

TRAINING REGULATIONS

HAIRDRESSING 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 HAIRDRESSING NC II

SECTION 1 HAIRDRESSING NC II QUALIFICATION

The **HAIRDRESSING NC II** Qualification consists of competencies that a person must achieve to perform basic hair care services such as pre and post service activities, hair and scalp treatment, hair coloring, hair bleaching, hair hair perming, hair straightening and basic haircutting.

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 |
|------------------|---|
| SOC514301 | Perform pre and post hair care activities |
| SOC514302 | Perform hair and scalp treatment |
| SOC514303 | Perform basic hair coloring |
| SOC514304 | Perform basic hair bleaching |
| SOC514305 | Perform basic hair perming |
| SOC514306 | Perform hair straightening |
| SOC514307 | Perform basic haircutting |

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

- Assistant Hairdresser (Colorist)
- Assistant Hairdresser (Permist)
- Assistant Hairdresser (Haircutter)
- Junior Assistant Hairdresser
- Junior Hairdresser

SECTION 2 COMPETENCY STANDARDS

This section gives the details of the contents of the basic, common and core units of competency required in **HAIRDRESSING 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

| VARIABLE | 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

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| <p>1. Critical Aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared written communication following standard format of the organization 1.2 Accessed information using 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 |
| <p>2. Resource Implications</p> | <p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Fax machine 2.2 Telephone 2.3 Notebook 2.4 Writing materials 2.5 Computer with Internet connection |
| <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 Interview 3.3 Written test |
| <p>4. Context for Assessment</p> | <ul style="list-style-type: none"> 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 are elaborated in the Range of Variables</i> | 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 | 3.1 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 |
|----------------|--|---------------------------|------------------------|
| | 3.3 Protocols in reporting are observed based on 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 but not limited to: <ul style="list-style-type: none"> 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 but not limited to: <ul style="list-style-type: none"> 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 but not limited to: <ul style="list-style-type: none"> 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

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|-----------------------------------|--|
| 1. Critical Aspects of Competency | <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 |
| 2. Resource Implications | <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 |
| 3. Methods of Assessment | <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 |
| 4. Context for Assessment | <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 task 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 but not limited to: 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 but not limited to: 2.1 Supervisor or manager 2.2 Peers/work colleagues 2.3 Other members of the organization |
| 3. Document | May include but not limited to: 3.1 Electronic mail 3.2 Briefing notes 3.3 Written report 3.4 Evaluation report |
| 4. Plan | May include but not limited to: 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

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| <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 <i>Self-management strategies</i> 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 <i>unpleasant situation</i> 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 fulfilling their potential are monitored 2.3 Outcomes of personal and academic challenges by | 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 and being able to accept challenges |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--|--|--|---|
| | reflecting on previous problem solving and decision making strategies and feedback from peers and teachers are predicted | | |
| 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 (e. g., 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 but not limited to: 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 but not limited to: 2.1 Job burn-out 2.2 Drug dependence 2.3 Sulking |

EVIDENCE GUIDE

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

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

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

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|-----------------------------------|---|
| 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 White board. 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 but not limited to: 1.1. Domain analysis 1.2. Content analysis 1.3. Comparison technique |

EVIDENCE GUIDE

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| 1. Critical Aspects of Competency | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Determine data / information 1.2 Studied and applied gathered data/information 1.3 Recorded and studied data/information <p>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.</p> |
| 2. Resource Implications | <p>Specific resources for assessment</p> <ul style="list-style-type: none"> 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 | <p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Written Test 3.2 Interview 3.3 Portfolio <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> |
| 4. Context for Assessment | <ul style="list-style-type: none"> 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 | 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 |
|--|--|---|---|
| | accordance with OSH work standards | | |
| 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 <i>Non-compliance work activities</i> 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: <ul style="list-style-type: none"> 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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

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| <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> |
|--|--|--|--|

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

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| <p>1. Critical Aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <ul 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> <ul 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> <ul style="list-style-type: none"> 3.1 Demonstration 3.2 Oral questioning 3.3 Written examination |
| <p>4. Context for Assessment</p> | <ul 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

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|-----------------------------------|---|
| 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
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 | 1.1 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 | 4.1 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 | 6.1 Select the most appropriate mode of communication for the information being provided 6.2 Use language and terminology that the client will understand 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 | 6.1 Common industry and company services, problems and solutions 6.2 Legal and ethical company and industry aspects 6.3 Client motivations and expectations 6.4 Effective communication techniques 6.5 Industry ethics and practices 6.6 Detailed product and service knowledge | 6.1 Using communication skills 6.2 Using language skills 6.3 Using numeracy skills 6.4 Using technology skills 6.5 Relating to people from a range of society, cultural and ethnic backgrounds |

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

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| <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

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| <p>1. Critical Aspects of Competency</p> | <p>Assessment requires that the candidate:</p> <ul style="list-style-type: none"> 1.1 Planned for completion of own workload 1.2 Assessed verbal or written work plan through observation and discussion of site and employer requirements 1.3 Demonstrated capacity to complete task within specified time frame 1.4 Maintained quality of own performance |
| <p>2. 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 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 |
| <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 3.2 Demonstration 3.3 Observation 3.4 Questioning |
| <p>4. Context of Assessment</p> | <ul style="list-style-type: none"> 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 Information on the quality and other indicators of production performance is recorded in accordance with workplace procedures 2.4 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 Quality of service is ensured and monitored for clients' satisfaction | 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 |
|----------------|---|-------------------------------|---|
| | | | operation or quality of product of service to ensure client satisfaction |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|----------------------|--|
| 1. Client Needs | May include: 1.1 Manicure 1.2 Pedicure 1.3 Hand and Foot Spa |
| 2. Documentation | May include: 3.1 Organization work procedures 3.2 Manufacturer's instruction manual 3.3 Clients requirements 3.4 Forms |
| 3. Quality Standards | May include: 4.1 Supplies and Materials 4.2 Work Processes 4.3 Services |
| 4. Clients | May include: 5.1 Young Professionals 5.2 Housewives 5.3 Working Mothers 5.4 Students |

EVIDENCE GUIDE

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| 1. Critical Aspects of Competency | Assessment requires that the candidate: 1.1 Carried out work in accordance with the beauty parlor and salon standard operating procedures 1.2 Performed task according to specifications 1.3 Reported complaints 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: 2.1 Tools, materials, equipment and facilities relevant to the unit of competency |
| 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 are elaborated in the Range of Variables</i> | 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 | <p>May include but not limited to:</p> <ul style="list-style-type: none"> 1.1 Hazard Policies and Procedures 1.2 Emergency, Fire and Accident Procedures 1.3 Personal Safety Procedures in accordance to government health regulations 1.4 Procedures for the use of Personal Protective Clothing and Equipment in accordance to government health regulations 1.5 Hazard Identification 1.6 Job Procedures |
| 2. Occupational Safety and Health Procedures | <p>May include:</p> <ul style="list-style-type: none"> 2.1 Client 2.2 Staff 2.3 Equipment/Tools 2.4 Premises 2.5 Stock |
| 3. Unsafe Situations | <p>May include but not limited to:</p> <ul style="list-style-type: none"> 3.1 Damaged Packaging Material or Containers 3.2 Broken or Damaged Equipment 3.3 Inflammable Materials and Fire Hazards 3.4 Lifting Practices 3.5 Spillages 3.6 Waste including hair especially on floors 3.7 Trolleys |
| 4. Linkage | <p>May be related to the following:</p> <ul style="list-style-type: none"> 4.1 Institutional 4.2 Organizational Linkage 4.3 Social Services 4.4 International Market |

EVIDENCE GUIDE

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|--|---|
| <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> | <ul style="list-style-type: none"> 4.1 Assessment may be conducted in the workplace or in a simulated environment |

CORE COMPETENCIES

UNIT OF COMPETENCY : PERFORM PRE AND POST HAIR CARE ACTIVITIES

UNIT CODE : SOC514301

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing pre- and post-hair care activities. These include analyzing the hair, draping of the client, application of shampoo and conditioner on hair and blow-drying of hair. It includes practicing good proper and ethical behavior at all times in accordance with the code of ethics.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|-------------------|--|--|---|
| 1. Prepare client | 1.1 Client's hair texture, type, length, condition and scalp condition are analyzed, identified, checked and recorded in accordance with pre and post hair care activities 1.2 Built of the client is assessed and type of service is determine for appropriate size of drapery 1.3 Hair is checked and identified to determine appropriate kinds of shampoo and/or conditioner to be used in accordance with service requirements 1.4 Client is advised to remove all jewelries and accessories 1.5 Client is draped in accordance with established draping procedures and DOH, DTI and OSH policies and guidelines | 1.1 Code of Ethics 1.2 Client Consultation 1.3 Time management 1.4 Familiarization of Salon Policies and Procedures 1.5 Familiarization Form and Record of Client's information 1.6 PD. 856(Sanitation code of the Philippines) 1.7 RA 9003 (Ecological Waste management Program act of 2000) 1.8 FDA notification 1.9 Occupational Safety and Health Policies and Guidelines 1.10 DOH and DTI Protocol requirements 1.11 Environment Safety Rules and regulations 1.12 Basic mathematics 1.13 Types of Hair Services 1.14 Hair Analysis 1.13.1 Length 1.13.2 Type 1.13.3 Texture 1.13.4 Condition 1.15 Scalp Analysis | 1.1 Following code of ethics 1.2 Interpersonal and intra-personal 1.3 Consulting client 1.4 Analyzing identifying 1.5 checking and recording client's form 1.6 Analyzing hair and scalp condition 1.7 Assessing and determining client built for type of services 1.8 Checking and identifying Kinds of Shampoo and Conditioner 1.9 Following Draping procedures 1.10 Complying PD 856, RA. 9003, FDA Notification, and 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 |
|-------------------------|---|---|--|
| | | 1.16 Types of Different Shampoos 1.17 Types of Different Conditioners 1.18 Draping Procedures | |
| 2. Prepare work station | 2.1 Appropriate equipment are prepared, checked, sanitized, recorded and set according to manufacturer's manual of instructions and salon policies and procedures 2.2 Appropriate supplies, materials and tools are prepared, checked, sanitized and recorded in accordance with scalp conditions, hair types, length, texture, conditions and FDA notification 2.3 Shampoo and conditioner are selected, checked and prepared in accordance with type of service 2.4 Water temperature is checked according to the requirements or need of the client 2.5 Appropriate Personal Protective Equipment (clothing/materials) is used in accordance with pre and post hair care procedures and DOH, DTI and OSH policies and guidelines 2.6 Work station is ensured of privacy, safety practices and cleanliness in accordance with established procedures | 2.1 Code of ethics 2.2 Familiarization of Salon Forms and Records Procedures of supplies, materials, tools and equipment 2.3 Time management 2.4 PD 856 (Sanitation Code of the Philippines) 2.5 FDA Notification 2.6 DOH and DTI Protocol requirements 2.7 OSH policies and procedures 2.8 Environment and Safety Regulations 2.9 Basic Mathematics 2.10 Salon Form and Records Procedures of Supplies, materials, Tools and Equipment 2.10 Supplies and Materials 2.10.1 Kinds and Uses 2.10.2 Product specification/ instruction 2.11 Tools and Equipment 2.11.1 Kinds and Uses 2.11.2 Manufacturer's manual of instruction 2.12 Shampoo and Conditioner 2.12.1 Kinds and Uses 2.12.2 Product specification/ instruction 2.13 Kinds and Uses of Personal Protective | 2.1 Following Code of Ethics 2.2 Interpersonal and intra-personal 2.3 Following Salon Forms and Records Procedures of Materials, Supplies, Tools and Equipment 2.4 Preparing and checking Supplies, Materials Tools and equipment 2.5 Preparing, checking and selecting Kinds of Shampoo and conditioner 2.6 Setting water temperature 2.7 preparing and providing Personal protective Equipment (clothing/ materials) 2.8 Preparing Workstation 2.9 Following 5S Principles 2.10 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 |
|---|--|--|---|
| | | Equipment (clothing/materials) 2.14 Water Temperature 2.15 Workstation 2.16 5S principles 2.17 Provided Personal protective Equipment (clothing) 2.18 Preparation and Set up of workplace | |
| 3. Apply shampoo and/or conditioner on the client | 3.1 Client's Personal Protective Equipment (Clothing/materials) is used in accordance with the service requirements 3.2 Client's safety and comfort is ensured during the entire process 3.3 Appropriate tools supplies and materials are used according to the type of service in accordance with pre and post hair care procedures and OSH policies and guidelines 3.4 Appropriate shampoo and conditioner are used according to scalp conditions, hair types, length, texture, conditions 3.5 Hair is shampooed and or/conditioned following established hair shampooing and conditioning procedures , product specification and DOH, DTI and OSH policies and guidelines 3.6 When necessary, first-aid treatment is provided to the client | 3.1 Code of Ethics 3.2 Time management 3.3 Familiarization on Salon Policies and Procedures 3.4 Familiarization of supplies and materials 3.5 PD 856 (Sanitation code of the Philippines) 3.7 RA 9003 (Waste management Program) 3.8 FDA notification 3.9 DOH and DTI Protocol and Requirements 3.10 Occupational Safety and Health Policies and Guidelines 3.11 Environment Safety Rules and Regulations 3.12 Basic Mathematics 3.13 Established Procedure in Hair Shampooing 3.14 Safety Measure in Shampooing 3.15 Using Personal Protective Equipment (clothing/materials) 3.16 Using materials and supplies | 3.1 Following code of ethics 3.2 Interpersonal and intra-personal 3.3 Using Personal Protective Equipment (clothing/materials) 3.4 Using Tools, Supplies and materials 3.5 Using Shampoo and Conditioner 3.6 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines |
| 4. Blow-dry hair | 4.1 Hair is toweled dried, detangled hair according to present condition of hair | 4.1 Code of Ethics 4.2 Compliance to Operations Manual of instructions Blow Drier | 4.1 Following Code of ethics 4.2 Interpersonal and intra-personal |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|------------------------------------|---|--|---|
| | <p>4.2 Hair is blow-dried according to blow drying technique in accordance with pre and post hair care activities procedures, manufacturer's manual procedures and DOH, DTI and OSH police and guidelines</p> <p>4.3 Appropriate finishing product is applied according to product specifications with FDA notification</p> <p>4.4 Client's safety and comfort are ensured during the entire process in accordance with DOH, DTI and OSH policies and guidelines</p> | <p>4.3 FDA notification</p> <p>4.4 DOH and DTI Protocols and Requirements</p> <p>4.5 Occupational Safety and Health Policies and Guidelines</p> <p>4.6 Environment Safety Rules and Regulations</p> <p>4.7 Basic mathematics</p> <p>4.8 Hair Sectioning</p> <p>4.9 Blow drying Procedures</p> <p>4.10 Blow Drying Technique</p> <p>4.11 Kinds of Finishing products</p> <p>4.12 Using Blow Drier equipment</p> | <p>4.3 Drying and detangling of hair</p> <p>4.4 Operating Hair dryer and following Blow-drying Technique</p> <p>4.5 Applying finishing products</p> <p>4.6 Ensuring client's safety and comfort</p> <p>4.7 Complying PD 856, RA 9003FDA notification, DOH, DTI and OSH policies and guidelines</p> |
| 5. Perform post-service activities | <p>5.1 Client is advised for hair care maintenance in accordance with pre and post hair care activities</p> <p>5.2 Shampoo, conditioner, finishing Products, supplies and materials used are checked, recorded replenished and stored in accordance with pre and post hair care procedures and product specification</p> <p>5.3 Equipment are cleaned, sanitized recorded and stored following manufacturer's manual instruction and DOH, DTI and OSH policies and guidelines</p> <p>5.4 Waste materials are segregated and disposed properly in accordance with RA 9003 and DOH, DTI</p> | <p>5.1 Code of Ethics</p> <p>5.2 Client consultation</p> <p>5.3 Familiarization on Forms and Records of Client's information</p> <p>5.4 Salon Form and Record Procedures for Maintenance and Inventories of Materials, Supplies, Tools and Equipment</p> <p>5.5 Familiarization on Salon Policies and Procedures</p> <p>5.6 PD 856 (Sanitation Code of the Philippines)</p> <p>5.7 RA 9003 (Ecological Waste management program act of 2000)</p> <p>5.8 FDA notification</p> <p>5.9 DOH and DTI Protocol and Requirements</p> <p>5.10 Occupational Health & Safety</p> | <p>5.1 Following code of ethics</p> <p>5.2 Interpersonal and intra-personal</p> <p>5.3 Consulting and advising client for hair care maintenance</p> <p>5.4 Following Salon form and Record Procedures for Maintenance and Inventories of Materials, Supplies, tools and Equipment</p> <p>5.5 Checking cleaning, sanitizing, recording, replenishing and storing materials, supplies, tools, shampoo, conditioners and equipment and following housekeeping, safekeeping and</p> |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|----------------|--|--|---|
| | <p>and OSH policies and Guidelines</p> <p>5.5 Documents are recorded, filed and stored in accordance with pre and post hair care activities</p> <p>5.6 Workplace is cleaned and prepared for the next service activity</p> | <p>Policies and Guidelines</p> <p>5.11 Environment Safety Rules and Regulations</p> <p>5.12 Basic Mathematics</p> <p>5.13 Maintenance and inventories of Tools supplies, materials and Equipment</p> <p>5.13.1 Housekeeping procedures</p> <p>5.13.2 Safekeeping procedures</p> <p>5.13.3 Cleaning and sanitizing of tools and equipment</p> | <p>5S principles/ procedures</p> <p>5.6 Segregating and disposing waste materials</p> <p>5.7 Recording, filing and storing salon documents</p> <p>5.8 Cleaning and preparing workplace</p> <p>5.9 Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Health & Safety Policies and Guidelines</p> |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|----------------------|--|
| 1. Hair Condition | May include: 1.1 Normal 1.2 Oily 1.3 Dry 1.4 Porous 1.5 Sensitized 1.6 Resistant 1.7 Chemically treated (bleached hair) |
| 2. Hair 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. Hair Texture | May include: 4.1 Fine 4.2 Medium 4.3 Coarse |
| 5. Scalp Condition | May include: 5.1 Dry dandruff 5.2 Oily 5.3 Normal 5.4 Dandruff 5.5 Irritation 5.6 Flaking 5.7 Post chemical service itch 5.8 With wounds 5.9 Greasy or waxy |
| 6. Clients' Built | May include: 6.1 Small 6.2 Medium 6.3 Large 6.4 Extra Large |
| 7. Types of Services | May include: 7.1 Hair and Scalp Treatment 7.2 Hair Coloring 7.3 Hair Perming 7.4 Hair Straightening 7.5 Hair Bleaching 7.6 Hair Cutting 7.7 Hair Reconstructing |
| 8. Shampoo | May include: 8.1 All-purpose shampoos 8.2 Acid balance shampoos |

| VARIABLE | RANGE |
|---|--|
| | 8.3 Clear shampoo 8.4 Mild shampoos 8.5 Medicated shampoos 8.6 Clarifying shampoos 8.7 Anti-dandruff shampoos 8.8 Liquid dry shampoos 8.9 Powder dry shampoos 8.10 Conditioning shampoos 8.11 Color shampoos (silver/purple) 8.12 Shampoos for thinning hair |
| 9. Conditioner | May include: 9.1 Moisturizing conditioner 9.2 Mild 9.3 Deep/Heavy |
| 10. Established Draping Procedures | May include: 10.1 Client is draped with bath towel with horizontal edge folded 2 inches outward 10.2 Protective material is wrapped around the neck 10.3 Appropriate cape is wrapped around the shoulder in accordance with type of service |
| 11. Tools and Equipment | May include but not limited to: 11.1 Hair blow dryer 11.2 Hair iron 11.3 Shampoo bowl with chair 11.4 Client chair 11.5 Ultraviolet lamp or Ultraviolet sterilizer |
| 12. Supplies, Tools and Materials | May include: 12.1 Supplies and Materials 12.1.1 Shampoos 12.1.2 Conditioner 12.1.3 Towel (white) 12.1.4 Tissue/Neck Strip 12.1.5 Apron 12.1.6 Cape 12.2 Mask 12.3 Disposable Gloves(Latex gloves) 12.4 Tools 12.4.1 Skeleton Brush 12.4.2 Round Brush 12.4.3 Paddle Brush 12.4.4 Wide Tooth Comb 12.4.5 Tail Comb |
| 13. Personal Protective Clothing (clothing/materials) | May include but not limited to: 13.1 Apron 13.2 Cape 13.3 Towel 13.4 Face Mask 13.5 Disposable Gloves(Latex gloves) 13.6 Face shield |
| 14. Workstation | May include: |

| VARIABLE | RANGE |
|--|--|
| | 14.1 Shampoo bowl 14.2 Client chair 14.3 Bin 14.4 Trolley 14.5 Towel 14.6 Shampoo 14.7 Conditioner 14.8 Blower 14.9 Cape 14.10 Apron |
| 15. Established hair shampooing and/or conditioning procedures | May include: 15.1 Comb/brush hair to free from entanglement before actual shampooing and/or conditioning. 15.2 Apply appropriate water temperature. 15.3 Apply shampoo and/or conditioner according to the clients' hair length and volume, and type of service. 15.4 Follow shampooing and/or conditioning technique. 15.5 Rinse hair thoroughly and towel dry |
| 16. Established blow-drying hair procedures | May include: 16.1 Prepare the materials needed 16.2 Drape the client 16.3 Detangle the hair 16.4 Sections hair using hair implements to achieve optimum results 16.5 Set blower with correct temperature 16.6 Apply blow-dry technique according to service requirements |
| 17. Hair Finishing Products | May include: 17.1 Gel/Hair setting lotion 17.2 Mouse 17.3 Spray Net/hair spray 17.4 Hair Polish/Serum 17.5 Hair wax (wet and dry) 17.6 Leave-on conditioner |
| 18. Waste Materials | May include: 18.1 Biodegradable 18.2 Non-Biodegradable |

EVIDENCE GUIDE

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| <p>1. Critical Aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared client according to type of services and salon policies and procedures 1.2 Prepared and used of tools, supplies and materials according to type of service following DOH, DTI and OSH requirements. 1.3 Performed and followed draping procedures, apply shampooing and/or conditioning and blow-drying technique with proper body posture in accordance with service requirements and established procedures. 1.4 Ensured client's safety and comfort during the entire process in accordance with DOH, DTI and OSH requirements 1.5 Applied questioning and listening skills in assessing the need of clients |
| <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. 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 Competency may be assessed in the workplace or TESDA accredited assessment center</p> |

UNIT OF COMPETENCY : PERFORM HAIR AND SCALP TREATMENT

UNIT CODE : SOC514302

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude required to treat/maintain 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 in accordance with the 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, length, type, condition and scalp conditions are consulted, analyzed, checked and recorded in accordance with Hair and Scalp Treatment procedures, DOH 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, FDA notification, DOH, DTI and OSH policies and guidelines. 1.3 Client is advised to remove all personal jewelries and accessories. 1.4 Built of the client is assessed to determine appropriate size of drapery to be used in accordance with Hair and Scalp Treatment procedures, DOH, DTI and OSH policies and procedures. | 1.1 Code of Ethics 1.2 Familiarization on 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 of 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 Hair Analysis 1.11.1 Length 1.11.2 Type 1.11.3 Texture 1.11.4 Condition 1.12 Scalp Analysis 1.13 Different Scalp Problems 1.14 Different Forms of Alopecia 1.15 Parts of hair | 1.1 Following code of Ethic 1.2 Interpersonal and intra-personal 1.3 Consulting client 1.4 Analyzing ,checking and recording salon form and records of client's hair and scalp condition 1.5 Assisting and advising client on hair and scalp treatment 1.6 Assessing built of the client 1.7 Complying PD 856 , RA 9003, DOH, DTI and Occupational Safety and Health Policies and Guidelines |
| 2.Prepare work station | 2.1. Appropriate tools and equipment, are prepared, checked, | 2.1 Code of ethics 2.2 Familiarization Salon Form and Record | 2.1 Following Code of Ethics |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---------|---|---|---|
| | <p>sanitized and set according to manufacturer's manual of instructions and salon policies and procedures.</p> <p>2.2. Appropriate supplies/materials are prepared, checked, sanitized and recorded in accordance with scalp conditions, hair types, length, texture, conditions and FDA notification</p> <p>2.3. Appropriate hair and scalp treatment product are prepared, checked and recorded in accordance with scalp conditions, hair types, length, texture, conditions and FDA notification</p> <p>2.4. Appropriate Personal Protective Equipment (clothing/materials) is provided in accordance with hair and scalp treatment, DOH, DTI and OSH polices and procedures.</p> <p>2.5. Work station is ensured of privacy, safety practices and cleanliness in accordance with established procedures</p> | <p>Procedures of supplies, materials, tools and equipment</p> <p>2.3 Time management</p> <p>2.4 PD 856 (Sanitation Code of the Philippines)</p> <p>2.5 FDA Notification</p> <p>2.6 DOH and DTI Protocols and Requirements</p> <p>2.7 OSH policies and procedures</p> <p>2.8 5S principles</p> <p>2.9 Environment and Safety Regulations</p> <p>2.10 Basic Mathematics</p> <p>2.11 Workstation</p> <p>2.12 Tools and Equipment</p> <p>2.12.1 Kinds and Uses</p> <p>2.12.2 Manufacturer's Manual of instruction</p> <p>2.13 Supplies and Materials</p> <p>2.13.1 Kinds of Supplies, and materials</p> <p>2.13.2 Product Specification/ Instruction</p> <p>2.14 Kinds of Hair treatment products</p> <p>2.14.1 Kinds and uses of Treatment</p> <p>2.15 Kinds and Uses of Personal Protective Equipment (clothing/ materials)</p> <p>2.16 Providing Personal Protective Equipment (clothing/ materials)</p> <p>2.17 Preparation and Set up of workplace</p> | <p>2.2 Interpersonal and intra-personal</p> <p>2.3 Following Salon Form and Record Procedures of Materials, Supplies, Tools and Equipmnet</p> <p>2.4 Preparing, checking, recording of Materials, and Supplies</p> <p>2.5 Preparing, checking, recording, setting Tools and Equipment</p> <p>2.6 Preparing and checking Hair Treatment Products</p> <p>2.7 Preparing and roviding Personal protective Equipment (clothing/ materials)</p> <p>2.8 Preparing Workstation</p> <p>2.9 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines</p> <p>2.10 Following 5S Principles</p> |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|-------------------------|--|---|---|
| 3. Treat hair and scalp | <p>3.1 Personal Protective Equipment (clothing/materials) are used in accordance with hair and scalp treatment procedures</p> <p>3.2 Client is draped in accordance with established draping procedures, DOH, DTI and OSH policies and guidelines</p> <p>3.3 Supplies, materials hair and scalp treatment product are checked and used in accordance with Hair and Scalp Treatment procedures, DOH, DTI and OSH policies and guidelines</p> <p>3.4 Treatment product form is applied when necessary, required source of heat is provided following product specification, manual manufacturer's instruction, DOH and OSH policies and guidelines</p> <p>3.5 Hair and scalp treatment is performed, following established hair and scalp treatment procedures, DOH, DTI and OSH policies and guidelines</p> <p>3.6 Manipulative relaxing service motion is performed in accordance with hair and scalp treatment procedures and OSH policies and guidelines</p> <p>3.7 Client's safety and comfort is ensured during the entire process</p> | <p>3.1 Code of ethics</p> <p>3.2 Time management</p> <p>3.3 Familiarization on Product Specifications</p> <p>3.4 Compliance to Operations Manual of Equipment</p> <p>3.5 Compliance of Appropriate Use of Supplies, Tools and Materials</p> <p>3.6 PD 856 (Sanitation code of the Philippines)</p> <p>3.7 RA 9003 (Ecological Waste management Program act of 2000)</p> <p>3.8 FDA notification</p> <p>3.9 DOH and DTI Protocol and Requirements</p> <p>3.10 Occupational Safety and Health Policies and Guidelines</p> <p>3.11 Environment Safety Rules and Regulations</p> <p>3.12 Basic Mathematics</p> <p>3.13 Different Kinds of Hair and Scalp Treatment products</p> <p>3.14 Hair and Scalp Treatment Application and Procedures</p> <p>3.15 Hair Sectioning procedures</p> <p>3.16 Equipment Manual of Instructions (source of heat)</p> <p>3.17 Product Specification</p> <p>3.18 Manipulative Relaxing Service motion</p> <p>3.19 Benefits of Scalp and Hair Manipulative</p> | <p>3.1 Following code of ethics</p> <p>3.2 Interpersonal and intra-personal</p> <p>3.3 Following time management</p> <p>3.4 Using Personal protective Equipment (clothing/materials)</p> <p>3.5 Following Established Draping Procedures</p> <p>3.6 Using supplies, materials,</p> <p>3.7 Applying hair and scalp treatment products</p> <p>3.8 Following Established Hair and Scalp Treatment Procedures</p> <p>3.9 Following Hair Sectioning</p> <p>3.10 Following manufacturer's manual instruction of machine/Equipment (steamer)</p> <p>3.11 Following Manipulative Relaxing Service Motion</p> <p>3.12 Providing first-aid treatment and ensuring client safety and comfort</p> <p>3.13 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 |
|------------------------------------|---|--|---|
| | 3.8 When necessary, first-aid treatment is provided to the client or referred to appropriate health personnel | Relaxing Service motion 3.20 Using Personal Protective clothing (clothing/materials) | |
| 4. Rinse and blow-dry hair | 4.1 Hair is rinsed in accordance with hair and scalp treatment procedures 4.2 Hair is toweled dried and combed/detangled according to service requirements 4.3 Hair is blow-dried according to Blow Drying technique following Hair and Scalp treatment procedures, manufacturer's manual procedures, DOH, DTI and OSH polices and guidelines | 4.1 Code of Ethics 4.2 Compliance to Operations Manual of Blow Drier and Other Equipment 4.3 FDA notification 4.4 DOH and DTI Protocol and Requirements 4.5 Occupational Safety and Health Policies and Guidelines 4.6 Environment Safety Rules and Regulations 4.7 Basic mathematics 4.8 Different kinds of Finishing Products and their Uses 4.9 Equipment Manufacturer's Manual Procedures (Blow Dryer, Hair iron) 4.10 Hair Blow-drying procedures 4.11 Using Blow-dryer | 4.1 Following code of Ethics 4.2 Interpersonal and intra-personal 4.3 Rinsing, drying and combing hair 4.4 Following Blow-drying hair technique 4.5 Applying and styling Finishing products 4.6 Ensuring client safety and comfort 4.7 Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Safety and Health Policies and Guidelines |
| 5. Perform post-service activities | 5.1 Client is advised on hair care maintenance on hair and scalp 5.2 Tools, equipment and implements are cleaned, sanitized replenished and stored in accordance with hair and scalp treatment procedures, manufacturer's manual instructions, DOH, DTI and OSH policies and guidelines 5.3 Documents are recorded, filed and stored in accordance | 5.1 Code of ethics 5.2 Time management 5.3 Familiarization Salon Policies and Procedures 5.4 Familiarization on Salon Form and Record 5.5 Procedures for Maintenance and Inventories of Materials, Supplies, Tools and Equipment 5.6 Familiarization of client and Salon Forms and Records | 5.1 Following code of Ethics 5.2 Interpersonal and intra-personal 5.3 Following Salon Policies and Procedures 5.4 Advising client on Hair Care Maintenance 5.5 Following Salon Form and Record Procedures for maintenance and Inventories of Materials, Supplies, Tools and Equipment |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---------|---|--|---|
| | with Hair and Scalp Treatment procedures 5.4 Waste materials are segregated and disposed properly following Sanitation Code of the Philippines 5.5 Workplace is cleaned and prepared for next service activity | 5.7 PD 865 (Sanitation code of the Philippines) 5.8 RA 9003 (Waste management Program) 5.9 FDA notification 5.10 DOH and DTI Protocol and Requirements 5.11 Occupational Safety and Health Policies and Guidelines 5.12 Environment Safety Rules and Regulations 5.13 Basic Mathematics 5.14 Hair Care Maintenance Instructions 5.15 Hair Care Product Knowledge 5.16 Types of equipment tools: Their uses and specification 5.17 Kinds of Materials and Supplies 5.18 Housekeeping procedures 5.19 Safekeeping procedures 5.20 5S principles 5.21 Storing tools and equipment | 5.6 Filing recording and storing client's forms and records 5.7 Cleaning, sanitizing, recording, replenishing and storing materials, supplies, tools and equipment 5.8 Following housekeeping, safekeeping and 5S principles/ procedures 5.9 Segregating and disposing Waste Materials 5.10 Cleaning and preparing workplace 5.11 Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Safety and Health Policies and Guidelines |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|------------------------|---|
| 1. Hair Texture | May include: 1.1 Fine 1.2 Medium 1.3 Coarse/resistant |
| 2. Hair 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. Hair Condition | May include: 4.1 Porous 4.2 Sensitized 4.3 Dry 4.4 Oily 4.5 Normal 4.6 Chemically (bleach hair) |
| 5. Scalp Condition | May include: 5.1 Oily 5.2 Normal 5.3 Dandruff 5.4 Irritation 5.5 Flakes 5.6 Post chemical service itch 5.7 With wounds 5.8 Greasy or waxy |
| 6. Clients' Built | May include: 6.1. Small 6.2. Medium 6.3. Large 6.4. Extra Large |
| 7. Tools and Equipment | May include but not limited to: 7.1 Steamer 7.2 Blower 7.3 Hair iron 7.4 Paddle brush 7.5 Wide toothed comb 7.6 Tail comb 7.7 Mixing bowls 7.8 Clamps 7.9 Hair clips |

| VARIABLE | RANGE |
|---|--|
| | 7.10 Spatula 7.11 Ultraviolet lamp or Ultraviolet sterilizer |
| 8. Supplies and Materials | May include: 8.1 Tissue Paper 8.2 Cling Wrap 8.3 Shampoo 8.4 Conditioner 8.5 Applicator brush (with comb) 8.6 Treatment products 8.7 Measuring cups |
| 9. Protective Clothing | May include: 9.1 Gauze mask 9.2 Apron 9.3 Cape 9.4 Shoulder pad 9.5 Bath Towel 9.6 Head Band 9.7 Neck strip 9.8 Disposable Gloves (latex) 9.9 Face shield |
| 10. Workstation | May include: 10.1 Shampoo bowl with chair 10.2 Client chair 10.3 Bin 10.4 Trolley 10.5 Towel 10.6 Shampoo 10.7 Conditioner 10.8 Blower 10.9 Cape 10.10 Apron |
| 11. Established Draping Procedures | May include: 11.1 Client is draped with bath towel with horizontal edge folded 2 inches outward. 11.2 Protective material is wrapped around the neck. 11.3 Appropriate cape is wrapped around the shoulder in accordance with type of service. |
| 12. Treatment Product Form | May include: 12.1 Cream Form 12.2 Liquid Form 12.3 Gel Form |
| 13. Established Hair and Scalp Treatment Procedures | May include: 13.1 Apply treatment product according to product specifications/instructions and manipulative relaxing service motion is performed on hair and/or scalp. 13.2 Expose hair or scalp to required source of heat when necessary, according to product specifications and manufacturer's manual instructions |

| VARIABLE | RANGE |
|--|--|
| | 13.3 Follow correct time requirement according to product specification and manufacturer's manual instructions. 13.4 Client hair is rested after heat exposure according to the required allotted time. 13.5 Rinse hair, towel or blow-dry |
| 14. Manipulative Relaxing Service motion | May include: 14.1 Circular motion 14.2 Sliding motion 14.3 Pressing motion |
| 15. Hair Care Maintenance | May include: 15.1 Hair and Scalp Frequent Treatment 15.2 Use of Hair and Scalp Treatment Product |
| 16. Waste Materials | May include: 16.1 Biodegradable 16.2 Non-Biodegradable |

EVIDENCE GUIDE

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|-----------------------------------|---|
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate: 1.1 Prepared client through consultation, analyzing hair and recording client's form in accordance with salon policies and procedures. 1.2 Prepared and used tools, equipment, supplies and materials for hair and scalp treatment according to product specifications, manuals of instructions equipment, DOH, DTI and OSH requirements. 1.3 Used appropriate personal protective equipment (clothing and materials) following salon policies and procedure, DOH, DTI and OSH requirements. 1.4 Performed hair and scalp treatment according to product specifications and established hair and scalp treatment procedures. 1.5 Ensured client's safety and comfort during the entire process. 1.6 Performed post-service activities according to salon policies and procedures, DOH, DTI and OSH requirements. |
| 2. Resource Implications | The following resources should be provided: 2.1 Model 2.2 Tools, equipment and supplies/materials relevant to the activity to be performed 2.3 Work area/facilities |
| 3. Method of Assessment | Competency in this unit may be assessed through: 3.1 Demonstration with oral questioning 3.2 Third-Party Report 3.3 Portfolio |

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| 4. Context of Assessment | 4.1 Assessment may be conducted in the actual workplace or TESDA accredited assessment center |
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UNIT OF COMPETENCY : PERFORM BASIC HAIR COLORING

UNIT CODE : SOC514303

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 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 at all times in accordance with the code of ethics.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|-------------------|--|--|---|
| 1. Prepare client | 1.1 Client is consulted for possible skin allergies and color options are advised 1.2 Client's hair texture, length, 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 Color chart is presented to the client and color is selected and agreed upon by both parties. 1.4 Client is advised to remove all personal jewelry and accessories 1.5 Client is draped to avoid stain in accordance with established draping procedures , DOH, DTI and OSH policies and guidelines 1.6 When necessary, client's hair is shampooed to remove dirt and build-up of styling products and | 1.1 Codes of Ethic 1.2 Client consultation 1.3 Familiarization of Salon Policies and Procedures 1.4 Familiarization client's form and records 1.5 PD 856 (Sanitation code of the Philippines) 1.6 RA 9003 (EcologicalWaste management Program Act of 2000) 1.7 FDA notification 1.8 DOH and Protocol and Requirements 1.9 Occupational Safety and Health Policies and Guidelines 1.10 Environment Safety Rules and Regulations 1.11 Basic Mathematics 1.12 Skin and Hair Strand Test 1.13 Hair Analysis 1.13.1 Texture 1.13.2 Length 1.13.3 Type 1.13.4 Condition 1.14 Scalp Conditions | 1.1 Following code of ethics 1.2 Interpersonal and intra-personal 1.3 Consulting and analyzing client's hair, and scalp, condition 1.4 Following skin and strand test procedures 1.5 Following draping procedures 1.6 Shampooing client's hair to remove dirt or built up styling product 1.7 Complying PD 856 ,RA 9003 , FDA notification, DOH, DTI and Occupational Safety and Health Policies and procedures |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|-------------------------|---|--|--|
| | ensure that the scalp will not scratched | 1.15 Color Theory/Color Wheel 1.16 Styling Products 1.17 Draping procedures 1.18 Providing PPE (clothing/materials) | |
| 2. Prepare work station | <p>2.1 Appropriate tools and equipment, are prepared, checked, sanitized, recorded and set according to manufacturer's manual of instructions and salon policies and procedures</p> <p>2.2 Appropriate supplies/materials products are prepared, checked and recorded in accordance with basic hair coloring requirements with FDA notification</p> <p>2.3 Client's is provided with Personal Protective Equipment (clothing/materials) in accordance with hair coloring, DOH, DTI and OSH polices 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 of salon policies and procedures</p> <p>2.3 Salon Form and Record Procedures of supplies, materials, tools and equipment</p> <p>2.4 PD 856 (Sanitation Code of the Philippines)</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 Tools and Equipment 2.10.1 Kinds and Uses 2.10.2 Manufacturer's Manual of Insruction</p> <p>2.11 Materials, Supplies and Products 2.11.1 Kinds and Uses 2.11.2 Product Specification/In struction 2.11.3 Kinds of Hair perming products</p> <p>2.12 Kinds of Personal Protective Equipment (clothing/materials)</p> <p>2.13 5S Principles</p> <p>2.14 Providing Personal Protective Equipment (clothing/materials)</p> <p>2.15 Workstation</p> | <p>2.1 Following Code of Ethics</p> <p>2.2 Interpersonal and intra-personal</p> <p>2.3 Following Salon Form and Records Procedures of Materials, Supplies, Tools and Equipment</p> <p>2.4 Preparing, checking and recording of Forms and Records of Materials, Supplies, tools and Equipment</p> <p>2.5 Preparing, checking, and classifying coloring product and developer solution</p> <p>2.6 Preparing, 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 |
|-------------------------------|--|---|---|
| | | 2.15.1 Preparation and Set up of workplace | |
| 3 . Apply basic hair coloring | <p>3.1 Personal Protective Equipment (clothing/materials) are used in accordance with basic hair coloring procedures, DOH, DTI and OSH policies and guidelines</p> <p>3.2 Client's safety and comfort is ensured during the entire process</p> <p>3.3 Appropriate tools, equipment, supplies, materials and hair coloring products are used in accordance with basic hair coloring procedures, DOH, DTI and OSH policies and guidelines</p> <p>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</p> <p>3.5 Hair is checked according to development time requirement based on product specification</p> <p>3.6 When necessary, first-aid treatment is provided to the client or referred to appropriate health personnel</p> | <p>3.1 Code of Ethics</p> <p>3.2 Timeline development</p> <p>3.3 Familiarization of Product Specifications</p> <p>3.4 PD 856 (Sanitation code of the Philippines)</p> <p>3.5 RA 9003 (Ecological Waste management Program Act of 2000)</p> <p>3.6 FDA notification</p> <p>3.7 DOH Protocol and Requirements</p> <p>3.8 Occupational Safety and Health Policies and Guidelines</p> <p>3.9 Environment and Safety rules and regulations</p> <p>3.10 Basic Mathematics</p> <p>3.11 Hair Sectioning</p> <p>3.12 Fundamentals and Principles in Hair Coloring</p> <p>3.13 Established Hair Coloring Procedures</p> <p>3.13.1 Product Instruction</p> <p>3.13.2 Coloring Application</p> <p>3.14 First Aid Treatment</p> <p>3.15 Using Personal Protective Equipment (clothing/materials)</p> | <p>3.1 Following code of ethics</p> <p>3.2 Interpersonal and intra-prsonal</p> <p>3.3 Using PPE (clothing/ materials)</p> <p>3.4 Using appropriate tools, equipment, supplies and materials</p> <p>3.5 Mixing, coloring products, and developer solutions procedures</p> <p>3.6 Checking and following development timeline</p> <p>3.7 Providing first-aid and ensuring client's safety and comfort</p> <p>3.8 Following hair sectioning</p> <p>3.9 Following Principles in Hair Coloring, Color Theory, Fundamental and Priciples in hair coloring.</p> <p>3.10 Following Established Basic hair Coloring Procedures</p> <p>3.11 Complying PD 856, RA 9003 FDA notification, DOH, DTI and Occupational Safety and Health Policies and procedures</p> |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|------------------------------------|---|--|---|
| 4. Perform post-service activities | 4.1 When necessary, hair styling product is applied and hair is styled according to agreed hairstyling requirements 4.2 Client is advised on hair care maintenance on basic hair coloring procedures. 4.3 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 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 4.6 Documents are recorded, filed and stored in accordance with basic hair coloring procedures | 4.1 Code of ethics 4.2 Time management 4.3 Familiarization with Salon Policies and Procedures 4.4 Familiarization Form and Record Procedures for maintainance and inventories of Materials, Supplies, tools and Equipment 4.5 PD 856 Sanitation code of the Philippines. 4.6 RA 9003 (Ecological Waste Management program Act of 2000) 4.7 FDA notification 4.8 DOH and DTI Protocol and Requirements 4.9 Occupational Health & Safety Policies and Guidelines 4.10 Environment Safety rules and regulations 4.11 Basic Mathematics 4.12 Hair styling product 4.13 Hair Care Maintenance 4.14 Salon Form and Record Procedures for Maintainance and Inventories of Materials Supplies, Tools and Equipment 4.14.1 5S Principles 4.14.2 Housekeeping 4.14.3 Safekeeping 4.15 Workstation | 4.1 Following code of ethics 4.2 Interpersonal and intra-personal 4.3 Following salon policies and procedures 4.4 Applying and styling hair 4.5 Advising client on hair care maintenance 4.6 Following Salon Form and Record Procedures for maintenance and Inventories of Materials, supplies, tools and equipment 4.7 Cleaning, sanitizing, recording, replenishing storing tools equipment, supplies materials and following housekeeping, safekeeping and 5S Principles 4.8 Segregating and disposing waste materials 4.9 Cleaning and preparing workplace 4.10 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH 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. Length | May include: 3.1 Short 3.2 Medium 3.3 Long |
| 4. Hair Type | May include: 4.1 Straight 4.2 Curly 4.3 Wavy 4.4 Frizzy |
| 5. Hair Conditions | May include: 5.1 Virgin 5.2 Normal 5.3 Oily 5.4 Dry 5.5 Porous 5.6 Sensitized 5.7 Chemically treated |
| 6. Scalp Condition | May include: 6.1 Dry dandruff 6.2 Oily 6.3 Normal 6.4 Dandruff 6.5 Irritation 6.6 Flaking 6.7 Post chemical service itch 6.8 With wounds 6.9 Greasy or waxy |
| 7. Established Draping Procedures | May include: 7.1 Client is draped with bath towel with horizontal edge folded 2 inches outward. 7.2 Protective material is wrapped around the neck 7.3 Coloring cape is wrapped around the shoulder |

| VARIABLE | RANGE |
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| 8. Hair Styling products | May include: 8.1 Gel/Setting Lotion 8.2 Hair wax (Wet and Dry) 8.3 Hair serum 8.4 Hair spray 8.5 Mousse 8.6 Leave-on conditioner |
| 9. Tools, Materials and Implements | May include but not limited to: 9.1 Applicator brush 9.2 Tint brush 9.3 Paddle brush 9.4 Round brush 9.5 Mixing Bowl (non-mettalic) 9.6 Measuring Cup 9.7 Timer 9.8 Hair Clips 9.9 Clamps 9.10 Chemical Cape 9.11 Apron 9.12 Disposable Gloves (Latex) 9.13 Shoulder Pads 9.14 Ear pads 9.15 Face Mask 9.16 Towels (dark color) 9.17 Blower 9.18 Squeezer 9.19 Tissue Paper 9.20 Coloring products 9.21 Developers 9.21.1 10 volume 3 percent 9.21.2 20 volume/ 6 percent 9.21.3 30 volume/ 9 percent 9.21.4 40 volume/ 12 percent 9.22 Alcohol 9.23 Ultraviolet lamp or Ultraviolet sterilizer |
| 10. Personal Protective Equipment (clothing/ clothing materials) | May include but not limited to: 10.1 Ear pads 10.2 Shoulder pads 10.3 Towels 10.4 Apron 10.5 Chemical cape 10.6 Rubber gloves 10.7 Tissue paper 10.8 Alcohol 10.9 Face shield |
| 11 Workstation | May include but not limited to: 11.1 Shampoo bowl 11.2 Client chair 11.3 Bin 11.4 Trolley |

| VARIABLE | RANGE |
|--|--|
| | 11.5 Towel 11.6 Shampoo 11.7 Conditioner 11.8 Blower 11.9 Chemical Cape 11.10 Apron |
| 12 Color Applications | May include: 12.1 Full head Color 12.2 Re-growth/retouch 12.3 Highlights (Frosting, streaking, weaving, slicing, painting) |
| 13 Established Basic Hair Color Procedures | May include: 13.1 Section hair 13.2 Sub-section hair and follow application techniques following product or manufacturer's manual of instructions. 13.3 Emulsify product to achieve color balance 13.4 Check evenness of color through hair strand test and expose to proper lighting following the required development time 13.5 Rinse hair thoroughly with shampoo and conditioner |
| 14 Hair Care Product Maintenance | May include: 14.1 Shampoo and conditioner for colored hair 14.2 Other forms of hair treatment |
| 15 Waste Materials | May include: 15.1 Biodegradable 15.2 Non-Biodegradable |

EVIDENCE GUIDE

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| <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 color options and performed skin and hair strand test prior to hair coloring following DOH, DTI and OSH requirements. 1.2 Consulted, checked, analyzed and recorded client's hair texture, length, condition and scalp condition following salon policies and procedures. 1.3 Selected, prepared and used tools, materials and implements according to service requirements, FDA notification, DOH, DTI and OSH requirements. 1.4 Selected and mixed color products and developer based on service requirements and hair texture, length and condition following product specifications. 1.5 Performed hair coloring following established basic hair coloring procedures, product specifications, DOH, DTI and OSH policies and procedures. 1.6 Ensured client's safety and comfort during the entire process. 1.7 Applied appropriate measures in response to emergencies or unavoidable circumstances 1.8 Performed post-service activities in accordance to standard procedures, salon policies, 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 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 BASIC HAIR BLEACHING

UNIT CODE : SOC514304

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in the performance of hair bleaching activity. It involves the preparation of the client, the actual bleaching of hair and performing necessary post-bleaching activity. It includes practicing good proper and ethical behavior at all times in accordance with the code of ethics.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|-------------------|--|--|--|
| 1. Prepare client | 1.1 Coloring catalogue is presented to the client for hair bleach color level result, selected and agreed upon by both parties 1.2 Client is consulted on health condition and previous hair chemical treatment for appropriate service requirements shall be provided 1.3 Client's hair conditions, length, texture, type and scalp conditions are analyzed, checked and recorded in accordance with Hair Bleaching procedures 1.4 Client is advised to remove all personal accessories 1.5 Client is draped to avoid stains in accordance with established draping procedures , DOH, DTI and OSH policies and guidelines | 1.1 Codes of Ethic 1.2 Familiarization on client's record and forms 1.3 Familiarization of Salon Policies and Procedures, 1.4 PD 856 (Sanitation code of the Philippines) 1.5 RA 9003 (Waste management Program) 1.6 FDA notification 1.7 DOH and DTI Protocol and Requirements 1.8 Occupational Safety and Health Policies and Guidelines 1.9 Environment and Safety rules and regulations 1.10 Basic Mathematics 1.11 Client consultation 1.12 Skin and Strand Test Procedures 1.13 Hair Analysis 1.13.1 Texture 1.13.2 Length 1.13.3 Type 1.13.4 Condition 1.14 Scalp Analysis 1.15 Effects of Allergies 1.16 Health conditions 1.17 Providing Personal Protective Equipment (clothing/materials) | 1.1 Following code of ethics 1.2 Interpersonal and intra-personal 1.3 Following Salon Client's Form and Records 1.4 Presenting coloring catalogue 1.5 Consulting client health condition on previous hair chemical treatment 1.6 Consulting client and checking, analyzing and recording clients hair and scalp condition 1.7 Following skin and strand test 1.8 Advising client to remove personal accessories 1.9 Following draping procedures 1.10 Complying PD 856, RA 9003, DOH, DTI and Occupational Safety and Health Policies and regulations |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|------------------------|---|---|---|
| 2.Prepare work station | <p>2.1 Appropriate tools and equipment, are prepared, checked, sanitized, recorded and set according to manufacturer’s manual of instructions and salon policies and procedures</p> <p>2.2 Appropriate supplies and materials are prepared, checked in accordance with hair bleaching requirements and FDA notification</p> <p>2.3 Personal Protective Equipment (clothing/materials) are used in accordance with hair bleaching process, DOH, DTI and OSH polices 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 of salon policies and procedures</p> <p>2.3 Familiarization Salon Form and Record Procedures of supplies, materials, tools and equipment</p> <p>2.4 Product Knowledge</p> <p>2.5 PD 856 (Sanitation Code of the Philippines)</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 5S Principles</p> <p>2.10 Environment and Safety Regulations</p> <p>2.11 Basic Mathematics</p> <p>2.12 Workstation</p> <p>2.13 Tools and Equipment</p> <p>2.13.1 Kinds and Uses of Tools and Equipment</p> <p>2.13.2 Manufacturer’s manual of Instruction</p> <p>2.14 Materials and Supplies</p> <p>2.14.1 Kinds and Uses of Supplies and materials</p> <p>2.14.2 Product specification/ instruction</p> <p>2.15 Different Form of Bleaching products</p> <p>2.16 Kinds and Uses of Developer Solution</p> <p>2.17 Kinds of Personal Protective Equipment (clothing/materials)</p> <p>2.18 Providing Personal Protective</p> | <p>2.1 Following Code of Ethics</p> <p>2.2 Interpersonal and intra-personal</p> <p>2.3 Following Salon Forms and Records Procedures of Supplies Materials, Tools and Equipment</p> <p>2.4 Preparing and checking Tools and Equipment</p> <p>2.5 Preparing and checking Supplies and materials</p> <p>2.6 Preparing and checking Types of Hair Bleaching Products Form and Developer Solutions</p> <p>2.7 Preparing, and providing Personal Protective Equipment (clothing/ materials)</p> <p>2.8 Preparing Workstation</p> <p>2.9 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines</p> <p>2.10 Following 5S principles</p> |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--------------------------------|---|---|--|
| | | Equipment (clothing/materials) 2.19 Preparing Set up of workplace | |
| 3 . Apply bleach hair products | <p>3.1 Client Personal Protective Equipment (clothing/materials) are used in accordance with hair bleaching procedures</p> <p>3.2 Clients' safety and comfort are ensured during the process in accordance with DOH, DTI and OSH policies and guidelines</p> <p>3.3 Appropriate tools, equipment, supplies, materials and products are used in accordance with hair bleaching procedures, product specification, DOH, DTI and OSH policies and guidelines</p> <p>3.4 Bleaching product form is mixed with the appropriate percent/volume of developer following product specifications and manufacturers manual of instructions</p> <p>3.5 Hair bleaching is performed following coloring/bleaching application in accordance with established hair bleaching procedures, product specifications, DOH, DTI and OSH policies and guidelines</p> <p>3.6 When necessary, first-aid treatment is provided to client or referred to appropriate health personnel</p> | <p>3.1 Codes of Ethic</p> <p>3.2 Timeline Management</p> <p>3.3 Familiarization of Product Specifications</p> <p>3.4 First aid treatment</p> <p>3.5 PD 856 (Sanitation code of the Philippines)</p> <p>3.6 RA 9003 (Ecological Waste management Program act of 2000)</p> <p>3.7 FDA notification</p> <p>3.8 DOH and DTI Protocol and Requirements</p> <p>3.9 Occupational Safety and Health Policies and Guidelines</p> <p>3.10 Environment Safety rules and regulations</p> <p>3.11 Basic Mathematics</p> <p>3.12 Levels of Lightening</p> <p>3.13 Mixing Procedures</p> <p>3.14 Hair Sectioning Procedures</p> <p>3.15 Hair Bleaching Procedures</p> <p>3.16 Using Personal Protective Equipment (clothing/materials)</p> | <p>3.1 Following code of ethics</p> <p>3.2 Interpersonal and intra-personal</p> <p>3.3 Using PPE (clothing/materials)</p> <p>3.4 Using appropriate tools, equipment, supplies, materials and products</p> <p>3.5 Following hair sectioning procedures</p> <p>3.6 Applying and mixing bleaching products procedures</p> <p>3.7 Following established bleaching procedures</p> <p>3.8 Providing First-aid treatment and ensuring client safety and comfort</p> <p>3.9 Following timeline management</p> <p>3.10 Complying 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 |
|------------------------------------|--|---|--|
| 4. Perform post-service activities | <p>4.1 When necessary hair is styled according to agreed hairstyling procedures and hair bleaching procedures</p> <p>4.2 Client is advised on hair treatment on hair bleaching procedures</p> <p>4.3 Tools, equipment and implements are cleaned, sanitized recorded replenished and stored in accordance with hair bleaching procedures, manufacturer's manual instructions, DOH, DTI and OSH policies and guidelines</p> <p>4.4 Waste materials are segregated and disposed properly following Sanitation Code of the Philippines</p> <p>4.5 Workplace is cleaned and prepared for next service activity</p> <p>4.6 Documents are recorded, filed and stored in accordance with hair bleaching procedures</p> | <p>4.1 Code of ethics</p> <p>4.2 Familiarization of Salon Policies and Procedures</p> <p>4.3 Familiarization Salon Form and Record Procedure of Maintenance and Inventories of Materials, supplies, Tools and Equipment</p> <p>4.4 Compliance to the appropriate use of tools and materials</p> <p>4.5 PD 856 (Sanitation code of the Philippines)</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 Occupational Safety and Health Policies and Guidelines</p> <p>4.10 Environment and Safety rules and regulations</p> <p>4.11 Basic Mathematics</p> <p>4.12 Client consultation</p> <p>4.13 Hair Care maintenance</p> <p>4.14 Salon Form and Record Procedures for Maintenance and Inventories of Materials, Supplies, Tools and Equipment</p> <p>4.14.1 Tools and Equipment</p> <p>4.14.2 Supplies and materials</p> <p>4.14.3 Bleaching Products</p> <p>4.14.4 Finishing products</p> | <p>4.1 Following Code of Ethics</p> <p>4.2 Interpersonal and intra-personal</p> <p>4.3 Styling client hair</p> <p>4.4 Consulting and advising client hair care maintenance</p> <p>4.5 Recording client forms and records</p> <p>4.6 Following Salon Records and Forms Procedures for Maintenance and Inventories of Materials, Supplies, Tools and Equipment</p> <p>4.7 Cleaning, sanitizing, recording replenishing and storing tools, equipment and implements following housekeeping, safekeeping procedures and 5S Principles</p> <p>4.8 Segregating and disposing waste materials</p> <p>4.9 Recording, filing and storing documents</p> <p>4.10 Cleaning and prepping workstation</p> <p>4.11 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 |
|----------------|---|---|------------------------|
| | | 4.14.5 Housekeeping procedures 4.14.6 Safekeeping procedures 4.14.7 5S Principles 4.15 Storage of Tools, Supplies, Materials and Equipment 4.16 Workstation | |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|-------------------------------------|---|
| 1. Health Condition | May include: 1.1 Pregnant 1.2 With skin allergies/ irritation 1.3 With Asthma |
| 2. Previous Hair Chemical Treatment | May include: 2.1 Straightening 2.2 Perming 2.3 Coloring 2.4 Hair bleaching |
| 3. Hair Condition | May include: 3.1 Porous 3.2 Sensitized 3.3 Dry 3.4 Oily 3.5 Normal 3.6 Chemically Treated (bleached hair) |
| 4 Length | May include: 4.1 Short 4.2 Medium 4.3 Long |
| 5 Hair Type | May include: 5.1 Straight 5.2 Curly 5.3 Wavy 5.4 Frizzy |
| 6 Texture | May include: 6.1 Fine 6.2 Medium 6.3 Course |
| 7 Scalp Condition | May include: 7.1 Dry dandruff 7.2 Oily 7.3 Normal 7.4 Dandruff 7.5 Irritation 7.6 Flaking 7.7 Post chemical service itch 7.8 With wounds 7.9 Greasy or waxy |
| 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 Coloring cape is wrapped around the shoulder |

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| 9 Tools, Equipment, Implements | May include but not limited to: 9.1 Disposable Gloves (latex) 9.2 Mixing Bowl 9.3 Applicator brush (with comb) 9.4 Timer 9.5 Clamps 9.6 Hair Clips 9.7 Blower 9.8 Measuring cup 9.9 Ultraviolet lamp or Ultraviolet sterilizer |
| 10 Supplies/Materials | May include: 10.1 Bleaching Product 10.2 Developer (20vol.,30vol.,40vol.) 10.3 Shampoo 10.4 Conditioner 10.5 Transparent film 10.6 Neck Strip (Cloth/tissue) 10.7 Chemical Cape 10.8 Ear pad 10.9 Towel 10.10 Apron 10.11 Disposable Gloves (Latex) 10.12 Ear Pads 10.13 Mask 10.14 Tissue paper 10.15 Frosting cap with hook |
| 11 Personal Protective Equipment (Clothing/ Materials) | May include but not limited to: 11.1 Neck strip (Cloth/tissue) 11.2 Chemical cape 11.3 Towel 11.4 Apron 11.5 Disposable gloves (Latex) 11.6 Ear pads 11.7 Face mask 11.8 Tissue paper 11.9 Face shield |
| 12. Workstation | May include but not limited to: 12.1 Shampoo bowl 12.2 Client chair 12.3 Bin 12.4 Trolley 12.5 Towel 12.6 Shampoo 12.7 Conditioner 12.8 Blower 12.9 Apron 12.10 Cape |
| 13. Bleaching Product form | May include; 13.1 Powder 13.2 Cream |
| 14 Developer | May include; 14.1 20 volume or 6 % |

| | |
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| | <p>14.2 30 volume or 9 %</p> <p>14.3 40 volume or 12%</p> |
| 15 Color/bleaching Applications | <p>May include:</p> <p>15.1 Full head color/bleach</p> <p>15.2 Highlights (frosting, streaking, weaving, slicing, painting)</p> |
| 16 Established Hair Bleaching Procedures | <p>May include:</p> <p>Section hair</p> <p>16.1 Apply mixed bleaching product according to product specification or manufacturer's manual of instruction</p> <p>16.2 Determine bleaching development through visual check and touch following level of lightness according to desired outcome.</p> <p>16.3 Check bleached for evenness all over and corrective measures are applied on areas with uneven results.</p> <p>16.4 Rinse hair thoroughly and dry according to client's requirement</p> |
| 17. Hair Treatment | <p>May include:</p> <p>17.1 Moisturizing shampoos and conditioner</p> <p>17.2 All forms of hair treatment</p> |
| 18. Waste Materials | <p>May include:</p> <p>18.1 Biodegreable</p> <p>18.2 Non- Biodegreable</p> |

EVIDENCE GUIDE

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| <p>1. Critical Aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Consulted, analyzed and recorded client's hair and scalp condition in accordance with established hair bleaching procedures and OSH policies 1.2 Ensured client's safety and comfort during the entire process in accordance with DOH, DTI and OSH requirements 1.3 Selected and used appropriate supplies, materials, tools, equipment and implements following DOH, DTI and OSH requirements 1.4 Performed proper mixing procedures of bleaching and developer products according to product specifications and FDA notification. 1.5 Applied mixed hair bleaching and developer products according to client's requirements and following color/bleaching application product specifications, established hair bleaching procedures, DOH, DTI and OSH requirements 1.6 Applied appropriate measures in response to emergencies or unavoidable circumstances 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.. Method of Assessment</p> | <p>Competency in this unit may be assessed either of the following:</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 BASIC HAIR PERMING

UNIT CODE : SOC514305

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing basic hair perming. It involves assessing and preparing the client, actual performance of hair perming, checking of result and doing necessary finishing touches to achieve optimum result. It includes practicing good proper and ethical behavior at all times in accordance with the code of ethics.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|-------------------|---|--|---|
| 1. Prepare client | 1.1 Client is consulted and presented hair catalogue for hair types curls is selected and agreed upon by both parties 1.2 Client's hair condition, length, type and texture are analyzed, checked and recorded in accordance with basic hair perming procedures and OSH policies and guidelines 1.3 Scalp condition is analyzed checked and recorded if free from scratches, open wounds and determined allergies and irritation 1.4 Previous chemically treated hair is determined in order to apply appropriate hair treatment 1.5 Client is advised to remove all jewelries and accessories 1.6 Client built is assessed and provided the appropriate size of drapery 1.7 When necessary, client is advised to defer hair perming based on adverse scalp and health conditions. | 1.1 Code of Ethics 1.2 Client Consultation 1.3 Familiarization on Salon Policies and Procedures 1.4 Familiarization of Clients Forms and Records 1.5 PD 856 (Sanitation code of the Philippines) 1.6 RA 9003 (Ecological Waste management Program Act of 2000) 1.7 FDA notification 1.8 DOH and DTI Protocol and Requirements 1.9 Occupational Safety and Health Policies and Guidelines 1.10 Environment Safety rules and Regulations 1.11 Basic Mathematics 1.12 Hair and Scalp analysis 1.12.1 Length 1.12.2 Type 1.12.3 Texture 1.12.4 Condition 1.13 Scalp condition 1.14 Skin and Hair Strand Test 1.15 Hair Type Curls 1.16 Previous Chemically Treated Hair | 1.1 Following code of ethics 1.2 Interpersonal and intra-personal 1.3 Following Client's Forms and Record procedures 1.4 Presenting and selecting hair catalogue and hair types curls 1.5 Consulting client 1.6 Analyzing, checking, and recording clients hair texture, length, type, condition and scalp condition 1.7 Determining previous chemically treated 1.8 Complying PD 856 , RA 9003 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 |
|-------------------------|---|--|--|
| | | 1.17 Do and Don't's in Perming 1.18 Providing Personal Protective Equipment/Clothing (PPE) | |
| 2. Prepare work station | 2.1 Appropriate tools and equipment , are prepared, checked, sanitized, recorded and set according to manufacturer's manual of instructions and salon policies and procedures 2.2 Appropriate supplies/materials products are prepared, checked and recorded in accordance with basic hair perming requirements with FDA notification 2.3 Personal Protective Equipment (clothing/materials) are used in accordance with hair perming, DOH, DTI and OSH policies and procedures 2.4 Work station is ensured of privacy, safety practices and cleanliness in accordance with established procedures | 2.1 Code of ethics 2.2 Familiarization of salon policies and procedures 2.3 Salon Form and Record Procedures of supplies, materials, tools and equipment 2.4 PD 856 (Sanitation Code of the Philippines) 2.5 FDA Notification 2.6 DOH and DTI Protocol and Requirements 2.7 OSH policies and procedures 2.8 Environment and Safety Regulations 2.9 Basic Mathematics 2.10 Tools and Equipment 2.10.1 Kinds and Uses 2.10.2 Manufacturer's Manual of Instruction 2.11 Materials, Supplies and Products 2.11.1 Kinds and Uses 2.11.2 Product Specification/Instruction 2.12 Kinds of Hair perming products 2.13 Kinds of Personal Protective Equipment (clothing/materials) 2.14 5S Principles 2.15 Providing Personal Protective Equipment (clothing/materials) 2.16 Workstation | 2.1 Following Code of Ethic 2.2 Interpersonal and intra-personal 2.3 Following Salon Forms and Records Procedures of Supplies, materials, Products, Tools and Equipment 2.4 Preparing, checking, sanitizing and recording Tools and Equipment 2.5 Preparing, checking and recording Supplies Materials and products 2.6 Preparing, and providing Personal Protective Equipment (clothing/materials) 2.7 Preparing Workstation 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 |
|--------------|--|---|--|
| | | 2.17 Preparation and Set up of workplace | |
| 3. Perm hair | <p>3.1 Client Personal Protective Equipment (clothing/materials) is used in accordance with hair perming procedures, DOH, DTI and OSH policies and guidelines</p> <p>3.2 Clients' safety and comfort are ensured during the entire process</p> <p>3.3 Client is draped in accordance with established draping procedures, DOH, DTI and OSH policies and guidelines</p> <p>3.4 Appropriate tools, equipment, products, materials and supplies, are checked and used in accordance with basic hair perming procedures, manufacturer's manual of instructions, DOH, DTI and OSH policies and procedures</p> <p>3.5 Perm solution is checked and used following product specifications with FDA notification</p> <p>3.6 Hair perming is performed in accordance with established basic hair perming procedures, product specifications, DOH, DTI and OSH policies and procedues</p> <p>3.7 Result is checked according to perm requirements or agreement</p> <p>3.8 When necessary, first-aid treatment is</p> | <p>3.1 Code of Ethics</p> <p>3.2 Time Management</p> <p>3.3 PD 856 (Sanitation code of the Philippines)</p> <p>3.4 RA 9003 (Ecological Waste management Program Act of 2000)</p> <p>3.6 FDA notification</p> <p>3.7 DOH and DTI Protocol and Requirements</p> <p>3.8 Occupational Safety and Health Policies and Guidelines</p> <p>3.9 Environment Safety Rules and Regulations</p> <p>3.10 Basic Mathematics</p> <p>3.11 Established Draping procedures</p> <p>3.12 Established Basic Hair Perming</p> <p>3.12.1 Kinds of hair sectioning, blocking, patterns and rod sizes</p> <p>3.12.2 Winding techniques</p> <p>3.12.3 Basic Hair Perming proceduresPer ming product Specification</p> <p>3.12.4 Source of Heat Temperature</p> <p>3.13 Using Personal Protective Equipment (clothing/materials)</p> | <p>3.1 Following code of ethics</p> <p>3.2 Interpersonal and intra-personal</p> <p>3.3 Using Personal Protective Equipment (clothing/material s)</p> <p>3.4 Following Draping Procedures</p> <p>3.5 Using and checking , supplies ,materials, products, tools and equipment</p> <p>3.6 Following, checking and using perming product solution with FDA notification</p> <p>3.7 Following hair sectioning, hair blocking and pattern, Hair Winding Technique and Established basic hair perming procedures</p> <p>3.8 Checking result according to perming requirements</p> <p>3.9 Providing first-aid and ensuring client safety and comfort</p> <p>3.10 Following time management</p> <p>3.11 Complying PD 856,RA 9003, FDA notification,</p> |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
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| | provided to the client or referred to appropriate health personnel | | DOH, DTI and OSH Policies and Guidelines |
| 4. Apply finishing touches | 4.1 Hair is tapered / trimmed and textured in accordance with basic hair perming procedures 4.2 Blow dried hair according to Blow-Drying Techniques and styled hair 4.3 Finishing products are applied in accordance with product specifications 4.4 Client's satisfaction is confirmed and adjustments are made if required | 4.1 Code of Ethics 4.2 Familiarization of Finishing Product Specifications 4.3 FDA notification 4.4 DOH and DTI Protocol and Requirements 4.5 Occupational Safety and Health Policies and Guidelines 4.6 Environment Safety Rules and Regulations 4.7 Basic Mathematics 4.8 Kinds of Finishing Products 4.9 Haircutting Technique 4.10 Texturizing technique 4.11 Using Equipment (blow dryer) | 4.1 Following code of ethics 4.2 Interpersonal and intra-personal 4.3 Consulting and confirming client,s adjustment result 4.4 Following Trimming and texturizing cutting technique 4.5 Drying hair and following Hair Blow Drying Procedures 4.6 Applying finishing products 4.7 Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Safety and Health Policies and procedures |
| 5. Perform post-service activities | 5.1 When necessary, hair is styled according to agreed basic hair perming procedures 5.2 Client is advised on hair care maintenance in accordance with basic hair perming procedures 5.3 Tools, materials and equipments are cleaned, sanitized, replenished and stored in accordance with basic Hair Perming procedures, manufacturer's manual instruction, DOH, DTI and OSH policies and guidelines | 5.1 Code of ethnics 5.2 Time management 5.3 Familiarization on Salon Policies and Procedures 5.4 Fmiliarization of client's forms and records 5.5 PD 856 (Sanitation code of the Philippines) 5.6 RA 9003 (Ecological Waste management Program act of 2000) 5.7 FDA notification 5.8 DOH and DTI Protocol and Requirements | 5.1 Following code of ethics 5.2 Inter personal and intra-personal 5.3 Styling and advising client's hair on Hair Care Maintenance 5.4 Recording, filing and storing client's records 5.5 Following Salon Form and Record Procedures of Maintenance and Inventories of materials, Supplies, Tools and Equipment 5.6 Cleaning, sanitizing, |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---------|---|--|--|
| | <p>5.4 Wastes material are segregated and disposed according to Sanitation Code of the Philippines.</p> <p>5.5 Workplace is cleaned, sanitized and prepared for next service activity</p> <p>5.6 Documents are recorded, filed and stored in accordance with basic hair perming procedures</p> | <p>5.9 Occupational Safety and Health Policies and Guidelines</p> <p>5.10 Environment Safety Rules and Regulations</p> <p>5.11 Basic Mathematics</p> <p>5.12 Salon forms and Record for Maintainance and Inventories for Materials Supplies Products Tools and Equipment</p> <p>5.13 Housekeeping Safekeeping Procedures</p> <p>5.14 5S Principles</p> | <p>recording replenishing and storing materials, supplies, tools and equipment and following housekeeping, safekeeping and 5S principles/ procedures</p> <p>5.7 Segregating and disposing wastes materials</p> <p>5.8 Complying PD 856, RA 9003, FDA, DOH, DTI and OSH policies and guidelines</p> <p>5.9 Cleaning and preparing workplace</p> |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|----------------------------|--|
| 1. Hair Types of Curls | May include: 1.1 Wavy 1.2 Curly 1.3 Frizzy |
| 2. Hair Conditions | May include: 2.1 Normal 2.2 Oily 2.3 Dry 2.4 Porous 2.5 Sensitized 2.6 Chemically treated (bleached hair) |
| 3. Length | May include: 3.1 Short 3.2 Medium 3.3 Long |
| 4. Hair Type | May include: 4.1 Straight 4.2 Curly 4.3 Wavy 4.4 Frizzy |
| 5. Texture | May include: 5.1 Fine 5.2 Medium 5.3 Course |
| 6. Scalp Condition | May include: 6.1 Dry dandruff 6.2 Oily 6.3 Normal 6.4 Dandruff 6.5 Irritation 6.6 Flaking 6.7 Post chemical service itch 6.8 With wounds 6.9 Greasy or waxy |
| 7. Chemically Treated Hair | May include: 7.1 Straightened 7.2 Permed 7.3 Colored 7.4 Bleached |
| 8. Clients' built | May include: 8.1 Small 8.2 Medium 8.3 Large 8.4 Extra Large |
| 9. Tools and Equipment | May include but not limited to: 9.1 Hair dryer, Diffuser 9.2 Curlers/Rods 9.2.1 Extra small 9.2.2 Small 9.2.3 Medium 9.2.4 Large |

| VARIABLE | RANGE |
|---|--|
| | 9.2.5 Extra Large 9.3 Bottle Applicator 9.4 Shower Cap/Cling wrap 9.5 Flannel Headband 9.6 Drip Pan 9.7 Chemical Cape 9.8 Shoulder pad 9.9 Towel (colored) 9.10 Scissor/shear 9.11 Hairclips 9.12 Apron 9.13 Ear Pads 9.14 Tail Comb 9.15 Gloves 9.16 Ultraviolet lamp or Ultraviolet sterilizer |
| 10 Supplies and Materials | 10.1 Shampoo 10.2 Perm lotion 10.3 Neutralizer 10.4 Conditioner 10.5 End Paper 10.6 Powder 10.7 Tissue paper 10.8 Cotton |
| 11 Personal Protective Equipment (clothing/materials) | May include but not limited to: 11.1 Face mask 11.2 Apron 11.3 Chemical cape 11.4 Shoulder pad 11.5 Bath towel 11.6 Head band 11.7 Dip pan 11.8 Face mask 11.9 Face shield |
| 12. Workstation | May include: 12.1 Shampoo bowl with chair 12.2 Client chair 12.3 Bin 12.4 Trolley 12.5 Towel 12.6 Shampoo 12.7 Conditioner 12.8 Blower 12.9 Cape 12.10 Apron |
| 13. Established draping procedures | May include but not limited to: 13.1 Client is draped with bath towel with horizontal edge folded 2 inches outward. 13.2 Protective material is wrapped around the neck. 13.3 Appropriate cape is wrapped around the shoulder in accordance with type of service. |
| 14. Established Hair Perming Procedures | May include but are not limited to: 14.1 Shampoo hair without conditioner and without scratching the scalp. |

| VARIABLE | RANGE |
|-------------------------------|---|
| | 14.2 Towel dry, section and wind hair according to selected types of hair curls and apply selected perm solution. 14.3 Cover wounded hair with plastic cap/cling wrap or expose to dry heat. 14.4 Check progress of wave from time to achieve optimum result. 14.5 Rinse thoroughly without removing the curlers and towel blot. 14.6 Apply hair with neutralizer and leave-on on specified time. 14.7 Remove curlers / rollers and slightly massage hair and scalp. 14.8 Shampooing and conditioning the hair, rinse and towel-dry |
| 15. Hair care and maintenance | May include; 15.1 Shampoo and conditioner for colored hair 15.2 Other forms of hair treatment |
| 16. Waste Materials | 16.1 Biodegradable 16.2 Non-Biodegradable |

EVIDENCE GUIDE

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| <p>1. Critical Aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Used Personal Protective Equipment following DOH, DTI and OSH protocols and requirements. 1.2 Consulted client on the type of curls required. 1.3 Assessed hair and scalp condition as free from scratches and open wounds and determined irritation and allergies. 1.4 Provided Personal Protective Equipment (clothing/materials) to client following DOH, DTI and OSH requirements. 1.5 Selected and prepared perming and solution products according to hair analysis, manufacturer's specifications and agreed -perming requirements. 1.6 Performed hair perming following hair perming established procedures and in accordance to DOH, DTI and OSH requirements. 1.7 Ensured client's safety and comfort throughout the whole process in accordance to DOH, DTI and OSH requirements. 1.8 Applied final touch on hair according to client's requirements. 1.9 Applied appropriate measures in response to emergencies or unavoidable circumstances. 1.10 Performed post-service activities in accordance with basic hair perming procedures, product specification, manufacturer's manual instruction, 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. 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 |
| <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 HAIR STRAIGHTENING

UNIT CODE : SOC514306

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in straightening hair. This includes preparing the client, applying hair straightening product, ironing of hair and checking and retouching on the result. It includes practicing good proper and ethical behavior at all times in accordance with the code of ethics.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|-------------------|---|---|---|
| 1. Prepare client | 1.1 Client is consulted and assessed on present health condition so that appropriate requirements shall be provided in accordance with hair straightening procedures, products specification 1.2 Client hair texture, type, length, condition and scalp condition are checked, analyzed, and recorded to determine Hair Straightening product in accordance with hair straightening procedures 1.3 Hair is checked and analyzed to determine appropriate shampoo and/or option to use conditioner in accordance with hair straightening procedures and product specifications 1.4 Client is advised to remove all personal jewelries and accessories 1.5 Client is draped following established Draping procedures , DOH, DTI and OSH policies and guidelines | 1.1 Code Of Ethics 1.2 Familiarization of Salon Policies and Procedures 1.3 Familiarization of client's Forms and Records 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 Occupational Safety and Health Policies and Guidelines 1.9 Environment Safety rules and regulations 1.10 Basic Mathematics 1.11 Client's health condition 1.12 Client consultation 1.13 Hair and scalp Analysis 1.13.1 Hair Texture 1.13.2 Hair Type 1.13.3 Hair length 1.13.4 Hair Condition 1.13.5 Scalp Condition 1.14 Draping Procedures | 1.1 Following code of ethics 1.2 Interpersonal and intra-personal 1.3 Recording client's forms and information 1.4 Consulting and assessing client's health condition 1.5 Checking, recording and analyzing client's hair and scalp conditions 1.6 Checking, analyzing and determining hair for appropriate shampoo and Kinds of Hair Straightening service 1.7 Following established draping procedures 1.8 Following established shampooing and/or conditioning procedures 1.9 Complying PD 865, 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 |
|-------------------------|--|--|--|
| | 1.6 Hair is shampooed and or/conditioned in accordance with established shampooing and conditioning hair procedures , product specification, DOH, DTI and OSH policies and guidelines 1.7 Client safety and comfort is ensured in accordance with hair straightening procedures, DOH, DTI and OSH policies and policies | 1.15 Shampooing procedures | |
| 2. Prepare work station | 2.1 Appropriate tools and equipment are prepared, checked, sanitized, set-up and recorded in accordance with manufacturer's manual of instructions, hair straightening procedures salon policies and procedures, DOH, DTI and OSH policies and procedures 2.2 Appropriate supplies and materials are prepared, checked and recorded in accordance with basic hair Straightening requirements, FDA notification, DOH, DTI and OSH policies and procedures. 2.3 Different forms and types of straightening products are checked, prepared, and selected according to client's hair types, texture, condition in accordance with product specification 2.4 Personal Protective Equipment | 2.1 Code of ethics 2.2 Familiarization of salon policies and procedures 2.3 Familiarization Salon Forms and Records Procedures of supplies, materials, tools and equipment 2.4 Time management 2.5 PD 856 (Sanitation Code of the Philippines) 2.6 RA 9003 (Ecological Waste Mmanagement program act of 2000) 2.7 FDA Notification 2.8 DOH and DTI Protocol and Requirements 2.9 OSH policies and procedures 2.10 5S Principles 2.11 Environment and Safety Regulations 2.12 Basic Mathematics 2.13 Workstation 2.14 Salon Form and Record Procedures of Materials, | 2.1 Following Code of Ethics 2.2 Interpersonal and intra-personal 2.3 Following Salon Form and Record Procedures of Materials, Supplies, Straightening products, Tools and Equipment 2.4 Preparing checking and recording Supplies and materials 2.5 Preparing, checking setting-up and recording tools and equipment, hair straightening products 2.6 Preparing, checking and providing Personal protective Equipment (clothing/ materials) 2.7 Preparing Workstation |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|-------------------------------------|---|---|---|
| | <p>(clothing/materials) are used in accordance with hair straightening requirements, DOH, DTI and OSH policies and procedures</p> <p>2.5 Work station is ensured of privacy, safety practices and cleanliness in accordance with established procedures, DOH, DTI and OSH policies and procedures</p> | <p>Supplies, tools and Equipment</p> <p>2.15 Tools and Equipment</p> <p>2.15.1 Kinds and Uses</p> <p>2.15.2 Manufacturer's Manual of instruction</p> <p>2.16 Supplies, and materials</p> <p>2.16.1 Kinds and Uses</p> <p>2.16.2 Products Specification/Instructions</p> <p>2.17 Different Types and Forms of hair</p> <p>2.18 Straightening products</p> <p>2.19 Kinds of Personal Protective Equipment (clothing/materials)</p> <p>2.20 Providing Personal Protective Equipment (clothing/materials)</p> <p>2.21 Preparation and Set up of workplace</p> | <p>2.8 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines</p> <p>2.9 Following 5S principles</p> |
| 3. Apply hair straightening product | <p>3.1 Personal Protective Equipment (Clothing/materials) are provided to ensure client's safety and comfort in accordance with hair straightening procedures, DOH and DTI policies and guidelines</p> <p>3.2 Client's safety and comfort are ensured during the entire process in accordance with DOH, DTI and OSH policies and guidelines</p> <p>3.3 Supplies, materials, implements, tools and equipment are used and applied in accordance with hair straightening procedures, product specification,</p> | <p>3.1 Code Of Ethics</p> <p>3.2 Time management</p> <p>3.3 Familiarization of Product Specifications</p> <p>3.4 Compliance to Salon Operations</p> <p>3.5 PD 856 (Sanitation code of the Philippines)</p> <p>3.7 RA 9003 (Ecological Waste management Program act of 2000)</p> <p>3.8 FDA notification</p> <p>3.9 DOH and DTI Protocol and Requirements</p> <p>3.10 Occupational Safety and Health Policies and Guidelines</p> <p>3.11 Environment Safety rules and regulations</p> | <p>3.1 Following code of ethics</p> <p>3.2 Interpersonal and intra-personal</p> <p>3.3 Using PPE (clothing/materials)</p> <p>3.4 Using supplies, materials, tools and equipment</p> <p>3.5 Applying skin protective treatment</p> <p>3.6 Following hair sectioning</p> <p>3.7 Applying straightening products</p> <p>3.8 Following Established Straightening Procedures</p> |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--------------|--|---|--|
| | <p>manufacturer manual instruction, DOH, DTI and OSH policies and guidelines</p> <p>3.4 Protective treatment product is applied through the skin before application of straightening products in accordance with hair straightening procedures, product specification with FDA notification and OSH policies and guidelines</p> <p>3.5 Different forms and types of hair straightening products are used, applied and performed hair straightening in accordance with established hair straightening procedures, with required strand testing, product specifications with FDA notification , DOH, DTI and OSH policies and guidelines</p> <p>3.6 When necessary, first-aid treatment is provided to client or referred to appropriate health personnel</p> | <p>3.12 Basic Mathematics</p> <p>3.13 Methods of Applying Hair Straightening Products</p> <p>3.14 Established Hair Straightening Procedures</p> <p>3.14.1 Hair Sectioning</p> <p>3.14.2 Straightening product Specific Instructions</p> <p>3.14.3 Straightening procedures</p> <p>3.15 First-Aid treatment</p> <p>3.16 Use of appropriate tools and equipment</p> <p>3.17 Use of Personal Protective Equipment (clothing/materials)</p> | <p>3.9 Providing First-aid and ensuring client's safety and comfort</p> <p>3.10 Following time management</p> <p>3.11 Complying ,PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines</p> |
| 4. Iron Hair | <p>4.1 Hair is blow-dried according to salon procedures</p> <p>4.2 Iron plate is set in accordance with hair condition and texture</p> <p>4.3 Hair is sub-sectioned following salon procedures</p> <p>4.4 Hair is ironed and degree of elevation is applied in accordance with salon procedures product specification, DOH and DTI and OSH policies and procedures</p> | <p>4.1 Code Of Ethics</p> <p>4.2 Time management</p> <p>4.3 First-aid Treatment</p> <p>4.4 Familiarization of Product Specifications</p> <p>4.5 Compliance to Salon Operations</p> <p>4.6 PD 856 (Sanitation code of the Philippines)</p> <p>4.7 RA 9003 (Ecological Waste management Program Act of 2000)</p> <p>4.8 FDA notification</p> | <p>4.1 Following code of ethics</p> <p>4.2 Interpersonal and intra-personal</p> <p>4.3 Following hair sectioning</p> <p>4.4 Using and following Ironing equipment, Manufacturer's manual of insructions and Ironing Procedures and Techniques</p> <p>4.5 Providing first aid treatment</p> |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|-------------------------------|---|---|---|
| | | 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 Ironing Procedures and Technique 1.1.1 Hair Sectioning 1.1.2 Heat Temperature 1.2 Degree of Elevation 1.3 First-Aid treatment 1.4 Use of appropriate tools and equipment | 4.6 Following time management 4.7 Complying FDA notification, DOH, DTI and OSH policies and guidelines |
| 5. Apply hair fixing solution | 5.1 Fixing solution is applied on the hair in accordance with manufacturer's manual of instructions with FDA notification 5.2 Processing time is followed according to manufacturer's manual of instructions 5.3 Hair is rinsed thoroughly and applied with necessary treatment products according to manufacturers' manual of instructions with FDA notification 5.4 Result is checked and hair is styled according to clients' desired outcome | 5.1 Code Of Ethics 5.2 Time management 5.3 First-aid Treatment 5.4 Familiarization of Product Specifications 5.5 PD 856 (Sanitation code of the Philippines) 5.6 RA 9003 (Ecological Waste management Program Act of 2000) 5.7 FDA notification 5.8 DOH and DTI Protocol and Requirements 5.9 Occupational Safety and Health Policies and Guidelines 5.10 Environment Safety rules and regulations 5.11 Basic Mathematics 5.12 Hair Fixing Procedure 5.12.1 Hair Sectioning 5.12.2 Fixing Solution product Application 5.13 Role of Fixing Solution | 5.1 Following code of ethics 5.2 Inter personal and intra-personal 5.3 Following hair sectioning 5.4 Applying fixing solution products 5.5 Following fixing solution procedures 5.6 Using fixing equipment 5.7 Providing first aid treatment 5.8 Following time management 5.9 Complying 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 |
|------------------------------------|--|--|--|
| | | 5.14 Using appropriate tools and equipment | |
| 6. Perform post service activities | <p>6.1 Client is advised on hair care and maintenance /treatment according to hair straightening procedures and product specification</p> <p>6.2 Tools, equipment and implements are cleaned, sanitized, replenished and stored in accordance with hair straightening procedures, manufacturers manual instruction, DOH, DTI and OSH polices and guidelines</p> <p>6.3 Documents are recorded, filed and stored in accordance with salon operations and procedures</p> <p>6.4 Waste materials are segregated and disposed-properly in accordance with salon policies and procedures and Sanitation Code of the Philippines</p> <p>6.5 Workplace is cleaned in preparation for the next service activity in accordance to salon procedures, DOH and DTI protocol and requirements</p> | <p>6.1 Code of ethnics</p> <p>6.2 Familiarization on Salon Policies and Procedures</p> <p>6.3 Familiarization of Product Specifications</p> <p>6.4 Familiarization of Salon Form and Record Procedures for Maintenance and inventories of Materials, Supplies, Tools and Equipment</p> <p>6.5 Familiarization of client's forms and records</p> <p>6.6 PD 856 (Sanitation code of the Philippines)</p> <p>6.7 RA 9003 (Waste management Program)</p> <p>6.8 FDA notification</p> <p>6.9 DOH and DTI Protocol and Requirements</p> <p>6.10 Occupational Safety and Health Policies and Guidelines</p> <p>6.11 Environment and Safety rules and regulations</p> <p>6.12 Basic Mathematics</p> <p>6.13 Hair Care maitainance</p> <p>6.14 Salon Form and Record Procedures for Maintenance and Inventories of Materials, Supplies. Tools and Equipment</p> <p>6.14.1 Tools and Equipment</p> | <p>6.1 Following code of ethics</p> <p>6.2 Interpersonal and intra-personal</p> <p>6.3 Following Salon Form and Record Procedures for Maintenance and Inventories of Materials, Tools and Equipment</p> <p>6.4 Consulting and advising client on hair care maintenance</p> <p>6.5 Cleaning, sanitizing, recording replenishing and storing materials, supplies tools, equipment</p> <p>6.6 Following housekeeping, safekeeping procedures and 5S principles</p> <p>6.7 Recording, filing, and storing documents</p> <p>6.8 Segregating and disposing waste materials</p> <p>6.9 Cleaning and preparing workplace</p> <p>6.10 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 |
|----------------|---|--|------------------------|
| | | 6.14.2 Supplies and Materials 6.14.3 Housekeeping procedures 6.14.4 Safekeeping procedures 6.14.5 5S Principles 6.15 Storing of Tools, Supplies, Materials and Equipment | |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|---|--|
| 1. Health Condition | May include: 1.1 Pregnant 1.2 With skin allergies/ irritation 1.3 With Asthma |
| 2. Hair Texture | 2.1 Fine 2.2 Medium 2.3 Coarse 2.4 Wiry |
| 3. Types of hair | 3.1 Wavy 3.2 Curly 3.3 Straight |
| 4. Length | 4.1 Short 4.2 Medium 4.3 Long |
| 5. Hair condition | 5.1 Porous 5.2 Sensitized 5.3 Dry 5.4 Oily 5.5 Normal 5.6 Chemically Treated |
| 6. Scalp condition | 6.1 Dry dandruff 6.2 Oily 6.3 Normal 6.4 Dandruff 6.5 Irritation 6.6 Flaking 6.7 Post chemical service itch 6.8 With wounds 6.9 Greasy or waxy |
| 7. Established Draping procedures | May include but not limited to: 7.1 Client is draped with bath towel with horizontal edge folded 2 inches outward. 7.2 Protective material is wrapped around the neck. 7.3 Appropriate cape is wrapped around the shoulder in accordance with type of service. |
| 8. Established hair shampooing and/or conditioning procedures | May include but are not limited to: 8.1 Comb/brush hair to free from entanglement before actual shampooing and/or conditioning. 8.2 Apply shampoo and/or conditioner according to the clients' hair length and volume, and type of service. 8.3 Apply appropriate water temperature. 8.4 Follow shampooing and/or conditioning technique. 8.5 Rinse hair thoroughly and towel dry |
| 9. Tools and Equipment | May include but not limited to: 9.1 Mixing Bowl (non-metallic) 9.2 Scoop or Spatula 9.3 Tail Comb 9.4 Hair Clips 9.5 Clamps |

| VARIABLE | RANGE |
|--|--|
| | 9.6 Large Tooth Comb 9.7 Applicator brush 9.8 Blower 9.9 Hair Iron 9.10 Ultraviolet lamp or Ultraviolet sterilizer |
| 10. Supplies and Materials | May include; 10.1 Shampoo 10.2 Straightening Products (set with Neutralizer) 10.3 Conditioner 10.4 Tissue Paper 10.5 Towels 10.6 Rubber pad 10.7 Bath Towel 10.8 Ear Pads 10.9 Chemical cape 10.10 Apron 10.11 Mitten 10.12 Face mask (disposable) |
| 11. Different forms or types of straightening product | May include: 11.1 Cream 11.2 Liquid |
| 12. Personal Protective Equipment (clothing/materials) | May include but not limited to: 12.1 Shoulder pad 12.2 Bath towel 12.3 Ear pads 12.4 Apron 12.5 Mitten 12.6 Face mask 12.7 Face shield |
| 13. Workstation | May Include but not limited to: 13.1 Shampoo bowl 13.2 Client chair 13.3 Trolley 13.4 Towel 13.5 Chemical cape 13.6 Apron 13.7 Blower 13.8 Hair iron 13.9 Bin |
| 14. Established procedures in hair straightening | May include but are not limited to: 14.1 Section hair 14.2 Apply hair straightening product on the desired parts of the hair and leave-on specified time following product specification or manufacturer's manual of instruction. 14.3 Check hair to monitor progress of straightening 14.4 Follow development timeline according to manufacturer's manual of instruction and hair condition/texture. 14.5 Rinse hair thoroughly and towel dry 14.6 Hair is blow-dried according to salon procedures. 14.7 Set heat temperature and Iron Hair following product specification and salon policies and procedures |

| VARIABLE | RANGE |
|-------------------------------|--|
| | 14.8 Apply Fixing Solution following manufacturer's manual of instruction and salon policies and procedures. 14.9 Result is checked and hair is styled according to client desired outcome. |
| 15. Degree of elevation | May Include: 15.1 0 degree 15.2 45 Degrees 15.3 90 Degrees 15.4 180 Degrees |
| 16. Hair care and maintenance | May include: 16.1 Hair treatment 16.2 Leave-on Treatment |
| 17. Waste Materials | May include: 17.1 Biodegreable 17.2 Non-biodegreable |

EVIDENCE GUIDE

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|--|--|
| <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 following hair straightening procedures and in accordance to DOH, DTI and OSH requirements. 1.2 Prepared and used tools, supplies/materials and protective clothing following straightening procedures and in accordance to FDA notification, DOH, DTI and OSH requirements. 1.3 Selected and prepared hair-straightening products with FDA notification. 1.4 When necessary, applied protective product on the hair and scalp in accordance with product specifications and manufacturer's manual of instruction before performing. 1.5 Performed hair straightening procedures following product specification and in accordance to salon policies and procedures, DOH, DTI and OSH protocols and guidelines. 1.6 When necessary, ironed hair according to appropriate degree of elevation, timeline and temperature. 1.7 Ensured client's safety and comfort during the entire process. 1.8 Applied appropriate measures in response to emergencies and unavoidable circumstances. 1.9 Performed post-service activities in accordance 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. 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 |
| <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 BASIC HAIRCUTTING

UNIT CODE : SOC514307

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing basic hair cut services. 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 good proper and ethical behavior at all times in accordance with the 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 consultation is performed in accordance with basic haircutting procedures , DOH, DTI and OSH policies and guidelines 1.2 Client’s hair condition texture length, type and scalp conditions are analyzed, checked, identified and recorded in accordance with basic haircutting procedures 1.3 Client’s shape of face , length and width are assessed according to client’s built and height in accordance with basic haircutting procedures 1.4 Hair catalogue is presented to check and select hair cut style to be agreed upon by both parties 1.5 Client is advised to remove all personal jewelries and accessories 1.6 Client’s safety and comfort is ensured during the entire process with DOH, DTI and OSH policies and guidelines | 1.1 Code of ethics 1.2 Client consultation 1.3 Familiarization of Salon Policies and Procedures 1.4 Familiarization of Salon Forms and Record of Client’s Information 1.5 PD. 856 (Sanitation code of the Philippines) 1.6 RA 9003 (Ecological Waste management program Act of 2000) 1.7 DOH and DTI Protocol and Requirements 1.8 Occupational Health & Safety 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 Length 1.12.3 Type 1.12.4 Condition 1.13 Scalp analysis 1.14 Different Hair Cut Styles 1.15 Primary Shape of Face | 1.1 Following Code of Ethics 1.2 Interpersonal and intra-personal 1.3 Recording client’s form and record of information 1.4 Consulting client and checking and analyzing hair conditions, types, length, texture and scalp conditions 1.5 Assessing client shape and built 1.6 Presenting hair catalogue, checking and selecting different hair cut styles 1.7 Ensuring client’s safety and comfort 1.8 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 |
|-------------------------|---|---|--|
| 2. Prepare work station | 2.1 Appropriate equipment are prepared, checked, sanitized and set-up in accordance to manufacturer's manual of instructions, salon policies and procedures, DOH and DTI protocols and guidelines 2.2 Appropriate supplies/materials are prepared, checked, sanitized in accordance with basic hair cutting requirements and FDA notification 2.3 Appropriate haircutting tools are checked, prepared and sterilized in accordance with basic haircutting procedures, products specification, DOH, DTI and OSH policies and procedures 2.4 Personal Protective Equipment (clothing/materials) are provided to client in accordance with hair cutting procedures, DOH, DTI and OSH policies and procedures 2.5 Work station is ensured of privacy, safety practices and cleanliness in accordance with established procedures, DOH, DTI and OSH policies and guidelines | 2.1 Code of ethics 2.2 Familiarization of salon policies and procedures 2.3 Familiarization Forms and Records of Supplies, Materials, Tools and Equipment 2.4 Time management 2.5 PD 856 (Sanitation Code of the Philippines) 2.6 FDA Notification 2.7 DOH and DTI Protocol and Requirements 2.8 OSH policies and procedures 2.9 5S Principles 2.10 Environment and Safety Regulations 2.11 Basic Mathematics 2.12 Workstation 2.13 Equipment 2.13.1 Kinds and Uses 2.13.2 Manufacturer's Manual of Instruction 2.14 Supplies and Materials 2.14.1 Kinds and Uses 2.14.2 Product Specification 2.15 Haircutting Tools 2.15.1 Kinds and Uses 2.15.2 Product specification 2.16 Providing Personal Protective Equipment (clothing/materials) 2.17 Preparation and Set up of workplace | 2.1 Following Code of Ethics 2.2 Interpersonal and intra-personal 2.3 Following Salon Forms and Records Procedures for Materials, Supplies, Tools, Haircutting tools and Equipment 2.4 Preparing checking and recording materials, supplies, tools and equipment 2.5 Preparing checking sterilizing and recording haircutting tools 2.6 Preparing, checking and providing Personal Protective Equipment (clothing/materials) 2.7 Preparing Workstation 2.8 Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines 2.9 Following 5S Principles |
| 3. Cut hair | 3.1 Personal Protective Equipment (clothing/materials) are used in accordance with haircutting procedures, DOH, DTI | 3.1 Code of ethics 3.2 Time management 3.3 Compliance to Operations Manual of tools and Equipment | 3.1 Following Code of Ethics 3.2 Interpersonal and intra-personal |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---------|--|---|--|
| | <p>and OSH policies and guidelines</p> <p>3.2 Client's safety and comfort are ensured during the entire process in accordance with DOH, DTI and OSH policies and guidelines</p> <p>3.3 Client is draped in accordance with established draping procedures, DOH, DTI and OSH policies and procedures</p> <p>3.4 Client's hair is shampooed in accordance with established shampooing and conditioning hair procedures, product specification, DOH, DTI and OSH policies and guidelines</p> <p>3.5 Appropriate supplies, materials and equipment are used in accordance with basic haircutting procedures</p> <p>3.6 Appropriate haircutting tools are used in accordance with basic Haircutting procedures,</p> <p>3.7 Client's haircut requirements agreed by both parties are performed and cutting techniques is followed in accordance with Established Basic Haircutting Procedures, DOH, DTI and OSH policies and guidelines</p> <p>3.8 When necessary, first-aid treatment is provided to the client or referred to health personnel</p> | <p>3.4 PD 856 (Sanitation code of the Philippines)</p> <p>3.5 RA 9003 (Ecological Waste management Program Act of 2000)</p> <p>3.6 FDA notification</p> <p>3.7 DOH and DTI Protocol and Requirements</p> <p>3.8 Occupational Safety and Health Policies and Guidelines</p> <p>3.9 Environment Safety rules and regulations</p> <p>3.10 Basic Mathematics</p> <p>3.11 Different Hair Cut Styles</p> <p>3.12 Haircutting Technique</p> <p>3.13 Texturizing Technique</p> <p>3.14 Kinds of Cutting Tools</p> <p>3.15 Hair Sectioning procedures</p> <p>3.16 Degree of determination</p> <p>3.17 Parts of Hair</p> <p>3.18 Primary Shape of Face</p> <p>3.19 Established Draping Procedures</p> <p>3.20 Established Shampooing Procedures</p> <p>3.21 Established Haircutting procedures</p> <p>3.21.1 Hair Sectioning</p> <p>3.21.2 Degree of Determination</p> <p>3.21.3 Cutting Tecnique</p> <p>3.22 Ergonomics</p> <p>3.23 First-Aid Treatment</p> <p>3.24 Using of tools and equipment Their</p> | <p>3.3 Using PPE (clothing/materials)</p> <p>3.4 Following established draping procedures and shampooing procedures</p> <p>3.5 Using appropriate supplies materials and equipment</p> <p>3.6 Using appropriate cutting tools</p> <p>3.7 Following hair sectioning</p> <p>3.8 Following principles of ergonomics</p> <p>3.9 Following established basic haircutting procedures</p> <p>3.10 Providing first-aid and ensuring client's safety and comfort</p> <p>3.11 Following Time Management</p> <p>3.12 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 |
|---|--|---|---|
| | | uses and specifications 3.25 Using Personal protective Equipment | |
| 4. Check hair cut and apply appropriate finishing touches | <p>4.1 Client's hair is texturized and cutting tools are used for finishing and touch-up requirements in accordance with basic haircutting procedures, product specification and OSH polices and guidelines</p> <p>4.2 Hair is blow-dried in accordance with blow drying technique and cross checked for balance and proportion following basic haircutting procedures and OSH policies and guidelines</p> <p>4.3 Hair finishing product is applied and styled as per client's requirements according to product specification</p> | <p>4.1. Code of ethics</p> <p>4.2. Client consultation</p> <p>4.3. FDA notification</p> <p>4.4. DOH and DTI Protocol and Requirements</p> <p>4.5. Occupational Safety and Health Policies and Guidelines</p> <p>4.6. Environment Safety rules and regulations</p> <p>4.7. Basic Mathematics</p> <p>4.8. Texturizing Technique</p> <p>4.9. Kinds and Uses of finishing touches products</p> <p>4.10. Blow-Drying Procedures and Techniques</p> <p>4.11. Using hair blow dryer</p> <p>4.12. Using texturizing cutting tools</p> | <p>4.1 Following code of ethics</p> <p>4.2 Inter personal and intra-personal</p> <p>4.3 Using texturizing cutting tools</p> <p>4.4 Following cross-checking hair, blow-drying technique and procedures</p> <p>4.5 Consulting client</p> <p>4.6 Applying hair finishing products</p> <p>4.7 Complying FDA notification, DOH, DTI and OSH policies and guidelines</p> |
| 5. Perform post service activities | <p>5.1 Client is advised on proper hair care maintenance in accordance with basic haircutting procedures and product specification</p> <p>5.2 Supplies, product, materials and equipment are checked, cleaned, sanitized, replenished and stored in accordance with basic haircutting procedures, DOH, DTI and OSH policies and guidelines</p> <p>5.3 Tools are checked, cleaned, sanitized,</p> | <p>5.1 Code of ethnics</p> <p>5.2 Time management</p> <p>5.3 Familiarization Salon Form and Record Procedures for Maintenance and Inventories of Supplies, materials, Haircutting tools and Equipment</p> <p>5.4 PD 856 (Sanitation code of the Philippines)</p> <p>5.5 RA 9003 (Ecological Waste management Program Act of 2000)</p> <p>5.6 FDA notification</p> | <p>5.1 Following code of ethics</p> <p>5.2 Interpersonal and intra-personal</p> <p>5.3 Advising client on hair care maintenance</p> <p>5.4 Following Salon Form and Record Procedures for Maintainance and Inventories of Suplies, materials, cutting tools, tools and equipment</p> <p>5.5 Checking, cleaning, sanitizing</p> |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|----------------|--|--|---|
| | <p>sterilized and stored in accordance with basic haircutting procedures, DOH, DTI and OSH policies and guidelines</p> <p>5.4 Waste materials are segregated and disposed properly in accordance with haircutting procedures and Sanitation Code of the Philippines</p> <p>5.5 Workplace is cleaned in preparation for the next service activity in accordance to DOH, DTI and OSH protocol and guidelines</p> <p>5.6 Documents are recorded, filed and stored in accordance with basic haircutting procedures</p> | <p>5.7 DOH and DTI Protocol and Requirements</p> <p>5.8 Occupational Safety and Health Policies and Guidelines</p> <p>5.9 Environment and Safety rules and regulations</p> <p>5.10 Basic Mathematics</p> <p>5.11 Salon Form and Record Procedures for Maintenance and Inventories of Tools, supplies, Materials cutting tools and Equipment</p> <p>5.11.1 Tools and Equipment</p> <p>5.11.2 Supplies and materials</p> <p>5.11.3 Cutting tools</p> <p>5.11.4 Housekeeping procedures</p> <p>5.11.5 Safekeeping procedures</p> <p>5.11.6 5S Principles</p> <p>5.12 Sanitizing and sterilizing cutting tools</p> | <p>replenishing and storing supplies, materials and equipment</p> <p>5.6 Checking, cleaning, sanitizing, sterilizing and storing tools and cutting tools</p> <p>5.7 Following housekeeping, Safe keeping procedures and 5S Principles</p> <p>5.8 Segregating and disposing waste materials</p> <p>5.9 Cleaning and preparing workstation</p> <p>5.10 Recording filing and storing form, records and documents</p> <p>5.11 Following time management</p> <p>5.12 Complying PD 856), RA 9003 FDA notification, DOH, DTI and OSH policies and guidelines</p> |

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. Texture | May include: 2.1 Fine 2.2 Medium 2.3 Course |
| 3. Length | May include: 3.1 Short 3.2 Medium 3.3 Long |
| 4. Hair Type | May include: 4.1 Straight 4.2 Curly 4.3 Wavy 4.4 Frizzy |
| 5. Scalp condition | May include: 5.1 Dry dandruff 5.2 Oily 5.3 Normal 5.4 Dandruff 5.5 Irritation 5.6 Flaking 5.7 Post chemical service itch 5.8 With wounds 5.9 Greasy or waxy |
| 6. Shape of face | May include: 6.1 Rectangle or Elongated 6.2 Pear 6.3 Heart 6.4 Oval 6.5 Triangular 6.6 Square 6.7 Diamond 6.8 Round 6.9 Oblong |
| 7. Built of the Client | May include: 7.1 Small 7.2 Medium 7.3 Large 7.4 Extra large |
| 8. Hair Catalog | May include: 8.1 Men's Cut Catalog 8.2 Ladies Cut Catalog 8.3 Kid's Cut Catalog |

| VARIABLE | RANGE |
|--|---|
| 9. Hair Cut Styles | May include: 9.1 BLUNT 9.1.1 Asymmetric 9.1.2 Concave 9.2 Graduation 9.2.1 Wedge 9.2.2 Graduated bob 9.3 Layered 9.3.1 Uniform layered 9.3.2 Increase layered |
| 10. Equipment | May include but not limited to: 10.1 Hair Blower 10.2 Ceramic Hair Iron 10.3 Ultraviolet lamp or Ultraviolet sterilizer |
| 11. Supplies | May include but not limited to: 11.1 Powder 11.2 Blade 11.3 Tissue paper |
| 12. Materials | May include but not limited to: 12.1 Clamps 12.2 Hair Clips 12.3 Spray Gun 12.4 Cutting comb 12.5 Tail comb 12.6 Barbers brush 12.7 Roller brush 12.8 Paddle brush 12.9 Hand mirror 12.10 Cape 12.11 Apron 12.12 Towel 12.13 Face Mask |
| 13. Haircutting Tools | May include but not limited to: 13.1 Cutting Scissor/shear 13.2 Razor 13.3 Clippers 13.4 Thinning Scissor/taper shear |
| 14. Personal protective Equipment (clothing/materials) | May include but not limited to: 14.1 Cape 14.2 Apron 14.3 Face mask 14.4 Tissue paper 14.5 Towel 14.6 Face shield |
| 15. Workstation | May include but not limited to: 15.1 Shampoo bowl with chair 15.2 Client chair 15.3 Trolley 15.4 Cape 15.5 Apron 15.6 Towel 15.7 Shampoo 15.8 Bin 15.9 Towel 15.10 Blower |
| 16. Established Draping procedures | May include but not limited to: |

| VARIABLE | RANGE |
|---|---|
| | 16.1 Client is draped with bath towel with horizontal edge folded 2 inches outward. 16.2 Protective material is wrapped around the neck. 16.3 Appropriate cape is wrapped around the shoulder in accordance with type of service. |
| 17 Established hair shampooing and/or conditioning procedures | May include but not limited to: 17.1 Comb/brush hair to free from entanglement before actual shampooing and/or conditioning. 17.2 Apply shampoo and/or conditioner according to the clients' hair length and volume, and type of service. 17.3 Apply appropriate water temperature 17.4 Follow shampooing and/or conditioning technique 17.5 Rinse hair thoroughly and towel dry |
| 18 Cutting Technique | May include: 18.1 Pointing 18.2 Sliding 18.3 Texturizing 18.4 Slicing 18.5 Slashing |
| 19 Established haircutting procedures | May include but not limited to: 19.1 Section hair according to haircut style 19.2 Apply cutting technique and style to achieve desired haircut |
| 20 Texturizing technique | May include: 20.1 Slicing 20.2 Pointing 20.3 Slashing |
| 21 Established blow-drying hair procedures | May include but are not limited to: 21.1 Set blower with correct temperature . 21.2 Apply appropriate sectioning using hair implements to achieve optimum results. 21.3 Apply blow-drying technique (flat, medium, maximum volume) according to service requirements |
| 22 Hair finishing products | May include: 22.1 Gel/Hair setting lotion 22.2 Mouse 22.3 Spray Net/hair spray 22.4 Hair Polish/Serum 22.5 Hair wax (wet and dry) 22.6 Leave-on conditioner |
| 23 .Hair Finishing Products | May include: 23.1 Gel/Styling gel 23.2 Mousse 23.3 Spray Net/Hair spray 23.4 Hair Polish/hair serum 23.5 Hair Wax (wet and dry) |
| 24. Waste Materials | May include: 24.1 Biodegreable 24.2 Non-biodegreable |

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 analyzed client's hair and recorded according to salon procedures, DOH, DTI and OSH protocols and service requirements. 1.2 Prepared and used appropriate supplies, materials and equipments according to salon policies and procedures following DOH, DTI and OSH protocols. 1.3 Used proper handling of appropriate cutting tools according to product specification, cutting technique following DOH, DTI and OSH protocols. 1.4 Used personal protective equipment (clothing/materials) according to salon policies and procedures, DOH, DTI and OSH protocols. 1.5 Performed and followed haircutting techniques according to service requirements and established haircutting procedures following DOH, DTI and OSH protocols. 1.6 Performed cross checking and applied appropriate finishing touches. 1.7 Client's and hairdresser safety and comfort was ensured during the entire process following DOH, DTI and OSH protocols. 1.8 Applied appropriate measures in response to emergencies or unavoidable circumstances. 1.9 Performed post-service activities in accordance with standard salon procedures, DOH, DTI and OSH protocols. |
| <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 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 |
| <p>4. Context of assessment</p> | <p>4.1 Competency may be assessed in the workplace 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 **HAIRDRESSING 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: HAIRDRESSING

NC Level: NC II

Nominal Training Duration:

| | |
|------------|------------------------------------|
| 37 | Hours (Basic Competencies) |
| 24 | Hours (Common Competencies) |
| 480 | Hours (Core Competencies) |
| <u>541</u> | |
| 40 | Supervised Industry Learning (SIL) |
| <u>581</u> | TOTAL HOURS |

Course Description:

This course is designed to provide the learner with knowledge, practical skills and attitude, applicable in performing pre and post hair care activities, hair and scalp treatment, basic hair coloring, hair bleaching, basic hair perming, hair straightening and basic haircutting. 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 | |

| 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 |
|-------------------------------------|---|---|---|---|------------------|
| | | <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 | | | |
| | 1.6 Provide effective responses to client enquiries | <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"> ○ Government Health Regulations ○ Salon standards ○ Laundry ○ Regular hand washing ○ Appropriate and clean clothing ○ Safe handling disposal of linen and laundry ○ Appropriate handling and disposal of garbage ○ Cleaning and sanitizing procedures ○ 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 ○ OSH 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 OSH regulations • Store and dispose waste according to OSH 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 (480 HOURS)

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|---|--------------------|--|--|--|------------------|
| 1. Perform pre and post hair care activities (40 hrs) | 1.1 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 ○ Time Management ○ Familiarization of Salon policies and procedures ○ Familiarization of clients form and records ○ Hair analysis <ul style="list-style-type: none"> - Hair Length - Hair Type - Hair Length - Hair Condition - Scalp condition ○ Built of the client ○ Types of Hair Service ○ Shampoo and Conditioners ○ Established Draping Procedures ○ PD 856 (Sanitation code of the Philippines) ○ RA. 9003 (Waste Management Program) ○ 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 | 8 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 ○ Consulting client and analyzing identifying checking and recording client's hair and form ○ Assessing and determining client built for type of services ○ Assessing and determining client built for type of services ○ Advising client to remove personal accessories ○ Checking and identifying Kinds of Shampoo and Conditioner ○ Following Draping procedures ○ Complying PD 856, RA. 9003, FDA Notification, DOH, DTI and OSH policies and guidelines ○ Following Environment and Safety Rules and Regulations ○ Applying Basic Mathematics | | | |
| | 1.2 Prepare work station | <ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Salon Forms and Records ○ Procedures of Materials, Supplies Tools and Equipment <ul style="list-style-type: none"> ▪ Equipment <ul style="list-style-type: none"> - Kinds and Uses - Manufacturer's manual of Instruction ▪ Supplies Tools and 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 • Practical/Performance Test | 8 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------|---|-------------|---------------------|------------------|
| | | <ul style="list-style-type: none"> - Kinds and Uses - Product Specification /Instruction ▪ Kinds of Shampoo and Conditioner <ul style="list-style-type: none"> - Kinds and Uses ○ Personal Protective Equipment (clothing/materials) ○ Workstation ○ Time Management ○ PD 856 ○ FDA Notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and procedures ○ 5S Principles ○ Environment and Safety Regulation ○ Basic mathematics <ul style="list-style-type: none"> • Perform the following tasks : <ul style="list-style-type: none"> ○ Following Code of Ethics ○ Following Salon Forms and Records Procedures of Materials, Supplies, Tools and Equipment ○ Preparing and checking Supplies Tools and materials ○ Preparing, checking and selecting Kinds of Shampoo and conditioner ○ Providing Personal protective Equipment (clothing/maerials) ○ Preparing Workstation ○ Following Time Management | | | |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|--|---|---|---|------------------|
| | | <ul style="list-style-type: none"> ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines ○ Following 5S Principles ○ Following Environment and Safety Regulations ○ Apply Basic mathematics | | | |
| | 1.3 Apply shampoo and/or conditioner on the client | <ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ PPE (clothing/materials) ○ Established Hair Shampooing and/or conditioning Procedures ○ Water temperature ○ First-aid ○ PD 856 (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 Safety Rules and regulations ○ Basic mathematics ● Perform the following tasks : <ul style="list-style-type: none"> ○ Following code of ethics ○ Using Personal Protective Equipment (clothing.Materials) ○ Using Tools, Supplies and materials ○ Using Shampoo and Conditioner | <ul style="list-style-type: none"> ● Lecture ● Discussion ● Video Presentation ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing ● Group demonstration | <ul style="list-style-type: none"> ● Observation with questioning ● Demonstration with questioning ● Listing and Enumeration ● Interview ● Practical/ Performance Test | 16 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|---------------------------|---|--|---|------------------|
| | | <ul style="list-style-type: none"> ○ Setting water temperature and following established shampooing and/or conditioner procedures ○ Providing first-aid and ensuring safety comfort Providing first-aid and ensuring safety comfort ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines ○ Following environment safety rules and regulations ○ Applying basic mathematic | | | |
| | 1.4 Perform blow dry hair | <ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of ethics ○ Blow Drying Technique ○ Finishing Product ○ Compliance to operation of ○ Manual of Blow dryer ○ PD 856 (Sanitation code 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 ● Perform the following tasks: <ul style="list-style-type: none"> ○ Following Code of Ethics | <ul style="list-style-type: none"> ● Lecture ● Discussion ● Video Presentation ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing ● Lecture/Review ● Demonstration ● Video Presentation ● Case study/demonstration ● Group demonstration | <ul style="list-style-type: none"> ● Observation with questioning ● Demonstration with questioning ● Listing and Enumeration ● Interview ● Practical/ Performance Test | 4 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------------------------|--|--|--|------------------|
| | | <ul style="list-style-type: none"> ○ Drying and combing hair according to requirements ○ Operating Hair dryer and following Blow-drying Technique ○ Applying finishing products ○ Ensuring client's safety and comfort ○ Complying operation of manual of instruction of blow dryer equipment ○ Complying PD 856, RA 9003 ○ FDA notification, DOH, DTI and OSH policies and guidelines ○ Following environment and safety rules and regulations ○ Applying basic mathematics | | | |
| | 1.5 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 ○ Client consultation ○ Familiarization on salon policies and Procedures ○ Familiarization on client's form and records ○ Salon Form and Records Procedures for Maintenance and Inventories of Materials, Supplies, Products, tools and Equipment <ul style="list-style-type: none"> - Materials, Supplies - Products - Tools and Equipment - Housekeeping - procedures - Safekeeping procedures - 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 | 4 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------|---|---|--|------------------|
| | | <ul style="list-style-type: none"> ○ Waste Materials ○ PD 856 (Sanitation code of the Philippines) ○ RA 9003 (Ecological waste materials management Act of 2000) ○ 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 by: <ul style="list-style-type: none"> ○ Following code of ethics ○ Following salon policies and procedures ○ Consulting and advising client for hair care maintenance ○ Following Salon form and Record Procedures for Maintenance and Inventories of Materials, Supplies, tools and Equipment ○ Checking, recording and storing shampoo and conditioner products, supplies and materials ○ Cleaning, sanitizing, recording and storing materials, supplies, tools and equipment and following housekeeping, safekeeping and 5S principles/ procedures ○ Segregating and disposing waste materials | <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"> ○ Recording, filing and storing salon documents ○ Cleaning and preparing workplace ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Health & Safety Policies and Guidelines ○ Following Environment and Safety rules and regulations ○ Applying basic mathematics | | | |
| 2.Perform Hair and Scalp Treatment (40 hours) | 2.1 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 Policies and Procedures ○ Familiarization on Client's Forms and Records Information ○ Client consultation ○ Hair Analysis <ul style="list-style-type: none"> - Hair condition - Hair Length - Hair Types - Hair Texture - Anatomy of Head - Scalp condition ○ Different Scalp Problems ○ Different Forms of Alopecia ○ Built of the client ○ PD 856 (Sanitation code 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 | 8 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|--------------------------|--|---|--|------------------|
| | | <ul style="list-style-type: none"> ○ DOH and DTI Protocol and Requirements ○ OSH policies and guidelines ○ Environment and Safety rules and Regulations ○ Basic Mathematics | | | |
| | 2.2 Prepare work station | <ul style="list-style-type: none"> ● Perform the following tasks: <ul style="list-style-type: none"> ○ Following code of Ethic ○ Practicing and following good, proper ethical behavior ○ Following salon policies and procedures ○ Consulting client and analyzing, checking and recording salon form and records of client's hair and scalp condition ○ Assisting and advising client on different hair and scalp treatment ○ Assessing built of the client ○ Advising client to remove personal accessories ○ Complying PD 856, RA 9003, DOH, DTI and Occupational Safety and Health Policies and Guidelines ○ Following Environment and safety rules and regulations ○ Applying mathematics ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Familiarization of Salon Form and Record | <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"> ○ Procedures of Supplies, Materials, Products, Tools 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 and materials <ul style="list-style-type: none"> - Kinds and uses - Product Specification ▪ Hair Treatment products <ul style="list-style-type: none"> - Benefits of Hair and Scalp Treatment - Product Specification/ Instruction ○ Personal protective Equipment (clothing/materials) ○ Workstation ○ PD 856 ○ FDA Notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and procedures ○ 5S Principles ○ Method of Sanitation ○ Environment and Safety Regulations ○ Basic Mathematics | <ul style="list-style-type: none"> • (SLE) Self Learning Experienced • Role playing | <ul style="list-style-type: none"> • Interview | |
| | | <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 | <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 | |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|--------------------------|--|--|--|------------------|
| | | <ul style="list-style-type: none"> ○ Following Salon Form and Record Procedures of Materials, Supplies, Tools and Equipmnet ○ Preparing, checking.recording Materials and Supllies and following Salon Forms and Record Procedure ○ Preparing, checking, recording, setting Tools and Equipment and following Salon Form and Record Procedures ○ Preparing and checking Hair Treatment Products ○ Providing Personal protective Equipment (clothing/maerials) ○ Preparing Workstation ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines ○ Following 5S Principles ○ Following Environment and Safety Regulations ○ Following Basic mathematics | <ul style="list-style-type: none"> ● Group demonstration ● (SLE)Self Learning Experienced | <ul style="list-style-type: none"> ● Practical/ Performance Test ● Interview | |
| | 2.3 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 ○ Time management ○ Established Draping procedures ○ Treatment Products Forms ○ Established Hair and Scalp Treatment Procedures <ul style="list-style-type: none"> - Hair Sectioning - Equipment Manual of - Instruction | <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"> - Hair and Scalp Treatment Procedures o Manipulative Relaxing Service Motion o First Aid o PD 865 (Sanitation code of the Philippines) o RA 9003 (Waste management Program) o FDA Notification o DOH and DTI Protocol and Requirements o OSH policies and guidelines o Environment and Safety rules and 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 time management o Using Personal protective Equipment (clothing/materials) o Following Established Draping Procedures o Using supplies, materials, and applying hair and scalp treatment products o Following Established Hair and Scalp Treatment Procedures o Following Hair Sectioning o Following Manual instruction of machine/Equipment (steamer) o Following Manipulative Relaxing Service Motion | <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"> ○ Providing first-aid treatment and ensuring client safety and comfort ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and OSH Policies and Guidelines ○ Following environment and safety rules and regulation ○ Applying basic mathematics | | | |
| | 2.4 Rinse and Blow-dry hair | <ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of ethics ○ Finishing Products <ul style="list-style-type: none"> - Different Kinds of Finishing Products - Product Specification/Instruction ○ Equipment Instructional Procedures (Blow-dryer/steamer) ○ Blow Dryer Technique and Procedures ○ PD 856 (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 ● Perform the following tasks: <ul style="list-style-type: none"> ○ Following code of Ethics | <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 |
| | | | <ul style="list-style-type: none"> ● Lecture/Review ● Demonstration ● Video Presentation | <ul style="list-style-type: none"> ● Observation ● Demonstration - ● Written test | |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------------------------|--|--|--|------------------|
| | | <ul style="list-style-type: none"> ○ Rinsing, drying and combing hair according to requirements ○ Following Blow-drying hair technique ○ Applying and styling Finishing products ○ Ensuring client safety and comfort ○ Complying PD 856, RA 9003, FDA notification, DOH, DTI and Occupational Safety and Health Policies and Guidelines ○ Following Environment of Safety Rules and Regulations ○ Applying basic mathematics | <ul style="list-style-type: none"> ● Self-Learning ● Case study ● Group demonstration ● (SLE)Self Learning Experienced | <ul style="list-style-type: none"> ● Practical/ Performance Test ● Interview | |
| | 2.5 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 ○ Hair care-maintenance ○ Hair Care Instruction and Procedures ○ Familiarization of Salon Policies and Guidelines ○ Salon Forms and Records ○ Procedures for Maintenance and Inventories of Tools and Equipment, Materials and Supplies <ul style="list-style-type: none"> - Tools and Equipment, - Materials and Supplies - Housekeeping procedures - Safekeeping procedures - 5S Principles ○ Waste materials ○ PD 856 (Sanitation code 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 | 4 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 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 ○ Following Salon Policies and Procedures ○ Advising client on Hair Care Maintenance ○ Following Salon Form and Record Procedures for maintenance and Inventories of Materials, Supplies, Tools and Equipment ○ Filing recording and storing client's forms and records ○ Cleaning, sanitizing, recording and storing materials, supplies, tools and equipment and following housekeeping, safekeeping and 5S principles/ procedures ○ Segregating and disposing Waste Materials ○ Cleaning and preparing workplace ○ Complying PD 856, RA 9003 ,FDA notification, DOH, DTI and Occupational Safety and Health Policies and Guidelines. | <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 Environment and Safety Rules and Regulations ○ Applying basic mathematics | | | |
| 3. Perform Basic hair coloring (80 hours) | 3.1 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 on Salon Policies and Procedures ○ Familiarization Client's Form and Records ○ Client consultation ○ Hair and Scalp Analysis <ul style="list-style-type: none"> - Hair Texture - Hair length - Hair types - Hair conditions - Scalp conditions - Skin and Strand Test ○ Color options ○ Established Draping procedures ○ Styling products ○ Kinds and Uses of Styling products ○ 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"> ● 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 | 14 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 ○ Consulting and analyzing client's hair, and scalp, condition ○ Following skin and strand test procedures ○ Advising client to remove personal accessories ○ 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 ○ 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 work station | <ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Salon Forms and Records ○ Procedures of Supplies Materials, Coloring products, Tools 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 and materials <ul style="list-style-type: none"> - Kinds 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 | 14 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------|--|---|--|------------------|
| | | <ul style="list-style-type: none"> - Manufacturer's manual of Instructions ▪ Coloring Products <ul style="list-style-type: none"> - Kinds and Uses - Product Specification/Instruction ▪ Developer Solution <ul style="list-style-type: none"> - Kinds and Uses - Product Specification /Instruction ○ Personal Protective Equipment (clothing/maerials) ○ Workstation ○ PD 856 ○ FDA Notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and procedures ○ 5S Principles ○ Environment and Safety Regulations ○ Basic Mathemaics | | | |
| | | <ul style="list-style-type: none"> • Perform the following tasks: <ul style="list-style-type: none"> ○ Following Code of Ethics ○ Following Salon Form and Records Procedures of Materials, Supplies, Tools and Equipment ○ Preparing, checking and recording of Forms and Records of Materials, Supplies, tools and Equipment ○ Preparing, checking, and classifying coloring product and developer solution | <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"> ○ 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 5-S Principles ○ Following Environment and Safety Regulations ○ Following Basic mathematics | | | |
| | 3.3 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"> - Hair Sectioning - Fundamental and Principles in hair Coloring - Color Theory/Color wheel - Product Coloring and Developer Instruction - Hair Coloring Procedures ○ Timeline development ○ Compliance on appropriate handling of tools and materials ○ First-aid treatment ○ PD 856 (code Sanitation of the Philippines) ○ RA 9003 (Waste management Program) ○ FDA notification | <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 |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------------------------|---|---|--|------------------|
| | | <ul style="list-style-type: none"> ○ DOH and DTI Protocol and Requirements ○ OSH policies and guidelines ○ Environment and Safety Rules and Regulations ○ Basic Mathematics | | | |
| | 3.4 Perform post-service activities | <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 and materials ○ Mixing, coloring products, and developer solutions procedures ○ Checking and following development timeline ○ Providing first-aid and ensuring client's safety and comfort ○ Following hair sectioning ○ Following Principles in Hair Coloring, Color Theory, Fundamental and Principles in hair coloring ○ Following Established Basic hair Coloring Procedures ○ Complying PD 856, RA 9003, DOH, DTI and FDA notification, 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 | 12 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------|---|---|--|------------------|
| | | <ul style="list-style-type: none"> ○ Hair care maintenance ○ Familiarization of Salon Policies and Procedures ○ Salon Records and Forms for Maintenance and Inventories of Materials, Supplies, Coloring products, Tools and Equipment <ul style="list-style-type: none"> - Materials, Supplies, Coloring products - Housekeeping procedures - Safekeeping procedures - 5S Principles ○ Waste materials ○ Hair care instructions ○ Time management ○ Compliance to operation manual of equipment ○ Compliance use of tools and 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 | |
| | | <ul style="list-style-type: none"> ● Perform the following tasks: <ul style="list-style-type: none"> ○ Following code 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 ○ Following time management ○ Applying and styling hair ○ Advising client on hair care maintenance ○ Following Salon Form and Record Procedures for maintenance and Inventories of Materials, supplies, tools and equipment ○ Cleaning, sanitizing, recording, storing tools equipment, supplies materials and following housekeeping, safekeeping and 5S Principles ○ Segregating and disposing waste materials ○ Cleaning and preparing workplace ○ Recording salon forms and records ○ Complying PD 856, RA 9003 ,FDA notification, DOH, DTI and Occupational Safety and Health Policies and regulations ○ Following Environment and Safety Rules and regulations ○ 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 | |
| 4. Perform Basic Hair Bleaching (40 hours) | 4.1 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 Policies and Procedures | <ul style="list-style-type: none"> ● Lecture ● Discussion ● Video Presentation ● Case study/discussion | <ul style="list-style-type: none"> ● Observation with questioning ● Demonstration with questioning | 8 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------|---|---|--|------------------|
| | | <ul style="list-style-type: none"> ○ Familiarization of Client's Records and Forms ○ Client Consultation ○ Health Condition ○ Previous Hair Chemical Treatment ○ Hair and Scp Analysis <ul style="list-style-type: none"> - Hair length - Hair texture - Hair type - Scalp conditions - Skin and Strand Test Procedures - Effects of Allergies ○ Established Draping Procedures ○ 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 Regulations rules and 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"> ○ Following code of ethics ○ Following Salon Policies and Procedures ○ Following Salon Client's Form and Records Procedures ○ Presenting coloring catalogue ○ Consulting client health condition and previous hair chemical treatment | <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"> ○ Consulting client and checking, analyzing and recording clients hair and scalp condition ○ Following skin and strand test ○ Advising client to remove personal accessories ○ Following draping procedures ○ Complying PD 856, RA 9003, DOH, DTI and Occupational Safety and Health Policies and regulations ○ Following Environment Safety Rules and Regulations ○ Applying basic mathematics | <ul style="list-style-type: none"> ● (SLE)Self Learning Experienced | | |
| | 4.2 Prepare work station | <ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Salon Forms and Records ○ Procedures of Supplies, Materials, Tools 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 and Materials <ul style="list-style-type: none"> - Kinds and Uses - Product Specifications/ Instructions ○ Type of Bleaching Products Form ○ Bleaching Products ○ Kinds of Developer Solution ○ Personal Protective Equipment (clothing/maerials) ○ Workstation | <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"> ○ PD 856 ○ FDA Notification ○ DOH and DTI Protocol and Requirements ○ OSH Policies and Procedures ○ 5S Principles ○ Environment and Safety Regulations ○ Basic Mathemaics | | | |
| | | <ul style="list-style-type: none"> ● Perform the following tasks: <ul style="list-style-type: none"> ○ Following Code of Ethics ○ Familiarization of Salon Policies and Procedures ○ Following Salon Forms and Records Procedures of Supplies Materials, Tools and Equipment ○ Preparing and checking Tools and Equipment ○ Preparing and checking Supplies and materials ○ Preparing and checking Types of Hair Bleaching Products Form and Developer Solutions ○ 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 5S principles ○ 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 | |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------|--|---|--|------------------|
| | 4.3 Bleach hair | <ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of ethic ○ Bleaching Products Form and Developer <ul style="list-style-type: none"> - Kinds and Uses ○ Established hair bleaching procedures <ul style="list-style-type: none"> - Level of Lightening - Product Specification/Insruction - Mixing Procedures - Hair Sectioning - Hair Bleaching Procedures ○ Timeline management ○ Familiarization of Products Specifications ○ First aid treatment ○ FDA notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and guidelines ○ Environment and Safety rules and Regulations ○ Basic Mathematics • Perform the following tasks: <ul style="list-style-type: none"> ○ Following code of ethics ○ Using PPE (clothing/materials) ○ Checking and using appropriate tools, equipment, supplies, materials and products ○ Following hair sectioning 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"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration | <ul style="list-style-type: none"> • Observation with questioning • Demonstration with questioning • Listing and Enumeration • Interview <ul style="list-style-type: none"> • Observation • Demonstration with oral questioning • Practical/ Performance Test • Interview | 16 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------------------------|--|--|--|------------------|
| | | <ul style="list-style-type: none"> ○ Applying and mixing bleaching products and following established bleaching procedures ○ Providing First-aid treatment and Ensuring client safety and comfort ○ Following timeline management ○ Complying FDA notification, DOH, DTI and OSH policies and guidelines ○ Following environment and safety rules and regulations ○ Applying basic mathematics | <ul style="list-style-type: none"> ● (SLE)Self Learning Experienced | | |
| | 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 ○ Client Consultation ○ Hair Care Maintenance <ul style="list-style-type: none"> - Product Knowledge and Instructions ○ Salon Records and Forms for Maintenance and Inventories of Materials, Supplies, Bleaching products, Tools and Equipment <ul style="list-style-type: none"> - Tools and Equipment - Materials, Supplies, Bleaching products, - Housekeeping procedures - Safekeeping procedures - 5S Principles ○ Waste Materials ○ Familiarization on Salon Policies and 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 | 8 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------|---|---|--|------------------|
| | | <ul style="list-style-type: none"> ○ Familiarization of Salon Forms and Records Procedures of Supplies, Materials, Tools and Equipment ○ 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 ○ 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 ○ Following Salon Policies and Procedures ○ Styling client hair ○ Consulting and advising client hair care maintenance ○ Recording client forms and records ○ Following Salon Records and Forms Procedures for Maintenance and Inventories of Materials, Supplies, Tools and Equipment ○ Cleaning, sanitizing, recording and storing tools, equipment and implements following housekeeping, | <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 |
|--|------------------------|--|--|--|------------------|
| | | safekeeping procedures and 5S Principles <ul style="list-style-type: none"> ○ Segregating and disposing waste materials ○ Recording, filing and storing documents ○ Following hair care and product instructions ○ Complying PD 856, RA 9003 (Waste management Program), FDA notification, DOH, DTI and OSH policies and guidelines ○ Following environment and safety and rules and regulations ○ Applying basic mathematics | | | |
| 5. Perform Basic Hair Perming (80 hours) | 5.1 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 policies and procedures ○ Familiarization of client's forms and records ○ Client Consultation <ul style="list-style-type: none"> - Hair Types Curls - Hair and Scalp Analysis - Hair Conditions - Hair Length - Hair Type - Hair Texture - Scalp conditions ○ Chemically Treated Hair ○ Client Built | <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"> ○ PD 856 (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"> ● Perform the following tasks: <ul style="list-style-type: none"> ○ Following code of ethics ○ Following Salon Policies and procedures ○ Following Client's Forms and Record procedures ○ Presenting and selecting hair catalogue and hair types curls ○ Consulting client and analyzing, checking, and recording clients hair texture, length, type, condition and scalp condition ○ Determining previous chemically treated ○ Assessing client built and advising client to remove personal accessories ○ Complying PD 856, RA 9003 notification, DOH, DTI and Occupational Safety and Health Policies and Guidelines | <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 Environment and Safety Rules and Regulations ○ Applying basic mathematics | | | |
| | 5.2 Prepare work station | <ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Familiarization Forms and Records Procedures of Supplies Materials <ul style="list-style-type: none"> ▪ Tools and Equipment <ul style="list-style-type: none"> - Kinds and Uses - Equipment Manual Of Insruction ▪ Supplies, Materials and Product <ul style="list-style-type: none"> - Kinds and Uses - Product Specification/ Instruction ○ Personal Protective Equipment (clothing/materials) ○ Workstation ○ PD 856 ○ FDA Notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and procedures ○ 5S Principles ○ Environment and Safety Regulations ○ Basic Mathemaics | <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 Ethic ○ Following Salon Procedures and Policies | <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"> ○ Following Salon Forms and Records Procedures of Supplies, materials, Products, Tools and Equipment ○ Preparing, checking, sanitizing and recording Tools and Equipment ○ Preparing, checking and recording Supplies Materials and products ○ Preparing 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"> ● Group demonstration ● (SLE)Self Learning Experienced | | |
| | 5.3 Perm hair | <ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Time management ○ Established Draping procedures ○ Established Basic Hair Perming <ul style="list-style-type: none"> - Hair Sectioning, Blocking, Pattern and Rods Sizes - Winding and Perming Technique - Source of Heat - Hair Perming Procedures ○ PD 856 (Sanitation code of the Philippines) ○ RA 9003 (Waste management Program) ○ FDA Notification | <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 |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------|--|--|--|------------------|
| | | <ul style="list-style-type: none"> ○ 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 Personal Protective Equipment (clothing/materials) ○ Following draping procedures ○ Using and checking, supplies, materials, products, tools and equipment ○ Following, checking and using perming product solution with FDA notification ○ Following hair sectioning, hair blocking and pattern, Hair Winding Technique and Established basic hair perming procedures ○ Checking result according to perming requirements ○ Providing first-aid and 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 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 |
|--------------------|-----------------------------|--|---|--|------------------|
| | 5.4 Apply finishing touches | <ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Client consultation ○ Finishing Touches <ul style="list-style-type: none"> - Haircutting and Texturizing Technique - Hair Blow Drying ○ Finishing products <ul style="list-style-type: none"> - Kinds and Uses - Product Specification/ Instruction ○ Compliance to equipment manual of instructions ○ PD 856 (Sanitation Code 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 • Perform the following tasks: <ul style="list-style-type: none"> ○ Following code of ethics ○ Consulting and confirming client for adjustment ○ Following trimming and texturizing haircutting technique ○ Drying hair and following Hair Blow Drying 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"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration | <ul style="list-style-type: none"> • Observation with questioning • Demonstration with questioning • Listing and Enumeration • Interview <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"> ○ Applying finishing products ○ 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"> ● (SLE)Self Learning Experienced | | |
| | 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 of Salon Policies and Procedures ○ Familiarization of Client's Forms and Record ○ Hair care maintenance ○ Hair Care Instruction/Procedures ○ Salon Forms and Records Maintainance and Inventories of Supplies, Materials, Products, Tools and Equipment <ul style="list-style-type: none"> - Supplies, Materials, Products, - Tools and Equipment - Housekeeping - Safekeeping - 5S Principles ○ Waste materials ○ PD 856 (Sanitation Code of the Philippines) ○ RA 9003 (Waste management Program) ○ FDA notification | <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"> ○ DOH and DTI Protocol and Requirements ○ OSH policies and guidelines ○ Environment and Safety Rules and regulations ○ Basic mathematics | | | |
| | 6.1 Prepare the client | <ul style="list-style-type: none"> ● Perform the following tasks: <ul style="list-style-type: none"> ○ Following code of ethics ○ Styling and advising client's hair on Hair Care Maintenance ○ Recording, filing and storing client's form and records ○ Following Salon Form and Record Procedures of Maintenance and Inventories of materials, Supplies, Tools and Equipment ○ Cleaning, sanitizing, recording and storing materials, supplies, tools and equipment and following housekeeping, safekeeping and 5S principles/ procedures ○ Segregating and disposing wastes materials ○ Cleaning and preparing workplace ○ 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 | 8 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--|-------------------|--|---|---|------------------|
| 6. Perform hair straightening (80 hours) | | <ul style="list-style-type: none"> ○ Code of ethics ○ Client Consultation ○ Familiarization Salon Policies and Procedures ○ Familiarization Form and Record of of client's Information ○ Health condition ○ Hair and Scalp Analysis <ul style="list-style-type: none"> - Hair Texture - Hair Type - Hair Length - Hair Condition - Scalp Condition ○ Established Draping Procedures ○ Established Shampooing and Conditioning hair Procedures ○ PD 856 (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 Safety Rules and regulations ○ Basic mathematic | <ul style="list-style-type: none"> ● Video Presentation ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing | <ul style="list-style-type: none"> ● Demonstration with questioning ● 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 policies and procedures ○ Familiarization form and record of client's information | <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 | |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|--------------------------|--|--|--|------------------|
| | | <ul style="list-style-type: none"> ○ Consulting and assessing client's health ○ Checking, recording and analyzing client's hair and scalp conditions ○ Checking and analyzing hair to determine appropriate shampoo and Kinds of Hair Straightening service ○ Advising client to removal personal accessories ○ Following established draping procedures ○ Following established shampooing and/or conditioning procedures ○ Ensuring client safety and comfort ○ Complying PD 865, 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"> ● Group demonstration ● (SLE)Self Learning Experienced | <ul style="list-style-type: none"> ● Interview | |
| | 6.2 Prepare work station | <ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Salon Record and Form Procedures of Materials, Supplies, Straightning Products, Tools and Equipment <ul style="list-style-type: none"> ▪ Tools and Euiqment <ul style="list-style-type: none"> - Kinds and Uses - Manufacturer's Manual of Instruction ▪ Supplies, Materials and Straightening Products <ul style="list-style-type: none"> - Kinds 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 ○ Different Forms and Types of Straightening products ○ Personal protective Equipment (clothing/maerials) ○ Workstation ○ PD 856 ○ RA. 9003 ○ FDA Notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and procedures ○ 5S Principles ○ Environment and Safety Regulations ○ Basic Mathemaics | | | |

| 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 Form and Record Procedures of Materials, Supplies, Straightening products, Tools and Equipment ○ Preparing checking and recording Supplies and materials ○ Preparing, checking setting-up and recording tools and equipment, products for hair straightening ○ 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 5S principles ○ 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 | |
| | 6.3 Apply hair straightening products | <ul style="list-style-type: none"> • Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of ethics ○ Established Hair Straightening Procedures <ul style="list-style-type: none"> ▪ Hair Sectioning ▪ Straightening Product Specification/Instruction ▪ Straightening Iron <ul style="list-style-type: none"> - Kinds 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 | 40 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------|---|---|--|------------------|
| | | <ul style="list-style-type: none"> - Manufacturer's manual of Instruction <ul style="list-style-type: none"> ▪ Hair Straightening Procedures ○ Time Management ○ First aid Treatment ○ 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 <ul style="list-style-type: none"> ○ Following code of ethics ○ Using PPE (clothing/materials) ○ Using supplies, materials, tools and equipment ○ Applying protective treatment through the skin ○ Following hair sectioning ○ Applying and following straightening products instruction ○ Following Established Straightening 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"> • 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 |
|--------------------|-------------------|--|--|--|------------------|
| | 6.4 Iron Hair | <ul style="list-style-type: none"> • Lecture and discussion the following topics on: <ul style="list-style-type: none"> ○ Code of ethics ○ Ironing Procedures <ul style="list-style-type: none"> ▪ Kinds of Ironing Product <ul style="list-style-type: none"> - Product Specification/ Instruction (setting up) ▪ Iron Heat Temperature (Set-up) ▪ Technique and Procedure of Ironing ▪ Hair Sectioning for Hair Straightening ○ Time management ○ First aid treatment ○ FDA notification ○ DOH and DTI Protocol and Requirements ○ OSH policies and guidelines ○ Environment Safety Rules and Regulations ○ Basic mathematics • Perform the following tasks: <ul style="list-style-type: none"> ○ Following code of ethics ○ Following hair sectioning ○ Using and following Ironing equipment, Manufacturer's manual of instructions and Ironing Procedures and Techniques according to hair conditions, ○ Providing first aid treatment ○ Following time management | <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"> ○ Complying FDA notification, DOH, DTI and OSH policies and guidelines ○ Following Environment Safety rules and Regulations ○ Applying basic mathematics | | | |
| | 6.4 Applying fixing solution | <ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of ethics ○ Fixing Procedures <ul style="list-style-type: none"> - Hair Sectioning - Fixing Products Specification/Instruction ○ Time management ○ First aid treatment ○ 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 | 10 hours |
| | | <ul style="list-style-type: none"> ● Perform the following tasks; <ul style="list-style-type: none"> ○ Following code of ethics ○ Following hair sectioning ○ Applying and following fixing solution products and equipment ○ Providing first aid treatment ○ Following time management ○ Complying FDA notification, DOH, DTI and OSH policies and guidelines ○ 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 |
|--------------------|-------------------------------------|--|--|--|------------------|
| | 6.5 Perform post service activities | <ul style="list-style-type: none"> ○ Applying basic mathematics ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of ethics ○ Familiarization of Salon Policies and procedures ○ Client Consultation ○ Hair Care and Maintenance ○ Familiarization on client's form and record ○ Salon Form and Record Procedures for Maintenance and Inventories of Materials, Supplies, Tools and Equipment <ul style="list-style-type: none"> - Materials and Supplies - Tools - Equipment - Housekeeping Procedures - Safekeeping Procedures - 5S principles ○ PD 865 (Sanitation Code 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"> ● 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 | 6 hours |
| | | <ul style="list-style-type: none"> ● Perform the following tasks: <ul style="list-style-type: none"> ○ Following code 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 ○ Following Salon Form and Record Procedures for Maintenance and Inventories of Materials, Tools and Equipment ○ Consulting and advising client on hair care maintenance ○ Cleaning, sanitizing, recording and storing materials, supplies tools, equipment ○ Recording, filing, and storing documents ○ Segregating and disposing waste materials ○ Cleaning and preparing workplace ○ 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"> ● 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 | |
| 7. Perform basic haircutting (120 hours) | 7.1 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 Salon Policies and Procedures ○ Familiarization of Salon ○ Forms and Records of Client's Information ○ Client Consultation ○ Hair and Scalp Analysis <ul style="list-style-type: none"> - Hair 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 | 24 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------|---|---|--|------------------|
| | | <ul style="list-style-type: none"> - Hair texture - Hair type - Hair Length - Scalp conditions o Primary Shape of Face o Client's built o Hair catalogue o Haircut styles o PD 856 (Sanitation Code of the Philippines) o RA 9003 (Waste management Program) o FDA notification o DOH and DTI Protocol and Requirements o OSH policies and guidelines o Environment Safety Rules and 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 and practicing good proper and ethical behavior o Following Salon Policies and Procedures o Recording salon form and record of client's information o Consulting client and checking and analyzing hair conditions, types, length, texture and scalp conditions o Assessing client shape and built | <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"> ○ Presenting hair catalogue, checking and selecting different hair cut styles ○ Advising client to remove personal accessories ○ Ensuring client's safety and comfort ○ Complying PD 85 , RA 9003, FDA notification, DOH, DTI and OSH policies and guidelines ○ Following environment safety rules and regulations ○ Applying basic mathematics | | | |
| | 7.2 Prepare work station | <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, Tools Haircutting tools and Equipment <ul style="list-style-type: none"> ▪ Equipment, Supplies and Materials <ul style="list-style-type: none"> - Kinds and Uses - Product Specification/Instruction ▪ Haircutting tools <ul style="list-style-type: none"> - Kinds and Uses - Product Specification/Instruction ○ Personal Protective Equipment (clothing/materials) ○ Workstation ○ PD 856 ○ FDA Notification | <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 | 24 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------|--|---|--|------------------|
| | | <ul style="list-style-type: none"> ○ DOH and DTI Protocol and Requirements ○ OSH policies and procedures ○ Environment and Safety Regulations ○ Basic Mathematics | | | |
| | 7.2 Cut hair | <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 ○ Checking and Preparing ○ Following Salon Forms and Records Procedures for Materials, Supplies, Tools, Haircutting tools and Equipment ○ Preparing checking and recording materials, supplies, tools and equipment ○ Preparing checking sterilizing and recording haircutting tools ○ 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 5S Principles ○ 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 | 40 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------|---|---|--|------------------|
| | | <ul style="list-style-type: none"> ○ Code of ethics ○ Established Draping Procedures ○ Established Shampooing and Conditioning Hair Procedures ○ Cutting technique ○ Established Basic Haircutting Procedures <ul style="list-style-type: none"> - Parts of hair - Hair Sectioning - Determination of Degree - Haircutting and Texturizing Technique - Ergonomics - Haircutting Procedures ○ 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"> ● Video Presentation ● Case study/discussion ● Group discussion ● (SLE)Self Learning Experienced ● Role playing | <ul style="list-style-type: none"> ● Demonstration with questioning ● Listing and Enumeration ● Interview | |
| | | <ul style="list-style-type: none"> ● Perform the following tasks: <ul style="list-style-type: none"> ○ Following Code of Ethics ○ Using PPE (clothing/materials) ○ Following established draping procedures ○ Following established shampooing procedures | <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"> ○ Using appropriate supplies materials and equipment ○ Using appropriate supplies, materials, cutting tools ○ Following hair sectioning ○ Following principles of ergonomics ○ Performing and 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 | | |
| | 7.4 Check haircut and apply appropriate finishing touches | <ul style="list-style-type: none"> ● Lecture and discussion on the following topics: <ul style="list-style-type: none"> ○ Code of Ethics ○ Client Consultation ○ Texturizing Techniques ○ Blow drying Technique <ul style="list-style-type: none"> - Procedures and Technique - Manufacturer's manual Instruction ○ Hair finishing products <ul style="list-style-type: none"> - Kinds and Uses - Product specification/instruction ○ OSH policies and guidelines ○ 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 | 16 hours |

| Unit of Competency | Learning Outcomes | Learning Activities | Methodology | Assessment Approach | Nominal Duration |
|--------------------|-------------------------------------|--|---|--|------------------|
| | | <ul style="list-style-type: none"> ○ Environment Safety Rules and Regulations ○ Basic mathematics ● Perform the following tasks: <ul style="list-style-type: none"> ○ Following code of ethics ○ Using texturizing cutting tools ○ Following blow-drying procedures and technique ○ Consulting client ○ Applying hair finishing products ○ Complying 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/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 | |
| | 7.5 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 ○ Salon Forms and Records for Maintenance and Inventories of Materials, Supplies, Tools, haircutting tools and Equipment <ul style="list-style-type: none"> - Materials and Supplies - Tools and Equipment - Cutting Tools - Housekeeping procedures - Safekeeping procedures - 5S Principles ○ Time management | <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"> ○ Complying PD 856 (Sanitation Code 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 ○ Advising client on hair care maintenance ○ Following Salon Policies and Procedures ○ Following Salon Form and Record Procedures for Maintenance and Inventories of Supplies, materials, cutting tools, tools and equipment ○ Checking, cleaning, sanitizing and storing supplies, materials and equipment ○ Checking, cleaning, sanitizing, sterilizing and storing tools ○ Segregating and disposing waste materials ○ Cleaning and preparing workstation ○ Recording filing and storing form, records and documents ○ Following time management | <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"> ○ 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 | | | |

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 an 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 completion of all specified competencies not on the specified nominal duration of learning.
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 in 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

- 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 program (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 **HAIRDRESSING 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, MATERIALS AND SUPPLIES

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|------------|-------------|--|
| | | CUTTING SCISSOR |
| 20 | PCS. | Cutting scissor/Shear (6") |
| 20 | PCS. | Thinning scissor/Taper shear (6") |
| | | BRUSHES |
| 10 | PCS. | Paddle brush |
| 10 | PCS. | Round brush |
| 10 | PCS. | Skeleton brush |
| 10 | PCS.. | Applicator bursh (Tinting brush with comb) |
| 450 | PCS. | Curling rods (small, medium, large,XL) 7/8," 1/2", 3/8" |
| 10 | PCS. | Shower cap |
| 20 | PCS. | Barbers comb |
| | | CLIP/CLAMP |
| 125 | PCS. | Hair clip |
| 40 | PCS. | Clamps |
| | | COMB |
| 20 | PCS. | All Purpose comb |
| 10 | PCS. | Large tooth comb |
| 10 | PCS. | Wide tooth comb (24.6cm x 6cm) |
| 1 | BOX | Disposable gloves (latex) (100pcs/box) |
| 10 | PCS. | Mixing bowl (non metallic) (13cm diameter) |
| 10 | PCS. | Scoop |
| 5 | PCS. | Squeezer |
| 10 | PCS. | Spatula |
| 10 | PCS. | Water Spray gun (22.0 *12.0*22.0 (cm) (.06) kg.) |
| 20 | JARS | Hair treatment (500ml.) |
| 3 | GAL. | Perming lotion (500ml.) |
| 3 | GAL | Neutralizer lotion (500ml.) |
| 20 | SETS | Hair Straightening Products (with Neutralizer/Fixing Solution) |
| 100 | TUBES | Coloring products (100ml.)(cream) |
| 20 | JARS | Bleaching product (500ml.) (powder) |
| 3 | Bot.. | Developer 20 volume (6%) 1000ml. |
| 3 | Bot. | Developer 30 volume (9%) 1000.ml. |
| 3 | Bot. | Developer 40 volume (12%) 1000ml. |
| 3 | Bot. | Shampoo (1000ml.) |
| 3 | Bot. | Conditioner (1000ml.) |
| 40 | PCS. | Bath towel (white) (40cmx70cm) |
| 40 | PCS. | Bath towel (colored) (40cmx70cm) |
| 40 | PCS. | Face Towel (20cmx28cm) |

| | | |
|----|-------|--|
| 20 | BOT. | Ethyl 70% Alcohol (500ml.) |
| 20 | PAIRS | Ear pads |
| 3 | BOXES | Face mask (disposable non woven fabric) (100pcs/box) |
| 10 | ROLLS | Aluminum Foil (Hair coloring) (5"x10meters) |
| 10 | ROLLS | Cling wrap (33cmx60meters) |
| 10 | PCS. | Mitten |
| 20 | PCS. | Hair Polish (50ml.) |
| 10 | JARS | Hair wax (100ml.) |
| 5 | JARS | Mousse (320ml.) |
| 75 | ROLLS | Tissue paper |
| 5 | UNIT | Hand Mirror (6"x10") |
| 20 | PCS. | Powder (100g.) |

EQUIPMENT

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|------------|-------------|--|
| 5 | UNITS | Blower/Hair Dryer (25 x 8 x 9 cm ; 299 g 2200 watts) |
| 1 | UNIT | Hydraulic chair (L-59 cm, W-54 cm, H-from 51-78cm) |
| 5 | UNITS | High chair |
| 20 | PCS. | Stool |
| 20 | PCS. | Client chair |
| 2 | SETS | Shampoo bowl and chair |
| 10 | UNITS | Flat iron (ceramic) (220watts) |
| 1 | UNIT | Wall clock |
| 10 | UNITS | Trolley |
| 1 | UNIT | Ultraviolet lamp or Ultraviolet sterilizer |

PERSONAL PROTECTIVE EQUIPMENT (Clothing/Materials)

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|------------|-------------|----------------------------------|
| 20 | PCS. | Apron (10"x24") |
| 20 | PCS. | Chemical cape |
| 20 | PCS. | Cutting cape |
| 20 | PCS. | Headband |
| 20 | PCS. | Neck strip |
| 10 | PCS. | Shoulder pad |
| 20 | PCS. | Face shield |

TRAINING MATERIALS

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|------------|-------------|----------------------------------|
| 5 | PCS. | Catalog |
| 1 | PC. | Eraser |
| 1 | UNIT | Whiteboard (3x5 ft) |
| 5 | PCS. | Marker (assorted) |
| 5 | PCS. | Textbook/Manual References |
| 5 | PCS. | Bin |
| 1 | UNIT | Laptop |
| 1 | UNIT | Projector |
| 1 | SET | First-Aid Kit |

COC 1 – PROVIDE SUPPORT SALON SERVICES

TOOLS, MATERIALS AND SUPPLIES

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|------------|-------------|--|
| | | BRUSHES |
| 10 | PCS. | Paddle Brush |
| 10 | PCS. | Round Brush |
| 10 | PCS. | Skeleton Brush |
| 5 | PCS. | Aplicator brush (with comb) |
| | | CLIPS/CLAMPS |
| 125 | PCS. | Hair Clip |
| 40 | PCS. | Hair clamps |
| | | COMB |
| 20 | PCS. | All Purpose Comb |
| 5 | PCS. | Wide Tooth Comb |
| 5 | PCS. | Tail Comb |
| 3 | GAL. | Shampoo (250ml.) |
| 3 | GAL. | Conditioner (250ml.) |
| 20 | JARS | Hair Treatment (500ml.) |
| 40 | PCS. | Bath towel (white) (40cmx70cm) |
| 40 | PCS. | Face Towel (20cmx28cm) |
| 20 | PAIRS | Ear Pads |
| 1 | BOX | Face mask (disposable non woven fabric) (100pcs/box) |
| 10 | ROLLS | Cling Wrap (33cmx10meters) |
| 10 | PCS. | Hair polish (30ml.) |
| 5 | PCS. | Hair Wax (500ml) |
| 15 | PCS. | Mousse (250ml.) |
| 20 | PCS. | Alcohol (500ml.) |
| 2 | PCS. | Spray net (500ml.) |
| 20 | PCS. | Mixing bowl (non metallic) (13cm diameter) |

EQUIPMENT

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|------------|-------------|--|
| 5 | UNITS | Blower/Hair Dryer |
| 1 | UNIT | Hydraulic chair |
| 5 | UNITS | High chair |
| 20 | PCS. | Stool |
| 20 | PCS. | Client chair |
| 2 | SETS | Shampoo bowl and chair |
| 10 | PCS. | Heating cap |
| 1 | UNIT | Infrared |
| 10 | UNITS | Flat iron (ceramic) (220 watts) |
| 1 | UNIT | Wall clock |
| 10 | UNITS | Trolley |
| 1 | UNIT | Steamer |
| 1 | UNIT | Ultraviolet lamp or Ultraviolet sterilizer |

PERSONAL PROTECTIVE EQUIPMENT (Clothing/Materials)

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|-----|-------|---------------------------|
| 20 | PCS. | Apron (10"x24") |
| 20 | PCS. | Chemical cape |
| 20 | PCS. | Headband |
| 20 | ROLLS | Tissue paper |
| 10 | PCS. | Shoulder pad |
| 20 | PCS. | Face shield |

TRAINING MATERIALS

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|-----|------|----------------------------|
| 5 | PCS. | Catalog |
| 1 | PC. | Eraser |
| 1 | UNIT | Whiteboard (3x5 ft) |
| 5 | PCS. | Marker (assorted) |
| 5 | PCS. | Textbook/Manual References |
| 5 | PCS. | Bin |
| 1 | UNIT | Laptop |
| 1 | UNIT | Projector |
| 1 | SET | First Aid Kit |

COC 2 – PROVIDE HAIR COLORING/BLEACHING SERVICES

TOOLS, MATERIALS AND SUPPLIES

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|-----|-------|--|
| | | BRUSHES |
| 10 | PCS.. | Applicator brush |
| 10 | PCS. | Paddle brush |
| 10 | PCS. | Roller brush |
| 10 | PCS. | Skeleton brush |
| 10 | PCS.. | Tinting brush with comb |
| 450 | PCS. | Curling rods (small, medium, large,XL) |
| 10 | PCS. | Shower cap |
| | | CLIP/CLAMP |
| 125 | PCS. | Hair clip |
| 40 | PCS. | Clamps |
| | | COMB |
| 20 | PCS. | All Purpose comb |
| 10 | PCS. | Large tooth comb |
| 10 | PCS. | Wide tooth comb |
| 1 | BOX | Disposable gloves (latex) (100pcs/box) |
| 10 | PCS. | Mixing bowl (non metallic) (13cm diameter) |
| 10 | PCS. | Scoop |
| 5 | PCS. | Squeezer |
| 10 | PCS. | Water spray gun |
| 100 | TUBES | Coloring products (60ml.) (cream) |
| 10 | JARS | Bleaching product (500ml.) (powder) |
| 3 | BOT. | Developer 20 volume (6%) |
| 3 | BOT | Developer 30 volume (9%) |
| 3 | GAL. | Developer 40 volume (12%) |

| | | |
|----|-------|--|
| 1 | GAL. | Shampoo (1000ml.) |
| 1 | GAL. | Conditioner (1000ml.) |
| 40 | PCS. | Bath towel (colored) (40cmx70cm) |
| 40 | PCS. | Face Towel (20cmx28cm) |
| 20 | BOT. | Alcohol (500ml.) |
| 20 | PAIRS | Ear pads |
| 1 | BOX | Face mask (disposable non woven fabric) (100pcs/box) |
| 10 | ROLLS | Aluminum Foil (5"x10meter) |
| 20 | PCS. | Hair Polish (50ml.) |
| 10 | JARS | Hair wax (500ml.) |
| 40 | ROLLS | Tissue paper |

EQUIPMENT

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|------------|-------------|--|
| 5 | UNITS | Blower/Hair Dryer |
| 1 | UNIT | Hydraulic chair |
| 5 | UNITS | High chair |
| 20 | PCS. | Stool |
| 20 | PCS. | Client chair |
| 2 | SETS | Shampoo bowl and chair |
| 10 | UNITS | Flat iron (ceramic) (220 watts) |
| 1 | UNIT | Wall clock |
| 10 | UNITS | Trolley |
| 1 | UNIT | Ultraviolet lamp or Ultraviolet sterilizer |

PERSONAL PROTECTIVE EQUIPMENT (Clothing/Materials)

| QTY | UNIT | DESCRIPTION |
|------------|-------------|--------------------|
| 20 | PCS. | Apron (10"x24") |
| 20 | PCS. | Chemical Cape |
| 20 | PCS. | Headband |
| 20 | PCS. | Face shield |

TRAINING MATERIALS

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|------------|-------------|----------------------------------|
| 5 | PCS. | Catalog |
| 1 | PC. | Eraser |
| 1 | UNIT | Whiteboard (3x5 ft) |
| 5 | PCS. | Marker (assorted) |
| 5 | PCS. | Textbook/Manual References |
| 5 | PCS. | Bin |
| 1 | UNIT | Laptop |
| 1 | UNIT | Projector |
| 1 | SET | First Aid Kit |

COC 3 – PROVIDE HAIR PERMING/STRAIGHTENING SERVICES

TOOLS, MATERIALS AND SUPPLIES

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|------------|-------------|---|
| | | BRUSHES |
| 20 | PCS.. | Applicator brush |
| 10 | PCS. | Paddle brush |
| 10 | PCS. | Roller brush |
| 20 | PCS.. | Tinting brush with comb |
| 450 | PCS. | Curling rods (small, medium, large,XL) |
| 10 | PCS. | Shower cap |
| | | CLIP/CLAMP |
| 125 | PCS. | Hair clip |
| 40 | PCS. | Clamps |
| | | COMB |
| 10 | PCS. | Wide tooth comb |
| 1 | BOX | Disposable gloves (latex) (100pcs/box) |
| 20 | PCS. | Tail comb (heat resistant) |
| | | SCISSORS |
| 10 | PCS. | Water Spray gun |
| 20 | SET | Perm Lotion with Neutralizer(500ml.) |
| 3 | BOT | Shampoo (250ml.) |
| 3 | BOT | Conditioner (250ml.) |
| 20 | PCS. | Bath towel (colored) (40cmx70cm) |
| 20 | PAIRS. | Ear pads |
| 1125 | PCS. | End paper |
| 1 | BOX | Face Mask (disposable non woven fabric) (100pcs/box) |
| 20 | SETS | Straightening products (with Neutralizer/Fixing solution) |
| 20 | PCS.. | Alcohol (500ml.) |
| 40 | ROLLS | Tissue paper |
| 10 | PCS. | Mitten |
| 20 | PCS.. | Mixing bowl (non metallic) (13cm diameter) |
| 5 | PCS. | Drip pan |

EQUIPMENT

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|------------|-------------|--|
| 5 | UNITS | Blower/Hair Dryer |
| 1 | UNIT | Hydraulic chair |
| 5 | UNITS | High chair |
| 20 | PCS. | Stool |
| 20 | PCS. | Client chair |
| 2 | SETS | Shampoo bowl and chair |
| 10 | PCS. | Heating cap |
| 1 | UNIT | Infrared |
| 10 | UNITS | Flat iron (ceramic) (220 watts) |
| 1 | UNIT | Wall clock |
| 10 | UNITS | Trolley |
| 1 | UNIT | Ultraviolet lamp or Ultraviolet sterilizer |

PERSONAL PROTECTIVE EQUIPMENT (Clothing/Materials)

| QTY | UNIT | DESCRIPTION |
|-----|------|-----------------|
| 20 | PCS. | Apron (10"x24") |
| 20 | PCS. | Chemical Cape |
| 20 | PCS. | Headband |
| 10 | PCS. | Plastic cape |
| 20 | PCS. | Face shield |

TRAINING MATERIALS

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|-----|------|----------------------------|
| 5 | PCS. | Catalog |
| 1 | PC. | Eraser |
| 1 | UNIT | Whiteboard (3x5 ft) |
| 5 | PCS. | Marker (assorted) |
| 5 | PCS. | Textbook/Manual References |
| 5 | PCS. | Bin |
| 1 | UNIT | Laptop |
| 1 | UNIT | Projector |
| 1 | SET | First-Aid Kit |

COC 4 – PROVIDE HAIRCUTTING SERVICES

TOOLS, MATERIALS AND SUPPLIES

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|-----|-------|--|
| | | CUTTING SCISSOR |
| 20 | PCS. | Cutting scissor/Shear (6") |
| 20 | PCS. | Thinning scissor/Taper shear (6") |
| | | BRUSHES |
| 10 | PCS. | Paddle brush |
| 10 | PCS. | Roller brush |
| 10 | PCS. | Skeleton brush |
| 10 | PCS.. | Tinting brush with comb |
| | | CLIP/CLAMP |
| 125 | PCS. | Hair clip |
| 40 | PCS. | Clamps |
| | | COMB |
| 20 | PCS. | All Purpose comb |
| 10 | PCS. | Large tooth comb |
| 10 | PCS. | Wide tooth comb |
| 10 | PCS. | Water spray gun |
| 1 | GAL. | Shampoo (1000ml.) |
| 1 | GAL. | Conditioner (1000ml.) |
| 20 | PCS. | Bath towel (colored) (40cmx70cm) |
| 20 | PCS. | Towellette |
| 20 | BOT. | Alcohol (500ml.) |
| 1 | BOX | Face mask (disposable non woven fabric) (100pcs/box) |
| 20 | PCS. | Hair Polish (50ml.) |
| 10 | JARS | Hair wax (500ml.) |
| 20 | ROLLS | Tissue paper |
| 20 | PCS. | Powder (100g.) |

| | | |
|---|------|----------------------|
| 5 | PCS. | Hand mirror (6"x10") |
|---|------|----------------------|

EQUIPMENT

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|-----|-------|--|
| 5 | UNITS | Blower/Hair Dryer |
| 1 | UNIT | Hydraulic chair |
| 5 | UNITS | High chair |
| 20 | PCS. | Stool |
| 20 | PCS. | Client chair |
| 2 | SETS | Shampoo bowl and chair |
| 1 | UNIT | Wall clock |
| 10 | UNITS | Trolley |
| 1 | UNIT | Ultraviolet lamp or Ultraviolet sterilizer |

PERSONAL PROTECTIVE EQUIPMENT (Clothing/Materials)

| QTY | UNIT | DESCRIPTION |
|-----|------|-----------------|
| 20 | PCS. | Apron (10"x24") |
| 20 | PCS. | Cutting cape |
| 20 | PCS. | Headband |
| 20 | PCS. | Face shield |

TRAINING MATERIALS

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|-----|------|----------------------------|
| 5 | PCS. | Catalog |
| 1 | PC. | Eraser |
| 1 | UNIT | Whiteboard (3x5 ft) |
| 5 | PCS. | Marker (assorted) |
| 5 | PCS. | Textbook/Manual References |
| 5 | PCS. | Bin |
| 1 | UNIT | Laptop |
| 1 | UNIT | Projector |
| 1 | SET | First Aid Kit |

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 | 2 x 5 | 10 | 10 |
| Storage Area (Tool room & S/M storage area) | 2 x 5 | 10 | 10 |
| 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 HAIRDRESSING NC II

- Must be a holder of National TVET Trainers Certificate (NTTC) Level I in Hairdressing NC II
- Must possess good communication skills
- Must have at least (2) years experienced in the beauty and wellness industry within 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 **HAIRDRESSING 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 support salon services

- Perform pre and post hair care activities
- Perform hair and scalp treatment

COC 2 Provide hair coloring/bleaching services

- Perform basic hair coloring
- Perform basic hair bleaching

COC 3 Provide hair perming/straightening services

- Perform basic hair perming
- Perform hair straightening

COC 4 Provide haircutting services

- Perform basic haircutting

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 HAIRDRESSING NC II.

4.1.4.2 Experienced workers (wage employed or self-employed) who gained competencies in providing hairdressing 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 hairdressing 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 Hairdressing 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 HAIRDRESSING 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 |
|---|------------------------|-------------------------|--|

**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

| | |
|---------------------------------|---|
| Analysis Hair | - an examination to determine the condition of the hair prior to a hair treatment |
| 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 |
| Basic Hairshaping | - shaping the hair that is not too long or too short to different head shape |
| Bleaching | - removing the natural pigmentation |
| Blunt cutting | - all hair strands must direct at the same point. The hair appears to be the same length |
| Bob | - a level haircut above the shoulders |
| Cold waving | - a system of permanent waving involving the use of chemicals, without the application of heat |
| 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 stripping | - removing artificial color by bleaching or chemical color stripper |
| 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 |
| Contour winding | - a loose wave, winding the perm rods to the contour of the head -shape |
| Cuticle | - the outer layer of the hair; the hard skin at the base of the fingernail |
| Cleanse | - to make (someone or something) clean |
| Digital Perm | - is a new technique of creating a shiny and bouncy wave to your hair. As a new trend-setting hairstyling treatment, the digital perm uses temperature controlled rods that are all powered by a machine with a digital display |
| Diffuser | - an attachment on a blow dryer that “shatters” the flow of air so that the hair can be soft styled |
| Disinfection | - this is a chemical process that eliminates the majority of microorganisms. These chemical products destroy, bacteria, fungi and viruses. |
| 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 |

| | |
|-----------------------------|---|
| End paper | - a small paper tissue used at the end of a strand of hair to assist the winding of the perm rod |
| Implements | - a tool, utensil or other piece of equipment, especially as used for a particular purpose |
| Frosting | - to lighten or darken small selected strands of hair over the entire head to blend with the root of the hair |
| First-Aid | - means immediate assistance given in case of injury until medical aid has been obtained |
| Graduation | - the grade at which the hair is cut by degrees |
| 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 Density | - the amount of hair strands per square inch on the scalp |
| Hair Cutting | - a process to thinning, tapering and shortening of the hair into a becoming shapes or styles |
| Hairstyling | - a process of arranging the hair into a temporary design - involves arranging the hair in a particular style, appropriately suited to the cut, and may require the use of hairstyling aid such as hair spray, gel or mousse |
| Hair stylist | - a person who designs and dresses the hair |
| Keratin | - keratin is a protein that your hair is made up of. |
| Layer/Layering | - holding the hair out from the head at a 90 degree angle and then removing a defined amount to remove volume, give movement, and added texture |
| Lysine | - an amino acid found in hair |
| Medulla | - a hollow pith or core of the hair fiber. |
| Melanin | - the dark or black pigment in the epidermis and hair, and in the choroids or coat of the eye |
| Mold | - to form a shape |
| Neutralizer | - an agent capable of neutralizing another substance |
| Normal hair shedding | - a certain amount of hair is shed daily. This is nature's method to make way for new hair. The average daily shedding is estimated at 50-80 hairs. Hair loss beyond this estimated average indicates some scalp or hair trouble. |
| Layering | - is a technique used by hairdressers to change the thickness of the hair, creating either a thinning or thicker appearance. In this way the hair can be given a fuller appearance, more texture and movement. |
| Patch or skin test | - a procedure to test chemical reaction on scalp and skin |
| Perm | - abbreviation for permanent wave |

| | |
|--------------------------------------|--|
| 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 |
| Porosity | - ability of the hair to absorb liquid |
| Rebonding | - rejoining the lines and bonds on the keratin chains – neutralizing |
| Relaxer | - a chemical applied to the hair to remove the natural curl |
| Sanitation | - procedure that reduces the number of germs on instruments and surfaces. This works by chemically cleaning surfaces to prevent the spread of infection. These products are often purchased in a concentrated form and then mixed with water |
| Sectioning | - hair sectioning is dividing the head into uniform working panels |
| Setting lotion | - a liquid used to facilitate setting, retaining the holding power of the set (or blow dry) by coating the hair fibre and thereby resisting the absorption of moisture |
| Shimmering | - shading or tinting parts of the hair to enhance the style |
| Shingling | - is cutting the hair close to the nape and gradually longer toward the crown, without showing a definite line |
| Slithering | - tapering the hair to graduated length with scissors |
| Stack winding | - a method of permanent waving whereby the perm rods are built up on top of each other, in a pile |
| Sterilisation | - This process completely gets rid of all microbial life and destroys all potentially dangerous organisms |
| Streaking | - layers or strands of hair with a contrasting color, usually placed so as to enhance the appearance |
| 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 |
| Toners | - the colors applied to hair which has been lightened – delicate pastel shades, e.g. champagne, beige, silver |
| Texture | - coarseness and fineness of the hair |
| Texturizing | - thinning or notching are used to create wispy or spiky effect. |
| Trichologist | - a person trained in the science of caring for the hair |
| Trichology | - the study of the structure and functions of the hair |
| Vent brush | - a brush with widely spaced plastic bristles designed to be used while blow drying |
| Workplace | - refers to the office. Premises or worksite where a worker is temporary or habitually assigned. Where is not 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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