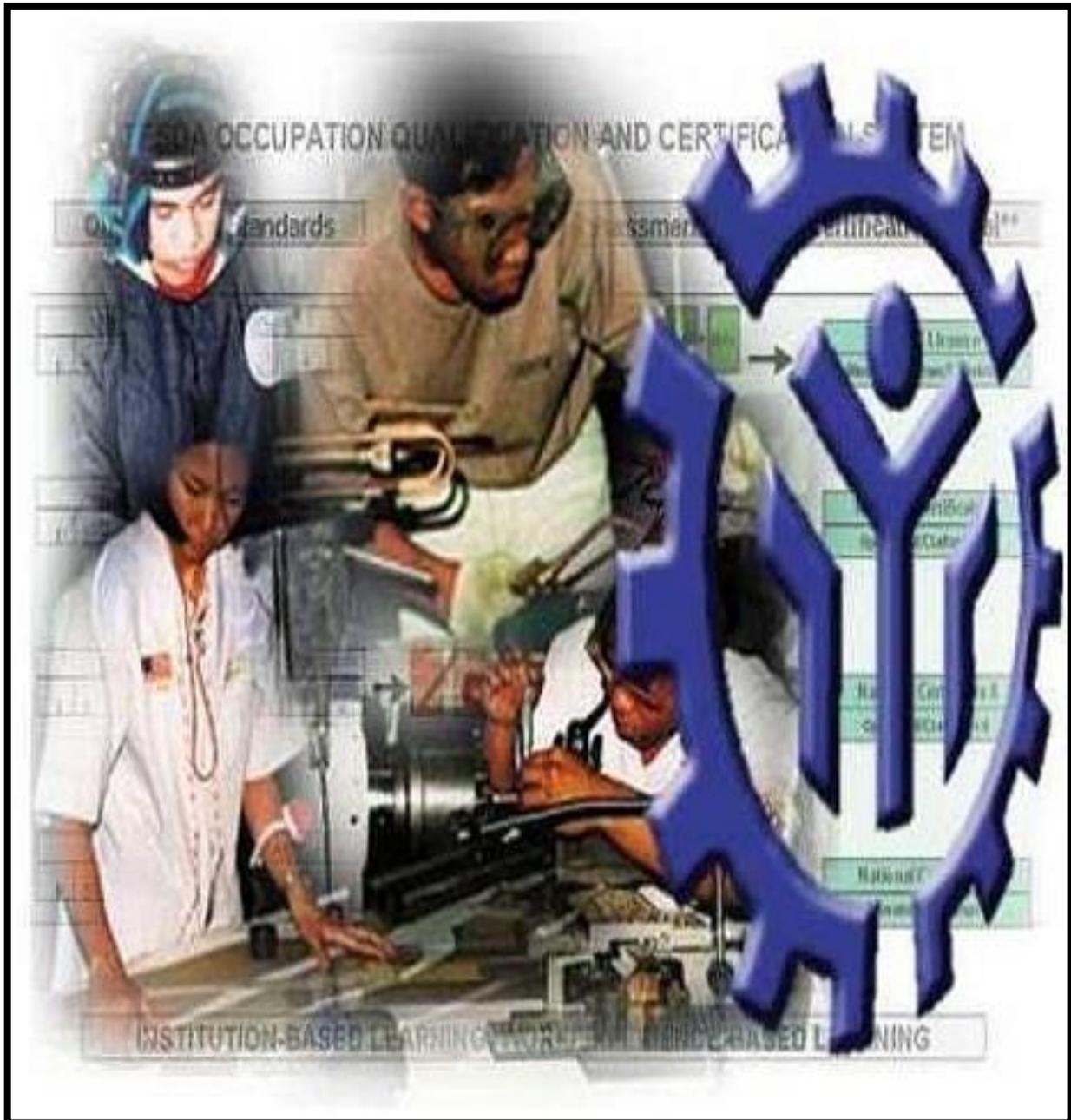


TRAINING REGULATIONS

BEAUTY CARE (SKIN CARE) SERVICES NC II



SOCIAL AND OTHER COMMUNITY DEVELOPMENT SERVICES SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway (SLEX), Taguig City, 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 Development of curriculum and assessment tools;
- 2 Registration and delivery of training programs; and
- 3 Establishment of competency assessment and certification arrangements.

Each TR has four sections:

- Section 1 Definition of Qualification - describes the qualification and defines competencies that comprise the qualification.
- Section 2 The Competency Standards format was revised to include the Required Knowledge and Required Skills per element. These fields explicitly state the required knowledge and skills for competent performance of a unit of competency in an informed and effective manner. These also emphasize the application of knowledge and skills to situations where understanding is converted into a workplace outcome.
- Section 3 Training Arrangements - contain the information and requirements which serve as bases for training providers in designing and delivering competency-based curriculum for the qualification. The revisions to Section 3 entail identifying the Learning Activities leading to achievement of the identified Learning Outcome.
- Section 4 Assessment and Certification Arrangements - describe the policies governing assessment and certification procedures for the qualification

TABLE OF CONTENTS

BEAUTY CARE (SKIN CARE) SERVICES NC II

	Page No.	
SECTION 1	BEAUTY CARE (SKIN CARE) SERVICES NC II QUALIFICATION	1
SECTION 2	COMPETENCY STANDARD	
	• Basic Competencies	2-34
	• Common Competencies	35-52
	• Core Competencies	53-80
SECTION 3	TRAINING STANDARDS	
	3.1 Curriculum Design	
	▪ Basic Competencies	82
	▪ Common Competencies	91
	▪ Core Competencies	99
	3.2 Training Delivery	177
	3.3 Trainee Entry Requirements	180
	3.4 List of Tools, Equipment and Materials	182
	3.5 Training Facilities	183
	3.6 Trainers' Qualifications	183
	3.7 Institutional Assessment	183
SECTION 4	NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS	184
	COMPETENCY MAP	186
	DEFINITION OF TERMS	187
	DOCUMENT REVISION HISTORY	189
	ACKNOWLEDGEMENT	190

TRAINING REGULATIONS FOR BEAUTY CARE (SKIN CARE) SERVICES NC II

SECTION 1 BEAUTY CARE (SKIN CARE) SERVICES NC II QUALIFICATION

The **BEAUTY CARE (SKIN CARE) SERVICES NC II** Qualification consists of competencies that a person must achieve to perform in enhancing of someone's personal beauty, such as, facial cleansing, hair removal and body scrub.

The Units of Competency comprising this Qualification include the following:

UNIT CODE	BASIC COMPETENCIES
400311210	Participate in workplace communication
400311211	Work in a team environment
400311212	Solve/address general workplace problems
400311213	Develop career and life decisions
400311214	Contribute to workplace innovation
400311215	Present relevant information
400311216	Practice occupational safety and health policies and procedures
400311217	Exercise efficient and effective sustainable practices in the workplace
400311218	Practice entrepreneurial skills in the workplace

UNIT CODE	COMMON COMPETENCIES
HHC515201	Maintain an effective relationship with clients/customers
HHC515202	Manage own performance
HHC515204	Apply quality standards
HHC515205	Maintain a safe, clean and efficient environment

UNIT CODE	CORE COMPETENCIES
SOC514301	Perform facial cleansing
SOC514302	Perform temporary hair removal activity
SOC514303	Perform body scrub

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

- Beauty Therapy Assistant (Facial Cleansing)**
- Beauty Therapy Assistant (Hair Removal)**
- Beauty Therapy Assistant (Body Scrub)**
- Beauty Therapy Assistant (Full)**

SECTION 2 COMPETENCY STANDARDS

This section gives the details of the contents of the basic, common and core units of competency required in **BEAUTY CARE SERVICES (SKIN CARE) NC II**.

BASIC COMPETENCIES

UNIT OF COMPETENCY : PARTICIPATE IN WORKPLACE COMMUNICATION

UNIT CODE : 400311210

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

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
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	1.1 Effective verbal and nonverbal communication 1.2 Different modes of communication 1.3 Medium of communication in the workplace 1.4 Organizational policies 1.5 Communication procedures and systems 1.6 Lines of Communication 1.7 Technology relevant to the enterprise and the individual's work responsibilities 1.8 Workplace etiquette	1.1 Following simple spoken language 1.2 Performing routine workplace duties following simple written notices 1.3 Participating in workplace meetings and discussions 1.4 Preparing work-related documents 1.5 Estimating, calculating and recording routine workplace measures 1.6 Relating/ Interacting with people of various levels in the workplace 1.7 Gathering and providing basic information in response to workplace requirements 1.8 Basic business writing skills 1.9 Interpersonal skills in the workplace 1.10 Active-listening skills

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	1.7 Personal interaction is carried out clearly and concisely		
2. Perform duties following workplace instructions	2.1 Written notices and instructions are read and interpreted in accordance with organizational guidelines 2.2 Routine written instruction are followed based on established procedures 2.3 Feedback is given to workplace supervisor based instructions/information received 2.4 Workplace interactions are conducted in a courteous manner 2.5 Where necessary, clarifications about routine workplace procedures and matters concerning conditions of employment are sought and asked from appropriate sources 2.6 Meetings outcomes are interpreted and implemented	2.1 Effective verbal and non-verbal communication 2.2 Different modes of communication 2.3 Medium of communication in the workplace 2.4 Organizational/ Workplace policies 2.5 Communication procedures and systems 2.6 Lines of communication 2.7 Technology relevant to the enterprise and the individual's work responsibilities 2.8 Effective questioning techniques (clarifying and probing) 2.9 Workplace etiquette	2.1 Following simple spoken instructions 2.2 Performing routine workplace duties following simple written notices 2.3 Participating in workplace meetings and discussions 2.4 Completing work-related documents 2.5 Estimating, calculating and recording routine workplace measures 2.6 Relating/ Responding to people of various levels in the workplace 2.7 Gathering and providing information in response to workplace requirements 2.8 Basic questioning/querying 2.9 Skills in reading for information 2.10 Skills in locating

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
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 Errors in recording information on forms/ documents are identified and acted upon 3.4 Reporting requirements to supervisor are completed according to organizational guidelines	3.1 Effective verbal and non-verbal communication 3.2 Different modes of communication 3.3 Workplace forms and documents 3.4 Organizational/ Workplace policies 3.5 Communication procedures and systems 3.6 Technology relevant to the enterprise and the individual's work responsibilities	3.1 Completing work-related documents 3.2 Applying operations of addition, subtraction, division and multiplication 3.3 Gathering and providing information in response to workplace requirements 3.4 Effective record keeping skills

RANGE OF VARIABLES

VARIABLES	RANGE
1. Appropriate sources	May include: 1.1 Team members 1.2 Supervisor/Department Head 1.3 Suppliers 1.4 Trade personnel 1.5 Local government 1.6 Industry bodies
2. Medium	May include: 2.1 Memorandum 2.2 Circular 2.3 Notice 2.4 Information dissemination 2.5 Follow-up or verbal instructions 2.6 Face-to-face communication 2.7 Electronic media (disk files, cyberspace)
3. Storage	May include: 3.1 Manual filing system 3.2 Computer-based filing system
4. Workplace interactions	May include: 4.1 Face-to-face 4.2 Telephone 4.3 Electronic and two-way radio 4.4 Written including electronic means, memos, instruction and forms 4.5 Non-verbal including gestures, signals, signs and diagrams
5. Forms	May include: 5.1 HR/Personnel forms, telephone message forms, safety reports

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 Prepared written communication following standard format of the organization 1.2 Accessed information using workplace communication equipment/systems 1.3 Made use of relevant terms as an aid to transfer information effectively 1.4 Conveyed information effectively adopting formal or informal communication
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Fax machine 2.2 Telephone 2.3 Notebook 2.4 Writing materials 2.5 Computer with Internet connection
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration with oral questioning 3.2 Interview 3.3 Written test 3.4 Third-party report
<p>4. Context for Assessment</p>	<ul style="list-style-type: none"> 4.1 Competency may be assessed individually in the actual workplace or through an accredited institution

UNIT OF COMPETENCY: WORK IN A TEAM ENVIRONMENT

UNIT CODE : 400311211

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes to identify one’s roles and responsibilities as a member of a team.

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Describe team role and scope	1.1 The role and objective of the team is identified from available sources of information 1.2 Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources	1.1 Group structure 1.2 Group development 1.3 Sources of information	1.1 Communicating with others, appropriately consistent with the culture of the workplace 1.2 Developing ways in improving work structure and performing respective roles in the group or organization
2. Identify one’s role and responsibility within a team	2.1 Individual roles and responsibilities within the team environment are identified 2.2 Roles and objectives of the team is identified from available sources of information 2.3 Team parameters, reporting relationships and responsibilities are identified based on team discussions and appropriate external sources	2.1 Team roles and objectives 2.2 Team structure and parameters 2.3 Team development 2.4 Sources of information	2.1 Communicating with others, appropriately consistent with the culture of the workplace 2.2 Developing ways in improving work structure and performing respective roles in the group or organization

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Work as a team member	3.1 Effective and appropriate forms of communications are used and interactions undertaken with team members based on company practices. 3.2 Effective and appropriate contributions made to complement team activities and objectives, based on workplace context 3.3 Protocols in reporting are observed based on standard company practices. 3.4 Contribute to the development of team work plans based on an understanding of team's role and objectives	3.1 Communication Process 3.2 Workplace communication protocol 3.3 Team planning and decision making 3.4 Team thinking 3.5 Team roles 3.6 Process of team development 3.7 Workplace context	3.1 Communicating appropriately, consistent with the culture of the workplace 3.2 Interacting effectively with others 3.3 Deciding as an individual and as a group using group think strategies and techniques 3.4 Contributing to Resolution of issues and concerns

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	May include but not limited to: 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	May include but not limited to: 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	May include but not limited to: 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

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Worked 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
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2. Materials relevant to the proposed activity or tasks
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Role play involving the participation of individual member to the attainment of organizational goal 3.3. Case studies and scenarios as a basis for discussion of issues and strategies in teamwork 3.4 Socio-drama and socio-metric methods 3.5 Sensitivity techniques 3.6 Written Test
<p>4. Context for Assessment</p>	<ul style="list-style-type: none"> 4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while task are being undertaken whether individually or in group

UNIT OF COMPETENCY : SOLVE/ADDRESS GENERAL WORKPLACE PROBLEMS

UNIT CODE : 400311212

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to apply problem-solving techniques to determine the origin of problems and plan for their resolution. It also includes addressing procedural problems through documentation, and referral.

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify routine problems	1.1 Routine problems or procedural problem areas are identified 1.2 Problems to be investigated are defined and determined 1.3 Current conditions of the problem are identified and documented	1.1 Current industry hardware and software products and services 1.2 Industry maintenance, service and helpdesk practices, processes and procedures 1.3 Industry standard diagnostic tools 1.4 Malfunctions and resolutions	1.1 Identifying current industry hardware and software products and services 1.2 Identifying current industry maintenance, services and helpdesk practices, processes and procedures. 1.3 Identifying current industry standard diagnostic tools 1.4 Describing common malfunctions and resolutions. 1.5 Determining the root cause of a routine malfunction

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Look for solutions to routine problems	2.1 Potential solutions to problem are identified 2.2 Recommendations about possible solutions are developed, documented , ranked and presented to appropriate person for decision	2.1 Current industry hardware and software products and services 2.2 Industry service and helpdesk practices, processes and procedures 2.3 Operating systems 2.4 Industry standard diagnostic tools 2.5 Malfunctions and resolutions. 2.6 Root cause analysis	2.1 Identifying current industry hardware and software products and services 2.2 Identifying services and helpdesk practices, processes and procedures. 2.3 Identifying operating system 2.4 Identifying current industry standard diagnostic tools 2.5 Describing common malfunctions and resolutions. 2.6 Determining the root cause of a routine malfunction
3. Recommend solutions to problems	3.1 Implementation of solutions are planned 3.2 Evaluation of implemented solutions are planned 3.3 Recommended solutions are documented and submit to appropriate person for confirmation	3.1 Standard procedures 3.2 Documentation produce	3.1 Producing documentation that recommends solutions to problems 3.2 Following established procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Problems/Procedural Problem	May include but not limited to: 1.1 Routine/non – routine processes and quality problems 1.2 Equipment selection, availability and failure 1.3 Teamwork and work allocation problem 1.4 Safety and emergency situations and incidents 1.5 Work-related problems outside of own work area
2. Appropriate person	May include but not limited to: 2.1 Supervisor or manager 2.2 Peers/work colleagues 2.3 Other members of the organization
3. Document	May include but not limited to: 3.1 Electronic mail 3.2 Briefing notes 3.3 Written report 3.4 Evaluation report
4. Plan	May include but not limited to: 4.1 Priority requirements 4.2 Co-ordination and feedback requirements 4.3 Safety requirements 4.4 Risk assessment 4.5 Environmental requirements

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Determined the root cause of a routine problem 1.2 Identified solutions to procedural problems. 1.3 Produced documentation that recommends solutions to problems. 1.4 Followed established procedures. 1.5 Referred unresolved problems to support persons.</p>
<p>2. Resource Implications</p>	<p>2.1. Assessment will require access to a workplace over an extended period, or a suitable method of gathering evidence of operating ability over a range of situations.</p>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <p>3.1 Case Formulation 3.2 Life Narrative Inquiry 3.3 Standardized test</p> <p>The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.</p>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.</p>

UNIT OF COMPETENCY : DEVELOP CAREER AND LIFE DECISIONS

UNIT CODE : 400311213

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes in managing one’s emotions, developing reflective practice, and boosting self-confidence and developing self-regulation.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Manage one’s emotion	1.1 Self-management strategies are identified 1.2 Skills to work independently and to show initiative, to be conscientious, and persevering in the face of setbacks and frustrations are developed 1.3 Techniques for effectively handling negative emotions and unpleasant situation in the workplace are examined	1.1 Self-management strategies that assist in regulating behavior and achieving personal and learning goals (e.g. Nine self-management strategies according to Robert Kelley) 1.2 Enablers and barriers in achieving personal and career goals 1.3 Techniques in handling negative emotions and unpleasant situation in the workplace such as frustration, anger, worry, anxiety, etc.	1.1 Managing properly one’s emotions and recognizing situations that cannot be changed and accept them and remain professional 1.2 Developing self-discipline, working independently and showing initiative to achieve personal and career goals 1.3 Showing confidence, and resilience in the face of setbacks and frustrations and other negative emotions and unpleasant situations in the workplace

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Develop reflective practice	2.1 Personal strengths and achievements, based on self-assessment strategies and teacher feedback are contemplated 2.2 Progress when seeking and responding to feedback from teachers to assist them in consolidating strengths, addressing weaknesses and fulfilling their potential are monitored 2.3 Outcomes of personal and academic challenges by reflecting on previous problem solving and decision making strategies and feedback from peers and teachers are predicted	2.1 Basic SWOT analysis 2.2 Strategies to improve one's attitude in the workplace 2.3 Gibbs' Reflective Cycle/Model (Description, Feelings, Evaluation, Analysis, Conclusion, and Action plan)	2.1 Using the basic SWOT analysis as self-assessment strategy 2.2 Developing reflective practice through realization of limitations, likes/dislikes; through showing of self-confidence 2.3 Demonstrating self-acceptance and being able to accept challenges
3. Boost self-confidence and develop self-regulation	3.1 Efforts for continuous self-improvement are demonstrated 3.2 Counter-productive tendencies at work are eliminated 3.3 Positive outlook in life are maintained.	3.1 Four components of self-regulation based on Self-Regulation Theory (SRT) 3.2 Personality development concepts 3.3 Self-help concepts (e. g., 7 Habits by Stephen Covey, transactional analysis, psycho-spiritual concepts)	3.1 Performing effective communication skills – reading, writing, conversing skills 3.2 Showing affective skills – flexibility, adaptability, etc. 3.3 Self-assessment for determining one's strengths and weaknesses

RANGE OF VARIABLES

VARIABLE	RANGE
1. Self-management strategies	<p>May include but not limited to:</p> <ul style="list-style-type: none"> 1.1 Seeking assistance in the form of job coaching or mentoring 1.2 Continuing dialogue to tackle workplace grievances 1.3 Collective negotiation/bargaining for better working conditions 1.4 Share your goals to improve with a trusted co-worker or supervisor 1.5 Make a negativity log of every instance when you catch yourself complaining to others 1.6 Make lists and schedules for necessary activities
2. Unpleasant situation	<p>May include but not limited to:</p> <ul style="list-style-type: none"> 2.1 Job burn-out 2.2 Drug dependence 2.3 Sulking

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Express emotions appropriately 1.2 Work independently and show initiative 1.3 Consistently demonstrate self-confidence and self-discipline
2. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1. Access to workplace and resource s 2.2. Case studies
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1. Demonstration or simulation with oral questioning 3.2. Case problems involving work improvement and sustainability issues 3.3. Third-party report
4. Context for Assessment	<ul style="list-style-type: none"> 4.1. Competency assessment may occur in workplace or any appropriately simulated environment

UNIT OF COMPETENCY : CONTRIBUTE TO WORKPLACE INNOVATION

UNIT CODE : 400311214

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to make a pro-active and positive contribution to workplace innovation.

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify opportunities to do things better.	1.1 Opportunities for improvement are identified proactively in own area of work. 1.2 Information are gathered and reviewed which may be relevant to ideas and which might assist in gaining support for idea.	1.1 Roles of individuals in suggesting and making improvements. 1.2 Positive impacts and challenges in innovation. 1.3 Types of changes and responsibility. 1.4 Seven habits of highly effective people.	1.1 Identifying opportunities to improve and to do things better. Involvement. 1.2 Identifying the positive impacts and the challenges of change and innovation. 1.3 Identifying examples of the types of changes that are within and outside own scope of responsibility
2. Discuss and develop ideas with others	2.1 People who could provide input to ideas for improvements are identified. 2.2 Ways of approaching people to begin sharing ideas are selected. 2.3 Meeting is set with relevant people. 2.4 Ideas for follow up are review and selected based on feedback. 2.5 Critical inquiry method is used to discuss and develop ideas with others.	2.1 Roles of individuals in suggesting and making improvements. 2.2 Positive impacts and challenges in innovation. 2.3 Types of changes and responsibility. 2.4 Seven habits of highly effective people.	2.1 Identifying opportunities to improve and to do things better. Involvement. 2.2 Identifying the positive impacts and the challenges of change and innovation. 2.3 Providing examples of the types of changes that are within and outside own scope of responsibility 2.4 Communicating ideas for change through small group discussions and meetings.

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Integrate ideas for change in the workplace.	3.1 Critical inquiry method is used to integrate different ideas for change of key people. 3.2 Summarizing, analyzing and generalizing skills are used to extract salient points in the pool of ideas. 3.3 Reporting skills are likewise used to communicate results. 3.4 Current Issues and concerns on the systems, processes and procedures, as well as the need for simple innovative practices are identified.	3.1 Roles of individuals in suggesting and making improvements. 3.2 Positive impacts and challenges in innovation. 3.3 Types of changes and responsibility. 3.4 Seven habits of highly effective people. 3.5 Basic research skills.	3.1 Identifying opportunities to improve and to do things better. Involvement. 3.2 Identifying the positive impacts and the challenges of change and innovation. 3.3 Providing examples of the types of changes that are within and outside own scope of responsibility. 3.4 Communicating ideas for change through small group discussions and meetings. 3.5 Demonstrating skills in analysis and interpretation of data.

RANGE OF VARIABLES

VARIABLES	RANGE
1. Opportunities for improvement	May include: 1.1 Systems. 1.2 Processes. 1.3 Procedures. 1.4 Protocols. 1.5 Codes. 1.6 Practices.
2. Information	May include: 2.1 Workplace communication problems. 2.2 Performance evaluation results. 2.3 Team dynamics issues and concerns. 2.4 Challenges on return of investment 2.5 New tools, processes and procedures. 2.6 New people in the organization.
3. People who could provide input	May include: 3.1 Leaders. 3.2 Managers. 3.3 Specialists. 3.4 Associates. 3.5 Researchers. 3.6 Supervisors. 3.7 Staff. 3.8 Consultants (external) 3.9 People outside the organization in the same field or similar expertise/industry. 3.10 Clients
4. Critical inquiry method	May include: 4.1 Preparation. 4.2 Discussion. 4.3 Clarification of goals. 4.4 Negotiate towards a Win-Win outcome. 4.5 Agreement. 4.6 Implementation of a course of action. 4.7 Effective verbal communication. See our pages: Verbal Communication and Effective Speaking. 4.8 Listening. 4.9 Reducing misunderstandings is a key part of effective negotiation. 4.10 Rapport Building. 4.11 Problem Solving. 4.12 Decision Making. 4.13 Assertiveness. 4.14 Dealing with Difficult Situations.

5. Reporting skills	May include: 5.1 Data management. 5.2 Coding. 5.3 Data analysis and interpretation. 5.4 Coherent writing. 5.5 Speaking.
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EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Identified opportunities to do things better. 1.2 Discussed and developed ideas with others on how to contribute to workplace innovation. 1.3 Integrated ideas for change in the workplace. 1.4 Analyzed and reported rooms for innovation and learning in the workplace.
2. Resource Implications	The following resources should be provided: 2.1 Pens, papers and writing implements. 2.2 Cartolina. 2.3 Manila papers.
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Psychological and behavioral Interviews. 3.2 Performance Evaluation. 3.3 Life Narrative Inquiry. 3.4 Review of portfolios of evidence and third-party workplace reports of on-the-job performance. 3.5 Sensitivity analysis. 3.6 Organizational analysis. 3.7 Standardized assessment of character strengths and virtues applied.
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.

UNIT OF COMPETENCY : PRESENT RELEVANT INFORMATION

UNIT CODE : 400311215

UNIT DESCRIPTOR : This unit of covers the knowledge, skills and attitudes required to present data/information appropriately.

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Gather data/information	1.1 Evidence, facts and information are collected 1.2 Evaluation, terms of reference and conditions are reviewed to determine whether data/information falls within project scope	1.1 Organisational protocols 1.2 Confidentiality 1.3 Accuracy 1.4 Business mathematics and statistics 1.5 Data analysis techniques/procedures 1.6 Reporting requirements to a range of audiences 1.7 Legislation, policy and procedures relating to the conduct of evaluations 1.8 Organisational values, ethics and codes of conduct	1.1 Describing organisational protocols relating to client liaison 1.2 Protecting confidentiality 1.3 Describing accuracy 1.4 Computing business mathematics and statistics 1.5 Describing data analysis techniques/procedures 1.6 Reporting requirements to a range of audiences 1.7 Stating legislation, policy and procedures relating to the conduct of evaluations 1.8 Stating organisational values, ethics and codes of conduct
2. Assess gathered data/information	2.1 Validity of data/information is assessed 2.2 Analysis techniques are applied to assess data/information. 2.3 Trends and anomalies are identified 2.4 Data analysis techniques and procedures are documented	2.1 Business mathematics and statistics 2.2 Data analysis techniques/procedures 2.3 Reporting requirements to a range of audiences 2.4 Legislation, policy and procedures relating to the conduct of evaluations	2.1 Computing business mathematics and statistics 2.2 Describing data analysis techniques/procedures 2.3 Reporting requirements to a range of audiences 2.4 Stating legislation, policy and

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.5 Recommendations are made on areas of possible improvement.	2.5 Organisational values, ethics and codes of conduct	procedures relating to the conduct of evaluations 2.5 Stating organisational values, ethics and codes of conduct
3. Record and present information	3.1 Studied data/information are recorded. 3.2 Recommendations are analysed for action to ensure they are compatible with the project's scope and terms of reference. 3.3 Interim and final reports are analysed and outcomes are compared to the criteria established at the outset. 3.4 Findings are presented to stakeholders.	3.1 Data analysis techniques/procedures 3.2 Reporting requirements to a range of audiences 3.3 Legislation, policy and procedures relating to the conduct of evaluations 3.4 Organisational values, ethics and codes of conduct	3.1 Describing data analysis techniques/procedures 3.2 Reporting requirements to a range of audiences 3.3 Stating legislation, policy and procedures relating to the conduct of evaluations 3.4 Stating organisational values, ethics and codes of conduct practices

RANGE OF VARIABLES

VARIABLES	RANGE
1. Data analysis techniques	May include but not limited to: 1.1. Domain analysis 1.2. Content analysis 1.3. Comparison technique

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Determine data / information 1.2 Studied and applied gathered data/information 1.3 Recorded and studied studied data/information</p> <p>These aspects may be best assessed using a range of scenarios what ifs as a stimulus with a walk through forming part of the response. These assessment activities should include a range of problems, including new, unusual and improbable situations that may have happened.</p>
2. Resource Implications	<p>Specific resources for assessment</p> <p>2.1. Evidence of competent performance should be obtained by observing an individual in an information management role within the workplace or operational or simulated environment.</p>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1. Written Test 3.2. Interview 3.3. Portfolio</p> <p>The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.</p>
4. Context for Assessment	<p>4.1. In all workplace, it may be appropriate to assess this unit concurrently with relevant teamwork or operation units.</p>

UNIT OF COMPETENCY : PRACTICE OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROCEDURES

UNIT CODE : 400311216

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to identify OSH compliance requirements, prepare OSH requirements for compliance, perform tasks in accordance with relevant OSH policies and procedures

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify OSH compliance requirements	1.1 Relevant OSH requirements, regulations, policies and procedures are identified in accordance with workplace policies and procedures 1.2 OSH activity non-conformities are conveyed to appropriate personnel 1.3 OSH preventive and control requirements are identified in accordance with OSH work policies and procedures	1.1. OSH preventive and control requirements 1.2. Hierarchy of Controls 1.3. Hazard Prevention and Control 1.4. General OSH principles 1.5. Work standards and procedures 1.6. Safe handling procedures of tools, equipment and materials 1.7. Standard emergency plan and procedures in the workplace	1.1. Communication skills 1.2. Interpersonal skills 1.3. Critical thinking skills 1.4. Observation skills

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Prepare OSH requirements for compliance	2.1 OSH work activity material, tools and equipment requirements are identified in accordance with workplace policies and procedures 2.2. Required OSH materials, tools and equipment are acquired in accordance with workplace policies and procedures 2.3. Required OSH materials, tools and equipment are arranged/ placed in accordance with OSH work standards	2.1. Resources necessary to execute hierarchy of controls 2.2. General OSH principles 2.3. Work standards and procedures 2.4. Safe handling procedures of tools, equipment and materials 2.5. Different OSH control measures	2.1. Communication skills 2.2. Estimation skills 2.3. Interpersonal skills 2.4. Critical thinking skills 2.5. Observation skills 2.6. Material, tool and equipment identification skills
3. Perform tasks in accordance with relevant OSH policies and procedures	3.1 Relevant OSH work procedures are identified in accordance with workplace policies and procedures 3.2 Work Activities are executed in accordance with OSH work standards 3.3 Non-compliance work activities are reported to <i>appropriate personnel</i>	3.1. OSH work standards 3.2. Industry related work activities 3.3. General OSH principles 3.4. OSH Violations Non-compliance work activities	3.1 Communication skills 3.3 Interpersonal skills 3.4 Troubleshooting skills 3.5 Critical thinking skills 3.6 Observation skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. OSH Requirements, Regulations, Policies and Procedures	May include: 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 Permit to Operate 1.6 Philippine Occupational Safety and Health Standards 1.7 Department Order No. 13 (Construction Safety and Health) 1.8 ECC regulations
2. Appropriate Personnel	May include: 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself
3. OSH Preventive and Control Requirements	May include: 3.1 Resources needed for removing hazard effectively 3.2 Resources needed for substitution or replacement 3.3 Resources needed to establishing engineering controls 3.4 Resources needed for enforcing administrative controls 3.5 Personal Protective equipment
4. Non OSH-Compliance Work Activities	May include non-compliance or observance of the following safety measures: 4.1 Violations that may lead to serious physical harm or death 4.2 Fall Protection 4.3 Hazard Communication 4.4 Respiratory Protection 4.5 Power Industrial Trucks 4.6 Lockout/Tag-out 4.7 Working at heights (use of ladder, scaffolding) 4.8 Electrical Wiring Methods 4.9 Machine Guarding 4.10 Electrical General Requirements 4.11 Asbestos work requirements 4.12 Excavations work requirements

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. Convey OSH work non-conformities to appropriate personnel 1.2. Identify OSH preventive and control requirements in accordance with OSH work policies and procedures 1.3. Identify OSH work activity material, tools and equipment requirements in accordance with workplace policies and procedures 1.4. Arrange/Place required OSH materials, tools and equipment in accordance with OSH work standards 1.5. Execute work activities in accordance with OSH work standards 1.6. Report OSH activity non-compliance work activities to appropriate personnel
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Facilities, materials tools and equipment necessary for the activity
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Observation/Demonstration with oral questioning 3.2 Third party report
<p>4. Context for Assessment</p>	<ul style="list-style-type: none"> 4.1 Competency may be assessed in the work place or in a simulated work place setting

UNIT OF COMPETENCY : EXERCISE EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE

UNIT CODE : 400311217

UNIT DESCRIPTOR : This unit covers knowledge, skills and attitude to identify the efficiency and effectiveness of resource utilization, determine causes of inefficiency and/or ineffectiveness of resource utilization and Convey inefficient and ineffective environmental practices

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify the efficiency and effectiveness of resource utilization	1.1 Required resource utilization in the workplace is measured using appropriate techniques 1.2 Data are recorded in accordance with workplace protocol 1.3 Recorded data are compared to determine the efficiency and effectiveness of resource utilization according to established environmental work procedures	1.1. Importance of Environmental Literacy 1.2. Environmental Work Procedures 1.3. Waste Minimization 1.4. Efficient Energy Consumptions	1.1 Recording Skills 1.2 Writing Skills 1.3 Innovation Skills
2. Determine causes of inefficiency and/or ineffectiveness of resource utilization	2.1 Potential causes of inefficiency and/or ineffectiveness are listed 2.2 Causes of inefficiency and/or ineffectiveness are identified through deductive reasoning 2.3 Identified causes of inefficiency and/or ineffectiveness are validated thru established environmental procedures	2.1 Causes of environmental inefficiencies and ineffectiveness	2.1 Deductive Reasoning Skills 2.2 Critical thinking 2.3 Problem Solving 2.4 Observation Skills

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Convey inefficient and ineffective environmental practices	3.1 Efficiency and effectiveness of resource utilization are reported to <i>appropriate personnel</i> 3.2 Concerns related resource utilization are discussed with appropriate personnel 3.3 Feedback on information/ concerns raised are clarified with appropriate personnel	3.1 Appropriate Personnel to address the environmental hazards 3.2 Environmental corrective actions	3.1 Written and Oral Communication Skills 3.2 Critical thinking 3.3 Problem Solving 3.4 Observation Skills 3.5 Practice Environmental Awareness

RANGE OF VARIABLES

VARIABLE	RANGE
1. Environmental Work Procedures	May include: 1.1 Utilization of Energy, Water, Fuel Procedures 1.2 Waster Segregation Procedures 1.3 Waste Disposal and Reuse Procedures 1.4 Waste Collection Procedures 1.5 Usage of Hazardous Materials Procedures 1.6 Chemical Application Procedures 1.7 Labeling Procedures
2. Appropriate Personnel	May include: 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself

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. Measured required resource utilization in the workplace using appropriate techniques 1.2. Recorded data in accordance with workplace protocol 1.3. Identified causes of inefficiency and/or ineffectiveness through deductive reasoning 1.4. Validate the identified causes of inefficiency and/or ineffectiveness thru established environmental procedures 1.5. Report efficiency and effectiveness of resource utilization to appropriate personnel 1.6. Clarify feedback on information/concerns raised with appropriate personnel
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace 2.2 Tools, materials and equipment relevant to the tasks 2.3 PPE 2.4 Manuals and references
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration 3.2 Oral questioning 3.3 Written examination
<p>4. Context for Assessment</p>	<ul style="list-style-type: none"> 4.1 Competency assessment may occur in workplace or any appropriately simulated environment 4.2 Assessment shall be observed while task are being undertaken whether individually or in-group

UNIT OF COMPETENCY : PRACTICE ENTREPRENEURIAL SKILLS IN THE WORKPLACE

UNIT CODE : 400311218

UNIT DESCRIPTOR : This unit covers the outcomes required to apply entrepreneurial workplace best practices and implement cost-effective operations

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Apply entrepreneurial workplace best practices	1.1 Good practices relating to workplace operations are observed and selected following workplace policy. 1.2 Quality procedures and practices are complied with according to workplace requirements. 1.3 Cost-conscious habits in resource utilization are applied based on industry standards.	1.1 Workplace best practices, policies and criteria 1.2 Resource utilization 1.3 Ways in fostering entrepreneurial attitudes: <ul style="list-style-type: none"> • Patience • Honesty • Quality-consciousness • Safety-consciousness • Resourcefulness 	1.1 Communication skills 1.2 Complying with quality procedures
2. Communicate entrepreneurial workplace best practices	2.1 Observed good practices relating to workplace operations are communicated to appropriate person . 2.2 Observed quality procedures and practices are communicated to appropriate person 2.3 Cost-conscious habits in resource utilization are communicated based on industry standards.	2.1 Workplace best practices, policies and criteria 2.2 Resource utilization 2.3 Ways in fostering entrepreneurial attitudes: <ul style="list-style-type: none"> 2.3.1 Patience 2.3.2 Honesty 2.3.3 Quality-consciousness 2.3.4 Safety-consciousness 2.3.5 Resourcefulness 	2.1 Communication skills 2.2 Complying with quality procedures 2.3 Following workplace communication protocol

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Implement cost-effective operations	3.1 Preservation and optimization of workplace resources is implemented in accordance with enterprise policy 3.2 Judicious use of workplace tools, equipment and materials are observed according to manual and work requirements. 3.3 Constructive contributions to office operations are made according to enterprise requirements. 3.4 Ability to work within one's allotted time and finances is sustained.	3.1 Optimization of workplace resources 3.2 5S procedures and concepts 3.3 Criteria for cost-effectiveness 3.4 Workplace productivity 3.5 Impact of entrepreneurial mindset to workplace productivity 3.6 Ways in fostering entrepreneurial attitudes: 3.6.1 Quality-consciousness 3.6.2 Safety-consciousness	3.1 Implementing preservation and optimizing workplace resources 3.2 Observing judicious use of workplace tools, equipment and materials 3.3 Making constructive contributions to office operations 3.4 Sustaining ability to work within allotted time and finances

RANGE OF VARIABLES

VARIABLE	RANGE
1. Good practices	May include: 1.1 Economy in use of resources 1.2 Documentation of quality practices
2. Resources utilization	May include: 2.1 Consumption/ use of consumables 2.2 Use/Maintenance of assigned equipment and furniture 2.3 Optimum use of allotted /available time

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Demonstrated ability to identify and sustain cost-effective activities in the workplace 1.2 Demonstrated ability to practice entrepreneurial knowledge, skills and attitudes in the workplace.
2. Resource Implications	The following resources should be provided: 2.1 Simulated or actual workplace 2.2 Tools, materials and supplies needed to demonstrate the required tasks 2.3 References and manuals 2.3.1 Enterprise procedures manuals 2.3.2 Company quality policy
3. Methods of Assessment	Competency in this unit should be assessed through: 3.1 Interview 3.2 Third-party report
4. Context of Assessment	4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while tasks are being undertaken whether individually or in-group

COMMON COMPETENCIES

UNIT OF COMPETENCY : MAINTAIN AN EFFECTIVE RELATIONSHIP WITH CLIENTS/CUSTOMERS

UNIT CODE : HHC515201

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required in building and maintaining effective relationship with clients.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Maintain a professional image	1.1 Uniform and personal grooming maintained 1.2 Personal presence maintained according to employer standards 1.3 Visible work area kept tidy and uncluttered 1.4 Equipment stored according to assignment requirements	1.1 Different modes of communication 1.2 Organizational policies 1.3 Communication procedures and systems 1.4 Code of Ethics 1.5 Legal requirements to practice and operate 1.6 Role of a massage practitioner in the Philippine healthcare services 1.7 Limitations of the role as a massage practitioner 1.8 Patient's rights 1.9 Uniform and personal grooming requirements of the employer 1.10 Occupational health and safety 1.11 Technology relevant to the enterprise and the individual's work responsibilities	1.1 Interpersonal communication skills required in client contact assignments 1.2 Customer service skills required to meet client/customer needs 1.3 Deliver correct information to the client/patient in a professional manner 1.4 Treat patients/clients with respect
2. Meet client requirements	2.1 Client requirements identified and understood by referral to the assignment instructions 2.2 Client requirements met according to the assignment instructions	2.1 Different modes of communication 2.2 Organizational policies 2.3 Communication procedures and systems 2.4 Customer service	2.1 Attention to detail when completing client/employer documentation 2.2 Interpersonal communication skills required in client contact assignments

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.3 Changes to <i>client's needs and requirements</i> monitored and <i>appropriate action taken</i> 2.4 All communication with the <i>client</i> or customer is clear and complies with assignment requirements	2.5 Telephone conversation techniques 2.6 Problem solving and negotiation 2.7 Code of Ethics 2.8 Patient's rights 2.9 Philippine Practice Standards for Massage practitioners 2.10 Technology relevant to the massage establishment and the individual's work responsibilities	2.3 Client/Customer service skills required to meet client/customer needs 2.4 Maintain records
3. Build credibility with clients	3.1 Client expectations for reliability, punctuality and appearance adhered to 3.2 Possible causes of client dissatisfaction identified, dealt with and recorded according to employer policy 3.3 Client fully informed of all relevant security matters in a timely manner and according to agreed reporting procedures	3.1 Different modes of communication 3.2 Organizational policies 3.3 Communication procedures and systems 3.4 Customer service principles 3.5 Code of Ethics 3.6 Patient's rights 3.7 Philippine Practice Standards for Massage practitioners 3.8 Technology relevant to the massage establishment and the individual's work responsibilities	3.1 Demonstrate genuine concern for the welfare of the clients/customers 3.2 Interpersonal communication skills required in client/ patient contact assignments 3.3 Client/Customer service skills required to meet client/ customer needs
4. Establish professional relationship with the client	4.1 Establish relationship within appropriate professional boundaries 4.2 Build trust and respect through use of effective communication techniques 4.3 Identify and respond to client special needs 4.4 Communicate in ways	4.1 Types of client relationship management 4.2 Main components of client relationship 4.3 Relative intelligence 4.4 Effect on customer satisfaction 4.5 Benefits of customer relationship management 4.6 Improving client	4.1 Establishing professional relationship with client/customer 4.2 Demonstrate genuine concern for the welfare of the clients/customers 4.3 Interpersonal communication skills required in

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>that take account of cultural considerations</p> <p>4.5 Exercise discretion and confidentiality</p>	<p>relationship management</p> <p>4.7 Occupational health and safety</p>	<p>client/ patient contact assignments</p> <p>4.4 Client/Customer service skills required to meet client/ customer needs</p>
<p>5. Manage client interactions</p>	<p>5.1 Use a collaborative and person centered approach when working with clients</p> <p>5.2 Use motivational interviewing as a basis for client interactions</p> <p>5.3 Seek client information respectfully and sensitively, using purposeful, systematic and diplomatic questions</p> <p>5.4 Support the client to identify and articulate key information that supports the provision of service</p> <p>5.5 Encourage clients to voice queries or concerns and address these appropriately</p> <p>5.6 Respond to difficult or challenging behavior using established techniques</p> <p>5.7 Maintain professional integrity and boundaries at all times</p> <p>5.8 Work within scope of role and identify and respond to situations where interactions suggest the need for client referral</p>	<p>5.1 Types of client relationship management</p> <p>5.2 Main components of client relationship</p> <p>5.3 Relative intelligence</p> <p>5.4 Effect on customer satisfaction</p> <p>5.5 Benefits of customer relationship management</p> <p>5.6 Improving client relationship management</p> <p>5.7 Managing client interactions</p> <p>5.8 Motivational Interviewing</p> <p>5.9 Occupational health and safety</p>	<p>5.1 Managing client interactions</p> <p>5.2 Establishing professional relationship with client/customer</p> <p>5.3 Demonstrate genuine concern for the welfare of the clients/customers</p> <p>5.4 Interpersonal communication skills required in client/ patient contact assignments</p> <p>5.5 Client/Customer service skills required to meet client/ customer needs</p>
<p>6. Provide effective responses to client enquiries</p>	<p>6.1 Select the most appropriate mode of communication for the information being provided</p>	<p>6.1 Modes of communication</p> <p>6.2 Client language and terminology</p> <p>6.3 Types of client</p>	<p>6.1 Providing effective responses to client enquiries</p> <p>6.2 Managing client interactions</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>6.2 Use language and terminology that the client will understand</p> <p>6.3 Present information clearly and with sufficient detail to meet client needs</p> <p>6.4 Confirm with client that the information has been understood and address any unresolved issues</p>	<p>relationship management</p> <p>6.4 Main components of client relationship</p> <p>6.5 Relative intelligence</p> <p>6.6 Effect on customer satisfaction</p> <p>6.7 Benefits of customer relationship management</p> <p>6.8 Improving client relationship management</p> <p>6.9 Managing client interactions</p> <p>6.10 Motivational Interviewing</p> <p>6.11 Occupational health and safety</p>	<p>6.3 Establishing professional relationship with client/customer</p> <p>6.4 Demonstrate genuine concern for the welfare of the clients/customers</p> <p>6.5 Interpersonal communication skills required in client/ patient contact assignments</p> <p>6.6 Client/Customer service skills required to meet client/ customer needs</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Personal presence	May include: 1.1 Stance 1.2 Posture 1.3 Body Language 1.4 Demeanor 1.5 Grooming
2. Employer standards	May include: 2.1 Standing Orders 2.2 Efficiency 2.3 Client turn-around time
3. Client requirements	May include: 3.1 Assignment instructions (e.g. right products) 3.2 Post Orders 3.3 Scope to modify instructions/orders in light of changed situations
4. Assignment instructions	May include: 4.1 Writing 4.2 Verbally 4.3 Electronically
5. Client's needs and requirements	May include: 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. Clients	May include: All members of the public

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 Maintained a professional image. 1.2 Interpreted client requirements from information contained in the client brief and/or assignment instructions. 1.3 Dealt successfully with a variety of client interactions. 1.4 Monitored and acted on varying client or customer needs. 1.5 Met client requirements. 1.6 Built credibility with customers/clients.
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Assessment centers/venues 2.2 Accredited assessors 2.3 Evaluation reports 2.4 Access to a relevant venue, equipment and materials 2.5 Assignment instructions 2.6 Logbooks 2.7 Operational manuals and makers'/customers' instructions (if relevant) 2.8 Assessment Instruments, including personal planner and assessment record book
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Written Test/Examination 3.2 Demonstration with questioning 3.3 Observation
<p>4. Context of Assessment</p>	<p>4.3 Competency may be assessed in the actual workplace or at the designated TESDA Accredited Assessment Center.</p>

UNIT OF COMPETENCY : MANAGE OWN PERFORMANCE

UNIT CODE : HHC515202

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
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 with 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.	1.1 Site and assignment requirements 1.2 Employer policy on performance management 1.3 Indicators of appropriate performance for each area of responsibility 1.4 Steps for improving or maintaining performance 1.5 Work schedules 1.6 Work plans	1.1 Capacity to plan and prioritize work loads and requirements 1.2 Time and task management 1.3 Self-evaluation and monitoring skills [add'l]
2. Maintain quality of 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.	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 2.5 Work schedules 2.6 Work plans 2.7 Performance standards	2.1 Capacity to plan and prioritize workloads and requirements 2.2 Time and task management 2.3 Self-evaluation and monitoring skills [add'l]

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
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 recorded according to employer policy.</p> <p>3.3 Client fully informed of all relevant security matters in a timely manner.</p>	<p>3.1 Site and assignment requirements</p> <p>3.2 Employer policy on performance management</p> <p>3.3 Indicators of appropriate performance for each area of responsibility</p> <p>3.4 Steps for improving or maintaining performance</p> <p>3.5 Work schedules</p> <p>3.6 Work plans</p> <p>3.7 Performance standards</p>	<p>3.1 Capacity to plan and prioritize workloads and requirements</p> <p>3.2 Time and task management</p> <p>3.3 Self-evaluation and monitoring skills [add'l]</p>

RANGE OF VARIABLES

VARIABLES	RANGE
1. Tasks	<p>1.1 May be identified through:</p> <p>1.1.1 Assignment Instructions</p> <p>1.1.2 Verbal Instructions by Senior Staff/household members</p> <p>1.1.3 Policy Documents</p> <p>1.1.4 Duty Statements</p> <p>1.1.5 Self-Assessment</p> <p>1.2 May be:</p> <p>1.2.1 Daily tasks</p> <p>1.2.2 Weekly tasks</p> <p>1.2.3 Regularly or irregularly occurring tasks</p>
2. Performance Standards	<p>May include:</p> <p>2.1 Assignment Instructions</p> <p>2.2 Procedures established in policy documents</p>

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 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
<p>4. Resource Implications</p>	<p>The following resources should 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 relevant venue, equipment and materials 4.6 Assignment Instructions 4.7 Logbooks 4.8 Operational manuals and makers'/customers' instructions 4.9 Assessment Instruments, including personal planner and assessment record book
<p>5. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 5.1 Written Test 5.2 Demonstration 5.3 Observation 5.4 Questioning
<p>6. Context of Assessment</p>	<p>6.1 Competency may be assessed in the workplace or in a simulated work setting.</p>

UNIT OF COMPETENCY : APPLY QUALITY STANDARDS

UNIT CODE : HHC515204

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 Bold</i> terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
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.	1.1 Relevant production processes, materials and products 1.2 Characteristics of materials, software and hardware used in production processes 1.3 Quality checking procedures 1.4 Client relations 1.5 Work place procedures 1.6 Safety and environmental aspects of service processes 1.7 Error identification and reporting 1.8 Quality improvement processes	1.1 Reading skills required to interpret work instructions, product manufacturer's requirements 1.2 Communication skills needed to interpret and apply defined work procedures 1.3 Carry out work in accordance with OHS policies and procedures 1.4 Critical thinking 1.5 Solution providing and decision making 1.6 Interpersonal skills or dealing with varied type of clients
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 Faulty pieces are identified and isolated 2.4 Information on the quality and other indicators of production performance is recorded in	2.1 Safety and environmental aspects of production processes 2.2 Fault identification and reporting 2.3 Workplace procedure in documenting completed work 2.4 Workplace Quality Indicators	2.1 Carry out work in accordance with OHS policies and procedures

ELEMENT	PERFORMANCE CRITERIA <i>Italicized Bold</i> terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>accordance with workplace procedures</p> <p>2.5 Deviations from specified quality standards, causes are documented and reported in accordance with the workplace standards operating procedures</p>		
3. Engage in quality improvement	<p>3.1 Process improvement procedures are participated in relation to workplace assignment</p> <p>3.2 Work is carried out in accordance with process improvement procedures</p> <p>3.3 Performance of operation or quality of product or service to ensure customer satisfaction is monitored</p>	<p>3.1 Quality improvement processes</p> <p>3.2 Company customers defined</p>	<p>3.1 Solution providing and decision-making</p> <p>3.2 Practice company process improvement procedure</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Materials/components	1.1. Materials may include but not limited to: 1.1.1. Wires 1.1.2. Cables 1.1.3. Electrical tape, etc. 1.2. Components may include but not limited to: 1.2.1. Cross-arms and braces 1.2.2. Conductors and accessories 1.2.3. Insulators, etc.
2. Faults	Faults may include but not limited to: 2.1. Components/materials not according to specification 2.2. Components/materials contain manufacturing defects 2.3. Components/materials do not conform with government regulation i.e., PEC, environmental code 2.4. Components/materials have safety defect
3. Documentation	3.1. Organization work procedures 3.2. Manufacturer's instruction manual 3.3. Customer requirements 3.4. Forms
4. Quality standards	4.1. Quality standards may relate but not limited to the following: 4.1.1. Materials 4.1.2. Component parts 4.1.3. Final product
5. Customer	5.1. Co-worker 5.2. Suppliers 5.3. Client 5.4. Organization receiving the product or service

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1. Carried out work in accordance with the company's standard operating procedures 1.2. Performed task according to specifications 1.3. Reported defects detected in accordance with standard operating procedures 1.4. Carried out work in accordance with the process improvement procedures
2. Resource Implications	The following resources should be provided: 2.1. Materials and component parts and equipment to be used in a real or simulated electronic production situation
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1. Observation 3.2. Questioning 3.3. Practical demonstration
4. Context of Assessment	4.1. Assessment may be conducted in the workplace or in a simulated work environment.

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

UNIT CODE : HHC515205

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	REQUIRED KNOWLEDGE	REQUIRED SKILLS
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 government health regulations.	1.1 Salon policies and procedures 1.2 Data Gathering 1.3 Salon Policies 1.4 International Market 1.5 New Trends in Products and Services 1.6 Ethical Limitations	1.1 Communication skills to identify lines of communication, request advice, follow instructions and receive feedback. 1.2 Technology Skills 1.3 Interpersonal Skills
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.	2.1 Media Options 2.2 Data Gathering 2.3 Salon Policies 2.4 International Market 2.5 New Trends in Products and Services 2.6 Ethical Limitations	2.1 Communication skills to identify lines of communication, request advice, follow instructions and receive feedback. 2.2 Technology Skills 2.3 Interpersonal Skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>2.4 <i>Spills, food, waste, hair or potential hazards promptly removed from floors according to salon policy.</i></p> <p>2.5 Spills, food, waste, hair or other potential hazards promptly removed from floors according to salon policy.</p> <p>2.6 Linen is stored, cleaned and disinfected in line with OHS requirements and salon procedures.</p> <p>2.7 Refreshments are provided to all clients.</p>		
3. Check and maintain tools and equipment	<p>3.1 Tools and equipment are stored safely and in position to comply with salon requirements and local health regulations.</p> <p>3.2 Tools and equipment are prepared for specific services as required.</p> <p>3.3 Tools and equipment are checked for maintenance requirements.</p> <p>3.4 Tools and equipment are referred for repair as required.</p>	<p>3.1 Tools and equipment</p> <p>3.2 Storage Policies and Procedures</p> <p>3.3 Maintenance requirements</p>	<p>3.1 Communication skills to identify lines of communication, request advice, follow instructions and receive feedback.</p> <p>3.2 Technology Skills</p> <p>3.3 Interpersonal Skills</p>
4. Check and maintain stocks	<p>4.1 Stock rotation procedures are carried out routinely and accurately according to salon procedures.</p> <p>4.2 Stock levels are accurately recorded according to salon procedures.</p> <p>4.3 Under or over supplied stock items are notified immediately to the salon supervisor.</p>	<p>4.1 Stock</p> <p>4.2 Stock Rotation</p> <p>4.3 Safe lifting and carrying techniques</p> <p>4.4 Occupational Safety and Health Policies and Procedures</p>	<p>4.1 Communication skills to identify lines of communication, request advice, follow instructions and receive feedback.</p> <p>4.2 Technology Skills</p> <p>4.3 Interpersonal Skills</p>

	<p>4.4 Incorrectly ordered or delivered stock is referred to the salon supervisor for return to supplier.</p> <p>4.5 Safe lifting and carrying techniques maintained in line with salon occupational health and safety policy and government legislation.</p>		
5. Provide a relaxed and caring environment	<p>5.1 Clients are made to feel comfortable according to salon policy.</p> <p>5.2 Clients' needs are reported to.</p> <p>5.3 Clients are consulted on specific desired service.</p>	<p>5.1 Salon policies and procedures</p> <p>5.2 Clients</p>	<p>5.1 Communication skills to identify lines of communication, request advice, follow instructions and receive feedback.</p> <p>5.2 Technology Skills</p> <p>5.3 Interpersonal Skills</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Relevant salon policies and procedures	May include: 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: 2.1 Client 2.2 Staff 2.3 Equipment/Tools 2.4 Premises 2.5 Stock
3. Unsafe situations	May include: 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
4. Linkage	May be related to the following: 4.1 Institutional 4.2 Organizational Linkage 4.3 Social Services 4.4 International Market

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 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.
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Client 2.2 Relevant Information 2.3 Appropriate Products
<p>3. Methods of Assessment</p>	<p>Competency must be assessed through:</p> <ul style="list-style-type: none"> 3.1 Observation with questioning 3.2 Practical Demonstration with questioning
<p>4. Context of Assessment</p>	<ul style="list-style-type: none"> 4.1 Assessment may be conducted in the workplace or in a simulated environment

CORE COMPETENCIES

UNIT OF COMPETENCY : PERFORM FACIAL CLEANSING

UNIT CODE : SOC514301

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing facial cleansing in a clinic and or/spa setting. It involves the preparation of the clients, cleansing of the face and performing post facial cleansing activities.

ELEMENT	PERFORMANCE CRITERIA	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1.Prepare client	1.1 Clients' medical history, skin types and conditions are consulted and evaluated accordance with standard medical history, skin types taking procedures 1.2 Clients with contraindications are advised to forego or defer facial cleansing procedures. 1.3 Client is advised to remove personal accessories 1.4 Client's Personal Protective Equipment (Clothing/materials) are provided, prepared and checked in accordance with established procedures	1.1 Code of Ethics 1.2 Client Evaluation 1.3 Familiarization of Clinic and/or Spa Policies and Procedures 1.4 Client's Forms and Records 1.5 Office Protocol 1.6 PD 856 (Sanitation 1.7 Code of the Philippines) 1.8 RA 9003 (Ecological Waste Management Program) 1.9 Occupational Safety and Health policies and procedures 1.10 Environment Safety Rules and Regulations 1.11 Basic mathematics 1.12 Medical History 1.13 Skin Types 1.14 Skin Conditions 1.15 Medical history and skin type procedures 1.16 Contraindication 1.17 Kinds of Personal Protective Equipment (Clothing/ materials) 1.18 Provides Personal Protective Equipment (clothing materials)	1.1 Following code of ethics 1.2 Interpersonal skill 1.3 Handling, Preparing, 1.4 consulting and evaluating 1.5 client 1.6 Recording client's 1.7 information 1.8 Providing Personal 1.9 Protective Equipment (clothing/materials) for 1.10 client and Beauty Therapy Assistant 1.11 Following Clinic and or/spa policies and procedures 1.12 Complying with 1.13 OSH policies and 1.14 guidelines 1.15 Complying with PD 856 1.16 nd RA 9003

ELEMENT	PERFORMANCE CRITERIA	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Prepare work station	<p>2.1 Tools and Equipment, are prepared, checked and made available according to manufacturer's manual of instructions and clinic and or/ spa policies and procedures.</p> <p>2.2 Supplies/materials are prepared, checked and made available according to Food and Drugs Authority notification</p> <p>2.3 Appropriate facial cleansing products are checked and prepared in accordance with skin type and conditions and FDA notification.</p> <p>2.4 Work station is ensured of privacy, safety practices and cleanliness in accordance with established procedures.</p>	<p>2.1 Code of ethics</p> <p>2.2 Familiarization of clinic and or/spa policies and procedures</p> <p>2.3 Forms and Records</p> <p>2.4 Of supplies, materials and equipment</p> <p>2.5 Office protocol</p> <p>2.6 Time management</p> <p>2.7 PD 856 (Sanitation Code of the Philippines)</p> <p>2.8 RA 9003 (Ecological Waste Management Program)</p> <p>2.9 FDA Notification</p> <p>2.10 OSH policies and procedures</p> <p>2.11 Environment Safety Rules and Regulations</p> <p>2.12 Basic Mathematics</p> <p>2.13 Methods of Sanitation</p> <p>2.14 Workstation</p> <p>2.15 Kinds of tools and Equipment</p> <p>2.16 supplies and materials</p> <p>2.17 Kinds of Facial cleansing products</p> <p>2.18 Kinds of Personal Protective Equipment (clothing/materials)</p> <p>2.19 5S principles</p> <p>2.20 Preparation and Set up of workplace</p>	<p>2.1 Following code of ethics</p> <p>2.2 Interpersonal skill</p> <p>2.3 Preparing selecting, recording, handling and checking</p> <p>2.4 information of products,</p> <p>2.5 materials, supplies, and equipment</p> <p>2.6 Following Methods of Sanitation</p> <p>2.7 Following Clinic and or/spa policies and procedures</p> <p>2.8 Preparing and Setting</p> <p>2.9 Facial cleansing workplace areas</p> <p>2.10 Complying PD 856</p> <p>2.11 RA 3009</p> <p>2.12 Complying FDA Notification</p> <p>2.13 Complying with DOH, OSH Policies and guidelines</p>
3.Perform facial cleansing	<p>3.1 Client and Beauty Therapist assistant Personal Protective Equipment (Clothing/materials) are used in accordance with the service requirements.</p> <p>3.2 Clients' safety and</p>	<p>3.1 Code of ethics</p> <p>3.2 Time Management</p> <p>3.3 PD 856 (Sanitation Code of the Philippines)</p> <p>3.4 RA 3009(Ecological Waste management program)</p> <p>3.5 FDA Notification</p>	<p>3.1 Following code of ethics</p> <p>3.2 Interpersonal and intra-personal Skills</p> <p>3.3 Applying and following product specifications</p> <p>3.4 Performing</p>

ELEMENT	PERFORMANCE CRITERIA	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>3.3 Beauty Therapist Assistant hands are washed and sanitized thoroughly before and after performing the activity.</p> <p>3.4 Equipment, are used according to manufacturer's manual of instructions and spa policies and procedures.</p> <p>3.5 Supplies/materials are used according to Food and Drugs Authority notification.</p> <p>3.6 Appropriate facial cleansing products are used and applied following FDA product specification and notification.</p> <p>3.7 Facial Cleansing is performed in accordance with Established Facial Cleansing Procedures.</p> <p>3.8 Desired results are checked according to the standard outcome.</p> <p>3.9 Appropriate timeline is prescribed following established procedures.</p> <p>3.10 When necessary, first-aid treatment is provided to the client or referred to health personnel</p>	<p>3.6 OSH policies and guidelines</p> <p>3.7 Environment Safety Rules and Regulations</p> <p>3.8 Basic Mathematics</p> <p>3.9 Established Facial Cleansing Procedures</p> <p>3.10 Facial Strokes</p> <p>3.11 Kinds of tools and equipment</p> <p>3.12 materials and Supplies</p> <p>3.13 Kinds of Personal Protective Equipment (clothing/materials)</p> <p>3.14 Kinds of Facial cleansing Products,</p> <p>3.15 Ergonomics procedures</p> <p>3.16 First-Aid treatment</p> <p>3.17 Using Kinds of Equipment</p> <p>3.18 Using of Cleansing products</p> <p>3.19 Using of supplies and materials</p>	<p>3.8 established Facial</p> <p>3.9 Cleansing procedures</p> <p>3.10 Following cleansing</p> <p>3.11 stroke</p> <p>3.12 Using facial cleansing</p> <p>3.13 products</p> <p>3.14 Following timeline</p> <p>3.15 requirements</p> <p>3.16 Using supplies</p> <p>3.17 and materials</p> <p>3.18 Using Equipment</p> <p>3.19 Using Personal protective Equipment (clothing/materials)</p> <p>3.20 Complying PD 856,</p> <p>3.21 RA 3009</p> <p>3.22 Complying FDA</p> <p>3.23 notification</p> <p>3.24 Complying with</p> <p>3.25 DOH, OH&S policies</p> <p>3.26 and guidelines</p> <p>3.27 Providing first-aid</p> <p>3.28 treatment</p>
4. Perform Post activities to client	<p>4.1 Client is checked and advised with appropriate aftercare regimens.</p> <p>4.2 Client is advised on facial maintenance</p>	<p>4.1 Code of ethics</p> <p>4.2 Client Evaluation</p> <p>4.3 Familiarization of Clinic and or/spa policies and procedures</p>	<p>4.1 Following code of ethics</p> <p>4.2 Interpersonal and</p> <p>4.3 intra-personal Skills</p> <p>4.4 Documenting client's</p>

ELEMENT	PERFORMANCE CRITERIA	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>and possible post procedures reactions.</p> <p>4.3 Clients records are filed and stored in accordance with established filing and storing procedures</p> <p>4.4 Client is advised with follow-up schedule.</p>	<p>4.4 Client's Forms and Records</p> <p>4.5 PD. 856 (Sanitation Code of the Philippines</p> <p>4.6 RA 9003 (Ecological Waste Management program)</p> <p>4.7 FDA Notification</p> <p>4.8 DOH and OSH rules and regulations</p> <p>4.9 Environment Safety Rules and Regulations</p> <p>4.10 Basic mathematics</p> <p>4.11 Skin Care Maintenance product</p> <p>4.12 Aftercare Regimen procedures</p> <p>4.13 Medical history</p> <p>4.14 Skin types</p> <p>4.15 Skin conditions</p> <p>4.16 Using aftercare regimen products</p>	<p>4.5 information</p> <p>4.6 Advising client</p> <p>4.7 Following and using product specifications</p> <p>4.10 Complying DOH and OSH policies and guidelines</p> <p>4.13 Complying FDA a. otification</p> <p>4.14 Complying PD 856 and PD. 9003</p>
5.Perform post workstation	<p>5.1 Equipment are cleaned and sanitized in accordance with cleaning and sanitizing procedures.</p> <p>5.2 Supplies, products and materials are checked, recorded, replenished and stored in accordance with standard documentation</p> <p>5.3 Waste materials are segregated and disposed in accordance with the Ecological Waste Management Program.</p> <p>5.4 Workstation is cleaned and prepared for next activities.</p>	<p>5.1 Code of ethics</p> <p>5.2 Office protocol</p> <p>5.3 Time management</p> <p>5.4 Cleaning and sanitizing procedures</p> <p>5.5 Familiarization on clinic and or/spa policies and procedures</p> <p>5.6 Familiarization of supplies, materials, facial products and equipment</p> <p>5.7 Forms and Records of equipment, supplies and materials and facial products</p> <p>5.8 Maintenance of Equipment, supplies, materials and products</p> <p>5.9 PD 856 (Sanitation Code of the Philippines)</p> <p>5.10 RA 3009 (Ecological Waste management program)</p> <p>5.11 FDA notification</p>	<p>5.1 Following code of ethics</p> <p>5.2 Interpersonal and intra-personal Skills</p> <p>5.3 Checking, recording, replenishing and storing</p> <p>5.4 information of products,</p> <p>5.5 materials, supplies, tools</p> <p>5.6 and equipment</p> <p>5.7 Following safekeeping</p> <p>5.8 and maintenance</p> <p>5.9 procedure</p> <p>5.10 Following Housekeeping</p> <p>5.11 procedures</p> <p>5.12 Cleaning, sanitizing and storing materials</p> <p>5.13 and equipment</p> <p>5.14 Complying with PD 856</p> <p>5.15 and RA 9003</p> <p>5.16 Complying FDA</p>

ELEMENT	PERFORMANCE CRITERIA	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		5.12 OSH policies and guidelines 5.13 Environment Safety Rules and Regulations 5.14 Basic mathematics 5.15 Housekeeping principles 5.16 Safekeeping procedures 5.17 Methods of Sanitation 5.18 Storage of tools, supplies, materials and equipment 5.19 Workstation 5.20 Waste management Program 5.21 Preparation and set up of workplace area	5.21 notification 5.22 Complying with 5.23 DOH, OSH policies 5.24 and guidelines 5.25 Preparing and 5.26 Setting up of 5.27 workplace area

RANGE OF VARIABLES

VARIABLE	RANGE
1. Medical History	May include: 1.1 Allergies 1.2 Sunburn 1.3 Vascular skin conditions 1.4 Pressure urticaria 1.5 Skin infections (e.g. herpes, impetigo, etc.) 1.6 Acne 1.7 Warts 1.8 Open wound, new scars 1.9 Skin Disorders/Diseases (e.g. eczema, psoriasis) 1.10 Pregnancy
2. Skin Types	May include: 2.1 Oily 2.2 Dry 2.3 Sensitive 2.4 Resistant 2.5 With Blemishes (e.g. acne, comedones, scars, etc.)
3. Skin Condition	May include: 3.1 Smooth 3.2 Rough 3.3 With rashes 3.4 With abrasion 3.5 With blemishes
4. Medical History and Skin Type and conditions Taking Procedures	May include: 4.1 Age (18 years old) 4.2 Gender 4.3 Past medical history (i.e.: herpes labialis, etc.) 4.4 Current medical history (i.e.: acne/pimples, vascular conditions/rosacea, etc.) 4.5 Current medications (topical and oral) (i.e.: glycolic acid, tretinoin, antibiotics, etc.)
5. Contraindications	May include: 5.1 With rashes 5.2 With sunburned peeling skin 5.3 With skin infections 5.4 With open wounds 5.5 With skin diseases 5.6 Pregnancy 5.7 Minor-Consent Form
6. Personal Accessories	May include: 6.1 Earrings 6.2 Necklace 6.3 Eye glasses
7. Personal Protective Equipment (Clothing /materials)	May include: 7.1. BEAUTY THERAPY ASSISTANT 7.1.1. Head cap 7.1.2. Facial mask

VARIABLE	RANGE
	7.1.3. Disposable gloves 7.1.4. Apron/ gown 7.2. CLIENT 7.2.1. Eye pads 7.1.2. Face Towel (as Bib) adult size white 7.1.3. Headband/cap 7.1.4. Bib (white cloth) 7.1.5. Bedsheet
8. Tools And Equipment	May include: 8.1. Facial Bed 8.2. Handheld Mirror 8.3. Sterilizer 8.4. Trolley 8.5. LED Magnifying Lamp with steamer floor standing 8.6. Facial Machine /(steamer) Must have LED magnifying lamp. Steamer <u>Optional Equipment:</u> Iontophoresis, Sonophoresis, High frequency, Rotary brush, Vacuum, Spray, Skin scrubber, U.V sterilizer, Galvanic skin tightening) 8.7. Basin, stainless 8.8. U.V. Sterilizer 8.9. Waste basket plastic
9. Supplies And Materials	May include: 9.1 Distilled water 9.1. Eye pad 9.2. Face Sponge 9.3. Facial Cleanser 9.4. Facial cream 9.5. Facial lotion 9.6. Facial mask (disposable) 9.7. Make up remover 9.8. Serum 9.9. Sunblock/Sunscreen 9.10. Tissue 9.11. Cotton balls 9.12. Gauze 9.13. Gloves vinyl 9.14. Skin toner 9.15. Face Towel (as Bib) adult size white 9.16. Waste bin 9.17. Bed sheet 9.18. Disinfectant (isopropyl 70%)
10. Facial Cleansing Products	May include; 10.1 Cleansing cream/ Facial cream 10.2 Skin toner/Make-up remover 10.3 Serum

VARIABLE	RANGE
	10.4 Moisturizer 10.5 Sun block cream
11. Work Station	May include: 11.1 Magnifying lamp 11.2 Trolley 11.3 Steamer 11.4 Basin 11.5 Head Band 11.6 Towel 11.7 Eye Pads 11.8 Make-up Remover 11.9 Tissue 11.10 Facial sponge 11.11 Facial cleanser 11.12 Facial toner 11.13 Cotton 11.14 Gauze 11.15 Facial mask 11.16 Cubicle 11.17 Waste Bin
12. Established Facial Cleansing procedures	Established Facial Cleansing procedures: 12.1 Remove make-up with make-up remover if applicable. Wet the face with sprayer filled with distilled water. Apply warmed mild non-foaming liquid cleanser in the face. Gently massage using circular and upward motions, guiding the skin towards the lymph nodes. Cleanse the face with damp facial sponge. 12.2 Turn on the steamer, with the head facing away from the client. Once steam is emitted, adjust the steam to face the client at a distance of 10-12 inches. Steam for 10 minutes. Use distilled water for the steamer. 12.3 Prepare the facial brush in a wet or dry manner, in the wet manner, apply warmed mild non-foaming liquid cleanser on the face. 12.4 Turn on the facial brush, in the dry manner turn on the facial brush. Guide the facial brush, starting with the chin going up to the forehead. Spend 5 seconds per part of the face before moving the brush to another part of the face. 12.4.1 Extraction maybe done if a medical practitioner present. 12.4.2 Lightly mist the skin with the spray bottle with distilled water using spray bottle. Prepare the lymphatic vacuum tube. Glide the lymphatic vacuum tube over the facial skin, starting from the chin going up to the forehead. Use quick, short strokes directed towards the lymph nodes. 12.4.3 Place dry gauze over the client's face. Prepare the high frequency equipment using the mushroom glass

VARIABLE	RANGE
	<p>tube. Gently place the mushroom glass tube on the face, starting with the chin up to the forehead. Use light circular strokes.</p> <p>12.4.4 Prepare the galvanic equipment as such: the active pole is positive while the passive pole is negative. Apply treatment serum on the facial skin. Glide the active pole over the wet skin until the serum is completely absorbed.</p> <p>12.4.5 Use a spatula or facial brush to apply a finishing facial mask. Let the mask set for 5-10 minutes before cleansing with clean warm water.</p> <p>12.5 Complete facial cleansing with sunscreen or product of your choice.</p>
13. Desired Result	<p>May include:</p> <p>13.1 Facial skin should be visibly free from make-up and dirt.</p> <p>13.2 Skin should feel hydrated and supple.</p>
14. Aftercare Regimens	<p>May include:</p> <p>14.1 Client is advised not to wash the face for 4 to 6 hours and avoid sun exposure.</p> <p>14.2 Appropriate maintenance products may be advised as necessary.</p> <p>14.3 Client is advised to follow-up check-up</p> <p>14.4 Client is advised to inform the spa or clinic if she or he experiences any adverse reactions (e.g. rashes or discomfort)</p> <p>14.5 Client is advised regular facial cleansing once a month</p>

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared client 1.2 Applied listening and questioning skills ensuring the safety and comfort of clients. 1.3 Consulted and evaluated clients' medical history, facial skin tone and condition in accordance with standard medical history and skin type taking procedures. 1.4 Provided client with appropriate protective clothing material in accordance with the established procedures. 1.5 Checked set, use and sanitize tools and equipment supplies and materials according to OSH requirements. 1.6 Prepared work station 1.7 Observed personal hygiene sanitation practices during the entire process. 1.8 Used appropriate facial cleansing products. 1.9 Performed established facial cleansing procedures and massage strokes in accordance with product specification and DOH and OSH requirements. 1.10 Checked desired result and advised client for facial maintenance products. 1.11 Perform post service activity
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Live Model 2.2 Equipment and supplies/materials relevant of the activity to be performed 2.3 Treatment Products 2.4 Actual workstation or simulated workplace with complete facilities
<p>3. Methods of Assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration with oral questioning 3.2 Direct observation with questioning 3.3 Written test 3.4 Interview
<p>4. Context for Assessment</p>	<p>Competency may be assessed in the actual workplace or at the designated TESDA Accredited Assessment Center.</p>

UNIT OF COMPETENCY : PERFORM TEMPORARY HAIR REMOVAL ACTIVITY

UNIT CODE : SOC514302

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing temporary hair removal activity. This involves preparing the client, performing the hair removal methods and procedures, performing post hair removal activities

ELEMENT	PERFORMANCE CRITERIA	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare clients	<p>1.1 Clients' medical history and skin type, skin conditions are consulted and evaluated on the skin area to be treated in accordance with standard medical history and skin type taking procedures.</p> <p>1.2 Clients with contraindications are advised to forego or defer hair removal procedures</p> <p>1.3 Client is advised to remove personal accessories</p> <p>1.4 Client's Personal Protective Equipment (Clothing/materials) are provided, prepared and checked in accordance with established procedures</p> <p>1.4 Skin test is conducted to determine the sensitivity of the client to the treatment product.</p>	<p>1.1 Code of Ethics</p> <p>1.2 Client Evaluation</p> <p>1.3 Familiarization of clinic and or/spa policies and Procedures</p> <p>1.4 Client's Forms and Records</p> <p>1.5 Office Protocol</p> <p>1.6 PD 856 (Sanitation Code of the Philippines)</p> <p>1.7 RA 9003 (Ecological Waste Management Program)</p> <p>1.8 DOH and Occupational Safety and Health Policies and Procedures</p> <p>1.9 Environment Safety Rules and Regulations</p> <p>1.10 Basic Mathematics</p> <p>1.11 Ratio and proportion</p> <p>1.12 Medical History</p> <p>1.13 Skin Types</p> <p>1.14 Skin conditions</p> <p>1.15 Skin Area</p> <p>1.16 Personal Protective Equipment Clothing/materials</p> <p>1.17 Providing of protective clothing materials</p>	<p>1.1 Following code of ethics</p> <p>1.2 Interpersonal skills</p> <p>1.3 Recording client's information</p> <p>1.4 Evaluating client</p> <p>1.5 Conducting skin test</p> <p>1.6 Providing appropriate Personal Protective Clothing/materials</p> <p>1.7 Complying PD 856</p> <p>1.8 Complying RA 9003</p> <p>1.9 Complying Department of Health (DOH) and Occupational Safety and Health (OSH) policies and procedures</p>
2. Prepare work station	<p>2.1 Tools are prepared, checked sterilized, and sanitized according to manufacturer's instructions and OSH</p>	<p>2.1 Code of Ethics</p> <p>2.2 Familiarization of clinic and or/spa policies and procedures</p> <p>2.3 Forms and Records of Supplies, materials,</p>	<p>2.1 Following code of ethics</p> <p>2.2 Preparing, checking and recording tools, supplies, materials and equipment</p>

ELEMENT	PERFORMANCE CRITERIA	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>requirements</p> <p>2.2 Appropriate equipment, supplies and materials are prepared, checked, and sanitized in accordance with Food and Drug Authority (FDA) notification</p> <p>2.3 Appropriate hair removal products forms are prepared in accordance with established procedure and FDA specification.</p> <p>2.4 Work station is ensured of privacy, safety practices and cleanliness in accordance with established procedures</p>	<p>tools, equipment and hair removal products</p> <p>2.4 Work Station</p> <p>2.5 PD 856 (Sanitation Code of the Philippines)</p> <p>2.6 RA 9003 (Ecological Waste Management Program)</p> <p>2.7 FDA Notification</p> <p>2.8 OSH policies and procedures</p> <p>2.9 Environment Safety Rules and Regulations</p> <p>2.10 Basic mathematics</p> <p>2.11 Ratio and proportion</p> <p>2.12 Work Station</p> <p>2.13 Kinds of Tools</p> <p>2.14 Kinds of equipment</p> <p>2.15 Kinds of Supplies and Materials</p> <p>2.16 Hair Removal products</p> <p>2.17 Method of sanitation</p> <p>2.18 5S Principles</p> <p>2.19 Use of Tools, equipment, supplies / materials</p> <p>2.20 Use of Personal protective clothing/materials</p> <p>2.21 Prepare workstation</p>	<p>2.3 Preparing work station</p> <p>2.4 Following 5S Principles</p> <p>2.5 Complying PD 856 and RA 9003</p> <p>2.6 Complying FDA notification</p> <p>2.7 Complying DOH and OSH policies and procedures</p>
<p>3. Perform hair removal procedures</p>	<p>3.1 Client's and Beauty therapist assistant Personal Protective Equipment (Clothing/materials) is used in accordance with the service requirements.</p> <p>3.2 Client safety and comfort is ensured during the entire process.</p> <p>3.3 Client and Beauty therapist Assistants' hygiene is practiced in accordance with established procedures and DOH and OSH policies and procedures.</p> <p>3.4 Appropriate hair removal products</p>	<p>3.1 Code of Ethics</p> <p>3.2 Time management</p> <p>3.3 Office protocol</p> <p>3.4 PD 856 (Sanitation Code of the Philippines)</p> <p>3.5 RA 9003 (Ecological Waste Management Program)</p> <p>3.6 FDA notification</p> <p>3.7 DOH and OSH policies and procedures</p> <p>3.8 Environment and Safety Regulations</p> <p>3.9 Basic Mathematics</p> <p>3.10 Ratio and proportion</p> <p>3.11 Hair Removal Methods</p> <p>3.12 Hair Removal Procedures</p> <p>3.13 Kinds of Hair Removal products</p> <p>3.14 Product Specification</p>	<p>3.1 Following code of ethics</p> <p>3.2 Interpersonal skills</p> <p>3.3 Applying hair removal products</p> <p>3.4 Selecting hair removal methods</p> <p>3.5 Performing hair removal procedures (according to hair removal methods)</p> <p>3.6 Handling of products, tools and equipment</p> <p>3.7 Evaluating client</p> <p>3.8 Using Personal Protective Equipment (clothing/materials)</p> <p>3.9 Following ergonomic principles</p>

ELEMENT	PERFORMANCE CRITERIA	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>forms are used in accordance with product specifications and Food and Drug Authority (<i>FDA</i>) notification</p> <p>3.5 Appropriate hair removal tools are used according manufacturer's manual of instructions and OSH policies and procedures</p> <p>3.6 Materials and supplies are used in accordance with established procedure Food and Drug Authority (<i>FDA</i>) notification.</p> <p>3.7 Hair removal method is performed in accordance with Established Hair Removal Procedures and DOH and OSH policies and procedures.</p> <p>3.8 Where necessary, first-aid treatment is provided to the client or referred to health personnel</p>	<p>3.15 Tools, Supplies, Materials and Equipment</p> <p>3.16 Kinds of Personal Protective Equipment (clothing materials)</p> <p>3.17 Ergonomics Principles</p> <p>3.18 First –aid treatment</p> <p>3.19 Use of tools, equipment, supplies / materials</p> <p>3.20 Use of Hair Removal products</p> <p>3.21 Use of protective clothing materials</p> <p>3.22 Use of Workstation</p>	<p>3.10 Complying with FDA, DOH and OSH policies and procedures</p> <p>3.11 Applying appropriate first aid procedures</p>
<p>4. Perform post service activities to client.</p>	<p>4.1 Finished outcome is checked in accordance expected result.</p> <p>4.2 Client is advised on possible post-procedure reaction and skin care regimens in accordance with established procedures and FDA notification.</p> <p>4.3 Client's records are stored and filed in accordance with established storing and filing procedures.</p>	<p>4.1 Code of Ethics</p> <p>4.2 Client evaluation</p> <p>4.3 Familiarization of clinic and or/spa policies and Procedures</p> <p>4.4 Clients form and Records.</p> <p>4.5 Storing and</p> <p>4.6 Filing procedures</p> <p>4.7 PD 856 (Sanitation Code of the Philippines)</p> <p>4.8 RA 9003 (Ecological Waste Management Program)</p> <p>4.9 FDA notification</p> <p>4.10 DOH and OSH policies and procedures</p> <p>4.11 Environment Safety</p>	<ul style="list-style-type: none"> • Following code of ethics • Interpersonal skills • Documenting, storing and filing of client's information • Advising client • Complying to DOH and OSH policies and procedures • Complying PD 856 (Sanitation Code of the Phil's.) • Following RA 9003 (Solid Waste Management Act) • Complying FDA

ELEMENT	PERFORMANCE CRITERIA	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		Rules and Regulations 4.12 Basic Mathematics 4.13 Ratio and Proportion 4.14 Medical History 4.15 Skin Types 4.16 Contraindications 4.17 Aftercare regimen requirements/procedures 4.18 Aftercare maintenance products 4.19 Use of maintenance products	notification
5. Perform post service activities to workstation	5.1 Tools are cleaned, sanitized and sterilized in accordance with cleaning, sanitizing and sterilizing procedures. 5.2 Materials and equipment are cleaned and sanitized in accordance with cleaning and sanitizing procedures 5.3 Supplies, products and materials are checked, recorded, replenished and stored in accordance with standard documentation procedures 5.4 Waste materials are segregated and disposed in accordance with the RA 9003. 5.5 Workstation is cleaned and prepared for the next activity.	5.1 Code of Ethics 5.2 Time management 5.3 Office Protocols 5.4 Familiarization of clinic and or/spa policies and Procedures 5.5 Forms and Documents of Supplies, materials, Tools and Equipment 5.6 Workstation 5.7 PD 856 (Sanitation Code of the Philippines) 5.8 RA 9003 (Ecological Waste Management program 5.9 FDA Notification 5.10 Occupational Safety and Health Policies and Procedures 5.11 Environment Safety Rules and Regulations 5.12 Basic Mathematics 5.13 Ratio and proportion 5.14 Kinds of Cleaning, Sanitizing and Sterilizing Products 5.15 Cleaning, Sanitizing and Sterilizing Procedures 5.16 Maintenance of Tools and Equipment procedures 5.17 Housekeeping and Safekeeping procedures 5.18 Methods of Sanitation 5.19 5-S principles 5.20 Waste management Program 5.21 Use of sanitizing and sterilizing products 5.22 Setting-up workstation	5.1 Following code of ethics 5.2 Following checking, cleaning sanitizing and sterilizing procedures 5.3 Checking, cleaning sanitizing and sterilizing of tools, materials and equipment 5.4 Checking, recording, replenishing and storing products, supplies and hair removal products 5.5 Storing supplies, materials, and products 5.6 Complying PD 856 and RA 9003 5.7 Complying with DOH and OSH policies and procedures 5.8 Following housekeeping and safekeeping procedures 5.9 Following 5S principles 5.10 Preparing workstation

RANGE OF VARIABLES

VARIABLE	RANGE
1. Medical History	May include: 1.1 Allergies 1.2 Sunburn 1.3 Vascular skin conditions 1.4 Pressure urticaria 1.5 Skin infections (e.g. herpes, impetigo, etc.) 1.6 Acne 1.7 Warts 1.8 Open wound, new scars 1.9 Skin Disorders/Diseases (e.g. eczema, psoriasis) 1.10 Pregnancy 1.11 Previous treatment procedures
2. Skin Types	May include: 2.1 Oily 2.2 Dry 2.3 Sensitive 2.4 Resistant 2.5 With Blemishes (e.g. acne, comedones, scars, etc.)
3. Skin Condition	May include: 3.1 Smooth 3.2 Rough 3.3 With rashes 3.4 With abrasions 3.5 With blemishes
4. Skin Area	May include: 4.1 Lower lips 4.2 Armpit 4.3 Nape area 4.4 Cheeks 4.5 Upper lips 4.6 Chin 4.7 Bikini line 4.8 Brazilian 4.9 Upper legs 4.10 Navel 4.11 Chest 4.12 Moustache/Beard 4.13 Eyebrows
5. Medical History and Skin Type and conditions Taking Procedures	May include: 5.1 Age (at least 18 years old) 5.2 Gender 5.3 Past medical history (i.e.: herpes labialis, etc.) 5.4 Current medical history (i.e.: acne/pimples, vascular conditions/rosacea, etc.) 5.5 Current medications (topical and oral) (i.e.: glycolic

VARIABLE	RANGE
	acid, tretinoin, antibiotics, etc.)
6. Contraindications	May include: 6.1 With rashes 6.2 With sunburned peeling skin 6.3 With skin infections 6.4 With open wounds 6.5 With skin diseases 6.6 Pregnancy (with OB clearance)
7. Personal Accessories	May include: 7.1 Wrist Watch 7.2 Anklet 7.3 Bangles 7.4 Rings 7.5 Necklace 7.6
8. Personal Protective Equipment (Clothing/Materials)	May include: 8.1 BEAUTY THERAPY ASSISTANT 8.1.1 Face Mask 8.1.2 Apron 8.1.3 Headband 8.1.4 Gloves 8.2 CLIENT 8.2.1 Face Towel 8.2.2 Head Band 8.2.3 Face towel as (Bib) adult size white
9. Tools	9.1 Tweezing 9.1.1 Tweezers 9.2 Shaving 9.2.1 Shaver 9.3 Cold waxing 9.3.1 Stainless Bowl 9.3.2 Spatula 9.4 Threading
10. Equipment	10.1 Facial bed 10.2 Magnifying lamp 10.3 Stool 10.4 trolley
11. Supplies and Materials	May include: 11.1 Tweezing 11.1.1 Talcum powder 11.1.2 Lotion 11.1.3 Skin Toner 11.1.4 Disinfectant (isopropyl 70%) 11.2 Shaving 11.2.1 Shaving Cream 11.2.2 Antiseptic 11.3 Cold waxing

VARIABLE	RANGE
	<ul style="list-style-type: none"> 11.3.1. wax product 11.3.2. Skin Toner 11.3.3. Moisturizer 11.3.4. –antiseptic 11.3.5. Cloth Cotton strip 11.3.6. Talcum powder 11.4 Threading <ul style="list-style-type: none"> 11.4.1 Thread (sewing, cotton) 11.5 Tissue 11.6 Cotton balls 11.7 Gauze 11.8 Gloves vinyl disposable 11.9 Face towel as (Bib) adult size white 11.10 isinfectant (isopropyl 70%)
12. Hair Removal Products Form	<p>May include:</p> <ul style="list-style-type: none"> 12.1 Cream 12.2 Gel 12.3 Liquid 12.4 Paste
13. Work Station	<p>May include:</p> <ul style="list-style-type: none"> 13.1 Facial bed 13.2 Stool 13.3 Magnifying lamp 13.4 cubicle 13.5 trolley
14. Hair Removal Methods	<p>May include:</p> <ul style="list-style-type: none"> 14.1 Shaving 14.2 Waxing <ul style="list-style-type: none"> 14.1.1 Cold Waxing 14.1.2 Hot Waxing 14.3 Tweezing or Plucking 14.4 Threading
15. Hair Removal Procedures	<ul style="list-style-type: none"> 15.1 Tweezing or Plucking <ul style="list-style-type: none"> 15.1.1 Perform Hygiene procedures 15.1.2 Cleanse skin areas to be treated with antiseptic or alcohol (70%-isopropyl) 15.1.3 Apply appropriate hair removal products on skin area to be treated following FDA notification 15.1.4 Remove hair with a tweezers 15.1.5 Apply moisturizing cream or lotion products 15.2 Threading <ul style="list-style-type: none"> 15.2.1 Perform Hygiene procedures 15.2.2 Form a loop and lock the thread 15.2.3 Twist and pull along the area of unwanted hair lifts the hair follicle directly from the root. 15.2.4 Apply appropriate skin products to reduce the redness of the skin

VARIABLE	RANGE
	<p>15.2.5 Apply moisturizing cream or lotion products</p> <p>15.3 Shaving</p> <p>15.3.1 Perform Hygiene procedures</p> <p>15.3.2 Cleanse the surface of the body to be treated with antiseptic or alcohol (70% isopropyl)</p> <p>15.3.3 Apply appropriate skin softening products-on skin area to be treated</p> <p>15.3.4 Perform appropriate shaving strokes</p> <p>15.3.5 Check if the hair is completely removed</p> <p>15.3.6 Apply moisturizing cream or lotion product</p> <p>15.4 Cold Waxing</p> <p>15.4.1 Perform Hygiene procedures</p> <p>15.4.2 Cleanse and disinfect the surface of the skin area to be treated with antiseptic or alcohol (70% isopropyl)</p> <p>15.4.3 Apply appropriate product on the skin area to be treated.</p> <p>15.4.4 Spread cold waxing gel evenly on the skin area to be treated using spatula.</p> <p>15.4.5 Apply a cloth strip or appropriate product over the wax,</p> <p>15.4.6 Press the cloth strip firmly onto the skin, so that the hair and wax would adhere together and leave until dry</p> <p>15.4.7 Pull the cloth strip off towards the opposite direction of hair growth in one swift motion,</p> <p>15.4.8 Apply appropriate skin products to reduce the redness of the skin</p> <p>15.4.9 Apply moisturizing cream or lotion product</p>
16. Skin Care Regimens	<p>16.1 Advise client not to wash the treated skin area within six (6) hours</p> <p>16.2 Appropriate maintenance products maybe advised as necessary</p> <p>16.3 Advise clients to keep treated skin areas clean and dry</p>

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 Checked and analyzed the condition of the skin area to be treated or removed. 1.2 Conducted skin test to determine tolerance level of the sensitivity of the client. 1.3 Prepared, sanitized, sterilized and used tools, equipment following manufacturer’s manual of instructions. 1.4 Used supplies and materials according to FDA notification. 1.5 Applied hair removal methods (e.g., shaving tweezing, waxing and threading) according to client’s requirements and established hair removal procedures. 1.6 Ensured client’s safety and comfort during the entire process. 1.7 Checked and evaluated results, skin areas treated according to desired outcomes 1.8 Cleaned and sanitized work area in accordance with spa policies and procedures 1.9 Segregated and Disposed wastes in accordance with waste management program and OSH requirements
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Model 2.2 Tools, equipment and supplies/materials relevant to the activity to be performed 2.3 Work area/facilities
<p>3. Methods of Assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration with Oral Questioning 3.2 Interview 3.3 Written Examination
<p>4. Context of Assessment</p>	<p>Assessment may be conducted in the workplace or in a simulated environment (TESDA accredited assessment centers)</p>

UNIT OF COMPETENCY : PERFORM BODY SCRUB

UNIT CODE : SOC514303

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude in performing body scrub in a spa setting. It involves the preparation and consultation of the clients, application of appropriate body scrub products, body scrub procedures and performing pre and post body scrubbing activities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare client	1.1 Clients' medical history and skin type, skin conditions are consulted and evaluated on the skin area to be treated in accordance with standard medical history and skin type taking procedures . 1.2 Clients with contraindications are advised to forego or defer body scrub treatment. 1.3 Client is advised to remove personal accessories to achieve optimum service results. 1.4 Client's Personal Protective Equipment (Clothing/materials) are provided, prepared and checked in accordance with established procedures	1.1 Code of Ethics 1.2 Client Evaluation 1.3 Office protocol 1.4 Client's Form and Records 1.5 Familiarization clinic and or/Spa Policies and Procedures 1.6 PD 856 (Code of Sanitation) 1.7 Occupational Health and Safety policies and procedures 1.8 Environment Safety Rules and Regulations 1.9 Basic mathematics 1.10 Ratio and proportion 1.11 Medical History 1.12 Skin Types 1.13 Skin Condition 1.14 Contraindication 1.15 Protective Clothing and materials 1.16 Medical history, skin type taking procedures 1.17 Providing protective clothing materials	1.1 Following code of ethics 1.2 Interpersonal skill 1.3 Handling, preparing, consulting and evaluating client 1.4 Following medical history, skin type taking procedures 1.5 Following Spa policies and procedures 1.6 Following filing and recording client's information 1.7 Providing appropriate PPE 1.8 Complying PD 856 and OSH policies and procedures
2. Prepare work station	2.1 Tools, equipment, supplies and materials are	2.1 Code of ethics 2.2 Familiarization on clinic and or/Spa	2.1 Following code of ethics 2.2 Interpersonal and

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>selected, prepared, checked and recorded according to manufacturer's instructions and spa policies and procedures.</p> <p>2.2 Appropriate scrubbing products ingredients are selected, prepared, checked and recorded according to product specifications and spa policies and procedures.</p> <p>2.3 Work station is ensured of privacy and safety practices in accordance with DOH requirements.</p> <p>2.4 Checked and sanitized workplace according to sanitation policies and procedures</p> <p>2.5 Safety practices are followed in accordance with OSH policies and guidelines.</p>	<p>Policies and Procedures,</p> <p>2.3 Office protocol</p> <p>2.4 PD 856 (Sanitation code of the Philippines)</p> <p>2.5 RA 9003 (Ecological Waste management) Program</p> <p>2.6 FDA Notification</p> <p>2.7 DOH and OH & S policies and regulations.</p> <p>2.8 Environment safety Rules and Regulations</p> <p>2.9 Basic Mathematics</p> <p>2.10 Methods of Sanitation</p> <p>2.11 5S principles</p> <p>2.12 Kinds of Tools, equipment, supplies and materials</p> <p>2.13 Kinds of ingredients in scrubbing products</p> <p>2.14 Familiarization of Forms and Records of Materials, Supplies, Tools and Equipment</p> <p>2.15 Maintenance of Spa Materials, Supplies, Tools and Equipment</p> <p>2.16 Workstation Preparation and Set up of workplace</p>	<p>intra-personal Skills</p> <p>2.3 Selecting, preparing, recording and documenting information of tools, equipment, supplies and materials</p> <p>2.4 Handling of materials, supplies, tools and equipment</p> <p>2.5 Following Methods of Sanitation</p> <p>2.6 Preparing and setting body spa workplace areas</p> <p>2.7 Complying PD 856</p> <p>2.8 Complying RA 9003</p> <p>2.9 Complying FDA Notification</p> <p>2.10 Complying with OSH Policies and guidelines</p>
3. Perform body scrub	3.1 Client and Beauty Therapy Assistant Personal Protective Equipment (clothing/materials) is used in accordance	3.1 Code of ethics 3.2 Time Management 3.3 First-Aid treatment 3.4 Familiarization of Product Specification	3.1 Following code of ethics 3.2 Interpersonal and intra-personal Skills 3.3 Applying products and following

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>with Spa policies and procedures.</p> <p>3.2 Client is positioned in prone or supine position</p> <p>3.3 Clients' safety and comfort is ensured during the entire process.</p> <p>3.4 Beauty Therapy Assistant hands are washed and sanitized thoroughly before and after performing the activity.</p> <p>3.5 Supplies, tools and materials are used following manufacturer's manual of instructions and OSH policies and guidelines</p> <p>3.6 Scrubbing product ingredients is applied in accordance with product specification and FDA notification.</p> <p>3.7 Body scrub is performed in accordance with established body scrub procedures, DOH and OSH policies and guidelines.</p> <p>3.8 Scrubbing motion and strokes is performed in accordance with established body scrub procedures.</p> <p>3.9 Desired result is checked according to the standard outcome.</p> <p>3.10 When necessary, first-aid treatment is provided to the client or referred to health personnel</p>	<p>3.5 Compliance of appropriate handling of tools and materials</p> <p>3.6 PD 856 (Sanitation code of the Philippines)</p> <p>3.7 RA 9003 (Ecological Waste Management Program)</p> <p>3.8 FDA Notification</p> <p>3.9 Occupational Health & Safety Policies and Guidelines</p> <p>3.10 Environment Safety Rules and Regulations</p> <p>3.11 Basic Mathematics</p> <p>3.12 Ratio and proportions</p> <p>3.13 Kinds of Products,</p> <p>3.14 Established Body Scrub Procedures</p> <p>3.15 Kinds of Personal Protective Equipment (clothing/materials) for Beauty Therapy Assistant and Client</p> <p>3.16 First aid treatment</p> <p>3.17 5S Principles</p> <p>3.18 Ergonomic procedures</p> <p>3.19 Using kinds of supplies, materials, tools and Equipment</p> <p>3.20 Using Personal Protective Equipment (clothing/materials) for Client and Beauty Therapy Assistant</p>	<p>product specifications</p> <p>3.4 Performing Body Scrub procedures</p> <p>3.5 Following ergonomics procedures</p> <p>3.6 Following 5S principles</p> <p>3.7 Providing first-aid treatment</p> <p>3.8 Using tools, supply and materials</p> <p>3.9 Using Personal Protective Equipment (clothing/materials) for Spa attendant and client</p> <p>3.10 Complying PD 856</p> <p>3.11 Complying RA 9003</p> <p>3.12 Complying on DOH and OSH requirements</p> <p>3.13 Complying FDA notification</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
4. Perform post service activities to client	4.1 Service done to client is checked in accordance with established procedures. 4.2 Client is advised with appropriate aftercare regimens . 4.3 Client is advised with follow-up schedule. 4.4 Client's documents are recorded, stored, filed in accordance with established spa procedures	4.1 Code of Ethics 4.2 Client Evaluation 4.3 Client's forms and records 4.4 Time Management 4.5 Familiarization of clinic and or/Spa Policies and Procedures 4.6 PD 856 (Sanitation Code of the Philippines) 4.7 RA 9003 (Ecological Waste management program) 4.8 FDA Notifications 4.9 OSH policies and regulations 4.10 Environment Safety Rules and Regulations 4.11 Basic Mathematics 4.12 Ratio and proportion 4.13 Body and skin maintenance program 4.14 Product Maintenance 4.15 Using of product maintenance	4.1 Following code of ethics 4.2 Interpersonal skill 4.3 Evaluating client 4.1 Recording, storing and filing client's documents 4.2 Advising client aftercare regimen 4.3 Following product maintenance 4.4 Complying RA 9003 4.5 Complying FDA notification 4.6 Complying PD 856 and OSH policies and guidelines
5. Perform post service activities to workstation	5.1 Tools, materials and equipment are cleaned and sanitized in accordance with cleaning and sanitizing procedures. 5.2 Tools, materials and equipment are checked, recorded and stored in accordance with standard documentation procedures.	5.1 Code of ethics 5.2 Time management 5.3 Familiarization on Salon Policies and Procedures 5.4 Forms and Records of supplies, materials, tools and equipment 5.5 PD 856 (Code of Sanitation) 5.6 RA 9003 (Ecological Waste	5.1 Following code of ethics 5.2 Interpersonal and intra-personal Skills 5.3 Reporting, handling, and documenting information of products, materials, supplies, tools and equipment 5.4 Following product specifications

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>5.3 Scrubbing product are checked, recorded and stored in accordance with standard documentation procedures.</p> <p>5.4 Waste materials are segregated and disposed in accordance with RA 9003.</p> <p>5.5 Workplace is cleaned and prepared for the next activity</p>	<p>Management Program)</p> <p>5.7 FDA notification</p> <p>5.8 DOH and OSH policies and procedures</p> <p>5.9 Environment Safety Rules and Regulations</p> <p>5.10 Basic mathematics</p> <p>5.11 Ratio and proportion</p> <p>5.12 Methods of Sanitation</p> <p>5.13 Workstation</p> <p>5.14 Storage of tools, supplies, materials and equipment</p> <p>5.15 Housekeeping procedures</p> <p>5.16 Safekeeping procedures</p> <p>5.17 Waste Management Program</p> <p>5.18 Preparation and set up of workstation</p>	<p>5.5 Handling and</p> <p>5.6 operating of tools and equipment</p> <p>5.7 Following safekeeping and maintenance procedure of tools and equipment</p> <p>5.8 Following Housekeeping procedures</p> <p>5.9 Storing products, supplies and materials</p> <p>5.10 Cleaning, sanitizing and storing tools materials and equipment</p> <p>5.11 Following product maintenance</p> <p>5.12 Preparing and Setting up of workplace area</p> <p>5.13 Complying with PD 856 RA 9003</p> <p>5.14 Complying with FDA notification</p> <p>5.15 Complying with DOH, OSH policies and guidelines</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Medical History	May include: <ul style="list-style-type: none"> 1.1 Hypertension 1.2 Allergies 1.3 Asthma 1.4 Skin Disorders/Diseases (e.g. eczema, psoriasis, warts) 1.5 Pregnancy(ies) 1.6 Menstruation 1.7 Diabetes
2. Skin Types	May include: <ul style="list-style-type: none"> 2.1 Oily 2.2 Dry 2.3 With Blemishes (e.g. rashes, dark spots)
3. Skin Condition	May include: <ul style="list-style-type: none"> 3.1 Rough 3.2 Smooth 3.3 With rashes 3.4 With abrasion 3.5 With blemishes
4. Medical History and Skin Type and conditions Taking Procedures	May include: <ul style="list-style-type: none"> 4.1 Age 4.2 Gender 4.3 Past medical history (i.e.: herpes labialis, etc.) 4.4 Current medical history (i.e.: acne/pimples, vascular conditions/rosacea, etc.) 4.5 Current medications (topical and oral) (i.e.: glycolic acid, tretinoin, antibiotics, etc.)
5. Contraindications	May include: <ul style="list-style-type: none"> 5.1 With Rashes 5.2 With Abrasions 5.3 With Skin Diseases 5.4 Positive Skin Test 5.5 Pregnancy(ies) 5.6 Uncontrolled Medical Conditions 5.7 Recent surgical procedures (e.g caesarian section, aesthetic procedures)
6. Personal Accessories	May include: <ul style="list-style-type: none"> 6.1 Earrings 6.2 Wrist Watch 6.3 Ring 6.4 Bangles and Bracelet 6.5 Necklace 6.5 Anklet
7. Personal Protective Equipment (Clothing/ Materials)	May include: <ul style="list-style-type: none"> 7.1 FOR CLIENT <ul style="list-style-type: none"> 7.1.1 Bath towel 7.1.2 Body wrap

VARIABLE	RANGE
	7.1.3 Slipper 7.1.4 Headband 7.2 FOR SPA ATTENDANT 7.2.1 Apron 7.2.2 Mask 7.2.3 Scrubbing gloves 7.2.4 Headband
8. Tools, Equipment, Supplies and Materials	May include: 8.1 Tools 8.1.1 Basin stainless 8.1.2 Timer 8.3 Equipment 8.3.10 Facial Bed 8.3.11 Trolley 8.3 Supplies and Materials 8.3.1 Face Towel 8.3.2 Sponge 8.3.3 Scrubbing Gloves 8.3.5 Bedsheet 8.3.6 Lukewarm Water 8.3.7 Scrubber (e.g. Loofa or mitten) 8.3.8 Bath towel 8.3.9 Plastic or Rubber Sheet 8.3.10 Bath Towel (draping) 8.3.11 Eye pad 8.3.12 Disinfectant (isopropyl 70%)
9. Scrubbing Product ingredients	May include: 9.1 Sea salt 9.2 Sugar 9.3 Coffee 9.4 Organic/herbal, oil
10. Work Station	May include: 10.1 Cubicle 10.2 Trolley 10.3 Basin
11. Established Spa Procedures	May include: 11.1 Sponge bath client's body in lukewarm water 11.2 Scrubbing the body surface using face towel or sponge and pat dried. 11.3 Apply appropriate scrubbing product ingredients slightly on the body surface. 11.4 Scrub the body using different strokes/motion such as upward, downward and circular strokes/motion 11.5 Sponge bath client's body in lukewarm water after scrubbing the body surface using face towel or sponge and pat dried. 11.6 Apply and advice aftercare regimen with

VARIABLE	RANGE
	appropriate product following product instructions and accordance with FDA notification
12. Aftercare Regimens	May include: <ul style="list-style-type: none"> 12.1 Daily bath 12.2 Skin check up 12.3 Daily skin care (e.g. sunblock, moisturizer and other appropriate maintenance products) 12.4 Client is advised regular body scrub once a month

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: <ul style="list-style-type: none"> 1.1 Prepared client 1.2 Checked and analyzed the client's medical history skin type condition following Spa policies and procedures. 1.3 Consulted and explained all possible skin improvement enhancement of skin. 1.4 Provided client with appropriate protective clothing material in accordance with established body scrub procedures. 1.5 Prepared work station. 1.6 Ensured clients safety and comfort during the entire process. 1.7 Prepared and used supplies and materials according to Spa policies and procedures and FDA notification. 1.8 Sponge client with lukewarm water before and after scrubbing the body surface following spa and established body scrub procedures. 1.9 Applied appropriate scrubbing products ingredients on body surface in accordance with established body scrub procedures and product specification. 1.10 Performed body scrubbing in accordance with established body scrub procedures and DOH requirements. 1.11 Checked result and advised client on appropriate
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	<p>maintenance program.</p> <p>1.12 Perform post service activities to workstation.</p>
2. Resource Implications	<p>The following resources should be provided:</p> <p>2.1 Live Model</p> <p>2.2 Tools, equipment and supplies/materials relevant of the activity to be performed</p> <p>2.3 Work Area/Facilities relevant to the activity</p>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1. Demonstration with oral questioning</p> <p>3.2. Portfolio</p> <p>3.3. Written Examination</p> <p>3.4. Interview</p>
4. Context of Assessment	<p>4.1. Competency may be assessed in the actual workplace or at the designated 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 **BEAUTY CARE (SKIN CARE) SERVICES 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: **BEAUTY CARE (SKIN CARE) SERVICES**

NC Level: **NC II**

Nominal Training Duration: **37 Hours (Basic)**
 18 Hours (Common)
 222 Hours (Core)

 277 Hours - Total
 30 Hours SIT

Course Description:

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

**BASIC COMPETENCIES
(37 HOURS)**

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
1. Participate in workplace communication	1.1. Obtain and convey workplace information	<ul style="list-style-type: none"> • Describe Organizational policies • Read: <ul style="list-style-type: none"> ○ Effective communication ○ Written communication ○ Communication procedures and systems • Identify: <ul style="list-style-type: none"> ○ Different modes of communication ○ Medium of communication ○ Flow of communication ○ Available technology relevant to the enterprise and the individual's work responsibilities • Prepare different Types of question • Gather different sources of information • Apply storage system in establishing workplace information • Demonstrate Telephone courtesy 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration 	<ul style="list-style-type: none"> • Oral evaluation • Written examination • Observation 	2 hours
	1.2. Perform duties following workplace instructions	<ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Written notices and instructions ○ Workplace interactions and procedures • Read instructions on work related forms/documents • Perform workplace duties scenario following workplace instructions 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration 	<ul style="list-style-type: none"> • Oral evaluation • Written examination • Observation 	2 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	1.3. Complete relevant work related documents	<ul style="list-style-type: none"> • Describe Communication procedures and systems • Read: <ul style="list-style-type: none"> ○ Meeting protocols ○ Nature of workplace meetings ○ Workplace interactions ○ Barriers of communication • Read instructions on work related forms/documents • Practice: <ul style="list-style-type: none"> ○ Estimate, calculate and record routine workplace measures ○ Basic mathematical processes of addition, subtraction, division and multiplication • Demonstrate office activities in: <ul style="list-style-type: none"> ○ workplace meetings and discussions scenario • Perform workplace duties scenario following simple written notices • Follow simple spoken language • Identify the different Non-verbal communication • Demonstrate ability to relate to people of social range in the workplace • Gather and provide information in response to workplace requirements • Complete work related documents 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration • Role play 	<ul style="list-style-type: none"> • Oral evaluation • Written examination • Observation 	2 hours
2. Work in a team environment	2.1 Describe team role and scope	<ul style="list-style-type: none"> • Discussion on team roles and scope • Participate in the discussion: <ul style="list-style-type: none"> ○ Definition of Team ○ Difference between team and group ○ Objectives and goals of team • Locate needed information from the 	<ul style="list-style-type: none"> • Lecture/ Discussion • Group Work • Individual Work • Role Play 	<ul style="list-style-type: none"> • Role Play • Case Study • Written Test 	1 hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		different sources of information			
	2.2 Identify one's role and responsibility within team	<ul style="list-style-type: none"> • Role play : <ul style="list-style-type: none"> ○ individual role and responsibility • Role Play <ul style="list-style-type: none"> ○ Understanding Individual differences • Discussion on gender sensitivity 	<ul style="list-style-type: none"> • Role Play • Lecture/ Discussion 	<ul style="list-style-type: none"> • Role Play • Written Test 	1 hour
	2.3 Work as a team member	<ul style="list-style-type: none"> • Participate in group planning activities • Role play : Communication protocols • Participate in the discussion of standard work procedures and practices 	<ul style="list-style-type: none"> • Group work • Role Play • Lecture/ Discussion 	<ul style="list-style-type: none"> • Role Play • Written Test 	1 hour
3. Solve/address routine problems	3.1 Identify routine problems	<ul style="list-style-type: none"> • Review of the current industry hardware and software products and services • Identify correctly the industry maintenance, service and helpdesk practices, processes and procedures • Make use of the industry standard diagnostic tools • Share best practices in determining basic malfunctions and resolutions to general problems in the workplace • Analyze routine/procedural problems 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration • Role playing 	<ul style="list-style-type: none"> • Case Formulation • Life Narrative Inquiry (Interview) • Standardized test 	1 hour
	3.2 Look for solutions to routine problems	<ul style="list-style-type: none"> • Review of the current industry hardware and software products and services • Identify correctly the industry maintenance, service and helpdesk practices, processes and procedures • Make use of the industry standard diagnostic tools • Share best practices in determining basic malfunctions and resolutions to general problems in the workplace • Formulate possible solutions to problems 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration • Role playing 	<ul style="list-style-type: none"> • Case Formulation • Life Narrative Inquiry (Interview) • Standardized test 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		and document procedures for reporting			
	3.3 Recommend solutions to problems	<ul style="list-style-type: none"> Discuss standard operating procedures and documentation processes 	<ul style="list-style-type: none"> Group discussion Lecture Demonstration Role playing 	<ul style="list-style-type: none"> Case Formulation Life Narrative Inquiry (Interview) Standardized test 	1 hour
4. Develop Career and Life Decisions	4.1 Manage one's emotion	<ul style="list-style-type: none"> Demonstrate self-management strategies that assist in regulating behavior and achieving personal and learning goals Explain enablers and barriers in achieving personal and career goals Identify techniques in handling negative emotions and unpleasant situation in the workplace such as frustration, anger, worry, anxiety, etc. Manage properly one's emotions and recognize situations that cannot be changed and accept them and remain professional Recall instances that demonstrate self-discipline, working independently and showing initiative to achieve personal and career goals Share experiences that show confidence, and resilience in the face of setbacks and frustrations and other negative emotions and unpleasant situations in the workplace 	<ul style="list-style-type: none"> Discussion Interactive Lecture Brainstorming Demonstration Role-playing 	<ul style="list-style-type: none"> Demonstration or simulation with oral questioning Case problems involving workplace diversity issues 	1 hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	4.2 Develop reflective practice	<ul style="list-style-type: none"> Enumerate strategies to improve one's attitude in the workplace Explain Gibbs' Reflective Cycle/Model (Description, Feelings, Evaluation, Analysis, Conclusion, and Action plan) Use basic SWOT analysis as self-assessment strategy Develop reflective practice through realization of limitations, likes/ dislikes; through showing of self-confidence Demonstrate self-acceptance and being able to accept challenges 	<ul style="list-style-type: none"> Small Group Discussion Interactive Lecture Brainstorming Demonstration 5 Role-playing 	<ul style="list-style-type: none"> Demonstration or simulation with oral questioning Case problems involving workplace diversity issues 	1 hour
	4.3 Boost self-confidence and develop self-regulation	<ul style="list-style-type: none"> Describe the components of self-regulation based on Self-Regulation Theory (SRT) Explain personality development concepts Cite self-help concepts (e. g., 7 Habits by Stephen Covey, transactional analysis, psycho-spiritual concepts) Perform effective communication skills – reading, writing, conversing skills Show affective skills – flexibility, adaptability, etc. Determine strengths and weaknesses 	<ul style="list-style-type: none"> Small Group Discussion Interactive Lecture Brainstorming Demonstration Role-playing 	<ul style="list-style-type: none"> Demonstration or simulation with oral questioning Case problems involving workplace diversity issues 	1 hour
5. Contribute to workplace innovation	5.1 Identify opportunities to do things better	<ul style="list-style-type: none"> Identify different roles of individuals in contributing to doing things better in the workplace Appreciate positive impacts and challenges in innovation Show mastery of the different types of changes and levels of participation in the workplace Discuss 7 habits of highly effective people 	<ul style="list-style-type: none"> Interactive Lecture Appreciative Inquiry Demonstration Group work 	<ul style="list-style-type: none"> Psychological and behavioral Interviews Performance Evaluation Life Narrative Inquiry Review of portfolios of evidence and third-party 	1 hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
				workplace reports of on-the-job performance. <ul style="list-style-type: none"> Standardized assessment of character strengths and virtues applied 	
	5.2 Discuss and develop ideas with others	<ul style="list-style-type: none"> Identify different roles of individuals in contributing to doing things better in the workplace Appreciate positive impacts and challenges in innovation Show mastery of the different types of changes and levels of participation in the workplace Discuss 7 habits of highly effective people Communicate ideas through small group discussions and meetings 	<ul style="list-style-type: none"> Interactive Lecture Appreciative Inquiry Demonstration Group work 	<ul style="list-style-type: none"> Psychological and behavioral Interviews Performance Evaluation Life Narrative Inquiry Review of portfolios of evidence and third-party workplace reports of on-the-job performance. Standardized assessment of character strengths and virtues applied 	1 hour
	5.3 Integrate ideas for change in the workplace	<ul style="list-style-type: none"> Identify different roles of individuals in contributing to doing things better in the workplace Appreciate positive impacts and challenges in innovation 	<ul style="list-style-type: none"> Interactive Lecture Appreciative Inquiry Demonstration 	<ul style="list-style-type: none"> Psychological and behavioral Interviews Performance Evaluation 	1 hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Show mastery of the different types of changes and levels of participation in the workplace • Discuss 7 habits of highly effective people • Communicate ideas through small group discussions and meetings • Demonstrate basic skills in data analysis 	<ul style="list-style-type: none"> • Group work 	<ul style="list-style-type: none"> • Life Narrative Inquiry • Review of portfolios of evidence and third-party workplace reports of on-the-job performance. • Standardized assessment of character strengths and virtues applied 	
6. Present relevant information	6.1 Gather data/ information	<ul style="list-style-type: none"> • Lecture and discussion on: <ul style="list-style-type: none"> ○ Organisational protocols ○ Confidentiality and accuracy ○ Business mathematics and statistics ○ Legislation, policy and procedures relating to the conduct of evaluations • Reviewing data/ information 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration • Role Play 	<ul style="list-style-type: none"> • Oral evaluation • Written Test • Observation • Presentation 	2 Hours
	6.2 Assess gathered data/ information	<ul style="list-style-type: none"> • Lecture and discussion on: <ul style="list-style-type: none"> ○ Data analysis techniques/ procedures ○ Organisational values, ethics and codes of conduct ○ Trends and anomalies • Computing business mathematics and statistics • Application of data analysis techniques 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration • Role Play • Practical exercises 	<ul style="list-style-type: none"> • Oral evaluation • Written Test • Observation • Presentation 	3 Hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	6.3 Record and present information	<ul style="list-style-type: none"> • Lecture and discussion on: <ul style="list-style-type: none"> ○ Reporting requirements to a range of audiences ○ Recommendations for possible improvements • Analysis and comparison of interim and final reports' outcomes • Reporting of data findings 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration • Role Play • Practical exercises 	<ul style="list-style-type: none"> • Oral evaluation • Written Test • Observation • Presentation 	3 Hours
7. Practice Occupational Safety And Health Policies And Procedures	7.1 Identify OSH compliance requirements	<ul style="list-style-type: none"> • Discussion regarding: <ul style="list-style-type: none"> ○ Hierarchy of Controls ○ Hazard Prevention and Controls ○ Work Standards and Procedures ○ Personal Protective Equipment 	<ul style="list-style-type: none"> • Lecture • Group Discussion 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation • Interviews / Questioning 	1 Hour
	7.2 Prepare OSH requirements for compliance	<ul style="list-style-type: none"> • Identification of required safety materials, tools and equipment • Handling of safety control resources 	<ul style="list-style-type: none"> • Lecture • Group Discussion 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation • Interviews / Questioning 	1 Hour
	7.3 Perform tasks in accordance with relevant OSH policies and procedures	<ul style="list-style-type: none"> • Discussion of General OSH Standards and Principles • Performing industry related work activities in accordance with OSH Standards 	<ul style="list-style-type: none"> • Lecture • Group Discussion 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation • Interviews / Questioning 	2 Hours
8. Exercise Efficient and Effective Sustainable Practices in the Workplace	8.1 Identify the efficiency and effectiveness of resource utilization	<ul style="list-style-type: none"> • Discussion on the process how Environmental Policies coherence is achieved • Discussion on Necessary Skills in response to changing environmental policies needs <ul style="list-style-type: none"> ○ Waste Skills ○ Energy Skills ○ Water Skills ○ Building Skills 	<ul style="list-style-type: none"> • Lecture • Group Discussion • Simulation • Demonstration 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation • Interviews / Questioning 	1 Hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Transport Skills ○ Material Skills 			
	8.2 Determine causes of inefficiency of resource utilization	<ul style="list-style-type: none"> • Discussion of Environmental Protection and Resource Efficiency Targets • Analysis on the Relevant Work Procedure 	<ul style="list-style-type: none"> • Lecture • Group Discussion • Demonstration 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation • Interviews / Questioning 	1 Hour
	8.3 Convey inefficient and ineffective environmental practices	<ul style="list-style-type: none"> • Identification of (re)training needs and usage of environment friendly methods and technologies • Identification of environmental corrective actions • Practicing Environment Awareness 	<ul style="list-style-type: none"> • Lecture • Group Discussion • Role Play • Demonstration 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation • Interviews / Questioning 	1 Hour
9. Practice Entrepreneurial Skills in the Workplace	9.1 Apply entrepreneurial workplace best practices	<ul style="list-style-type: none"> • Case studies on Best entrepreneurial practices • Discussion on Quality procedures and practices • Case studies on Cost consciousness in resource utilization 	<ul style="list-style-type: none"> • Case Study • Lecture/ Discussion 	<ul style="list-style-type: none"> • Case Study • Written Test • Interview 	1 Hour
	9.2 Communicate entrepreneurial workplace best practices	<ul style="list-style-type: none"> • Discussion on communicating entrepreneurial workplace best practices 	<ul style="list-style-type: none"> • Lecture/ Discussion 	<ul style="list-style-type: none"> • Written Test • Interview 	1 Hour
	9.3 Implement cost-effective operations	<ul style="list-style-type: none"> • Case studies on Preservation, optimization and judicious use of workplace resources 	<ul style="list-style-type: none"> • Case Study • Lecture/ Discussion 	<ul style="list-style-type: none"> • Case Study • Written Test • Interview 	2 Hours

COMMON COMPETENCIES (18 Hours)

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
1. Maintain an effective relationship with clients/ customers	1.1 Maintain a professional image	<ul style="list-style-type: none"> • Read and understand the following topic: <ul style="list-style-type: none"> ○ Uniform and personal grooming requirements of the employer and the client ○ Occupational Health and safety requirement for the assignment ○ Assignment Instructions • Perform the following skills: <ul style="list-style-type: none"> ○ Attention to detail when completing client/employer documentation ○ Interpersonal and communication skills required in client contact assignments ○ Customer service skills required to meet client/customer needs 	<ul style="list-style-type: none"> • Interaction • Group Discussion 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ Questioning 	4 hrs.
	1.2 Meet client/ customer requirements	<ul style="list-style-type: none"> • Read and understand the following topic: <ul style="list-style-type: none"> ○ Client needs and requirements ○ Assignment Instructions • Perform the following skills: <ul style="list-style-type: none"> ○ Attention to detail when completing client/employer documentation ○ Interpersonal and communication skills required in client contact assignments ○ 2.2.3Customer service skills required to meet client/customer needs 	<ul style="list-style-type: none"> • Interaction • Group Discussion 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ Questioning 	
	1.3 Build credibility with customers/ clients	<ul style="list-style-type: none"> • Read and understand the following topic: <ul style="list-style-type: none"> ○ Causes of client/customer dissatisfaction ○ Assignment Instructions ○ Reporting procedures • Perform the following skills: <ul style="list-style-type: none"> ○ Attention to detail when completing client/employer documentation 	<ul style="list-style-type: none"> • Interaction • Group Discussion 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ Questioning 	

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Interpersonal and communication skills required in client contact assignments ○ Customer service skills required to meet client/customer needs 			
	1.4 Meet client/customer requirements	<ul style="list-style-type: none"> • Read and understand the following topic: <ul style="list-style-type: none"> ○ Client needs and requirements ○ Assignment Instructions • Perform the following skills: <ul style="list-style-type: none"> ○ Attention to detail when completing client/employer documentation ○ Interpersonal and communication skills required in client contact assignments ○ Customer service skills required to meet client/customer needs 	<ul style="list-style-type: none"> • Interaction • Group Discussion • 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/Questioning 	
	1.5 Build credibility with customers/clients	<ul style="list-style-type: none"> • Read and understand the following topic: <ul style="list-style-type: none"> ○ Causes of client/customer dissatisfaction ○ Assignment Instructions ○ Reporting procedures • Perform the following skills: <ul style="list-style-type: none"> ○ Attention to detail when completing client/employer documentation ○ Interpersonal and communication skills required in client contact assignments ○ Customer service skills required to meet client/customer needs 	<ul style="list-style-type: none"> • Interaction • Group Discussion • 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/Questioning 	

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
2. Manage own performance	2.1 Plan for completion of own workload	<ul style="list-style-type: none"> • Read and understand the following topic: <ul style="list-style-type: none"> ○ Site and assignment requirements ○ Employer policy on performance management ○ Indicators of appropriate performance for each area of responsibility ○ Steps for improving or maintaining performance • Perform the following skills: <ul style="list-style-type: none"> ○ Capacity to plan and prioritize security work loads and requirements ○ Time and task management 	<ul style="list-style-type: none"> • Interaction • Group Discussion 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ Questioning 	4 hrs.
	2.2 Maintain quality of own performance	<ul style="list-style-type: none"> • Read and understand the following topic: <ul style="list-style-type: none"> ○ Site and assignment requirements ○ Employer policy on performance management ○ Indicators of appropriate performance for each area of responsibility ○ Steps for improving or maintaining performance • Perform the following skills: <ul style="list-style-type: none"> ○ Capacity to plan and prioritize security work loads and requirements ○ Time and task management 	<ul style="list-style-type: none"> • Interaction • Group Discussion 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ Questioning 	
	2.3 Build credibility with customers/ clients	<ul style="list-style-type: none"> • Read and understand the following topic: <ul style="list-style-type: none"> ○ Causes of client/customer dissatisfaction ○ Assignment Instructions ○ Reporting procedures • Perform the following skills: <ul style="list-style-type: none"> ○ Attention to detail when completing client/employer documentation ○ Interpersonal and communication skills required in client contact assignments ○ Customer service skills required to meet 	<ul style="list-style-type: none"> • Interaction • Group Discussion 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ Questioning 	4 hrs.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		client/customer needs			
3. Apply quality standards	3.1 Assess clients service needs	<ul style="list-style-type: none"> • Read and understand the following topic: <ul style="list-style-type: none"> ○ Relevant production processes, materials and products ○ Characteristics of materials, software and hardware used in production processes ○ Quality checking procedures ○ Client relations ○ Work place procedures ○ Safety and environmental aspects of service processes ○ Error identification and reporting ○ Quality improvement processes • Perform the following skills: <ul style="list-style-type: none"> Reading skills required to interpret work instructions, product manufacturer's requirements <ul style="list-style-type: none"> ○ Communication skills needed to interpret and apply defined work procedures ○ Carry out work in accordance with OHS policies and procedures ○ Critical thinking ○ Solution providing and decision making ○ Interpersonal skills or dealing with varied type of clients 	<ul style="list-style-type: none"> • Interaction • Group Discussion 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ Questioning 	5 hrs.
	3.2 Assess own work	<ul style="list-style-type: none"> • Read and understand the following topic: <ul style="list-style-type: none"> ○ Relevant production processes, materials and products ○ Characteristics of materials, software and hardware used in production processes ○ Quality checking procedures ○ Client relations ○ Work place procedures 	<ul style="list-style-type: none"> • Interaction • Group Discussion • 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ Questioning 	

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Safety and environmental aspects of service processes ○ Error identification and reporting ○ Quality improvement process ● Perform the following skills: <ul style="list-style-type: none"> ○ Reading skills required to interpret work instructions, product manufacturer's requirements ○ Communication skills needed to interpret and apply defined work procedures ○ Carry out work in accordance with OHS policies and procedures ○ Critical thinking ○ Solution providing and decision making ○ Interpersonal skills or dealing with varied type of clients 			
	3.3 Engage in quality improvement	<ul style="list-style-type: none"> ● Read and understand the following topic: <ul style="list-style-type: none"> ○ Relevant production processes, materials and products ○ Characteristics of materials, software and hardware used in production processes ○ Quality checking procedures ○ Client relations ○ Work place procedures ○ Safety and environmental aspects of service processes ○ Error identification and reporting ○ Quality improvement process 	<ul style="list-style-type: none"> ● Interaction ● Group Discussion 	<ul style="list-style-type: none"> ● Demonstration ● Observation ● Interviews/ Questioning 	

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Perform the following skills: <ul style="list-style-type: none"> ○ Reading skills required to interpret work instructions, product manufacturer's requirements ○ Communication skills needed to interpret and apply defined work procedures ○ Carry out work in accordance with OHS policies and procedures ○ Critical thinking ○ Solution providing and decision making ○ Interpersonal skills or dealing with varied type of clients 			
4. Maintain a safe clean and efficient work environment	4.1 Comply with health regulations	<ul style="list-style-type: none"> • Read and understand the following topic: <ul style="list-style-type: none"> ○ Compliance to health regulations ○ Data Gathering ○ Salon Policies ○ International Market ○ New Trends in Products and Services ○ Ethical Limitations 	<ul style="list-style-type: none"> • Interaction • Group Discussion 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ Questioning 	5 hrs.
		<ul style="list-style-type: none"> • Perform the following skills <ul style="list-style-type: none"> ○ Communication skills to identify lines of communication, request advice, follow instructions and receive feedback. ○ Technology Skills ○ Interpersonal Skills 	<ul style="list-style-type: none"> • Interaction • Group Discussion 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ Questioning 	
	4.2 Prepare and maintain work area	<ul style="list-style-type: none"> • Read and understand the following topic: <ul style="list-style-type: none"> ○ Preparation and maintenance of work area ○ Data Gathering ○ Salon Policies ○ International Market ○ New Trends in Products and Services ○ Ethical Limitations 	<ul style="list-style-type: none"> • Interaction • Group Discussion 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ Questioning 	

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Perform the following skills <ul style="list-style-type: none"> ○ Communication skills to identify lines of communication, request advice, follow instructions and receive feedback. ○ Technology Skills ○ Interpersonal Skills ○ Preparation and maintenance of work area 			
	4.3 Check and maintain tools and equipment	<ul style="list-style-type: none"> • Read and understand the following topic: <ul style="list-style-type: none"> ○ Checking and maintenance of tools and equipment ○ Data Gathering ○ Salon Policies ○ International Market ○ New Trends in Products and Services ○ Ethical Limitations • Perform the following skills <ul style="list-style-type: none"> ○ Communication skills to identify lines of communication, request advice, follow instructions and receive feedback. ○ Technology Skills ○ Interpersonal Skills ○ Checking and maintenance of tools and equipment 	<ul style="list-style-type: none"> • Interaction • Group Discussion 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ Questioning 	
	4.4 Check and maintain stocks	<ul style="list-style-type: none"> • Read and understand the following topic: <ul style="list-style-type: none"> ○ Checking and maintenance of stocks ○ Data Gathering ○ Salon Policies ○ International Market ○ New Trends in Products and Services ○ Ethical Limitations • Perform the following skills <ul style="list-style-type: none"> ○ Communication skills to identify lines of communication, request advice, follow instructions and receive feedback. 	<ul style="list-style-type: none"> • Interaction • Group Discussion 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ Questioning 	

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ Technology Skills ○ Interpersonal Skills ○ Checking and 			
	5.5 Provide a relaxed and caring environment	<ul style="list-style-type: none"> • Read and understand the following topic: Providing a relaxed and caring environment <ul style="list-style-type: none"> ○ Data Gathering ○ Salon Policies ○ International Market ○ New Trends in Products and Services ○ Ethical Limitations • Perform the following skills <ul style="list-style-type: none"> ○ Communication skills to identify lines of communication, request advice, follow instructions and receive feedback. ○ Technology Skills ○ Interpersonal Skills ○ Providing a relaxed and caring environment 	<ul style="list-style-type: none"> • Interaction • Group Discussion 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/ Questioning 	

CORE COMPETENCIES
(222 Hrs- in-school + 30 Hrs- SIT)

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
1. Perform Facial Cleansing (80 hours)	1.1 Prepare the Client (12 HOURS) Prepare workstation (12 hours)	Read and understand the following topic: <ul style="list-style-type: none"> • Code of Ethics • Medical History • Skin type • Skin Condition • Medical history and skin type taking • Contraindications • Personal Accessories • Personal Protective Equipment (Clothing/ materials) • Client Evaluation • Familiarization of Clinic and/or Spa Policies and Procedures • Client's Forms and Records • Office Protocol • PD 856 (Sanitation Code of he Philippines) • RA 9003 (Ecological Waste Management Program) • OSH policies and procedures • Environment and Safety Regulations • Basic Mathematics 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Case study/discussion • Group discussion • (SLE)Self Learning Experienced • Role playing 	<ul style="list-style-type: none"> • Observation with questioning • Demonstration with questioning • Written test/ Examination • Listing and Enumeration • Interview 	5 hrs.
		<ul style="list-style-type: none"> • Following of code of Ethics 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - • Written test • Practical/Performance Test • Interview 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Consulting and evaluating client's medical history, skin type, conditions and contraindications 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	2.5 hours.
		<ul style="list-style-type: none"> • Following medical history and skin type taking procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 hr.
		<ul style="list-style-type: none"> • Advising removal of personal accessories 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • -Interview 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Providing, preparing and checking appropriate personal protective equipment (clothing/materials) 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Evaluating client 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following/complying familiarization of clinic and/or spa policies and procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Completing and recording client forms and 	<ul style="list-style-type: none"> • Lecture/Review 	<ul style="list-style-type: none"> • Observation 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		records	<ul style="list-style-type: none"> • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	Demonstration - Written test <ul style="list-style-type: none"> • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Following office protocols 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Complying PD 856 (Sanitation Code of the Philippines) 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - • Written test • Practical/Performance Test • Interview 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Complying 9003 (Ecological Waste Management Program) 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Complying OSH policies and procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following environment safety rule and regulations 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Applying mathematics 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<p>Read and understand the following topics</p> <ul style="list-style-type: none"> • Code of ethics • Cools and Equipment • Supplies and materials • Facial Cleansing products • Workstation • Forms and Records of supplies, materials and equipment • Office protocol • Time management • PD 856 (Sanitation Code of the Philippines) • RA 9003 (Ecological Solid Waste Program) • Food and Drug Authority Notification • OSH policies and guidelines • Environment safety rules and regulations • Basic Mathematics • Method of Sanitation • 5-S principles • Kinds of Materials, supplies and Equipment • Kinds of Facial Cleansing products • Kinds of Protective clothing/materials • Preparation and setting up of Workstation 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Case study/discussion • Group discussion • (SLE)Self Learning Experienced • Role playing 	<ul style="list-style-type: none"> • Observation with questioning • Demonstration with questioning • Written test/Examination • Listing and Enumeration • Interview 	3hrs

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Following Code of Ethics 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Preparing, checking and identifying tools and equipment 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Preparing, checking and identifying supplies and materials 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Preparing, and identifying facial cleansing 	<ul style="list-style-type: none"> • Lecture/Review 	<ul style="list-style-type: none"> • Observation 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		products	<ul style="list-style-type: none"> • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Demonstration - Written test • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Ensuring and preparing workstation for safety practices and cleanliness 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following/complying of clinic and or/spa policies and procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Recording, filing and completing forms and records of equipment, product, materials and 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration 	<ul style="list-style-type: none"> • Observation Demonstration - 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		supplies	<ul style="list-style-type: none"> • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Written test • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Following office protocol 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following time line management 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Complying PD 856 (Sanitation Code of the Philippines) 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation 	<ul style="list-style-type: none"> • Observation Demonstration - Written test 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Complying RA 9003 (Ecological Waste management Program) 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Complying FDA Notification 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Complying OSH policies and procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Perfor 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • mance Test • Interview 	
		<ul style="list-style-type: none"> • Following Environment safety rules and regulations 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Applying basic mathematics 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following Methods of Sanitation 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			study/demonstration <ul style="list-style-type: none"> • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Interview 	
		<ul style="list-style-type: none"> • Following 5S principles 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Setting up workstation 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
	3. Perform Facial Cleansing (36 hrs)	Read and understand the following topics: <ul style="list-style-type: none"> • Code of Ethics • Facial Cleansing Procedures • Desired Results • Timeline management • PD 856 (Sanitation code of the Philippines) • RA 9003 (solid waste mgmt. act) • FDA notification • OSH policies and procedures 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Case study/ discussion • Group discussion • (SLE)Self Learning Experienced • Role playing 	<ul style="list-style-type: none"> • Observation with questioning • Demonstration with questioning • Written test/Examination • Listing and Enumeration • Interview 	16 hrs.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Environment safety rules and regulations • Basic mathematics • Kinds of tools, materials, supplies and equipment • Kinds of Facial cleansing product • Ergonomics Principles First aid treatment			
		Following code of ethics	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/ demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		Ensuring client safety and comfort	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/ demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		Washing and sanitizing client's and clinic / spa assistant's hands before performing the activity	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		Using equipment, supplies and materials	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		Using and applying appropriate facial cleansing products	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	3 hours
		Following and performing Established Facial cleansing procedures	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • -Interview 	6 hours
		Checking the desired result	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			study/demonstration <ul style="list-style-type: none"> • Group demonstration • (SLE)Self Learning Experienced 	•	
		Following timeline management	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • -Interview 	.5 Hr
		Complying PD 856 (Sanitation code of the Philippines)	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • -Interview 	.5 Hr
		Complying R.A 9003 (Ecological Waste management program.)	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		Complying FDA notification	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		Complying OSH policies and procedures	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		Following environment safety rules and regulations	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		Applying basic mathematics	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			Experienced		
		Providing first-aid treatment	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/ demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5 Hr
		Following and performing ergonomics principles	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test -Interview 	.5 Hr
	4. Perform post service activities to client (10 hrs)	Read and understand the following topics: <ul style="list-style-type: none"> Code of Ethics Aftercare skin regimen Client evaluation Familiarization of Clinic and or / Spa policies and procedures Client's form and records PD 856 (Sanitation Code of the Philippines) RA 9003 (Ecological Waste management program) FDA notification OSH policies and procedures Environment safety rules and regulations Basic mathematics Skin Care Maintenance products Aftercare regimen procedures 	<ul style="list-style-type: none"> Lecture Discussion Video Presentation Case study/ discussion Group discussion (SLE)Self Learning Experienced Role playing 	<ul style="list-style-type: none"> Observation with questioning Demonstration with questioning Written test/Examination Listing and Enumeration Interview 	2hrs

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Medical history • Skin types • Skin conditions 			
		<ul style="list-style-type: none"> • Following code of ethics 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr.
		<ul style="list-style-type: none"> • Checking and advising client with appropriate aftercare regimen 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Advising client on facial maintenance and possible post procedures reactions. 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Filing and storing Clients records and forms and following storing procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Perform 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> ance Test Interview 	
		<ul style="list-style-type: none"> Evaluating and checking client 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Following/complying Clinic/and spa policies and procedures 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Completing and recording client's form and records 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test -Interview 	.5 Hr
		<ul style="list-style-type: none"> Complying PD 856 (Sanitation code of the Philippines) 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Perform 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Case study/ demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Interview 	
		<ul style="list-style-type: none"> • Complying RA 9003 (Ecological Waste Management Program) 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr.
		<ul style="list-style-type: none"> • Complying FDA notification 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr.
		<ul style="list-style-type: none"> • Complying OSH policies and procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following environment safety rules and regulations 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration 	<ul style="list-style-type: none"> • Observation Demonstration - 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	Written test <ul style="list-style-type: none"> • Practical/Performance Test • -Interview 	
		<ul style="list-style-type: none"> • Applying basic mathematics 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Preparing and applying Skin care maintenance products 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr .
		<ul style="list-style-type: none"> • Following aftercare regimen procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> Reviewing/interpreting medical history, skin types and conditions 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5 Hr
	5. Perform post service activities workstation (10 hrs)	<p>Read and understand the following:</p> <ul style="list-style-type: none"> Code of Ethics Office protocol Time management Cleaning and sanitizing procedures Familiarization of Clinic and or/Spa policies and procedures Familiarization of Supplies, materials, facial products and equipment Forms and records of Equipment, supplies, materials and facial products PD 856 (Sanitation Code of the Philippines) RA 9003 (Ecological Waste management program) FDA notification OSH procedures Environment safety rules and regulation Basic mathematics Housekeeping and safekeeping procedures Methods of sanitation Storage of supplies and materials Workstation Waste management progra 	<ul style="list-style-type: none"> Lecture Discussion Video Presentation Case study/ discussion Group discussion (SLE)Self Learning Experienced Role playing 	<ul style="list-style-type: none"> Observation with questioning Demonstration with questioning Written test/Examination Listing and Enumeration Interview 	1 hour
		<ul style="list-style-type: none"> Following code of ethics 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Perform 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> ance Test Interview 	
		<ul style="list-style-type: none"> Cleaning and sanitizing equipment 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Checking, recording, replenishing and storing of supplies, and materials 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Checking, recording, replenishing and storing of facial cleansing products 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Segregating and disposing waste materials 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation 	<ul style="list-style-type: none"> Observation Demonstration - Written test 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Cleaning , and preparing workstation 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following cleaning and sanitizing procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following office protocols 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following time management 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation 	<ul style="list-style-type: none"> • Observation Demonstration - Written test 	2.5 hr (15mins).

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Practical/Performance Test Interview 	
		<ul style="list-style-type: none"> Familiarizing/complying clinic and or/ spa policies and procedures 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	2.5 hr (15mins).
		<ul style="list-style-type: none"> Checking kinds of supplies, materials, facial products and equipment 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Completing and recording forms and Records of equipment, supplies, facial cleansing products and materials 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Complying PD 856 (sanitation code of the Philippines) 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Perform 	2.5 hr (15mins).

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> ance Test Interview 	
		<ul style="list-style-type: none"> Complying RA 9003 (Ecological Waste materials Program) 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	2.5 hr (15mins).
		<ul style="list-style-type: none"> Complying FDA notification 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	2.5 hr (15mins).
		<ul style="list-style-type: none"> Complying OSH policies and procedures 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	. 2.5 hr (15mins).
		<ul style="list-style-type: none"> Following environment safety rules and regulations 	<ul style="list-style-type: none"> Lecture/Review Demonstration 	<ul style="list-style-type: none"> Observation Demonstration - 	2.5 hr (15mins).

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Written test • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Applying basic mathematics 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.25 hr (15mins).
		<ul style="list-style-type: none"> • Following housekeeping and safekeeping procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • -Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following Methods of Sanitation 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following Waste management program 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration 	<ul style="list-style-type: none"> • Observation Demonstration - 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	Written test <ul style="list-style-type: none"> • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Setting up workstation 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
Perform Temporary Hair Removal Activity (60 hrs)	1.Prepare the Client (12 hrs.)	Read and understand the following topic on <ul style="list-style-type: none"> • Code of Ethics • Medical History • Skin type • Skin Conditions • Skin area • Medical history and skin type taking procedures • Contraindication • Personal Accessories • Personal Protective Equipment (clothing/materials) • Client Evaluation • Familiarization of clinic and or/Spa Policies and Procedures • Client's Forms and Records • Office Protocol • PD 856 (Sanitation Code of the Philippines) • RA 9003 (Ecological Waste management program) 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Self-Learning 	<ul style="list-style-type: none"> • Observation • Written test • Listing and Enumeration • Interview 	3.5

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> DOH and OSH policies and procedures Environment and Safety regulations Basic Mathematics			
		<ul style="list-style-type: none"> Following code of Ethics 	<ul style="list-style-type: none"> Lecture Discussion Self learning Demo-with oral questioning Video Presentation Role play 	<ul style="list-style-type: none"> Observation -Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Consulting and evaluating client's medical history, skin type, skin conditions 	<ul style="list-style-type: none"> Lecture Discussion Self learning Demo-with oral questioning Video Presentation Role play 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Following client's medical history, skin type taking procedures 	<ul style="list-style-type: none"> Lecture Discussion Self learning Demo-with oral questioning Video Presentation Role play 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Evaluating Skin Area's to be treated 	<ul style="list-style-type: none"> Lecture Discussion Self learning Demo-with oral questioning Video Presentation Role play 	<ul style="list-style-type: none"> Observation -Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Advising contraindication 	<ul style="list-style-type: none"> Lecture Discussion 	<ul style="list-style-type: none"> Observation Written test 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Demonstration with Oral questioning • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Advising removal of personal accessories 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Providing , preparing, identifying and checking appropriate personal protective equipment (clothing/materials) 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Conducting skin test 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Conducting client evaluation 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> Familiarizing with clinic and or/spa policies and procedures 	<ul style="list-style-type: none"> Lecture Discussion Self learning Demo-with oral questioning Video Presentation Role play 	<ul style="list-style-type: none"> Interview Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Completing and Recording client forms and records 	<ul style="list-style-type: none"> Lecture Discussion Self learning Demo-with oral questioning Video Presentation Role play 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Following office protocols 	<ul style="list-style-type: none"> Lecture Discussion Self learning Demo-with oral questioning Video Presentation Role play 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Complying PD 856 (Code of Sanitation) 	<ul style="list-style-type: none"> Lecture Discussion Self learning Demo-with oral questioning Video Presentation Role play 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Complying RA 9003 (Ecological Waste management program) 	<ul style="list-style-type: none"> Lecture Discussion Self learning Demo-with oral 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			questioning <ul style="list-style-type: none"> Video Presentation Role play 	questioning <ul style="list-style-type: none"> Practical/Performance Test Interview 	
		<ul style="list-style-type: none"> Complying DOH and OSH policies and procedure 	<ul style="list-style-type: none"> Lecture Discussion Self learning Demo-with oral questioning Video Presentation Role play 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Following environment and Safety Regulations 	<ul style="list-style-type: none"> Lecture Discussion Self learning Demo-with oral questioning Video Presentation Role play 	<ul style="list-style-type: none"> Observation -Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Applying basic mathematics 	<ul style="list-style-type: none"> Lecture Discussion Video Presentation Self-Learning 	<ul style="list-style-type: none"> Observation Written test Listing and Enumeration Interview 	.5 Hr
	2.Prepare workstation (12hrs)	<p>Read and understand the following topics on;</p> <ul style="list-style-type: none"> Code of Ethics Tools Equipment Supplies and Materials Hair removal products Workstation Familiarization of clinic and or/Spa policies and procedures Forms and Records of materials, supplies, tools, equipment and removal products PD 856 (Sanitation Code of the Philippines) 	<ul style="list-style-type: none"> Lecture Discussion Demonstration Demo with oral questioning Video Presentation Self-Learning 	<ul style="list-style-type: none"> Observation Written test Discussion Demonstration Interview 	3hrs

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • RA 9003 (Ecological Waste management program) • FDA Notification • OSH policies and procedures • Environment and Safety regulations • Basic mathematics • -Ratio and proportion • -Kinds of tools • -Kinds of Equipment • Kinds of Supplies and materials • -Kinds of Hair Removal Products forms • 5S principles 			
		Following code of ethics	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • -Preparing, checking, sanitizing and sterilizing tools 	<ul style="list-style-type: none"> • Lecture • self learning • Demo-with oral questioning • Video presentation • -Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5Hr
		<ul style="list-style-type: none"> • -Preparing, checking and sanitizing equipment, supplies and materials 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • -Group discussion 	<ul style="list-style-type: none"> • Observation • -Written test • Demonstration with Oral questioning • Practical/Performance Test • -Interview 	.5Hr
		<ul style="list-style-type: none"> • -Preparing and checking appropriate hair 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Observation 	.5Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		removal products forms	<ul style="list-style-type: none"> • Self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • -Ensuring and preparing workstation 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • -Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5Hr
		<ul style="list-style-type: none"> • -Familiarizing of clinic and or/spa policies and procedures 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5Hr
		<ul style="list-style-type: none"> • Completing and recording forms and records of supplies, materials, equipment tools and hair removal products 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5Hr
		<ul style="list-style-type: none"> • Complying PD 856 (Code of Sanitation) 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Perform 	.5Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Role play 	<ul style="list-style-type: none"> • Interview 	
		<ul style="list-style-type: none"> • Complying RA 9003 (Ecological Waste management program) 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5Hr
		<ul style="list-style-type: none"> • Complying FDA Notification 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5Hr
		<ul style="list-style-type: none"> • Complying OSH policies and procedures 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5Hr
		<ul style="list-style-type: none"> • Following environment Safety Rules and Regulations 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5Hr
		<ul style="list-style-type: none"> • Applying basic mathematics and estimating ratio and proportions 	<ul style="list-style-type: none"> • Lecture • Discussion 	<ul style="list-style-type: none"> • Observation • Written test 	.5Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Video Presentation • Self-Learning 	<ul style="list-style-type: none"> • Listing and Enumeration • Interview 	
		<ul style="list-style-type: none"> • Following Methods of Sanitation 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5Hr
		<ul style="list-style-type: none"> • Following 5S principles 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5Hr
		<ul style="list-style-type: none"> • Setting –up workstation 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5Hr
	3.Perform Hair Removal (16hrs)	Read and understand the following topic on <ul style="list-style-type: none"> • Code of ethics • PPE (Beauty Therapy Assistant) • Hair Removal Method • Established Hair Removal Procedures • Time management • PD 856 (Sanitation Code of the Philippines) • RA 9003 (Ecological Waste management program) • FDA Notification 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Self-Learning 	<ul style="list-style-type: none"> • Observation • Written test • Listing and Enumeration • Interview 	4hrs

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • OSH policies and procedures • Environment and Safety regulations • Basic mathematics • Ratio and proportions • Ergonomics principles First aid treatment			
		<ul style="list-style-type: none"> • Following code of ethics 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Self-Learning 	<ul style="list-style-type: none"> • Observation • Written test • Listing and Enumeration • Interview 	.5Hr
		<ul style="list-style-type: none"> • Using personal protective equipment (clothing/materials) for client and beauty therapy assistant 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Self-Learning 	<ul style="list-style-type: none"> • Observation • Written test • Listing and Enumeration • Interview 	.5Hr
		<ul style="list-style-type: none"> • Ensuring client's comfort 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Self-Learning 	<ul style="list-style-type: none"> • Observation • Written test • Listing and Enumeration • Interview 	.5Hr
		<ul style="list-style-type: none"> • Practicing client and Beauty Therapy Assistant hygiene 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Self-Learning 	<ul style="list-style-type: none"> • Observation • Written test • Listing and Enumeration • Interview 	.5Hr
		<ul style="list-style-type: none"> • Using appropriate hair removal products 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Self-Learning 	<ul style="list-style-type: none"> • Observation • Written test • Listing and Enumeration • Interview 	.5Hr
		<ul style="list-style-type: none"> • Using appropriate hair removal tools 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Self-Learning 	<ul style="list-style-type: none"> • Observation • Written test • Listing and Enumeration • Interview 	.5Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> Using materials and supplies 	<ul style="list-style-type: none"> Lecture Discussion Video Presentation Self-Learning 	<ul style="list-style-type: none"> Observation Written test Listing and Enumeration Interview 	.5Hr
		<ul style="list-style-type: none"> Selecting and following hair removal method 	<ul style="list-style-type: none"> Lecture Discussion Video Presentation Self-Learning 	<ul style="list-style-type: none"> Observation Written test Listing and Enumeration Interview 	.5hr
		<ul style="list-style-type: none"> Performing and following established hair removal procedures 	<ul style="list-style-type: none"> Lecture Discussion Video Presentation Self-Learning 	<ul style="list-style-type: none"> Observation Written test Listing and Enumeration Interview 	2hrs
		<ul style="list-style-type: none"> Applying first-aid treatment 	<ul style="list-style-type: none"> Lecture Discussion Video Presentation Self-Learning 	<ul style="list-style-type: none"> Observation Written test Listing and Enumeration Interview 	.5Hr
		<ul style="list-style-type: none"> Following timeline management 	<ul style="list-style-type: none"> Lecture Discussion Video Presentation Self-Learning 	<ul style="list-style-type: none"> Observation Written test Listing and Enumeration Interview 	.5Hr
		<ul style="list-style-type: none"> Following office protocol 	<ul style="list-style-type: none"> Lecture Discussion Video Presentation Self-Learning 	<ul style="list-style-type: none"> Observation Written test Listing and Enumeration Interview 	.5 Hr
		<ul style="list-style-type: none"> Complying with PD 856 (Code of Sanitation of the Philippines) 	<ul style="list-style-type: none"> Lecture Discussion Self learning Demo-with oral questioning Video Presentation Role play 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
				<ul style="list-style-type: none"> • Interview 	
		<ul style="list-style-type: none"> • Complying RA 9003 (Ecological Waste management program) 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Complying with FDA notification 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Self-Learning 	<ul style="list-style-type: none"> • Observation • Written test • Listing and Enumeration • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following DOH and OSH policies and procedure 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following environment Safety Rules and Regulations 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • -Interview 	.5 Hr
		<ul style="list-style-type: none"> • Applying basic mathematics 	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Self-Learning 	<ul style="list-style-type: none"> • Observation • Written test • Listing and Enumeration • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following Ergonomics principles 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Observation 	.5hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • -Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Using workstation 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • -Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr
	4. Perform Service activities to client (10hrs)	<p>Read and understand the following topic on</p> <ul style="list-style-type: none"> • Code of ethics • Skin care regimen • Client Evaluation • Timeline management • Familiarization of clinic and or/Spa Policies and Procedures • Clients form and Records. • Storing and Filing procedures • PD 856 (Sanitation Code of the Philippines) • RA 9003 (Ecological Waste management program) • FDA notification • DOH and OSH policies and procedures • Environment Safety Rules and Regulations • Basic mathematics • Ratio and proportions • Medical History • Skin Types • Contraindications • Aftercare regimen procedures <p>Aftercare Maintenance product</p>	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Self-Learning 	<ul style="list-style-type: none"> • Observation • Written test • Listing and Enumeration • -Interview 	1hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> Following code of ethics 	<ul style="list-style-type: none"> Lecture Self learning Demo-with oral questioning Video presentation Group discussion 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Checking finished outcome. 	<ul style="list-style-type: none"> Lecture Self learning Demo-with oral questioning Video presentation Group discussion 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Advising client on post possible reactions and after care regimens 	<ul style="list-style-type: none"> Lecture Self learning Demo-with oral questioning Video presentation Group discussion 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5Hr
		<ul style="list-style-type: none"> Recording ,checking, filing and storing client's form and records 	<ul style="list-style-type: none"> Lecture Self learning Demo-with oral questioning Video presentation Group discussion 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5Hr
		<ul style="list-style-type: none"> Evaluating Client 	<ul style="list-style-type: none"> Lecture Self learning Demo-with oral questioning Video presentation 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning 	.5Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> Group discussion 	<ul style="list-style-type: none"> Practical/Performance Test Interview 	
		<ul style="list-style-type: none"> Following timeline management 	<ul style="list-style-type: none"> Lecture Self learning Demo-with oral questioning Video presentation Group discussion 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5Hr
		<ul style="list-style-type: none"> Following clinic and or/Spa Policies and Procedures 	<ul style="list-style-type: none"> Lecture Self learning Demo-with oral questioning Video presentation Group discussion 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Recording and completing client's form and records 	<ul style="list-style-type: none"> Lecture Self learning Demo-with oral questioning Video presentation Group discussion 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Following storing and filing procedures 	<ul style="list-style-type: none"> Lecture Self learning Demo-with oral questioning Video presentation Group discussion 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Complying PD 856 (Code of Sanitation) 	<ul style="list-style-type: none"> Lecture Discussion 	<ul style="list-style-type: none"> Observation Written test 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Demonstration with Oral questioning • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Complying RA 9003 (Ecological Waste management program) 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Complying FDA notification 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Complying DOH and OSH policies and procedure. 	<ul style="list-style-type: none"> • Lecture • Discussion • Self learning • Demo-with oral questioning • Video Presentation • Role play 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following environment safety rules and regulations 	<ul style="list-style-type: none"> • Lecture • self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> Applying Basic mathematics and estimating ratio and proportions 	<ul style="list-style-type: none"> Lecture Self learning Demo-with oral questioning Video presentation -Group discussion 	<ul style="list-style-type: none"> Interview Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Reviewing medical history, skin type and contraindication 	<ul style="list-style-type: none"> Lecture Discussion Self learning Demo-with oral questioning Video Presentation Role play 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Following aftercare regimen procedures 	<ul style="list-style-type: none"> Lecture Discussion Video Presentation Self-Learning 	<ul style="list-style-type: none"> Observation Written test Listing and Enumeration Interview 	.5Hr
		<ul style="list-style-type: none"> Using and applying aftercare maintenance products 			.5Hr
	5.Perform Service activities to workstation (10hrs)	<p>Read and understand the following topic on</p> <ul style="list-style-type: none"> Code of ethics Office protocols Time management Forms and Documents of Supplies, materials, Tools and equipment Workstation PD 856 (Sanitation Code of the Philippines) RA 9003 (Ecological Waste management Program) FDA notification DOH and OSH policies and procedures Kinds of Cleaning, Sanitizing and Sterilizing 	<ul style="list-style-type: none"> Lecture Discussion Video Presentation Self-Learning 	<ul style="list-style-type: none"> Observation Written test Listing and Enumeration Interview 	1 hr.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		products <ul style="list-style-type: none"> • Cleaning and Sanitizing and Sterilizing procedures • Maintenance of Tools and equipment • Housekeeping and safekeeping procedures • Methods of Sanitation • 5S principles • Waste Management Program • Environment Safety Rules and Regulations • Basic mathematics Ratio and proportions			
		<ul style="list-style-type: none"> • Following code of ethics 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • -Group discussion 	<ul style="list-style-type: none"> • Observation • -Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Cleaning, sanitizing and Sterilizing tools 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Cleaning and sanitizing materials and equipment 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.25 Hr (15 mins)
		<ul style="list-style-type: none"> • Following the checking, recording, replenishing and storing supplies and 	<ul style="list-style-type: none"> • Lecture • Self learning 	<ul style="list-style-type: none"> • Observation • Written test 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		products on standard documentation procedures	<ul style="list-style-type: none"> • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Demonstration with Oral questioning • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Segregating and disposing waste materials 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • -Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	2.5 Hr (15 mins)
		<ul style="list-style-type: none"> • Cleaning, preparing and setting-up workstation 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	2.5 Hr (15 mins)
		<ul style="list-style-type: none"> • Following office protocols 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation -Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	. 2.5 Hr (15 mins)
		<ul style="list-style-type: none"> • Recording , filing and storing of forms and documents of supplies, materials, tools and equipment 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> Complying PD 856 (Sanitation Code of the Philippines) 	<ul style="list-style-type: none"> Lecture Self learning Demo-with oral questioning Video presentation Group discussion 	<ul style="list-style-type: none"> Interview Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	2.5 Hr (15 mins)
		<ul style="list-style-type: none"> Complying RA 9003 (Ecological Waste management program) 	<ul style="list-style-type: none"> Lecture Self learning Demo-with oral questioning Video presentation Group discussion 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	2.5 Hr (15 mins)
		<ul style="list-style-type: none"> Complying FDA notification 	<ul style="list-style-type: none"> Lecture Self learning Demo-with oral questioning Video presentation Group discussion 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	2.5 Hr (15 mins)
		<ul style="list-style-type: none"> Complying OHS policies and procedures 	<ul style="list-style-type: none"> Lecture Self learning Demo-with oral questioning Video presentation Group discussion 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral questioning Practical/Performance Test Interview 	2.5 Hr (15 mins)
		<ul style="list-style-type: none"> Complying Environment safety rules regulations 	<ul style="list-style-type: none"> Lecture Self learning Demo-with oral questioning 	<ul style="list-style-type: none"> Observation Written test Demonstration with Oral 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Video presentation • Group discussion 	<ul style="list-style-type: none"> questioning • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Applying basic mathematics and estimating ratio and proportion 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Applying and using kinds of cleaning and sterilizing products 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Observation • -Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following Cleaning , sanitizing and sterilizing procedures 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • -Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following Maintenance of Tools and Equipment procedures 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/Performance Test • Interview 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Following housekeeping and Safekeeping procedures 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/ • Performance Test • Interview 	1hr
		<ul style="list-style-type: none"> • Following/Reviewing Methods of Sanitation 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/ • Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following/Reviewing 5-S principles 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/ • Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following waste management program 	<ul style="list-style-type: none"> • Lecture • Self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Observation • Written test • Demonstration with Oral questioning • Practical/ • Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Setting-up workstation 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Observation 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Self learning • Demo-with oral questioning • Video presentation • Group discussion 	<ul style="list-style-type: none"> • Written test • Demonstration with Oral questioning • Practical/ • Performance Test • Interview 	
Perform Body scrub (80 hrs.)	1. Prepare the Client (12 hrs)	Read and understand the following topic on <ul style="list-style-type: none"> • Code of Ethics • Medical History • Skin type • Contraindications • Personal Accessories • Personal Protective Equipment (clothing materials) • Client's evaluation • Office protocol • Clients form and records • Familiarization of Spa Policies and Procedures • PD 856 (Sanitation code of the Philippines) • RA 9003 (Ecological Waste management program) • Occupational Safety and health policies and procedures • Protective clothing materials • Environment Safety Rules and Regulations Basic Mathematics	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Case study/discussion • Group discussion • (SLE)Self Learning Experienced • Role playing 	<ul style="list-style-type: none"> • Observation with questioning • Demonstration with questioning • Written test/ Examination • Listing and Enumeration • Interview 	4hrs.
		<ul style="list-style-type: none"> • Following code of ethics 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> Consulting, evaluating and recording client's medical history, skin types and contraindications 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	1.5 Hrs.
		<ul style="list-style-type: none"> Following medical history and skin type taking procedures 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5hr.
		<ul style="list-style-type: none"> Advising client to remove personal accessories. 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5hr.
		<ul style="list-style-type: none"> Providing preparing, checking and identifying client's appropriate personal protective equipment (clothing/materials) 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation 	<ul style="list-style-type: none"> Observation Demonstration - Written test 	.5hr.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Practical/Performance Test • -Interview 	
		<ul style="list-style-type: none"> • Evaluating Client conditions and history 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced • 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview • 	.5hr.
		<ul style="list-style-type: none"> • Following office protocol 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5hr.
		<ul style="list-style-type: none"> • Recording and completing Client's Forms and Records 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5hr.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			Experienced		
		<ul style="list-style-type: none"> Following Spa Policies and Procedures 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5hr.
		<ul style="list-style-type: none"> Complying PD 856(Sanitation code of the Philippines) 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5hr.
		<ul style="list-style-type: none"> Complying RA 9003 (Ecological Waste management Program) 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Complying OSH policies and procedures 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5hr.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			Experienced		
		<ul style="list-style-type: none"> Following Environment Safety Rules and Regulations 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5hr.
		<ul style="list-style-type: none"> Applying Basic Mathematics 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5hr.
	2. Prepare work station (12hrs)	<p>Read and understand the following topic on</p> <ul style="list-style-type: none"> Code of Ethics Tools, equipment, supplies and materials Scrubbing Products Ingredients Workstation Familiarization of Spa policies and procedures PD 865 (Sanitation Code of the Philippines) RA3009 (Ecological Waste Management Program) FDA notification DOH and OSH policies and procedures Environment Safety Rules and Regulations Basic mathematics Ratio and proportions Methods of Sanitation 5S principles Kinds of Tools, Supplies .Materials Kinds of Scrubbing products 	<ul style="list-style-type: none"> Lecture Discussion Video Presentation Case study/discussion Group discussion (SLE)Self Learning Experienced Role playing 	<ul style="list-style-type: none"> Observation with questioning Demonstration with questioning Written test/ Examination Listing and Enumeration Interview 	3 hrs.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> Forms and Records Of Maintenance of tools, equipment, materials and supplies Maintenance of Spa materials, supplies and equipment Preparation and Set up of Workstation			
		<ul style="list-style-type: none"> Following of code of Ethics 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5hr.
		<ul style="list-style-type: none"> Selecting, preparing, checking; identifying and recording of tools, equipment, supplies and materials 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5hr.
		<ul style="list-style-type: none"> Selecting, preparing, checking , identifying and recording of scrubbing products 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5hr.
		<ul style="list-style-type: none"> Ensuring and setting up workstation with 	<ul style="list-style-type: none"> Lecture/Review 	<ul style="list-style-type: none"> Observation 	.5hr.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		privacy and safety practices	<ul style="list-style-type: none"> • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	Demonstration <ul style="list-style-type: none"> • Written test • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Checking and sanitizing workplace 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5hr.
		<ul style="list-style-type: none"> • Following safety practices 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5hr.
		<ul style="list-style-type: none"> • Familiarization of Spa policies and procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5hr.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			Experienced		
		<ul style="list-style-type: none"> Following office protocol 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration - Written test Practical/Performance Test Interview 	.5hr.
		<ul style="list-style-type: none"> Complying PD 856 (Sanitation Code of the Philippines) 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5hr.
		<ul style="list-style-type: none"> Complying RA 9003 (Ecological Waste management program) 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Complying FDA notification 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Perform 	.5hr.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Interview 	
		<ul style="list-style-type: none"> • Complying DOH and OSH policies and procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Performance Test • Interview 	.5hr.
		<ul style="list-style-type: none"> • Following Environment Safety Rules and Regulations 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Performance Test • Interview 	.5hr.
		<ul style="list-style-type: none"> • Applying basic mathematics and estimating ratio and proportions 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Performance Test • -Interview 	.5hr.
		<ul style="list-style-type: none"> • Following Methods of Sanitation 	<ul style="list-style-type: none"> • Lecture/Review 	<ul style="list-style-type: none"> • Observation Demonstration 	.5hr.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Written test • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Following 5-S principles 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Performance Test • Interview 	.5hr.
		<ul style="list-style-type: none"> • Checking and Recording of forms and records of tools, supplies, materials and equipment 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Performance Test • Interview 	.5hr.
		<ul style="list-style-type: none"> • Following Maintenance of spa materials. Supplies, tools and equipment 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Performance Test • Interview 	.5hr.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
	3. Scrub body surface (36 hrs)	Read and understand the following topic on <ul style="list-style-type: none"> • Code of Ethics • Established Body Scrub Procedures • Scrubbing strokes/motion • Time Management • Compliance of handling of tools, materials and equipment maintenance • PD 856 (Sanitation Code of the Philippines) • RA 9003 (Ecological Waste Management Program) • FDA Notification • OSH policies and procedures • Environment Safety Rules and Regulations • Basic mathematics • Ratio and proportions • Kinds of Products • 5S principles • Ergonomics principles First Aid Treatment	<ul style="list-style-type: none"> • Lecture • Discussion • Video Presentation • Case study/discussion • Group discussion • (SLE)Self Learning Experienced • Role playing 	<ul style="list-style-type: none"> • Observation with questioning • Demonstration with questioning • Written test/Examination • Listing and Enumeration • Interview 	16 hrs.
		<ul style="list-style-type: none"> • Following of code of Ethics 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Using personal protective equipment (clothing/materials) for client and beauty therapy assistant 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	1 hr.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			Experienced		
		<ul style="list-style-type: none"> Positioning and ensuring client's safety and comfort during the entire process 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Washing and sanitizing spa assistant's hands thoroughly before and after performing the activity 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Using supplies tools and materials 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Applying scrubbing products ingredients 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test 	2 hrs.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Interview 	
		<ul style="list-style-type: none"> Performing and following Established Body Scrub Procedures 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	8 hrs.
		<ul style="list-style-type: none"> Following body scrubbing motion and strokes 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	1 hrs.
		<ul style="list-style-type: none"> Checking expected result 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.1 Hr
		<ul style="list-style-type: none"> Providing first-aid 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation 	<ul style="list-style-type: none"> Observation Demonstration Written test 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Practical/Performance Test Interview 	
		<ul style="list-style-type: none"> Following Time Management 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Complying tools, supplies, materials and equipment maintenance 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Complying PD 856 (Sanitation Code of the Philippines) 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Complying RA 9003 (Ecological Waste 	<ul style="list-style-type: none"> Lecture/Review 	<ul style="list-style-type: none"> Observation 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		management program)	<ul style="list-style-type: none"> • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Demonstration • Written test • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Complying FDA notification 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Complying OSH policies and procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration - Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following Environment Safety Rules and Regulations 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> (SLE)Self Learning Experienced 		
		<ul style="list-style-type: none"> Applying basic mathematics and estimating ratio and proportions 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Following Ergonomics principles 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	1 hr.
		<ul style="list-style-type: none"> Following 5-Principles 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5 Hr
	4. Perform post service activities to client(10 hrs)	Read and understand the following topic on <ul style="list-style-type: none"> Code of Ethics Aftercare regimen Client's evaluation Time Management 	<ul style="list-style-type: none"> Lecture Discussion Video Presentation Case study/discussion Group discussion 	<ul style="list-style-type: none"> Observation with questioning Demonstration with questioning Written 	2 hrs.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Client's Form and Records • Familiarization of Spa policies and procedures • FDA Notification • OSH policies and procedures • Environment safety rules and regulations • Basic Mathematics • Ratio and Proportion • Body and Skin maintenance program Product maintenance	<ul style="list-style-type: none"> • (SLE)Self Learning Experienced • Role playing 	test/Examination <ul style="list-style-type: none"> • Listing and Enumeration • Interview 	
		<ul style="list-style-type: none"> • Following of code of Ethics 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Checking service done to client 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Advising client with Aftercare regimen 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Performance Test • -Interview 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Advising client with follow up schedule 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Recording, storing, filing client's documents 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • -Interview 	.5 Hr
		<ul style="list-style-type: none"> • Evaluating client 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Checking and reviewing time management 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Practical/Performance Test • -Interview 	
		<ul style="list-style-type: none"> • Following the familiarization of spa policies and procedure 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Complying with PD 856 (Sanitation Code of the Philippines) 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Complying with RA (Ecological Waste management program) 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Complying FDA notification 	<ul style="list-style-type: none"> • Lecture/Review 	<ul style="list-style-type: none"> • Observation 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Demonstration • Written test • Practical/Performance Test • Interview 	
		<ul style="list-style-type: none"> • Complying OSH policies and procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced • 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
	5.	<ul style="list-style-type: none"> • Following Environment Safety Rules and Regulations 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • -Interview • 	.5 Hr
	6.	<ul style="list-style-type: none"> • Applying Basic Mathematics and estimating ratio and proportion 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> (SLE)Self Learning Experienced 		
	7.	<ul style="list-style-type: none"> Following Body and Skin maintenance 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5 Hr
	8.	<ul style="list-style-type: none"> Following Product Instructions 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5 Hr
	9. Perform post service activities to workstation (10hrs)	<p>Read and understand the following topic on</p> <ul style="list-style-type: none"> Code of Ethics Time Management Familiarization of Spa policies and procedures Forms and Records of materials, supplies, tools and equipment PD 856 (Code of Sanitation) RA 9003 (Ecological Waste Management program) FDA Notification DOH and OSH policies and procedures 	<ul style="list-style-type: none"> Lecture Discussion Video Presentation Case study/discussion Group discussion (SLE)Self Learning Experienced Role playing 	<ul style="list-style-type: none"> Observation with questioning Demonstration with questioning Written test/ Examination Listing and Enumeration Interview 	1 hr.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Environment Safety Rules and Regulations • Basic mathematics • Ratio and Proportions • Methods of Sanitation • Workstation • Storage of Tools Supplies Materials and Equipment • Housekeeping Procedures • Safekeeping Procedures • Waste management program Preparation and set-up of workstation			
		<ul style="list-style-type: none"> • Following of code of Ethics 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Cleaning and sanitizing tools, materials and equipment 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Checking, recording, and storing tools, materials and equipment 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5hr.

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Group demonstration • (SLE)Self Learning Experienced 		
		<ul style="list-style-type: none"> • Checking, recording, and storing scrubbing products 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5hr.
		<ul style="list-style-type: none"> • Segregating and disposing waste material 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Cleaning and preparing of workstation for the next activity. 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Setting up workstation 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Practical/Performance Test • -Interview 	
		<ul style="list-style-type: none"> • Following time management 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Performance Test • Interview 	.25 Hr (15 mins)
		<ul style="list-style-type: none"> • Following/Reviewing Spa policies and procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Performance Test • Interview 	.25 Hr (15 mins)
		<ul style="list-style-type: none"> • Recording and completing Forms and Records of materials, supplies tools and equipment 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			Experienced		
		<ul style="list-style-type: none"> Complying PD 856 (Sanitation Code of the Philippines) 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.25 Hr (15 mins)
		<ul style="list-style-type: none"> Complying RA 9003 (Ecological Waste Management Program) 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.25 Hr (15 mins)
		<ul style="list-style-type: none"> Complying FDA notification 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test Interview 	.5 Hr
		<ul style="list-style-type: none"> Complying DOH and OSH policies and procedures 	<ul style="list-style-type: none"> Lecture/Review Demonstration Video Presentation Self-Learning Case study/demonstration Group demonstration 	<ul style="list-style-type: none"> Observation Demonstration Written test Practical/Performance Test -Interview 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • (SLE)Self Learning Experienced 		
		<ul style="list-style-type: none"> • Following Environment Safety Rules and Regulations 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Applying basic mathematics and estimating ratio and proportion 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following Methods of Sanitation 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Performance Test • -Interview 	.5 Hr
		<ul style="list-style-type: none"> • Following Storage of Tools, Supplies, Materials and Equipment procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning 	<ul style="list-style-type: none"> • Observation Demonstration • Written test • Practical/Perform 	.5 Hr

Unit of Competency	Learning Outcome	Learning Activity	Methodology	Assessment Approach	Nominal Duration
			<ul style="list-style-type: none"> • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Interview 	
		<ul style="list-style-type: none"> • Following and applying Housekeeping and Safekeeping procedures 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5hr.
		<ul style="list-style-type: none"> • Following Waste Management Program 	<ul style="list-style-type: none"> • Lecture/Review • Demonstration • Video Presentation • Self-Learning • Case study/demonstration • Group demonstration • (SLE)Self Learning Experienced 	<ul style="list-style-type: none"> • Observation • Demonstration • Written test • Practical/Performance Test • Interview 	.5 Hr

3.2 TRAINING DELIVERY

1. The delivery of training shall adhere to the design of the curriculum. Delivery shall be guided by the principles of competency-based TVET.
 - a. Course design is based on competency standards set by the industry or recognized industry sector; (Learning system is driven by competencies written to industry standards)
 - b. Training delivery is learner-centered and should accommodate individualized and self-paced learning strategies;
 - c. Training can be done on actual workplace setting, simulation of a workplace and/or through adoption of modern technology;
 - d. Assessment is based in the collection of evidence of the performance of work to the industry required standards;
 - e. Assessment of competency takes the trainee's knowledge and attitude into account but requires evidence of actual performance of the competency as the primary source of evidence;
 - f. Training program allows for Recognition of Prior Learning (RPL) or current competencies;
 - g. Training completion is based on satisfactory performance of all specified competencies.

1. 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 and their variations/components may be adopted singly or combination with other modalities when designing and delivering training programs:

2.1 Institution-Based:

- Dual Training System (DTS)/Dualized training Program (DTP) which contain both in-school and in-industry training or fieldwork components. Details can be referred to the Implementing Rules and Regulations of the DTS Law and the TESDA Guidelines on the DTP;
- Distance learning is 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, computer technologies or other modern technology that can be used to facilitate learning and formal and non-formal training. Specific guidelines on this mode shall be issued by the TESDA Secretariat.
- The traditional classroom-based or in-center instruction may be enhanced through use of learner-centered methods as well as laboratory or field-work components.

2.2 Enterprised-Based:

- Formal Apprenticeship – Training within employment involving a contract between an apprentice and an enterprise on an approved apprenticeable occupation.
- Informal Apprenticeship – is based on training (and working) agreement between an apprentice and a master craftsperson wherein the agreement may be written or oral and the master craftsperson commits to training the apprentice in all the skills relevant to his or her trade over a significant period of time, usually between one and four years, while the apprentice commits to contributing productively to the work of the business. Training is integrated into the production process and apprentices learn by working alongside the experienced craftsperson.
- Enterprise-based Training – where training is implemented within the company in accordance with the requirements of the specific company. Specific guidelines on this mode shall be issued by the TESDA Secretariat.

2.3 Community-Based – short term programs conducted by Non-Government Organizations (NGOs), LGUs, training centers and other TVET providers which are intended to address the specific needs of a community. Such programs can be conducted in informal settings such as barangay hall, basketball courts, etc. These programs can also be Mobile Training Programs (MTP).

3.3 TRAINEE ENTRY REQUIREMENTS

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

- Must have completed ten (10) years of basic education (Junior High School) or Alternative Learning System (ALS) Certificate of Completion with Grade 10 equivalent holder
- Must have good communication skills
- Must be able to perform basic mathematical computation
- Must be physically fit

3.4 TOOLS, EQUIPMENT AND MATERIALS

Recommended list of tools, equipment and materials for the training of a minimum of 25 trainees for Beauty Care (Skin Care) Services NC II are as follows:

FACIAL CLEANSING

TOOLS			EQUIPMENT			MATERIALS		
Quantity	Unit	Description/Specification	Quantity	Unit	Description/Specification	Quantity	Unit	Description/Specification
5	pieces	Handheld mirror 6" tall	2	units	Facial machine which include (<i>Iontophoresis, Sonophoresis, High frequency, Rotary brush, Vacuum, Spray, Galvanic skin tightening</i>)			
5	pieces	Trolley 45x33x3cm.	5	units	Facial bed 76.5"Lx2.5W	20	pieces	Bib (as bib) adult size white
5	pieces	Stainless basin	1	unit	U.V Sterilizer 15"x9"x9"	8	boxes	Tissue 2 ply (100 pulls)
5	pieces	Waste basket plastic	5	units	LED Magnifying lamp with steamer floor standing, lens 1. Cm. in diameter	20	pieces	Facial mask
			5	Pcs.	Stool 16"x23"	20	pieces	Cotton ball (pack of 20 pieces)
						20	pieces	Headband
						20	pairs	Eye pads
						20	bottles	Make up remover

						20	pairs	Face sponges (3 inch diameter)
						125	pieces	Gauze (4x4 inches) pack of 2
						5liters	jars	Distilled water
						5	Boxes (1box 50 pairs)	Gloves, vinyl disposable
						20	Bottle.	Cleansing cream/Facial cleanser
								Facial Cleanser
								Facial lotion
								Skin toner
						20	Bottles	Make-up remover (50 ml)
						20	bottles	Serum 30 ml.
						20	jars	Moisturizer (50 grams)
						20	tubes	Sunblock/Sunscreen(50 grams)

- Each student is required to handle a minimum of 5 persons as clients during their training.

TOOLS, EQUIPMENT AND MATERIALS

TEMPORARY HAIR REMOVAL

TOOLS			EQUIPMENT			MATERIALS		
Quantity	Unit	Description/Specification	Quantity	Unit	Description/Specification	Quantity	Unit	Description/Specification
20	pieces	tweezers	5	units	Facial bed 76.5"Lx2.5W	4	Pcs.	Talcum powder 50ml.
20	pieces	shavers	5	units	Stool 16"x23"	4	bottles	facial lotion, 50 ml
5	pieces	Handheld mirror	5	units	LED Magnifying lamp with steamer floor standing, lens 1. Cm. in diameter	4	rolls	Thread (cotton sewing)
20	pieces	Stainless basin						
20	pieces	Waste basket plastic				4	jars	Shaving cream, 100 grams

20	pieces	spatula				4	jars	Cold wax, 250 grams
5	units	Trolley 45x33x3cm.				4	bottles	Skin toner, 50 ml
						20	pieces	Face towel (as bib, adult size, white))
						4	boxes	Tissue 2 ply 100 pulls
						20	pieces	Facial mask (disposable)
						20	pieces	Cotton ball (pack of 20 pieces)
						20	pieces	Headband
						20	pairs	Eye pads 6x8cm
						125	pieces	Gauze (4x4 inches) pack of 2
						5	Boxes (50 pairs)	Gloves, vinyl disposable (1box 50 pairs)
						20	jars	Moisturizer (50 grams)

*To be provided by the student and at least 1 set will be provided by the training center/institution for demonstration purposes.

TOOLS, EQUIPMENT AND MATERIALS

BODY SCRUBBING

TOOLS			EQUIPMENT			MATERIALS		
Quantity	Unit	Description/Specification	Quantity	Unit	Description/Specification	Quantity	Unit	Description/Specification
20	pieces	Basin, stainless	5	units	Facial bed 76.5"Lx2.5W	40	Pcs.	Bath towel 40x70
5	Pcs.	Trolley 45x33x3cm.				20	Pcs.	Body wrap (free size)
5	Pcs.	Waste Basket plastic				20	pairs	Body sponges (6 inches diameter)
						20	pairs	Scrubbing gloves
						100	Pcs.	Plastic sheets 70x10
								Headband cloth
						20	pieces	Scrubber (e.g. loofah or mitten)
						4	bottles	Liquid soap, 120ml
						4	jars	Moisturizer 120ml.
						4	jars	Scrubbing product ingredients 500 grams
		REUSABLE						
20	Bottle	Alcohol 70% Isoprophyl 250 ml						
20	Pcs.	Apron or Smock gown						
20	Pcs.	Bed sheet cotton 78x40						
20	Pcs.	Clipboard without cover						
20	Pcs.	Headband (cloth)						
20	Pcs.	Ballpen						
		Timer (mobile phone, watch or other gadgets)						
		Waste bin c/o training center						

3.5 TRAINING FACILITIES

Based on a class intake of 20 students/trainees

Space Requirement	Size in Meters	Area in Sq. Meters	Total Area in Sq. Meters
Lecture room	1 x 1 m.	1 sq. m.	20 sq. m
Working Area/Demo room	8 x 5 m.	40 sq. m.	40 sq. m.
Learning Resource Center	2 x 5 m.	10 sq. m.	10 sq. m.
Stockroom	2 x 5 m.	10 sq. m.	10 sq. m.
Total :			80 sq. m.

3.6 TRAINER'S QUALIFICATIONS FOR BEAUTY CARE (SKIN CARE) SERVICES NC II

To qualify as trainer for Beauty Care (Skin Care) Services NC II, the person must:

- be a holder of National TVET Trainers Certificate Level I (NTTC I) in Beauty Care (Skin Care) Services NC II
- have good communication skills
- have at least two (2) years' experience in the beauty and wellness industry within the last five (5) years
- be physically fit

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 ASSESSMENT AND CERTIFICATION ARRANGEMENT

Competency Assessment is the process of collecting evidence and making judgments whether competency has been achieved. The purpose of assessment is to confirm that an individual can perform to the standards expected at the workplace as expressed in relevant competency standards.

The assessment process is based on evidence or information gathered to prove achievement of competencies. The process may be applied to an employable unit(s) of competency in partial fulfillment of the requirements of the national qualification.

4.1. NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS

4.1.1. Assessment shall cover all the competencies of the qualification with the basic and common units integrated or assessed concurrently with the core units of competency.

4.1.2. A National Certificate (NC) is issued when a candidate has demonstrated competence through full assessment, covering all the units required in the Training Regulations of Beauty Care (Skin Care) Services NC II.

4.1.3. The qualification of Beauty Care (Skin Care) Services NC II **may** be acquired through the accumulation of Certificates of Competency in the following units of competencies:

- COC 1** Perform facial cleansing
- COC 2** Perform temporary hair removal activity
- COC 3** Perform body scrub

Certificates of Competency (COCs) shall be issued to candidates who have been assessed as competent in any of the above COCs (COC 1, COC 2, COC 3). Upon accumulation and submission of all the COCs acquired, an individual shall be issued the corresponding National Certificate for the Qualification.

4.1.4 Any of following are qualified to apply for assessment and certification:

4.1.4.1 Graduates of WTR-registered programs or graduates of NTR programs, including enterprise-based training programs related to Beauty Care (Skin Care) Services NC II.

4.1.4.2 Experienced workers (wage employed or self-employed) who gained competencies in providing skin care services for at least 2 years within the last 5 years.

4.1.5 Current holders of **National Certificates (NC)** in Beauty Care Services NC II are required to undergo re-assessment under the amended Training Regulations (TR) upon expiration of their NC.

COMPETENCY ASSESSMENT REQUISITE

4.2.1 **Self-Assessment Guide.** The self-assessment guide (SAG) is accomplished by the candidate prior to actual competency assessment. SAG is a pre-assessment tool to help the candidate and the assessor determine what evidence is available, where gaps exist, including readiness for assessment.

This document can:

- a) Identify the candidate's skills and knowledge
- b) Highlight gaps in candidate's skills and knowledge
- c) Provide critical guidance to the assessor and candidate on the evidence that need to be presented
- d) Assist the candidate to identify key areas in which practice is needed or additional information or skills that should be gained prior to assessment

4.2.2 **Accredited Assessment Center.** Only Assessment Center accredited by TESDA is authorized to conduct competency assessment. Assessment centers undergo a quality assured procedure for accreditation before they are authorized by TESDA to manage the assessment for National Certification.

4.2.3

Accredited Competency Assessor. Only accredited competency assessor is authorized to conduct assessment of competence. Competency assessors undergo a quality assured system of accreditation procedure before they are authorized by TESDA to assess the competencies of candidates for National Certification.

COMPETENCY MAP – SOCIAL AND OTHER COMMUNITY DEVELOPMENT SERVICES SECTOR

BEAUTY CARE (SKIN CARE) SERVICES NC II

BASIC COMPETENCIES

Participate in workplace communication	Work in a team environment	Solve/address general workplace problems	Develop career and life decisions
Contribute to workplace innovation	Present relevant information	Practice occupational safety and health policies and procedures	Exercise efficient and effective sustainable practices in the workplace
Practice entrepreneurial skills in the workplace			

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 facial cleansing	Perform temporary hair removal activity	Perform body scrub
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DEFINITION OF TERMS FOR BEAUTY CARE

BEAUTY CARE -	An overall beauty treatment intended to change or Improve a person's appearance
BODY SCRUB –	Is a process of removing dead skin cells and Exfoliating the top layer of the skin?
CONTRAINDICATION	something that makes a particular treatment or procedure inadvisable
ECOLOGICAL SOLID WASTE MATERIALS –	shall refer to the Systematic administration of activities which Provide for segregations at source, segregated Transportation, storage, transfer, processing, Treatment, and disposal of solid waste and all other waste management activities which do not harm the Environment
ERGONOMICS-	an applied science concerned with designing and arranging things and people use so that the people and things interact most efficiently and safely.
ETHICS -	Study of morality's effect on conduct: the study of Moral standards and how they affect conduct.
EXPIRY OR EXPIRATION DATE –	means the date stated in the label of a drug or device after which the drug is not expected to retain its claimed safety, efficacy and quality or potency or after which it is not permissible to sell the drug or device (As amended by E.O. 175)
FACIAL -	Care for the face that usually involves cleansing and massage and the application of cosmetic creams
FIRST AID -	means immediate assistance given in case of injury until medical aid has been obtained
HAZARDOUS -	means likely to cause harm or injury in certain circumstances.
HAZARDOUS WASTE -	shall refer to solid or combination of solid waste which because of its quantity, concentration, or physical, chemical or infectious characteristics may cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.
HYGIENE –	preservation of health: the science dealing with the preservation of health.
INFECTIOUS –	Communicable: describes a disease that is capable of being passed from one person to another.
LABEL –	means a display of written, printed, or graphic matter on the immediate container, or to other materials affixed thereto, of any article, Any word, statement or other information appearing on the label required under authority of the FDA Act of 2009 or other relevant laws shall be deemed and complied with if such word, statement or other information

	also appears on the outside container or wrapper, if any there be, of the retail package of such article, or easily legible through the outside container or wrapper
PERSONAL PROTECTIVE EQUIPMENT -	means any clothing, device or other article that is intended to be worn or used by a Worker to prevent injury or to facilitate rescue;
PLUCKING -	Means the process of removing hair by mechanically pulling the hair from owner's body
SAFETY	the condition of being free from danger and hazards which may cause injuries or diseases
SANITIZE –	an effective bactericidal treatment to render surfaces of utensils, tools and equipment free pathogenic microorganisms
SEGRAGATION–	shall refer to sorting and segregation of different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste collection and disposal
SHAVING -	Is the removal of hair, by using a razor or any kind of bladed implements, to slice it down to the level of the skin
SPA -	Places devoted to overall well-being through a variety of professional services that encourage the renewal of mind, Body and spirit.
STERILIZATION –	Any chemical and or physical process which kills and destroys all microorganisms.
TREADING-	a method of hair removal that involves stripping the root out along with the hair using thread
TONSORIAL AND BEAUTY ESTABLISHMENT –	includes barber shop, parlors and other establishments engage the physical make-over of an individual
WAXING-	method of hair removal



TRAINING REGULATIONS (TR)
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- Members of the Haircutters and Cosmetologists Association of the Philippines (HACAP)

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