



ASSESSMENT
MATERIAL

EVIDENCE GUIDE

Qualification
Beauty Therapy
CS Code
Level: 2
Credit: 6
Version: 1

PERFORM MANICURE AND PEDICURE

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ASSESSMENT AND ASSESSOR DETAILS

Competent Not Yet Competent

Assessment Re-Assessment

Assessor's Name: _____ Assessor's Code _____

Assessor's Signature _____ Date _____

DD	MM	YYYY							

CANDIDATE DETAILS

Candidate's Name: _____
First Name Last Name

Father's Name _____

Institute Name and District _____

CNIC/BFORM # _____

Registration Number issued by
Assessment Body : _____

Gender Male Female Transgender

Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate's Signature: _____

ASSESSMENT RESULTS SUMMARY FORM

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTC**

NAVTTC OFFICE ONLY

1. DATE
FORM
RECEIVED: _____
DD MM YYYY

2. DATE ENTERED INTO
DATABASE: _____
DD MM YYYY

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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: PERFORM MANICURE AND PEDICURE		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Perform manicure and pedicure. 		
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"> Completed assignments in the form of portfolio 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 do following within **one and half hour** timeframe:

- Perform manicure and pedicure treatments depending on clients 'skin type and as per industry requirement.

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 performing manicure and pedicure under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly perform the following tasks :</p> <ul style="list-style-type: none"> • Perform manicure <ul style="list-style-type: none"> ✓ Soak hand manually/ with the help of machinery ✓ Apply hand cleanser. ✓ Apply hand scrub. . ✓ Remove hair from hand or bleach the hair. ✓ Shapeup, files, treat nail and cut cuticle according to client's requirements. ✓ Revamp and refurbish nail with buffer. ✓ Demonstrate the use of paraffin wax and apply nail shiner. • Perform pedicure <ul style="list-style-type: none"> ✓ Apply foot cleanser. ✓ Apply foot scrub. ✓ Remove hair from foot or bleach the hair. ✓ Shapeup, files, treat nail and cut cuticle according to client's requirements. ✓ Revamp and refurbish nail with buffer. ✓ Demonstrate the use of paraffin wax and apply nail shiner. • Below mentioned points must be followed for all treatments: <ul style="list-style-type: none"> ✓ Communicating with client during manicure and pedicure service. ✓ Prepare the client for the required service ✓ Analyze the nail and skin conditions before performing the required service. ✓ Select and use the tools, equipment and product for the required service according to nail and skin condition and industry requirement. ✓ Prepare the work area as per manicure and pedicure requirement. ✓ Perform the service within industry set timeframe. ✓ 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

2. Any other Requirements	<ul style="list-style-type: none"> ✓ Completed course assignments in the form of portfolio ✓ Client consultation (form) ✓ Contingency plan for an unusual situation (Written Report)
4. Answer any questions your Assessor may have during the practical assessment	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application:</p>

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ASSESSOR JUDGEMENT GUIDE

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

INSTRUCTIONS FOR ASSESSOR

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

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of Performing manicure and pedicure under observation by an assessor.	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks			
Perform manicure:	Soaked hand manually/ with the help of machinery.			
	Applied hand cleanser.			
	Applied hand scrub.			
	Removed hair from hand or bleach the hair.			
	Shaped up, filing, treating nail and cutting cuticle according to client's requirements.			
	Revamped and refurbish nail with buffer.			
	Demonstrated the use of paraffin wax and apply nail shiner.			
	Reorganised the workstation after the completion of service.			
Perform pedicure:	Applied foot cleanser.			
	Applied foot scrub .			
	Soaked foot manually/ with the help of machinery.			
	Removed hair from foot or bleach the hair.			
	Shaped up, filing, treating nail and cutting cuticle according to client's requirements.			
	Revamped and refurbish nail with buffer.			
	Demonstrated the use of paraffin wax and apply nail shiner.			
	Reorganized the workstation after the completion of service.			
These points are followed for all treatments:	Applied your technical skills in performing manicure and pedicure.			
	Communicated with client during manicure and pedicure service.			
	Analyzed the nail and skin conditions.			
	Selected and used the tools, equipment and product for the required service according to nail and skin analysis and industry requirements.			
	Prepared the client, work area for manicure, and pedicure.			
	Evaluated the results using standard procedures and classifications.			

	<p>Calculated the duration and time of treatment using manufacturer's specifications.</p> <p>Provided aftercare advices according to given treatment.</p> <p>Ensure client's satisfaction in response to finished look.</p>			
General performance criteria	<p>Followed health and safety procedure as per the requirements of given task</p> <p>Prepared work station as per the requirements of task</p> <p>Selected tools/ equipment as per the requirements of task</p> <p>Reported to supervisor in case of any contingency after taking necessary actions</p> <p>Completed the work by following sequence of operations</p> <p>Performed task(s) within standard timeframe</p>			
2. Any other Requirements	<p>Completed course assignments in the form of portfolio</p> <p>Client consultation (form)</p> <p>Contingency plan for an unusual situation (Written Report)</p>			
3. Answer any questions their Assessor may have during the practical assessment	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			

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LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> Context of the assessment List of required tools and equipment. List of consumable items required during the service
1. Context of Assessment	This task will be performed in real time

2. List of tools and equipment (for five candidates)		
S. No	Items	Quantity
1	Towel	10
2	Head Band	5
3	Bowl	10
4	Sponge	10
5	Applicator Brush	5
6	Plastic Glove	5 Sets
7	Apron	5
8	Gown	5
9	Wooden Spatula	5
10	Mani/Padi tools Kit (Nail Cutter, Cuticle cutter, Cuticle pusher, Filer)	5
11	Buffer	5

3. List of consumable items (for five candidates)		
S. No	Items	Quantity
1	Massage Cream	2 (500ml) Jars
2	Whitening Powder	2 (500ml) Jars
3	Volume 20	2 (500ml) Bottles
4	Scrub	2 (500ml) Jars
5	Cuticle oil	2 Bottles
6	Skin Shiner	2 (500ml) Bottles
7	Soothing Lotion	2 (500ml) Bottles
8	Nail polish	5
9	Base Coat	5
10	Top Coat	5
11	Mani/Pedi Strips	5 sets