

Reference No.																		
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## SELF-ASSESSMENT GUIDE

Qualification:	<b>HAIRDRESSING NC II</b>		
COC 4	<b>Perform Haircutting Services</b>		
Units of Competency covered:	<ul style="list-style-type: none"> <li>Perform basic haircutting</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 Basic Hair Cutting</b>			
1. Perform client consultation in accordance with basic haircutting procedures and OSH policies and guidelines. *			
2. Analyze, check, identify and record client's hair condition texture length, type and scalp conditions are in accordance with basic haircutting procedures and OSH policies and guidelines. *			
3. Assess face, length and width according to client's built and height in accordance with basic haircutting procedures and OSH policies and guidelines. *			
4. Present hair catalogue for haircut style, checked, selected and agreed upon by both parties. *			
5. Advise client to remove all personal jewelries and accessories. *			
6. Ensure client's safety and comfort during the entire process.*			
7. Prepare, check and set appropriate equipment according to manufacturer's manual of instructions and salon policies and procedures. *			
8. Prepare, check appropriate supplies/materials in accordance with basic hair cutting requirements and FDA notification. *			
9. Check, prepare and sanitize appropriate haircutting tools in accordance with basic haircutting procedures, products specification and OSH policies and procedures. *			
10. Provide clients with Personal Protective Equipment (clothing/materials) in accordance with hair cutting and OSH policies and procedures. *			

11. Ensure work station of privacy, safety practices and cleanliness in accordance with established procedures. *		
12. Use Personal Protective Equipment (clothing/materials) in accordance with Haircutting procedures and OSH policies and guidelines. *		
13. Ensure client's safety and comfort during the entire process.*		
14. Drape client in accordance with established draping procedures and OSH policies and procedures. *		
15. Shampoo client's hair in accordance with established shampooing and conditioning hair procedures, product specification and OSH policies and guidelines. *		
16. Use appropriate supplies, materials and equipment in accordance with basic haircutting procedures, product specification and OSH policies and guidelines. *		
17. Use appropriate haircutting tools in accordance with basic Haircutting procedures, with FDA notification and OSH policies and procedures. *		
18. Perform client's haircut requirement as agreed by both parties and cutting techniques are followed in accordance with Established Basic Haircutting Procedures, and OSH policies and guidelines. *		
19. Provide first-aid treatment to the client or referred to health personnel, when necessary. *		
20. Texturize client's hair and use cutting tools for finishing and touch up requirements in accordance with basic haircutting procedures, product specification and OSH policies and guidelines. *		
21. Blow-dry hair in accordance with blow drying technique and cross checks for balance and proportion following basic haircutting procedures and OSH policies and guidelines. *		
22. Apply and style hair finishing product as per client's requirements according to product specification.		
23. Advise client on proper hair care maintenance in accordance with basic haircutting procedures and product specification and OSH policies and guidelines. *		
24. Check, clean, sanitize, replenish and store supplies, product, materials and equipment in accordance with basic haircutting procedures, and OSH policies and guidelines. *		
25. Check, clean, sanitize, sterilize and store tools in accordance with basic haircutting procedures, and OSH policies and guidelines. *		
26. Segregate and dispose waste materials properly in accordance with haircutting procedures and Sanitation Code of the Philippines. *		

27. Clean workplace in preparation for the next service activity. *		
28. Record, file and store documents in accordance with basic haircutting procedures.		
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