



ASSESSMENT MATERIAL	
EVIDENCE GUIDE Qualification Hair Stylist Qualification code Level: 2 Credit: 80 Version: 1	HAIR STYLING
CONTENTS	<ol> <li>Assessment Summary and Record</li> <li>Candidate Assessment</li> <li>Assessor Judgement Guide</li> <li>List of required tools/ equipment, material and context of assessment</li> </ol>
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:
	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.
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         RECEIVE         D:       DD         MM       YYYY             2. DATE ENTERED INTO         D:       DD             D:       DD             ATABASE:             DD       MM

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# ASSESSMENT SUMMARY AND RECORD

ACTIVITY		METHOD			DESIRED OUTCOMES	RES	ULT
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF: PROVIDING HAIR STYLIST SERVICES TO CLIENTS		NOT YET COMPETENT
Practical Skill Demonstration				~	<ul> <li>Present a professional image</li> <li>Receive the client</li> <li>Perform shampoo and conditioning</li> <li>Perform styling techniques</li> <li>Colouring the hair</li> <li>Perform hair cuts</li> <li>Perform hair treatment</li> <li>Entrepreneurship development</li> </ul>		
Knowledge Assessment		~			<ul> <li>Answer all questions your assessor may have during the practical assessment</li> </ul>		
Other Requirements			✓		<ul> <li>All course assignments/Assessments/tests are completed</li> <li>Provide a complete business plan</li> </ul>		

# CANDIDATE ASSESSMENT

Candidate's Name

#### ALL WORK ASSESSED FOR THESE COMPETENCY STANDARDS MUST BE YOUR OWN WORK.

### **GUIDANCE TO CANDIDATE**

To meet this gualification you are required to do following tasks within five (5) hours timeframe :

- Provide hair stylist services to the client that includes client preparation procedures, analysis and performing required service depending on hair type/condition.
- Hair stylist services include the following •
  - Perform shampooing and conditioning
  - Perform any one of the hair treatment as per hair structure and clients 'requirement( damage hair, oily hair, and anti-✓ dandruff hair treatment
    - Perform any two of the following hair cutting techniques
      - Front flick'
      - U-shaped cutting .
      - Wedge cutting
      - Forward cutting
      - Layer cutting
      - Step cutting
  - Perform any two types of hair colouring techniques (lowlights, highlights, one colour die)
  - Perform any two of the hair styling (blow dry, straitening, roller setting, perming, plaiting, up do styles hair buns and Mohawk style)

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
1. Complete practical task of provide hair stylist services to clients under observation by an assessor:	<ul> <li>During a practical assessment , under observation by an assessor, I will correctly perform the following tasks:</li> <li>Perform shampooing and conditioning <ul> <li>Prepare the client and work area for shampoo and conditioning services</li> <li>Identify the condition of client's hair and scalp using suitable consultation techniques</li> <li>Conduct visual checks on the hair, skin and scalp in accordance with specified procedures</li> <li>Select and use products according to clients' hair structure type and manufacturer instructions/ service requirements</li> <li>Adapt shampooing massage techniques to meet the needs of your client's hair length and density, hair condition and scalp condition</li> <li>Maintain the water temperature and flow to suit the needs of your client's hair, scalp and comfort</li> <li>Apply conditioning products to meet the needs of your client's hair and scalp, following your salon's and manufacturers' instructions</li> <li>Check result to ensure all residues have been removed.</li> </ul> </li> </ul>
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<ul> <li>Comb your client's hair, if required, prior to the next part of the service, without</li> </ul>
causing damage to the hair and scalp.
<ul> <li>Perform any two of the hair styling ( blow dry, straitening, roller setting, perming, plaiting, up do styles hair buns and Mohawk style)</li> </ul>
<ul> <li>Confirm with your client the look agreed at consultation prior to and during styling</li> </ul>
<ul> <li>Check humidity, texture and condition of hair and scalp for scratches and open wounds</li> </ul>
<ul> <li>Use the styling tools and equipment in a way that achieves the desired hair style finish</li> </ul>
<ul> <li>Dry the hair with the help of blow dryer/ towel while minimizing the damage to hair</li> </ul>
<ul> <li>Use back combing and back brushing techniques, when required, to achieve the</li> </ul>
desired look
<ul> <li>Part the sections cleanly and evenly to achieve the direction of the plates</li> <li>Effectively control and secure the client's hair throughout the plating processes</li> </ul>
<ul> <li>Apply finished product (Hair Spray) after hair styling service if required</li> </ul>
✓ Determine the previous chemical treatments applied to hair and ask the client
regarding previous treatments
<ul> <li>Sub-section the hair according to the required hair style and service requirement</li> <li>Using heated equipment, when necessary, at the correct temperature for your</li> </ul>
<ul> <li>client's hair and the desired look</li> <li>✓ Ensure the finished look meets the intended shape, direction, balance and volume</li> </ul>
agreed with your client
<ul> <li>Use fine conditioner and shampoo for Mohawk style hair according to salon</li> </ul>
procedures and manufacturer's specifications.
<ul> <li>Confirm your client's satisfaction with the finished look.</li> <li>Circumstrate states and here</li> </ul>
<ul> <li>Give your client post care advice on the maintenance of their style and hair condition</li> </ul>
<ul> <li>Provide post care advice to the client as per client's hairstyle and structure.</li> </ul>
<ul> <li>Perform any two types of colouring the hair (lowlights, highlights, one colour die).</li> <li>Accurately measure and mix colour and lightening products to manufacturers'</li> </ul>
instructions
<ul> <li>Mix colour and developer according to client's hair condition, length and desired outcome</li> </ul>
<ul> <li>Use salon standard working methods that minimize the wastage of products, risk of cross-infection, the use of clean resources and risk of harm or injury to yourself</li> </ul>
<ul> <li>Section the hair cleanly and evenly to assist the accurate application of products</li> </ul>
<ul> <li>Use colour application techniques suitable for achieving the desired look and following manufacturers' instructions</li> </ul>
<ul> <li>Apply products using industry standard techniques that minimize the risk of the product being spread to your client's skin, clothes and surrounding area</li> </ul>
<ul> <li>Massage the hair by using standard techniques and procedures to emulsify the</li> </ul>
colour, when used, prior to removal following manufacturers' instructions
<ul> <li>Remove colouring or lightening materials from hair using standard techniques and processes to minimize discomfort to your client</li> </ul>
✓ Shampoo the hair and scalp free from products using standard techniques and
<ul> <li>processes</li> <li>Apply a suitable conditioner or post colour treatment to the hair, following</li> </ul>
manufacturers' instructions
<ul> <li>Perform any two types of the following haircut techniques         <ul> <li>Front flick'</li> </ul> </li> </ul>
<ul> <li>U-shaped cutting</li> </ul>
<ul> <li>Wedge cutting</li> </ul>
<ul> <li>Forward cutting</li> </ul>
○ Layer cutting
○ Step cutting
<ul> <li>Mentioned criteria will be followed for all types of hair cutting</li> <li>Confirm and agree with your client the cutting techniques and look require.</li> </ul>

	<ul> <li>Identify hair growth pattern using industry standard classifications</li> </ul>
	<ul> <li>Demonstrate standard tool and hand manipulation techniques for trimming</li> </ul>
	<ul> <li>Identify hair growth pattern using industry standard classifications</li> </ul>
	<ul> <li>Demonstrate standard tool and hand manipulation techniques for bob cutting.</li> </ul>
	<ul> <li>Identify different techniques of bob cutting.</li> </ul>
	<ul> <li>Perform hair trimming according to the standard procedure :</li> </ul>
	<ul> <li>Demonstrate aftercare advices in accordance with salon standard practice.</li> </ul>
	$\checkmark$ Perform front flick cutting according to the standard procedure (Wetting the hair ,
	Part the sections cleanly and evenly according to the required hair cutting , cut the
	hair as per required hair cut)
	<ul> <li>Apply styling and finishing products if require according to manufacturer's</li> </ul>
	specifications and standard procedures
	<ul> <li>Effectively control and secure your client's hair throughout the forward cutting processes.</li> </ul>
	<ul> <li>Blow- dries the hair according to salon procedure.</li> </ul>
	✓ Ask for and confirm the client's satisfaction with the finished look.
	✓ Provide aftercare advices in accordance with salon standard practice and style
	requirement.
	✓ Clean the workstation after the service and dispose waste as per health and safety
	requirement.
<ul> <li>Perform</li> </ul>	any one of the hair treatment as per hair structure and clients 'requirement( damage hair,
	and anti-dandruff hair treatment
	<ul> <li>Determine the hair type and the condition of scalp using industry standard</li> </ul>
	classifications and processes
	<ul> <li>Identify the density, porosity, Elasticity and texture of hair using standard</li> </ul>
	processes
	✓ Ask and Check from the client's previous records, when available, any factors likely
	to affect future services
	<ul> <li>Accurately identify the condition of the hair and scalp using suitable visual, verbal</li> </ul>
	and manual checks using industry standard procedures
	<ul> <li>Select and use tools, supplies and materials as per service requirement and</li> </ul>
	manufacturer's instructions.
	<ul> <li>Perform the required treatment according to hair and scalp analysis and clients</li> </ul>
	'need
	<ul> <li>Select products, tools and equipment according to required service and client</li> </ul>
	requirements.
	✓ Use products as required and in accordance with manufacturer's instructions.
	<ul> <li>Use electrical equipment safely and as per manufacturer's instructions.</li> </ul>
	<ul> <li>Identify any problems during the hair treatment and resolve them accordingly</li> </ul>
	<ul> <li>Ensure the water temperature and flow suit your client's hair and scalp and comfort</li> </ul>
	needs
	✓ Adapt required hair massage techniques to ensure your client's comfort if required
	✓ Use finishing products as required and in accordance with client requirements and
	manufacturer instructions.
	<ul> <li>Provide post-service care advice to the client as per the service requirement and</li> </ul>
	hair type.
<ul> <li>These cl</li> </ul>	iteria will be followed for all tasks
	<ul> <li>Ensure respect, courtesy, discretion and confidentiality while interacting with clients throughout the convice</li> </ul>
	<ul> <li>throughout the service.</li> <li>Conduct consultation with client to agree on the required hair styling services.</li> </ul>
	<ul> <li>Keep the work station clean and tidy all time and maintained according to standards and service requirement</li> </ul>
	<ul> <li>standards and service requirement</li> <li>✓ Provide gown to the client and ensue comfort</li> </ul>
• Conoral	,
<ul> <li>General</li> </ul>	performance criteria: ✓ Follow health and safety procedure as per the requirements of given task
	<ul> <li>Prepare work station as per the requirements of task</li> </ul>

		<ul> <li>✓ Select tools/ equipment as per the requirements of task</li> <li>✓ Report to supervisor in case of any contingency after taking necessary actions</li> <li>✓ Complete the work by following sequence of operations</li> <li>✓ Perform task(s) within standard timeframe</li> </ul>
2.	Other Requirements	<ul> <li>All course assignments/assessments/tests are completed</li> <li>Provide business plan while including the following elements:         <ul> <li>Executive summary</li> <li>Company overview</li> <li>Market analysis</li> <li>Marketing plan</li> <li>Operations plan</li> <li>Financial Plan</li> </ul> </li> </ul>
3.	Answer any questions your Assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application

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### ASSESSOR JUDGEMENT GUIDE

Candidate's Name				
INSTRCUTIONS FOR ASSESSOR	This section contains minimum evidence requireme practical assessment must be related to the task in hand. the	nts. Oral y should o	questions nly be use	s for the candidate during the ed to:
ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of providing hair stylist services to clients under observation by an assessor	During a practical assessment under observation by an assessor the candidate correctly carried out the following tasks :			
Perform shampooing and conditioning	Prepared the client and work area for shampoo and conditioning services Identified the condition of client's hair and scalp using suitable consultation techniques			
	Conducted visual checks on the hair, skin and scalp in accordance with specified procedures Selected and used products according to clients' hair structure type and manufacturer instructions/ service requirement			
	Adapted shampooing massage techniques to meet the needs of your client's hair length and density, hair condition and scalp condition			
	Maintained the water temperature and flow to suit the needs of your client's hair, scalp and comfort			
	Applied conditioning products to meet the needs of your client's hair and scalp, following your salon's and manufacturers' instructions .Check result to			
	Ensured all residues have been removed. Combed the client's hair, if required, prior to the next part of the service, without causing damage to the hair and scalp.			
Perform any two of the hair styling ( blow dry,	Confirmed with the client the look agreed at consultation prior to and during styling			
straitening, roller setting, perming, plaiting, up do styles hair buns and Mohawk style)	Checked humidity, texture and condition of hair and scalp for scratches and open wounds Used the styling tools and equipment in a way that			
	achieves the desired hair style finish Dried the hair with the help of blow dryer/ towel while minimizing the damage to hair Used back combing and back brushing techniques, when			
	required, to achieve the desired look Parted the sections cleanly and evenly to achieve the direction of the plates			

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
	controlled and secured the client's hair throughout the			
	plaiting processes			4
	Applied finished product (Hair Spray) after hair styling service if required			
	Determined the previous chemical treatments applied to		•	
	hair and ask the client regarding previous treatments			
	Sub-sectioned the hair according to the required hair style and service requirement			<b>4</b>
	Used heated equipment, when necessary, at the correct			
	temperature for your client's hair and the desired look			
	Ensured the finished look meets the intended shape,			4
	direction, balance and volume agreed with your client		•	4
	Used fine conditioner and shampoo for Mohawk style hair according to salon procedures and manufacturer's			
	specifications.			
	Confirmed your client's satisfaction with the finished look.			
	Gave your client post care advice on the maintenance of their style and hair condition			
	Provided post care advice to the client as per client's hairstyle and structure			
Perform any two types	Measured and mixed colour and lightening products as			
of colouring the hair	per manufacturers' instructions			
(lowlights, highlights, one colour die).	Mixed colour and developer according to client's hair			
one colour die <i>j</i> .	condition, length and desired outcome			4
	Used salon standard working methods that minimize the			
	wastage of products, risk of cross-infection, the use of clean resources and risk of harm or injury to yourself			
	Sectioned the hair cleanly and evenly to assist the			s s
	accurate application of products			
	Used colour application techniques suitable for achieving the desired look and following manufacturers' instructions			
	Applied products using industry standard techniques that			
	minimize the risk of the product being spread to your			
	client's skin, clothes and surrounding area			
	Massaged the hair by using standard techniques and			
	procedures to emulsify the colour, when used, prior to			
	removal following manufacturers' instructions			
	Removed colouring or lightening materials from hair			
	using standard techniques and processes to minimize discomfort to your client			
	Applied shampoo to the hair and scalp free from products using standard techniques and processes			
	Applied a suitable conditioner or post colour treatment to			
	the hair, following manufacturers' instructions			
Perform any two types	Front flick'			
of the following haircut				

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
techniques	U-shaped cutting			
	Wedge cutting			
	Forward cutting			
	Layer cutting		•	
	Step cutting			
Mentioned criteria will	Confirmed and agree with your client the cutting			
be followed for all types of hair cutting	techniques and look require. Identified hair growth pattern using industry standard classifications			
	Demonstrated standard tool and hand manipulation techniques for trimming			
	Identified hair growth pattern using industry standard classifications	•		
	Demonstrated standard tool and hand manipulation techniques for bob cutting.			
	Identified different techniques of bob cutting.			
	Performed hair trimming according to the standard procedure :			
	Demonstrated aftercare advices in accordance with salon			
	standard practice.			
	Performed front flick cutting according to the standard procedure (Wetting the hair , Part the sections cleanly			
	and evenly according to the required hair cutting , cut the			
	hair as per required hair cut)			
	Applied styling and finishing products if require according to manufacturer's specifications and standard procedures			
	Controlled and secured the client's hair throughout the forward cutting processes.			
	Blow- dried the hair according to salon procedure.		6	
	Asked for and confirmed the client's satisfaction with the finished look.			
	Provided aftercare advices in accordance with salon			
	standard practice and style requirement.			
	Cleaned the workstation after the service and dispose waste as per health and safety requirement.			
Perform any one of the	Determined the hair type and the condition of scalp using			
hair treatment as per	industry standard classifications and processes			
hair structure and clients 'requirement(	Identified the density, porosity, Elasticity and texture of hair using standard processes			
damage hair, oily hair, and anti-dandruff hair treatment	Asked and Checked from the client's previous records, when available, any factors likely to affect future services			
	Identified the condition of the hair and scalp using suitable visual, verbal and manual checks using industry standard procedures			

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
	Selected and used tools, supplies and materials as per service requirement and manufacturer's instructions.			
	Performed the required treatment according to hair and scalp analysis and clients 'need			
	Selected products, tools and equipment according to required service and client requirements.			
	Used products as required and in accordance with manufacturer's instructions.			
	Used electrical equipment safely and as per manufacturer's instructions.			
	Identified any problems during the hair treatment and resolve them accordingly			
	Ensured the water temperature and flow suit your client's hair and scalp and comfort needs			
	Adapted required hair massage techniques to ensure your client's comfort if required			
	Used finishing products as required and in accordance with client requirements and manufacturer instructions.			
	Provided post-service care advice to the client as per the service requirement and hair type			
These criteria will be followed for all tasks	Ensured respect, courtesy, discretion and confidentiality while interacting with clients throughout the service.			
	Conducted consultation with client to agree on the required hair styling services.			
	Kept the work station clean and tidy all time and maintained according to standards and service requirement			
	Provided gown to the client and ensue comfort			
	Disposed the waste materials in accordance with Health& Safety rules			
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. Other Requirements	All course assignments/assessments/tests are completed			

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
ACTIVITIES 3. Answer any questions their Assessor may have during the practical assessment	MINIMUM EVIDENCE REQUIRED         Provide business plan while including the following elements: <ul> <li>Executive summary</li> <li>Company overview</li> <li>Market analysis</li> <li>Marketing plan</li> <li>Operations plan</li> <li>Financial plan</li> </ul> Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application.           Assessor to document all questions asked, if any, and the answers here:           Sector (Sector (	YES	NO	



## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

	This section contains information regarding;
INSTRCUTIONS	<ul> <li>Context of the assessment</li> <li>List of required tools and equipment.</li> <li>List of consumable items required during the service</li> </ul>
1. Context of	This task will be performed in real time
Assessment	

S. No	Items	Quantity
1	Blower/ hair dryer	5
2	Electric curlers (optional)	1
3	Curling Iron (optional)	1
4	Straightening iron	5
5	Hair steamer	2
6	Sterilizer	1
7	Timer	5
8	Electric extensions (leads)	5
9	Clippers	5 Sets ( 5 clips in each set)
10	Measuring cup	5
11	Measuring spoons	5 Sets(4 in each set)
12	Mixing bowls	5
13	Rolling tray	2
14	Spatula	5
15	Spray Bottle (Plastic)	5
16	Prong clips or Alligator clips (optional)	5Sets(5 clips in each set)
17	Applicator brush (Normal)	5
18	Hair brush (Normal)	5
19	Paddle brush (Normal)	5
20	Round brush (medium)	5
21	Round brush (small)	5
22	Applicator brush with comb	5
23	All purpose comb	5
24	Hair cutting comb	5
25	Large tooth comb	5
26	Tail comb	5
27	Thinning Scissors	5
28	Barber scissors	5

29	Frosting cap w/ hook	5
30	Perming cap	5
31	Modular mirror (movable)	5
32	Shampoo and conditioning Unit	3
33	Velcro's (hair rollers)	5 Sets
34	flexible hair rollers	5 Sets

No	Items	Quantity
1	Aluminium foil	1 Roll
2	Bleaching product (powder, cream and liquid)	As per required quantity
3	Colour product form: Cream, Liquid and Powder	As per required volume
4	Developer, 6% 20 volumes; 9% 30 volumes; 12% 40 volumes	As per required volume
5	Ear pads	5 Sets
6	Gel	3
7	Hairpiece (assorted) Hair polish/serum	As per required volume
8	Hair treatment products	As per required volume
9	Hair wax	1
10	Leave on conditioner	2
11	Mousse	2
12	Paper towel	5
13	Perm lotion / neutralizer	As per required volume
14	Rubber band, box	2
15	Shampoo	2
16	Towel (Black and White)	5
17	Tissue paper	5 Box
18	Rubber gloves	10 Pair
19	Disposable gloves	5 Pair
20	Apron	5
21	Cape (Disposable, plastic)	5
22	Gown	5