

SELF-ASSESSMENT GUIDE

Qualification:	HAIRDRESSING NC II	
COC 1:	Perform Salon Support Services	
Units of Competency covered:	<ul style="list-style-type: none"> • Perform Pre and Post Hair Care Activities • Perform Hair and Scalp Treatment 	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
Perform Pre and Post Hair Care Activities		
• Assist client in accordance with salon procedures.		
• Assess built of the client to determined appropriate size of drapery to be used.		
• Provide client with appropriate clothing according to desired type of service, size and built.*		
• Advise the client to remove all jewelries and accessories*		
• Prepare and select necessary tools, supplies and materials according to the type of service. *		
• Check and analyze hair to determine appropriate shampoo and/or conditioner to be used in accordance with the type of hair damage. *		
• Shampoo and/or condition hair in accordance with the type of service and established or acceptable procedures.*		
• Provide first-aid treatment to the client or refer to a health personnel where necessary.*		
• Ensure client's safety and comfort during the entire process.*		
• Towel-dry and comb hair according to service requirements.		
• Blow dry hair according to service requirements and established or acceptable procedures.*		
• Apply finishing products on blow-dried hair according to product specification.		
• Clean, sanitize, and store tools and equipment according to OH&S requirements.*		
• Segregate and dispose wastes materials according to OH&S requirements.		
Perform Hair and Scalp Treatment		
• Determine client's health and restrictions through consultation*		
• Analyze client's scalp and hair condition following salon safety policies and procedures*		
• Prepare and use protective clothing according to OH&S requirements and salon procedures *		

<ul style="list-style-type: none"> • Select and prepare supplies, materials and hair treatment product according to client's hair condition.* 		
<ul style="list-style-type: none"> • Perform hair treatment in accordance with established or acceptable procedures.* 		
<ul style="list-style-type: none"> • Select and prepare scalp treatment product based on client's scalp condition.* 		
<ul style="list-style-type: none"> • Perform scalp treatment in accordance with established or acceptable procedures.* 		
<ul style="list-style-type: none"> • Check result according to client's desired outcome. 		
<ul style="list-style-type: none"> • Ensure client's safety and comfort during the entire process.* 		
<ul style="list-style-type: none"> • Provide first-aid treatment to the client or referred to health personnel where necessary.* 		
<ul style="list-style-type: none"> • Store used treatment products following salon procedures.* 		
<ul style="list-style-type: none"> • Clean, sanitize, and store tools and equipment according to OH&S requirements.* 		
<ul style="list-style-type: none"> • Segregate and dispose waste materials according to OH&S requirements.* 		
<ul style="list-style-type: none"> • Advise client on appropriate hair and scalp maintenance.* 		
Candidate's Name & Signature	Date	

SELF-ASSESSMENT GUIDE

Qualification:	HAIRDRESSING NC II	
COC 2:	PERFORM HAIR COLORING/BLEACHING SERVICES	
Units of Competency covered:	<ul style="list-style-type: none"> • Perform Pre and Post Hair Care Activities • Perform Basic Hair Coloring • Perform Hair Bleaching 	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
Perform Pre and Post Hair Care Activities		
• Assist client in accordance with salon procedures.		
• Assess built of the client to determined appropriate size of drapery to be used.		
• Provide client with appropriate clothing according to desired type of service, size and built.*		
• Advise the client to remove all jewelries and accessories*		
• Prepare and select necessary tools, supplies and materials according to the type of service. *		
• Check and analyze hair to determine appropriate shampoo and/or conditioner to be used in accordance with the type of hair damage. *		
• Shampoo and/or condition hair in accordance with the type of service and established or acceptable procedures.*		
• Provide first-aid treatment to the client or refer to a health personnel where necessary.*		
• Ensure client's safety and comfort during the entire process.*		
• Towel-dry and comb hair according to service requirements.		
• Blow dry hair according to service requirements and established or acceptable procedures.*		
• Apply finishing products on blow-dried hair according to product specification.		
• Clean, sanitize, and store tools and equipment according to OH&S requirements.*		
• Segregate and dispose wastes materials according to OH&S requirements.		
Perform Basic Hair Coloring		
• Consult, check and advise client color options and possible skin allergies.*		
• Check and analyze condition of the hair and scalp*		
• Prepare and use protective clothing and materials according to OH&S requirements.*		
• Drape client following established procedures to avoid stains from hair coloring.*		

• Shampoo client's hair to remove remaining conditioners and styling products, making sure the scalp is not scratch, when necessary.*		
• Prepare and use tools, materials and implements following OH&S requirements.*		
• Select and mix color and developer according to client's hair condition, length and desired outcome. *		
• Apply color according to product specifications and established procedures.*		
• Style client's hair according to particular requirements, where necessary.		
• Ensure client's safety and comfort during the process.*		
• Advise client on hair care and maintenance for colored/dyed hair.		
• Clear, sanitize and store tools, materials and implements according to OH&S rules and regulations.		
• Dispose wastes according to OH&S requirements.*		
• Clean and prepare workstation for next activity.*		
Perform Hair Bleaching		
• Consult client's health condition, and avail previous hair chemical treatment.*		
• Advise client on possible service options and outcome results.		
• Check and analyze conditions of hair and scalp *		
• Advise client to remove all personal accessories *		
• Provide client's protective clothing and gadgets following salon procedures.*		
• Shampoo client's hair without scratching the scalp and blow-dries, when necessary'.*		
• Prepare and use supplies, materials, tools, equipment and implements according to OH&S requirements.*		
• Mix bleaching products with right volume of developer according to manufacturer's instructions and client's hair texture. *		
• Ensure client's safety and comfort during the process.*		
• Provide first-aid treatment or refers to health personnel, where necessary.*		
• Advise clients on hair care and maintenance.*		
• Sanitize and store tools, equipment and implements after use according to salon procedures.*		
• Dispose waste according to OH&S equirments.*		
• Clean and prepare workstation for next activity*.		
Candidate's Name & Signature	Date	

SELF-ASSESSMENT GUIDE

Qualification:	HAIRDRESSING NC II	
COC 3:	PERFORM HAIR PERMING/STRAIGHTENING	
Units of Competency covered:	<ul style="list-style-type: none"> • Perform Pre and post hair care activities • Perform Basic Hair Perming • Perform Hair Straightening 	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
Perform Pre and Post Hair Care Activities		
• Assist client in accordance with salon procedures.		
• Assess built of the client to determined appropriate size of drapery to be used.		
• Provide client with appropriate clothing according to desired type of service, size and built.*		
• Advise the client to remove all jewelries and accessories*		
• Prepare and select necessary tools, supplies and materials according to the type of service. *		
• Check and analyze hair to determine appropriate shampoo and/or conditioner to be used in accordance with the type of hair damage. *		
• Shampoo and/or condition hair in accordance with the type of service and established or acceptable procedures.*		
• Provide first-aid treatment to the client or refer to a health personnel where necessary.*		
• Ensure client's safety and comfort during the entire process.*		
• Towel-dry and comb hair according to service requirements.		
• Blow dry hair according to service requirements and established or acceptable procedures.*		
• Apply finishing products on blow-dried hair according to product specification.		
• Clean, sanitize, and store tools and equipment according to OH&S requirements.*		
• Segregate and dispose wastes materials according to OH&S requirements.		
Perform Basic Hair Perming		
• Advise client to remove all personal belongings.*		
• Provide and advise client to wear protective clothing.*		
• Check and analyze condition and type of hair.*		
• Determine and apply previous chemical treatment on hair.*		

• Check scalp condition if free from scratches and open wounds.*		
• Advise client to defer hair perming based on adverse scalp and health condition, where necessary.*		
• Confirm and record client's types of hair curls.*		
• Prepare and use tools, equipment, supplies and materials according to salon policies and procedures and OH&S requirements.*		
• Select and prepare perm solution according to client's hair type, texture, conditions, and product specifications.*		
• Perform hair perming in accordance with established or acceptable procedures and product specifications.*		
• Rinse the hair thoroughly, apply hair conditioner, and towel dry		
• Ensure client's safety and comfort during the entire process.*		
• Check hair according to client's desire outcome.*		
• Taper, trim and style hair if necessary.		
• Confirm client's satisfaction and make adjustments, if required *		
• Advise client's hair and care maintenance		
• Clean and store tools, equipment, supplies and materials in accordance with salon procedures.*		
• Dispose waste items properly in accordance with OH&S requirements.*		
• Clean and prepare workstation for next activity.		
Perform Hair Straightening		
• Advise client to remove all personal accessories*		
• Use protective clothing and gadgets to ensure clients safety and comfort.*		
• Check and analyze hair texture and condition together with scalp.*		
• Confirm previous hair treatment with the client before doing the desired service.*		
• Drape and shampoo client without scratching the scalp.*		
• Prepare and use necessary tools and materials according to OH&S requirements.*		
• Identify and mix different forms of products based on types of hair and desire hair straightening service in accordance with manufacturer's instruction.*		
• Perform hair straightening in accordance with product specification and established or acceptable procedures.*		
• Ensure client's comfort during the entire process.*		
• Provide first-aid treatment to client when necessary or refer to health personnel.*		
• Blow dry hair according to salon procedures.*		

• Apply protective hair product through the hair before actual ironing.*		
• Set iron plate in accordance with hair condition.*		
• Sub-section hair according to salon procedures.*		
• Iron hair in accordance with salon procedures.*		
• Apply fixing solution on the hair in accordance with manufacturer's instructions.*		
• Follow processing time according to manufacturer's instructions.*		
• Rinse hair thoroughly and apply necessary treatment products according to manufacturer's instructions.		
• Check hair result and style according to client's desire outcome.		
• Advise client on hair care and maintenance.*		
• Clean, sterilize/sanitize, and store tools, equipment, supplies, and materials after use in accordance with salon procedures.*		
• Dispose waste items properly in accordance with OH&S requirements.		
• Clean working area in preparation for the next client		
Candidate's Name & Signature	Date	

SELF-ASSESSMENT GUIDE

Qualification	HAIRDRESSING NC II	
COC 4	PERFORM HAIRCUT	
Units of Competency covered:	<ul style="list-style-type: none"> • Perform Pre and post hair care activities • Perform basic hair cutting 	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart • Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
Perform Pre and Post Hair Care Activities		
• Assist client in accordance with salon procedures.		
• Assess built of the client to determined appropriate size of drapery to be used.		
• Provide client with appropriate clothing according to desired type of service, size and built.*		
• Advise the client to remove all jewelries and accessories*		
• Prepare and select necessary tools, supplies and materials according to the type of service. *		
• Check and analyze hair to determine appropriate shampoo and/or conditioner to be used in accordance with the type of hair damage. *		
• Shampoo and/or condition hair in accordance with the type of service and established or acceptable procedures.*		
• Provide first-aid treatment to the client or refer to a health personnel where necessary.*		
• Ensure client's safety and comfort during the entire process.*		
• Towel-dry and comb hair according to service requirements.		
• Blow dry hair according to service requirements and established or acceptable procedures.*		
• Apply finishing products on blow-dried hair according to product specification.		
• Clean, sanitize, and store tools and equipment according to OH&S requirements.*		
• Segregate and dispose wastes materials according to OH&S requirements.		
Perform Basic Hair Cutting		
• Extend appropriate courtesy to the client at all times.		
• Assess client's shape of face, head, length, and width according to his built and height.*		
• Analyze texture of hair according to style requirements and kinds of cutting to be administered.*		

• Present hair catalog and select hair cut styles to the client to be agree by both parties.*		
• Provide and use protective clothing according to health sanitation regulations.*		
• Shampoo and condition hair following salon procedures.		
• Prepare and use appropriate materials tools, and hair implements according to client's desires haircut and OH&S requirements.*		
• Perform haircut according to haircut styles and established or acceptable procedures.*		
• Ensure client's safety and comfort during the entire process.*		
• Provide first-aid treatment to the client or refer to a health personnel, where necessary.*		
• Check and blow dry hair for accuracy and finishing touches.*		
• Use finishing cutting tools according to haircut style.*		
• Apply and style hair finishing products as per client's requirements.		
• Confirm client's acceptance and make adjustments, if required.		
• Advise client on proper hair care maintenance.		
• Clean, sterilize, and store tools, implements, and equipment in accordance with salon policy.*		
• Dispose waste items properly in accordance with OH&S required practices*		
• Clean work area in preparation with the next activities		
Candidate's Name & Signature	Date	

SELF-ASSESSMENT GUIDE

Qualification :	HAIR DRESSING NC II	
COC 5:	APPLY BASIC MAKE UP	
Unit of Competency :	<ul style="list-style-type: none"> Apply Basic Make-Up 	
<p>Instruction:</p> <ul style="list-style-type: none"> Read each of the questions in the left-hand column of the chart. Place a check in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
<ul style="list-style-type: none"> Advise client to remove all personal accessories. 		
<ul style="list-style-type: none"> Consult client on specific make-up requirements. 		
<ul style="list-style-type: none"> Analyze shape of face and skin types/tones according to make-up requirements. 		
<ul style="list-style-type: none"> Seat the client on comfortable position during the entire process. 		
<ul style="list-style-type: none"> Provide client with protective clothing following salon procedures. 		
<ul style="list-style-type: none"> Sanitize hand before actual application of make-up. 		
<ul style="list-style-type: none"> Select and prepare make-up products and accessories, tools, supplies, and materials according to client make-up requirements. 		
<ul style="list-style-type: none"> Perform make-up application in accordance with established or acceptable procedure. 		
<ul style="list-style-type: none"> Check make-up result before application of finishing touches. 		
<ul style="list-style-type: none"> Ensure client's comfort and safety during the entire process. 		
<ul style="list-style-type: none"> Advise client on appropriate product and procedure in applying retouch and removing make-up. 		
<ul style="list-style-type: none"> Clean and store make-up products, tools, materials, and implements after use in accordance with salon procedures. 		
<ul style="list-style-type: none"> Dispose waste items properly in accordance with OH&S requirements. 		
<ul style="list-style-type: none"> Clean and prepare workstation for next activity. 		
<ul style="list-style-type: none"> Clean workstation and prepares for other services. 		
Candidate's Name & Signature:	Date	