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SELF-ASSESSMENT GUIDE

Qualification:	HAIRDRESSING NC II		
COC 3	Perform Hair Perming / Straightening		
Units of Competency covered:	<ul style="list-style-type: none"> • Perform Basic Hair Perming • Perform Hair Straightening 		
Instruction: Read each question and check the appropriate column to indicate your answer.			
Can I?	YES	NO	
Perform Basic Hair Perming			
1. Select and agree, consult and present client hair catalogue for hair types curls upon by both parties. *			
2. Analyze, check and record client's hair condition, length, type, and texture in accordance with basic hair perming procedures and OSH policies and guidelines. *			
3. Analyze, check and record scalp condition if free from scratches, open wounds and determined allergies and irritation. *			
4. Determine previous chemically treated hair in order to apply appropriate hair treatment. *			
5. Advise client to remove all jewelries and accessories. *			
6. Assess and provide client built the appropriate size of drapery. *			
7. Advise client to defer hair perming based on adverse scalp and health conditions when necessary. *			
8. Prepare, check, record and set appropriate tools and equipment, according to manufacturer's manual of instructions and salon policies and procedures. *			
9. Prepare, check, record appropriate supplies/materials products in accordance with basic hair perming requirements with FDA notification. *			
10. Provide clients with Personal Protective Equipment (clothing/materials) in accordance with hair perming and OSH policies and procedures. *			
11. Ensure work station privacy, safety practices and cleanliness in accordance with established procedures. *			

12. Use client Personal Protective Equipment (clothing/materials) in accordance with hair perming procedures. *		
13. Ensure clients' safety and comfort during the entire process.*		
14. Drape client in accordance with established draping procedures and OSH policies and guidelines. *		
15. Check and use appropriate tools, equipment, products, materials and supplies, in accordance with basic hair perming procedures, manufacturer's manual of instructions and OSH policies and procedures. *		
16. Check and use perm solution following product specifications with FDA notification. *		
17. Perform hair perming in accordance with established basic hair perming procedures, product specifications and OSH policies and procedures. *		
18. Check result according to perm requirements or agreement. *		
19. Provide first-aid treatment to the client or referred to appropriate health personnel when necessary. *		
20. Taper / trim and texture hair in accordance with basic hair perming procedures. *		
21. Blow dry and style hair according to Blow- Drying Techniques. *		
22. Apply finishing products in accordance with product specifications.		
23. Confirm client's satisfaction and makes adjustments if required. *		
24. Style hair according to agreed basic hair perming procedures when necessary.		
25. Advise client on hair care maintenance in accordance with basic hair perming procedures, FDA notification and OSH policies and guidelines.		
26. Clean, sanitize, replenish and store tools, materials and equipment in accordance with basic Hair Perming procedures, manufacturer's manual instruction and OH&S policies and guidelines requirements. *		
27. Segregate and dispose waste material according to Sanitation Code of the Philippines. *		
28. Clean and prepare workplace for next service activity. *		
29. Record, file and store in accordance with basic hair perming procedures		

Perform Hair Straightening		
30. Consult and assess client on present health condition so that appropriate requirements shall be provided in accordance with hair straightening procedures, products specification and OSH policies and guidelines. *		
31. Check, analyze, and record type, length, condition and scalp condition to determined hair Straightening product in accordance with hair straightening procedures, OSH policies and procedures. *		
32. Check and analyze hair to determine appropriate shampoo and/or option to use conditioner in accordance with hair straightening procedures and product specifications. *		
33. Advise client to remove all personal jewelries and accessories. *		
34. Drape client following established Draping procedures and OH&S policies and guidelines. *		
35. Shampoo and or/condition hair in accordance with established shampooing and conditioning hair procedures, product specification and OSH policies and guidelines. *		
36. Ensure client safety and comfort in-accordance with hair straightening procedures and OSH policies and policies. *		
37. Prepare, check sets-up and record appropriate tools and equipment in accordance with manufacturer's manual of instructions, hair straightening procedures salon policies and procedures and OSH policies and procedures. *		
38. Prepare, check and record appropriate supplies/materials in accordance with basic hair straightening requirements and FDA notification. *		
39. Check, prepare and select different forms and types of straightening products according to client's hair types, texture, condition in accordance with product specification and OH&S policies and guidelines. *		
40. Provide clients with Personal Protective Equipment (clothing/materials) in accordance with straightening requirements and OSH policies and procedures. *		
41. Ensure work station of privacy, safety practices and cleanliness in accordance with established procedures. *		
42. Use Personal Protective Equipment (Clothing/materials) to ensure client's safety and comfort in-accordance with hair straightening procedures. *		
43. Ensure client's safety and comfort during the entire process.*		
44. Use and apply supplies, materials, implements, tools and equipment in accordance with hair straightening procedures, product specification, manufacturer manual instruction and OSH policies and guidelines. *		

45. Apply protective treatment product through the skin before application of straightening products in accordance with hair straightening procedures, product specification with FDA notification and OSH policies and guidelines. *		
46. Use, apply and perform different forms and types of hair straightening products hair straightening in accordance with established hair straightening procedures, with required strand testing, product specifications with FDA notification and OSH policies and guidelines. *		
47. Provide first-aid treatment to client or referred to appropriate health personnel when necessary. *		
48. Blow-dry hair according to salon procedures. *		
49. Set iron plate in accordance with hair condition and texture.*		
50. Sub-section hair following salon procedures. *		
51. Iron hair and apply degree of elevation in accordance with salon procedures product specification and OSH policies and procedures *		
52. Follow processing time according to manufacturer's manual of instructions. *		
53. Rinse hair thoroughly and apply with necessary treatment products according to manufacturers' manual of instructions with FDA notification. *		
54. Check result and style hair according to clients' desired outcome. *		
55. Advise client on hair care and maintenance/treatment according to hair straightening procedures and product specification. *		
56. Clean, sanitize, replenish and store tools, equipment and implements in accordance with hair straightening procedures, manufacturers manual instruction and OSH polices and guidelines. *		
57. Record, file and store documents in accordance with salon operations and procedures.		
58. Segregate and dispose waste materials properly in accordance with salon policies and procedures and Sanitation Code of the Philippines. *		
59. Clean workplace in preparation for the next service activity*		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Name and Signature		Date

* Critical Aspects of Competency