

HAIR STYLING

Assessment Package

National Vocational Certificate Level 2

Version 1 - March 2014

Published by

National Vocational and Technical Training Commission
Government of Pakistan

Headquarter

Plot 38, Kirthar Road, Sector H-9/4, Islamabad, Pakistan
www.navttc.org

Responsible

Director General Skills Standard and Curricula, National Vocational and Technical Training Commission
National Deputy Head, TVET Reform Support Programme, Deutsche Gesellschaft für Internationale
Zusammenarbeit (GIZ) GmbH

Layout & design

SAP Communications

Photo Credits

TVET Reform Support Programme

URL links

Responsibility for the content of external websites linked in this publication always lies with their respective publishers. TVET Reform Support Programme expressly dissociates itself from such content.

This document has been produced with the technical assistance of the TVET Reform Support Programme, which is funded by the European Union, the Embassy of the Kingdom of the Netherlands, the Federal Republic of Germany and the Royal Norwegian Embassy and has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close collaboration with the National Vocational and Technical Training Commission (NAVTTTC) as well as provincial Technical Education and Vocational Training Authorities (TEVTAs), Punjab Vocational Training Council (PVTC), Qualification Awarding Bodies (QABs) and private sector organizations.

Document Version

March, 2014

Islamabad, Pakistan

HAIR STYLING

Assessment Package

National Vocational
Certificate Level 2

Version 1 - March 2014

**ASSESSMENT
MATERIAL****EVIDENCE
GUIDE**

Qualification
Hair Stylist
Qualification code
Level: 2
Credit: 80
Version: 1

HAIR STYLING**CONTENTS**

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/ equipment, material and context of assessment

**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
RECEIVE
D:

DD		MM		YYYY			

2. DATE ENTERED INTO
DATABASE:

DD		MM		YYYY			

1

ASSESSMENT SUMMARY AND RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF: PROVIDING HAIR STYLIST SERVICES TO CLIENTS	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> • Present a professional image • Receive the client • Perform shampoo and conditioning • Perform styling techniques • Colouring the hair • Perform hair cuts • Perform hair treatment • Entrepreneurship development 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> • Answer all questions your assessor may have during the practical assessment 		
Other Requirements			✓		<ul style="list-style-type: none"> • All course assignments/Assessments/tests are completed • Provide a complete business plan 		

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 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:	<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 shampooing and conditioning <ul style="list-style-type: none"> ✓ Prepare the client and work area for shampoo and conditioning services ✓ Identify the condition of client's hair and scalp using suitable consultation techniques ✓ Conduct visual checks on the hair, skin and scalp in accordance with specified procedures ✓ Select and use products according to clients' hair structure type and manufacturer instructions/ service requirements ✓ Adapt shampooing massage techniques to meet the needs of your client's hair length and density, hair condition and scalp condition ✓ Maintain the water temperature and flow to suit the needs of your client's hair, scalp and comfort ✓ Apply conditioning products to meet the needs of your client's hair and scalp, following your salon's and manufacturers' instructions ✓ Check result to ensure all residues have been removed.

	<ul style="list-style-type: none"> ✓ Comb your 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, straightening, roller setting, perming, plaiting, up do styles hair buns and Mohawk style) <ul style="list-style-type: none"> ✓ Confirm with your client the look agreed at consultation prior to and during styling ✓ Check humidity, texture and condition of hair and scalp for scratches and open wounds ✓ Use the styling tools and equipment in a way that achieves the desired hair style finish ✓ Dry the hair with the help of blow dryer/ towel while minimizing the damage to hair ✓ Use back combing and back brushing techniques, when required, to achieve the desired look ✓ Part the sections cleanly and evenly to achieve the direction of the plates ✓ Effectively control and secure the client's hair throughout the plaiting processes ✓ Apply finished product (Hair Spray) after hair styling service if required ✓ Determine the previous chemical treatments applied to hair and ask the client regarding previous treatments ✓ Sub-section the hair according to the required hair style and service requirement ✓ Using heated equipment, when necessary, at the correct temperature for your client's hair and the desired look ✓ Ensure the finished look meets the intended shape, direction, balance and volume agreed with your client ✓ Use fine conditioner and shampoo for Mohawk style hair according to salon procedures and manufacturer's specifications. ✓ Confirm your client's satisfaction with the finished look. ✓ Give your client post care advice on the maintenance of their style and hair condition ✓ Provide post care advice to the client as per client's hairstyle and structure. • Perform any two types of colouring the hair (lowlights, highlights, one colour die). <ul style="list-style-type: none"> ✓ Accurately measure and mix colour and lightening products to manufacturers' instructions ✓ Mix colour and developer according to client's hair condition, length and desired outcome ✓ 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 ✓ Section the hair cleanly and evenly to assist the accurate application of products ✓ Use colour application techniques suitable for achieving the desired look and following manufacturers' instructions ✓ Apply products using industry standard techniques that minimize the risk of the product being spread to your client's skin, clothes and surrounding area ✓ Massage the hair by using standard techniques and procedures to emulsify the colour, when used, prior to removal following manufacturers' instructions ✓ Remove colouring or lightening materials from hair using standard techniques and processes to minimize discomfort to your client ✓ Shampoo the hair and scalp free from products using standard techniques and processes ✓ Apply a suitable conditioner or post colour treatment to the hair, following manufacturers' instructions • Perform any two types of the following haircut techniques <ul style="list-style-type: none"> ○ Front flick' ○ U-shaped cutting ○ Wedge cutting ○ Forward cutting ○ Layer cutting ○ Step cutting • Mentioned criteria will be followed for all types of hair cutting <ul style="list-style-type: none"> ✓ Confirm and agree with your client the cutting techniques and look require.
--	---

	<ul style="list-style-type: none"> ✓ Identify hair growth pattern using industry standard classifications ✓ Demonstrate standard tool and hand manipulation techniques for trimming ✓ Identify hair growth pattern using industry standard classifications ✓ Demonstrate standard tool and hand manipulation techniques for bob cutting. ✓ Identify different techniques of bob cutting. ✓ Perform hair trimming according to the standard procedure : ✓ Demonstrate aftercare advices in accordance with salon standard practice. ✓ 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) ✓ Apply styling and finishing products if require according to manufacturer's specifications and standard procedures ✓ Effectively control and secure your client's hair throughout the forward cutting processes. ✓ Blow- dries the hair according to salon procedure. ✓ 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 style="list-style-type: none"> • Perform any one of the hair treatment as per hair structure and clients 'requirement(damage hair, oily hair, and anti-dandruff hair treatment <ul style="list-style-type: none"> ✓ Determine the hair type and the condition of scalp using industry standard classifications and processes ✓ Identify the density, porosity, Elasticity and texture of hair using standard processes ✓ Ask and Check from the client's previous records, when available, any factors likely to affect future services ✓ Accurately identify the condition of the hair and scalp using suitable visual, verbal and manual checks using industry standard procedures ✓ Select and use tools, supplies and materials as per service requirement and manufacturer's instructions. ✓ Perform the required treatment according to hair and scalp analysis and clients 'need ✓ Select products, tools and equipment according to required service and client requirements. ✓ Use products as required and in accordance with manufacturer's instructions. ✓ Use electrical equipment safely and as per manufacturer's instructions. ✓ Identify any problems during the hair treatment and resolve them accordingly ✓ Ensure the water temperature and flow suit your client's hair and scalp and comfort 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. ✓ Provide post-service care advice to the client as per the service requirement and hair type. <ul style="list-style-type: none"> • These criteria will be followed for all tasks <ul style="list-style-type: none"> ✓ Ensure respect, courtesy, discretion and confidentiality while interacting with clients throughout the service. ✓ Conduct consultation with client to agree on the required hair styling services. ✓ Keep the work station clean and tidy all time and maintained according to standards and service requirement ✓ Provide gown to the client and ensure comfort ✓ Dispose the waste materials in accordance with Health& Safety rules <ul style="list-style-type: none"> • 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
--	---

	<ul style="list-style-type: none"> ✓ 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. Other Requirements	<ul style="list-style-type: none"> • All course assignments/assessments/tests are completed • Provide business plan while including the following elements: <ul style="list-style-type: none"> ✓ Executive summary ✓ Company overview ✓ Market analysis ✓ Marketing plan ✓ Operations plan ✓ Financial Plan
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

3

ASSESSOR JUDGEMENT GUIDE

Candidate's Name Father's Name

INSTRUCTIONS 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
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, straitening, roller setting, perming, plaiting, up do styles hair buns and Mohawk style)	Confirmed with the client the look agreed at consultation prior to and during styling			
	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			
	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			
	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, direction, balance and volume agreed with your client			
	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 of colouring the hair (lowlights, highlights, one colour die).	Measured and mixed colour and lightening products as per manufacturers' instructions			
	Mixed colour and developer according to client's hair condition, length and desired outcome			
	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 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 of the following haircut	Front flick'			

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
techniques	U-shaped cutting			
	Wedge cutting			
	Forward cutting			
	Layer cutting			
	Step cutting			
Mentioned criteria will be followed for all types of hair cutting	Confirmed and agree with your client the 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.			
	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 hair treatment as per hair structure and clients 'requirement(damage hair, oily hair, and anti-dandruff hair treatment	Determined the hair type and the condition of scalp using industry standard classifications and processes			
	Identified the density, porosity, Elasticity and texture of hair using standard processes			
	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 ensure 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
	Provide business plan while including the following elements: <ul style="list-style-type: none"> ✓ Executive summary ✓ Company overview ✓ Market analysis ✓ Marketing plan ✓ Operations plan ✓ Financial plan 			
3. Answer any questions their Assessor may have during the practical assessment	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:			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRCUTIONS	<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 required (for five candidates)		
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

3. List of consumable items required (for five candidates)		
S. 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



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Hair Stylist

CS Code

Level: 2

Credit: 3

Version: 1

RECEIVE THE CLIENT

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/equipment, material and context of assessment

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

NAVTTTC OFFICE ONLY

1. DATE

FORM

RECEIVED:

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

DD

MM

YYYY

2. DATE ENTERED INTO

DATABASE:

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

DD

MM

YYYY

1

ASSESSMENT SUMMARY & RECORD

Candidate's NameFather's Name:.....

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: RECEIVE THE CLIENT	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Perform role play for receiving the client 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> Answer all questions your assessor may have during the practical assessment 		
Other Requirements			✓		<ul style="list-style-type: none"> At least 3 completed client consultation forms At least 3 client appointments recorded in appointment book 		

2

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 within **30 minutes** timeframe;

- Participate in role-play for receiving client which must include the following:
 - ✓ Greet the client
 - ✓ Communicate with client
 - ✓ Behave in a professional manner with the client
 - ✓ Response to the client's needs
 - ✓ Set the appointments

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 Receive the Client under observation by an assessor	<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 role play for receiving clients including • Greet the client <ul style="list-style-type: none"> ✓ Greet the client respectfully ✓ Encouraged the client to ask questions regarding the treatment they need and areas of which they ✓ Identify the client requirements for service requested • Communicate with client <ul style="list-style-type: none"> ✓ Make recommendations that are suitable for the client ✓ Select the most appropriate way of communicating with the client • Behave in a professional manner with the client <ul style="list-style-type: none"> ✓ Treat the client courteously and helpfully ✓ Maintain standards of decorum, good manners and social behaviour • respond to the client's needs <ul style="list-style-type: none"> ✓ Identify and confirm client's expectations ✓ Respond positively to your client's questions and comments • Set the appointments <ul style="list-style-type: none"> ✓ Set the appointments in a way that satisfy the client ✓ Identify client requirement for service requested ✓ Record appointment details accurately , clearly and to meet salon's requirements • 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. Other Requirements	<ul style="list-style-type: none"> • At least 3 completed Client consultation forms • At least 3 client appointments are recorded in appointment book according to available time slot and client's needs
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

3

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. Completes practical task of receiving the client under observation by an assessor	During a practical assessment under observation by an assessor, the candidate correctly carried out the following tasks:			
Perform role play for receiving clients including	Greeted the client respectfully			
Greet the client	Encouraged the client to ask questions regarding the treatment they need and areas of which they were unsure			
	Identified the client requirements for service requested			
Communicate with client	Made recommendations that are suitable for the client			
	Communicated with the client in valued and respectful way			
Behave in a professional manner with the client	Treated the client courteously and helpfully			
	Maintained standards of decorum, good manners and social behaviour			
Respond to the client's needs	Identified and confirm client's expectations			
	Responded positively to the client's questions and comments			
Set the appointments	Set the appointments in a way that satisfy the client			
	Identified the client requirement for service requested			
	Recorded the appointment details accurately , clearly and to meet salon's requirements			
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	At least 3 completed Client consultation forms			
	At least 3 client appointments are recorded in appointment book according to available time slot and client's needs			

<p>3. Answer any questions their Assessor may have during the practical assessment</p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p><i>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</i></p>			
--	---	--	--	--



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Hair Stylist

CS Code:

Level: 2

Credit: 10

Version: 1

SHAMPOO AND CONDITIONING

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/equipment, material and context of assessment

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 the 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

NAVTTTC OFFICE ONLY

1. DATE FORM RECEIVED:

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

DD

MM

YYYY

2. DATE ENTERED INTO DATABASE:

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

DD

MM

YYYY

1

ASSESSMENT SUMMARY & RECORD

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

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PERFORM SHAMPOO AND CONDITIONING	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Performing shampoo and conditioning 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> Answer all questions your assessor may have during the practical assessment 		
Other Requirements					NA		

2

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 task within **thirty(30) Minutes** timeframe:

- Perform shampoo and conditioning

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 performing shampoo and conditioning Under observation by an assessor	<p>During a practical assessment, under observation by an assessor, I will correctly :</p> <ul style="list-style-type: none"> • Perform shampoo and conditioning <ul style="list-style-type: none"> ✓ Prepare the client according to required service ✓ Prepare the workstation for client shampoo and conditioning service ✓ Adapt shampooing massage techniques to meet the needs of the client's hair length and density, hair condition and scalp condition ✓ Remove product residue/remove the conditioning product, if required, in a way that avoids disturbing the direction of the cuticle ✓ Dry and comb your client's hair, if required, prior to the next part of the service, without causing damage to the hair and scalp. ✓ Give your clients suitable advice on maintaining the condition of their hair and scalp. • 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. 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>

3

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. Completes practical task of performing shampoo and conditioning under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks;			
Perform shampoo and conditioning	Prepared the client according to required service			
	Prepared the workstation for client shampooing and conditioning service			
	Adapted shampooing massage techniques to meet the needs of your client's hair length and density, hair condition, scalp condition and comfort			
	Removed product residue/remove the conditioning product, if required, in a way that avoids disturbing the direction of the cuticle			
	Dried and combed the client's hair, as required, prior to the next part of the service, without causing damage to the hair and scalp.			
	Gave suitable advice on maintaining the condition of their and scalp to the client.			
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. 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><i>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</i></p>			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRCUTIONS	<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	Blow-dryer	5
2	Tooth Comb	5
3	Flat Brush	5
4	Apron	5
5	Towel	5

3. List of consumable items (for five candidates)		
S. No	Items	Quantity
1	Shampoo	1
2	Conditioner	1
3	Cotton balls	1 pack



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Hair Stylist

CS Code:

Level: 2

Credit: 15

Version: 1

PERFORM STYLING TECHNIQUES

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/equipment, material and context of assessment

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

NAVTTTC OFFICE ONLY

1. DATE FORM RECEIVED:

DD	MM	YYYY							

2. DATE ENTERED INTO DATABASE:

DD	MM	YYYY							

1

ASSESSMENT SUMMARY & RECORD

Candidate's Name:..... Father's Name:.....							
ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PERFORM STYLING TECHNIQUES	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Perform styling techniques which include: <ul style="list-style-type: none"> ✓ Blow drying ✓ Hair straightening ✓ Roller setting ✓ Perming ✓ Hair plating ✓ Up- do styles ✓ Hair Buns ✓ Mohawk Style 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> Correctly answer all questions your assessor may have during the practical assessment 		
Other Requirements			✓		<ul style="list-style-type: none"> Provide verified evidence of the following task: <ul style="list-style-type: none"> ✓ Client consultation form 		

2

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 the following tasks within **Four(4) hours** timeframe:

- perform **any three (3)** of the following styling techniques to meet client's requirement and industry standards;
 - ✓ Blow drying
 - ✓ Hair Straightening
 - ✓ Roller setting
 - ✓ Perming
 - ✓ Hair plating
 - ✓ Up- do styles
 - ✓ Hair Buns
 - ✓ 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 performing styling techniques observation by an assessor	<p>During a practical assessment, under observation by an assessor, I will correctly :</p> <ul style="list-style-type: none"> • Perform any three of the following styling techniques • Blow drying <ul style="list-style-type: none"> ✓ Control the styling tools to minimise risk of damage to the hair, client discomfort and to achieve the desired look ✓ Towel dry the hair and keep them dry throughout the styling process ✓ Use back combing and back brushing techniques, when required, to achieve the desired look • Hair straightening(temporary) <ul style="list-style-type: none"> ✓ Set the iron temperature in accordance with hair condition ✓ Sub-section the hair according to straightening procedures ✓ Perform straightening from root to edge of hair ✓ Check the result and hair style according to client's choice • Roller setting <ul style="list-style-type: none"> ✓ Maintain the correct tension throughout the setting process ✓ Apply suitable products following manufacturers' instructions ✓ Use heated equipment, when necessary, at the correct temperature for your client's hair and the desired look ✓ Ensure that pins and grips, when used, are invisible ✓ Ensure that the roller techniques and effects achieve the intended shape, direction and volume agreed with • Perming(permanent) <ul style="list-style-type: none"> ✓ Identify the contra-indications of client's hair to perming services ✓ Conduct all necessary tests following manufacturers' instructions ✓ Prepare products following manufacturers' instructions ✓ Remove excessive moisture before neutralizing without disturbing the wound hair ✓ Leave the hair free of neutralizer after the final rinse

	<ul style="list-style-type: none"> • Hair plaiting <ul style="list-style-type: none"> ✓ Ensure the direction and balance of the finished plaits achieves the desired look ✓ Apply hair spray after plaiting the hair • Up- do styles <ul style="list-style-type: none"> ✓ Perform brushing and combing techniques ✓ Demonstrate up do techniques. i.e. twists ,knots , rolls and overlaps , curly ,Victorian ,rope Chinese braided and Classic twisted up-do ✓ Identify the hair placement and securing options for long hair design pinning ✓ Use ornamentation or hair attachments to enhance hairstyle bridal hair, placing tiaras etc. • Hair buns <ul style="list-style-type: none"> ✓ Demonstrate hair bun's techniques. i.e. Basic Bun ,Ballerina Bun, Ballet Bun ,Double Bun ,Side Bun, Braided Bun, High Bun, Low Bun and Curly Bun ✓ Identify the hair placement and securing options for long hair design pinning ✓ Control and secure your client's hair throughout the Hair bun processes • Mohawk style <ul style="list-style-type: none"> ✓ Explain the Mohawk related styles in various sizes and shapes to the client ✓ Wet the clients hair--shower and then lightly towel dry--to make it more manageable ✓ Grasp the hair you want to use to form a spike/fan • These criteria's must be followed for all tasks; <ul style="list-style-type: none"> ✓ Prepare service area as per requirement(s) of the service(s) to be provided to the client ✓ Select suitable Material, tools & equipment as recommended in salon policies. ✓ Check client's hair texture & scalp condition ✓ Use appropriate material, tools & equipment to client with reference to consultation conducted. ✓ Perform sectioning of the hair in accordance with the required styling technique. ✓ Apply finishing product according to required styling technique. ✓ Ensure the finished look meets the intended shape, direction, balance and volume agreed with your client ✓ Provide post care advice to the clients. ✓ 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. 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:
3. Other requirements	<ul style="list-style-type: none"> • Provide verified evidence of the performing different styling techniques <ul style="list-style-type: none"> ✓ Client consultation form ✓ Contingency plan for an unusual situation (Written Report)

3

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 styling techniques under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate carried out the following tasks.			
Blow drying	Controlled the styling tools to minimise risk of damage to the hair, client discomfort and to achieve the desired look.			
	Dried the hair with Towel and kept them dry throughout the styling process			
	Used back combing and back brushing techniques, as per requirement to achieve the desired look			
Hair straightening (Temporary)	Set the iron temperature in accordance with hair condition.			
	Sub-sectioned the hair according to straightening procedures			
	Performed straightening from root to edge of hair			
Roller setting	Maintained the correct tension throughout the setting process			
	Used heated equipment with suitable temperature for client's hair and the desired look			
	Ensured that the pins and grips used are invisible.			
Perming (Permanent)	Conducted all necessary tests following manufacturers' instructions and clients need.			
	Mixed the products following manufacturers' instructions			
	Removed excessive moisture before neutralizing without disturbing the damaged hair.			
	Left the hair free of neutralizer after the final rinse			
Hair plating	Ensured the direction and balance of the finished plaits achieves the desired look			
	Applied hair spray after plaiting the hair			
Up- do styles	Performed brushing and combing as per the style requirement			
	Demonstrated up do techniques. i.e. twists ,knots , rolls and overlaps , Curly ,Victorian ,Rope ,Chinese braided and Classic twisted up-do			
	Identified the hair placement and securing options for long hair design pinning.			
	Used ornamentation or hair attachments to enhance hairstyle bridal hair, placing tiaras etc.			
Hair buns	Demonstrated hair bun's techniques. i.e. Basic Bun ,Ballerina Bun, Ballet Bun ,Double Bun ,Side Bun, Braided Bun, High Bun, Low Bun and Curly Bun			
	Identified the hair placement and securing options for long hair design pinning			
	controlled and secured the client's hair throughout the hair bun processes			

Mohawk style	Explained the Mohawk related styles in various sizes and shapes to the client			
	Wet the clients with hair--shower and then lightly towel dried--to make it more manageable			
	Grasped the hair part which was used to form a spike/fan			
These criteria's must be followed for all tasks	Prepared service area as per requirement(s) of the treatment(s) to be provided to the client			
	Selected suitable material, tools & equipment as recommended in salon policies.			
	Checked client's hair texture & scalp condition			
	Selected material, tools & equipment as recommended in salon policies.			
	Used material, tools & equipment as per service needs of client with reference to consultation conducted			
	Performed sectioning of the hair in accordance with the required styling technique.			
	Applied finishing product according to required styling technique			
	Provided post care advice after the service			
	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. Other requirements	<ul style="list-style-type: none"> Provide verified evidence of the following task <ul style="list-style-type: none"> ✓ Client consultation form 			
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</p>			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding; <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	Blow-dryer	5
2	Sterilizer	1
3	Spray Bottle	5
4	Tail Comb	5
5	Flat Brush	5
6	Modular mirror	5
7	Towels	5
8	Apron	5
9	Plastic Gloves	5 Set
10	Straightener / Iron	1
11	Head Steamer	1
12	Sectioning clips	5 Sets
13	Plastic Rollers	5 Set
14	Perming rollers/rods	5Set

3. List of consumable items (for five candidates)		
S. No	Items	Quantity
1	Hair pins	As per required
2	Foil paper	1 Roll
3	Hair fixing spray	3
4	Perming lotion kit	5
5	Perming paper	As per required
6	Hair Moose	2
7	Hair gel	2



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Hair Stylist

CS Code

Level: 2

Credit: 15

Version: 1

COLOURING THE HAIR

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/equipment, material and context of assessment

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 NAVTTTC

NAVTTTC OFFICE ONLY

1. DATE FORM RECEIVED:

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

DD MM YYYY

2. DATE ENTERED INTO DATABASE:

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

DD MM YYYY

1

ASSESSMENT SUMMARY & RECORD

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

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	POTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: COLOURING THE HAIR	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> • Perform hair and scalp analysis • Perform following hair colour techniques <ul style="list-style-type: none"> ✓ One-Colour dye ✓ Lowlight ✓ Highlight 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> • Correctly answer all questions your assessor may have during the practical assessment 		
Other Requirements			✓		<ul style="list-style-type: none"> • Provide verified evidence: <ul style="list-style-type: none"> ✓ Client consultation form ✓ Contingency plan for an unusual situation (Written Report) 		

2

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 the following tasks within **four (4) hours** timeframe.

- Perform **any two(2)** of the following colouring the hair techniques
 - ✓ One-Colour Dye
 - ✓ Lowlights
 - ✓ Highlights

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 colouring the hair in a salon under observation by an assessor	<p>During a practical assessment, under observation by an assessor, I will correctly :</p> <ul style="list-style-type: none"> • Perform any two(2) of the following colouring the hair techniques • Lowlights <ul style="list-style-type: none"> ✓ Perform foil method/cap method using standard procedures ✓ Cut down the hair chunks according to established or acceptable procedures • Highlights <ul style="list-style-type: none"> ✓ Perform foil method/cap method using standard procedures ✓ Cut down the hair according to established or acceptable procedures for highlights • Below mentioned criteria must be followed for all tasks: <ul style="list-style-type: none"> ✓ Check client's hair & scalp condition ✓ Select colouring products according to service requirement, salon SoPs and industry standards ✓ Mix three colors to demonstrate understanding of colour theory applied to hair ✓ Accurately measure and mix colour and lightening products according to manufacturers' instructions ✓ Identify appropriate percentage and volume strength of hydrogen peroxide before mixing the colour ✓ Mix higher percentage or volume to achieve more lightening effect ✓ Meet minimum industry standards for colouring the hair • 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. 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:
3. Other Requirements	<ul style="list-style-type: none"> • Provide verified evidence of the following task <ul style="list-style-type: none"> ✓ Client consultation(forms) ✓ Contingency plan for an unusual situation (Written Report)

3

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. Completes practical task of colouring the hair under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Lowlights	Performed foil method/cap method using standard procedures			
	Cut down the hair chunks according to established or acceptable procedures			
Highlights	Performed foil method/cap method using standard procedures			
	Cut down the hair according to established or acceptable procedures for highlights			
The mentioned criteria must be followed for all tasks	Checked the client's hair & scalp condition			
	Selected colouring products according to service requirement, salon SoPs and industry standards			
	Mixed three colours to demonstrate understanding of colour theory applied to hair			
	Measured and mixed colour and lightening products as per manufacturers' instructions			
	Identified appropriate percentage and volume strength of hydrogen peroxide before mixing the colour			
	Mixed higher percentage or volume to achieve more lightening effect			
	Ensured that colour mixing meets salon SoPs and industry standards			
	Maintained salon policies and procedures for colouring the hair			
	Followed minimum industry standards for colouring the hair			
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	Provide verified evidence of the following task Client consultation forms			
	Contingency plan for an unusual situation (Written Report)			
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><i>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</i></p>			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding; <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	Blow-dryer	5
2	Sterilizer	1
3	Timer	5
4	Mixing Bowls	5
5	Spatula	5
6	Spray Bottle	5
7	Prong clips	5 Set
8	Applicator/Tinting Brush (Normal)	5
9	Applicator Brush (with comb)	5
10	Tooth Comb	5
11	Tail Comb	5
12	Round brushes (different sizes)	5
13	Flat Brush	5
14	Frosting cap	5
15	Perming Comb	5
16	Modular mirror	5
17	Shampoo & conditioning Unit	2
18	Towels	5
19	Apron	5
20	Plastic Gloves	5 Pair
21	Cotton Roll	5

3. List of consumable items (for five candidates)		
S. No	Items	Quantity
1	Shampoo	1
2	Conditioner	1
3	Hair colors	As per required volume
4	Volume 20/40	As per required volume
5	Foil Paper	1 Roll
6	Bleaching powder	As per required volume



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Hair Stylist

CS Code

Level: 2

Credit: 15

Version: 1

PERFORM HAIR CUTS

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/ equipment, material and context of assessment

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

NAVTTTC OFFICE ONLY

1. DATE FORM RECEIVED:

DD	MM	YYYY					

2. DATE ENTERED INTO DATABASE:

DD	MM	YYYY					

1

ASSESSMENT SUMMARY & RECORD

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

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PERFORM HAIR CUTS	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Perform Haircutting: 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> Answer all questions your assessor may have during the practical assessment 		
Other Requirements			✓		<ul style="list-style-type: none"> Provide verified evidence of the following task: <ul style="list-style-type: none"> ✓ Different service(s) in accordance with OHS (Occupational Health & Safety) standards in form of portfolio ✓ Client consultation forms 		

2

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 the following tasks within **three(3) hour** timeframe:

- Perform any **four (4)** of the following hair cutting techniques as per clients' requirement and industry standards.
 - ✓ Trimming
 - ✓ Front Flick
 - ✓ 'U' shaped cutting
 - ✓ Wedge cutting
 - ✓ Forward cutting
 - ✓ Layer cutting
 - ✓ Step cutting
 - ✓ Bob cutting

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 Performing Hair Cuts under observation by an assessor	<p>During a practical assessment, under observation by an assessor, I will correctly :</p> <ul style="list-style-type: none"> • Perform any four(4) of the following hair cuts <ul style="list-style-type: none"> ✓ Trimming ✓ Front Flick ✓ 'U' shaped cutting ✓ Wedge cutting ✓ Forward cutting ✓ Layer cutting ✓ Step cutting • Mentioned Criteria's must be followed for all tasks <ul style="list-style-type: none"> ✓ Prepare service area to meet the requirement(s) of the treatment(s) to be provided to the client ✓ Select suitable material, tools & equipment as recommended in salon policies. ✓ Check client's hair & scalp condition. ✓ Identify hair growth pattern using industry standard classifications ✓ Part the sections cleanly and evenly according to the required cutting service. ✓ Demonstrate standard hand manipulation techniques ✓ Use appropriate material, tools & equipment for client with reference to consultation conducted. ✓ Control and secure client's hair throughout the hair cutting processes. ✓ Apply finishing product according to required haircut. ✓ Provide post care advices after the service ✓ Ask and 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. 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:
3. Other requirements	Provide verified evidence of the following; <ul style="list-style-type: none"> ✓ Treatment(s) and service(s) in accordance with OHS (Occupational Health & Safety) standards in form of portfolio ✓ Client consultation forms

3

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 haircuts under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks			
Perform hair cuts Mentioned Criteria's must be followed for all tasks	Performed any four(4) of the following hair cuts <ul style="list-style-type: none"> ✓ Trimming ✓ Front Flick ✓ 'U' shaped cutting ✓ Wedge cutting ✓ Forward cutting ✓ Layer cutting ✓ Step cutting 			
	Prepared service area to meet the requirement(s) of the treatment(s) to be provided to the client			
	Selected suitable material, tools & equipment as recommended for the selected hair cut type.			
	Checked client's hair & scalp condition to identify hair growth pattern using industry standard classifications			
	Parted the sections cleanly and evenly according to the required cutting service.			
	Used appropriate material, tools & equipment for client with reference to consultation conducted.			
	Controlled and secure client's hair throughout the hair cutting processes			
	Demonstrated standard hand manipulation techniques			
	Applied finishing product according to required haircut.			
	Provided post care advices after the service			
	Asked and ensured the 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. Other Requirements	Provided verified evidence of treatment(s) and service(s) provided in accordance with OHS (Occupational Health & Safety) standards in form of portfolio			
	Client consultation forms			
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><i>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</i></p>			

4

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	Blow-dryer	5
2	Sterilizer	1
3	Spray Bottle	5
4	Scissors	5 set
5	Tail Comb	5
6	Round Brushes (different sizes)	5 set
7	Flat Brush	5
8	Modular mirror	5
9	Towels	5
10	Apron	5
11	Plastic Gloves	5 pairs

3. List of consumable items (for five candidates)		
S. No	Items	Quantity
1	Shampoo	1
2	Conditioner	1
3	Hair fixing spray	3



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Hair Stylist

CS Code:

Level: 2

Credit: 15

Version: 1

PERFORM HAIR TREATMENTS

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/equipment, material and context of assessment

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

CNI/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

NAVTTTC OFFICE ONLY

1. DATE FORM RECEIVED:

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

DD MM YYYY

2. DATE ENTERED INTO DATABASE:

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

DD MM YYYY

1

ASSESSMENT SUMMARY & RECORD

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

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PERFORM HAIR TREATMENTS	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Perform hair treatments for dry/damage hair, anti-dandruff hair and oily hair 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> Answer all questions your assessor may have during the practical assessment. 		
Other Requirements			✓		<ul style="list-style-type: none"> Provide verified evidence of the following task: <ul style="list-style-type: none"> ✓ Treatment(s) and service(s) in accordance with OHS (Occupational Health & Safety) standards in form of portfolio ✓ Filled client consultation form ✓ Contingency plan for an unusual situation (Written Report) 		

2

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 within **four(4) hours** timeframe:

- Perform any **two (2)** of the following hair treatments as per client requirements and industry standards.
 - ✓ Dry/damage hair treatments
 - ✓ Anti-dandruff hair treatments
 - ✓ Oily hair treatments

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 performing hair treatments observation by an assessor	<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 hair treatments for dry/damage hair anti-dandruff hair and oily hair(any two) <ul style="list-style-type: none"> ✓ Select suitable material, tools & equipment as per service requirement ✓ Conduct visual checks on the hair, skin and scalp in accordance with specified procedures to identify any disorder. ✓ Perform appropriate method of treatment step by step ✓ Ensure that water temperature and flow suit your client's hair/scalp and comfort needs ✓ Adapt required hair massage techniques to ensure the client's comfort. ✓ Use appropriate material, tools & equipment for client with reference to consultation conducted ✓ Wash and blow dry client's hair for fine finishing ✓ Ensure Client's satisfaction in response to finished look ✓ Refer problems you cannot resolve to the relevant person promptly ✓ Provide post care advice. ✓ Ensure health and safety measures throughout the service ✓ Meet established industry timeframes when performing hair treatment services • 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. 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>

3. Any other Requirements	<ul style="list-style-type: none"> • Provide verified evidence of the following task <ul style="list-style-type: none"> ✓ Treatment(s) and service(s) in accordance with OHS (Occupational Health & Safety) standards in form of portfolio ✓ Client consultation (form) ✓ Contingency plan for an unusual situation (Written Report)
----------------------------------	---

3

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. Completes practical task of performing hair treatments under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks :			
Perform hair treatments for dry/damage hair anti-dandruff hair and oily hair	Selected and used tools, equipment and material in accordance with service.			
	Conducted visual checks on the hair, skin and scalp in accordance with specified procedures to identify any disorder.			
	Performed hair treatment as per client's requirements and saloon policies.			
	Ensured that the water temperature and flow suits the client's hair and scalp and comfort needs			
	Adopted required hair massage techniques to ensure client's comfort if required.			
	Used appropriate material, tools & equipment for client with reference to consultation conducted			
	Washed and blow dried client's hair for fine finishing			
	Ensured client's satisfaction in response to finished look			
	Referred problems to the relevant person promptly in case of any contingency			
	Provided post care advice to maintain the condition of their hair and scalp.			
	Ensured health and safety measures throughout the service			
	Met established industry timeframes when performing hair treatment 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			
2. Other requirements	Provide verified evidence of the following task ✓ Treatment(s) and service(s) in accordance with OHS (Occupational Health & Safety) standards in form of portfolio ✓ 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's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p><i>Assessor to document below all questions asked and candidate answers. Use extra sheets if required</i></p>			
---	---	--	--	--

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT


INSTRUCTIONS	This section contains information regarding; <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	Blow-dryer	5
2	Sterilizer	1
3	Spray Bottle	5
4	Tail Comb	5
5	Flat Brush	5
6	Modular mirror	5
7	Towels	5
8	Apron	5
9	Plastic Gloves	5 Set
10	Frosting Cap	5
11	Head Steamer	2


3. List of consumable items (for five candidates)		
S. No	Items	Quantity
1	Shampoo	1
2	Conditioner	1
3	Treatment Oils	As per required volume
4	Hair Masks/wax	As per required volume

National Vocational and Technical Training Commission (NAV TTC)

 5th Floor Evacuee Trust Complex Sector F-5/1, Islamabad.

 +92 51 9044 04

 +92 51 9044 04

 info@navttc.org

 www.navttc.org