

Reference No.																	
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## SELF-ASSESSMENT GUIDE

Qualification:	<b>HAIRDRESSING NC II</b>		
COC 1:	<b>Perform Salon Support Services</b>		
Units of Competency covered:	<ul style="list-style-type: none"> <li>• Perform Pre- and Post- Hair Care Activities</li> <li>• Perform Hair and Scalp Treatment</li> </ul>		
<b>Instruction:</b> Read each question and check the appropriate column to indicate your answer.			
<b>Can I?</b>	YES	NO	
<b>Perform Pre and Post Hair Care Activities</b>			
1. Analyse, identify, check and record client's hair and scalp in accordance with pre and post hair care activities *			
2. Assess built of the client and determines type of service for appropriate size of drapery.			
3. Check and identify hair to determine appropriate kinds of shampoo and/or conditioner to be used in accordance with service requirements.*			
4. Advise client to remove jewelries and accessories.			
5. Drape client in accordance with established draping procedures and OSH policies and guidelines. *			
6. Prepare, check, record, and set appropriate equipment according to manufacturer's manual of instructions and salon policies and procedures. *			
7. Prepare, check appropriate supplies, materials, and tools in accordance with scalp conditions, hair types, length, texture, conditions, and FDA notification. *			
8. Select, check, and prepare shampoo and conditioner in accordance with type of service. *			
9. Check water temperature according to the requirements or need of the client. *			
10. Provide appropriate Personal Protective Equipment (clothing/materials) in accordance with pre and post hair care procedures and OSH policies and guidelines. *			
11. Ensure work station privacy, safety practices and cleanliness in accordance with established procedures.*			

12. Use client's Personal Protective Equipment (clothing/materials) in accordance with the service requirements. *		
13. Ensure client's safety and comfort during the entire process.*		
14. Use appropriate tools supplies and materials according to the type of service in accordance with pre and post hair care procedures and OSH policies and guidelines. *		
15. Use appropriate shampoo and conditioner according to scalp conditions, hair types, length, texture, conditions. *		
16. Shampoo and or/condition hair following established hair shampooing and conditioning procedures, product specification and OSH policies and guidelines. *		
17. Provide first-aid treatment to the client, when necessary, *		
18. Towel-dry and detangle hair according to presented condition of hair.*		
19. Blow dry hair according to blow drying technique and manufacturer's manual procedures and OSH police and guidelines. *		
20. Apply appropriate finishing products according to product specifications with FDA notification.		
21. Ensure client's safety and comfort during the entire process. *		
22. Advise client for hair care maintenance in accordance with pre and post hair care activities.		
23. Check, record, replenish, and store shampoo, conditioner, finishing Products, supplies and materials used in accordance with pre and post hair care procedures and product specification. *		
24. Clean, sanitize, record and store equipment following manufacturer's manual instruction and OSH policies and guidelines. *		
25. Segregate and dispose waste materials properly in accordance with RA 9003 and OSH policies and Guidelines. *		
26. Record, file, and store documents in accordance with pre and post hair care activities.		
27. Clean and prepare workplace for the next service activity. *		
<b>Perform Hair and Scalp Treatment</b>		
28. Assess built of the client to determine appropriate size of drapery to be used in accordance with Hair and Scalp Treatment procedures and OSH policies and procedures.*		

29. Consult, analyse, check, and record client's hair scalp in accordance with Hair and Scalp Treatment procedures and OSH policies and guidelines. *		
30. Assist and advise client with different hair and scalp treatment products to be used in accordance with product specification, FDA notification and OSH policies and guidelines. *		
31. Advise client to remove all personal jewelries and their accessories *		
32. Prepare, check and set appropriate tools and equipment according to manufacturer's manual of instructions and salon policies and procedures. *		
33. Prepare, check, and record appropriate supplies/materials in accordance with salon requirements and FDA notification. *		
34. Prepare, check, and record appropriate hair and scalp treatment product in accordance with scalp conditions, hair types, length, texture, conditions and FDA notification. *		
35. Provide appropriate Personal Protective Equipment (clothing/materials) in accordance with hair and scalp treatment and OSH policies and procedures. *		
36. Ensure work station privacy, safety practices, and cleanliness in accordance with established procedures. *		
37. Use Personal Protective Equipment (clothing/materials) in accordance with hair and scalp treatment procedures. *		
38. Check and use supplies, materials hair and scalp treatment product in accordance with Hair and Scalp Treatment procedures and OSH policies and guidelines. *		
39. Apply treatment product form when necessary, required source of heat is provided following product specification, manual manufacturer's instruction and OSH policies and guidelines. *		
40. Perform hair and scalp treatment following established hair and scalp treatment procedures, and OSH policies and guidelines. *		
41. Perform manipulative relaxing service motion in accordance with hair and scalp treatment procedures and OSH policies and guidelines. *		
42. Ensure client's safety and comfort during the entire process. *		
43. Provide first-aid treatment to the client or referred to appropriate health personnel, when necessary. *		
44. Rinse hair in accordance with hair and scalp treatment procedures.*		
45. Towel-dry and comb / detangle hair according to service requirements.*		

46. Blow-dry hair according to Blow Drying technique following Hair and Scalp treatment procedures, manufacturer's manual procedures and OSH polices and guidelines. Client is advised on hair care maintenance on hair and scalp. *		
47. Advise client on hair care maintenance on hair and scalp.		
48. Clean, sanitize, replenish, and store tools, equipment and implements in accordance with hair and scalp treatment procedures, manufacturer's manual instructions and OSH policies and guidelines. *		
49. Record, file, and store documents in accordance with Hair and Scalp Treatment procedures.		
50. Segregate and dispose waste materials properly following Sanitation Code of the Philippines. *		
51. Clean and prepare workplace for 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