

**ASSESSMENT
EVIDENCE**

BEAUTICIAN

**CANDIDATE
DETAILS**

CANDIDATE
NAME:

LAST NAME

FIRST & MIDDLE NAMES

ADDRESS:

DATE OF
BIRTH:

DAY	MONTH	YEAR			

GENDER:

MALE

FEMALE

CNIC#:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

REGISTRATION
NUMBER:

I agree to the time and date of the assessment and am aware of the requirements of the assessment.

CANDIDATE
SIGNATURE:

INTERNAL	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/>	ASSESSOR STAMP	RE-ASSESSOR STAMP IF RE-ASSESSED																						
	ASSESSMENT DATE: <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> </tr> <tr> <td style="font-size: 8px; text-align: center;">DAY</td> <td style="font-size: 8px; text-align: center;">MONTH</td> <td colspan="2" style="font-size: 8px; text-align: center;">YEAR</td> <td colspan="2"></td> </tr> </table> REASSESSMENT DATE IF NYC: <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> </tr> <tr> <td style="font-size: 8px; text-align: center;">DAY</td> <td style="font-size: 8px; text-align: center;">MONTH</td> <td colspan="2" style="font-size: 8px; text-align: center;">YEAR</td> <td colspan="2"></td> </tr> </table>									DAY	MONTH	YEAR										DAY	MONTH	YEAR	
DAY	MONTH	YEAR																							
DAY	MONTH	YEAR																							
ASSESSMENT & ASSESSOR DETAILS	ASSESSOR NAME: <hr style="border-top: 1px dotted black;"/> <hr style="border-top: 1px dotted black;"/> ASSESSOR SIGNATURE: <hr style="border-top: 1px dotted black;"/>	RE-ASSESSOR NAME: <hr style="border-top: 1px dotted black;"/> <hr style="border-top: 1px dotted black;"/> RE-ASSESSOR SIGNATURE: <hr style="border-top: 1px dotted black;"/>																							

EXTERNAL	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/>	ASSESSOR STAMP	RE-ASSESSOR STAMP IF RE-ASSESSED																						
	ASSESSMENT DATE: <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> </tr> <tr> <td style="font-size: 8px; text-align: center;">DAY</td> <td style="font-size: 8px; text-align: center;">MONTH</td> <td colspan="2" style="font-size: 8px; text-align: center;">YEAR</td> <td colspan="2"></td> </tr> </table> REASSESSMENT DATE IF NYC: <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> </tr> <tr> <td style="font-size: 8px; text-align: center;">DAY</td> <td style="font-size: 8px; text-align: center;">MONTH</td> <td colspan="2" style="font-size: 8px; text-align: center;">YEAR</td> <td colspan="2"></td> </tr> </table>									DAY	MONTH	YEAR										DAY	MONTH	YEAR	
DAY	MONTH	YEAR																							
DAY	MONTH	YEAR																							
ASSESSMENT & ASSESSOR DETAILS	ASSESSOR NAME: <hr style="border-top: 1px dotted black;"/> <hr style="border-top: 1px dotted black;"/> ASSESSOR SIGNATURE: <hr style="border-top: 1px dotted black;"/>	RE-ASSESSOR NAME: <hr style="border-top: 1px dotted black;"/> <hr style="border-top: 1px dotted black;"/> RE-ASSESSOR SIGNATURE: <hr style="border-top: 1px dotted black;"/>																							

ASSESSMENT RESULTS SUMMARY FORM	
--	--

PBTE OFFICE ONLY	1. DATE FORM RECEIVED: _____ 2. DATE ENTERED INTO DATABASE: _____
-------------------------	--

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD			DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF INSTALLING, TESTING AND REPAIRING ELECTRICAL SYSTEMS AND EQUIPMENT	COMPETENT	NOT YET COMPETENT
Practical skill demonstration			✓	•		
Knowledge Test	✓	✓		<ul style="list-style-type: none"> • Answer any questions your Assessor may have during the practical assessment • Answer questions during viva-voice 		

2

ASSESSMENT NOTES

GUIDANCE FOR CANDIDATES

To meet this standard you are required to:

- Select and use products, tools and equipments for the required beautycare service.
- Present a professional image in a skin care salon.
- Apply hygiene, security and safety procedures in a salon.
- Follow beauty care salon SOPs
- Demonstrate technical skills
- Manage the salon
- Develop a business plan using entrepreneur skills for beauty salon

Your Assessor will be looking for your competence in:

- Conducting the consultation for each service with the client/model
- Communicating with your client/model throughout the service
- Correctly undertaking skin analysis for each client/model
- Applying the technical skills for the required services
- The standard of your personal presentation and professionalism
- Managing the four (4) hour assessment time frame to meet the industry timeframes for each service
- Demonstrating your understanding of:
 - Salon policies and procedures for industry standard services
 - Health, safety and security requirements
- Ensuring the final outcome meets industry standards for that service and consultation agreement, and the client is satisfied
- Answering any questions they may have for you

GUIDANCE FOR ASSESSORS

Assessors will need to be aware of industry policies and procedures applying to safe electrical operations for valid assessment of candidates's knowledge and performance.

Where model answers are provided for the Assessor, the candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

3

CANDIDATE ASSESSMENT

CANDIDATE
NAME: _____

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

ACTIVITIES	CANDIDATE RESPONSE
1. COMPLETE ALL COURSE ASSIGNMENTS	ALL COURSE ASSIGNMENTS ARE SATISFACTORILY COMPLETED
2. PROVIDE EVIDENCE OF PARTICIPATION	PARTICIPATED IN WORKSHOP, SEMINARS AND TRAINING ETC AND PROVIDED EVIDENCE
3. COMPLETE ALL COURSE TESTS AND EXAMS	ALL COURSE TESTS AND EXAMS ARE SATISFACTORILY COMPLETED
<p>4. COMPLETE PRACTICAL TASK OF PROVIDING SKIN CARE, HAIR CARE SERVICES TO CLIENTS UNDER OBSERVATION BY AN ASSESSOR:</p> <ul style="list-style-type: none"> • SELECT AND USE PRODUCTS, TOOLS AND EQUIPMENT FOR THE REQUIRED SKIN AND HAIRCARE SERVICE. • PRESENT 	<p>DURING A 4 HOUR PRACTICAL ASSESSMENT, UNDER OBSERVATION BY AN ASSESSOR, I WILL CORRECTLY:</p> <ul style="list-style-type: none"> • SELECT AND USE THE PRODUCT, TOOLS AND EQUIPMENT FOR THE REQUIRED SKIN CARE AND HAIR CARE SERVICE ACCORDING TO THE CLIENT'S SKIN AND HAIRSTRUCTURE/TYPE. <ul style="list-style-type: none"> ○ CLIENT'S SKIN AND HAIR CONDITION AND TYPE IS IDENTIFIED FOR THE REQUIRED SERVICE. ○ THE PRODUCTS, TOOL AND EQUIPMENT ARE SELECTED AND USED FOR THE REQUIRED SERVICE AND IN ACCORDANCE WITH MANUFACTURERS' INSTRUCTIONS, SKIN, HAIR CONDITION AND TYPE, AND INDUSTRY PRACTICES. ○ PROCEDURES FOR SAFE HANDLING AND STORAGE OF MATERIALS AND PRODUCTS CONTAINING CHEMICALS ARE DEMONSTRATED IN ACCORDANCE WITH LEGISLATION, MANUFACTURERS' INSTRUCTIONS AND SALON REQUIREMENTS. • PRESENT A PROFESSIONAL IMAGE IN A SALON. <ul style="list-style-type: none"> ○ INTERACTION WITH CLIENT AND OTHER SALON WORKERS DEMONSTRATES RESPECT, COURTESY, DISCRETION AND CONFIDENTIALITY THROUGHOUT THE SERVICE. ○ PROFESSIONAL IMAGE IS ACCORDING TO THE INDUSTRY HEALTH AND SAFETY STANDARDS. ○ PERSONAL PRESENTATION AND HYGIENE MEET THE SALON POLICIES AND INDUSTRY STANDARDS FOR SKIN CARE AND HAIRSERVICES. ○ CLIENT'S CURRENT AND PREVIOUS HISTORY IS RECORDED. • APPLY HYGIENE, SECURITY AND SAFETY PROCEDURES IN ACCORDANCE WITH HEALTH AND SAFETY STANDARDS. <ul style="list-style-type: none"> ○ TOOLS AND EQUIPMENT ARE SANITISED OR STERILISED ACCORDING TO THE HEALTH AND SAFETY STANDARDS. ○ WORKSTATION IS PRESENTED IN HYGIENIC AND TIDY CONDITION BEFORE

<p>A PROFESSIONAL IMAGE IN A SALON.</p> <ul style="list-style-type: none"> • APPLY HYGIENE, SECURITY AND SAFETY PROCEDURES IN A SALON. • FOLLOW SALON SOPS • DEMONSTRATE TECHNICAL SKILLS • MANAGE THE SALON 	<p>AND AFTER THE REQUIRED SERVICE ACCORDING TO THE INDUSTRY HEALTH AND SAFETY STANDARDS.</p> <ul style="list-style-type: none"> ○ HEALTH AND HYGIENE RULES ARE FOLLOWED THROUGHOUT THE SERVICE ACCORDING TO THE INDUSTRY STANDARDS. ○ WASTE MATERIAL AND PRODUCTS ARE DISPOSED OF CORRECTLY ACCORDING TO HEALTH AND SAFETY STANDARDS AND SALON REQUIREMENTS. <ul style="list-style-type: none"> • FOLLOW SALON SOPS. <ul style="list-style-type: none"> ○ SALON SOPS ARE CONSISTENTLY FOLLOWED THROUGHOUT THE SERVICES TO CLIENTS ○ EACH SERVICE IS COMPLETED WITHIN ALLOCATED TIME LIMIT • DEMONSTRATE SKIN CARE TECHNICAL SKILLS IN ACCORDANCE WITH: <ul style="list-style-type: none"> ○ INDUSTRY STANDARDS AND LEGISLATIVE REQUIREMENTS. ○ INDUSTRY HEALTH AND SAFETY STANDARDS. ○ CLIENT'S REQUIREMENTS AND SALON OPERATING PROCEDURES ○ TECHNICAL SKILLS IN SALON WILL INCLUDE: <ul style="list-style-type: none"> ▪ FACIAL SERVICE ▪ WHITENING OR PIGMENTATION TREATMENT ▪ SKIN EPILATION, INCLUDING: <ul style="list-style-type: none"> ○ THREADING ○ WAXING ▪ MANICURE AND PEDICURE, INCLUDES CUTTING AND SHAPING NAILS. ▪ MESSAGE TAKES INTO CONSIDERATION CLIENT'S MEDICAL AND PHYSICAL CONDITION AND INCLUDES: <ul style="list-style-type: none"> ○ SIMPLE HEAD MASSAGE ○ SIMPLE FACE MASSAGE ○ SIMPLE HAND AND FOOT MASSAGE USING BASIC PRESSURE POINTS ○ SIMPLE BODY MASSAGE USING LEMON OR LAVENDER ESSENTIAL OIL <ul style="list-style-type: none"> • BASIC FACIAL • HAIR COLORING AND STYLING • PARTY MAKE UP
<p>5. FINAL SERVICE OUTCOME</p>	<ul style="list-style-type: none"> • FINAL SERVICE OUTCOME MEETS INDUSTRY STANDARDS FOR THAT SERVICE • MEETS CONSULTATION AGREEMENT • CLIENT IS SATISFIED WITH FINAL OUTCOME OF SERVICE • FINAL SERVICE OUTCOME IS ACHIEVED WITHIN INDUSTRY SPECIFIED TIMEFRAME FOR SERVICE TYPE
<p>6. ANSWER ANY QUESTIONS YOUR ASSESSOR MAY HAVE DURING THE PRACTICAL ASSESSMENT</p>	<p>MY ANSWERS TO QUESTIONS ARE CORRECT AND DEMONSTRATE MY UNDERSTANDING OF THE TOPICS AND THEIR APPLICATION.</p>

4

ASSESSOR JUDGEMENT GUIDE

<p>1. Complete all course assignments</p>	<p>All course assignments are satisfactorily completed</p>	
<p>2. Complete all course tests and exams</p>	<p>All course tests and exams are satisfactorily completed</p>	
<p>3. Provide evidence of participation</p>	<p>Evidence is provided of participation in workshop, seminars and training, etc.</p>	
<p>4. Complete practical task of providing skin and hair care services to clients under observation by an assessor:</p> <ul style="list-style-type: none"> • Select and use products, tools and equipments for the required for beauty service. • Present a professional image in a salon. • Apply hygiene, security and safety procedures in a skin care salon. • Follow beauty salon SOPs • Demonstrate technical skills • Manage the professional image In salon 	<p>During a practical assessment, under observation by an assessor, the candidate correctly carried out</p> <ul style="list-style-type: none"> • The product, tools and equipment for the required skin care service were selected and used according to the client's skin structure/type. <ul style="list-style-type: none"> ○ Client's skin and hair condition and type was identified for the required service. ○ The products, tool and equipments were selected and used for the required service and were in accordance with manufacturers' instructions, skin and hair condition and type, and industry practices. ○ Procedures for safe handling and storage of products and materials containing chemicals were demonstrated in accordance with legislation, manufacturers' instructions and salon requirements. • A professional image in a salon was presented. <ul style="list-style-type: none"> ○ Client communication was professional throughout the services. ○ Professional image met the industry health and safety standards. ○ Personal presentation and hygiene were met the salon policies and industry standards to perform skin care services. ○ Client's current and previous history was recorded. • Hygiene, security and safety procedures were applied in accordance with health and safety standards. <ul style="list-style-type: none"> ○ Tools and equipment were sanitised or sterilised according to the health and safety standards. ○ Workstation was presented in hygienic and tidy condition before and after the required service according to the industry health and safety standards. ○ Health and hygiene rules were followed throughout the service according to the industry standards. ○ Waste products and materials were disposed of correctly in accordance with health and safety standards and salon requirements. • beauty salon SOPs were followed. <ul style="list-style-type: none"> ○ Salon SOPs were consistently followed throughout the services to clients 	

	<ul style="list-style-type: none"> ○ Service was completed within allocated time limit. • technical skills in beauty sector included: <ul style="list-style-type: none"> ○ Simple facial service. ○ Simple facial treatments included: <ul style="list-style-type: none"> • Acne or oily skin treatment. ○ Skin epilation included: <ul style="list-style-type: none"> ▪ Threading. ▪ Waxing. ○ Manicure and pedicure, included cutting and shaping nails. ○ Massage took into consideration of client's medical and physical conditions and included: <ul style="list-style-type: none"> • Simple head massage. • Simple face massage. • Simple hand and foot massage using basic pressure points. • Simple body massage using lemon or lavender essential oil. • technical skills were demonstrated in accordance with: <ul style="list-style-type: none"> ○ Industry standards and legislative requirements. ○ Industry health and safety standards. ○ Client's requirements and salon operating procedures 	
5. FINAL SERVICE OUTCOME	<ul style="list-style-type: none"> • FINAL SERVICE OUTCOME MEETS INDUSTRY STANDARDS FOR THAT SERVICE • MEETS CONSULTATION AGREEMENT • CLIENT IS SATISFIED WITH FINAL OUTCOME OF SERVICE • FINAL SERVICE OUTCOME IS ACHIEVED WITHIN INDUSTRY SPECIFIED TIMEFRAME FOR SERVICE TYPE 	
6. 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>	

1. Complete all course assignments	All course assignments are satisfactorily completed	
2. Complete all course tests and exams	All course tests and exams are satisfactorily completed	
3. Provide evidence of participation	Evidence is provided of participation in workshop, seminars and training, etc.	
4. Complete practical task of providing skin and hair care services to clients under observation by an assessor: <ul style="list-style-type: none"> • Select and use products, tools and equipments for the required for beauty service. • Present a professional image in a salon. • Apply hygiene, security and safety procedures in a skin care salon. • Follow beauty salon SOPs • Demonstrate technical skills • Manage the professional image In salon 	During a practical assessment, under observation by an assessor, the candidate correctly carried out <ul style="list-style-type: none"> • The product, tools and equipment for the required skin care service were selected and used according to the client's skin structure/type. <ul style="list-style-type: none"> ○ Client's skin and hair condition and type was identified for the required service. ○ The products, tool and equipments were selected and used for the required service and were in accordance with manufacturers' instructions, skin and hair condition and type, and industry practices. ○ Procedures for safe handling and storage of products and materials containing chemicals were demonstrated in accordance with legislation, manufacturers' instructions and salon requirements. • A professional image in a salon was presented. <ul style="list-style-type: none"> ○ Client communication was professional throughout the services. ○ Professional image met the industry health and safety standards. ○ Personal presentation and hygiene were met the salon policies and industry standards to perform skin care services. ○ Client's current and previous history was recorded. • Hygiene, security and safety procedures were applied in accordance with health and safety standards. <ul style="list-style-type: none"> ○ Tools and equipment were sanitised or sterilised according to the health and safety standards. ○ Workstation was presented in hygienic and tidy condition before and after the required service according to the industry health and safety standards. ○ Health and hygiene rules were followed throughout the service according to the industry standards. ○ Waste products and materials were disposed of correctly in accordance with health and safety standards and salon requirements. • beauty salon SOPs were followed. <ul style="list-style-type: none"> ○ Salon SOPs were consistently followed throughout the services to clients ○ Service was completed within allocated time limit. • technical skills in beauty sector included: <ul style="list-style-type: none"> ○ Simple facial service. ○ Simple facial treatments included: 	

	<ul style="list-style-type: none"> • Acne or oily skin treatment. ○ Skin epilation included: <ul style="list-style-type: none"> ▪ Threading. ▪ Waxing. ○ Manicure and pedicure, included cutting and shaping nails. ○ Massage took into consideration of client's medical and physical conditions and included: <ul style="list-style-type: none"> • Simple head massage. • Simple face massage. • Simple hand and foot massage using basic pressure points. • Simple body massage using lemon or lavender essential oil. • technical skills were demonstrated in accordance with: <ul style="list-style-type: none"> ○ Industry standards and legislative requirements. ○ Industry health and safety standards. ○ Client's requirements and salon operating procedures 	
<p>5. Final service outcome</p>	<ul style="list-style-type: none"> • Final Service outcome met industry standards for that service • Met consultation agreement • Client was satisfied with final outcome of service • Final service outcome was achieved within industry specified timeframe for service type 	
<p>6. Answer any questions their Assessor may have during the practical assessment</p>	<p>Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application:</p> <ul style="list-style-type: none"> • <i>What lead you to take the decision for steaming?</i> <ul style="list-style-type: none"> ○ Decision was made because pores were clogged/blocked. • <i>Why did you use wet tissue paper instead of sponges?</i> <ul style="list-style-type: none"> ○ Because of skin and hair infection and/or disorder that could contaminate the sponge. • <i>Why did you leave face mask on for that length of time?</i> <ul style="list-style-type: none"> ○ Because that length of time is advised or defined by the manufacturer. • <i>What was the reason that stopped you massaging the client?</i> <ul style="list-style-type: none"> ○ Because of the contraindications arising during massage. • <i>Tell me the biggest challenge you had in learning to do different types of massage?</i> <ul style="list-style-type: none"> ○ The biggest challenge is about hand movements, strokes and the correct pressurepoints. • <i>What information did you collect from the visual inspection will effect the way you carry out this skin and hair care treatment?</i> • <i>There are a number of products for this task, why did you choose this one over others?</i> <ul style="list-style-type: none"> ○ Because this product is suitable for the required service in accordance with client's skin type and condition. • <i>Why did you select these tools and products for this client and not others?</i> <ul style="list-style-type: none"> ○ Answer will reflect understanding of the correct tools and products for client service • <i>What is expected time frame for the service and how</i> 	

	<p><i>do ensure you meet that time?</i></p> <ul style="list-style-type: none">○ Answer will reflect understanding of the industry standard timeframe, the need to manage that time, and the manner in which the candidate will manage that time. Will be appropriate for the level of skill and experience of candidate.	
--	--	--