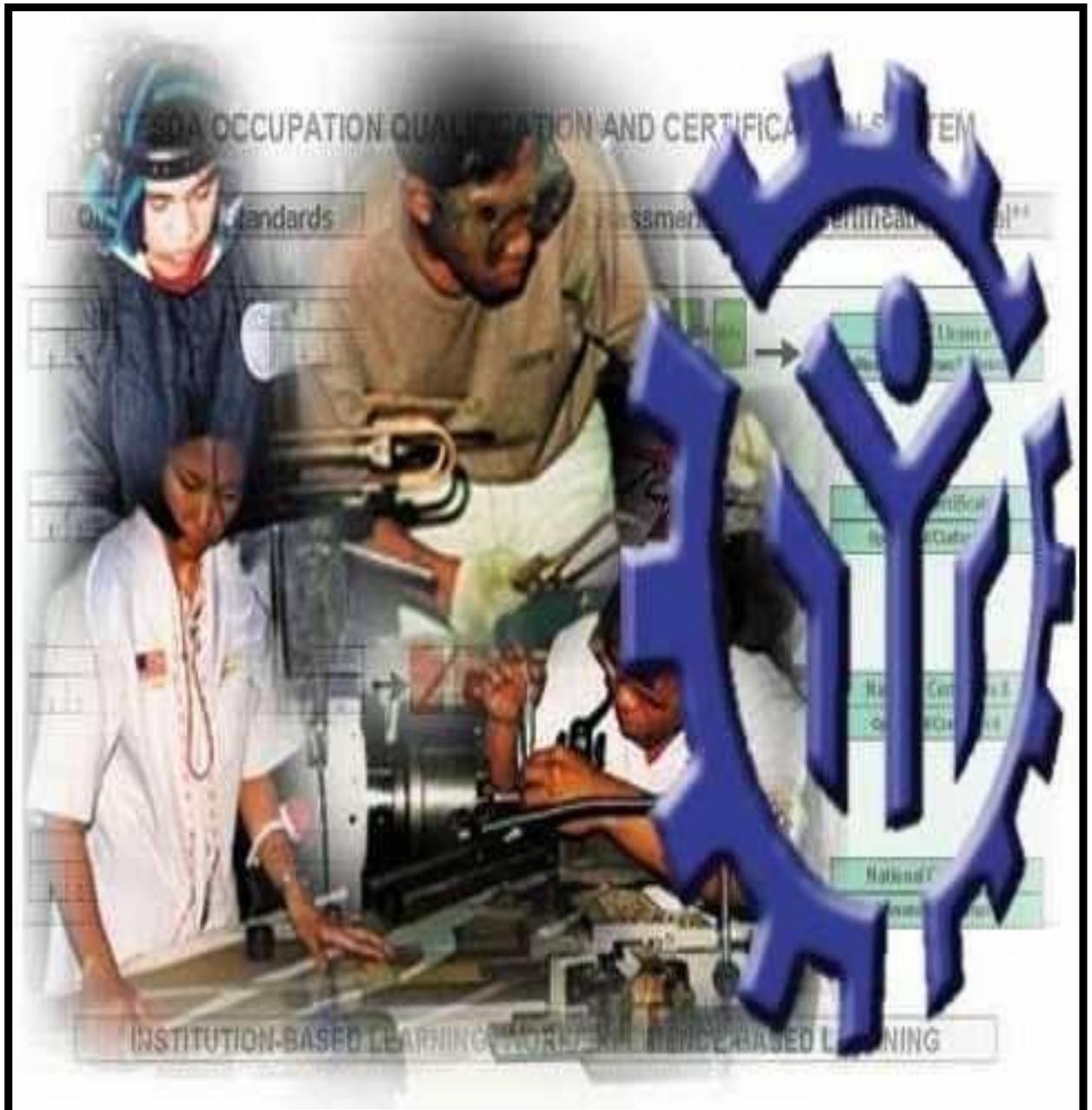


# TRAINING REGULATIONS

## HAIRDRESSING NC II



### HEALTH, SOCIAL, AND OTHER COMMUNITY DEVELOPMENT SERVICES SECTOR

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

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

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

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

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

Each TR has four sections:

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

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

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

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

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# TRAINING REGULATIONS FOR HAIRDRESSING NC II

## SECTION 1 HAIRDRESSING NC II QUALIFICATION

The **HAIRDRESSING NC II** Qualification consists of competencies that a person must achieve to perform basic hair care services such as hair coloring, bleaching, haircutting, straightening and perming and basic facial make-up application.

The Units of Competency comprising this Qualification include the following:

<b>UNIT CODE</b>	<b>BASIC COMPETENCIES</b>
500311105	Participate in workplace communication
500311106	Work in team environment
500311107	Practice career professionalism
500311108	Practice occupational health and safety procedures
<b>UNIT CODE</b>	<b>COMMON COMPETENCIES</b>
HCS515201	Maintain an effective relationship with clients/customers
HCS515202	Manage own performance
HCS515204	Apply quality standards
HCS515205	Maintain a safe, clean and efficient environment
<b>UNIT CODE</b>	<b>CORE COMPETENCIES</b>
HCS515301	Perform pre- and post- hair care activities
HCS515302	Perform hair and scalp treatment
HCS515303	Perform basic hair perming
HCS515304	Perform basic hair coloring
HCS515305	Perform basic haircutting
HCS515306	Perform hair bleaching
HCS515308	Perform hair straightening
HCS515314	Apply basic make-up

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

- Junior Assistant**
- Colorist**
- Permist**
- Make-up Artist**
- Haircutter**
- Hairstylist**

**(NOTE: This is an amendment of the TR for Hairdressing NC II  
promulgated in August 2005)**

## SECTION 2 COMPETENCY STANDARDS

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

### BASIC COMPETENCIES

**UNIT OF COMPETENCY : PARTICIPATE IN WORKPLACE COMMUNICATION**

**UNIT CODE : 500311105**

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

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

## RANGE OF VARIABLES

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

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Prepared written communication following standard format of the organization</p> <p>1.2 Accessed information using communication equipment</p> <p>1.3 Made use of relevant terms as an aid to transfer information effectively</p> <p>1.4 Conveyed information effectively adopting the formal or informal communication</p>
<p>2. Underpinning knowledge and attitudes</p>	<p>2.1 Effective communication</p> <p>2.2 Different modes of communication</p> <p>2.3 Written communication</p> <p>2.4 Organizational policies</p> <p>2.5 Communication procedures and systems</p> <p>2.6 Technology relevant to the enterprise and the individual's work responsibilities</p>
<p>3. Underpinning skills</p>	<p>3.1 Follow simple spoken language</p> <p>3.2 Perform routine workplace duties following simple written notices</p> <p>3.3 Participate in workplace meetings and discussions</p> <p>3.4 Complete work related documents</p> <p>3.5 Estimate, calculate and record routine workplace measures</p> <p>3.6 Basic mathematical processes of addition, subtraction, division and multiplication</p> <p>3.7 Ability to relate to people of social range in the workplace</p> <p>3.8 Gather and provide information in response to workplace Requirements</p>
<p>4. Resource implications</p>	<p>The following resources <b>MUST</b> be provided:</p> <p>4.1 Fax machine</p> <p>4.2 Telephone</p> <p>4.3 Writing materials</p> <p>4.4 Internet</p>
<p>5. Method of assessment</p>	<p>Competency <b>MUST</b> be assessed through:</p> <p>5.1 Direct Observation</p> <p>5.2 Oral interview and written test</p>
<p>6. Context of assessment</p>	<p>6.1 Competency may be assessed individually in the actual workplace or through accredited institution</p>

**UNIT OF COMPETENCY : WORK IN TEAM ENVIRONMENT**

**UNIT CODE : 500311106**

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

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

## RANGE OF VARIABLES

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

## EVIDENCE GUIDE

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

**UNIT OF COMPETENCY : PRACTICE CAREER PROFESSIONALISM**

**UNIT CODE : 500311107**

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

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

## RANGE OF VARIABLES

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

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Attained job targets within key result areas (KRAs)</p> <p>1.2 Maintained intra - and interpersonal relationship in the course of managing oneself based on performance evaluation</p> <p>1.3 Completed trainings and career opportunities which are based on the requirements of the industries</p> <p>1.4 Acquired and maintained licenses and/or certifications according to the requirement of the qualification</p>
<p>2. Underpinning knowledge and attitudes</p>	<p>2.1 Work values and ethics (Code of Conduct, Code of Ethics, etc.)</p> <p>2.2 Company policies</p> <p>2.3 Company-operations, procedures and standards</p> <p>2.4 Fundamental rights at work including gender sensitivity</p> <p>2.5 Personal hygiene practices</p>
<p>3. Underpinning skills</p>	<p>3.1 Appropriate practice of personal hygiene</p> <p>3.2 Intra and Interpersonal skills</p> <p>3.3 Communication skills</p>
<p>4. Resource implications</p>	<p>The following resources <b>MUST</b> be provided:</p> <p>4.1 Workplace or assessment location</p> <p>4.2 Case studies/scenarios</p>
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <p>5.1 Portfolio Assessment</p> <p>5.2 Interview</p> <p>5.3 Simulation/Role-plays</p> <p>5.4 Observation</p> <p>5.5 Third Party Reports</p> <p>5.6 Exams and Tests</p>
<p>6. Context of assessment</p>	<p>6.1 Competency may be assessed in the work place or in a simulated work place setting.</p>

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

**UNIT CODE : 500311108**

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

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

## RANGE OF VARIABLES

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

## EVIDENCE GUIDE

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

## COMMON COMPETENCIES

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

**UNIT CODE :** HCS516201

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

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

## RANGE OF VARIABLES

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

## EVIDENCE GUIDE

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

**UNIT OF COMPETENCY : MANAGE OWN PERFORMANCE**

**UNIT CODE : HCS516202**

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

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Plan for completion of own workload	5.1 <b>Tasks</b> accurately identified 5.2 Priority allocated to each task 5.3 Time lines allocated to each task or series of tasks 5.4 Tasks deadlines known and complied with whenever possible 5.5 Work schedules are known and completed within agreed time frames 5.6 Work plans developed according to assignment requirements and employer policy 5.7 Uncompleted work or tasks detailed and responsibility for completion passed to incoming shift or other appropriate persons
2. Maintain quality of own performance	2.1 Personal performance continually monitored against agreed <b>performance standards</b> 2.2 Advice and guidance sought when necessary to achieve or maintain agreed standards 2.3 Guidance from management applied to achieve or maintain agreed standards 2.4 Standard of work clarified and agreed according to employer policy and procedures
3. Build credibility with customers/clients	3.4 Client expectations for reliability, punctuality and appearance adhered to 3.5 Possible causes of client/customer dissatisfaction identified, dealt with and recorded according to employer policy 3.6 Client fully informed of all relevant security matters in a timely manner and according to agreed reporting procedures

## RANGE OF VARIABLES

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

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Planned for completion of own workload</p> <p>1.2 Assessed verbal or written work plan through observation and discussion of site and employer requirements</p> <p>1.3 Demonstrated capacity to complete task within specified time frame</p> <p>1.4 Maintained quality of own performance</p>
<p>2. Underpinning knowledge and attitudes</p>	<p>2.1 Site and assignment requirements</p> <p>2.2 Employer policy on performance management</p> <p>2.3 Indicators of appropriate performance for each area of responsibility</p> <p>2.4 Steps for improving or maintaining performance</p>
<p>3. Underpinning skills</p>	<p>3.1 Capacity to plan and prioritize security work loads and requirements</p> <p>3.2 Time and task management</p>
<p>4. Resource implications</p>	<p>The following resources <b>MUST</b> be provided:</p> <p>4.1 Assessment Centers/Venues</p> <p>4.2 Accredited Assessors</p> <p>4.3 Modes of Assessment</p> <p>4.4 Evaluation Reports</p> <p>4.5 Access to a relevant venue, equipment and materials</p> <p>4.6 Assignment Instructions</p> <p>4.7 Logbooks</p> <p>4.8 Operational manuals and makers'/customers' instructions (if relevant)</p> <p>4.9 Assessment Instruments, including personal planner and assessment record book</p>
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <p>5.1 Written Test/Examination</p> <p>5.2 Demonstration with questioning</p> <p>5.3 Observation with questioning</p>
<p>6. Context of assessment</p>	<p>6.1 Company</p> <p>6.2 On-Site</p> <p>6.3 Assessment activities are carried out through TESDA accredited assessment centers/venues by using closely simulated workplace environment</p> <p>6.4 Continuous assessment in an institutional setting that stimulates the conditions of performance describe in the elements, performance criteria and range of variables statement that make up this unit</p> <p>6.5 Continuous assessment in the workplace, taking into account the range of variables affecting performance.</p> <p>6.6 Self-assessment on the same terms as those described above</p> <p>6.7 Simulated assessment or critical incident assessment, provided that the critical incident involves assessment against performance criteria and an evaluation of underpinning knowledge and skill required to achieve the required performance criteria.</p>

**UNIT OF COMPETENCY : APPLY QUALITY STANDARDS**

**UNIT CODE : HCS515204**

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

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

## RANGE OF VARIABLES

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

## EVIDENCE GUIDE

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

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

**UNIT CODE : HCS515205**

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

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

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Relevant Salon Policies and Procedures	May include but not limited to: <ul style="list-style-type: none"> <li>1.1 Hazard Policies and Procedures</li> <li>1.2 Emergency, Fire and Accident Procedures</li> <li>1.3 Personal Safety Procedures</li> <li>1.4 Procedures for the use of Personal protective Clothing and Equipment</li> <li>1.5 Hazard Identification</li> <li>1.6 Job Procedures</li> </ul>
2. Occupational Health and Safety Procedures	May include but not limited to: <ul style="list-style-type: none"> <li>2.1 Client</li> <li>2.2 Staff</li> <li>2.3 Equipment/Tools</li> <li>2.4 Premises</li> <li>2.5 Stock</li> </ul>
3. Potential Hazards	May include but are not limited to: <ul style="list-style-type: none"> <li>3.1 Damaged Packaging Material or Containers</li> <li>3.2 Broken or Damaged Equipment</li> <li>3.3 Inflammable Materials and Fire Hazards</li> <li>3.4 Lifting Practices</li> <li>3.5 Spillages</li> <li>3.6 Waste including hair especially on floors</li> <li>3.7 Trolleys</li> </ul>

## EVIDENCE GUIDE

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

## CORE COMPETENCIES

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

**UNIT CODE :** HCS515301

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

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

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Clients' built	1.1 Small 1.2 Medium 1.3 Large 1.4 Extra Large
2. Type of services	2.1 Hair Treatment 2.2 Hair Color 2.3 Hair Bleach 2.4 Perming 2.5 Straightening 2.6 Hair Cut
3. Tools	3.1 Blower 3.2 Brush 3.3 Skeleton Brush 3.4 Roller Brush 3.5 Paddle Brush 3.6 Mirror 3.7 Hand/back Mirror 3
4. Supplies/Materials	4.1 Shampoo 4.2 Conditioner 4.3 Towel 4.4 Tissue/neck strip
5. Established or acceptable procedures in hair shampooing and/or conditioning	May include but are not limited to: 5.1 Comb/brush hair to free from entanglement before actual shampooing and/or conditioning 5.2 Apply shampoo and/or conditioner according to the clients' hair length and volume, and type of service 5.3 Apply appropriate water temperature 5.4 Follow shampooing and/or conditioning technique 5.5 Rinse hair thoroughly and towel dry
6. Established or acceptable procedures in blow-drying hair	May include but are not limited to: 6.1 Set blower with correct temperature 6.2 Apply appropriate sectioning using hair implements to achieve optimum results 6.3 Apply blow-dry technique according to service requirements
7. Hair finishing products	7.1 Gel/Hair setting lotion 7.2 Mouse 7.3 Spray Net/hair spray 7.4 Hair Polish/Serum 7.5 Hair wax (wet and dry) 7.6 Leave-on conditioner

## EVIDENCE GUIDE

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

**UNIT OF COMPETENCY : PERFORM HAIR AND SCALP TREATMENT**

**UNIT CODE : HCS515302**

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

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

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Type of client	1.1 Adult 1.2 Young Adult 1.3 Teenager
2. Scalp condition	2.1 Normal 2.2 Oily 2.3 Dry
3. Hair condition	3.1 Porous / Damaged 3.2 Dry 3.3 Oily 3.4 Normal 3.5 Chemically Treated
4. Protective clothing	4.1 Facial mask 4.2 Apron 4.3 Bath Towel 4.4 Head Band
5. Tools and equipment	5.1 Steamer 5.2 Blower 5.3 Hair brush 5.4 Wide Toothed Comb 5.5 Mixing bowls 5.6 Hair clamps & clips 5.7 Spatula
6. Supplies and materials	6.1 Aluminum Foil 6.2 Tissue Paper 6.3 Cling Wrap 6.4 Silicon brush 6.5 Different treatment products
7. Hair and scalp treatment product form	7.1 Cream Form 7.2 Liquid Form 7.3 Gel Form
8. Established or acceptable procedures in hair and scalp treatment	May include but are not limited to: 8.1 Apply treatment product according to product specifications and massage hair and/or scalp 8.2 Expose hair and/or scalp to heat if necessary, according to product specifications 8.3 Follow correct timeline according to product specification 8.4 Rinse hair thoroughly and towel or blow dry.
9. Waste	9.1 Biodegradable 9.2 Non-Biodegradable
10. Hair and scalp maintenance	Hair and Scalp Frequent Treatment Use of Hair and Scalp Treatment Product

## EVIDENCE GUIDE

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

**UNIT OF COMPETENCY : PERFORM BASIC HAIR PERMING****UNIT CODE : HCS515303****UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitude in performing basic hair perming. It involves assessing and preparing the client, actual performance of hair perming, checking of result and doing necessary finishing touches to achieve optimum result.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare client	1.1 Client is advised to remove all personal accessories 1.2 Client is provided with and advised to wear protective clothing 1.3 <b>Condition and type of hair</b> are checked and analyzed 1.4 Previous chemical treatment applied on hair is determined 1.5 <b>Scalp condition</b> is checked if free from scratches and open wounds 1.6 Where necessary, client is advised to defer hair perming based on adverse scalp and health conditions 1.7 <b>Types of hair curls</b> is confirmed with client and recorded
2. Perm hair	2.1 <b>Tools and equipment, supplies/ materials</b> are prepared and used according to salon policies and procedures and OH&S requirements 2.2 Perm solution is selected and prepared according to client's hair type, texture/condition and product specifications 2.3 Hair perming is performed in accordance with <b>established or acceptable procedures</b> and product specifications 2.4 Hair is rinsed thoroughly, towel-dried and conditioner is applied 2.5 Clients' safety and comfort are ensured during the entire process
3. Apply finishing touches	3.1 Hair is checked according to client's desired outcome 3.2 Hair is tapered / trimmed and styled if necessary 3.3 Client's satisfaction is confirmed and adjustments are made if required
4. Perform post-service activities	4.1 Client is advised on <b>hair and care maintenance</b> 4.2 Tools, equipment, supplies and materials are cleaned and stored after use in accordance with salon procedures 4.3 Waste items are properly disposed of in accordance with OH&S requirements 4.4 Workstation is cleaned and prepared for next activity

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Hair Conditions	1.1 Damaged 1.2 Tinted 1.3 Lightened 1.4 Porous 1.5 Dry 1.6 Greasy or Oily 1.7 Normal
2. Scalp Condition	2.1 Dry or Oily 2.2 Dandruff 2.3 Greasy 2.4 Waxy 2.5 Scaly
3. Types of hair curls	3.1 Wavy 3.2 Curly
4. Tools and Equipment	4.1 Dryer 4.1.1 Handheld, Hood, Infrared 4.2 Curler 4.2.1 Small, Medium, Large, Extension, Extra Large, Jumbo 4.2.2 Wooden Spindle, Nooping, Spiral, Zigzag, Telephone Wire 4.3 Applicator 4.4 Shower Cap 4.5 Flannel Headband 4.6 Drip Pan 4.7 Cape 4.8 Bath Towel 4.9 Bath Comb 4.10 Razor/Scissor 4.11 Hairclips 4.12 Apron 4.13 End Paper 4.14 Ear Pads 4.15 Tail Comb 4.16 Rubber Band 4.17 Rubber Gloves
5. Supplies Materials	5.1 Shampoo 5.2 Perm solution 5.3 Neutralizer 5.4 Conditioner 5.5 End Paper 5.6 Powder 5.7 Roll tissue 5.8 Cotton 5.9 Rubber Band 5.10 Disposable Gloves
6. Established or acceptable procedures in hair perming	May include but are not limited to: 6.1 Shampoo hair without conditioner and without scratching the scalp 6.2 Towel dry, section and wind hair according to selected types of hair curls and apply selected perm solution 6.3 Cover wounded hair with plastic cap/cling wrap or expose to dry heat

VARIABLE	RANGE
	6.4 Check progress of wave from time to achieve optimum result 6.5 Rinse thoroughly without removing the curlers and towel blot 6.6 Apply hair with neutralizer and leave-on on specified time 6.7 Remove curlers / rollers and slightly massage hair and scalp 6.8 Shampoo and condition hair thoroughly, rinse and towel-dry
7. Hair care and maintenance	7.1 Use of wide toothed comb 7.2 Application of hair polishing products 7.3 Daily hair wash with appropriate shampoo and conditioner 7.4 Regular hair treatment

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Consulted client on the type of curls required</li> <li>1.2 Assessed hair and scalp condition as free from scratches and open wounds</li> <li>1.3 Provided protective clothing to client</li> <li>1.4 Selected and prepared perming solution according to client's requirements and manufacturer's specifications</li> <li>1.5 Performed hair perming in accordance with established or acceptable procedures</li> <li>1.6 Ensured clients safety and comfort throughout the whole process</li> <li>1.8 Applied final touch on hair according to client's requirements</li> <li>1.9 Applied appropriate measures in response to emergencies or unavoidable circumstances</li> <li>1.10 Performed post-service activities according to salon policies and procedures, and OH&amp;S requirements</li> </ul>
<p>2. Underpinning knowledge</p>	<ul style="list-style-type: none"> <li>2.1 Code of Ethics</li> <li>2.2 OH &amp; S Requirements</li> <li>2.3 Hair Texture / Condition</li> <li>2.4 Different Scalp Condition</li> <li>2.5 Heating Procedures</li> <li>2.6 Different Perm Maintenance Program</li> <li>2.7 Time Management</li> <li>2.8 Principles of Customer Relations</li> <li>2.9 Different Perming Products</li> <li>2.10 DOH – IRR and OH&amp;S rules and regulations</li> <li>2.11 First-aid treatments</li> </ul>
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> <li>3.1 Listening and Questioning Skills</li> <li>3.2 Customer Relation Skills</li> <li>3.3 Observing hair sectioning</li> <li>3.4 Applying winding technique</li> <li>3.5 Applying massage technique</li> <li>3.6 Trimming</li> <li>3.7 Applying shampooing and blow-drying techniques</li> <li>3.8 Handling Tools and Equipment</li> <li>3.9 Using Perming Product</li> <li>3.10 Observing code of ethics</li> <li>3.11 Applying first-aid treatments</li> </ul>
<p>4. Resource implications</p>	<p>The following resources <b>MUST</b> be provided:</p> <ul style="list-style-type: none"> <li>4.1 Model</li> <li>4.2 Tools, equipment and supplies/materials relevant to the activity to be performed</li> <li>4.3 Work area/facilities</li> </ul>
<p>5. Methods of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> <li>5.1 Demonstration with Oral Questioning</li> <li>5.2 Portfolio</li> <li>5.3 Third-Party Report</li> </ul>
<p>6. Context of assessment</p>	<p>Competency may be assessed in the workplace or TESDA accredited assessment center</p>

**UNIT OF COMPETENCY: PERFORM BASIC HAIR COLORING****UNIT CODE : HCS515304****UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitudes in the performance of basic hair coloring. This involves preparing the client prior to treatment, the actual application of coloring and post-coloring activity.

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

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Color Options	1.1 Penetrating Tint 1.1.1 Semi - permanent 1.1.2 Permanent 1.2 Coating Dyes 1.2.1 Liquid (Blackening Shampoo) 1.2.2 Powder 1.3 Temporary
2. Hair condition	2.1 Damaged 2.2 Tinted 2.3 Lightened 2.4 Porous 2.5 Dry 2.6 Greasy or Oily 2.7 Normal
3. Scalp condition	3.1 Dry/Oily 3.2 Dandruff 3.3 Greasy 3.4 Waxy 3.5 Scaly
4. Protective clothings and materials	4.1 Ear Pads 4.2 Coloring Pads 4.3 Towels 4.4 Apron 4.5 Cape 4.6 Gloves
5. Established procedures in draping	May include but are not limited to: 5.1 Client is draped with bath towel with horizontal edge folded 2 inches outward 5.2 Protective material is wrapped around the neck 5.3 Coloring cape is wrapped around the shoulder
6. Styling products	6.1 Gel/Setting Lotion 6.2 Hair wax (Wet and Dry) 6.3 Hair serum 6.4 Hair spray 6.5 Mousse 6.6 Leave-on conditioner

VARIABLE	RANGE
7. Tools, materials and Implements	7.1 Tinting Brush 7.2 Mixing Bowl 7.3 Measuring Cap 7.4 Timer 7.5 Clips 7.6 Clamps 7.7 Blower 7.8 Infrared 7.9 Frosting Cap w/ Hook 7.10 Squeezer 7.11 Tissue 7.12 Foil 7.13 Cotton 7.14 Colorants 7.15 Kinds of Developers (depending on the brands)
8. Color Applications	8.1 Fullhead Color 8.2 Regrowth/retouch 8.3 Highlights (Frosting, streaking, wearing, slicing) 8.4 Color Correction 8.5 Pre – pigmentation
9. Established or acceptable procedures in hair coloring	May include but are not limited to: 9.1 Section hair 9.2 Sub-section hair and follow application techniques 9.3 Emulsify product to achieve color balance 9.4 Check evenness of color through hair strand test and expose to proper lighting following the required development time 9.5 Rinse hair thoroughly with shampoo and conditioner
10. Hair maintenance product	10.1 Shampoo and conditioner for colored hair 10.2 Finishing Product 10.3 Hot Oil 10.4 Hair Spa 10.5 Styling Aids

## EVIDENCE GUIDE

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

**UNIT OF COMPETENCY: PERFORM BASIC HAIRCUTTING****UNIT CODE : HCS515305****UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitude in performing basic haircut service. It involves conducting initial consultation with the client, assessing their needs, actual cutting of the hair, checking and applying finishing touches and performing post-hair cutting activities.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare client	1.1 Appropriate courtesy is extended to the client at all times 1.2 <b>Shape of the client's face</b> , head, length and width are assessed according to his/her built and height 1.3 <b>Texture of hair</b> is analyzed according to style requirements and kind of cutting to be administered 1.4 <b>Hair catalog</b> is presented to the client and the <b>hair cut style</b> is selected and agreed upon by both parties 1.5 <b>Protective clothing</b> is provided and used according to health and sanitation regulations 1.6 Hair is shampooed and/or conditioned following salon procedures
2. Cut hair	2.1 Appropriate <b>materials, tools and hair implements</b> are prepared and used according to client's desired haircut and OH&S requirements 2.2 Haircut is performed according to haircut style and <b>established or acceptable procedures</b> 2.3 Client's safety and comfort are ensured during the entire process 2.4 Where necessary, first-aid treatment is provided to the client or referred to health personnel
3. Check hair and apply appropriate finishing touches	3.1 Hair is blow-dried and checked for accuracy and finishing touches 3.2 <b>Finishing cutting tools</b> are used according to haircut style 3.6 <b>Hair finishing product</b> is applied as per client's requirements and style 3.4 Client's acceptance is confirmed and adjustments are made if required
4. Perform post service activities	4.1 Client is advised on proper hair care and maintenance 4.2 Tools, implements and equipments are cleaned, sterilized and stored in accordance with salon policy 4.3 Waste items are properly disposed of in accordance with OH&S required practice 4.4 Working area is cleaned in preparation for the next client

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Protective clothing	1.1 Towels 1.2 Apron 1.3 Cape
4 Hair Catalog	2.1 Men's Cut Catalog 2.2 Ladies Cut Catalog 2.3 Kid's Cut Catalog
Hair Cut Styles	3.1 Straight Cut 3.1.1 Long straight cut 3.1.2 Short straight cut 3.2 Layered Cut 3.2.1 Long layered cut 3.2.2 Short layered cut 3.3 Graduated Layers
4. Hair Texture	4.1 Fine 4.2 Medium 4.3 Coarse 4.4 Wiry
5. Shape of face	5.1 Rectangle or Elongated 5.2 Inverted/Pear 5.3 Heart 5.4 Oval 5.5 Triangular 5.6 Square 5.7 Diamond 5.8 Round
6 Materials, Tools and Implements	7.1 Supplies/Materials 7.1.1 Powder 7.1.2 Blade 7.2 Implements 7.2.1 Clamps 7.2.2 Clips 7.3 Tools 7.4.1. Blower 7.4.2. Spray Gun 7.4.3. Hair brush 7.4.4. Barber brush 7.4.5. Comb
6. Established or acceptable procedures in haircutting	May include but are not limited to: 6.1 Shampoo hair and towel dry 6.2 Section hair according to haircut style 6.3 Apply cutting technique and style to achieve desired haircut
7. Finishing Cutting Tools	7.1 Thinning Scissor 7.2 Cutting Scissor 7.3 Razor 7.4 Clippers
8. Hair Finishing Products	8.1 Gel/Styling gel 8.2 Mousse 8.3 Spray Net/Hair spray 8.4 Hair Polish/hair serum 8.5 Hair Wax (wet and dry)

## EVIDENCE GUIDE

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

**UNIT OF COMPETENCY: PERFORM HAIR BLEACHING****UNIT CODE : HCS515306****UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitude in the performance of hair bleaching activity. It involves the preparation of the client, the actual bleaching of hair and performing necessary post-bleaching activity.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare client	1.1 Client is consulted on <b>health condition</b> and previous <b>hair chemical treatment</b> availed 1.2 Client is advised on possible service options and outcome results 1.3 <b>Conditions of the hair and scalp</b> is checked and analyzed 1.4 Client is advised to remove all personal accessories 1.5 Client is provided with <b>protective clothing and gadgets</b> following salon procedures 1.6 Where necessary, client's hair is shampooed without scratching the scalp and blow-dried
2. Bleach hair	2.1 <b>Supplies, materials, tools, equipment, and implements</b> are prepared and used according to OH&S requirements 2.2 <b>Bleaching product is mixed</b> with right volume of <b>developer</b> according to manufacturers' instructions and client's hair texture 2.3 Hair bleaching is performed according to <b>established or acceptable procedures</b> and product specifications 2.4 Clients' safety and comfort are ensured during the process 2.5 Where necessary, first-aid treatment is provided to client or referred to health personnel
3. Perform post-service activities	3.1 Client is advised on <b>hair care and maintenance</b> 3.2 Tools and equipment and implements are sanitized and stored after use according to salon procedures 3.3 Wastes are disposed of according to OH&S requirements 3.4 Workstation is cleaned and prepared for next activity

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Health Condition	1.1 Pregnant 1.2 With skin allergies/ irritation 1.3 With Asthma
2. Previous Hair Chemical Treatment	2.1 Straightening 2.2 Perming 2.3 Relax 2.4 Coloring 2.5 Rebonding 2.6 Hair bleaching
3. Hair Conditions	3.1 Normal 3.2 Dry 3.3 Porous 3.4 Damaged 3.5 Tinted
4. Scalp conditions	4.1 Open wounds 4.2 Irritated scalp 4.3 Dried scalp 4.4 Oily scalp
5. Protective Clothing and Gadgets	5.1 Neck Strip (Cloth/tissue) 5.2 Cape 5.3 Towel (White) 5.4 Apron 5.5 Gloves 5.6 Ear Pads 5.7 Disposable Mask
6. Supplies/Materials	6.1 Bleaching Product 6.2 Developer 6.3 Shampoo 6.4 Conditioner 6.5 Cling Wrap 6.6 Aluminum foil/Paper strip

VARIABLE	RANGE
7. Tools, Equipment, Implements	7.1 Gloves 7.2 Mixing Bowl 7.3 Tinting Brush 7.4 Timer 7.5 Clamps or Clips 7.6 Infrared 7.7 Blower 7.8 Measuring Glass 7.9 Weighing Cup 7.10 Hook 7.11 Frosting Cap 7.12 Steamer
8. Bleaching Product	8.1 Powder 8.2 Cream 8.3 Liquid
9. Developers	6% or 20 volume 9% or 30 volume 12% or 40 volume
10. Bleach Mixing Ratio	10.1 1:1 10.2 1:1.5 10.3 1:2 10.4 According to manufacturers' instruction
11. Established or acceptable procedures in hair bleaching	May include but are not limited to: 11.1 Section hair 11.2 Apply mixed bleaching product according to client's specification 11.3 Determine bleaching development through visual check and touch following level of lightness according to desired outcome 11.4 Check bleached for evenness from roots to ends all over and corrective measures are applied on areas with uneven results 11.5 Rinse hair thoroughly and dry according to client's requirement 11.6 Where necessary, apply hairstyling product on bleached hair and style according to client's desire
12. Hair care and maintenance	12.1 Hot Oil Treatment 12.2 Hair Spa 12.3 Hair Reborn / Hair reconstruction 12.4 Daily application of hair care products

## EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Consulted client and analyzed his/her hair and scalp condition</li> <li>1.2 Selected and used appropriate supplies, materials, tools, equipment and implements</li> <li>1.3 Performed proper mixing procedures of different bleaching products according to product specifications</li> <li>1.4 Performed hair bleaching according to client's requirements, product specifications and established or set procedures</li> <li>1.7 Ensured client's safety and comfort during the entire process</li> <li>1.8 Applied appropriate measures in response to emergencies or unavoidable circumstances</li> <li>1.9 Performed post-service activities according to salon policies and procedures, and OH&amp;S requirements</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Hair and Scalp Analysis</li> <li>2.2 Bleaching Procedures</li> <li>2.3 Levels of Lightening</li> <li>2.4 Mixing Procedures</li> <li>2.5 Safety Sanitation Rules</li> <li>2.6 Code of Ethics</li> <li>2.7 Different Forms of Bleaching Products</li> <li>2.8 Different Types of Developers</li> <li>2.9 Different Service Options</li> <li>2.10 Types of Hair and Scalp Conditions</li> <li>2.11 DOH-IRR and OH&amp;S Rules and Regulations</li> <li>2.12 First-aid Treatment</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>3.1 Different Methods of Application</li> <li>3.2 Hair Sectioning</li> <li>3.3 Handling of Tools and Equipment</li> <li>3.4 Using of Supplies and Materials</li> <li>3.5 Waste Disposal Practice</li> <li>3.6 Draping Procedure</li> <li>3.7 Bleaching Application</li> <li>3.8 Observing Code of Ethics</li> <li>3.9 Applying First-aid Treatment</li> </ul>
4. Resource implications	<p>The following resources <b>MUST</b> be provided:</p> <ul style="list-style-type: none"> <li>4.1 Model</li> <li>4.2 Tools, equipment and supplies/materials relevant to the activity to be performed</li> <li>4.3 Work area/facilities</li> </ul>
5. Method of assessment	<p>Competency <b>MUST</b> be assessed either of the following:</p> <ul style="list-style-type: none"> <li>5.1 Demonstration with Oral Questioning</li> <li>5.2 Portfolio</li> <li>5.3 Third -Party Report</li> </ul>
6. Context of assessment	<p>Competency may be assessed in the workplace or TESDA accredited assessment center</p>

**UNIT OF COMPETENCY: PERFORM HAIR STRAIGHTENING****UNIT CODE : HCS515308****UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitudes in straightening hair. This includes preparing the client, applying hair straightening product, ironing of hair and checking and retouching on the result.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare client	1.1 Client is advised to remove all <b>personal accessories</b> 1.2 <b>Protective clothing and gadgets</b> are used to ensure clients safety and comfort 1.3 Client <b>hair texture and condition</b> , together with scalp are checked and analyzed 1.4 Previous hair treatment is confirmed with the client before doing the desired service 1.5 Client is draped and shampooed without scratching the scalp
2. Apply hair straightening product	2.1 Necessary <b>tools and materials</b> are prepared and used according to OH&S requirements 2.2 <b>Different forms of products</b> are identified and/or mixed based on <b>types of hair</b> and desired <b>hair straightening service</b> in accordance with manufacturers' instruction 2.3 Hair straightening is performed in accordance with product specifications and <b>established or acceptable procedures</b> 2.4 Client's safety and comfort are ensured during the entire process 2.5 Where necessary, first-aid treatment is provided to client or referred to health personnel
3. Iron Hair	3.1 Hair is blow-dried according to salon procedures 3.2 <b>Protective hair product</b> is applied through the hair before actual ironing 3.3 <b>Iron plate is set</b> in accordance with hair condition 3.4 Hair is sub-sectioned according to salon procedures 3.5 Hair is ironed in accordance with salon procedures
4. Apply hair fixing solution	4.1 Fixing solution is applied on the hair in accordance with manufacturer's instructions 4.2 Processing time is followed according to manufacturer's instructions 4.3 Hair is rinsed thoroughly and applied with necessary treatment products according to manufacturers' instructions 4.4 Result is checked and hair is styled according to clients' desired outcome
5. Perform post service activities	5.1 Client is advised on <b>hair care and maintenance</b> 5.2 Tools, implements and equipments are cleaned, sterilized/sanitized and stored after use in accordance with salon procedures 5.3 Waste items are properly disposed of in accordance with OH&S requirements 5.4 Working area is cleaned in preparation for the next client

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Personal accessories	1.1 Earrings 1.2 Necklace
2. Protective clothing and gadgets	2.1 Rubber Cape 2.2 Bath Towel 2.3 Ear Pads 2.4 Apron 2.5 Gloves 2.6 Mask
3. Hair Texture	3.1 Fine 3.2 Medium 3.3 Thick
4. Hair Condition	4.1 Dry 4.2 Porous / Damaged 4.3 Sensitized
5. Tools	5.1 Mixing Bowl 5.2 Scoop or Spatula 5.3 Tail Comb 5.4 Hand Blower 5.5 Hair Brush 5.6 Clips or Clamps 5.7 Large Tooth Comb 5.8 Hair Iron
6. Supplies and Materials	6.1 Shampoo 6.2 Straightening 6.3 Conditioner 6.4 Styling Products 6.5 Neutralizer 6.6 Tissue
7. Different forms of straightening product	7.1 Cream 7.2 Liquid 7.3 Powder
8. Types of hair	8.1 Wavy 8.2 Curly 8.3 Straight
9. Types of hair straightening services	9.1 Relaxing 9.2 Rebonding 9.3 Permanent Blow Dry
10. Established or acceptable procedures in hair straightening	May include but are not limited to: 10.1 Section hair 10.2 Apply hair straightening product on the hair and leave-on on specified time 10.3 Check hair to monitor progress of straightening 10.4 Follow development time according to product specifications and hair condition 10.5 Rinse hair thoroughly and towel dry
11. Protective hair and scalp product	11.1 Liquid form 11.2 Talcum Powder 11.3 Cream
12. Setting of iron plate temperature	12.1 120 degrees F 12.2 160 degrees F 12.3 180 degrees F 12.4 200 degrees F
13. Hair care and maintenance program undergo weekly hair treatment.	13.1 Hair Spa 13.2 Hair Reborn 13.3 Hot-Oil Treatment 13.4 Frequent or Regular Salon Visit

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Consulted and prepared client on the desired type of hair straightening services and its procedures</li> <li>1.2 Prepared and used tools, supplies/materials and protective clothing according to job requirements and OH&amp;S requirements</li> <li>1.3 Selected and prepared hair-straightening products according to client's type of hair and product specifications</li> <li>1.4 Performed hair straightening in accordance with established or acceptable procedures</li> <li>1.5 Applied protective product on the hair before ironing it</li> <li>1.6 Ironed hair according to appropriate direction, timeline and temperature following salon procedures</li> <li>1.7 Ensured client's safety and comfort during the entire process</li> <li>1.8 Applied appropriate measures in response to emergencies and unavoidable circumstances</li> <li>1.9 Performed post-service activities according to salon policies and procedures, and OH&amp;S requirements</li> </ul>
<p>2. Underpinning knowledge</p>	<ul style="list-style-type: none"> <li>2.1 Code Of Ethics</li> <li>2.2 Salon Procedures/Policies</li> <li>2.3 Hair Sectioning</li> <li>2.4 Hair Blow-dry Technique</li> <li>2.5 Hair Types and Texture</li> <li>2.6 Hair and Scalp Condition</li> <li>2.7 Different Tools And Materials: Their uses and specifications</li> <li>2.8 Different Supplies And Products</li> <li>2.9 Straightening Product and Its Application Procedures</li> <li>2.10 DOH – IRR and OH&amp;S Rules and Regulations</li> <li>2.11 Hair Iron Temperature</li> <li>2.12 Development Time Requirements</li> <li>2.13 First-aid Treatment</li> </ul>
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> <li>3.1 Conducting hair and scalp analysis</li> <li>3.2 Using tools and materials</li> <li>3.3 Using and applying straightening product of different forms</li> <li>3.4 Applying hair and scalp protective products</li> <li>3.5 Performing hair sectioning</li> <li>3.6 Blow-drying technique</li> <li>3.7 Ironing technique</li> <li>3.8 Shampooing technique</li> <li>3.9 Checking of result</li> <li>3.10 Draping of clients</li> <li>3.11 Observing code of ethics</li> <li>3.12 Applying first-aid treatment</li> </ul>
<p>4. Resource implications</p>	<p>The following resources <b>MUST</b> be provided:</p> <ul style="list-style-type: none"> <li>4.1 Model</li> <li>4.2 Tools, equipment and supplies/materials relevant to the activity to be performed</li> <li>4.3 Work area/facilities</li> </ul>
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> <li>5.1 Demonstration with Oral Questioning</li> <li>5.2 Portfolio</li> <li>5.3 Third-Party Report</li> </ul>
<p>6. Context of assessment</p>	<p>Competency may be assessed in the workplace or TESDA accredited assessment center</p>

**UNIT OF COMPETENCY: APPLY BASIC MAKE-UP****UNIT CODE : HCS515314****UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitude in applying basic facial make-up. It also involves the preparation of the client, application of make-up and the performance of post-facial make-up activities.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare clients	1.1 Client is advised to remove all <b><i>personal accessories</i></b> 1.2 Client is consulted on specific <b><i>make-up requirements</i></b> 1.3 <b><i>Shapes of face and skin type / tones</i></b> of client are analyzed according to make-up requirements 1.4 Client is seated in a comfortable position during the entire process 1.5 Client is provided with <b><i>protective clothing</i></b> following salon procedures
2. Apply make-up	2.1 Hand is sanitized before actual application of make-up 2.2 <b><i>Make-up products and accessories, tools, supplies and materials</i></b> are selected and prepared according to client make – up requirement 2.3 Make-up application is performed in accordance with <b><i>established or acceptable procedures</i></b> 2.4 <b><i>Make-up result</i></b> is checked before application of finishing touches 2.5 Client's comfort and safety are ensured during the entire process
3. Perform post-service activities	4.1 Client is advised on appropriate product and procedure in applying retouch and removing make-up 4.2 Make-up products, tools, materials and implements are cleaned and stored after use in accordance with salon procedures 4.3 Waste items are properly disposed of in accordance with OH&S requirements 4.4 Workstation is cleaned and prepared for next activity

## RANGE OF VARIABLES

VARIABLE	RANGE
1 Personal Accessories	1.1 Earrings 1.2 Necklace 1.3 Any pierced items in the face
2 Basic make-up requirements	2.1 Day Make-Up 2.2 Evening Make-Up 2.3 Bridal
3 Shapes of face	3.1 Rectangle or Elongated 3.2 Inverted/Pear 3.3 Heart 3.4 Oval 3.5 Triangular 3.6 Square 3.7 Diamond 3.8 Round
4 Skin type	4.1 Dry 4.2 Normal 4.3 Oily
5 Skin tones	5.1 Fair 5.2 Light 5.3 Medium 5.4 Dark
6 Protective clothing	6.1 Towel 6.2 Headband 6.3 Bib
7. Make-up Product and accessories	7.1 Make-up products may include but are not limited: 7.1.1. Concealer 7.1.2. Cake of Liquid Foundation 7.1.3. Blusher 7.1.4. Eyeshadow 7.1.5. Eye Liner (liquid/pencil/cake) 7.1.6. Eye Brow Pencil 7.1.7. Lip Pencil 7.1.8. Lip Stick 7.1.9. Mascara 7.1.10. Face Powder 7.2 Make-up accessories may include but are limited to: 7.2.1. Eye Gel 7.2.2. Powder Glitter 7.2.3. Artificial eye lashes

VARIABLE	RANGE
8. Make-up tools, supplies and materials	8.1 Sponge 8.2 Sharpener 8.3 Cotton Buds 8.4 Eyelash Curler 8.5 Powder Applicator 8.6 Flat brush 8.6.1. Lip Brush 8.6.2. Eye Liner Brush 8.6.3. Eye Shadow Brush 8.6.4. Large Eyebrow Brush 8.6.5. Small Eyebrow Brush 8.6.6. Large Blusher Brush 8.6.7. Powder Brush 8.6.8. Brow with Comb Brush 8.7 Eye Brow Scissor 8.8 Eye Brow Blade 8.9 Tweezers
9. Established or acceptable procedures in basic make-up application	May include but are not limited to: 9.1 Clean or wash face using cleansing products 9.2 Apply foundation and concealer evenly on face and neck 9.3 Apply cheek rouge to cover dark spots of the face 9.4 Apply eyeshadow 9.5 Apply fresh powder 8.6 Enhance or curl eyelashes with mascara 8.7 Define eyebrow 8.8 Enhance eyelid with eyeliner 8.9 Apply lipstick
10. Make-up result	10.1 Evenness of make-up application and proper distribution (lightness and darkness of make-up) 10.2 Essential application of make-up 10.3 Blending of colors 10.4 Appropriateness of make-up with the occasion 10.5 Symmetry and balance of eyebrow arc and shape, and blush-on 10.6 Face and lips contouring is achieved

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Consulted clients on specific basic make-up requirements</li> <li>1.2 Performed analysis of client's face, skin tone and type in accordance with make-up requirements</li> <li>1.3 Prepared and used appropriate make-up tools, materials and accessories according to client's make-up requirements</li> <li>1.4 Applied make-up products based on product specifications</li> <li>1.5 Performed checking before applying finishing touches on client</li> <li>1.6 Performed safe and sanitary procedures in handling client</li> <li>1.7 Applied appropriate measures in response to emergencies or unavoidable circumstances</li> <li>1.8 Performed post-service activities according to salon policies and procedures, and OH&amp;S requirements</li> </ul>
<p>2. Underpinning knowledge</p>	<ul style="list-style-type: none"> <li>2.1 Code of Ethics</li> <li>2.2 Different Facial Shapes</li> <li>2.3 Basic Facial Make-up Techniques</li> <li>2.4 Make-Up Procedure/Sequence</li> <li>2.5 Facial Skin and Type Analysis</li> <li>2.6 Make-Up Products</li> <li>2.7 Make-Up Techniques</li> <li>2.8 DOH- IRR and OH&amp;S rules and regulations</li> </ul>
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> <li>3.1 Handling clients</li> <li>3.2 Contouring of face</li> <li>3.3 Handling of tools and materials</li> <li>3.4 Applying make-up/blending of colors as per requirement</li> <li>3.5 Finishing touches/recommendation for touch-up</li> <li>3.6 Observing code of ethics</li> <li>3.7 Applying first-aid treatment</li> </ul>
<p>4. Resource implications</p>	<p>The following resources <b>MUST</b> be provided:</p> <ul style="list-style-type: none"> <li>4.1 Model</li> <li>4.2 Tools and supplies/materials relevant to the activity to be performed</li> <li>4.3 Work area/facilities</li> </ul>
<p>5. Method of assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> <li>5.1 Demonstration with Oral Questioning</li> <li>5.2 Portfolio</li> <li>5.3 Third -Party Report</li> </ul>
<p>6. Context of assessment</p>	<p>Competency may be assessed in the workplace or TESDA accredited assessment center</p>

## SECTION 3 TRAINING STANDARDS

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

**NC Level:** NC II

**Nominal Training Duration:** 18 Hrs (Basic)  
18 Hrs (Common)  
620Hrs (Core)  
**656 Total Hours**

**Course Description:**

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

### BASIC COMPETENCIES (18 Hours)

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

## COMMON COMPETENCIES (18 Hours)

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

## CORE COMPETENCIES (620 Hours)

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Perform pre and post hair care activities	1.1 Prepare client 1.2 Apply shampoo and/or conditioner to client 1.3 Blow-dry hair	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Discussion</li> <li>• Demonstration</li> </ul>	<ul style="list-style-type: none"> <li>• Written Test</li> <li>• Practical/ Performance Test</li> <li>• Interview</li> </ul>
2. Perform hair and scalp treatment	2.1 Prepare client 2.2 Treat hair and scalp condition 2.3 Perform post-service activities	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Discussion</li> <li>• Demonstration</li> </ul>	<ul style="list-style-type: none"> <li>• Written Test</li> <li>• Practical/ Performance Test</li> <li>• Interview</li> </ul>
3. Perform basic hair perming	3.1 Prepare client 3.2 Perm hair 3.3 Apply finishing touches 3.4 Perform post-service activities	<ul style="list-style-type: none"> <li>• Lecture/ Demonstration</li> <li>• OJT</li> </ul>	<ul style="list-style-type: none"> <li>• Written Examination</li> <li>• Demonstration</li> <li>• Observation</li> </ul>
4. Perform basic hair coloring	4.1 Prepare client 4.2 Apply hair color 4.3 Perform post-service activities	<ul style="list-style-type: none"> <li>• Lecture/ Demonstration</li> <li>• OJT</li> </ul>	<ul style="list-style-type: none"> <li>• Written Examination</li> <li>• Demonstration</li> </ul>
5. Perform basic haircutting	5.1 Prepare client 5.2 Cut hair 5.3 Check and apply appropriate finishing touches 5.4 Perform post- service activities	<ul style="list-style-type: none"> <li>• Lecture/ Demonstration</li> <li>• OJT</li> </ul>	<ul style="list-style-type: none"> <li>• Written Examination</li> <li>• Demonstration</li> <li>• Observation</li> </ul>
6. Perform hair bleaching	6.1 Prepare client, 6.2 Bleach hair 6.3 Perform post-service activities	<ul style="list-style-type: none"> <li>• Lecture/ Demonstration</li> <li>• OJT</li> </ul>	<ul style="list-style-type: none"> <li>• Written Examination</li> <li>• Demonstration</li> <li>• Observation</li> </ul>
7. Perform hair straightening	7.1 Prepare client 7.2 Apply hair straightening product 7.3 Iron hair 7.4 Apply fixing solution 7.5 Perform post-service activities	<ul style="list-style-type: none"> <li>• Lecture/ Demonstration</li> <li>• OJT</li> </ul>	<ul style="list-style-type: none"> <li>• Written Examination</li> <li>• Demonstration</li> <li>• Observation</li> </ul>
8. Apply basic make-up	8.1 Prepare client 8.2 Apply make-up 8.3 Perform post-service activities	<ul style="list-style-type: none"> <li>• Lecture/ Demonstration</li> <li>• OJT</li> </ul>	<ul style="list-style-type: none"> <li>• Written Examination</li> <li>• Demonstration</li> <li>• Observation</li> </ul>

## 3.2 TRAINING DELIVERY

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

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

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

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

### 3.3 TRAINEE ENTRY REQUIREMENTS

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

- Must be able to communicate effectively both orally and in written form
- Must be physically, emotionally and mentally fit
- Must be able to perform basic mathematical computations(Fundamental Operations)
- Must secure a medical certificate for fitness to handle chemicals

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

### 3.4 TOOLS, EQUIPMENT AND MATERIALS

#### HAIRDRESSING – NC II

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

QTY.	TOOLS	QTY.	EQUIPMENT	QTY.	SUPPLIES AND MATERIALS
	<b>BRUSH</b>	6 units	Blower/Hair Dryer		Alcohol, 500 ml.
	Applicator brush	6 pcs.	Crimpers		Aluminum foil
	Barber brush	6 units	Curling Iron		Powder, 500 grams
	Hair brush	3 units	Electric Curlers (optional)		Blade
	Paddle brush	6 units	Hydraulic chair		Cling Wrap, rol
	Roller brush	3 units	High chair		Conditioner, 1 gal
	Skeleton brush	6 units	Stool		Color product form: Cream, Liquid & Powder
	Tinting brush	25 pcs.	Arm Chair		
	Tinting brush with comb*	2 sets	Shampoo bowl set		Towel* (Black and White) For demo – 1 dozen
	Silicon brush	1 unit	Heating cap (optional)		
		1 unit	Infrared		
	Curling rod	1 unit	Iron Plate		
	<b>CAP</b>	1 unit	Hair steamer		Developer , 6% 20 volumes; 9% 30 volumes; 12% 40 volumes, 500 ml. each
	Frosting Cap w/	1 unit	Sterilizer		

QTY.	TOOLS	QTY.	EQUIPMENT	QTY.	SUPPLIES AND MATERIALS
	Hook				
	Shower cap	2 pcs.	Timer		Ear pads
					End paper
	<b>CLIPS</b>				Bleaching product (powder, cream and liquid)
	Hair clips, 1 doz. Single prong clip (optional)				Setting lotion
	Double prong clip (optional)				Gauze mask
	<b>COMB</b>				Gel*, 500 ml.
	All purpose comb				Hairpiece
	Bath comb				Hair polish
	Apro comb				Hair wax, 500 ml.
	Haircutting comb				Paper strip
	Large tooth comb				Mousse
	Tail comb				Perm lotion w/ neutralizer, 500 ml.
	Teasing comb				
	Wide toothed comb				Plastic applicator
	<b>GLOVES</b>				Press spray plastic dispenser bottle
	Disposable gloves				Rubber band, box
	Rubber gloves				Shampoo, gal
	<b>MIRROR</b>				Spray net, 500 ml.
	Modular mirror (movable)				
10 pcs.	Hand mirror				Tissue paper
	<b>PIN</b>				Tissue roll
	Clamps				Wig
	Hairpin, box				Hair treatment products
	Duck bill clamp				
	Invisible pins				
	Pin curl clips, 5 doz.				
	Roller pin, pcs.,				

QTY.	TOOLS	QTY.	EQUIPMENT	QTY.	SUPPLIES AND MATERIALS
	5 doz				
<b>PROTECTIVE CLOTHING/ ACCESSORIES</b>					
	Apron				
	Cape				
	Flannel headband				
	Head band				
	Invisible hairnet				
	Neck strip				
	Plastic cape				
	Smock gown				
<b>ROLLERS</b>				<b>Training Materials:</b>	
	Cylinder shaped rollers (long and short)			<b>CATALOG</b>	
	Jumbo rollers			1	Men's Cut Catalog
	Large size rollers			1	Ladies Cut Catalog
	Medium size rollers			1	Kid's Cut Catalog
	Small size hair rollers wire (optional)				Magazines
<b>SCISSORS</b>					Textbooks/ References
	Cutting scissor				
	Thinning scissor			1 pc.	White board (big)
				5 pcs.	Markers (assorted colors)
	Clippers			1 pc.	Eraser
	Drip pan				
	Measuring cup				
	Mixing bowls				
	Scoop				
	Razors				
	Spatula				
	Squeezer				
	Spray gun				
<b>MAKE - UP</b>					
	Eyelash curler				
	Eye liner brush				Sponge (natural and sea)
	Eyebrow pencil Sharpener				Cotton buds
	Large blusher brush				Powder applicator
	Powder brush				Assorted color lipstick (palette,

QTY.	TOOLS	QTY.	EQUIPMENT	QTY.	SUPPLIES AND MATERIALS
					stick and pencil)
	Fan brush				Concealer foundation
	Lip brush				• Liquid
	Eyebrow brush (Large and small)				• Cream
	Eye shadow brush				• Cake
	Eye brow scissor				Blusher (powder and cake)
	Angle brush				Eye brow pencil
	Eye brow blade				Eye shadow (pencil and cake)
	Eyebrow Tweezer				Eye liner (pencil, liquid, cake)
	Trolley/supply tray				Lip gloss
					Mascara
					Powder
					• Pressed
					• Loose powder
					• Translucent
					Eyelash glue
					Glitter gel
					Eye gel
					Stoned glitter
					Powder glitter
					Artificial eye lashes
					Tissue
					Cotton
					Alcohol

- All tools, supplies and materials will be provided by the students and
- At least 1 set to be provided by the training center/institution for demo purposes.

### 3.5 TRAINING FACILITIES

Based on a class intake of 25 students/trainees

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

### 3.6 TRAINER'S QUALIFICATIONS FOR HAIR DRESSING NC II

#### TRAINER QUALIFICATION (TQ II)

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

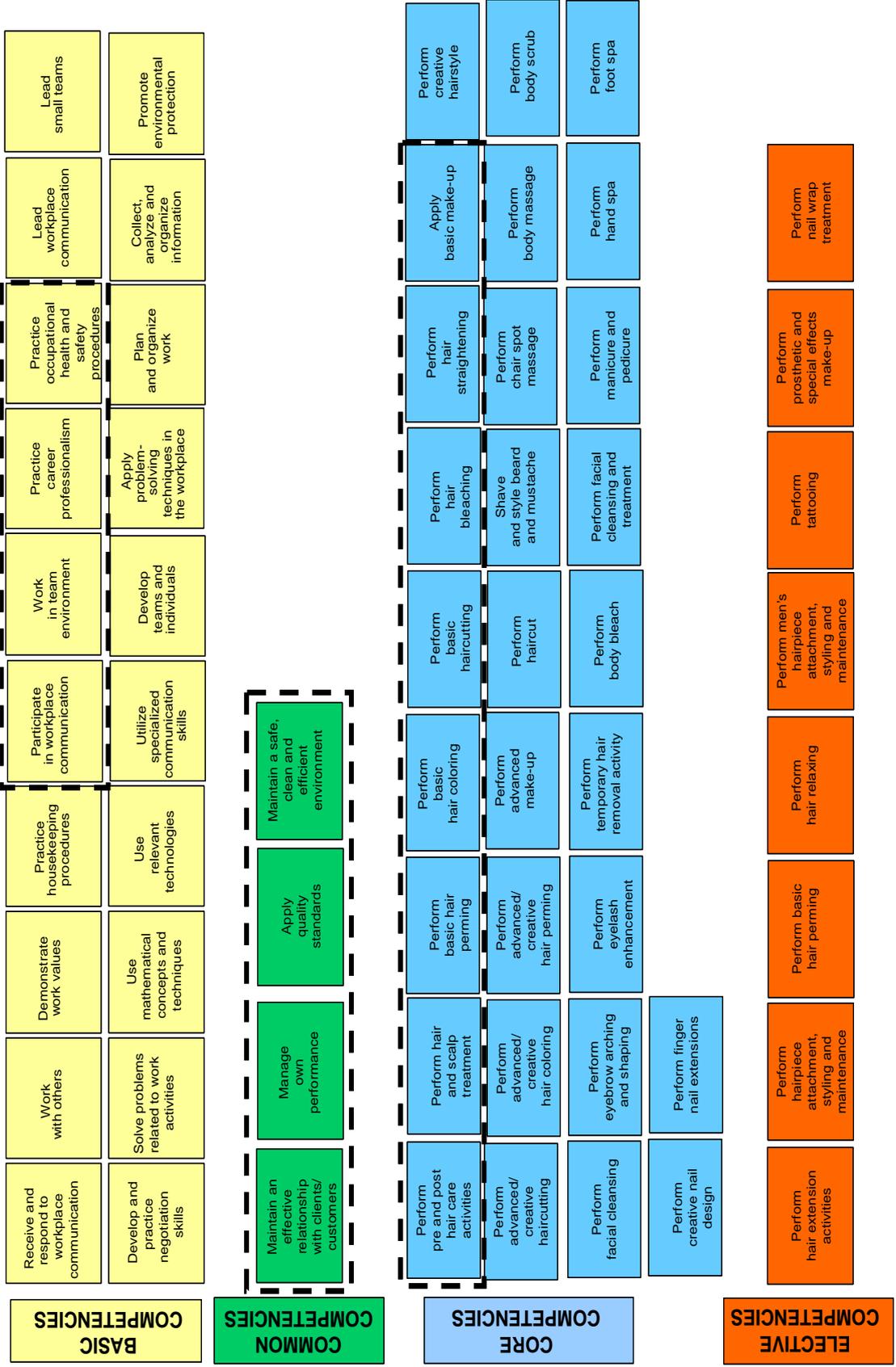
### 3.7 INSTITUTIONAL ASSESSMENT

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

## SECTION 4 NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS

- 4.1 To attain the National Qualification of **HAIRDRESSING NC II**, the candidate must demonstrate competence in all the units of competency listed in Section 1. Successful candidates shall be awarded a National Certificate signed by the TESDA Director General.
- 4.2 The qualification of **HAIRDRESSING NC II** may be attained through:
  - 4.2.1 Demonstration of competency through project-type assessment covering all required core units of the qualification.
  - 4.2.2 Accumulation of Certificate of Competency (COC) in all the following groups or clusters of core units of the qualification:
    - 4.2.2.1 Performing support salon services**
      - 4.2.2.1.1 Perform pre and post hair care activities
      - 4.2.2.1.2 Perform hair and scalp treatment
    - 4.2.2.2 Performing hair coloring/bleaching services**
      - 4.2.2.2.1 Perform pre and post hair care activities
      - 4.2.2.2.2 Perform basic hair coloring
      - 4.2.2.2.3 Perform hair bleaching
    - 4.2.2.3 Performing hair perming/straightening**
      - 4.2.2.3.1 Perform pre and post hair care activities
      - 4.2.2.3.2 Perform hair perming
      - 4.2.2.3.3 Perform hair straightening
    - 4.2.2.4 Performing haircutting services**
      - 4.2.2.4.1 Perform pre and post hair care activities
      - 4.2.2.4.2 Perform basic haircutting
    - 4.2.2.5 Applying basic make-up**
      - 4.2.2.5.1 Apply basic make-up
- Successful candidates shall be awarded Certificates of Competency (COC).
- 4.3 Upon accumulation and submission of all COCs acquired for the above units of competency comprising this qualification, an individual shall be issued the corresponding National Certificate.
- 4.4 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.
- 4.4 The following are qualified to apply for assessment and certification:
  - 4.4.1 Graduates of formal, non-formal and informal including enterprise-based training programs.
  - 4.5.2 Experienced workers (wage-employed or self-employed)
- 4.5 The guidelines on assessment and certification are discussed in detail in the *“Procedures Manual on Assessment and Certification”* and *“Guidelines on the Implementation of the Philippine TVET Qualification and Certification System (PTQCS)”*.

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



## DEFINITION OF TERMS

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

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

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

## **ACKNOWLEDGEMENTS**

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