



<b>ASSESSMENT MATERIAL</b>  <b>EVIDENCE GUIDE</b>	<h1>SKIN CARE</h1>
<b>Qualification</b> Skin Care <b>Qualification Code</b> <b>Level: 2</b> <b>Credit: 80</b> <b>Version: 1</b>	

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<b>ASSESSMENT AND ASSESSOR DETAILS</b>	<b>Competent</b> <input type="checkbox"/> <span style="margin-left: 200px;"><b>Not Yet Competent</b> <input type="checkbox"/></span>																		
	<b>Assessment</b> <input type="checkbox"/> <span style="margin-left: 200px;"><b>Re-Assessment</b> <input type="checkbox"/></span>																		
	<b>Assessor's Name:</b> ..... <b>Assessor's Code</b> ..... <b>Assessor's Signature</b> ..... <b>Date</b> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td colspan="6"></td> <td style="text-align: center;">YYYY</td> </tr> </table>											DD	MM						
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<b>CANDIDATE DETAILS</b>	<b>Candidate's Name:</b> ..... <small style="margin-left: 100px;">First Name</small> <small style="margin-left: 200px;">Last Name</small>																				
	<b>Father's Name</b> .....																				
	<b>Institute Name and District</b> .....																				
	<b>CNIC/BFORM #</b> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																				
	<b>Registration Number issued by Assessment Body</b> .....																				
	<b>Gender</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>																				
	<b>Candidate's Consent</b> 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.																				
	<b>Candidate's Signature:</b> .....																				

<b>ASSESSMENT RESULTS SUMMARY FORM</b>	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to <b>NAVTTCC</b>
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<b>NAVTTCC OFFICE ONLY</b>	1. DATE FORM RECEIVED: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td colspan="4"></td> <td style="text-align: center;">YYYY</td> </tr> </table>									DD	MM					YYYY	2. DATE ENTERED INTO DATABASE: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td colspan="4"></td> <td style="text-align: center;">YYYY</td> </tr> </table>									DD	MM					YYYY
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# 1

## ASSESSMENT SUMMARY AND RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF QUALIFICATION:: SKIN CARE		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> <li>• Manage the salon; perform disinfection/sanitization and safety in salon</li> <li>• Analyze, identify and scan different types of skin after obtaining the previous history of the client</li> <li>• Perform basic facials as per client's skin needs.</li> <li>• Perform treatment facial manual/ machinery</li> <li>• Selection and procurement of thread and wax to perform epilate skin</li> <li>• Perform manicure / pedicure</li> <li>• Perform body massage with different movements</li> <li>• Communication skills with client, assess, explain, suggest and sell best suitable treatment to client and work as team</li> <li>• Develop professionalism</li> <li>• Develop Enterpreureship</li> </ul>		
Knowledge Assessment		✓			<ul style="list-style-type: none"> <li>• Answer all questions your assessor may have during the practical assessment</li> </ul>		
Other Requirements			✓		<ul style="list-style-type: none"> <li>• All course assignments/Assessments/tests are completed</li> <li>• Provided a complete business plan</li> </ul>		

# 2

# CANDIDATE ASSESSMENT

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

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

## GUIDANCE TO CANDIDATE

To meet this Qualification you are required to perform the following tasks within **four(4)hours** timeframe:

- Provide pre-bridal skin care services to the client, including:
- Perform manicure/pedicure
- Perform any two types of the following facial treatments;
  - ✓ sensitive skin facial
  - ✓ combination skin facial
  - ✓ pigmentation treatment
  - ✓ acne treatment
  - ✓ aging/wrinkled skin treatment
  - ✓ sun burnt/tanned skin facial
- ✓ Perform threading and waxing( full arms using cold wax/ eyebrows using thread)

**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><b>1. Complete practical task of providing skin care services to clients under observation by an assessor:</b></p>	<p>During a practical assessment on, under observation by an assessor, I will correctly perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Perform any two types of the following basic and treatment facials</li> <li>• Perform sensitive skin facial                             <ul style="list-style-type: none"> <li>✓ Demonstrate factors causing skin problems like laser treatment or natural disposition, weather cosmetics allergy &amp; lack of moisturizer from poster.</li> </ul> </li> <li>• Perform combination skin facial                             <ul style="list-style-type: none"> <li>✓ Explain treatments that reduce oil from the problematic area (T-zone checks etc.)</li> <li>✓ Demonstrate treatment to penetrate the oily moisturizer to maintain dry area and flakiness of skin. (T-zone, checks etc.</li> </ul> </li> <li>• Perform pigmentation treatment                             <ul style="list-style-type: none"> <li>✓ Demonstrate treatment of pigmentation (progressive rather than aggressive).</li> <li>✓ Demonstrate standard micro derma abrasion facial treatment for pigmentation.</li> <li>✓ Describe the Use of moisturizer with SPF. (Day-night).</li> </ul> </li> <li>• Perform acne treatment                             <ul style="list-style-type: none"> <li>✓ Recognize the moisture level (pH) to stop sebaceous glands to produce excess oil</li> <li>✓ Demonstrate the procedure of operating vacuum machine to suck the acne</li> <li>✓ Illustrate the use of high frequency machine on acne skin</li> <li>✓ Demonstrate the standard steps of applying hygienic methods.</li> <li>✓ Identify and describe types of sun screen</li> </ul> </li> <li>• Perform aging/wrinkled skin treatment                             <ul style="list-style-type: none"> <li>✓ Demonstrate treatment for anti-aging skin .</li> <li>✓ Illustrate the use of vitamin infused serum, collagen serums / creams and rejuvenating facial massage techniques.</li> </ul> </li> </ul>

- ✓ Demonstrate the use of micro derma abrasion for the removal of wrinkles from aged skin.
- ✓ Demonstrate glycolic acid facial treatment for anti-aging (use of direct galvanic electrical current to introduce water-soluble substances through the skin surface in an effort to improve ingredient, absorption and moisture retention).
- Perform sun burnt/tanned skin facial
  - ✓ Perform techniques for the treatment of sun burned skin.
  - ✓ Demonstrate the use of sun blocks.
  - ✓ Advise the ways of prevention from sunburn to the client.
- Below mentioned points must followed for all facial treatments:
  - ✓ Prepare the client for required service according to salon policies.
  - ✓ Examine the skin condition using standard procedures.
  - ✓ Identify the factors causing skin issues, for which specific treatment is required.
  - ✓ Select and arrange appropriate material, tools and equipment for required treatment.
  - ✓ Communicate with client during treatment facial and provide home care advice.
  - ✓ Perform steaming on face as per industry standards
  - ✓ Demonstrate the techniques of extracting white /black heads manually or by vacuum
  - ✓ Remove dead cells of skin by exfoliating/ scrubbing
  - ✓ Provide post care advice to the client as per the provided facial type
- Perform manicure/pedicure
  - ✓ Carry out a visual study of hands and nails to identify factors that will influence the treatment.
  - ✓ Provide protective materials for hygiene purposes
  - ✓ Select and prepare appropriate sanitized tools and equipment, supplies and material according to salon procedures
  - ✓ Ensure clients' safety and comfort during the entire process
  - ✓ Remove nail polish completely with nail polish remover if required
  - ✓ Apply cuticle cream and clean cuticle area of excess dead skin using appropriate tools
  - ✓ Trim and file nails following customer's desired shape and style
  - ✓ Perform massage for required amount of time using smooth and flowing movements following different massage movements and procedure
  - ✓ Perform different nail art designs and techniques. (Use products, tools, equipment and techniques to suit client treatment needs and nail conditions) Select and agree colors of the nail polish according to customer desires or requirements
  - ✓ Apply polish from the base to the edge of the nail using light sweeping stroke around the cuticle
  - ✓ Demonstrate procedures to ensure any cuts, product allergy and infectious treated and covered with appropriate soothing products.
  - ✓ Apply top or seal coat with long strokes in the same manner as the base coat
  - ✓ Check and analyse outcome against agreed nail service result
  - ✓ Advise client on nail maintenance practices
- Perform threading and waxing( full arms using cold wax/ eyebrows using thread)
  - ✓ Identify the techniques required for threading and waxing with the objective of keeping the clients at ease as well as obtaining best results.
  - ✓ Shape the eyebrows according to face cuts and eye shape.
  - ✓ Select suitable powder to absorb oil from the skin.
  - ✓ Apply soothing lotion to prevent redness or rashes.
  - ✓ Select and use the type of wax as per the service requirement
  - ✓ Prepare the client for required service according to salon policies.
  - ✓ Examine the skin condition using standard procedures.
  - ✓ Recognize bruises and rashes.
  - ✓ Select and arrange appropriate material, tools and equipment for required service.
  - ✓ Perform waxing in correct direction.
  - ✓ Evaluate the results using standard procedures and classifications.
- Below mentioned points will be followed for completing all tasks
  - ✓ Identify client's skin type and condition for the required service.
  - ✓ Select and use the products, tool and equipment as per the required service and

	<p>in accordance with manufacturers' instructions, skin condition and type, and industry practices.</p> <ul style="list-style-type: none"> <li>✓ Demonstrate procedures for safe handling and storage of materials and products containing chemicals are disposed in accordance as per manufacturers' instructions and salon requirements.</li> <li>✓ Provide aftercare advices according to given treatment.</li> <li>✓ Ensure client's satisfaction in response to finished look.</li> <li>✓ Report supervisor in case of any contingency.</li> <li>✓ Organize work area before and after service.</li> <li>✓ Demonstrate respect, courtesy, discretion and confidentiality while interacting with client throughout the service.</li> <li>✓ Ensure that professional image is according to the industry health and safety standards.</li> <li>✓ Ensure that personal presentation and hygiene meet the salon policies and industry standards for skin care services.</li> </ul> <ul style="list-style-type: none"> <li>• General performance criteria: <ul style="list-style-type: none"> <li>✓ Follow health and safety procedure as per the requirements of given task</li> <li>✓ Prepare work station as per the requirements of task</li> <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> </li> </ul>
<p><b>2. Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• All course assignments/Assessments/tests are completed</li> <li>• A complete business plan is provided. <ul style="list-style-type: none"> <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>
<p><b>3. Answer any questions your Assessor may have during the practical assessment</b></p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application.</p>

# 3

## ASSESSOR JUDGEMENT GUIDE

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

### INSTRCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questions for the candidate during the practical assessment must be related to the task in hand. They should only be used to.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS ON CANDIDATE PERFORMANCE
<b>1. Complete practical task of providing skin care services to clients under observation by an assessor</b>	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks.			
Perform any two types of the following basic and treatment facials	Performed two types of the following basic and treatment facials			
Perform sensitive skin facial	Demonstrated factors causing skin problems like laser treatment or natural disposition, weather cosmetics allergy & lack of moisturizer from poster.			
Perform combination skin facial	Explained treatments that reduce oil from the problematic area (T-zone checks etc.) Demonstrated treatment to penetrate the oily moisturizer to maintain dry area and flakiness of skin. (T-zone, checks etc.			
Perform pigmentation treatment	Demonstrated treatment of pigmentation (progressive rather than aggressive) Demonstrated standard micro derma abrasion facial treatment for pigmentation Described the use of moisturizer with SPF. (Day-night).			
Perform acne treatment	Recognized the moisture level (pH) to stop sebaceous glands to produce excess oil. Demonstrated the procedure of operating vacuum machine to suck the acne Illustrated the use of high frequency machine on acne skin Demonstrated the standard steps of applying hygienic methods. Identified and describe types of sun screen			
Perform aging/wrinkled skin treatment	Demonstrated treatment for anti-aging skin Illustrated the use of vitamin infused serum, collagen serums / creams and rejuvenating facial massage techniques			

	Demonstrated the use of micro derma abrasion for the removal of wrinkles from aged skin.			
	Demonstrated glycolic acid facial treatment for anti-aging (use of direct galvanic electrical current to introduce water-soluble substances through the skin surface in an effort to improve ingredient, absorption and moisture retention			
Perform sun burnt/tanned skin facial	Perform techniques for the treatment of sun burned skin.			
	Demonstrated the use of sun blocks.			
	Advised the ways of prevention from sunburn to the client			
Mentioned criteria must followed for all facial treatments:	Prepared the client for required service according to salon policies.			
	Examined the skin condition using standard procedures.			
	Identified the factors causing skin issues, for which specific treatment is required.			
	Selected and used appropriate material, tools and equipment for required treatment.			
	Communicated with client during treatment facial and provided home care advice.			
	Performed steaming on face as per industry standards			
	Demonstrated the techniques of extracting white /black heads manually or by vacuum			
	Removed dead cells of skin by exfoliating/ scrubbing			
	Provided post care advice to the client as per the provided facial type			
Perform manicure/pedicure	Carried out a visual study of hands and nails to identify factors that will influence the treatment.			
	Provided protective materials for hygiene purposes			
	Selected and prepare appropriate sanitized tools and equipment, supplies and material according to salon procedures			
	Ensured clients' safety and comfort during the entire process			
	Removed nail polish completely with nail polish remover if required			
	Trimmed and file nails following customer's desired shape and sty			
	Applied cuticle cream and clean cuticle area of excess dead skin using appropriate tools			
	Performed massage for required amount of time using smooth movements following different massage movements and procedure			
	Performed different nail art designs and techniques. (Use products, tools, equipment and techniques to suit client treatment needs and nail			
	conditions) Select and agree colors of the nail polish according to customer desires or requirements			

	Applied polish from the base to the edge of the nail using light sweeping stroke around the cuticle			
	Demonstrated procedures to ensure any cuts, product allergy and infectious treated and covered with appropriate soothing products.			
	Applied top or seal coat with long strokes in the same manner as the base coat			
	Checked and analyzed outcome against agreed nail service result			
	Advised client on nail maintenance practices			
Perform threading and waxing( full arms using cold wax/ eyebrows using thread)	Identified the techniques required for threading and waxing with the objective of keeping the clients at ease as well as obtaining best results.			
	Shaped the eyebrows according to face cuts and eye shape.			
	Selected softening powder to absorb oil from the skin.			
	Applied soothing lotion to prevent redness or rashes.			
	Selected and use the type of wax as per the service requirement			
	Prepared the client for required service according to salon policies.			
	Examined the skin condition using standard procedures.			
	Recognized bruises and rashes.			
	Selected and arrange appropriate material, tools and equipment for required service.			
	Performed waxing in correct direction.			
	Evaluated the results using standard procedures and classifications.			
Below mentioned points will be followed for completing all tasks	Identified client's skin type and condition for the required service.			
	Selected and use the products, tool and equipment as per the required service and in accordance with manufacturers' instructions, skin condition and type, and industry practices.			
	Demonstrated procedures for safe handling and storage of materials and products containing chemicals are disposed in accordance as per manufacturers' instructions and salon requirements.			
	Provided aftercare advices according to given treatment.			
	Ensured client's satisfaction in response to finished look.			
	Reported supervisor in case of any contingency.			
	Organized work area before and after service.			
	Demonstrated respect, courtesy, discretion and confidentiality while interacting with client throughout the service.			
	Ensured that professional image is according to the industry health and safety standards.			
	Ensured that personal presentation and hygiene meet the salon policies and industry standards for skin care services.			
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		
<b>2. Other Requirements</b>	All course assignments/Assessments/tests are completed		
	Provided complete business plan which must include <ul style="list-style-type: none"> <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>		
<b>3. Answer any questions their Assessor may have during the practical assessment</b>	<p>Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application.</p> <p>Assessor to document all questions asked, if any, and the answers here:</p>		

# 4

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

<b>INSTRCUTIONS</b>	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> <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>
<b>1. Context of Assessment</b>	This task will be performed in real time

<b>2. List of tools and equipment (for five candidates)</b>		
S. No	Items	Quantity
1	Galvanic Machine	1
2	Hi-Frequency Machine	1
3	Vacuum Machine	1
4	Brushing Machine	1
5	Steamer /Ozone	2
6	Sterilizer	1
7	Skin Scanner	2
8	Scissors small	3 sets
9	Black head extraction needle	5
10	Nail cutter / Cuticle cutter/ Cuticle remover/ cuticle needle/ filer/ Orange stick/ Foot Heeler/ Pumice stone/foot brusher/nail buffer.	5 kits
11	Shampoo Unit	2

<b>3. List of consumable items (for five candidates)</b>		
S. No	Items	Quantity
1	Cotton roll	3
2	Tissue paper	5 boxes
3	Cleanser 350- 500 ml	3 Bottles
4	Deep Cleanser 350 -500ml	3 Bottles
5	Tonner 250-300 ml	3 Bottles
6	Scrubs/ Exfoliates 250- 350 ml	3 Jars
7	Massage Creams 250-350 ml	3 Jars
8	Serums 30-60 ml	3 Jars
9	Masks	3 Jars
10	Sun Block	3 tubes
11	Bleach powder	3 Jars
12	Face Polish set	5
13	Developer 10 volume	3 bottles
14	Skin Shiner	3 bottles
15	Soothing lotion	3 bottles
16	Vit. E capsules	5
17	Rose water	5 bottles
18	Mud mask	3 Jars
19	Treatment Facials products(fruit product set)	5 sets
20	Sensitive skin products Set	5 sets
21	Combination skin product set	5 sets

22	Pigmentation/ whitening skin product set	5 sets
23	Acne/Oily skin product set	5 sets
24	Ageing/ wrinkled skin product set	5 sets
25	Tanned/ burnt skin product set ( whitening products)	5 sets
26	Manicure& Pedicure Hand/Foot soak-cleaner powder/ liquid	5 bottles
27	Hand foot scrub	5 bottles
28	Massage cream	5 jars
29	Paraffin wax	5
30	Nail varnish of different colors	3
31	Massage consumables Olive oil	5 bottles
32	Almond oil	5 bottles
33	Aroma Therapy oil, Jasmine, Juniper, Lavender, Rose marry and rose oil coco butter oil tea tree oil shear butter oil etc.	5 bottles
34	Thread white in colour	5
35	Wax strips roll	5
36	Wax hot	5
37	Wax Rubber	5
38	Sugar wax	5
39	Fruit wax	5
40	Talcum Powder	5
41	Aloe Vera Gel	5
42	Dettol	5
43	Alcohol pads	5 boxes
44		
45		