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ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MAINTAIN SKIN AND BEAUTY CARE		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Maintain Skin and Beauty care including: <ul style="list-style-type: none"> ✓ Perform Skin Analysis ✓ Perform Skin Cleansing ✓ Apply Bleach ✓ Apply Face Polishing ✓ Perform Exfoliation ✓ Perform Threading for Hair Removal ✓ Apply Wax for Hair Removal ✓ Apply Face Mask ✓ Select suitable products according to the skin type of client 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> Answer any questions your Assessor may have during the practical assessment 		
Other Requirements			✓		<ul style="list-style-type: none"> All completed course assignments Client consultation (form) Contingency plan for an unusual situation (Written Report) 		

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CANDIDATE ASSESSMENT

Candidate's Name..... Father's Name.....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to perform the following tasks in three (3) hours timeframe:

- Perform any **four (4)** of the following skin care treatments.
 - ✓ Perform Skin Cleansing
 - ✓ Apply Bleach
 - ✓ Apply Face Polishing
 - ✓ Perform Exfoliation
 - ✓ Perform Threading for Hair Removal
 - ✓ Apply Wax for Hair Removal
 - ✓ Apply Face Mask

Important Note: The following general performance criteria will be followed and performed in all the tasks (where applicable) by the candidate in order to meet this standard.

- ✓ Follow health and safety procedure as per the requirements of given task
- ✓ Prepare work station as per the requirements of task
- ✓ Select tools/ equipment as per the requirements of task
- ✓ Report to supervisor in case of any contingency after taking necessary actions
- ✓ Complete the work by following sequence of operations
- ✓ Perform task(s) within standard timeframe

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of maintain skin and beauty care under observation by an Assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> • Perform Skin Analysis. <ul style="list-style-type: none"> ✓ Demonstrate the use of magnifying lamp. ✓ Cleanse the skin before analysis. ✓ Identify skin discoloration & diseases, and recognize both. ✓ Identify types and condition of skin according to industry standard classification – normal, dry, oily, and combination / dehydrated, sensitive & mature. ✓ Identify common skin problems- Ageing, Acne, pigmentation and dry/damaging. ✓ Analyze dry skin with burns, pigmentation and sensitivity. ✓ Identify acne, black and white heads on oily skin. ✓ Identify a range of skin care products suitable for each of the skin types. ✓ Select products according to skin types and conditions. ✓ Conduct product patch test for any skin irritation and allergies. • Perform Skin Cleansing <ul style="list-style-type: none"> ✓ Select materials and products for the client's skin type/characteristics, needed to cleanse tone and moisturize the face. ✓ Identify the client's skin condition/texture. ✓ Prepare the client for cleansing. ✓ Demonstrate the appropriate cleansing routine ensuring all makeup and product is removed. ✓ Demonstrate scrubbing on face, hands and body as per skin requirement. • Apply Bleach <ul style="list-style-type: none"> ✓ Prepare client and trolley for bleaching. ✓ Conduct patch test for bleaching. ✓ Prepare bleach pack as per requirement and manufacturer's guidelines. ✓ Demonstrate cleansing the face prior to bleaching. ✓ Apply bleach pack according to the sensitivity of face parts. ✓ Apply bleach according to standard specifications and time lines.

- ✓ Demonstrate the removal of bleach pack.
- ✓ Apply antibacterial, antiseptic and SPF, as per requirement
- ✓ Evaluate and note outcomes of bleaching.
- ✓ Respond to contra-indications and adverse effect
- ✓ Identify various types of Bleaches. (Powder and Cream).
- Apply face Polishing.
 - ✓ Assure that the face polish is applied in the portion that is safe for skin.
 - ✓ Inform the client about the risks involved in the skin polishing procedure and time duration.
 - ✓ Prepare the workstations for service.
 - ✓ Apply cleansing and toning process.
 - ✓ Apply face polish according to standard specifications and time lines.
 - ✓ Apply antibacterial, antiseptic and SPF, as per requirement
 - ✓ Advise client of suitable home-care products, possible adversities and remedies
 - ✓ Identify various types of face polish creams. (Herbal and chemical).
- Perform Exfoliation.
 - ✓ Select product according to the skin type.
 - ✓ Demonstrate cleansing of the face/body prior the exfoliation.
 - ✓ Recognize methods that can be used to exfoliate the body.
 - ✓ Demonstrate the procedure of exfoliation as per the SoPs.
- Perform Threading for Hair Removal.
 - ✓ Identify the clients' requirements and apply correct technique of threading with the objective of keeping the clients at ease as well as obtaining best results.
 - ✓ Assess the skin type and condition and incase of dry or sensitive skin, take appropriate caution.
 - ✓ Prepare the client for threading by providing protective clothing and covering hair with headband.
 - ✓ Identify and select different types of thread, powder and antiseptic lotions used for threading.
 - ✓ Apply powder to absorb oil from the skin.
 - ✓ Manipulate thread properly and effectively.
 - ✓ Apply care during threading, to ensure comfort of clients and avoid cuts, bruises and transmission of germs from operator to client when thread is manipulated through the mouth.
 - ✓ Apply soothing lotions and antiseptic wipes on need basis.
- Apply wax for hair removal.
 - ✓ Communicate with clients and inform about standard procedures, products details, adversities etc.
 - ✓ Identify the clients' requirements, skin type and skin condition, and assess hair growth pattern.
 - ✓ Select products, tools and equipment that is appropriate to the skin type/ clients' requirements.
 - ✓ Prepare the client for waxing and provide a gown.
 - ✓ Assure that the service area is adequately private for the clients' comfort.
 - ✓ Apply and remove wax for the prescribed time according to hair thickness and according to manufacturers' instructions and standard procedures.
 - ✓ Wash off with lukewarm water and dry the area.
 - ✓ Apply soothing and antiseptic lotions.
 - ✓ Apply hot wax in right direction
 - ✓ Perform skin test to check for reactions if any.
 - ✓ Position the clients and hot wax to minimize possibility of accidents.
 - ✓ Warm the wax according to standard procedures and apply on small area to check the effects.
 - ✓ Regulate wax heat.
 - ✓ Spread wax evenly over the surface and allow it time to harden.
 - ✓ Pull off the applied wax quickly against the direction of hair growth.
 - ✓ Apply wax-removing solution on the surface to ensure no excess wax is left on the skin.
 - ✓ Apply emollient cream or antiseptic lotion.
- Apply Face Mask.
 - ✓ Identify the range of facemasks available for different skin types.
 - ✓ Select and mix the ingredients accurately to minimizing wastage.
 - ✓ Prepare the client for mask application.
 - ✓ Demonstrate application of masks evenly and neatly and cover the area to be treated.
 - ✓ Demonstrate removal of masks thoroughly after treatment time.
 - ✓ Provide suitable aftercare advice.
 - ✓ Complete the work within time limit acceptable to the industry.
- Select suitable products according to the skin type of client.
 - ✓ Recognize common information found on retail beauty product labels.
 - ✓ Identify factors that should be considered when purchasing beauty products.
 - ✓ Select homemade beauty recipes that can be used as an alternative to purchasing readymade products.
 - ✓ Select products for different beauty treatments, according to face, body, hairs etc.
 - ✓ Recognize main masks ingredients.
 - ✓ Recognize the effect of natural ingredients

	<ul style="list-style-type: none"> ✓ Identify the range of products available to protect the skin from the sunrays. ✓ Explain the importance of sun protection for children. ✓ Explain the first aid treatment that should follow over exposure to the sun. • Below mentioned points must followed for all Skin and beauty care treatments: <ul style="list-style-type: none"> ✓ Applying your technical skills in performing treatment facial manually and with the help of machinery ✓ Prepare the client for required service according to salon policies. ✓ Evaluate the results using standard procedures and classifications. ✓ Calculate the duration and time of treatment using manufacturer's specifications. ✓ Provide aftercare advices according to given treatment. ✓ Ensure client's satisfaction in response to finished look. • General performance criteria: <ul style="list-style-type: none"> ✓ Follow health and safety procedure as per the requirements of given task ✓ Prepare work station as per the requirements of task ✓ Select tools/ equipment as per the requirements of task ✓ Report to supervisor in case of any contingency after taking necessary actions ✓ Complete the work by following sequence of operations ✓ Perform task(s) within standard timeframe
<p>2. Any other Requirements</p>	<ul style="list-style-type: none"> • Completed course assignments • Client consultation (form) • Contingency plan for an unusual situation (Written Report)
<p>3. Answer any questions their Assessor may have during the practical assessment</p>	<p>Candidate answers to questions are correct and demonstrate understanding of the topics and their application.</p>

Candidate's Name:.....Father's Name:.....

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning can be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Completes practical task of maintain skin and beauty care under observation by an Assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Perform skin analysis.	Performed six types of skin care maintenance treatments.			
	Demonstrated the use of magnifying lamp.			
	Cleansed the skin before analysis.			
	Identified skin discoloration & diseases, and recognized both.			
	Identified type and condition of skin according to industry standard classification – normal, dry, oily, and combination / dehydrated, sensitive & mature.			
	Identified common skin problems- Ageing, Acne, pigmentation and dry/damaging.			
	Analyzed dry skin with burns, pigmentation and sensitivity.			
	Identified acne, black and white heads on oily skin.			
	Identified skin care products suitable for the identified skin type.			
	Selected products according to t skin type and conditions.			
Perform skin cleansing	Conducted product patch test for any skin irritation and allergies.			
	Selected materials and products for the client's skin type/characteristics, needed to cleanse tone and moisturize the face.			
	Identified the client's skin condition / texture.			
	Prepared client for cleansing.			
	Demonstrated the appropriate cleansing routine ensuring all makeup and product is removed.			
Apply bleach	Demonstrated scrubbing on face, hands and body.			
	Recognized the benefits of bleaching facial hairs			
	Conducted the patch test for bleaching.			
	Prepared bleach pack as per requirement.			

	Demonstrated cleansing the face prior to bleaching.			
	Applied bleach pack according to the sensitivity of face parts.			
	Applied bleach according to standard specifications and time lines.			
	Demonstrated removal of bleach pack.			
	Applied antibacterial, antiseptic and SPF, as per requirement			
	Evaluated and noted outcomes of bleaching.			
	Responded to contra-indications and adverse effects			
	Identified various types of Bleaches. (Powder and Cream).			
Apply face polishing.	Applied face polish in the portion of skin that is safe.			
	Informed the client about the risks involved in the skin polishing procedure and time duration.			
	Prepared the workstations for service delivery.			
	Applied cleansing and toning process.			
	Applied face polish according to standard specifications and time lines.			
	Applied antibacterial, antiseptic and SPF, as per requirement			
	Evaluated and noted outcomes of bleaching.			
	Advised client of suitable home-care products, possible adversities and remedies			
	Identified the required type of face polish creams. (Herbal and chemical).			
Perform exfoliation	Selected products according to the skin type.			
	Demonstrated cleansing of the face/body prior to the exfoliation.			
	Recognized the methods that can be used to exfoliate the body.			
	Demonstrated the procedure of exfoliation.			
Perform threading for hair removal.	Identified the clients' requirements and applied correct technique of threading with the objective of keeping the clients at ease as well as obtaining best results.			
	Assessed the skin type and condition. In case of dry or sensitive skin, take appropriate caution.			
	Prepared the client for threading by providing protective clothing and covering hair with headband.			
	Identified and selected different types of thread, powder and antiseptic lotions used for threading.			
	Applied powder to absorb oil from the skin.			
	Manipulated thread properly and effectively.			
	Applied care during threading, to ensure comfort of clients and to avoid cuts, bruises and transmission of germs from operator to client when thread was manipulated through the mouth.			

	Applied soothing lotions and antiseptic wipes on a needs basis.			
Apply wax for hair removal.	Performed skin test to avoid allergies.			
	Communicated and informed the clients about standard procedures, products details, adversities etc.			
	Assured that the service area is adequately private for the clients' comfort.			
	Applied cold wax as per requirement.			
	Applied and removed wax for the prescribed time according to hair thickness and according to manufacturers' instructions and standard procedures.			
	Washed off with lukewarm water and dried the area.			
	Applied soothing and antiseptic lotions.			
	Applied hot wax as per requirement and industry guidelines.			
	Performed skin test to check for reactions if any.			
	Positioned the clients and hot wax to minimize possibility of accidents.			
	Warmed the wax according to standard procedures and apply on small area to check the effects.			
	Regulated wax heat.			
	Spread wax evenly over the surface left it to harden.			
	Pulled off the applied wax quickly against the direction of hair growth.			
	Applied wax removing solution on the surface to ensure removal of excess wax from the skin.			
Applied emollient cream or antiseptic lotion.				
Apply face mask.	Identified all types of facemasks available for different skin types.			
	Selected and mixed the ingredients as per requirement to minimizing wastage.			
	Prepared the client for mask application.			
	Demonstrated application of masks evenly and neatly and cover the area to be treated.			
	removed the masks thoroughly after treatment time.			
	Provided suitable aftercare advice.			
	Completed the procedure within industry set time timeframe.			
Select suitable products according to the skin type of client.	Recognized common information found on retail beauty product labels.			
	Identified factors that should be considered when purchasing beauty products.			
	Selected a range of homemade beauty recipes that can be used as an alternative to purchasing readymade products.			
	Selected products for different beauty treatments, according to face, body, hairs etc.			
	Recognized main masks ingredients.			
	Recognized the effect of natural ingredients			

	Explained the term 'sun protection factor' (SPF).			
	Identified the products available to protect the skin from the sunrays.			
	Explained the importance of sun protection for children.			
	Explained the first aid treatment that should follow over exposure to the sun			
These points are followed for all skin and beauty care treatments:	Applied your technical skills in performing treatment facial manually and with the help of machinery			
	Prepared the client for required service according to salon policies			
	Evaluated the results using standard procedures and classifications.			
	Calculated the duration and time of treatment using manufacturer's specifications.			
	Provided aftercare advices according to given treatment.			
	Ensured client's satisfaction in response to finished look.			
General performance criteria	Followed health and safety procedure as per the requirements of given task			
	Prepared work station as per the requirements of task			
	Selected tools/ equipment as per the requirements of task			
	Reported to supervisor in case of any contingency after taking necessary actions			
	Completed the work by following sequence of operations			
	Performed task(s) within standard timeframe			
2. Any other Requirements	All completed course assignments			
	Client consultation (form)			
	Contingency plan for an unusual situation (Written Report)			
3. Answer any questions their Assessor may have during the practical assessment	<p>Candidate answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p><i>Assessor to document all questions asked and candidate answers below. Use extra sheets if required and attach.</i></p>			

