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**SELF ASSESSMENT GUIDE**

Qualification:	<b>BARBERING NC II</b>		
COC 2:	<b>Provide assistant barbers' services (Men's haircutting, Shaving and Trimming Beard and Mustache, Chair Manipulative relaxing services)</b>		
Units of Competency Covered:	<ul style="list-style-type: none"> <li>• Perform basic men's haircutting</li> <li>• Perform shave and style beard and mustache</li> <li>• Perform chair manipulative relaxing services</li> </ul>		
<b>Instruction:</b>			
<ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>			
<b>Can I?</b>		<b>YES</b>	<b>NO</b>
<b>COC 2 – PROVIDE ASSISTANT BARBERS' SERVICES (Men's haircutting, Shaving and Trimming Beard and Mustache, Chair Manipulative relaxing services)</b>			
<b>PERFORM BASIC MEN'S HAIRCUTTING</b>			
Prepare workstation			
<ul style="list-style-type: none"> <li>• Prepare, check and record appropriate supplies/materials in accordance with basic men's hair cutting procedures, product specification with FDA notification, DOH and OSH requirement. *</li> </ul>			
<ul style="list-style-type: none"> <li>• Prepare, check, set and record appropriate equipment according to manufacturer's manual of instructions with FDA notification, DOH and OSH policies and procedures. *</li> </ul>			
<ul style="list-style-type: none"> <li>• Check, prepare, record, sanitize and sterilize appropriate haircutting tools in accordance with basic men's haircutting procedures, products specification with FDA notification, DOH and OSH requirements. *</li> </ul>			
<ul style="list-style-type: none"> <li>• Provide clients with Personal Protective Equipment (clothing/materials) in accordance with haircutting procedures, DOH and OSH requirements. *</li> </ul>			
<ul style="list-style-type: none"> <li>• Ensure work station of privacy, safety practices and cleanliness in accordance with established procedures.</li> </ul>			
Prepare client			

<ul style="list-style-type: none"> <li>• Perform client consultation in accordance with cutting procedures, salon policies and procedures, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Analyze, check, identify and record client's hair texture, type, condition and scalp conditions in accordance with haircutting procedures, DOH and OSH requirements. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Assess client's shape of face and head, length and width according to client built and height.</li> </ul>		
<ul style="list-style-type: none"> <li>• Present hair catalogue for men's hair cut style and selected and agreed upon by both parties. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Advise client to remove all personal jewelries and accessories for personal safekeeping.</li> </ul>		
<ul style="list-style-type: none"> <li>• Use Personal Protective Equipment (clothing/materials) according to the established draping procedures in accordance with haircutting requirements, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Follow draping procedures in accordance with established draping procedures, DOH and OSH requirements. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Shampoo when necessary, client's hair in accordance with established shampooing and conditioning hair procedures, DOH and OSH policies and guidelines.</li> </ul>		
Cut hair		
<ul style="list-style-type: none"> <li>• Ensure client's safety and comfort during the entire process in accordance with DOH and OSH policies and guidelines.</li> </ul>		
<ul style="list-style-type: none"> <li>• Use appropriate supplies, materials in accordance with haircutting procedures, product specification with FDA notification, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Use appropriate haircutting tools and equipment in accordance haircutting procedures, manufacturer's manual of instructions with FDA notification, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Perform haircut following haircutting technique in accordance with established haircutting procedures, using over comb technique and deliver client's requirement following DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Perform haircut following haircutting technique in appropriate haircutting tools (clipper/razor) in accordance with manufacturer's manual of instructions.</li> </ul>		
<ul style="list-style-type: none"> <li>• Shave and outline hairline according to client's request.</li> </ul>		
<ul style="list-style-type: none"> <li>• Apply and style hair styling product as per client's requirements according to product specification.</li> </ul>		
<ul style="list-style-type: none"> <li>• Provide when necessary, first-aid treatment to the client or referred to health personnel.</li> </ul>		

Perform post-service activities		
<ul style="list-style-type: none"> <li>Advise client on proper hair care maintenance in accordance with haircutting procedures and product specification.</li> </ul>		
<ul style="list-style-type: none"> <li>Check, clean, sanitize, record, replenish and store supplies, product, materials and equipment in accordance with basic haircutting procedures, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>Check, clean, sanitize, sterilize, record and store cutting tools in accordance with haircutting procedures, and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>Segregate and dispose properly waste materials in accordance with hair cutting procedures and Sanitation Code of the Philippines. *</li> </ul>		
<ul style="list-style-type: none"> <li>Clean workplace in preparation for the next service activity.</li> </ul>		
<ul style="list-style-type: none"> <li>Record, file and store documents in accordance with haircutting procedures.</li> </ul>		
<b>PERFORM SHAVE AND STYLE BEARD AND MUSTACHE</b>		
Prepare workstation *		
<ul style="list-style-type: none"> <li>Prepare, check and record appropriate supplies and materials in accordance with shaving and styling beard and mustache procedure and FDA notification, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare, check and record appropriate shaving products form in accordance with shaving and styling beard and mustache procedure, product specification with FDA notification. *</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare, check, set and record appropriate equipment according to manufacturer's manual of instructions with FDA notification, and shaving, styling beard and mustache procedures. *</li> </ul>		
<ul style="list-style-type: none"> <li>Check, prepare, record and sanitize appropriate cutting tools for shaving and styling in accordance with shaving and styling beard and mustache procedure, products specification with FDA notification, DOH and OSH requirements. *</li> </ul>		
<ul style="list-style-type: none"> <li>Provide client's Personal Protective Equipment (clothing/materials) in accordance with shaving and styling beard and mustache procedures, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>Ensure work station of privacy, safety practices and cleanliness in accordance with established procedures. *</li> </ul>		
Prepare client		
<ul style="list-style-type: none"> <li>Ensure client's safety and comfort during the entire process in accordance with DOH and OSH policies and guidelines. *</li> </ul>		

<ul style="list-style-type: none"> <li>• Consult and assess client so that appropriate service requirements shall be provided. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Check, analyze and agree style, design and trimming client's beard and mustache is agreed according to service requirements. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Advise client to remove all personal jewelries and accessories for personal safekeeping. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Use client's Personal Protective Equipment (clothing/materials) in accordance with shaving and styling beard and mustache procedure, DOH and OSH requirements. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Follow draping procedures in accordance with established draping procedures, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Select and prepare first-aid, sanitizing or hygiene products in accordance with shaving and styling beard and mustache procedure product specification, DOH and OSH requirements. *</li> </ul>		
<b>Shave and design/style beard and moustache</b>		
<ul style="list-style-type: none"> <li>• Use appropriate supply, material and cutting tools in accordance with shaving and trimming procedures for beard and mustache, manufacturer's manual of instruction with FDA notification, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Apply shaving and trimming techniques both on beard and mustache to remove bulk and or to give the accepted design and style in accordance with established shaving and styling beard and mustache procedures product specification, manufacturer's manual of instruction with FDA notification, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Apply scissor over-comb techniques in a logical sequence to remove bulk and or shape beard and mustache. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Define beard and mustache lines according to agreed design using appropriate cutting tools, products in accordance with established defining beard procedures, and established designing beard and mustache procedures, following manufacturer's manual of instruction with FDA notification, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Remove and apply finishing touches to excess hair according to agreed design following shaving, trimming, styling and designing beard and mustaches procedures.</li> </ul>		
<ul style="list-style-type: none"> <li>• Provide when necessary, first-aid treatment to the client or referred to health personnel.</li> </ul>		
<b>Perform post-service activities</b>		
<ul style="list-style-type: none"> <li>• Advise client on beard and mustache care and maintenance according to product specification and OSH requirements.</li> </ul>		

<ul style="list-style-type: none"> <li>• Clean, sanitize, replenish and store tools and equipment and implements in accordance with shave and style Beard and Mustache procedures, manufacturer’s manual instructions, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Segregate and dispose wastes materials properly following Sanitation Code of the Philippines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Clean and prepare workplace for next service activity.</li> </ul>		
<ul style="list-style-type: none"> <li>• Record, file and store documents in accordance with salon management.</li> </ul>		
<b>PERFORM CHAIR MANIPULATIVE RELAXING SERVICES</b>		
Prepare work station *		
<ul style="list-style-type: none"> <li>• Prepare, check and record appropriate supplies and materials for type of chair manipulative relaxing services in accordance with FDA notification, salon policies and procedures, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Prepare, set-up, check and record appropriate equipment for type of chair manipulative relaxing services in accordance with manufacturer’s manual of instruction, OSH requirements. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Prepare, check and record appropriate manipulative service treatment product for type of chair manipulative relaxing services according to product specification with FDA notification, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Provide client’s Personal Protective Equipment (clothing/materials) for type of chair manipulative relaxing services according to salon policies and procedures, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensure work station of privacy, safety practices and cleanliness in accordance with established procedures. *</li> </ul>		
Prepare client		
<ul style="list-style-type: none"> <li>• Consult on client health/body condition so that appropriate service requirements shall be provided in accordance with type of chair manipulative relaxing services procedures, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Consult on client’s type of chair manipulative relaxing services and manipulative relaxing products are checked and prepared according to client’s body condition, product specification with FDA notification, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Use client Personal Protective Equipment (clothing/materials) in accordance with the type of chair manipulative relaxing services, DOH and OSH policies and guidelines. *</li> </ul>		
<ul style="list-style-type: none"> <li>• Advise client to remove all personal accessories and kept in a safe place.</li> </ul>		

Manipulative relaxing service to client *		
• Set-up and use equipment in accordance with type of chair manipulative relaxing services manufacturer manual of instructions, DOH and OSH policies and guidelines. *		
• Lay client in a position ensuring the safety and comfort during the entire process. *		
• Apply required manipulative relaxing motion according to type of chair manipulative relaxing services, DOH and OSH policies and guidelines. *		
• Use and apply manipulative relaxing treatment product to client according to manipulative relaxing motion technique in accordance with established chair manipulative relaxing service procedures. *		
• Observe timeline according to type of chair manipulative relaxing services procedures, product specification and OSH requirements. *		
• Acknowledge immediately any pain/complain made by the client or referred to appropriate health personnel or referred to appropriate health personnel. *		
Perform post-service activities		
• Advise client on body and health care maintenance in accordance with type of chair manipulative relaxing services procedures, product specification and OSH requirements. *		
• Check, clean, sanitize, replenish and store supplies, materials, massage products and equipment in accordance with type of chair manipulative relaxing services product specification, manufacturer's manual instructions, DOH and OSH policies and guidelines. *		
• Segregate and dispose wastes materials properly following Sanitation Code of the Philippines. *		
• Clean and prepare workplace for next service activity.		
• Record, file and store documents in accordance with salon policies and 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.		
<b>Candidate's Name &amp; Signature</b>		<b>Date:</b>