

TRAINING REGULATIONS

BARBERING NC II



SOCIAL AND OTHER COMMUNITY DEVELOPMENT SERVICES SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway (SLEX), Taguig City, 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 skills 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. Registration and delivery of training programs;
2. Development of curriculum and assessment instruments; and
3. Competency assessment and certification

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; tools, equipment and materials; training facilities; trainer's qualification; and institutional assessment.
- Section 4 **Assessment and Certification Arrangement** describes the policies governing assessment and certification procedure.

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TRAINING REGULATIONS FOR BARBERING NC II

SECTION 1 BARBERING NC II QUALIFICATION

The **BARBERING NC II** Qualification consists of competencies that a person must achieve to perform hair and scalp treatment, basic hair coloring, basic men's haircutting, shave and style beard and mustache and perform chair manipulative relaxing services.

The Units of Competency comprising this Qualification include the following:

Unit Code	BASIC COMPETENCIES
400311210	Participate in workplace communication
400311211	Work in team environment
400311212	Solve/address general workplace problems
400311213	Develop career and life decisions
400311214	Contribute to workplace innovation
400311215	Present relevant information
400311216	Practice occupational safety and health policies and procedures
400311217	Exercise efficient and effective sustainable practices in the workplace
400311218	Practice entrepreneurial skills in the workplace

Unit Code	COMMON COMPETENCIES
SOC514201	Maintain an effective relationship with client/customer
SOC514202	Manage own performance
SOC514203	Apply quality standards
SOC514204	Maintain a safe, clean and efficient environment

Unit Code	CORE COMPETENCIES
SOC514318	Perform hair and scalp treatment
SOC514319	Perform basic hair coloring
SOC514320	Perform basic men's haircutting
SOC514321	Perform shave and style beard and mustache
SOC514322	Perform chair manipulative relaxing services

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

- Assistant Barber (Scalp and Hair Treatment and Basic Hair Coloring)
- Assistant Barber (Men's Haircutting, Shave and Style Beard and Mustache, Chair Manipulative Relaxing Services)
- Barber

SECTION 2 COMPETENCY STANDARDS

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

BASIC COMPETENCIES

UNIT OF COMPETENCY : PARTICIPATE IN WORKPLACE COMMUNICATION

UNIT CODE : 400311210

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	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Obtain and convey workplace information	1.1 Specific and relevant information is accessed from appropriate sources 1.2 Effective questioning, active listening and speaking skills are used to gather and convey information 1.3 Appropriate medium 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 storage of information are used 1.7 Personal interaction is carried out clearly and concisely	1.1 Effective verbal and nonverbal communication 1.2 Different modes of communication 1.3 Medium of communication in the workplace 1.4 Organizational policies 1.5 Communication procedures and systems 1.6 Lines of Communication 1.7 Technology relevant to the enterprise and the individual's work responsibilities 1.8 Workplace etiquette	1.1 Following simple spoken language 1.2 Performing routine workplace duties following simple written notices 1.3 Participating in workplace meetings and discussions 1.4 Preparing work-related documents 1.5 Estimating, calculating and recording routine workplace measures 1.6 Relating/ Interacting with people of various levels in the workplace 1.7 Gathering and providing basic information in response to workplace requirements

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
			1.8 Applying basic business writing skills 1.9 Applying interpersonal skills in the workplace 1.10 Performing active-listening skills
2. Perform duties following workplace instructions	2.1 Written notices and instructions are read and interpreted in accordance with organizational guidelines 2.2 Routine written instruction are followed based on established procedures 2.3 Feedback is given to workplace supervisor based instructions/ information received 2.4 Workplace interactions are conducted in a courteous manner 2.5 Where necessary, clarifications about routine workplace procedures and matters concerning conditions of employment are sought and asked from appropriate sources 2.6 Meetings outcomes are interpreted and implemented	2.1 Effective verbal and non-verbal communication 2.2 Different modes of communication 2.3 Medium of communication in the workplace 2.4 Organizational/ workplace policies 2.5 Communication procedures and systems 2.6 Lines of communication 2.7 Technology relevant to the enterprise and the individual's work responsibilities 2.8 Effective questioning techniques (clarifying and probing) 2.9 Workplace etiquette	2.1 Following simple spoken instructions 2.2 Performing routine workplace duties following simple written notices 2.3 Participating in workplace meetings and discussions 2.4 Completing work-related documents 2.5 Estimating, calculating and recording routine workplace measures 2.6 Relating/ Responding to people of various levels in the workplace 2.7 Gathering and providing information in response to workplace requirements 2.8 Applying basic questioning/ querying 2.9 Applying skills in reading for information 2.10 Applying skills in locating

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Complete relevant work-related documents	3.1 Range of forms relating to conditions of employment are completed accurately and legibly 3.2 Workplace data is recorded on standard workplace forms and documents 3.3 Errors in recording information on forms/ documents are identified and acted upon 3.4 Reporting requirements to supervisor are completed according to organizational guidelines	3.1 Effective verbal and non-verbal communication 3.2 Different modes of communication 3.3 Workplace forms and documents 3.4 Organizational/ Workplace policies 3.5 Communication procedures and systems 3.6 Technology relevant to the enterprise and the individual's work responsibilities	3.1 Completing work-related documents 3.2 Applying operations of addition, subtraction, division and multiplication 3.3 Gathering and providing information in response to workplace requirements 3.4 Applying Effective record keeping skills

RANGE OF VARIABLES

VARIABLES	RANGE
1. Appropriate Sources	May include: 1.1 Team members 1.2 Supervisor/Department Head 1.3 Suppliers 1.4 Trade personnel 1.5 Local government 1.6 Industry bodies
2. Medium	May include: 2.1 Memorandum 2.2 Circular 2.3 Notice 2.4 Information dissemination 2.5 Follow-up or verbal instructions 2.6 Face-to-face communication 2.7 Electronic media (disk files, cyberspace)
3. Storage	May include: 3.1 Manual filing system 3.2 Computer-based filing system
4. Workplace Interactions	May include: 4.1 Face-to-face 4.2 Telephone 4.3 Electronic and two-way radio 4.4 Written including electronic means, memos, instruction and forms 4.5 Non-verbal including gestures, signals, signs and diagrams
5. Forms	May include: 5.1 HR/Personnel forms, telephone message forms, safety reports

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Prepared written communication following standard format of the organization 1.2 Accessed information using workplace communication equipment/systems 1.3 Made use of relevant terms as an aid to transfer information effectively 1.4 Conveyed information effectively adopting formal or informal communication
2. Resource Implications	The following resources should be provided: 2.1 Fax machine 2.2 Telephone 2.3 Notebook 2.4 Writing materials 2.5 Computer with Internet connection
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration with oral questioning 3.2 Interview 3.3 Written test
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or through an accredited institution

UNIT OF COMPETENCY : WORK IN A TEAM ENVIRONMENT

UNIT CODE : 400311211

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes to identify one's roles and responsibilities as a member of a team.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Describe team role and scope	1.1 The role and objective of the team is identified from available sources of information 1.2 Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources	1.1 Group structure 1.2 Group development 1.3 Sources of information	1.1 Communicating with others, appropriately consistent with the culture of the workplace 1.2 Developing ways in improving work structure and performing respective roles in the group or organization
2. Identify one's role and responsibility within a team	2.1 Individual roles and responsibilities within the team environment are identified 2.2 Roles and objectives of the team is identified from available sources of information 2.3 Team parameters, reporting relationships and responsibilities are identified based on team discussions and appropriate external sources	2.1 Team roles and objectives 2.2 Team structure and parameters 2.3 Team development 2.4 Sources of information	2.1 Communicating with others, appropriately consistent with the culture of the workplace 2.2 Developing ways in improving work structure and performing respective roles in the group or organization
3. Work as a team member	3.1 Effective and appropriate forms of communications are used and interactions undertaken with team members based on company practices 3.2 Effective and appropriate contributions made to complement team activities and objectives, based on workplace context 3.3 Protocols in reporting are observed based on	3.1 Communication Process 3.2 Workplace communication protocol 3.3 Team planning and decision making 3.4 Team thinking 3.5 Team roles 3.6 Process of team development 3.7 Workplace context	3.1 Communicating appropriately, consistent with the culture of the workplace 3.2 Interacting effectively with others 3.3 Deciding as an individual and as a group using group think strategies and techniques 3.4 Contributing to Resolution of

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	standard company practices 3.4 Contribute to the development of team work plans based on an understanding of team's role and objectives		issues and concerns

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and Objective of Team	May include: 1.1 Work activities in a team environment with enterprise or specific sector 1.2 Limited discretion, initiative and judgement maybe demonstrated on the job, either individually or in a team environment
2. Sources of Information	May include: 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	May include: 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 Worked 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
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2 Materials relevant to the proposed activity or tasks
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Role play involving the participation of individual member to the attainment of organizational goal 3.2 Case studies and scenarios as a basis for discussion of issues and strategies in teamwork 3.3 Socio-drama and socio-metric methods 3.4 Sensitivity techniques 3.5 Written Test
<p>4. Context for Assessment</p>	<ul style="list-style-type: none"> 4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while tasks are being undertaken whether individually or in group

UNIT OF COMPETENCY : SOLVE/ADDRESS GENERAL WORKPLACE PROBLEMS

UNIT CODE : 400311212

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to apply problem-solving techniques to determine the origin of problems and plan for their resolution. It also includes addressing procedural problems through documentation, and referral.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify routine problems	1.1 Routine <i>problems or procedural problem</i> areas are identified 1.2 Problems to be investigated are defined and determined 1.3 Current conditions of the problem are identified and documented	1.1 Current industry hardware and software products and services 1.2 Industry maintenance, service and helpdesk practices, processes and procedures 1.3 Industry standard diagnostic tools 1.4 Malfunctions and resolutions	1.1 Identifying current industry hardware and software products and services 1.2 Identifying current industry maintenance, services and helpdesk practices, processes and procedures. 1.3 Identifying current industry standard diagnostic tools 1.4 Describing common malfunctions and resolutions. 1.5 Determining the root cause of a routine malfunction

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Look for solutions to routine problems	2.1 Potential solutions to problem are identified 2.2 Recommendations about possible solutions are developed, documented , ranked and presented to appropriate person for decision	2.1 Current industry hardware and software products and services 2.2 Industry service and helpdesk practices, processes and procedures 2.3 Operating systems 2.4 Industry standard diagnostic tools 2.5 Malfunctions and resolutions. 2.6 Root cause analysis	2.1 Identifying current industry hardware and software products and services 2.2 Identifying services and helpdesk practices, processes and procedures. 2.3 Identifying operating system 2.4 Identifying current industry standard diagnostic tools 2.5 Describing common malfunctions and resolutions. 2.6 Determining the root cause of a routine malfunction
3. Recommend solutions to problems	3.1 Implementation of solutions are planned 3.2 Evaluation of implemented solutions are planned 3.3 Recommended solutions are documented and submit to appropriate person for confirmation	3.1 Standard procedures 3.2 Documentation produce	3.1 Producing documentation that recommends solutions to problems 3.2 Following established procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Problems/Procedural Problem	May include: 1.1 Routine/non – routine processes and quality problems 1.2 Equipment selection, availability and failure 1.3 Teamwork and work allocation problem 1.4 Safety and emergency situations and incidents 1.5 Work-related problems outside of own work area
2. Appropriate Person	May include: 2.1 Supervisor or manager 2.2 Peers/work colleagues 2.3 Other members of the organization
3. Document	May include: 3.1 Electronic mail 3.2 Briefing notes 3.3 Written report 3.4 Evaluation report
4. Plan	May include: 4.1 Priority requirements 4.2 Co-ordination and feedback requirements 4.3 Safety requirements 4.4 Risk assessment 4.5 Environmental requirements

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 Determined the root cause of a routine problem 1.2 Identified solutions to procedural problems. 1.3 Produced documentation that recommends solutions to problems. 1.4 Followed established procedures. 1.5 Referred unresolved problems to support persons.
<p>2. Resource Implications</p>	<p>2.1 Assessment will require access to a workplace over an extended period, or a suitable method of gathering evidence of operating ability over a range of situations.</p>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Case Formulation 3.2 Life Narrative Inquiry 3.3 Standardized test <p>The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.</p>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.</p>

UNIT OF COMPETENCY : DEVELOP CAREER AND LIFE DECISIONS

UNIT CODE : 400311213

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes in managing one’s emotions, developing reflective practice, and boosting self-confidence and developing self-regulation.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Manage one’s emotion	1.1 Self-management strategies are identified 1.2 Skills to work independently and to show initiative, to be conscientious, and persevering in the face of setbacks and frustrations are developed 1.3 Techniques for effectively handling negative emotions and unpleasant situation in the workplace are examined	1.1 Self-management strategies that assist in regulating behavior and achieving personal and learning goals (e.g. Nine self-management strategies according to Robert Kelley) 1.2 Enablers and barriers in achieving personal and career goals 1.3 Techniques in handling negative emotions and unpleasant situation in the workplace such as frustration, anger, worry, anxiety, etc.	1.1 Managing properly one’s emotions and recognizing situations that cannot be changed and accept them and remain professional 1.2 Developing self-discipline, working independently and showing initiative to achieve personal and career goals 1.3 Showing confidence, and resilience in the face of setbacks and frustrations and other negative emotions and unpleasant situations in the workplace
2. Develop reflective practice	2.1 Personal strengths and achievements, based on self-assessment strategies and teacher feedback are contemplated 2.2 Progress when seeking and responding to feedback from teachers to assist them in consolidating strengths, addressing weaknesses and	2.1 Basic SWOT analysis 2.2 Strategies to improve one’s attitude in the workplace 2.3 Gibbs’ Reflective Cycle/Model (Description, Feelings, Evaluation, Analysis, Conclusion, and Action plan)	2.1 Using the basic SWOT analysis as self-assessment strategy 2.2 Developing reflective practice through realization of limitations, likes/dislikes; through showing of self-confidence 2.3 Demonstrating self-acceptance

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	fulfilling their potential are monitored 2.3 Outcomes of personal and academic challenges by reflecting on previous problem solving and decision-making strategies and feedback from peers and teachers are predicted		and being able to accept challenges
3. Boost self-confidence and develop self-regulation	3.1 Efforts for continuous self-improvement are demonstrated 3.2 Counter-productive tendencies at work are eliminated 3.3 Positive outlook in life are maintained	3.1 Four components of self-regulation based on Self-Regulation Theory (SRT) 3.2 Personality development concepts 3.3 Self-help concepts (eg. 7 Habits by Stephen Covey, transactional analysis, psycho-spiritual concepts)	3.1 Performing effective communication skills – reading, writing, conversing skills 3.2 Showing affective skills – flexibility, adaptability, etc. 3.3 Self-assessment for determining one’s strengths and weaknesses

RANGE OF VARIABLES

VARIABLE	RANGE
1. Self-Management Strategies	May include: 1.1 Seeking assistance in the form of job coaching or mentoring 1.2 Continuing dialogue to tackle workplace grievances 1.3 Collective negotiation/bargaining for better working conditions 1.4 Share your goals to improve with a trusted co-worker or supervisor 1.5 Make a negativity log of every instance when you catch yourself complaining to others 1.6 Make lists and schedules for necessary activities
2. Unpleasant Situation	May include: 2.1 Job burn-out 2.2 Drug dependence 2.3 Sulking

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Express emotions appropriately 1.2 Work independently and show initiative 1.3 Consistently demonstrate self-confidence and self-discipline
2. Resource Implications	The following resources should be provided: 2.1. Access to workplace and resource s 2.2. Case studies
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1. Demonstration or simulation with oral questioning 3.2. Case problems involving work improvement and sustainability issues 3.3. Third-party report
4. Context for Assessment	4.1. Competency assessment may occur in workplace or any appropriately simulated environment

UNIT OF COMPETENCY : CONTRIBUTE TO WORKPLACE INNOVATION

UNIT CODE : 400311214

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to make a pro-active and positive contribution to workplace innovation.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify opportunities to do things better	1.1 Opportunities for improvement are identified proactively in own area of work 1.2 Information are gathered and reviewed which may be relevant to ideas and which might assist in gaining support for idea	1.1 Roles of individuals in suggesting and making improvements. 1.2 Positive impacts and challenges in innovation 1.3 Types of changes and responsibility 1.4 Seven habits of highly effective people	1.1 Identifying opportunities to improve and to do things better involvement 1.2 Identifying the positive impacts and the challenges of change and innovation 1.3 Identifying examples of the types of changes that are within and outside own scope of responsibility
2. Discuss and develop ideas with others	2.1 People who could provide input to ideas for improvements are identified 2.2 Ways of approaching people to begin sharing ideas are selected 2.3 Meeting is set with relevant people 2.4 Ideas for follow up are review and selected based on feedback 2.5 Critical inquiry method is used to discuss and develop ideas with others	2.1 Roles of individuals in suggesting and making improvements 2.2 Positive impacts and challenges in innovation 2.3 Types of changes and responsibility 2.4 Seven habits of highly effective people	2.1 Identifying opportunities to improve and to do things better involvement 2.2 Identifying the positive impacts and the challenges of change and innovation 2.3 Providing examples of the types of changes that are within and outside own scope of responsibility 2.4 Communicating ideas for change through small group discussions and meetings
3. Integrate ideas for change in	3.1 Critical inquiry method is used to integrate different ideas for change of key people	3.1 Roles of individuals in suggesting and making improvements	3.1 Identifying opportunities to improve and to do things better

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
the workplace	3.2 Summarizing, analyzing and generalizing skills are used to extract salient points in the pool of ideas 3.3 Reporting skills are likewise used to communicate results 3.4 Current Issues and concerns on the systems, processes and procedures, as well as the need for simple innovative practices are identified	3.2 Positive impacts and challenges in innovation 3.3 Types of changes and responsibility 3.4 Seven habits of highly effective people 3.5 Basic research skills	3.2 Involvement 3.3 Identifying the positive impacts and the challenges of change and innovation 3.4 Providing examples of the types of changes that are within and outside own scope of responsibility 3.5 Communicating ideas for change through small group discussions and meetings 3.6 Demonstrating skills in analysis and interpretation of data

RANGE OF VARIABLES

VARIABLE	RANGE
1. Opportunities for Improvement	May include: 1.1 Systems 1.2 Processes 1.3 Procedures 1.4 Protocols 1.5 Codes 1.6 Practices
2. Information	May include: 2.1 Workplace communication problems 2.2 Performance evaluation results 2.3 Team dynamics issues and concerns 2.4 Challenges on return of investment 2.5 New tools, processes and procedures 2.6 New people in the organization
3. People who could provide input	May include: 3.1 Leaders 3.2 Managers 3.3 Specialists 3.4 Associates 3.5 Researchers 3.6 Supervisors 3.7 Staff 3.8 Consultants (external) 3.9 People outside the organization in the same field or similar expertise/industry 3.10 Clients
4. Critical inquiry method	May include: 4.1 Preparation 4.2 Discussion 4.3 Clarification of goals 4.4 Negotiate towards a Win-Win outcome 4.5 Agreement 4.6 Implementation of a course of action 4.7 Effective verbal communication. See our pages: Verbal Communication and Effective Speaking 4.8 Listening 4.9 Reducing misunderstandings is a key part of effective negotiation 4.10 Rapport Building 4.11 Problem Solving 4.12 Decision Making 4.13 Assertiveness. 4.14 Dealing with Difficult Situations.

VARIABLE	RANGE
5. Reporting Skills	May include: 5.1 Data management 5.2 Coding 5.3 Data analysis and interpretation 5.4 Coherent writing 5.5 Speaking

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Identified opportunities to do things better. 1.2 Discussed and developed ideas with others on how to contribute to workplace innovation. 1.3 Integrated ideas for change in the workplace. 1.4 Analyzed and reported rooms for innovation and learning in the workplace.
2. Resource Implications	The following resources should be provided: 2.1 Pens, papers and writing implements. 2.2 Cartolina 2.3 Manila papers.
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Psychological and behavioral Interviews. 3.2 Performance Evaluation. 3.3 Life Narrative Inquiry. 3.4 Review of portfolios of evidence and third-party workplace reports of on-the-job performance. 3.5 Sensitivity analysis. 3.6 Organizational analysis. 3.7 Standardized assessment of character strengths and virtues applied.
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.

UNIT OF COMPETENCY : PRESENT RELEVANT INFORMATION

UNIT CODE : 400311215

UNIT DESCRIPTOR : This unit of covers the knowledge, skills and attitudes required to present data/information appropriately.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Gather data/information	1.1 Evidence, facts and information are collected 1.2 Evaluation, terms of reference and conditions are reviewed to determine whether data/information falls within project scope	1.1 Organisational protocols 1.2 Confidentiality 1.3 Accuracy 1.4 Business mathematics and statistics 1.5 Data analysis techniques/procedures 1.6 Reporting requirements to a range of audiences 1.7 Legislation, policy and procedures relating to the conduct of evaluations 1.8 Organisational values, ethics and codes of conduct	1.1 Describing organisational protocols relating to client liaison 1.2 Protecting confidentiality 1.3 Describing accuracy 1.4 Computing business mathematics and statistics 1.5 Describing data analysis techniques/procedures 1.6 Reporting requirements to a range of audiences 1.7 Stating legislation, policy and procedures relating to the conduct of evaluations 1.8 Stating organisational values, ethics and codes of conduct

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Assess gathered data/information	2.1 Validity of data/information is assessed 2.2 Analysis techniques are applied to assess data/information 2.3 Trends and anomalies are identified 2.4 Data analysis techniques and procedures are documented 2.5 Recommendations are made on areas of possible improvement	2.1 Business mathematics and statistics 2.2 Data analysis techniques/procedures 2.3 Reporting requirements to a range of audiences 2.4 Legislation, policy and procedures relating to the conduct of evaluations 2.5 Organisational values, ethics and codes of conduct	2.1 Computing business mathematics and statistics 2.2 Describing data analysis techniques/procedures 2.3 Reporting requirements to a range of audiences 2.4 Stating legislation, policy and procedures relating to the conduct of evaluations 2.5 Stating organisational values, ethics and codes of conduct
3. Record and present information	3.1 Studied data/information are recorded 3.2 Recommendations are analysed for action to ensure they are compatible with the project's scope and terms of reference 3.3 Interim and final reports are analysed and outcomes are compared to the criteria established at the outset 3.4 Findings are presented to stakeholders	3.1 Data analysis techniques/procedures 3.2 Reporting requirements to a range of audiences 3.3 Legislation, policy and procedures relating to the conduct of evaluations 3.4 Organisational values, ethics and codes of conduct	3.1 Describing data analysis techniques/procedures 3.2 Reporting requirements to a range of audiences 3.3 Stating legislation, policy and procedures relating to the conduct of evaluations 3.4 Stating organisational values, ethics and codes of conduct practices

RANGE OF VARIABLES

VARIABLE	RANGE
1. Data Analysis Techniques	May include: 1.1. Domain analysis 1.2. Content analysis 1.3. Comparison technique

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Determine data / information 1.2 Studied and applied gathered data/information 1.3 Recorded and studied data/information These aspects may be best assessed using a range of scenarios what ifs as a stimulus with a walk- through forming part of the response. These assessment activities should include a range of problems, including new, unusual and improbable situations that may have happened.
2. Resource Implications	Specific resources for assessment 2.1. Evidence of competent performance should be obtained by observing an individual in an information management role within the workplace or operational or simulated environment.
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1. Written Test 3.2. Interview 3.3. Portfolio The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.
4. Context for Assessment	4.1. In all workplace, it may be appropriate to assess this unit concurrently with relevant teamwork or operation units.

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

UNIT CODE : 400311216

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to identify OSH compliance requirements, prepare OSH requirements for compliance, perform tasks in accordance with relevant OSH policies and procedures.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify OSH compliance requirements	1.1 Relevant OSH requirements, regulations, policies and procedures are identified in accordance with workplace policies and procedures 1.2 OSH activity non-conformities are conveyed to appropriate personnel 1.3 OSH preventive and control requirements are identified in accordance with OSH work policies and procedures	1.1 OSH preventive and control requirements 1.2 Hierarchy of Controls 1.3 Hazard Prevention and Control 1.4 General OSH principles 1.5 Work standards and procedures 1.6 Safe handling procedures of tools, equipment and materials 1.7 Standard emergency plan and procedures in the workplace	1.1 Applying communication skills 1.2 Applying interpersonal skills 1.3 Applying critical thinking skills 1.4 Applying observation skills
2. Prepare OSH requirements for compliance	2.1 OSH work activity material, tools and equipment requirements are identified in accordance with workplace policies and procedures 2.2 Required OSH materials, tools and equipment are acquired in accordance with workplace policies and procedures 2.3 Required OSH materials, tools and equipment are arranged/ placed in accordance with OSH work standards	2.1 Resources necessary to execute hierarchy of controls 2.2 General OSH principles 2.3 Work standards and procedures 2.4 Safe handling procedures of tools, equipment and materials 2.5 Different OSH control measures	2.1 Applying Communication skills 2.2 Applying estimation skills 2.3 Applying interpersonal skills 2.4 Applying critical thinking skills 2.5 Applying observation skills 2.6 Identifying material, tool and equipment

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Perform tasks in accordance with relevant OSH policies and procedures	3.1 Relevant OSH work procedures are identified in accordance with workplace policies and procedures 3.2 Work Activities are executed in accordance with OSH work standards 3.3 Non-compliance work activities are reported to <i>appropriate personnel</i>	3.1 OSH work standards 3.2 Industry related work activities 3.3 General OSH principles 3.4 OSH Violations non-compliance work activities	3.1 Applying communication skills 3.2 Applying interpersonal skills 3.3 Applying troubleshooting skills 3.4 Applying critical thinking skills 3.5 Applying observation skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. OSH Requirements, Regulations, Policies and Procedures	May include: 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 Permit to Operate 1.6 Philippine Occupational Safety and Health Standards 1.7 Department Order No. 13 (Construction Safety and Health) 1.8 ECC regulations
2. Appropriate Personnel	May include: 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself
3. OSH Preventive and Control Requirements	May include: 3.1 Resources needed for removing hazard effectively 3.2 Resources needed for substitution or replacement 3.3 Resources needed to establishing engineering controls 3.4 Resources needed for enforcing administrative controls 3.5 Personal Protective equipment
4. Non OSH-Compliance Work Activities	May include non-compliance or observance of the following safety measures: 4.1 Violations that may lead to serious physical harm or death 4.2 Fall Protection 4.3 Hazard Communication 4.4 Respiratory Protection 4.5 Power Industrial Trucks 4.6 Lockout/Tag-out 4.7 Working at heights (use of ladder, scaffolding) 4.8 Electrical Wiring Methods 4.9 Machine Guarding 4.10 Electrical General Requirements 4.11 Asbestos work requirements 4.12 Excavations work requirements

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 Convey OSH work non-conformities to appropriate personnel 1.2 Identify OSH preventive and control requirements in accordance with OSH work policies and procedures 1.3 Identify OSH work activity material, tools and equipment requirements in accordance with workplace policies and procedures 1.4 Arrange/Place required OSH materials, tools and equipment in accordance with OSH work standards 1.5 Execute work activities in accordance with OSH work standards 1.6 Report OSH activity non-compliance work activities to appropriate personnel
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Facilities, materials tools and equipment necessary for the activity
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Observation/Demonstration with oral questioning 3.2 Third party report
<p>4. Context for Assessment</p>	<ul style="list-style-type: none"> 4.1 Competency may be assessed in the work place or in a simulated work place setting

UNIT OF COMPETENCY : EXERCISE EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE

UNIT CODE : 400311217

UNIT DESCRIPTOR : This unit covers knowledge, skills and attitude to identify the efficiency and effectiveness of resource utilization, determine causes of inefficiency and/or ineffectiveness of resource utilization and convey inefficient and ineffective environmental practices.

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify the efficiency and effectiveness of resource utilization	1.1 Required resource utilization in the workplace is measured using appropriate techniques 1.2 Data are recorded in accordance with workplace protocol 1.3 Recorded data are compared to determine the efficiency and effectiveness of resource utilization according to established environmental work procedures	1.1 Importance of Environmental Literacy 1.2 Environmental Work Procedures 1.3 Waste Minimization 1.4 Efficient Energy Consumptions	1.1 Recording Skills 1.2 Writing Skills 1.3 Applying innovation Skills
2. Determine causes of inefficiency and/or ineffectiveness of resource utilization	2.1 Potential causes of inefficiency and/or ineffectiveness are listed 2.2 Causes of inefficiency and/or ineffectiveness are identified through deductive reasoning 2.3 Identified causes of inefficiency and/or ineffectiveness are validated thru established environmental procedures	2.1 Causes of environmental inefficiencies and ineffectiveness	2.1 Applying deductive reasoning skills 2.2 Applying critical thinking 2.3 Applying problem solving skills 2.4 Applying observation Skills
3. Convey inefficient and ineffective environmental practices	3.1 Efficiency and effectiveness of resource utilization are reported to appropriate personnel	3.1 Appropriate Personnel to address the environmental hazards 3.2 Environmental corrective actions	3.1 Applying written and oral communication skills 3.2 Applying critical thinking

	<p>3.2 Concerns related resource utilization are discussed with appropriate personnel</p> <p>3.3 Feedback on information/ concerns raised are clarified with appropriate personnel</p>		<p>3.3 Applying problem solving</p> <p>3.4 Applying observation Skills</p> <p>3.5 Practicing Environmental Awareness</p>
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RANGE OF VARIABLES

VARIABLE	RANGE
1. Environmental Work Procedures	May include: 1.1 Utilization of Energy, Water, Fuel Procedures 1.2 Waster Segregation Procedures 1.3 Waste Disposal and Reuse Procedures 1.4 Waste Collection Procedures 1.5 Usage of Hazardous Materials Procedures 1.6 Chemical Application Procedures 1.7 Labeling Procedures
2. Appropriate Personnel	May include: 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Measured required resource utilization in the workplace using appropriate techniques 1.2. Recorded data in accordance with workplace protocol 1.3. Identified causes of inefficiency and/or ineffectiveness through deductive reasoning 1.4. Validate the identified causes of inefficiency and/or ineffectiveness thru established environmental procedures 1.5. Report efficiency and effectiveness of resource utilization to appropriate personnel 1.6. Clarify feedback on information/concerns raised with appropriate personnel
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1 Workplace 2.2 Tools, materials and equipment relevant to the tasks 2.3 PPE 2.4 Manuals and references
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Demonstration 3.2 Oral questioning 3.3 Written examination
<p>4. Context for Assessment</p>	<ol style="list-style-type: none"> 4.1 Competency assessment may occur in workplace or any appropriately simulated environment 4.2 Assessment shall be observed while task are being undertaken whether individually or in-group

UNIT OF COMPETENCY : PRACTICE ENTREPRENEURIAL SKILLS IN THE WORKPLACE

UNIT CODE : 400311218

UNIT DESCRIPTOR : This unit covers the outcomes required to apply entrepreneurial workplace best practices and implement cost-effective operations.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Apply entrepreneurial workplace best practices	1.1 Good practices relating to workplace operations are observed and selected following workplace policy 1.2 Quality procedures and practices are complied with according to workplace requirements 1.3 Cost-conscious habits in resource utilization are applied based on industry standards	1.1 Workplace best practices, policies and criteria 1.2 Resource utilization 1.3 Ways in fostering entrepreneurial attitudes: 1.3.1 Patience 1.3.2 Honesty 1.3.3 Quality-consciousness 1.3.4 Safety-consciousness 1.3.5 Resourcefulness	1.1 Applying communication skills 1.2 Complying with quality procedures
2. Communicate entrepreneurial workplace best practices	2.1 Observed good practices relating to workplace operations are communicated to appropriate person 2.2 Observed quality procedures and practices are communicated to appropriate person 2.3 Cost-conscious habits in resource utilization are communicated based on industry standards	2.1 Workplace best practices, policies and criteria 2.2 Resource utilization 2.3 Ways in fostering entrepreneurial attitudes: 2.3.1 Patience 2.3.2 Honesty 2.3.3 Quality-consciousness 2.3.4 Safety-consciousness 2.3.5 Resourcefulness	2.1 Applying communication skills 2.2 Complying with quality procedures 2.3 Following workplace communication protocol

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Implement cost-effective operations	3.1 Preservation and optimization of workplace resources is implemented in accordance with enterprise policy 3.2 Judicious use of workplace tools, equipment and materials are observed according to manual and work requirements 3.3 Constructive contributions to office operations are made according to enterprise requirements 3.4 Ability to work within one's allotted time and finances is sustained	3.1 Optimization of workplace resources 3.2 5S procedures and concepts 3.3 Criteria for cost-effectiveness 3.4 Workplace productivity 3.5 Impact of entrepreneurial mindset to workplace productivity 3.6 Ways in fostering entrepreneurial attitudes: 3.6.1 Quality-consciousness 3.6.2 Safety-consciousness	3.1 Implementing preservation and optimizing workplace resources 3.2 Observing judicious use of workplace tools, equipment and materials 3.3 Making constructive contributions to office operations 3.4 Sustaining ability to work within allotted time and finances

RANGE OF VARIABLES

VARIABLE	RANGE
1. Good Practices	May include: 1.1 Economy in use of resources 1.2 Documentation of quality practices
2. Resources Utilization	May include: 2.1 Consumption/ use of consumables 2.2 Use/Maintenance of assigned equipment and furniture 2.3 Optimum use of allotted /available time

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Demonstrated ability to identify and sustain cost-effective activities in the workplace 1.2 Demonstrated ability to practice entrepreneurial knowledge, skills and attitudes in the workplace.
2. Resource Implications	The following resources should be provided: 2.1 Simulated or actual workplace 2.2 Tools, materials and supplies needed to demonstrate the required tasks 2.3 References and manuals 2.3.1 Enterprise procedures manuals 2.3.2 Company quality policy
3. Methods of Assessment	Competency in this unit should be assessed through: 3.1 Interview 3.2 Third-party report
4. Context of Assessment	4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while tasks are being undertaken whether individually or in-group

COMMON COMPETENCIES

UNIT OF COMPETENCY : MAINTAIN AN EFFECTIVE RELATIONSHIP WITH CLIENT/CUSTOMERS

UNIT CODE : SOC514201

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Maintain a professional image	1.1 Uniform and personal grooming maintained 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	1.1 Stance 1.2 Posture 1.3 Grooming 1.4 Standing Orders 1.5 Company Policy and Procedures 1.6 Role of a massage practitioner in the Philippine healthcare services	1.1 Maintaining uniform and personal grooming in accordance with established policies and procedures 1.2 Maintaining stance, posture, body language, and other personal presence in accordance to required standards 1.3 Keeping visible work area tidy and uncluttered 1.4 Storing equipment according to assignment requirements

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Meet client 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 <i>client</i> or customer is clear and complies with assignment requirements	2.1 Assignment instructions 2.2 Post orders 2.3 Reviewing assignment instructions 2.4 Discussion techniques with client/customer 2.5 Implementing required changes 2.6 Referral to appropriate employer/ personnel 2.7 Clarification of client needs and instructions	2.1 Identifying assignment instructions and post orders according to standard procedures 2.2 Accomplishing scope to modify instructions/orders in the light of changed situations 2.3 Meeting client requirements according to the assignment instructions 2.4 Monitoring and appropriating action is taken in changes to client's needs and requirements 2.5 Clearing and complying with assignment requirements of all communications with the client or customer
3. Build credibility with clients	3.1 Client expectations for reliability, punctuality and appearance adhered to 3.2 Possible causes of client 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	3.1 Interpersonal skills 3.2 Customer service skills 3.3 Telephone etiquette 3.4 Maintaining records	3.1 Adhering to client expectations for reliability, punctuality and appearance 3.2 Identifying, attending and recording possible causes of client/customer dissatisfaction according to employer policy 3.3 Informing client of all relevant security matters in a timely manner and according to agreed reporting procedures

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
4. Establish professional relationship with the client	4.1 Establish relationship within appropriate professional boundaries 4.2 Build trust and respect through use of effective communication techniques 4.3 Identify and respond to client special needs 4.4 Communicate in ways that take account of cultural considerations 4.5 Exercise discretion and confidentiality	4.1 Types of client 4.2 Main components of client relationship 4.3 Relative intelligence 4.4 Effect on customer satisfaction 4.5 Benefits of customer relationship management 4.6 Improving client relationship management 4.7 Occupational health and safety	4.1 Demonstrating the ability to establish professional relationship with client 4.2 Demonstrating the ability of genuine concern for the welfare of the clients 4.3 Demonstrating the ability required in handling clients 4.4 Demonstrating the ability required in rendering client service skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
5. Manage client interactions	5.1 Use a collaborative and person-centered approach when working with clients 5.2 Use motivational interviewing as a basis for client interactions 5.3 Seek client information respectfully and sensitively, using purposeful, systematic and diplomatic questions 5.4 Support the client to identify and articulate key information that supports the provision of service 5.5 Encourage clients to voice queries or concerns and address these appropriately 5.6 Respond to difficult or challenging behavior using established techniques 5.7 Maintain professional integrity and boundaries at all times Work within scope of role and identify and respond to situations where interactions suggest the need for client referral	5.1 Manage client interactions 5.2 Causes of client/customer dissatisfaction 5.3 Assignment Instructions 5.4 Reporting procedures	5.1 Demonstrating ability to do attention to detail when completing client/employer documentation 5.2 Demonstrating the ability to do interpersonal and communication skills required in client contact assignments 5.3 Demonstrating ability to do customer service skills required to meet client/customer needs

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
6. Provide effective responses to client enquiries	<p>6.1 Select the most appropriate mode of communication for the information being provided</p> <p>6.2 Use language and terminology that the client will understand</p> <p>6.3 Present information clearly and with sufficient detail to meet client needs Confirm with client that the information has been understood and address any unresolved issues</p>	<p>6.1 Common industry and company services, problems and solutions</p> <p>6.2 Legal and ethical company and industry aspects</p> <p>6.3 Client motivations and expectations</p> <p>6.4 Effective communication techniques</p> <p>6.5 Industry ethics and practices</p> <p>6.6 Detailed product and service knowledge</p>	<p>6.1 Using communication skills</p> <p>6.2 Using language skills</p> <p>6.3 Using numeracy skills</p> <p>6.4 Using technology skills</p> <p>6.5 Relating to people from a range of society, cultural and ethnic backgrounds</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Personal Presence	May include: 1.1 Stance 1.2 Posture 1.3 Body Language 1.4 Demeanor 1.5 Grooming
2. Employer Standards	May include: 2.1 Standing Orders 2.2 Efficiency 2.3 Client turn-around time
3. Client Requirements	May include: 3.1 Assignment instructions (e.g. right products) 3.2 Post Orders 3.3 Scope to modify instructions/orders in light of changed situations
4. Assignment Instructions	May include: 4.1 Writing 4.2 Verbally 4.3 Electronically
5. Client's Needs and Requirements	May include: 5.1 Review of the client brief and/or assignment instructions 5.2 Discussion with the client/customer
6. Appropriate Action	May include: 6.1 Implementing required changes 6.2 Referral to appropriate employer personnel 6.3 Clarification of client needs and instructions
7. Clients	May include: 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 requirements from information contained in the client brief and/or assignment instructions. 1.3 Dealt successfully with a variety of client interactions. 1.4 Monitored and acted on varying client or customer needs. 1.5 Met client requirements. 1.6 Built credibility with customers/clients.
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Assessment centers/venues 2.2 Accredited assessors 2.3 Evaluation reports 2.4 Access to a relevant venue, equipment and materials 2.5 Assignment instructions 2.6 Logbooks 2.7 Operational manuals and makers'/customers' instructions (if relevant) 2.8 Assessment Instruments, including personal planner and assessment record book
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Written Test/Examination 3.2 Demonstration with questioning 3.3 Observation
<p>4. Context of Assessment</p>	<ul style="list-style-type: none"> 4.1 Competency may be assessed in actual workplace or at the designated TESDA Accredited Assessment Center

UNIT OF COMPETENCY : MANAGE OWN PERFORMANCE

UNIT CODE : SOC514202

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
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 with 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	1.1 Assignment instructions 1.2 Verbal instructions 1.3 Policy documents 1.4 Duty statements 1.5 Self-assessment 1.6 Daily tasks 1.7 Weekly tasks 1.8 Regularly or irregularly occurring tasks 1.9 Allocating priority and timelines	1.1 Identifying tasks accurately according to instructions 1.2 Developing work plans according to assignment requirements and employer policy 1.3 Allocating priority and timelines to each task 1.4 Determining tasks deadlines and comply with whenever possible 1.5 Determining and completing work schedules according to agreed time frames
2. Maintain quality of 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	2.1 Monitoring personal performance 2.2 Determining performance standards 2.3 Interpreting work standards 2.4 Quality of work	2.1 Monitoring personal performance continually against agreed performance standards 2.2 Seeking advice and guidance when necessary to achieve or maintain agreed standards 2.3 Applying guidance from management to achieve or maintain agreed standards

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
			2.4 Clarifying and agreeing on standard of work according to employer policy and procedures
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 recorded according to employer policy 3.3 Client fully informed of all relevant security matters in a timely manner	3.1 Interpersonal skills 3.2 Customer service skills 3.3 Telephone etiquette 3.4 Maintaining records	3.1 Adhering to client expectations for reliability, punctuality and appearance 3.2 Identifying, attending with and recording possible causes of client/customer dissatisfaction according to employer policy 3.3 Informing client 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 be identified through: <ul style="list-style-type: none"> 1.1.1 Assignment Instructions 1.1.2 Verbal Instructions by Senior Staff/household members 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

1. Critical Aspects of Competency	Assessment requires that the candidate: <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
2. Resource Implications	The following resources should be provided: <ul style="list-style-type: none"> 2.1 Assessment Centers/Venues 2.2 Accredited Assessors 2.3 Modes of Assessment 2.4 Evaluation Reports 2.5 Access to relevant venue, equipment and materials 2.6 Assignment Instructions 2.7 Logbooks 2.8 Operational manuals and makers'/customers' instructions 2.9 Assessment Instruments, including personal planner and assessment record book
3. Methods of Assessment	Competency in this unit may be assessed through: <ul style="list-style-type: none"> 3.1 Written Test 3.2 Demonstration 3.3 Observation 3.4 Questioning
4. Context of Assessment	4.1 Competency may be assessed in actual workplace or in a simulated work setting

UNIT OF COMPETENCY : APPLY QUALITY STANDARDS

UNIT CODE : SOC514203

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 requirement.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Assess clients service needs	1.1 Work instruction is obtained and work is carried out in accordance with standard operating procedures 1.2 Clients' needs are checked against workplace standards and specifications 1.3 Faults on clients 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	1.1 Communication skills 1.2 Client relation 1.3 Salon services 1.4 Documentation procedures 1.5 Handling of complaints	1.1 Obtaining work instruction and carry out outwork in accordance with standard operating procedures 1.2 Evaluating client needs based on workplace standards and specifications 1.3 Analyzing salon services against clients' needs 1.4 Explaining and consulting salon services with the client 1.5 Recording and/or report faults on clients and any identified causes to the supervisor concerned in accordance with workplace procedures 1.6 Documenting client's profile and service extended to them in accordance with workplace procedures

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Assess own work	2.1 Documentation 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 Faulty pieces are identified and isolated 2.4 Information on the quality and other indicators of production performance is recorded in accordance with workplace procedures 2.5 Deviations from specified quality standards , causes are documented and reported in accordance with the workplace standards operating procedures	2.1 Documentation 2.2 Workplace quality standards 2.3 Feedback 2.4 Self-assessment procedures 2.5 Job analysis	2.1 Identifying and using documentation relative to quality within the company 2.2 Checking completed work against workplace standards relevant to the tasks undertaken 2.3 Identifying and improving errors 2.4 Recording information on the quality and other indicators of individual performance in accordance with workplace procedures 2.5 Documenting and reporting cases of deviations from specific quality standards, causes in accordance with the workplace standards operating procedures 2.6 Collecting and analyzing feedback based on required quality standards
3. Engage in quality improvement	3.1 Process improvement procedures are participated in relation to workplace assignment 3.2 Work is carried out in accordance with process improvement procedures 3.3 Performance of operation or quality of product or service to ensure customer	3.1 Service processes and procedures 3.2 Client service 3.3 Environmental regulations 3.4 New trends and technology awareness 3.5 Transparent management 3.6 Work values	3.1 Participating in process improvement procedures relative to workplace assignment 3.2 Carrying-out work in accordance with process improvement procedures 3.3 Monitoring performance of

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	satisfaction is monitored		operation or quality of product of service to ensure client satisfaction

RANGE OF VARIABLES

VARIABLE	RANGE
1. Materials/Components	1.1 Materials may include: <ul style="list-style-type: none"> 1.1.1. Wires 1.1.2. Cables 1.1.3. Electrical tape, etc. 1.2. Components: <ul style="list-style-type: none"> 1.2.1. Cross-arms and braces 1.2.2. Conductors and accessories 1.2.3 Insulators
2. Faults	May include: <ul style="list-style-type: none"> 2.1. Components/materials not according to specification 2.2. Components/materials contain manufacturing defects 2.3. Components/materials do not conform with government regulation i.e., PEC, environmental code Components/materials have safety defect
3. Documentation	May include: <ul style="list-style-type: none"> 3.1 Organization work procedures 3.2 Manufacturer's instruction manual 3.3 Customer requirements 3.4 Forms
4. Quality Standards	May include: <ul style="list-style-type: none"> 4.1 Materials 4.2 Component parts 4.3 Final product
5. Customer	May include: <ul style="list-style-type: none"> 5.1 Co-worker 5.2 Suppliers 5.3 Client 5.4 Organization receiving the product or service

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires that the candidate: 1.1 Carried out work in accordance with the company's standard operating procedures 1.2 Performed task according to specifications 1.3 Reported defects detected in accordance with standard operating procedures 1.4 Carried out work in accordance with the process improvement procedures
2. Resource Implications	The following resources should be provided: 4.1 Materials and component parts and equipment to be used in a real or simulated electronic production situation
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Observation 3.2 Questioning 3.3 Practical demonstration
4. Context of Assessment	4.1 Assessment may be conducted in the workplace or in a simulated work environment.

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

UNIT CODE : SOC514204

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	REQUIRED KNOWLEDGE	REQUIRED SKILLS
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 government health regulations	1.1 Government Health Regulations 1.2 Salon standards 1.3 Laundry 1.4 Regular hand washing 1.5 Appropriate and clean clothing 1.6 Safe handling disposal of linen and laundry 1.7 Appropriate handling and disposal of garbage 1.8 Cleaning and sanitizing procedures 1.9 Personal hygiene	1.1 Following workplace hygiene procedures in accordance with salon standards and legal requirements 1.2 Handling and storing all items according to salon requirements

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
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 OSH requirements 2.4 Spills, food, waste, hair or other potential hazards promptly removed from floors according to salon policy 2.5 Linen is stored, cleaned and disinfected in line with OSH requirements and salon procedures 2.6 Refreshments are provided to all clients	2.1 Types and uses of cleaning materials/solvent 2.2 OSHC workplace regulations 2.3 Salon policy	2.1 Keeping clean, uncluttering and organizing reception area according to salon policy 2.2 Maintaining and keeping work areas and walkways safe state and free from spills, food waste, hair or other potential hazards in line with OSHC regulations 2.3 Storing and disposing waste according to OSHC requirements

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
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	3.1 Local Health Regulations 3.2 Different salon services 3.3 Types of tools and equipment 3.4 Storage of tools and equipment 3.5 Uses of personal protective equipment (PPE)	3.1 Identifying tools and equipment are identified according to classification/ specification and job requirements. 3.2 Preparing tools and equipment for specific services as required 3.3 Checking tools and equipment for maintenance and referred for repair as required 3.4 Observing safety of tools and equipment in accordance with manufacturer's instructions 3.5 Safely storing tools and equipment in accordance with salon requirements and local health regulations

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
4. Check and maintain stocks	<p>4.1 Stock rotation procedures are carried out routinely and accurately according to salon procedures. Stock levels are accurately recorded according to salon procedures</p> <p>4.2 Under or over supplied stock items are notified immediately to the salon supervisor</p> <p>4.3 Incorrectly ordered or delivered stock is referred to the salon supervisor for return to supplier</p> <p>4.4 Safe lifting and carrying techniques maintained in line with salon occupational health and safety policy and government legislation</p>	<p>4.1 Inventory of tocks/supplies</p> <p>4.2 Handling stocks- Lifting and Carrying Techniques</p> <p>4.3 Safe keeping/storage</p>	<p>4.1 Following stock rotation procedures according to salon procedures</p> <p>4.2 Recording stock levels and notify salon supervisor regarding under or over supplied stocks items</p> <p>4.3 Referring incorrect deliveries to the supervisor for return to supplier</p> <p>4.4 Following safe lifting and carrying techniques in line with occupational health and safety policy and government legislation</p> <p>4.5 Storing stocks safely in accordance with manufacturer's specifications or company procedures</p>
5. Provide a relaxed and caring environment	<p>5.1 Clients are made to feel comfortable according to salon policy</p> <p>5.2 Clients' needs are reported to</p> <p>5.3 Clients are consulted on specific desired service</p>	<p>5.1 Client Service</p> <p>5.2 Service Processes and Procedures</p> <p>5.3 Environmental Regulations</p>	<p>5.1 Making clients feel comfortable following salon policy</p> <p>5.2 Consulting clients on their needs or desired service</p> <p>5.3 Reporting client's needs to the salon supervisor</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Relevant Salon Policies and Procedures	May include: 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 Safety and Health Procedures	May include: 2.1 Client 2.2 Staff 2.3 Equipment/Tools 2.4 Premises 2.5 Stock
3. Unsafe Situations	May include: 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: 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. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Client 2.2 Relevant Information 2.3 Appropriate Products
<p>3. Methods of Assessment</p>	<p>Competency in this unit must be assessed through:</p> <ul style="list-style-type: none"> 3.1 Observation with questioning 3.2 Practical Demonstration with questioning
<p>4. Context of Assessment</p>	<p>4.1 Assessment may be conducted in the workplace or in a simulated environment</p>

CORE COMPETENCIES

UNIT OF COMPETENCY : PERFORM HAIR AND SCALP TREATMENT

UNIT CODE : SOC514318

UNIT DESCRIPTOR : This unit covers the knowledge and skills required to treat a range of hair and scalp conditions of clients. It involves preparation of clients, tools and equipment, actual treatment of hair and scalp and performance of post-treatment activities. It includes practicing good proper and ethical behavior at all times following code of ethics.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare the client	1.1 Client's hair texture, type, condition, and scalp condition are consulted, analyzed, checked and recorded in accordance with Hair and Scalp Treatment procedures, DOH, DTI and OSH policies and guidelines 1.2 Client is assisted and advised with different hair and scalp treatment products to be used in accordance with product specification 1.3 Built of the client is assessed to determine appropriate size of drapery to be used in accordance with Hair and Scalp Treatment procedures 1.4 Client is advised to remove all personal jewelries and accessories 1.5 When necessary, hair is shampooed and or/conditioned in accordance with established hair shampooing and conditioning procedures , product	1.1 Code of Ethics 1.2 Familiarization Salon Policies and Procedures 1.3 Familiarization on client's Forms and Records 1.4 PD 856 (Sanitation code of the Philippines) 1.5 RA 9003 (Ecological Waste management Program Act 2000) 1.6 FDA notification 1.7 DOH and DTI Protocol and Requirements 1.8 Occupational Safety and Health Policies and Guidelines 1.9 Environment Safety Rules and Regulations 1.10 Basic Mathematics 1.11 Client Consultation 1.12 Hair Analysis 1.12.1 Texture 1.12.2 Type 1.12.3 Condition 1.13 Scalp Analysis 1.13.1 Different Scalp Problems 1.13.2 Different Forms of Alopecia	1.1 Following Code of Ethics 1.2 Following salon policies and procedures 1.3 Consulting and analyzing client's hair and scalp condition 1.4 Assisting and advising client on different hair and scalp treatment 1.5 Understanding the Anatomy of Heads, Scalp problems and Forms of Alopecia 1.6 Assessing built of the client 1.7 Advising client to remove personal accessories 1.8 Recording and documenting client's forms and records 1.9 Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Safety and Health Policies and Guidelines

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	specification, DOH, DTI and OSH policies and guidelines	1.14 Built of the Client 1.15 Shampooing and Conditioning procedures	
2.Prepare work station	<p>2.1 Appropriate tools and equipment, are prepared, checked recorded and set according to manufacturer’s manual of instructions, FDA notification, DOH, DTI and OSH policies and guidelines</p> <p>2.2 Appropriate supplies, materials and treatment products are prepared, checked and recorded in accordance with product specification with FDA notification, DOH, DTI and OSH policies and guidelines</p> <p>2.3 Personal Protective Equipment (clothing/materials) is used in accordance with hair and scalp treatment procedures, DOH, DTI and OSH policies and procedures</p> <p>2.4 Work station is ensured of privacy, safety practices and cleanliness in accordance with established procedures</p>	<p>2.1 Code of ethics</p> <p>2.2 Familiarization Salon Forms and Records Procedures of supplies, materials, tools and equipment</p> <p>2.3 PD 856 (Sanitation Code of the Philippines)</p> <p>2.4 RA 9003 (Ecological Waste management program act of 2000)</p> <p>2.5 FDA Notification</p> <p>2.6 DOH and DTI Protocol and Requirements</p> <p>2.7 OSH policies and procedures</p> <p>2.8 Environment and Safety Regulations</p> <p>2.9 Basic Mathematics</p> <p>2.10 Salon Forms and Records Procedures</p> <p>2.10.1 Tools and Equipment</p> <p>2.10.1.1 Kinds and Uses</p> <p>2.10.1.2 Manufacturer’s manual of Instructions</p> <p>2.10.2 Supplies Materials and Hair Treatment Products</p> <p>2.10.2.1 Kinds and Uses</p> <p>2.10.2.2 Product Specification/ Instructions</p> <p>2.11 5S principles</p> <p>2.12 Kinds and Uses of Personal Protective</p>	<p>2.1 Following Code of Ethics</p> <p>2.2 Following forms and records procedures of supplies materials, tools, treatment product, tools and equipment</p> <p>2.3 Preparing, checking and recording supplies, materials, hair treatment products, tools and equipment</p> <p>2.4 Following 5S principles</p> <p>2.5 Preparing, checking and providing Personal Protective Equipment (clothing/ materials)</p> <p>2.6 Preparing workstation</p> <p>2.7 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		Equipment (clothing/materials) 2.13 Workstation 2.14 Providing Personal Protective Equipment (clothing/materials) 2.15 Preparation and Set up of workplace	
3. Treat hair and scalp	3.1 Personal Protective Equipment (clothing/materials) are provided in accordance with hair and scalp treatment procedures, DOH, DTI and OSH policies and procedures 3.2 Client's safety and comfort is ensured during the entire process 3.3 Client is draped in accordance with established draping procedures , DOH, DTI and OSH policies and guidelines 3.4 Supplies, materials hair and scalp treatment product are used in accordance with Hair and Scalp Treatment procedures 3.5 Treatment product is applied when necessary, required source of heat is provided following product specification, manual manufacturer's instruction, DOH, DTI and OSH policies and guidelines 3.6 Hair and scalp treatment is performed, following established hair and scalp treatment procedures , DOH, DTI and OSH policies and guidelines	3.1 Code of Ethics 3.2 Familiarization on Product Specifications 3.3 Compliance to Operations Manual of Equipment 3.4 Compliance of appropriate use of supplies, tools and materials 3.5 PD 856 (Sanitation code of the Philippines) 3.6 RA 9003 (Ecological Waste management Program Act of 2000) 3.7 FDA Notification 3.8 DOH and DTI Protocol and Requirements 3.9 Occupational Safety and Health Policies and Guidelines 3.10 Environment Safety Rules and Regulations 3.11 Basic Mathematics 3.12 Hair and Scalp Treatment product Application and Procedures 3.13 Equipment Manual of Instructions (source of heat) 3.14 Manipulative Relaxing Service Motion 3.15 Benefits of Scalp and Hair	3.1 Following code of ethics 3.2 Using Personal Protective Equipment (clothing/materials) 3.3 Following established draping procedures 3.4 Using supplies, materials, hair and scalp treatment products 3.5 Applying treatment product form 3.6 Following established hair and scalp treatment procedures 3.7 Following manipulative relaxing services motion 3.8 Following equipment/machine manufacturer's manual of Instruction 3.9 Providing first-aid treatment 3.10 Ensuring client safety and comfort 3.11 Following time management

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	3.7 Manipulative relaxing motion is performed in accordance with hair and scalp treatment procedures following DOH, DTI and OSH policies and guidelines 3.8 When necessary, first-aid treatment is provided to the client or referred to appropriate health personnel	Manipulative Relaxing Services 3.16 Established Hair and Scalp Treatment Procedures 3.17 Time management 3.18 Using Personal Protective clothing (clothing/materials)	3.12 Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Safety and Health Policies and Guidelines.
4. Perform post-service activities	4.1 Client is advised on hair care maintenance on hair and scalp 4.2 Tools, equipment and implements are cleaned, sanitized, recorded, replenished and stored in accordance with hair and scalp treatment procedures, manufacturer's manual instructions, DOH and OSH policies and guidelines 4.3 Documents are recorded, filed and stored in accordance with Hair and Scalp Treatment procedures 4.4 Waste materials are segregated and disposed properly following Sanitation Code of the Philippines 4.5 Workplace is cleaned and prepared for next service activity	4.1 Code of Ethics 4.2 Familiarization with Salon Policies and Procedures 4.3 Familiarization of Hair Care Product 4.4 Familiarization of client Forms and Records 4.5 Familiarization of Salon Form and Records for Inventories and maintenance of Supplies, materials, Tools and Equipment 4.6 PD 856 (Sanitation code of the Philippines) 4.7 RA 9003 (Ecological Waste management Program Act 2000) 4.8 FDA notification 4.9 DOH and DTI protocol and Requirements 4.10 Occupational Safety and Health Policies and Guidelines 4.11 Environment Safety Rules and Regulations 4.12 Basic Mathematics 4.13 Hair Care Maintenance Instructions 4.14 Hair Care Product Knowledge	4.1 Following Code of Ethics 4.2 Following salon policies and procedures 4.3 Advising client on hair care maintenance 4.4 Following hair care Maintenance instructions 4.5 Recording client's forms and records 4.6 Following forms and records procedures for maintenance and Inventories of supplies, materials, tools and equipment 4.7 Cleaning, sanitizing, recording, replenishing and storing supplies, materials, treatment products, tools and equipment 4.8 Following housekeeping, safekeeping and 5S principles/procedures

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		4.15 Salon Forms and Records for maintenance and inventories of Supplies, materials, treatment products, tools and Equipment 4.15.1 Supplies Materials and Treatment products 4.15.2 Tools and Equipment 4.15.3 Housekeeping procedures 4.15.4 Safekeeping procedures 4.15.5 5S principles 4.16 Waste Materials 4.17 Preparing Workstation	4.9 Segregating and disposing waste materials 4.10 Cleaning and preparing workplace 4.11 Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Safety and Health Policies and Guidelines

RANGE OF VARIABLES

VARIABLE	RANGE
1. Hair Condition	May include: 1.1 Porous 1.2 Sensitized 1.3 Dry 1.4 Oily 1.5 Normal 1.6 Chemically treated
2. Length	May include: 2.1 Short 2.2 Medium 2.3 Long
3. Hair Type	May include: 3.1 Straight 3.2 Curly 3.3 Wavy 3.4 Frizzy
4. Texture	May include: 4.1 Fine 4.2 Medium 4.3 Coarse
5. Scalp Condition	May include: 5.1 Oily 5.2 Normal 5.3 Dandruff 5.4 With Irritation 5.5 Flaking 5.6 Post chemical service itch 5.7 With wounds
6. Clients' Built	May include: 6.1 Small 6.2 Medium 6.3 Large 6.4 Extra Large
7. Established Hair Shampooing and/or Conditioning Procedures	May include: 7.1 Comb/brush hair to free from entanglement before actual shampooing and/or conditioning. 7.2 Apply shampoo and/or conditioner according to the clients' hair length and volume, and type of service. 7.3 Apply appropriate water temperature. 7.4 Follow shampooing and/or conditioning technique.
8. Tools and Equipment	May include but not limited to: 8.1 Steamer 8.2 Blower 8.3 Paddle brush 8.4 Wide Toothed Comb 8.5 Tail comb

	<ul style="list-style-type: none"> 8.6 Mixing bowl (non-metallic) 8.7 Clamps 8.8 Hair clips 8.9 Ultraviolet lamp or Ultraviolet sterilizer
9. Supplies and Materials	<p>May include:</p> <ul style="list-style-type: none"> 9.1 Tissue Paper 9.2 Shampoo 9.3 Conditioner 9.4 Applicator brush 9.5 Hair and Scalp Treatment products
10. Personal Protective Clothing	<p>May include but not limited to:</p> <ul style="list-style-type: none"> 10.1 Face mask 10.2 Apron 10.3 Cape 10.4 Shoulder pad 10.5 Bath Towel 10.6 Face shield
11. Workstation	<p>May include:</p> <ul style="list-style-type: none"> 11.1 Shampoo bowl 11.2 Client chair 11.3 Trash Bin 11.4 Trolley 11.5 Towel 11.6 Shampoo 11.7 Conditioner 11.8 Hair Blower 11.9 Cape 11.10 Apron
12. Established Draping Procedures	<p>May include:</p> <ul style="list-style-type: none"> 12.1 Client is draped with bath towel with horizontal Edge folded 2 inches outward. 12.2 Protective material/clothing is wrapped around the neck. 12.3 Appropriate Cape is wrapped around the shoulder in accordance with type of service.
13. Treatment Product	<p>May include:</p> <ul style="list-style-type: none"> 13.1 Cream Form 13.2 Liquid Form 13.3 Gel Form
14. Established Hair and Scalp Treatment Procedures	<p>May include:</p> <ul style="list-style-type: none"> 14.1 Apply treatment product according to product specifications and manipulative relaxing motion is performed on hair and/or scalp. 14.2 Expose hair or scalp to required source of heat when necessary, according to product specifications and manufacturer's manual instructions 14.3 Follow correct time requirement according to product specification and manufacturer's manual instructions. 14.4 Client hair is rested after heat exposure according to the required allotted time.

	14.5 Rinse hair, towel or blow-dry
15. Manipulative Relaxing Motion	May include: 15.1 Circular motion 15.2 Pressing 15.3 Sliding
16. Hair and Scalp Maintenance	May include: 16.1 Hair and Scalp Frequent Treatment 16.2 Other form of hair and scalp treatment
17. Waste Materials	May include: 17.1 Biodegradable 17.2 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 Ensured client’s safety and comfort during the entire process, in accordance with DOH, DTI and OSH protocols and guidelines. 1.2 Prepared client through consultation, analyzing hair and recording client’s form in accordance with salon policies and procedures. 1.3 Prepared and used tools, equipment, supplies and materials for hair and scalp treatment according to product specifications, manufacturer’s manuals of instructions of equipment, DOH, DTI and OSH requirements. 1.4 Used appropriate personal protective equipment (clothing and materials) following DOH, DTI and OSH requirements. 1.5 Applied hair treatment product and performed hair and scalp treatment procedures with manipulative relaxing motion according to product specifications and established hair and scalp treatment procedures. 1.6 Operated machine/equipment when necessary, according to manufacturer’s manual of instructions. 1.7 Performed post-service activities according to salon policies and procedures, DOH, DTI and OSH requirements.
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Live Model 2.2 Tools, equipment and supplies/materials relevant to the activity to be performed 2.3 Work area/facilities
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration with oral questioning 3.2 Third-Party Report 3.3 Portfolio
<p>4. Context of Assessment</p>	<p>4.1 Assessment may be conducted in the actual workplace or TESDA accredited assessment center</p>

UNIT OF COMPETENCY : PERFORM BASIC HAIR COLORING

UNIT CODE : SOC514319

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in the performance of basic hair coloring. This involves preparing and assessing the client, analyzing hair, preparing appropriate basic coloring products, supplies and materials prior to treatment, the actual mixing and application of color and practice post service activity. It includes practicing good proper and ethical behavior according to code of ethics

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare the client	1.1 Client is consulted for possible skin allergies and color options 1.2 Client's hair texture, type, conditions and scalp condition are analyzed, identified, checked and recorded in accordance with basic hair coloring procedures, DOH, DTI and OSH policies and guidelines 1.3 Client is advised to remove all personal jewelry and accessories 1.4 Client is draped to avoid stain in accordance with established draping procedures , DOH, DTI and OSH policies and guidelines 1.5 When necessary, client's hair is shampooed to remove dirt and build-up of styling products and ensure that the scalp will not be scratched	1.1 Codes of Ethic 1.2 Familiarization Salon Policies and Procedures 1.3 Familiarization client's form and records 1.4 PD 856 (Sanitation code of the Philippines) 1.5 RA 9003 (Ecological Waste management Program Act of 2000) 1.6 DOH and DTI Protocol and Requirements 1.7 Occupational Safety and Health Policies and Guidelines 1.8 Environment Safety Rules and Regulations 1.9 Basic Mathematics 1.10 Client consultation 1.11 Hair Analysis 1.11.1 Texture 1.11.2 Type 1.11.3 Condition 1.12 Scalp condition 1.13 Skin and strand test 1.14 Classification of Coloring Products and Developer 1.15 Draping procedures	1.1 Following code of ethics 1.2 Recording client's forms and records 1.3 Consulting and analyzing client's hair, scalp, skin allergies and color options 1.4 Applying skin test 1.5 Following draping procedures 1.6 Shampooing client's hair to remove 1.7 Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Safety and Health Policies and procedures
2. Prepare work station	2.1 Appropriate supplies, materials and coloring products are prepared, checked and recorded	2.1 Code of ethics 2.2 Familiarization of salon policies and procedures	2.1 Following Code of Ethics 2.2 Following Salon Records and

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>in accordance with basic hair coloring requirements and FDA notification</p> <p>2.2 <i>Tools and equipment</i> are prepared, sanitized, checked, recorded and set according to manufacturer's manual of instructions and salon policies and procedures following DOH and DTI policies and procedures</p> <p>2.3 <i>Personal protective equipment</i> (clothing/materials) is used with hair coloring procedures, DOH, DTI and OSH policies and procedures</p> <p>2.4 <i>Work station</i> is ensured of privacy, safety practices and cleanliness in accordance with established procedures</p>	<p>2.3 Familiarization of Salon Forms and Records Procedures of supplies, materials, tools and equipment</p> <p>2.4 PD 856 (Sanitation Code of the Philippines)</p> <p>2.5 RA. 9003 (Ecological Waste management Program Act of 2000)</p> <p>2.6 FDA Notification</p> <p>2.7 DOH and DTI Protocol and Requirements</p> <p>2.8 OSH policies and procedures</p> <p>2.9 Environment and Safety Regulations</p> <p>2.10 Basic Mathematics</p> <p>2.11 Salon forms and Records of Supplies, materials, Tools and Equipment</p> <p>2.11.1 Supplies and Materials</p> <p>2.11.1.1 Kinds and Uses</p> <p>2.11.1.2 Product Specification/ instruction</p> <p>2.11.2 Tools and Equipment</p> <p>2.11.2.1 Kinds and uses</p> <p>2.11.2.2 Manufacturers Manual of Instruction</p> <p>2.11.3 Coloring and Developer Products</p> <p>2.11.3.1 Kinds and Uses of Hair Coloring</p> <p>2.11.3.2 Product Specification/ instruction</p>	<p>Forms</p> <p>Procedures of supplies, materials, coloring products, tools and equipment</p> <p>2.3 Preparing, sanitizing, checking, recording and set-up Tools and Equipment</p> <p>2.4 Preparing and checking supplies and materials</p> <p>2.5 Preparing, checking, following and classifying coloring product and developer solution</p> <p>2.6 Preparing, checking and providing Personal protective Equipment (clothing/ materials)</p> <p>2.7 Preparing Workstation</p> <p>2.8 Following 5S Principles</p> <p>2.9 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		2.12 Kinds and Uses of Personal Protective Equipment (clothing/materials) 2.13 5S principle 2.14 Providing Personal Protective Equipment (clothing/materials)	
3. Apply basic hair coloring	3.1 Personal Protective Equipment (clothing/materials) are provided in accordance with basic hair coloring, DOH, DTI and OSH policies and guidelines 3.2 Client's safety and comfort is ensured during the entire process in accordance with DOH, DTI and OSH policies and guidelines 3.3 Appropriate tools, equipment, supplies, materials and basic hair coloring product are used in accordance with basic hair coloring procedures, DOH, DTI and OSH policies and guidelines 3.4 Hair colorant and developer are mixed and applied evenly following coloring application in accordance with established basic hair coloring procedures , product specification, DOH, DTI and OSH policies and guidelines 3.5 Hair is checked according to time development requirement based on product specification 3.6 When necessary, first-aid treatment is provided to the client or referred	3.1 Code of Ethics 3.2 Timeline development 3.3 Familiarization of Coloring Product Specifications 3.4 PD 856 (Sanitation code of the Philippines) 3.6 RA 9003 (Ecological Waste management Program Act of 2000)) 3.7 FDA notification 3.8 DOH and DTI Protocol and Requirements 3.9 Occupational Safety and Health Policies and Guidelines 3.10 Environment and Safety rules and regulations 3.11 Basic Mathematics 3.12 Established Basic hair Coloring Procedures 3.12.1 Fundamental Principles and hair Coloring 3.12.2 Color Theory 3.12.3 Mixing Procedures of Coloring and Developer Products 3.12.4 Basic Coloring Application and Procedures 3.13 First Aid Treatment 3.14 Using Personal Protective	3.1 Following code of ethics 3.2 Using PPE (clothing/materials) 3.3 Using appropriate tools, equipment, supplies materials and coloring products 3.4 Mixing, applying and following coloring products, developer solutions and coloring application/procedures 3.5 Checking and following development 3.6 Ensuring client's safety and comfort and providing first aid treatment timeline 3.7 Following principles in hair coloring, color theory, Fundamental and principles in hair coloring 3.8 Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	to appropriate health personnel	Equipment (clothing/materials)	Safety and Health Policies and procedures
4. Perform post-service activities	<p>4.1 Client is advised on hair care maintenance in accordance with basic hair coloring procedures</p> <p>4.2 Tools, equipment and implements are cleaned, sanitized recorded replenished and stored in accordance with basic hair coloring procedures, manufacturer's manual instructions DOH, DTI and OSH policies and guidelines</p> <p>4.3 Waste materials are segregated and disposed properly following Sanitation Code of the Philippines</p> <p>4.4 Workplace is cleaned and prepared for next service activity</p> <p>4.5 Documents are recorded, filed and stored in accordance with basic hair coloring procedures</p>	<p>4.1 Code of ethics</p> <p>4.2 Familiarization of Salon Policies and Procedures</p> <p>4.3 Familiarization of Hair Care product maintenance Specifications</p> <p>4.4 Familiarization of Salon Forms and Records procedures for Inventories and maintenance of Supplies materials, Tools and Equipment</p> <p>4.5 PD 856 Sanitation code of the Philippines.</p> <p>4.6 RA 9003 Waste Management program</p> <p>4.7 FDA notification</p> <p>4.8 DOH and DTI Protocol and Requirements</p> <p>4.9 Occupational Health & Safety Policies and Guidelines</p> <p>4.10 Environment Safety rules and regulations</p> <p>4.11 Basic Mathematics</p> <p>4.12 Hair Care Maintenance Instruction</p> <p>4.13 Salon Forms and Records for Maintenance and Inventories of Supplies, materials, tools and equipment</p> <p>4.12.1 Tools and Equipment</p> <p>4.12.2 Supplies and Materials</p> <p>4.12.3 Coloring products</p>	<p>4.1 Following code of ethics</p> <p>4.2 Following salon policies and procedures</p> <p>4.3 Applying and styling hair with styling product</p> <p>4.4 Advising client on hair care maintenance</p> <p>4.5 Following salon form and records procedures for maintenance and inventories of supplies materials, coloring products, tools and equipment</p> <p>4.6 Cleaning, sanitizing, recording replenishing and storing tools equipment, supplies and materials</p> <p>4.7 Following housekeeping, safekeeping and 5S principles/ procedures</p> <p>4.8 Segregating and disposing waste materials</p> <p>4.9 Cleaning and preparing workplace</p> <p>4.10 Recording, filing and storing documents</p> <p>4.11 Complying PD 856, RA 9003, FDA notification, DOH and</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		4.12.4 5S Principles 4.12.5 Housekeeping Procedures 4.12.6 Safekeeping Procedures 4.13 Waste Materials 4.14 Workstation	Occupational Safety and Health Policies and regulations

RANGE OF VARIABLES

VARIABLE	RANGE
1. Color Options	May include: 1.1 Semi - permanent 1.2 Demi -Permanent 1.3 Permanent 1.4 Metallic dyes
2. Texture	May include: 2.1 Fine 2.2 Medium 2.3 Coarse
3. Hair Type	May include: 3.1 Straight 3.2 Curly 3.3 Wavy
4. Hair Conditions	May include: 4.1 Virgin 4.2 Normal 4.3 Oily 4.4 Dry 4.5 Porous 4.6 Sensitized 4.7 Chemically treated
5. Scalp Condition	May include: 5.1 Oily 5.2 Normal 5.3 Dandruff 5.4 With Irritation 5.5 Flaking 5.6 Post chemical service itch 5.7 With wound
6. Established Draping Procedures	May include: 6.1 Client is draped with bath towel with horizontal edge folded 2 inches outward 6.2 Protective material is wrapped around the neck 6.3 Coloring cape is wrapped around the shoulder
7. Hair Styling Products	May include: 7.1 Gel/Setting Lotion 7.2 Hair wax (Wet and Dry) 7.3 Hair serum 7.4 Hair spray 7.5 Mousse 7.6 Leave-on conditioner
8. Tools, Materials and Implements	May include: 8.1 Applicator brush (with comb) 8.2 Tint brush 8.3 Paddle brush 8.4 Mixing Bowl 8.5 Measuring Cup 8.6 Hair Clips

VARIABLE	RANGE
	8.7 Chemical Cape 8.8 Apron 8.9 Disposable Gloves (latex) 8.10 Shoulder pad 8.11 Face Mask 8.12 Towels (dark color) 8.13 Blower 8.14 Squeezer 8.15 Tissues Paper 8.16 Ultraviolet lamp or Ultraviolet sterilizer 8.17 Coloring products 8.18 Developers 8.18.1 10 volume/ 3 percent 8.18.2 20 volume/ 6 percent 8.18.3 30 volume/ 9 percent 8.18.4 40 volume/ 12 percent
9 Personal Protective Equipment (clothing/clothing materials)	May include: 9.1 Ear Pads 9.2 Shoulder pad 9.3 Towels 9.4 Apron 9.5 Chemical Cape 9.6 Disposable Gloves (Latex) 9.7 Face mask 9.8 Face shield
10 Workstation	May include: 10.1 Shampoo bowl 10.2 Client chair 10.3 Trash Bin 10.4 Trolley 10.5 Towel 10.6 Shampoo 10.7 Conditioner 10.8 Blower 10.9 Chemical Cape 10.10 Apron
11 Color Applications	May include: 11.1 Re-growth/retouch 11.2 Full head color
12 Established Basic Hair Color Procedures	May include: 12.1 Section hair 12.2 Sub-section hair and follow application techniques following product or manufacturer's manual of instructions. 12.3 Emulsify product to achieve color balance 12.4 Check evenness of color through hair strand test and expose to proper lighting following the required development time 12.5 Rinse hair thoroughly with shampoo and conditioner

VARIABLE	RANGE
13 Hair Care Product Maintenance	May include: 13.1 Shampoo and conditioner for colored hair 13.2 Other form of hair treatment
14 Waste Materials	May include: 14.1 Biodegradable 14.2 Non-Biodegradable

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1 Consulted client on color options and performed skin test prior to hair coloring following DOH, DTI and OSH requirements. 1.2 Checked, analyzed and recorded hair texture, condition and scalp condition following salon policies and procedures. 1.3 Selected, sanitized, prepared and used tools, materials and implements according to coloring procedures, DOH, DTI and OSH requirements. 1.4 Selected and mixed coloring and developer products based on service requirements and hair texture, and condition following product specifications. 1.5 Performed basic hair coloring following established procedures, product specifications, DOH, DTI and OSH requirements 1.6 Ensured client's safety and comfort during the entire process in accordance with DOH, DTI and OSH requirements 1.7 Applied appropriate measures in response to emergencies or unavoidable circumstances 1.8 Performed post-service activities in accordance with standard procedures and salon policies following DOH and DTI policies and guidelines.
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1 Live Model 2.2 Tools, equipment and supplies/materials relevant to the activity to be performed 2.3 Work area/facilities
<p>3.. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Demonstration with Oral Questioning 3.2 Portfolio 3.3 Third-Party Report
<p>4. Context of Assessments</p>	<p>4.1 Competency may be assessed in the workplace or TESDA accredited assessment center</p>

UNIT OF COMPETENCY : PERFORM BASIC MEN’S HAIRCUTTING

UNIT CODE : SOC514320

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing basic men’s haircutting. It involves conducting client consultation, analyzing client’s hair, assessing client ‘s needs, actual cutting of the hair, checking and applying finishing touches and performing post-hair cutting activities. It includes practicing proper and ethical behavior in accordance with code of ethics.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare workstation	1.1 Appropriate supplies/materials are prepared, checked and recorded in accordance with basic men’s hair cutting procedures, product specification following FDA notification, DOH, DTI and OSH requirement 1.2 Appropriate equipment, are prepared, sanitized, checked, set and recorded according to manufacturer’s manual of instructions with FDA notification, DOH, DTI and OSH policies and procedures 1.3 Appropriate haircutting tools are checked prepared recorded, sanitized and sterilized in accordance with basic men’s haircutting procedures, products specification following FDA notification, DOH, DTI and OSH policies and guidelines 1.4 Personal Protective Equipment (clothing/materials) is used in accordance with hair cutting	1.1 Code of ethics 1.2 Familiarization of salon policies and procedures 1.3 Familiarization of Forms and Records Procedures of supplies, materials, tools, cutting tools and equipment 1.4 PD 856 (Sanitation Code of the Philippines) 1.5 RA 9003 (Ecological Waste Management Program act of 2000) 1.6 FDA Notification 1.7 DOH and DTI Protocol and Requirements 1.8 OSH requirements 1.9 Environment and Safety Regulations 1.10 Basic Mathematics 1.11 Workstation 1.12 Salon Form and Records of Supplies, materials, Tools, Cutting tools and Equipment 1.12.1 Supplies and Material 1.12.1.1. Kinds and Uses 1.12.1.2 Product Specification/ Instruction	1.1 Following Code of Ethics 1.2 Following salon policies and procedures 1.3 Following salon form and records procedures of supplies, materials, cutting tools, tools and equipment 1.4 Preparing, sanitizing, checking and recording Equipment Supplies and materials 1.5 Preparing, checking recording, sanitizing and sterilizing haircutting tools 1.6 Following Method of Sanitation 1.7 Preparing, checking and providing Personal protective Equipment (clothing/ materials) 1.8 Preparing Workstation

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	procedures, DOH, DTI and OSH requirements 1.5 Work station is ensured of privacy, safety practices and cleanliness in accordance with established procedures	1.12.2 Tools and Equipment 1.12.2.1 Kinds and Uses 1.12.2.2 Manufacturer's Manual of Instructions 1.12.3 Cutting Tools 1.12.3.1 Kinds and Uses 1.13 Method of Sanitation 1.14 Kinds of Personal Protective Equipment (clothing/materials) 1.15 Preparation and Set up of workplace 1.16 Providing PPE (clothing/materials)	1.9 Following 5S Principles 1.10 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines
2. Prepare client	2.1 Client consultation is performed in accordance with cutting procedures, salon policies and procedures 2.2 Client's hair texture, type, condition and scalp conditions are analyzed, checked, identified and recorded in accordance with haircutting procedures 2.3 Client's shape of face and head, length and width are assessed according to client built and height 2.4 Hair catalogue is presented for men's hair cut style and selected and agreed upon by both parties 2.5 Client is advised to remove all personal jewelries and accessories for personal safekeeping 2.6 Personal Protective Equipment	2.1 Code of ethics 2.2 Client consultation 2.3 First Aid treatment 2.4 Familiarization of Client form and record's information 2.5 PD 856 (Sanitation Code of the Phil's) 2.6 RA 9003 (Ecological Waste management Program act of 2000) 2.7 FDA notification 2.8 DOH and DTI Protocol and Requirements 2.9 OSH policies and guidelines 2.10 Environment Safety Rules and regulations 2.11 Basic Mathematics 2.12 Client's Form and Record 2.13 Hair Analysis 2.13.1 Texture 2.13.2 Type	2.1 Following code of ethics 2.2 Recording client form's information 2.3 Consulting client and checking and analyzing hair conditions, types, length, texture and scalp conditions 2.4 Assessing client shape and built 2.5 Presenting hair catalogue, checking and selecting different hair cut styles 2.6 Advising client to remove personal accessories 2.7 Ensuring client's safety and comfort 2.8 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>(clothing/materials) are provided according to the established draping procedures following haircutting requirements, DOH, DTI and OSH policies and guideline</p> <p>2.7 Draping procedures are followed in accordance with established draping procedures</p> <p>2.8 When necessary, Client's hair is shampooed in accordance with established shampooing and conditioning hair procedures following DOH, DTI and OSH policies and guidelines</p>	<p>2.13.3 Condition</p> <p>2.14 Scalp Condition</p> <p>2.15 Shape of Face</p> <p>2.16 Client Built</p> <p>2.17 Different Hair cut styles</p> <p>2.18 Trichology (Anatomy of Hair/Hair Theory)</p> <p>2.19 Draping procedures</p> <p>2.20 Shampooing and or Conditioning procedures</p>	
3. Cut hair	<p>3.1 Client's safety and comfort is ensured during the entire process in accordance with DOH, DTI and OSH policies and guidelines</p> <p>3.2 Appropriate supplies materials are used in accordance with haircutting procedures, product specification</p> <p>3.3 Appropriate haircutting tools and equipment are used in accordance with haircutting procedures and manufacturer's manual of instructions following FDA notification, DOH, DTI and OSH policies and guidelines</p> <p>3.4 Haircut is performed following haircutting technique in accordance with established haircutting procedures, using over comb technique and deliver client's requirement following</p>	<p>3.1 Code of ethics</p> <p>3.2 Client consultation</p> <p>3.3 First Aid treatment</p> <p>3.4 Familiarization on Salon Policies and Procedures</p> <p>3.5 Compliance to Product Specifications</p> <p>3.6 Compliance to Manual Operations of haircutting tools and Equipment</p> <p>3.7 Time Management</p> <p>3.8 PD 856 (Sanitation Code of the Philippines)</p> <p>3.9 RA 9003 (Ecological Waste Management Program act of 2000)</p> <p>3.10 FDA Notification</p> <p>3.11 DOH and DTI Protocol and Requirements</p> <p>3.12 OSH policies and procedures</p>	<p>3.1 Following code of ethics</p> <p>3.2 Using PPE (clothing/materials)</p> <p>3.3 Using appropriate supplies, materials, tools, haircutting tools and equipment</p> <p>3.4 Following haircut styles, technique and procedures</p> <p>3.5 Following principles of ergonomics</p> <p>3.6 Following established basic haircutting procedures</p> <p>3.7 Providing first-aid and ensuring client's safety and comfort</p> <p>3.8 Following Time Management</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	DOH, DTI and OSH policies and guidelines 3.5 Haircut is performed following haircutting technique using appropriate haircutting tools (clipper/razor) in accordance with manufacturer's manual of instructions 3.6 Hairline is shaved and outlined according to client's request 3.7 Hair styling product is applied and styled as per client's requirements according to product specification 3.8 When necessary, first-aid treatment is provided to the client or referred to health personnel	3.13 Environment Safety Rules and Regulations 3.14 Basic Mathematics 3.15 Established Haircutting procedures 3.15.1 Different Hair cutting Techniques 3.15.2 Over Comb Technique 3.15.3 Manual instructions of Equipment 3.15.4 Men's Haircutting Procedures 3.15.5 Ergonomics 3.16 Using equipment, cutting tools and Their uses and specifications	3.9 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines
4. Perform post service activities	4.1 Client is advised on proper hair care maintenance in accordance with haircutting procedures and product specification 4.2 Supplies, product, materials and equipment are checked, cleaned, sanitized, recorded, replenished and stored in accordance with basic haircutting procedures, DOH, DTI and OSH policies and guidelines 4.3 Cutting tools are checked, cleaned, sanitized, sterilized, recorded and stored in accordance with haircutting procedures, and DTI and OSH policies and guidelines	4.1 Code of ethnics 4.2 Familiarization on client's form and records information 4.3 Familiarization of Salon Forms and Records for Maintenance and Inventories of Supplies, materials, Tools, Cutting tools and Equipment 4.4 PD 856 (Sanitation code of the Philippines) 4.5 RA 9003 (Ecological Waste management Program act of 2000) 4.6 FDA notification 4.7 DOH and DTI Protocol and Requirements 4.8 Occupational Safety and	4.1 Following salon policies and procedures 4.2 Recording client form's information 4.3 Following and advising client on hair care maintenance 4.4 Following Salon Form and Records Procedures for maintenance and inventories of supplies, materials, tools, cutting tools and equipment 4.5 Checking, cleaning, sanitizing, recording replenishing and storing supplies,

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	4.4 Waste materials are segregated and disposed properly in accordance with haircutting procedures and Sanitation Code of the Philippines 4.5 Workplace is cleaned and sanitized in preparation for the next service activity 4.6 Documents are recorded, filed and stored in accordance with haircutting procedures	Health Policies and Guidelines 4.9 Environment and Safety rules and regulations 4.10 Basic Mathematics 4.11 Hair /Care maintenance instructions 4.12 Salon Forms and Record for maintenance and Inventories of Supplies, materials, Tools and Cutting tools and Equipment 4.12.1 Supplies and materials 4.12.2 Tools and Equipment 4.12.3 Cutting Tools 4.12.4 Housekeeping procedures 4.12.5 Safekeeping procedures 4.12.6 5S principles 4.12.7 Method of Sanitation 4.13 Waste Materials 4.14 Preparing Workstation	materials and equipment 4.6 Checking, cleaning, sanitizing, sterilizing, recording and storing haircutting tools 4.7 Following housekeeping, safekeeping procedures and 5S Principles 4.8 Segregating and disposing waste materials 4.9 Cleaning and preparing workstation 4.10 Recording filing and storing form, records and documents 4.11 Complying PD 856 (code Sanitation of the Philippines), RA 9003 (Waste management Program) FDA, notification, DOH, DTI and OSH policies and guidelines

RANGE OF VARIABLES

VARIABLE	RANGE
1. Supplies and Materials	May include: 1.1 Powder 1.2 Blade 1.3 Tissue paper 1.4 Barbers brush 1.5 Spray Gun 1.6 Cutting comb 1.7 Cape 1.8 Apron 1.9 Face mask
2. Equipment	May include but not limited to: 2.1 Razor 2.2 Clipper 2.3 Shampoo bowl with chair 2.4 Trolley 2.5 Client chair 2.6 Ultraviolet lamp or Ultraviolet sterilizer
3. Haircutting Tools	May include: 3.1 Thinning Scissor/taper shear 3.2 Cutting Scissor/shear 3.3 Razor 3.4 Clippers 3.5 Blade 3.6 Straight razor
4. Personal Protective Equipment (clothing/materials)	May include but not limited to: 4.1 Towels 4.2 Apron 4.3 Cutting cape 4.4 Face mask 4.5 Face shield
5. Workstation	May include: 5.1 Client chair 5.2 Shampoo bowl with chair 5.3 Trolley 5.4 Towel 5.5 Apron 5.6 Cape 5.7 Spray gun
6. Hair Condition	May include: 6.1 Dry 6.2 Oily 6.3 Normal 6.4 Chemically Treated
7. Texture	May include: 7.1 Fine 7.2 Medium 7.3 Coarse
8. Length	May include: 8.1 Short 8.2 Medium 8.3 Long
9. Hair Type	May include: 9.1 Straight

VARIABLE	RANGE
	9.2 Curly 9.3 Wavy 9.4 Frizzy
10 Scalp Condition	May include: 10.1 Oily 10.2 Normal 10.3 Dandruff 10.4 With Irritation 10.5 Flaking 10.6 Post chemical service itch 10.7 With wounds 10.8 Greasy or waxy
11 Shape of Face (Primary Shape)	May include: 11.11 Round 11.12 Square 11.13 Triangular
12 Built of the Client	May include: 12.1 Small 12.2 Medium 12.3 Large 12.4 Extra large
13 Hair Catalog	May include: 13.1 Men's Cut Catalog 13.2 Ladies Cut Catalog 13.3 Kid's Cut Catalog
14 Men's Hair Cut Styles	May include: 14.1 Barber's Cut 14.1.1 Under cut 14.1.2 Crew Cut 14.1.3 Flat Top 14.1.4 Semi Barbers Cut 14.1.5 Faded 14.2 Semi Bald Cut/Skin Head 14.3 Executive/Corporate Cut
15 Established Draping Procedures	May include: 15.1 Client is draped with bath towel with horizontal edge folded 2 inches outward 15.2 Protective material is wrapped around the neck 15.3 Cutting cape is wrapped around the shoulder
16 Established hair shampooing and/or conditioning procedures	May include: 16.1 Comb/brush hair to free from entanglement before actual shampooing and/or conditioning 16.2 Apply amount of shampoo and/or conditioner according to clients' hair length and volume, and type of service 16.3 Apply appropriate water temperature 16.4 Follow shampooing and/or conditioning technique and procedures 16.5 Rinse hair thoroughly and towel-dry
17 Haircutting Technique (for Barbering)	May include: 17.1 Knuckle over finger 17.2 Balding 17.3 Horizontal technique/straight across 17.3.1 Scissor over finger

VARIABLE	RANGE
	17.3.2 Clipper over finger 17.3.3 Scissor over-comb 17.3.4 Clipper over-comb 17.3.5 Knuckle over finger 17.4 Tapering cutting technique 17.5 Point cutting technique -Texturizing
18 Established Barbering/Haircutting Procedures	May include: 18.1 Shampoo hair and towel dry 18.2 Section hair (if necessary) 18.3 Apply haircutting technique and style to achieve the desired haircut 18.4 Remove excess hair and apply finishing product when necessary
19 Over-Comb Techniques	May include: 19.1 Scissor over-comb 19.2 Clipper over-comb 19.3 Knuckle over finger
20 Hair Styling Products	May include: 20.1 Gel/Styling gel 20.2 Mousse 20.3 Spray Net/Hair spray 20.4 Hair Polish/hair serum 20.5 Hair Wax (wet and dry) 20.6 Pomade
21 Hair Care Maintenance	May include: 21.1 Frequent appropriate shampoo and conditioning 21.2 Other Hair treatment
22 Waste Materials	May include: 22.1 Biodegradable 22.2 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 Client's safety and comfort is ensured during the entire process in accordance with DOH, DTI and OSH requirements 1.2 Consulted and prepared client according to service requirements 1.3 Prepared and used appropriate haircutting tools, equipment and implements according to manufacturer's manual of instruction following DOH, DTI and OSH requirements 1.4 Used Personal Protective Equipment (clothing/materials) in accordance with salon policies and procedures following DOH, DTI and OSH requirements 1.5 Performed established haircutting procedures following haircutting technique and over combed techniques according to service requirements, manufacturer's manual of instruction, DOH, DTI and OSH requirements. 1.6 Performed cross checking and applied appropriate finishing touches according to product specification 1.7 Applied appropriate measures in response to emergencies or unavoidable circumstances 1.8 Performed post-service activities in accordance with haircutting procedures following DOH, DTI and OSH policies and guidelines
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Live Model 2.2 Tools, equipment and supplies/materials relevant to the activity to be performed 2.3 Working area / facilities
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration with Oral Questioning 3.2 Observation with Oral Questioning 3.3 Interview 3.4 Portfolio 3.5 Third-Party Report
<p>4. Context of Assessment</p>	<p>4.1 Competency may be assessed in the workplace or TESDA accredited assessment center</p>

UNIT OF COMPETENCY : PERFORM SHAVE AND STYLE BEARD AND MUSTACHE

UNIT CODE : SOC514321

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude required to shave or design/style beard and mustache. It involves the preparation of client, the actual shaving, styling and designing beards and mustache. Perform post service activity. It includes practicing proper and ethical behavior in accordance with code of ethics.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare workstation	1.1 Supplies and materials are prepared, checked and recorded in accordance with shaving and styling beard and mustache procedure, FDA notification following DOH, DTI and OSH policies and guidelines 1.2 Shaving products form are prepared, checked and recorded in accordance with shaving and styling beard and mustache procedure, product specification with FDA notification 1.3 Equipment are prepared, checked, set and recorded according to manufacturer's manual of instructions and shaving, styling beard and mustache procedures 1.4 Cutting tools for shaving and styling are checked, prepared, recorded and sanitized in accordance with shaving and styling beard and mustache procedure, products	1.1 Code of ethics 1.2 Familiarization of salon policies and procedures 1.3 Familiarization of Forms and Records Procedures of supplies, materials, products, tools, cutting tools and equipment 1.4 PD 856 (Sanitation Code of the Philippines) 1.5 FDA Notification 1.6 DOH and DTI Protocol and Requirements 1.7 OSH requirements 1.8 Environment and Safety Regulations 1.9 Basic Mathematics 1.10 Salon Form and Records Procedures of Supplies, Materials, Tools, Cutting tools and Equipment 1.10.1 Supplies and Materials 1.10.1.1 Kinds and Uses 1.10.1.2 Product specification/ instruction	1.1 Following Code of Ethics 1.2 Following salon policies and procedures 1.3 Following Salon Forms and Records Procedures of supplies, materials, shaving tools, tools and equipment 1.4 Preparing, checking and recording forms and records of supplies, materials, shaving tools and equipment 1.5 Preparing and checking shaving products 1.6 Providing PPE (clothing/ materials) 1.7 Preparing workstation 1.8 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH requirements

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	1.5 specification following DOH, DTI and OSH policies and guidelines Personal Protective Equipment (clothing/materials) is used in accordance with shaving and styling beard and mustache procedures, DOH, DTI and OSH policies and guidelines 1.6 Work station is ensured of privacy, safety practices and cleanliness in accordance with established procedures	1.10.2 Tools and Equipment 1.10.2.1 Kinds and Uses 1.10.2.2 Manufacturer's manual of Instruction 1.10.3 Cutting Tools for Shaving and Styling 1.10.3.1 Kinds and Uses 1.10.3.2 Manufacturer's Manual of instruction 1.10.4 Shaving products 1.10.4.1 Kinds and uses 1.11 Kinds and Uses of Personal Protective Equipment (clothing/materials) 1.12 5S principle 1.13 Workstation 1.14 Providing PPE (Clothing/materials) 1.15 Preparation and Set up of workplace	
2. Prepare client	2.1 Client's safety and comfort are ensured during the entire process in accordance with DOH, DTI and OSH policies and guidelines 2.2 Client is consulted and assessed so that appropriate service requirements shall be provided 2.3 Client's beard and mustache are checked, analyzed and agreed style, design and trimming is agreed	2.1 Code of Ethics 2.2 Familiarization of salon policies and procedures 2.3 Client consultation 2.4 Familiarization of forms and records of client's information 2.5 PD 856 (Sanitation Code of the Philippines) 2.6 RA 9003 (Ecological Waste Management Program Act of 2000)	2.1 Code of ethics 2.2 Checking, assessing, analyzing and consulting client beard and mustache 2.3 Checking and recording client's information 2.4 Performing established draping procedures 2.5 Using PPE (clothing/materials)

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.4 according to service requirements Client is advised to remove all personal jewelries and accessories for personal safekeeping 2.5 Client's Personal Protective Equipment (clothing/materials) is provided in accordance with shaving and styling beard and mustache procedure, DOH, DTI and OSH policies and guidelines 2.6 Draping procedures are followed in accordance with established draping procedures , DOH, DTI and OSH policies and guidelines 2.7 First-aid, sanitizing or hygiene products are selected and prepared in accordance with shaving and styling beard and mustache procedure procedures product specification, DOH, DTI and OSH policies and guidelines	2.7 DOH and DTI Protocol and Requirements 2.8 OSH requirements 2.9 Environment Safety Rules and Regulations 2.10 Basic mathematics 2.11 Different beard and moustache designs/ styles 2.12 Draping Procedures 2.13 Using PPE (clothing/materials)	2.6 Selecting and preparing first-aid, sanitizing and hygiene products 2.7 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH requirements
3. Shave and design/style beard and mustache	3.1 Supplies, materials and cutting tools are used in accordance with shaving and trimming procedures for beard and mustache, manufacturer's manual of instruction with FDA notification following DOH, DTI and OSH policies and guidelines 3.2 Shaving and trimming techniques are applied both on beard and mustache to remove bulk and or to give the accepted design and style in accordance with	3.1 Code of Ethics 3.2 Compliance to Operations Manual of Equipment 3.3 PD 856 (Sanitation Code of the Philippines) 3.4 RA 9003 (Ecological Waste Management Program Act of 2000) 3.5 FDA notification 3.6 DOH and DTI Protocol and Requirements 3.7 OSH requirements	3.1 Following Code of ethics 3.2 Using supplies, materials, cutting tools, shaving products and equipment 3.3 Applying over-comb technique on shaving and trimming technique on beard and mustache 3.4 Following established shaving and styling beard and

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p><i>established shaving and styling beard and mustache procedures</i> product specification, manufacturer's manual of instruction with FDA notification, DOH, DTI and OSH policies and guidelines</p> <p>3.3 <i>Scissor over-comb techniques</i> are applied in a logical sequence to remove bulk and or shape beard and mustache</p> <p>3.4 Beard and moustache lines are defined according to agreed design using appropriate cutting tools, products in accordance with <i>established defining beard procedures</i>, and <i>established designing beard and mustache procedures</i>, following manufacturer's manual of instruction with FDA notification, DOH, DTI and OSH policies and guidelines</p> <p>3.5 Excess hair is removed and finishing touches is applied according to agreed design following shaving, trimming, styling and designing beard and mustaches procedures.</p> <p>3.6 When necessary, first-aid treatment is provided to the client or referred to health personnel</p>	<p>3.8 Environment Safety Rules and Regulations</p> <p>3.9 Basic Mathematics</p> <p>3.10 Shave and Design/Style Beard and mustache</p> <p>3.10.1 Over-comb techniques</p> <p>3.10.2 Shaving/ Outline Procedures</p> <p>3.10.3 Defining Beard</p> <p>3.10.4 Established designing Beard and Mustache procedures</p> <p>3.11 First Aid</p> <p>3.12 Using shaving tools and equipment</p> <p>3.13 Operating equipment</p>	<p>mustache procedures</p> <p>3.5 Following established defining beard procedures</p> <p>3.6 Following established designing beard and mustache procedures</p> <p>3.7 Applying finishing touches for beard and mustache procedures</p> <p>3.8 Selecting and preparing first-aid, sanitizing and hygiene products</p> <p>3.9 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH requirements</p>
4. Perform post-service activities	4.1 Client is advised on beard and moustache <i>care and maintenance</i> according to product specification	<p>4.1 Code of ethnics</p> <p>4.2 Familiarization of Salon Policies and Procedures</p> <p>4.3 Familiarization of Salon Forms and</p>	<p>4.1 Following code of ethics</p> <p>4.2 Familiarization salon policies and procedures</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>4.2 Tools, equipment and implements are cleaned, sanitized, replenished and stored in accordance with Shave and Style Beard and Mustache procedures, manufacturer's manual instructions, DOH, DTI and OSH policies and guidelines</p> <p>4.3 Wastes materials are segregated and disposed properly following Sanitation Code of the Philippines</p> <p>4.4 Workplace is cleaned, sanitized and prepared for next service activity</p> <p>4.5 Documents are recorded, filed and stored in accordance with salon management</p>	<p>Records Procedures for maintenance and Inventories of Supplies, Materials, Tools, Cutting tools and Equipment</p> <p>4.4 Compliance to Operations Manual of Equipment</p> <p>4.5 PD 856 (Sanitation Code of the Philippines)</p> <p>4.6 RA. 0993 (Ecological Waste Management Program Act of 2000)</p> <p>4.7 FDA Notification</p> <p>4.8 DOH and DTI Protocol and Requirements</p> <p>4.9 OSH requirements</p> <p>4.10 Environment Safety Rules and Regulations</p> <p>4.11 Basic Mathematics</p> <p>4.12 Hair Care Maintenance Program</p> <p>4.13 Salon Record and Forms Procedures for Maintenance and Inventories of Supplies, Materials, shaving products Tools, Cutting Tools and Equipment</p> <p>4.13.1 Supplies and Materials</p> <p>4.13.2 Tools and Equipment</p> <p>4.13.5 Cutting Tools</p> <p>4.13.6 Shaving Products</p> <p>4.13.7 Housekeeping Procedures</p> <p>4.13.8 Safekeeping Procedures</p> <p>4.13.9 Method of Sterilization</p>	<p>4.3 Advising client Beard and mustache care maintenance</p> <p>4.4 Following Form and Records Procedures for Maintenance and inventories of Supplies, Materials, Cutting tools for shaving, tools and equipment</p> <p>4.5 Checking, cleaning, sanitizing recording replenishing and storing supplies, materials and equipment</p> <p>4.6 Checking, cleaning, recording, sanitizing, sterilizing and storing tools</p> <p>4.7 Following housekeeping, safekeeping procedures and 5S principles</p> <p>4.8 Segregating and disposing waste materials</p> <p>4.9 Cleaning, sanitizing and preparing workstation</p> <p>4.10 Recording filing and storing form, records and documents</p> <p>4.11 Complying PD 856 (code Sanitation of the Philippines), RA 9003 (Waste</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		4.13.10 5S Principles 4.14 Waste materials 4.15 Preparing and cleaning workstation	management Program) FDA notification, DOH, DTI and OSH policies and guidelines

RANGE OF VARIABLES

VARIABLE	RANGE
1. Supplies/Materials	May include: 1.1 Alcohol 1.2 Tissue 1.3 Face Towel 1.4 Napkin Cloth 1.5 After Shave (liquid)
2. Shaving Product Form	May include: 2.1 Cream 2.2 Gel 2.3 Mousse 2.4 Foam
3. Equipment	May include but not limited to: 3.1 Hair Clippers 3.2 Reclining chair 3.3 Trolley 3.4 Hot Cab 3.5 Ultraviolet lamp or Ultraviolet sterilizer
4. Cutting Tools	May include: 4.1 Cutting Scissor/shear 4.2 Razor (disposable) 4.3 Hair Clippers
5. Shaving and Styling	May include: 5.1 Lessen the volume 5.2 Totally shave 5.3 Re-shape
6. Personal Protective Equipment (clothing/materials)	May include but not limited to: 6.1 Neck Strip (Cloth/tissue) 6.2 Cape 6.3 Towel 6.4 Apron 6.5 Face Mask 6.6 Tissue paper 6.7 Face shield
7. Workstation	May include: 7.1 Client chair 7.2 Trolley 7.3 Trash Bin 7.4 Towel
8. Established Draping Procedures	May include: 8.1 Client is draped with bath towel with horizontal edge folded 2 inches outward 8.2 Protective material is wrapped around the neck 8.3 Cutting cape is wrapped around the shoulder
9. Established Shaving Procedures	May include: 9.1 Let the client seat on a comfortable position 9.2 Apply fresh headrest cover and adjust the headrest to the proper height 9.3 Recline the chair to a comfortable working angle

VARIABLE	RANGE
	<p>9.4 Apply shaving cream, lotion or gel according to product specification or manufacturer's manual of instructions to retain moisture and reduce friction of the blade against the skin.</p> <p>9.5 Apply enough quantity of shaving cream into the hand and spread over the area to be shaved.</p> <p>9.6 Start at the neck, using the fingers and apply appropriate shaving stroke until you cover all the areas and rub for about 1 to 2 minutes until chosen texture is achieved.</p> <p>9.7 When using a straight razor, you can either use a free hand or backhand stroke. Hold the razor then turn the client's face to the left while you are standing at the right side.</p> <p>9.8 Check sharpness of the blade and replace if necessary.</p> <p>9.9 Begin at the hairline at the right side. Stretch the area of the skin to be shaved then use a gliding diagonal stroke and shave toward the corner of the mouth to the jawbone.</p> <p>9.10 Remain in the same position and wipe the razor clean using a tissue paper.</p> <p>9.11 Stretch the skin and hold the razor in a backhand position. Using diagonal strokes, shave to the right side from the angle of the mouth down to the chin.</p> <p>9.12 Wipe the razor using a tissue paper. Maintaining the same body position, hold the razor in the freehand position.</p> <p>9.13 Shave the hair underneath the nostril using a slight diagonal strokes following the curves of the face. Use the fingers of the left hand to stretch the underlying skin.</p> <p>9.14 Wipe the razor Stand to the right side of the client and turn the client's face upward to shave the upper left lip</p> <p>9.15 Using a backhand position, push the tip of the nose lightly to the right using the thumb while the fingers of the left hand stretch the skin. Shave the upper left side of the tip.</p> <p>9.16 Gently turn the face of the client to the right, stretch the skin with the fingers of the left hand to prevent digging in along the ear.</p> <p>9.17 Stretch the skin and shave downward and slightly forward toward the corner of the mouth and jawbone</p> <p>9.18 Position yourself behind the client chair. Hold the razor for the reverse stroke. Stretch the skin below the chin and shave upward on the lower part of the neck. Stretch the skin away from the</p>

VARIABLE	RANGE
	<p>Adam's apple and shave on a slight diagonal manner.</p> <p>9.19 Stay behind the client's chair. Cup the client's chin, stretch the skin and reverse freehand stroke.</p> <p>9.20 To finish the shaving procedure, apply moisturizing cream or lotion using manipulative relaxing technique</p> <p>9.21 Remove cream residue using a tissue. Moisten a cotton ball with toner and pat gently all over the face</p> <p>9.22 Apply moderately warm towel over the face according to client's requirements (it provides a relaxing soothing effect)</p>
10. Over-Comb Techniques	<p>May include:</p> <p>10.1 Scissor over-comb</p> <p>10.2 Clipper over-comb</p> <p>10.3 Clippers with knuckle</p>
11. Established Designing Beard and Moustache Procedures	<p>May include:</p> <p>11.1 Over-Comb Technique</p> <p>11.1.1 Wash facial hair with shampoo and rinse afterwards. Pat with towel to remove excess moisture</p> <p>11.1.2 Comb the moustache using a fine-toothed comb to brush the hair downward to make sure that you get balance trim</p> <p>11.1.3 Trim the moustache carefully and follow the shape of the client's mouth to shape the bottom of the moustache</p> <p>11.1.4 Do not trim too far above the lip because hair will be a little shorter when it dries.</p> <p>11.1.5 To lessen the bulk of the moustache, reduce it by trimming the top layer using a moustache trimmer or fine-tooth comb. Gently lift the top layer then trim it evenly.</p> <p>11.1.6 Using moustache wax for styling purpose</p>
12. Established Defining Beard	<p>May include:</p> <p>12.1 Using Scissor</p> <p>12.1.1 Using a comb, trim any hair which is on the outside of the comb's teeth. Begin by trimming very short lengths of hair</p> <p>12.1.2 Continue trimming the beard according to the client's chosen length. Always comb the beard to get an even trim.</p> <p>12.1.3 Comb the hair straight down and trim the hair that flows below the line of the lip</p> <p>12.1.4 Safely removed the hair on neck using a trimmer or razor.</p> <p>12.2 Using Clipper</p> <p>12.2.1 Request the client to sit comfortably on</p>

VARIABLE	RANGE
	<p>the chair</p> <p>12.2.2 Wash the beard thoroughly using shampoo and conditioner. Rinse well with water then pat dry using towel.</p> <p>12.2.3 Comb the beard using fine-tooth comb to remove tangles and for easier trimming</p> <p>12.2.4 Start trimming using electric clipper; choose appropriate guard to ensure the length of the trim. If the client chooses to remove the beard completely, leave the guard off. Turn the trimmer on and trim each side of the client's face using long smooth strokes.</p> <p>12.2.5 Trim the mustache and chin. Start under the nose and move toward the corner of the mouth then proceed down to the chin. Make sure the client's mouth is closed.</p> <p>12.2.6 Remove the guard from trimmer and trim along the neckline to remove the remaining hair on the client's neck</p>
13. Moustache and Beard Care and Maintenance	<p>May include;</p> <p>13.1 Shampoo and conditioner</p> <p>13.2 After shave treatment</p>
14. Waste Materials	<p>May include:</p> <p>14.1 Biodegradable</p> <p>14.2 Non-biodegradable</p>

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 and prepared client according to job/service requirements 1.2 Prepared and used appropriate cutting tools, equipment and implements in accordance with Shave and Style Beard and Mustache procedures following product specification, manufacturer’s manual of instructions, DOH, DTI and OSH requirements 1.3 Prepared and used PPE (clothing/materials) in accordance with Shave and Style Beard and Mustache procedures, DOH, DTI and OSH requirements 1.4 Performed shaving, styling and trimming according to agreed designed and style of beard and mustache following Shave and Style Beard and Mustache procedures, product specification, DOH, DTI and OSH requirements 1.5 Performed cross checking and applied appropriate finishing touches. 1.6 Followed safety precautions to clients during the entire process in accordance with DOH, DTI and OSH policies and guidelines 1.7 Applied appropriate measures in response to emergencies or unavoidable circumstances 1.8 Performed post-service activities in accordance with Shave and Style Beard and Mustache procedures, DOH, DTI and OSH policies and guidelines
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Live Model 2.2 Supplies, materials, tools and implements relevant to the activity to be performed 2.3 Working area / facilities
<p>3. Method of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration with Oral Questioning 3.2 Portfolio 3.3 Third -Party Report
<p>4. Context of Assessment</p>	<p>4.1 Competency may be assessed in the workplace or TESDA accredited assessment center</p>

UNIT OF COMPETENCY : PERFORM CHAIR MANIPULATIVE RELAXING SERVICES

UNIT CODE : SOC514322

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing chair manipulative relaxing services in a barber shop/workplace. It involves assessing and preparing the client. Actual application of manipulative relaxing services procedures with manipulative relaxing motion. Performing post services activities. It includes practicing proper and ethical behavior in accordance with code of ethics.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare work station	1.1 Supplies and materials are prepared, checked and recorded for type of chair manipulative relaxing services in accordance with FDA notification, salon policies and procedures following DOH, DTI and OSH policies and guidelines 1.2 Equipment are prepared, sanitized, set-up, checked and recorded for type of chair manipulative relaxing services in accordance with manufacturer's manual of instruction, OSH requirements 1.3 Manipulative service treatment product is prepared, checked and recorded for type of chair manipulative relaxing services according to product specification with FDA notification 1.4 Personal Protective Equipment (clothing/materials) is used for type of chair manipulative relaxing services according to	1.1 Code of ethics 1.2 Familiarization of salon policies and procedures 1.3 Familiarization of Forms and Records of supplies, materials, equipment and massage products 1.4 PD 856 (Sanitation Code of the Philippines) 1.5 RA. 9003 (Ecological waste management program Act 2000) 1.6 FDA Notification 1.7 DOH and DTI Protocol and Requirements 1.8 OSH requirements. 1.9 Environment and Safety Regulations 1.10 Basic Mathematics 1.11 Workstation 1.12 Salon Form and Records procedures of Supplies, Materials, Tools, Manipulative Relaxing Products and Equipment 1.12.1 Supplies, Material and Manipulative Relaxing Products	1.1 Following Code of Ethics 1.2 Following salon policies and procedures 1.3 Following salon form and record procedures of supplies, materials, and equipment 1.4 Preparing checking and recording supplies, materials, and setting up equipment 1.5 Preparing, checking and recording manipulative relaxing products 1.6 5S Principles 1.7 Providing PPE (clothing/ Materials) 1.8 Preparing workstation 1.9 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH requirements

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>salon policies and procedures, DOH, DTI and, OSH policies and guidelines</p> <p>1.5 Work station is ensured of privacy, safety practices and cleanliness in accordance with established procedures</p>	<p>1.12.1.1 Kinds and Uses</p> <p>1.12.1.2 Product Specification/ instructions</p> <p>1.12.2 Tools and Equipment</p> <p>1.12.2.1 Kinds and Uses</p> <p>1.12.2.2 Manufacturer's Manual of Instructions</p> <p>1.13 Kinds and Uses of Personal Protective Equipment (clothing/materials)</p> <p>1.14 5S Principles</p> <p>1.15 Preparation and Set up of workplace</p>	
2. Prepare client	<p>2.1 Client health/body condition is consulted on, so that appropriate service requirements shall be provided in accordance with type of chair manipulative relaxing services procedures following DOH, DTI and OSH policies and procedures</p> <p>2.1 Client's is consulted on type of chair manipulative relaxing services and manipulative relaxing products are checked and prepared according to client's body condition, product specification with FDA notification, DOH, DTI and OSH policies and guidelines</p> <p>2.2 Client's Personal Protective Equipment (clothing/materials) is provided in accordance</p>	<p>2.1 Code of Ethics</p> <p>2.2 Client consultation</p> <p>2.3 Salon policies and procedures</p> <p>2.4 Client Consultation</p> <p>2.5 Forms and records of client's information</p> <p>2.6 First-aid treatments</p> <p>2.7 PD. 856 (Sanitation Code of the Philippines)</p> <p>2.8 RA 9003 (Ecological Waste management Program Act of 2000)</p> <p>2.9 DOH and DTI Protocol and Requirements</p> <p>2.10 OSH requirements</p> <p>2.11 Environment Safety Rules and Regulations</p> <p>2.12 Basic mathematics</p> <p>2.13 Health Condition</p>	<p>2.1 Following code of ethics</p> <p>2.2 Checking client's condition</p> <p>2.3 Preparing, checking and consulting client the type of manipulative relaxing products and chair spot manipulative relaxing services</p> <p>2.4 Using PPE (clothing/materials)</p> <p>2.5 Advising client to remove personal accessories</p> <p>2.6 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH requirements</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>with the type of chair manipulative relaxing services., DOH, DTI and OSH policies and guidelines</p> <p>2.3 Client is advised to remove all personal accessories and kept in a safe place</p>	<p>2.14 Different types of chair manipulative relaxing services</p> <p>2.15 Massage Products</p> <p>2.16 Using Personal Protective Equipment (clothing)</p>	
3. Perform manipulative relaxing service to client	<p>3.1 Equipment are set-up and used in accordance with type of chair manipulative relaxing services manufacturer manual of instructions, DOH, DTI and OSH policies and guidelines</p> <p>3.2 Client is laid in a position ensuring the safety and comfort during the entire process</p> <p>3.3 Required manipulative relaxing motion are applied according to type of chair manipulative relaxing services following DOH, DTI and OSH policies and guidelines</p> <p>3.4 Manipulative relaxing treatment product are used, and applied to client according to manipulative relaxing motion technique in accordance with established chair manipulative relaxing service procedures</p> <p>3.5 Timeline is observed according to type of chair spot manipulative relaxing services procedures, and product specification</p> <p>3.6 Any pain / complain made by the client is immediately acknowledged or</p>	<p>3.1 Code of Ethics</p> <p>3.2 Salon policies and procedures</p> <p>3.3 PD. 856 (Sanitation Code of the Philippines)</p> <p>3.4 RA 9003 (Waste management Program)</p> <p>3.5 FDA Notification</p> <p>3.6 DOH and DTI Protocol and Requirements</p> <p>3.7 OSH requirements</p> <p>3.8 Environment Safety Rules and Regulations</p> <p>3.9 Basic mathematics</p> <p>3.10 Established Manipulative Relaxing Service</p> <p>3.10.1 Manipulative Relaxing /service Motion</p> <p>3.10.2 Manipulative Relaxing Service Motion Technique</p> <p>3.10.3 Established Chair Manipulative Relaxing Services procedures</p> <p>3.11 Time management</p> <p>3.12 Operating of Massage chairs</p>	<p>3.1 Following Code of Ethics</p> <p>3.2 Using and following equipment (reclining chair) with manufacturer's manual of instruction</p> <p>3.3 Positioning and ensuring client safety and comfort</p> <p>3.4 Following manipulative relaxing service motion</p> <p>3.5 Following manipulative relaxing technique</p> <p>3.6 Using manipulative relaxing products</p> <p>3.7 Following established chair manipulative relaxing service procedures</p> <p>3.8 Following time management</p> <p>3.9 Acknowledging clients complain</p> <p>3.10 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH requirements</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	referred to appropriate health personnel or referred to appropriate health personnel		
4. Perform post-service activities	<p>4.1 Client is advised on body and health care maintenance in accordance with type of chair manipulative relaxing services and procedures, product specification</p> <p>4.2 Supplies, materials, massage products and equipment are checked, cleaned, sanitized, replenished and stored in accordance with type of chair manipulative relaxing services product specification, manufacturer's manual instructions, DOH, DTI and OSH policies and guidelines</p> <p>4.3 Wastes materials are segregated and disposed properly following Sanitation Code of the Philippines</p> <p>4.4 Workplace is cleaned and prepared for next service activity</p> <p>4.5 Documents are recorded, filed and stored in accordance with salon policies and procedures</p>	<p>4.1 Code of ethnics</p> <p>4.2 Time management</p> <p>4.3 Familiarization on salon Policies and Procedures</p> <p>4.4 Familiarization of Salon Forms and Records Procedures for Maintenance and Inventories of Supplies, materials, Tools, Manipulative Relaxing treatment and equipment</p> <p>4.5 PD 856 (Sanitation Code of the Phil's)</p> <p>4.6 RA 9003 (Ecological Waste management Program Act of 2000)</p> <p>4.7 FDA Notification</p> <p>4.8 DOH and DTI Protocol and Requirements</p> <p>4.9 OSH requirements</p> <p>4.10 Environment Safety Rules and Regulations</p> <p>4.11 Basic Mathematics</p> <p>4.12 Body and Health Care Maintenance</p> <p>4.13 Salon Forms and Records Procedures for maintenance and inventories of Supplies, materials, Tools, Manipulative Relaxing Products and Equipment</p> <p>4.13.1 Supplies and Materials</p>	<p>4.1 Following code of ethics</p> <p>4.2 Following salon policies and procedures</p> <p>4.3 Advising client body and health care maintenance</p> <p>4.4 Following salon Form and Records Procedures for maintenance and inventories for supplies, materials and equipment</p> <p>4.5 Checking, cleaning, recording, sanitizing replenishing and storing supplies, materials and equipment</p> <p>4.6 Checking, cleaning, recording sanitizing, sterilizing and storing tools</p> <p>4.7 Following and applying housekeeping, safekeeping and 5S principles/procedures</p> <p>4.8 Segregating and disposing waste materials</p> <p>4.9 Cleaning and preparing workstation</p> <p>4.10 Recording filing and storing</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		4.13.2 Manipulative Relaxing products 4.13.3 Tools and Equipment 4.13.4 Housekeeping Procedures 4.13.5 Safekeeping Procedures 4.13.6 5S Principles 4.14 Waste materials 4.15 Preparing Workstation	4.11 Complying PD 856 (code Sanitation of the Philippines), RA 9003 (Waste management Program), FDA notification, DOH, DTI and OSH policies and guidelines form, records and documents

RANGE OF VARIABLES

VARIABLE	RANGE
1 Supplies and Materials	May include: 1.1 Towel 1.2 Powder
2 Type of Chair Manipulative Relaxing Services	May include: 2.1 Head and scalp 2.2 Arms and back
3 Equipment	May include: 3.1 Client chair (reclining chair) 3.2 Stool
4 Manipulative Relaxing Products	May include: 4.1 Lotion 4.2 Powder 4.3 Oil 4.3.1 Aromatic Oil 4.3.2 Mentholated Oil 4.3.3 Herbal Oil
5 Personal Protective Equipment (clothing/materials)	May include but not limited to: 5.1 Face Towel 5.2 Gauze Mask 5.3 Head Band 5.4 Apron 5.5 Face shield
6 Workstation	May include: 6.1 Client chair (reclining chair) 6.2 Towel 6.3 Trolley
7 Health and Body Condition	May include: 7.1 Heart condition 7.2 Blood pressure 7.3 Bone damage 7.4 Any skin related disorder
8 Manipulative Relaxing Motion	May include: 8.1 Pressing 8.2 Sliding 8.3 Circular motion 8.4 Tapping 8.5 Kneading
9 Manipulative Relaxing Motion technique	May include: 9.1 Soft Pressure 9.2 Hard Pressure
10 Established Chair Manipulative Relaxing Service Procedures	May include: 10.1 SHOULDER Begin with your hands parallel to each other and slide them down each side of the spine. in manipulating relaxing technique all the way down to lower back and buttocks. Then slide your hands up and all the way to the neck, over the shoulders

VARIABLE	RANGE
	<p>and down the arms to the fingertips. Repeat this motion at least six times.</p> <p>10.2 NECK AND HEAD</p> <p>Maintain contact as you move up the spine to the neck. Using light to moderate kneading work the muscles along the sides and back of the neck, from the shoulder to the base of the skull and below the ears. Pay special attention to the small muscles at the base of the skull before working the head. Using fingertip strokes, run across the scalp from forehead to neck. A zigzag movement with the fingers can be done here, and often provide extra stimulation to the scalp as well as invigorating the client. This should be one minute to 90 seconds long.</p> <p>Complete the manipulative relaxing service with several relaxing motion from the shoulders to the hips a sort of conclusion stroke before helping the client sit up from the chair</p>
11 Health/Body Care Maintenance	<p>May include:</p> <p>11.1 Body Lotion</p> <p>11.2 Healthy Food</p>
12. Waste Materials	<p>May include:</p> <p>12.1 Biodegradable</p> <p>12.2 Non-Biodegradable</p>

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 the desired type of chair manipulative relaxing services 1.2 Prepared and used supplies and materials according to product specification, DOH and OSH requirements 1.3 Manipulative relaxing products are used and applied to client in accordance with chair manipulative relaxing procedures, product specification, FDA notification, with DOH and OSH requirements 1.4 Performed chair manipulative relaxing procedures and applied manipulative relaxing service motion and technique according to prescribed direction, product specification with DOH and OSH requirements. 1.5 Observed timeline according to established chair manipulative relaxing procedures, product specification 1.6 Ensured client's comfort and safety during the entire process in accordance with DOH and OSH requirements 1.7 Advised clients on safety precautions after manipulative relaxing procedures 1.8 Acknowledged and responded to any pain or complains made by the client 1.9 Performed post-service activities in accordance with salon management, DOH and OSH requirements
<p>2 . Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Model 2.2 Tools, equipment and supplies/materials relevant to the activity to be performed 2.3 Work area/facilities
<p>3. Method of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration with Questioning 3.2 Third-Party Report 3.3 Portfolio
<p>4. Context of Assessment</p>	<p>4.1 Competency may be assessed in the simulated work area or TESDA accredited assessment center</p>

SECTION 3 TRAINING STANDARDS

These standards are set to provide technical and vocational education and training (TVET) providers with information and other important requirements to consider when designing training programs for **BARBERING NC II**.

3.1 CURRICULUM DESIGN

TESDA shall provide the training on the development of competency-based curricula to enable training providers develop their own curricula with the components mentioned below.

Delivery of knowledge requirements for the basic, common and core units of competency specifically in the areas of mathematics, science/technology, communication/language and other academic subjects shall be contextualized. To this end, TVET providers shall develop a Contextual Learning Matrix (CLM) to accompany the curricula.

Course Title: BARBERING

Level: NC II

Nominal Training Duration:

37	Hours (Basic Competencies)
24	Hours (Common Competencies)
224	Hours (Core Competencies)
<u>285</u>	
40	Supervised Industry Learning (SIL)
<u>325</u>	TOTAL HOURS

Course Description:

This course is designed to provide the learner with knowledge, practical skills and attitude, applicable in performing work activities involve in performing hair and scalp treatment, basic hair coloring, basic men's haircutting, shave and shape beard and mustache and chair spot manipulative relaxing services. This include classroom learning activities and practical work in actual work site or simulation area.

Upon completion of the course, the learners are expected to demonstrate the above-mentioned competencies to be employed. To obtain this, all units prescribed for this qualification must be achieve.

BASIC COMPETENCIES (37 HOURS)

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
1. Participate in workplace communication	1.1. Obtain and convey workplace information	<ul style="list-style-type: none"> • Describe Organizational policies • Read: <ul style="list-style-type: none"> ○ Effective communication ○ Written communication ○ Communication procedures and systems • Identify: <ul style="list-style-type: none"> ○ Different modes of communication ○ Medium of communication ○ Flow of communication ○ Available technology relevant to the enterprise and the individual's work responsibilities • Prepare different Types of question • Gather different sources of information • Apply storage system in establishing workplace information • Demonstrate Telephone courtesy 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration 	<ul style="list-style-type: none"> • Oral evaluation • Written examination • Observation 	2 hours
	1.2. Perform duties following workplace instructions	<ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Written notices and instructions ○ Workplace interactions and procedures • Read instructions on work related forms/documents Perform workplace duties scenario following workplace instructions 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration 	<ul style="list-style-type: none"> • Oral evaluation • Written examination • Observation 	2 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	1.3. Complete relevant work related documents	<ul style="list-style-type: none"> • Describe Communication procedures and systems • Read: <ul style="list-style-type: none"> ○ Meeting protocols ○ Nature of workplace meetings ○ Workplace interactions ○ Barriers of communication • Read instructions on work related forms/documents • Practice: <ul style="list-style-type: none"> ○ Estimate, calculate and record routine workplace measures ○ Basic mathematical processes of addition, subtraction, division and multiplication • Demonstrate office activities in: <ul style="list-style-type: none"> ○ workplace meetings and discussions scenario • Perform workplace duties scenario following simple written notices • Follow simple spoken language • Identify the different Non-verbal communication • Demonstrate ability to relate to people of social range in the workplace • Gather and provide information in response to workplace requirements • Complete work-related documents 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration • Role play 	<ul style="list-style-type: none"> • Oral evaluation • Written examination • Observation 	2 hours
2. Work in a team environment	2.1 Describe team role and scope	<ul style="list-style-type: none"> • Discussion on team roles and scope • Participate in the discussion: <ul style="list-style-type: none"> ○ Definition of Team ○ Difference between team and group ○ Objectives and goals of team 	<ul style="list-style-type: none"> • Lecture/ Discussion • Group Work • Individual Work • Role Play 	<ul style="list-style-type: none"> • Role Play • Case Study • Written Test 	1 hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> Locate needed information from the different sources of information 			
	2.2 Identify one's role and responsibility within team	<ul style="list-style-type: none"> Role play : <ul style="list-style-type: none"> individual role and responsibility Role Play <ul style="list-style-type: none"> Understanding Individual differences Discussion on gender sensitivity 	<ul style="list-style-type: none"> Role Play Lecture/ Discussion 	<ul style="list-style-type: none"> Role Play Written Test 	1 hour
	2.3 Work as a team member	<ul style="list-style-type: none"> Participate in group planning activities Role play : Communication protocols Participate in the discussion of standard work procedures and practices 	<ul style="list-style-type: none"> Group work Role Play Lecture/ Discussion 	<ul style="list-style-type: none"> Role Play Written Test 	1 hour
3. Solve/address routine problems	3.1 Identify routine problems	<ul style="list-style-type: none"> Review of the current industry hardware and software products and services Identify correctly the industry maintenance, service and helpdesk practices, processes and procedures Make use of the industry standard diagnostic tools Share best practices in determining basic malfunctions and resolutions to general problems in the workplace Analyze routine/procedural problems 	<ul style="list-style-type: none"> Group discussion Lecture Demonstration Role playing 	<ul style="list-style-type: none"> Case Formulation Life Narrative Inquiry (Interview) Standardized test 	1 hour
	3.2 Look for solutions to routine problems	<ul style="list-style-type: none"> Review of the current industry hardware and software products and services Identify correctly the industry maintenance, service and helpdesk practices, processes and procedures Make use of the industry standard diagnostic tools 	<ul style="list-style-type: none"> Group discussion Lecture Demonstration Role playing 	<ul style="list-style-type: none"> Case Formulation Life Narrative Inquiry (Interview) Standardized test 	1 hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Share best practices in determining basic malfunctions and resolutions to general problems in the workplace • Formulate possible solutions to problems and document procedures for reporting 			
	3.3 Look for solutions to routine problems	<ul style="list-style-type: none"> • Review of the current industry hardware and software products and services • Identify correctly the industry maintenance, service and helpdesk practices, processes and procedures • Make use of the industry standard diagnostic tools • Share best practices in determining basic malfunctions and resolutions to general problems in the workplace • Formulate possible solutions to problems and document procedures for reporting 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration • Role playing 	<ul style="list-style-type: none"> • Case Formulation • Life Narrative Inquiry (Interview) • Standardized test 	1 hour
4. Develop Career and Life Decisions	4.1 Manage one's emotion	<ul style="list-style-type: none"> • Demonstrate self-management strategies that assist in regulating behavior and achieving personal and learning goals • Explain enablers and barriers in achieving personal and career goals • Identify techniques in handling negative emotions and unpleasant situation in the workplace such as frustration, anger, worry, anxiety, etc. • Manage properly one's emotions and recognize situations that cannot be changed and accept them and remain professional 	<ul style="list-style-type: none"> • Discussion • Interactive Lecture • Brainstorming • Demonstration • Role-playing 	<ul style="list-style-type: none"> • Demonstration or simulation with oral questioning • Case problems involving workplace diversity issues 	1 hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Recall instances that demonstrate self-discipline, working independently and showing initiative to achieve personal and career goals • Share experiences that show confidence, and resilience in the face of setbacks and frustrations and other negative emotions and unpleasant situations in the workplace 			
	4.2 Develop reflective practice	<ul style="list-style-type: none"> • Enumerate strategies to improve one's attitude in the workplace • Explain Gibbs' Reflective Cycle/Model (Description, Feelings, Evaluation, Analysis, Conclusion, and Action plan) • Use basic SWOT analysis as self-assessment strategy • Develop reflective practice through realization of limitations, likes/ dislikes; through showing of self-confidence • Demonstrate self-acceptance and being able to accept challenges 	<ul style="list-style-type: none"> • Small Group Discussion • Interactive Lecture • Brainstorming • Demonstration • Role-playing 	<ul style="list-style-type: none"> • Demonstration or simulation with oral questioning • Case problems involving workplace diversity issues 	1 hour
	4.3 Boost self-confidence and develop self-regulation	<ul style="list-style-type: none"> • Describe the components of self-regulation based on Self-Regulation Theory (SRT) • Explain personality development concepts • Cite self-help concepts (e. g., 7 Habits by Stephen Covey, transactional analysis, psycho-spiritual concepts) • Perform effective communication skills – reading, writing, conversing skills • Show affective skills – flexibility, adaptability, etc. 	<ul style="list-style-type: none"> • Small Group Discussion • Interactive Lecture • Brainstorming • Demonstration • Role-playing 	<ul style="list-style-type: none"> • Demonstration or simulation with oral questioning • Case problems involving workplace diversity issues 	1 hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> Determine strengths and weaknesses 			
5. Contribute to workplace innovation	5.1 Identify opportunities to do things better	<ul style="list-style-type: none"> Identify different roles of individuals in contributing to doing things better in the workplace Appreciate positive impacts and challenges in innovation Show mastery of the different types of changes and levels of participation in the workplace Discuss 7 habits of highly effective people 	<ul style="list-style-type: none"> Interactive Lecture Appreciative Inquiry Demonstration Group work 	<ul style="list-style-type: none"> Psychological and behavioral Interviews Performance Evaluation Life Narrative Inquiry Review of portfolios of evidence and third-party workplace reports of on-the-job performance. Standardized assessment of character strengths and virtues applied 	1 hour
	5.2 Discuss and develop ideas with others	<ul style="list-style-type: none"> Identify different roles of individuals in contributing to doing things better in the workplace Appreciate positive impacts and challenges in innovation Show mastery of the different types of changes and levels of participation in the workplace Discuss 7 habits of highly effective people Communicate ideas through small group discussions and meetings 	<ul style="list-style-type: none"> Interactive Lecture Appreciative Inquiry Demonstration Group work 	<ul style="list-style-type: none"> Psychological and behavioral Interviews Performance Evaluation Life Narrative Inquiry Review of portfolios of evidence and third-party workplace reports of on-the-job performance 	1 hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
				<ul style="list-style-type: none"> Standardized assessment of character strengths and virtues applied 	
	5.3 Integrate ideas for change in the workplace	<ul style="list-style-type: none"> Identify different roles of individuals in contributing to doing things better in the workplace Appreciate positive impacts and challenges in innovation Show mastery of the different types of changes and levels of participation in the workplace Discuss 7 habits of highly effective people Communicate ideas through small group discussions and meetings Demonstrate basic skills in data analysis 	<ul style="list-style-type: none"> Interactive Lecture Appreciative Inquiry Demonstration Group work 	<ul style="list-style-type: none"> Psychological and behavioral Interviews Performance Evaluation Life Narrative Inquiry Review of portfolios of evidence and third-party workplace reports of on-the-job performance. Standardized assessment of character strengths and virtues applied 	1 hour
6. Present relevant information	6.1 Gather data/ information	<ul style="list-style-type: none"> Lecture and discussion on: <ul style="list-style-type: none"> Organisational protocols Confidentiality and accuracy Business mathematics and statistics Legislation, policy and procedures relating to the conduct of evaluations Reviewing data/ information 	<ul style="list-style-type: none"> Group discussion Lecture Demonstration Role Play 	<ul style="list-style-type: none"> Oral evaluation Written Test Observation Presentation 	2 hours
	6.2 Assess gathered data/ information	<ul style="list-style-type: none"> Lecture and discussion on: <ul style="list-style-type: none"> Data analysis techniques/ procedures 	<ul style="list-style-type: none"> Group discussion Lecture Demonstration 	<ul style="list-style-type: none"> Oral evaluation Written Test Observation 	3 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Organisational values, ethics and codes of conduct ○ Trends and anomalies ● Computing business mathematics and statistics ● Application of data analysis techniques 	<ul style="list-style-type: none"> ● Role Play ● Practical exercises 	<ul style="list-style-type: none"> ● Presentation 	
	6.3 Record and present information	<ul style="list-style-type: none"> ● Lecture and discussion on: <ul style="list-style-type: none"> ○ Reporting requirements to a range of audiences ○ Recommendations for possible improvements ● Analysis and comparison of interim and final reports' outcomes ● Reporting of data findings 	<ul style="list-style-type: none"> ● Group discussion ● Lecture ● Demonstration ● Role Play ● Practical exercises 	<ul style="list-style-type: none"> ● Oral evaluation ● Written Test ● Observation ● Presentation 	3 hours
7. Practice Occupational Safety and Health Policies and Procedures	7.1 Identify OSH compliance requirements	<ul style="list-style-type: none"> ● Discussion regarding: <ul style="list-style-type: none"> - Hierarchy of Controls - Hazard Prevention and Controls - Work Standards and Procedures - Personal Protective Equipment 	<ul style="list-style-type: none"> ● Lecture ● Group Discussion 	<ul style="list-style-type: none"> ● Written Exam ● Demonstration ● Observation ● Interviews / Questioning 	1 hour
	7.2 Prepare OSH requirements for compliance	<ul style="list-style-type: none"> ● Identification of required safety materials, tools and equipment ● Handling of safety control resources 	<ul style="list-style-type: none"> ● Lecture ● Group Discussion 	<ul style="list-style-type: none"> ● Written Exam ● Demonstration ● Observation ● Interviews / Questioning 	1 hour
	7.3 Perform tasks in accordance with relevant OSH policies and procedures	<ul style="list-style-type: none"> ● Discussion of General OSH Standards and Principles ● Performing industry related work activities in accordance with OSH Standards 	<ul style="list-style-type: none"> ● Lecture ● Group Discussion 	<ul style="list-style-type: none"> ● Written Exam ● Demonstration ● Observation ● Interviews / Questioning 	2 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
8. Exercise Efficient and Effective Sustainable Practices in the Workplace	8.1 Identify the efficiency and effectiveness of resource utilization	<ul style="list-style-type: none"> - Discussion on the process how Environmental Policies coherence is achieved • Discussion on Necessary Skills in response to changing environmental policies needs <ul style="list-style-type: none"> - Waste Skills - Energy Skills - Water Skills - Building Skills - Transport Skills - Material Skills 	<ul style="list-style-type: none"> • Lecture • Group Discussion • Simulation • Demonstration 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation • Interviews / • Questioning 	1 hour
	8.2 Determine causes of inefficiency and/or ineffectiveness of resource utilization	<ul style="list-style-type: none"> • Discussion of Environmental Protection and Resource Efficiency Targets • Analysis on the Relevant Work Procedure 	<ul style="list-style-type: none"> • Lecture • Group Discussion • Demonstration 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation • Interviews / • Questioning 	1 hour
	8.3 Convey inefficient and ineffective environmental practices	<ul style="list-style-type: none"> • Identification of (re)training needs and usage of environment friendly methods and technologies • Identification of environmental corrective actions • Practicing Environment Awareness 	<ul style="list-style-type: none"> • Lecture • Group Discussion • Role Play • Demonstration 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation • Interviews / • Questioning 	1 hour
9. Practice Entrepreneurial Skills in the Workplace	9.1 Apply entrepreneurial workplace best practices	<ul style="list-style-type: none"> • Case studies on Best entrepreneurial practices • Discussion on Quality procedures and practices • Case studies on Cost consciousness in resource utilization 	<ul style="list-style-type: none"> • Case Study • Lecture/ Discussion 	<ul style="list-style-type: none"> • Case Study • Written Test • Interview 	1 hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	9.2 Communicate entrepreneurial workplace best practices	<ul style="list-style-type: none"> • Discussion on communicating entrepreneurial workplace best practices 	<ul style="list-style-type: none"> • Lecture/ Discussion 	<ul style="list-style-type: none"> • Written Test • Interview 	1 hour
	9.3 Implement cost-effective operations	<ul style="list-style-type: none"> • Case studies on Preservation, optimization and judicious use of workplace resources 	<ul style="list-style-type: none"> • Case Study • Lecture/ Discussion 	<ul style="list-style-type: none"> • Case Study • Written Test • Interview 	2 hours

COMMON COMPETENCIES (24 HOURS)

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
1. Maintain an effective relationship with clients/ customers (6 hours)	1.1 Maintain a professional image	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Stance ○ Posture ○ Body language ○ Grooming ○ Standing orders ○ Company policy and procedures • Maintain uniform and personal grooming in accordance with established policies and procedures • Maintain stance, posture, body language, and other personal presence in according to required standards • Keep visible work area tidy and uncluttered • Store equipment according to assignment requirements 	<ul style="list-style-type: none"> • Lecture • Discussion • Group Work 	<ul style="list-style-type: none"> • Demonstration with questioning • Observation with questioning • Interviews/ Questioning 	1 hour
	1.2 Meet client requirements	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: 	<ul style="list-style-type: none"> • Lecture • Discussion • Group Work 	<ul style="list-style-type: none"> • Demonstration with questioning • Observation with questioning • Interviews/ Questioning 	1 hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Assignment instructions ○ Post orders ○ Reviewing assignment instructions ○ Discussion techniques with client/customer ○ Implementing required changes ○ Referral to appropriate employer/personnel ○ Clarification of client needs and instructions ● Identify assignment instructions and post orders according to standard procedures ● Accomplish scope to modify instructions/orders in the light of changed situations ● Meet client requirements according to the assignment instructions ● Monitor and appropriate action is taken in changes to client's needs and requirements ● Clear and comply with assignment requirements of all communications with the client or customer 			
	1.3 Build credibility with clients	<ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Interpersonal skills ○ Customer service skills ○ Telephone etiquette ○ Maintaining records ● Adhere to client expectations for reliability, punctuality and appearance 	<ul style="list-style-type: none"> ● Lecture ● Discussion ● Group Work 	<ul style="list-style-type: none"> ● Demonstration with questioning ● Observation with questioning ● Interviews/ Questioning 	1 hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Identify, attend and record possible causes of client/customer dissatisfaction according to employer policy • Inform client of all relevant security matters in a timely manner and according to agreed reporting procedures 			
	1.4 Establish professional relationship with the client	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Types of Client ○ Main Components of Client Relationship ○ Relative Intelligence ○ Effect on Customer Satisfaction ○ Benefits of Customer Relationship Management ○ Improving Client Relationship • Demonstrate the ability to establish professional relationship with client • Demonstrate the ability of genuine concern for the welfare of the clients • Demonstrate the ability required in handling clients • Demonstrate the ability required in rendering client service skills 	<ul style="list-style-type: none"> • Lecture • Discussion • Group Work 	<ul style="list-style-type: none"> • Demonstration with questioning • Observation with questioning • Interviews/ Questioning 	1 hour
	1.5 Manage client interactions	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Manage client interactions ○ Causes of client/customer dissatisfaction ○ Assignment Instructions ○ Reporting procedures • Perform the following skills: 	<ul style="list-style-type: none"> • Lecture • Discussion • Group Work 	<ul style="list-style-type: none"> • Demonstration with questioning • Observation with questioning • Interviews/ Questioning 	1 hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	1.6 Provide effective responses to client enquiries	<ul style="list-style-type: none"> ○ Attention to detail when completing client/employer documentation ○ Interpersonal and communication skills required in client contact assignments ○ Customer service skills required to meet client/customer needs <ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Common industry and company services, problems and solutions ○ Legal and ethical company and industry aspects ○ Client motivations and expectations ○ Effective communication techniques ○ Industry ethics and practices ○ Detailed product and service knowledge ● Use communication skills ● Use language skills ● Use numeracy skills ● Use technology skills ● Relate to people from a range of society, cultural and ethnic backgrounds 	<ul style="list-style-type: none"> ● Lecture ● Discussion ● Group Work 	<ul style="list-style-type: none"> ● Demonstration with questioning ● Observation with questioning ● Interviews/ Questioning 	1 hour
2. Manage own performance (6 hours)	2.1 Plan for completion of own workload	<ul style="list-style-type: none"> ● Lecture and discussion on the following topics: 	<ul style="list-style-type: none"> ● Interaction ● Group Discussion 	<ul style="list-style-type: none"> ● Demonstration ● Observation ● Interviews/ Questioning 	2 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Assignment instructions ○ Verbal instructions ○ Policy documents ○ Duty statements ○ Self assessment ○ Daily tasks ○ Weekly tasks ○ Regularly or irregularly occurring tasks ○ Allocating priority and timelines ● Identify tasks accurately according to instructions ● Develop work plans according to assignment requirements and employer policy ● Allocate priority and timelines to each task ● Determine tasks deadlines and comply with whenever possible ● Determine and complete work schedules according to agreed time frames 			
	2.2 Maintain quality of performance	<ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Monitoring personal performance ○ Determining performance standards ○ Interpreting work standards ○ Quality of work ● Monitor personal performance continually against agreed performance standards ● Seek advice and guidance when necessary to achieve or maintain agreed standards 	<ul style="list-style-type: none"> ● Lecture ● Discussion ● Role Play 	<ul style="list-style-type: none"> ● Interview ● Demonstration with oral questioning ● Written report 	2 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Apply guidance from management to achieve or maintain agreed standards • Clarify and agree on standard of work according to employer policy and procedures 			
	2.3 Build credibility with customers/clients	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Interpersonal skills ○ Customer service skills ○ Telephone etiquette ○ Maintaining records • Adhere to client expectations for reliability, punctuality and appearance • Identify, attend with and record possible causes of client/customer dissatisfaction according to employer policy • Inform client of all relevant security matters in a timely manner and according to agreed reporting procedures 	<ul style="list-style-type: none"> • Interaction • Group Discussion 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/Questioning 	2 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
3. Apply quality standards 6 Hours)	3.1 Assess clients service needs	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Communication skills ○ Client relation ○ Salon services ○ Documentation procedures ○ Handling of complaints • Obtain work instruction and carry out outwork in accordance with standard operating procedures • Evaluate client needs based on workplace standards and specifications • Analyze salon services against clients' needs • Explain and consult salon services with the client • Record and/or report faults on clients and any identified causes to the supervisor concerned in accordance with workplace procedures • Document client's profile and service extended to them in accordance with workplace procedures 	<ul style="list-style-type: none"> • Lecture • Discussion • Role Play 	<ul style="list-style-type: none"> • Interview • Written Test • Demonstration with questioning 	2 hours
	3.2 Assess own work	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Documentation ○ Workplace quality standards ○ Feedback ○ Self-assessment procedures ○ Job analysis • Identify and use documentation relative to quality within the company 	<ul style="list-style-type: none"> • Interaction • Group Discussion 	<ul style="list-style-type: none"> • Interview • Written Report 	2 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Check completed work against workplace standards relevant to the tasks undertaken • Identify and improve errors • Record information on the quality and other indicators of individual performance in accordance with workplace procedures • Document and report cases of deviations from specific quality standards, causes in accordance with the workplace standards operating procedures • Collect and analyze feedback based on required quality standards 			
	3.3 Engage in quality improvement	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Service processes and procedures ○ Client service ○ Environmental regulations ○ New trends and technology awareness ○ Transparent management ○ Work values • Participate in process improvement procedures relative to workplace assignment • Carry-out work in accordance with process improvement procedures • Monitor performance of operation or quality of product of service to ensure client satisfaction 	<ul style="list-style-type: none"> • Lecture • Discussion 	<ul style="list-style-type: none"> • Interview • Written Report 	2 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
4. Maintain a safe clean and efficient work environment (6 hours)	4.1 Comply with health regulations	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> 4.1 Government Health Regulations 4.2 Salon standards 4.3 Laundry 4.4 Regular hand washing 4.5 Appropriate and clean clothing 4.6 Safe handling disposal of linen and laundry 4.7 Appropriate handling and disposal of garbage 4.8 Cleaning and sanitizing procedures <ul style="list-style-type: none"> ○ Personal hygiene • Follow workplace hygiene procedures in accordance with salon standards and legal requirements • Handle and store all items according to salon requirements 	<ul style="list-style-type: none"> • Lecture • Discussion 	<ul style="list-style-type: none"> • Interview • Written Test • Demonstration with questioning 	2 hours
	4.2 Assess own work	<ul style="list-style-type: none"> • Lecture and discussion the following topics: <ul style="list-style-type: none"> ○ Types and uses of cleaning materials/solvent ○ OSHC workplace regulations ○ Salon policy • Keep clean, unclutter and organize reception area according to salon policy • Maintain and keep work areas and walkways safe state and free from spills, food waste, hair or other potential hazards in line with OSHC regulations. • Store and dispose waste according to OHSC requirements 	<ul style="list-style-type: none"> • Lecture/Demonstration • Self-paced instruction • Group Discussion 	<ul style="list-style-type: none"> • Oral Questioning • Direct Observation • Written Test 	1 hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	4.3 Check and maintain tools and equipment	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Local Health Regulations ○ Different salon services ○ Types of tools and equipment ○ Storage of tools and equipment ○ Uses of personal protective equipment (PPE). • Identify tools and equipment are identified according to classification/ specification and job requirements. • Prepare tools and equipment for specific services as required • Check tools and equipment for maintenance and referred for repair as required • Observe safety of tools and equipment in accordance with manufacturer's instructions • Safely store tools and equipment in accordance with salon requirements and local health regulations 	<ul style="list-style-type: none"> • Lecture/Demonstration • Self-paced instruction • Group Discussion 	<ul style="list-style-type: none"> • Oral Questioning • Direct Observation • Written Test 	1 hour
	4.4 Check and maintain stocks	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Inventory of stocks/supplies ○ Handling stocks – Lifting and Carrying Technique ○ Safe-keeping/storage • Follow stock rotation procedures according to salon procedures • Record stock levels and notify salon supervisor regarding under or over supplied stocks items 	<ul style="list-style-type: none"> • Demonstration • Classroom discussions 	<ul style="list-style-type: none"> • Practical exam • Direct observation • Written test • Oral questioning 	1 hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Refer incorrect deliveries to the supervisor for return to supplier • Follow safe lifting and carrying techniques in line with occupational health and safety policy and government legislation • Store stocks safely in accordance with manufacturer's specifications or company procedures 			
	4.5 Provide a relaxed and caring environment	<ul style="list-style-type: none"> • Lecture and discussion the following topics: <ul style="list-style-type: none"> ○ Client service ○ Service processes and procedures ○ Environmental regulations • Make clients feel comfortable following salon policy • Consult clients on their needs or desired service • Report client's needs to the salon supervisor 	<ul style="list-style-type: none"> • Demonstration • Classroom discussions 	<ul style="list-style-type: none"> • Direct observation • Written test/questioning 	1 hour

CORE COMPETENCIES (224 HOURS)

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
1. Perform hair and scalp treatment (32 hours)	1.1 Prepare the client	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of ethics ○ Familiarization of Salon and Procedures ○ Familiarization on clients form and record ○ Client consultation <ul style="list-style-type: none"> - Hair Analysis - Hair Texture - Hair Types - Hair Condition - Scalp Condition ○ Different Scalp Problem ○ Different Form of Alopecia ○ Shampooing and Conditioning Procedures ○ PD 856 (Sanitation code of the Philippines) ○ RA 9003 (Ecological Waste management Program Act of 2000)) ○ FDA Notification ○ DOH and DTI Protocols and Requirements ○ OSH policies and guidelines ○ Environment and Safety rules and Regulations ○ Basic Mathematics 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Case study/discussion • Group discussion • (SLE)Self Learning Experienced • Role playing 	<ul style="list-style-type: none"> • Observation with questioning • Demonstration with questioning • Listing and Enumeration • Interview 	8 hours
		<ul style="list-style-type: none"> • Perform the following tasks: <ul style="list-style-type: none"> ○ Following of Ethics 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration 	<ul style="list-style-type: none"> • Observation 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Following salon policies and procedures ○ Consulting and analyzing client's hair and scalp condition ○ Assisting and advising client on different hair and scalp treatment ○ Understanding the Anatomy of Heads, Scalp problems and Forms of Alopecia ○ Assessing built of the client ○ Advising client to remove personal accessories ○ Recording and documenting client's forms and records ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Safety and Health Policies and Guidelines ○ Following Environment and Safety rules and regulations ○ Applying basic mathematics 	<ul style="list-style-type: none"> ● Video Presentation ● Self-Learning ● Case study/demonstration ● Group demonstration ● (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> ● Demonstration with oral questioning ● Practical/ Performance Test ● Interview 	
	1.2 Prepare workstation	<ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Salon Form and Record Procedures of supplies, materials, treatment products and equipment <ul style="list-style-type: none"> ▪ Tools and Equipment <ul style="list-style-type: none"> - Kinds and Uses - Manufacturer's Manual of Instruction ▪ Supplies, Materials, Treatment Products <ul style="list-style-type: none"> - Kind and Uses 	<ul style="list-style-type: none"> ● Lecture ● Discussion ● Video Presentation ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing 	<ul style="list-style-type: none"> ● Observation with questioning ● Demonstration with questioning ● Listing and Enumeration ● Interview 	8 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> - Product Specification/ Instruction ○ Kinds and Uses of Personal protective Equipment (clothing/materials) ○ Workstation ○ PD 856 ○ FDA Notification ○ DOH and DTI Protocols and Requirements ○ OSH policies and procedures ○ Environment and Safety Regulations ○ Basic Mathematics 			
		<ul style="list-style-type: none"> ● Perform the following tasks; <ul style="list-style-type: none"> ○ Following Code of Ethics ○ Following Forms and Records Procedures of supplies materials, tools, treatment product, tools and Equipment ○ Preparing, checking and recording Supplies, materials, treatment products, Tools and Equipment ○ Following 5S Principles ○ Preparing, checking and providing Personal Protective Equipment (clothing/materials) ○ Preparing Workstation ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines ○ Following Environment and Safety Regulations ○ Following Basic mathematics 	<ul style="list-style-type: none"> ● Lecture/Review ● Demonstration ● Video Presentation ● Self-Learning ● Case study/demonstration ● Group demonstration ● (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> ● Observation ● Demonstration with oral questioning ● Practical/Performance Test ● -Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	1.3 Treat hair and Scalp	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethic ○ Established Draping Procedures ○ Treatment Products Forms ○ Different Kinds of Hair and Scalp Treatment Products ○ Equipment manual of instructions (source of heat) ○ Benefits of Manipulative relaxing motion for Hair and Scalp ○ Established Hair and Scalp Treatment procedures ○ Manipulative Relaxing Service Motion ○ First Aid Treatment ○ PD 865 (Sanitation code of the Philippines) ○ RA 9003 (Ecological Waste management Program Act of 2000) ○ FDA Notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and guidelines ○ Environment and Safety rules and regulations ○ Basic mathematics 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Case study/discussion • Group discussion • (SLE)Self Learning Experienced • Role playing 	<ul style="list-style-type: none"> • Observation with questioning • Demonstration with questioning • Listing and Enumeration • Interview 	12 hours
		<ul style="list-style-type: none"> • Perform the following tasks; <ul style="list-style-type: none"> ○ Following code of ethics ○ Using Personal Protective Equipment (clothing/materials) ○ Following established draping procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration 	<ul style="list-style-type: none"> • Observation • Demonstration with oral questioning • Practical/Performance Test • -Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Using supplies, materials, hair and scalp treatment products ○ Applying treatment product form ○ Following established hair and scalp treatment procedures ○ Following Manipulative Relaxing Services Motion ○ Following Equipment/machine Manufacturer's manual of Instruction ○ Providing first-aid treatment ○ Ensuring client safety and comfort ○ Following time management ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Safety and Health Policies and Guidelines. ○ Following environment and safety rules and regulation ○ Applying basic mathematics 	<ul style="list-style-type: none"> ● Group demonstration ● (SLE)Self Learning Experienced 		
	1.4 Perform post service activities	<ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Familiarization of salon policies and guidelines ○ Hair care-maintenance instructions ○ Client's Form and Record ○ Salon Form and Record Procedures for Maintenance and Inventories of Supplies, Materials, Treatment product, Tools and Equipment <ul style="list-style-type: none"> - Supplies and Materials - Treatment products - Tools and Equipment - Housekeeping Procedures 	<ul style="list-style-type: none"> ● Lecture ● Discussion ● Video Presentation ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing 	<ul style="list-style-type: none"> ● Observation with questioning ● Demonstration with questioning ● Listing and Enumeration ● Interview 	4 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> - Safekeeping Procedures - 5S Principles o Waste materials o Workstation o PD 856 (Sanitation code of the Philippines) o RA 9003 (Ecological Waste management Program Act of 2000) o FDA Notification o DOH and DTI Protocol and Requirements o OSH policies and guidelines o Environment and Safety Rules and Regulations o Basic mathematic 			
		<ul style="list-style-type: none"> o Perform the following tasks; o Following code of ethics o Following salon policies and procedures o Applying and styling hair with styling product o Advising client on hair care maintenance o Following salon form and records procedures for maintenance and inventories of supplies materials, coloring products, tools and equipment o Cleaning, sanitizing, recording and storing tools equipment, supplies and materials o Following housekeeping, safekeeping and 5S principles/ procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration with oral questioning • Practical/Performance Test • -Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
2. Perform basic hair coloring (32 hours)	2.1 Prepare the client	<ul style="list-style-type: none"> ○ Segregating and disposing waste materials ○ Cleaning and preparing workplace ○ Recording, filing and storing documents ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Safety and Health Policies and regulations ○ Following Environment and Safety Rules and regulations Applying basic mathematics <ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of ethics ○ Color options ○ Client consultation ○ Hair and Scalp Analysis <ul style="list-style-type: none"> - Hair Texture - Hair Type - Hair Condition - Scalp Condition ○ Skin and strand test ○ Classification of coloring products and developer solution ○ Established Draping procedures ○ Styling products ○ Familiarization on salon policies and procedures ○ Familiarization client's form and records ○ PD 856 (code Sanitation of the Philippines) 	<ul style="list-style-type: none"> ● Lecture ● Discussion ● Video Presentation ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing 	<ul style="list-style-type: none"> ● Observation with questioning ● Demonstration with questioning ● Listing and Enumeration ● Interview 	8 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ RA 9003 (Ecological Waste management Program Act of 2000) ○ FDA notification ○ DOH and DTI Protocol and Requirement ○ OSH policies and guidelines ○ Environment and Safety rules and regulations ○ Basic mathematics 			
	2.2 Prepare workstation	<ul style="list-style-type: none"> ● Perform the following tasks: <ul style="list-style-type: none"> ○ Following code of ethics ○ Recording client's forms information ○ Consulting and analyzing client's hair, scalp, skin allergies and color options ○ Applying skin test ○ Advising client to remove personal accessories ○ Following draping procedures ○ Shampooing client's hair to remove ○ Following draping procedures ○ Shampooing client's hair to remove dirt ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Safety and Health Policies and procedures ○ Following Environment and Safety Rules and regulations ○ Following Basic Mathematics ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics 	<ul style="list-style-type: none"> ● Lecture/Review ● Demonstration ● Video Presentation ● Self-Learning ● Case study/demonstration ● Group demonstration ● (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> ● Observation ● Demonstration with oral questioning ● Practical/ Performance Test ● Interview 	8 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Salon Forms and Records Procedures of Supplies Materials, Coloring Products, Tools and Equipment <ul style="list-style-type: none"> ▪ Supplies, Materials and Coloring Product and Developer <ul style="list-style-type: none"> - Kind and Uses - Product Specification/ Instruction ▪ Tools and Equipment <ul style="list-style-type: none"> - Kind and Uses - Manufacturer's Manual of Instruction ○ 5S Principles ○ Kinds and Uses of Personal protective Equipment (clothing/materials) ○ Workstation ○ PD 856 ○ RA 9003 (Ecological Waste management Program Act of 2000) ○ FDA Notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and procedures ○ Environment and Safety Regulations ○ Basic Mathematics 	<ul style="list-style-type: none"> • Case study/discussion • Group discussion • (SLE)Self Learning Experienced • Role playing 	<ul style="list-style-type: none"> • Listing and Enumeration • Interview 	
		<ul style="list-style-type: none"> • Perform the following tasks; <ul style="list-style-type: none"> ○ Following Code of Ethics ○ Following Salon Records and Forms Procedures of supplies, materials, coloring products, tools and equipment 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration 	<ul style="list-style-type: none"> • Observation • Demonstration with oral questioning • Practical/Performance Test • -Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Preparing and checking Supplies Materials, Tools and Equipment ○ Preparing, checking, following and classifying coloring product and developer solution ○ Preparing, checking and providing Personal protective Equipment (clothing/materials) ○ Preparing Workstation ○ Following 5S Principles ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines ○ Following Environment and Safety Regulations ○ Applying Basic mathematics 	<ul style="list-style-type: none"> ● Group demonstration ● (SLE)Self Learning Experienced 		
	2.3 Apply basic hair coloring	<ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of ethics ○ Color application ○ Established basic hair coloring procedures <ul style="list-style-type: none"> - Color Theory/ Color wheel - Fundamental and principles in hair coloring - Color Mixtures procedures - Color application and procedures - Timeline development ○ First-aid treatment ○ PD 856 (code Sanitation of the Philippines) ○ RA 9003 (Ecological Waste management Program Act of 2000) 	<ul style="list-style-type: none"> ● Lecture ● Discussion ● Video Presentation ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing 	<ul style="list-style-type: none"> ● Observation with questioning ● Demonstration with questioning ● Listing and Enumeration ● Interview 	12 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ FDA notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and guidelines ○ Environment and Safety Rules and Regulations ○ Basic Mathematics 			
		<ul style="list-style-type: none"> ● Perform the following tasks: <ul style="list-style-type: none"> ○ Following code of ethics ○ Using PPE (clothing/materials) ○ Using appropriate tools, equipment, supplies materials and coloring products ○ Mixing, applying and following coloring products, developer solutions and coloring application/procedures ○ Checking and following development ○ Ensuring client's safety and comfort and providing first aid treatment timeline ○ Following principles in hair coloring, color theory, Fundamental and principles in hair coloring ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Safety and Health Policies and procedures ○ Following Environment and Safety rules and Regulations ○ Applying Basic mathematics 	<ul style="list-style-type: none"> ● Lecture/Review ● Demonstration ● Video Presentation ● Self-Learning ● Case study/demonstration ● Group demonstration ● (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> ● Observation ● Demonstration with oral questioning ● Practical/ Performance Test ● Interview 	
	2.3 Perform post-service activities	<ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of ethics 	<ul style="list-style-type: none"> ● Lecture ● Discussion ● Video Presentation 	<ul style="list-style-type: none"> ● Observation with questioning 	4 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Familiarization of salon form and records Procedures for maintenance and inventories of supplies, materials, coloring products, tools and equipment ○ Hair styling products <ul style="list-style-type: none"> - Product Instruction ○ Hair care maintenance ○ Salon Forms and Records Procedures for maintenance and inventories of supplies, materials, coloring products, tools and equipment <ul style="list-style-type: none"> - Supplies and Materials - Coloring products - Tools and Equipment - Housekeeping procedures - Safekeeping procedures - 5S Principles ○ Waste Materials ○ PD 856 (code Sanitation of the Philippines) ○ RA 9003 (Waste management Program) ○ FDA notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and guidelines ○ Environment and Safety Rules and regulations ○ Basic mathematics 	<ul style="list-style-type: none"> ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing 	<ul style="list-style-type: none"> ● Demonstration with questioning ● Listing and Enumeration ● Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Perform the following tasks; <ul style="list-style-type: none"> ○ Following code of ethics ○ Following salon policies and procedures ○ Applying and styling hair with styling product ○ Advising client on hair care maintenance ○ Following salon form and records procedures for maintenance and inventories of supplies materials, coloring products, tools and equipment ○ Cleaning, sanitizing, recording and storing tools equipment, supplies and materials ○ Following housekeeping, safekeeping and 5S principles/ procedures ○ Segregating and disposing waste materials ○ Cleaning and preparing workplace ○ Recording, filing and storing documents ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Safety and Health Policies and regulations ○ Following Environment and Safety Rules and regulations Applying basic mathematics 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration with oral questioning • Practical/Performance Test • -Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
3. Perform men's haircutting (80 hours)	3.1 Prepare workstation	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Familiarization of salon policies and procedures ○ Salon Forms and Records ○ Procedures of supplies materials, tools and equipment <ul style="list-style-type: none"> ▪ Supplies and materials <ul style="list-style-type: none"> - Kinds and Uses - Product Specification/ instruction ▪ Tools and Equipment <ul style="list-style-type: none"> - Kinds and uses - Manufacturer's Manual of Instructions ▪ Haircutting tools <ul style="list-style-type: none"> - Kinds and uses - Product Specification/ instruction ▪ 5S Principles ○ Kinds and Uses Personal protective Equipment (clothing/materials) ○ Workstation ○ PD 856 ○ FDA Notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and procedures ○ Environment and Safety Regulations ○ Basic Mathematics 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Case study/discussion • Group discussion • (SLE)Self Learning Experienced • Role playing 	<ul style="list-style-type: none"> • Observation with questioning • Demonstration with questioning • Listing and Enumeration • Interview 	16 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Perform the following tasks: <ul style="list-style-type: none"> ○ Following Code of Ethics ○ Following salon policies and procedures ○ Following salon form and records procedures of supplies, materials, cutting tools, tools and equipment ○ Preparing, checking and recording Equipment Supplies and materials ○ Preparing, checking recording haircutting tools ○ Preparing, checking and providing Personal protective Equipment (clothing/materials) ○ Preparing Workstation ○ Following 5S Principles ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines ○ Following Environment and Safety Regulations ○ Applying Basic mathematics 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration with oral questioning • Practical/Performance Test • -Interview 	
	3.2 Prepare client	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of ethics ○ Familiarization of client form's information ○ Client Consultation <ul style="list-style-type: none"> ▪ Hair and Scalp Analysis <ul style="list-style-type: none"> - Hair conditions - Hair texture - Hair type - Hair Length - Scalp conditions 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Case study/discussion • Group discussion • (SLE)Self Learning Experienced • Role playing 	<ul style="list-style-type: none"> • Observation with questioning • Demonstration with questioning • Listing and Enumeration • Interview 	16 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ▪ Shape of face ▪ Client's built ▪ Hair catalogue ▪ Haircut style ○ Draping Procedures ○ Shampooing and or conditioning procedures ○ PD 856 (code Sanitation of the Philippines) ○ RA 9003 (Waste management Program) ○ FDA notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and guidelines ○ Environment Safety Rules and Regulations ○ Basic mathematics 			
		<ul style="list-style-type: none"> • Perform the following tasks; <ul style="list-style-type: none"> ○ Following code of ethics ○ Recording client form's information ○ Consulting client and checking, recording and analyzing hair conditions, types, length, texture and scalp conditions ○ Assessing client shape and built ○ Presenting hair catalogue, checking and selecting different hair cut styles ○ Advising client to remove personal accessories ○ Ensuring client's safety and comfort ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experience 	<ul style="list-style-type: none"> • Observation • Demonstration with oral questioning • Practical/ Performance Test • Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Following environment safety rules and regulations ○ Applying basic mathematics 			
	3.3 Cut hair	<ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of ethics ○ Established Haircutting Procedures <ul style="list-style-type: none"> - Different hair cut styles - Haircutting Technique - Texturizing Technique - Haircutting procedures and technique - Principles of ergonomics ○ First aid treatment ○ Time management ○ Compliance to operations manual of tools and equipment ○ FDA notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and guidelines ○ Environment ○ Safety Rules and regulations ○ Basic mathematics 	<ul style="list-style-type: none"> ● Lecture ● Discussion ● Video Presentation ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing 	<ul style="list-style-type: none"> ● Observation with questioning ● Demonstration with questioning ● Listing and Enumeration ● Interview 	40 hours
		<ul style="list-style-type: none"> ● Perform the following tasks; <ul style="list-style-type: none"> ○ Following code of ethics ○ Using PPE (clothing/materials) ○ Using appropriate supplies materials and equipment ○ Using haircutting tools ○ Following haircut styles, technique and procedures ○ Following principles of ergonomics 	<ul style="list-style-type: none"> ● Lecture/Review ● Demonstration ● Video Presentation ● Self-Learning ● Case study/demonstration ● Group demonstration 	<ul style="list-style-type: none"> ● Observation ● Demonstration with oral questioning ● Practical/Performance Test ● -Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Following established basic haircutting procedures ○ Providing first-aid and ensuring client's safety and comfort ○ Following Time Management ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines ○ Following Environment Safety Rules and Regulations ○ Applying basic mathematics 	<ul style="list-style-type: none"> ● (SLE)Self Learning Experienced 		
	3.4 Perform post service activities	<ul style="list-style-type: none"> ● Lecture and discussion on the following topics on: <ul style="list-style-type: none"> ○ Code of ethics ○ Familiarization salon policies and procedures ○ Hair care maintenance ○ Salon Form and Records ○ Procedures for Maintenance and Inventories of supplies, materials, tools, cutting tools and equipment <ul style="list-style-type: none"> - Supplies and materials - Tools and Equipment - Cutting tools - Housekeeping procedures - Safekeeping procedures - 5S Principles ○ PD 856 (code Sanitation of the Philippines) ○ RA 9003 (Waste management Program) ○ FDA notification ○ DOH and DTI Protocol and Requirements 	<ul style="list-style-type: none"> ● Lecture ● Discussion ● Video Presentation ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing 	<ul style="list-style-type: none"> ● Observation with questioning ● Demonstration with questioning ● Listing and Enumeration ● Interview 	8 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ OSH policies and guidelines ○ Environment Safety ○ Rules and Regulations ○ Basic Mathematics <ul style="list-style-type: none"> ● Perform the following tasks; <ul style="list-style-type: none"> ○ Following code of ethics ○ Following salon policies and procedures ○ Recording salon client form's information ○ Advising client on hair care maintenance ○ Following Salon Form and Records Procedures for maintenance and inventories of supplies, materials, tools, cutting tools and equipment ○ Checking, cleaning, sanitizing, recording and storing supplies, materials and equipment ○ Checking, cleaning, sanitizing, sterilizing, recording and storing tools ○ Following and applying housekeeping, safekeeping procedures and 5S Principles ○ Segregating and disposing waste materials ○ Cleaning and preparing workstation ○ Recording filing and storing form, records and documents ○ Complying PD 856 (code Sanitation of the Philippines), RA 9003 (Waste management Program), FDA notification, DOH and DTI Protocol 	<ul style="list-style-type: none"> ● Lecture/Review ● Demonstration ● Video Presentation ● Self-Learning ● Case study/demonstration ● Group demonstration ● (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> ● Observation ● Demonstration with oral questioning ● Practical/ Performance Test ● Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
4. Perform shave and style beard and mustache (40 hours)	4.1 Prepare workstation	<ul style="list-style-type: none"> and Requirements, OSH policies and guidelines ○ Following Environment Safety Rules and regulations ○ Applying basic mathematics <ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Familiarization salon policies and procedures ○ Salon Form and Records Procedures of Supplies, Materials, Tools, Cutting Tools for Shaving and <ul style="list-style-type: none"> ▪ Supplies and Materials <ul style="list-style-type: none"> - Kinds and Uses - Product Specification/ instruction ▪ Tools and Equipment <ul style="list-style-type: none"> - Kinds and Uses - Manufacturers Manual of Instruction ▪ Cutting tools for Shaving and Style <ul style="list-style-type: none"> - Kind and uses - Product Specification/ instruction ▪ Shaving product forms <ul style="list-style-type: none"> - Kinds and Uses - Product Specification/ instruction ▪ 5S Principles <ul style="list-style-type: none"> - Kinds and uses Personal protective Equipment (clothing/materials) 	<ul style="list-style-type: none"> ● Lecture ● Discussion ● Video Presentation ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing 	<ul style="list-style-type: none"> ● Observation with questioning ● Demonstration with questioning ● Listing and Enumeration ● Interview 	8 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Workstation ○ PD 856 ○ FDA Notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and procedures ○ Environment and Safety Regulations ○ Basic Mathematics 			
	4.2 Prepare client	<ul style="list-style-type: none"> ● Perform the following tasks; <ul style="list-style-type: none"> ○ Following Code of Ethics ○ Following salon policies and procedures ○ Following Salon Forms and Records Procedures of supplies, materials, shaving tools, tools and equipment ○ Preparing, checking and recording forms and records of supplies, materials, shaving tools and equipment ○ Preparing and checking shaving products ○ Providing PPE (clothing/materials) ○ Preparing workstation ○ Complying PD 856, RA 9003, FDA notification and DOH, DTI and OSH requirements ○ Following Environment Safety Rules and Regulations ○ Following basic mathematics 	<ul style="list-style-type: none"> ● Lecture/Review ● Demonstration ● Video Presentation ● Self-Learning ● Case study/demonstration ● Group demonstration ● (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> ● Observation ● Demonstration with oral questioning ● Practical/ Performance Test ● Interview 	8 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Form and records of client's information ○ Beard and Mustache Designs ○ Using PPE (clothing/materials) ○ Established draping procedures ○ Time Management ○ PD 856 ○ FDA Notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and procedures ○ Environment and Safety Regulations ○ Basic Mathematics 	<ul style="list-style-type: none"> ● Group discussion ● (SLE)Self Learning Experienced ● Role playing 	<ul style="list-style-type: none"> ● Listing and Enumeration ● Interview 	
		<ul style="list-style-type: none"> ● Perform the following tasks; <ul style="list-style-type: none"> ○ Code of ethics ○ Checking, assessing, analyzing and consulting client beard and mustache ○ Checking and recording client's information ○ Advising client to remove personal accessories ○ Performing established draping procedures ○ Using PPE (clothing/materials) ○ Selecting and preparing first-aid, sanitizing and hygiene products ○ Complying PD 856, RA 9003, FDA notification and DOH, DTI and OSH requirements ○ Following Environment Safety Rules and Regulations ○ Following basic mathematics 	<ul style="list-style-type: none"> ● Lecture/Review ● Demonstration ● Video Presentation ● Self-Learning ● Case study/demonstration ● Group demonstration ● (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> ● Observation ● Demonstration with oral questioning ● Practical/ Performance Test ● Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	4.3 Shave and design/style beard and mustache	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Established shaving and styling beard and mustache procedures <ul style="list-style-type: none"> - Over-comb Technique - Established defining beard procedures - Established designing beard and mustache procedures - Shaving and Styling Beard and Mustache ○ Time Management ○ PD 856 ○ RA 9003 ○ FDA Notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and procedures ○ Environment and Safety Regulations ○ Basic Mathematics 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Case study/discussion • Group discussion • (SLE)Self Learning Experienced • Role playing 	<ul style="list-style-type: none"> • Observation with questioning • Demonstration with questioning • Listing and Enumeration • Interview 	16 hours
		<ul style="list-style-type: none"> • Perform the following tasks; <ul style="list-style-type: none"> ○ Following Code of ethics ○ Using supplies, materials, cutting tools, shaving products and equipment ○ Applying over-comb technique on shaving and trimming technique on beard and mustache ○ Following established shaving and styling beard and mustache procedures ○ Following established defining beard procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration with oral questioning • Practical/ Performance Test • Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Following established designing beard and mustache procedures ○ Applying finishing touches for beard and mustache procedures ○ Selecting and preparing first-aid, sanitizing and hygiene products ○ Complying PD 856, RA 9003, FDA notification and DOH, DTI and OSH requirements ○ Following Environment Safety Rules and Regulations ○ Following basic mathematics 			
	4.4 Perform post service activities	<ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of ethics ○ Familiarization on salon policies and procedures ○ Beard and mustache care maintenance ○ Salon Form and Records ○ Procedures for Inventories and maintenance Supplies, Materials, Tools, Cutting Tools for Shaving and Equipment <ul style="list-style-type: none"> - Supplies and materials - Tools and Equipment - Cutting Tools for Shaving - Housekeeping procedures - Safekeeping procedures - 5S Principles ○ Waste materials ○ Complying PD 856 (code Sanitation of the Philippines), 	<ul style="list-style-type: none"> ● Lecture ● Discussion ● Video Presentation ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing 	<ul style="list-style-type: none"> ● Observation with questioning ● Demonstration with questioning ● Listing and Enumeration ● Interview 	8 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ RA 9003 (Waste management Program) ○ FDA notification, ○ DOH and DTI Protocol and Requirements ○ OSH policies and guidelines ○ Environment Safety Rules and Regulations ○ Basic mathematic 			
		<ul style="list-style-type: none"> ● Perform the following tasks; <ul style="list-style-type: none"> ○ Following code of ethics ○ Familiarization salon policies and procedures ○ Advising client Beard and mustache care maintenance ○ Following Form and Records Procedures for Maintenance and inventories of Supplies, Materials, Cutting tools for shaving, tools and equipment ○ Checking, cleaning, sanitizing recording and storing supplies, materials and equipment ○ Checking, cleaning, recording, sanitizing, sterilizing and storing tools ○ Following housekeeping, safekeeping procedures and 5S principles ○ Segregating and disposing waste materials ○ Cleaning and preparing workstation ○ Recording filing and storing form, records and documents 	<ul style="list-style-type: none"> ● Lecture/Review ● Demonstration ● Video Presentation ● Self-Learning ● Case study/demonstration ● Group demonstration ● (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> ● Observation ● Demonstration with oral questioning ● Practical/ Performance Test ● Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
5. Perform chair manipulative relaxing services (40 hours)	5.1 Prepare workstation	<ul style="list-style-type: none"> ○ Complying PD 856 (code Sanitation of the Philippines), ○ -RA 9003 (Waste management Program), FDA notification, DOH, DTI and OSH policies and guidelines ○ Following Environment Safety Rules and regulations ○ Applying basic mathematics <ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Familiarization of Salon Policies and Procedures ○ Type of Chair Manipulative Relaxing Services ○ Salon Forms and Records ○ Procedures of supplies materials, manipulative relaxing products and equipment <ul style="list-style-type: none"> ▪ Supplies and Materials <ul style="list-style-type: none"> - Kinds and Uses - Product Specification/ instruction ▪ Equipment <ul style="list-style-type: none"> - Kinds and uses - Manufacturer's Manual of Instruction ▪ Manipulative Relaxing products <ul style="list-style-type: none"> - Kinds and Uses - Product Specification/ instruction ▪ 5S Principles 	<ul style="list-style-type: none"> ● Lecture ● Discussion ● Video Presentation ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing 	<ul style="list-style-type: none"> ● Observation with questioning ● Demonstration with questioning ● Listing and Enumeration ● Interview 	8 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> - Personal protective Equipment (clothing/materials) o Workstation o PD 856 o RA 9003 o FDA Notification o DOH and DTI Protocol and Requirements o OSH policies and procedures o Environment and Safety Regulations o Basic Mathematics 			
		<ul style="list-style-type: none"> • Perform the following tasks; <ul style="list-style-type: none"> o Following Code of Ethics o Following salon policies and procedures o Following salon form and record procedures of supplies, materials, and equipment o Preparing checking and recording supplies, materials, and setting up equipment o Preparing, checking and recording manipulative relaxing products o 5S Principles o Providing PPE (clothing/Materials) o Preparing workstation o Complying PD 856, RA 9003, FDA notification and DOH, DTI and OSH requirements o Following environment Safety Rules and Regulations o Applying Basic mathematics 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration with oral questioning • Practical/ Performance Test • Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	5.2 Prepare client	<ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Client consultation ○ Forms and Records of client's information ○ Health condition ○ Personal protective Equipment (clothing/materials) ○ First-aid treatment ○ PD 856 ○ RA 9003 ○ FDA Notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and procedures ○ 5S Principles ○ Environment and Safety Regulations ○ Basic Mathematics 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Case study/discussion • Group discussion • (SLE)Self Learning Experienced • Role playing 	<ul style="list-style-type: none"> • Observation with questioning • Demonstration with questioning • Listing and Enumeration • Interview 	8 hours
		<ul style="list-style-type: none"> • Perform the following tasks: <ul style="list-style-type: none"> ○ Following code of ethics ○ Checking client's condition ○ Preparing, checking and consulting client the type of manipulative relaxing products and chair manipulative relaxing services ○ Using PPE (clothing/materials) ○ Advising client to remove personal accessories ○ Complying PD 856, RA 9003, FDA notification DOH, DTI and OSH requirements ○ Following environment Safety Rules and Regulations 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration with oral questioning • Practical/ Performance Test • Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Following Basic mathematics 			
	5.3 Perform chair spot manipulative relaxing service	<ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Manipulative Relaxing Service <ul style="list-style-type: none"> - Manipulative Relaxing Service Motion - Manipulative Relaxing Motion Technique - Established chair spot manipulative relaxing procedures ○ First-aid treatment ○ Time Management ○ PD 856 ○ RA 9003 ○ FDA Notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and procedures ○ Environment and Safety Regulations ○ Basic Mathematics 	<ul style="list-style-type: none"> ● Lecture ● Discussion ● Video Presentation ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing 	<ul style="list-style-type: none"> ● Observation with questioning ● Demonstration with questioning ● Listing and Enumeration ● Interview 	16 hours
		<ul style="list-style-type: none"> ● Perform the following tasks; <ul style="list-style-type: none"> ○ Following Code of Ethics ○ Using and following equipment (reclining chair) with manufacturer’s manual of instruction ○ Positioning and ensuring client safety and comfort ○ Following manipulative relaxing service motion ○ Following manipulative relaxing technique 	<ul style="list-style-type: none"> ● Lecture/Review ● Demonstration ● Video Presentation ● Self-Learning ● Case study/demonstration ● Group demonstration ● (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> ● Observation ● Demonstration with oral questioning ● Practical/ Performance Test ● Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Using manipulative relaxing products ○ Following established chair manipulative relaxing service procedures ○ Following time management ○ Acknowledging clients complain ○ Complying PD 856, RA 9003, FDA notification DOH, DTI and OSH requirements ○ Following environment Safety Rules and Regulations ○ Following Basic mathematics 			
	5.4 Perform post service activities	<ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of ethics ○ Familiarization on salon policies and procedures ○ Body and health care maintenance ○ Salon Form and Records ○ Procedures for maintenance and Inventories of supplies, materials, and equipment <ul style="list-style-type: none"> - Supplies and materials - Equipment - Manipulative Relaxing products - Housekeeping procedures - Safekeeping procedures - 5S Principles ○ Waste materials ○ PD 856 (code Sanitation of the Philippines), ○ RA 9003 (Waste management Program) 	<ul style="list-style-type: none"> ● Lecture ● Discussion ● Video Presentation ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing 	<ul style="list-style-type: none"> ● Observation with questioning ● Demonstration with questioning ● Listing and Enumeration ● Interview 	8 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ FDA notification, ○ DOH and DTI Protocol and Requirements ○ OSH policies and guidelines ○ Environment Safety Rules and Regulations ○ Basic Mathematics 			
		<ul style="list-style-type: none"> ● Perform the following tasks; <ul style="list-style-type: none"> ○ Following code of ethics ○ Following salon policies and procedures ○ Advising client body and health care maintenance ○ Following salon form and records for maintenance and inventories for supplies, materials and equipment ○ Checking, cleaning, recording, sanitizing and storing supplies, materials and equipment ○ Checking, cleaning, recording sanitizing, sterilizing and storing tools ○ Following and applying housekeeping, safekeeping and 5S principles/procedures ○ Segregating and disposing waste materials ○ Cleaning and preparing workstation ○ Recording filing and storing form, records and documents ○ Complying PD 856 (code Sanitation of the Philippines), RA 9003 (Waste management Program), FDA 	<ul style="list-style-type: none"> ● Lecture/Review ● Demonstration ● Video Presentation ● Self-Learning ● Case study/demonstration ● Group demonstration ● (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> ● Observation ● Demonstration with oral questioning ● Practical/ Performance Test ● Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		notification, DOH, DTI and OSH policies and guidelines <ul style="list-style-type: none"> ○ Following Environment Safety Rules and regulations ○ Applying basic mathematics 			

3.2 TRAINING DELIVERY

1. The delivery of training shall adhere to the design of the curriculum. Delivery shall be guided by the principles of competency-based TVET.
 - a. Course design is based on competency standards set by the industry or recognized industry sector; (Learning system is driven by competencies written to industry standards)
 - b. Training delivery is learner-centered and should accommodate individualized and self-paced learning strategies;
 - c. Training can be done on actual workplace setting, simulation of a workplace and/or through adoption of modern technology;
 - d. Assessment is based in the collection of evidence of the performance of work to the industry required standards;
 - e. Assessment of competency takes the trainee's knowledge and attitude into account but requires evidence of actual performance of the competency as the primary source of evidence;
 - f. Training program allows for Recognition of Prior Learning (RPL) or current competencies;
 - g. Training completion is based on satisfactory performance of all specified competencies.

2. 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 and their variations/components may be adopted singly or combination with other modalities when designing and delivering training programs:

2.1 Institution-Based:

- Dual Training System (DTS)/Dualized training Program (DTP) which contain both in-school and in-industry training or fieldwork components. Details can be referred to the Implementing Rules and Regulations of the DTS Law and the TESDA Guidelines on the DTP;
- Distance learning is 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, computer technologies or other modern technology that can be used to facilitate learning and formal and non-formal training. Specific guidelines on this mode shall be issued by the TESDA Secretariat.
- Supervised Industry Training (SIT) or on-the-job training (OJT) 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 as prescribed in the training regulations. It is imperative that the deployment of trainees in the workplace is adhered to training programs agreed by the institution and enterprise and status and progress of trainees are closely monitored by the training institutions to prevent opportunity for work exploitation.

- The traditional classroom-based or in-center instruction may be enhanced through use of learner-centered methods as well as laboratory or field-work components.

2.2 Enterprise-Based:

- Formal Apprenticeship – Training within employment involving a contract between an apprentice and an enterprise on an approved apprenticeable occupation.
- Informal Apprenticeship – is based on training (and working) agreement between an apprentice and a master craftsman wherein the agreement may be written or oral and the master craftsman commits to training the apprentice in all the skills relevant to his or her trade over a significant period of time, usually between one and four years, while the apprentice commits to contributing productively to the work of the business. Training is integrated into the production process and apprentices learn by working alongside the experienced craftsman.
- Enterprise-based Training – where training is implemented within the company in accordance with the requirements of the specific company. Specific guidelines on this mode shall be issued by the TESDA Secretariat.

2.3 Community-Based – short term programs conducted by Non-Government Organizations (NGOs), LGUs, training centers and other TVET providers which are intended to address the specific needs of a community. Such programs can be conducted in informal settings such as barangay hall, basketball courts, etc. These programs can also be Mobile Training Programs (MTP).

3.3 TRAINEE ENTRY REQUIREMENTS

Trainees or students wishing to enroll in this program must possess the following requirements:

- Completed at least 10 years basic education or Holder of Alternative Learning Systems (ALS) certificate of completion with grade 10 equivalent;
- Basic communication skills

3.4 TOOLS, MATERIALS AND EQUIPMENT

Recommended list of tools, equipment and materials for the training of 20 trainees for **BARBERING NC II**.

Up-to-date tools, materials, and equipment of equivalent functions can be used as alternatives. This also applies in consideration of community practices and their availability in the local market.

FULL QUALIFICATION

TOOLS

QTY	UNIT	DESCRIPTION/SPECIFICATION
10	PCS.	Paddle brush
10	PCS.	Wide tooth comb
10	PCS.	Tail comb
20	PCS.	Barber comb (12 counts 7 ½ inches)
5	PCS.	Squeezer
20	PCS.	Cutting scissor (shear) 12"
20	PCS.	Thinning scissor (taper shear) 6"
20	PCS.	Razor (disposable)
10	UNIT	Hair Clipper (electrical)

EQUIPMENT

QTY	UNIT	DESCRIPTION/SPECIFICATION
5	UNIT	Hair Steamer (handy) (Electric ac 220-240V)
5	UNIT	Hair Blower (2200 watts)
10	UNIT	Trolley (W 45cm x D 33cm x H 3cm)
4	UNIT	Client chair (reclining) (2x4/WxH)
2	UNIT	Shampoo bowl with chair
1	UNIT	Ultraviolet lamp or Ultraviolet sterilizer

PERSONAL PROTECTIVE CLOTHING

QTY	UNIT	DESCRIPTION/SPECIFICATION
100	BOX	Face Mask (100 pcs. Per box)
20	PCS.	Apron (16"x24")
20	PCS.	Cutting cape (16"x24")
20	PCS.	Chemical Cape (16'x24')
20	PCS.	Shoulder pad (6"x20")
20	PAIRS	Ear pad (rubber)
1	BOX	Disposable gloves (100 pcs. Per box) (Latex)
20	PCS.	Face shield

SUPPLIES AND MATERIALS

QTY	UNIT	DESCRIPTION/SPECIFICATION
20	ROLLS	Tissue paper (10meters)
3	GAL.	Shampoo (250ml.)
3	GAL.	Conditioner (250ml.)
20	PCS.	Applicator brush with comb

5	JARS	Hair and scalp treatment product (500ml.)
10	PCS.	Mixing bowl (plastic 5.3 x2.8 inch) (non-metallic)
20	PCS.	Shower cap (plastic)
3	JAR	Hair wax (500 ml.)
20	PCS.	Towel (white Bath size) (40x70)
20	PCS.	Towel (colored Bath size) (40x70)
20	PCS.	Towel (face towel 20"x28")
3	GAL	Shampoo (250ml.)
3	GAL.	Conditioner (250ml.)
60	TUBES	Coloring products (60ml.) (Black, Dark brown, medium brown)
2	GAL.	Developer (500ml.) (20 volumes (6 %))
20	PCS.	Water spray gun
20	BOT.	Talcum powder (100g.)
20	PCS.	Barber hair brush remover (17cm. x 7 cm, weight59g.)
20	PCS.	Cutting comb
10	BOXES	Blade
10	TUBES	After shave (liquid) (150 ml.)
20	BOT.	Massage product (Oil (Liniment/Aromatherapy) (50ml)
20	BOT.	Alcohol (500ml)
10	PCS.	Trash Bin (29.5x12 cm)
20	PCS.	Powder (50ml.)

TRAINING (Materials, Supplies and Equipment)

QTY	UNIT	DESCRIPTION/SPECIFICATION
6	PCS.	Men's cut catalog
5	PCS.	Textbook
1	PC.	White board (4ft x 8 ft)
10	PCS.	Marker (assorted color)
1	PC.	Eraser
1	UNIT	Projector (overhead)
1	UNIT	Laptop
1	SET	Table with chair (trainer's table) (W 48" x D 30" x H 29")

COC 1 - HAIR AND SCALP TREATMENT/HAIR COLORING

TOOLS

QTY	UNIT	DESCRIPTION/SPECIFICATION
10	PCS.	Paddle brush
10	PCS.	Wide tooth comb
10	PCS.	Tail comb
5	PCS.	Squeezer

EQUIPMENT

QTY	UNIT	DESCRIPTION/SPECIFICATION
5	UNIT	Hair Steamer (handy) (Electric ac 220-240V)
5	UNIT	Hair Blower (2200 watts)
10	UNIT	Trolley (W 45cm x D 33cm x H 3cm)

4	UNIT	Client chair (reclining) (2x4 /WxH)
2	UNIT	Shampoo bowl with chair

PERSONAL PROTECTIVE CLOTHING

QTY	UNIT	DESCRIPTION/SPECIFICATION
100	BOX	Face Mask (100 pcs. Per box)
20	PCS.	Apron (16"x24")
20	PCS.	Chemical Cape (16"x24")
20	PCS.	Shoulder pad (6"x20")
20	PAIRS	Ear pad (rubber)
1	BOX	Disposable gloves (100 pcs. Per box)
20	PCS.	Face shield

SUPPLIES AND MATERIALS

QTY	UNIT	DESCRIPTION/SPECIFICATION
20	ROLLS	Tissue paper (10meters)
20	PCS.	Applicator brush
5	JARS	Hair and scalp treatment product (500ml.)
10	PCS.	Mixing bowl (non-metallic) (plastic 5.3 x2.8 inch)
20	PCS.	Shower cap (plastic)
3	JAR	Hair wax (500 ml.)
20	PCS.	Towel (white Bath size) (40x70)
20	PCS.	Towel (colored Bath size) (40x70)
3	GAL	Shampoo (250ml.)
3	GAL.	Conditioner (250 ml.)
20	BOT.	Alcohol (500ml)
10	PCS.	Trash Bin (29.5x12 cm)
2	Bot.	20 volumes (6 %) (1000ml)
60	TUBES	Coloring products (60 ml.) (Black, Dark brown, medium brown)
2	GAL.	Developer (500 ml.) (20 volumes (6 %))

TRAINING (Materials, Supplies and Equipment)

QTY	UNIT	DESCRIPTION/SPECIFICATION
6	PCS.	Men's cut catalog
5	PCS.	Textbook
1	PC.	White board (4ft x 8 ft.)
10	PCS.	Marker (assorted color)
1	PC.	Eraser
1	UNIT	Projector (overhead)
1	UNIT	Laptop
1	SET	Table with chair (trainer's table) (48" W x 30" D x 29"H)

COC 2 - HAIRCUTTING/ SHAVE AND STYLE BEARD AND MUSTACHE/ CHAIR MANIPULATIVE RELAXING SERVICES

TOOLS

QTY	UNIT	DESCRIPTION/SPECIFICATION
20	PCS.	Barber comb (12 counts 7 ½ inches)
20	PCS.	Cutting scissor (shear) 12"
20	PCS.	Thinning scissor (taper shear) 6"
20	PCS.	Razor (disposable)
10	UNIT	Hair Clipper (electrical)
10	PCS.	Straight razor (width ¾" length 15.7 cm./Blade 7.5cm. 13/16")
10	PCS.	Tail comb

EQUIPMENT

QTY	UNIT	DESCRIPTION/SPECIFICATION
5	UNIT	Hair Blower (2200 watts)
10	UNIT	Trolley (W 45cm x D 33cm x H 3cm)
4	UNIT	Client chair (reclining) (2x4 /WxH)
2	UNIT	Shampoo bowl with chair
1	UNIT	Ultraviolet lamp or Ultraviolet sterilizer

PERSONAL PROTECTIVE EQUIPMENT (Clothing/Materials)

QTY	UNIT	DESCRIPTION/SPECIFICATION
100	BOX	Face Mask (100 pcs. Per box)
20	PCS.	Apron (16"x24")
20	PCS.	Cutting Cape (16"x24")
20	PCS.	Face shield

SUPPLIES AND MATERIALS

QTY	UNIT	DESCRIPTION/SPECIFICATION
40	ROLLS	Tissue paper (10meters)
3	JAR	Hair wax (500 ml.)
20	PCS.	Towel (white Bath size) (40x70)
40	PCS.	Towel (face towel 20"x28")
3	GAL	Shampoo (250ml.)
3	GAL.	Conditioner (250 ml.)
20	PCS.	Spray gun
20	PCS.	Cutting comb
20	BOT.	Talcum powder (100g.)
20	PCS.	Barber hair brush remover (17cm. x 7 cm, weight 59g.)
10	BOXES	Blade
10	TUBES	After shave (cream 150 ml.)
20	BOT.	Massage product (Oil Liniment/Aromatherapy) (50ml)
20	BOT.	Alcohol (500ml)
20	PCS.	Powder (50ml.)
10	PCS.	Waste Bin (29.5x12 cm)
20	ROLLS	Tissue paper (10meters)
40	PCS.	Towel (face towel 20"x28")

TRAINING (Materials, Supplies and Equipment)

QTY	UNIT	DESCRIPTION/SPECIFICATION
6	PCS.	Men's cut catalog
5	PCS.	Textbook
1	PC.	White board (4ft x 8 ft)
10	PCS.	Marker (assorted color)
1	PC.	Eraser
1	UNIT	Projector (overhead)
1	UNIT	Laptop
1	SET	Table with chair (trainer's table) (48"W x 30"D x 29"H)

3.5 TRAINING FACILITIES

Based on a class intake of 20 students/trainees

SPACE REQUIREMENT	SIZE IN METERS	AREA IN SQ. METERS	TOTAL AREA IN SQ. METERS
Contextual Learning Area (Lecture room)	8 x 4	32	32
Working Area/Demo Room (Laboratory/Workshop/Activity area)	8 x 5	40	40
Learning Resource Area	4 x 4	16	16
Storage Area (Tool room & S/M storage area)	2 x 2	4	4
Circulation Area (30% of the Total Building Area)		29	29
Wash area/ comfort room (Male, Female, PWD)	2 x 2	4	4
GRAND TOTAL AREA:			125 sq. m.

3.6 TRAINER'S QUALIFICATIONS FOR BARBERING NC II

- Must be a holder of National TVET Trainers Certificate (NTTC) Level I in Barbering NC II
- Must possess good communication skills
- Must have at least two (2) years experience in barbering industry for the last five (5) years

3.7 INSTITUTIONAL ASSESSMENT

Institutional Assessment is gathering of evidences to determine the achievements of the requirements of the qualification to enable the trainer make judgement whether the trainee is competent or not competent

SECTION 4 ASSESSMENT AND CERTIFICATION ARRANGEMENT

Competency Assessment is the process of collecting evidence and making judgments whether competency has been achieved. The purpose of assessment is to confirm that an individual can perform to the standards expected at the workplace as expressed in relevant competency standards.

The assessment process is based on evidence or information gathered to prove achievement of competencies. The process may be applied to an employable unit(s) of competency in partial fulfillment of the requirements of the national qualification.

4.1 NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS

4.1.1 To attain the national qualification of **BARBERING NC II**, the candidate must demonstrate competence in all units listed in Section 1. Successful candidates shall be awarded a National Certificate signed by the TESDA Director General.

4.1.2 A Certificate of Competency (COC) is issued by the Authority to individuals who were assessed as competent in cluster of related units of competency, namely:

COC 1 Provide assistant barbers' services

- Perform hair and scalp treatment
- Perform basic hair coloring

COC 2 Provide assistant barbers' services

- Perform basic men's haircutting
- Perform shave and style of beard and mustache
- Perform chair manipulative relaxing services

Upon accumulation and submission of all the COCs acquired, an individual shall be issued the corresponding National Certificate for the Qualification.

4.1.3 Assessment shall cover all competencies with basic and common integrated or assessed concurrently with the core units of competency.

4.1.4 Any of the following are qualified to undergo assessment and certification:

4.1.4.1 Graduates of WTR-registered program, NTR-registered programs or formal/non-formal/informal including enterprise-based trainings related to BARBERING NC II.

4.1.4.2 Experienced workers (wage employed or self-employed) who gained competencies in providing barbering services for at least two (2) years within the last five (5) years.

4.1.5 **Recognition of Prior Learning (RPL).** Candidates who have gained competencies through education, informal training, previous work or life experiences with at least three (3) years of barbering experience within the

last five (5) years may apply for recognition in this Qualification through Portfolio Assessment.

Requirements and implementation procedure of Portfolio Assessment must be consistent with TESDA Circular No. 47, series of 2018 on *“Implementing Guidelines on the Implementation of Portfolio Assessment Leading to Recognition of Prior Learning (RPL) within the TESDA Assessment and Certification System.”*

4.1.6 Holders of National Certificate (NC) or Certificates of Competency (COC) in Barbering NC II are required to undergo re-assessment under the amended Training Regulations (TRs), upon expiration of their Certificates.

4.1.7 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 Competency Assessment and Certification System (PTCACs)”.

4.2 COMPETENCY ASSESSMENT REQUISITE

4.2.1 **Self-Assessment Guide.** The self-assessment guide (SAG) is accomplished by the candidate prior to actual competency assessment. SAG is a pre-assessment tool to help the candidate and the assessor determine what evidence is available, where gaps exist, including readiness for assessment.

This document can:

- a) Identify the candidate’s skills and knowledge
- b) Highlight gaps in candidate’s skills and knowledge
- c) Provide critical guidance to the assessor and candidate on the evidence that need to be presented
- d) Assist the candidate to identify key areas in which practice is needed or additional information or skills that should be gained prior to assessment

4.2.2 **Accredited Assessment Center.** Only Assessment Center accredited by TESDA is authorized to conduct competency assessment. Assessment centers undergo a quality assured procedure for accreditation before they are authorized by TESDA to manage the assessment for National Certification.

4.2.3 **Accredited Competency Assessor.** Only accredited competency assessor is authorized to conduct assessment of competence. Competency assessors undergo a quality assured system of accreditation procedure before they are authorized by TESDA to assess the competencies of candidates for National Certification.

COMPETENCY MAP – SOCIAL AND OTHER COMMUNITY DEVELOPMENT SERVICES SECTOR BARBERING NC II

**BASIC
COMPETENCIES**

Receive and respond to workplace communication	Work with others	Solve/address routine problems	Enhance self-management skills	Support Innovation	Access and maintain information	Follow occupational safety and health policies and procedures	Apply environmental work standards	Adopt entrepreneurial mindset in the workplace
Participate in workplace communication	Work in team environment	Solve/address general workplace problems	Develop career and life decisions	Contribute to workplace innovation	Present relevant information	Practice occupational safety and health policies and procedures	Exercise efficient and effective sustainable practices in the workplace	Practice entrepreneurial skills in the workplace
Lead workplace communication	Lead small teams	Apply critical thinking and problem-solving techniques in the workplace	Work in a diverse environment	Propose methods of applying learning and innovation in the organization	Use information systematically	Evaluate occupational safety and health work practices	Evaluate environmental work practices	Facilitate entrepreneurial skills for micro-small-medium enterprises (MSMEs)
Utilize specialized communication skill	Develop and lead teams	Perform higher order thinking processes and apply techniques in the workplace	Contribute to the practice of social justice in the workplace	Manage innovative work instructions	Manage and evaluate usage of information	Lead in improvement of Occupational Safety and Health Program, Policies and Procedures	Lead towards improvement of environmental work programs, policies and procedures	Sustain entrepreneurial skills
Manage and sustain effective communication strategies	Manage and sustain high performing teams	Evaluate higher order thinking skills and adjust problem solving techniques	Advocate strategic thinking for global citizenship	Incorporate innovation into work procedures	Develop systems in managing and maintaining information	Manage implementation of occupational safety and health programs in the workplace	Manage implementation of environmental programs in the workplace	Develop and sustain a high-performing enterprise

**COMMON
COMPETENCIES**

Maintain an effective relationship with clients/customers	Manage own performance	Apply quality standards	Maintain a safe, clean and efficient environment
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**CORE
COMPETENCIES**

Perform facial cleansing	Perform temporary hair removal activity	Perform body scrub	Perform pre and post hair care activities	Perform hair and scalp treatment	Perform basic hair coloring	Perform basic hair bleaching	Perform basic hair perming	Perform hair straightening
Perform basic haircutting	Perform advanced and creative haircutting	Perform advanced and creative hair coloring	Perform advanced and creative hair perming	Perform basic men's haircutting	Perform shave and style beard and mustache	Perform chair manipulative relaxing services	Perform manicure and pedicure	Perform hand and foot spa
Perform preparatory activities	Prepare appropriate products, tools and equipment	Perform nail enhancement technology procedures	Perform post service activities	Perform advanced nail polish procedures	Apply facial make-up	Perform body bleach		

GLOSSARY OF TERMS

Aniline Derivative Tints	- are also known as penetrating tints, synthetic, organic tints and peroxide or oxidation tints and are commonly called tints in the industry
Back Combing	- combing the short hair toward the scalp while the hair strand is held in a vertical position also called teasing
Barbering	- should be done at eye level starting at the hairline. A method used in cutting the hair closed to the scalp and refer to as scissor over comb
Baseline	- the first/foundation line to be cut which subsequent sections are cut to
Basic Hair Shaping	- shaping the hair that is not too long or too short to different head shape
Clippers	- electric razors mostly used to smoothen the back of the neck
Color Fillers	- are used if the hair is in damaged condition and there is doubt that the color result will be an even shade
Color Test/Tint	- a method of determining the action of color on a small strand of hair
Conditioner	- creams, waxes and oils which help protect and maintain the health and condition of the hair
Conditioning	- the application of special chemical agents to the hair to help restore its strength and give it body in order to protect it against possible breakage
Cuticle	- the outer layer of the hair; the hard skin at the base of the fingernail
Dye	- to color or stain the hair with tint
Elasticity	- the ability of the hair to stretch and return to its original form without breaking
Emulsifying Agent	- a substance used to form an emulsion, e.g. shampoo
Implements	- a tool, utensil or other piece of equipment, especially as used for a particular purpose
First-Aid	- means immediate assistance given in case of injury until medical aid has been obtained
Guideline	- a line to follow when shaping the balance of the hair
Hair Analysis	- an examination to determine the condition of the hair prior to a hair treatment
Hair Cutting	- a process of thinning, tapering and shortening the hair into different shapes or styles
Medulla	- a hollow pith or core of the hair fiber
Patch or Skin Test	- a procedure to test chemical reaction on scalp and skin
Personal Protective Equipment	- means any clothing, device or other article that is intended to be worn or used by a worker to prevent injury or to facilitate rescue
Shimmering	- shading or tinting parts of the hair to enhance the style

- Slithering** - tapering the hair to graduated length with scissors
- Straight Razor** - a razor with a rigid steel cutting blade hinged to a case that forms a handle when the razor is open for use
- Occupational Safety & Health (OSH)** - is define as the A.) promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations B.) prevention among its workers of any departures from health cause by their working conditions; C.) protection among workers in their employment from risks usually from factors adverse health and; D.) placing and maintenance of the worker in an occupational environment adapted to his/her physiological ability
- Taper** - to diminish a strand of hair gradually toward the points by cutting. Removing bulk from the ends of the hair
- Thinning** - removing bulk from the hair
- Texture** - coarseness and fineness of the hair
- Texturizing** - thinning or notching are used to create wispy or spiky effect.
- Trichologists** - a person trained in the science of caring for the hair
- Trichology** - the study of the structure and functions of the hair
- Wig** - an artificial covering for the head consisting of interwoven hair
- Workplace** - refers to the office. Premises or worksite where a worker is temporary or habitually assigned. Where is no a fixed or definite workplace, the term shall include the place where the worker actually performs regular work, or where he regularly reports to render service or to take assignment

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