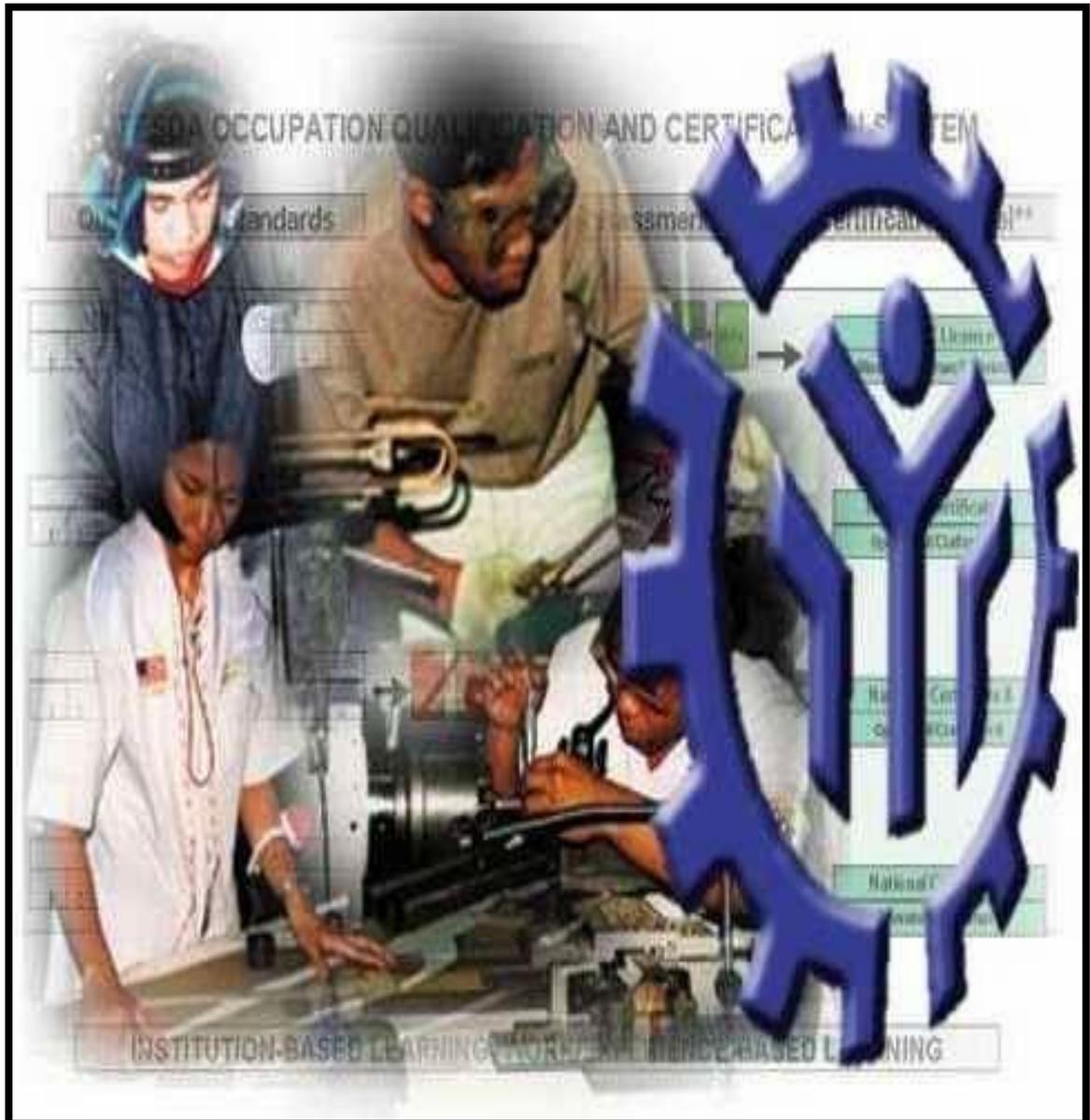


TRAINING REGULATIONS

BARBERING NC II



HEALTH, SOCIAL, AND OTHER COMMUNITY DEVELOPMENT SERVICES SECTOR

Technical Education and Skills Development Authority
East Service Road, South Superhighway, Taguig, Metro Manila

*Technical Education and Skills Development Act of 1994
(Republic Act No. 7796)*

Section 22, “Establishment and Administration of the National Trade Skills Standards” of the RA 7796 known as the TESDA Act mandates TESDA to establish national occupational skill standards. The Authority shall develop and implement a certification and accreditation program in which private industry group and trade associations are accredited to conduct approved trade tests, and the local government units to promote such trade testing activities in their respective areas in accordance with the guidelines to be set by the Authority.

The Training Regulations (TR) serve as basis for the:

1. Competency assessment and certification;
2. Registration and delivery of training programs; and
3. Development of curriculum and assessment instruments.

Each TR has four sections:

Section 1 Definition of Qualification - refers to the group of competencies that describes the different functions of the qualification.

Section 2 Competency Standards - gives the specifications of competencies required for effective work performance.

Section 3 Training Standards - contains information and requirements in designing training program for certain Qualification. It includes curriculum design; training delivery; trainee entry requirements; tools, equipment and materials; training facilities; trainer's qualification; and institutional assessment.

Section 4 National Assessment and Certification Arrangement - describes the policies governing assessment and certification procedure

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DEVELOPMENT SERVICES SECTOR

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TRAINING REGULATIONS FOR BARBERING NC II

SECTION 1 BARBERING NC II QUALIFICATION

The **BARBERING NC II** Qualification consists of competencies that a person must achieve to cut hair and perform other grooming services for men, such as hair and scalp treatment, hair coloring, shaving and styling beard and mustache.

The Units of Competency comprising this Qualification include the following:

UNIT CODE	BASIC COMPETENCIES
500311105	Participate in workplace communication
500311106	Work in team environment
500311107	Practice career professionalism
500311108	Practice occupational health and safety procedures
UNIT CODE	COMMON COMPETENCIES
HCS515201	Maintain an effective relationship with clients/customers
HCS515202	Manage own performance
HCS515204	Apply quality standards
HCS515205	Maintain a safe, clean and efficient environment
UNIT CODE	CORE COMPETENCIES
HCS515301	Perform pre- and post- hair care activities
HCS515302	Perform hair and scalp treatment
HCS515304	Perform basic hair coloring
HCS515327	Perform haircut
HCS515328	Shave and style beard and mustache
HCS515329	Perform chair spot massage
UNIT CODE	ELECTIVE COMPETENCIES
HCS515303	Perform basic hair perming
HCS515405	Perform hair relaxing
HCS515406	Perform men's hairpiece attachment, styling and maintenance

A person who has achieved this Qualification is competent to be:

- Colorist**
- Barber**

SECTION 2 COMPETENCY STANDARDS

This section gives the details of the contents of the basic, common and core units of competency required in **BARBERING NC II**.

BASIC COMPETENCIES

UNIT OF COMPETENCY : PARTICIPATE IN WORKPLACE COMMUNICATION

UNIT CODE : 500311105

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Obtain and convey workplace information	1.1 Specific and relevant information is accessed from appropriate sources 1.2 Effective questioning , active listening and speaking skills are used to gather and convey information 1.3 Appropriate medium is used to transfer information and ideas 1.4 Appropriate non- verbal communication is used 1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed 1.6 Defined workplace procedures for the location and storage of information are used 1.7 Personal interaction is carried out clearly and concisely
2. Participate in workplace meetings and discussions	2.1 Team meetings are attended on time 2.2 Own opinions are clearly expressed and those of others are listened to without interruption 2.3 Meeting inputs are consistent with the meeting purpose and established protocols 2.4 Workplace interactions are conducted in a courteous manner 2.5 Questions about simple routine workplace procedures and matters concerning working conditions of employment are asked and responded to 2.6 Meetings outcomes are interpreted and implemented
3. Complete relevant work related documents	3.1 Range of forms relating to conditions of employment are completed accurately and legibly 3.2 Workplace data is recorded on standard workplace forms and documents 3.3 Basic mathematical processes are used for routine calculations 3.4 Errors in recording information on forms/ documents are identified and properly acted upon 3.5 Reporting requirements to supervisor are completed according to organizational guidelines

RANGE OF VARIABLES

VARIABLE	RANGE
1. Appropriate sources	1.1 Team members 1.2 Suppliers 1.3 Trade personnel 1.4 Local government 1.5 Industry bodies
2. Medium	2.1 Memorandum 2.2 Circular 2.3 Notice 2.4 Information discussion 2.5 Follow-up or verbal instructions 2.6 Face to face communication
3. Storage	3.1 Manual filing system 3.2 Computer-based filing system
4. Forms	4.1 Personnel forms, telephone message forms, safety reports
5. Workplace interactions	5.1 Face to face 5.2 Telephone 5.3 Electronic and two way radio 5.4 Written including electronic, memos, instruction and forms, non-verbal including gestures, signals, signs and diagrams
6. Protocols	6.1 Observing meeting 6.2 Compliance with meeting decisions 6.3 Obeying meeting instructions

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared written communication following standard format of the organization 1.2 Accessed information using communication equipment 1.3 Made use of relevant terms as an aid to transfer information effectively 1.4 Conveyed information effectively adopting the formal or informal communication
2. Underpinning knowledge and attitudes	<ul style="list-style-type: none"> 2.1 Effective communication 2.2 Different modes of communication 2.3 Written communication 2.4 Organizational policies 2.5 Communication procedures and systems 2.6 Technology relevant to the enterprise and the individual's work responsibilities
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Follow simple spoken language 3.2 Perform routine workplace duties following simple written notices 3.3 Participate in workplace meetings and discussions 3.4 Complete work related documents 3.5 Estimate, calculate and record routine workplace measures 3.6 Basic mathematical processes of addition, subtraction, division and multiplication 3.7 Ability to relate to people of social range in the workplace 3.8 Gather and provide information in response to workplace Requirements
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Fax machine 4.2 Telephone 4.3 Writing materials 4.4 Internet
5. Method of assessment	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1 Direct Observation 5.2 Oral interview and written test
6. Context of assessment	<ul style="list-style-type: none"> 6.1 Competency may be assessed individually in the actual workplace or through accredited institution

UNIT OF COMPETENCY : WORK IN TEAM ENVIRONMENT

UNIT CODE : 500311106

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes to identify role and responsibility as a member of a team.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Describe team role and scope	1.1 The <i>role and objective of the team</i> is identified from available <i>sources of information</i> 1.2 Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources
2. Identify own role and responsibility within team	2.1 Individual role and responsibilities within the team environment are identified 2.2 Roles and responsibility of other team members are identified and recognized 2.3 Reporting relationships within team and external to team are identified
3. Work as a team member	3.1 Effective and appropriate forms of communications used and interactions undertaken with team members who contribute to known team activities and objectives 3.2 Effective and appropriate contributions made to complement team activities and objectives, based on individual skills and competencies and <i>workplace context</i> 3.3 Observed protocols in reporting using standard operating procedures 3.4 Contribute to the development of team work plans based on an understanding of team's role and objectives and individual competencies of the members

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	1.1 Work activities in a team environment with enterprise or specific sector 1.2 Limited discretion, initiative and judgement maybe demonstrated on the job, either individually or in a team environment
2. Sources of information	2.1 Standard operating and/or other workplace procedures 2.2 Job procedures 2.3 Machine/equipment manufacturer's specifications and instructions 2.4 Organizational or external personnel 2.5 Client/supplier instructions 2.6 Quality standards 2.7 OHS and environmental standards
3. Workplace context	3.1 Work procedures and practices 3.2 Conditions of work environments 3.3 Legislation and industrial agreements 3.4 Standard work practice including the storage, safe handling and disposal of chemicals 3.5 Safety, environmental, housekeeping and quality guidelines

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Operated in a team to complete workplace activity 1.2 Worked effectively with others 1.3 Conveyed information in written or oral form 1.4 Selected and used appropriate workplace language 1.5 Followed designated work plan for the job 1.6 Reported outcomes
2. Underpinning knowledge and attitudes	<ul style="list-style-type: none"> 2.1 Communication process 2.2 Team structure 2.3 Team roles 2.4 Group planning and decision making
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Communicate appropriately, consistent with the culture of the workplace
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Access to relevant workplace or appropriately simulated environment where assessment can take place 4.2 Materials relevant to the proposed activity or tasks
5. Method of assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Observation of the individual member in relation to the work activities of the group 5.2 Observation of simulation and or role play involving the participation of individual member to the attainment of organizational goal 5.3 Case studies and scenarios as a basis for discussion of issues and strategies in teamwork
6. Context of assessment	<ul style="list-style-type: none"> 6.1 Competency may be assessed in workplace or in a simulated workplace setting 6.2 Assessment shall be observed while task are being undertaken whether individually or in group

UNIT OF COMPETENCY : PRACTICE CAREER PROFESSIONALISM

UNIT CODE : 500311107

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in promoting career growth and advancement.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Integrate personal objectives with organizational goals	1.1 Personal growth and work plans are pursued towards improving the qualifications set for the profession 1.2 Intra- and interpersonal relationships are maintained in the course of managing oneself based on performance evaluation 1.3 Commitment to the organization and its goal is demonstrated in the performance of duties
2. Set and meet work priorities	2.1 Competing demands are prioritized to achieve personal, team and organizational goals and objectives 2.2 Resources are utilized efficiently and effectively to manage work priorities and commitments 2.3 Practices along economic use and maintenance of equipment and facilities are followed as per established procedures
3. Maintain professional growth and development	3.1 Trainings and career opportunities are identified and availed of based on job requirements 3.2 Recognitions are -sought/received and demonstrated as proof of career advancement 3.3 Licenses and/or certifications relevant to job and career are obtained and renewed

RANGE OF VARIABLES

VARIABLE	RANGE
1. Evaluation	1.1 Performance Appraisal 1.2 Psychological Profile 1.3 Aptitude Tests
2. Resources	2.1 Human 2.2 Financial 2.3 Technology 2.3.1 Hardware 2.3.2 Software
3. Trainings and career opportunities	3.1 Participation in training programs 3.1.1 Technical 3.1.2 Supervisory 3.1.3 Managerial 3.1.4 Continuing Education 3.2 Serving as Resource Persons in conferences and workshops
4. Recognitions	4.1 Recommendations 4.2 Citations 4.3 Certificate of Appreciations 4.4 Commendations 4.5 Awards 4.6 Tangible and Intangible Rewards
5. Licenses and/or certifications	5.1 National Certificates 5.2 Certificate of Competency 5.3 Support Level Licenses 5.4 Professional Licenses

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Attained job targets within key result areas (KRAs) 1.2 Maintained intra - and interpersonal relationship in the course of managing oneself based on performance evaluation 1.3 Completed trainings and career opportunities which are based on the requirements of the industries 1.4 Acquired and maintained licenses and/or certifications according to the requirement of the qualification
2. Underpinning knowledge and attitudes	<ul style="list-style-type: none"> 2.1 Work values and ethics (Code of Conduct, Code of Ethics, etc.) 2.2 Company policies 2.3 Company-operations, procedures and standards 2.4 Fundamental rights at work including gender sensitivity 2.5 Personal hygiene practices
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Appropriate practice of personal hygiene 3.2 Intra and Interpersonal skills 3.3 Communication skills
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Workplace or assessment location 4.2 Case studies/scenarios
5. Method of assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Portfolio Assessment 5.2 Interview 5.3 Simulation/Role-plays 5.4 Observation 5.5 Third Party Reports 5.6 Exams and Tests
6. Context of assessment	<ul style="list-style-type: none"> 6.1 Competency may be assessed in the work place or in a simulated work place setting.

UNIT OF COMPETENCY : PRACTICE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

UNIT CODE : 500311108

UNIT DESCRIPTOR : This unit covers the outcomes required to comply with regulatory and organizational requirements for occupational health and safety.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Identify hazards and risks	1.1 Safety regulations and workplace safety and hazard control practices and procedures are clarified and explained based on organization procedures 1.2 Hazards/risks in the workplace and their corresponding indicators are identified to minimize or eliminate risk to co-workers, workplace and environment in accordance with organization procedures 1.3 Contingency measures during workplace accidents, fire and other emergencies are recognized and established in accordance with organization procedures
2. Evaluate hazards and risks	2.1 Terms of maximum tolerable limits which when exceeded will result in harm or damage are identified based on threshold limit values (TLV) 2.2 Effects of the hazards are determined 2.3 OHS issues and/or concerns and identified safety hazards are reported to designated personnel in accordance with workplace requirements and relevant workplace OHS legislation
3. Control hazards and risks	3.1 Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace are consistently followed 3.2 Procedures for dealing with workplace accidents, fire and emergencies are followed in accordance with organization OHS policies 3.3 Personal protective equipment (PPE) is correctly used in accordance with organization OHS procedures and practices 3.4 Appropriate assistance is provided in the event of a workplace emergency in accordance with established organization protocol
4. Maintain OHS awareness	4.1 Emergency-related drills and trainings are participated in as per established organization guidelines and procedures 4.2 OHS personal records are completed and updated in accordance with workplace requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Safety regulations	May include but are not limited to: 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Philippine Occupational Safety and Health Standards 1.6 DOLE regulations on safety legal requirements 1.7 ECC regulations
2. Hazards/Risks	May include but are not limited to: 2.1 Physical hazards – impact, illumination, pressure, noise, vibration, temperature, radiation 2.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects 2.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors 2.4 Ergonomics <ul style="list-style-type: none"> • Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles • Physiological factors – monotony, personal relationship, work out cycle
3. Contingency measures	May include but are not limited to: 3.1 Evacuation 3.2 Isolation 3.3 Decontamination 3.4 Calling designated emergency personnel
4. PPE	May include but are not limited to: 4.1 Mask 4.2 Gloves 4.3 Goggles 4.4 Hair Net/cap/bonnet 4.5 Face mask/shield 4.6 Ear muffs 4.7 Apron/Gown/coverall/jump suit 4.8 Anti-static suits
5. Emergency-related drills and training	5.1 Fire drill 5.2 Earthquake drill 5.3 Basic life support/CPR 5.4 First aid 5.5 Spillage control 5.6 Decontamination of chemical and toxic 5.7 Disaster preparedness/management
6. OHS personal records	6.1 Medical/Health records 6.2 Incident reports 6.3 Accident reports 6.4 OHS-related training completed

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Explained clearly established workplace safety and hazard control practices and procedures 1.2 Identified hazards/risks in the workplace and its corresponding indicators in accordance with company procedures 1.3 Recognized contingency measures during workplace accidents, fire and other emergencies 1.4 Identified terms of maximum tolerable limits based on threshold limit value- TLV. 1.5 Followed Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace 1.6 Used Personal Protective Equipment (PPE) in accordance with company OHS procedures and practices 1.7 Completed and updated OHS personal records in accordance with workplace requirements
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 OHS procedures and practices and regulations 2.2 PPE types and uses 2.3 Personal hygiene practices 2.4 Hazards/risks identification and control 2.5 Threshold Limit Value -TLV 2.6 OHS indicators 2.7 Organization safety and health protocol 2.8 Safety consciousness 2.9 Health consciousness
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Practice of personal hygiene 3.2 Hazards/risks identification and control skills 3.3 Interpersonal skills 3.4 Communication skills
<p>2. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Workplace or assessment location 4.2 OHS personal records 4.3 PPE 4.4 Health records
<p>3. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Portfolio Assessment 5.2 Interview 5.3 Case Study/Situation
<p>4. Context of assessment</p>	<ul style="list-style-type: none"> 6.1 Competency may be assessed in the work place or in a simulated work place setting

COMMON COMPETENCIES

- UNIT OF COMPETENCY** : **MAINTAIN EFFECTIVE RELATIONSHIP WITH CLIENTS/CUSTOMERS**
- UNIT CODE** : **HCS516201**
- UNIT DESCRIPTOR** : This unit covers the knowledge, skills and attitudes required in building and maintaining an effective relationship with clients, customers and the public.

ELEMENT	PERFORMANCE CRITERIA
1. Maintain professional image	<p>1.1 Uniform and personal grooming maintained to assignment requirements</p> <p>1.2 <i>Personal presence</i> maintained according to <i>employer standards</i></p> <p>1.3 Visible work area kept tidy and uncluttered in accordance with company procedures</p> <p>1.4 Equipment stored according to assignment requirements</p>
2. Meet client/customer requirements	<p>2.1 <i>Client requirements</i> identified and understood by referral to the <i>assignment instructions</i></p> <p>2.2 Client requirements met according to the assignment instructions</p> <p>2.3 Changes to <i>client's needs and requirements</i> monitored and <i>appropriate action taken</i></p> <p>2.4 All communication with the client or <i>customer</i> is clear and complies with assignment requirements.</p> <p>2.5 Clients are made comfortable and relaxed before, during and after service</p>
3. Build credibility with customers/clients	<p>3.1 Client expectations for reliability, punctuality and appearance adhered to</p> <p>3.2 Possible causes of client/customer dissatisfaction identified, dealt with and recorded according to employer policy</p> <p>3.3 Client fully informed of all relevant security matters in a timely manner and according to agreed reporting procedures</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Personal Presence	May include: 1.1 Stance 1.2 Posture 1.3 Body Language 1.4 Demeanour 1.5 Grooming
2. Employer Standards	May include: 2.1 Standing Orders 2.2 Company Policies and Procedures
3. Client Requirements	May include: 3.1 Assignment Instructions 3.2 Post Orders 3.3 Scope to modify instructions/orders in light of changed situations
4. Assignment Instructions	May be conveyed: 4.1 In Writing 4.2 Verbally 4.3 Electronically
5. Client's Needs and Requirements	May be determined by: 5.1 Review of the client brief and/or assignment instructions 5.2 Discussion with the client/customer
6. Appropriate Action	May include: 6.1 Implementing required changes 6.2 Referral to appropriate employer personnel 6.3 Clarification of client needs and instructions
7. Customers	May include: 7.1 All members of the public

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Maintained professional image 1.2 Interpreted client/customer requirements from information contained in the client brief and/or assignment instructions 1.3 Dealt successfully with a variety of client/customer interactions 1.4 Monitored and acted on changing client or customer needs 1.5 Met client/customer requirements 1.6 Built credibility with customers/clients
2. Underpinning knowledge and attitudes	<ul style="list-style-type: none"> 2.1 Uniform and personal grooming requirements of the employer and the client 2.2 Occupational Health and safety requirement for the assignment 2.3 Assignment Instructions
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Attention to detail when completing client/employer documentation 3.2 Interpersonal and communication skills required in client contact assignments 3.3 Customer service skills required to meet client/customer needs 3.4 Punctuality 3.5 Customer Service 3.6 Telephone Technique 3.7 Problem Solving and Negotiation 3.8 Maintaining Records
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Assessment Centers/Venues 4.2 Accredited Assessors 4.3 Modes of Assessment 4.4 Evaluation Reports 4.5 Access to a relevant venue, equipment and materials 4.6 Assignment Instructions 4.7 Logbooks 4.8 Operational manuals and makers'/customers' instructions (if relevant) 4.9 Assessment Instruments, including personal planner and assessment record book
5. Method of assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Written Test/Examination 5.2 Demonstration with questioning 5.3 Observation with questioning
6. Context of assessment	<ul style="list-style-type: none"> 6.1 Company 6.2 On-Site 6.3 Assessment activities are carried out through TESDA accredited assessment centers/venues by using closely simulated workplace environment. 6.4 Continuous assessment in an institutional setting that stimulates the conditions of performance describe in the elements, performance criteria and range of variables statement that make up this unit. 6.5 Continuous assessment in the workplace, taking into account the range of variables affecting performance. 6.6 Self-assessment on the same terms as those described above. 6.7 Simulated assessment or critical incident assessment, provided that the critical incident involves assessment against performance criteria and an evaluation of underpinning knowledge and skill required to achieve the required performance criteria.

UNIT OF COMPETENCY : MANAGE OWN PERFORMANCE

UNIT CODE : HCS516202

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required in effectively managing one's workload and quality of work.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Plan for completion of own workload	1.1 Tasks accurately identified 1.2 Priority allocated to each task 1.3 Time lines allocated to each task or series of tasks 1.4 Tasks deadlines known and complied with whenever possible 1.5 Work schedules are known and completed within agreed time frames 1.6 Work plans developed according to assignment requirements and employer policy 1.7 Uncompleted work or tasks detailed and responsibility for completion passed to incoming shift or other appropriate persons
2. Maintain quality of own performance	2.1 Personal performance continually monitored against agreed performance standards 2.2 Advice and guidance sought when necessary to achieve or maintain agreed standards 2.3 Guidance from management applied to achieve or maintain agreed standards 2.4 Standard of work clarified and agreed according to employer policy and procedures
3. Build credibility with customers/clients	3.4 Client expectations for reliability, punctuality and appearance adhered to 3.5 Possible causes of client/customer dissatisfaction identified, dealt with and recorded according to employer policy 3.6 Client fully informed of all relevant security matters in a timely manner and according to agreed reporting procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Tasks	1.1 May identified through: 1.1.1 Assignment instructions 1.1.2 Verbal Instructions by senior officer 1.1.3 Policy Documents 1.1.4 Duty Statements 1.1.5 Self Assessment 1.2 May be: 1.2.1 Daily tasks 1.2.2 Weekly tasks 1.2.3 Regularly or irregularly occurring tasks
2. Performance Standards	May include: 2.1 Assignment/Instructions 2.2 Procedures established in policy documents

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Planned for completion of own workload 1.2 Assessed verbal or written work plan through observation and discussion of site and employer requirements 1.3 Demonstrated capacity to complete task within specified time frame 1.4 Maintained quality of own performance
2. Underpinning knowledge and attitudes	<ul style="list-style-type: none"> 2.1 Site and assignment requirements 2.2 Employer policy on performance management 2.3 Indicators of appropriate performance for each area of responsibility 2.4 Steps for improving or maintaining performance
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Capacity to plan and prioritize security work loads and requirements 3.2 Time and task management
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Assessment Centers/Venues 4.2 Accredited Assessors 4.3 Modes of Assessment 4.4 Evaluation Reports 4.5 Access to a relevant venue, equipment and materials 4.6 Assignment Instructions 4.7 Logbooks 4.8 Operational manuals and makers'/customers' instructions (if relevant) 4.9 Assessment Instruments, including personal planner and assessment record book
5. Method of assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Written Test/Examination 5.2 Demonstration with questioning 5.3 Observation with questioning
6. Context of assessment	<ul style="list-style-type: none"> 6.1 Company 6.2 On-Site 6.3 Assessment activities are carried out through TESDA accredited assessment centers/venues by using closely simulated workplace environment 6.4 Continuous assessment in an institutional setting that stimulates the conditions of performance describe in the elements, performance criteria and range of variables statement that make up this unit 6.5 Continuous assessment in the workplace, taking into account the range of variables affecting performance. 6.6 Self-assessment on the same terms as those described above 6.7 Simulated assessment or critical incident assessment, provided that the critical incident involves assessment against performance criteria and an evaluation of underpinning knowledge and skill required to achieve the required performance criteria.

UNIT OF COMPETENCY : APPLY QUALITY STANDARDS

UNIT CODE : HCS515204

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes needed to apply quality standards in the workplace. The unit also includes the application of relevant safety procedures and regulations, salon/organizational procedures and other client requirements.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Assess clients service needs	1.1 Work instruction is obtained and work is carried out in accordance with standard operating procedures 1.2 Clients needs are checked against workplace standards and specifications 1.3 Faults on clients and any identified causes are recorded and/or reported to the supervisor concerned in accordance with workplace procedures 1.4 Clients profile and service extended to them are documented in accordance with workplace procedures
2. Assess own work	2.1 Documentation relative to quality within the company is identified and used 2.2 Completed work is checked against workplace standards relevant to the task undertaken 2.3 Errors are identified and improved on 2.4 Information on the quality and other indicators of individual performance is recorded in accordance with workplace procedures 2.5 In cases of deviations from specific quality standards , causes are documented and reported in accordance with the workplace' standard operating procedures
3. Engage in quality improvement	3.1 Process improvement procedures are participated in relative to workplace assignment 3.2 Work is carried out in accordance with process improvement procedures 3.3 Performance of operation or quality of product of service to ensure other client satisfaction is monitored

RANGE OF VARIABLES

VARIABLE	RANGE
1. External Clients	May include but are not limited to: 1.1 Teenagers 1.2 Adult Men 1.3 Working Adult 1.4 Child
2. Faults	May include but are not limited to: 2.1 Client not satisfied 2.2 Desired result is not within the desired result of client 2.3 Procedures done but do not conform with any Salon policies and procedures 2.4 Damaged caused to client
3. Documentation	3.1 Organization Work Procedures 3.2 Manufacturer's Instruction Manual 3.3 Client Requirements 3.4 Forms
4. Errors	May be related to the following: 4.1 Deviation from the requirements of the client 4.2 Deviation from the requirements of the salon/organization
5. Quality Standards	May be related but are not limited to the following: 5.1 Supplies and Materials 5.2 Facilities 5.3 Salon Product 5.4 Service Processes and Procedures 5.5 Client Service 5.6 Environmental Regulations
6. Client	6.1 Co-worker 6.2 Supplier/Vendor 6.3 Client 6.4 Organization receiving the product or service

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Carried out work in accordance with the company's standard operating procedures 1.2 Performed task according to specifications 1.3 Reported errors or deviations not in accordance with standard operating procedures 1.4 Carried out work in accordance with the process improvement
2. Underpinning knowledge and attitudes	<ul style="list-style-type: none"> 2.1 Relevant Production Processes, Materials and Products 2.2 Characteristics of Materials, Software and Hardware Used in Production Processes 2.3 Quality Checking Procedures 2.4 Client Relations 2.5 Work Place Procedures 2.6 Safety and Environmental Aspects of Service Processes 2.7 Error Identification and Reporting 2.8 Quality Improvement Processes
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Reading skills required to interpret work instructions, product manufacturer's requirements 3.2 Communication skills needed to interpret and apply defined work procedures 3.3 Carry out work in accordance with OHS policies and procedures 3.4 Critical thinking 3.5 Solution providing and decision making 3.6 Interpersonal skills or dealing with varied type of clients
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Materials 4.2 Product 4.3 Equipment
5. Method of assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Observation with questioning 5.2 Third Party Report 5.3 Demonstration with questioning
6. Context of assessment	<ul style="list-style-type: none"> 6.1 Assessment may be conducted in the workplace or in a simulated environment.

UNIT OF COMPETENCY : MAINTAIN A SAFE, CLEAN AND EFFICIENT WORK ENVIRONMENT

UNIT CODE : HCS515205

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes needed to maintain client relations. The unit incorporates the work safety guidelines. It encompasses competencies necessary to maintain a safe workplace for staff, clients and others. It also involves the application of health regulations, including personal hygiene practiced by staff members, provision of a caring client environment and the efficient operation of the salon.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Comply with health regulations	1.1 Salon policies and procedures for personal hygiene applied 1.2 Procedures and practices implemented in a variety of salon situations in accordance with national and local government health regulations
2. Assess own work	2.1 Reception, work areas and walkways maintained in a safe, uncluttered and organized manner according to salon policy 2.2 All routines carried out safely, effectively with minimum inconvenience to clients and staff 2.3 Waste is stored and disposed of according to OH & S requirements 2.4 Spills, food, waste, hair or other potential hazards promptly removed from floors according to salon policy. 2.5 Linen is stored, cleaned and disinfected in line with OHS requirements and salon procedures
3. Check and maintain tools and equipment	3.1 Tools and equipment are stored safely and in position to comply with salon requirements and local health regulations 3.2 Tools and equipment are prepared for specific services as required 3.3 Tools and equipment are checked for maintenance requirements 3.4 Tools and equipment are referred for repair as required
4. Check and maintain stocks	4.1 Stock rotation procedures are carried out routinely and accurately according to salon procedures 4.2 Stock levels are accurately recorded according to salon procedures 4.3 Under or over supplied stock items are notified immediately to the salon supervisor 4.4 Incorrectly ordered or delivered stock is referred to the salon supervisor for return to supplier 4.5 Safe lifting and carrying techniques maintained in line with salon occupational health and safety policy and government legislation
5. Provide a relaxed and caring environment	5.1 Clients are made to feel comfortable according to salon policy 5.2 Clients' needs are attended to promptly 5.3 Clients are consulted on specific desired service

RANGE OF VARIABLES

VARIABLE	RANGE
1. Relevant Salon Policies and Procedures	May include but not limited to: 1.1 Hazard Policies and Procedures 1.2 Emergency, Fire and Accident Procedures 1.3 Personal Safety Procedures 1.4 Procedures for the use of Personal protective Clothing and Equipment 1.5 Hazard Identification 1.6 Job Procedures
2. Occupational Health and Safety Procedures	May include but not limited to: 2.1 Client 2.2 Staff 2.3 Equipment/Tools 2.4 Premises 2.5 Stock
3. Potential Hazards	May include but are not limited to: 3.1 Damaged Packaging Material or Containers 3.2 Broken or Damaged Equipment 3.3 Inflammable Materials and Fire Hazards 3.4 Lifting Practices 3.5 Spillages 3.6 Waste including hair especially on floors 3.7 Trolleys

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Generated information on different client requirements and needs 1.2 Selected and used strategies to accurately analyzed the client requirements 1.3 Assessed current product and services as against client demand 1.4 Identified avenues to establish relevant linkage 1.5 Selected promotional activities relevant to enhance competitiveness of salon 1.6 Assisted clients on specific desired services 1.7 Checked and prepared tools for the specific salon activities
2. Underpinning knowledge and attitudes	<ul style="list-style-type: none"> 2.1 Media Options 2.2 Data Gathering 2.3 Salon Policies 2.4 International Market 2.5 Skills Competition Rules and Procedures 2.6 New Trends in Products and Services 2.7 Ethical Limitations
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Communication skills to identify lines of communication, request advice, follow instructions and receive feedback. 3.2 Technology Skills 3.3 Interpersonal Skills
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Client 4.3 Relevant Information 4.4 Appropriate Products
5. Method of assessment	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1 Observation with questioning 5.2 Demonstration with questioning
6. Context of assessment	<ul style="list-style-type: none"> 6.1 Assessment may be conducted in the workplace or in a simulated environment.

CORE COMPETENCIES

UNIT OF COMPETENCY : PERFORM PRE- AND POST- HAIR CARE ACTIVITIES

UNIT CODE : HCS515301

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing pre- and post- hair care activities. These include the draping of the client, preparing client, applying shampoo and/or conditioner on hair and blow-drying of hair.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare client	<p>1.1 Client is assisted in accordance with salon procedures</p> <p>1.2 <i>Built of the client</i> is assessed to determine appropriate size of drapery to be used</p> <p>1.3 Appropriate clothing is provided according to the desired <i>type of service</i> and size and built of the client</p> <p>1.4 Client is advised to remove all jewelries and accessories</p>
2. Apply shampoo and/or conditioner on the client	<p>2.1 Necessary <i>tool, supplies and materials</i> are selected and prepared according to the type of service</p> <p>2.2 Hair is checked and analyzed to determine appropriate shampoo and/or conditioner to be used in accordance with the type of hair damage</p> <p>2.3 Hair is shampooed and or/conditioned in accordance with the type of service and <i>established or acceptable procedures</i></p> <p>2.4 Where necessary, first-aid treatment is provided to the client or referred to health personnel</p> <p>2.5 Client's safety and comfort is ensured during the entire process</p>
3. Blow-dry hair	<p>3.1 Hair is toweled, dried and combed according to service requirements</p> <p>3.2 Blow-drying is performed according to service requirements and <i>established or acceptable procedures</i></p> <p>3.3 <i>Finishing product</i> is applied on blow-dried hair according to product specifications</p> <p>3.4 Client's safety and comfort is ensured during the entire process</p>
4. Perform post-service activities	<p>4.1 Tools and equipment are cleaned, sanitized and stored according to OH&S requirements</p> <p>4.2 Waste materials are segregated and disposed according to OH&S requirements</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Clients' Built	1.1 Small 1.2 Medium 1.3 Large 1.4 Extra Large
2. Types of Services	2.1 Hair Treatment 2.2 Hair Coloring 2.3 Hair Perming 2.4 Hair Relaxing 2.5 Hair Cut
3. Tools	3.1 Comb 3.2 Blower 3.3 Brush 3.4 Mirror
4. Supplies/Materials	4.1 Shampoo 4.2 Conditioner 4.3 Towel 4.4 Neck Band 4.5 Tissue
5. Established or acceptable procedures in hair shampooing and/or conditioning	May include but are not limited to: 5.1 Comb/brush hair to free from entanglement before actual shampooing and/or conditioning 5.2 Apply amount of shampoo and/or conditioner according to clients' hair length and volume, and type of service 5.3 Apply appropriate water temperature 5.4 Follow shampooing and/or conditioning technique and procedures 5.5 Rinse hair thoroughly and towel-dry
6. Established or acceptable procedures in blow-drying hair	May include but are not limited to: 6.1 Set correct temperature 6.2 Apply appropriate sectioning using hair implements to achieve optimum results 6.3 Apply blow-dry technique according to service requirements
7. Hair finishing products	7.1 Setting Lotion/Gel 7.2 Hair wax (Wet and Dry) 7.3 Hair serum 7.4 Hair spray 7.5 Mousse 7.6 Leave-on conditioner

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared client according to salon policies and procedures 1.2 Prepared and used of tools, supplies/materials according to type of service and OH&S requirements 1.3 Applied correct techniques in draping, shampooing and/or conditioning and blow-drying of hair in accordance with service requirements and established or acceptable procedures 1.4 Ensured client's safety and comfort during the entire process 1.5 Applied questioning and listening skills in assessing the need of clients
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Salon Policies and Procedures 2.2 Different Types of Shampoo and Conditioner 2.3 Proper Use of Tools, Supplies and Materials 2.4 Code of Ethics 2.5 Different Types and Condition of Hair 2.6 OH & S Rules and Regulations 2.7 Hair Analysis 2.8 Water Temperature 2.9 Proper Hygiene 2.10 Hair Finishing Products 2.11 Different Salon Services
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Conducting Hair Analysis 3.2 Communication Skills 3.3 Draping Technique 3.4 Shampooing and Conditioning Techniques 3.5 Hair Blow-drying Technique 3.6 Setting and Using of Tools and Equipment 3.7 Using of Supplies/Materials and Implements 3.8 Hair Sectioning 3.9 Following Salon Policies and Procedures 3.10 Observing Code of Ethics
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Model 4.2 Tools, equipment and supplies/materials relevant to the activity to be performed 4.3 Work area/facilities
5. Method of assessment	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with Oral Questioning 5.2 Third-Party Report 5.3 Portfolio
6. Context of assessment	<p>Competency may be assessed in the workplace or TESDA accredited assessment center</p>

UNIT OF COMPETENCY : PERFORM HAIR AND SCALP TREATMENT

UNIT CODE : HCS515302

UNIT DESCRIPTOR : This unit covers the knowledge and skills required to treat a range of hair and scalp conditions of clients. It involves preparation of client, tools and equipment, actual treatment of hair and scalp and performance of post- treatment activities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare client	1.1 Client's health and restrictions are determined through consultation 1.2 Client's scalp and hair condition are analyzed following salon safety policies and procedures 1.3 Protective clothing is prepared and used according to OH&S requirements and salon procedures
2. Treat hair condition	2.1 Supplies/materials and hair treatment product are selected and prepared according to client's hair condition 2.2 Hair treatment is performed in accordance with established or acceptable procedures 2.3 Result is checked according to client's desired outcome 2.4 Client's safety and comfort is ensured during the process 2.5 Where necessary, first-aid treatment is provided to the client or referred to health personnel
3. Treat scalp condition	3.1 Scalp treatment product is selected and prepared based on client's scalp condition 3.2 Scalp treatment is performed in accordance with established or acceptable procedures 3.3 Result is checked according to client desired outcome 3.4 Clients' comfort and safety is ensured during the process 3.5 Where necessary, first-aid treatment is provided to the client or referred to health personnel
4. Perform post-service activities	4.1 Treatment products used are stored following salon procedures 4.2 Tools and equipment are cleaned, sanitized and stored according to OH&S requirements 4.3 Waste materials are segregated and disposed according to OH&S requirements 4.4 Client is advised on appropriate hair and scalp maintenance

RANGE OF VARIABLES

VARIABLE	RANGE
1. Type of Client	1.1 Adult 1.2 Young Adult 1.3 Teenager
2. Scalp Condition	2.1 Normal 2.2 Oily 2.3 Dry
3. Hair Condition	3.1 Dry/Oily 3.2 Dandruff 3.3 Greasy 3.4 Waxy 3.5 Scaly
4. Protective clothing	4.1 Facial mask 4.2 Apron 4.3 Bath Towel 4.4 Head Band
4. Tools and equipment	4.1 Steamer 4.1 Blower 4.2 Hair brush 4.4 Mixing bowls 4.3 Spatula
5. Supplies and materials	5.1 Aluminum Foil 5.2 Tissue Papers 5.3 Cling Wrap 5.4 Towels 5.5 Different Treatment products
6. Hair and scalp treatment product form	6.1 Cream Form 6.2 Liquid Form 6.3 Gel Form
7. Established or acceptable procedures in hair and scalp treatment	May include but are not limited to: 7.1 Apply treatment product according to product specifications and massage hair and/or scalp 7.2 Expose hair or scalp to heat if necessary, according to product specifications 7.3 Follow correct timeline according to product specification 7.4 Rinse hair thoroughly, towel or blow-dry
8. Waste	8.1 Biodegradable 8.2 Non-Biodegradable
9. Hair and scalp care and maintenance	9.1 Hair and Scalp Frequent Treatment 9.2 Use of Hair and Scalp Treatment Product

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared client through consultation according to salon policies and procedures 1.2 Prepared and used tools, equipment, supplies and materials for hair and scalp treatment according to specifications and OH&S requirements 1.3 Used appropriate protective clothing and gadget following salon policies and procedure 1.4 Performed hair and scalp treatment according to product specifications and established or acceptable procedures 1.5 Ensured client's safety and comfort during the entire process 1.6 Performed post-service activities according to salon policies and procedures, and OH&S requirements
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Safety Practices 2.2 Different Treatment Products 2.3 Measurements/Ratios and Proportions 2.4 Code of Ethics 2.5 Salon Policies and Procedures 2.6 Hair and Scalp Treatment Procedures and Processes 2.7 Hair Analysis 2.8 Hair Types and Condition 2.9 Time Management 2.10 DOH and OH&S requirements
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Proper Handling of Tools 3.2 Operation of Equipment 3.3 Communication Skills 3.4 Application of Treatment Product 3.5 Application of Massage Technique 3.6 Checking of Hair and Scalp Condition 3.7 Compliance to DOH and OH&S Requirements 3.8 Safekeeping of Equipment and Tools 3.9 Compliance to Target Treatment Timeline 3.10 Observing Code of Ethics
4. Resource implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Model 4.2 Tools, equipment and supplies/materials relevant to the activity to be performed 4.3 Work area/facilities
5. Method of assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with Oral Questioning 5.2 Third-Party Report 5.3 Portfolio
6. Context of assessment	<p>Assessment may be conducted in the actual workplace or TESDA accredited assessment center</p>

UNIT OF COMPETENCY : PERFORM BASIC HAIR COLORING

UNIT CODE : HCS515304

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in the performance of basic hair coloring. This involves preparing the client prior to treatment, the actual application of color and up to post-coloring activity.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare client	1.1 Client is consulted and advised on color options and checked for possible skin allergies 1.2 Condition of the hair and scalp are checked and analyzed 1.3 Protecting clothing and materials are prepared and used according to OH&S requirements 1.4 Client is draped following established procedures to avoid stains from hair coloring 1.5 Where necessary, client's hair is shampooed to remove remaining conditioners and styling products , making sure the scalp is not scratched
2. Apply color	2.1 Tools, materials, implements are prepared and used following OH&S requirements 2.2 Color and developer are selected and mixed according to client's hair condition and desired outcome 2.3 Color is applied according to product specifications and established or acceptable procedures 2.4 Where necessary, hair is styled according to client's requirements 2.5 Client's safety and comfort is ensured during the process
3. Perform post- service activities	3.1 Client is advised on hair care and maintenance for colored/dyed hair 3.2 Tools, materials, implements are cleared, sanitized and stored according to OH&S rules and regulations 3.3 Wastes are disposed of according to OH&S requirements 3.4 Workstation is cleaned and prepared for next activity

RANGE OF VARIABLES

VARIABLE	RANGE
1. Color Options	1.1 Penetrating Tint 1.1.1 Semi - permanent 1.1.2 Permanent 1.2 Coating Dyes 8.2.1 Liquid (Blackening Shampoo) 8.2.2 Powder 1.3 Temporary
2. Hair condition	2.1 Damaged 2.2 Tinted 2.3 Lightened 2.4 Porous 2.5 Dry 2.6 Greasy or Oily 2.7 Normal
3. Scalp condition	3.1 Dry/Oily 3.2 Dandruff 3.3 Greasy 3.4 Waxy 3.5 Scaly
4. Protective clothings and materials	4.1 Ear Pads 4.2 Coloring Pads 4.3 Towels 4.4 Apron 4.5 Cape 4.6 Gloves
5. Established procedures in draping	May include but are not limited to: 5.1 Client is draped with bath towel with horizontal edge folded 2 inches outward 5.2 Protective material is wrapped around the neck 5.3 Coloring cape is wrapped around the shoulder
6. Styling products	6.1 Gel/Setting Lotion 6.2 Hair wax (Wet and Dry) 6.3 Hair serum 6.4 Hair spray 6.5 Mousse 6.6 Leave-on conditioner
7. Tools, materials and Implements	7.1 Tinting Brush 7.2 Mixing Bowl 7.3 Measuring Cap 7.4 Timer 7.5 Clips 7.6 Clamps 7.7 Blower 7.8 Infrared 7.9 Frosting Cap w/ Hook 7.10 Squeezer 7.11 Tissue 7.12 Foil

VARIABLE	RANGE
	7.13 Cotton 7.14 Colorants 7.15 Kinds of Developers (depending on the brands)
8. Mixing Formula for color and developer	8.1 1:1 ratio 8.2 1:2 ratio 8.3 Other ratio as may be prescribed by the color product
9. Color Applications	9.1 Fullhead Color 9.2 Highlights (Frosting, Streaking, Wearing, Slicing) 9.3 Regrower 9.4 Retouch 9.5 Color Correction 9.6 Pre – pigmentation
10. Established or acceptable procedures in hair coloring application	May include but are not limited to: 10.1 Section hair 10.2 Follow application techniques 10.3 Emulsify product to achieve color balance 10.4 Check evenness of color through hair strand test and exposure to proper lighting following the required development time 10.5 Rinse hair to remove impurities 10.6 Shampoo and condition hair 10.7 Rinse hair and towel-dry
11. Hair care and maintenance products	11.1 Shampoo and conditioner for colored hair 11.2 Finishing Product 11.3 Hot Oil 11.4 Hair Spa 11.5 Styling Aids

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Consulted client on color options and performed skin test prior to hair coloring 1.2 Checked and analyzed hair condition and scalp 1.3 Selected, prepared and used tools, materials and implements according to client's requirements and OH&S requirements 1.4 Selected and mixed color products and developer based on client's desired outcome and hair condition following product specifications 1.5 Performed hair coloring following established or acceptable procedures and product specifications 1.6 Ensured client's safety and comfort during the entire Process 1.7 Applied appropriate measures in response to emergencies or unavoidable circumstances 1.8 Performed post-service activities in accordance with standard procedures and salon policies
<p>2. Underpinning knowledge</p>	<ul style="list-style-type: none"> 2.1 Skin Test (Patch test as per client safety precautions) 2.2 Hair Analysis (Consultation) 2.3 Fundamentals and Principles in Hair Coloring 2.4 Classification of Hair Coloring 2.5 Color Product Knowledge 2.6 Kinds of Developer 2.7 Chemical Mixtures 2.8 Mixing Procedures 2.9 Color Development Timeline 2.10 Mensuration, Mixing Ratio and Proportion 2.11 Basic Mathematics (Computation) 2.12 Color Harmony 2.13 Basic Color Selection 2.14 Basic Application of Hair Coloring 2.15 Hair Maintenance Program 2.16 DOH-IRR and OH&S Requirements 2.17 Code of Ethics
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Application Technique on Hair Coloring 3.2 Shampooing Technique 3.3 Handling Tools 3.4 Hair Sectioning 3.5 Proper Storage of Products and Tools 3.6 Draping Procedure 3.7 Performing Skin Test Procedure 3.8 Mixing Procedures 3.9 Observing Code of Ethics
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Model 4.2 Tools, equipment/supplies and materials relevant to the activity to be performed 4.3 Work area/facilities
<p>5. Method of assessment</p>	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with Oral Questioning 5.2 Third-Party Report 5.3 Portfolio
<p>6. Context of assessment</p>	<p>Competency may be assessed in the workplace or TESDA accredited assessment center</p>

UNIT OF COMPETENCY : PERFORM HAIRCUT

UNIT CODE : HCS515327

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in cutting hair. It involves conducting initial consultation with the client, assessing their needs, actual cutting of the hair, checking and applying finishing touches and performing post-hair cutting activities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare client	1.1 Appropriate courtesy is extended to the client at all times 1.2 Haircut needs of client are assessed according to job requirements 1.3 Texture of hair is analyzed according to types of hair cut styles 1.4 Hair catalog is presented to the client for selection of hair cut style 1.5 Haircut styles and kind of cutting is agreed by both client and hairdresser 1.6 Protective clothing are used according to health and sanitation regulations
2. Cut hair	2.1 Appropriate materials, tools and hair implements are prepared and used according to client desired haircut and OH&S requirements 2.2 Haircutting is performed according to haircut style and established or acceptable procedures 2.3 Client's safety and comfort is ensured during the entire process 2.4 Where necessary, first-aid treatment is provided to the client or referred to health personnel
3. Check and apply finishing touches	3.1 Where necessary, hair is blow dried and checked for finishing touches 3.2 Finishing cutting tools is used according to desired haircut style 3.3 Hair finishing product is applied as per client's requirements 3.4 Desired result is checked according to haircut style
4. Perform post-service activities	4.1 Client is advised with proper hair care and maintenance 4.2 Tools, implements and equipments are cleaned, sterilized and stored in accordance with salon policy 4.3 Waste items are properly disposed in accordance with OH&S required practice 4.4 Working area is cleaned in preparation for the next client

RANGE OF VARIABLES

VARIABLE	RANGE
1. Hair Texture	1.1 Fine 1.2 Medium 1.3 Coarse 1.4 Wiry
2. Hair catalog	2.1 Men's Cut Catalog 2.2 Kid's Cut Catalog
3. Hair cut styles	3.1 Barber's Cut 3.1.1 Under Cut 3.1.2 Crew Cut 3.1.3 Flat Top 3.1.4 Semi-barbers Cut 3.1.5 Oasis Cut 3.1.6 Semi-Bald Cut/Skin Head 3.1.7 Executive/Corporate Cut
4. Protective clothing	4.1 Mask 4.2 Smock Gown 4.3 Apron
5. Materials, Tools and Implements	5.1 Materials 5.1.1 Clamps and Clips 5.1.2 Tissue 5.1.3 Powder 5.1.4 Blade 5.1.6 Bath Towel 5.2 Implements 5.2.1 Cape 5.2.2 Spray Gun 5.2.3 Powder 5.2.4 Barber Brush 5.2.5 Blower 5.2.6 Tissue Paper or Towel 5.2.7 Hair Brush 5.2.8 Clamps 5.2.9 Clips 5.3 Tools 5.3.1 Combs 5.3.2 Spray Gun 5.3.3 Hair brush 5.3.4 Barber brush
6. Established or acceptable procedures in haircutting	May include but are not limited to: 6.1 Shampoo hair and towel dry 6.2 Section hair (if necessary) 6.3 Apply cutting technique and style to achieve desired haircut 6.4 Blow-dry or towel dry hair
7. Finishing Cutting Tools	7.1 Thinning Scissor 7.2 Cutting Scissor 7.3 Clippers 7.4 Razor blades (Labaha)
8. Hair Finishing Products/	8.1 Setting Lotion/Gel 8.2 Hair wax (Wet and Dry) 8.3 Hair serum 8.4 Hair spray 8.5 Mousse 8.6 Leave-on conditioner

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Consulted and prepared client according to desired haircut 1.2 Prepared and used appropriate tools, equipments and implements according to OH & S requirements 1.3 Used protective clothing according to health and sanitation regulations 1.4 Performed haircutting and techniques according to desired hair cut and established or acceptable procedures 1.5 Performed cross checking and applied appropriate finishing touches 1.6 Client's safety and comfort is ensured during the entire process 1.7 Applied appropriate measures in response to emergencies or unavoidable circumstances 1.8 Performed post-service activities in accordance with standard procedures and salon policies
<p>2. Underpinning knowledge</p>	<ul style="list-style-type: none"> 2.1 Different hair cut styles and techniques 2.2 Principles of hair analysis 2.3 Tricology (Anatomy of Hair/Hair Theory) 2.4 Different types equipments and cutting tools: Their uses and specifications 2.5 First-aid treatment 2.6 DOH-IRR and OH&S requirements 2.7 Client relation and handling and consultation technique 2.8 Principle of sanitation procedures 2.9 Code of ethics
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Using appropriate cutting tools, equipment implements 3.2 Applying first aid treatment 3.3 Conducting client facial shape and hair analysis 3.4 Compliance to DOH-IRR and OH&S requirements 3.5 Performing different haircut and styling procedure and techniques 3.6 Performing different clients relation and consultation 3.7 Demonstrating sanitation 3.8 Observing code of ethics 3.9 Applying first-aid treatment
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Live model 4.2 Tools, equipment and supplies/materials relevant to the activity to be performed 4.3 Work area/facilities
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with Oral Questioning 5.2 Third-Party Report 5.3 Portfolio
<p>6. Context of assessment</p>	<p>Competency may be assessed in the workplace or TESDA accredited assessment centers</p>

UNIT OF COMPETENCY : SHAVE AND STYLE BEARD AND MUSTACHE

UNIT CODE : HCS515328

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude required to shave or design/style beard and mustache.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare client	1.1 Appropriate courtesy is extended to the client at all times 1.2 Shaving and style for beard or mustache is consulted and assessed according to client's desire 1.3 Protective clothing are selected and prepared according to client's requirements, workplace safety and hygiene procedures
2. Shave beard or mustache	2.1 Tools and gadgets are prepared and used according to OH&S requirements 2.2 Wet lather or shaving cream is applied and massaged to the area to be shaved 2.3 Shaving is performed according to client's requirements and established or acceptable procedures 2.4 Blood spots are treated according to OH&S requirements and workplace practices
3. Design/style beard or mustache	3.1 Over-comb techniques are applied in a logical sequence to remove bulk and to shape beard and mustache 3.2 Beard and moustache lines are defined according to agreed design using scissors and/or clippers 3.3 Client comfort, safety and hygiene are maintained throughout the service according to OH&S requirements 3.4 Excess hair is removed from client and disposed of according to relevant workplace policies and procedures
4. Perform post- service activities	4.1 Client is advised on beard and moustache care and maintenance 4.2 Tools, implements and equipments are cleaned, sterilized and stored in accordance with salon policy 4.3 Wastes items are properly disposed in accordance with OH&S required practice 4.4 Working area is cleaned in preparation for the next client

RANGE OF VARIABLES

VARIABLE	RANGE
1. Shaving and style	1.1 Lessen the volume 1.2 Totally shave 1.3 Re-shape
2. Protective clothing	2.1 Mask 2.2 Smock Gown 2.3 Apron
3. Established or acceptable procedures in shaving	May include but are not limited to: 3.1 Apply shaving strokes with razor at the appropriate angle and to a predetermined pattern with the skin stretched taut 3.2 Shave face area to a predetermined pattern and against the grain for a smooth shave 3.3 Shave neck area to a predetermined pattern and in the direction of hair growth to avoid tearing skin
3. Over-comb techniques	3.1 Scissor over-comb 3.2 Clipper over-comb 3.3 Clippers with comb-guards

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Consulted and prepared client according to job requirements 1.2 Prepared and used appropriate tools, equipments and implements according to OH&S requirements 1.1 Prepared and used protective clothing according to health and sanitation regulations 1.2 Performed shaving according to client's desired outcome and established or acceptable procedures 1.3 Designed beard or moustache according to client's desired outcome and set procedures 1.4 Performed cross checking and applied appropriate finishing touches 1.5 Followed safety precautions to clients during the entire process 1.8 Applied appropriate measures in response to emergencies or unavoidable circumstances 1.9 Performed post-service activities in accordance with salon policies and procedures, and OH&S requirements
<p>2. Underpinning knowledge</p>	<ul style="list-style-type: none"> 2.1 Shaving procedures/techniques 2.2 Different beard and moustache designs/ styles 2.3 Pre-service consultation 2.4 Identify different types equipments and tools 2.5 First-aid treatment 2.6 DOH-IRR and OH&S rules and regulations 2.7 Principle of sanitation procedures 2.8 Code of ethics
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Client consultation 3.2 Beard design skills 3.3 Over-comb techniques 3.4 Shaving techniques/Outline shaving 3.5 Using appropriate tools, equipment and implements 3.6 Applying first-aid treatment 3.7 Compliance to DOH-IRR and OH&S rules and regulations 3.8 Performing different beard designs and moustache styles 3.9 Demonstrating sanitation 3.10 Observing code of ethics
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Model 4.2 Supplies, materials, tools and implements relevant to the activity to be performed 4.3 Working area / facilities
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with Oral Questioning 5.2 Third-Party Report 5.3 Portfolio
<p>6. Context of assessment</p>	<p>Competency may be assessed in the workplace or TESDA accredited assessment centers</p>

UNIT OF COMPETENCY : PERFORM CHAIR SPOT MASSAGE

UNIT CODE : HCS515329

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing chair spot massage in a barber shop.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare client	1.1 Client is consulted on the desired <i>type of chair spot massage</i> and <i>massage products</i> are used according to client's body condition 1.2 Client is provided with <i>protective clothing material</i> in accordance with the type of massage to be performed 1.3 All products, tools and equipment are selected and prepared according to OH & S requirements 1.4 Client is advised to remove all personal accessories and kept in a safe place
2. Massage client	2.1 Client is laid in a position ensuring the safety and comfort during the entire process 2.2 Required <i>strokes</i> are applied according to type of massage, and salon standards and procedures 2.3 Appropriate timeline is observed according to salon policies and procedures 2.4 Any pain / complain made by the client is immediately acknowledged and responded to 2.5 Tools and equipment are used according to OH&S requirements
3. Perform post -service activities	3.1 Tools and cubicle is sanitized and prepared for the next salon activity 3.2 Massage products are cleaned and stored in designated cabinets 3.3 Massage activity is recorded according to salon policies and procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Chair spot massage	1.1 Head and scalp 1.2 Arms and back
2. Massage products	2.1 Lotion 2.2 Aromatic Oil 2.3 Olive Oil 2.4 Powder 2.5 Mentholated Oil 2.6 Herbal Oil
3. Protective clothing materials	3.1 Face Towel 3.2 Gauze Mask 3.3 Head Band 3.4 Apron
4. Movements/Stroke	4.1 Spreading (Effleurage) 4.2 Pressing 4.3 Sliding (Friction) 4.4 Circular 4.5 Tapping (Tapotement) 4.6 Kneading (Petrissage) 4.7 Stretching 4.8 Vibration
5. Massage Technique	5.1 Soft Pressure 5.2 Hard Pressure

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Consulted client on the desired chair spot massage 1.2 Prepared and used tools, supplies and materials according to OH & S requirements 1.3 Massage products are used according to client's body condition 1.4 Performed chair spot massage chosen and applied appropriate strokes according to prescribed direction 1.5 Observed timeline according to salon policies and procedures 1.6 Ensured client's comfort and safety during the entire process 1.7 Advised clients on safety precautions after the massage 1.8 Acknowledged and responded to any pain or complains made by the client 1.9 Performed post-service activities in accordance with salon policies and OH&S requirements
<p>2. Underpinning knowledge</p>	<ul style="list-style-type: none"> 2.1 Different types of chair spot massage 2.2 OH&S policies and procedures 2.3 Protective clothing 2.4 Salon policies and procedures 2.5 Client relations 2.6 Different massage products 2.7 Code of ethics 2.8 First-aid treatments
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Observing personal hygiene 3.2 Applying different types of chair spot massage 3.3 Using of tools and equipment 3.4 Using of appropriate strokes / movements 3.5 Using of different massage product 3.6 Applying first-aid treatment 3.7 Observing code of ethics 3.8 Applying first-aid treatments
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Model 4.2 Tools, equipment and supplies/materials relevant to the activity to be performed 4.3 Work area/facilities
<p>5. Method of assessment</p>	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with Questioning 5.2 Third-Party Report 5.3 Portfolio
<p>6. Context of assessment</p>	<p>Competency may be assessed in the simulated work area or TESDA accredited assessment center</p>

ELECTIVE COMPETENCIES

UNIT OF COMPETENCY : PERFORM BASIC HAIR PERMING

UNIT CODE : HCS515303

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing basic hair perming. It involves assessing and preparing the client, actual performance of hair perming, checking of result and doing necessary finishing touches to achieve optimum result.

ELEMENT	PERFORMANCE CRITERIA
	<i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare client	1.1 Client is advised to remove all <i>personal accessories</i> 1.2 Client is provided with protective clothing 1.3 <i>Condition and type of hair</i> is checked and analyzed 1.4 Previous chemical treatment applied on hair is determined 1.5 <i>Scalp condition</i> is checked if free from scratches and open wounds 1.6 <i>Types of hair curls</i> is confirmed with client
2. Perm hair	2.1 <i>Tools and equipment, supplies/ materials</i> are prepared and used according to salon policies and procedures and OH&S requirements 2.2 Perm solution is selected and prepared according to client's hair types, texture/condition and product specifications 2.3 Hair perming is performed in accordance with <i>established or acceptable procedures</i> and product specifications 2.4 Clients' safety and comfort is ensured during the entire process 2.5 Where necessary, first-aid treatment is provided to the client or referred to health personnel
3. Apply finishing touches	3.1 Hair is tampered / trimmed and styled, if necessary 3.2 Client's satisfaction is confirmed and adjustment are made if required
4. Perform post-service activities	4.1 Client is advised on hair and care maintenance 4.2 Tools, equipment, supplies and materials are cleaned and stored after use in accordance with salon procedures 4.3 Wastes items are properly disposed in accordance with OH&S requirements 4.4 Workstation is cleaned and prepared for next activity

RANGE OF VARIABLES

VARIABLE	RANGE
1. Hair Conditions	1.1 Damaged 1.2 Tinted 1.3 Lightened 1.4 Porous 1.5 Dry 1.6 Greasy or Oily 1.7 Normal
2. Scalp Condition	2.1 Dry/Oily 2.2 Dandruff 2.3 Greasy 2.4 Waxy 2.5 Scaly
3 Types of hair curls	3.1 Wavy 3.2 Curly
4 Tools and Equipment	4.1.1 Dryer (Handheld, Hood, Infrared) 4.2 Curler 4.2.1 Small, Medium, Large, Extension, Extra Large, Jumbo 4.2.2 Wooden Spindle, Nooping, Spiral, Zigzag, Telephone Wire 4.3 Applicator 4.4 Shower Cap 4.5 Flannel Headband 4.6 Drip Pan 4.7 Cape 4.8 Bath Towel 4.9 Bath Comb 4.10 Razor/Scissor 4.11 Hairclips 4.12 Apron 4.13 End Paper 4.14 Ear Pads 4.15 Tail Comb 4.16 Rubber Band 4.17 Rubber Gloves
5 Supplies Materials	5.1 Shampoo 5.2 Perm Lotion 5.3 Neutralizer 5.4 Conditioner 5.5 End Paper 5.6 Talcum Powder 5.7 Tissue Roll 5.8 Cotton 5.9 Rubber Band 5.10 Disposable Gloves
6. Established or acceptable procedures in hair perming	May include but are not limited to: 6.1 Shampoo hair with conditioner and without scratching the scalp 6.2 Towel-dry, section and wind hair according to types of hair curls and apply selected perm solution 6.3 Cover wounded hair with plastic cap/cling wrap or expose to dry heat and check from time to time to determine progress of wave 6.4 Rinse hair thoroughly without removing curlers and towel-blot 6.5 Apply neutralizer to the hair and leave-on on specified time 6.6 Remove curlers / rollers and slightly massage hair and scalp 6.7 Shampoo and condition hair, rinser thoroughly and towel-dry
7. Hair care and maintenance	7.1 Use of wide toothed comb 7.2 Application of hair polishing products 7.3 Daily hair wash with mild shampoo and conditioner 7.4 Regular hair treatment

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Consulted and prepared client on the type of curls required and its procedures 1.2 Prepared and used tools, supplies/materials and protective clothing according to job requirements and OH&S requirements 1.3 Selected and prepared perming products according to client's requirements and manufacturer's specifications 1.4 Performed hair perming in accordance with established or acceptable procedures 1.5 Ensured clients safety and comfort throughout the whole process 1.6 Applied final touch on hair according to client's requirements 1.7 Applied appropriate measures in response to emergencies or unavoidable circumstances 1.8 Performed post-service activities according to salon policies and procedures, and OH&S requirements
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> 2.1 Code of Ethics 2.2 OH & S Requirements 2.3 Hair Texture / Condition 2.4 Different Scalp Condition 2.5 Heating Procedures 2.6 Different Perm Maintenance Program 2.7 Time Management 2.8 Principles of Customer Relations 2.9 Different Perming Products 2.10 DOH – IRR and OH&S rules and regulations 2.11 First-aid treatments
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Listening and Questioning Skills 3.2 Customer Relation 3.3 Hair Sectioning 3.4 Applying Winding Technique 3.5 Applying Massage Technique 3.6 Trimming 3.7 Proper Shampoo and Blow-dry Technique 3.8 Handling Tools and Equipment 3.9 Using Perming Product 3.10 Observing code of ethics 3.11 Applying first-aid treatments
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Model 4.2 Tools, equipment and supplies/materials relevant to the activity to be performed 4.3 Work are/facilities
<p>5. Methods of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with Oral Questioning 5.2 Portfolio 5.3 Third-Party Report
<p>6. Context of assessment</p>	<p>Competency may be assessed in the workplace or TESDA accredited assessment center</p>

UNIT OF COMPETENCY : PERFORM HAIR RELAXING

UNIT CODE : HCS515405

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in the performance of hair relaxing in barber's salon. This includes preparing the client, applying hair relaxing product, and performing final touches.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare client	1.1 Client is advised to remove all personal accessories 1.2 Client hair texture and condition together with scalp are checked and analyzed 1.3 Previous hair treatment is confirmed with the client before doing the desired service 1.4 Client is draped and shampooed without scratching the scalp 1.5 Protective clothing and gadgets are used to ensure clients safety and comfort
2. Apply hair relaxing product	2.1 Necessary tools and supplies are prepared and used according to OH &S requirements 2.2 Different form of products are identified and/or mixed based on types of hair in accordance with manufacturer's instructions 2.3 Hair relaxing is performed according to established or acceptable procedures and product specifications 2.4 Client's safety and comfort is observed during the entire process 2.5 Where necessary, first-aid treatment is provided to the client or referred to health personnel
3. Apply fixing solution	3.1 Fixing solution is applied on the hair in accordance with manufacturer's instructions 3.2 Hair is rinsed thoroughly and necessary post-treatment product is applied in accordance with manufacturer's instructions and salon procedures 3.3 Result is checked and hair is styled according to client's desired outcome
4. Perform post- service activities	4.1 Client is advised with appropriate hair care and maintenance 4.2 Tools, implements and equipments are cleaned, sterilized/sanitized and stored after use in accordance with salon policies 4.3 Wastes items are properly disposed in accordance with OH&S requirements 4.4 Working area is cleaned in preparation for the next client

RANGE OF VARIABLES

VARIABLE	RANGE
1. Personal accessories	1.1 Earrings 1.2 Necklace
2. Hair Texture	2.1 Fine 2.2 Medium 2.3 Coarse 2.4 Wiry
3. Hair Condition	3.1 Damaged 3.2 Tinted 3.3 Lightened 3.4 Porous 3.5 Dry 3.6 Greasy or Oily 3.7 Normal
4. Protective Materials and Clothing	4.1 Rubber Cape 4.2 Bath Towel 4.3 Ear Pads 4.4 Apron 4.5 Gloves 4.6 Mask
5. Tools	5.1 Mixing Bowl 5.2 Scoop or Spatula 5.3 Tail Comb 5.4 Hand Blower 5.5 Hair Brush 5.6 Clips or Clamps 5.7 Wide Toothed Comb
6. Supplies	6.1 Shampoo 6.2 Straightening 6.3 Conditioner 6.4 Styling Products 6.5 Fixing Solution 6.6 Tissue
7. Different Forms of Relaxing Product	7.1 Cream 7.2 Liquid 7.3 Gel
8. Types of Hair	8.1 Wavy 8.2 Curly 8.3 Straight
9. Established or acceptable procedures in hair relaxing	May include but are not limited to: 9.1 Apply protection product on hairline and scalp 9.2 Section hair 9.3 Apply product on the hair 9.4 Check hair randomly to monitor progress of hair relaxing 9.5 Follow development time according to product specifications and hair condition 9.6 Rinse hair thoroughly
10. Hair care and maintenance	10.1 Shampoo 10.2 Conditioner 10.3 Treatment

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Consulted and prepared client on hair relaxing procedures 1.2 Prepared and used protective clothing and gadgets, tools and equipment according to OH&S requirements 1.3 Identified and mixed relaxing product based on client's type of hair in accordance with manufacturer's specifications 1.4 Applied protection product on hairline and scalp according to manufacturer's specifications 1.5 Performed hair relaxing in accordance with established or acceptable procedures and product specifications 1.6 Ensured client's safety and comfort during the entire process 1.7 Applied appropriate measures in response to emergencies or unavoidable circumstances 1.8 Performed post-service activities in accordance with standard procedures and salon policies
<p>2. Underpinning knowledge</p>	<ul style="list-style-type: none"> 2.1 Code of ethics 2.2 Salon procedures/policies 2.3 Human relations 2.4 Hair and scalp analysis 2.5 Hair sectioning 2.6 Different tools and materials: Their uses and specifications 2.7 Different relaxing products 2.8 Hair relaxing procedures and techniques 2.9 DOH – IRR and OH&S rules and regulations 2.10 First-aid treatments
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Communication skills 3.2 Conducting hair and scalp analysis 3.3 Using tools and materials 3.4 Applying relaxing products 3.5 Performing relaxing procedures 3.6 Applying hair and scalp protective products 3.7 Performing hair sectioning 3.8 Blow-drying technique 3.9 Applying shampooing technique 3.10 Checking of results 3.11 Draping clients 3.12 Applying first-aid procedures 3.13 Observing code of ethics
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 4.1 Model 4.2 Tools, equipment and supplies/materials relevant to the activity to be performed 4.3 Work area/facilities
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Demonstration with Oral Questioning 5.2 Portfolio 5.3 Third-Party Report
<p>6. Context of assessment</p>	<p>Competency may be assessed in the workplace or TESDA accredited assessment center</p>

UNIT OF COMPETENCY : PERFORM MEN'S HAIRPIECE ATTACHMENT, STYLING AND MAINTENANCE

UNIT CODE : HCS515406

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude required in hairpiece attachment for men, styling and carrying out cleaning and maintenance of hairpiece.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare client	1.1 Client is consulted according to his/her needs and expectations 1.2 Client is draped with styling cape 1.3 Hairpiece and style is selected in accordance with client's facial features, natural hair and personal attributes 1.4 Appropriate equipment, tools, supplies/materials and techniques are selected and used according to client's requirements 1.5 Cost, maintenance requirements, features and benefits of the service are identified and explained to client
2. Attach and style hairpieces	2.1 Client's head circumference is measured for wig fitting 2.2 Selected hairpiece is attached securely to client's head following manufacturer's specifications and desired result 2.2 Hairstyle is created following elements of design and client's requirements 2.3 Client's satisfaction is confirmed and adjustments are made if required
3. Maintain hairpieces	3.1 Hairpiece's condition is checked and adjustments are made if required 3.2 Suitable product is identified and selected appropriate for type of hairpiece to be cleaned and maintained 3.3 Manufacturer's instructions in using product is followed accordingly
4. Perform post-service activities	4.1 Tools and materials are cleaned, sterilized and stored in accordance with salon policy 4.2 Wastes items are properly disposed in accordance with OH&S required practice 4.3 Working area is cleaned in preparation for the next client

RANGE OF VARIABLES

VARIABLE	RANGE
1. Hairpiece	1.1 Full head wigs 1.2 Toupees/wiglets
2. Hairpiece style	2.1 Straight 2.2 Wavy 2.3 Curly
3. Personal attributes	3.1 Age 3.2 Personal image 3.3 Job or career
4. Tools	4.1 Blow dryers 4.2 Brushes 4.3 Combs
5. Supplies/Materials	5.1 Pins 5.2 Duckbill 5.3 Measuring tape 5.4 Neck strip 5.5 Styling cape 5.6 Towel 5.7 Tissues 5.8 Styling product - Gel/Styling gel - Spray net
6. Desired result	6.1 Symmetry/Balance 6.2 Evenness 6.3 Wig/toupee blends with natural hair 6.4 No visible hair implements and attachments
7. Elements of design	7.1 Line 7.2 Color 7.3 Texture 7.4 Shape 7.5 Size

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Consulted and prepared client on hairpiece attachment and styling and its procedures</p> <p>1.2 Prepared tools, equipment and supplies/materials according to client's requirements and OH&S requirements</p> <p>1.3 Performed hairpiece attachment and styling procedures and techniques according to client desired results, manufacturer's specifications</p> <p>1.4 Performed cross checking and applied appropriate finishing touches</p> <p>1.5 Maintained hairpieces according to manufacturer's instructions</p> <p>1.6 Used protective clothing according to health and sanitation regulations</p> <p>1.7 Followed safety precautions to clients during the entire process</p> <p>1.8 Performed post-service activities according to OH&S requirements</p>
<p>2. Underpinning knowledge</p>	<p>2.1 Kinds and types of hairpiece</p> <p>2.2 Procedures on taking wig measurements</p> <p>2.3 Different hairpiece attachment, styling procedures and techniques</p> <p>2.4 Elements and principles of hair design</p> <p>2.5 Balancing hair length and volume</p> <p>2.6 Procedures in cleaning and maintenance of wigs/toupee</p> <p>2.7 Different types of tools and materials in hairpiece attachment, styling and maintenance</p> <p>2.8 First aid treatment</p> <p>2.9 DOH and OH&S requirements</p> <p>2.10 Code of ethics</p>
<p>3. Underpinning skills</p>	<p>3.1 Performing hairpiece attachment and styling procedures and techniques</p> <p>3.2 Using appropriate tools and materials</p> <p>3.3 Interpreting manufacturer's specifications</p> <p>3.4 Performing hairpiece maintenance</p> <p>3.5 Applying first-aid treatment</p> <p>3.6 Compliance to DOH-IRR</p> <p>3.7 Observing code of ethics</p> <p>3.8 Demonstrating sanitation</p>
<p>4. Resource implications</p>	<p>The following resources MUST be provided:</p> <p>4.1 Model</p> <p>4.2 Tools, equipment and supplies/materials relevant to the activity to be performed</p> <p>4.3 Working area / facilities</p>
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <p>5.1 Demonstration with Oral Questioning</p> <p>5.2 Third-Party Report</p> <p>5.3 Portfolio</p>
<p>6. Context of assessment</p>	<p>Competency may be assessed in the workplace or TESDA accredited assessment center</p>

SECTION 3 TRAINING STANDARDS

This set of standards provides Technical and Vocational Education and Training (TVET) providers with information and other important requirements to consider when designing training programs for **BARBERING NC II**.

This includes information on curriculum design; training delivery; trainee entry requirements; tools and equipment; training facilities; trainers qualification and institutional assessment.

3.1 CURRICULUM DESIGN

Course Title: BARBERING

NC Level: NC II

Nominal Training Duration: 18 Hrs (Basic)
18 Hrs (Common)
420 Hrs (Core)
200 Hrs (Elective)
656 Total Hrs

Course Description:

This course is designed to enhance the knowledge, skills and attitudes of hairdressers in accordance with industry standards. It covers the basic, common and core competencies in Barbering NC II.

BASIC COMPETENCIES (18 Hours)

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Participate in workplace communication	1.1 Obtain and convey workplace information 1.2 Complete relevant work related documents 1.3 Participate in workplace meeting and discussion	<ul style="list-style-type: none"> • Group discussion • Interaction 	<ul style="list-style-type: none"> • Written test • Practical/ performance test • Interview
2. Work in a team environment	2.1 Describe and identify team role and responsibility in a team. 2.2 Describe work as a team member.	<ul style="list-style-type: none"> • Group discussion • Interaction 	<ul style="list-style-type: none"> • Observation • Simulation • Role playing
3. Practice career professionalism	3.1 Integrate personal objectives with organizational goals 3.2 Set and meet work priorities 3.3 Maintain professional growth and development	<ul style="list-style-type: none"> • Group discussion • Interaction 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ questioning
4. Practice occupational health and safety	4.1 Evaluate hazards and risks 4.2 Control hazards and risks 4.3 Maintain occupational health and safety awareness	<ul style="list-style-type: none"> • Group Discussion • Plant tour • Symposium 	<ul style="list-style-type: none"> • Observation • Interviews

COMMON COMPETENCIES
(18 Hours)

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Apply quality standards	1.1 Assess clients service needs 1.2 Assess own work 1.3 Engage in quality improvement	<ul style="list-style-type: none"> • Group Discussion • Interaction 	<ul style="list-style-type: none"> • Written Test • Practical/ Performance Test • Interview
2. Maintain a safe, clean and efficient work environment	2.1 Comply with health regulations 2.2 Prepare and maintain work area 2.3 Check and maintain tools and equipment 2.4 Check and maintain stocks 2.5 Provide a relaxed and caring environment	<ul style="list-style-type: none"> • Group Discussion • Interaction 	<ul style="list-style-type: none"> • Written Test • Practical/ Performance Test • Interview
3. Maintain an effective relationship with clients/ customers	3.1 Maintain a professional image 3.2 Build credibility with customers/clients	<ul style="list-style-type: none"> • Group Discussion • Interaction 	<ul style="list-style-type: none"> • Written Test • Practical/ Performance Test • Interview
4. Manage own performance	4.1 Plan completion of own workload 4.2 Maintain quality of own performance	<ul style="list-style-type: none"> • Group Discussion • Interaction 	<ul style="list-style-type: none"> • Written Test • Practical/ Performance Test • Interview

CORE COMPETENCIES
(420 Hours)

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Perform pre- and post- hair care activities	1.1 Prepare client 1.2 Apply shampoo and/or conditioner to client 1.3 Blow-dry hair	<ul style="list-style-type: none"> • Lecture • Discussion • Demonstration 	<ul style="list-style-type: none"> • Written Test • Practical/ Performance Test • Interview
2. Perform hair and scalp treatment	2.1 Prepare client 2.2 Treat hair and scalp condition 2.3 Perform post-service activities	<ul style="list-style-type: none"> • Lecture • Discussion • Demonstration 	<ul style="list-style-type: none"> • Written Test • Practical/ Performance Test • Interview
3. Perform basic hair coloring	3.1 Prepare client 3.2 Apply hair color 3.3 Perform post-service activities	<ul style="list-style-type: none"> • Lecture/ Demonstration • OJT 	<ul style="list-style-type: none"> • Written Examination • Demonstration
4. Perform haircut	4.4 Prepare client 4.5 Perform hair cut 4.6 Perform final styling 4.7 Perform post service sanitation activity	<ul style="list-style-type: none"> • Lecture/ Demonstration • OJT 	<ul style="list-style-type: none"> • Written Examination • Demonstration • Observation
5. Shave and style beard and mustache	5.4 Prepare client 5.5 Shave/design/style beard or moustache 5.6 Perform post -service activities	<ul style="list-style-type: none"> • Lecture/ Demonstration • OJT 	<ul style="list-style-type: none"> • Written Examination • Demonstration • Observation
6. Perform chair spot massage	6.1 Prepare client for chair massage services 6.2 Perform chair massage activity 6.3 Perform post -service activities	<ul style="list-style-type: none"> • Lecture/ Demonstration • OJT 	<ul style="list-style-type: none"> • Written Examination • Demonstration • Observation

ELECTIVE COMPETENCIES
(200 Hours)

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Perform basic hair perming	1.1 Prepare client 1.2 Perm hair 1.3 Apply finishing touches 1.4 Perform post-service activities	<ul style="list-style-type: none"> • Lecture/ Demonstration • OJT 	<ul style="list-style-type: none"> • Written Examination • Demonstration • Observation
2. Perform hair relaxing	2.1 Prepare client 2.2 Apply hair relaxing product 2.3 Apply fixing solution 2.4 Perform post-service activities	<ul style="list-style-type: none"> • Lecture/ Demonstration • OJT 	<ul style="list-style-type: none"> • Written Examination • Demonstration • Observation
3. Perform men's hairpiece attachment, styling and maintenance	3.1 Prepare client 3.2 Attach and style hairpieces 3.3 Maintain hairpieces 4.5 Perform post-service activities	<ul style="list-style-type: none"> • Lecture/ Demonstration • OJT 	<ul style="list-style-type: none"> • Written Examination • Demonstration • Observation

3.2 TRAINING DELIVERY

The delivery of training should adhere to the design of the curriculum. Delivery should be guided by the 10 basic principles of competency-based TVET.

- The training is based on curriculum developed from the competency standards;
- Learning is modular in its structure;
- Training delivery is individualized and self-paced;
- Training is based on work that must be performed;
- Training materials are directly related to the competency standards and the curriculum modules;
- Assessment is based in the collection of evidence of the performance of work to the industry required standard;
- Training is based both on and off-the-job components;
- Allows for recognition of prior learning (RPL) or current competencies;
- Training allows for multiple entry and exit; and
- Approved training programs are nationally accredited.

The competency-based TVET system recognizes various types of delivery modes, both on and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities may be adopted when designing training programs:

- The dualized mode of training delivery is preferred and recommended. Thus programs would contain both in-school and in-industry training or fieldwork components. Details can be referred to the Dual Training System (DTS) Implementing Rules and Regulations.
- Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer just facilitates the training delivery.
- Peer teaching/mentoring is a training modality wherein fast learners are given the opportunity to assist the slow learners.
- Supervised industry training or on-the-job training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire specific competencies prescribed in the training regulations.
- Distance learning is a formal education process in which majority of the instruction occurs when the students and instructor are not in the same place. Distance learning may employ correspondence study, audio, video or computer technologies.
- Project-based instruction is an authentic instructional model strategy in which students plan, implement and evaluate projects that have real world applications.

3.3 TRAINEE ENTRY REQUIREMENTS

Trainees or students wishing to gain entry into these qualifications should possess the following requirements:

- Must be able to communicate effectively both orally and in writing
- Must be physically, emotionally and mentally fit
- Must be able to perform basic mathematical computations
- Must secure medical certificate for fitness to handle chemicals

Note to students: Because many chemical sprays and airborne pollutants are found in this occupation, students are advised to consult their physicians as to possible problems (i.e., allergies, asthma, dermatitis, etc.) before enrolling.

3.4 TOOLS, EQUIPMENT AND MATERIALS

BARBERING – NC II

Recommended list of tools, equipment and materials for the training of a minimum of 25 trainees for Barbering NC II are as follows:

QTY.	TOOLS	QTY.	EQUIPMENT	QTY.	MATERIALS
	BRUSH	2 unit	Infrared	1 btl.	Shampoo, gal
12 pcs.	Hair brush	6 unit	Steamer	1btl.	Conditioner, 1 gal
12 pcs.	barber brush	3 unit	Iron	1 doz	White towel
2 unit	Timer	6 unit	Hair Dryer / Blower	1 doz	Neck band
12 pcs.	Skeleton brush			1 doz	Colored towel
12 pcs.	Roller brush	6 unit	Trolley	1 doz l	Shoulder pad
12pcs.	Paddle brush	2	Shampooing bowl	6 pcs	Ear pad
6 pcs.	Applicator			3 pcs.	Head band
12 pcs.	Tinting brush	1 unit	Sterilizer	3 pcs.	Flannel headband
		1 unit	Nioscope (optional)	3 pcs.	Gauze mask
			Model/Mannequin	1 btl.	Mousse
6 pcs.	Squeezer			1 btl.	Gel, 500 ml.
		2 pcs	High chair (for children)	1 btl.	Hair spray500 ml.
	COMB			Shamp oo chair	Hair polish
25 pcs.	Barber comb	6 unit	Hydraulic Chair/Barber Chair	1 roll	Aluminum foil
25 pcs	Wide tooth comb	1 unit	Roller ball	1 box	Tissue paper
25 pcs	Large tooth comb				
25 pcs.	Metal Tail comb	1 unit	Electric massager	1 doz	Tissue roll
25 pcs.	cutting comb	6pcs	Stool	1 btl.	Baby powder, 500 grams
50 pcs.	Rubber gloves			1 pack	Cotton, 500 grams
1 box	Disposable gloves			1 roll	Cling Wrap, roll
3 pcs.	Mirrors			3 pcs	Frosting cap
6 pcs	Spatula			3 pcs	Fosting cap with hook
				1 doz	Shaving foam

QTY.	TOOLS	QTY.	EQUIPMENT	QTY.	MATERIALS
				1 bot	Emollient cream
50 pcs.	Hair clips, 1 doz. Single prong clip (optional)			1 btl.	Developer, 6% 20 volumes; 9% 30 volumes; 12% 40 volumes, 500 ml. each
				1 btl.	Weightless reconstructive hair mask
25 pcs	razor			1 btl.	Hair gum
50 pcs	Clamps			1 btl.	Hair polish
60 pcs.	Clips			1 btl.	Fiber gum
1 box	Hairpin			2 bot.	Fixing solution
1 box	Roller pin			5 bundle	End paper
1 box	Invisible pins			25 set	Perming rod
50 pcs	Duck bill clamp			12 pcs	Tail comb
12 pcs	Scissor/shears			12 pcs	applicator
4 pcs	Thinning scissor			12 pcs	shower cap
12 pcs	Tinting bowl			12 pcs	mask
2 pcs	Tape measure			5 pcs	Toupee
				5 pcs	Wig
				1 box	Rubberband
				10 pcs	Needle
				5 pcs	Garter thread
3 pcs.	Smock gown			1 jar	Gel
3 pcs.	Apron			1 set	Color product form
5 pcs.	Cape			3 pcs.	Neck strip (cloth)
3 pcs.	Plastic cape			1 set	Cream, Liquid & Powder
3 pcs.	Mixing bowls			3 pcs.	Plastic applicator
1 pc.	Weighing scale			1 btl.,	Lotion, 500 ml
6 pcs.	Measuring cup			1 set	Colorants
3 pcs.	Plastic scoop			1 set	Colormate
2 pcs.	Drip pan			1 set	Treatment product
				3 pcs.	Press spray plastic dispenser bottle
SCISSORS					
1 pc.	Thinning scissor			1 pc.	Wig
1 set	Cutting scissor / Cutting Shear (different sizes)			1 pc.	Hairpiece
1 set	Razor/Blade			1 btl.	Alcohol, 500 ml.
3 pcs.	Hydraulic chair			6 bars	Soap
1 pc.	Razors			1 pc.	Bath robe
2 pcs.	Clippers			1 pair	Slippers
3 pcs.	Spatula			3 btl.	Sanitizer
1 pc.	Squeezer			3 btl.	Disinfectant
3 pcs.	Spray gun			3 btl.	Antiseptic solutions
3 pcs.	Plastic scoop			3 pcs.	Cleaning clothes

2 pcs.	Shampoo bowl			1 doz.	Garbage bin/bag
				Training Materials:	
				CATALOG	
				1	Men's Cut Catalog
				1	Ladies Cut Catalog
				1	Kid's Cut Catalog
				6	Magazines
				3	Textbooks

3.5 TRAINING FACILITIES

Based on a class intake of 25 students/trainees

Space Requirement	Size in Meters	Area in Sq. Meters	Total Area in Sq. Meters
Student/Trainee Working Space	1 x 1 m.	1 sq. m.	25 sq. m
Lecture/Demo Room	8 x 5 m.	40 sq. m.	40 sq. m.
Learning Resource Center	3 x 5 m.	15 sq. m.	15 sq. m.
Facilities/Equipment/ Circulation Area	6 x 4 m.	24 sq. m.	24 sq. m.
Total :	104 sq. m.		

3.6 TRAINER'S QUALIFICATIONS FOR BARBERING NC II

TRAINER QUALIFICATION (TQ II)

- Must have completed Trainer's Methodology Course
- Must be a holder of Barbering NC II
- Must be able to communicate effectively both orally and in writing
- Must be physically, emotionally and mentally fit
- Must have at least two (2) years relevant teaching experience
- Must possess good moral character

3.7 INSTITUTIONAL ASSESSMENT

Institutional Assessment is undertaken by trainees to determine their achievement of units of competency. A certificate of achievement is issued for each unit of competency.

SECTION 4 NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS

- 4.1 To attain the National Qualification of **BARBERING NC II**, the candidate must demonstrate competence in all the units of competency listed in Section 1. Successful candidates shall be awarded a National Certificate signed by the TESDA Director General.
- 4.2 The Qualification of **BARBERING NC II** may be attained through demonstration of competence in a project-type assessment covering the following core units of the Qualification:
 - 4.2.1 Perform pre- and post- hair care activities
 - 4.2.2 Perform hair and scalp treatment
 - 4.2.3 Perform basic hair coloring
 - 4.2.4 Perform haircut
 - 4.2.5 Shave and style beard and mustache
 - 4.2.6 Perform chair spot massage
- 4.3 Certificate of Competency (COC) can be issued in the following cluster or group of core units of the qualification.
 - 4.3.1 Performing hair coloring services
 - 4.3.1.1 Perform pre and post- hair care activities
 - 4.3.1.2 Perform basic hair coloring
- 4.4 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.
- 4.5 The following are qualified to apply for assessment and certification:
 - 4.5.1 Graduates of formal and non-formal including enterprise-based training programs.
 - 4.5.2 Experienced workers (wage-employed or self-employed)
- 4.6 The guidelines on assessment and certification are discussed in detail in the “*Procedures Manual on Assessment and Certification*” and “*Guidelines on the Implementation of the Philippine TVET Qualification and Certification System (PTQCS)*”.

COMPETENCY MAP
HEALTH, SOCIAL AND OTHER COMMUNITY DEV'T
SERVICES SECTOR – COSMETOLOGY SUB-SECTOR
BARBERING NC II

BASIC COMPETENCIES	Receive and respond to workplace communication	Work with others	Demonstrate work values	Practice housekeeping procedures	Participate in workplace communication	Work in team environment	Practice career professionalism	Practice occupational health and safety procedures	Lead workplace communication	Lead small teams
	Develop and practice negotiation skills	Solve problems related to work activities	Use mathematical concepts and techniques	Use relevant technologies	Utilize specialized communication skills	Develop teams and individuals	Apply problem-solving techniques in the workplace	Plan and organize work	Collect, analyze and organize information	Promote environmental protection

COMMON COMPETENCIES	Maintain an effective relationship with clients/customers	Manage own performance	Apply quality standards	Maintain a safe, clean and efficient environment
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CORE COMPETENCIES	Perform pre and post hair care activities	Perform hair and scalp treatment	Perform basic hair perming	Perform basic hair coloring	Perform basic haircutting	Perform hair bleaching	Perform hair straightening	Apply basic make-up	Perform creative hairstyle
	Perform advanced/creative haircutting	Perform advanced/creative hair coloring	Perform advanced/creative hair perming	Perform advanced make-up	Perform haircut	Shave and style beard and mustache	Perform chair spot massage	Perform body massage	Perform body scrub
	Perform facial cleansing	Perform eyebrow arching and shaping	Perform eyelash enhancement	Perform temporary hair removal activity	Perform body bleach	Perform facial cleansing and treatment	Perform manicure and pedicure	Perform hand spa	Perform foot spa
	Perform creative nail design	Perform finger nail extensions							

ELECTIVE COMPETENCIES	Perform hair extension activities	Perform hairpiece attachment, styling and maintenance	Perform basic hair perming	Perform hair relaxing	Perform hairpiece attachment, styling and maintenance	Perform tattooing	Perform prosthetics and special effects make-up	Perform nail wrap treatment
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DEFINITION OF TERMS

Analysis Hair	- an examination to determine the condition of the hair prior to a hair treatment
Aniline Derivative Tints	- are also known as penetrating tints, synthetic, organic tints and peroxide or oxidation tints and are commonly called tints in the industry
Back Combing	- combing the short hair toward the scalp while the hair strand is held in a vertical position also called teasing
Barbering	- should be done at eye level starting at the hairline. A method used in cutting the hair closed to the scalp and refer to as scissor over comb
Baseline	- the first/foundation line to be cut which subsequent sections are cut to
Basic Hairshaping	- Shaping the hair that is not too long or too short to different head shape
Bleaching	- removing the natural pigmentation
Blunt cutting	- all hair strands must direct at the same point. The hair appears to be the same length
Bob	- a level haircut above the shoulders
Braid	- to weave interlace or entwine together
Chemical damage	- damage to the hair fibre through the overuse of chemicals such as permanent waves, colour, hydrogen peroxide, ammonia
Clippers	- are like electric razors mostly used to smoothen the back of the neck
Coiffure	- an arrangement or dressing of the hair
Cold waving	- a system of permanent waving involving the use of chemicals, without the application of heat
Color Fillers	- are used if the hair is in damaged condition and there is doubt that the color result will be an even shade
Color stripping	- removing artificial color by bleaching or chemical color stripper
Color test/tint	- a method of determining the action of color on a small strand of hair
Conditioner	- creams, waxes and oils which help protect and maintain the health and condition of the hair
Conditioning	- the application of special chemical agents to the hair to help restore its strength and give it body in order to protect it against possible breakage
Contour winding	- a loose wave, winding the perm rods to the contour of the head - shape
Cuticle	- the outer layer of the hair; the hard skin at the base of the fingernail
Design	- a plan or arrangement of a hairstyle
Diffuser	- an attachment on a blow dryer that "shatters" the flow of air so that the hair can be soft styled
Dye	- to color or stain the hair with tint

Elasticity	- the ability of the hair to stretch and return to its original form without breaking
Emulsifying agent	- a substance used to form an emulsion, e.g. shampoo
End paper	- a small paper tissue used at the end of a strand of hair to assist the winding of the perm rod
Frosting	- to lighten or darken small selected strands of hair over the entire head to blend with the root of the hair
Graduation	- the grade at which the hair is cut by degrees
Guideline	- a line to follow when shaping the balance of the hair
Hair analysis	- an examination to determine the condition of the hair prior to a hair treatment
Hair Density	- the amount of hair strands per square inch on the scalp
Hair Cutting	- a process to thinning, tapering and shortening of the hair into a becoming shapes or styles
Hair Extension	- process used to add volume or length to your hair by bonding synthetic or real hair at your roots.
Hairstyling	- a process of arranging the hair into a temporary design - Involves arranging the hair in a particular style, appropriately suited to the cut, and may require the use of hairstyling aid such as hair spray, gel or mousse
Hair stylist	- a person who designs and dresses the hair
Hot oil treatment	- a process of treating hair and scalp
Irons	- one of the most important hair tool inventions in the last 20 years. Creates poker straight hair as well as beautiful curls depending on which technique you use
Keratin	- keratin is a protein that your hair is made up of.
Layer/Layering	- holding the hair out from the head at a 90 degree angle and then removing a defined amount to remove volume, give movement, and added texture
Lysine	- an amino acid found in hair
Medulla	- a hollow pith or core of the hair fibre.
Melanin	- the dark or black pigment in the epidermis and hair, and in the choroids or coat of the eye
Neutralizer	- an agent capable of neutralizing another substance
Normal hair shedding	- a certain amount of hair is shed daily. This is nature's method to make way for new hair. The average daily shedding is estimated at 50-80 hairs. Hair loss beyond this estimated average indicates some scalp or hair trouble.
Layering	- is a technique used by hairdressers to change the thickness of the hair, creating either a thinning or thicker appearance. In this way the hair can be given a fuller appearance, more texture and movement.
Patch or skin test	- test to prove that chemicals will have no allergic reaction on scalp
Perm	- abbreviation for permanent wave

Porosity	- ability of the hair to absorb moisture
Rebonding	- rejoining the lines and bonds on the keratin chain – neutralizing
Relaxer	- a chemical applied to the hair to remove the natural curl
Retouch	- to recolor the regrowth
Sectioning	- sectioning your hair allows you to only pay attention to a particular area or panel of hair. You or your hairdresser will do this when blow-drying, cutting or coloring your hair, and will section your hair by taking a panel of hair and pinning or ignoring the rest.
Setting lotion	- a liquid used to facilitate setting, retaining the holding power of the set (or blow dry) by coating the hair fibre and thereby resisting the absorption of moisture
Serum	- a serum is a smoothing product to stop your hair from frizzing, keeping it smooth and straight. You'll be able to find a serum that is specifically designed to your own hair type.
Shimmering	- shading or tinting parts of the hair to enhance the style
Shingling	- is cutting the hair close to the nape and gradually longer toward the crown, without showing a definite line
Slithering	- tapering the hair to graduated length with scissors
Spiral winding	- winding the hair from roots to points.
Stack winding	- a method of permanent waving whereby the perm rods are built up on top of each other, in a pile
Streaking	- layers or strands of hair with a contrasting color, usually placed so as to enhance the appearance
Symmetrical	- hair equally distributed on both sides of the head
Taper	- to diminish a strand of hair gradually toward the points by cutting. Removing bulk from the ends of the hair
Thinning	- removing bulk from the hair
Toners	- the colors applied to hair which has been lightened – delicate pastel shades, e.g. champagne, beige, silver
Texture	- coarseness and fineness of the hair
Texturizing	- is performed after the overall cut has been completed. Thinning or notching are used to create wispy or spiky effect.
Treatment	- a treatment is used in between Shampoo and Conditioner to put protein back into the hair. You should leave the treatment in your hair for approximately 5 minutes before using your conditioner. You'll be able to find a treatment designed for your hair type.
Trichologist	- a person trained in the science of caring for the hair
Trichology	- the study of the structure and functions of the hair
Toupee	- is a small wig used to cover the top and crown of the head
Vent brush	- a brush with widely spaced plastic bristles designed to be used while blow drying
Wig	- an artificial covering for the head consisting of a network of interwoven hair

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INDUSTRY EXPERTS

REVIEW PANEL (2010)

EMMA P. ALBIOR

Philippine International Haircutters Association (PIHA)
#2 Anonas St., Project 3, Quezon City

LOURDES D. CO

Trainer/Expert
Tony Galvez School of Cosmetology
9th Ave., Cubao, Quezon City

ANTONIO M. GALVEZ

Owner/Industry Expert
Tony Galvez Salon/ Tony Galvez School of Cosmetology
(Member, International Cosmetology Organization (ICLO))
9th Ave., Cubao, Quezon City

AZUCENA P. INOCENCIO

Philippine International Haircutters Association (PIHA)
#2 Anonas St., Project 3, Quezon City

LUISITO C. ORTIZ

Philippine International Cosmetologists Association (PICA)
#69 Scout Rallos St.
Tomas Morato, Quezon City

AMBROSIO G. POLICARPIO

Philippine International Cosmetologists Association (PICA)
#69 Scout Rallos St.
Tomas Morato, Quezon City

ERNESTO R. VIRAY

Philippine International Cosmetologists Association (PICA)
#69 Scout Rallos St.
Tomas Morato, Quezon City

MARIA EVANGELINE V. BERTUMEN

Philippine International Haircutters Association (PIHA)
#2 Anonas St., Project 3, Quezon City

ALEXANDER S. DUNGO

Philippine International Haircutters Association (PIHA)
#2 Anonas St., Project 3, Quezon City

WILFREDO T. GARCIA

Philippine International Haircutters Association (PIHA)
#2 Anonas St., Project 3, Quezon City

GEORGE A. MANUEL

Philippine International Cosmetologists Association (PICA)
#69 Scout Rallos St.
Tomas Morato, Quezon City

JOSE MARCO M. PASCUAL

Vice-President, Business Development
Bruno's Services Corporation
Unit 209 Amberland Plaza
J. Vargas Ave., Ortigas Center
Pasig City

LOURD RYAN A. RAMOS

Philippine International Cosmetologists Association (PICA)
#69 Scout Rallos St.
Tomas Morato, Quezon City

The Participants in the Validation of this Training Regulation

- **Members of the Philippine International Haircutters Association (PIHA)**
- **Members of the Philippine International Cosmetologists Association (PICA)**
- **Members of the Haircutters and Cosmetologists Association of the Philippines (HACAP)**

The Members of the TESDA Board

The MANAGEMENT and Staff of the TESDA Secretariat

- **Qualifications and Standards Office (QSO)**

List of Published Training Regulations

- Animal Production NC II
- Aquaculture NC II
- Automotive Body Painting/Finishing NC II
- Automotive Body Repair NC II
- Automotive Engine Rebuilding NC II
- Automotive Servicing NC II
- Bartending NC II
- Beauty Care NC II
- Beauty Care NC III
- Building Wiring Installation NC II
- Carpentry NC II
- Commercial Cooking NC II
- Computer Hardware Servicing NC II
- Deck Seafaring NC II
- Dressmaking NC II
- Driving NC II
- Engine Seafaring NC II
- Food and Beverage Services NC II
- Footwear Making NC II
- Hairdressing NC II
- Hairdressing NC III
- Barbering NC II**
- Heavy Equipment Operation NC II
- Horticulture NC II
- Household Services NC II
- Housekeeping NC II
- Machining NC II
- Masonry NC II
- Motorcycle and Small Engine Servicing NC II
- Personal Care Service (Caregiving) NC II
- Plumbing NC II
- Pyrotechnics NC II
- RAC Servicing NC I
- RAC Servicing NC II
- Security Services NC I
- Security Services NC II
- Tailoring NC II
- Tour Guiding Services NC II
- Transport RAC Servicing NC II
- Travel Services NC II
- Welding NC II

These materials are available in both printed and electronic copies.

For more information please contact:

Technical Education and Skills Development Authority (TESDA)

Telephone Nos.: 893-8303, 893-2139; 817-4076 to 82 loc. 615 to 617

or visit our website: www.tesda.gov.ph