policies and Procedures 2.6 Basic Product Knowledge 2.7 Time Management
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Applying basic massage 3.2 Applying proper massage procedure 3.3 Handling of tools 3.4 Handling client 3.5 Managing time
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Relevant Supplies and Materials 4.2 Live Model 4.3 Simulated or Actual Workplace 4.4 Tools and Equipment used in the treatment
<p>5. Method of assessment</p>	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with Questioning 5.2 Direct Observation with Questioning
<p>6. Context of assessment</p>	<ul style="list-style-type: none"> 6.1 Competency may be assessed in the workplace or accredited assessment center.

UNIT OF COMPETENCY : **APPLY FACIAL MAKE-UP**

UNIT CODE : **HCS515314**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in applying facial make-up. It also involves the preparation of the client, application of make-up and the performance of post-facial make-up activities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare clients	1.1 Client is consulted on specific <i>make-up requirements</i> . 1.2 Clients' <i>shapes of face</i> and <i>skin type / tones</i> are analyzed. 1.3 Client is seated in a comfortable position during the entire process. 1.4 <i>Protective clothing</i> is provided to the client. 1.5 Client is advised to remove all <i>personal accessories</i> .
2. Perform application of make-up	2.1 Hand is sanitized before actual application of make-up. 2.2 <i>Make-up tools, supplies and materials</i> are selected according to client make – up requirement. 2.3 The eyebrow is <i>defined</i> using appropriate tools. 2.4 Clients face is thoroughly cleaned using appropriate <i>cleansing products</i> . 2.5 Concealer and <i>foundation</i> are applied to cover dark spots of the face according to clients' skintone. 2.6 Appropriate <i>make-up products and accessories</i> are selected and applied in standard sequence/procedure in accordance with OHSC regulations.
3. Perform post facial make-up activities	3.1 Make-up result is checked before application of final touch. 3.2 Make-up products tools and materials are stored according to safety and sanitation rules and regulations. 3.3 Client is advised on appropriate product and procedure to apply retouch. 3.4 Workstation is cleared and prepared for next customer.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Make-up Requirements	1.1 Day Make-Up 1.2 Evening Make-Up 1.3 Photographic 1.4 Bridal 1.5 Stage 1.6 Fantasy 1.7 Debutant Make-Up 1.8 Cinematic and Television Make-Up
2. Shape of Face	2.1 Rectangle or Elongated 2.2 Inverted 2.3 Heart 2.4 Oval 2.5 Triangular 2.6 Square 2.7 Diamond 2.8 Round
3. Skin Type	3.1 Dry 3.2 Normal 3.3 Oily
4. Skintone	4.1 Dark 4.2 Fair 4.3 Light
5. Protective clothing may include	5.1 Bath Towel 5.2 Headband 5.3 Smock Gown 5.4 Face Towel or Towellette
6. Foundation Eye Liner	6.1 Liquid 6.2 Pencil 6.3 Cake Eye Liner 6.4 Gel Eye Liner
7. Eyebrow may be defined through	7.1 Plucking 7.2 Threading 7.3 Shaving
8. Make-up Tools	8.1 Sponge 8.1.1 Natural 8.1.2 Sea Sponge 8.1.3 Soft for Cake 8.1.4 Finger Tips 8.2 Sharpener 8.3 Cotton Buds 8.4 Eyelash Curler 8.5 Powder Applicator 8.6 Flat brush 8.6.1 Lip Brush 8.6.2 Eye Liner Brush 8.6.3 Eye Shadow Brush 8.6.4 Large Eyebrow Brush 8.6.5 Small Eyebrow Brush 8.6.6 Large Blusher Brush 8.6.7 Powder Brush 8.6.8 Brow with Comb Brush 8.6.9 Body Brush

VARIABLE	RANGE
	8.7 Eye Brow Scissor 8.8 Curl Lash 8.9 Fun Brush 8.10 Eye Brow Blade 8.11 Tweezer
9. Cleansing Products	9.1 Cream Form 9.2 Liquid Form
10. Make-up Product	10.0 Concealer 10.1 Cake of Liquid Foundation 10.2 Blusher 10.3 Eyeshadow 10.4 Eye Liner 10.5 Eye Brow Pencil 10.6 Lip Pencil 10.7 Lip Stick 10.8 Mascara 10.9 Face Powder
11. Face Powder	11.1 Pressed Powder 11.2 Loose Powder
12. Accessories	12.1 Glitter Gel 12.2 Eye Gel 12.3 Stoned Glitter 12.4 Powder Glitter 12.5 Lasher Glue (Artificial)
13. Personal Accessories	13.1 Earrings 13.2 Necklace 13.3 Any pierced items in the face

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Consulted clients' make-up requirements. 1.2 Performed analysis of clients face, skintone and types. 1.3 Used appropriate make-up tools and materials and accessories. 1.4 Selected and applied appropriate make-up products. 1.5 Performed checking and apply final touch on client. 1.6 Performed safe and sanitary procedures in handling customer.
2. Underpinning knowledge and attitudes	<ul style="list-style-type: none"> 2.1 Code of Ethics 2.2 Make-Up Procedure 2.3 Facial Skin and Type Analysis 2.4 Make-Up Product Knowledge 2.5 Make-Up Technique
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Handling Client 3.2 Handling tools and materials 3.3 Applying make-up 3.4 Blending of color
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Live Model 4.2 Make-Up Tools and Materials 4.3 Make-Up Products 4.4 Actual work facilities or simulated work place
5. Method of assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with questioning 5.2 Direct observation with questioning 5.3 Written test
6. Context of assessment	<ul style="list-style-type: none"> 6.1 Competency may be assessed in the workplace or accredited assessment center.

SECTION 3 TRAINING STANDARDS

This set of standards provides Technical and Vocational Education and Training (TVET) providers with information and other important requirements to consider when designing training programs for **BEAUTY CARE NC II**.

This includes information on curriculum design; training delivery; trainee entry requirements; tools and equipment; training facilities; trainers qualification and institutional assessment.

3.1 CURRICULUM DESIGN

Course Title: **BEAUTY CARE**

NC Level: **NC II**

Nominal Training Duration:

Course Description:

This course is designed to enhance the knowledge, skills and attitudes of beauticians in accordance with industry standards. It Covers basic, common and core competencies in NC II.

BASIC COMPETENCIES (20 Hours)

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Participate in workplace communication	1.1 Obtain and convey workplace information. 1.2 Complete relevant work related documents. 1.3 Participate in workplace meeting and discussion.	<ul style="list-style-type: none">• Group discussion• Interaction	<ul style="list-style-type: none">• Written examination• Practical/ performance test• Interview
2. Work in a team environment	2.1 Describe and identify team role and responsibility in a team. 2.2 Describe work as a team member.	<ul style="list-style-type: none">• Group discussion• Interaction	<ul style="list-style-type: none">• Observation• Simulation• Role Playing
3. Practice career professionalism	3.1 Integrate personal objectives with organizational goals. 3.2 Set and meet work priorities. 3.3 Maintain professional growth and development	<ul style="list-style-type: none">• Group discussion• Interaction	<ul style="list-style-type: none">• Demonstration• Observation• Interview/ questioning
4. Practice occupational health and safety	4.1 Evaluate hazards and risks. 4.2 Control hazards and risks. 4.3 Maintain occupational health and safety awareness.	<ul style="list-style-type: none">• Group discussion• Plant Tour• Symposium	<ul style="list-style-type: none">• Observation• Interviews

COMMON COMPETENCIES (18 Hours)

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Maintain an effective relationship with clients/ customers	1.1 Maintain a professional image 1.2 Build credibility with customers/clients	<ul style="list-style-type: none"> • Group Discussion • Interaction 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ • Questioning
2. Manage own performance	2.1 Plan completion of own workload 2.2 Maintain quality of own performance	<ul style="list-style-type: none"> • Group Discussion • Interaction 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ • Questioning
3. Apply quality standards	3.1 Assess clients service needs 3.2 Assess own work 3.3 Engage in quality improvement	<ul style="list-style-type: none"> • Group Discussion • Interaction 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ • Questioning
4. Maintain a safe, clean and efficient work environment	4.1 Comply with health regulations 4.2 Prepare and maintain work area 4.3 Check and maintain tools and equipment 4.4 Check and maintain stocks 4.5 Provide a relaxed and caring environment	<ul style="list-style-type: none"> • Group Discussion • Interaction 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ • Questioning

CORE COMPETENCIES
(1,060 Hours (6 months))

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Perform pre and post beauty care services	1.1 Prepare tools and equipment 1.2 Prepare clients 1.3 Store tools, supplies, materials and equipment	<ul style="list-style-type: none"> • Lecture/ demonstration • OJT 	<ul style="list-style-type: none"> • Written examination • Demonstration • Observation
2. Perform manicure and pedicure	2.1 Prepare client 2.2 Clean finger nails and toe nails 2.3 Apply nail polish 2.4 Perform final retouch	<ul style="list-style-type: none"> • Lecture/ demonstration • OJT 	<ul style="list-style-type: none"> • Written examination • Demonstration • Observation
3. Perform hand spa	3.1 Prepare clients 3.2 Apply hand treatment 3.3 Perform post hand activity	<ul style="list-style-type: none"> • Lecture/ demonstration • OJT 	<ul style="list-style-type: none"> • Written examination • Demonstration • Observation
4. Perform hand spa	4.1 Prepare client 4.2 Massage body 4.3 Post body massage treatment	<ul style="list-style-type: none"> • Lecture/ demonstration • OJT 	<ul style="list-style-type: none"> • Written examination • Demonstration • Observation
5. Perform body scrub	5.1 Prepare client 5.2 Scrub body surface 5.3 Perform final checking and polish output	<ul style="list-style-type: none"> • Lecture/ demonstration • OJT 	<ul style="list-style-type: none"> • Written Examination • Demonstration • Observation
6. Perform facial treatment	6.1 Prepare clients 6.2 Perform cleaning and actual treatment of face (separate cleaning from actual treatment, these can be two activities or elements) 6.3 Perform post treatment activity	<ul style="list-style-type: none"> • Lecture/ demonstration • OJT 	<ul style="list-style-type: none"> • Written examination • Demonstration • Observation
7. Perform foot spa	7.1 Prepare clients 7.2 Apply foot spa 7.3 Perform post foot spa activity	<ul style="list-style-type: none"> • Lecture/ demonstration • OJT 	<ul style="list-style-type: none"> • Written examination • Demonstration • Observation
8. Apply facial make-up	8.1 Prepare client 8.2 Perform application of make-up 8.3 Perform post facial make-up activities	<ul style="list-style-type: none"> • Lecture/ demonstration • OJT 	<ul style="list-style-type: none"> • Written examination • Demonstration • Observation

3.2 TRAINING DELIVERY

The delivery of training should adhere to the design of the curriculum. Delivery should be guided by the 10 basic principles of competency-based TVET.

- The training is based on curriculum developed from the competency standards;
- Learning is modular in its structure;
- Training delivery is individualized and self-paced;
- Training is based on work that must be performed;
- Training materials are directly related to the competency standards and the curriculum modules;
- Assessment is based in the collection of evidence of the performance of work to the industry required standard;
- Training is based both on and off-the-job components;
- Allows for recognition of prior learning (RPL) or current competencies;
- Training allows for multiple entry and exit; and
- Approved training programs are nationally accredited.

The competency-based TVET system recognizes various types of delivery modes, both on and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities may be adopted when designing training programs:

- The dualized mode of training delivery is preferred and recommended. Thus programs would contain both in-school and in-industry training or fieldwork components. Details can be referred to the Dual Training System (DTS) Implementing Rules and Regulations.
- Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer just facilitates the training delivery.
- Peer teaching/mentoring is a training modality wherein fast learners are given the opportunity to assist the slow learners.
- Supervised industry training or on-the-job training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire specific competencies prescribed in the training regulations.
- Distance learning is a formal education process in which majority of the instruction occurs when the students and instructor are not in the same place. Distance learning may employ correspondence study, audio, video or computer technologies.
- Project-based instruction is an authentic instructional model strategy in which students plan, implement and evaluate projects that have real world applications.

3.3 TRAINEE ENTRY REQUIREMENTS

Trainees or students wishing to gain entry into these qualifications should possess the following requirements:

- MUST be able to communicate effectively both orally and in written form
- MUST be physically, emotionally, psychologically and mentally fit
- MUST be able to perform basic mathematical computation

3.4 TOOLS, EQUIPMENT AND MATERIALS

Recommended list of tools, equipment and materials for the training of a minimum of 25 trainees for Beauty Care NC II are as follows:

TOOLS		EQUIPMENT		MATERIALS	
QTY		QTY		QTY	
BRUSH		1 unit	Infrared	1 btl.	Shampoo, gal
3 pcs.	Hair brush	1 unit	Steamer	1 btl.	Conditioner, 1 gal
3 pcs.	barber brush	1 unit	Iron Plate	1 doz	Bath Towel
3 pcs.	Skeleton brush	1 unit	Hair Dryer	1 doz	Face Towel
3 pcs.	Roller brush	1 unit	Blower	1 doz	Hand Towel
3 pcs.	Paddle brush	1 unit	Hand blower	1 roll	Paper towel
3 pcs.	Applicator brush	2 units	Timer	2 sets	Neck band, ½ doz
3 pcs.	Tinting brush	1 unit	Crimpers	3 pcs.	Head band
		1 unit	Curling Iron	3 pcs.	Flannel headband
MIRROR		3 units	Electric Curlers (optional)	3 btl.	Gauze mask
5 pcs.	Hand mirror	1 unit	Foot spa machine	1 btl.	Mousse
10 pcs.	Front mirror	1 unit	Facial machine (5 in 1)	1 btl.	Gel, 500 ml.
		1 unit	Hand Spa Machine	1 btl.	Spray net, 500 ml.
COMB		1 unit	Heating cap	1 btl.	Hair polish
3 pcs.	Wide toothed comb	1 unit	Facial Steamer	1 roll	Aluminum foil
3 pcs.	Bath comb	1 unit	Hot cabinet	1 box	Tissue paper
3 pcs.	Tail comb	1 unit	Magnifying glass (2 in 1)	1 doz	Tissue roll
3 pcs.	Large tooth comb	1 unit	Sterilizer	1 btl.	Talcum powder, 500 grams
3 pcs.	All purpose comb			1 btl.	Cotton, 500 grams
3 pcs.	Haircutting comb			1 roll	Cling Wrap
3 pcs.	Teasing comb			1 box	End paper
3 pcs.	Fork comb			3 sets.	Ear pads
				1 box	Rubber band
GLOVES				1 btl.	Perm lotion w/ neutralizer, 500 ml.
3 pcs.	Rubber gloves			1 set	Developer, 6% 20 volumes; 9% 30 volumes; 12% 40 volumes, 500 ml. each
1 box	Disposable gloves, box			1 btl.	Hair wax, 500 ml.
CAP				3 pcs.	Neck strip (cloth)
3 pcs.	Shower cap			1 set	Color product form Cream, Liquid & Powder
3 pcs.	Perming cap				
3 pcs.	Frosting Cap w/ Hook			3 pcs.	Plastic applicator
CLIPS				3 btls.	Press spray plastic dispenser bottle
12 pcs.	Hair clips, 1 doz. Single prong clip (optional)			1 pc.	Wig
	Double prong clip (optional)			1 pc.	Hairpiece
PIN					
1	Hairpin, box				
60 pcs.	Roller pin, pcs., 5 doz				
60	Pin curl clips, 5 doz.				

TOOLS		EQUIPMENT		MATERIALS	
QTY		QTY		QTY	
pcs.					
1 box	Invisible pins				
6 pcs.	Clamps				
6 pcs.	Duck bill clamp				
ROLLERS					
5 doz	Cylinder shaped rollers (long and short) doz.				
5 doz	Medium size rollers, doz.				
5 doz	Large size rollers, doz.				
5 doz	Jumbo rollers, doz.				
5 doz	Small size hair rollers wire, doz.				
1 pc.	Measuring glass				
6 pcs.	Invisible hairnet				
3	Smock gown			Training Materials:	
3	Apron			CATALOG	
5	Cape			1	Men's Cut Catalog
3	Plastic cape			1	Ladies Cut Catalog
3	Mixing bowls			1	Kid's Cut Catalog
	Plastic scoop				Magazines
2	Drip pan				Textbooks
SCISSORS					
1 pc.	Thinning scissor				
1 pc.	Cutting scissor				

3.5 TRAINING FACILITIES

Based on a class intake of 25 students/trainees

Space Requirement	Size in Meters	Area in Sq. Meters	Total Area in Sq. Meters
Student/Trainee Working Space	1 x 1 m.	1 sq. m.	25 sq. m
Lecture/Demo Room	8 x 5 m.	40 sq. m.	40 sq. m.
Learning Resource Center	3 x 5 m.	15 sq. m.	15 sq. m.
Facilities/Equipment/ Circulation Area	6 x 4 m.	24 sq. m.	24 sq. m.
Total :			104 sq. m.

3.6 TRAINER'S QUALIFICATIONS FOR BEAUTY CARE NC II

BEAUTY CARE – NC II TRAINER QUALIFICATION (TQ II)

- MUST have completed Trainer's Training Methodology Course (TTMC) or its equivalent
- MUST be able to communicate effectively both orally and in written form
- MUST be physically, emotionally, psychologically and mentally fit
- MUST have at least two (2) years experience in the industry
- MUST possess good moral character

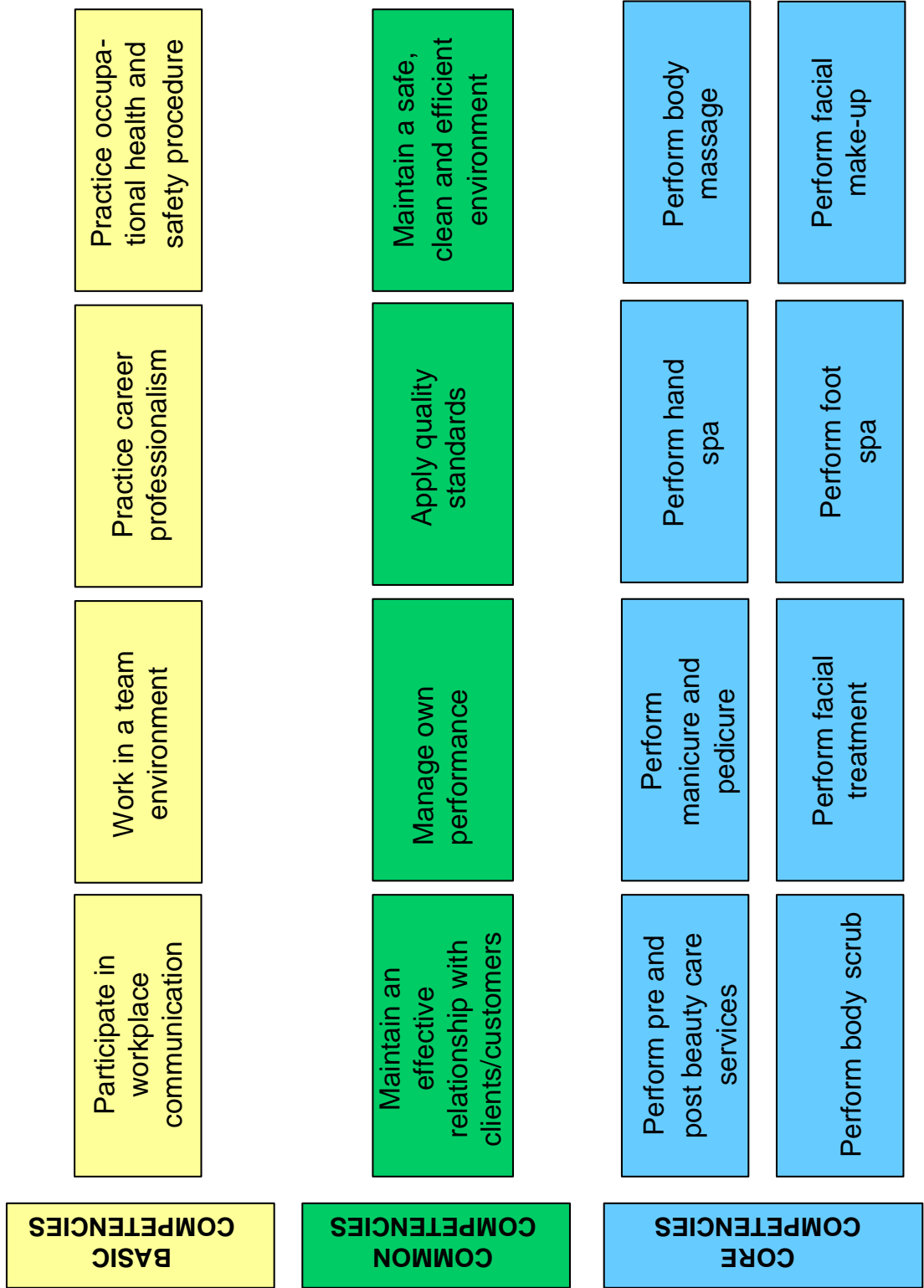
3.7 INSTITUTIONAL ASSESSMENT

Institutional Assessment is undertaken by trainees to determine their achievement of units of competency. A certificate of achievement is issued for each unit of competency.

SECTION 4 NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS

- 4.1 To attain the National Qualification of **BEAUTY CARE NC II**, the candidate **MUST** demonstrate competence in all the units of competency listed in Section 1. Successful candidates shall be awarded a National Certificate signed by the TESDA Director General.
- 4.2 Individuals aspiring to be awarded the qualification of **BEAUTY CARE NC II**, **MUST** acquire Certificates of Competency in all of the following individual core units of the Qualification. Candidates may apply for assessment in any accredited assessment center.
 - 4.2.1 Perform pre and post beauty care activities
 - 4.2.2 Perform manicure and pedicure
 - 4.2.3 Perform hand spa
 - 4.2.4 Perform body massage
 - 4.2.5 Perform body scrub
 - 4.2.6 Perform facial treatment
 - 4.2.7 Perform foot spa
 - 4.2.8 Apply facial make-up
- 4.3 Accumulation and submission of all COCs acquired for the relevant units of competency comprising a qualification, an individual shall be issued the corresponding National Certificate.
- 4.4 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.
- 4.5 The following are qualified to apply for assessment and certification:
 - 4.5.1 Graduates of formal, non-formal and informal including enterprise-based training programs
 - 4.5.2 Experienced workers (wage employed or self employed)
- 4.6 The guidelines on assessment and certification are discussed in detail in the “Procedures Manual on Assessment and Certification” and “Guidelines on the Implementation of the Philippine TVET Qualification and Certification System (PTQCS)”.

**COMPETENCY MAP
BEAUTY CARE NC II**



List of Published Training Regulations

- Animal Production NC II
- Aquaculture NC II
- Automotive Body Painting/Finishing NC II
- Automotive Body Repair NC II
- Automotive Engine Rebuilding NC II
- Automotive Servicing NC II
- Bartending NC II
- Beauty Care NC II**
- Beauty Care NC III
- Building Wiring Installation NC II
- Carpentry NC II
- Commercial Cooking NC II
- Computer Hardware Servicing NC II
- Deck Seafaring NC II
- Dressmaking NC II
- Driving NC II
- Engine Seafaring NC II
- Food and Beverage Services NC II
- Footwear Making NC II
- Heavy Equipment Operation NC II
- Horticulture NC II
- Household Services NC II
- Housekeeping NC II
- Machining NC II
- Masonry NC II
- Motorcycle and Small Engine Servicing NC II
- Personal Care Service (Caregiving) NC II
- Plumbing NC II
- Pyrotechnics NC II
- RAC Servicing NC I
- RAC Servicing NC II
- Security Services NC II
- Tailoring NC II
- Tour Guiding Services NC II
- Transport RAC Servicing NC II
- Travel Services NC II
- Welding NC II

These materials are available in both printed and electronic copies.

For more information please contact:

Technical Education and Skills Development Authority (TESDA)

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or visit our website: www.tesda.gov.ph